



the dpsa

Department:  
Public Service and Administration  
REPUBLIC OF SOUTH AFRICA

## PUBLIC SERVICE VACANCY CIRCULAR

PUBLICATION NO 36 OF 2022

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### 1. Introduction

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

### 2. Directions to candidates

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

### 3. Directions to departments

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

### 4 SMS pre-entry certificate

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

### AMENDMENT

**PROVINCIAL ADMINISTRATION: LIMPOPO: DEPARTMENT OF ECONOMIC DEVELOPMENT, ENVIRONMENT AND TOURISM:** Kindly note that the following post was advertised in Public Service Vacancy Circular 20 dated 03 June 2022, Director: Corporate Governance: (Head Office: Polokwane) with Ref No: C3/22/5; the post have been withdrawn.

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## DEPARTMENT OF AGRICULTURE, LAND REFORM AND RURAL DEVELOPMENT

**CLOSING DATE**

: 07 October 2022 at 16:00

**NOTE**

: The application must include only completed and signed new Z83 Form, obtainable from any Public Service Department or on the DPSA web site link: <https://www.dpsa.gov.za/newsroom/psvc/> and a detailed Curriculum Vitae. Certified copies of Identity Document, Grade 12 Certificate and the highest required qualifications as well as a driver's licence where necessary, will only be submitted by shortlisted candidates to Human Resources on or before the day of the interview date. Failure to do so will result in your application being disqualified. Foreign qualifications must be accompanied by an evaluation report issued by SAQA. It is the applicant's responsibility to have all foreign qualifications evaluated by SAQA and to provide proof of such evaluation report (only when shortlisted). The requirements for appointment at SMS level include the successful completion of the Senior Management Pre-entry Programme as endorsed by the NSG. Prior to appointment, a candidate would be required to complete the Nyukela Programme: Pre-entry Certificate to Senior Management Services as endorsed by DPSA which is an online course, endorsed by the National School of Government (NSG). The course is available at the NSG under the name Certificate for entry into the SMS and the full details can be sourced by the following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. No appointment will take place without the successful completion of the pre-entry certificate and submission of proof thereof. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment in compliance with the Department of Public Service and Administration (DPSA) Directive on the Implementation of Competency Based Assessments. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. Applications: Please ensure that you submit your application before the closing date as no late applications will be considered. If you apply for more than 1 post, please submit separate applications for each post that you apply for. Due to the large number of applications we envisage to receive, applications will not be acknowledged. Should you not be contacted within 3 months of the closing date of the advertisement, please consider your application to be unsuccessful. Should, during any stage of the recruitment process, a moratorium be placed on the filling of posts or the Department is affected by any process such as, but not limited to, restructuring or reorganisation of posts, the Department reserves the right to cancel the recruitment process and re-advertise the post at any time in the future. Important: DALRRD is an equal opportunity and affirmative action employer. It is our intention to promote representivity in DALRRD through the filling of posts. The Department reserves the right not to fill a position. Shortlisted candidates will be required to be available for assessments and interviews at a date and time as determined by the Department. All shortlisted candidates will be subjected to personnel suitability checks. The successful candidate will be subjected to undergo security vetting. DALRRD will conduct reference checks which may include social media profiles of the shortlisted candidates. Applicants must declare any pending criminal, disciplinary or any other allegations or investigations against them. Should this be uncovered during / after the interview took place, the application will not be considered and in the unlikely event that the person has been appointed such appointment will be terminated. The successful candidate will be appointed subject to positive results of the security clearance process. The successful candidate will be required to enter into an employment contract and sign a performance agreement with the Department. All applicants are required to declare any conflict or perceived conflict of interest, to disclose memberships of Boards and directorships that they may be associated with.

## OTHER POSTS

<b><u>POST 36/01</u></b>	:	<b><u>DEPUTY DIRECTOR: PRE- SETTLEMENT MANAGEMENT REF NO: 3/2/1/2022/577</u></b> Directorate: Operational Management
<b><u>SALARY</u></b>	:	R882 042 per annum (Level 12), (all-inclusive package to be structured in accordance with the rules for MMS).
<b><u>CENTRE</u></b>	:	Northern Cape (Kimberley)
<b><u>REQUIREMENTS</u></b>	:	Applicants must be in a possession of a Grade 12 Certificate and a Bachelor's Degree / National Diploma in Law / Commerce / Agriculture / Economics or Development Studies. Minimum of 3 – 5 years' experience in a junior management level. Job related knowledge: Thorough knowledge, understanding and experience in Land Reform (in particular Restitution) and / or development related issues, Knowledge and implementation of the Public Finance Management Act and Division of Revenue Act, Basic knowledge of financial management and administration systems. Experience in research management and implementation. Job related skills: Strategic planning skills, General management skills, Operational planning skills, Proven supervisory skills, Project management skills, excellent communication skills (verbal and written) and Computer literacy. A valid driver's licence. Willingness to undertake field trips entailing long distances and work irregular hours.
<b><u>DUTIES</u></b>	:	Manage the lodgement of claims. Screen and categorise files. Identify competing claims. Manage the validation of lodged claims. Coordinate the research of land claims. Conduct in-loco inspections of claims. Manage the verification of validated claims. Conduct homestead Identification. Conduct ordering and analysis of aerial photographs. Coordinate the engagement with elders. Manage the settlement of claims. Conduct negotiations. Manage the negotiations for the settlement of claims. Conduct negotiations with landowners and claimants. Present offers. Draft section 42D.
<b><u>ENQUIRIES</u></b>	:	Ms TG Oliphant Tel No: (053) 830 4000
<b><u>APPLICATIONS</u></b>	:	Applications can be submitted by post to: Private Bag X5007, Kimberly, 8302 or hand delivered during office hours to: 6 <sup>th</sup> floor, New public building, Knight and Stead Street, Kimberly, 8302.
<b><u>NOTE</u></b>	:	Coloured, Indian and White Males and African, Coloured, Indian and White Females Persons with disabilities are encouraged to apply.
<b><u>POST 36/02</u></b>	:	<b><u>PROJECT COORDINATOR: RURAL DEVELOPMENT REF NO: 3/2/1/2022/578</u></b> Directorate: Rural Development
<b><u>SALARY</u></b>	:	R477 090 per annum (Level 10)
<b><u>CENTRE</u></b>	:	Eastern Cape (Or Tambo)
<b><u>REQUIREMENTS</u></b>	:	Applicants must be in a possession of a Grade 12 Certificate and a National Diploma in Town and Regional Planning / Architecture / Building Construction / Quantity Surveying / Civil Engineering. Minimum of 3 years' supervisory experience in built environment. Job related knowledge: Budget planning and expenditure monitoring. Infrastructure planning and implementation. Monitoring and evaluation. Community mobilisation. Technical report writing. Computer aided engineering applications. Programme management. Research and development. Project principles and methodologies. Understanding of District Rural Development Plans (DRDP). Consensus building. Good knowledge, understanding and interpretation of budget management. Job related skills: Project management skills, Communication skills (verbal and written), Computer literacy, Leadership skills, Planning skills, People management skills, Negotiation skills, Performance management skills, Conflict resolution skills, Facilitation skills, Capacity building skills and Financial management skills. A valid driver's licence. Willingness to travel and work irregular hours.
<b><u>DUTIES</u></b>	:	Facilitate infrastructure projects (animal and veld management programmes) to support production. Ensure that all projects are executed according to Enterprise Project Management Office framework and policy. Ensure that all projects executed are fully completed on the project register. Plan, manage and evaluate specific activities to deliver the desired outcomes. Establish board stakeholder involvement. Report on project status and key milestones. Facilitate socio-economic infrastructure projects to support revitalisation of rural towns and villages. Define roles and responsibilities as well as

	expectations. Manage service level agreements with contractors. Develop operational and risk registers and implement risk register management action plans. Consolidate and manage the Demand Management plan. Manage the procurement of goods and services processes. Register and manage all goods and services delivery dates and invoices submission dates. Undertake Farmer Production Support Unit (FPSU) infrastructure projects in support of Agri-Parks programmes. Report on Presidential Infrastructure Coordinating Commission (PICC) progress report on a quarterly basis. Apply appropriate information systems to promote organisational knowledge. Create jobs through rural development initiatives. Promote community participation in all rural development initiatives through employment of local residents.
<b><u>ENQUIRIES APPLICATIONS</u></b>	: Ms A van Vuuren Tel No: (043) 701 8127 or Ms A Kili Tel No: (043) 701 8135 : Applications can be submitted by post to: P.O.Box 1716, East London, 5201 or hand delivered during office hours to: Moors Street, Ocean Terrace, Block H Quigney 1st Floor, East London, 5201.
<b><u>NOTE</u></b>	: Coloured, Indian and White Males and Coloured, Indian and White Females Persons with disabilities are encouraged to apply.
<b><u>POST 36/03</u></b>	: <b><u>RESTITUTION ADVISOR REF NO: 3/2/1/2022/579</u></b> Directorate: Operational Management
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	: R477 090 per annum (Level 10) : North West (Mmabatho) : Applicants must be in possession of a Grade 12 Certificate and an appropriate LLB or B Proc Degree. Minimum of 4 years extensive post-qualification legal professional and advisory experience. Admission as an Attorney or Advocate. Post qualification experience in court litigation. Experience in conveyance and vetting documents. Job related knowledge: Knowledge of Restitution of Land Rights Act, 22 of 1994, Law and other relevant Acts and Legislative prescripts. Specialised knowledge of Constitutional Law. Law of Contracts. Knowledge of South African Law, in particular Land Reform laws. Post qualification experience in court litigation. Knowledge of conveyance and vetting of documents. Job related skills: Proven supervisory and management skills, Ability to draft legal opinions and contracts, Negotiation skills, research and very good drafting skills. Ability to think independently, analytically and innovatively. Good problem-solving skills. Mediation and conflict resolution skills. Computer literacy. Skills in court litigation. Communication skills (verbal and written). A valid driver's licence. Preparedness to travel and work irregular hours under tremendous pressure.
<b><u>DUTIES</u></b>	: Check legal compliance. Check research report e.g Rule 3 and Rule 5. Check Section 42D. Check Gazette report. Attend to negotiations with farmer / landowner. Prepare response to the representation for the farmer / landowner. Prepare response to the representation for the farmer / landowner. Check Section 42E expropriation. Check claimant verification. Check Communal Property Association 1 (CPA) to CPA 8 / Trust constitution. Liaise with landowner. Check financial compensation funds. Prepare settlement agreements. Check CPA constitution. Provide litigation support in the Restitution Branch. Draft referrals. Issue notice of instruction to appoint State Attorney. Facilitate the process of legal representation. Exchange of court document (Pleadings). Attend courts. Attend Pre-trials. Serve referrals on interested parties. File the notice of referrals. Facilitate the implementation of court orders. Attend consultations with State Attorney and Advocates. Draft legal documents. Draft legal documents (deed of sale). Draft settlement agreement. Draft lease agreement. Draft caretaker ship agreement. Draft CPA constitution. Facilitate adoption of CPA constitution. Facilitate the elections of the CPA. Draft legal opinion and documents. Transfer private or state land. Prepare financial compensation submission. Facilitate the registration of transfers. Sign agreements for both parties. Facilitate transfer of payments. Issue instruction of conveyers. Monitor the transfer on a weekly basis and inspection. Issue instruction to State Attorney for transfer and pay the balance. Issue instruction to State Attorney inclusive of Section 42D. Request clearance rates from Municipality. Prepare memorandums for payment of rates. Acquire proof of payment of rates. Obtain certificates from Municipality. Monitor the transfer process until the end and inform the claimants.
<b><u>ENQUIRIES</u></b>	: Mr KE Sebitiele Tel No: (018) 388 7115

<b><u>APPLICATIONS</u></b>	:	Applications can be submitted by post to: Private Bag X74, Mmabatho, 2735 or hand delivered during office hours to: Cnr James Moroka and Sekame Drive, West Gallery, Megacity, Mmabatho, 2735.
<b><u>NOTE</u></b>	:	Coloured, Indian, White Males and Coloured, Indian and White Females and Persons with disabilities are encouraged to apply.
<b><u>POST 36/04</u></b>	:	<b><u>ASSISTANT DIRECTOR: NEWS REF NO: 3/2/1/2022/583</u></b> Directorate: Media and External Communications
<b><u>SALARY</u></b>	:	R382 245 per annum (Level 09)
<b><u>CENTRE</u></b>	:	Gauteng (Pretoria)
<b><u>REQUIREMENTS</u></b>	:	Applicants must be in possession of a Grade 12 Certificate and a National Diploma in Communications / Journalism / Marketing / Public Relations / Graphic Design / Media Studies. Minimum of 3 years supervisory experience in a communication service environment. Documentable, hands on experience in implementing and project managing media liaison services. Job related knowledge: Knowledge of policies and legislations governing communication. Exhibitions and events as communication platforms. Development communication. Job related skills: Computer literacy, Interpersonal skills, Communication skills (written and verbal), Analytical skills, Decision-making skills, Problem solving skills and Organising skills. A valid driver's licence. Ability and willingness to travel extensively and work outside office hours.
<b><u>DUTIES</u></b>	:	Research and generate stories. Write content for specific online projects. Write and contribute articles and features for departmental newsletters and newspapers. Help determine story selection and stacking. Develop and coordinate production schedule. Arrange and coordinate editorial meetings. Read newspapers and suggest news stories daily. Generate story ideas. Improve writing skills. Coordinate editing of stories. Edit, write and re-write, proofreading of articles, features, ad copies and other content. Create and drive content strategy for specific projects. Write and produce advertising copies for print and media campaigns. Research and write technical content for production, services and projects. Assist and support researchers in developing content specific projects. Assist and support information architects, program engineers and project managers in developing content for projects. Write stories and screenplays for radio and television plays.
<b><u>ENQUIRIES</u></b>	:	Mr M Ranneditsheni Tel No: (012) 319 7960
<b><u>APPLICATIONS</u></b>	:	Applications can be submitted by post to: Private Bag X833, Pretoria, 0001 or hand delivered during office hours to: 184 Jeff Masemola Street (formerly known as Jacob Mare), corner of Jeff Masemola and Paul Kruger Streets, Pretoria or to Agriculture Place, 20 Steve Biko (formerly Beatrix) Street, Arcadia, Pretoria, 0001.
<b><u>NOTE</u></b>	:	Coloured, Indian and White Males and African, Coloured, Indian and White Females and Persons with disabilities are encouraged to apply.
<b><u>POST 36/05</u></b>	:	<b><u>ASSISTANT DIRECTOR: FINANCE REF NO: 3/2/1/2022/545</u></b> Chief Directorate: Office of the Chief Information Officer
<b><u>SALARY</u></b>	:	R382 245 per annum (Level 09)
<b><u>CENTRE</u></b>	:	Gauteng (Pretoria)
<b><u>REQUIREMENTS</u></b>	:	Applicants must be in possession of a Grade 12 Certificate and a Bachelor's Degree / National Diploma in Accounting / Financial Accounting / Financial Management. Minimum of 3 years' supervisory experience in financial environment. Job related knowledge: Thorough knowledge of Public Service Regulations. Treasury Regulations. Knowledge of spread sheet. Public Finance Management Act (PFMA). Generally Recognised Accounting Practice (GRAP). Preferential Procurement Policy Framework Act (PPPFMA). Knowledge of Departmental transversal systems (Basic Accounting System (BAS), Personnel and Salary Administration (PERSAL), Logistical Information System (LOGIS)). Job related skills: Accounting skills, Analytical skills, Computer literacy (Microsoft Word, Excel, PowerPoint), Communication skills (verbal and written), Problem solving and decision-making skills, Planning and organising skills, Facilitation and presentation skills, Report writing skills, Strategic leadership capability skills, Training and development skills and Interpersonal relations. A valid driver's licence. Willing to travel and work irregular hours. Ability to work under pressure.
<b><u>DUTIES</u></b>	:	Administer budget and expenditure. Ensure enough budget for expenditure incurred. Certify correctness of invoices. Compile budget inputs. Ensure that

		Medium-Term Expenditure Framework (MTEF) processes are adhered to. Ensure that expenditure is within the correct allocation. Take precaution to prevent unauthorised, wasteful or fruitless and irregular expenditure. Manage cash flow projection. Compile cash flow. Align expenditure with cash flow. Report and explain variances on cash flow. Ensure compliance with internal financial and supply management policies and procedures, Maintenance of discipline. Comply with PFMA, PPPFA and Treasury Regulations. Provide financial reports. Compile budget report. Compile weekly and monthly expenditure reports. Compile and report on cash flow.
<b><u>ENQUIRIES</u></b>	:	Mr P Moeketsane Tel No: (012) 407 4515
<b><u>APPLICATIONS</u></b>	:	Applications can be submitted by post to: Private Bag X833, Pretoria, 0001 or hand delivered during office hours to: 184 Jeff Masemola Street (formerly known as Jacob Mare), corner of Jeff Masemola and Paul Kruger Streets, Pretoria or to Agriculture Place, 20 Steve Biko (formerly Beatrix) Street, Arcadia, Pretoria, 0001.
<b><u>NOTE</u></b>	:	Coloured, Indian and White Males and African, Coloured, Indian and White Females and Persons with disabilities are encouraged to apply.
<b><u>POST 36/06</u></b>	:	<b><u>CHIEF NETWORK CONTROLLER REF NO: 3/2/1/2022/584</u></b> Directorate: Corporate Services
<b><u>SALARY</u></b>	:	R321 543 per annum (Level 08)
<b><u>CENTRE</u></b>	:	North West (Mmabatho)
<b><u>REQUIREMENTS</u></b>	:	Applicants must be in possession of a Grade 12 Certificate and National Diploma in Computer Science / Information Technology. Minimum of 2 years relevant experience in Information Technology (IT) support. Experience with hardware and software. Experience in network support. Experience in IT technical support services. Appropriate server and network management experience. Job related knowledge: Technical aspects of Information and Communications Technology (ICT) goods and services, Information Technology Acts and Policies, Government ICT systems, Understanding management of information and the formal reporting systems. Internal systems change control, Project management principles and tools. Job related skills: Planning skills. Organising skills. Communication (written and verbal) skills. Advanced computer skills. Project management skills. Interpersonal skills. A valid driver's licence.
<b><u>DUTIES</u></b>	:	Provide Information Technology (IT) user support to clients (office). Resolve IT support calls, queries or issues as they arise. Log IT support calls on Information Technology Service Management (ITSM). Render IT security. Ensure a secured environment by installation and uploading of antivirus software. Ensure that users are log on the workstation using password. Installation and update antivirus software to all workstations. Identify IT requirements. Advise clients on IT equipments procurement procedure. Inspect all the switches and network points. Ensure that all Information and Communications Technology (ICT) related work is done according to agreed standard and quality. Verify the warranty of ICT equipments before allocation. Maintain IT applications. Ensure that all applications are up and running on daily basis. Uninstall unwanted applications on the workstations. Provide server management services. Monitor access to server rooms. Maintain inventory of all server room related equipments. Monitor Local Area Network (LAN) performance and report any anomalies. Maintain network and hardware. Install and troubleshoot hardware and software. Assist with planning, design, implementation and maintenance of LAN infrastructure.
<b><u>ENQUIRIES</u></b>	:	Mr KE Sebitiele Tel No: (018) 388 7115
<b><u>APPLICATIONS</u></b>	:	Applications can be submitted by post to: Private Bag X74, Mmabatho, 2735 or hand delivered during office hours to: Cnr James Moroka and Sekame Drive, West Gallery, Megacity, Mmabatho, 2735.
<b><u>NOTE</u></b>	:	Coloured, Indian, White Males and Coloured, Indian and White Females and Persons with disabilities are encouraged to apply.
<b><u>POST 36/07</u></b>	:	<b><u>ADMINISTRATIVE OFFICER REF NO: 3/2/1/2022/580</u></b> Directorate: Quality Assurance and Administration
<b><u>SALARY</u></b>	:	R261 372 per annum (Level 07)
<b><u>CENTRE</u></b>	:	North West (Mmabatho)
<b><u>REQUIREMENTS</u></b>	:	Applicants must be in possession of a Grade 12 Certificate and National Diploma in Public Administration / Public Management / Business

Administration / Business Management. Minimum of 1 year experience in administration environment. Job related knowledge: Public Service Regulation, Financial procedures, Treasury Regulations, Basic Accounting System (BAS) and Logistical Information System (LOGIS). Job related skills: Computer literacy, interpersonal skills, organising and planning skills, communication skills (written and verbal), analytical skills, problem solving skills and financial management skills.

