



the dpsa

Department:
Public Service and Administration
REPUBLIC OF SOUTH AFRICA

PUBLIC SERVICE VACANCY CIRCULAR

PUBLICATION NO 32 OF 2021

DATE ISSUED 10 SEPTEMBER 2021

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

: **DEPARTMENT OF FORESTRY, FISHERIES AND THE ENVIRONMENT:** Kindly note that the following 2 posts were advertised in Public Service Vacancy Circular 30 dated 27 August 2021. (1) Deputy Director: Systems Development (Cape Town) with Ref No: FIM19/2021; A relevant qualification is a Bachelor's degree /National Diploma in Computer Sciences / Information Technology / Information Systems on programming and systems development. (2) Scientist Production Grade A-C: Physical Oceanography with Ref No: OC21/2021; A relevant qualification is an appropriate recognized BSc Hons Degree in Physical Oceanography, or an equivalent Natural Sciences qualification. The closing date has been extended to 27 September 2021.

**INDEX
NATIONAL DEPARTMENTS**

NATIONAL DEPARTMENTS	ANNEXURE	PAGES
AGRICULTURE LAND REFORM AND RURAL DEVELOPMENT	A	03 - 05
DEFENCE	B	06
EMPLOYMENT AND LABOUR	C	07 - 13
FORESTRY FISHERIES AND THE ENVIRONMENT	D	14 - 18
GOVERNMENT PENSIONS ADMINISTRATION AGENCY	E	19 - 22
GOVERNMENT PRINTING WORKS	F	23 - 24
HEALTH	G	25 - 26
HIGHER EDUCATION AND TRAINING	H	27 - 28
HOME AFFAIRS	I	29 - 31
JUSTICE AND CONSTITUTIONAL DEVELOPMENT	J	32 - 35
PUBLIC WORKS AND INFRASTRUCTURE	K	36 - 39
TRANSPORT	L	40 - 43

PROVINCIAL ADMINISTRATIONS

PROVINCIAL ADMINISTRATION	ANNEXURE	PAGES
EASTERN CAPE	M	44 - 46
FREE STATE	N	47 - 48
GAUTENG	O	49 - 63
KWAZULU NATAL	P	64 - 98
WESTERN CAPE	Q	99 - 120

DEPARTMENT OF AGRICULTURE, LAND REFORM AND RURAL DEVELOPMENT

- APPLICATIONS** : The reference number should be featured in the subject line in the application e-mail sent to the Department. DALRRD requests applicants to apply by submitting applications on the new Z83 form obtainable from any Public Service Department or from the DPSA web site link: <http://www.dpsa.gov.za/dpsa2g/vacancies.asp>
- CLOSING DATE** : 27 September 2021 at 16:00
- NOTE** : Applications should be accompanied by comprehensive CVs (previous experience must be expansively detailed) and copies of qualifications, service certificates to support senior management experience, driver's licence and proof of registration with professional bodies were applicable, identification document and permanent residency/work permit. Only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from Human Resource. Foreign qualifications must be accompanied by an evaluation report issued by the South African Qualifications Authority (SAQA). It is the applicant's responsibility to have all foreign qualifications evaluated by SAQA and to provide proof of such evaluation. As from 1 January 2021, applications received on the incorrect application form (Z83) will not be considered. All required information on Form Z83 must be provided. Failure to complete or disclose all required information will automatically disqualify the applicant. Attachments to emailed applications must be limited to 10 megabytes and be as a PDF document. The DALRRD cannot be held responsible for server delays. Failure to submit the required documents will result in your application not being considered. If you apply for more than one post, submit separate applications for each post that you apply for. Correspondence will be entered into with short-listed candidates within three (3) months after the closing date of the post. If by then you have not been contacted for an interview you were not successful in your application. The requirements for appointment at Senior Management Service level include the successful completion of Senior Management Pre-entry Programme as endorsed by the National School of Government. Applicants should therefore attach 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/>. Failure to do this will result in the application being disqualified. Shortlisted candidates must provide proof of successful completion of the course. No appointment will take place without the successful completion of the pre-entry certificate and submission of proof thereof. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment in compliance with the Department of Public Service and Administration (DPSA) Directive on the Implementation of Competency Based Assessments. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. Shortlisted candidates will be required to be available for assessments and interviews at a date and time as determined by the department. All shortlisted candidates will be subjected to personnel suitability checks and the successful candidate will have to undergo full security vetting. DALRRD may conduct reference checks which will include social media profiles of the shortlisted candidates. The successful candidate will be appointed subject to positive results of the security clearance process. The successful candidate will be required to enter into an employment contract, sign an annual performance agreement and annually disclose her or his financial interests. All applicants are required to declare any conflict or perceived conflict of interest, to disclose memberships of Boards and directorships that they may be associated with. IMPORTANT: DALRRD is an equal opportunity and affirmative action employer. It is our intention to promote representivity in DALRRD through the filling of posts. The Department reserves the right not to fill a position.

MANAGEMENT ECHELON

- POST 32/01** : **DIRECTOR: SPATIAL COORDINATION REF NO: 3/2/1/2021/088**
Directorate: Spatial Coordination
- SALARY** : R1 057 326 per annum (Level 13), (All-inclusive package). The package includes a basic salary (70% of package), and a flexible portion that may be structured in accordance with the rules for Senior Management Services (SMS).
- CENTRE REQUIREMENTS** : Pretoria
Successful completion of Pre-entry Certificate for SMS as endorsed by the National School of Government (NSG). Bachelor's Degree in Town and Regional Planning / Spatial Planning / Development Planning (NQF 7). Registered at the South African Council for Town and Regional Planners. 5 years' experience at middle / senior management level. Job related knowledge: Knowledge of Spatial Planning and Land Use Management Act (SPLUMA) and related legislation. Application of development concepts and initiatives. Knowledge of intergovernmental legislation. Knowledge for government plans and programmes Job related skills: Computer literacy. Good written and verbal communication skills. Negotiation skills. Financial management. Project management. Team management. Interpersonal skills. A valid driver's licence.
- DUTIES** : Develop tools to promote the alignment and coordination of spatial plans. Promote the use of existing SPLUMA tools and systems. Coordinate SPLUMA implementation reports by Municipalities. Promote SPLUMA implementation by all relevant sectors and spheres of government. Evaluate Spatial Development Plans. Coordinate database of all spatial plans. Determine alignment of spatial plans with strategic national spatial frameworks. Ensure sharing of information and feedback loop. Facilitate spatial alignment and integration of projects/programmes of different spheres. Promote intergovernmental spatial alignment. Promote strategic spatial alignment. Identify, participate and produce guiding reports on project and programmes coordinated by the three spheres of government and other sectors. Coordinate international relations through National Spatial and Provincial Spatial Fora. Facilitate spatial planning and land use management national and provincial forums. Facilitate dialogue and information sharing among all stakeholders i.e. government, private sector, academia, State Owned Entities and Non-Profit Organisations. Facilitate stakeholder engagement with various stakeholders. Establish bi-lateral relations within Southern African Development Community (SADC) and the African continent. Facilitate learning platforms of specific agendas with other nations. Import lessons for spatial coordination and integration.
- ENQUIRIES APPLICATIONS** : Ms Aluwani Matsila Tel No: (012) 312 9659
Please ensure that you email your application to: post088@dalrrd.gov.za before the closing date as no late applications will be considered. Applications and supporting documents sent to email addresses that are not specified in the advertisement for the post that you are applying for will not be accepted. Failure to do this will result in the application being disqualified.

- POST 32/02** : **DIRECTOR: LAND DEVELOPMENT SUPPORT REF NO: 3/2/1/2021/089**
Directorate: Land Development Support
- SALARY** : R1 057 326 per annum (Level 13), (All-inclusive package). The package includes a basic salary (70% of package), and a flexible portion that may be structured in accordance with the rules for Senior Management Services (SMS).
- CENTRE REQUIREMENTS** : kwaZulu-Natal
Successful completion of Pre-entry Certificate for SMS as endorsed by the National School of Government (NSG). Bachelor's Degree / Advanced Diploma in Agricultural Studies / Agricultural Economics (NQF Level 7). Five (5) years' experience at a middle / senior management level. Job related knowledge: Knowledge of the Department's policies, prescripts and practices pertaining to land tenure and administration. Knowledge and understanding of sector needs and business requirements. In-depth knowledge of policy development and monitoring and evaluation. Knowledge and understanding of government development policies, e.g National Development Plan, National Growth Path etc. Research methodology. Corporate governance. Job related skills: Project

management skills. Communication skills. Agricultural development. Conflict management. Stakeholder mobilisation. Financial management. Reporting. Presentation and reporting skills. Computer literacy. Analytical skills. A valid driver's licence.

DUTIES

: Facilitate the development and grading of small-scale farmers into fully fledged commercial farmers. Facilitate capacity building and training to farmers. Establish partnership between emerging and established farmers. Promote agricultural enterprise opportunities for small scale farmers for food security and household level. Facilitate the identification of land reform strategic institutional partnerships. Assist farmers in instructing appropriate enterprise model based on their prepared commodities. Facilitate the conducting of diligence on prospective strategic partners. Conduct the diligence on existing business ventures. Facilitate the identification and recruitment of strategic investment partners. Facilitate the provision of appropriate business services. Manage the implementation of land development programmes and producer support commercialisation policy in line Operation Phakisa initiatives. Conduct regular assessment of the progress of recapitalisation programs and development services. Ensure compliance with relevant prescripts. Address gaps, non-compliance and make recommendations. Provide advice and guidance on partnerships. Advice State-Land on the performance of the lease on the farm especially were development funding has been provided. Ensure Resource Mapping in all identified farms for Development (Business Planning, Farm Assessment, etc) Facilitate profiling of beneficiaries in Communal Property Association (CPA) and One Households, One Hectare (1HH1HA) program with the reports. Facilitate the development of Business Plans for farm projects identified for development. Facilitate the regularisation of CPA and legal compliance in the restitution projects identified for development. Facilitate the development of farm assessment reports. Conduct workshops to farmers on different departmental policies affecting them. Ensure the identification and readiness of the properties to be developed through different programs. Assist in the appraisal of the project proposal through different approval structures. Ensure that all proposals are aligned with the policies and objectives of the department. Coordinate and align the development of identified projects with the different DALRRD branches mandate and expertise. Ensure alignment of identified farms to be developed with departmental deliverables in the Annual Performance (APP) and Operation Plan of the Branch. Ensure the alignment of selected properties with the APP and Ops plan. Ensure alignment of such projects with allocated budget. Ensure quarterly reporting on performance of the project in line with Key Performance Area as defined in the Operational Plan. Produce monthly reports on the actual performance of the farm.

ENQUIRIES
APPLICATIONS

: Ms S Budhoo Tel No: (033) 264 9500
: Please ensure that you email your application to: post089@dalrrd.gov.za before the closing date as no late applications will be considered. Applications and supporting documents sent to email addresses that are not specified in the advertisement for the post that you are applying for will not be accepted. Failure to do this will result in the application being disqualified.

DEPARTMENT OF DEFENCE



- APPLICATIONS** : Department of Defence, Directorate Human Resource Career Management PSAP (Western Cape Office), Private Bag X1, Simons Town, 7995.
- CLOSING DATE** : 30 September 2021 (Applications received after the closing date and faxed copies will not be considered).
- NOTE** : Applications must be submitted on the prescribed form Z83 (obtainable from any Public Service Department office i.e effective 01 January 2021. Should an application be received using incorrect application employment form Z83, it will be disqualified), which must be originally signed and dated by the applicant and which must be accompanied by a detailed CV (with full particulars of the applicants' training, qualifications, competencies, knowledge & experience) and clear copies of original educational qualification certificates, ID document and Driver's license (where applicable). Failure to comply with the above instructions will result in applications being disqualified. Applicants applying for more than one post must submit a separate form Z83 (as well as the documentation mentioned above) in respect of each post being applied for. If an applicant wishes to withdraw an application it must be done in writing. Should an application be received where an applicant applies for more than one post on the same applications form, the application will only be considered for the first post indicated on the application and not for any of the other posts. Under no circumstances will photostat copies or faxed copies of application documents be accepted. The successful candidates will be subjected to Personnel Suitability Checks (criminal record, citizenship & financial/asset record checks and qualification and employment verification). Successful candidates will also be subjected to security clearance processes. Applicants who do not receive confirmation or feedback within 3 (three) months after the closing date, please consider your application unsuccessful. Due to the large volume of responses anticipated, receipt of applications will not be acknowledged and correspondence will be limited to short-listed candidates only. For more information on the job description(s) please contact the person indicated in the post details. Successful candidates will be appointed on probation for the period of twelve (12) months in terms of the prescribed rules.

OTHER POST

- POST 32/03** : **PERSONNEL OFFICER: SUPERVISOR REF NO: DCM/27/21/01**
- SALARY** : R257 508 per annum (Level 07)
- CENTRE** : D HR CM, Western Cape Office, Simon's Town.
- REQUIREMENTS** : A minimum of Grade 12 (NQF Level 4). Three to five (3 – 5) years' experience in Human Resource Management. Relevant National Diploma/Degree or equivalent qualification will be an advantage. Special Requirement (skills needed): Knowledge and experience in PSAP personnel practice systems. Knowledge of PSAP Personnel Administration. Knowledge and insight iro HR Legislation pertaining to PSAP. Knowledge of Persol system. Knowledge of Human Resource prescripts. Good interpersonal skills. Ability to consult and facilitate groups of people. Ability to consult and facilitate groups of people. Ability to communicate verbally and in writing. Presentation and facilitation skills. Supervisory skills. Computer literacy in MS office (Word, Excel, PowerPoint and Access). A valid driver's licence would be an advantage. Successful applicant must be willing to travel within the Western Cape region.
- DUTIES** : Assist with presenting personnel utilization capacity and performance management interventions. Provide an advisory and consultancy service to Western Cape clients. Provide a salary and personnel Practice's support service to Western Cape clients. Provide support related to PSAP staffing act. Supervise personnel. Research, create and implement personnel practices interventions.
- ENQUIRIES** : Ms L.S. Jansen Tel No: (021) 787 3571

DEPARTMENT OF EMPLOYMENT AND LABOUR

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

- CLOSING DATE** : 27 September 2021
- NOTE** : NB: All attachments for on line application must including Z83 be in PDF and in one (1) file, indicate the correct job title and the reference number of the post on the subject line of your email. Use the correct email address associated with the post. Failure to do so, your application will be disqualified. Note: Applications quoting the relevant reference number must be submitted on the new form Z83, obtainable from any Public Service Department or on the internet at www.gov.za/documents. Received applications using the incorrect application for employment (old Z83) will not be considered. Each application for employment form must be fully completed, duly signed and initialled by the applicant. Failure to sign this form may lead to disqualification of the application during the selection process. A recently updated comprehensive CV as well as copies of all qualification academic transcripts including Senior Certificate, ID-document and a Driver's license where applicable should accompany a fully completed, initialled and signed new form Z83. Applicants must submit copies of qualifications, ID document and other relevant documents as indicated. Such copies need not be certified when applying for a post. The communication from the HR of the Department regarding the requirements of the certified documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview following the communication from HR. Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of their Permanent Residence Permits to their applications. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. The Department does not accept applications via fax. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within eight (8) weeks after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification). The Department reserves the right not to make any appointment(s) to the above post. A pre-entry certificate obtained from National School of Government (NSG) is required for all SMS applicants. The course is available at the NSG under the name Certificate for entry into SMS and the full details can be obtained by following the below link: <https://www.thensg.gov.za/training-course/sms-pre-entryprogramme/>. All shortlisted candidates for SMS posts will be subjected to a technical competency exercise that intends to test relevant technical elements of the job, the logistics of which be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend generic managerial competencies using the mandated DPSA SMS competency assessment tools. The successful candidate will be expected to sign an Internship performance agreement. The Department is an equal opportunity affirmative action employer. The Employment Equity Plan of the Department shall inform the employment decision. It is the Department's intention to promote equity (race, gender and disability) through the filling of this post(s).
- ERRATUM:** Kindly note that the following 2 posts of Assistant Director: COID Statutory-Services for Provincial Office: Free State- Ref No: HR 4/4/8/460(X1 post) and for Provincial Office: Gauteng- Reference No: HR4/4/4/05/01(X1 post) were advertised in Public Service Vacancy Circular 30 dated 27 August 2021, The requirements have been amended as follows: BPROC/LLB. Admission as an Attorney or Advocate. A valid driving licence. Two-year functional experience in compliance or legal service environment. Knowledge: Public service transformation and management issues, Public service act, Treasury Regulations, Departmental policies and procedures, corporate

governance, Skills Development Act, Public Service Regulations, SDLA. Skills: Facilitation, Planning and Organizing, Computer literacy, Interpersonal, Problem Solving, Interviewing, Presentation, Innovative, Analytical, Verbal and written communication. DUTIES: Appear in court for enforcement of COID and OHS. Manage the implementation of the COID and OHS enforcement processes. Manage the advocacy strategy for COIDA and OHS in IES. Manage and facilitate the implementation of capacity development programmes for the inspectors in the provinces. Co-ordinate information to provide legal advice and proceeding for COID and OHS enforcement. The Department is sorry for inconvenience caused. The closing date for these posts is extended to 27 September 2021. Enquiries: Mr F Thengwayo Tel No: 012 309 4497

MANAGEMENT ECHELON

- POST 32/04** : **OCCUPATIONAL HEALTH AND SAFETY SPECIALIST REF NO: HR4/21/09/20HO**
(One (1) year fixed term contract)
- SALARY CENTRE REQUIREMENTS** : R1 057 326 per annum, (all inclusive)
: Head Office, Pretoria
: Three (3) year degree (NQF7 & SAQA recognised) qualification in Social Work/ Psychology, Environmental Health/ Chemical Engineering/ Occupational Health/ Hygiene. Valid driving license. Five (5) years middle management experience in Occupational Health and Safety/ Employee Health and Wellness. Knowledge: Departmental policies and procedures, Knowledge of relevant HIV and AIDS related legislations, policies and regulations, Knowledge of the National Strategic Plan for RSA on HIV and AIDS & STIs and Integrated Employee Health & Wellness Framework, EHWP Policies, Code of Ethics, Batho Pele Principles, Human Resources Development Policies. SKILL: Communication, Counselling, Negotiation, Decision making, Organisational, Computer literacy, Change/diversity management, Problem solving, Motivational.
- DUTIES** : Manage the implementation of health and safety working environmental programmes/ projects in the province. Manage the investigation of health-related complaints and accidents. Ensure that there is inspections and enforcement of safety standards, laws and regulations governing the health and safety of individuals. Manage the implementation and promotion of Employee Health and Wellness Programmes and Interventions. Manage all the resources.
- ENQUIRIES APPLICATIONS** : Ms. M Matyila Tel No: 012 309 4026
: Chief Director: Human Resources Management: Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street.
- FOR ATTENTION** : Sub-directorate: Human Resources Operations, Head Office Email: Jobs-HQ9@labour.gov.za

OTHER POSTS

- POST 32/05** : **DEPUTY DIRECTOR: INTERNAL AUDIT REF NO: HR4/21/09/21HO**
- SALARY CENTRE REQUIREMENTS** : R733 257 per annum, (all inclusive)
: Head Office, Pretoria
: Three (3) year National Diploma (NQF6) / Bachelor's Degree (NQF7) in Internal Audit/ Accounting/ Finance. Five (5) years' experience of which two (2) years at Middle Management level and three (3) years functional experience in Internal Auditing. Valid Driver's License. Knowledge: Internal Audit Methodology, BATHO PELE Principles, Information Technology Frameworks (CoBiT, ITIL, ISO), Public Finance Management Act (PFMA) and Treasury Regulations, Public Service Regulations, Public Service Act, National Treasury Internal Audit Frameworks, Public Sector Risk Management Framework, King Report on Corporate Governance (II AND III), Framework for Managing Performance information, International Internal Audit Standards, International Financial Reporting Standards, International Accounting Standards, Generally Recognized Accounting Practice (GRAP), Departmental Internal Audit Activity, Audit and Risk Committee Charter, Departmental legislative and regulatory framework (LRA, BCEA, PAIA etc). SKILLS: Communication (Verbal and written), Conflict management, Project management, Leadership,

- Coordinating, Team mate (Audit Software), Risk assessment, Negotiation, Presentation, Problem Solving, Planning and organizing, Policy analysis and development, Computer literacy, Report writing, Driving, Analytical.
- DUTIES** : Develop the Internal Audit three year rolling plan for both Head Office (HQ) and Supported Employment Enterprise (SEE). Manage the internal audit divisions. Implement the three (3 year) and annual Internal Audit Plans. Coordinate work with key stakeholders and monitor the implementation of the Internal Audit methodologies. Manage the resources of the Sub-Directorate's.
- ENQUIRIES APPLICATIONS** : Ms. M Nkuna Tel No: 012 309 4336
- FOR ATTENTION** : Chief Director: Human Resources Management: Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street.
Sub-directorate: Human Resources Operations, Head Office Email: Jobs-HQ5@labour.gov.za
- POST 32/06** : **DEPUTY DIRECTOR: EMPLOYEE HEALTH AND WELLNESS PROGRAMMES REF NO HR4/21/09/22HO**
- SALARY CENTRE REQUIREMENTS** : R733 257 per annum, (all inclusive)
: Head Office, Pretoria
: Three (3) year National Diploma (NQF6) / Undergraduate Bachelor Degree (NQF7) in Social Work/ Psychology/ Occupational Health and Safety plus registered with South African Council for Social Service Professions (SACSSP) or the Health Professions Council of South Africa (HPCSA). Five (5) years' experience of which two (2) years at Middle Management (ASD level) and three (3) years functional experience in Employee Health and Wellness. Valid Driver's License. Knowledge: Knowledge of relevant HIV and AIDS related legislations, policies and regulations, Knowledge of the National Strategic Plan for RSA on HIV and Aids & STIs and Integrated Employee Health & Wellness Framework, EHWP Policies, Code of Ethics, Batho Pele Principles, Human Resource Development Policies, Departmental policies and procedures. SKILLS: Communication, Counselling, Negotiation, Decision making, Organisational, Computer literacy, Change/ diversity management, Problem solving, Motivational.
- DUTIES** : Manage the implementation and promotion of Employee Health and Wellness Programmes and interventions. Manage and implement the Employee Health and Wellness strategic framework. Manage and implement Gender Disability and Youth matters in the Department. Coordinate and implement Health and Productivity programmes in the Department. Management of all the resources in the Sub-Directorate.
- ENQUIRIES APPLICATIONS** : Ms. PP Mthethwa Tel No: 012 309 4549
- FOR ATTENTION** : Chief Director: Human Resources Management: Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street.
Sub-directorate: Human Resources Operations, Head Office Email: Jobs-HQ8@labour.gov.za
- POST 32/07** : **PRINCIPAL INSPECTOR: MECHANICAL ENGINEERING REF NO: HR4/4/7/28**
(Re-advertisement)
- SALARY CENTRE REQUIREMENTS** : R470 040 per annum
: Provincial Office: Mpumalanga
: Three (3) year National Diploma (NQF6)/ Undergraduate Bachelor Degree (NQF7) IN Mechanical Engineering. Valid driver's licence. 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 Organising, Computer Literacy, Interpersonal, Problem solving, Interviewing skills, Presentation, Innovative, Analytical, Research, Project Management.
- DUTIES** : 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 in Mechanical Engineering in terms of Occupational

Health and Safety. Provide support for enforcement action, including the preparation of reports for legal proceedings.

ENQUIRIES : Ms NL Njwambe Tel No: (013) 655 8700.

APPLICATIONS : The Provincial Chief Inspector: Private Bag X 7263, Emalahleni, 1035 Or hand deliver at Labour Building, Corner Hofmeyer Street and Beatty Avenue, Emalahleni or via Email: Jobs-MP@labour.gov.za

FOR ATTENTION : The Provincial Chief Inspector: Mpumalanga

POST 32/08 : **ASSISTANT DIRECTOR: COMMUNICATION SPECIALIST REF NO: HR 4/21/09/01**

SALARY : R376 596 per annum

CENTRE : SEE, Silverton

REQUIREMENTS : Three (3) year National Diploma (NQF6) / Undergraduate Bachelor Degree (NQF7) in Marketing or Communication Management. Two (2) to Three (3) years' functional experience in Marketing and Communication. Knowledge: Business processes, structures and organizational culture, The SEE structure, systems and products, The PFMA and Treasury Regulations, GAAP / GRAP, Tendering processes and procedures, Market research and analysis initiatives, Business development activities, PR tools and strategies, Social Media Management, Public Service Environment. Skills: Communication (written and verbal), Leadership, Research, Computer, Organizing, Planning, Project Management, Interpersonal, Attention to detail, Marketing, Conceptualization, Problem Solving, Analytical, Decision making, Networking, Customer care, Innovation, Knowledge and Information sharing, Conflict Management.

DUTIES : Coordinate sales and marketing at Supported Employment Enterprises. Monitor Compliance relevant pieces of legislation. Manage Supported Employment Enterprises branding and promotional materials. Manage Supported Employment Enterprise Digital marketing platforms. Compile performance reports for marketing campaigns.

ENQUIRIES : Ms. A Pretorius Tel No: 012 843 7425

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

FOR ATTENTION : Sub-directorate: Human Resources Operations, Head Office Email: Jobs-SEE@labour.gov.za

POST 32/09 : **ASSISTANT DIRECTOR: LABOUR ACTIVATION PROGRAMME REF NO: HR4/4/7/29 (X2 POSTS)**

SALARY : R376 596 per annum

CENTRE : Provincial Office: Mpumalanga

REQUIREMENTS : Three (3) year tertiary qualification in Public Administration/ Business Administration. Certificate in Project Management Methodologies will be added advantage. Valid Drivers Licence. Four (4) years functional experience, relevant experience in project management environment or equivalent. Knowledge: Public Financial Management Act (PFMA), Public Service Regulations (PSR), Labour Activation Framework, Skills Development Act (SDA), Project Management Principles (PMP), Diversity Management, Basic Education and Training (BET), Unemployment Insurance Act (UIA), Unemployment Insurance Contribution Act (UICA), Project Management Methodologies (PMBOK). Skills: Negotiation, Interpersonal, Presentation, Problem solving, Planning and Organizing, Policy analysis and interpretation, Communication (verbal and written), Computer Literacy, Report Writing.

DUTIES : Implement training / skills programmes relevant stakeholders that will benefit UIF Beneficiaries. Track and monitor progress in identified beneficiaries and institutions funded by Labour Activation. Implement information management systems and ensure the records in the section are maintained. Conduct Advocacy campaigns to create awareness on Labour Activation Programmes.

ENQUIRIES : Ms E Mokoena Tel No: (013) 655 8700

APPLICATIONS : The Deputy Director: Beneficiary Services, Private Bag X 7263, Emalahleni, 1035. Hand delivery: Labour Building, Corner Hofmeyer Street and Beatty Avenue, Emalahleni or via Email: Jobs-MP@labour.gov.za

FOR ATTENTION : The Deputy Director: Beneficiary Services

POST 32/10 : **SENIOR LABOUR MARKET INFORMATION SYSTEM OFFICER REF NO: HR4/21/09/23HO**

SALARY : R316 791 per annum
CENTRE : Head Office, Pretoria
REQUIREMENTS : Three (3) year tertiary qualification in Statistics, Economics, Social Sciences. 1-2 years' functional experience in the Labour Market data processing field. Knowledge: Public Service Act, Departmental policies and procedures, Batho Pele principles, Industrial and Occupational Codes, NQF. Skills: Verbal and written communication, Interpersonal relations, Ability to build high performance teams, Project management, Strategic management, Communication, Analytical, Problem solving, Conflict management.

DUTIES : Collect labour market information data at National and Provincial level. Process and analyse labour market information data (Daily). Provide consolidated labour market data for the compilation of labour market report (Daily). Provide coordinated information for the labour market system and policy.

ENQUIRIES : Mr SM Muthethwa Tel No: 012 309 4144
APPLICATIONS : Chief Director: Human Resources Management: Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street.

FOR ATTENTION : Sub-directorate: Human Resources Operations, Head Office Email: Jobs-HQ5@labour.gov.za

POST 32/11 : **MEDIA LIAISON OFFICER REF NO: HR4/21/09/24HO**

SALARY : R257 508 per annum
CENTRE : Head Office, Pretoria
REQUIREMENTS : Three (3) year National Diploma (NQF6)/ Undergraduate Bachelor Degree (NQF7) in Communication Science/ Public Relations/ Media Studies/ Publishing/ Journalism. Valid driver's license. One (1) year functional experience in Media and Communication Services. Knowledge: Departmental policies and procedures, Public Finance Management Act (PFMA), Basic knowledge of all legislation, Marketing communication principles, Event management, Media ethics, Political understanding of South African issues, Project management, Batho Pele principles. Skills: Journalism and editorial management, Media interviewing, Planning and organizing, Computer literacy, Communication skills, Problem solving, Listening and observation, Presentation, Time management, Project management.

DUTIES : Write quality news article and features for publication. Edit other articles and features into plain English. Distribute media release/ statements to external stakeholders (media). Identify communication opportunities and appropriate communication interventions by the department and/or minister.

ENQUIRIES : Mr S Mashalaba Tel No: 012 309 4882
APPLICATIONS : Chief Director: Human Resources Management: Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street.

FOR ATTENTION : Sub-directorate: Human Resources Operations, Head Office Email: Jobs-HQ6@labour.gov.za

POST 32/12 : **PRACTITIONER: LABOUR RELATIONS REF NO: HR4/21/09/25HO**

SALARY : R257 508 per annum
CENTRE : Head Office, Pretoria
REQUIREMENTS : Three (3) year National Diploma (NQF6) / Undergraduate Bachelor Degree (NQF7) in Public/ Business Administration/ Management. One (1) year functional experience in Finance and Human Resources administration environment. Knowledge: Public Service Act, Public Service Regulations and relevant prescripts, Departmental policies and procedures, Batho Pele Principles, Public Finance Management Act. Skills: Communication, Computer literacy, Interpersonal relation.

DUTIES : Facilitate the processes of rendering financial support services to the unit. Provide inputs, advice for the implementation of human resource. Organise training of staff within the chief directorate. Render the procurement and logistical support services. Provide registry support services in the unit.

ENQUIRIES : Mr SC Xaba Tel No: 012 309 4254
APPLICATIONS : Chief Director: Human Resources Management: Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street.

FOR ATTENTION : Sub-directorate: Human Resources Operations, Head Office Email: Jobs-HQ4@labour.gov.za

POST 32/13 : **COID EMPLOYER AUDITOR REF NO: HR4/4/10/151**

SALARY CENTRE REQUIREMENTS : R257 508 per annum
: Provincial Office-East London
: Three (3) year tertiary qualification in Financial Accounting/ BCOM Accounting/ Accounting/ Accounting/ LLB/ BCOM LAW/ BCOM in Commerce. Valid driver's licence. Knowledge: Departmental policies and procedures, Batho Pele Principles, Compensation of Occupational and Injury Disease Act (COIDA), OHS Act and Regulations, UIA & UICA, Public Service Act, Public Service Regulation, Public Financial Management Act (PFMA). Skills: Facilitation, Planning and Organizing, Communication written and verbal, Computer literacy, Interpersonal, Innovative and creative.

DUTIES : Conduct payroll audit to determine employer's compliance in relation to COIDA. Investigate complaints made on non-compliance with COIDA within prescribed time frames. Issue enforcement notices on non-compliant employers within the prescribed time frames. Prepare documents for prosecution of non-compliant employers within the prescribed time frames. Prepare statistics on a weekly basis to report performance.

ENQUIRIES APPLICATIONS : Ms P Ludwaba -Tyeda Tel No: 043 701 3289
: Chief Director Provincial Operations: Private Bag x 9005, East London, 5201 Hand delivered at No.3 Hill Street, East London

FOR ATTENTION : Sub-directorate: Human Resources Management, Provincial Office: East London. Email: Jobs-EC@labour.gov.za

POST 32/14 : **CLIENT SERVICE OFFICER (X2 POSTS)**

SALARY CENTRE REQUIREMENTS : R208 584.per annum
: Prospecton Labour Centre-Ref No: HR4/4/5/88 (X1 Post)
: Richmond Labour Centre-Ref No: HR 4/4/5/86 (X1 Post)
: Matriculation/ Grade Twelve (12). Knowledge: All Labour Legislations and Regulations, Private Employment Agency regulations and related ILO conventions, Public Service Regulations, Knowledge of the Departmental Policies, Procedures and Guidelines and Batho Pele Principles. Skills: Interpersonal, Telephone etiquette, Interviewing, Computer literacy, Communication, Ability to interpret legislation and Problem solving.

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

ENQUIRIES : Mr K Naidoo Tel No: (031) 913 9700
: Ms BB Ndlovu Tel No: (033) 212 2768

APPLICATIONS : Deputy Director: Labour Centre Operations: PO Box 343, Umbongintwini, 4120 For Attention: Sub-directorate: Human Resources Operations, Provincial Office: KZN. Email: Jobs-KZN@labour.gov.za
Deputy Director: Richmond Labour Centre: PO Box 852, Richmond, 3780 For Attention: Sub-Section: Human Resources Management, KwaZulu-Natal. E-mail: Jobs-KZN@LABOUR.gov.za

POST 32/15 : **RECORDS ADMINISTRATOR REF NO: HR4/4/5/93**

SALARY CENTRE REQUIREMENTS : R208 584 per annum
: Pietermaritzburg Labour Centre: KZN
: Grade 12/ Senior Certificate or equivalent. Knowledge: National Archives Act, Batho Pele Principles, Records Management, Departmental Polices and Procedures. Skills: Communication, Listening, Computer literacy, Planning and Organising.

DUTIES : Maintain the filling system as per the directives of the archives and records management prescripts. Sort and prepare documents for disposal process as in line with the relevant prescripts. Perform administrative duties within the Section as and when the need arises.

ENQUIRIES : Mr MSJ September Tel No: (033) 341 5300

APPLICATIONS : Deputy Director: Labour Centre Operations: PO Box 940, Pietermaritzburg, 3200 Or hand deliver at 370 Langalibalele Street, Pietermaritzburg, 3201.

FOR ATTENTION : Sub-directorate: Human Resources Operations, Provincial Office: KZN. Email: Jobs-KZN@labour.gov.za

POST 32/16 : **ADMINISTRATOR CLERK: MSS REF NO: HR4/4/5/96**

SALARY : R173 703 per annum
CENTRE : Pietermaritzburg Labour Centre: KZN
REQUIREMENTS : Matriculation/ Grade 12/Senior Certificate. Knowledge: Batho Pele Principles, Departmental Policies and Procedures, Treasury Regulations. Skills: Verbal and written Communication, Interpersonal relations, Problem solving, Computer literacy, Analytical, Planning and Organising.

DUTIES : To render Supply Chain Management Function in Labour Centre (Daily). Provide a Finance and office management services to the Labour Centre (Daily). Render Human Resource management (Daily). Responsible for training and performance activities in a Labour Centre (Daily). Responsible for records management in a Labour Centre (Daily).

ENQUIRIES : Mr MSJ September Tel No: (033) 341 5300
APPLICATIONS : Deputy Director: Labour Centre Operations: PO Box 940, Pietermaritzburg, 3200 Or hand deliver at 370 Langalibalele Street, Pietermaritzburg, 3201.
FOR ATTENTION : Sub-directorate: Human Resources Operations, Provincial Office: KZN. Email: Jobs-KZN@labour.gov.za

POST 32/17 : **MESSENGER: BENEFICIARY SERVICES REF NO: HR4/4/7/31**

SALARY : R122 595 per annum
CENTRE : Provincial Office: Mpumalanga
REQUIREMENTS : Grade 10. Knowledge: Departmental policies and procedures, Public Service Act, All legislations relevant to the post. Skills: Verbal and written communication, Interpersonal relationship, Computer literacy, Time management, Conflict management, Planning and organising.

DUTIES : Provide messenger services within the Business Unit. Assist with general administrative duties within the Business Unit.

ENQUIRIES : Ms E Mokoena Tel No: (013) 655 8700
APPLICATIONS : The Deputy Director: Beneficiary Services, Private Bag X 7263, Emalahleni, 1035. Hand delivery: Labour Building, Corner Hofmeyer Street and Beatty Avenue, Emalahleni or via Email: Jobs-MP@labour.gov.za
FOR ATTENTION : The Deputy Director: Beneficiary Services

POST 32/18 : **MESSENGER REF NO: HR4/4/10/153**

SALARY : R122 595 per annum
CENTRE : Provincial Office Eastern Cape
REQUIREMENTS : Grade 10. Valid driver's license. Knowledge: Departmental Policies and procedures, Public Service Act, All legislation relevant to the post. Skills: Planning and Organizing, Computer literacy, Interpersonal relationship, Conflict Management, Verbal and written communication, Time Management.

DUTIES : Provide messenger services within the Provincial Office (Daily). Assist with general administrative duties within the Unit (Daily).

ENQUIRIES : Mr S Bata Tel No: 043 701 3047.
APPLICATIONS : Chief Director: Provincial Operations, Private Bag X 9005 East London, 5201, Hand deliver at No.3 Hill Street East London.
FOR ATTENTION : Chief Director: Provincial Operations Email: Jobs-EC@labour.gov.za

DEPARTMENT OF FORESTRY, FISHERIES AND THE ENVIRONMENT

- APPLICATIONS** : Director-General, Department of Forestry, Fisheries and the Environment, Private Bag X447, Pretoria, 0001 or hand-delivered to: Environment House, Erf 1563 Arcadia Extension 6, Cnr Soutpansberg and Steve Biko Road, Arcadia, Pretoria. Attention: Human Resource Management
Applications for Eastern Cape, KwaZulu Natal, must be submitted to the Director-General, Department of Forestry, Fisheries and the Environment, For Attention: Private Bag X4390, Cape Town, 8000 or hand-deliver to 14 Loop Street Cape Town
- CLOSING DATE** : 27 September 2021
- NOTE** : Application must be submitted on a New signed Z83 form obtainable from any Public Service Department and must be completed in full, also accompanied by copies of all relevant qualifications (Matric Certificate must also be attached), ID document, a valid Driver's License (attached documentation need not be certified, certification will be requested when required) together with the recent Curriculum Vitae in order to be considered. Please note that should you not use the newly amended Z83 and completed, initialled and signed in full, the department reserves the rights to disqualify your application. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The National Department of Forestry, Fisheries and the Environment is an equal opportunity, affirmative action employer. Preference may be given to appointable applicants from the underrepresented designated groups in terms of the Department's equity plan. Persons with disabilities are encouraged to apply. Correspondence will be limited to successful candidates only. Short-listed candidates will be subjected to screening and security vetting to determine their suitability for employment, including but not limited to: Criminal records; Citizenship status; Credit worthiness; Previous employment (reference checks); and Qualification verification. Short-listed candidates will be expected to avail themselves at the Department's convenience. Entry level requirements for SMS posts: In terms of the Directive on Compulsory Capacity Development, Mandatory Training Days & 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. The person appointed to this position will be subjected to a security clearance, the signing of performance agreement and employment contract. The department reserves the right not to make an appointment. If you have not been contacted within three 3 months after the closing date of the advertisement, please accept that your application was unsuccessful.
ERRATUM: Kindly note that the following post that was advertised in Public Service Vacancy Circular 26 dated 30 July 2021, (1) Chief Financial Officer with reference number DT 12/2021 is withdrawn. We apologise for the inconvenience.

OTHER POSTS

- POST 32/19** : **DEPUTY DIRECTOR: FOREST ENTERPRISE DEVELOPMENT REF NO: FOM12/2021**
- SALARY CENTRE** : R869 007 per annum, (all-inclusive remuneration package)
 : Pretoria

REQUIREMENTS : A recognized Bachelor's Degree or National Diploma in Forestry Management or an equivalent 3-year qualification plus three–five (3-5) years relevant experience in related field. Ability to interpret and apply related legislation and policies, including National Forest Act, National Veld and Forest Fire Act, NEMA, NEMBA, Public Service Act, National Water Act, PFMA and Labour Relations Act, BBBEE Act and Forest Sector Transformation Code. Extensive knowledge and understanding of international laws and agreements relating to forest management. Proven knowledge of Forest Economics, Enterprise Development. Community Development. And SME development and support. Knowledge of the Forestry Masterplan with regard to Forest Enterprise Development. Knowledge of project management. Skills: Planning and organizing skills. Policy development and analysis. Leadership skills. Facilitation, negotiations skills and problem solving skills (verbal, presentation and report writing skills). The incumbent must be able to work efficiently with limited supervision. The applicant must have valid driver's license and a willingness to travel extensively and work extended hours.

DUTIES : The successful candidate will perform the following duties: Implement initiatives that create conditions for the development of enterprises in the forest sector: Develops and implement forestry SME support programme. Ensure effective development of policies and strategies: Develops policies and strategies for the use of forestry resources for enterprise development. Ensure the development and implementation of forest enterprise development guidelines to support SME's. Coordinate the implementation of the New Afforestation Programme. Conducts strategic and business planning: Liaise with agencies that support financial and non-financial support to SMEs. Participate in the development and implementation of the Branch: Forestry Management: Small Scale Forestry Strategic plan. Monitor the impact of FED initiatives

ENQUIRIES : Mr Tebogo Mathiane Tel No: 012 309 5712

POST 32/20 : **ASSISTANT DIRECTOR: VELT FIRES REF NO: FOM13/2021**

SALARY : R470 040 per annum
CENTRE : Pretoria

REQUIREMENTS : A Degree/ National Diploma in Forestry or Social Sciences or Natural Resources Management, Environmental Sciences and Disaster Management or equivalent qualification. A minimum of 3-5 years' experience in the related field. Knowledge National Forests Act, 1998; National Veld and Fire Act, 1998; Disaster Management Act, 2002 and Fire Brigade Service Act, 1987. Ability to Facilitate and organise. Knowledge of Public Service Act, Public Service Regulation and Public Finance Management Act. Skills required: Communication, Technical writing and Computer literacy. Ability to work individually and in a team.

DUTIES : Develop, implement, monitor and review veldfire policies and guidelines. Initiate and lead legislative process in the Forestry Regions through consultation with all veldfire stakeholders. Develop policies, strategies and guidelines regarding the management of veldfires (Capacity Building, Compliance and Enforcement, Fire Protection Associations (FPA) Financial Support, Fire Protection Association boundary policy). Coordinate and manage Veldfire Risk Assessments. Ensure Veldfire Risk Assessment and risk reduction planning. Analyse and evaluate veldfire risks. Monitor veldfire risk reduction measures. Implement, manage and monitor early warning systems and other related systems. Develop, manage and maintain the National Fire Danger Rating Systems (NFDRS). Manage and maintain the National Veldfire Information System (NVIS). Manage and maintain the FPA Regulatory Management System (FPARMS). Manage and Implement integrated veldfire management plans through FPAs. Develop policy, strategy and processes for FPA registration and administration. Draft annual report on the state and performance of FPAs.

ENQUIRIES : Mr Avhashoni Renny Madula Tel No: 012 309 5709

POST 32/21 : **ASSISTANT DIRECTOR: FORESTRY SECTOR ANALYST REF NO: FOM14/2021**

SALARY : R470 040 per annum
CENTRE : Pretoria

REQUIREMENTS : Applicants must possess a Bachelor's degree in one of the following fields: forestry, environmental management or social sciences (with strong analytical and writing skills). 3 - 5 years knowledge and experience in the natural resources/environmental management or commercial sphere and exposure to monitoring and evaluation environment. Knowledge of the forestry sector in South Africa; Knowledge of relevant forestry and environment/ natural resources management legislation, policies and strategies in forestry and the environmental field; Knowledge of legislation relating to information management; Knowledge and understanding of international agreements, conventions, processes and organizations applicable to forestry and natural resources management; Relevant computer platforms; Departmental policies and instructions. The candidate should also possess the following skills: written and verbal communication, report writing, presentation and facilitation, data analysis, ability to use statistical packages as well as the ability to use various computer packages applicable to the writing of different kinds of reports. The candidate should have a valid driver's licence. Good planning, creativity, innovation and people management skills are also a prerequisite.

DUTIES : Assessment and analysis of various forestry industry information, thereby interrogating data (raw and processed) and identifying challenges and opportunities within the forest sector and its associated value chain industries to promote and support sustainable forestry management and development of the sector; assessing opportunities and challenges for growth and development in the forestry sector and its value chains; compilation of forestry reports and assessment of the forestry sector; presenting facts and trends about the forestry sector; identifying and analysing sector driving forces and trends in national, regional and global spheres including the market forces influencing forestry and related sectors; make recommendations on the findings of the state of the forests report and other specifically-commissioned studies relating to socio-economic and ecological/ environmental dimensions of the forestry sector; performing total economic evaluation of sector resources; producing any other specific or commissioned reports; compiling reports required to meet the obligations of regional and international agreements, conventions and protocols; provision of inputs to other national, regional and international reporting requirements within and outside the Department; establish and manage an effective and efficient knowledge and information management programme which seeks to promote the growth and sustainable management of forests and related value chain industries including awareness raising as well as managing the Forestry Resource Centre for the Forestry Management Branch; maintaining sound relationships with key stakeholders and commissioning of projects relevant to the work for the Forestry Management Branch.

ENQUIRIES : Mr Avhashoni Renny Madula Tel No: 012 309 5709

POST 32/22 : **ASSISTANT DIRECTOR: COMMERCIAL FORESTRY REF NO: FOM15/2021**

SALARY : R470 040 per annum
CENTRE : Pretoria

REQUIREMENTS : A Degree/National Diploma in Forestry/ Environmental/ Natural Sciences or relevant qualification. A minimum of 3 years' relevant experience in related field. Knowledge of National Forestry Act, National Veld and Forest Fire Act, Public Service Act and Public Service Regulations. Knowledge of policy development and Intergovernmental and stakeholder relations. Ability to develop and apply policies. Excellent communication skills (verbal, presentation and report writing), planning and organizing, facilitation and coordination and computer skills. Knowledge of project planning and management. Ability to work under pressure.

DUTIES : Coordinate and facilitate the establishment of liaison forums. Provide secretariat duties for different forums responsible for forestry development and transformation. Liaise with stakeholders on different issues affecting the sector. Facilitate the Implementation of the Cabinet decision to re-commission exited forestry areas. Engage communities/ stakeholders that should be beneficiaries of forestry areas to be re-commissioned and facilitate the development of community legal structures. Develop and monitor the implementation and review of Management models of DFFE category B and C plantations. Facilitate the implementation of Community Forestry Agreement and Public

Private Partnership. Co-ordinate reporting on Forestry Charter Undertakings within the Forestry Branch. Provide support in the implementation of the Annual Performance Plan (APP).

ENQUIRIES : Ms O Zikhali Tel No: 012 309 1201

POST 32/23 : **ENVIRONMENTAL OFFICER SPECIALISED PRODUCTION:
ENVIRONMENTAL IMPACT ASSESSMENT (EIA) REF NO: OC22/2021**

SALARY : R402 045 per annum, (all-inclusive total package of R563 693 per annum)
CENTRE : Cape Town
REQUIREMENTS : Appropriate Honours Degree in Natural or Environmental Management/Sciences or equivalent qualification and 3-5 years' experience in related field. Knowledge and understanding of institutional arrangements and the legal regime pertaining to coastal management. Knowledge of the EIA Regulations in terms of the National Environmental Management Act (Act No. 107 of 1998) and its administration. Knowledge on integrated environmental management and the National Environmental Management: Integrated Coastal Management Act (Act No. 24 of 2008). Knowledge and understanding of coastal management processes and principles. Knowledge and understanding of the functioning of coastal ecosystems and the impact of human activity on those systems. Knowledge of successive of the Integrated Coastal Development Act. Knowledge of the Off-road vehicle regulations, their guidelines, historical context and implementation. Knowledge of government administration and financial procedures, Public Service and Departmental Procedures and Prescripts. Advanced computer literacy skills and relevant experience. Good communication skills. Good organising and planning, problem solving skills. Ability to work individually and in a team. Ability to work under pressure and with minimum supervision. A valid driver's licence. All short-listed candidates will be subject to a written evaluation in addition to an interview.

DUTIES : Coordinate and facilitate Oceans and Coasts comments, inputs and advice on the draft and final Environmental Impact Assessment Reports for all developments along the coast. Establish a mechanism to deal with developments "regulated and unregulated" along the entire South Africa's coastline and engage with compliance and enforcement. Facilitate engagements with competent authorities of coastal provinces for statistics on the Environmental Impact Assessment reports approved and produce quarterly and annual reports. Facilitate necessary site inspections, attendance of stakeholder meetings, working groups, and implementation workshops that have a bearing on Environmental Impact Assessment. Provide support to general Integrated Coastal Management projects, strategies, policies, plans and programs that have coastal environmental impact assessment implications.

ENQUIRIES : Mr. Sibusiso Mbethe Tel No: 081 208 1400)

POST 32/24 : **ESTATE MANAGER: WOODLANDS & INDIGENEOUS FOREST
MANAGEMENT**

SALARY : R376 596 per annum, (Total salary package of R532 814 per annum/conditions apply)

CENTRE : Eastern Cape Ref No: Fom16/2021

Kwazulu Natal Ref No: Fom17/2021

REQUIREMENTS : Applicants must be in possession of an appropriate three year National Diploma or Bachelor Degree in Forestry or relevant equivalent qualification within related field with 3-5 years' experience Woodlands & Indigenous forest management. Knowledge and understanding of policy management and regulatory processes, legal interpretation in terms of both National Forest Act (Act No. 84 of 1998) and National Veld and Forest Fire Act (Act No.101 of 1998). Understanding of policy and legislation framework, sectorial legislator framework of forestry and labour in South Africa. Best Management Practices for Forestry. Environmental Management Systems. Good presentation skills, excellent verbal and written communication, analytical and problem solving skills, programme and project management, good interpersonal relations, negotiation skills Analytical skills, Ability to work under pressure, Planning and organizing skills. Computer skills in MS Office Software, a valid driver's licence and must be willing to travel.

- DUTIES** : The successful incumbent will be responsible for preserving the biodiversity of the estate to ensure the continued livelihood within the forest estate. Management and rehabilitation of degraded forest areas, wetlands, and riparian zones. Manage the infrastructure to ensure the functional utilisation, maintenance, and development within the forest estate. Promote Environmental Awareness and manage internal and external relationships with all interested and affected stakeholders to the estate. Manage risk and security aspects on the estate & administrative and related function. Develop and implement resource security plan for the estate. Enforce regulations and legislation applicable on the estate. Co-ordinate and conduct regular forest patrols.
- ENQUIRIES** : Mr W Yako Tel No: 082 805 4182(Eastern Cape)
Ms B Mzulwini Tel No: 033 392 7741 (KwaZulu-Natal)
- POST 32/25** : **OFFICE ADMINISTRATOR II: OCEANS & COASTAL RESEARCH REF NO: OC23/2021**
- SALARY** : R257 508 per annum, Total package R399 435 per annum
CENTRE : Cape Town
REQUIREMENTS : An Appropriate National Diploma in Office Management/Administration or relevant qualification with one to two years relevant experience. Knowledge of administration procedures, financial procedures, project management, computer literacy, especially a good command of word processing, presentation, spreadsheet and email programs. A basic understanding of public service and government's procurement procedures. Experience in document management systems (electronic and manual). A clearly demonstrable ability to compile meeting outcomes, basic correspondence and other documents independently. Excellent writing skills with experience in drafting reports, etc. Applicants should be able to compile formatted documents and demonstrate basic numeracy. The office requires a person who has initiative, sound organizing and planning skills. Good interpersonal and communication skills are essential.
- DUTIES** : The appointed candidate shall render secretarial, administrative, logistical support and financial administration, including budget and procurement to the Office of the Chief Director: Oceans & Coastal Research. Duties will include compilation of meeting outcomes and actions, diary management, maintaining Departmental electronic document management system, arrangement of unit's travel arrangements, and compiling business and performance reports.
- ENQUIRIES** : Dr A Naidoo Tel No: 0827847131

GOVERNMENT PENSIONS ADMINISTRATION AGENCY (GPAA)



- CLOSING DATE** : 27 September 2021 at 12h00 noon No late applications will be considered.
- NOTE** : Take Note Of The Disclaimer Mentioned On Each Advert During Covid Lockdown. It is mandatory that applications with supporting documentation, including signed Z83 be emailed to the respective email addresses indicated on each advert. Ensure that you use the correct inbox/email. Applications sent to the incorrect inbox will be deemed a regret. Ensure to sign your Z83 before you scan it. Please use your signature or valid e-signature and not your name written in block/typed print. A Z83 not signed will be deemed a regret. Only send documents related to the requirements in the advert. From 1 January 2021, a new application for employment (Z83) from will be effective. Should an individual wish to apply for a post on or after 1 January 2021, he/she will be required to submit the new application for employment form which can be downloaded at www.dpsa.gov.za-vacancies. From 1 January 2021 should an application be received using the incorrect application for employment (Z83), it will not be considered. Requirements: Applications must be submitted on form Z83, obtainable on the internet at <http://www.gpaa.gov.za> (Originally signed and scanned). The relevant reference number must be quoted on all documentation and on the subject heading of the email. Application should consist of (1) a comprehensive CV (specifying all experience and duties, indicating the respective dates MM/YY as well as indicating references with full contact details) (2) copies of all qualifications (including matriculation), Identity document, valid driver's license (where driving/travelling is an inherent requirement of the job) and proof of citizenship if not RSA Citizen. Failure to submit the above information will result in the application not considered and deemed a regret. The candidate must agree to the following: Shortlisted candidates must be available for virtual interviews at a date and time determined by GPAA. Applicants must note that pre-employments checks and references will be conducted once they are short-listed and the appointment is also subject to positive outcomes on these checks, which include but not limited to: security clearance, security vetting, qualification/study verification, citizenship verification, financial/asset record check, previous employment verification and criminal record. Applicants will be required to meet vetting requirements as prescribed by Minimum Information Security Standards. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Correspondence will only be conducted with the short- listed candidates. If you have not been contacted within six (6) months after the closing date of this advertisement, please accept that your application was unsuccessful. The candidate must take note of: It is intended to promote representativeness through the filling of these posts and the candidature of persons whose promotion/ appointment will promote representativeness, will receive preference. Disabled persons are encouraged to apply. For salary levels 11 – 15, the inclusive remuneration package consists of a basic salary, the state's contribution to the Government Employees Pension Fund and a flexible portion in terms of applicable rules. SMS will be required to undergo a Competency Assessment as prescribed by DPSA. All candidates shortlisted for SMS positions will be required to undergo a technical exercise that intends to test the relevant technical elements of the job. One of the minimum requirements for SMS is the pre-entry certificate. For more details on the pre-entry course visit: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/> The GPAA reserves the right to utilize practical exercises/tests/competency assessments for non-SMS positions during the recruitment process (candidates who are shortlisted will be informed accordingly) to determine the suitability of candidates for the post(s). The GPAA reserves the right to cancel the filling/not to fill a vacancy that was advertised during any stage of the recruitment process. The successful candidate will have to sign and annual performance agreement and will be required to undergo a security clearance.

OTHER POSTS

- POST 32/26** : **ASSISTANT MANAGER PENSIONER MAINTENANCE REF NO: ASMNG/PM/2021/03-1P/09RA**
(Payments & Administrative Support)
The purpose of the role is: to ensure the implementation of all Pensioner Maintenance processes and payment of pension benefits within the EB Operations: Pensioner Maintenance.
- SALARY CENTRE REQUIREMENTS** : R376 596 per annum (Level 09), (basic salary) Employee Benefits Operations
Pretoria Head Office
An appropriate three year National Diploma/B Degree (at least 360 credits). Four (4) years' experience in an Employee Benefits environment which should include two years supervisory experience. Computer literacy that would include a good working knowledge of Microsoft Office products, especially Microsoft Excel and Word. Working knowledge of CIVPEN, Workflow and Pekwa will serve as an advantage. Knowledge of the benefits payable in a Pensioner Maintenance environment will be an added advantage. Knowledge of Employee Benefits. Knowledge of applicable legislation within GEPF. Knowledge of GEPF products and services. Knowledge of Public Service Prescripts and Legislation. Knowledge of Civil Pension Software (CIVPEN), Workflow and Pekwa. Knowledge of Ethical and Fraud awareness. Knowledge of Financial Management. Managerial and leadership skills. Planning and organizing. Communication skills. Decision and problem solving skills. Presentation skills. Accuracy, thoroughness and ability to detect errors. Ability to prioritize and meet deadlines. Interpersonal relations. Customer service orientation. Persuasiveness and flexibility. Ethical business conduct. Ability to work under pressure. Ability to delegate. Accountability. Ability to establish controls and monitor tasks.
- DUTIES** : The incumbent will be responsible for a wide variety of tasks which includes, but is not limited to the following: Monitor the Administrative Control within the unit: Ensure the timeous and accurate processing and authorization of pension Claims including the administration of death benefit payments. Assist in the identification of service delivery gaps and challenges within EB Pensioner Maintenance and broader EB environment and implement effective business solutions. Implement and maintain an effective system of internal controls, control environment and delegation of authority. Assist in the compilation and presentation of service delivery performance reports/progress for Senior Management. Develop and Review EB operations processes and systems: Implement the Operational Business Plan for EB Pensioner Maintenance to support and achieve the strategic objectives of EB. Ensure operational compliance with applicable legislation, statutes, policies and rules to ensure that the GEPF and National Treasury is not exposed to any risk or non-compliance. Conduct analysis on policies and make recommendations. Sound knowledge and ability to utilize systems used within the Pensioner Maintenance unit. Improve business relationships with employers and other stakeholders by eliminating old cases on hand. Monthly status report to stakeholders. Assist in compiling presentations and training manuals before going to workshop management and stakeholders. Management and development of staff: Manage the performance of the unit which involves coaching, mentoring and taking corrective action where required. Develop performance standards and evaluates team and individuals. Monitor staff regarding human resources such as leave, recruitment and grievances. Compile the work plans for the unit including the consolidation of the operational plans into the directorate's overall work plan.
- ENQUIRIES APPLICATIONS** : Ms Felicia Mahlaba Tel No: (012) 319 1455 or email Recruit1@gpaa.gov.za
It is mandatory to email your application with the relevant supporting documentation to Recruit1@gpaa.gov.za quoting the reference number in the subject heading of the email. The certification of all supporting documents will be expected of the shortlisted candidates only during the challenges experienced with the COVID-19 pandemic.
- NOTE** : A permanent position of Assistant Manager: Pensioner Maintenance is currently available at the EB Operations Unit of the GPAA. Disclaimer during COVID 19 lockdown stages: Take note of the new requirements regarding a new Z83 effective 1 January 2021 as per the DPSA regulations. (Information

contained in the footer). Interviews will/may be conducted via a virtual medium which will be discussed with each shortlisted applicant. The applicant should have the necessary data and equipment for this purpose. Correspondence will only be conducted with the short-listed candidates.

POST 32/27 : **ADMINISTRATOR: TAXATION (RECONCILIATION) REF NO: ADM/TAX/REC/2021/08-1P**

Finance

The purpose of the role is: To provide administrative support in the reconciliation of the General Ledger and EMP501 within GPAA.

SALARY CENTRE REQUIREMENTS

: R208 584 per annum (Level 06), (basic salary)

: Pretoria Head Office

: An appropriate three year tertiary qualification in Finance (at least 360 credits) with 18 months proven experience in Finance or Grade 12 certificate/Senior Certificate (Matric) with three years proven experience in Finance. Experience within Taxation will serve as an advantage. Computer literacy that would include a good working knowledge of Microsoft Office products, especially Microsoft Excel and Word. Working knowledge of CIVPEN and Easy file will be an added advantage. Knowledge of the Income Tax Act and the interpretation thereof. Knowledge of the Pension Fund Act. Knowledge of the retirement Fund. Knowledge of GEP LAW. Knowledge of the PFMA. Excellent Communication (written and oral) and interpersonal skills. Numeracy skills. Methodical skills. Integrity. Reliability. Honesty. Quality orientation. Team orientation. Service orientation. Good leadership qualities.

DUTIES

: The incumbent will be responsible for a wide variety of tasks which includes, but are not limited to the following: Provide administration of Garnishee orders from SARS: Implement (create/authorise) garnishee orders from SARS (AA88's and IT88). Collect overpayments from SARS timeously. Reconcile account monthly after every payment run and compile reports. Administer the manual and electronic calculation of tax: Collate individual information with regards to income tax. Undertake the effective calculation of income tax electronically and manually. Capture data on electronic and manual tax calculation. Reconcile payment profile with task master. Handle audit queries and escalate to the relevant person. Effective administration of Tax General Ledger accounts: Undertake general ledger reconciliation on taxation three days after the monthly payment run. Provide effective reconciliation of IRP5's (testing). Request manual tax directives: Process manual tax directives requests on ODS platform. Ensure once directive received, tax deductions and payments are created and confirmed same day. Process tax adjustments daily: Create/authorize tax refunds and recoveries. Create/authorize voluntary tax deductions as per pensioner instructions. Process journals.

ENQUIRIES APPLICATIONS

: Mr John Brouckaert Tel No: (011) 267 2920 or email john@isilumko.co.za

: It is mandatory to email your application with the relevant supporting documentation to john@isilumko.co.za

NOTE

: A permanent position of Administrator: Taxation (Reconciliation) is currently available at Finance Section in GPAA. Disclaimer during COVID 19 lockdown stages: Take note of the new requirements regarding a new Z83 effective 1 January 2021 as per the DPSA regulations. (Information contained in the footer). Quoting the reference number in the subject heading of the email. The certification of all supporting documents will be expected of the shortlisted candidates only during the challenges experienced with the COVID-19 pandemic. Interviews will/may be conducted via a virtual medium which will be discussed with each shortlisted applicant. The applicant should have the necessary data and equipment for this purpose. Correspondence will only be conducted with the short-listed candidates.

POST 32/28 : **SECURITY OFFICER SUPERVISOR: GUARDING & ACCESS CONTROL REF NO: SOS/FM/2021/09-1P**

Facilities Management

The purpose of the role is to render a security service through protection, save guarding and access control within the GPAA.

SALARY CENTRE

: R173 703 per annum (Level 05), (basic salary)

: Pretoria Head Office

REQUIREMENTS

: Grade 12 with a Security Certificate, Registration with Private Security Industry Regulatory Authority (PSIRA) – that has not expired. A minimum of 6-12 months experience within the Safety & Security environment. Experience in supervising staff will serve as an advantage. Valid driver's license is mandatory, at least 6 months old (a certified copy must be attached to the application). Computer literacy in Microsoft packages. Knowledge of Access Control to Public Premises and Vehicles Act. Knowledge of Firearm Control Act. Knowledge of Control Room Operations. Knowledge of Private Security Industry Regulatory Authority (PSIRA). Knowledge of Criminal Procedure Act. Knowledge of Fire Brigade Act. Knowledge of Occupational Health and Safety Act. Knowledge of MISS. Knowledge of GEPF services and procedures. Analytical skills. Facilitation skills. Problem solving skills. Communication skills (verbal and written). Organising and coordination skills. Supervisory skills. Customer oriented. Ability to communicate at all levels. Work independently. Persuasiveness. Reliability. Efficient stress management. Self-efficiency. Integrity. Ability to multi-focus.

DUTIES

: The incumbent will be responsible for a wide variety of tasks which includes, but is not limited to the following: Perform and monitor access control functions: Determine whether visitors have appointments/or the services that the visitors requires. Contact the relevant employee to confirm the appointment or refer the visitor to the relevant service delivery point. Complete or ensure that the admission control register is completed and issue admission control documents/cards as required. Escort visitors to relevant employees/venues where required. Lock and unlock entrances. Operate X-ray machines where applicable. Conduct daily inspections on all access control systems (CCTV, biometric, X-ray machines, walk-through metal detectors etc.). Identify suspicious conduct. Ensure that unauthorized persons and dangerous objects do not enter the building/ premises. Follow-up on incidents. Ensure and monitor safety in the building and the premises: Undertake building/premises patrols. Identify and check that doors are locked or unlocked as required. Check water leaks and that taps are closed. Check fire hazards, exposed electrical contacts and other fire hazards contacts and other fire hazards emanating from instance chemicals. Check that lights are switched on and off as required. Check suspicious objects and packages. Check contractors visiting the premises, ensuring that they comply with OHS requirements and that OHS induction was conducted. Apply emergency procedures (in situations like bomb scares, riots etc.) and alert emergency services and departmental management. Ensure and monitor that equipment, documents and stores do not leave or enter the building or premises unauthorised: Complete or ensure that the registers to control the movement of equipment, stores and documents are completed. Ensure that no equipment, stores and assets of the department leave the building/premises unauthorized. Inspect vehicles entering and leaving the premises. Gather information and report on missing and stolen equipment and stores. Handle documents at points of entry according to classification and the prescripts. Controlling of outsourced security service provider: Conduct daily checks to ensure compliance by the service providers to the agreed SLA and compiled job description. Submit reports daily to respective supervisor indicating performance standards. Ensure all incidents are recorded in the occurrence books/registers: Record all security breaches in different registers. Inform different managers of the security discrepancies noted during patrol.

ENQUIRIES

: Mr Ismael Radebe Tel No: (012) 399-2299 or email Recruit4@gpaa.gov.za

APPLICATIONS

: It is mandatory to email your application with the relevant supporting documentation to Recruit4@gpaa.gov.za quoting the reference number in the subject heading of the email. The certification of all supporting documents will be expected of the shortlisted candidates only during the challenges experienced with the COVID-19 pandemic.

NOTE

: A permanent position of Security Officer Supervisor: Guarding and Access Control is currently available at GPAA: Facilities Management. Disclaimer during COVID 19 lockdown stages: Take note of the new requirements regarding a new Z83 effective 1 January 2021 as per the DPSA regulations. (Information contained in the footer). Interviews will/may be conducted via a virtual medium which will be discussed with each shortlisted applicant. The applicant should have the necessary data and equipment for this purpose. Correspondence will only be conducted with the short-listed candidates.

GOVERNMENT PRINTING WORKS

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

- APPLICATIONS** : All applications must be forwarded to: The Branch: Human Resources, Government Printing Works, 149 Bosman Street, Pretoria or Private Bag X85, Pretoria, 0001
- FOR ATTENTION** : Ms N Kana or Ms D Kgosana, Human Resources Tel No: 012 748 6279 / 012 748 6277.
- CLOSING DATE** : 27 September 2021 (12:00 noon)
- NOTE** : Applications must be submitted on the prescribed form Z83 (NB. The new application for employment form can be downloaded at www.dpsa.gov.za-vacancies, the old prescribed application for employment form Z83 was withdrawn with effect from 31 December 2020) and must be completed in full with page 2 duly signed, and clear indication of the reference number on the Z 83. A recent comprehensive CV specifying all qualifications and experience with respective dates, Copies of qualifications, ID and a valid driver's license (where required), must be attached. Such copies need not to be certified when applying for a post. Only shortlisted candidates will be required to submit certified documents on or before the day of the interview. It is the responsibility of applicants in possession of foreign qualifications to submit evaluated results by the South African Qualifications Authority (SAQA). It is the responsibility of applicants in possession of foreign qualifications to submit evaluated results by the South African Qualifications Authority (SAQA), The Government Printing Works reserves the right to fill or not fill its advertised posts. General information: Shortlisted candidates must be available for interviews, which might be virtual at a date and time determined by the Government Printing Works. Shortlisted candidates for SMS posts will be subjected to a technical exercise, which might be virtual that intends to test relevant technical elements of the jobs; by the Government Printing Works, Personnel suitability checks will also be administered as a part of the selection process. Successful candidates will be required to enter in an employment contract and performance agreement (as relevant), and must obtain a positive security clearance. Applications received after the closing date as well as those who do not comply with the requirements will not be taken into consideration, If you have not received a response from this institution within three months of the closing date, please consider your application unsuccessful.

OTHER POSTS

- POST 32/29** : **ARTISAN (PRODUCTION) (MECHANISED BINDING) REF NO: GPW21/34 (X2 POSTS)**
- SALARY** : R190 653 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : Grade 10 or equivalent qualification plus a completed apprenticeship and passed trade test in mechanised / craft binding. Basic computer skills, Quality conscious, good knowledge of mechanised binding equipment / craft binding operations. Willingness to work shifts. Grade 12 will be an added advantage.
- DUTIES** : Responsible to adjust, run and maintain mechanised binding and or packing equipment / machines. Ensure optimum productivity and maintain high quality standards of binding. Reconcile documents daily. Responsible for basic operating and maintenance. Adherence to Occupational Health and Safety regulations and procedures.
- ENQUIRIES** : Mr. TH Khumalo Tel No: (012) 748 6329
- NOTE** : Recommended candidates will be expected to work shifts.
- POST 32/30** : **ARTISAN (PRODUCTION) (DIGITAL PRINTING) REF NO: GPW21/35 (X3 POSTS)**
- SALARY** : R190 653 per annum
- CENTRE** : Pretoria

- REQUIREMENTS** : Grade 10 or equivalent certificate plus a completed apprenticeship in a printing trade. Good computer skills. Knowledge of digital printing and impositioning. Knowledge of commercial printing processes. Good communication skills. Quality conscious. Willingness to work shifts. Grade 12 will be an added advantage.
- DUTIES** : Set, adjust, operate and maintain digitised printing equipment. Printing of documents according to standards and original specimen. Impositioning and submit documents to the printer. Ensure optimum quality standards. Reconcile production information on daily basis. Ordering of stock.
- ENQUIRIES** : Ms. H Masilo Tel No: (012) 748 6345
- NOTE** : Recommended candidates will be expected to work shifts.
- POST 32/31** : **ADMINISTRATION CLERK REF NO: GPW21/36**
- SALARY** : R173 703 per annum (Level 05)
- CENTRE** : Pretoria
- REQUIREMENTS** : National Senior Certificate or equivalent qualification. Knowledge management, problem solving and analytical skills. Client orientation and customer focus. Good communication skills. Accountability and ethical conduct. Must be able to work under pressure.
- DUTIES** : Preparing invoices from suppliers for payment. Engaging with suppliers on queries or any other matter for clarification. Updating Job Cards. Engaging with clients for purchase orders. Preparing goods receive vouchers. Liaise with Stationary Stores for delivery notes and goods receive vouchers. Keep record of all invoices processed within the sub-directorate and record keeping / filing of other documents. Provide general administrative assistance to the sub-directorate
- ENQUIRIES** : Ms. N Ebrahim Tel No: (012) 748 6258 / Mr. I Makoala Tel No: (012) 748 6216
- POST 32/32** : **WAREHOUSE CLERK (SUPPLY CHAIN MANAGEMENT) REF NO: GPW21/37**
- SALARY** : R173 703 per annum (Level 05)
- CENTRE** : Pretoria
- REQUIREMENTS** : National Senior Certificate or equivalent qualification. Good computer literacy. Numerical proficiency. Good communication skills. Problem solving skills. Good interpersonal skills. Attention to detail.
- DUTIES** : Verify and dispatch stock. Issue and pick stock. Ensure safe keeping and control stock. Capture transactions on stock systems. Handle internal and external telephonic queries. Ensure proper record keeping and administration of records.
- ENQUIRIES** : Mr. T Magagula Tel No: (012) 748 9351
- POST 32/33** : **ADMINISTRATION CLERK (ORINATION) REF NO: GPW21/38**
- SALARY** : R173 703 per annum (Level 05)
- CENTRE** : Pretoria
- REQUIREMENTS** : National Senior Certificate or equivalent qualification. Knowledge management, problem solving and analytical skills. Client orientation and customer focus. Good communication skills. Accountability and ethical conduct. Must be able to work under pressure.
- DUTIES** : Administer time sheets. Check record job tickets as they enter and leave department. Order raw materials, stationery and office supplies. Administer material on the computerized stock system. Check recording of clock and overtime lists on a weekly basis. Administer time and attendance and overtime. Scan and manage correspondence, documentation, supporting registers and filing. Take notes, keep minutes and do typing as and when required. Maintain good housekeeping and an effective workplace.
- ENQUIRIES** : Ms. H Masilo Tel No: (012) 748 6345

DEPARTMENT OF HEALTH

The Department of Health is registered with the Department of Labour as a designated Employer and the filling of the following posts will be in line with the Employment Equity Act (including people with disabilities).

- APPLICATIONS** : The Director-General, National Department of Health, Private Bag X399, Pretoria. Emailed to: rh@konesolutions.co.za quoting the reference number indicated per advertised post.
- FOR ATTENTION** : Ms T Morake
- CLOSING DATE** : 27 September 2021 at 12H00 Midday
- NOTE** : Applications should be submitted on the new Z83 form obtainable from any Public Service Department and should be accompanied by a CV (previous experience must be comprehensively detailed). Copies of qualification certificates (need not be certified) should be attached (including Senior Certificate/Grade 12 certificate regardless of the qualification requirement indicated in the advert) including ID and driver's licence. Service certificate should also be submitted for OSD posts. Only emailed 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 Department reserves the right not to fill the posts. The successful candidate will be subjected to personnel suitability checks and other vetting procedures. Applicants are respectfully informed that correspondence will be limited to short-listed candidates only. If notification of an interview is not received within three (3) months after the closing date, candidates may regard their application as unsuccessful. The Department will not be liable where applicants use incorrect/no reference number(s) on their applications.

OTHER POSTS

- POST 32/34** : **ASSISTANT DIRECTOR: ENVIRONMENTAL HEALTH**
- SALARY CENTRE** : R517 326 per annum, as per (An all-inclusive remuneration package) (OSD)
National Department of Health. Pretoria
Limpopo (Goblersbridge) Ref No: NDOH 6/2021 (X1 Post)
Western Cape (Cape Town) Ref No: NDOH 7/2021 (X1 Post)
- REQUIREMENTS** : National Diploma/Bachelor Degree recognised by SAQA at NQF Level 6 in Environmental Health and current registration as an Environmental Health Practitioner with HPCSA. At least five (5) years' experience in Environmental Health of which three (3) years must be at supervisory position. *Interpersonal and good communication skills (both written and verbal) Good command of Microsoft office package Technical and practical knowledge of Environmental Health and Port Health Knowledge of the Legislative and policy framework informing the field of work as well as ability to interpret and implement all relevant legislation Must be willing to work overtime and travel extensively. Valid driver's licence.
- DUTEIS** : Manage and ensure implementation of the International Health Regulations (2005) and all relevant Port Health related legislation. Develop and monitor rapid response plans for emergencies. Update and share routine protocols for routine and urgent communication and collaboration during public health emergencies. Manage and facilitate the rendering of a comprehensive Port Health Services. Ensure a safe environment for travellers using the point of entry. Management and supervise staff and resources. Manage risk and Audit queries.
- ENQUIRIES** : Ms A Hargreave email: Antoinette.Hargreaves@health.gov.za
- POST 32/35** : **CHIEF ENVIRONMENTAL HEALTH PRACTITIONER GRD 1 REF NO: NDOH 8 /2021 (X2 POSTS)**
- SALARY CENTRE** : R466 119 per annum, as per (An all-inclusive remuneration package) (OSD)
OR Tambo International Airport. National Department of Health. Pretoria.
- REQUIREMENTS** : National Diploma/Bachelor Degree recognised by SAQA at NQF Level 6 in Environmental Health and current registration as an Environmental Health

Practitioner with HPCSA. At least five (5) years' experience in Environmental Health. Knowledge of International Health Regulations Knowledge of port health legislation, policies, guidelines, norms and standards. Good communication skills (both written and verbal) Good command of Microsoft office package. Valid driver's licence.

DUTIES

: Control the prevention of cross-border/cross-country transmission of communicable diseases through the PoE due to International travel and trade. Supervise surveillance and reporting of communicable disease. Supervise and monitor international conveyances arriving into the country. Control the inspection of imported foodstuffs, cosmetics, disinfectants, medicaments, hazardous substance and human remains arriving in the PoE to ensure compliance with relevant legislation. Monitor the implementation of water quality monitoring, sanitations and food safety programs around the PoE. Liaison with internal and external stakeholders. Management and supervision of staff and resources.

ENQUIRIES

: Ms FP Bongweni email funeka.bongweni@health.gov.za

**DEPARTMENT OF HIGHER EDUCATION TRAINING
(FLAVIUS MAREKA TVET COLLEGE)**

- APPLICATIONS** : Applications must be submitted on a New form Z83 which became effective as of 01 January 2021 (obtainable from the College website (www.flaviusmareka.net or www.dpsa.gov.za))
- CLOSING DATE** : 01 October 2021
- NOTE** : Applications should be accompanied by a recent updated comprehensive CV as well as all copies of qualifications, including Senior certificate; Identity Document and driver's license (if the latter is applicable to post). The reference number of the post must be clearly indicated on the application form. A separate application form (with all relevant documentation) must be completed for every post applied for. Applications should be hand delivered OR Couriered to Cnr Hertzog & Fraser Street, Sasolburg, 1947. Late applications and incomplete applications will be disqualified. 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). Correspondence will only be entered into with shortlisted candidates. Applicants that have not been contacted by the College within 3 months after closing date of advertisement should consider their applications as being unsuccessful. Successful candidates will have to undergo security vetting and declare business interests. Qualifications of candidates will be verified with SAQA. The communication from the HR of the College regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR.

OTHER POSTS

- POST 32/36** : **ASSISTANT DIRECTOR: FINANCIAL SERVICES REF NO: CEN/09/2021**
- SALARY** : R376 596 per annum, plus benefits as applicable in the Public Sector
- CENTRE** : Central Office, Flavius Mareka TVET College
- REQUIREMENTS** : An appropriate bachelor's degree/National Diploma (NQF level 6) in Accounting and Financial management. Candidate with at least 5 years' experience in finance of which 3 years must be at a supervisory level. In-depth knowledge of financial management in public sector, SAGE system, COLTECH system, PERSAL and compilation of financial statement. Sound knowledge of GRAP. Other requirements of PFMA and Treasury Regulations, Good interpersonal relations, communication and managerial skills. Ability to work under pressure with strict deadlines. Good computer literacy skills (MS Excel and Ms Word). Ability to work in a team and independently. Assertiveness and self-starter. A valid driver's license.
- DUTIES** : Planning – Coordinate, review, analyse and quality assure the financial supporting information for planning purposes. Budgeting – Coordinate, review, analyse and quality assure the budget preparation process. Collection and recording of revenue (Cashier, banking service and electronic payments; Debt management and revenue) Expenditure management. Reporting – Coordinate, review, analyse and quality assure the management accounting reporting processes. Manage the operational processes, resources and procedures associated with the management accounting functions; Assist with compilation of Annual financial statements according to GRAP.
- ENQUIRIES** : Ms NG Sefadi Tel No: 016 976 0816 x1035 Email: sefadig@fmtvet.co.za
- POST 32/37** : **ASSISTANT DIRECTOR: INTERNAL AUDIT AND QUALITY MANAGEMENT REF NO: CEN/13/2021**
- SALARY** : R376 596 per annum, plus benefits as applicable in the Public Sector
- CENTRE** : Central Office, Flavius Mareka TVET College
- REQUIREMENTS** : Appropriate National Diploma NQF 6 in Internal Audit or related qualification. A minimum of 6 years working experience in Internal Auditing of which 3 years must be at a supervisory level. Experience in the development of policies/implementation strategies. Valid driver's license; 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.

DUTIES

: Key Performance Areas: Compile the audit project plan where risks are identified; Compile reports on audit findings and make recommendations thereof; Prepare audit programmes; 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.

ENQUIRIES

: Ms NG Sefadi Tel No: 016 976 0816 x1035 Email: sefadig@fmtvet.co.za

DEPARTMENT OF HOME AFFAIRS



- APPLICATIONS** : Quoting the relevant reference number, direct your CV, copy of highest qualification together with the new Application for Employment form (Z83), obtainable from any Public Service Department or at www.gov.za. E-mail to: civicsrecruitment@dha.gov.za
- CLOSING DATE** : 27 September 2021
- APPLICATIONS** : Applications must be sent to the correct address specified at the bottom of each position, on or before the closing date; submitted on the new Application for Employment Form (Z.83), obtainable at www.gov.za; accompanied by a comprehensive CV, citing the start and end date (dd/mm/yr) of each employment period to be considered, including the details of at least two contactable employment references (as recent as possible); accompanied by a copy of the Applicant's ID, valid driver's license and relevant highest educational qualifications. Applicants who possess (a) foreign qualification(s), must also submit the evaluated results of such qualifications, as received from the South African Qualifications Authority (SAQA); and limited to 2.5MB in size, if emailed. Should an automated acknowledgement of receipt not be received when an application is emailed, this could mean that the application did not reach the Department due to the size of the attachments. Should this occur, kindly resend the application in 2 / 3 parts, splitting the attachments accordingly. Shortlisted Candidates will be subjected to an interview and technical test(s) (which test Candidates' demonstrated professional and technical competency against the job requirements and duties). Candidates potentially considered suitable after the interview and technical test(s), will be subjected to a competency assessment (which tests the Candidates' demonstrated proficiency in the professional dimensions attached to the level of the post); employment suitability checks (credit, criminal, citizenship, employment references and qualification verifications); and will be required to complete the online "Pre-entry Certificate to Senior Management Services" course. The course is available at the National School of Government (NSG), under the name "Certificate for entry into the SMS". Full details can be obtained via the following link: <http://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. Candidates wishing to be considered for appointment, are encouraged to enrol for this course immediately. Appointed persons will be required to enter into an employment contract; serve a prescribed probation period; and successfully undergo an appropriate security clearance process within a prescribed timeframe.

MANAGEMENT ECHELON

- POST 32/38** : **CHIEF DIRECTOR: PROVINCIAL MANAGER (X2 POSTS)**
- SALARY** : R1 251 183 - R1 495 956 per annum (Level 14), (An all-inclusive salary package) structured as follows: Basic salary – 70% of package; State contribution to the Government Employee Pension Fund – 13% of basic salary. The remaining flexible portion may be structured in terms of the applicable remuneration rules.
- CENTRE** : Free State: Provincial Manager's Office – Bloemfontein Ref No: HRMC 35/21/1a (X1 Post)
KwaZulu-Natal: Provincial Manager's Office – Pietermaritzburg Ref No: HRMC 35/21/1b (X1 Post)
- REQUIREMENTS** : An undergraduate qualification in Social Sciences at (NQF level 7) as recognised by SAQA. Pre-entry Certificate for Senior Management Services endorsed by National School of Government. 5 years' experience at a Senior Managerial level. Extensive experience in Operations Management is required. Knowledge of the Public Service Regulations, Treasury Regulations and Public Finance Management Act (PFMA). Knowledge of Human Resource Regulatory Framework. Knowledge of the Minimum Information Security Standard (MISS). Knowledge of the Departmental Legislations and Prescripts (Civic Services and Immigrations). Strategic capability and leadership. Service delivery

innovation, client orientation and customer focus. People management and empowerment. Financial management, accountability, program and project management. Conflict management and resolution. Change management, business continuity, decision making and initiating action. Problem solving and analysis. Business report writing and presentation skills. Operations management, research methodology and analysis. Communication skills. A valid drivers' license, willingness to travel and work extended hours, weekends and on call are essential.

DUTIES

: The successful candidate will be responsible for, amongst others, the following specific tasks: Manage the provision of enabling documents and citizenship. Manage the process of the issuance of travel documents and passports. Manage the process of issuing safe and secure identity (identity document,) to the citizens. Manage the implementation and effective utilisation of all relevant Civic Services systems. Manage the overall operations and performance of the Province against the agreed service delivery standard. Ensure the delivery against the mandates derived from the Government's Programme of Action (POA). Ensure the effective implementation of the Civic Services Footprint (Local Office Large, Local Office Medium, Local Office Small, Health Facilities, Mobile Offices). Ensure effective coordination between Back Office and Front Office functions. Manage and secure the integrity of the National Population Registration. Ensure the civil registration of birth within 30 days. Ensure solemnisation and registration of marriage. Ensure registration of death. Ensure connectivity of health facilities. Manage late registration of birth. Ensure amendments and rectification of personal information. Management of Immigration Services. Ensure effective management and oversight of Provincial Immigration Inspectorate activities. Ensure effective co-ordination between Provincial Inspectorate other Departmental Units and the National Inspectorate. Ensure the humane and efficient enforcement of the Immigration Act, Refugees Act and other Departmental legislation. Ensure effective collaboration with relevant law enforcement agencies in combating illegal migration and its associated activities such as corruption, fraud, human trafficking and human smuggling. Ensure the effective, compliant, speedy and humane management of deportation of transgressors of the Immigration Act. Ensure the effective and consistent investigations of cases of non-compliance to the Immigration act, Refugees Act and other Departmental legislations. Create and build partnerships with various internal and external Stakeholders on matters related to inspectorate. Contribute and support the overall strategic and operational goals of the Immigration Services Branch and the Department. Ensure Immigration Officials are provided the necessary tools and resources to conduct effective enforcement. Ensure the professionalism, image and standards of Immigration Officials is developed and maintained. Manage the process of issuing safe and secure identity (birth, marriage, death, identity document, etc.) to the non-citizens. Drive consistency and uniformity by enforcing standard operating procedures. Foster effective relationships with all the Stakeholders. Serve as a project leader within the Province to ensure effective project management implementation. Develop and maintain good relations within the Department and all Stakeholders. Represent the Province at management and other government forums. Liaise and co-ordinate with governmental, non-governmental institutions and other structures and organizations. Manage key Stakeholders' relationship related to the delivery of services. Develop relationship across diverse groups of Stakeholders. Interaction with Provincial and local government (i.e. Premier, MECs, HODs and community based structures). Manage implementation of good governance, compliance, monitor proper implementation of policies, procedures, systems, controls and risks within the Province. Provide Civic and Immigration Services leadership and strategic direction within the Province. Identify policy gaps, provide inputs and comments on drafting policy documents. Draft and submit reports that are required or delegated by Ministry, Director-General, Deputy Director-General or other Business Units. Ensure effective management of compliance with legislation, regulations, Departmental policies and procedures within the Unit. Ensure compliance with all audit requirements within the Province. Develop quality and risk management frameworks, standards and practices. Liaise with Provincial Managers in other Provinces to ensure standardisation of operations and service as far as possible, improved service delivery and compliance. Provide inputs to the Departmental Strategic Plan and Annual Performance Plan.

Manage resources (human, financial and equipment). Prepare, monitor and control the annual budget so that expenditure is in line with financial requirements and the strategy of the Unit. Ensure effective management of external Contractors and Suppliers within the Unit. Ensure effective development and management of internal service level agreements. Oversee effective management of physical assets within the Province. Ensures effective alignment of Civic and Immigration Service's budget and reporting to the department's strategic planning in terms of the Treasury Regulations and PFMA of 1999. Ensure the development and implementation of skills development strategy within the Province. Ensure effective talent management within the Unit (attraction, retention, development). Ensure effective and compliant implementation of performance management within the Province. Ensure effective management of grievances, discipline and terminations within the Province. Lead and direct staff in the Province so that they are able to meet the Departmental objectives. Drive a culture of customer service and operational excellence within the Province. Ensure that managers are equipped with the required skills to manage transformation and transition.