**DUTIES** : Render financial management services. Facilitate, plan, oversee, drive the timely and accurate preparation of the annual budget in line with Public Finance Management Act (PFMA), Treasury Regulations Strategic priorities weekly / monthly / quarterly. Compile Demand Management Plan (DMP), Medium Term Expenditure Framework (MTEF), Adjustment Estimates (AE) and Estimated National Expenditure (ENE). Oversee effective, efficient and economical utilisation of funds. Document and communicate procedures for accessing and shifting of funds. Coordinate budgeting, audit and financial functions. Administer Subsistence and Travel claims and other related expenditure. Administer the procurements of goods and services. Compile and maintain the Demand Management Plan. Facilitate supply chain management services. Facilitate monthly, quarterly and annual reporting on supply chain management related matters. Control over safekeeping, utilisation and maintenance of all assets. Ensure proper administration of sourcing and evaluation of quotations. Capture goods and services on the system (LOGIS, etc). Handle queries from internal and external clients relating to supply chain matters. Render general office support services. Supervise, motivate and develop staff through individual performance agreements. Provide assistance in the development and / or review of the operational plan. Compile various submissions / memoranda and responses. Attend to queries from Internal Audit. Administer leave forms / attend to queries. Make travel / conference bookings and confirmations. Provide secretariat services. Provide records keeping. Checking draft minutes for accuracy against recording or notes. Administer assets. Maintain assets register. Liaise with asset unit during asset verification. Manage outgoing and on-going assets. Allocate equipment to officials.

**ENQUIRIES** : Mr KE Sebitiele Tel No: (018) 388 7115  
**APPLICATIONS** : Applications can be submitted by post to: Private Bag X74, Mmabatho, 2735 or hand delivered during office hours to: Cnr James Moroka and Sekame Drive, West Gallery, Megacity, Mmabatho, 2735.

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

**POST 36/08** : **ADMINISTRATIVE CLERK REF NO: 3/2/1/2022/581**  
 Directorate: Operational Management

**SALARY** : R176 310 per annum (Level 05)  
**CENTRE** : North West (Mmabatho)  
**REQUIREMENTS** : Applicants must be in possession of a Grade 12 Certificate. No experience required. Job related knowledge: Knowledge of clerical duties, practices as well as the ability to capture data, operate a computer and collecting statistics. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of working procedures in terms of the working environment. Job related skills: Language skills, Good communication skills (verbal and written), Planning and organisation skills, Computer literacy, Interpersonal relations, Flexibility and Ability to work within a team.

**DUTIES** : Render general clerical support services. Record, organise, store, capture and retrieve correspondence and data (line function). Update registers and statistics. Handle routine enquiries. Make photocopies and receive or send facsimiles. Distribute documents / packages to various stakeholders as required. Keep and maintain the filing system for the component. Type letters and / or other correspondence when required. Keep and maintain the incoming and outgoing document register of the component. Provide supply chain clerical support services within the component. Liaise within internal and external stakeholders in relation to procurement of goods and services. Obtain quotations complete procurement forms for the purchasing of standard office items. Stock control of office stationery. Keep and maintain the asset register of the component. Provide personnel administration clerical support services within the component. Maintain a leave register for the component. Keep and maintain personnel records in the component. Keep and maintain the attendance register of the component. Arrange travelling and accommodation.



		Provide financial administration support services in the component. Capture and update expenditure in the component. Check correctness of subsistence and travel claims of officials and submit to manager for approval. Handle telephone accounts and petty cash for the component.
<b><u>ENQUIRIES</u></b>	:	Mr KE Sebitiele Tel No: (018) 388 7115
<b><u>APPLICATIONS</u></b>	:	Applications can be submitted by post to: Private Bag X74, Mmabatho, 2735 or hand delivered during office hours to: Cnr James Moroka and Sekame Drive, West Gallery, Megacity, Mmabatho, 2735.
<b><u>NOTE</u></b>	:	African, Coloured, Indian, White Males and Coloured, Indian and White Females and Persons with disabilities are encouraged to apply.
<b><u>POST 36/09</u></b>	:	<b><u>ADMINISTRATIVE CLERK REF NO: 3/2/1/2022/582</u></b> Directorate: Compliance Management Services
<b><u>SALARY</u></b>	:	R176 310 per annum (Level 05)
<b><u>CENTRE</u></b>	:	Gauteng (Pretoria)
<b><u>REQUIREMENTS</u></b>	:	Applicants must be in possession of a Grade 12 Certificate. No experience required. Job related knowledge: Knowledge of clerical duties, practices as well as the ability to capture data, operate a computer and collecting statistics. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of working procedures in terms of the working environment. Job related skills: Language skills, Good communication skills (verbal and written), Planning and organisation skills, Computer literacy, Interpersonal relations, Flexibility and Ability to work within a team.
<b><u>DUTIES</u></b>	:	Render general clerical support services. Record, organise, store, capture and retrieve correspondence and data (line function). Update registers and statistics. Handle routine enquiries. Make photocopies and receive or send facsimiles. Distribute documents / packages to various stakeholders as required. Keep and maintain the filing system for the component. Type letters and / or other correspondence when required. Keep and maintain the incoming and outgoing document register of the component. Provide supply chain clerical support services within the component. Liaise within internal and external stakeholders in relation to procurement of goods and services. Obtain quotations complete procurement forms for the purchasing of standard office items. Stock control of office stationery. Keep and maintain the asset register of the component. Provide personnel administration clerical support services within the component. Maintain a leave register for the component. Keep and maintain personnel records in the component. Keep and maintain the attendance register of the component. Arrange travelling and accommodation. Provide financial administration support services in the component. Capture and update expenditure in the component. Check correctness of subsistence and travel claims of officials and submit to manager for approval. Handle telephone accounts and petty cash for the component.
<b><u>ENQUIRIES</u></b>	:	Ms N Mfuphi Tel No: (012) 312 9521
<b><u>APPLICATIONS</u></b>	:	Applications can be submitted by post to: Private Bag X833, Pretoria, 0001 or hand delivered during office hours to: 184 Jeff Masemola Street (formerly known as Jacob Mare), corner of Jeff Masemola and Paul Kruger Streets, Pretoria or to Agriculture Place, 20 Steve Biko (formerly Beatrix) Street, Arcadia, Pretoria, 0001.
<b><u>NOTE</u></b>	:	African, Coloured, Indian and White Males and Coloured, Indian and White Females and Persons with disabilities are encouraged to apply.

## DEPARTMENT OF BASIC EDUCATION

*The Department of Basic Education is committed to providing equal opportunities and practicing affirmative action employment. It is our intention to promote equity through the filling of all numeric targets as contained in the Employment Equity Plan. To facilitate this process successfully, an indication of race, gender and disability status is required. Preference will be given to underrepresented groups as per the DBE Employment Equity Targets. Women and people with disabilities are encouraged to apply.*

<b><u>APPLICATIONS</u></b>	:	Submitted via post to: Private Bag X895, Pretoria, 0001 or hand-deliver to: The Department of Basic Education, 222 Struben Street, Pretoria. Please visit the Department of Education's website at <a href="http://www.education.gov.za">www.education.gov.za</a> or the Department of Public Service and Administration vacancy circulars at <a href="http://www.dpsa.gov.za">www.dpsa.gov.za</a>
<b><u>FOR ATTENTION</u></b>	:	Ms N Monyela
<b><u>CLOSING DATE</u></b>	:	14 October 2022
<b><u>NOTE</u></b>	:	Applications must be submitted on the most recently approved Z83 Application for Employment Form, obtainable from the DBE Website or any Public Service Department/Webpage. Use of the old Z83 Form will result in disqualification. The Z83 must be completed in full and page 2 duly signed. A clear indication of the post and reference number that is being applied for must be indicated on your Z.83. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 with a detailed Curriculum Vitae (Only). Certified copies of qualifications and other relevant documents will be requested from shortlisted candidates on or before the day of the interview. Successful candidates will be subjected to Personnel Suitability Checks (criminal record, citizenship & financial/asset record checks, qualification and employment verification including social media profiles). Appointment is subject to positive results of the security clearance process. The successful candidate will be required to sign an annual performance agreement and, where applicable, annually disclose his/her 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. Applicants who do not comply with the requirements outlined above, will not be considered. Applications received after the closing date and e-mailed or faxed applications will not be considered.

## OTHER POSTS

<b><u>POST 36/10</u></b>	:	<b><u>DEPUTY DIRECTOR: EDUCATOR PERFORMANCE MANAGEMENT AND DEVELOPMENT AND WHOLE SCHOOL EVALUATION REF NO: DBE/43/2022</u></b> Branch: Teachers, Education Human Resources and Institutional Development Chief Directorate: Education Human Resource Management Directorate: Educator Performance Management and Development and Whole School Evaluation
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R882 042 per annum (Level 12) Department of Basic Education (Pretoria) An appropriate three (3) year's relevant (NQF level 6) post matric qualification or equivalent qualification as recognized by SAQA; At least four (4) years' combined work experience within the basic education sector; Four (4) years relevant experience at supervisory level; Experience in report writing, presentations, training, management of budgets and programmes; Knowledge and understanding of human resource matters, educator performance management systems and skills development processes; Understanding of the relevant ELRC Collective Agreements, PSCBC Resolutions, Skills Development Act, 1998, National Development Plan 2030 as well as other relevant education policies and regulations, Good computer skills in Microsoft Office (Word, Excel and Power point); Excellent people management skills; Managerial skills including strategic and creative thinking; Programme management, planning and organising, analytical, initiative, innovation, good interpersonal and communication (verbal and written) skills; Digital skills will be an advantage; Ability to work in a team; Ability to communicate with external and internal partners; A self-starter with a willingness to work extensive hours and travel; A valid driver's license.

<b><u>DUTIES</u></b>	:	The successful candidate will be responsible for monitoring and reporting on the implementation of the EMS PMDS for office-based educators and Skills Development plans across provinces; Analysing the Annual Training Report (ATR) and Work Skills Plan (WSP) submitted by provinces; Conducting surveys to identify key strategic skills shortages and priorities; Analysing provincial skills development budget and expenditure; Monitoring performance agreements, work plans, quarterly reviews and annual assessments of office-based educators with a view to enhance accountability in the sector; Preparing status reports; Developing training resources; Engaging in capacity building of provincial officials; Liaising with provincial education departments, the ETDP SETA and relevant stakeholders; Setting systems in place for analysing and compiling quarterly and annual progress reports on the WSP and the implementation of EMS PMDS for office-based educators in provinces.
<b><u>ENQUIRIES</u></b>	:	Ms N Monyela Tel No: (012) 357 3294/ Ms J Masipa (012) 357 3295
<b><u>POST 36/11</u></b>	:	<b><u>DEPUTY DIRECTOR: EDUCATION HUMAN RESOURCE PLANNING, PROVISIONING AND MONITORING (EDUCATOR PROVISIONING) REF NO: DBE/44/2022</u></b> Branch: Teachers, Education Human Resources and Institutional Development Chief Directorate: Education Human Resource Management Directorate: Education Human Resource Planning, Provisioning and Monitoring
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R882 042 per annum (Level 12) Department of Basic Education (Pretoria) An appropriate three (3) year's relevant post-matric qualification (NQF level 6) or equivalent qualification; A post-graduate qualification will be an added advantage; A minimum of four (4) years' relevant experience at supervisory level in the public service; Experience in public education and knowledge of development of norms and standards for the provisioning of teaching posts in the sector; Good analytical and communication (writing and verbal) skills; Working knowledge of Microsoft (Word, PowerPoint, Excel and Access); Advance knowledge of PERSAL.
<b><u>DUTIES</u></b>	:	The successful candidate will formulate scenarios and plans for the future provisioning of education human resources in the country; Develop norms and standards for the provisioning of posts to schools; Provide support to ensure the effective implementation of the Post Provisioning processes; Effect the Cost of Living Adjustment to the salaries of educators; Cost the implementation of collective agreements and norms and standards; Develop and communicate business rules for the implementation of collective agreements; Collate, analyse and report on the implementation of HR in Provincial Education Departments (PEDs); Provide PERSAL information for the efficient analysis of supply-demand and the effective provisioning, placement, utilisation, retention and exit of educators; Effectively implement and monitor of performance indicators as per the annual performance plan to give effect to an unqualified audit opinion; Manage performance management of staff.
<b><u>ENQUIRIES</u></b>	:	Ms N Monyela Tel No: (012) 357 3294/ Ms J Masipa Tel No: (012) 357 3295
<b><u>POST 36/12</u></b>	:	<b><u>DEPUTY DIRECTOR: EDUCATION HUMAN RESOURCE PLANNING, PROVISIONING AND MONITORING (FUNZA LUSHAKA) REF NO: DBE/45/2022</u></b> Branch: Teachers, Education Human Resources and Institutional Development Chief Directorate: Education Human Resource Management Directorate: Education Human Resource Planning, Provisioning and Monitoring
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R882 042 per annum (Level 12) Department of Basic Education (Pretoria) An appropriate three (3) year's relevant post matric qualification (NQF level 6) or equivalent qualification; a post graduate qualification will be an added advantage. A minimum of four (4) years' relevant experience at supervisory level in the public service; Good analytical, communication (writing and verbal) skills; Working knowledge of Microsoft Word, Excel and Access; Knowledge of PERSAL.

<b><u>DUTIES</u></b>	:	The successful candidate will monitor and report on the provisioning of posts to schools throughout the nine provincial departments of education in accordance to the post provisioning norms; Develop norms and standards for the provisioning of posts to schools as new developments take place in the curriculum; Develop costing models for different scenarios for compensation of employees for budget projections; Effectively implement and monitor performance indicators as per the annual performance plan to give effect to an unqualified audit opinion; Manage performance management of staff.
<b><u>ENQUIRIES NOTE</u></b>	:	Ms N Monyela Tel No: (012) 357 3294/ Ms J Masipa Tel No: (012) 357 3295
	:	The successful candidate will be responsible for monitoring and reporting on the implementation of the EMS PMDS for office-based educators and Skills Development plans across provinces; Analysing the Annual Training Report (ATR) and Work Skills Plan (WSP) submitted by provinces; Conducting surveys to identify key strategic skills shortages and priorities; Analysing provincial skills development budget and expenditure; Monitoring performance agreements, work plans, quarterly reviews and annual assessments of office-based educators with a view to enhance accountability in the sector. Preparing status reports; Developing training resources; Engaging in capacity building of provincial officials; Liaising with provincial education departments, the ETDP SETA and relevant stakeholders; Setting systems in place for analysing and compiling quarterly and annual progress reports on the WSP and the implementation of EMS PMDS for office-based educators in provinces
<b><u>POST 36/13</u></b>	:	<b><u>ASSISTANT DIRECTOR (RISK MANAGEMENT) REF NO: DBE/46/2022</u></b> Branch: Office of the Director-General Directorate: Internal Audit, Risk Management and Forensic Investigation
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R477 090 per annum (Level 10)
	:	Department of Basic Education (Pretoria)
	:	The applicant must be in possession of an appropriate three (3) years' relevant post matric qualification (NQF level 6) in Risk Management/Internal Auditing with a minimum of three (3) years' experience in risk management; IRMSA membership will be an added advantage; Computer literacy (MS Word, MS Excel, MS PowerPoint); Communication skills both written and verbal; Time management; Planning, organising, presentation, facilitation and analytical skills; Ability to adhere to stringent deadlines; Ability to work independently and with a team; Ability to solve conflict and problems.
<b><u>DUTIES</u></b>	:	The successful candidate will develop, maintain and ensure the implementation of Enterprise Risk Management policies, guidelines and procedures in line with the relevant legislation and frameworks; Review ERM strategies, policies, guidelines and procedures and ensure compliance; Analyse in conjunction with Branches the effectiveness and failure of existing strategies, policies and procedures; Develop interventions or measures to address existing gaps; Facilitate processes relating to the Risk Management Committee; Assist with setting processes in place for Business Continuity Management; Assist with development and implementation of the risk appetite and tolerance framework for the Department; Conduct workshops or sessions in order to assist management in developing and updating strategic and operational risks; Conduct risk maturity assessment of the Department and draft a report.
<b><u>ENQUIRIES NOTE</u></b>	:	Ms N Monyela Tel No: (012) 357 3294/ Ms J Masipa Tel No: (012) 357 3295
	:	All shortlisted candidate may be expected to demonstrate their skills in a short task as part of the interview and will be subjected to a security clearance. Shortlisted candidates may perform competency assessment. The successful candidate will have to sign an annual performance agreement, annually disclose his/her financial interest and be subjected to a security clearance.

**CIVILIAN SECRETARIAT FOR POLICE SERVICE**

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

- APPLICATIONS** : Applications must be mailed timeously to Private Bag X922, Pretoria, 0001 or hand delivered or couriered to 258 Lilian Ngoyi Street, Pretorius Street, Fedsure Building 2<sup>nd</sup> floor, Pretoria at the Reception Desk. No late applications will be accepted. Failure to comply with this requirement will result in the candidate being disqualified. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three months of the closing date of this advertisement, please accept that your application was unsuccessful.
- CLOSING DATE** : 07 October 2022
- NOTE** : Applications must be submitted on the new prescribed application form Z.83 of the Public Service Act, obtainable from any Public Service Department or any Public Service and Administration website or Recruitment Office within the Secretariat for Police Service. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed Z83 and a detailed Curriculum Vitae only (e.g. indicating positions held, dates and key performance areas/responsibilities). Only shortlisted candidates will be required to submit certified documents on or before the day of the interviews following communication from the Department. Failure to submit the requested documents/information will result in your application not being considered. Please note that all applicants for Senior Management positions are required to complete the SMS Pre- Entry Programme administered by the National School of Government (NSG) and attach certificate or proof of completion. The Course is available at NSG under the name Certificate for entry into the SMS and the full details can be sourced by the following link <https://thensg.gov.za/training-courses/sms-pre-entry-programme>. Shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job. Following the interview process, recommended candidate (s) to attend to generic SMS competency assessment as mandated by DPSA. The logistics of which will be communicated by the Department. Short-listed candidates will be subjected to a security clearance. The department has the right not to fill the post. Preference for appointment will be given in accordance with the employment equity status of the Department. The successful candidate will be based in Pretoria.