ENQUIRIES

:

Ms C Mocke Tel No: 082 301 8580

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

<u>CLOSING DATE</u>	:	27 September 2021
<u>NOTE</u>	:	Interested applicants may visit the following website: www.justice.gov.za or www.dpsa.gov.za to view the full job specification of the above positions. Applications must be submitted on Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za . A Z83 form & CV must be accompanied by required documents as per the advertisement, and other additional relevant copies will be submitted on the day of the interview. 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 exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated. 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). Candidate will complete a financial disclosure form and also be required to undergo a security clearance. The foreigner or dual citizenship holder must provide the Police Clearance certificate from his/her country of origin. If the candidate is applying for an OSD post, certificates of service must be attached to the CV. The DOJ&CD is an equal opportunity employer. In the filling of vacant posts the objectives of section 195 (1) (i) of the Constitution of South Africa, 1996 (Act No: 108 of 1996), the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act No: 55 of 1998) and relevant Human Resources policies of the Department will be taken into consideration. Reasonable accommodation shall be applied for People with Disabilities including where drivers licence is a requirement. Shortlisted candidates will be subjected to a personnel vetting process. 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 32/39</u>	:	<u>SOCIAL WORKER SUPERVISOR /FAMILY COUNSELLOR SUPERVISOR: GRADE 1: REF NO: 21/107/KZN</u>
<u>SALARY</u>	:	R384 228 – R445 425 per annum. (Salary will be in accordance with the OSD determination). The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	Family Advocate: Durban A Bachelor's Degree in Social Work or equivalent qualification which allows for professional registration with the SACSSP; A minimum of 7 years appropriate experience in Social Work after registration as Social Worker with the SACSSP; Knowledge and experience in Mediation; Court experience in Evidence; Knowledge and application of Family Law, including Mediation in certain Divorce Matters Act, Maintenance Act and Domestic Violence Act; Children's Act (inclusive of Hague Convention on International Child Abduction); A valid driver's license. Skills and Competencies: Computer literacy (MS Word); Communication (written and verbal) skills; Mediation, interviewing, conflict resolution, evaluation and report writing skills; Diversity and conflict management; Attention to detail.
<u>DUTIES</u>	:	Key Performance Areas: Manage the work of family counsellors, capacity building, monitoring case flow and quality checking reports; 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.
- ENQUIRIES APPLICATIONS** : Ms V.T. Mlandeliso Tel No: (031) 372 3000
: Quote the relevant reference number and direct your application to: the Regional Head, Private Bag X54372, Durban, 4000 or physical address: Recruitment, First Floor, 2 Devonshire Place off Anton Lembede Street, Durban.
- POST 32/40** : **ASSISTANT DIRECTOR: FINANCIAL OPERATIONS MANAGER REF NO: 21/109/KZN**
- SALARY** : R376 596 – R443 601 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Uthukela Cluster
: A Bachelor's Degree/National Diploma in Finance /Accounting or equivalent; At least three years' experience in a financial environment; Knowledge and understanding of the PFMA, Treasury Regulations and relevant government regulations and policies; Knowledge and practical experience of BAS, Supply Chain Management and budgeting process within government; Knowledge of Moja Pay (SAP System) / Third Party Funds. Skills and Competencies: Computer literacy; verbal and written communication skills as well as ability to maintain good interpersonal relations; Ability to work under pressure and overtime, Facilitation, people, motivational and driving skills.
- DUTIES** : Key Performance Areas: Identify financial problems and risks by compliance assessments and report findings to the Court Manager, Area Court Manager and the Regional Finance Manager; Define and introduce financial control, procedures and methods towards sustaining a NAQ status; Identify training needs and ensure that capacity building is in line with identified needs; Facilitate financial capacity building interventions; Monitor and render support with cluster's monthly reconciliation of third party funds; Monitor audit recommendations and action plan to ensure compliance; Monitor and support courts with budget formulation, allocation, executing and reporting; Monitor and report on effective supply chain and asset management processes within the cluster; Assist and support with the implementation of financial systems.
- ENQUIRIES APPLICATIONS** : Ms M.P. Khoza Tel No: (031) 372 3000
: Quote the relevant reference number and direct your application to: the Regional Head, Private Bag X54372, Durban, 4000 or physical address: Recruitment, First Floor, 2 Devonshire Place off Anton Lembede Street, Durban
- POST 32/41** : **ADMINISTRATIVE OFFICER REF NO: 21/110/KZN**
- SALARY** : R316 791 – R373 167 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Magistrate Court, Nongoma
: A Bachelor's degree /National Diploma in Administration or relevant equivalent qualification; At least three years relevant experience in Court and Office Administration; Knowledge of the PFMA, DFI, BAS and JYP other applicable legislation; Knowledge of Human Resource, Asset, Facility and Risk Management; A valid driver's license. Skills and Competencies: Computer literacy; Good communication (written and verbal); Continual learning and information search; Good interpersonal relations; Public Management; Leadership, organizational and problem solving skills; Customer orientation; Ability to interpret and apply policy; Able to work accurately under pressure and work independently; Attention to detail.
- DUTIES** : Key Performance Areas: Render support to the sections related to Family Courts, Human Resources and Supply Chain Management; Manage finances of the office (Third Party Funds and Vote Account); Manage the criminal and civil court administration sections; Compile and analyse statistics to show performance and trends; Manage the facilities of the Department at court; Co-ordinate, manage and administer support services to Case Flow Management and other court users to ensure delivery of justice; Implement Departmental policies.
- ENQUIRIES APPLICATIONS** : Ms C.S. Sikhonde Tel No: (031) 372 3000
: Quote the relevant reference number and direct your application to: the Regional Head, Private Bag X54372, Durban, 4000 or physical address:

Recruitment, First Floor, 2 Devonshire Place off Anton Lembede Street, Durban.

- POST 32/42** : **ASSISTANT STATE ATTORNEY, (LP3-LP4) REF NO: 21/202/SA**
- SALARY** : R301 452 – R847 047 per annum. (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : State Attorney: Pretoria
: An LLB or 4 year recognized legal qualification; Admission as an Attorney; At least 2 years appropriate post qualification legal/litigation experience; Right of appearance in the High Court of South Africa; A valid driver's license. Skills and Competencies: Computer literacy; Legal research and drafting; Dispute resolution; Case flow management; Strategic and conceptual orientation; Communication skills (written and verbal).
- DUTIES** : Key Performance Areas: Handle litigation and appeal in the High Court, Magistrate's Court, Labour Court, Land Claims and CCMA; Draft and/ or settle all types of agreements on behalf of the various clients; Render legal opinions and advice; Handle all forms of arbitration, including inter-departmental and debt collection.
- ENQUIRIES APPLICATIONS** : Ms. K. Ngomani Tel No: (012) 357 8661
: Quoting the relevant reference number, direct your application to: Postal Address: The Human Resource: Department of Justice and Constitutional Development; Private Bag X81, Pretoria, 0001.OR Physical Address: Application Box, First Floor, Reception, East Tower, Momentum Building, 329 Pretorius Building, Pretoria.
- NOTE** : 1.People with disabilities are encouraged to apply.2. A current certificate of good standing from the relevant law Society must accompany the application.

- POST 32/43** : **SOCIAL WORKER /FAMILY COUNSELLOR REF NO: 21/108/KZN**
- SALARY** : R257 592 – R298 614 per annum. (Salary will be in accordance with the OSD determination). The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Family Advocate: Newcastle
: A Bachelor's Degree in Social Work or equivalent relevant qualification which allows for professional registration with the SA Council for Social Service Professions (SACSSP); Proof of registration with 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 driver's license; Skills and Competencies: Computer literacy (MS Word, Excel, PowerPoint); Excellent Communication (written and verbal) skills; Mediation, Interviewing skills, conflict resolution, evaluation and report writing skills; Diversity and conflict management; Attention to detail.
- DUTIES** : Key Performance Areas: Conduct mediation and/or inquiries as part of a multi-disciplinary team in care, contact, guardianship, relocation, child abduction and related family law disputes; Evaluate information and compile forensic court reports and make recommendations in the best interest of the child in family law disputes; Act as expert witness for the Family Advocate in Court; Assist beneficiaries in the functions and role of the Office of the Family Advocate; Travel to conduct inquiries and interview parties and source references in family law disputes; Case management of matters allocated and achieve targets set.
- ENQUIRIES APPLICATIONS** : Ms C.S. Sikhonde Tel No: (031) 372 3000
: Quote the relevant reference number and direct your application to: the Regional Head, Private Bag X54372, Durban, 4000 or physical address: Recruitment, First Floor, 2 Devonshire Place off Anton Lembede Street, Durban.

- POST 32/44** : **STATE ACCOUNTANT: FINANCE REF NO: 21/111/KZN**
- SALARY** : R257 508 – R303 339 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Regional Office, Durban

- REQUIREMENTS** : A Bachelor's Degree/National Diploma in Finance/Accounting or equivalent qualification; At least 3 years' experience in a Financial Accounting environment. Knowledge of Treasury Regulations and Public Finance Management Act (PFMA); Experience on BAS and SCOA. Skills and Competencies: Computer literacy (MS Excel, Word, Outlook); Advanced spreadsheet skills; Good communication skills (verbal and written); Ability to work under pressure and be self-motivated; Accounting; Motivating skills; Finance Management Skills.
- DUTIES** : Key Performance Areas: Oversee the collection, receipting and safe-keeping of state money; Ensure safekeeping of money received, paid out or banked is recorded in the relevant registers as prescribed; Approval of payments on BAS; Ensure the keeping of daily, weekly or monthly statistics, Compile and submit Finance reports; Management of Petty Cash; Supervise staff and ensure audit facilitation.
- ENQUIRIES** : Ms C.S. Sikhonde Tel No: (031) 372 3000
- APPLICATIONS** : Quote the relevant reference number and direct your application to: the Regional Head, Private Bag X54372, Durban, 4000 or physical address: Recruitment, First Floor, 2 Devonshire Place off Anton Lembede Street, Durban
- POST 32/45** : **CHIEF ADMINISTRATION CLERK REF NO: 21/112/KZN**
- SALARY** : R257 508 – R303 339 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Magistrate's Court, Empangeni
- REQUIREMENTS** : Grade 12 or equivalent; A minimum of 3 years' relevant experience. Skills and Competencies: Computer literacy MS Office; Good communication written and verbal; Good interpersonal relations; Able to work independently and under pressure; Attention to detail.
- DUTIES** : Key Performance Areas: Render support to the sections related to Family court and Supply Chain management and Human Resource; Manage the criminal and civil court administration sections; Provide general supervision of administrative staff; Compile and analyze statistics to show performance and trends; Maintain prescripts related to the functions of the DOJCD and Public Service in general; Manage the facilities of the department at court; Co-ordinate, manage and administer support services to Case Flow Management and other court users, to ensure delivery of justice.
- ENQUIRIES** : Ms V. Mlandeliso Tel No: (031) 372 3000
- APPLICATIONS** : Quote the relevant reference number and direct your application to: the Regional Head, Private Bag X54372, Durban, 4000 or physical address: Recruitment, First Floor, 2 Devonshire Place off Anton Lembede Street, Durban
- POST 32/46** : **SENIOR COURT INTERPRETER REF NO: 21/60/FS**
- SALARY** : R257 508 – R303 339 per annum. The successful candidate will be required to signed a performance agreement.
- CENTRE** : Magistrate Office: Koffifontein; (Stationed at Heilbron)
- REQUIREMENTS** : Grade 12 and National Diploma in Legal Interpreting or equivalent qualification in the field of languages and minimum three year practical experience in court interpreting; OR Grade 12 and ten year's practical experience in court interpreting; Proficiency in English; Proficiency in two or more indigenous languages; A valid driver's license will be an added advantage. Skills and Competences: Excellent communication, Listening, Inter-personal relations, Problem solving, Planning and organising and Analytical thinking skills. Time management. Confidentiality and ability to work under pressure. Language Proficiency: Afrikaans, IsiZulu, Sesotho, English. (Setswana and IsiXhosa will be an added advantage).
- DUTIES** : Key Performance Areas: Manage and supervise interpreters; Render interpreting services; Translate legal documents and exhibits; Develop terminology; Assist with the reconstruction of court records; Attend to personnel administrative aspects.
- ENQUIRIES** : Ms NM Dywili Tel No: (051) 407 1800
- APPLICATIONS** : Please direct your applications to: The Regional Head, Private Bag X20578, BLOEMFONTEIN, 9300 or hand deliver to Physical Address 53 Colonial Building, Charlotte Maxeke Street, Bloemfontein, 9301.

DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE

The Department of Public Works is an equal opportunity, affirmative action employer. The intention is to promote representativity in the Public Service through the filling of these posts and with persons whose appointment will promote representativity, will receive preference. An indication by candidates in this regard will facilitate the processing of applications. If no suitable candidates from the unrepresented groups can be recruited, candidates from the represented groups will be considered. People with disabilities are encouraged to apply.



- APPLICATIONS** : May Be Forwarded To The Correct Regional Office/Centre: Applications May Be Forwarded To:
Cape Town Regional Office: The Regional Manager, Department of Public Works, Private Bag X9027, Cape Town, 8000. Or Hand Deliver at Ground floor, Customs House, Lower Heerengracht Street, Cape Town. Register the application in the book. For Attention: Ms. C Rossouw
Port Elizabeth Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X3913, North End, Port Elizabeth 6056. For Attention: Ms. S Mafanya
- CLOSING DATE** : 27 September 2021 at 16H00
- NOTE** : Kindly take note that with effect from 01 January 2021, DPSA approved the new Z83 Application Form (obtainable from any Public Service department); applicants are requested to use the new application form as failure to do so will result in their application being disqualified. The Z83 form must be signed when submitted, however for purpose of certification of documents HODs are referred to circular 35 of 2019 and circular 10 of 2020. To streamline the recruitment process to be more responsive to the public, as well as to create more protective measures during the pandemic by avoiding over-crowding and curb the costs incurred by applicants such measures should include the following regarding certification: Advertisement and accompanying notes must clearly capture the requirements for the certification to reflect that applicants must submit copies of qualifications, identity document and driver's license (where applicable) and any other relevant documents, such copies need not be certified when applying for the post. The communication from the HR of the department regarding requirements of certified documents will be limited to shortlisted candidates. Therefore only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. The application for employment Form (Z83) provides under the sectional "additional information" that candidates who are selected for interviews will be requested to furnish additional certified information that may be requested to make final decision. It must be borne in mind that when a document is certified as a true copy of an original, the certifier only confirms it being a true copy of the original presented. Therefore, the certification process does not provide validation of the authenticity of the original document. The validation occurs when the documents is verified for authenticity. Regulation 67 (9) requires the executive authority to ensure that he or she is fully satisfied of the claims being made and these read with Regulations (57) (c) which requires the finalisation of Personnel Suitability Checks in order to verify claims and check the candidate for purpose of being fit and proper for employment. Applications not complying with the above will be disqualified. Should you not have heard from us within the next months, please regard your application as unsuccessful. Note: It is the responsibility of all applicants to ensure that foreign and other qualifications are evaluated by SAQA. Recognition of prior learning will only be considered on submission of proof by candidates. Kindly note that appointment will be subject to verification of qualifications and a security clearance. Faxed, e-mailed or late applications will NOT be accepted. Shortlisted candidates must be willing to undergo normal vetting and verification processes. Should you not have heard from us within the next months, please regard your application as unsuccessful.

OTHER POSTS

POST 32/47 : **ASSISTANT DIRECTOR: DISPOSAL PROPERTY MANAGEMENT REF NO: 2021/301**
(Re-Advertisement: people who previously applied are encouraged to re-apply)

SALARY : R470 040 per annum
CENTRE : Port Elizabeth Regional Office
REQUIREMENTS : A three year tertiary qualification (Nin Real Estate Management/Property Management/Financial Management, Property Law or equivalent qualification. Relevant work experience in the property or immovable asset management preferably in disposals. Knowledge: State Land Disposal Act, Broad Based Black Economic Empowerment Act, Public Financial Management Act, Treasury Regulations, Supply Chain Management framework, Preferential Procurement Policy Framework, Procurement directives and procedures, Government Budget procedures. Computer Literacy, Negotiation skills, Report writing skills, Effective communication. Ability to work under pressure. Willing to adapt work schedule in accordance with professional requirements. Willing to travel. A valid driver's licence.

DUTIES : Administer the disposal process for land reform and restitution. Participate in the liaison process with the Department of Rural Development and Land Reform on transfer of properties for land reform purposes. Provide administrative support with the property disposal process. Conduct research to obtain information for the disposal of property and the compilation of reports. Assist with the letting-out of the state redundant immovable assets. Assist with the preparation of information to be presented at the PSLDVC to support the vesting and disposal of the properties. Assist with the preparation of monthly budget reports and other general management functions within the office. Manage financial processes on the disposal of land- assist in the valuation of land to be disposed; manage the compilation of budget inputs; assist with compilation and presentation of budget review report on land disposal; manage the recovery of State funds; oversee and ensure timeous payments of consultants and related fees; prepare and present quarterly projections to the Supply Chain Management; attend to the resolution of audit queries.
ENQUIRIES : Ms N. Gqomo Tel No: (041) 408 2078

POST 32/48 : **ASSISTANT DIRECTOR: PROPERTY PAYMENTS REF NO: 2021/297**
(24 Months Contract)

SALARY : R376 596 per annum
CENTRE : Cape Town Regional Office
REQUIREMENTS : A three year tertiary qualification in Economics, Finance and Accounting or related. Valid driver's license. Knowledge of PFMA, Treasury Regulations and other transcripts. Supervisory experience. Computer literacy. Knowledge of financial and payment systems will be an added advantage. Relevant years of experience in payment of accounts. Report writing and good communication skills, verbal and written. Organising and problem solving abilities. Good financial, interpersonal, analytical and budgeting skills. Ability to manage stakeholders' i.e. municipalities, clients department, landlords and private individuals. Ability to work under pressure.

DUTIES : Responsible to supervise the expenditure on properties through supervising payment of rates and taxes, municipal services, lease rentals and other property related payment in the region. Implement long-term strategies to contain municipal services expenditure. Ensure a sound property expenditure management system, including minimization of accounts payable to avoid fruitless, wasteful, irregular and unauthorized expenditure. Assist in the compilation of the sub-directorate's budget. Ensure that an accurate asset register is in place and maintained regularly for use in processing expenditure for all state owned properties. Ensure that all financial transactions for four stages of the life cycle of the property are recorded and monitored on PMIS. Responsible for implementing strategies to ensure good audit reports. Supervise staff and manage their performance according to the Performance Management System.

ENQUIRIES : Mr. Berends Tel No: (021) 402 2309

POST 32/49 : **SENIOR ADMINISTRATIVE OFFICER: PROPERTY PAYMENTS REF NO: 2021/298 (X3 POSTS)**
(24 Months Contract)

SALARY : R316 791 per annum
CENTRE : Cape Town Regional Office
REQUIREMENTS : A three year tertiary qualification (NQF level 6) in Accounting. Appropriate experience in property payments or experience in the account payments section. Basic understanding of PFMA, Treasury Regulations and property related legislations. A valid driver's licence. Computer literacy. The following will serve as recommendations: knowledge of BAS and PMIS; knowledge of property industry and knowledge of procurement and tender regulations. Good verbal and written communication skills.

DUTIES : Timeous payment of accounts received from municipalities, service providers and landlords in respect of rates, municipal services and accommodation leased by the Department. Compilation and rendering of accounts to tenants and clients in respect of accommodation and services provided by the department. Handling of inquiries from municipalities, service providers, property owners, tenants and clients. Monitor and follow up on outstanding balances on relevant accounts. Write monthly reports. Assist in capturing of batches and general administration of the section.

ENQUIRIES : Mr. Berends Tel No: (021) 402 2309

POST 32/50 : **SENIOR ADMINISTRATIVE OFFICER: UTILISATION & CONTRACT ADMINISTRATION REF NO: 2021/302**
(Re-Advertisement: people who previously applied are encouraged to re-apply)

SALARY : R316 791 per annum
CENTRE : Port Elizabeth Regional Office
REQUIREMENTS : A three year tertiary qualification (NQF level 6) in Real Estate or Property Management, Public Administration, Public Management, Law, Town and Regional Planning or related field. Appropriate working experience in a Property/Real Estate Management or related field. Knowledge of the management and maintenance of an Immovable Asset Register. Knowledge of Government procurement processes, contractual policies and procedures, as well as Debtors Management. Knowledge of property-related legislation. A Valid driver's license. Willingness to travel extensively and work long and irregular hours. Negotiation skills. Computer literacy.

DUTIES : Physical verification of state properties against available data. Ensure the optimal utilisation of State properties. Liaise with User Departments to determine their property requirements and allocate appropriate state property where available. Assist with the maintenance and updating of the Property Management Information System and Fixed Asset Register. Handle administrative processes pertaining to property-related contracts and perform land administration duties. Investigate illegal or unlawful occupations of State property. Debtor's management. Supervise staff.

ENQUIRIES : Mr. R Taai Tel No: (041) 408 2080

POST 32/51 : **ADMINISTRATIVE OFFICER: PROPERTY PAYMENTS REF NO: 2021/300 (X6 POSTS)**
(24 Months Contract)
(Re-Advertisement: people who previously applied are encouraged to re-apply)

SALARY : R257 508 per annum
CENTRE : Cape Town Regional Office
REQUIREMENTS : A three year tertiary qualification (NQF level 6) in the Finance/Accounting field. Appropriate experience in property payments. Experience in the accounts payments section will be an added advantage. Basic understanding of the Public Finance Management Act, and other property related legislations. Must be able to resolve problems efficiently and work well under pressure. Computer literacy, good communication and interpersonal skills. Good written, analytical and financial management skills. A valid driver's license.

DUTIES : Payment of accounts received from Municipalities, landlords and service providers in respect of municipal services and rates and taxes for state owned assets and leased accommodation. Handling of enquiries from municipalities. Analyse and verify the correct billing of invoices from municipalities and service

providers. Perform reconciliation of accounts payable. Preparing monthly, quarterly and any other reports as may be required. Perform any other property payments related functions when necessary. Monitor and follow-up on balances on relevant accounts. Capture payments and rentals. Manage all accounts on the portfolio and ensure all accounts are paid within 30 days and in line with documented procures and internal controls.

ENQUIRIES

: Mr. Berends, Tel No: (021) 402 2309

POST 32/52

: **ADMINISTRATIVE OFFICER: PROPERTY ACQUISITIONS-REAL ESTATE MANAGEMENT SYSTEMS REF NO: 2021/303**

**SALARY
CENTRE
REQUIREMENTS**

: R257 508 per annum
: Port Elizabeth Regional Office
: A three year tertiary qualification (NQF level 6) in Property Management, Real Estate, Property Law, Financial Management or B.Com Economics. Appropriate experience in Real Estate or Property Acquisition. Computer literacy. Knowledge and understanding of government procurement processes, contractual policies and procedures. Understanding of the property market and its trends. Understanding of the derivatives of forms of acquisition of property (expropriation, common law and prescriptions etc.) negotiation skills. A valid driver's license is a must have. Willingness to travel extensively.

DUTIES

: Procure leased fixed properties or rights in fixed properties to be utilised by client departments, Keep track of the property market and its trends. Negotiate property purchases. View tendered or identified properties. Negotiate lease terms with Landlords and manage signing of lease agreements. Do site inspections to ensure optimal utilisation of leased buildings. Manage lease renewals to ensure that leases are renewed in time. Attend to both clients and landlords complaints in leased buildings. Perform general administrative duties within the office.

ENQUIRIES

: Ms. R Jacobs Tel No: (041) 408 2302

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** : 27 September 2021
- NOTE** : Applications must be accompanied by new Z83 form, 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 copies of all qualifications and ID document (these copies need not be certified), only shortlisted candidates will be required to submit certified documents on or before the day of the interviews following communication from the department 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.
ERRATUM: Kindly note that the following post was advertised in Public Service Vacancy Circular 30 of 2021 dated 27 August 2021, The Requirements have been amended as follows: Assistant Director: Infrastructure Network Management: (Pretoria) with Ref No: DOT/HRM/2021/65. A Recognised NQF level 6/7 Diploma/Bachelor's degree in Civil Engineering or Construction Project Management as recognised by SAQA. Must have at least 3 years' experience in the construction industry or built environment. Must have a valid driver's license. The closing date has been extended to 27 September 2021. Note: Applicants who applied previously no need to re-apply again, and on the subject line when applying kindly quotes, the name of the post only i.e. Assistant Director: Infrastructure Network Management.

OTHER POSTS

- POST 32/53** : **DEPUTY DIRECTOR: EMPLOYEE HEALTH AND WELLNESS REF NO: DOT/HRM/2021/67**
 (Branch: Chief Operations Officer)
 (Chief Directorate: Human Resources Management and Development)
 (Directorate: Organisational Development and Change Management)
 (Sub-Directorate: Employee Health and Wellness)
- SALARY CENTRE REQUIREMENTS** : R733 257 per annum (Level 11), (All-inclusive salary package)
 : Pretoria
 : An appropriate tertiary qualification recognized by SAQA in Humanities/Social Sciences/Psychology coupled with 5 years' experience in the field of Employee Health and wellness. A minimum of at least 3 years relevant experience at Assistant Director Level. Note: The following will serve as a recommendation: Program design and implementation skills. Assessment/diagnostic skills; Problem-Solving and Decision-Making skills. Compilation and presentation of management reports. EHWP Strategic Framework. Verbal and written communication (Ability to interact at strategic and operational level); PFMA; Computer literacy (Ms Office). Strategic capability and Leadership. People management and Empowerment. Client orientation and customer focus. Project Management.
- DUTIES** : The successful candidate will: Manage the Employee Health & Wellness Programme and Quality of Work Life. Develop, review and implement

Employee Health & Wellness policies. Promote work life balance for employees in each of the four life quadrants, namely work, family, friends and self. Manage the appointment of suitable Employee Health and Wellness service providers. Provide counselling as required and refer to service provider where necessary. Monitor and evaluate implementation of Wellness interventions. Manage the Employee Health and Wellness Committees. Plan and organize Health and Wellness special events and projects, according to the Health calendar. Compile and present Employee Health and Wellness Management reports. Manage the HIV & AIDS and TB programme in the National Department of Transport. Implement prevention programmes to reduce the rate of HIV and TB prevalence. Coordinate, monitor, evaluate the implementation of the HIV/AIDS and TB strategy for the Transport Sector. Coordinate the Safety, Health, Environment, Risk and Quality (SHERQ) Programme in the Department. Develop, implement, monitor and review the OHS and SHERQ policy, and continuously monitor compliance. Develop and implement an appropriate Ergonomic Program, yielding productivity in the Department. Effectively and regularly liaise with relevant external government bodies and professional organizations. Coordinate Health and Productivity Management. Develop and implement appropriate OHS protocols, COVID-19 risks assessed interventions, and ensure compliance. Coordinate Health and Productivity Management Programme in the Department. Promote, support and maintain the general and occupational health of employees through education, prevention, intervention, awareness, and risk assessment. Manage lifestyle diseases and health risk of employees (formal non-communicable and communicable diseases management programme). Develop departmental action plans and render support with implementation programmes. Monitor and Evaluate the Implementation of Health and Productivity Management action plans and programmes. Manage the unit and Report on the Sub-Directorate's progress and challenges. Manage the performance of staff on allocated work and projects. Keep Sub-directorate's assets and finance in order.

**ENQUIRIES
NOTE**

: Ms V.C Sibeko Tel No: (012) 309 3868
 : Candidates must quote name of the post for the abovementioned position on the subject line when applying i.e. "Deputy Director: Employee Health and Wellness "

POST 32/54

: **DEPUTY DIRECTOR: ORGANISATIONAL DEVELOPMENT REF NO: DOT/HRM/2021/68**
 (Branch: Chief Operations Officer)
 (Chief Directorate: Human Resources Management and Development)
 (Directorate: Organisational Development and Change Management)
 (Sub-Directorate: Organisational Development)

**SALARY
CENTRE
REQUIREMENTS**

: R733 257 per annum (Level 11), (All-inclusive salary package)
 : Pretoria
 : A relevant qualification at NQF level 6/7 as recognized by SAQA, National Diploma in Organisation and Work Study/Management Services/ Operations Management OR Degree in B Com Management or Industrial and Organisational Psychology coupled with an extensive experience in the field of Organisational Development (which includes Organisation and Work Study) at least 5-10 years. Minimum of 3 years in Assistant Director Level. Note: The following will serve as a recommendation: Good understanding of the Public Service Regulatory Framework; PFMA. Communication - Verbal (Ability to interact at strategic and operational level); Excellent Report writing and Presentation skills; Facilitation; Coaching and mentoring. Analytical - Problem solving and decision making; Innovative and creative. Project Management - Apply project management methods and principles; Monitor and amend plans as necessary. Computer Literacy - MS Office, Visio, Access, Excel. Performance Auditing. Organisation Studies; Procedure and Method Studies; Work Measuring Techniques, extensive knowledge of Organisational Design, Organisational Functionality Assessment (OFA) & tools, Business Process Mapping and Tools and Operations Management tools.

DUTIES

: The successful candidate will: Develop organisational structures and manage establishment investigations to suit the needs of the Department; Consult management (on all levels) in the creation of the structure. Conduct OFA (create team, train team, provide, information, ensure information is gathered, analyse information draft recommendations, present final findings to EXCO,

Minister and the MPSA. Conduct workshops SWOT analysis etc. Quality control compilation of final structure, business case, process maps and report and have it approved (DG and Minister). Liaise with DPSA on structural changes and request concurrence. Ensure that posts are correctly defined to suit the needs of the Department. Facilitate the compilation of job descriptions on a five-yearly basis. Ensure establishment is maintained yearly (designation, salaries and status of posts). Provide a Job Evaluation Service to the Department (benchmarking). Ensure correct processes are followed for job evaluation requests. Ensure arrangements for job evaluation /benchmarking panel meetings are done. Ensure a comprehensive report for DDG / DG approvals are approved and implemented. Provide a procedure and method study service; Identify areas with problematic work processes. Ensure procedure and methods studies are conducted where necessary (Business process re-engineering, services as captured on the Service Delivery Model). Provide input into analysed data and develop solutions or alternative methods of procedures. Ensure alternative solutions are considered (office equipment, computerization etc.). Ensure work measurement techniques - Time Studies - Work Sampling etc. are utilised and applied correctly. Manage the development of process manuals and provision of training to clients on new processes / forms etc. are provided. Monitor implementation of new processes and refine as required. Manage the development of the SDIP and manage the monitoring and evaluation of the implementation thereof; Manage the development of a Service Delivery Model for the Department. Identify areas for service delivery improvement (monitoring complaints received). Manage the development of project plans for the implementation of SDIP. Facilitate workshops to develop service norms and standards (in terms of quantity, quality, timeliness, value for money, access and equity, service charters). Develop monitoring and evaluation programme for service delivery improvement plans. Monitor service delivery and report on progress to DG, Minister and DPSA Annually. Ensure database of reports and dashboards are updated constantly. Participate in project teams to achieve a multi-disciplinary approach to meet set objectives of the Department; Stay informed on issues (management, approaches to work methods etc.). Determine line function needs by attending meetings/conferences/seminars. Initiate project teams/monitoring progress and giving feedback to Management as required. Develop monitoring reports for DG and Minister. Manage the Sub-directorate; Provide guidance and supervision to staff. Monitor and ensure effective and efficient co-ordination of activities. Provide training and guidance to Interns. Provide input on Job Evaluations/Benchmarking and SDIP for the Annual Report. Assess training needs and determine suitable training courses for staff. Compile, and implement the sub-directorate's business plan and annual report. Report on Sub-Directorate's progress (quarterly reports, annual reports). Ensure individual performance is aligned to the strategic objectives/business plan of the unit. Keep informed on Departmental policies and regulations.

**ENQUIRIES
NOTE**

: Ms V.C Sibeko Tel No: (012) 309 3868
 : Candidates must quote name of the post for the abovementioned position on the subject line when applying i.e. "Deputy Director: Organisational Development"

POST 32/55

: **DEPUTY DIRECTOR: IT SERVICE LEVEL MANAGEMENT REF NO: DOT/HRM/2021/69**
 (Branch: Transport Information Systems)
 (Chief Directorate: ICT Architecture & Operations)
 (Directorate: ICT infrastructure)
 (Sub-Directorate: Service Level Management)

**SALARY
REQUIREMENTS**

: R733 257 per annum (Level 11), (All-inclusive salary package)
 : An appropriate NQF Level 6/7 in Information Technology or Computer Science, and at least 5 years' working experience in ICT environment of which three (3) years must be at an Assistant Director level and as a supervisor. The following key competencies and attributes are essential: Knowledge of legislations, regulations, frameworks pertaining to Public Service Administration, specifically the SITA Act and Regulations, Public Finance Management Act, Privacy of Personal Information Act, understanding of the Public Service; Good communications skills (oral and written), liaison/coordination and presentation/facilitation skills; A good command of computer literacy, including

server virtual technologies, online backup and replication systems, cloud computing, virtual conferencing technologies and Government transversal systems; Ability to work under pressure, Willingness to travel and work away from home; Ability to work independently and in a Team; Good administrative skills, people management and empowerment, strategic capability and leadership; planning and organisational skills; Customer focus and responsiveness; problem solving and decision making. Valid driver's license. Note: The Following will serve as strong recommendations: ITIL Foundation certification. ITIL intermediate certifications will serve as an advantage. COBIT certification Experience in management of a Helpdesk system. Understanding of how the Service Desk, Incident and Problem Management underpin all other IT disciplines and how this affects customer service. Project Management, Problem Solving, People Management; A working knowledge of contract management. Must have a detailed and analytical approach with hands-on experience with Project management tools.

DUTIES

: The successful candidate will be responsible to: Maintain and improve IT service quality through a constant cycle of agreeing, monitoring and reporting on IT SLA. Perform on-going review of service achievements to ensure that the required and cost justifiable service is maintained and gradually improved. Manage service desk system. Translate IT processes and workflow to service desk system. Manage Customer Service Level Management. Manage Vendor and Contract Management. Ensure roles of external vendors are clearly defined, adhered to and continue to satisfy DOT business requirements. Manage IT requests on new IT related projects that the business require. Manage change requests on all hardware and software changes in all upgrades that happen in the IT infrastructure. Coordinate with vendors and external contractors and ensure effective completion of all IT projects within agreed service levels. Assist to ensure that service desk system is backed-up and replicated offsite to cater to disastrous situations. Manage change requests on all hardware and software changes in all upgrades that happen in the IT infrastructure. Manage plan and implement the strategy for the service delivery of a successful projects. Advise the Director: ICT Infrastructure on critical IT interventions measures in business.

ENQUIRIES

: Mr Tshepo Chauke Tel No: (012) 309 3022

NOTE

: Candidates must quote name of the post for the abovementioned position on the subject line when applying i.e. "Deputy Director: IT Service Level Management"

**PROVINCIAL ADMINISTRATION: EASTERN CAPE
DEPARTMENT OF SOCIAL DEVELOPMENT**

APPLICATIONS : Applications must be emailed to **HODrecruitment@otp.ecprov.gov.za**

CLOSING DATE : 27 September 2021 at 12H00

NOTE : Directions to candidates: Applications must be submitted on Z83 form, obtainable at any public service department or on the internet at <http://www.info.gov.za/documents/forms/employ.pdf> which must be signed (an unsigned Z83 form will disqualify an application) and should be accompanied by a recently updated comprehensive CV and copies of qualifications. Such copies need not be certified when applying for a post. The communication from the HR of the department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. (Matric certificate must also be attached) an ID document and driver's license (where applicable). Non-RSA citizens/ Permanent Resident Permit Holders must attach a copy of his/her Permanent Resident Permit to his/ her application. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to shortlisted 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. Suitable candidates will be subjected to a personnel suitability check (criminal record check, citizen verification, financial/ asset record check, qualification/ study verification and previous employment verification). SMS applicants will be subjected to a technical exercise and undergo competence assessment. Successful candidates will also be subjected to security clearance process. Where applicable candidates will be subjected to a skills/ knowledge test. Successful candidates will be appointed on a probation period of 24 months. The department reserves the right not to make appointment (s) to the advertised post (s). Persons with disabilities are encouraged to apply. Applications received after closing date will not be considered. All applications must be submitted to the relevant centre as specified in the advert. Should an individual wish to apply for a post on or after 01 January 2021, she/ he will be required to submit the new application for employment form which can be downloaded on www.dpsa.gov.za – vacancies. From 1 January 2021 should an application be received using the incorrect application for employment (Z83) it will be not considered

MANAGEMENT ECHELON

POST 32/56 : **HEAD OF DEPARTMENT: SOCIAL DEVELOPMENT REF NO: DSD-HOD: 01/09/2021**
(Five year performance based contract)

SALARY : R1 976 533 per annum (Level 16) which may be structured in terms of applicable rules and guidelines, plus a non-pensionable HoD allowance equal to 10% of the package.

CENTRE : Bhisho

REQUIREMENTS : National Senior Certificate, an undergraduate qualification (NQF level 7) and a postgraduate qualification (NQF level 8) as recognized by SAQA. Must have 8 to 10 years' experience at senior management level, of which 3 years must have been at Executive Management level and 3 years must have been with any organ of state as defined in the Constitution, Act 108 of 1996. Experience in the Social Development sector will be advantageous. The suitable candidate will also be visionary, stable, innovative, excellence - oriented and a developmental administrator whose predisposition is to serve the poorest of the poor with distinction and empathy. Pre-entry Certificate for Senior Management Services is a requirement. Competencies: Strategic Capability and Leadership; Programme and Project Management; Financial management; Change Management; People Management and Empowerment; Service Delivery Innovation; Knowledge Management; Problem Solving and

DUTIES

Analysis; Client Orientation and Customer Focus; Communication. Knowledge of Public Service legislation and prescripts. Advanced knowledge of the prescripts such as the Public Finance Management Act (PFMA), Treasury Regulations, SCM Policy Framework, Public Service Act and Regulations.

: The successful candidate shall be the Head of Department and Accounting Officer of the Department of Social Development and be responsible for managing and giving strategic direction in the following matters: Strategic leadership, planning and management of departmental operations Provision of social development services to individuals, families, groups and communities to enable them to enjoy an acceptable quality of life and become self-reliant, with the primary focus on the poor, vulnerable and socially excluded Provision of social welfare services (promotive, preventive, palliative, rehabilitative, therapeutic) Provision of comprehensive social security services Community development facilitation and support Poverty alleviation and eradication of inequality Prevention and mitigation of the effects of HIV / AIDS on vulnerable groups Aligning departmental plans to the National Strategic Plan on Gender Based Violence and Femicide (GBVF) and implement Programmes and Interventions to fight the same. Aligning departmental planning to the national and provincial priorities, including but not limited to the National Development Plan and Provincial Strategic Framework Ensuring integrated intra- and interdepartmental planning, collaboration and delivery of programmes and services pertaining to Social Development Ensuring the creation of an enabling environment for effective service delivery through the mobilisation and utilisation of internal and external resources Implementing good governance systems and compliance monitoring frameworks including the effective and efficient management of finances, risk assurance management services, customer and stakeholder participation in planning, service delivery and decision making Ensure cooperation and collaboration with relevant institutions like parliamentary committees, provincial and national inter and intra-governmental structures and external stakeholders Management of Provincial Transversal programs and transformational priorities Implementation of Minimum Information Security Standards (MISS) Efficiently managing corporate services in the department.

ENQUIRIES

: Mr. L Van Zuydam at Tel No: 076 784 5033 /Mrs S Nkonki at 060 961 8624.can be directed to Mr L Van Zuydam on 076 784 5033 / Mrs S Nkonki on 060 961 8624.

NOTE

: Short-listed candidates will be subjected to security clearance. 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 successful incumbent will be required to undergo security vetting and enter into a performance agreement. The Eastern Cape Provincial Administration is an equal opportunity affirmative action employer. Females and disabled persons are encouraged to apply.

DEPARTMENT OF HEALTH

APPLICATIONS

: Applications be directed to the addresses as indicated below or Hand Deliver as indicated below: Bhisho Head Office – Post to: Eastern Cape Department of Health, Private Bag X 0038, Bhisho, 5605 or hand deliver to: Room 1244 or 1202, 12th Floor, Dukumbana Building, Independence Avenue, Bhisho, 5605. Enquiries: Mr K. Mekuto Tel No: 040 608 1387.

CLOSING DATE

: 27 September 2021

NOTE

: Directions to candidates: Applications must be submitted on Z83 form, obtainable at any public service department or on the internet at <http://www.info.gov.za/documents/forms/employ.pdf> which must be signed (an unsigned Z83 form will disqualify an application) and should be accompanied by a recently updated comprehensive CV and copies of qualifications. Such copies need not be certified when applying for a post. The communication from the HR of the department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for a post will be required to submit certified documents on or before the day

of the interview following communication from HR. (Matric certificate must also be attached) an ID document and driver's license (where applicable). Non-RSA citizens/ Permanent Resident Permit Holders must attach a copy of his/her Permanent Resident Permit to his/ her application. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to shortlisted 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. Suitable candidates will be subjected to a personnel suitability check (criminal record check, citizen verification, financial/ asset record check, qualification/ study verification and previous employment verification). SMS applicants will be subjected to a technical exercise and undergo competence assessment. Successful candidates will also be subjected to security clearance process. Where applicable candidates will be subjected to a skills/ knowledge test. Successful candidates will be appointed on a probation period of 24 months. The department reserves the right not to make appointment (s) to the advertised post (s). Persons with disabilities are encouraged to apply. Applications received after closing date will not be considered. All applications must be submitted to the relevant centre as specified in the advert.

OTHER POST

<u>POST 32/57</u>	:	<u>CHAIRPERSON OF THE RISK MANAGEMENT COMMITTEE</u>
<u>SALARY</u>	:	Remuneration: In terms of 20.2.2/3 of Treasury Regulations; the person will be appointed for the period of Three (3) years subject to an annual assessment. The Eastern Cape Department of Health calls on all independent suitably qualified and interested persons to serve as members of its Risk Management Committee for a period of three (3) years with effect from 30 November 2021.
<u>CENTRE REQUIREMENTS</u>	:	Bhisho A Master's Degree or equivalent qualification (CA/CIA) with Accounting and/or Auditing/ Internal Auditing/ Risk Management as a major subject. At least 10 years of experience as a Risk Committee or Audit Committee / Member of which 4 must be at the chairperson level. Must be a member of a professional body. Knowledge of King IV and COSO Framework and Methods used in a Public Sector and Risk Management Framework is required.
<u>DUTIES</u>	:	To perform functions as per the approved Committee Charter. Ensure that the Risk Management Committee functions efficiently. Provide support to the Chief Risk Officer. Prepare and report to the Audit Committee and Accounting Officer on a quarterly basis. Review the Risk Management Committee reports and provide an oversight role on matters pertaining to risk management. Ensure that planned Risk Mitigation strategies are carried out.
<u>ENQUIRIES NOTE</u>	:	Mr K. Mekuto Tel No: 040 608 1387 The Risk Committee will report directly to the Head of Department and the Member of the Executive Council (MEC) of the Department of Health. The Chairperson should be flexible to allow for changes to scheduled dates of RMC Meetings. The Department will hold a minimum of Four (4) Risk Committee meetings per financial year. Remuneration and appointment will be in accordance with The Provincial Treasury Instruction Note no. 6 of 2014/15 – Framework for Appointment and Remuneration of Audit/ Risk Committee Members.

**PROVINCIAL ADMINISTRATION: FREE STATE
DEPARTMENT OF HUMAN SETTLEMENTS**

- APPLICATIONS** : Addressed to Head: Human Resource Management Directorate, Human Settlements. Private Bag 247, Bloemfontein 9300 or Applications that are hand delivered must be brought to the foyer of OR Tambo House, St. Andrews Street, Bloemfontein, where they must be placed in the appropriately marked box at Security on Ground Floor. No applications will be accepted by staff in offices in the building.
- CLOSING DATE** : 01 October 2021 Time: 16H00
- NOTE** : Directions to applicants: Applications must be submitted on a new Z.83 form of 2021, obtainable from DPSA website or any Public Service department and must be accompanied by copies of qualifications, 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. Attached documents need not be certified copies. 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. 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. 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 POST

- POST 32/58** : **PERSONAL ASSISTANT REF NO: HS 41/2021: PA: DIRECTOR LEJWELETSWA (DISTRICT)**
- SALARY** : R257 508 per annum (Level 07), All-inclusive remunerative package consisting of basic salary
- CENTRE** : Lejweleputswa District (Welkom)
- REQUIREMENTS** : National Diploma / Bachelor's Degree in Secretarial, Public Administration or Office Management. This post requires a person with excellent planning and organizing skills coupled with good interpersonal relations. A working knowledge of MS Word, EXCEL and Power Point as well as a proven record of being able to set up and maintain a record system is a pre-requisite.
- DUTIES** : It will be expected of the successful candidate to ensure that the office of the Senior Manager functions effectively by planning, overseeing, coordinating and/ or performing the following functions; manage engagements of the SMS member to improve service delivery: liaise with and/or sensitize the SMS member regarding engagements, compile realistic programmes of appointments and journeys, prioritize appointments and ensure that appointments are made. Implement administrative measures to ensure the efficient functioning of the office of the SMS member: ensure an efficient flow of information and documents to and from the Office of the SMS member, compile and distribute confidential documents and cabinet memoranda and general correspondence to relevant stakeholders, deal with enquiries received, internally and externally to the relevant stakeholders, keep record of documents, memoranda, etc., which are dealt with by the SMS member, stay updated with information from various media and to bring such information to the attention of the SMS member, arrange for the placements of items on the agenda of meetings chaired by the SMS member and to ensure circulation of accompany memoranda. Arrange for the attendance of the SMS member at meetings and other relevant gatherings, produce/ prepare relevant correspondence/ paper in connection with the above arrangements, render a secretarial function for committees chaired by the SMS member, assist the SMS member with regard to meetings attended by him/her so as to enable the SMS member to efficiently execute his/her duties/responsibilities. Ensure the safe-keeping of all documentation in the office of the SMS to be in line with the Archive Legislation: ensure the security of the office and documentation,

handle travel arrangements for the SMS member and assist her/his personal matters to enable her/him to attend to her/ his duties, set up and maintain systems in the Office of the SMS member that will contribute towards improving efficiency in the office, compile and monitor the budget for the SMS member's Office to ensure the effective utilization of funds, promote professional behaviour and ethics in the Office of the SMS member to enhance the image of the Public Service, accompany the SMS on some major visits to assist with administrative and logistics arrangements, serve as an entry point for all internal and external stakeholders who visit or call the office and manage the diary of the Senior Manager and referring others to the appropriate components for action and follow-up on issues on behalf of the Senior Manger to ensure that matters are dealt with effectively, render an office support service to the Senior Manager including typing documents, sending faxes, making photocopies, prepare presentations to ensure that the office runs smoothly, ensure that guests in the office of the Senior Manger are received in such a manner that the professional image of the office is enhanced, execute the functions of a Chief User Clerk to ensure that the procurement needs of the Senior Manager's Office is met and render a support service.

ENQUIRIES

:

Mr. P Soke Tel No: 051 403 3802

**PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT OF HEALTH**

ERRATUM: (for Charlotte Maxeke Johannesburg Academic Hospital)

Kindly note that the post of Clinical Technologist, Directorate: Internal Medicine with Ref No: Grade 1: Ref No: CT/IM/G1, Grade 2: Ref No: CT/IM/G2, Grade 3: Ref No: CT/IM/G3 advertised in Public Service Vacancy Circular 31 dated 03 September 2021, the Job Title and Salary Notches of the post has been amended as follows Job Title: Medical Technologist Salary Notches: Grade 1: R317 976 per annum, Grade 2: R372 810 per annum, Grade 3: R439 164 per annum. People who applied are encouraged to re-apply.

OTHER POSTS

<u>POST 32/59</u>	:	<u>MEDICAL SPECIALIST REF NO: SBAH 89/2021</u> Directorate: Neurosurgery
<u>SALARY</u>	:	Grade 1: R1 106 040 per annum, plus benefits Grade 2: R1 264 623 per annum, plus benefits Grade 3: R1 467 651 per annum, plus benefits
<u>CENTRE REQUIREMENTS</u>	:	Steve Biko Academic Hospital MBChb (or equivalent qualification), successful completion of the FCS (Neurosurgery) final exam from the CMSA (or equivalent qualification). Current registration with the Health Professions Council of South Africa as a Specialist Neurosurgeon.
<u>DUTIES</u>	:	Performing complex Neurosurgical procedures and simultaneously training more junior doctors in the field of Neurosurgery. Overseeing patient management in the Intensive Care Unit, wards, and out-patient Clinics while conducting teaching simultaneously. Decision making with regard to patient management. Develop patient management protocols and in-put on clinical governance. Participate in staff recruitment, attend management and other meetings of affiliated disciplines, liaise and conduct interactive meetings with allied and supportive disciplines. Conduct research within the Neurosurgical Department; supervise research with a view to improving quality of the patient care. Participate in the academic program for the department. Attend multi-disciplinary academic meetings with a view to improving overall patient care. Participate in outreach programs. Participate in both academic and clinical administrative activities. The appointee will be required to perform Neurosurgical operations expected of a specialist and attend to administration necessary. A special interest in pediatric neurosurgery and neuro intensive care would be advantageous.
<u>ENQUIRIES APPLICATIONS</u>	:	Prof L. Padayachy Tel No: 012 354 1029 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 with relevant attachments. 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>	:	27 September 2021
<u>POST 32/60</u>	:	<u>REGISTRAR</u> Directorate: Prosthodontics
<u>SALARY</u>	:	R821 205 – R858 711 per annum, (All -inclusive package)
<u>CENTRE</u>	:	University of Pretoria Oral Health Centre
<u>REQUIREMENTS</u>	:	A BChD/ BDS degree or equivalent qualification. Current registration with HPCSA as a Dentist in the category independent practice. At least two (2) years general dental practice experience community service. Recommendations Passed primary subjects.
<u>DUTIES</u>	:	The successful candidate will, in addition to the responsibilities and requirements necessary for the completion of the MChD degree in Prosthodontics, also participate in the lecturing and clinical teaching activities

		of the Department. Carry out service rendering (patient care). Perform research linked to the requirements of the course.
<u>ENQUIRIES</u>	:	Prof. LM Sykes Tel No: 012 319 2681/2446
<u>APPLICATIONS</u>	:	Quoting the relevant reference number. Direct applications must be delivered to Ms. N Kubheka, Human Resources Management at Louis Botha A Building, Room 1-28, Dr Savage Road, Riviera, Pretoria or mail to Ms. N Kubheka PO Box 1266, Pretoria, 0001.
<u>NOTE</u>	:	Applicants to attach copies of all the necessary documents (qualifications) including valid current identity document, CV with minimum of at least three (3) referees, current proof of HPCSA certificate and New Z83 must completed in full. 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>	:	27 September 2021
<u>POST 32/61</u>	:	<u>REGISTRAR (MEDICAL) REF NO: SBAH 90/2021</u> Directorate: Obstetrics and Gynaecology
<u>SALARY</u>	:	R821 205 per annum, plus benefits
<u>CENTRE</u>	:	Steve Biko Academic Hospital
<u>REQUIREMENTS</u>	:	MBChB or equivalent degree. A valid registration with HPCSA.
<u>DUTIES</u>	:	The successful candidate will work in the Department of Obstetrics and Gynaecology and rotate at hospitals that comprise the Pretoria Academic Complex. These include Kalafong Provincial Tertiary Hospital, Tembisa Hospital and Witbank Hospital. After-hour services are compulsory. The post includes teaching and training of under-graduate students in the department. The successful candidate will be required to participate in the departmental research initiative and in departmental outreach programs.
<u>ENQUIRIES</u>	:	Prof Soma-Pillay Tel No: 012 354 2366
<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 with relevant attachments. 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>	:	27 September 2021
<u>POST 32/62</u>	:	<u>ASSISTANT MANAGER NURSING: AREA REF NO: PWH/ANM/23/21</u> Directorate: Nursing Department
<u>SALARY</u>	:	R562 800 - R652 437 per annum, (plus benefits)
<u>CENTRE</u>	:	Pretoria West District Hospital
<u>REQUIREMENTS</u>	:	Grade 12. Basic qualification with South African Nursing Council in Terms of Government Notice 425, i.e. Diploma/ Degree in Nursing as Professional Nurse. Diploma/ Degree in Nursing Management will be a requirement. A minimum of 9 years appropriate / recognizable experience in nursing after registration as a Professional Nurse with the South African Council in General Nursing. At least 3 years of the period referred to above must be appropriate / recognizable experience at Management level. Strong leadership, good communication and sound interpersonal Skills are necessary. Must be Computer literate and must have a valid driver's license. Service certificate from the previous employer/s are Compulsory.
<u>DUTIES</u>	:	Delegate, supervise and co-ordinate the provision of effective 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 stakeholders (i.e. inter- Professional, inter – sectoral and multi – disciplinary team worker). Participate in the analysis, formulation and implementation of nursing guidelines, practices, Standards and procedures. Manage Human Resources, monitor and ensure Proper utilization of financial and physical resources. Maintain professional

		Growth / ethical standards and development of self – and subordinates. Will be responsible to ensure implementation of national core standards.
<u>ENQUIRIES</u>	:	Ms. P. Dhlamini Tel No: (012) 380 1210
<u>APPLICATIONS</u>	:	All Applications can be delivered to Pretoria West Hospital, HR Department, and 380 Sytze Wierda Avenue, Philip Nel Park, Pretoria West or posted to Pretoria West Hospital, HR Department, Private Bag X02, Pretoria West, 0117.
<u>NOTE</u>	:	Applications must be submitted on new Z83 Form obtainable from any Public Service Department and must be accompanied by a comprehensive CV, ID and qualifications. Drivers' License and registration certificate must be attached if required. Required documents need not be certified when applying for a post, only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from HR. Applicants who do not comply with the above-mentioned requirements will not be considered.
<u>CLOSING DATE</u>	:	01 October 2021
<u>POST 32/63</u>	:	<u>CHIEF PHYSIOTHERAPIST REF NO: SBAH 91/2021</u> Directorate: Physiotherapy
<u>SALARY</u>	:	R466 119 per annum, plus benefits
<u>CENTRE</u>	:	Steve Biko Academic Hospital
<u>REQUIREMENTS</u>	:	B.Sc Physiotherapy or equivalent qualification. Proof of registration with the HPCSA as an independent Physiotherapy Practitioner.
<u>DUTIES</u>	:	Manage, plan coordinate and implement Physiotherapy services in allocated sections according to Unit Organogram. Manage own patient workload. In the absence of the manager, attend relevant meetings and assume relevant functions on behalf of the manager. Monitor, motivate for and repair equipment and other resources. Promoting and implementing continued Professional development programs as well as research and projects in the unit. Assist with implementation and monitoring of record keeping, statistics and quality assurance programs. Supervision, and training of operational staff and students. Management of personnel performance and review thereof.
<u>ENQUIRIES</u>	:	Ms N 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 with relevant attachments. 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>	:	27 September 2021
<u>POST 32/64</u>	:	<u>OCCUPATIONAL HEALTH NURSE PRACTITIONER REF NO: PWH/OHNP/12/21</u> Directorate: Nursing Department Re-advertisement: those who previously applied are encouraged to apply.
<u>SALARY</u>	:	R444 276 – R500 031 per annum, (plus benefits)
<u>CENTRE</u>	:	Pretoria West District Hospital
<u>REQUIREMENTS</u>	:	Basic R425 qualification i.e. Diploma/Degree in Nursing that allows registration with SANC. Registration with South African Nursing Council as a Professional Nurse. Minimum of 7years appropriate, recognizable experience in nursing after registration as a Professional Nurse. Diploma in Nursing (R425 or equivalent) B-Tech/ in Nursing. National Diploma in Occupational Health Nursing Science and Knowledge and experience of EAP, HIV/AIDS and OHS will be an added advantage. Proof of Current registration with SANC. Must be Computer literate and have a valid driver's license. Knowledge of the Public Service Act and Regulations, EHWP Strategic Framework, the Employment Equity Act, DPSA Directives, Employee Assistance Programme Standards, the Occupational Health and Safety Act as well as PILIR Policy and Guidelines. Sound organizing, planning, presentation and facilitation skills. Counselling, decision-making, good communication, crisis and trauma management. Coordination, research and marketing skills. Good interpersonal relations. Conflict resolution and leadership skills.
<u>DUTIES</u>	:	Provide operational and effective management of the integrated Employee Health and Wellness Program which includes the following policy and procedures; Strategy development implementation in line with the Public

Service framework pillars. Provide confidential assessments, counselling and follow-up referrals. Identify and maintain relationships with all relevant stakeholders for effective implementation of the programme. Provide onsite critical incident stress debriefing following traumatic incidents. Identify, manage and implement life management service of lifestyle development interventions. Develop and implement the Employee Health and Wellness marketing and promotion strategy. Identify departmental health risk trends and implement effective EHW Programs to enhance the health and wellness of the employees that will promote, protect and restore employee's health within a safe working environment. Perform Medical Surveillance (which may include clinical examinations, biological monitoring and medical tests and diseases. Management of occupational injuries and TB, HEP B, lost time statistic is and cost data report for safety committee. Inspect facilities, observe operations and activities and investigate health and safety complaints. Ensure that OHS committee meets monthly and compile reports as required.

- ENQUIRIES** : Ms. NL Madiba Tel No: (012) 380 1206
- APPLICATIONS** : All Applications can be delivered to Pretoria West Hospital, HR Department, and 380 Sytze Wierda Avenue, Philip Nel Park, Pretoria West or posted to Pretoria West Hospital, HR Department, Private Bag X02, Pretoria West, 0117.
- NOTE** : Applications must be submitted on new Z83 Form obtainable from any Public Service Department and must be accompanied by a comprehensive CV, ID and qualifications. Drivers' License and registration certificate must be attached if required. Required documents need not be certified when applying for a post, only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from HR. Applicants who do not comply with the above-mentioned requirements will not be considered.
- CLOSING DATE** : 01 October 2021
- POST 32/65** : **CLINICAL PROGRAMME COORDINATOR GRADE 1 (TRAINING) REF NO: EHD 2021/09/09**
Directorate: HRD (Professional Development)
- SALARY** : R444 276 - R500 031 per annum, (plus benefits)
- CENTRE** : Ekurhuleni Health District
- REQUIREMENTS** : Basic qualification accredited with SANC in terms of Government Notice No. R425 qualification. 4 Years Diploma/ Degree in Nursing. A minimum of 7 years appropriate recognizable experience in Nursing after registration as a Professional Nurse. A post basic qualification In Nursing Education will be added advantage. A valid driver's license is essential. Proof of Computer literacy. Proof of current registration with SANC. Evidence of attending Short Courses e.g. HIV, TB, STI, IMCI, Covid19 Vaccination, EMTCT, APC, EPI, FP, NIMART, ACC, BLS, and Mental Health etc. Good interpersonal relationship. Excellent communication (Written, Verbal and presentation skills). Ability to plan, organize and facilitate training courses. Knowledge of Curriculum design. Proficient in Microsoft office in particularly Excel, word and power point. Ability to work independently and with all stakeholders.
- DUTIES** : Plan, organize, coordinate and monitor Clinical Trainings. Ensure clinical practice by the clinicians is done in accordance with the guidelines. Develop and update training materials and manuals aligned to the National guidelines and relevant training needs. Conduct skills audit and training needs analysis for all staff categories. Coordinate and train clinical support programmes Courses e.g. PMTCT, ADL etc. Facilitation of training Courses across the District. Coordinate Professional Development training as per Central Office training schedule. Participate in the development of District Training Operational Plan Participate in the development of District Training Plan (GPG & COE) with support of DSP's and RTC. Coordinate Formal education (Full time and Part Time) with Tertiary Institutions (NEI's). Submit plans and quality training reports according to set dates. Attend stakeholder's meetings and updates related to training as well as meetings requested by Supervisor. Coordinate and monitor the implementation of continuous professional development (CPD) according to provincial CPD framework and SANC. Coordinate Clinical Students work integrated learning. Perform all other duties that are delegated by the supervisor/manager.
- ENQUIRIES** : Mr F. Mudau Tel No: (011) 876-1733

- APPLICATIONS** : Applications should be hand delivered to Ekurhuleni Health District at 40 Catlin Street, Germiston, 1400 at Ground Floor or posted to The Human Resource Manager, Private Bag X1005, Germiston, 1400.
- NOTE** : No S&T claims and resettlement allowance will be paid. Applications must be submitted on a new Z.83 form and must be completed in full, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. 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** : 28 September 2021
- POST 32/66** : **CLINICAL PROGRAMME COORDINATOR GRADE 1(MCWH) REF NO: EHD 2021/09/06**
Directorate: Primary Health Care
- SALARY CENTRE REQUIREMENTS** : R444 276 - R500 031 per annum, (plus benefits)
Ekurhuleni Health District (ESDR)
Basic qualification accredited with SANC in terms of Government Notice No. R425 qualification, i.e. Diploma/Degree in Nursing. A minimum of 7 years appropriate / recognizable experience in nursing after registration as a Professional Nurse and midwife. Good interpersonal relational skills to work with colleagues and all internal and external stakeholders. Good communication, supervisory and report writing skills. Ability to work independently and under pressure. Valid driver's license is essential. Computer Skills. Experience in Mother, Child and Woman's Health (attach relevant courses). Evidence of current registration with SANC. Good organizational and analytical skills and Supervisory experience will be an added advantage.
- DUTIES** : Coordinate the program at the Sub District level. Ensure availability and implementation of policies and guidelines related to the program in all facilities. Performs support visits to facilities, conduct audit of records and take remedial action to address gaps identified. Organize and support workshops and campaigns in the Sub District. Support MOU'S to improve deliveries at CHC level, and to achieve and sustain the Mother Baby Friendly initiative. Monitor Program Performance and participate in Operational plans and research. Provide professional and technical support for the provision of quality Maternal, Child and Women's health services through proper management of the programme. Perform all other duties that are delegated by Supervisor/Manager.
- ENQUIRIES APPLICATIONS** : Ms J.F Joubert Tel No: (011) 737- 9746
Applications should be hand delivered to Ekurhuleni Health District at 40 Catlin Street, Germiston, 1400 at Ground Floor or posted to The Human Resource Manager, Private Bag X1005, Germiston, 1400.
- NOTE** : No S&T claims and resettlement allowance will be paid. Applications must be submitted on a new Z.83 form and must be completed in full, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. 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** : 28 September 2021
- POST 32/67** : **PHYSIOTHERAPIST GRADE 1 REF NO: SBAH 92/2021**
Directorate: Physiotherapy
- SALARY** : R317 976 per annum, plus benefits

- CENTRE REQUIREMENTS** : Steve Biko Academic Hospital
: B.Sc Physiotherapy or equivalent qualification. Proof of registration with the HPCSA as an independent Physiotherapy Practitioner (Original and current). Ability to work in a multidisciplinary team. Creativity and analytical skills.
- DUTIES** : Render Physiotherapy services in allocated areas. Participate in departmental continued Professional Development activities. Monitor proper utilization proper allocated financial, human and physical resource as outlined by departmental and national, policies, coordinate training of students. Coordinate and ensure the operational standard procedures in line with the national and provincial strategies and monitor the implementation thereof.
- ENQUIRIES APPLICATIONS** : Ms N Pebane Tel No: 012 354 1652
: Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.
- NOTE** : Applications must be submitted with a Z83 form with relevant attachments. Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.
- CLOSING DATE** : 27 September 2021
- POST 32/68** : **ADMINISTRATION OFFICER REF NO: SBAH 93/2021**
Directorate: Patient Administration and Logistics
- SALARY CENTRE REQUIREMENTS** : R257 508 per annum (Level 07), plus benefits
: Steve Biko Academic Hospital
: Minimum Grade 12, 10 years' experience in the formal Hospital Environment and computer literacy. Work accurately under pressure. Strong management abilities, Planning, Organizing and Coordination, Conflict Management, Problem solving, Negotiation skills and Innovative. Good customer relations and People Management skills, have good verbal and written communication skills.
- DUTIES** : The incumbent will be required to render clerical support, manage all resource (Human Resource and assets). Provide advice to floor supervisor. Compile daily statistics and monthly audits. Facilitate training and development of workers. Manage and ensure compliance with the following policies Human Resource, Labour Relations, Quality Manage performance of worker and others duties.
- ENQUIRIES APPLICATIONS** : Mr M.F 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.
- NOTE** : Applications must be submitted with a Z83 form with relevant attachments. Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.
- CLOSING DATE** : 27 September 2021
- POST 32/69** : **SYSTEM SUPPORT REF NO: EHD2021/09/07**
Directorate: Information and Communication Technology
- SALARY CENTRE REQUIREMENTS** : R257 508 - R303 339 per annum, (plus benefits)
: Ekurhuleni Health District
: Matric plus a National Diploma in Information Technology (NQF 6) with 1 - 2 years' Experience in IT systems Support and Desktop Support environment. Working knowledge of SQL, database manipulations through programming tools Claude Technology Virtual Desktop infrastructure, application virtualization and storage virtualization.
- DUTIES** : Provide General system support especially to Heath systems like Pharmacy system (Rxsolution), Patient administration systems (HPRS, SVS, RDM, HIS). Hardware and software installation, participate on new systems role outs projects, change management champion and trainings. Provide support to PHC re-engineering initiatives. Resolve incidents with printers, copiers and scanners. Maintain a first-class level of customer service ensuring that all customers are treated efficiently and in an appropriate manner. Maintain excellent verbal communication skills with the ability to communicate effectively with staff. To create, maintain and publish relevant support documentation in order to assist all staff in the quick resolution of their incidents and service

		requests and enable users to become more self-sufficient. Perform all other duties delegated a Supervisor/Manager
<u>ENQUIRIES</u>	:	Ms N. Memela Tel No (011) 876 - 1800
<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 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 . 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>	:	28 September 2021
<u>POST 32/70</u>	:	<u>PROFESSIONAL NURSE GRADE 1 REF NO: EHD2021/09/10</u> Directorate: Clinical Forensic Medical Services
<u>SALARY</u>	:	R256 905 – R297 825 per annum, (plus benefits)
<u>CENTRE</u>	:	Ekurhuleni Health District
<u>REQUIREMENTS</u>	:	Degree/ Diploma in Nursing or equivalent qualification that allows registration with the SANC as a Professional Nurse. Less than 10 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Experience as a Professional nurse working in Clinical Forensic Medical Services will be added benefit. Valid driver's license is essential. Computer literate, report writing skills, good communication skills, ability to work under pressure, and interpersonal skills are necessary. Basic understanding of relevant legislation that governs Clinical Forensic Medicine. Evidence of registration with professional regulatory body.
<u>DUTIES</u>	:	Coordination of optimal, holistic specialised nursing care provided for survivors of gender-based violence within set standards and professional/legal framework. Manage effectively the utilisation and supervision of resources including human and financial resources. Promote stakeholder's collaboration, Provision of administrative and educational services through completion of statistics, ensuring safe keeping of records, health promotion and awareness campaigns relating to gender-based violence. Maintain professional growth/ethical standards and self-development and development of staff members. Generate weekly and monthly reports. Perform all other duties delegated a Supervisor/Manager.
<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 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 . 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>	:	28 September 2021

POST 32/71 : **SECRETARY REF NO: SBAH 94/2021**
 Directorate: Radiation Oncology

SALARY : R173 703 per annum, plus benefits
CENTRE : Steve Biko Academic Hospital
REQUIREMENTS : Grade 12 Certificate with atleast 8 to 10 years post qualification experience. Microsoft office (Word, Excel and PowerPoint)

DUTIES : The department of Radiation Oncology is based at Steve Biko Academic Hospital and also affiliated with the University of Pretoria. The job entails administrative support to the staff in the department. This entails administrative support for both clinical and academic responsibilities. Daily duties include handling all communication to and from the department (leave and documents). The successful employee should also assist with statistics, clinical data capture, and use of in house patient record system (MOSAIQ), co-ordination of department meetings and records. Duties will include communicating with referral hospital and patients regarding appointments. As the department is affiliated with the University of Pretoria, the candidate will be required to assist with co-ordination of academic activities including assisting trainee registrars, administrative assistance related to research and education activities. The candidate must be proficient in electronic record keeping and filling with organization and communication skills.

ENQUIRIES : Prof S Bassa Tel No: 012 354 51475
APPLICATIONS : Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.

NOTE : Applications must be submitted with a Z83 form with relevant attachments. Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.

CLOSING DATE : 27 September 2021

POST 32/72 : **CCTV OPERATOR REF NO: REFS/ WKH/42/2021**
 Directorate: Security

SALARY : R173 703 per annum, plus benefits
CENTRE : Weskoppies Hospital
EQUIREMENTS : Minimum educational qualification. General education and training certificate (GETC) / grade 12 (Std 10). Registration with a professional council. Candidates must be registered as Security Officer Grade B or higher with the Security Board in terms of the Security Industry Regulatory Authority Act (PSIRA). Appropriate experience in a control room operation. 1-2 years' experience in CCTV. CCTV operator certificate Technical expertise of CCTV system. Inherent requirement of the job. Willingness to work to work shifts and be available on a 24-hour basis. Willing to rotate when required. Must have a valid driver's license. Must be registered with PSIRA. Must be willing to be deployed in different sections of security department. Knowledge of security related prescripts, regulations and procedures. Basic knowledge of the Occupational Health and Safety Act. Good interpersonal and communication skills. Ability to work in a team as well as independently. Be responsible and diligent. Ability to work under pressure.

DUTIES : Operate control room security and emergency system to ensure safety of the premises. Control cameras through CCTV system to monitor and safe guard the premises. Identify and report faults and malfunctioning of the system. Monitor all scheduled repairs and maintance to ensure the effective working of all system and equipments. Ensure that only authorized people enters the control room. Respond to security emergencies. Activate the emergency systems and immediately report incidents. Liaise with internal stakeholders. Fixing of CCTV system. Perform any security related duties that maybe assigned by the Supervisor / Management.

ENQUIRIES : Mr. VW Maringa Tel No: 012 319 9588
APPLICATIONS : Applications should be addressed to HR: Recruitment and Selection Office, Weskoppies Hospital, Private Bag X 113, Pretoria 0001 between 8am-3pm or hand delivered at 01 Ketjen Street, Weskoppies Hospital, Pretoria West, 0001 at the security gate before 12h00 noon on the closing date and sign in the register book. No faxed or emailed application will be considered.

NOTE : Applications should include latest Z83, CV, copies of ID (smart card ID and driver's license to be copied both sides) and qualifications. Applicants do not

need to certify their documents, only shortlisted candidates will submit certified documents. Please note that should you not use the latest Z83 and completed, initialed and signed in full, the department reserves the right to disqualify your application. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must immediate supervisor. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualification Authority (SAQA). Weskoppies Hospital reserves the right to cancel or not fill a vacancy that was advertised during any stage of the recruitment process. Employment Equity profile will be taken into consideration. The Department of Health is committed to the achievement and maintenance of diversity and equity-employment especially of race, gender and disability. People with disabilities are encouraged to apply Practical exercise test will be conducted after interview.

- CLOSING DATE** : 27 September 2021
- POST 32/73** : **MATERIAL RECORDING CLERK REF NO: REFS/ WKH/46/2021**
Directorate: Procurement
- SALARY** : R173 703 per annum, plus benefits
CENTRE : Weskoppies Hospital
EQUIREMENTS : Grade 12 and Diploma or Degree in Finance / SCM. Knowledge of Logistics and Supply Chain Management will be as an advantage. Computer literate, knowledge of PFMA, Practical experience of SAP / SRM systems. Good interpersonal and communication skills.
- DUTIES** : Receive VA2s from registry section and sign for it. Assess and analyse the VA2's for the quantity requested before issuing the stock. Update the VA10 immediately receiving and issuing of stock. Periodically update of the price list. Calculation of the weighted average cost and the precautionary factor. Compile monthly theoretical stock count. Maintain minimum and maximum stock levels. Assist with bi-annual stock taking. Attend to queries from end users. Attend meetings and supply chain management forums and give feedback.
- ENQUIRIES** : Mr. L Mohlolo Tel No: 012 319 9718
APPLICATIONS : Applications should be addressed to HR: Recruitment and Selection Office, Weskoppies Hospital, Private Bag X 113, Pretoria 0001 between 8am-3pm or hand delivered at 01 Ketjen Street, Weskoppies Hospital, Pretoria West, 0001 at the security gate before 12h00 noon on the closing date and sign in the register book. No faxed or emailed application will be considered.
- NOTE** : Applications should include latest Z83, CV, copies of ID (smart card ID and driver's license to be copied both sides) and qualifications. Applicants do not need to certify their documents, only shortlisted candidates will submit certified documents. Please note that should you not use the latest Z83 and completed, initialed and signed in full, the department reserves the right to disqualify your application. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must immediate supervisor. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualification Authority (SAQA). Weskoppies Hospital reserves the right to cancel or not fill a vacancy that was advertised during any stage of the recruitment process. Employment Equity profile will be taken into consideration. The Department of Health is committed to the achievement and maintenance of diversity and equity-employment especially of race, gender and disability. People with disabilities are encouraged to apply.
- CLOSING DATE** : 27 September 2021
- POST 32/74** : **SOCIAL AUXILIARY GRADE 1 REF NO: SBAH 95/2021**
Directorate: Social work
- SALARY** : R148 215 per annum, plus benefits
CENTRE : Steve Biko Academic Hospital

- REQUIREMENTS** : Grade 10 plus completion of the learnership to allow registration with the South African Council for Social Service Professions. Experience in Hospital setting will be added advantage. Registration with SACSSP as a Social Auxiliary worker. Valid driver's license. Report writing skills, organizing and planning skills and Computer literacy.
- DUTIES** : Provide assistance and support to social workers with the rendering of social work services by: assistance to the chronically or terminally ill, unknown patients, persons with disabilities and older persons who need placement or alternative accommodation. Perform basic assessments/ screening of patients and refer to community resources. Assist social workers with group work and community work projects. Attend MDT and ward rounds and give feedback to social workers. Perform administrative support functions in support of social workers including being a receptionist. Compile daily, weekly and monthly statistics. Assist with arrangements of meetings and taking of minutes and typing. Keep abreast with new developments in the social work field and will be responsible for self-development. Knowledge of all relevant social work legislations to be able to able to effective and efficient service to the patients (code of ethics , Batho Pele principles)
- ENQUIRIES** : Ms H.L Sono Tel No: 012 354 1522
- APPLICATIONS** : Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.
- NOTE** : Applications must be submitted with a Z83 form with relevant attachments. Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.
- CLOSING DATE** : 27 September 2021

POST 32/75

CLEANING SUPERVISOR REF NO: LCOEC/04/2021 (X1 POST)

- SALARY** : R145 281 per annum (Level 04)
- CENTRE** : Lebone College of Emergency Care
- REQUIREMENTS** : Grade 12 or Matric Certificate or equivalent qualification with cleaning and supervision experience. Computer literacy. Ability to perform routine tasks. Fair command of English language. Communication skills (verbal and written) Ability to work under pressure. Sound interpersonal relations.
- DUTIES** : Take care of all administration duties. Monitor attendance through Signing attendance registers and leave forms. Assign daily tasks to teams. Monitor and control the cleaning of offices daily, corridors, elevators and boardrooms. To provide a high standard of hygiene and cleanliness. Daily cleaning of the College facilities, toilets, classrooms and offices. Cleaning student residence. Dusting and waxing office furniture. Sweeping, scrubbing and waxing of floors. Vacuuming and shampooing floors. Cleaning walls, windows and doors. Emptying and cleaning of dirt bins. Collecting and removing of waste papers. Cleaning kitchens and restrooms. Refiling hand wash liquid soap. Replace toilet papers, hand towels and refreshers. Cleaning of foyers and stairways. Providing refreshments during workshops and meetings.
- ENQUIRIES** : Ms B Ramatsetse Tel No: 012 356 8000
- APPLICATIONS** : Applications must be delivered to Lebone College of Emergency Care, 43 Steve Biko Road and Belvedere Street, Arcadia or can be posted to Lebone College of Emergency Care PO Box 26876, Gezina, 0031.
- NOTE** : NB: The institution reserves the right not to appoint
- CLOSING DATE** : 27 September 2021

POST 32/76

DRIVER / MESSENGER REF NO: LCOEC/02/2021 (X1 POST)

- SALARY** : R145 281 per annum (Level 04)
- CENTRE** : Lebone College of Emergency Care
- REQUIREMENTS** : Grade 10 certificate or equivalent qualification. A valid code 10 driver's license with PDP. The following serves as added advantages: ability to maintain integrity of confidential information, ability to prioritise duties, basic communication skills (verbal and written), basic numeracy, computer skills and interpersonal relations.
- DUTIES** : Responsible for collecting and delivery of College related documents/files to and from different stakeholder as required. Deliver documents promptly and obtain signatures from recipients. Sort and arrange correspondences in the registry. Collect, distribute and circulate correspondences (mail, parcels,

documents and files) Record and control correspondence register. Sort mail, files, documents and parcels. Ensure that items to collect are sealed and addressed. Collect mail, files, documents and parcels from addressor Deliver mail, files, documents and parcels to addressees. Ensure that the recipients sign on the delivery book/register. Record contents and physical addresses in the delivery book/register. Ensure that all the documents delivered are recorded and maintained according to legislative prescripts. Perform basic administration duties.

ENQUIRIES : Ms B Ramatsetse. Tel No: 012 356 8000
APPLICATIONS : Applications must be delivered to Lebone College of Emergency Care, 43 Steve Biko Road and Belvedere Street, Arcadia or can be posted to Lebone College of Emergency Care PO Box 26876, Gezina, 0031.
NOTE : NB: shortlisted candidates will undergo driving assessment. The institution reserves the right not to appoint
CLOSING DATE : 27 September 2021

POST 32/77 : **CLEANING SUPERVISOR REF NO: SBAH 96/2021**
 Directorate: Logistics Support

SALARY : R145 281 per annum, plus benefits
CENTRE : Steve Biko Academic Hospital
REQUIREMENTS : Grade 12 and minimum of 5 years proven experience in a formal hospital environment. Cleaning experience will be an added advantage.
DUTIES : Allocate and supervise cleaners. Assign schedules and duties for cleaning staff. Compile leave plans and monitor attendance register. Inspect clinical areas and monitor performance of cleaners and ensure cleaners perform assigned tasks and follow correct cleaning equipment. Institute the progressive discipline. Perform other duties delegated by supervisor.

ENQUIRIES : Mr M.F Monama Tel No: 012 354 1421
APPLICATIONS : Applications must be submitted with a Z83 form with relevant attachments to Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3. Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.
CLOSING DATE : 27 September 2021

POST 32/78 : **OPERATOR PHOTO COPIER REFS NO: SBAH 97/2021**
 Directorate: Supply Chain Management
 (Re- Advertisement)

SALARY : R102 534 per annum plus benefits
CENTRE : Steve Biko Academic Hospital
REQUIREMENTS : Grade 10 or equivalent qualification plus 1 year working experience. Grade 12 and proven photo copier or warehouse experience will be an added advantage. Grade 12 and proven photo copier and computer literacy or warehouse will be an added advantage.
DUTIES : The candidate will be responsible for operating various photocopying machine, Conduct preventative and corrective maintenance on printing machine, Record material usage, Train Apprentices. Quality assurance and control of pre-printing and printed products.

ENQUIRIES : Mr. D Morwasi Tel No: 012 354 5159
APPLICATIONS : Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.
NOTE : Applications must be submitted with a Z83 form with relevant attachments. Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.
CLOSING DATE : 27 September 2021

POST 32/79 : **CLEANER REF NO: LCOEC/01/2021 (X12 POSTS)**

SALARY : R102 534 – R120 780 per annum (Level 02)
CENTRE : Lebone College of Emergency Care
REQUIREMENTS : ABET Certificate. Basic Literacy. Basic Numeracy. Ability to perform routine tasks. Ability to operate heavy duty cleaning equipment/machinery. Fair

command of English language. Ability to work under pressure. Sound interpersonal relations.

DUTIES : Cleaning offices, corridors, elevators and boardrooms. Operate heavy duty machines. To provide a high standard of hygiene and cleanliness. Daily cleaning of the College facilities, toilets, classrooms and offices. Cleaning student residence. Dusting and waxing office furniture. Sweeping, scrubbing and waxing of floors. Vacuuming and shampooing floors. Cleaning walls, windows and doors. Emptying and cleaning of dirt bins. Collecting and removing of waste papers. Cleaning kitchens and restrooms. Refilling hand wash liquid soap. Replace toilet papers, hand towels and refreshers. Cleaning of foyers and stairways. Providing refreshments during workshops and meetings. Washing of staff dishes, dishes of functions and all other types of dishes. Participate in cleaning projects at the College.

ENQUIRIES APPLICATIONS : Ms B Ramatsetse Tel No: 012 356 8000

Applications must be delivered to Lebone College of Emergency Care, 43 Steve Biko Road and Belvedere Street, Arcadia or can be posted to Lebone College of Emergency Care PO Box 26876, Gezina, 0031.

NOTE CLOSING DATE : NB: The institution reserves the right not to appoint
: 27 September 2021

POST 32/80

GROUNDSMAN REF NO: LCOEC/03/2021 (X3 POSTS)

SALARY : R102 534 per annum (Level 02)

CENTRE : Lebone College of Emergency Care

REQUIREMENTS : aABET Certificate with experience working in grounds and gardening in a formal environment. Ability to work with fellow workers, willingness to relieve/relocated in other sections if there is shortage. Fair command of English language. Ability to work under pressure. Sound interpersonal relations. Basic numeracy and interpersonal relations.

DUTIES : Removal of garden rubble, Pesticide Control, Administering of fertilizer and mulch, Rose treatment Cleaning and weeding of pavement area (main building and residence), Pick up litter ,Water planted area if irrigation is not working and pot plants outside, Cut lawn and trim edges, Prune and trim trees and shrubs(Seasonal), Shape cutting of all lollypop trees and hedges. All dead leaves and roses to be cut out and general maintenance.

ENQUIRIES APPLICATIONS : Ms B Ramatsetse Tel No: 012 356 8000

Applications must be delivered to Lebone College of Emergency Care, 43 Steve Biko Road and Belvedere Street, Arcadia or can be posted to Lebone College of Emergency Care PO Box 26876, Gezina, 0031.

NOTE CLOSING DATE : NB: The institution reserves the right not to appoint
: 27 September 2021

POST 32/81

PROPERTY CARETAKER REF NO: LCOEC/04/2021 (X1 POST)

SALARY : R102 534 per annum (Level 02)

CENTRE : Lebone College of Emergency Care

REQUIREMENTS : ABET Certificate. Ability to work with team (students and staff), willingness to relocate. Fair command of English language. Ability to work under pressure. Sound interpersonal relations. Basic numeracy and interpersonal relations. Good communication skills (written and verbal, be able to write reports). Able to prioritise emergencies. Be prepare to work shifts. Knowledge and understanding of Occupational Health and Safety.

DUTIES : Oversee the College during and after working hours. Liaise with contractors on site. Inspecting the building, including heating, cooling, lighting and alarm system to make sure them in good working order. Performing basic repairs and maintenance task required e.g. changing bulbs and door handles. Opening the building at the start of the day and locking all door and windrows when not in operation. Adhering to OHS policies. Ensuring that the College residence is clean at all times. Ensuring that students adhere to the College rules and regulations.

ENQUIRIES APPLICATIONS : Ms B Ramatsetse. Tel No: 012 356 8000

Applications must be delivered to Lebone College of Emergency Care, 43 Steve Biko Road and Belvedere Street, Arcadia or can be posted to Lebone College of Emergency Care PO Box 26876, Gezina, 0031.

CLOSING DATE : 27 September 2021

NOTE : NB: The institution reserves the right not to appoint

OFFICE OF THE PREMIER

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

- APPLICATIONS** : Applications may be directed to: The Director: Internal Human Resources Management, Ms Merles Motlhabane, Office of the Premier, 65 Ntemi Piliso Street, Turbine Hall, Johannesburg 2001 or online at www.gautengonline.gov.za, (GPG Professional Job Centre) (Please do not send applications to 30 Simmonds street)
- CLOSING DATE** : 27 September 2021
- NOTE** : Applications must be submitted on the new Z83 Form available on www.dpsa.gov.za, accompanied by copies of qualification(s), identity document, proof of citizenship if not RSA citizen, a comprehensive CV, indicating three reference persons: Name and Contact Numbers, A relationship with reference, Reference checks will be done on nominated candidate(s). Note: Failure to submit these documents will result in the application not being considered. Please do not send any original certificates, diplomas or testimonials. Applicants must note that further checks will be conducted once they are short-listed and that their appointment is subject to the outcome of these checks include security clearance, security vetting, qualification verification and criminal checking (It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority-SAQA). Note that correspondence will only be conducted with the short-listed candidates. If you have not been contacted by the Gauteng Office of the Premier within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. NOTE: Requirement for all SMS posts, Nyukela Programme: Pre-entry Certificate to Senior Management Services as endorsed by DPSA which is an online course, endorsed by the National School of Government (NSG). The course is available at the NSG under the name Certificate for entry into the SMS and the full details can be sourced by the following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme>. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by department. Following the interview and the technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS Competency assessments tools. Gauteng Office of the Premier reserve the right to utilise practical exercise / test for non-SMS positions and during the recruitment process (candidates who are shortlisted will be informed accordingly) to determine the suitability of candidates for the post(s). Gauteng Office of the Premier reserves the right to cancel the filling / not fill a vacancy that was advertise during any stage of the recruitment process. We thank all applicants for their interest.

MANAGEMENT ECHELON

- POST 32/82** : **DIRECTOR: PLANNING COORDINATION REF NO: 011890**
- SALARY** : R1 057 326 – R1 245 495 per annum, (all-inclusive remuneration package)
- CENTRE** : Johannesburg
- REQUIREMENTS** : An appropriate NQF Level 7 qualifications in Social Science, Public Administration or any related bachelor's degree. An appropriate post graduate qualification in the above area will serve as an advantage. 5 to 10 years relevant functional middle management experience with proven managerial skills of which 3 years should have been in public sector environment. Experience in the development and review of provincial development plans. Strong strategic, leadership and management skills. A good understanding of government priorities and knowledge of the South African political landscape and socio-economic environment within which public service delivery takes place. Good knowledge of government policies and prescripts. Key competencies: Analytical and problem-solving skills. Communication (verbal

and written) skills. Financial management. Programme and project management. People management and empowerment. Attributes: Ability to work under pressure, in a team and independently as well as cope with a high workload discipline. S/he must be assertive, innovative and creative.

DUTIES : Support the institutionalisation of macro and transversal planning. Utilise available research studies and conduct scenario planning to inform and coordinate the development and review of provincial development plan. Ensure alignment of provincial development plan to national and provincial government priorities. Coordinate and consolidate the alignment of provincial development plan to the budget prioritisation framework, spatial planning, gender, youth and people with disabilities and gender responsive budgeting. Support COGTA to convene the Technical One Plan structures and intergovernmental working sessions. Coordinate the contributions, commitments and budgets of provincial sector departments into the One Plan for each district/ metro and ensure provincial sector alignment in district/ metro intergovernmental working sessions. Coordinate the development of the provincial development plan monitoring framework or implementation plan.

ENQUIRIES : Ms Phelisa Khuzwayo Tel No: (011) 355 6730
NOTE : Requirement for all SMS posts, Nyukela Programme: Pre-entry Certificate to Senior Management Services as endorsed by DPSA which is an online course, endorsed by the National School of Government (NSG). The course is available at the NSG under the name Certificate for entry into the SMS and the full details can be sourced by the following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme>.

OTHER POSTS

POST 32/83 : **DEPUTY DIRECTOR: PLANNING COORDINATION REF NO: 011891**

SALARY : R733 257 – R863 748 per annum, (all-inclusive remuneration package)
CENTRE : Johannesburg
REQUIREMENTS : An appropriate NQF Level 7 qualifications in Social Science, Public Administration or any related bachelor's degree. An appropriate post graduate qualification in the above area will serve as an advantage. Minimum of 5 years relevant experience in the development and review of provincial development plan of which at least 3 years must have been at supervisory/management level. A good understanding of government priorities and knowledge of the South African political landscape and socio-economic environment within which public service delivery takes place. Sound in-depth knowledge of relevant prescripts, application and understanding of legislative, regulatory and policy framework governing planning and performance management within the public service. Experience in Stakeholder management. Demonstrable experience in knowledge and information management. Good Communication Skills (verbal and written) and presentation skills. Good Planning and organizing skills. Ability to work under pressure. Strong Research skills. Ability to work independently often for long hours. Good problem solving and conflict management skills. Attention to detail. Ability to work under pressure.

DUTIES : Develop a process plan on the development and review of provincial development plan. Apply scenario planning methodologies to inform the development and review of provincial development plan. Align the provincial development plan to national Medium-Term Strategic Framework, provincial priorities, budget prioritisation framework, spatial development framework and transformation set aside targets. Provide inputs into One Plan intergovernmental working sessions. Provide guidance and support departments on their contributions, commitments and budgets into the One Plan for each district/ metro and ensure provincial sector alignment in district/ metro intergovernmental working sessions. Develop the provincial development plan monitoring framework or implementation plan.

ENQUIRIES : Ms Phindi Maserumule Tel No: (011) 355 6110

POST 32/84 : **GIS PRODUCTION GRADE A REF NO: 011892**

SALARY : R656 706 per annum, (all-inclusive remuneration package)
CENTRE : Johannesburg
REQUIREMENTS : A 3 to 4 years Geographic Information Science degree or related bachelor's degree related bachelor's degree. Minimum 3-year post qualification

Technologist experience. Strong experience with two or more GIS platforms (ArcGIS platform, QGIS, ERDAS etc.) and at least one statistical analysis software. Must have strong analytical, statistical skills and experience. Must have knowledge of technical and strategic report writing and understanding of legal compliance. Experience in Geo-Database design and management. Experience in Spatial and statistical analysis and development of information products like analytics dashboards, story maps etc. Strong experience in the development of Web Map Services (WMS) and working with Geoportals and ArcGIS online. Experience in administration, licensing and application development on ArcGIS online. A good understanding of government priorities and knowledge of the South African political landscape and socio-economic environment within which public service delivery takes place. Compulsory registration with South African Geomatics Council (SAGC) and valid driver's license. A qualification in IT and server administration will be an added advantage. Ability to work under pressure. Strong Research skills. Ability to work independently often for long hours. Good Programme and project management skills. Good in Research and development, problem solving and conflict management skills. Attention to detail. Ability to work under pressure.

DUTIES

:

Design, plan and perform advanced spatial and statistical analysis to address the Departmental and Gauteng Government strategic objectives. Perform data analytics and develop spatial information products and Web Map Services for the Gauteng Geoportal. Facilitate the collection and capturing of spatial data from various formats and sources. Coordinate the design, development and creation of geospatial databases. Provide access to Spatial Information and Geographic Information Services to all clients in the Department. Continuously monitor the exchange and protection of information between operations and individuals to ensure effective knowledge management according to departmental objectives. Develop and maintain GCR Metadata catalogue. Perform Quality Assurance of all the data and information products for the Gauteng Geoportal. Assist GIS Server administration and publishing webservices in the GIS portal.