**MANAGEMENT ECHELON**

- POST 36/14** : **DIRECTOR: POLICY DEVELOPMENT REF NO: CSP/18/2022**
- SALARY** : R1 073 187 per annum, (all-inclusive package)
- CENTRE** : Pretoria
- REQUIREMENTS** : Bachelor's degree in Public Policy, Social Science or Law (NQF 7) or relevant equivalent qualification. A post graduate qualification would be preferable. 5 years middle managerial level experience/senior managerial experience. Completion of pre-entry certificate for Senior Management Service (SMS) is mandatory requirement. Knowledge of Government policies. Extensive knowledge and experience in policy drafting. Knowledge of the Constitution of the Republic of South Africa. Knowledge and understanding of public policy, and research development methodologies. Strategic capability and leadership, programme and project management, financial management and change management. Computer literacy. Verbal and written communication skills, presentation skills, drafting skills and policy development skills. Problem solving and analysis, planning and organizing skills. Drivers licence.
- DUTIES** : Manage the development of strategic evidence-based policies, standards and strategies for the advancement of government policy goals. Manage the policy design, policy development and policy analysis process and activities within the Department. Conduct research, analyse findings, make recommendations and provide reports on policing and safety. Develop discussion papers in relation to policing and safety. Provide guidance and support to management

on all policy, standards and strategy issues. Oversee the process of policy consultations, liaise with stakeholders, and present policy proposals to internal and external stakeholders. Develop networks in the policing, safety & security environment. Develop and manage business plans, performance and service delivery improvement plans. Manage the budget and resources of the Directorate (human and financial).

**ENQUIRIES**  
**APPLICATIONS**  
**NOTE**

: Mr BK Shiphamele at 061 080 7598  
: Can also be emailed to [Gladman.Bida@csp.gov.za](mailto:Gladman.Bida@csp.gov.za)  
: The Office of the Directorate for Priority Crimes Investigation Judge (DPCI Judge) The Office of the Directorate for Priority Crimes Investigation Judge (DPCI Judge) is an Institution headed by a retired Judge (S17L(1) (a) and (4) of the SAPS Act, 68 of 1995) to exercise judicial oversight over the investigations conducted by members of the DPCI Police (also known as the Hawks) in circumstances in which members of the public lay complaints that their rights have been violated; and to prevent or address any undue political, or any other nature, interference or influence with the functioning of the Hawks. Note: Applications must be submitted on the new prescribed application form Z.83 of the Public Service Act, obtainable from any Public Service Department or any Public Service and Administration website or Recruitment Office within the Secretariat for Police Service. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed Z83 and a detailed Curriculum Vitae only (e.g. indicating positions held, dates and key performance areas/responsibilities). Only shortlisted candidates will be required to submit certified documents on or before the day of the interviews following communication from the Department. Failure to submit the requested documents/information will result in your application not being considered. NB: Please ensure that your application reaches this office before 17h00 on week days.

**OTHER POST**

**POST 36/15**

: **ASSISTANT DIRECTOR: INVESTIGATION: OFFICE OF THE DPCI JUDGE**  
: **REF NO: CSP/19/2022**

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

: R477 090 per annum  
: Pretoria  
: National Diploma or Bachelor Degree in Law / Policing or equivalent qualification. 3-5 years' working experience in the management of criminal investigations. Knowledge and understanding of the Criminal Law, Criminal Procedure and Law of Evidence. Knowledge of the Constitution of the Republic of South Africa, good governance and Batho Pele Principles. Knowledge of the investigative system and procedures, Knowledge of Human Rights and government's broad transformation objectives and initiatives, Performance Management and Development System in the Public Service. Understanding the confidentiality of documents. Knowledge of Government prescripts. Public Finance Management Act. Computer literacy, communication (verbal & written) skills, presentation skills, planning and organizing skills. Analytical and decision making skills, problem solving skills, influential skills.

**DUTIES**

: Conduct investigations into complaints from the public into serious and unlawful infringement of rights by the Directorate for Priority Crime Investigation (DPCI), also known as the Hawks. Gather all relevant information pertaining to investigations. Analyse complaints and advice on complaints falling within the DPCI Judge's mandate. Interview witnesses, respondents and obtain affidavits. Collect and safeguard evidence, compile investigation reports on complaints for consideration by the Judge. Brief the Judge on the imminent action required. Receive, classify and acknowledge receipt of complaints and also send written acknowledgement letters to complainants. Register complaints and investigations. Allocate case numbers to complaints and investigations and also attend to the classification and registration of complaints on the DPCI database. Provide support to the Judge in engagements with departmental stakeholders and role-players. Draft routine submissions/reports and make notes and/or recommendations to the Judge. Collect, analyse and collate information requested by the Judge.

**ENQUIRIES**  
**APPLICATIONS**

: Mr BK Shiphamele at 061 080 7598  
: Can also be emailed to [Rembani.Ambani@csp.gov.za](mailto:Rembani.Ambani@csp.gov.za)

## DEPARTMENT OF DEFENCE

- CLOSING DATE** : 14 October 2022 (Applications received after the closing date and faxed copies will not be considered).
- NOTE** : This Department is an affirmative action employer which endeavours to apply representivity and gender equality. Applications must be submitted on the prescribed form Z83 (obtainable from any Public Service Department office i.e effective 01 January 2021 or on the DPSA web site link: <https://www.dpsa.gov.za/newsroom/psvc/>. Should an application be received using incorrect application employment form Z83, it will be disqualified, which must be originally signed and dated by the applicant and which must be accompanied by a detailed CV only (with full particulars of the applicants' training, qualifications, competencies, knowledge & experience). Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview. Certified documents which should not be older than six months on or before the day of the interview. Failure to comply with the above instructions will result in applications being disqualified. Applicants applying for more than one post must submit a separate form Z83 (as well as the documentation mentioned above) in respect of each post being applied for. If an applicant wishes to withdraw an application it must be done in writing. Should an application be received where an applicant applies for more than one post on the same applications form, the application will only be considered for the first post indicated on the application and not for any of the other posts. Under no circumstances will photostat copies or faxed copies of application documents be accepted. The successful candidates will be subjected to Personnel Suitability Checks (criminal record, citizenship & financial/asset record checks and qualification and employment verification). Successful candidates will also be subjected to security clearance processes. Applicants who do not receive confirmation or feedback within 3 (three) months after the closing date, please consider your application unsuccessful. Due to the large volume of responses anticipated, receipt of applications will not be acknowledged and correspondence will be limited to short-listed candidates only. For more information on the job description(s) please contact the person indicated in the post details. Successful candidates will be appointed on probation for the period of twelve (12) months in terms of the prescribed rules.

## OTHER POSTS

- POST 36/16** : **INVESTIGATOR REF NO: INV/MO/55/36/22**
- SALARY** : R470 040 per annum (Level 10)
- CENTRE** : Office of the Military Ombud, Pretoria
- REQUIREMENTS** : A relevant three (3) years Bachelor's Degree or equivalent National Diploma NQF Level 6. Minimum of 5 years' experience in a case management or dispute handling environment. Legal experience, legal qualification and a code 8 Driver's licence will be an added advantage. Special requirements (Skills needed): computer literacy (essential), alternative dispute resolution skills, research skills, case management skills, report writing, language proficiency, interviewing skills, analytical and interpretation skills, communication skills, problem solving skills, planning skills, organizing skills, the ability to foster interpersonal relationships, conflict resolution, analytical thinking, written and oral communication skills, policy analysis, impartial, team player, adaptability. Well-developed knowledge and understanding of the administration and procedures relating to the specific working environment, including the Military Ombud Act, Constitution and other enabling legislation, and Public Finance Management Act. The candidate must be able to work under pressure.
- DUTIES** : Investigation and resolution of Complaints. Writing of reports upon conclusion of investigation. Presentation of reports during Quality Assurance. Adherence to Complaints Handling Manual. Maximize customer care satisfaction. Compliance with Managerial and Administrative responsibilities. Adherence to the Public Finance Management Act.
- ENQUIRIES** : Mr B.C. Radebe/Ms J. Dicker Tel No: (012) 676 3842/41

<b><u>APPLICATIONS</u></b>	:	Department of Defence, Military Ombud, Private Bag X163, Centurion, 0046, or may be hand-delivered to Block C4, 349 Witch Hazel Ave, Eco Origin, Highveld 0157.
<b><u>POST 36/17</u></b>	:	<b><u>SENIOR PERSONNEL PRACTITIONER REF NO: DHRCM/50/36/22/01</u></b>
<b><u>SALARY</u></b>	:	R321 543 per annum (Level 08)
<b><u>CENTRE</u></b>	:	Directorate: HR CM PSAP, Bank of Lisbon, Pretoria
<b><u>REQUIREMENTS</u></b>	:	A recognized National Diploma (NQF level 6) in Human Resource Development/Human Resource Management or Industrial Psychology/Psychology. Three (3) years' experience supervisory in an HR environment. Skills development facilitator's Certificate (SDF) and Persol/Persal Mainframe Certificate. A valid drivers' license and military license will be an advantage. Special requirements. Good communication (verbal and written). Good telephone and e-mail etiquette. Ability to compile submissions, reports, and presentations. Computer literacy to process memos, letters, spread sheets and manage a database with MS Excel and prepare presentations. Internet-savvy – having the skills to use the Internet and e-mail effectively. Good understanding of HR dispensations and prescripts in Public Service and ability to interpret directives. Collect, analyse and use information. Inquisitive and innovative, e.g. doing desk top research and develop new ideas. Sound interpersonal relationship and being service orientated. Work well in a team. Numerical skills and accuracy working with data. Comply with confidential security clearance for the post.
<b><u>DUTIES</u></b>	:	Course administration iro D HR CM personnel and PSAP in the DOD that attend internal and external courses and courses organized by Career Services Section. Coordinate skills development facilitation actions (includes course nomination coordination, compiling of a Work Skills Plans, ETD schedule and Annual Training Reports for the directorate). Maintain career management programmes (e.g. Empowerment Programme). Perform supervisory functions and attend meetings as required. Oversee administration of Study at State Expense. Presentation of Career development Workshops. Assist with verification of qualifications.
<b><u>ENQUIRIES</u></b>	:	Mr H.S. Maubane Tel No: (012) 339 5642/Ms M.H. Rangongo Tel No: (012) 339 5237
<b><u>APPLICATIONS</u></b>	:	Department of Defence, HR Division, CD HR M, (Directorate Career Management – Section: Career Services), Private Bag X976, Pretoria, 0001 or may be hand-delivered to the Department of Defence, Bank of Lisbon Building, c/o Paul Kruger and Visagie Streets, Pretoria where it must be placed in the wooden box at reception. Please ensure the envelope is clearly marked.
<b><u>NOTE</u></b>	:	Chief Directorate Human Resource Management (Directorate Human Resource Career Management PSAP) is guided by the principle of Employment Equity Act.
<b><u>POST 36/18</u></b>	:	<b><u>SENIOR PERSONNEL PRACTITIONER REF NO: DHRCM/50/36/22/02</u></b>
<b><u>SALARY</u></b>	:	R321 543 per annum (Level 08)
<b><u>CENTRE</u></b>	:	Directorate: HR CM PSAP, Bank of Lisbon, Pretoria.
<b><u>REQUIREMENTS</u></b>	:	A recognized National Diploma (NQF level 6) in Human Resource Development/Human Resource Management or Industrial Psychology/Psychology. Supervisory and three years' experience in an HR environment. A valid drivers' license and Persol/Persal Mainframe Certificate. A military license will be an advantage. Special requirements: Good communication (verbal and written). Good telephone and e-mail etiquette. Ability to compile submissions, reports, and presentations. Computer literacy to process memos, letters, spread sheets and manage a database with MS Excel and prepare presentations. Internet-savvy – having the skills to use the Internet and e-mail effectively. Good understanding of HR dispensations and prescripts in Public Service and ability to interpret directives. Collect, analyse and use information. Inquisitive and innovative, e.g. doing desk top research and develop new ideas. Sound interpersonal relationship and being service orientated. Work well in a team. Numerical skills and accuracy working with data. Comply with confidential security clearance for the post.
<b><u>DUTIES</u></b>	:	Perform career planning at units for PSAP. Assist in career information research. Identify ETD needs for the career development of PSAP in the DOD. Coordinate skills development facilitation actions. Maintain career management programmes (e.g. Empowerment Programme). Perform



supervisory functions and attend meetings as required. Conduct career development interviews. Presentation of Career development Workshops. Oversee verification of qualifications in the DOD (PSAP, MSD and Officer's appointment). Perform quality check on the received request from Services/Divisions. Liaison with SAQA and relevant stakeholders. Payment of invoices and preparations of submissions to SAQA.

**ENQUIRIES**

: Mr H.S. Maubane Tel No: (012) 339 5642/Ms M.H. Rangongo Tel No: (012) 339 5237

**APPLICATIONS**

: Department of Defence, HR Division, CD HR M, (Directorate Career Management – Section: Career Services), Private Bag X976, Pretoria, 0001 or may be hand-delivered to the Department of Defence, Bank of Lisbon Building, c/o Paul Kruger and Visagie Streets, Pretoria where it must be placed in the wooden box at reception. Please ensure the envelope is clearly marked.

**NOTE**

: Chief Directorate Human Resource (Directorate Human Resource Career Management PSAP) is guided by the principle of Employment Equity Act.

## 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.*

<b><u>CLOSING DATE</u></b>	:	07 October 2022 at 16:00
<b><u>NOTE</u></b>	:	Instruction: Applications quoting the relevant reference number must be submitted on the new form Z83, obtainable from any Public Service Department or on the internet at <a href="http://www.gov.za/documents">www.gov.za/documents</a> . Received applications using the incorrect application for employment (old Z83) will not be considered. Each application for employment form must be fully completed, duly signed and initialled by the applicant. Failure to fully complete, initial and sign this form may lead to disqualification of the application during the selection process. ONLY a fully completed, initialled and signed new form Z83 (Section A, B, C and D compulsory and (Section E, F and G ignore if CV attached) and recently updated comprehensive CV (with detailed previous experience) is required. Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following the communication from Human Resources and such qualification(s) and other related document(s) will be in line with the requirements of the advert. Foreign qualification must be accompanied by an evaluation report issued by the South African Qualification Authority (SAQA) (only when shortlisted). Applicants who do not comply with the above-mentioned instruction/ requirements, as well as applications received late will not be considered. The Department does not accept applications via email or fax. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within eight (8) weeks after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification). The Department reserves the right not to make any appointment(s) to the above post. A pre-entry certificate obtained from National School of Government (NSG) is required for all SMS applicants. The course is available at the NSG under the name Certificate for entry into SMS and the full details can be obtained by following the below link: <a href="https://www.thensg.gov.za/training-course/sms-pre-entryprogramme/">https://www.thensg.gov.za/training-course/sms-pre-entryprogramme/</a> . 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).

## MANAGEMENT ECHELON

<b><u>POST 36/19</u></b>	:	<b><u>DIRECTOR: FINANCIAL CONTROL REF NO: HR 5/1/2/3/91</u></b>
<b><u>SALARY</u></b>	:	R1 073 187 per annum, (all inclusive)
<b><u>CENTRE</u></b>	:	Compensation Fund, Pretoria
<b><u>REQUIREMENTS</u></b>	:	Undergraduate qualification (NQF Level 7) in Accounting/Financial Management. Pre-Entry Certificate for SMS is required. 5 years' experience at middle/senior management level in financial management. Knowledge: Supply Chain Management Prescripts Promotion of Access Information Project Management Principles and Methodologies Customer Service (Batho Pele Principles) Legislative requirements: Public Financial Management Act (PFMA) Public Service Act Public Service Regulations Treasury Regulations Monitoring and Evaluation. Skills: Strategic Capability Leadership Computer Literacy Policy Formulation Excellent Communication Knowledge

		Management Planning and Organising Diversity Management Management People Development and Empowerment.
<b><u>DUTIES</u></b>	:	Manage and establish acceptable accounts payable system for the Fund Oversee the management of bank reconciliation services Manage the departmental budget control Provide effective financial management and advice Manage all the resources within the Directorate.
<b><u>ENQUIRIES</u></b>	:	Mr V Mafata Tel No: (012) 319 9495
<b><u>APPLICATIONS</u></b>	:	Chief Director: Corporate Services: P O Box 955, Pretoria, 0001 or hand deliver at 167 Thabo Sehume & Madiba Street, Delta Heights Building.
<b><u>FOR ATTENTION</u></b>	:	Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund.
<b><u>NOTE</u></b>	:	Coloureds, Indians Whites and Persons with disabilities are encouraged to apply
<b><u>POST 36/20</u></b>	:	<b><u>DIRECTOR: INFORMATION TECHNOLOGY REF NO: HR 5/1/2/3/92</u></b>
<b><u>SALARY</u></b>	:	R1 073 187 per annum, (all inclusive)
<b><u>CENTRE</u></b>	:	Compensation Fund, Pretoria
<b><u>REQUIREMENTS</u></b>	:	Undergraduate qualification (NQF Level 7) Information Technology. Pre Entry Certificate for SMS is required. 5 years' experience at middle management level in ICT Environment. Knowledge: Public Financial Management Public Service Regulations (PSR) Public Service Act (PSA) State Information Technology Agency Processes (SITA) Information Technology Infrastructure and Network Architecture Design Electronic Document Management. Legislative requirements: Minimum Information Security Standard (MISS) Access to Information Act Electronic Communication and Transaction Act. Skills: Problem Solving Information Technology Planning and Organising Analytical Communication Skills (Written and Verbal) Computer Literacy Report Writing Project Management Driving.
<b><u>DUTIES</u></b>	:	Provide leadership and develop strategies with regards to ICT operations (Infrastructure and Applications) within the Fund Oversee overall delivery of IT projects (planning, coordination and execution) in the Fund Manage Knowledge and Information Management in order to provide a strategic information service and an efficient corporate knowledge management system Manage the resources within the Directorate.
<b><u>ENQUIRIES</u></b>	:	Mr V Mafata Tel No: (012) 319 9495
<b><u>APPLICATIONS</u></b>	:	Chief Director: Corporate Services: P O Box 955, Pretoria, 0001 or hand deliver at 167 Thabo Sehume & Madiba Street, Delta Heights Building.
<b><u>FOR ATTENTION</u></b>	:	Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund.
<b><u>NOTE</u></b>	:	Coloureds, Indians Whites and Persons with disabilities are encouraged to apply