ENQUIRIES

:

Mr Tshepo Rasego Tel No: (011) 355 6450

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

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

MANAGEMENT ECHELON

- POST 32/85** : **CHIEF EXECUTIVE OFFICER: GREY'S TERTIARY HOSPITAL REF NO: G119/2021**
Cluster: District Health Services
- SALARY** : R1 251 183 per annum (Level 14), (An all Inclusive MMS Salary Package) this salary package is highly negotiable between R1 251 183 to R1 495 956 per annum to attract clinically qualified candidates with the appropriate management experience who are already earning within this salary range
- CENTRE REQUIREMENTS** : Greys Tertiary Hospital
An undergraduate qualification (NQF) Level 7) in a clinical related field, registration with the relevant Health Professional Council, a post graduate degree/diploma in management. A minimum 5 years Senior Management experience in the health Sector Management environment. Unendorsed Valid Code B Driver's license (Code 08).Or MBCHB degree Qualification; Current registration with HPCSA as a Medical Practitioner; PLUS; A minimum of 5 years' experience in Medical Management after registration with the HPCSA. Unendorsed valid Code B driver's license (Code 08). Recommendation: MPH or equivalent qualification majoring in Hospital Management/ Health Systems; experience at a Regional/Tertiary Hospital will be an added advantage. **NB:** All shortlisted candidates will be required to submit proof of work experience endorsed and stamped by the employer/s prior to the date of the interview. **NB:** For the Pre-Entry Certificate for SMS, any individual may register for the course and complete such in anticipation of wishing to apply for a SMS post in future. The course is available at the NSG under the name Certificate for entry into the SMS and the full details can be sourced by following the link: <https://www.thensg.gov.za/training-courses/sms-pre-entry-programme/>. Individuals who have completed the course already, and who are therefore in possession of a certificate are welcome to submit such, however it is not required that an applicant submit such when applying for the post prior to the closing date. However, prior to an appointment being made to any SMS post, the appointee to such a post must have completed the pre-entry certificate and must be in possession of such prior to taking up the post. Competencies:-Knowledge: Knowledge of South African Health System, Hospital Service Package and relevant legislation such National Health Act, Public Finance Management Act (PMFA), Public Service Act and related regulations and policies. Core Competencies: Strategic capability and leadership, Programme and project management, Financial management, Management of people and empowerment. Progress Competencies: Turnaround and Service delivery innovation, Knowledge management, problem solving and analysis, Communication, Client orientation and customer focus.
- DUTIES** : Job Purpose: To plan, direct, co-ordinate and manage the delivery of clinical and administrative support services in an effective an efficient manner, working with the key executive management team at the hospital and within the legal and regulatory framework, and governance requirements, To represent the hospital authoritatively at provincial and public forums, To provide strategic leadership to improve operational efficiency within the health establishment to improve health outcomes. Strategic Planning: Prepare a strategic plan for the hospital to ensure that it is in line with the 10-point plan, national, national, provincial, regional and district plans. Financial Management: Maximise revenue through collection of all income due to the hospital, ensure that adequate policies, systems and procedure are in place to enable prudent management of financial resources, financial, resource mobilisation, monitoring and evaluation and asset and risk management. Hospital Operations Management: Ensure hospital operations support systems and processes are in place to support clinical operations. Ensure that systems and procedures are in place to ensure planning and timeous maintenance of

facilities and equipment. Human Resource Management: Develop, implement and maintain human resource management policies and guidelines, systems and procedures that will ensure effective and efficient utilization of human resource, promote a safe and healthy working environment through compliance with relevant legislation including occupational health and safety committees. Ensure continuous development and training of personnel and implement monitoring and evaluation of performance. Procurement and Management of Equipment and Suppliers: Implement a procurement and provisioning system that is fair, transparent, competitive and cost effective in terms of provincial delegation authority and in line with the PFMA, ensure that goods and services are procured in a cost effective timely manner. Clinical and Corporate Governance: Oversee clinical governance to ensure high standards of patient care and compliance with the National Core Standards. Establish community networks and provide technical support to the Hospital Board. Responsible for corporate governance inclusive of infrastructure planning and maintenance as well as occupational health and safety, manage the institutions risk to ensure optimal achievement of health outcomes.

**ENQUIRIES
APPLICATIONS**

: Ms RT Ngcobo Tel No: 033- 940 2499
 : All applications should be forwarded to: The Chief Director: Human Resource Management Services KZN Department of Health Private Bag X9051 Pietermaritzburg 3200 or Hand Deliver to: 330 Langalibalele Street, Natalia Building, Registry, Minus 1:1 North Tower.

**FOR ATTENTION
NOTE**

: Mr. A Memela
 : 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, copies of certificates, Identity Document and Driver's License. The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. **NB:** Failure to comply with the above instructions will disqualify applicants. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Non- RSA Citizens/Permanent Residents/ Work Permit holders must submit documentary proof together with their applications.

CLOSING DATE

: 27 September 2021

OTHER POSTS

POST 32/86

: **HEAD CLINICAL UNIT REF NO: UGU 06/2021**
 Cluster: Family Medicine

**SALARY
CENTRE
REQUIREMENTS**

: R1 728 807 per annum, (TCE package)
 : Ugu Health District Office
 : Grade 12; plus Appropriate specialist Qualification (i.e. MBChB plus a Master's Degree in Family Medicine registrable with the Health Professions Council of South Africa (HPCSA); plus current proof of registration with the relevant professional statutory body; plus at least 7 years' experience as a specialist; unendorsed valid Code B driver's license (code 08). Knowledge, Skills, Training and Competencies Required: Own clinical discipline. Relevant legislation, regulations and policies. Quality assurance and improvement programmes. Programme planning, and evaluation. Information management, Human resources and financial management. Leadership. Communication, Problem solving, Computer literacy, Stress tolerance. Self-confidence. Objective. Ethical. Emphatic.

DUTIES

: Represent own specialist discipline as a member of district clinical specialist team responsible for the delivery of quality health care at all levels within Ugu Health district. Promote equitable access to an appropriate level of care through coordination of quality, regular and reliable medical services in the PHC clinics and Community Health Centre for Ugu Health District. Provide

supervision and support to Medical officers, sessional doctors, community service doctors and PHC nurse practitioners. Provide technical advice and support to District Director and District Management team. Conduct quality improvement and Audit programs. Contribute to training and development programs in the district especially IMCI and PHC etc. Ensure maintenance of optimal referral patterns, clinical protocols and medical processes within the District, based on epidemiological research, disease profiles and community needs. Ensures effective and active participation in Clinical Governance meetings in the District. Consult personally as a Family Physician in the PHC clinics and Community Health Centre. Working with Multidisciplinary District Health management and Health Care team. Foster effective teamwork and collaborate within the district specialist team. Enable engagement with the local community and relevant non-government organisations. Facilitate and ensure effective communication with all management structures within the district, the regional and tertiary hospitals as relevant as well as the provincial Department of Health. Present regular reports on activities, health services and programmes. Assist with strategic and operational planning of services in the district and/ or catchment area of the regional. Assist with the co-ordination and supervision of discipline related services within the district. Assist with the recruitment and management of relevant human resources.

ENQUIRIES : Ms S. Mabaso Tel No: 039 – 688 3000
APPLICATIONS : Application to be forward to: The Human Resource Manager, Ugu Health District Office, Private Bag X735, Port Shepstone, 4240.
FOR ATTENTION : Mr J.L. Majola
CLOSING DATE : 28 September 2021

POST 32/87 **SPECIALIST: GRADE 1, 2 OR 3 – (ANAESTHESIA AND ICU) REF NO: PSH 30/21 (X1 POST)**

SALARY : 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
 The all-inclusive remuneration package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules Other Benefits: 22% of basic salary – Rural Allowance & Commuted Overtime (conditions applies)

CENTRE : Port Shepstone Hospital
REQUIREMENTS : Senior certificate, MBChB degree. An appropriate qualification that allow registration with HPCSA as a Medical Specialist. Current HPCSA Registration card 2020 /2021. Registrars who have completed their training may also apply on condition that their appointment will be subject to them submitting documentary evidence of registration with HPCSA as a Specialist in Anaesthesia. In the event that a candidate who is eligible for subspecialist registration has not received their registration and is successful in his/her application for the post, the appointment will be as a specialist at their current salary level. Proof of current registration certificate with the HPCSA as a Specialist Anaesthetist. The successful candidate must reside within the Ugu District. N.B: (Proof of experience and / or certificates of service are compulsory and must have complete dates and months, and must be attached to determine experience). **Grade 1** No Experience required. Registrars who have completed their training may also apply on condition that their appointment will be subject to them submitting documentary evidence of registration with HPCSA as a Specialist **Grade 2** Minimum of 5 years relevant experience after registration with HPCSA as a Medical Specialist Proof of experience endorsed and stamped by Human Resource Office must be attached to the application. **Grade 3** Minimum of 10 years relevant experience after registration with HPCSA as a Medical Specialist Proof of experience endorsed and stamped by Human Resource Office must be attached to the application Knowledge, Skills and Experience Sound clinical knowledge and experience of procedures and protocols in ICU. Good verbal and written communication skills, leadership and interpersonal skills. Cross cultural awareness. Sound teaching and supervisory abilities. A concern for excellence, ethics and quality care. The ability to function in a multi-disciplinary team. Knowledge of current Health and Public Service Legislation, regulations and Policies. Sound supervisory and leadership skills. Ability to function as a part of multi-disciplinary team. Ability in Program planning, implementation and

		evaluation. Specialist knowledge of the clinical principles and procedures relating to Anaesthesia. Broad clinical experience, including good knowledge of Intensive Care Good communication and interpersonal skills.
<u>DUTIES</u>	:	Ensure an optimal Anaesthesia and ICU service. Assist the Head: Clinical Unit in the development of management protocols / policies for the department. Provide Anaesthesia and ICU clinical care and oversight as expected of a specialist in the field. Assist with quality improvement imperatives including clinical audits (morbidity and mortality reporting and reviewing, clinical documentation audits etc.) and continuous professional development activities. Training of registrars, junior doctors, interns, nurses and colleagues and promote on-going staff development in accordance with individual and departmental needs. Maintain satisfactory clinical, professional and ethical standards in the department. Engage in research and supervise registrar research. Partake in outreach programmes of the district. Supervise, teach and assess interns and medical students. Performance of overtime duties (including a shift work roster) is a requirement.
<u>ENQUIRIES</u>	:	Dr P B Dlamini or Dr VL Moses Tel No: (039) 688 6000
<u>APPLICATIONS</u>	:	should be submitted for attention: Human Resource Manager, Port Shepstone Regional Hospital, P/Bag X 5706, Port Shepstone, 4240.
<u>FOR ATTENTION</u>	:	Mr. ZM Zulu
<u>NOTE</u>	:	Directions to Candidates: Application for employment (Z83). Copy of Identity document, copy of Matric, MBChB qualification, copy of Specialist qualification/equivalent and copy of HPCSA Registration as a Specialist. Proof of payment of HPCSA annual fees or relevant Certificate. Detailed Curriculum vitae. NB: Application form (Z83) and C.V. with copies of ID, educational qualifications. Please note that due to financial constraints, there will be no payment of S&T Claims. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). The appointment is subject to positive outcome obtained from the NIA to the following checks: security clearance, credit records, qualification, citizenship and previous experience employment verification
<u>CLOSING DATE</u>	:	01 October 2021 at 16h00
<u>POST 32/88</u>	:	<u>MEDICAL SPECIALIST (GRADE 1, 2 & 3) REF NO: THH09/2021 (X1 POST)</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
<u>CENTRE</u>	:	Town Hill Hospital – (Psychiatry)
<u>REQUIREMENTS</u>	:	Senior Certificate (Grade 12). A basic qualification of MBCHB plus FC Psychiatry (SA), M Med Psychiatry or equivalent. Current (2021) registration with the HPCSA. Proof of current and previous work experience endorsed by HR (Certificate of Service) Code 8 driver's license Other Requirements: Computer literacy: Word, Spreadsheet, Presentation and search engine software /applications. Knowledge, Skills and Competencies Required Clinical knowledge and skills at the level of a Specialist Psychiatrist. Knowledge of mental health legislation and policies. Policies and practices relevant to the organisation of mental health services. Programme planning, implementation and evaluation. Knowledge and ability to develop programme focused on psychosocial rehabilitation and Management of substance abuse commodity with mental illness. Management of human resources, experience in providing expert opinion in psychiatry, clinical research skills and computer literacy. Leadership, communication skills with the ability to communicate professionally and conduct oneself in a professional manner at all times and have sound ethical values. Grade 1: Appropriate qualification (MBCHB or equivalent) plus registration with the HPCSA as a Medical Specialist in Psychiatry Grade 2: Appropriate qualification (MBCHB) or equivalent Plus appropriate five (5) years' experience after registration with HPCSA as a Medical Specialist Psychiatry Grade 3: Appropriate qualification (MBCHB or equivalent) Plus ten (10) years' experience after registration with the HPCSA as a Medical Specialist in Psychiatry. All-inclusive salary package (This package consists of 70% basic salary and 30%flexible portion that may be

<u>DUTIES</u>	<p>structured in terms of the applicable rules) Other Benefits: Commuted Overtime (Commuted overtime limited to applicable groups)</p> <p>Clinical: Provide specialist psychiatrist care, assessments and evaluations of mental health care users (MHCU's) Teaching and Outreach: Provide academic teaching and clinical training to students and trainees in Medical, Nursing and Allied Health Professions Provide specialist advice, guidance and training to clinical paramedical and management staff both within the tertiary services and as part of Outreach to Area 2. Administrative: Participate in the development of clinical management guidelines, protocols and referral pathways for the management of MHCU's. Attend to administrative matters as pertains to the inpatient and outpatient services. Ensure the effective, efficient and economical use of allocated resources inclusive of human resources. Research Stimulate, participate in and supervise research.</p>
<u>ENQUIRIES</u>	Dr. P. Luthuli (Clinical Manager) Tel No: 033 341 5654
<u>APPLICATIONS</u>	To be forwarded to : Mr. SW Zulu, The Human Resource Manager, TownHill Hospital, PO Box 400, Pietermaritzburg, 3200
<u>CLOSING DATE</u>	27 September 2021
<u>FOR ATTENTION</u>	Mr SW Zulu
<u>NOTE</u>	<p>An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za. Applicants must submit copies of Identity document, highest educational qualifications, certificate of service, professional registration certificates and a proof of current registration must be submitted together with your Curriculum Vitae. Only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview following communication from Human Resource. People with disabilities should feel free to apply for these posts. The reference number must be indicated in the column provided on the form Z83, Please note that failure to comply with the above instructions will disqualify the applicant. Please note that 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 anticipated, receipts of applications will not be acknowledged. Should you not be advised within 90 days of the closing date, kindly consider your application as unsuccessful. It is the applicant's responsibility to have a foreign qualification, which is the requirement of the post, evaluated by the South African Qualification Authority (SAQA) and to provide proof of such evaluation on application. Failure to comply will result in the applicant not being considered. (This Department is an equal opportunity, affirmative action employer, whose aim is to promote representative in all levels of all occupational categories in the Department). Please note that due to financial constraints, there will be no payment of S & T Claims.</p>
<u>CLOSING DATE</u>	27 September 2021
<u>POST 32/89</u>	<u>MEDICAL SPECIALIST GRADE 1, 2 & 3 REF NO: UTHUK /21/2021 (X1 POST)</u>
<u>SALARY</u>	<p>Grade 1: R1 106 040 – R1 173 900.per annum, all-inclusive package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules.</p> <p>Grade 2: R1 264 623 – R1 342 230 per annum all-inclusive, package consist of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules.</p> <p>Grade 3: R1 467 651 – R 1 834 890 per annum package of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules.</p>
<u>CENTRE</u>	Uthukela District (Forensic Pathology Service)
<u>REQUIREMENTS</u>	<p>A tertiary qualification (MBCHB) or equivalent and specialist qualification in appropriate field. Must be registered as a Specialist Pathology (Forensic) with the Health Professional Council of South Africa or have completed training as Specialist Pathology and in the process of registering as a Specialist. Current registration with HPCSA as Medical Specialist (2020 Receipt).Experience: Medical Specialist Grade 1: Not applicable; Registration with the HPCSA as a Medical Specialist in Pathology (Forensic). Medical Specialist Grade 2: 5 Years appropriate experience as a Medical Specialist after registration with the HPCSA as a Medical Specialist in Pathology (Forensic). Medical Specialist Grade 3: 10 Years appropriate experience as a Medical Specialist after</p>

registration with the HPCSA as a Medical Specialist in Pathology (Forensic). Recommendation: Computer literacy (proof must be attached). Valid Driver's license. The ideal candidate must have: Commuted overtime is required and is payable in accordance with applicable policies. Communication and Co-operation between the Department of Health, Justice, the Director Of Public Prosecutor and South African Police Service in respect of Inquests and Criminal proceeding following Medical-Legal death investigations. Community service in its diverse forms. Supervision of Support Staff. Maintenance of the chain of custody of specimens and documents retained. Death Scene examinations.

DUTIES : To perform a medico- legal post- mortem examination including Scene of Death visits when required. Teach postgraduate student in the various facilities to develop their skills, using a Medico-Legal patient centered approach. To examine and put through tissues samples for histological analysis. Participate in health research. Consultation with Medical Practitioner and bereavement counselling of next of kin.

ENQUIRIES : Dr S Ntsele Tel No: 033 940 2405
APPLICATIONS : All applications should be forwarded to: The Human Resources Manager Uthukela Health District office, Private Bag X 9958 Ladysmith 3370, OR Hand Delivered to HR Officer (Room 20) 32 Lyell Streets, Ladysmith 3370.

FOR ATTENTION : Mrs. C.G.K Hadebe
NOTE : 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, copies of certificates, Identity Document and Driver's License (Only shortlisted candidates will submit certified copies). The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Faxed and emailed applications will not be accepted. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Non-RSA Citizens/Permanent Residents/ Work Permit holders must submit documentary proof together with their applications. All employees in the Public Service that are presently on the same salary level but on a notch/package above of the advertised post are free to apply. Please note that no S&T payments will be considered for payment to candidates that are invited for interview.

CLOSING DATE : 01 October 2021

POST 32/90 : **MEDICAL OFFICER GRADE 1, 2 & 3 REF NO: UTHUK /20/2021 (X1 POST)**

SALARY : Grade 1: R821 205 – R844 670 per annum
Grade 2: R938 964 – R1026 693 per annum
Grade 3: R1 089 693 – R1362 366.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 (Incumbent will have to sign the relevant contract formal annually)

CENTRE : Uthukela District (Forensic Pathology Service)
REQUIREMENTS : MBCHB Degree. Current registration with the HPCSA as a Medical Practitioner (2020 Receipt). Registration certificate with the HPCSA as Medical Practitioner. **Grade 1:** Experience: Not Applicable. Foreign qualified candidates require 1 year relevant experience after registration as an independent Medical Practitioner with a recognized Foreign Health Professional Council, of whom it is not required to perform Community Service, as required in South Africa. **Grade 2:** Experience: 5 years appropriate experience as a Medical Officer after registration with the HPCSA as an

independent Medical Practitioner. Foreign candidates require 6 years relevant experience after registration with a recognized Foreign Health Professional Council, of whom it is not required to perform Community Service. **Grade 3:** Experience: 10 years' experience after registration with the HPCSA as an independent Medical Practitioner. Foreign qualified candidates require 11 years relevant experience after registration as Medical Practitioner with a recognized foreign health professional council in respect of foreign qualified employees of whom it is not required performing community service as required in South Africa. Recommendation: Computer literacy (proof must be attached). Valid Driver's license. The ideal candidate must have: Knowledge of Computer. Knowledge of mortuary and its operation. Knowledge of Access to Information Act. High level of integrity. Knowledge of Occupational Health and Safety Act. Knowledge of Post-mortem procedures. Knowledge of Criminal Justice System. Knowledge of Court etiquette and rules of trial. Report writing skills. Excellent communication skills.

DUTIES : To perform a medico-legal post-mortem examination. Crime scene attendance. Bereavement counselling of next of kin. Consultation with Medical Practitioners.

ENQUIRIES : Dr S Ntsele Tel No: 033 940 2405
APPLICATIONS : All applications should be forwarded to: The Human Resources Manager Uthukela Health District office, Private Bag X 9958 Ladysmith 3370, OR Hand Delivered to HR Officer (Room 20) 32 Lyell Streets, Ladysmith 3370.

FOR ATTENTION : Mrs. C.G.K Hadebe
NOTE : 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, copies of certificates, Identity Document and Driver's License (Only shortlisted candidates will submit certified copies). The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Faxed and emailed applications will not be accepted. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Non-RSA Citizens/Permanent Residents/ Work Permit holders must submit documentary proof together with their applications. All employees in the Public Service that are presently on the same salary level but on a notch/package above of the advertised post are free to apply. Please note that no S&T payments will be considered for payment to candidates that are invited for interview.

CLOSING DATE : 01 October 2021

POST 32/91 : **MEDICAL OFFICER REF NO: GJGM 52 /2021 (X1 POST)**
 General Justice Gizenga Mpanza Regional Hospital (Stanger Hospital)
 Component: Accident and Emergency

SALARY : Grade 1: R821 205 per annum all-inclusive package + a fixed commuted overtime & 18% Inhospitable Allowance.
 Grade 2: R938 964 per annum all-inclusive package + a fixed commuted overtime & 18% Inhospitable Allowance.
 Grade 3: R1 089 693 per annum all-inclusive package + a fixed commuted overtime & 18% Inhospitable Allowance.

CENTRE : GJG Mpanza Regional Hospital
REQUIREMENTS : Knowledge, Skills and Experience Required: Sound knowledge and skills in Emergency Medicine including advanced adult and Paediatric resuscitative intervention. Sound clinical knowledge in general medicine including management of acute and chronic medical conditions. Good interpersonal and supervisory skills. Ability to work in a challenging environment. Sound assessment, diagnostic and management skills. Knowledge and skills in

emergency care. **Grade 1:** Minimum Requirements: A tertiary qualification (MBCHB or equivalent), plus Current registration with the Health Professions Council of South Africa as a Medical Practitioner **Grade 2:** Minimum Requirements: A tertiary qualification (MBCHB or equivalent), A valid registration with the Health Professions Council of South Africa. Five (5) years post registration experience as a Medical Practitioner **Grade 3:** Minimum Requirements: A tertiary qualification (MBCHB or equivalent). A valid registration with the Health Professions Council of South Africa. Ten (10) years post registration experience as a Medical Practitioner. ACLS, PALS, ATLS or Diploma in Primary Emergency Care is recommended.

DUTIES

: Provision of quality patient centered medical care to all patients in the emergency unit. Maintain accurate Medical records in accordance with legal and ethical guidelines. Provision of continuity of care to patients involving assisting in the Family Medicine wards if the need arises. Ability to assist the senior medical staff in the smooth running of the department. To provide training for nurses, junior staff, interns and medical students.NB. Performance of Commuted Overtime and a staggered shift system is compulsory and will be worked in the discipline based on the needs of the institution.The Following Learning Opportunities Are Available In the Accident & Emergency Unit Supervision by an Emergency Physician with daily ward rounds and "on the floor teaching" in A & E. Emergency ultrasound training. Advanced airway management and ventilation techniques. Evidence based protocol driven management. Opportunity to conduct research in the unit. Preparation for the Diploma in Emergency Care (Dip PEC). Preparation to enter the Fellowship in Emergency Medicine.

ENQUIRIES

: Dr J Govender (Head of Department Tel No: 032 437 6076

APPLICATIONS

: The Human resource manager, GJG Mpanza Regional Hospital, Private Bag x10609, Stanger, 4450

FOR ATTENTION

: Mr. S. Govender

NOTE

: The following documents must be submitted, Application for employment form (Z83), which is obtainable at any Government Department or form website-www.kznhealth.gov.za. Originally signed Z83 must be accompanied by a detailed CV I.D Copy, Updated Curriculum Vitae. Please note that Shortlisted candidates will be advised to bring certified copies on the date of the interview. Applications must be submitted on or before the closing date. The reference number must be indicated in the column provided on the form Z83 e.g. GJGM 52/2021.NB: Failure to comply with the above instruction will disqualify applicants. Please note that due to the number of applications anticipated, applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not been contacted within two months after the closing date of the advertisement, please accept that your application was unsuccessful. The appointment is subject to positive outcome obtained from NIA to the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verifications and verification from the company Intellectual Property (CIPC). The Department reserves the right not to fill the post (s). This Department is an equal opportunity, affirmative employer, whose aim is to promote representivity in all levels of all occupational categories in the Department. Persons with disabilities should feel free to apply for the post.

CLOSING DATE

: 30 September 2021

POST 32/92

OPERATIONAL MANAGER (OUT PATIENTS NIGHT SUPERVISOR) REF NO: ED/OM/2021

Job Purpose: To provide effective Planning, Monitoring, Evaluation and Reporting services in the institution as well as for feeder clinics.

SALARY

: Grade 1: R562 800 – R633 433 per annum. Other Benefits; 13th Cheque Medical Aid (Optional), Housing Allowance Employee must meet prescribed. Requirements and Rural Allowance 12%.

CENTRE

: Edumbe Community Health Centre

REQUIREMENTS

: Senior Certificate (Grade 12).Diploma/Degree in General Nursing and Midwifery. One year post basic qualification in Primary Health Care, Current registration with SANC as Professional Nurse and Midwifery. A minimum of 9 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing and Midwifery, of which five(5) years must be recognizable experience after obtaining one(1) year post

basic qualification in Emergency and Trauma or Orthopedic. Certificate of service stamped and signed by Human Resource Department Unendorsed valid Code B driver's license. Proof of current/previous work experience endorsed and stamped by the employer/s. Knowledge, Skills, Training and Competencies Required: Knowledge and insight into Nursing process and procedures. Knowledge of nursing statutes and other relevant Public Services Act/legislations. Decision making and problem solving skills. Interpersonal skills in dealing with conflicts management. Knowledge and implement Batho Pele principles. Supervisory and analytical thinking skills. Stress tolerance, flexibility, empathy and ability to communicate constructively. Disaster management skills. Team building and supervisory skills.

DUTIES : Provide effective management and professional leadership ensuring that ward unit are organized and covered with Professional staff. To provide quality patient care. Provide effective supervision of wad/unit ensuring implementation of nursing standard, policies and procedures. Manage and direct efficient utilization of resources to enhance service delivery. Exercise control of discipline, grievance and any other Labour related issues in terms of laid down procedures. Maintain client satisfaction through monitoring and setting of service standards. Implement and monitor National Core Standards. Implement EPMDs. Advocate for patients in facilitating proper treatment care and adherence to Patient Rights Charter and Batho Pele Principles. Ensure to keep accurate records. Compile unit statistics monthly.

ENQUIRIES : Ms. BTN Kunene Tel No: (034) 995 8500/67
APPLICATIONS : All applications should be forwarded to: The Human Resource Manager, Edumbe community Health Centre, P/Bag x 322, Paulpietersburg, 3180, or hand delivered to: The Human Resource Office, Stand No 463 eDumbe Main Street, Paulpietersburg, 3180. Human Resource Management Edumbe Main Street Paulpietersburg.

FOR ATTENTION : Mrs. EP Mdlalose
NOTE : 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, Identity Document and Driver's Licence The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. **NB:** Failure to comply with the above instructions will disqualify applicants. Faxed and e-mailed applications will NOT be accepted. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Non- RSA Citizens/Permanent Residents/ Work Permit holders must submit documentary proof together with their applications. All employees in the Public Service that are presently on the same salary level but on a notch/package above of the advertised post are free to apply.

CLOSING DATE : 27 September 2021

POST 32/93 : **OPERATIONAL MANAGER (SPECIALTY) REF NO: THH10/2021 (X2 POSTS)**

SALARY : R562 800 – R633 432 per annum. Other Benefits: 13th Cheque, Medical Aid (Optional), Housing allowance (Employee must meet prescribed requirements).

CENTRE : TownHill Hospital
REQUIREMENTS : Highest education qualification (Matric/Grade 12) or equivalent. Proof of current registration with the SANC as a General and Psychiatric Nurse PLUS postbasic nursing qualifications. Basic qualifications accredited with the SANC in terms of Government Notice 425 (i.e. Diploma /Degree in General and Psychiatric nursing) or equivalent post basics nursing qualifications, with duration of at least one (1) year accredited with the SANC in terms of Government Notice No.R212 in the relevant speciality. A minimum of nine (9)

years appropriate / recognizable experience in nursing after registration Professional Nurse with SANC in General Nursing. At least five (5) of the period referred to above must be appropriate / recognizable experience after obtaining one (1) year post basic qualification in relevant speciality. A recognized experience at supervisory level. Certificate of service is also required obtainable from your Human Resource office. Knowledge, Skills, Training and Competencies Required Sound unit management, negotiations and problem solving skills. Knowledge of nursing care delivery approaches. Sound knowledge of scope of practice in the area of work performance. Ability to formulate patient care related policies. Good communication, leadership, interpersonal skills and conflict management. Team building supervisory / management and analytic skills. Working knowledge of Labour Relations and Disciplinary procedure and processes. Knowledge of Occupational health and safety, infection control, medical waste and risk assessment.

DUTIES

: Ensure management and leadership of the unit by providing written vision, mission and strategic objectives for the unit. Render efficient, professional quality nursing care at a unit management level in accordance with the scope of practice as laid down by the Nursing Act. Deals with grievance and labour relation issues in terms of laid down policies and procedures. Execute duties and functions with proficiency, in support of the aims and strategic objectives of the institution. Ensure keeping, maintaining and auditing of accurate and complete patient records. Exercise control and account for expenditure through ongoing efficient and effective control of financial, human and material resource. The proper utilization of resources and exercise care over government property. Liaise with the Multi – disciplinary team to ensure continuity of patient care. Promote and uphold professionalism standards to contribute towards improved patient care and staff relations. Co-ordination of optional, holistic specialised nursing care provided within set standards. Ensure that measures are in place to improve the quality of care and standards in the ward /department. Facilitate and ensure health promotion and rehabilitation in the ward /department. Manage staff performance in the ward /department. Organizes ward functioning through delegation and direct supervision of Nursing Personnel. Manage and evaluate performance standards ensuring that responsibilities are adhered to within the budget. Analyse the need for training and development of the staff, formulate and implement training development strategies and monitor the effectiveness of this training.

**ENQUIRIES
APPLICATIONS**

: Mr. A.M. Ntombela (Nursing manager) Tel No: (033) 341 5517
 : To be forwarded to: Mr SW Zulu, The Human Resource Manager, TownHill Hospital, P.O. Box 400, Pietermaritzburg, 3200

**FOR ATTENTION
NOTE**

: Mr SW Zulu
 : An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za. Applicants must submit copies of Identity document, highest educational qualifications, certificate of service, professional registration certificates and a proof of current registration must be submitted together with your Curriculum Vitae. Only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview following communication from Human Resource. People with disabilities should feel free to apply for these posts. The reference number must be indicated in the column provided on the form Z83, Please note that failure to comply with the above instructions will disqualify the applicant. Please note that 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 anticipated, receipts of applications will not be acknowledged. Should you not be advised within 90 days of the closing date, kindly consider your application as unsuccessful. It is the applicant's responsibility to have a foreign qualification, which is the requirement of the post, evaluated by the South African Qualification Authority (SAQA) and to provide proof of such evaluation on application. Failure to comply will result in the applicant not being considered. (This Department is an equal opportunity, affirmative action employer, whose aim is to promote representative in all levels of all occupational categories in the Department). Please note that due to financial constraints, there will be no payment of S & T claims.

CLOSING DATE

: 27 September 2021

POST 32/94 : **OPERATIONAL MANAGER NURSING (CASUALTY NIGHT DTY SERVICES) REF NO: GAM CHC 12/2021**

SALARY : R562 800 – R633 432 per annum. Other Benefit(s) 13th Cheque Medical Aid (Optional) GEHS (employee must meet prescribed requirements) 12% rural allowance

CENTRE REQUIREMENTS : Gamalakhe CHC
: Senior Certificate / Matric; Degree/ Diploma in General Nursing and Midwifery that allows registration with SANC as a Professional Nurse. A post basic qualification with a duration of at least one (01) year accredited with SANC in Clinical Nurse Science, Assessment, Diagnosis, Treatment and Care. Proof of current registration with SANC (2021 receipt) Experience A minimum of 09 years appropriate/ recognizable nursing experience 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 1 year post basic qualification in the relevant specialty. Proof of previous and current work experience endorsed and stamped by Human Resource Department (certificate of service). Applicants must submit confirmation letter of relevant experience from their supervisors in an official letterhead of the employer when they apply. Skills: Knowledge of SANC Rules and Regulations Knowledge of Legislative Framework and Departmental prescripts Leadership, organizational, Decision making, problem solving and interpersonal skills Basic financial management skills Knowledge of Human Resource Management Personal Attitude, Responsive, Professionalism, Supportive, Assertive and Team player role. Communication skills and decision making skills. Leadership and supervisory skills.

DUTIES : Assist in planning, organizing and monitoring of objectives of the specialized unit. Manage all resources within the unit effectively and efficiently to ensure optimum service delivery. Ability to plan and organize own work and that of support personnel to ensure proper nursing care. Display a concern for patients, promoting and advocating proper treatment and care including Monitor Provision of quality comprehensive service delivery at emergency unit. Display awareness and willingness to respond to patient's needs, requirements and expectations. Work as part of the multidisciplinary team to ensure good nursing care. Demonstrate effective communication with patients, community and multidisciplinary team. Supervisor and oversee all 24 hour clinic units. Monitor safe patient service and improve client satisfaction. Participate in the attainment of National Core Standards. Contribute to the realization of Ideal Clinic (ICRM) status. Participate in the analysis and formulation of nursing policies and procedures. Provide direct and indirect supervision of all staff within the unit and give guidance. Demonstrate an understanding of Human Resource and Financial Management Policies and procedures. Monitor and evaluate the care and management of all patients through clinical audits. Ability to supervise Medical and Surgical emergencies and refer appropriately. Monitor implementation of PHC Re-Engineering Monitor implementation and performance on indicators on weekly, daily and monthly basis; provide feedback to management and analysis of data. Exercise control of discipline and any other Labour Related issues in terms of laid down procedures. Ensure effective, efficient and economical use of allocated resources.

ENQUIRIES : Mrs. GB Tshiseka Tel No: 039 318 1113

APPLICATIONS : All applications should be forwarded to: The CHC Manager Gamalakhe Community Health Centre, Private Bag X 709, Gamalakhe, 4249

FOR ATTENTION : Human Resource Department

CLOSING DATE : 27 September 2021

POST 32/95 : **OPERATIONAL MANAGER NURSING (PHC) REF NO: GAM CHC 13/2021**

SALARY : R562 800 – R633 432 per annum. Other Benefit(s) 13th Cheque Medical Aid (Optional) GEHS (employee must meet prescribed requirements) 12% rural allowance

CENTRE REQUIREMENTS : Gamalakhe Chc- Shelly Beach Clinic
: Senior Certificate / Matric Degree/ Diploma in General Nursing and Midwifery that allows registration with SANC as a Professional Nurse. A post basic qualification with a duration of at least one (01) year accredited with SANC in Clinical Nurse Science, Assessment, Diagnosis, Treatment and Care. Proof of

current registration with SANC (2021 receipt) Experience A minimum of 09 years appropriate/ recognizable nursing experience 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 1 year post basic qualification in the relevant specialty. Proof of previous and current work experience endorsed and stamped by Human Resource Department (certificate of service). Applicants must submit confirmation letter of relevant experience from their supervisors in an official letterhead of the employer when they apply. Skills: Knowledge of SANC Rules and Regulations Knowledge of Legislative Framework and Departmental prescripts Leadership, organizational, Decision making, problem solving and interpersonal skills Basic financial management skills Knowledge of Human Resource Management Personal Attitude, Responsive, Professionalism, Supportive, Assertive and Team player role. Communication skills and decision making skills. Leadership and supervisory skills.

DUTIES

: Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices and how tis impacts on service delivery. Ensure clinical nursing practice by nursing team 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 Human Resource 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 the multidisciplinary team to ensure good nursing care at unit level to ensure good nursing care by nursing team. Able to manage own work, time and that of junior colleagues to ensure proper nursing service in the facility. Display concern for patients, advocating and facilitating proper treatment and care and ensuring that the facility adheres to the principle of Batho Pele Able to develop contacts, build and maintain a network of professional relations in order to enhance service delivery. Demonstrate basic computer literacy as a support tool to enhance service delivery. Participate in the analysis and formulation of nursing policies and procedures. Provide direct and indirect supervision of all staff within the unit and give guidance. Demonstrate an understanding of Human Resource and Financial Management Policies and procedures. Monitor and evaluate the care and management of all patients through clinical audits and drawing quality improvement plans for the facility and ability to supervise Medical and Surgical emergencies and refer appropriately. Monitor implementation and performance on indicators on daily, weekly and monthly basis; provide feedback to management, analyse data and draw up quality improvement plan and implementation plan. Ensure quality data collection, validation and verification is done as per guidelines. Exercising control of discipline and any other Labour Related issues in terms of laid down procedures. Ensure complaints management and work towards reducing them. Ensure functionality of the Clinic committee programme so that community involvement and participation is achieved.

ENQUIRIES

: Mrs. N.O Ndwendwe Tel No: 039 318 1113

APPLICATIONS

: All applications should be forwarded to: The CHC Manager Gamalakhe Community Health Centre, Private Bag X 709, Gamalakhe, 4249

FOR ATTENTION

: Human Resource Department

CLOSING DATE

: 27 September 2021

POST 32/96

: **OPERATIONAL MANAGER NURSING GENERAL DAY AND NIGHT DUTY REF NO: OPM GEN 11/2021 (X2 POSTS)**

SALARY

: Grade 1: R444 276 per annum. Other Benefits: medical aid (optional), rural allowance, housing allowance: employee must meet the prescribed requirements.

CENTRE

: Eshowe District Hospital

REQUIREMENTS

: Basic R425 qualification i.e. Diploma/degree in nursing. Current registration with South African Nursing Council as a Professional Nurse with Midwifery. A minimum of 7 years appropriate/recognizable nursing experience after registration as a Professional Nurse with the South African Nursing Council in General nursing and Midwifery. NB: Certificate of service from previous employers is compulsory, please include verification of employment from

current employer, which must be endorsed and signed by Human Resource Management. Knowledge, skills, training and competencies required: Knowledge of nursing care policies and procedures, nursing statutory regulation and guidelines and other relevant legal frameworks e.g. Nursing Act, Health Act, Occupational Health and Safety Act, Batho Pele Principles, Public Service Regulation and Grievance Procedures. Good communication, report writing, facilitation, leadership, organizational, decision making and problem solving skills. Financial Management. Computer skills.

DUTIES : Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practises and how this impacts on service delivery. 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. Work as part of a multi-disciplinary team at unit level to ensure good nursing care by the nursing team. Display a concern for patients, promoting, advocating and facilitating proper treatment and care ensuring that the unit adheres to the principles of Batho Pele. Improve Hospital efficiencies. Assist with the management of the transformation process and change within the units to ensure that the objectives of the institution are met. Deputise the Assistant Nursing Manager. Provide day and night services.

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

FOR ATTENTION : Mrs GZ Dube: Human Resource Manager
NOTE : Applications must be submitted on the prescribed Application for Employment form (Z83) obtainable from any Public Service Department or from the website www.kznhealth.gov.za. The application form must be accompanied by a detailed Curriculum Vitae. Applicants must submit copies of qualification, Identity document drivers license (where appropriate), certificate of service and any other relevant documents. Such documents need not to be certified when applying for a post. Only shortlisted candidates for a post will be required to submit documents on or before the interview following communication from Human Resources. No faxed or e-mailed applications will be considered. The Department reserves the right not to fill the post after advertisement. The appointments are subject to positive outcomes obtained from the Pre-Employment checks which will be conducted by the Department for the following i.e. Security Clearance/vetting, Security clearance for criminal records, credit records, (Financial, assets records etc.), validation of identity document, drivers license, professional driving permit (where required). Citizenship/permanent residency, Company Intellectual Property Commission (CIPC)-Business Interests, verification of Education qualifications by the South African Qualifications Authority (SAQA), verification of employment history/reference checks-previous experience from employers. Applicants are respectfully informed that correspondence will be limited to shortlisted candidates only. "People with disabilities should feel free to apply. Short listed candidates will not be compensated for Subsistence and Travelling claims(S&T).

CLOSING DATE : 27 September 2021

POST 32/97 : **CLINICAL PROGRAMME COORDINATOR- QUALITY ASSURANCE REF NO: CPC IPC QA 13/2021 (X1 POST)**

SALARY : R444 276 - R500 031 per annum. Other Benefits: medical aid (optional), 8 % rural allowance, housing allowance: employee must meet the prescribed requirements.

CENTRE : Eshowe District Hospital
REQUIREMENTS : Standard 10/Grade 12. Degree / National Diploma in General Nursing and Midwifery. Proof of Current registration with South African Nursing Council (SANC) as a Professional Nurse. Minimum of seven (7) years' experience /recognizable experience in Nursing Healthcare after registration as a Professional Nurse and Midwife with the SANC in General Nursing. 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 and competencies: Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices and how this impacts on service delivery. Demonstrate a basic understanding of HR and financial policies and practices. Strong interpersonal communication and presentation skills. Knowledge of Total Quality Management (TQM). Knowledge of Norms and Standards, Ideal Clinic Realization and Maintenance. Provincial Quality initiatives (Human Rights, Batho Pele Principles and Patient Rights Charter.

DUTIES

: Facilitate the formation of Quality Assurance committee and ensure function of such thereof. Work as part of a multidisciplinary team to ensure that quality care services are rendered by all Health Care Providers in the community health center and Clinics. Perform quality improvement audits and surveys monthly and reports to senior management and staff. Monitor and evaluate delivery of quality care at the institution and clinics. Ensure implementation of Provincial initiatives (Patients' Rights Charter, Batho Pele programmes etc). Provide advice on various aspects of quality care at the institution and clinics. Monitor and evaluate compliance to the National and Provincial Quality Programmes e.g. norms and standards for the CHC and PHC. Conduct Ideal clinic assessments, facilitate and co-ordinate compiling off all Quality Improvement Plans and ensure timeous submission. Ensure waiting times and Patient Experience of Care surveys within the institution and satellite clinics are conducted. To conduct audits, analyse, create reports advise on quality improvement plans.

**ENQUIRIES
APPLICATIONS**

: Assistant Manager Nursing Area: Mrs Zc Mzobe Tel No: 035-4734500
: Direct your application quoting the relevant reference number to: The Chief Executive Officer Eshowe District Hospital, Private Bag X504 Eshowe, 3815. Hand delivered applications may be submitted to the Human Resource Section, Eshowe District Hospital, before 16H00 on or before the closing date.

**FOR ATTENTION
NOTE**

: Mrs GZ Dube: Human Resource Manager
: Applications must be submitted on the prescribed Application for Employment form (Z83) obtainable from any Public Service Department or from the website www.kznhealth.gov.za. The application form must be accompanied by a detailed Curriculum Vitae. Applicants must submit copies of qualification, Identity document drivers license (where appropriate), certificate of service and any other relevant documents. Such documents need not to be certified when applying for a post. Only shortlisted candidates for a post will be required to submit documents on or before the interview following communication from Human Resources. No faxed or e-mailed applications will be considered. The Department reserves the right not to fill the post after advertisement. The appointments are subject to positive outcomes obtained from the Pre-Employment checks which will be conducted by the Department for the following i.e. Security Clearance/vetting, Security clearance for criminal records, credit records, (Financial, assets records etc.), validation of identity document, drivers license, professional driving permit (where required). Citizenship/permanent residency, Company Intellectual Property Commission (CIPC)-Business Interests, verification of Education qualifications by the South African Qualifications Authority (SAQA), verification of employment history/reference checks-previous experience from employers. Applicants are respectfully informed that correspondence will be limited to shortlisted candidates only. "People with disabilities should feel free to apply. Short listed candidates will not be compensated for Subsistence and Travelling claims(S&T).

CLOSING DATE

: 27 September 2021

POST 32/98

: **OPERATIONAL MANAGER NURSING (GENERAL STREAM) REF NO: STF 03/2021**
(Re- advertisement). Those who previously applied for the post are encouraged to re-apply.