#### **OTHER POSTS**

<b><u>POST 36/21</u></b>	:	<b><u>PRINCIPAL MEDICAL OFFICER GRADE 3 REF NO: HR 5/1/2/3/93 (X2 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R1 106 037 per annum, (OSD)
<b><u>CENTRE</u></b>	:	Compensation Fund, Pretoria
<b><u>REQUIREMENTS</u></b>	:	MBCHB Degree. HPCSA Registration. 10 years' experience as a Medical practitioner after registration. Experience in Occupational Medicine practice will be advantage. Knowledge: Compensation Fund business, services, strategies and goals. Directorate goals and performance requirements. Constitution Act 108 of 1996. Public Service Regulations. Public Service Act. PFMA and National Treasury Regulations. Promotion of Access to Information Act. Customer Services (Batho Pele Principles). Technical Knowledge. COIDA. Legislative Requirement: COIDA. OHS. National Health Act and related Regulations Public Finance Management Act. National Treasury Regulations. Public Service Regulations. Promotion of Access to Information Act. Skills: Required Technical Proficiency/Medical skills. Business Writing Skills. Required IT skills. Strategic Leadership. Financial Management .Change Management. Knowledge Management. Service Delivery Innovation (SDI) Planning and Organizing. Problem Solving and Analysis. Decision Making. Accountability. People Management and Empowerment (including developing others). Client Orientation and Customer Focus. Communication. Work Ethic

	and self-management. Risk Management and Corporate Governance. Environmental Awareness.
<b><u>DUTIES</u></b>	: Manage research into occupational disease trends. Manage the development of a research matrix in order to ensure that the Compensation Fund adheres to best practices. Ensure the Monitoring and Evaluation of research conducted to evaluate against international trends and norms that are emerging. Utilise research to inform and integrate the compensation process in respect of occupational disease benchmarks. Develop and continuously update guidelines on occupational disease research. Manage stakeholder relations with respect to research on occupational injuries and diseases. Engage with stakeholders (medical providers, hospitals) on occupational injuries and diseases. Guide provincial medical services on occupational disease and injuries trends. Provide input into strategic plans and policy in line with best practice. Advise on the implications of occupational disease trends and changes in terms of legislation changes. Manage and provide advice on medical aspects of compensation claims. Ensure the provision of advice and consultation on medical opinions. Advise on the content of policies on injury and disease. Provide specialist advice and guidance to medical adjudicators and claims processors in the provinces. Management of resources.
<b><u>ENQUIRIES</u></b>	: Dr LS Motsepe Tel No: (012) 406 5856
<b><u>APPLICATIONS</u></b>	: Chief Director: Corporate Services: P O Box 955, Pretoria, 0001 or hand deliver at 167 Thabo Sehume & Madiba Street, Delta Heights Building.
<b><u>FOR ATTENTION</u></b>	: Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund.
<b><u>NOTE</u></b>	: Coloureds, Indians Whites and Persons with disabilities are encouraged to apply.
<b><u>POST 36/22</u></b>	: <b><u>MEDICAL OFFICER GRADE 2 REF NO: HR 5/1/2/3/93</u></b>
<b><u>SALARY</u></b>	: R953 049 per annum, (OSD)
<b><u>CENTRE</u></b>	: Compensation Fund, Pretoria
<b><u>REQUIREMENTS</u></b>	: MBCHB Degree. HPCSA Registration. Minimum 5 years' appropriate experience gained in an occupational health environment after registration with HPCSA as a medical practitioner. Experience in Occupational Medicine practice will be advantage. Knowledge: Compensation Fund business, services, strategies and goals. Directorate goals and performance requirements. Constitution Act 108 of 1996. Public Service Regulations. Public Service Act. PFMA and National Treasury Regulations. Promotion of Access to Information Act. Customer Services (Batho Pele Principles). Technical Knowledge. COIDA. Legislative Requirement: COIDA. OHS. National Health Act and related Regulations. Public Finance Management Act. National Treasury Regulations. Public Service Regulations. Promotion of Access to Information Act. Skills: Required Technical Proficiency/Medical skills. Business Writing Skills. Required IT skills. Strategic Leadership. Financial Management. Change Management. Knowledge Management. Service Delivery Innovation (SDI) Planning and Organizing. Problem Solving and Analysis. Decision Making. Accountability. People Management and Empowerment (including developing others). Client Orientation and Customer Focus. Communication. Work Ethic and self-management. Risk Management and Corporate Governance. Environmental Awareness.
<b><u>DUTIES</u></b>	: Research and conduct benchmarking on Occupational Medicine standards and protocols. Provide inputs in the development of research matrix to ensure the Fund adheres to best practices. Conduct research in respect of national and international standards and norms that are emerging in Occupational Diseases and Injuries. Utilise research to inform and integrate the compensation process in respect of occupational disease and Injuries benchmarks. Conduct research on current best practices in Occupational and evidence based medicine. Develop policies and guidelines on occupational injuries and diseases. Provide inputs in the development and continuous updating of policies and guidelines on occupational injuries and diseases. Coordinate the consultations on new and updated policies with all relevant stakeholders. Coordinate the approvals of the new and updated/reviewed policies. Provide inputs into the medical aspects of all relevant policies and strategic plans within the Fund. Conduct provincial workshop on the new requirements of policies. Consult legal directorate for legal opinion. Monitor the implementation of the occupational injuries and diseases policies and guidelines. Analyse and report on occupational disease/medicine trends. Analyse occupational injuries and

		disease data and produce regular management reports for consumption by all relevant stakeholders. Draw analyses of trends to inform policy and strategy direction. Provide guidance and advice to provincial medical services on service delivery direction based on occupational injuries and disease trends. Advise on the implications of changes in occupational injuries and disease trends in informing legislative reform. Assist in establishing and maintaining mutually-beneficial relationship with key stakeholders in Occupational Medicine and related fields. Consult with employees and employers on matters related to Occupational Health and Medicine. Engage with medical service providers on matters related to clinical practice, evidence based medicine and compliance to ethic-legal standards. Conduct training on Medical Services processes and provide advocacy to provincial operations. Provide technical advice and expertise on all medical aspects of compensation claims. Provide specialist medical advice on request from relevant section with the Fund and provincial operations. Provide expertise on complex claims referred from relevant sections within the Fund and provincial operations. Analyse referred medical claims trends and identify MSP and disciplines that need intervention.
<b><u>ENQUIRIES</u></b>	:	Dr LS Motsepe Tel No: (012) 406 5856
<b><u>APPLICATIONS</u></b>	:	Chief Director: Corporate Services: P O Box 955, Pretoria, 0001 or hand deliver at 167 Thabo Sehume & Madiba Street, Delta Heights Building.
<b><u>FOR ATTENTION</u></b>	:	Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund.
<b><u>NOTE</u></b>	:	Coloureds, Indians Whites and Persons with disabilities are encouraged to apply.
<b><u>POST 36/23</u></b>	:	<b><u>DEPUTY DIRECTOR: ADVOCACY AND STAKEHOLDER RELATIONS REF NO: HR4/22/09/11HO</u></b>
<b><u>SALARY</u></b>	:	R882 042 per annum, (all inclusive)
<b><u>CENTRE</u></b>	:	Head Office, Pretoria
<b><u>REQUIREMENTS</u></b>	:	LLB/B-Proc. Admission as an Attorney or Advocate of the High Court of South Africa who has undergone pupillage and passes their bar exams. A valid driver's licence. Two (2) years of management experience. Three (3) years functional experience in a Legal services environment. Knowledge: Public Service transformation and management issues, Batho Pele Principles, Public Service Act, Ability to convert policy into action, Treasury Regulations, Public Service Regulations and relevant prescripts, Departmental Policies and procedures, Accounting systems and Internal control, Corporate governance. Skills: Administration and financial management, Verbal and written communication, Good interpersonal relations, Ability to build high- performance teams, Computer literacy, Project management, Strong leadership, strategic decision making abilities.
<b><u>DUTIES</u></b>	:	Manage the administration of Advocacy Law. Conduct research to investigate the development of Advocacy Law. Manage the implementation of the Strategy to encourage cooperation of relevant Stakeholders. Develop the policy and provide technical advice to relevant stakeholders. Manage the implementation of capacity programmes on advocacy services.
<b><u>ENQUIRIES</u></b>	:	Dr P Naidoo Tel No: (012) 309 4959
<b><u>APPLICATIONS</u></b>	:	Chief Director: Human Resources Management: Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street.
<b><u>POST 36/24</u></b>	:	<b><u>DEPUTY DIRECTOR: EMPLOYMENT RELATIONS (GRIEVANCE, DISPUTE AND DISCIPLINE) REF NO: HR4/22/09/12HO</u></b>
<b><u>SALARY</u></b>	:	R744 255 per annum, (all inclusive)
<b><u>CENTRE</u></b>	:	Head Office, Pretoria
<b><u>REQUIREMENTS</u></b>	:	Three (3) year National Diploma (NQF6)/ Undergraduate Bachelor Degree(NQF7) in Labour Relations/Human Resource Management/ Employment Relations/ LLB. Five (5) years' experience of which two (2) years must be at management level and three (3) years functional experience in Employment Relations environment. A valid driver's licence. Knowledge: Labour Relations, Basic Conditions of Employment Act, Public Service Act, Employment Equity Act, Public Service Regulations, Public Service Commission's rules for dealing with complaints and grievances, Public Service Coordinating Bargaining Council's Resolutions, Interpretation of legislation/ policies, Policy/ guideline formulation. Skills: Management, Communication (verbal and written), Computer literacy, Organising, Analytical, Problem

		solving, Budgeting/Financial skills, Innovative, Leadership, Negotiating, Presentation, Innovative.
<b><u>DUTIES</u></b>	:	Coordinate the implementation and promotion of Employment Relations programmes and interventions in the Department. Coordinate the finalization of all grievances and complaints received from employees in the Department. Coordinate and facilitate the finalization of all dispute cases in the Department. Provide training and advocacy on labour matters in the Department. Represent the Department in all disputes referred to the General Public Service Sectorial Bargaining Council (GPSSBC) and the Commission for Conciliation, Mediation and Arbitration (CCMA). Manage the resources within the Employment Relations Unit.
<b><u>ENQUIRIES</u></b>	:	Ms T Roos Tel No: (012) 309 4720
<b><u>APPLICATIONS</u></b>	:	Chief Director: Human Resources Management: Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street.
<b><u>FOR ATTENTION</u></b>	:	Sub-directorate: Human Resources Operations, Head Office
<b><u>POST 36/25</u></b>	:	<b><u>OHS INSPECTOR (X2 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R321 543 per annum
<b><u>CENTRE</u></b>	:	Pietermaritzburg Labour Ref No: HR4/4/5/72
	:	Labour Centre: Newcastle Ref No: HR 4/4/5/76
<b><u>REQUIREMENTS</u></b>	:	Senior Certificate plus a three (3) year recognised qualification in relevant field, i.e Mechanical Engineering, Mechatronic Engineering, Electrical Engineering, Chemical Engineering, Chemistry, Construction, Occupational Hygiene or Environmental Health. Valid driver's License. Knowledge: Departmental policies and procedures, Occupational Health and Safety Act, as amended, Regulations (21), South African National Standards (Codes) – incorporated Codes become regulations, Compensation for Occupational Injuries and Diseases Act, Unemployment Insurance Act. Skills: Planning and organizing, Communication, Computer literacy, Facilitation, Interpersonal, Conflict handling, Negotiation, Problem solving, Interviewing, Presentation, Innovation, Analytical and Verbal and written communication.
<b><u>DUTIES</u></b>	:	Plan and independently conduct inspections with the aim of ensuring compliance with the Occupational Health and Safety Act, Act 85 of 1993, Regulations and incorporated Standards. To confirm registration of with the Unemployment Insurance Act and the Compensation for Occupational Injuries and Diseases Act. Plan, investigate and finalise independently incidents and complaints reported pertaining to the OHS Act and the relevant regulations and enforce as and when necessary, appear in Court as a State witness. Plan and conduct allocated proactive inspections as per schedule to monitor compliance with the relevant labour legislation including compiling and consolidating reports emanating from such inspections. Plan and conduct advocacy campaigns on all labour legislation independently, analyse impact thereof, consolidate and compile report. Contribute at a higher level to planning, drafting and maintenance of regional inspection plans and reports including, execution of analysis and compilation of consolidated statistical reports on regional and allocated cases.
<b><u>ENQUIRIES</u></b>	:	Mr MSJ September Tel No: (033) 341 5300
	:	Mr S Pillay Tel No: (034) 312 6038
<b><u>APPLICATIONS</u></b>	:	Deputy Director: Labour Centre Operations: Private Bag x9048, PMB, 3200 OR hand deliver at 370 Langalibalele Street, Pietermaritzburg.
	:	Deputy Director: Newcastle Labour Centre: PO Box 985, Newcastle 2940 or hand deliver at 29 Scott Street, Newcastle
<b><u>FOR ATTENTION</u></b>	:	Sub-directorate: Deputy Director: Labour Centre Operations, Pietermaritzburg. Sub-directorate: Human Resources Management, Newcastle Labour Centre: KZN
<b><u>POST 36/26</u></b>	:	<b><u>INSPECTOR: INSPECTION SERVICES REF NO: HR4/4/4/08/20</u></b>
<b><u>SALARY</u></b>	:	R321 543 per annum
<b><u>CENTRE</u></b>	:	Alberton Labour Centre
<b><u>REQUIREMENTS</u></b>	:	Three (3) year relevant tertiary qualification in Labour Relations/ BCOM Law/ LLB. A valid driver's licence. Two (2) years functional experience in Inspection and enforcement Services. Knowledge: Departmental policies and procedures, Skills Development Act, Labour Relation Act, Basic Condition of Employment Act, Skills Development Levies Act, Occupational Health and Safety Act, COIDA, SABS Codes, Unemployment Insurance Act, UI Contribution Act,

		Employment Equity Act, Immigration Act. Skills: Facilitation skills, Planning and Organizing, Computer literacy, Interpersonal skills, Conflict handling skills, Negotiation skills, Problem Solving skills, Interviewing skills, Presentation skills, Innovative, Analytical, Verbal and written communication skills.
<b><u>DUTIES</u></b>	:	Plan and independently conduct substantive inspections with the aim of ensuring compliance with all labour legislations. Namely, Basic Conditions of Employment Act (BCEA), Labour Relations Act (LRA), Employment Equity Act (EEA), Unemployment Insurance Act (UIA), Compensation for Occupational Injuries and Diseases Act (COIDA), Occupational Health and Safety (OHS), and UI Contribution Act (UCA). Plan and execute investigations independently on reported cases pertaining to contravention of labour legislation and enforce as and when necessary including making preparations for and appearing in Court as a State witness. Plan and conduct allocated proactive (Blitz) inspections regularly to monitor compliance with labour legislation including compilation and consolidation of reports emanating from such inspections. Plan and conduct advocacy campaigns on all labour legislation independently, analyse impact thereof, consolidate and compile report. Contribute at a higher level of planning, drafting and maintenance of regional inspection plans and reports including execution of analysis and compilation of consolidated statistical reports on regional and allocated cases.
<b><u>ENQUIRIES</u></b>	:	Mr LSM Nkutha Tel No: (011) 861 6130
<b><u>APPLICATIONS</u></b>	:	Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001 or hand delivered at 77 De Korte Street, Braamfontein
<b><u>FOR ATTENTION</u></b>	:	Sub-directorate: Human Resources Management, Provincial Office: Gauteng
<b><u>POST 36/27</u></b>	:	<b><u>SENIOR PRACTITIONER MEDICAL BILLING REF NO: HR 5/1/2/3/94</u></b>
<b><u>SALARY</u></b>	:	R321 543 per annum
<b><u>CENTRE</u></b>	:	Compensation Fund, Pretoria
<b><u>REQUIREMENTS</u></b>	:	Three- year tertiary qualification in Accounting/ Finance/ Audit / Internal auditing/ Business studies / Information claims and Operations Management. 2 years' experience on medical billing and medical tariffs. Knowledge: Departmental policies and procedure. COIDA. Medial Tariffs. Medical Billing. Risk awareness. Biology and medical terminology. Required IT Knowledge. Legislative requirements: COIDA. Public Service Act. PFMA and National Treasury Regulations. Skills: Facilitation. Data and records Management. Interpersonal relationship. Communication both (verbal and written). Computer. Telephone etiquette. Decision making. Analytical. Good Client relations.
<b><u>DUTIES</u></b>	:	Monitor the processing of billing, coding and medical tariffs. Review COIDA tariffs, business rules and coding. Maintain COIDA tariffs in the system. Supervision of staff.
<b><u>ENQUIRIES</u></b>	:	Ms D Nkabinde Tel No: (012) 406 5666
<b><u>APPLICATIONS</u></b>	:	Chief Director: Corporate Services: P O Box 955, Pretoria, 0001 or hand deliver at 167 Thabo Sehume & Madiba Street, Delta Heights Building.
<b><u>FOR ATTENTION</u></b>	:	Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund.
<b><u>NOTE</u></b>	:	Coloureds, Indians Whites and Persons with disabilities are encouraged to apply.
<b><u>POST 36/28</u></b>	:	<b><u>PRACTITIONER: MEDICAL PAYMENTS REF NO: HR 5/1/2/3/95</u></b>
<b><u>SALARY</u></b>	:	R321 543 per annum
<b><u>CENTRE</u></b>	:	Compensation Fund, Pretoria
<b><u>REQUIREMENTS</u></b>	:	Three-year tertiary qualification in Accounting/ Finance/ Informatics/ Audit /Internal auditing Business, Management (or Administration)/ Operations Management.1-year experience in medical processing environment. Knowledge: Compensation Fund Objectives and Business Functions. Biology and medical anatomy. Customer service (Batho Pele Principles). Operations systems. Risk awareness. COIDA medical tariffs. Basic Conditions of Employment Act (BCEA). Legislative Requirements: COIDA. Public Service Act. PFMA and National Treasury Regulations. Skills: Data Analytics. Required Technical Proficiency. Writing Skills. Data capturing. Data records management. Telephone etiquette.
<b><u>DUTIES</u></b>	:	Monitor the processing of medical invoices. Approval of medical invoices according to delegations of authority. Evaluate and Monitor the processing of litigation enquiries. Supervision of subordinates.