SALARY

: R444 276 per annum, plus 13th. Cheque, Rural Allowance, Medical aid (optional), Home Owners Allowance (employee must meet prescribed requirements)

**CENTRE
REQUIREMENTS**

: St Francis Hospital Mahlabathini
: Senior Certificate (Grade 12) Degree/Diploma in General Nursing, Midwifery and Mental health. Current registration with South African Nursing Council

(SANC) as a General I Nurse, midwife /accoucher and mental health nurse. A minimum of 7 years appropriate/ recognizable experience in nursing after registration as a general nurse in a hospital environment. Attach proof of working experience endorsed and stamped by Human Resource NB: Proof of experience and /or certificates of service are compulsory and must have complete dates and months, and must be attached to determine experience. Recommendation: Computer literacy, Driver's license and Degree/Diploma in Nursing Management. (Attach proof) Knowledge, Skills, Training and Competences: Leadership, management, planning, organizing and co-ordination skills. Knowledge of relevant Acts, prescripts, policies and procedures governing health care service delivery. Clinical competencies and policy formulation. Sound knowledge of nursing care delivery approaches and scope of practice in the areas under their control. Sound knowledge of priority programs, clinical guidelines, protocols, policies and procedures. Good communication, interpersonal ,negotiation, decision making, problem solving, conflict management, counselling, teaching, mentorship and supervisory skills .Basic financial management skills .Knowledge of code of conduct, Labour relations and related policies.

DUTIES : Ensure adequate supervision of staff and provision of quality patient care in an efficient and cost-effective manner. Facilitate and strengthen implementation of health care service delivery policies, procedures, clinical guidelines, protocols, plans and strategies aimed at achieving service excellence. Participate and ensure implementation of National Core Standards, National Health Priorities, Ideal hospital and maintenance realization, Batho Pele principles, quality improvement initiatives including national priority program plans .Identify staff training needs, ensure that effective development takes place and monitor performance thereof. Ensure that KZN priority objective are met and demonstrate effective communication with staff, patients, colleagues and clinicians including report writing and presentation and ensure affective and efficient management and utilization of resources including staff, material, financial, etc. .Exercise control of discipline, grievance and labour relations in terms of laid down policies and procedures. Participate in analysis, formulation, implementation and review of hospital and unit standard operating procedures, standards and procedures Ensure efficient data flow and information management and maintain client and staff satisfaction through setting and monitoring of service standards.

ENQUIRIES : Mr Z.E Zulu Tel No: (035) 8730013
APPLICATIONS : KwaZulu-Natal St Francis Hospital, Private Bag x564, Mahlabathini, 3865, Tel-035 8730203

FOR ATTENTION : Mrs TV Gcabashe
NOTE : 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 copies of your qualification including an academic record for all relevant qualification and a Matric certificate (only shortlisted candidates will submit certified copies). Kindly attach a 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.

CLOSING DATE : 27 September 2021

POST 32/99 : **CLINICAL NURSE PRACTITIONER: PRIMARY HEALTH CARE**
NDLANGUBO CLINIC REF NO: CNP 12/2021 (X3 POSTS)

SALARY : Grade 1: R383 226 per annum. Other Benefits: medical aid (optional), 8 % rural allowance, housing allowance: employee must meet the prescribed requirements.

Grade 2: R471 333 per annum. Other Benefits: medical aid (optional), 8 % rural allowance, housing allowance: employee must meet the prescribed requirements

**CENTRE
REQUIREMENTS**

: Eshowe District Hospital
: Basic R425 qualification i.e. Degree/Diploma in General Nursing. Minimum of four years appropriate/recognizable nursing experience after registration as Professional Nurse with SANC registration Post Basic qualification with duration of one year in Clinical Nursing Science Health Assessment, Treatment and Care. Driver's license (Only for School Health post). Registration with South African Nursing Council as a Professional Nurse (PHC). 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. Experience **Grade 1**: minimum of 4 years appropriate/recognizable experience in nursing after registration as a professional nurse with South African Nursing Council, in General Nursing OR advance midwifery). Post Basic qualification with duration of at least 1 year in Curative Skills in Primary Health Care accredited with the South African Nursing Council. Experience **Grade 2**: minimum of 14 years appropriate/recognizable experience in nursing after registration as a professional nurse with South African Nursing Council, in General Nursing) of which ten (10) years must be appropriate/recognizable experience after obtaining the one year post basic qualification in Primary Health Care. Post Basic qualification with duration of at least 1 year in Curative Skills in Primary Health Care accredited with the South African Nursing Council. NB: Certificate of service from previous employers is compulsory, please include verification of employment from current employer, which must be endorsed and signed by Human Resource Management. Knowledge, skills, training and competencies required: Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal frameworks e.g. Nursing Act, Health Act, Occupational Health and Safety Act, Batho Pele. Interpersonal skills, negotiating conflict handling and counseling skills.

DUTIES

: Demonstrate an understanding of nursing legislation and related legal and ethical nursing practices within a Primary Health Care environment. Perform a clinical nursing practice in accordance with the scope of practice and nursing standards as determined for a Primary Health Care facility. Promote quality of nursing care as directed by the professional scope of practice and standards as determined for a Primary Health Care facility. Demonstrate a basic understanding of HR and financial policies and practices. Demonstrate effective communication with patients, supervisors and other clinicians, including report writing when required. Work as part of the multidisciplinary team to ensure good nursing care at primary health care level. Display a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patient's needs, requirements and expectations (Batho Pele)

**ENQUIRIES
APPLICATIONS**

: Acting Nursing Manager - Mr MT Dube Tel No: (035) 473 4500
: Direct your application quoting the relevant reference number to: The Chief Executive Officer Eshowe District Hospital, Private Bag X504 Eshowe, 3815. Hand delivered applications may be submitted to the Human Resource Section, Eshowe District Hospital, before 16H00 on or before the closing date.

**FOR ATTENTION
NOTE**

: Mrs GZ Dube: Human Resource Manager
: Applications must be submitted on the prescribed Application for Employment form (Z83) obtainable from any Public Service Department or from the website www.kznhealth.gov.za. The application form must be accompanied by a detailed Curriculum Vitae. Applicants must submit copies of qualification, Identity document drivers license (where appropriate), certificate of service and any other relevant documents. Such documents need not to be certified when applying for a post. Only shortlisted candidates for a post will be required to submit documents on or before the interview following communication from Human Resources. No faxed or e-mailed applications will be considered. The Department reserves the right not to fill the post after advertisement. The appointments are subject to positive outcomes obtained from the Pre-Employment checks which will be conducted by the Department for the following i.e. Security Clearance/vetting, Security clearance for criminal records, credit records, (Financial, assets records etc.), validation of identity document, drivers license, professional driving permit (where required). Citizenship/permanent residency, Company Intellectual Property Commission

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

- CLOSING DATE** : 27 September 2021
- POST 32/100** : **CLINICAL NURSE PRACTITIONER - (MOBILE CLINIC) REF NO: EGUM 07/2021 (X1 POST)**
Re-advertisement
- SALARY** : Grade 1: R383 226 – R444 276 per annum
Grade 2: R471 333 – R579 696 per annum
Plus 13th cheque/service bonus plus Rural allowance 8% plus Home owners allowances: Employee must meet prescribed requirements plus Medical Aid (Optional)
- CENTRE REQUIREMENTS** : E G & Usher Memorial Hospital
: Matric/Senior Certificate or equivalent. Degree/Diploma in General Nursing and Midwifery or equivalent qualification that allows registration with SANC as a Professional Nurse, 1 (One) year post basic qualification in Primary Health Care accredited by SANC. Proof of current registration with South African Nursing Council as a General Nurse, Midwife and Primary Health Care Nurse (SANC Receipt for 2021). Valid driver's licence code 08 (B) /10 (C1). Proof of current and previous experience endorsed and stamped by Human Resource (Service Certificate) must be attached. **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 in General Nursing of which at least (10) years of the period must be appropriate / recognized experience after obtaining one year Post Basic Qualification in Primary Health Care .Knowledge, Skills, Training And Competencies Required: Knowledge of nursing care processes and procedures. Knowledge of SANC Rules and Regulations and other relevant Legal Framework, Knowledge of Quality Assurance programmes, Batho-Pele Principles, Patient Rights Charter. Human Resource Management and Basic Financial Management skills. Leadership, Supervisory and Report writing skills. Good Communications, counselling, interpersonal relations, conflict management, decision making and problem solving skills.
- DUTIES** : Manage and monitor proper utilization of human, financial, and physical resources. Promote quality nursing care as directed by the professional scope of practice and nursing standard as determined for a Primary Health Care facility. Supervise and ensure the provision of an effective and efficient patient care through appropriate nursing or client care. Provide relevant health care information to health care users to assist in achieving optimal care and rehabilitation of patients. Ensure that programmes on staff development and training are in place. Provide direct and indirect supervision of all clinic staff and to give guidance. Execute duties and functions with proficiency and perform duties according to scope of practice and by upholding the principles of Batho Pele. Implement Infection Control Standards and practices to improve the quality of nursing care. Ensure proper implementation of National Core Standards, quality and clinical audits. Ensure that the clinic implement departmental projects and quality data management. Improve the knowledge of staff and patients through health education and in-service training. Ability to plan and organise own work and that of support personnel to ensure proper nursing care in Clinic facility.
- ENQUIRIES APPLICATIONS** : Ms. NB Dladla Tel No: 039 - 797 8100
: Please forward/deliver applications quoting the reference number to Human Resource Department, EG & Usher Memorial Hospital, Private Bag X 506, Kokstad, 4700. Hand delivered application may be submitted at Security Office (Application box available). Please note due to large number of applications received, applications will not be acknowledged. If you are not contacted by us three months after the closing date please regard your application as being unsuccessful. Persons with disabilities should feel free to apply for these posts. Applicants that applied before must re-apply for the post.

**FOR ATTENTION
NOTE**

: Human Resource Department
: The following documents must be submitted: Application for Employment Form New (Z83), which is obtainable at any Government Department or from the Website - www.kznhealth.gov.za. Due to the National Level 3 Lockdown implementation, applicants are required to submit their applications copies of highest educational qualifications, Identity document, Driver's License (where applicable) and any other relevant qualifications without being certified. In addition, all shortlisted applicants will be requested to bring originals. Faxed applications will not be accepted. The reference number must be indicated in the column provided on the form Z83 e.g. EGUM 05/2017.NB: Failure to comply with the above instructions will disqualify applicants. Please note due to large number of applications received, applications will not be acknowledged. If you are not contacted by us three months after the closing date please regard your application as being unsuccessful. The appointments are subject to a positive outcome obtained from the State Security Agency (SSA) to the following checks (criminal clearance, credit records and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applications in possessions of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Non-RSA / Permanent Residents / Work permit holders must submit documentary proof together with their applications. Please note that due to large number of applications received, applications will not be acknowledged. However, every applicant will be advised of the outcome of his or her applications in due course. If you have not heard from us within three months from the closing date, Please accept that your application has been unsuccessful. Please note that the target group in terms of the Employment Equity Target for this post is as follows: African Male, People with disabilities should feel free to apply NB: Due to financial constraints, No S&T will be paid to candidates when attending the interviews
27 September 2021 at 16H00 afternoon

CLOSING DATE

POST 32/101

**OCCUPATIONAL HEALTH NURSE PRACTITIONER) GRADE 1/GRADE 2
REF NO: OH/8/2021**

Job Purpose: To ensure optimal health for all employees in the Institution and clinics by providing holistic health care and support.

SALARY

: Grade 1: R383 226 – R444 276 per annum
Grade 2: R471 333 – R579 696 per annum
Other Benefits; 13th Cheque Medical Aid (Optional), Housing Allowance
Employee must meet prescribed. Requirements and Rural Allowance 12%

**CENTRE
REQUIREMENTS**

: Edumbe Community Health Centre
: Senior Certificate (Grade 12).Diploma/Degree in General Nursing and Midwifery /Achoucheur. Current registration with SANC as a Professional Nurse. Post basic qualification in Occupational Health Nursing (Certification or Diploma). Current proof of registration with SANC 2020. Certificate of service stamped by HR Department. Proof of current and previous experience endorsed and stamped by HR must be attached. Knowledge, Skills, Training And Competencies Required:- Primary Health Care and Occupational Health Care, Knowledge of nursing care processes and procedures, nursing statutes, and other relevant legal frameworks such as Nursing Act, Health Act, Occupational Health and Safety Act, Patient Rights, Charter, Batho Pele Principles, Public Service Regulations, Labour Relations Act, Disciplinary Code and Procedure, Grievance Procedure, etc. Good and sound Knowledge of Compensation for Occupational Health and Safety Act no. 85 of 1993.Good communication both verbal written. Coordination and liaison. Problem solving. Report writing. Computer literacy.

DUTIES

: Provide support and assistance to ensure optimal health status for all employees in the Institution and Clinics. Roll – out Occupational Health Programs for the CHC and Clinics. Conduct Medical Surveillance programme to employees. Execute all duties, functions and responsibilities in compliance with the OHS Act 85 of 1993, COID Act 130 of 1993 and other relevant legislation. Manage Occupational Health statistics and reports to Manager. Develop Occupational Health and Safety Training program for employees (involve stakeholders with relevant experience. Manage HIV/Aids in the workplace (HAST) Management of Employee Health and Wellness program at

		the facility. Initiate and manage Compensation claims for affected staff. Conduct Risk Assessment in all workplaces. Record keeping.
<u>ENQUIRIES</u>	:	Ms BTN Kunene Tel No: 034 995 8500
<u>APPLICATIONS</u>	:	All applications should be forwarded to: The Human Resource Manager, Edumbe community Health Centre, P/Bag x 322 Paulpietersburg, 3180, or hand delivered to: The Human Resource Office, Stand No 463 eDumbe Main Street, Paulpietersburg, 3180. Human Resource Management Edumbe Main Street Paulpietersburg.
<u>FOR ATTENTION</u>	:	Mrs. EP Mdlalose
<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, Identity Document and Driver's Licence The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Faxed and e-mailed applications will NOT be accepted. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Non- RSA Citizens/Permanent Residents/ Work Permit holders must submit documentary proof together with their applications. All employees in the Public Service that are presently on the same salary level but on a notch/package above of the advertised post are free to apply
<u>CLOSING DATE</u>	:	27 September 2021
<u>POST 32/102</u>	:	<u>CLINICAL NURSE PRACTITIONER (PHC TRAINER) REF NO: ED/TR/2021</u> Job Purpose: To develop and train all sub district personnel and to identify gabs. To do in-service training. According to the gabs identify. To conduct clinical audit. To develop QIP's
<u>SALARY</u>	:	Grade 1: R383 226 – R444 276 per annum. Other benefits: 13th cheque Medical Aid (Optional), Housing Allowance: Employee must meet prescribed requirement and 12% rural allowance Grade 2: R471 333 – R579 696 per annum. Other benefits: 13th cheque Medical Aid (Optional), Housing Allowance: Employee must meet prescribed requirement and 12% rural allowance
<u>CENTRE</u>	:	Edumbe Community Health Centre
<u>REQUIREMENTS</u>	:	Grade 1 Matric senior certificate (Grade 12), Degree/Diploma in Nursing plus one year post Basic qualification in Primary health care. 3-5 years' experience in Nursing after registration as a Professional Nurse. Current registration with SANC as General Nurse. Matric Senior Certificate, Diploma /Degree in Nursing plus one year post Basic qualification in Primary Health Care. Current registration with SANC as General Nurse. A minimum of 14 years appropriate/recognizable experience in nursing after registration with SANC in General Nursing and Midwife. At least 10 years of the period mentioned above must be recognizable experience in the specific Speciality after obtaining the relevant one (1) year post-basic qualification required for the relevant Speciality. Valid driver's license. NB: Proof of work experience signed by Human Resource section Recommendations: Nimart training plus one year experience after obtaining the certificate. Experience in PHC training. Experience on HAST Program MCWH, NCD, EPI. Computer literacy – Proof must be provided. Report writing skills, financial management skills. Empathy and counselling skills and knowledge. Strong interpersonal, communication and Presentation skills. Project management skills. Ability to make independent decisions. An understanding of the challenges facing the public health sectors. Ability to translate information objectives in to practical plans. Ability to prioritize issues and other work related matters and to comply with the time frames. Proven initiatives, decisiveness and to acquire new knowledge swiftly. Knowledge of Batho Pele Principle.

DUTIES : Assess Sub-District Training needs and co-ordinate the development of integrated training plan involving all the stakeholders. Co-ordinate, manage and monitor the implementation of Training programmes in the sub- district. Ensure the effective and efficient utilization of resources allocated to the section. Adapt and modify training material to keep it current and interest in the health care message being delivered thereby ensuring buy-in by audience. Assist programme managers to train community members at outreach, to further health practices to the community at large. Translate health care policies as stipulated by provincial programme management into Training initiatives. Work closely with program manager, PHC Supervisors, Sub district trainers and other external service providers in addressing the implementation of Training Programmes .Ensure maintenance of quality PHC training in the district.

ENQUIRIES : All enquiries should be directed to Mrs. LT Msibi Tel No: 034 995 8528
APPLICATIONS : All applications should be forwarded to: The Human Resource Manager, Edumbe community Health Centre, P/Bag x 322 Paulpietersburg, 3180, or hand delivered to: The Human Resource Office, Stand No 463 eDumbe Main Street, Paulpietersburg, 3180. Human Resource Management Edumbe Main Street Paulpietersburg.

NOTE : 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, Identity Document and Driver's Licence The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Faxed and e-mailed applications will NOT be accepted. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Non- RSA Citizens/Permanent Residents/ Work Permit holders must submit documentary proof together with their applications. All employees in the Public Service that are presently on the same salary level but on a notch/package above of the advertised post are free to apply.

CLOSING DATE : 27 September 2021

POST 32/103 : **PNB1 PROFESSIONAL NURSE GRADE 1 SPECIALTY NURSING REF NO: OSI NUR/ 02/2021 (X1 POST)**

SALARY : R383 226 per annum. Other Benefits: 13TH Cheque, Medical Aid (Optional) & Housing Allowance (Allowance must meet Prescribed requirements)

CENTRE : Osindisweni District Hospital, Verulam
REQUIREMENTS : **Grade 1:** Senior Certificate standard 10/Grade 12. Degree/Diploma in General Nursing and midwifery qualification. Current registration with South African Nursing Council (SANC) as an Professional Nurse. A minimum of 4 years appropriate or recognizable experience in nursing after registration as a Professional nurse with the SANC in General Nursing. A post basic qualification in specialty as a ophthalmological nursing. **Grade 2** Grade 12 (Standard 10) certificate. Degree/Diploma in General Nursing and Midwifery. 1 Year post basic qualification in the specialty ie Ophthalmological nursing, A minimum of 14 Years appropriate/recognizable experience in nursing after registration as a professional nurse with SANC in General Nursing, of which a least 10 years must be appropriate/recognizable experience after obtaining the one year post basic in Ophthalmological nursing. Proof of current registration with SANC as a General Nurse, Midwifery and Ophthalmological nursing (2021). Previous and current working experience which endorsed by Human Resource must be attached. Experience: A minimum of 2 years appropriate/recognizable experience in nursing after registration as a professional nurse with the SANC in General Nursing. Knowledge Skills Training and Competence Required: Knowledge of nursing care processes

		and procedures, nursing statutes, and other relevant legal frameworks such as Nursing act Health Act Occupational Health and Safety act, Patient Rights. Demonstrate ethical nursing practices, professionalism, responsiveness, pro-activeness, accuracy, and flexibility, and initiative, co-operation, supportive and assertive. Conflict management and negotiation skills. Problem solving skills. Ability to work in a tea.
<u>DUTIES</u>	:	Provision of optimal, holistic specialized nursing care with set standards and within a professional/legal framework. Assist in planning/organizing and monitoring of the objectives of the specialized unit in consultation with subordinates. Provide a therapeutic environment for staff, patients and public. Provide comprehensive, quality nursing care as a member of the multi-disciplinary team according to the identified needs of the patient, based on scientific principles. Delegate duties and support staff in the execution of patient care delivery. Provide direct and indirect supervision of all nursing staff/housekeeping staff and give guidance. Ensure continuity of patient care on all levels e.g. Work book, handover rounds. Liaise and communicate with the multi-disciplinary team as well as other departments within the hospital e.g. during operational meeting with nursing supervision and subordinates. Effective utilization of resources. Assist with the allocation/change list, day and night duty rosters and inputs for leave. Do readjustments as required on the shift to provide adequate nursing cover. Assist in record keeping and providing statistical information on training and staffing as requested including agency staff. Assist in evaluation of staff on work performance –according to staff management system. Execute disciplinary code and grievance procedure executed up to a certain level then referred to the nurse to the nurse manager. Implement employer assistance plan. Material resources monitor financial resources with emphasis on cost containment and keeping of all records within financial policies regarding tenders, procedure and the policy regarding revenue generation, e.g. UPFS. Order and monitor appropriate levels of consumables i.e. according to norms. Check all equipment to ensure working order and refer for repairs. Assist in orientation, induction and mentoring of all nursing staff and orientation of the other staff. Assist in the planning coordination of training and promote learning opportunities for all nursing categories i.e. on the job training. Assist with relief duties of the supervisor and act as junior shift leader on both day and night shift. Partake in overall specialized unit function i.e. team building.
<u>ENQUIRIES</u>	:	Ms. P.P Thusi Tel No: 032 541 9202/9231
<u>APPLICATIONS</u>	:	Applications to be forwarded to: The Chief Executive Officer, Osindisweni District Hospital, Private Bag X15, Verulam, 4340.
<u>NOTE</u>	:	People with disability are also welcome to apply. (This department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all levels of all occupational categories in the Department). Employment equity target for this post is African Male.
<u>CLOSING DATE</u>	:	30 September 2021
<u>POST 32/104</u>	:	<u>CLINICAL NURSE PRACTITIONER: GRADE 1 OR 2 REF NO: HLOKOZI 03/2021 (X1 POST)</u>
<u>SALARY</u>	:	Grade 1: R383 226.per annum Grade 2: R471 333.per annum Other Benefits: 13 TH Cheque, 8 % rural allowance, Medical aid (optional), Housing Allowance (employee to meet prescribed requirements)
<u>CENTRE REQUIREMENTS</u>	:	Hlokozi Clinic (IXOPO) Senior Certificate / STD 10/ Grade12. Basic R425 qualification (diploma/ degree in nursing or equivalent qualification that allows registration with SANC as a Professional Nurse. Post basic nursing qualification with a duration of at least one year accredited with SANC in Clinical Nursing Science, Assessment, Diagnosis, Treatment and Care. A minimum of 4 years appropriate/ recognizable experience in nursing after registration as a Professional Nurse with SANC in general nursing. Proof of current registration with SANC (2021). Certificate of service/ proof of relevant experience endorsed by HR. Knowledge: Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal framework, e.g. Batho Pele Principles. Conflict handling and counselling skills. Good report writing skills. Good communication skills (both verbal and written). Good interpersonal skills. Understanding of

- challenges facing public health sector. Ability to plan and prioritize issues and other work related and comply with timeframes.
- DUTIES** : Ensure the efficient and effective control of surgical sundries, pharmaceuticals, equipment and miscellaneous stores. Screen, diagnose and treat patients. Maintain accurate and complete patients' records according to legal requirements Assist in compiling and updating of procedural guidelines. Identify problems areas needing improvement and communicate them to Operational Manager. Co-ordination of services within the institution and other services related to community health (NGO's CBO's CHW, etc.). Ensure supervision, provision and basic patients' needs. Evaluate and follow up patients during clinical visits. Provide education to patients and staff. Promote preventive health for clients. Initiate treatment, implementation of programs and evaluation of patients' clinical conditions. Attend and participate during doctors' visits. Assess in service training needs, planning and implementation of training.
- ENQUIRIES APPLICATIONS** : Ms S.N.P. Shezi Tel No: 039 834 7500
- NOTE** : Please forward applications quoting reference number to: The Chief Executive Officer, Christ The King Hospital, Private Bag X542, Ixopo, 3276
- Applications must be submitted on the New Application for Employment Form (Z83), which is obtainable at any Government Department or from website- www.kzhealth.gov.za .No faxed or e-mailed applications will be accepted. Copies of qualifications, identity document and driver's license (where appropriate) need not be certified .Only shortlisted candidates for a post will be required to submit certified copies on or before the date of the interview. Where experience is required a confirmation letter of relevant experience from the employer on an official letterhead (not certificate of service) must be submitted together with your CV. People with disabilities should feel free to apply. Applicants in possession of foreign qualifications must attach an evaluation/ verification certificate from the South African Qualifications Authority (SAQA). Reference numbers must be indicated on the space provided. Please note that appointment will be subject to positive outcome obtained from NIA on the following checks: security clearance, credit record, qualifications, citizenship, and previous experience verification. Should you not hear from us three months after the closing date, please accept that your application was not successful.
- CLOSING DATE** : 27 September 2021
- POST 32/105** : **ASSISTANT DIRECTOR REF NO: CTK 07/2021 (X1 POST)**
- SALARY** : R376 596 per annum. Other Benefits: 13TH Cheque, Medical Aid (optional), Housing Allowance (employee must meet prescribed requirements)
- CENTRE REQUIREMENTS** : Christ The King Hospital (IXOPO)
- : Senior Certificate / STD 10/ Grade12. A 3 year Degree/ Diploma in Human Resource Management/ Public Admin/ Public Management. At least 3 years supervisory experience in HR. Proof of experience endorsed by HR Office. Recommendations: Code 8 Driver's license. Computer Skills (attach Certificate) Knowledge of Public Service Act, Regulations, Labour Relations Act, and all other relevant legislation. Good verbal and written communication skills. Good planning and organising skills. Ability to work under pressure. Extensive analytical skills and high level of accuracy. Knowledge of Persal System.
- DUTIES** : Manage Human Resource Practices, Planning and Development, Labour Relations, and Employee Health and Wellness Programmes. Supervise staff and manage day to day functioning of Human Resource Department in the institution to ensure the rendering of high quality services. Manage the development of, implementation and monitoring of Human Resource Risk Management in order to mitigate and eliminate risks. Ensure effective, efficient and economical utilisation of resources allocated to the institution. Develop Human Resource Plan and Employment Equity Plan for the institution and ensure they are put into practice. Advise Managers on all aspects of Human Resource Management.
- ENQUIRIES APPLICATIONS** : Mrs S.W. Maseko Tel No: 039 834 7500
- : Please forward applications quoting reference number to: The Chief Executive Officer, Christ The King Hospital, Private Bag X542, Ixopo, 3276
- NOTE** : Applications must be submitted on the New Application for Employment Form (Z83), which is obtainable at any Government Department or from website-

www.kzhealth.gov.za . No faxed or e-mailed applications will be accepted. Copies of ID, Std 10 certificate, educational qualifications need not be certified. Only shortlisted candidates will be required to submit certified copies on or before the day of the interview. Where experience is required a confirmation letter of relevant experience from the employer on an official letterhead (not certificate of service) must be submitted together with your CV. People with disabilities should feel free to apply. Applicants in possession of foreign qualifications must attach an evaluation/ verification certificate from the South African Qualifications Authority (SAQA). Reference numbers must be indicated on the space provided. Please note that appointment will be subject to positive outcome obtained from NIA on the following checks: security clearance, credit record, qualifications, citizenship, and previous experience verification. Should you not hear from us three months after the closing date, please accept that your application was not successful.

CLOSING DATE

: 30 September 2021

POST 32/106

: **SAFETY OFFICER REF NO: MONT 06/2021 (X1 POST)**

SALARY

: R316 791 - R373 167 per annum

CENTRE

: Montebello Hospital

REQUIREMENTS

: Grade 12 or Equivalent qualification. Appropriate Degree/National Diploma in Environmental Health or Appropriate four years B. Tech Degree/National Diploma in Safety Management. 3-5 years appropriate experience. Proof of previous and current work experience endorsed by HR (certificate of service). Recommendation: Valid Code 08/EB Drivers license.

DUTIES

: Identification of potential situations that could lead to injury/disability/death of staff member/visitor; property damage or loss, internal disasters, medico-legal claim and reporting thereof to the Assistant Director: Systems. To ensure the delegated management and administrative functions are carried out timely and correctly in order for health and safety to function in the hospital and all clinics. To ensure safety statistics are captured, analyzed, interpreted and reported. To participate in safety investigations for the purpose of investigating all types of accident to patients, staff and visitors and to design tools to prevent future accidents. Assisting in development and compilation of manuals, policies and protocol that will be included in the rolling out of health and safety training, orientation and induction programmes. Ensuring that safety audits are carried out for the institution in compliance with the Occupational Health and Safety Act 85 of 1993. Ensuring that the buildings, construction, plants and machinery meet and maintain compliance certificates that are regulated by the Occupational Health and Safety Act 85 of 1993 and its regulations. To ensure quality management is in place for safety by participating in developing quality improvement plans as well as policies and procedures.

ENQUIRIES

: Mr E.M. Dlamini Tel No: 033- 506 7000

APPLICATIONS

: All Applications Should Be Forwarded To: The Chief Executive Officer: Montebello Hospital, P/Bag x506, Dalton, 3236.

FOR ATTENTION

: Human Resource Manager

NOTE

: An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za. Copies of ID documents, Std 10, educational qualifications, certificates of service and professional registration certificates need not be certified as only shortlisted candidates will be requested to supply certified copies and proof of current registration must be submitted together with your CV. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g. ref APRO/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. Please note that it is the applicant's responsibility to have the foreign qualification, which is the requirement of the post, evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation on application. Failure to comply will result in the application not being considered will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date,

- kindly consider your application as unsuccessful. Please note that due to financial constraints, there will be no payment of S&T Claims.
- CLOSING DATE** : 27 September 2021
- POST 32/107** : **PROFESSIONAL NURSE (GENERAL STREAM) REF NO: OSI NUR/03/2021 (X1 POST)**
- SALARY** : Grade 1: R256 905 per annum
Grade 2: R315 963 per annum
Other Benefits: 13th Cheque, 8% Rural Allowance, Housing Allowance (employee must meet prescribed requirements), & Medical Aid (Optional).
- CENTRE REQUIREMENTS** : Osindisweni District Hospital, Verulam.
: **Grade 1:** Grade 12 (Standard 10). Degree/Diploma in General Nursing & Midwifery. Current registration with the South African Nursing Council (SANC) as a Professional Nurse. **Grade 2:** Grade 12 (Standard 10), Degree/Diploma in General Nursing & Midwifery. Current registration with the South African Nursing Council (SANC) as a Professional Nurse. 10 years appropriate/recognisable experience post registration as a Professional Nurse. Certificate of Service of previous and current experience endorsed by Human Resources. Knowledge, Skills And Competences Required: Knowledge of Nursing care processes and procedures, nursing statutes and other relevant legal frameworks as such as Nursing Act, Health Act, Occupational and Safety Act, Patient Rights Charter, Batho Pele principles, Public Service Regulations, Labour Relations Act, Disciplinary Code and Procedures, Grievance Procedure, etc. Good Communication Skills, Report writing skills, Computer Literacy and Ability to function as part of the team, Responsiveness, Pro-activeness, Professionalism, Accuracy, Flexibility, Initiative, Cooperation, Supportive & Assertiveness.
- DUTIES** : Implement of a comprehensive nursing care plan/program for the promotion of health self-care, treatment and rehabilitation of patients. Administer treatment plan of common or minor primary health conditions presented at primary care facilities in accordance with prescribed norms and standards, guidelines and treat conditions of patients as prescribed. Report and communicate on the continuity of care to the caregivers and members of the health team. Create and maintain a complete and accurate nursing record for individual health care users. Audit clinical records by analyzing data. Participate in health promotion and illness prevention initiatives and contribute to their evaluation. Implement quality improvement plan. Participate in the auditing of quality of nursing and health care. Develop and document interventions and progress of patients to facilitate continuity of care. Maintain a professional and ethical practice as well as enabling environment for ethical practice. Protect and advocate rights of patients regarding health care. Apply the principles of nursing care in service rendering, for the maintenance of professional excellence. Implement quality improvement plan, the Nursing Act and Regulations, the Code of Ethics and Professional Practice of South African Nursing Council. Implement procedures that maintain effective infection control and occupation and safety measures in accordance with Occupational Health & Safety legislation. Participate in health promotion and illness prevention initiatives. Implement nursing intervention to achieve expected outcomes. Maintain the duty roster, leave schedules and attendance register.
- ENQUIRIES APPLICATIONS** : Ms P.P. Thusi (Deputy Manager Nursing) Tel No: 032 541 9202/9231
: Applications to be forwarded to: The Chief Executive Officer, Osindisweni District Hospital, Private Bag x15, Verulam, 4340.
- NOTE** : Employment equity target for this post is African Male. People with disability are also welcome to apply. (This department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all levels of all occupational categories in the Department)
- CLOSING DATE** : 30 September 2021

DEPARTMENT OF TREASURY

The KwaZulu-Natal Department of Provincial Treasury is an equal opportunity, affirmative action employer and preference will be given to previously disadvantaged groups.

- APPLICATIONS** : KwaZulu-Natal Provincial Treasury, P O Box 3613, Pietermaritzburg, 3200 or
145 Chief Albert Luthuli Road Pietermaritzburg, 3200
- FOR ATTENTION** : Ms L Mthimunye

CLOSING DATE : 27 September 2021
NOTE : A new application for employment Z83 form is applicable from the 1st January 2021. The Z83 new application form can be downloaded at www.dpsa.gov.za-vacancies. Applications must be accompanied by a detailed CV and copies of qualifications or and certificates including Matric and ID. Only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from Human Resource. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Non-South African citizens or permanent residency holders must submit a documentary proof together with their applications The Department will also conduct reference checks with HR of current /previous employer(s) beside the references provided on CV. Candidates will be subjected to the verification of qualifications, reference checks as well as a criminal record check and competency assessment. Correspondence will be limited to shortlisted candidates only and if you have not been contacted within 3 months of the closing date, please regard your application as unsuccessful. The successful candidate is required to enter into an employment contract and a performance agreement. Shortlisted candidates will be subjected to security vetting. The successful candidate has to disclose his/her financial interests. Shortlisted candidates will undergo a compulsory competency assessment and a technical exercise. Targeted: For all SMS posts the department is targeting Females and people with disabilities who meet the requirements, and for all Deputy Director Posts and Assistant Director the department is targeting African Males and African Females and people with disabilities who meet the requirements.

MANAGEMENT ECHELON

POST 32/108 : **DIRECTOR: ORGANIZATIONAL RISK & INTEGRITY MANAGEMENT REF NO: KZNPT 21/16**

SALARY : R1 057 326 per annum, (All-inclusive package). (A remuneration package)
CENTRE : KZN Provincial Treasury, Pietermaritzburg
REQUIREMENTS : A 3 year NQF Level 7 Degree in Commerce/Accounting/ Auditing and Risk Management. A minimum of 5 years' middle management experience in Accounting and or Auditing /Internal Auditing / Risk Management environment. Successful completion of the SMS pre-entry certificate as endorsed by the National School of Governance. A valid driver's license and in the case of people with disabilities who cannot personally drive, proof of ability to meet work related commitments is required Skills, Knowledge And Competencies: Detailed knowledge of public sector and public/private systems and relevant legislation/statutes, including: The Constitution of the Republic of South Africa. Public Financial Management Act (PFMA). Public Sector Risk Management Framework. Treasury Regulations. Public Service Regulatory Framework (PSRF). Financial Disclosure Framework. Senior Management Handbook 2008. Public Service Regulation, 2016. National development Plan, 2012. Prevention and combating Corrupt Activities act, 2000. Public Service Anti-Corruption strategy, 2002. Guidelines for implementing Minimum Anti-Corruption Capacity. Public Sector Integrity Management. Promotion of Administrative Justice Act, 2000. Government Priorities Protected Disclosure Act, 2000, Generally Recognized Accounting Principles. Generally Accepted Accounting Principles. King III Report, 2009, Risk Analysis/management. Public Service Act, 1994. Risk Management Practices. Basic Accounting System, Departmental Accounting framework. Service Delivery (Batho Pele). Labour Relations Act. Public Service Code of conduct. Provincial Treasury Practice notes. Internal Control procedures. Advanced MS Office Applications Spreadsheets (MS Excel), word processing (MS Word), power point. Problem-solving. Analytical and numeracy. Analytical and quantitative method tools. Verbal and written communication. Good interpersonal relations. Research. Report writing. Policy interpretation/analysis and development. Project planning and management. Change management. Negotiation. Financial management. Organizing and Presentation. Facilitation. Time management. Policy development Management. Driving, Statistical and quantitative analysis, Computer skills: MS Word, MS Excel, MS PowerPoint, internet and intranet. Self-discipline and ability to work under pressure.

DUTIES : Develop and manage the implementation of risk management strategies. Manage and facilitate the capacity building on departmental staff on risk management. Ensure the development and implementation of Fraud Prevention, Anti-Corruption mechanisms, strategies and programmes. Manage the development of Organisational risk, policies, procedures, strategies, risk plan and framework. Manage the resources of the directorate.
ENQUIRIES : Ms. N Shezi, Tel No (033) 897 4685

POST 32/109 : **DIRECTOR: STRATEGIC MANAGEMENT AND INSTITUTIONAL PERFORMANCE REF NO: KZNPT: 21/17**

SALARY : R1 057 326 per annum, (All-inclusive package). (A remuneration package)
CENTRE : KZN Provincial Treasury, Pietermaritzburg
REQUIREMENTS : A 3 year NQF Level 7 qualification in Public Administration/Management/Strategic management/ Organizational Development. A minimum of 5 years middle management experience in Monitoring and Evaluation/Strategic Planning/Organizational Development environment. Successful completion of the SMS pre-entry certificate as endorsed by the National School of Governance. A valid driver's license and in the case of people with disabilities who cannot personally drive, proof of ability to meet work related commitments is required. Skills, Knowledge And Competencies: Knowledge of Human resources prescripts and interpretation thereof. Knowledge of broad government imperatives, Treasury regulations, the Public Finance Management Act. In depth knowledge of evaluation system. In depth knowledge of the organizational design, job evaluation, job descriptions and business process. Management as well as related prescripts. Constitution of the Republic of South Africa. Planning frameworks relevant legislation and plans. Public service regulation, 2016. MTEF and the budget. PFMA, treasury regulations. Public service act 1994. Strategic plan framework. Annual performance plans. Monitoring and evaluation. National Treasury Strategic planning. Knowledge of government- wide monitoring and evaluation systems. Annual performance plans. National Treasury strategic planning. National development plan. Service delivery framework. National growth and development plan. Advanced MS office Applications. Ministerial Hand book. Protocol manual of South Africa Intergovernmental matters. Provincial growth and Development plan. KwaZulu-Natal Citizen's Charter. Analytical. Financial management. Leadership, planning, organisational, management, computer literacy, policy analysis/development, interpersonal relations, presentation, problem solving, verbal communication, project management skills, ability to initiate and support organisational transformation, change management skill, advanced ability to communicate, creativity, conflict management, people management, negotiation skill, stakeholder/relationship management, strategic planning, strategic direction, risk management and time management.

DUTIES : Manage the provisioning of organizational development and change management interventions. Manage the integrated monitoring and evaluation services in the department. Manage the provisions of integrated planning and reporting services in the department. Manage the development and implementation of frameworks and policies. Manage resources of the Directorate.

ENQUIRIES : Ms. INN Zwane-Dlomo Tel No (033) 897 4444

POST 32/110 : **DIRECTOR: TRAINING AND CAPACITY BUILDING REF NO: KZNPT 21/18**

SALARY : R1 057 326 per annum, (All-inclusive package)
CENTRE : KZN Provincial Treasury, Pietermaritzburg
REQUIREMENTS : A 3 year NQF Level 8 (an Honours Degree/ Post Graduate Diploma) In Financial Accounting/Management. A minimum of 5 years' middle management experience in Financial Management training and capacity development for public sector. 2 years' experience as an accredited SAICA assessor. Successful completion of the SMS pre-entry certificate as endorsed by the National School of Governance. A valid driver's license and in the case of people with disabilities who cannot personally drive, proof of ability to meet work related commitments is required. Skills, knowledge and competencies: Human resources prescripts and interpretation thereof Broad government imperatives Knowledge of broad transformation issues and implementation

thereof Public Finance Management Act; Municipal Finance Management Act Public Service Code of Conduct National Treasury practice notes and guidelines KwaZulu-Natal Procurement Policy Framework Treasury Regulations of 2016 Provincial Treasury policies, practice notes and guidelines; Commercial Law principles/procedures; Public Service Regulatory Framework Public Sector, Local government and public entities systems Standards for the Professional Practice of Internal Auditing Advanced Public sector accounting and financial management frameworks and standards Generally Recognised Accounting Practices Principles Generally Accepted Accounting Principles SAICA Training Regulations Learner Tracking Systems and Training Contract Management System (TCMS) Labour Relation Act Basic Conditions Of Employment Act Skills Development Act MTEF and the budget process, Public Service Act, 1994 Constitution of the Republic of South Africa Planning frameworks relevant legislation and plans Public Service Regulation, 2016 MTEF and the budget process, PFMA, Treasury regulations. Strategic plan framework Annual Performance plans Monitoring and evaluation National Treasury Strategic Planning National Development Plan Service Delivery Framework. National and Provincial Practices Notes Provincial Growth and Development Plan Advanced MS office Applications. Analytical Financial management Leadership Planning Organizational Management Computer literacy Policy Analysis/development Interpersonal relations Presentation Problem-solving communication Project management skills Ability to initiate and support organizational transformation. Problem solving skills Change management skills Advanced communication skills. Creativity Conflict management skills People Management Negotiation skills Stakeholder/relationship management.

DUTIES : Manage the provisioning of the rotational and generic plans, policies, systems and processes aligned to South African Institute of Chartered Accountants (SAICA) requirements. Manage, monitor and evaluate the assessment process, inclusive of feedback engagements to assessments role-players and attend to non-compliance issues. Provide and manage training relating to financial management in the Public Sector. Ensure quality assurance of the SAICA Trainee Accountant Programme in order to ensure that accreditation standards are met at all times. Manage the development and implementation of frameworks and policies for the SAICA trainee Accountant Programme.

ENQUIRIES : Ms. A Singh Tel No: (033) 897 4549

POST 32/111 : **DIRECTOR: MUNICIPAL ACCOUNTING AND REPORTING REF NO: KZNPT 21/19 (X3 POSTS)**

SALARY : R1 057 326 per annum, (All-inclusive package)

CENTRE : KZN Provincial Treasury, Pietermaritzburg

REQUIREMENTS : A 3 year NQF level 7 qualification in a Financial Accounting or Financial Management field. A minimum of five (5) years middle management experience in Financial Reporting/Accounting/Management environment. Successful completion of the SMS pre-entry certificate as endorsed by the National School of Governance. A valid driver's license, and in the case of persons with disabilities who are unable to personally drive, proof of the ability to meet work related travel commitments is required Skills, Knowledge And Competencies: Extensive understanding and working knowledge of GRAP standards used by local government; Standards for the Professional Practices of Internal Auditing; General Accepted Accounting Principles; Extensive working knowledge of public sector, particularly, local government sphere; Detailed knowledge of public sector financial management systems and relevant legislation/statutes, including: Constitution of the Republic of South Africa (as amended); Public Finance Management Act and Treasury Regulations; Municipal Finance Management Act (MFMA). Municipal Systems Act (and amendments); Municipal Structures Act; Local Government Transition Act; PSRF (Public Service Regulatory Framework); PFMA Regulations in respect of Supply Chain Management); Provincial Procurement Act and Regulations; Provincial Internal Audit Act; PGDS (Provincial Growth and Development Strategy); National Treasury guideline documents, regulations and gazettes; Performance Measurement systems – best practice and guidelines; Asset Management principles and respective legislation; Public Finance Management Principles and Practice as well as National and Provincial Practices Notes. Chairing meetings; Conflict Management; Problem

solving, analytical and numeracy; Good interpersonal relations; Computer skills: Spreadsheets (MS Excel), word processing (MS Word), Presentations PowerPoint and Internet; Research and analysis; Report writing and general writing; Monitoring, follow-up and forecasting; Project Management; Change Management; Analytical, Statistical and quantitative analysis; Financial Management; Planning; People Management; Strategic Planning and Management; Training and Mentoring; Policy Analysis and Development; Negotiation Skills; Innovative thinking; Analytical thinking; Decisiveness; Leadership; Risk Management; Advanced verbal communication and presentation; Budgeting; Co-ordinating activities of different service providers and Stakeholder Relationship Management.