<b><u>ENQUIRIES</u></b>	:	Ms D Nkabinde Tel No: (012) 406 5666
<b><u>APPLICATIONS</u></b>	:	Chief Director: Corporate Services: P O Box 955, Pretoria, 0001 or hand deliver at 167 Thabo Sehume & Madiba Street, Delta Heights Building.
<b><u>FOR ATTENTION</u></b>	:	Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund.
<b><u>NOTE</u></b>	:	Coloureds, Indians Whites and Persons with disabilities are encouraged to apply.
<b><u>POST 36/29</u></b>	:	<b><u>OFFICE ADMINISTRATOR (EXECUTIVE SECRETARY) REF NO: HR4/22/09/14</u></b>
<b><u>SALARY</u></b>	:	R261 372 per annum
<b><u>CENTRE</u></b>	:	Head Office, Pretoria
<b><u>REQUIREMENTS</u></b>	:	Three (3) year National Diploma (NQF 6) / Undergraduate Bachelor Degree (NQFL 7) in Office Management /Information Management and Technology / Public Administration/ Business Administration/Business Management/ Public Management. A valid driver's license. One (1) years functional experience in office administrator / secretariat services. Knowledge: Departmental policies and procedures, Planning and Organising, Administration procedures, Batho Pele principles, Interpersonal relations. Skills: Facilitation skills, Interpersonal relationship skills, Computer skills, telephone etiquette, Organising skills, decision Making skills, Analytical skills, Project Management.
<b><u>DUTIES</u></b>	:	Provide a receptionist support to the Chief Director including diary management for the Chief Director. Render a secretariat service for the Office of the Chief Director. Assist in Monitoring and maintaining the budget including the supply chain for the Chief Director. Facilitate and coordinate all logistical and resource requirements of the Chief Director. Provide Management information and records management services in the Chief Directorate.Track and monitor projects tasks within the Chief Directorate.
<b><u>ENQUIRIES</u></b>	:	Ms NFN Sigaba Tel No: 012 309 4545 / 0636943730
<b><u>APPLICATIONS</u></b>	:	Chief Director: Human Resources Management: Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street.
<b><u>FOR ATTENTION</u></b>	:	Sub-directorate: Human Resources Operations, Head Office
<b><u>POST 36/30</u></b>	:	<b><u>CLIENT SERVICE OFFICER: REGISTRATION SERVICES REF NO: HR4/4/5/77</u></b>
<b><u>SALARY</u></b>	:	R211 713 per annum
<b><u>CENTRE</u></b>	:	Dundee Labour Centre
<b><u>REQUIREMENTS</u></b>	:	Matriculation/ Grade 12/ Senior Certificate. Knowledge: All Labour Legislations and Regulations, Private Employment Agency regulations and related ILO conventions, Public Service Regulations, Public Service Act, Knowledge of the Departmental Policies, Procedures and Guidelines, Batho Pele principles Skills: Interpersonal, Telephone etiquette, Interviewing, Computer literacy, Communication, Ability to interpret legislation, Problem solving.
<b><u>DUTIES</u></b>	:	Render services at help desk as the first point of entry within the Registration Services. Render Employment Services to all the Clients who visit the Labour Centre. Resolve all complaints on all Labour Legislation received from Clients. Receive all Unemployment Insurance Benefits Applications and Employer declarations. Receive application forms in terms of Compensation for Injuries & Diseases Act (COIDA) and Employer registration forms for COIDA.
<b><u>ENQUIRIES</u></b>	:	Ms T Khumalo Tel No: (034) 212 3147
<b><u>APPLICATIONS</u></b>	:	Deputy Director: Dundee Labour Centre, PO Box 445, 3000 or hand deliver at 63 Victoria Street, Dundee
<b><u>FOR ATTENTION</u></b>	:	Sub-directorate: Human Resources Operations, KwaZulu-Natal
<b><u>POST 36/31</u></b>	:	<b><u>DRIVER/MESSENGER REF NO: HR4/4/5/73</u></b>
<b><u>SALARY</u></b>	:	R176 310 per annum
<b><u>CENTRE</u></b>	:	Verulam Labour Centre
<b><u>REQUIREMENTS</u></b>	:	Matriculation/ Grade 12, Valid Driver's Licence, PDP. Knowledge: Departmental Policies and Procedures, Courier services. Skills: Driving skills, Literacy, Interpersonal relationship, Planning and organising.
<b><u>DUTIES</u></b>	:	Provide effective and efficient transport services within the Province. Conduct physical vehicle inspection. Assist in ensuring that vehicles are maintained, repaired and services. Office administrative duties.
<b><u>ENQUIRIES</u></b>	:	Mr B Zondi Tel No: (032) 541 5600



**APPLICATIONS**

: Deputy Director: Verulam Labour Centre, PO Box 1144, Verulam 4340 Or hand deliver at 13 Wick Street, Verulam

**FOR ATTENTION**

: Sub-directorate: Human Resources Operations, KwaZulu-Natal

## DEPARTMENT OF FORESTRY FISHERIES AND THE ENVIRONMENT

*The National Department of Forestry, Fisheries and the Environment is an equal opportunity, affirmative action employer.*

- APPLICATIONS** : May be forwarded to the Director-General, Department of Forestry, Fisheries and the Environment, Private Bag X447, Pretoria, 0001 or hand-delivered to: Environment House, Erf 1563 Arcadia Extension 6, Cnr Soutpansberg and Steve Biko Road, Arcadia, Pretoria.
- FOR ATTENTION** : Human Resources Management
- NOTE** : Applications must be submitted on a New signed Z83 form obtainable from any Public Service Department accompanied by a recent detailed Curriculum Vitae only, to be considered. Shortlisted candidates will be required to submit certified copies of qualifications, Senior Certificate, identity document and driver's license on or before the day of the interview. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The National Department of Forestry, Fisheries and the Environment is an equal opportunity, affirmative action employer. Preference may be given to appointable applicants from underrepresented designated groups in terms of the Department's equity plan. Persons with disabilities are encouraged to apply. Correspondence will be limited to successful candidates only. 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 and Minimum Entry Requirements for SMS that was introduced on 1 April 2015, a pre-entry certificate obtained from National School of Government (NSG) is required for all SMS applicants. The course is available through the NSG under the name "Certificate for entry into SMS" (full details are available at: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>). Shortlisted candidates must provide proof of successful completion of the course. Furthermore, candidates shortlisted for the SMS post will be subjected to a technical exercise that intends to test relevant technical elements of the job. Following the interview and the technical exercise, the Selection Panel will recommend candidates to attend a generic managerial competency assessment in compliance with the DPSA Directive on the implementation of competency-based assessments. The person appointed to this position will be subjected to a security clearance, the signing of a performance agreement and an employment contract. The department reserves the right not to make an appointment. If you have not been contacted within three 3 months after the closing date of the advertisement, please accept that your application was unsuccessful.
- ERRATUM:** Kindly note that the experience requirement for the post of Deputy Director: Internal Audit Marine Living Resources Fund (MLRF) and Fisheries with Reference number ODG11/2022 that was advertised on circular 35 of 2022 with the closing date of 10 October 2022 has been amended as follows: A minimum of three (3) years' experience required in the relevant field of which three (3) of them should be at entry/junior managerial level (assistant director level or equivalent).

## MANAGEMENT ECHELON

- POST 36/32** : **PROGRAMME MANAGER: FORESTRY MASTER PLAN REF NO: FOM36/2022**  
(12 Months Contract)
- SALARY** : R1 073 187 per annum, (all-inclusive salary package)
- CENTRE** : Pretoria
- REQUIREMENTS** : An undergraduate qualification in Natural Sciences / Public Administration or relevant qualification on NQF level 7 as recognized by SAQA. Extensive experience in the relevant field. Applicants must have 5 years of experience at middle / senior management level. Knowledge of Expanded Public Works programme and integrated sustainable rural development and urban renewal

programme. Knowledge and understanding of Transformation programmes. Understanding of the Transformation regulatory frameworks, Forest Sector Transformation Code, Promotion of Access to Information Act, Employment Equity, Skills Development Act, Skills Levies Act, and Environment legislation. Knowledge of policy development and implementation. Understanding of change management and financial management. Programme and Project Management. Coordination and stakeholder liaison skills. Sound research, analytical, organising, planning and presentation. Excellent communication skills (verbal and written). Ability to gather and analyse information. Ability to develop and apply policies. Ability to work with difficult persons and to resolve conflict. Ability to work under pressure and long hours. Proof of completion of the Senior Management Pre-entry Programme as endorsed by the National School of Government (NSG).

## **DUTIES**

: Oversee, coordinate, and facilitate growth of the sector in line with the Masterplan. Provide strategic leadership on the implementation of the Forestry Masterplan. Manage interventions leading to the accelerated implementation of the Masterplan. Identify and propose strategic solutions to challenges impeding the implementation of the Forestry Masterplan. Facilitate funding for forestry development through a Blended Finance Framework. Facilitate the unlocking of inhibitors to forestry development such as water use licensing, transport, illegal activities, productivity of State plantations in line with the masterplan. Promote and monitor the implementation of the Masterplan. Ensure coordination and effective functioning of the Masterplan governance structures. Ensure verification of reports in preparation of the high-level meetings of the Masterplan. Facilitate the preparation of strategic documents for presentation at high level meetings. Ensure additional investment by industry to facilitate economic growth throughout the value chain in line with the Masterplan and the Forest Sector Transformation Charter. Develop relevant reports to track implementation of the Masterplan. Enhance participation with stakeholders and other government departments. Identify and facilitate engagement with strategic stakeholders. Facilitate an understanding of the PPGI vision and investment trends. Provide assistance with blockages where sector commitment is lacking. Facilitate stakeholder engagement inclusive of government, communities, NGOs, Forestry industry, funding institutions, research and training institutions. Identify strategic partnerships and co-ordinate development of frameworks for agreements (MoU's, etc.). Ensure alignment with provinces, SOEs, industry and labour in terms of streamlining land reform and related matters to ensure the realisation of post settlement support. Ensure promotion and awareness creation of the masterplan to stakeholders. Ensure the implementation of the monitoring and evaluation system for the Forestry Masterplan deliverables. Co-ordinate the development and implementation of a monitoring, evaluation and reporting system. Monitor and evaluate the implementation of targets set in the Masterplan. Report on progress with regard to the implementation of the Forestry Masterplan. Ensure the development and maintenance of a document management system. Manage and co-ordinate responses to general enquiries, parliamentary questions, and media queries.

## **ENQUIRIES**

## **CLOSING DATE**

: Mr S Malaza Tel No: 012 309 8792  
: 17 October 2022

## **POST 36/33**

: **DIRECTOR: CLIMATE CHANGE MITIGATION POLICY, REGULATION AND PLANNING REF NO: CCAQ13/2022**

## **SALARY**

: R1 073 187 per annum, (all-inclusive salary package). The remuneration package includes a basic salary (70% of package), State's contribution to the Government Employee Pension Fund (13% of basic salary) and a flexible portion which can be structured according to the individual's personal needs.

## **CENTRE**

: Pretoria

## **REQUIREMENTS**

: An undergraduate qualification in Natural Science/Environmental Management or relevant qualification on NQF Level 7 as recognised by SAQA plus five years' experience at Middle/Senior Managerial level in the relevant field. Knowledge of Environment Climate Change Issues. Ability to conduct research, gather and analyse information and draft documents. Ability to develop, interpret and apply policies, strategies, and legislation. Stakeholder engagement, Knowledge of HR management practices, legal issues, negotiations skills and ability to deal with conflict; Stakeholder engagement; Strategic Capability and Leadership; Programme and Project Management;

		Financial Management; People Management and Empowerment. Goal orientated and ability to working under pressure. Proof of completion of the Senior Management Pre-entry Programme as endorsed by the National School of Government (NSG).
<b><u>DUTIES</u></b>	:	Development and review of climate change mitigation related policies, legislation, regulation, plans, standards, and guidelines. Periodically develop and review the Long-term Emission Development Strategy for South Africa. Develop new and review existing carbon intensity benchmarks/standards to inform the environmental authorization and allocation of carbon space to new entrants into the market processes. Review and estimate the effect of all sector policies that have direct or indirect impact on the country's emission reduction goal and mainstream climate change mitigation into these policies. Development of the climate change response Act and associated planning frameworks. Develop and review Sectoral Emission Targets (SETs). Periodically develop and update the South African mitigation system and sequence in line with the Nationally Determined Contributions. Establish, implement, and review mechanisms for a just transition to a low carbon economy and climate resilient society Develop and review the National Employment Vulnerability Assessment and Sector Jobs Resilience Plans for sectors vulnerable to climate change responses. Support the development of programmes/plans to implement just transition.
<b><u>ENQUERIES</u></b>	:	Mr J Witi Tel No: 012 399 9048
<b><u>CLOSING DATE</u></b>	:	17 October 2022
<b><u>POST 36/34</u></b>	:	<b><u>DIRECTOR: BIODIVERSITY FINANCE INITIATIVE (BIOFIN) REF NO: BC08/2022</u></b> (3-Year Contract)
<b><u>SALARY</u></b>	:	R1 073 187 per annum, (all-inclusive salary package). The remuneration package includes a basic salary (70% of package), State's contribution to the Government Employee Pension Fund (13% of basic salary) and a flexible portion which can be structured according to the individual's personal needs.
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	An undergraduate qualification in Public Management/ Public Administration/Finance/Economics or relevant qualification on NQF level 7 as recognized by SAQA. Five years of experience at a middle/senior managerial level in a relevant field. Knowledge of environmental and development issues (globally, regionally, locally). Technical knowledge based on a sound research base, environment and other relevant fields is critical. Knowledge and skills to be able to contribute to the development of integrated, sound strategies towards biodiversity and conservation. Specialist knowledge of the latest international and national theory and developments in respect of environmental impact, land use and spatial planning legislation, policies and strategies. Ability to manage and plan for activities, including projects. Ability to develop, interpret and apply policies, strategies and legislation. Ability to control and manage the budget. Knowledge of HR management practices, legal issues, negotiations and dealing with conflict. Excellent organizational skills; Strong analytical, writing and communication skills. Ability to prepare publications, reports and presentations. Ability to manage and work with a multidisciplinary and multicultural team. Proof of completion of the Senior Management Pre-entry Programme as endorsed by the National School of Government (NSG).
<b><u>DUTIES</u></b>	:	Ensure management of the BIOFIN project. Consult with the United Nations Development Program (UNDP) Country Office and BIOFIN Central Technical Unit to elaborate/revise work plan, report on the schedule and budget. Provide support to the formulation and management of the National BIOFIN Steering/Advisory Committee. Lead project monitoring, reporting and evaluation at national level. Compile BIOFIN progress reports (substantive and financial) regularly for UNDP and project partners. Provide technical leadership and support to the BIOFIN project. Provide key technical leadership on Public Finance and technical expertise in assuring horizontal integration and consistency of workstreams/studies. Facilitate coordination of national BIOFIN and NBSAP processes for mutual reinforcement. Provide communication support on project outreach to the stakeholders. Ensure collaboration of counterparts on data and information provision, expert review and verification. Prepare detailed reports and analysis of national BIOFIN project results and impacts including in preparation for COP12 and for project end. Provide a knowledge management and reporting support.

**ENQUERIES** : Dr T Makholela Tel No: 012 399 9150  
**CLOSING DATE** : 17 October 2022

#### OTHER POSTS

**POST 36/35** : **DEPUTY DIRECTOR: FINANCIAL CONTROL AND ACCOUNTING REF NO: CFO18/2022**

**SALARY** : R744 255 per annum, (all-inclusive remuneration package)  
**CENTRE** : Pretoria  
**REQUIREMENTS** : A Bachelors degree/National Diploma (NQF6) in Accounting/ Financial Management or equivalent qualification within the related field coupled with 3-5 years' experience in Financial management of which three (3) of them should be at entry/junior managerial level (Assistant Director level or equivalent). Knowledge of financial management, accounting and business practices. Knowledge of strategic planning and budgeting. Project Management. Sufficient knowledge of specific computer software packages and efficient use of associated hardware. Financial management. Accounting, BAS and LOGIS. Public Service financial legislative frameworks. Skills & Competencies: Adequate skills in computer use; Advanced skills in financial; Good interpersonal relations; Relationship Management; Financial Management; Problem Solving and Analysis; People Management and Empowerment; Client Orientation and Customer Focus.

**DUTIES** : Ensure Effective financial Management. Develop project plans for monthly, quarterly and Annual Financial Statements. Compile Financial Statements and Interim Financial Statements in line with the Preparation Guide as issued by the Office of the Accountant General. Attend to all audit queries in respect of the Financial Statements. Follow - up on Audit implementation plans. Review inputs for preparation of financial statement and ensure proper audit trail and working papers. Compile inputs and proof reading Annual Reports. Ensure compliance to the financial management performance indicators in accordance with the PFMA. Maintain ledger account for the vote of the Department. Manage the reconciliation of Bank (PMG) accounting. Manage cash flow fund requisition via safety net. Request bank statements on Safety net. Manage and Authorise Credit Transfer payment. Manage the maintenance of financial batches. Manage the safekeeping of reserved stock of face value forms. Supervise and authorise work that has been done in the section. Manage Entity Control. Ensure the effective Public Entities Oversight.

**ENQUIRIES** : Mr N Leshabane Tel No: 012 399 9115  
**CLOSING DATE** : 10 October 2022

**POST 36/36** : **DEPUTY DIRECTOR: INFORMATION MANAGEMENT AND BILATERAL COORDINATION REF NO: BC09/2022**

**SALARY** : R744 255 per annum, (all-inclusive remuneration package)  
**CENTRE** : Pretoria  
**REQUIREMENTS** : A Bachelors Degree/National Diploma (NQF6) in Public Administration or equivalent qualification within the related field coupled with 3-5 years' experience in the related field of which three (3) of them should be at entry/junior managerial level (Assistant Director level or equivalent). Knowledge of project planning methodologies such as critical path planning. Knowledge of database/spreadsheet/ word processing software. Knowledge on Biodiversity Management, Conservation Management, Public Administration and Project Management. Knowledge of Public service prescripts and procedure. Ability to conceptualize and organize project-planning process. Ability to take responsibility and function under minimal supervision. Ability to work with wide range of people. Computer literacy, excellent communications and leadership skills; excellent planning and organizational skills and Problem solving skills. Ability to accurately review and complete detail oriented information and projects. Ability to conceptualize and organize project-planning process. Personal Attributes: Ability to work under pressure, take initiative and be creative. Ability to take responsibility and function under minimal supervision. Ability to work with wide range of people.

**DUTIES** : Manage and coordinate the implementation of bilateral activities arising from the Biodiversity related Memoranda of Understanding with other countries. Ensure implementation and reporting on the progress, the outcomes approach in terms of Outcome 10 and outcome 7. Facilitate the development of

implementation agreements with stakeholders for the advancement of the biodiversity science/policy interface. Develop and implement stakeholder engagement strategies for enhancing sector reporting. Provide secretariat functions for stakeholder engagement platforms (Convention on Biological Diversity (CBD), Intergovernmental Platform on Biodiversity and Ecosystem Services (IPBES).

**ENQUIRIES**  
**CLOSING DATE**

: Dr T Makholela Tel No: 012 399 9150  
: 10 October 2022

**GOVERNMENT COMMUNICATION AND INFORMATION SYSTEM (GCIS)**

*The GCIS is an equal opportunity employer. In the filling of vacant posts, the objectives of Section 195 (1) (i) of the Constitution of the Republic of South Africa of 1996, the Employment Equity (EE) imperatives as defined by the EE Act, 1998 (Act 55 of 1998) and relevant Human Resources policies of the department will be taken into consideration. People with disabilities will be accommodated within reasonable limits. Therefore, preference will be given to candidates whose appointment will assist the department in achieving its EE targets in terms of its EE Plan.*

<b><u>APPLICATIONS</u></b>	:	The DG of GCIS, Private Bag X745, Pretoria, 0001 or hand deliver to Tshedimotso House, 1035 cnr Frances Baard and Festival streets, Hatfield, Pretoria.
<b><u>FOR ATTENTION</u></b>	:	Ms M Kotelo
<b><u>CLOSING DATE</u></b>	:	Monday, 10 October 2022
<b><u>NOTE</u></b>	:	Applicants with disabilities are encouraged to apply. As per the Government Gazette No: 43872, any applicant who applies on or after 1 January 2021 must do so on the new prescribed Z83 form, obtainable from any Public Service department or on the internet at <a href="http://www.gov.za/documents">www.gov.za/documents</a> . Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the fully completed and signed Z83 form and a detailed curriculum vitae only. Communication regarding certified copies of qualifications and other relevant documents will be limited to only shortlisted candidates. Therefore, only shortlisted candidates will be required to submit certified documents on/or before the day of the interview, following communication from the department. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualifications Authority (SAQA). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. No faxed, copied or emailed applications will be considered. Where a driver's licence is essential, it should be attached. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. All appointments are subject to the verification of educational qualifications, previous experience, citizenship, reference checks and security vetting. The department reserves the right to fill or not to fill the vacant posts. The successful candidates will be placed on the GCIS database of service providers and their services used rotationally. By submitting the employment application form, you agree and consent in terms of Section 11 (1) of the Protection of Personal Information Act (POPIA), 2013 (Act 4 of 2013), to your personal information which you provide to the GCIS being processed by the department and its employees, agents and subcontractors for recruitment purposes, in accordance with the POPIA of 2013.

**OTHER POSTS**

<b><u>POST 36/37</u></b>	:	<b><u>DEPUTY DIRECTOR: VIDEO UNIT MANAGER REF NO: 3/1/5/1 –22/70</u></b> Directorate: Media Production
<b><u>SALARY</u></b>	:	R744 255 – R876 705 per annum (Level 11), (all-inclusive remuneration package)
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	Applicants must be in possession of Grade 12, and an appropriate National Diploma (NQF level 6) or Degree (NQF level 7) in Media Studies, Business or Public Management, Marketing, Communications, or related qualification as recognised by SAQA, with at least four (4) years communication experience, of which two (2) years should be on salary level nine (9) or ten (10). The applicant should have a good knowledge of government communications with good organizational and communication skills. Have knowledge/understand of the PFMA and Supply Chain Management processes. Have knowledge of video production, video camera operations, video editing and live streaming, with an understanding of the latest audio visual technology available. Must be computer literate and be able to convey ideas and views well in writing. Strong coordination, client orientation and project management skills. Very strong ability to work under pressure, in a fluctuating environment and be extremely good in the management of deadlines. Should be highly motivated and driven

		with an eye for detail. Must have good people management, problem solving and analysis, and good time management skills. A valid driver's license is essential as the post will entail some travel away from Head Office.
<b><u>DUTIES</u></b>	:	General management of the GCIS Video Unit and the Government Audio-Visual Forum (AVF). Ensure that all briefs relating to the video unit are received, acknowledged and actioned within the stipulated deadlines. Drafting of all documents for human resource, finance, supply chain management and any other issues related to the video unit. Ensure the maintenance and the control of all equipment assigned to the unit. Keep abreast of the latest technologies available in the industry and ensure that all staff up to date with the various skills that are available within the audio and visual market. Management of human and financial resources within the unit. Provide the information as required as per the APP target for the unit and support to the Chief Directorate Communication Service Agency when required.
<b><u>ENQUIRIES</u></b>	:	Ms N Shuping Tel No: (012) 473 0042
<b><u>NOTE</u></b>	:	Preference will be given to African Male/Female and Coloured Male/Female. People with disabilities will be given preference regardless of Race.
<b><u>POST 36/38</u></b>	:	<b><u>DEPUTY DIRECTOR: FINANCIAL ADMINISTRATION REF NO: 3/1/5/1 – 22/71</u></b> Directorate: Finance
<b><u>SALARY</u></b>	:	R744 255 – R876 705 per annum (Level 11), (all-inclusive remuneration package)
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	Applicant must be in possession of Grade 12, and an appropriate National Diploma (NQF level 6) or Degree (NQF level 7) in Financial Accounting or related qualification as recognised by SAQA, with at least four (4) years relevant financial administration and financial reporting experience, of which two (2) years should be on salary level nine (9) or ten (10). Ability to work under pressure. Good communication, writing and organizational skills. Be creative, innovative, flexible and highly motivated. Computer literacy with excellent knowledge of Outlook and the Microsoft Office package, i.e. MS Word, MS Excel and MS PowerPoint. Credible and proven experience of financial administration in the public sector. As Head of the Financial Administration Sub-Directorate the successful candidate must be able to work independently as well as with internal and external clients, i.e. from junior personnel to Senior Managers, National Treasury and the Auditor-General. The successful candidate should be an analytical and innovative thinker.
<b><u>DUTIES</u></b>	:	The successful candidate will report to the Director: Financial Management. He /she provides effective execution of financial administration tasks and responsibilities. The successful candidate will be responsible for Supporting the Accounting Officer, Chief Financial Officer and Director: Financial Management and provide advice to ensure effective financial management by administering the Department's bank account, suspense accounts and salary administration. Provide monthly and annual financial year closing procedures and compile the interim and annual Financial Statements in accordance with the Public Finance Management Act (PFMA), modified cash standard and National Treasury prescripts. Oversee the Bookkeeping Section; Petty Cash; Salaries Section; employees and ex-employees debt as well as departmental debt; Travel & Subsistence; reconciliation of advances received in respect of media communication campaigns; Theft and Losses; Transport and Switchboard Sections. Manage the approval and / or authorisation of transactions on the transversal systems (BAS; PERSAL). Ensure the compilation of financial reports and reconciliations for internal and external meetings and reporting requirements. Ensure compliance to the Public Finance Management Act (PFMA), National Treasury Regulations and related prescripts. Compile and coordinate the review of departmental Financial Policies and adhere to all internal and external due dates. Ensure the timeous and correct submission of documents to National Treasury, the Auditor-General, the South African Revenue Services (SARS) and other stakeholders as prescribed or requested. The successful candidate will be appointed as the PERSAL Salaries controller to ensure the correct handling of salary PERSAL functions, including security procedures.
<b><u>ENQUIRIES</u></b>	:	Mr H Bekker Tel No: (012) 473 0099
<b><u>NOTE</u></b>	:	Preference will be given to African Male/Female and Coloured Male/Female. People with disabilities will be given preference regardless of Race.



<b><u>POST 36/39</u></b>	:	<b><u>REGIONAL COMMUNICATION COORDINATOR: HARRY DISTRICT REF NO: 3/1/5/1 –22/72</u></b> Directorate: Provincial Liaison: KwaZulu-Natal
<b><u>SALARY</u></b>	:	R382 245 per annum (Level 09)
<b><u>CENTRE</u></b>	:	Harry Gwala District
<b><u>REQUIREMENTS</u></b>	:	Applicants must be in possession of an appropriate three (3) year degree (NQF level 7) or National Diploma (NQF level 6) in Communication or related qualification. Three (3) years communication experience of which one (1) year should be experience at salary level seven (7) / eight (8) or supervisory level, with knowledge of communication disciplines, including media liaison, research and development communication. The applicant must have an understanding of development communication, and knowledge of the KwaZulu Natal Province with specific insights into the Harry Gwala District and its local municipalities.
<b><u>DUTIES</u></b>	:	The successful candidate will be responsible to support the Deputy Director: Liaison in the implementation of a strategic government communication function in the Harry Gwala District as follows: implement key communication projects guided in line with government priorities and in accordance with the guidelines for development communication practice and platforms as developed by GCIS. Provide strategic communication support in the district, including the monitoring and supervision of the work of the district based communication interns or learners assigned to the region, including their administrative and operational functions, and report these to the Deputy Director: Provincial Liaison. Ensure the establishment and where necessary review and strengthening of communication coordination structures in the District to ensure the effective cascading of government communication content especially to leaders and structures of local government across the District. The candidate will support all initiatives aimed at strengthening Local government communication system through interface with strategic IGR structures at local level. The candidate will further provide communication support in various integrated service delivery models of government such as the Thusong service centre programme. The successful candidate will also be responsible for the development and maintenance of effective high level stakeholder relations in the region with a bias towards civil society, minority groups, local government and traditional leaders. A strategy to this end will be one of the first necessary deliverables. Coordination and implementation of rapid response requirements in the District; as well as writing articles on government developments in the region from time to time. The regional coordinator will also be responsible for the revision and development of a new regional distribution strategy for government information products. The successful candidate will additionally, on a regular basis, be required to develop local communication environment assessments of the District for use by various stakeholders and clients with required communication interventions recommended.
<b><u>ENQUIRIES</u></b>	:	Ms Ndala Mngadi Tel No: (031) 301 6787
<b><u>NOTE</u></b>	:	Preference will be given to Coloured male/female, Indian male/female and White male/female. People with disabilities will be given preference regardless of race and gender.
<b><u>POST 36/40</u></b>	:	<b><u>INTERNAL AUDITOR REF NO: 3/1/5/1 –22/73</u></b> Chief Directorate: Internal Audit
<b><u>SALARY</u></b>	:	R211 713 per annum (Level 06)
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	Applicants must be in possession of Grade 12, and a National Diploma (NQF 6) or Degree (NQF 7) in Internal Audit, BCom Accounting, Financial Accounting or BCom Financial Management or relevant qualification as recognised by SAQA. Two (2) years proven experience in Internal Audit. Applicant must have the ability to work under pressure, good writing and communication skills. Applicant must be computer literate and must have good interpersonal skills. Knowledge of Word, Advance Excel, Power point, Teammate and ACL will be an added advantage.
<b><u>DUTIES</u></b>	:	The successful candidate will be responsible for assisting with the preparation of the audit planning documents and successfully reviewed by the supervisor. Assist with drafting the request of information after entry meeting. Assist with preparing agenda of opening/exit meeting. Assist with the planning of the audit

engagements. Assist with conducting the fieldwork of the project engagement (as per IIA standards). Verification that the internal audit reports and other related documents are uploaded on SharePoint IA folder. Verification and follow up of recommendations implemented by management. Quality assurance by monitoring audit engagement project files in line with Internal Audit methodology.

**ENQUIRIES**  
**NOTE**

- : Mr EM Nedzamba Tel No: (012) 473 0166
- : Preference will be given to Coloured, Indian and White male/female. People with disabilities will be given preference regardless of race and gender.

## GOVERNMENT PENSIONS ADMINISTRATION AGENCY (GPAA)

**CLOSING DATE****NOTE**

: 07 October 2022 before 12h00 noon No late applications will be considered.

: Take note of the disclaimer mentioned on each advert. It is mandatory that applications which consist of a signed Z83 and comprehensive CV 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. From 1 January 2021, a new application for employment (Z83) form will be effective and if the old Z83 is used, it will be deemed a regret. Should an individual wish to apply for a post after 1 January 2021, he/she will be required to submit the new application for employment form which can be downloaded at [www.dpsa.gov.za-vacancies](http://www.dpsa.gov.za-vacancies) or <http://www.gpaa.gov.za> Requirements: Applications must be submitted on the new form Z83 as indicated above (signed and scanned). The relevant reference number must be quoted on all documentation and on the subject heading of the email. An application should consist of (a) a comprehensive and detailed CV (specifying all experience and duties, indicating the respective dates MM/YY as well as indicating references with full contact details) and (b) a duly completed Z83 only (refer to Circular No 19 of 2022 in this regard). Failure to submit the above documents will result in the application not being considered and deemed a regret. The candidate must agree to the following: Shortlisted candidates must avail themselves for a virtual or in-person panel interview at a date and time determined by the GPAA. Note that certain information contained in the application (CV and Z83) may be verified through the request for official documents and/or other methods of verification and proof. The certification of all supporting documents will be expected of the shortlisted candidates only. Applicants must note that pre-employment checks and references will be conducted once they are short-listed and the appointment is also subject to a positive outcome 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 applications on 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 an annual performance agreement and will be required to undergo a security clearance. Applicants applying for more than one internship must submit a separate form Z83 in respect of each internship applying for. If an applicant wishes to withdraw an application it must be done in writing to the respective email address, clearly stating in the subject line.

Should an application be received where an applicant applies for more than one internship on the same application form (Z83), the application will only be considered for the first internship (with the first corresponding reference number) and not for any of the other internships. Under no circumstances will faxed or hand delivered applications be accepted. Due to large volume of responses anticipated, receipt of applications will not be acknowledged, and correspondence will be limited to short listed candidate only. It may be expected of shortlisted candidate to undergo psychometric assessments. NB: The Internship opportunities are re-opened with a new closing date. If you have applied successfully on the previous round, there is no need to re-apply.

## **INTERNSHIPS FOR 2022/2023**

### **OTHER POSTS**

**POST 36/41** : **INTERNSHIP PROGRAMME: BUSINESS SUPPORT SERVICES – SYSTEM ADMINISTRATION AND TESTING LAB REF NO: BSS-SA &TL/2022-08-4IN (X4 POSTS)**  
(24 months contract)

**STIPEND** : R74 099.55 per annum or in line with Remuneration Schedule for Interns  
**CENTRE** : Pretoria Head Office  
**REQUIREMENTS** : A completed three-year National Diploma/Bachelor's Degree in Informatics / Computer Sciences / Business Applications. Applicants must be unemployed with less than 12 months' work experience in the field of study/qualification obtained. Must be South African Citizens. Must be between the ages of 18-35 during the time of advertising. Applicants should not have participated in an internship programme for a period exceeding six (6) months relevant to the qualification/field of study. Failure to disclose this information will result in immediate termination of the internship contract on account of dishonesty/undue enrichment. Applicants are expected to possess additional competencies; namely: Communication and basic computer skills relevant to the role. Take note of the requirements regarding a new Z83 effective 1 January 2021 as per the DPSA regulations as well as all other requirements specified in the footer. Take note of Circular 19 of 2022 regarding the practice note on the Z83 application and completion thereof. The certification of all supporting documents will be expected of the shortlisted candidates only. Interviews may be conducted via a virtual medium which will be discussed with each shortlisted applicant. The applicant should have the necessary data and equipment for this purpose. Correspondence will only be conducted with the short-listed candidates. If you have not been contacted within six (6) months after the closing date of this advertisement, please accept that your application was unsuccessful.

**DUTIES** : The programme is aimed at affording graduates an opportunity to be exposed to the work environment in the areas of the acquired qualifications. The intention is to give them exposure that will equip them to increase their chances of employability. Learning will take place under the guidance of more experienced professionals / mentors.

**ENQUIRIES** : Oumash Phlad Tel No: (012) 319 1038  
**APPLICATIONS** : It is mandatory to email your application (comprehensive CV and new Z83 signed) to [apply.1320B5D01.0@applybe.com](mailto:apply.1320B5D01.0@applybe.com) quoting the reference number in the subject heading of the email.

**NOTE** : The Government Pensions Administration Agency (GPAA) invites applications from qualifying applicants to participate in a graduate internship programme in the 2022/2023 financial year. The 24 months' Internship is aimed at providing an opportunity to four (4) Learners in BSS – System Administration and Test Lab. Placement/appointment in the GPAA after the completion of the programme is not guaranteed. For detailed information on the internship opportunities that GPAA offers, please visit the GPAA's website – [www.gpaa.gov.za](http://www.gpaa.gov.za)

**POST 36/42** : **INTERNSHIP PROGRAMME: BUSINESS SUPPORT SERVICES – OFFICE ADMINISTRATION REF NO: BSS-OA/2022-08-2IN (X2 POSTS)**  
(24 months)

**STIPEND** : R74 099.55 per annum or in line with Remuneration Schedule for Interns  
**CENTRE** : Pretoria Head Office

<b><u>REQUIREMENTS</u></b>	:	A completed three-year National Diploma/Bachelor's Degree in Public Administration / Business Administration. Applicants must be unemployed with less than 12 months' work experience in the field of study/qualification obtained. Must be South African Citizens. Must be between the ages of 18-35 during the time of advertising. Applicants should not have participated in an internship programme for a period exceeding six (6) months relevant to the qualification/field of study. Failure to disclose this information will result in immediate termination of the internship contract on account of dishonesty/undue enrichment. Applicants are expected to possess additional competencies; namely: Communication and basic computer skills relevant to the role. Take note of Circular 19 of 2022 regarding the practice note on the Z83 application and completion thereof. The certification of all supporting documents will be expected of the shortlisted candidates only. Interviews may be conducted via a virtual medium which will be discussed with each shortlisted applicant. The applicant should have the necessary data and equipment for this purpose. Correspondence will only be conducted with the short-listed candidates. If you have not been contacted within six (6) months after the closing date of this advertisement, please accept that your application was unsuccessful.
<b><u>DUTIES</u></b>	:	The programme is aimed at affording graduates an opportunity to be exposed to the work environment in the areas of the acquired qualifications. The intention is to give them exposure that will equip them to increase their chances of employability. Learning will take place under the guidance of more experienced professionals / mentors. Take note of the requirements regarding a new Z83 effective 1 January 2021 as per the DPSA regulations as well as all other requirements specified in the footer
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Oumash Phlad Tel No: (012) 319 1038
	:	It is mandatory to email your application (comprehensive CV and new Z83 signed) to <a href="mailto:apply.4320B8BF4.0@applybe.com">apply.4320B8BF4.0@applybe.com</a> quoting the reference number in the subject heading of the email.
<b><u>NOTE</u></b>	:	The Government Pensions Administration Agency (GPAA) invites applications from qualifying applicants to participate in a graduate internship programme in the 2022/2023 financial year. The 24 months' Internship is aimed at providing an opportunity to two (2) Learners in BSS – Office Administration. Placement/appointment in the GPAA after the completion of the programme is not guaranteed. For detailed information on the internship opportunities that GPAA offers, please visit the GPAA's website – <a href="http://www.gpaa.gov.za">www.gpaa.gov.za</a>
<b><u>POST 36/43</u></b>	:	<b><u>INTERNSHIP PROGRAMME: CORPORATE COMMUNICATIONS – MEDIA AND STAKEHOLDER RELATIONS AND INTERNAL COMMUNICATIONS</u></b> <b><u>REF NO: COMM–MR &amp; IC/2022-08-3IN (X3 POSTS)</u></b> (24 months)
<b><u>STIPEND CENTRE REQUIREMENTS</u></b>	:	R74 099.55 per annum or in line with Remuneration Schedule for Interns
	:	Pretoria Head Office
	:	A completed three-year National Diploma/Bachelor's Degree in Communications / Journalism and Public Relations. Applicants must be unemployed with less than 12 months' work experience in the field of study/qualification obtained. Must be South African Citizens. Must be between the ages of 18-35 during the time of advertising. Applicants should not have participated in an internship programme for a period exceeding six (6) months relevant to the qualification/field of study. Failure to disclose this information will result in immediate termination of the internship contract on account of dishonesty/undue enrichment. Applicants are expected to possess additional competencies; namely: Communication and basic computer skills relevant to the role. Take note of Circular 19 of 2022 regarding the practice note on the Z83 application and completion thereof. The certification of all supporting documents will be expected of the shortlisted candidates only. Interviews may be conducted via a virtual medium which will be discussed with each shortlisted applicant. The applicant should have the necessary data and equipment for this purpose. Correspondence will only be conducted with the short-listed candidates. If you have not been contacted within six (6) months after the closing date of this advertisement, please accept that your application was unsuccessful.
<b><u>DUTIES</u></b>	:	The programme is aimed at affording graduates an opportunity to be exposed to the work environment in the areas of the acquired qualifications. The intention is to give them exposure that will equip them to increase their chances