DUTIES : Manage the provision of support to municipalities regarding the compilation of Annual Financial Statements (AFS) in compliance with Generally Recognised Accounting Practice (GRAP) Standards. Manage audit readiness and review for municipalities. Manage consultative support and liaison services with Stakeholders: Guide the implementation of policies. Manage the resources of the Directorate.

ENQUIRIES : Mr. F Cassimjee Tel No (033) 897 4341

POST 32/112

DIRECTOR: REVENUE AND DEBT MANAGEMENT REF NO: KZNPT 21/20

SALARY : R1 057 326 per annum, (All-inclusive package)
CENTRE : KZN Provincial Treasury, Pietermaritzburg
REQUIREMENTS : A 3 year NQF 7 Degree in Commerce or Finance or Accounting. A minimum of five (5) years middle management experience in revenue and debt management within the public/municipal finance field. Successful completion of the SMS pre-entry certificate as endorsed by the National School of Governance. A valid driver's license, and in the case of persons with disabilities who are unable to personally drive, proof of the ability to meet work related travel commitments is required Skills, Knowledge And Competencies: Knowledge of the Constitution of Republic of South Africa; Planning frameworks relevant legislation and plans; Public Service Regulation, 2016; MTEF and the budget process; Municipal Finance Management Act (MFMA); Public Finance Management Act (PFMA) and Treasury Regulations; Municipal Systems Act (and amendments); Municipal Structures Act. Municipal Property Rates Act. Public Finance Service Regulatory Framework (PSRF); SCM Regulations. PFMA Regulations i.r.o. Supply Chain Management; Provincial Procurement Act and Regulations; Provincial Internal Audit Act; Generally Recognized Accounting Practice (GRAP) and any other applicable accounting standard used by local government; Public Service Act, 1994; Strategic plan framework; Annual Performance Plans; Employee Performance and Management System; National Development Plan; Service Delivery Framework; National and Provincial Practices Notes; Provincial Growth and Development Plan Analytical; Financial Management; Leadership; Planning; Organisational; Management; Computer Literacy; Policy Analysis/Development; Interpersonal Relations; Presentation; Problem-solving; Verbal Communication; Project Management Skills; Ability to initiate and support organizational transformation; Change Management skills; Advanced Communication skills; Creativity; Conflict Management skills; People Management; Negotiation skills; Stakeholder/relationship management. Ability to work under pressure and meet deadlines as well as use a computer for prolonged periods.

DUTIES : Manage the revenue management support initiatives provided to municipalities: Manage the cash management support initiatives provided to municipalities. Manage the debt management support initiatives provided to municipalities. Manage the indigent households support initiatives provided to municipalities. Guide the implementation of policies. Manage the resources of the Directorate.

ENQUIRIES : Mr. F Cassimjee Tel No (033) 897 4341

POST 32/113

DIRECTOR: PUBLIC ENTITIES FINANCIAL REPORTING REF NO: KZNPT 21/21

SALARY : R1 057 326 per annum, (All-inclusive package)
CENTRE : KZN Provincial Treasury, Pietermaritzburg

- REQUIREMENTS** : A 3 year NQF level 7 qualification in Financial Accounting or Financial Management field. Successful completion of the SMS Pre-Entry for SMS as endorsed by the National School of Governance. A minimum of 5 years' middle management experience in Financial Reporting/Accounting/Management. A valid driver's license and in the case of persons with disabilities who are unable to personally drive, the ability to meet work related travel commitments. Skills, Knowledge and Competencies: PSRF (Public Service Regulations Framework). Public Finance Management Act and Treasury Regulations. MTEF Budget compilation and analysis. Standards for the Professional Practices of Internal Auditing. General Recognized Accounting Principles. Generally Accepted Accounting principles. Public Service Regulations. Financial Systems. Computer literacy. Strategic Planning and Management. Innovative thinking. Analytical. Decisiveness. Report. Problem Solving. Interpersonal relations. Risk Management. Human Resource Management. Financial Management. Analytical and quantitative method tools. Project Management. Research. Policy Development. Chairing meetings. Conflict Management.
- DUTIES** : Ensure the preparation and consolidation of financial information for Public Entities. Develop and implement financial management support strategies for Public Entities. Oversee the monthly financial management reporting processes for Public Entities. Provide audit readiness support for Public Entities. Provide consultative support and liaison services with Stakeholders. Manage the resources of the directorate.
- ENQUIRIES** : Ms. A Singh Tel No (033) 897 4549
- POST 32/114** : **DIRECTOR: PROVINCIAL MOVEABLE ASSETS REF NO: KZNPT 21/22**
- SALARY** : R1 057 326 per annum, (All-inclusive package)
- CENTRE** : KZN Provincial Treasury, Pietermaritzburg
- REQUIREMENTS** : A 3 year NQF level 7 qualification in Financial Management / Accounting. A minimum of 5 years' middle management experience in an SCM Moveable Asset and Inventory management environment. Successful completion of the SMS pre-entry certificate as endorsed by the National School of Governance. A valid driver's license and in the case of people with disabilities who cannot personally drive, proof of ability to meet work related commitments is required. Skills, Knowledge and Competencies: Public Finance Management Act. MTEF. Republic of South Africa Constitution. Planning Frameworks relevant legislation and Plans. Public Service Act, 1994. National Treasury practice notes and guidelines. KwaZulu-Natal Procurement Policy Framework. Treasury Regulations. Provincial Treasury policies, practice notes and guidelines. Strategic Plan Strategic. Annual Performance Plan. Monitoring and Evaluation. National Treasury Strategic Planning. National Development Plan. Service Delivery Framework. National and Provincial Practices Notes. Provincial Growth and Development Plan. Advanced MS Office Applications. Knowledge of Accounting Frameworks related to asset inventory and management. Public Service Regulatory Framework and SCM Practices and Procedures. Public Service Regulation 2016. Communication. Computer literacy. Financial Management. Strategic planning and management. Financial management. Leadership. Management. Human resource management. Project planning and management. Analytical. Conflict Management. Business process management. Good inter-personal relations. Problem solving. Change management. Presentation. Interpersonal Relation. Policy analysis and development. Project Management.
- DUTIES** : Manage and monitor the development and the implementation of asset management frameworks within Provincial Department and public Entities. Ensure the improvement and implementation of asset and inventory management. Ensure the provisioning of guidance and technical advice on asset and inventory management. Oversee the provisioning of knowledge management and capacity development. Manage the resources of the directorate.
- ENQUIRIES** : Ms. A Singh, Tel No (033) 897 4549

OTHER POSTS

POST 32/115 : **DEPUTY DIRECTOR: MONITORING AND EVALUATION REF NO: KZNPT21/23**

SALARY : R733 257 per annum, (All-inclusive package)
CENTRE : KZN Provincial Treasury, Pietermaritzburg
REQUIREMENTS : A 3 year NQF Level 7 qualification in Monitoring and Evaluation / Public Management/ Strategic Management. A minimum of 3 years' junior management experience in a monitoring and evaluation management field. Skills, Knowledge and Competencies: Constitution of the Republic of South Africa. Planning frameworks relevant legislation and plans. Public Service Regulation, 2016. MTEF and the budget process, PFMA, Treasury regulations. Public Service Act, 1994. Strategic plan framework. Annual Performance plans. Monitoring and evaluation. National Treasury Strategic Planning. Knowledge of Government Wide Monitoring and Evaluation Systems. National Development Plan. Service Delivery Framework. National and Provincial Practices Notes Provincial Growth and Development Plan. Advanced MS office Applications. Numeric. Mathematical accuracy. Analytical. Accounting. Leadership. Planning. Organizational. Management. Policy Analysis/development. Interpersonal relations. Presentation. Problem-solving. Verbal and written communication. Report writing and Negotiation skills.

DUTIES : Manage the provision of input into draft bills, policies, programs, systems and others related to monitoring and evaluation within the Department and report thereon. Ensure the provisioning of support to the development and implementation of evaluation guidelines. Facilitate customers and stakeholder feedback processes focused on continuously improving the level of service delivery and report thereon. Manage the coordination and the compilation of institutional performance plan. Develop policies and strategies aimed at improving service delivery. Manage resources of the Sub- Directorate.

ENQUIRIES : Ms. INN Zwane-Dlomo Tel No (033) 897 4444

POST 32/116 : **DEPUTY DIRECTOR: GENERAL MUNICIPAL SUPPORT REF NO: KZNPT 21/24 (X2 POSTS)**

SALARY : R733 257 per annum, (All-inclusive package)
CENTRE : KZN Provincial Treasury, Pietermaritzburg
REQUIREMENTS : A 3 year NQF level 7 qualification in Accounting or Financial Management. A minimum of three (3) years junior management experience in public finance/treasury/external audit or related field. A valid driver's licence is necessary and applicants must be willing to travel and in the case of persons with disabilities who are unable to personally drive, proof of ability to meet work related travel commitments is required. Skills, Knowledge And Competencies: Understanding of GRAP accounting standards used by local government; Extensive working knowledge of public sector, particularly local government sphere; Detailed knowledge of public sector financial management systems and relevant legislation/statutes, including: Constitution of the Republic of South Africa (as amended); Public Finance Management Act and Treasury Regulations; Municipal Finance Management Act (MFMA), Municipal Systems Act (and amendments); Municipal Structures Act, Local Government Transition Act, PSRF (Public Service Regulatory Framework); PFMA Regulations in respect of Supply Chain Management; Provincial Procurement Act and Regulations; Provincial Internal Audit Act; PGDS (Provincial Growth and Development Strategy); National Treasury Guideline documents; Medium Term Strategies Framework (MTSF); Performance Measurement Systems – best practice and guidelines; Asset Management Principles and Public Finance Management Principles and Practice. Skills: Problem solving, analytical and numeracy; Verbal communication and presentation; Good interpersonal relations; Computer skills: Spreadsheets (MS Excel) and word processing (MS Word); Research and analysis; Report writing and general writing; Monitoring, follow-up and forecasting; Project Management; Budgeting; Change Management; Statistical and Quantitative Analysis; Financial Management; Budget Planning; People Management; Strategic Planning; Training and mentoring staff as well as Co-ordinating activities of different service providers. Ability to work under pressure and meet deadlines as well as use a computer for prolonged periods.

DUTIES : Co-ordinate and/or implement financial improvement measures that would assist in resolving the financial management issues encountered by delegated

municipalities. Co-ordinate the improvement of transparency, reduced risk and enhanced internal control. Co-ordinate the implementation of systems/processes to improve financial viability and sustainability. Comply with the implementation of policies. Management resources of the Sub-directorate. Ms. S Balgobind Tel No: (033) 897 4578

ENQUIRIES

POST 32/117

DEPUTY DIRECTOR: MUNICIPAL ACCOUNTING AND REPORTING REF NO: KZNPT21/25 (X3 POSTS)

SALARY CENTRE REQUIREMENTS

R733 257 per annum, (All-inclusive package)
KZN Provincial Treasury, Pietermaritzburg
A 3 year NQF level 7 qualification in Financial Accounting or Financial Management field. A minimum of three (3) years junior management experience in a financial reporting/accounting/management environment. A valid driver's licence is necessary and applicants must be willing to travel and in the case of persons with disabilities who are unable to personally drive, proof of ability to meet work related travel commitments is required. Skills, Knowledge and Competencies: Extensive understanding and working knowledge of GRAP standards used by local government; Standards for the Professional Practices of Internal Auditing; General Accepted Accounting Principles; Extensive working knowledge of public sector, particularly, local government sphere; Detailed knowledge of public sector financial management systems and relevant legislation/statutes, including: Constitution of the Republic of South Africa (as amended); PFMA and Treasury Regulations; Municipal Finance Management Act (MFMA); Municipal Systems Act (and amendments); Municipal Structures Act; Local Government Transition Act; PSRF (Public Service Regulatory Framework); PFMA Regulations in respect of Supply Chain Management); Provincial Procurement Act and Regulations; Provincial Internal Audit Act; PGDS (Provincial Growth and Development Strategy); National Treasury guideline documents, regulations and gazettes; Performance Measurement systems – best practice and guidelines; Asset Management principles and respective legislation; Public Finance Management Principles and Practice and National and Provincial Practices Notes. Skills: Innovative thinking; Analytical thinking; Decisiveness; Leadership; Inter-personal relations; Risk Management; Chairing meetings; Conflict Management; Problem solving, analytical and numeracy; Advanced verbal communication and presentation; Good interpersonal relations; Computer skills: Spreadsheets (MS Excel), word processing (MS Word), PowerPoint Presentations and Internet; Research and analysis; Report writing and general writing; Monitoring, follow-up and forecasting; Project Management; Budgeting; Change Management; Analytical, Statistical and Quantitative Analysis; Financial Management; Planning; People Management; Strategic Planning and Management; Training and mentoring staff; Co-ordinating activities of different service providers; Policy Analysis and Development; Negotiation skills and Stakeholder Relationship Management.

DUTIES

Co-ordinate the provision of support to municipalities regarding the compilation of Annual Financial Statements (AFS) in compliance with Generally Recognized Accounting Practice (GRAP) Standards. Co-ordinate the provisioning of financial management support to municipalities. Co-ordinate audit readiness and review for municipalities. Co-ordinate consultative support and liaison services with Stakeholders: Comply with the implementation of policies. Management of resources of the sub-directorate.

ENQUIRIES

POST 32/118

DEPUTY DIRECTOR: REVENUE AND DEBT MANAGEMENT REF NO: KZNPT21/26 (X5 POSTS)

SALARY CENTRE REQUIREMENTS

R733 257 per annum, (All-inclusive package)
KZN Provincial Treasury, Pietermaritzburg
A 3 year NQF level 7 qualification in Commerce or Finance or Accounting. A minimum of three (3) years junior management experience in revenue and debt management within the public/municipal finance field. A valid driver's licence is necessary and applicants must be willing to travel and in the case of persons with disabilities who are unable to personally drive, proof of ability to meet work related travel commitments is required. Skills, Knowledge and Competencies Knowledge of the Constitution Republic of the Republic of South

Africa; Planning frameworks relevant legislation and plans; Public Service Regulation, 2016; MTEF and the budget process; Public Finance Management Act (PFMA); Treasury Regulations; Municipal Finance Management Act (MFMA); Public Finance Management Act (PFMA) and Treasury Regulations; Municipal Systems Act (and amendments); Municipal Structures Act; Municipal Property Rates Act; Public Finance Service Regulatory Framework (PSRF); SCM Regulations; PFMA Regulations i.r.o. Supply Chain Management; Provincial Procurement Act and Regulations; Provincial Internal Audit Act; Generally Recognized Accounting Practice (GRAP) and any other applicable accounting standard used by local government; Public Service Act, 1994; Strategic plan framework; Annual Performance Plans; Employee Performance and Management System; National Development Plan; Service Delivery Framework; National and Provincial Practices Notes; Provincial Growth and Development Plan. Skills: Analytical; Financial Management; Leadership; Planning; Organisational; Management; Computer Literacy; Policy Analysis/Development; Interpersonal Relations; Presentation; Verbal Communication; Project Management Skills; Ability to initiate and support organizational transformation; Problem solving skills; Change Management skills; Advanced Communication skills; Creativity; Conflict Management skills; People Management; Negotiation skills; Stakeholder/relationship management. Ability to work under pressure and meet deadlines as well as use a computer for prolonged periods.

DUTIES : Co-ordinate the provision of revenue management support initiatives provided to municipalities. Co-ordinate the provision of cash management support initiatives provided to municipalities. Co-ordinate the debt management support initiatives provided to municipalities. Co-ordinate the indigent households support initiatives provided to municipalities. Comply with the implementation of policies. Manage resources of the Sub-directorate.

ENQUIRIES : Ms. K Mare Tel No: (033) 897 4534

POST 32/119

DEPUTY DIRECTOR: STRATEGIC EXECUTIVE SUPPORT SERVICES REF NO: KZNPT21/27

SALARY CENTRE REQUIREMENTS : R733 257 per annum, (All-inclusive package)
 : KZN Provincial Treasury, Pietermaritzburg
 : A 3 year NQF level 6/7 qualification in Public Administration/Management/Financial Administration. A minimum of 3 years' junior management experience in a general office support services environment. Skills, Knowledge and Competencies: Working knowledge of the following Acts, prescripts, regulations, practice notes and procedures pertaining to General Administration, Finance, Asset Management, Human Resource Management, Public Finance Management Act and Treasury Regulations, Division of Revenue Act, Public Service Regulatory Framework, Public Finance Management – Best practices, National Treasury Guideline documents, South Africa's fiscal and monetary policy, Provincial policy priorities, Performance budgeting – best practices and guidelines. Vulindlela, Budget formulation, Basic Accounting System (BAS) and Standard Chart of Accounts (SCOA), In-Year Monitoring (IYM). Organising. Planning. Problem solving. Research. Analytical. Computer. Time management. Minute taking. Conflict management. Financial management. Project planning/management. Decision making. Inter-personal relations. Verbal and written communication. Presentation. Policy analysis and research. Staff supervision. Self-disciplined and ability to work under pressure with minimum supervision.

DUTIES : Provide and oversee Administrative Support services to the Chief Directorate. Provide and oversee Asset Management Support services to the Chief Directorate. Provide and oversee Financial Management Support services to the Chief Directorate. Provide and oversee Secretariat and logistical support services to the Chief Directorate. Customer relations. Manage resources of the Sub-Directorate.

ENQUIRIES : Mr. A Soopal Tel No (033) 897 4565

POST 32/120

DEPUTY DIRECTOR: ORGANIZATIONAL RISK AND INTEGRITY REF NO: KZNPT21/28 (X2 POSTS)

SALARY CENTRE : R733 257 per annum, (All-inclusive package)
 : KZN Provincial Treasury, Pietermaritzburg

<u>REQUIREMENTS</u>	:	A 3 year NQF Level 7 qualification with Accounting and or Auditing /Internal Auditing/Internal control/Risk Management as major subjects. A minimum of 3 years junior management experience in Accounting and or Auditing/Internal Auditing/Internal control/Risk Management field. A valid driver's license and in the case of people with disabilities who cannot personally drive, proof of ability to meet work related commitments is required. Skills, Knowledge And Competencies: Detailed knowledge of public sector and public/private systems and relevant legislation/statutes, including: the Constitution of Republic South Africa. Public Financial Management Act (PFMA). Public Sector Risk Management Framework, Treasury Regulations, Public Service Regulatory Framework (PSRF), Financial Disclosure Framework. Senior Management Handbook 2008, Public Service Regulation, 2016. National development Plan, 2012. Prevention and combating Corrupt Activities act 2000. Public Service Anti-Corruption strategy, 2002. Guidelines for implementing Minimum Anti-Corruption Capacity. Public Sector Integrity Management. Promotion of Administrative Justice Act, 2000. Government Priorities Protected Disclosure Act, 2000. General Recognized Accounting Principles. Generally Accepted Accounting Principles. King III Report, 2009. Risk Analysis/management. Public Service Act, 1994. Risk Management Practices. Basic Accounting System. Departmental Accounting framework. Service Delivery (Batho Pele). Labour Relations Act. Public Service Code of conduct. Provincial Treasury Practice notes. Internal Controls procedures. Advanced MS Office Applications. Problem-solving. Analytical and numeracy. Analytical and quantitative method tools. Verbal and written communication. Good interpersonal relations. Research. Report writing. Policy interpretation/analysis and development. Project planning and management. Change management. Financial. Organizing. Presentation. Facilitation. Time management. Policy development. Management. Statistical and quantitative analysis. Computer Skills: Spreadsheets (MS Excel), word processing (MS Word), power point (MS Office), internet and intranet. Self-discipline and ability to work under pressure.
<u>DUTIES</u>	:	Develop organizational risk, policies, procedures, strategies, risk plan and framework: Develop and monitor the implementation of risk assessment response strategies. Facilitate the capacity building on departmental staff on risk management. Develop and monitor the implementation of Fraud Prevention, Anti-Corruption mechanisms, strategies and programmes. Management of all resources allocated to the Sub-directorate.
<u>ENQUIRIES</u>	:	Ms. R Smith-Petersen Tel No: (033) 897 4556
<u>POST 32/121</u>	:	<u>DEUTY DIRECTOR: INTERGOVERNMENTAL RELATIONS REF NO: KZNPT 21/29</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R733 257 per annum, (All-inclusive package) KZN Provincial Treasury, Pietermaritzburg A 3 year NQF Level 6 or 7 qualification in Public Administration/Public Finance or related field. A minimum of 3 years' junior management experience in Public Administration or a Public sector management/ inter-governmental relations environment. A valid driver's license and in the case of people with disabilities who cannot personally drive, proof of ability to meet work related commitments is required. Skills, Knowledge And Competencies: Extensive knowledge of Public Sector, including Local Government and Procedures, Constitution of the Republic of South Africa 1996, Public Finance Management Act and Treasury Regulations, Municipality Finance Management Act, KwaZulu-Natal Internal Audit Act, KwaZulu-Natal, Procurement Act and Regulations, KwaZulu-Natal Direct Charges Act, Income Tax Act, Banking, Provincial Borrowing Powers Act, Division of the Revenues Act, Adjustment Appropriation Act, Public Service Act & Public Service Regulations, Intergovernmental Relations Framework Act, Protocol Manual of South Africa, Labour relations Act, Employment Equity Act, National Development plan, Protocol Manual of South Africa, Provincial Growth and Development Plan, Community development ,Social Facilitation. Strategic capability and leadership, Programme and Project Management, Organising Problem solving and analytical Research Computer literacy Time management, Decision making, Inter-personal relations, Financial Management, Change Management. Policy analysis and development, diplomacy, conflict management, strategic management, presentation.

DUTIES : Coordinate the department's participation in structures and institution to promote inter-governmental relations (IGR). Monitor compliance with the resolutions of cooperative structures i.e. MinMEC, HoD's and Treasury in Cabinet and Cabinet Clusters. Coordinate and maintain the relationships of various stakeholders within IGR fora. Provide guidance and advice on international engagement in line with existing protocols. Develop implement and review strategies, policies, procedure manuals, guidelines and provide advice and guidance.

ENQUIRIES : Ms. R Smith-Petersen Tel No (033) 897 4556

POST 32/122 : **DEPUTY DIRECTOR: SCM STRATEGIC PROCUREMENT REF NO: KZNPT21/30**

SALARY : R733 257 per annum, (All-inclusive package)
CENTRE : KZN Provincial Treasury, Pietermaritzburg
REQUIREMENTS : A 3 year NQF Level 7 qualification in Financial Management/ Commerce/ Supply Chain Management. A minimum of 3 years of Junior Management experience in SCM and related fields. A valid driver's license and in a case of people living with disabilities who are unable to personally drive, proof to meet driving work commitments is required. Skills, Knowledge and Competencies: Knowledge of applicable national and provincial policies and legislation is required, including: Public Finance Management Act (PFMA); Municipal Finance Management Act (MFMA), Preferential Procurement Policy Framework Act (PPPFA) and Regulations. National Treasury practice notes and guidelines. KwaZulu-Natal Procurement Policy Framework. Supply Chain Management Practices and Procedures. National and Provincial Practices Notes. Treasury Regulations. Provincial Treasury policies, practice notes and guidelines. Commercial Law principles/procedures. Public Service Regulatory Framework. Broad Based Black Economic Empowerment Act (BBBEE). SCM Practices and Procedures. BEE Code of Good Practice. Public Service Regulations. Knowledge of project management methodologies. Communication. Computer literacy. Financial Management. Strategic planning and management. Leadership. Management. Human resource management. Project planning and management. Analytical, Conflict Management, Business process management, Good inter-personal relations. Problem solving. Risk management. Change management. Presentation. Contract management. Policy analysis and development, Good inter-personal relations, Problem solving.

DUTIES : Manage the development and design of Strategic Procurement Framework and Strategies. Develop and manage the implementation of strategic procurement risks. Ensure monitoring, evaluation and report on supplier's development in the province. Provide advice and guidance to the stakeholders. Management of all resources allocated to the Sub directorate.

ENQUIRIES : Ms. NP Kubheka Tel No (033) 897 4407

POST 32/123 : **DEPUTY DIRECTOR: PROVINCIAL MOVEABLE ASSETS REF NO: KZNPT21/31 (X2 POSTS)**

SALARY : R733 257 per annum, (All-inclusive package)
CENTRE : KZN Provincial Treasury, Pietermaritzburg
REQUIREMENTS : A 3 year NQF level 7 qualification in Financial Management / Accounting. A minimum of 3 years' junior management experience in asset and inventory management. A valid driver's license and in the case of persons with disabilities who are unable to personally drive, the ability to meet work related travel commitments Skills, Knowledge and Competencies: Public Finance Management Act. MTEF. Constitution of the Republic of South Africa. Planning Frameworks relevant legislation and plans. Public Service Act, 1994. National Treasury practice notes and guidelines. KwaZulu-Natal Procurement Policy Framework. Treasury Regulations. Provincial Treasury policies, practice notes and guidelines. Strategic Plan Strategic. Annual Performance Plan. Monitoring and Evaluation. National Treasury Strategic Planning. National Development Plan. Service Delivery Framework. National and Provincial Practices Notes. Provincial Growth and Development Plan. Advanced MS Office Applications. Knowledge of Accounting Frameworks related to asset inventory and management. Public Service Regulatory Framework and SCM Practices and Procedures. Public Service Regulation 2016. Communication. Computer

- literacy. Financial Management. Strategic planning and management. Financial management. Leadership. Management. Human resource management. Project planning and management. Analytical. Conflict Management. Business process management. Good inter-personal relations. Problem solving. Change management. Presentation. Interpersonal Relations. Policy analysis and development. Project Management.
- DUTIES** : Monitor the development and the implementation of asset management frameworks within Provincial Department and public Entities. Manage the improvement and implementation of asset and inventory management. Manage the provisioning of guidance and technical advice on asset and inventory management. Manage the provisioning of knowledge management and capacity development. Manage the resources of the Sub-directorate.
- ENQUIRIES** : Ms. A Singh, Tel No (033) 897 4549
- POST 32/124** : **ASSISTANT DIRECTOR: REVENUE AND DEBT MANAGEMENT REF NO: KZNPT21/40 (X2 POSTS)**
- SALARY** : R376 596 per annum
- CENTRE** : KZN Provincial Treasury, Pietermaritzburg
- REQUIREMENTS** : A 3 year NQF level 6/7 qualification in Commerce or Finance or Accounting. A minimum of three (3) years administrative experience at a supervisory in revenue and debt management within the public/municipal finance field. A valid driver's license is necessary and applicants must be willing to travel and in the case of persons with disabilities who are unable to personally drive, proof of ability to meet work related travel commitments is required. Skills, Knowledge and Competencies: Knowledge of the Constitution of the Republic of South Africa; Planning frameworks relevant legislation and plans; Public Service Regulation, 2016; MTEF and the budget process; Municipal Finance Management Act (MFMA); Public Finance Management Act (PFMA) and Treasury Regulations; Municipal Systems Act (and amendments); Municipal Structures Act; Municipal Property Rates Act; Public Finance Service Regulatory Framework (PSRF); SCM Regulations; PFMA Regulations i.r.o. Supply Chain Management; Provincial Procurement Act and Regulations; Provincial Internal Audit Act; Generally Recognised Accounting Practice (GRAP) and any other applicable accounting standard used by local government; Public Service Act, 1994; Strategic plan framework; Annual Performance Plans; Employee Performance and Management System; National Development Plan; Service Delivery Framework; National and Provincial Practices Notes; Provincial Growth and Development Plan. Skills: Analytical; Financial Management; Leadership; Planning; Organisational, Management; Computer Literacy; Policy Analysis/Development; Interpersonal Relations; Presentation; Problem-solving; Verbal Communication; Project Management Skills; Ability to initiate and support organizational transformation; Change Management skills; Advanced Communication skills; Creativity; Conflict Management skills; People Management; Negotiation skills; Stakeholder/relationship management.
- DUTIES** : Undertake the revenue management support initiatives provided to municipalities: Undertake the cash management support initiatives provided to municipalities: Undertake the debt management support initiatives provided to municipalities. Undertake the indigent households support initiatives provided to municipalities. Comply with the implementation of policies.
- ENQUIRIES** : Ms. K Mare Tel No (033) 897 4534

**PROVINCIAL ADMINISTRATION: WESTERN CAPE
DEPARTMENT OF ECONOMIC DEVELOPMENT AND TOURISM**

- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- CLOSING DATE** : 27 September 2021
- NOTE** : Only applications submitted online at: www.westerncape.gov.za/jobs or <https://westerncapegov.erecruit.co>. will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16.00. Should you experience any difficulties with your online application you may contact the helpline at 0861 370 214. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POST

- POST 32/125** : **ADMINISTRATION CLERK: CORPORATE SERVICES RELATIONS MANAGEMENT REF NO: DEDAT 15/2021**
- SALARY CENTRE** : R173 703 per annum (Level 05)
Department of Economic Development and Tourism, Western Cape Government
- REQUIREMENTS** : Senior Certificate (Grade 12 or equivalent qualification. Recommendation: Relevant working experience; A valid (Code B or higher) driving licence. Competencies: A good understanding of the following: Human Resources policies, Human Resource systems and directives; General support; Registry tasks; Application of relevant legislation; Personal and Salary System (PERSAL); Communication (Written and verbal) skills; Proven computer literacy (MS Office); Record keeping; Analytical thinking; Basic numeracy.
- DUTIES** : Provide general administrative support to the corporate relations unit; Rendering office administrative support service; Sort and register incoming and outgoing correspondence; Maintaining a filing system; Follow up on outstanding documents; Dispose of archival material in terms of archive instructions; Print and prepare documents; Provide logistical support; Arrange travel invitations, book training for employees on the PHRD System, venue bookings and catering; Arrange meetings, draft agenda and take internal minutes; Perform general typing; Compile spreadsheets; Manage, collect and capture electronic data; Assist with all human resource related queries from employees within the department.
- ENQUIRIES** : Ms M Jacobs at Tel No: 083 382 2626

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 32/126** : **MEDICAL SPECIALIST GRADE 1 TO 3 (OCCUPATIONAL MEDICINE SPECIALIST)**
Directorate: Assurance
- SALARY** : Grade 1: R1 106 040 per annum
Grade 2: R1 264 623 per annum
Grade 3: R1 467 651 per annum (A portion of the package can be structured according to the individual's personal needs)

- CENTRE REQUIREMENTS** : Head Office, Cape Town
 : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Occupational Medicine. Registration with a professional council: Current registration with the HPCSA as a Medical Specialist in Occupational Medicine. Experience: **Grade 1:** None after registration with the HPCSA as Occupational Medicine Specialist. **Grade 2:** A minimum of 5 years' appropriate experience as Medical Specialist after registration with the HPCSA (or recognised foreign Health Professional Council in respect of foreign qualified employees) as Medical Specialist in Occupational Medicine. **Grade 3:** A minimum of 10 years' appropriate experience as Medical Specialist after registration with the HPCSA (or recognised foreign Health Professional Council in respect of foreign qualified employees) as Medical Specialist in Occupational Medicine. Inherent requirement of the job: Valid (Code B/EB) driver's license and mobility in order to can provide support throughout the Western Cape. Willingness to travel and work overtime. Competencies (knowledge/skills): Good inter-personal skills and ability to collaborate and work in teams. Computer literacy (Windows/Word/Excel, Power Point and Outlook). Good written and verbal communication skills in at least two of the three official languages of the Western Cape. Good presentation and communication skills. Good analytical and problem-solving skills. Knowledge of occupational health policies, services and programmes. Experience in occupational health setting in the public or private health sector is recommended.
- DUTIES** : OHS Policy development and implementation support to ensure staff safety; compliance with relevant OHS legislation; occupational health risk management; provision of medical surveillance programmes; establishment and oversight of OHS systems and service delivery models; optimal information management, and monitoring and evaluation systems for OHS; and supporting OHS training and research programmes. Ensuring provincial coordination of OHS interventions and activities. Provision of technical expertise and support related to OHS. Participate in provision of OHS services where appropriate.
- ENQUIRIES APPLICATIONS** : Mr N Mavela Tel No: (073) 875-8343
 : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
- NOTE** : No payment of any kind is required when applying for this post. Shortlisted candidates could be subjected to a practical test. 'Candidates, who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration 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. Please note that the afore-said concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (this includes individuals who must apply for change in registration status).'
- CLOSING DATE** : 27 September 2021
- POST 32/127** : **DEPUTY DIRECTOR: FINANCE MANAGER**
 (Chief Directorate: Metro Health Services)
- SALARY** : R733 257 per annum, (A portion of the package can be structured according to the individual's personal needs)
- CENTRE REQUIREMENTS** : Metro TB Hospital Complex (Brooklyn Chest Hospital and DP Marais Hospital)
 : Minimum educational qualification: Appropriate 3-year National Diploma/Degree. Experience: Appropriate experience in Finance and Supply Chain Management in the Public Sector. Appropriate managerial experience. Inherent requirements of the job: Valid (Code B/EB) driver's license. Competencies (knowledge/skills): Extensive knowledge of relevant public service financial prescripts, department of health policies, delegations and procedures. Computer literacy and thorough knowledge of computer systems (LOGIS, BAS, IPS and MS office). Strong people management skills, excellent written and verbal communication, ability to work in a team context and motivate team members. Aptitude for working with finances. Excellent leadership, problem solving and analysing skills.
- DUTIES** : Accountable for the Finance Management Component of the facilities under his/her responsibility including the Hospital Facility Board. Accountable for the

Supply Chain Management for the various facilities in his/her domain. Accountable for People Management within the Components Finance and Supply Chain. Member of MTBHC Exco and Southern Western Substructure team.

ENQUIRIES : Ms W Sonnie Tel No: (021) 508-7403
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 : 27 September 2021

POST 32/128 : **OPERATIONAL MANAGER NURSING: SPECIALTY: PAEDIATRICS**

SALARY : R562 800 per annum (PN-A2)
CENTRE : Tygerberg Hospital, Parow Valley
REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Post-basic nursing qualification with a duration of at least 1 year accredited with the SANC in Child Nursing Science. Registration with a Professional Council: Current registration with the South African Nursing Council (SANC) as a Professional Nurse. Experience: A minimum of 9 years appropriate/recognisable nursing experience after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1-year post-basic qualification in the relevant specialty. Inherent requirements of the job: Ability to function independently as well as part of a multi-disciplinary team. Effective communication, interpersonal, leadership, decision making, and conflict resolution skills. Good organisational skills and the ability to function under pressure. Will be required to work shifts, weekends and public holidays. Competencies (knowledge/skills): Basic Computer literacy. Ability to communicate in at least two of the three official languages of the Western Cape. Knowledge and insight of relevant legislation and policy related to this nursing specialty within the public sector. Ability to promote quality patient care through the setting, implementation and monitoring of standards.

DUTIES : The candidate will be responsible for planning, managing, co-ordinating and maintaining an optimal, specialized Nursing Service as an Operational Manager in a paediatric setting. Effective management and utilization of Human and Financial Resources to ensure optimal operational function in the area. Initiate and participate in training, development and research within the nursing department. Deliver a support service to the Nursing Service and the institution. To maintain ethical standards and promote professional growth and self-development.

ENQUIRIES : Ms F Marthinus Tel No: (021) 938-4055
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 : 27 September 2021

POST 32/129 : **CHIEF SPEECH THERAPIST: GRADE 1**

SALARY : R466 119 per annum
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 Speech Therapist. Registration with a professional council: Registration with the HPCSA as a Speech Therapist. Experience: A minimum of 3 years appropriate experience as a Speech therapist after registration with the HPCSA as an Independent Practitioner. Competencies (knowledge/skills): Knowledge of and competency in procedures for the identification, assessment and management of all person with speech, language, voice, fluency, feeding and swallowing disorders, as appropriate for an academic, multidisciplinary hospital setting. Knowledge of and competency in special diagnostic procedures for in- depth assessment of the above disorders, within an area of specialty. Experience in human resource management and supervision. Teaching and presentation skills. Knowledge of and skills in research project

planning and implementation. Fluency in at least two of the three official languages of the Western Cape.

DUTIES : Assessment and management of in- and outpatients (adult and paediatric with speech, language and/or swallowing disorders. Departmental and personal administration. Assist with initiation, implementation and reviewing of clinical protocols and policies. Assist in planning and management of a comprehensive tertiary level speech therapy service. Assist with management of physical, financial and human resources. Training and supervision of staff and students within allocated area of responsibility. Interdepartmental liaison to ensure effective multidisciplinary service delivery. Continuing professional development of self and others. Undertake and participate in appropriate research and investigations in area of work.

ENQUIRIES : Ms J Birkenstock Tel No: (021) 938-4825/4817

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 : 27 September 2021

POST 32/130 : **CHIEF DIETICIAN GRADE 1**

SALARY : R466 119 per annum

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 Dietician. Registration with a professional body: Registration with the (HPCSA) as Dietician. Experience: A minimum of 3 years appropriate experience in Dietetics after registration with the HPCSA. Inherent requirements of the job: Required to participate in weekend duties. Required to accumulate CEU points for continued registration with HPCSA. Competencies (knowledge/skills): Thorough knowledge and exposure to all aspects relating to Dietetics. Experience in cost control, quality control, hygiene and food safety as well as personnel management in a Food Service Unit. Good interpersonal, communication and organisational skills. Computer literacy. Fluent in at least two of the three official languages of the Western Cape.

DUTIES : Render a therapeutic service to the Food Service Unit. Render a therapeutic service to in- and outpatients. In-service training to personnel and dietetic students. Support to supervisor. Physical and Human Resource management.

ENQUIRIES : Ms C Schübl Tel No: (021) 938-4351

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 : 27 September 2021

POST 32/131 : **CHIEF AUDIOLOGIST GRADE 1 COCHLEAR IMPLANTS**
(3-Year Contract)

SALARY : R466 119 per annum, plus 37% in lieu of service benefits.

CENTRE : Tygerberg Hospital, Parow Valley

REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as either an Audiologist and Speech Therapist or an Audiologist. Registration with a professional council: Current registration with the HPCSA as either an Audiologist and Speech Therapist or an Audiologist. Experience: A minimum of 3 years' experience as an Audiologist after registration with the HPCSA as either an Audiologist and Speech Therapist or an Audiologist. Inherent requirement of the job: Willingness to work overtime, be involved in student training and research projects at the institution. The applicant should have a valid driver's license and will be required to travel to perform intra-operative tests and school visits and case meetings. Competencies (knowledge/skills): Competency in the assessment and management of children and adult patients with a hearing loss, in particular moderate-severe to profound sensorineural hearing loss. Good management, administrative, supervisory, problem-solving, conflict resolution, interpersonal, organisational and communication skills in at least two of the three official languages of the Western Cape. Competent in Diagnostic audiology, hearing aid fitting and rehabilitation of children and adults with hearing loss. Interest in performing or cooperating in research projects

within the Cochlear Implant Unit. Ability to supervise and teach junior staff members and students. Certificate of Additional Training in Cochlear Implant Mapping and Rehabilitation (HPCSA accredited) (preferred)/ appropriate experience in Cochlear Implant Mapping / willingness to undergo training to obtain Certification once appointed.

DUTIES : Manage a clinical caseload within the Cochlear Implant Unit, which includes assessment and management of patients for cochlear implant candidacy, intra-operative and post-operative testing of implant function, programming (mapping) and rehabilitation of cochlear implant patients. Co-operate, train, consult and collaborate with outside agencies and/or professionals. Assist with the management of physical, financial and human resources in the Cochlear Implant Unit and co-ordination of all administrative activities regarding the patients, clinical area and unit. Supervise staff and train under- and post-graduate Audiology students. Undertake and participate in appropriate research and investigations in area of work.

ENQUIRIES APPLICATION : Ms J Perold Tel No: (021) 938-4604/5086
: Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")

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

POST 32/132 : **PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY MATERNITY/NEONATAL) (X2 POSTS)**
(Chief Directorate: Metro Health Services)

SALARY : Grade 1: R383 226 per annum (PN-B1)
Grade 2: R471 333 per annum (PN-B2)

CENTRE REQUIREMENTS : False Bay Hospital
: 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 and Midwife. A post-basic nursing qualification with a duration of at least 1 year in Advanced Midwifery. Registration with a professional council: Registration with the SANC as Professional Nurse and Midwife and proof of current registration. Experience: **Grade 1:** A minimum of 4 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. **Grade 2:** A minimum of 14 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in the specific specialty after obtaining the 1 year post-basic nursing qualification in the relevant specialty as mentioned above. Inherent requirements of the job: Willingness to work after hours. Willingness to work shifts, public holidays and weekends. Competencies (knowledge/skills): Basic Computer literacy (MS Word, Excel and Outlook). Knowledge and insight of relevant legislation and policy related to this nursing specialty within the public sector. Ability to promote quality patient care through the setting, implementation and monitoring of standards. Effective communication, interpretation, leadership, decision-making and conflict resolution and organisational skills. Ability to effectively communicate in at least two of the three official languages of the Western Cape – verbal and written.

DUTIES : Provision of optimal, holistic specialized nursing care with set standards and within a professional / legal framework. Effective management and utilisation of human and financial resources to ensure optimal operational functions. Participation in training and research is essential. Assist with relief duties and partake in overall specialized area functions, i.e. team building, supervision, training, workshops and updates. Organise a cost-effective service on a daily basis. Provide support to supervisor and management.

ENQUIRIES APPLICATIONS : Ms B Tyutu Tel No: (021) 782-1121/5206
: Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")

NOTE : No payment of any kind is required when applying for this post. Candidates who are not in possession of the required qualifications will be appointed into the general stream, and they will be required to obtain the necessary qualifications within a predetermined period of time. "Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of

application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted with their job application/on appointment. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)”
27 September 2021

CLOSING DATE

:

POST 32/133

:

PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: TRAUMA AND EMERGENCY)
(Chief Directorate: Metro Health Services)

SALARY

:

Grade 1: R383 226 per annum, (PN-B1)
Grade 2: R471 333 per annum, (PN-B2)

CENTRE

:

False Bay Hospital

REQUIREMENTS

:

Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Post-basic qualification with duration of at least 1 year, accredited with the SANC in Medical and Surgical Nursing Science in Critical Care Nursing: Trauma and Emergency or Medical and Surgical Nursing Science in Critical Care Nursing: General. Registration with a professional council: Current registration with the SANC as a 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 the specific specialty after obtaining the 1-year post-basic qualification as mentioned above. Inherent requirements of the job: Willingness to work shifts and after-hours (weekends, public holidays and night duty). Competencies (knowledge/skills): Good written and verbal communication skills in at least two of the three official languages of the Western Cape. Knowledge of policies and legislation regarding Trauma/Emergency/Critical Care Services and the ability to implement it. Leadership and interpersonal skills. Computer skills.

DUTIES

:

Provide and supervise holistic Institutional nursing care regarding the identification of nursing care needs, the planning and implementation of nursing care plans. Direct and educate members of the multi-disciplinary team regarding nursing programs and regulate/co-ordinate the execution of the program in conjunction with the unit manager. Ensure overall quality of the nursing care is facilitated cost effectively, efficiently and equitable whilst at the same time ensuring compliance to the requirements of professional and ethical practice. Maintain professional growth/ethical standards and self-development, compliance to professional, legal and ethical regulations governing nursing practice.

ENQUIRIES

:

Ms B Tyutu Tel No: (021) 782-1121/5206

APPLICATIONS

:

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

NOTE

:

No payment of any kind is required when applying for this post. Candidates who are not in possession of the required qualifications will be appointed into the general stream, and they will be required to obtain the necessary qualifications within a predetermined period of time. Candidates without the required post-basic qualifications can only be appointed if no suitable candidates with the required educational qualifications could not be found. “Candidates, who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted with their job application/on appointment. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status).

CLOSING DATE

:

27 September 2021

POST 32/134 : **PROFESSIONAL NURSE GRADE 1 TO GRADE 2 (SPECIALTY: OCCUPATIONAL HEALTH)**
Chief Directorate: Metro Health Services

SALARY : Grade 1: R383 226 per annum, (PN-B1)
Grade 2: R471 333 per annum, (PN-B2)

CENTRE : Karl Bremer Hospital

REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Council (SANC) as a Professional Nurse. A post-basic nursing qualification with a duration of at least 1 year accredited with the SANC in Occupational Health Nursing Science. Registration with a professional council: Registration with the SANC as a Professional Nurse. Proof of 2021 annual registration with the SANC. 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 the specific specialty after obtaining the 1-year post-basic qualification in Occupational Health Nursing Science. Appropriate, recognisable experience in Occupational Health Nursing. Inherent requirements of the job: Will be required to work shifts (day and night), weekends and public holidays. Will be required to do after hour hospital cover. Valid code (B/EB) driver's license. Competencies (knowledge/skills): Basic computer literacy and presentation skills. Ability to communicate in at least two of the three official languages of the Western Cape. Ability to promote quality through the setting, implementation and the monitoring of standards. Ability to function independently as well as part of a multi-disciplinary team. Effective communication, interpersonal leadership, decision making, and conflict resolution skills. Good organisational skills and the ability to function under pressure.