		of employability. Learning will take place under the guidance of more experienced professionals / mentors.
<b><u>ENQUIRIES</u></b>	:	Rosina Rakgoale Tel No: (012) 319 1435
<b><u>APPLICATIONS</u></b>	:	It is mandatory to email your application (comprehensive CV and new Z83 signed) to <a href="mailto:applications@masteck.co.za">applications@masteck.co.za</a> quoting the reference number in the subject heading of the email.
<b><u>NOTE</u></b>	:	The Government Pensions Administration Agency (GPAA) invites applications from qualifying applicants to participate in a graduate internship programme in the 2022/2023 financial year. The 24 months' Internship is aimed at providing an opportunity to three (3) Learners in Corporate Communications – Media and Stakeholder Relations and Internal Communications. Placement/appointment in the GPAA after the completion of the programme is not guaranteed. For detailed information on the internship opportunities that GPAA offers, please visit the GPAA's website – <a href="http://www.gpaa.gov.za">www.gpaa.gov.za</a>
<b><u>POST 36/44</u></b>	:	<b><u>INTERNSHIP PROGRAMME: CORPORATE COMMUNICATIONS – MARKETING (GRAPHIC DESIGN) REF NO: COMM-GD/2022-08-01IN (X1 POST)</u></b> (24 months)
<b><u>STIPEND</u></b>	:	R74 099.55 per annum or in line with Remuneration Schedule for Interns
<b><u>CENTRE</u></b>	:	Pretoria Head Office
<b><u>REQUIREMENTS</u></b>	:	A completed three-year National Diploma/Bachelor's Degree in Graphic Design. Applicants must be unemployed with less than 12 months' work experience in the field of study/qualification obtained. Must be South African Citizens. Must be between the ages of 18-35 during the time of advertising. Applicants should not have participated in an internship programme for a period exceeding six (6) months relevant to the qualification/field of study. Failure to disclose this information will result in immediate termination of the internship contract on account of dishonesty/undue enrichment. Applicants are expected to possess additional competencies; namely: Communication and basic computer skills relevant to the role. Take note of Circular 19 of 2022 regarding the practice note on the Z83 application and completion thereof. The certification of all supporting documents will be expected of the shortlisted candidates only. Interviews may be conducted via a virtual medium which will be discussed with each shortlisted applicant. The applicant should have the necessary data and equipment for this purpose. Correspondence will only be conducted with the short-listed candidates. If you have not been contacted within six (6) months after the closing date of this advertisement, please accept that your application was unsuccessful.
<b><u>DUTIES</u></b>	:	The programme is aimed at affording graduates an opportunity to be exposed to the work environment in the areas of the acquired qualifications. The intention is to give them exposure that will equip them to increase their chances of employability. Learning will take place under the guidance of more experienced professionals / mentors.
<b><u>ENQUIRIES</u></b>	:	Rosina Rakgoale Tel No: (012) 319 1435
<b><u>APPLICATIONS</u></b>	:	It is mandatory to email your application (comprehensive CV and new Z83 signed) to <a href="mailto:applications@masteck.co.za">applications@masteck.co.za</a> quoting the reference number in the subject heading of the email.
<b><u>NOTE</u></b>	:	The Government Pensions Administration Agency (GPAA) invites applications from qualifying applicants to participate in a graduate internship programme in the 2022/2023 financial year. The 24 months' Internship is aimed at providing an opportunity to one (1) Learner in Corporate Communications – Graphic Design. Placement/appointment in the GPAA after the completion of the programme is not guaranteed. For detailed information on the internship opportunities that GPAA offers, please visit the GPAA's website – <a href="http://www.gpaa.gov.za">www.gpaa.gov.za</a>
<b><u>POST 36/45</u></b>	:	<b><u>INTERNSHIP PROGRAMME: CORPORATE MONITORING AND EVALUATION – RESEARCH AND EVALUATIONS REF NO: CM&amp;E-R&amp;E/2022-08-2IN (X2 POSTS)</u></b> (24 months)
<b><u>STIPEND</u></b>	:	R74 099.55 per annum or in line with Remuneration Schedule for Interns
<b><u>CENTRE</u></b>	:	Pretoria (Head Office)
<b><u>REQUIREMENTS</u></b>	:	A completed three-year National Diploma/Bachelor's Degree in Public Administration. A Honours degree will be an advantage. Applicants must be

unemployed with less than 12 months' work experience in the field of study/qualification obtained. Must be South African Citizens. Must be between the ages of 18-35 during the time of advertising. Applicants should not have participated in an internship programme for a period exceeding six (6) months relevant to the qualification/field of study. Failure to disclose this information will result in immediate termination of the internship contract on account of dishonesty/undue enrichment. Applicants are expected to possess additional competencies; namely: Communication and basic computer skills relevant to the role. Take note of Circular 19 of 2022 regarding the practice note on the Z83 application and completion thereof. The certification of all supporting documents will be expected of the shortlisted candidates only. Interviews may be conducted via a virtual medium which will be discussed with each shortlisted applicant. The applicant should have the necessary data and equipment for this purpose. Correspondence will only be conducted with the short-listed candidates. If you have not been contacted within six (6) months after the closing date of this advertisement, please accept that your application was unsuccessful.

- DUTIES** : The programme is aimed at affording graduates an opportunity to be exposed to the work environment in the areas of the acquired qualifications. The intention is to give them exposure that will equip them to increase their chances of employability. Learning will take place under the guidance of more experienced professionals / mentors.
- ENQUIRIES** : Brendon Jones Tel No: (012) 319 1093 or Jerry Maluleka Tel No: (012) 319 1058
- APPLICATIONS** : It is mandatory to email your application (comprehensive CV and new Z83 signed) to <https://affirmativeportfolios.co.za/GPAA/> quoting the reference number in the subject heading of the email.
- NOTE** : The Government Pensions Administration Agency (GPAA) invites applications from qualifying applicants to participate in a graduate internship programme in the 2022/2023 financial year. The 24 months' Internship is aimed at providing an opportunity to two (2) Learners in Corporate Monitoring and Evaluation – Research and Evaluations. Placement/appointment in the GPAA after the completion of the programme is not guaranteed. For detailed information on the internship opportunities that GPAA offers, please visit the GPAA's website – [www.gpaa.gov.za](http://www.gpaa.gov.za)
- POST 36/46** : **INTERNSHIP PROGRAMME: CORPORATE MONITORING AND EVALUATION – PERFORMANCE MONITORING REF NO: CM&E-PM/2022-08-2IN (X2 POSTS)**  
(24 months)
- STIPEND** : R74 099.55 per annum or in line with Remuneration Schedule for Interns
- CENTRE** : Pretoria (Head Office)
- REQUIREMENTS** : A completed three-year National Diploma/Bachelor's Degree in Social Sciences / Honours degree in Research. Applicants must be unemployed with less than 12 months' work experience in the field of study/qualification obtained. Must be South African Citizens. Must be between the ages of 18-35 during the time of advertising. Applicants should not have participated in an internship programme for a period exceeding six (6) months relevant to the qualification/field of study. Failure to disclose this information will result in immediate termination of the internship contract on account of dishonesty/undue enrichment. Applicants are expected to possess additional competencies; namely: Communication and basic computer skills relevant to the role. Take note of the requirements regarding a new Z83 effective 1 January 2021 as per the DPSA regulations as well as all other requirements specified in the footer. Take note of Circular 19 of 2022 regarding the practice note on the Z83 application and completion thereof. The certification of all supporting documents will be expected of the shortlisted candidates only. Interviews may be conducted via a virtual medium which will be discussed with each shortlisted applicant. The applicant should have the necessary data and equipment for this purpose. Correspondence will only be conducted with the short-listed candidates. If you have not been contacted within six (6) months after the closing date of this advertisement, please accept that your application was unsuccessful.
- DUTIES** : The programme is aimed at affording graduates an opportunity to be exposed to the work environment in the areas of the acquired qualifications. The intention is to give them exposure that will equip them to increase their chances

		of employability. Learning will take place under the guidance of more experienced professionals / mentors.
<b><u>ENQUIRIES</u></b>	:	Brendon Jones Tel No: (012) 319 1093 or Jerry Maluleka Tel No: (012) 319 1058
<b><u>APPLICATIONS</u></b>	:	It is mandatory to email your application (comprehensive CV and new Z83 signed) to <a href="https://affirmativeportfolios.co.za/GPAA/">https://affirmativeportfolios.co.za/GPAA/</a> quoting the reference number in the subject heading of the email.
<b><u>NOTE</u></b>	:	The Government Pensions Administration Agency (GPAA) invites applications from qualifying applicants to participate in a graduate internship programme in the 2022/2023 financial year. The 24 months' Internship is aimed at providing an opportunity to two (2) Learners in Corporate Monitoring and Evaluation – Performance Monitoring. Placement/appointment in the GPAA after the completion of the programme is not guaranteed. For detailed information on the internship opportunities that GPAA offers, please visit the GPAA's website – <a href="http://www.gpaa.gov.za">www.gpaa.gov.za</a>
<b><u>POST 36/47</u></b>	:	<b><u>INTERNSHIP PROGRAMME: CORPORATE MONITORING AND EVALUATION – REGIONAL COORDINATION REF NO: CM&amp;E-RC/2022-08-2IN (X2 POSTS)</u></b> (24 months)
<b><u>STIPEND</u></b>	:	R74 099.55 per annum or in line with Remuneration Schedule for Interns
<b><u>CENTRE</u></b>	:	Pretoria (Head Office)
<b><u>REQUIREMENTS</u></b>	:	A completed three-year National Diploma/Bachelor's Degree in Client Relationship Management / Public Relations. Applicants must be unemployed with less than 12 months' work experience in the field of study/qualification obtained. Must be South African Citizens. Must be between the ages of 18-35 during the time of advertising. Applicants should not have participated in an internship programme for a period exceeding six (6) months relevant to the qualification/field of study. Failure to disclose this information will result in immediate termination of the internship contract on account of dishonesty/undue enrichment. Applicants are expected to possess additional competencies; namely: Communication and basic computer skills relevant to the role. Take note of the requirements regarding a new Z83 effective 1 January 2021 as per the DPSA regulations as well as all other requirements specified in the footer. Take note of Circular 19 of 2022 regarding the practice note on the Z83 application and completion thereof. The certification of all supporting documents will be expected of the shortlisted candidates only. Interviews may be conducted via a virtual medium which will be discussed with each shortlisted applicant. The applicant should have the necessary data and equipment for this purpose. Correspondence will only be conducted with the short-listed candidates. If you have not been contacted within six (6) months after the closing date of this advertisement, please accept that your application was unsuccessful.
<b><u>DUTIES</u></b>	:	The programme is aimed at affording graduates an opportunity to be exposed to the work environment in the areas of the acquired qualifications. The intention is to give them exposure that will equip them to increase their chances of employability. Learning will take place under the guidance of more experienced professionals / mentors.
<b><u>ENQUIRIES</u></b>	:	Brendon Jones Tel No: (012) 319 1093 or Jerry Maluleka Tel No: (012) 319 1058
<b><u>APPLICATIONS</u></b>	:	It is mandatory to email your application (comprehensive CV and new Z83 signed) to <a href="https://affirmativeportfolios.co.za/GPAA/">https://affirmativeportfolios.co.za/GPAA/</a> quoting the reference number in the subject heading of the email.
<b><u>NOTE</u></b>	:	The Government Pensions Administration Agency (GPAA) invites applications from qualifying applicants to participate in a graduate internship programme in the 2022/2023 financial year. The 24 months' Internship is aimed at providing an opportunity to two (2) Learners in Corporate Monitoring and Evaluation – Regional Coordination. Placement/appointment in the GPAA after the completion of the programme is not guaranteed. For detailed information on the internship opportunities that GPAA offers, please visit the GPAA's website – <a href="http://www.gpaa.gov.za">www.gpaa.gov.za</a>



<b><u>POST 36/48</u></b>	:	<b><u>INTERNSHIP PROGRAMME: CORPORATE MONITORING AND EVALUATION – DATA MANAGEMENT REF NO: CM&amp;E-DM/2022-08-2IN (X2 POSTS)</u></b> (24 months)
<b><u>STIPEND</u></b>	:	R74 099.55 per annum or in line with Remuneration Schedule for Interns
<b><u>CENTRE</u></b>	:	Pretoria Head Office
<b><u>REQUIREMENTS</u></b>	:	A completed three-year National Diploma/Bachelor's Degree in Management Information Systems / Business Systems / Business Informatics / Data Management. Applicants must be unemployed with less than 12 months' work experience in the field of study/qualification obtained. Must be South African Citizens. Must be between the ages of 18-35 during the time of advertising. Applicants should not have participated in an internship programme for a period exceeding six (6) months relevant to the qualification/field of study. Failure to disclose this information will result in immediate termination of the internship contract on account of dishonesty/undue enrichment. Applicants are expected to possess additional competencies; namely: Communication and basic computer skills relevant to the role. Take note of the requirements regarding a new Z83 effective 1 January 2021 as per the DPSA regulations as well as all other requirements specified in the footer. Take note of Circular 19 of 2022 regarding the practice note on the Z83 application and completion thereof. The certification of all supporting documents will be expected of the shortlisted candidates only. Interviews may be conducted via a virtual medium which will be discussed with each shortlisted applicant. The applicant should have the necessary data and equipment for this purpose. Correspondence will only be conducted with the short- listed candidates. If you have not been contacted within six (6) months after the closing date of this advertisement, please accept that your application was unsuccessful.
<b><u>DUTIES</u></b>	:	The programme is aimed at affording graduates an opportunity to be exposed to the work environment in the areas of the acquired qualifications. The intention is to give them exposure that will equip them to increase their chances of employability. Learning will take place under the guidance of more experienced professionals / mentors.
<b><u>ENQUIRIES</u></b>	:	Brendon Jones Tel No: (012) 319 1093 or Jerry Maluleka Tel No: (012) 319 1058
<b><u>APPLICATIONS</u></b>	:	It is mandatory to email your application (comprehensive CV and new Z83 signed) to <a href="https://affirmativeportfolios.co.za/GPAA/">https://affirmativeportfolios.co.za/GPAA/</a> quoting the reference number in the subject heading of the email.
<b><u>NOTE</u></b>	:	The Government Pensions Administration Agency (GPAA) invites applications from qualifying applicants to participate in a graduate internship programme in the 2022/2023 financial year. The 24 months' Internship is aimed at providing an opportunity to two (2) Learners in Corporate Monitoring and Evaluation – Data Management. Placement/appointment in the GPAA after the completion of the programme is not guaranteed. For detailed information on the internship opportunities that GPAA offers, please visit the GPAA's website – <a href="http://www.gpaa.gov.za">www.gpaa.gov.za</a>
<b><u>POST 36/49</u></b>	:	<b><u>INTERNSHIP PROGRAMME: CUSTOMER RELATIONSHIP MANAGEMENT – CALL CENTRE. REF NO: CRM-CC/2022-08-20IN (X20 POSTS)</u></b> (24 months)
<b><u>STIPEND</u></b>	:	R74 099.55 per annum or in line with Remuneration Schedule for Interns
<b><u>CENTRE</u></b>	:	Pretoria (Trevenna)
<b><u>REQUIREMENTS</u></b>	:	A completed three-year National Diploma/Bachelor's Degree in Public Management / Administration / Call Centre Management. Applicants must be unemployed with less than 12 months' work experience in the field of study/qualification obtained. Must be a South African Citizen. Must be between the ages of 18-35 during the time of advertising. Applicants should not have participated in an internship programme for a period exceeding six (6) months relevant to the qualification/field of study. Failure to disclose this information will result in immediate termination of the internship contract on account of dishonesty/undue enrichment. Applicants are expected to possess additional competencies; namely: Communication and basic computer skills relevant to the role. Kindly note that for the Client Relationship Management (CRM) internship opportunities, applicants are required to be conversant in English and at least one of the local languages that are spoken in the Province applying for. Take note of the requirements regarding a new Z83 effective 1 January

2021 as per the DPSA regulations as well as all other requirements specified in the footer. Take note of Circular 19 of 2022 regarding the practice note on the Z83 application and completion thereof. The certification of all supporting documents will be expected of the shortlisted candidates only. Interviews may be conducted via a virtual medium which will be discussed with each shortlisted applicant. The applicant should have the necessary data and equipment for this purpose. Correspondence will only be conducted with the short-listed candidates. If you have not been contacted within six (6) months after the closing date of this advertisement, please accept that your application was unsuccessful.

**DUTIES** : The programme is aimed at affording graduates an opportunity to be exposed to the work environment in the areas of the acquired qualifications. The intention is to give them exposure that will equip them to increase their chances of employability. Learning will take place under the guidance of more experienced professionals / mentors.

**ENQUIRIES APPLICATIONS** : Oumash Phlad Tel No: (012) 319 1038  
: It is mandatory to email your application (comprehensive CV and new Z83 signed) to [gpaa27@ursonline.co.za](mailto:gpaa27@ursonline.co.za) quoting the reference number in the subject heading of the email.

**NOTE** : The Government Pensions Administration Agency (GPAA) invites applications from qualifying applicants to participate in a graduate internship programme in the 2022/2023 financial year. The 24 months' Internship is aimed at providing an opportunity to twenty (20) Learners in CRM – Call Centre. Placement/appointment in the GPAA after the completion of the programme is not guaranteed. For detailed information on the internship opportunities that GPAA offers, please visit the GPAA's website – [www.gpaa.gov.za](http://www.gpaa.gov.za)

**POST 36/50** : **INTERNSHIP PROGRAMME: CUSTOMER RELATIONSHIP MANAGEMENT – PORT ELIZABETH SATELLITE OFFICE REF NO: CRM – PE/2022-08-3IN (X3 POSTS)**

**STIPEND CENTRE REQUIREMENTS** : R74 099.55 per annum or in line with Remuneration Schedule for Interns  
: Port Elizabeth  
: A completed three-year National Diploma/Bachelor's Degree in Public Management/ Administration. Applicants must be unemployed with less than 12 months' work experience in the field of study/qualification obtained. Must be a South African Citizen. Must be between the ages of 18-35 during the time of advertising. Applicants should not have participated in an internship programme for a period exceeding six (6) months relevant to the qualification/field of study. Failure to disclose this information will result in immediate termination of the internship contract on account of dishonesty/undue enrichment. Applicants are expected to possess additional competencies; namely: Communication and basic computer skills relevant to the role. Kindly note that for the Client Relationship Management (CRM) internship opportunities, applicants are required to be conversant in English and at least one of the local languages that are spoken in the Province applying for. Take note of the requirements regarding a new Z83 effective 1 January 2021 as per the DPSA regulations as well as all other requirements specified in the footer. Take note of Circular 19 of 2022 regarding the practice note on the Z83 application and completion thereof. The certification of all supporting documents will be expected of the shortlisted candidates only. Interviews may be conducted via a virtual medium which will be discussed with each shortlisted applicant. The applicant should have the necessary data and equipment for this purpose. Correspondence will only be conducted with the short-listed candidates. If you have not been contacted within six (6) months after the closing date of this advertisement, please accept that your application was unsuccessful.

**DUTIES** : The programme is aimed at affording graduates an opportunity to be exposed to the work environment in the areas of the acquired qualifications. The intention is to give them exposure that will equip them to increase their chances of employability. Learning will take place under the guidance of more experienced professionals / mentors.

**ENQUIRIES APPLICATIONS** : Oumash Phlad Tel No: (012) 319 1038  
: It is mandatory to email your application (comprehensive CV and new Z83 signed) to [gpaa28@ursonline.co.za](mailto:gpaa28@ursonline.co.za) quoting the reference number in the subject heading of the email.