DUTIES : The provision of Occupational Health Nursing Services at institutional level (promoting health, wellness and safety in the workplace.) The provision of an advisory service on Occupational Health and Safety matters. Rendering an efficient Administration System including the collection, collation, validation and interpretation of statistical data and report writing for the Occupational Health Clinic. Participate in training programmes in conjunction with Human Resources Development and Training Department. Implement OHS goals and targets. Provide a support and relief service to the Nursing Department.

ENQUIRIES : Ms E Linden- Mars Tel No: (021) 918-1224

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

NOTE : No payment of any kind is required when applying for this post. Candidates who are not in possession of the required qualifications will be appointed into the general stream, and they will be required to obtain the necessary qualifications within a predetermined period of time. "Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted with their job application/on appointment. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)"

CLOSING DATE : 27 September 2021

POST 32/135 : **MEDICAL TECHNOLOGIST GRADE 1 TO 3 (CLINICAL PHARMACOLOGY LABORATORY)**

SALARY : Grade 1: R317 976 per annum
Grade 2: R372 810 per annum
Grade 3: R439 164 per annum

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 Technologist. Registration with a professional council: Registration with the HPCSA as a Medical Technologist. Experience: **Grade 1:** None after registration with the HPCSA as a Medical Technologist in respect of South African qualified employees. 1-year 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 2:** A minimum of 10 years' relevant experience after registration with the HPCSA as a Medical Technologist in respect of South African qualified employees. A 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:** A minimum of 20 years' relevant experience after registration with the HPCSA as a Medical Technologist in respect of South African qualified employees. A 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. Competencies (knowledge/skills): Dedication to reliable, high quality work. Basic computer skills and be able to work independently following the guidelines and standards of good clinical laboratory practice. Good understanding of quality assurance standards and accreditation processes.

DUTIES : The render of a support service to the medical staff by performing diagnostic laboratory tests in a Clinical Pharmacology and bio-analytical therapeutic drug monitoring laboratory. Administrative tasks, calibration and preventive maintenance of equipment as required by protocol. Utilise a QA system to ensure analytical results of a high standard. Involvement and willingness to perform after-hour duties in the Clinical Pharmacology Laboratory as required per roster.

ENQUIRIES : Ms N Makashane Tel No: (021) 938-9333 /6168
APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")

NOTE : No payment of any kind is required when applying for this post. "Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted with their job application/on appointment. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status".

CLOSING DATE : 27 September 2021

POST 32/136 : **SENIOR ADMINISTRATIVE OFFICER: FINANCE**

SALARY : R316 791 per annum
CENTRE : Mossel Bay Hospital
REQUIREMENTS : Minimum educational qualification: Appropriate three-year National Diploma or Degree. Experience: Appropriate experience in Finance, Revenue and Supply Chain Management. Appropriate experience in budget and expenditure management, compiling monthly reporting as well as annual and interim financial statements. Appropriate proven supervisory experience. Appropriate experience in at least one of the following Systems: LOGIS, CLINICOM, BAS or any other relevant Systems. Inherent requirements of the job: Valid Code (EB/B) driver's license. Competencies (knowledge/skills): Good managerial, reporting and report writing skills. Computer literacy (MS Word, Excel and Microsoft Office). Sound Knowledge of applicable policies (PFMA, AO System, UPFS, Financial delegations/instructions and NTR). Ability to work independently in a high-pressure environment, and with multiple projects at once, while complying to due dates.

DUTIES : Management of Supply Chain Department. Manage and ensure compliance within the Finance Department. Ensure compliance regarding all reporting. Management of Patient Registration, Patient Record and Revenue. Perform leadership functions by advising, training and guiding all staff within SCM, Revenue and Finance, and manage all related human resource management functions.

ENQUIRIES : Mr J Boshoff Tel No: (044) 604-6105
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 : 27 September 2021

POST 32/137 : **PERSONAL ASSISTANT TO THE CHIEF EXECUTIVE OFFICER**
(Rural Health Services)

SALARY : R257 508 per annum
CENTRE : Paarl Hospital
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent) with an appropriate post matric Secretarial or Office Management Qualification. Experience: Appropriate secretarial experience to a senior manager. Inherent requirement of the job: Valid Code (B/EB) drivers license. Competencies (knowledge/skills): High level proficiency in application of computer software such as MS Office: Teams, Word, Excel and PowerPoint. High ability to communicate effectively (verbally and written) in at least two of the three official languages of the Western Cape. Excellent typing and organisational skills.

DUTIES : Maintaining the administration of the office for the Paarl Hospital CEO. Ensuring an effective and efficient electronic filing system is maintained. Manage the correspondence, electronic diary and weekly schedule of the CEO. Typing and editing of correspondence and reports. Receive visitors, arrange appointments, organising travelling and accommodation. Arrange and co-ordinate agendas, minutes, meetings, book venues as required and act as Secretariat when required.

ENQUIRIES : Mr FM van der Watt Tel No: (021) 860-2508
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 : 27 September 2021

POST 32/138 : **ADMINISTRATION CLERK: ADMISSIONS (FEES)**
(Chief Directorate: Metro Health Services)

SALARY : R173 703 per annum
CENTRE : Helderberg Hospital
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in Patient Admissions. Appropriate experience in Clinicom System. Inherent requirements of the job: Prepared to work 12-hour shifts (which include night duty, weekends, public holidays and work overtime on short notice). Competencies (knowledge/skills): Good interpersonal and communication skills. Ability to communicate in at least two of the three official languages of the Western Cape. Good numerical skills. Computer literacy.

DUTIES : Assess patients in accordance with Hospital Memorandum 18 and UPFS manual. Render support to ensure an effective service with regard to patients and clients, admissions, transfers, discharges, registration, assessment, opening of folders and raising of invoices. Responsible for effective record keeping and safe custody of patient's belongings. Responsible for handling telephonic and personal enquiries with regard to patients. Report all MVA's and WCA's to AFACT Hotline. Relief duties within the Admissions Office.

ENQUIRIES : Ms A Louw Tel No: (021) 850-4887
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 : 27 September 2021

POST 32/139 : **ADMINISTRATION CLERK: SUPPORT**
(Central Karoo District)

SALARY : R173 703 per annum
CENTRE : Vredenburg Hospital
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in office administration, financial and procurement administration. Appropriate clerical experience. Inherent

- requirements of the job: Valid (code B/EB) driver's license. Competencies (knowledge/skills): Computer Literacy, with experience in using MS Work, Excel, PowerPoint and Outlook. Good verbal, written and interpersonal communication skills.
- DUTIES** : General office administration e.g. typing of reports, general correspondence etc. Faxing and photocopying of documents. Stock Control. Reception duties. Handling of telephonic enquiries. Arrange and co-ordinate meetings and keeping of minutes.
- ENQUIRIES** : Ms A Jooste Tel No: (023) 414-3590
- APPLICATIONS** : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
- NOTE** : Shortlisted candidates will be subjected to a competency assessment. No payment of any kind is required when applying for this post.
- CLOSING DATE** : 27 September 2021
- POST 32/140** : **ADMINISTRATION CLERK: SUPPORT (PHC)**
Garden Route District
- SALARY** : R173 703 per annum
- CENTRE** : Conville CDC, George Sub-district
- REQUIREMENTS** : Minimum educational qualification: Senior Certificate (or equivalent) with experience / competences that focusses on the Key Performance Areas (KPA's) of the post. Experience: Appropriate experience of Health Information Systems (PHCIS, Sinjani, Tier.Net/ETR and Ideal clinic capturing). Competencies (knowledge/skills): Computer literacy in Microsoft Package (MS Windows, Word and Excel, Outlook) proof must be attached. Knowledge of record keeping procedures, Registry and Archive policy. Knowledge and experience in Departmental systems, (PHCIS, Sinjani, Tier .net/ETR and Ideal clinic capturing). The ability to accept accountability and responsibility and to work independently and unsupervised Excellent communication skills (verbal and written) in at least two of the three official languages of the Western Cape.
- DUTIES** : Perform effective administrative role as a member of the Health Management Team. Record keeping, filing and retrieving of folders, tracing of old folders and compiling of new folders, destruction of folders. Maintenance of effective Registry functions. Completion of registration and updating of Patient information Effective data management and administer quality monitoring. Effective data capturing interpret and analyses data trends. Present data for monthly Facility meeting. Effective support to the Supervisor and other Stakeholders in line with the Departmental Leadership Behaviour Charter.
- ENQUIRIES** : Ms MJF Marthinus Tel No: (044) 814-1100
- APPLICATIONS** : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
- NOTE** : No payment of any kind is required when applying for this post.
- CLOSING DATE** : 27 September 2021
- POST 32/141** : **SOCIAL AUXILIARY WORKER GRADE 1 TO 3**
- SALARY** : Grade 1: R148 215 per annum
Grade 2: R176 982 per annum
Grade 3: R211 323 per annum
- CENTRE** : Red Cross War Memorial Children's Hospital
- REQUIREMENTS** : Minimum educational qualification: Appropriate qualification that allows registration with the South African Council for Social Services Professions (SACSSP) as Social Auxiliary Worker. Registration with a professional council: Registration with the South African Council for Social Services Professions (SACSSP) as a Social Auxiliary Worker. Experience: **Grade 1:** None experience required. **Grade 2:** A minimum of 10 years' appropriate experience in Social Auxiliary Worker after registration as a Social Auxiliary Worker with the SACSSP or no experience after registration as Social Auxiliary worker with SACSSP and successful completion of 2nd academic year of an appropriate qualification that allows for registration as Social Worker with SACSSP. **Grade 3:** A minimum of 20 years appropriate experience in Social Auxiliary Work after registration as a Social Auxiliary Worker with the SACSSP or 10 years' experience after registration as Social Auxiliary Worker with SACSSP and successful completion of 2nd academic year of an appropriate tertiary qualification that allows for registration as Social Worker with SACSSP or No

experience after registration as Social Auxiliary Worker with SACSSP and successful completion of 3rd academic year of an appropriate tertiary qualification that allows for registration as Social Worker with SACSSP. Inherent requirements of the job: Willingness to work flexitime. Competencies (knowledge/skills): Knowledge of the various aspects of social work services in a hospital setting. Skills and knowledge of trauma counselling and crisis intervention, psychosocial assessment and administration. Sound knowledge of relevant community resources. Good interpersonal, written and spoken communication skills.

DUTIES : Basic Psychosocial assessments, support and referrals. Prevention, education and development programmes. Practical support. Accessing and linking families to community-based support. Administrative support. Telephonic follow-up work. Work as part of the multi-disciplinary teams. Material assistance (lifting, carrying, packing, organising, distributing).

ENQUIRIES : Ms C Brown Tel No: 021 658-5196

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

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

CLOSING DATE : 27 September 2021

POST 32/142 : **HANDYMAN**
(West Coast District)

SALARY : R145 281 per annum

CENTRE : Vredendal Hospital

REQUIREMENTS : Minimum educational qualification: NQF 3 (Grade 10 or equivalent). Experience: Appropriate experience in repairs and maintenance of hospital and clinic equipment and infrastructure. Inherent requirements of the job: Valid (Code B/EB) drivers' license. Ability to perform heavy physical labour. Available to perform standby and overtime duties. Competencies (knowledge/skills): Ability to work independently with good organisation and team skills. Good communication skills (verbal and written) in at least two of the three official languages of the Western Cape. Ability to plan ahead (pro-active), work independently, as well as in a team and comply with in house systems and procedures. Strict adherence to the Occupational Health and Safety Act and ability to operate and use required tools and equipment skilfully and safely.

DUTIES : Carry out maintenance and repairs of hospital & clinic equipment and infrastructure. Complete and return repair requisitions and assist with the control and requisitioning of materials and parts. Clean areas where work has been carried out by engineering staff. Assist with stock and equipment control and ensure that all tools and materials are available before commencing any tasks. Assist with grounds maintenance at the hospital and clinics.

ENQUIRIES : Mr A Rossouw Tel No: (027) 213-2039

APPLICATIONS : The Admin Clerk: Human Resource Management, Vredendal Hospital, Private Bag X21, Vredendal, 8160.

FOR ATTENTION : Ms GL Windvogel

NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a practical test.

CLOSING DATE : 27 September 2021

POST 32/143 : **PHARMACIST ASSISTANT: (BASIC) (GRADE 1 TO 2) (PRE-PACK)**
Directorate: Pharmacy Services, Cape Medical Depot

SALARY : Grade 1: R123 000 per annum

Grade 2: R166 689 per annum

CENTRE : Head Office, Cape Town

REQUIREMENTS : Minimum educational qualification: **Grade 1:** Senior Certificate with Mathematics as a passed subject (Certified proof of Senior Certificate). **Grade 2:** Basic Pharmacist Assistant qualification that allows registration with the SAPC as a Pharmacist Assistant (Basic) (Warehousing/Wholesale). Registration with a professional council: Grade 1: Registration with the South

African Pharmacy Council (SAPC) to study towards a basic Pharmacist Assistant (Basic) (Warehousing/Wholesale). Grade 2: Registration with the South African Pharmacy Council (SAPC) as a Pharmacist's Assistant (Basic) (Warehousing/Wholesale). Inherent requirement of the job: Basic Pharmacist Assistant Qualification. Registration with SAPC as a Basic Pharmacist Assistant. Physical ability to be able to pick and remove heavy boxes. Physical ability to open large quantities of tamperproof, sealed tablet containers. Competencies (knowledge/skills): Knowledge of Drug Supply Management Principles. Good knowledge of pharmaceutical manufacturing practices and procedures. Good numeric skills. Proficiency in at least two of three official languages of Western Cape. Meticulous and attention to detail. Practical knowledge and physical ability to operate the pill packing machines.

DUTIES : Assist with the receiving and storage of pharmaceutical products from suppliers. Assist with the control of pharmaceutical stock. Assist with the Issuing of stock against orders from health facilities within the scope of practice of a Basic Pharmacist Assistant. Assist with the efficient and secure prepacking and packaging of pharmaceutical products for delivery. Assist with the effective control and distribution of completed pharmaceutical orders to facilities. Compliance with good pharmacy practice and good manufacturing practice within the Prepack-Unit.

ENQUIRIES : Ms C Buthelezi Tel No: (021) 483-8804, Ms S Dulaze Tel No: (021) 483-2422
APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")

NOTE : No payment of any kind is required when applying for this post. Candidates registered in categories other than "Warehousing/Wholesale" may also apply, on condition that registration in the category "Warehousing/Wholesale" is obtained within 12 months. Appointments will be done on probation until the registration certified in the required category is obtained. Failure to comply will lead to the termination of services in the cases of those appointed from outside the public service. In the case of serving employees, the employee will return to his/her previous post.

CLOSING DATE : 27 September 2021

POST 32/144 : **STUDENT CLINICAL TECHNOLOGIST (CARDIOLOGY)**
(2 Year Contract)

SALARY : R122 595 per annum, plus 37% in lieu of service benefits
CENTRE : Tygerberg Hospital, Parow Valley
REQUIREMENTS : Minimum educational qualification: Successful completion of second year towards the degree BHSc: Clinical Technology. Current registration with a Tertiary institution for the degree BHSc: Clinical Technology. Registration with a professional council: Registration as Student Clinical Technologist with the Health Professions Council of South Africa (HPCSA). Full academic transcript must be submitted together with proof of registration with HPCSA. Inherent requirement of the job: Confirmation that the tertiary institution where you are registered for the degree BHSc: Clinical Technology will require ethical approval of your research from the human research ethics committee (HREC) of Stellenbosch University only. Competencies (knowledge/skills): Ability to communicate in at least two of the three official languages of the Western Cape.

DUTIES : To acquire and develop the theoretical knowledge, clinical skills and technical skills required to register as a clinical technologist in cardiology. Training in this post involves practical training during routine patient care. Therefore, the person filling the post will be required to perform clinical service in cardiology by providing technologist support under supervision to all components of the cardiology service including: All work in the cardiac catheterization laboratory. ECG's (include Holter ECG and stress ECG). Pacemaker evaluation and programming. Echocardiography. Equipment maintenance. Participating in research projects. These tasks will involve work outside normal working hours when necessary.

ENQUIRIES : Mr J Steyn Tel No: (021) 938-4347
APPLICATIONS : To the Chief Executive Officer: Tygerberg Hospital, Private Bag X3, Tygerberg, 7505.

FR ATTENTION : Ms V Meyer

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

CLOSING DATE : 27 September 2021

POST 32/145 : **HOUSEHOLD AID (X2 POSTS)**
(Chief Directorate: Metro Health Services)

SALARY : R102 534 per annum
CENTRE : False Bay Hospital
REQUIREMENTS : Minimum requirement Basic numeracy and literacy. Experience appropriate general hospital cleaning experience. Inherent requirement of the job: The ability to do physical tasks and operate heavy duty cleaning and household equipment. Competencies (knowledge/skills): Excellent verbal communication skills in at least two of the three official languages of the Western Cape.

DUTIES : Responsible for cleaning duties, including sweeping, dusting, mopping, scrubbing, polishing, refuse handling and maintenance of general neatness and hygiene of the area. Render assistance to the supervisor with general housekeeping duties such as control of cleaning and household equipment, care of linen and serving of patients. Render a shift service on weekends and public holidays, on day and night duty when required. Rotate in different departments according to operational needs and requirements. Attend in-service training appropriate to service delivery

ENQUIRIES : Ms B Tyutu Tel No: (021) 782-1121/134
APPLICATIONS : To the Manager: Medical Services: False Bay Hospital, PM Office, Bag X1, Vallyland, Fish Hoek, 7978.

FOR ATTENTION : Ms L Shoosmith
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 27 September 2021

POST 32/146 : **FOOD SERVICES AID**
(Garden Route District)

SALARY : R102 534 per annum
CENTRE : Riversdale Hospital
REQUIREMENTS : Minimum requirement: Basic literacy and numeracy. Experience: Appropriate experience in a Food Services environment. Inherent requirements of the job: Willingness to work shifts and overtime, which includes weekends and public holidays. Incumbent must be healthy and strong enough to lift heavy objects and be on their feet the entire day. Dress according to the departmental specifications. Competencies (knowledge/skills): Ability to read, speak and write in at least two of the three official languages of the Western Cape. Knowledge of production for normal and therapeutic diets in an Industrial Food Services Unit on a large scale. Knowledge of hygiene, occupational health (OHS), HACCP and safety principles. Ability to effectively multi-task, function independently, in a team and under pressure. Knowledge and/or experience of a milk kitchen.

DUTIES : Assist in the receipt and storage of all provisions and stock in the Food Services Unit. Pre-prepare, prepare, production, dish up and distribute of all normal and therapeutic diets. Follow and maintain general hygiene and safety directives (HACCP and OHS) in the food services unit and milk kitchen, including the use of apparatus and equipment, washing of crockery and cutlery and cooking utensils. Maintain safety measures of apparatus and equipment and report broken apparatus and equipment. Support to supervisor in financial- and human resource management.

ENQUIRIES : Mr H Crous Tel No: (028) 713 8642
APPLICATIONS : To the District Manager: Garden Route District Office, Private Bag X6592, George, 6530

FOR ATTENTION : Ms S Pienaar
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 27 September 2021

POST 32/147 : **HOUSEHOLD AID**
(Rural Health Services)

SALARY : R102 534 per annum
CENTRE : Paarl Hospital
REQUIREMENTS : Minimum requirement: Basic numeracy and literacy. Experience: Appropriate cleaning experience in a hospital environment. Inherent requirements of the job: Willingness to work shifts including night duty, overtime, weekends, public

holidays and relief in other departments. Competencies (knowledge/skills): Good communication skills (read, speak and write) in at least two of the three official languages of the Western Cape. Appropriate knowledge of infection control and safety procedures in a hospital environment.

DUTIES : Provide clean, safe and hygienic environment in terms of standards and procedures to prevent injuries and the spread of infection which includes: sweeping, scrubbing, mopping of floors, dusting, polishing of floors and furniture, emptying bins daily, cleaning of windows, light shades, walls and all toilets, sluices and drains. Ensure that cleaning equipment, e.g. polishing and scrubbing machines, mops, brooms and buckets are clean after use and securely stored. Effectively use cleaning agents and stock as well as stock control. Ensure cost effective management of cleaning supplies. Attend in-service training appropriate to service delivery and give effective support to supervisor and colleagues. Assist with serving of meals and beverages.

ENQUIRIES : Ms AL Solomons Tel No: (021) 860-2504

APPLICATIONS : The Chief Executive Officer: Paarl Hospital, Private Bag X3012, Paarl, 7620.

FOR ATTENTION : Mr KN Cornelissen

NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a practical test.

CLOSING DATE : 27 September 2021

POST 32/148 : **PORTER**
(Chief Directorate: Metro Health Services)

SALARY : R102 534 per annum

CENTRE : False Bay Hospital, Fish Hoek

REQUIREMENTS : Minimum requirement: Basic literacy and numeracy skills. Experience: Appropriate Porter experience in a public health facility. Inherent requirements of the job: Willingness to work shifts, public holidays and over weekends. Ability to perform tasks such as lifting of patients from or onto beds, trolleys and wheelchairs, in and out of vehicles. Prepared to handle bodies or corpses. Prepared to work in all departments or wards in hospital. Willingness to cover shifts in absence of colleagues. Competencies (knowledge/skills): Ability to communicate in at least two of the three official languages of the Western Cape.

DUTIES : Assist and accompany walking, sitting, non-walking or disabled patients and transport patients per wheelchair or trolley from reception to the wards or from the wards to the treatment sections, and in and out of ambulances. Deliver and collect medical and other documentation (patient files, report, etc) to or from wards or treatment areas. Check and replace oxygen cylinders in wards or treatment areas and assist with shifting of medical equipment and report any defects. Assist with the drawing and filing of patient folders.

ENQUIRIES : Ms C Peters Tel No: (021) 782-1121/5257

APPLICATION : The Manager Medical Services, False Bay Hospital, Private Bag X1, Vallyland, 7974.

FOR ATTENTION : Mrs L Shoosmith

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

CLOSING DATE : 27 September 2021

DEPARTMENT OF LOCAL GOVERNMENT

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

CLOSING DATE : 27 September 2021

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

OTHER POST

POST 32/149 : **ASSISTANT DIRECTOR: MITIGATION (DISASTERS AND DEVELOPMENT)**
REF NO: LG 33/2021

SALARY : R376 596 per annum (Level 09)
CENTRE : Department of Local Government, Western Cape Government
REQUIREMENTS : An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher) in Disaster Management, Environmental Sciences or Town planning; A minimum of 3 years' relevant experience. Competencies: Knowledge of the following: Disaster Management Act (Act 57 of 2002 as amended) and its related policies and guidelines; Understanding of disaster management processes, systems and procedures as applied in all three spheres of government with a specific focus on disaster risk reduction; Spatial, town & development planning; Municipal integrated development planning; Human Resource Management; Financial Management. Skills needed: Communication (written and verbal); Project Management and Facilitation; Ability to work independently decisively and under pressure.

DUTIES : Ensure the following: Developmental disaster risk reduction through the development and maintenance of Disaster Management Chapters in the Integrated Development Plans of municipalities; the compilation and maintenance of a provincial Disaster Risk Reduction (prevention and mitigation) strategy and plan. Assist and support in the following: The annual assessment of disaster Management Chapters from the Integrated Development Plans of municipalities; the management of human resources, finances and performance management in the Sub-directorate; Support Local Government processes.

ENQUIRIES : Mr S. W. Carstens at Tel No: (021) 937 6309

DEPARTMENT OF SOCIAL DEVELOPMENT

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 : 27 September 2021

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

OTHER POSTS

POST 32/150 : **EDUCATION MANAGER: EDUCATION (BONNYTOUN) REF NO: DSD 124/2021**

SALARY : R376 596 per annum (Level 09)
CENTRE : Department of Social Development, Western Cape Government
REQUIREMENTS : An appropriate 4-year tertiary qualification (or higher qualification) in Education; Registration with SACE; A minimum of 5 years' experience as an Educator. Competencies: Knowledge of the following: Applicable policies and procedures; Public Service procedure; People Management Practices; Employee relations; Ability to interpret and apply policies and procedures. Skills needed: Planning; Presentation and facilitation; Communication (Written and verbal); Proven computer literacy; People management and empowerment; Information and Knowledge Management; Service delivery innovation; Problem solving and analysis.

DUTIES : Ensure effective implementation of educational programmes at facilities in accordance to curriculum requirements and departmental legislation; Manage the implementation of the education programme suitable to meet learning needs of at-risk learner; Ensure safety and disciplinary measures within the

education environment; Participate in daily, weekly, quarterly and annual safety and security measures and procedures; People management and development; Administer the people management policy to the education team – leave management and administration, employee management; Effective operational planning and execution; Management of resources, monthly reports, statistics, registration with SACE, self-development.

ENQUIRIES

:

Mr EJ Buys at Tel No: (021) 986 9101

POST 32/151

:

COMMUNITY DEVELOPMENT SUPERVISOR: COMMUNITY DEVELOPMENT PROGRAM IMPLEMENTATION AND COORDINATION (METRO EAST REGION) REF NO: DSD 129/2021

SALARY

:

Grade 1: R363 801 - R407 625 per annum

Grade 2: R432 459 - R516 375 per annum

(OSD as prescribed), based on recognisable prior experience

CENTRE

:

Department of Social Development, Western Cape Government

REQUIREMENTS

:

An appropriate three-year tertiary qualification (National Diploma/B-Degree or higher); A minimum of 7 years' experience in Community Development or similar environment after obtaining the required qualification. Competencies: Community development knowledge, skills, attitudes and values to engage in the social development of communities; Knowledge and understanding of human behaviour and social systems and legislation to assist with interventions at the points where people interact with their environments in order to promote self-empowerment; The understanding of social dynamics of communities. Skills needed: Presentation; Problem solving; Computer literacy; Communication (Written and verbal); Research and report writing; Financial Management and Supervisory. Ability and competence to: Coordinate community development structures and manage projects; Influence individuals and group to participate in their own self-empowerment ventures.

DUTIES

:

To supervise the identification, facilitation and implementation of integrated community development interventions in partnership with the community and other relevant stakeholders and to assist employees engaged in this function by resolving problems; Supervise and support community development practitioners to ensure that there is communication and coordination with all relevant role players, internal and external (e.g. in Departments / Provinces, NGO's, Local Community structures and Faith based Organisations) and stakeholders to facilitate intersectoral collaboration, integrated planning and the establishment of partnerships to ensure sustainability of development activities within the community; Supervise and guide community development practitioners to enhance their performance on community development and to perform administrative support on community development and related activities; Keep up to date with new developments in the community development field to enhance service delivery; Supervise and advise community development practitioners to ensure and efficient and effective service.

ENQUIRIES

:

Ms M Harris at Tel No: (021) 812 0921

POST 32/152

:

SOCIAL WORKER: SOCIAL WORK SERVICES REF NO: DSD 127/2021 (X2 POSTS IN VARIOUS LOCATIONS)

SALARY

:

Grade 1: R257 592 – R298 614 per annum, (OSD as prescribed)

Grade 2: R316 794 – R363 801 per annum, (OSD as prescribed)

Grade 3: R384 228 – R445 425 per annum, (OSD as prescribed)

Grade 4: R472 551 – R581 178 per annum, (OSD as prescribed)

CENTRE

:

Department of Social Development, Western Cape Government

REQUIREMENTS

:

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; Skills needed: Report writing; Self-Management; Good planning and organisational; Presentation and facilitation; 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; Written and verbal communication skills.

DUTIES : Render a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes (case work, group work and community work); Attend to matters that results in or stems from social instability in any form; Supervise and support social auxiliary workers; Keep up to date with new developments in the social work and social welfare fields; Perform all administrative functions required of the job.

ENQUIRIES : Ms WR Mehl at Tel No: (021) 812 0978

POST 32/153 : **ADMINISTRATIVE SUPPORT OFFICER: CORPORATE RELATIONS UNIT REF NO: DSD 123/2021**

SALARY : R257 508 per annum (Level 07)
CENTRE : Department of Social Development, Western Cape Government
REQUIREMENTS : An appropriate 1 or 2 year post-school Certificate/Diploma (or higher qualification); A minimum of 3 years relevant experience; A valid code B (or higher) driving licence. Competencies: Knowledge of the following: The business of the Corporate Service Centre (CSC); The business and organisation structure of the Department; Public Service and Western Cape government; Human Resource policies and Legislation; Organised and self-motivated; Service delivery innovation; Client Orientated and customer focus; Proven computer literacy MS Office package (MS Word, MS Excel and Outlook); Communication (verbal and written) skills.

DUTIES : Assist in the following: The coordination of the appointment of members of prescribed departmental committees, the nomination of statutory appointments and departmental representative to transversal forums; The provisions of logistical arrangements for prescribed departmental committees (excluding secretarial services); Assist in the collation of consolidated departmental inputs/reports to the CSC as required; The collation of consolidated departmental inputs/reports to the CSC as required; The facilitation of follow-up actions with CSC as required. Distribute general CSC communications/information as required, and keep record of incoming CSC correspondence; Keep record of outgoing correspondence; Function as supervisor of the component.

ENQUIRIES : Ms V. Hurling at Tel No: (021) 483 6741

POST 32/154 : **SOCIAL AUXILIARY WORKER: SOCIAL WORK SERVICES (BREEDERIVER - WINELANDS) REF NO: DSD 125/2021 (X2 POSTS)**

SALARY : Grade 1: R148 215 – R166 830 per annum, (OSD as prescribed)
Grade 2: R176 982 – R199 188 per annum; (OSD as prescribed)
Grade 3: R211 323 – R265 320 per annum (OSD as prescribed)
CENTRE : Department of Social Development, Western Cape Government
REQUIREMENTS : **Grade 1:** Grade 10 plus completion of the learnership to allow registration with the South African Council for Social Service Professions (SACSSP) as Social Auxiliary Worker; Registration with the SACSSP as Social Auxiliary Worker; A

valid code B driving licence. or **Grade 2:** Grade 10 plus completion of the learnership to allow registration with the South African Council for Social Service Professions (SACSSP) as Social Auxiliary Worker; Registration with the South African Council for Social Service Professions as Social Auxiliary Worker; A minimum of 10 years' appropriate experience in social auxiliary work after registration as Social Auxiliary Worker with the SACSSP; OR No experience after registration as Social Auxiliary Worker with the SACSSP and successful completion of the 2nd academic year of an appropriate tertiary qualification that allows for registration as Social Worker with the SACSSP; A valid code B driving licence; or **Grade 3:** Grade 10 plus completion of the learnership to allow registration with the South African Council for Social Service Professions (SACSSP) as Social Auxiliary Worker; Registration with the South African Council for Social Service Professions as Social Auxiliary Worker; A minimum of 20 years appropriate experience in social auxiliary work after registration as Social Auxiliary Worker with the SACSSP; OR A minimum of 10 years appropriate experience in social auxiliary work after registration as Social Auxiliary Worker with the SACSSP and successful completion of the 2nd academic year of an appropriate tertiary qualification that allows for registration as Social Worker with the SACSSP; OR No experience after registration as Social Auxiliary Worker with the SACSSP and successful completion of the 3rd academic year of an appropriate tertiary qualification that allows for registration as Social Worker with the SACSSP; A valid code B driving licence. Competencies: Knowledge and basic understanding of the following: Human behaviour, relationship system and social issues; South African Social Welfare context the policy and practice of developmental social welfare services; South African judicial system and the legislation governing and impacting of social auxiliary work; Basic knowledge of financial matters related to social auxiliary work; Good communication (written and verbal); Proven computer literacy; Information and Knowledge Management (Keep precise records and compile accurate reports); Organising and planning skills; Presentation and facilitation skills; Report writing skills; Problem solving and analytical skills; Client orientation and customer focus skills.

DUTIES : Provide assistance and support to social workers with the rendering of a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant departmental programmes; Assist social workers to attend to any other matters that could result in, or stem from, social instability in any form; Continuous professional development; Perform administrative support functions in support of social workers as required of the job.

ENQUIRIES : Ms L Louw at Tel No: (023) 348 5300

POST 32/155 : **SOCIAL AUXILIARY WORKER: SOCIAL WORK SERVICES (SWARTLAND) REF NO: DSD 126/2021**

SALARY : Grade 1: R148 215 – R166 830 per annum, (OSD as prescribed)
Grade 2: R176 982 – R199 188 per annum, (OSD as prescribed)
Grade 3: R211 323 – R265 320 per annum, (OSD as prescribed)

CENTRE REQUIREMENTS : Department of Social Development, Western Cape Government
Grade 1: Grade 10 plus completion of the learnership to allow registration with the South African Council for Social Service Professions (SACSSP) as Social Auxiliary Worker; Registration with the SACSSP as Social Auxiliary Worker; A valid code B driving licence. or **Grade 2:** Grade 10 plus completion of the learnership to allow registration with the South African Council for Social Service Professions (SACSSP) as Social Auxiliary Worker; Registration with the South African Council for Social Service Professions as Social Auxiliary Worker; A minimum of 10 years' appropriate experience in social auxiliary work after registration as Social Auxiliary Worker with the SACSSP; OR No experience after registration as Social Auxiliary Worker with the SACSSP and successful completion of the 2nd academic year of an appropriate tertiary qualification that allows for registration as Social Worker with the SACSSP; A valid code B driving licence; or **Grade 3:** Grade 10 plus completion of the learnership to allow registration with the South African Council for Social Service Professions (SACSSP) as Social Auxiliary Worker; Registration with the South African Council for Social Service Professions as Social Auxiliary Worker; A minimum of 20 years appropriate experience in social auxiliary work after registration as Social Auxiliary Worker with the SACSSP; OR A minimum

of 10 years appropriate experience in social auxiliary work after registration as Social Auxiliary Worker with the SACSSP and successful completion of the 2nd academic year of an appropriate tertiary qualification that allows for registration as Social Worker with the SACSSP; OR No experience after registration as Social Auxiliary Worker with the SACSSP and successful completion of the 3rd academic year of an appropriate tertiary qualification that allows for registration as Social Worker with the SACSSP; A valid code B driving licence. Competencies: A basic understanding of the following: Human behaviour, relationship system and social issues; South African Social Welfare context the policy and practice of developmental social welfare services; South African judicial system and the legislation governing and impacting of social auxiliary work; Basic knowledge of financial matters related to social auxiliary work; Good communication (written and verbal); Proven computer literacy; Information and Knowledge Management (Keep precise records and compile accurate reports); Organising and planning skills; Presentation and facilitation skills; Report writing skills; Problem solving and analytical skills; Client orientation and customer focus skills.

DUTIES : Provide assistance and support to social workers with the rendering of a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant departmental programmes; Assist social workers to attend to any other matters that could result in, or stem from, social instability in any form; Continuous professional development; Perform administrative support functions in support of social workers as required of the job.

ENQUIRIES : Ms CA Nell at Tel No: (027) 213 2096

POST 32/156 : **SOCIAL AUXILIARY WORKER: SOCIAL WORK SERVICES (CEDERBERG)**
REF NO: DSD 128/2021

SALARY : Grade 1: R148 215 – R166 830 per annum, (OSD as prescribed)
Grade 2: R176 982 – R199 188 per annum; (OSD as prescribed)
Grade 3: R211 323 – R265 320 per annum (OSD as prescribed)

CENTRE REQUIREMENTS : Department of Social Development, Western Cape Government
: **Grade 1:** Grade 10 plus completion of the learnership to allow registration with the South African Council for Social Service Professions (SACSSP) as Social Auxiliary Worker; Registration with the SACSSP as Social Auxiliary Worker; A valid code B driving licence. or **Grade 2:** Grade 10 plus completion of the learnership to allow registration with the South African Council for Social Service Professions (SACSSP) as Social Auxiliary Worker; Registration with the South African Council for Social Service Professions as Social Auxiliary Worker; A minimum of 10 years' appropriate experience in social auxiliary work after registration as Social Auxiliary Worker with the SACSSP; OR No experience after registration as Social Auxiliary Worker with the SACSSP and successful completion of the 2nd academic year of an appropriate tertiary qualification that allows for registration as Social Worker with the SACSSP; A valid code B driving licence; or **Grade 3:** Grade 10 plus completion of the learnership to allow registration with the South African Council for Social Service Professions (SACSSP) as Social Auxiliary Worker; Registration with the South African Council for Social Service Professions as Social Auxiliary Worker; A minimum of 20 years appropriate experience in social auxiliary work after registration as Social Auxiliary Worker with the SACSSP; OR A minimum of 10 years appropriate experience in social auxiliary work after registration as Social Auxiliary Worker with the SACSSP and successful completion of the 2nd academic year of an appropriate tertiary qualification that allows for registration as Social Worker with the SACSSP; OR No experience after registration as Social Auxiliary Worker with the SACSSP and successful completion of the 3rd academic year of an appropriate tertiary qualification that allows for registration as Social Worker with the SACSSP; A valid code B driving licence. Competencies: A basic understanding of the following: Human behaviour, relationship system and social issues; South African Social Welfare context the policy and practice of developmental social welfare services; South African judicial system and the legislation governing and impacting of social auxiliary work; Basic knowledge of financial matters related to social auxiliary work; Good communication (written and verbal); Proven computer literacy; Information and Knowledge Management (Keep precise records and compile accurate reports); Organising and planning skills; Presentation and facilitation

- skills; Report writing skills; Problem solving and analytical skills; Client orientation and customer focus skills.
- DUTIES** : Provide assistance and support to social workers with the rendering of a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant departmental programmes; Assist social workers to attend to any other matters that could result in, or stem from, social instability in any form; Continuous professional development; Perform administrative support functions in support of social workers as required of the job.
- ENQUIRIES** : Ms CA Nell at Tel No: (027) 213 2096

DEPARTMENT OF TRANSPORT AND PUBLIC WORKS

- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- CLOSING DATE** : 27 September 2021
- NOTE** : Only applications submitted online at: www.westerncape.gov.za/jobs or <https://westerncapegov.erecruit.co>. will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16.00. Should you experience any difficulties with your online application you may contact the helpline at 0861 370 214. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POSTS

- POST 32/157** : **DEPUTY DIRECTOR: RECORDS MANAGEMENT REF NO: TPW 77/2021**
- SALARY** : R733 257 per annum (Level 11), (All-inclusive salary package)
- CENTRE** : Department of Transport and Public Works, Western Cape Government
- REQUIREMENTS** : An appropriate 3-year B-Degree (or higher qualification); A minimum of 3 years management level experience; A valid (Code B or higher) driving licence. Recommendation: A completed National Archives Records Management, Enterprise Content Management (ECM) or Electronic Records Management (ERM) Courses; Working experience in the field of Electronic records management; Project Management and Knowledge Management. Competencies: Knowledge of the following: Applicable legislative and regulatory requirements, policies and standards; Records management; Technology; Knowledge Management; Project Management; Skills needed: Communication (written and verbal); Proven computer literacy; People management and empowerment; Planning and organising.
- DUTIES** : To determine what the current records keeping and management situation and practises of the department are and ensure that relevant information is available thereof. To ensure the following: Records management is an objective in the department's strategy and strategic plan; Information contained in records is managed effectively throughout the department by drafting and implementing a records management policies; Records management staff understands their responsibilities and acquire the necessary skills to manage records effectively; Information can be identified and retrieved when required by providing well-structured records management classification systems and record keeping systems; All records are kept in safe custody; There is a systematic disposal programme in place; All record types and medium e.g. electronic records micrographic, audio visual projects are managed according to the requirements of the National Archives and records Services, good governance and standards; There are evaluation criteria in place to monitor compliance with sound records management practises.
- ENQUIRIES** : Mr L. Barbier at Tel No: (021) 483 8723
- POST 32/158** : **CONTROL WORKS INSPECTOR: MECHANICAL REF NO: TPW 74/2021**
- SALARY** : R470 040 per annum (Level 10)
- CENTRE** : Department of Transport and Public Works, Western Cape Government

REQUIREMENTS : A National Diploma (T/N/S stream) or equivalent qualification or A N3 and a passed trade test in the mechanical or electrical environment or Registration as an Engineering Technician; A minimum of 6 years appropriate experience; A valid code B (or higher) driving licence. Competencies: Proven knowledge and understanding of the following: National Housing Code, Construction Industries, Development Board (CIDB), guidelines, National Home Builders Registration Council (NHBC) guidelines and the National Building Regulations' Procurement and tendering processes; Occupational Health and Safety Act, 1993 (OCHSA); Building practices and interpretation of drawings and plans; Contract and Project Management; Relevant technical computer-based programmes; Public Finance Management Act (PFMA), National Treasury Regulations and Provincial Instructions; Modern systems of governance and administration; Public service procedures, processes and systems; Project management/project administration; Information, Database and Records Management; Human Resource Management legislation, policies, regulations, strategies, frameworks, directives, guidelines, best practices, codes and collective agreements as supervisor of component; Staff Performance Management System (SPMS) and PERMIS; Disciplinary Code and Procedures and Grievance Procedures for the Public Service; Labour Relations legislation and regulations; Skills needed: Communication (written and verbal); Computer literacy; Report-writing; Project management; Planning and organizing; Implementation and monitoring; Analytical thinking and problem-solving; Customer/client liaison; Record keeping; Basic numeracy.

DUTIES : Manage the process for the identification of needs, new services and requirements for minor new work and repairs to existing work by ensuring that customer complaints are investigated and follow-up; Facilitate, co-ordinate and control the implementation of new works, repair and renovation and maintenance; Ensure that the relevant project documentation for new and existing structures is compiled; Manage the activities of contractors and consultants; Gather and submit information in terms of the Extended Public Works Programme (EPWP); Supervise the performance and conduct of subordinates.

ENQUIRIES : Mr P. Mdladlana at Tel No: (021) 483 5163

POST 32/159 : **ACCOUNTING CLERK: FINANCIAL REPORTING (GOVERNMENT MOTOR TRANSPORT) REF NO: TPW 73/2021**

SALARY CENTRE REQUIREMENTS : R173 703 per annum (Level 05)
 : Department of Transport and Public Works, Western Cape Government
 : Senior Certificate (Grade 12 or equivalent qualification) with Accounting as a passed subject; A valid code B (or higher) driving license. Recommendation: A relevant 3-year tertiary or higher qualification in Accounting Sciences; Appropriate experience in a financial reporting environment pertaining to the Standards of Generally Recognised Accounting Practice (GRAP) financial reporting framework. Competencies: A good understanding of the following: Generally Recognised Accounting Practice (GRAP) accounting; Public Finance Management Act (PFMA); National Treasury Regulations; Provincial Treasury Instructions; Trading Entity; Financial procedures, delegations and instructions; Personnel Management, disciplinary and grievance procedures; Oracle financials; Proven computer literacy in MS Office (Excel, Word and Outlook); Strong communication and knowledge sharing skills; Self-motivated; Good problem solving abilities; Ability to work under pressure and meet stringent/prescribed deadlines.

DUTIES : Manage the following: Vehicle asset register; PPE asset register; Intangible asset register. Month end and year end processes and reconciliations; Document control; Audits and year end reporting.

ENQUIRIES : Mrs K Proctor-Fourie at Tel No: 061 884 6572

POST 32/160 : **REGISTRY CLERK: GENERAL OFFICE SUPPORT SERVICES (GEORGE) REF NO: TPW 76/2021**

SALARY CENTRE REQUIREMENTS : R173 703 per annum (Level 05)
 : Department of Transport and Public Works, Western Cape Government
 : Senior Certificate (Grade 12 or equivalent qualification). Recommendation: Relevant experience in Registry or similar environment. Competencies: A good understanding of the following: Promotion of Access to Information Act;

National Archives Acts and regulations; Administration Justice Act; Registry duties; Retrieval and storage procedures in terms of the working environment; Proven computer literacy (MS Office); Good written and verbal communication skills; Organising and planning skills.

DUTIES

: Maintain efficient and effective filing system; Distribute mail as well as other correspondence to all relevant officials; Photocopy, fax and scan documents; Attend to both outgoing and incoming mail; Maintain electronic and manual database of every outgoing and incoming files; Registration of queries on IMS (Integrated Management System); Assist Eden and Central Karoo Helpdesk queries; Collection and distribution of postal items and registered mail; Receipt and transmission of documents via courier service; Tracking of documents; Assist with record files that leaves registry; Control the movement of files within the component value chain; Maintain and update recordkeeping system; Help with general filing within the component; Provide copies of documents when required.

ENQUIRIES

: Ms A Cronje' at Tel No: (044) 813 2805