<b><u>NOTE</u></b>	:	The Government Pensions Administration Agency (GPAA) invites applications from qualifying applicants to participate in a graduate internship programme in the 2022/2023 financial year. The 24 months' Internship is aimed at providing an opportunity to three (3) Learners in CRM – Port Elizabeth Satellite office. Placement/appointment in the GPAA after the completion of the programme is not guaranteed. For detailed information on the internship opportunities that GPAA offers, please visit the GPAA's website – <a href="http://www.gpaa.gov.za">www.gpaa.gov.za</a>
<b><u>POST 36/51</u></b>	:	<b><u>INTERNSHIP PROGRAMME: CUSTOMER RELATIONSHIP MANAGEMENT – BISHO REGIONAL OFFICE REF NO: CRM-BISHO/2022-08-2IN (X2 POSTS)</u></b>
<b><u>STIPEND</u></b>	:	R74 099.55 per annum or in line with Remuneration Schedule for Interns
<b><u>CENTRE</u></b>	:	Bisho - Eastern Cape
<b><u>REQUIREMENTS</u></b>	:	A completed three-year National Diploma/Bachelor's Degree in Public Management/ Administration. Applicants must be unemployed with less than 12 months' work experience in the field of study/qualification obtained. Must be a South African Citizen. Must be between the ages of 18-35 during the time of advertising. Applicants should not have participated in an internship programme for a period exceeding six (6) months relevant to the qualification/field of study. Failure to disclose this information will result in immediate termination of the internship contract on account of dishonesty/undue enrichment. Applicants are expected to possess additional competencies; namely: Communication and basic computer skills relevant to the role. Kindly note that for the Client Relationship Management (CRM) internship opportunities, applicants are required to be conversant in English and at least one of the local languages that are spoken in the Province applying for. Take note of the requirements regarding a new Z83 effective 1 January 2021 as per the DPSA regulations as well as all other requirements specified in the footer. Take note of Circular 19 of 2022 regarding the practice note on the Z83 application and completion thereof. The certification of all supporting documents will be expected of the shortlisted candidates only. Interviews may be conducted via a virtual medium which will be discussed with each shortlisted applicant. The applicant should have the necessary data and equipment for this purpose. Correspondence will only be conducted with the short-listed candidates. If you have not been contacted within six (6) months after the closing date of this advertisement, please accept that your application was unsuccessful.
<b><u>DUTIES</u></b>	:	The programme is aimed at affording graduates an opportunity to be exposed to the work environment in the areas of the acquired qualifications. The intention is to give them exposure that will equip them to increase their chances of employability. Learning will take place under the guidance of more experienced professionals / mentors.
<b><u>ENQUIRIES</u></b>	:	Oumash Phlad Tel No: (012) 319 1038
<b><u>APPLICATIONS</u></b>	:	It is mandatory to email your application (comprehensive CV and new Z83 signed) to <a href="mailto:gpaa29@ursonline.co.za">gpaa29@ursonline.co.za</a> quoting the reference number in the subject heading of the email.
<b><u>NOTE</u></b>	:	The Government Pensions Administration Agency (GPAA) invites applications from qualifying applicants to participate in a graduate internship programme in the 2022/2023 financial year. The 24 months' Internship is aimed at providing an opportunity to two (2) Learners in CRM - Bisho. Placement/appointment in the GPAA after the completion of the programme is not guaranteed. For detailed information on the internship opportunities that GPAA offers, please visit the GPAA's website – <a href="http://www.gpaa.gov.za">www.gpaa.gov.za</a>
<b><u>POST 36/52</u></b>	:	<b><u>INTERNSHIP PROGRAMME: CUSTOMER RELATIONSHIP MANAGEMENT – UMTATA SATELLITE OFFICE REF NO: CRM-UM/2022-08-2IN (X2 POSTS)</u></b>
<b><u>STIPEND</u></b>	:	R74 099.55 per annum or in line with Remuneration Schedule for Interns
<b><u>CENTRE</u></b>	:	Umtata - Eastern Cape
<b><u>REQUIREMENTS</u></b>	:	A completed three-year National Diploma/Bachelor's Degree in Public Management/ Administration. Applicants must be unemployed with less than 12 months' work experience in the field of study/qualification obtained. Must be a South African Citizen. Must be between the ages of 18-35 during the time of advertising. Applicants should not have participated in an internship programme for a period exceeding six (6) months relevant to the

qualification/field of study. Failure to disclose this information will result in immediate termination of the internship contract on account of dishonesty/undue enrichment. Applicants are expected to possess additional competencies; namely: Communication and basic computer skills relevant to the role. Kindly note that for the Client Relationship Management (CRM) internship opportunities, applicants are required to be conversant in English and at least one of the local languages that are spoken in the Province applying for. Take note of the requirements regarding a new Z83 effective 1 January 2021 as per the DPSA regulations as well as all other requirements specified in the footer. Take note of Circular 19 of 2022 regarding the practice note on the Z83 application and completion thereof. The certification of all supporting documents will be expected of the shortlisted candidates only. Interviews may be conducted via a virtual medium which will be discussed with each shortlisted applicant. The applicant should have the necessary data and equipment for this purpose. Correspondence will only be conducted with the short-listed candidates. If you have not been contacted within six (6) months after the closing date of this advertisement, please accept that your application was unsuccessful.

**DUTIES** : The programme is aimed at affording graduates an opportunity to be exposed to the work environment in the areas of the acquired qualifications. The intention is to give them exposure that will equip them to increase their chances of employability. Learning will take place under the guidance of more experienced professionals / mentors.

**ENQUIRIES** : Oumash Phlad Tel No: (012) 319 1038  
**APPLICATIONS** : It is mandatory to email your application (comprehensive CV and new Z83 signed) to [gpaa30@ursonline.co.za](mailto:gpaa30@ursonline.co.za) quoting the reference number in the subject heading of the email.

**NOTE** : The Government Pensions Administration Agency (GPAA) invites applications from qualifying applicants to participate in a graduate internship programme in the 2022/2023 financial year. The 24 months' Internship is aimed at providing an opportunity to two (2) Learners in CRM - Umtata. Placement/appointment in the GPAA after the completion of the programme is not guaranteed. For detailed information on the internship opportunities that GPAA offers, please visit the GPAA's website – [www.gpaa.gov.za](http://www.gpaa.gov.za)

**POST 36/53** : **INTERNSHIP PROGRAMME: CUSTOMER RELATIONSHIP MANAGEMENT – DURBAN REF NO: CRM-DURB/2022-08-3IN (X3 POSTS)**

**STIPEND** : R74 099.55 per annum or in line with Remuneration Schedule for Interns  
**CENTRE** : Durban - KZN  
**REQUIREMENTS** : A completed three-year National Diploma/Bachelor's Degree in Public Management/ Administration. Applicants must be unemployed with less than 12 months' work experience in the field of study/qualification obtained. Must be a South African Citizen. Must be between the ages of 18-35 during the time of advertising. Applicants should not have participated in an internship programme for a period exceeding six (6) months relevant to the qualification/field of study. Failure to disclose this information will result in immediate termination of the internship contract on account of dishonesty/undue enrichment. Applicants are expected to possess additional competencies; namely: Communication and basic computer skills relevant to the role. Kindly note that for the Client Relationship Management (CRM) internship opportunities, applicants are required to be conversant in English and at least one of the local languages that are spoken in the Province applying for. Take note of the requirements regarding a new Z83 effective 1 January 2021 as per the DPSA regulations as well as all other requirements specified in the footer. Take note of Circular 19 of 2022 regarding the practice note on the Z83 application and completion thereof. The certification of all supporting documents will be expected of the shortlisted candidates only. Interviews may be conducted via a virtual medium which will be discussed with each shortlisted applicant. The applicant should have the necessary data and equipment for this purpose. Correspondence will only be conducted with the short-listed candidates. If you have not been contacted within six (6) months after the closing date of this advertisement, please accept that your application was unsuccessful.

**DUTIES** : The programme is aimed at affording graduates an opportunity to be exposed to the work environment in the areas of the acquired qualifications. The intention is to give them exposure that will equip them to increase their chances

		of employability. Learning will take place under the guidance of more experienced professionals / mentors.
<b><u>ENQUIRIES</u></b>	:	Rosina Rakgoale Tel No: (012) 319 1435
<b><u>APPLICATIONS</u></b>	:	It is mandatory to email your application (comprehensive CV and new Z83 signed) to <a href="mailto:gpaa31@ursonline.co.za">gpaa31@ursonline.co.za</a> quoting the reference number in the subject heading of the email. Take note of the requirements regarding a new Z83 effective 1 January 2021 as per the DPSA.
<b><u>NOTE</u></b>	:	The Government Pensions Administration Agency (GPAA) invites applications from qualifying applicants to participate in a graduate internship programme in the 2022/2023 financial year. The 24 months' Internship is aimed at providing an opportunity to three (3) Learners in CRM - Durban. Placement/appointment in the GPAA after the completion of the programme is not guaranteed. For detailed information on the internship opportunities that GPAA offers, please visit the GPAA's website – <a href="http://www.gpaa.gov.za">www.gpaa.gov.za</a>
<b><u>POST 36/54</u></b>	:	<b><u>INTERNSHIP PROGRAMME: CUSTOMER RELATIONSHIP MANAGEMENT – PIETERMARITZBURG REGIONAL OFFICE REF NO: CRM-PMB/2022-08-01IN (X1 POST)</u></b>
<b><u>STIPEND</u></b>	:	R74 099.55 per annum or in line with Remuneration Schedule for Interns
<b><u>CENTRE</u></b>	:	Pietermaritzburg - KZN
<b><u>REQUIREMENTS</u></b>	:	A completed three-year National Diploma/Bachelor's Degree in Public Management/ Administration. Applicants must be unemployed with less than 12 months' work experience in the field of study/qualification obtained. Must be a South African Citizen. Must be between the ages of 18-35 during the time of advertising. Applicants should not have participated in an internship programme for a period exceeding six (6) months relevant to the qualification/field of study. Failure to disclose this information will result in immediate termination of the internship contract on account of dishonesty/undue enrichment. Applicants are expected to possess additional competencies; namely: Communication and basic computer skills relevant to the role. Kindly note that for the Client Relationship Management (CRM) internship opportunities, applicants are required to be conversant in English and at least one of the local languages that are spoken in the Province applying for. Take note of the requirements regarding a new Z83 effective 1 January 2021 as per the DPSA regulations as well as all other requirements specified in the footer. Take note of Circular 19 of 2022 regarding the practice note on the Z83 application and completion thereof. The certification of all supporting documents will be expected of the shortlisted candidates only. Interviews may be conducted via a virtual medium which will be discussed with each shortlisted applicant. The applicant should have the necessary data and equipment for this purpose. Correspondence will only be conducted with the short- listed candidates. If you have not been contacted within six (6) months after the closing date of this advertisement, please accept that your application was unsuccessful.
<b><u>DUTIES</u></b>	:	The programme is aimed at affording graduates an opportunity to be exposed to the work environment in the areas of the acquired qualifications. The intention is to give them exposure that will equip them to increase their chances of employability. Learning will take place under the guidance of more experienced professionals / mentors.
<b><u>ENQUIRIES</u></b>	:	Rosina Rakgoale Tel No: (012) 319 1435
<b><u>APPLICATIONS</u></b>	:	It is mandatory to email your application (comprehensive CV and new Z83 signed) to <a href="mailto:gpaa32@ursonline.co.za">gpaa32@ursonline.co.za</a> quoting the reference number in the subject heading of the email.
<b><u>NOTE</u></b>	:	The Government Pensions Administration Agency (GPAA) invites applications from qualifying applicants to participate in a graduate internship programme in the 2022/2023 financial year. The 24 months' Internship is aimed at providing an opportunity to one (1) Learner in CRM - Pietermaritzburg. Placement/appointment in the GPAA after the completion of the programme is not guaranteed. For detailed information on the internship opportunities that GPAA offers, please visit the GPAA's website – <a href="http://www.gpaa.gov.za">www.gpaa.gov.za</a>

<b><u>POST 36/55</u></b>	:	<b><u>INTERNSHIP PROGRAMME: CUSTOMER RELATIONSHIP MANAGEMENT – LIMPOPO REGIONAL OFFICE REF NO: CRM-LIMP/2022-08-01IN (X1 POST)</u></b> (24 months)
<b><u>STIPEND</u></b>	:	R74 099.55 per annum or in line with Remuneration Schedule for Interns
<b><u>CENTRE</u></b>	:	Polokwane - Limpopo
<b><u>REQUIREMENTS</u></b>	:	A completed three-year National Diploma/Bachelor's Degree in Public Management/ Administration. Applicants must be unemployed with less than 12 months' work experience in the field of study/qualification obtained. Must be a South African Citizen. Must be between the ages of 18-35 during the time of advertising. Applicants should not have participated in an internship programme for a period exceeding six (6) months relevant to the qualification/field of study. Failure to disclose this information will result in immediate termination of the internship contract on account of dishonesty/undue enrichment. Applicants are expected to possess additional competencies; namely: Communication and basic computer skills relevant to the role. Kindly note that for the Client Relationship Management (CRM) internship opportunities, applicants are required to be conversant in English and at least one of the local languages that are spoken in the Province applying for. Take note of the requirements regarding a new Z83 effective 1 January 2021 as per the DPSA regulations as well as all other requirements specified in the footer. Take note of Circular 19 of 2022 regarding the practice note on the Z83 application and completion thereof. The certification of all supporting documents will be expected of the shortlisted candidates only. Interviews may be conducted via a virtual medium which will be discussed with each shortlisted applicant. The applicant should have the necessary data and equipment for this purpose. Correspondence will only be conducted with the short-listed candidates. If you have not been contacted within six (6) months after the closing date of this advertisement, please accept that your application was unsuccessful.
<b><u>DUTIES</u></b>	:	The programme is aimed at affording graduates an opportunity to be exposed to the work environment in the areas of the acquired qualifications. The intention is to give them exposure that will equip them to increase their chances of employability. Learning will take place under the guidance of more experienced professionals / mentors.
<b><u>ENQUIRIES</u></b>	:	Rosina Rakgoale Tel No: (012) 319 1435
<b><u>APPLICATIONS</u></b>	:	It is mandatory to email your application (comprehensive CV and new Z83 signed) to <a href="mailto:gpaa33@ursonline.co.za">gpaa33@ursonline.co.za</a> quoting the reference number in the subject heading of the email.
<b><u>NOTE</u></b>	:	The Government Pensions Administration Agency (GPAA) invites applications from qualifying applicants to participate in a graduate internship programme in the 2022/2023 financial year. The 24 months' Internship is aimed at providing an opportunity to one (1) Learner in CRM - Polokwane. Placement/appointment in the GPAA after the completion of the programme is not guaranteed. For detailed information on the internship opportunities that GPAA offers, please visit the GPAA's website – <a href="http://www.gpaa.gov.za">www.gpaa.gov.za</a>
<b><u>POST 36/56</u></b>	:	<b><u>INTERNSHIP PROGRAMME: CUSTOMER RELATIONSHIP MANAGEMENT – THOHOYANDOU REF NO: CRM-THOH/2022-08-02IN (X2 POSTS)</u></b> (24 months)
<b><u>STIPEND</u></b>	:	R74 099.55 per annum or in line with Remuneration Schedule for Interns
<b><u>CENTRE</u></b>	:	Thohoyandou - Limpopo
<b><u>REQUIREMENTS</u></b>	:	A completed three-year National Diploma/Bachelor's Degree in Public Management/ Administration. Applicants must be unemployed with less than 12 months' work experience in the field of study/qualification obtained. Must be a South African Citizen. Must be between the ages of 18-35 during the time of advertising. Applicants should not have participated in an internship programme for a period exceeding six (6) months relevant to the qualification/field of study. Failure to disclose this information will result in immediate termination of the internship contract on account of dishonesty/undue enrichment. Applicants are expected to possess additional competencies; namely: Communication and basic computer skills relevant to the role. Kindly note that for the Client Relationship Management (CRM) internship opportunities, applicants are required to be conversant in English and at least one of the local languages that are spoken in the Province applying

for. Take note of the requirements regarding a new Z83 effective 1 January 2021 as per the DPSA regulations as well as all other requirements specified in the footer. Take note of Circular 19 of 2022 regarding the practice note on the Z83 application and completion thereof. The certification of all supporting documents will be expected of the shortlisted candidates only. Interviews may be conducted via a virtual medium which will be discussed with each shortlisted applicant. The applicant should have the necessary data and equipment for this purpose. Correspondence will only be conducted with the short-listed candidates. If you have not been contacted within six (6) months after the closing date of this advertisement, please accept that your application was unsuccessful.

**DUTIES** : The programme is aimed at affording graduates an opportunity to be exposed to the work environment in the areas of the acquired qualifications. The intention is to give them exposure that will equip them to increase their chances of employability. Learning will take place under the guidance of more experienced professionals / mentors.

**ENQUIRIES** : Rosina Rakgoale Tel No: (012) 319 1435  
**APPLICATIONS** : It is mandatory to email your application (comprehensive CV and new Z83 signed) to [gpaa34@ursonline.co.za](mailto:gpaa34@ursonline.co.za) quoting the reference number in the subject heading of the email.

**NOTE** : The Government Pensions Administration Agency (GPAA) invites applications from qualifying applicants to participate in a graduate internship programme in the 2022/2023 financial year. The 24 months' Internship is aimed at providing an opportunity to two (2) Learners in CRM – Thohoyandou – Limpopo. Placement/appointment in the GPAA after the completion of the programme is not guaranteed. For detailed information on the internship opportunities that GPAA offers, please visit the GPAA's website – [www.gpaa.gov.za](http://www.gpaa.gov.za)

**POST 36/57** : **INTERNSHIP PROGRAMME: CUSTOMER RELATIONSHIP MANAGEMENT – KIMBERLEY REGIONAL OFFICE REF NO: CRM-KIMB/2022-08-2IN (X2 POSTS)**  
 (24 months)

**STIPEND** : R74 099.55 per annum or in line with Remuneration Schedule for Interns  
**CENTRE** : Kimberley – Northern Cape  
**REQUIREMENTS** : A completed three-year National Diploma/Bachelor's Degree in Public Management/ Administration. Applicants must be unemployed with less than 12 months' work experience in the field of study/qualification obtained. Must be a South African Citizen. Must be between the ages of 18-35 during the time of advertising. Applicants should not have participated in an internship programme for a period exceeding six (6) months relevant to the qualification/field of study. Failure to disclose this information will result in immediate termination of the internship contract on account of dishonesty/undue enrichment. Applicants are expected to possess additional competencies; namely: Communication and basic computer skills relevant to the role. Kindly note that for the Client Relationship Management (CRM) internship opportunities, applicants are required to be conversant in English and at least one of the local languages that are spoken in the Province applying for. Take note of the requirements regarding a new Z83 effective 1 January 2021 as per the DPSA regulations as well as all other requirements specified in the footer. Take note of Circular 19 of 2022 regarding the practice note on the Z83 application and completion thereof. The certification of all supporting documents will be expected of the shortlisted candidates only. Interviews may be conducted via a virtual medium which will be discussed with each shortlisted applicant. The applicant should have the necessary data and equipment for this purpose. Correspondence will only be conducted with the short-listed candidates. If you have not been contacted within six (6) months after the closing date of this advertisement, please accept that your application was unsuccessful.

**DUTIES** : The programme is aimed at affording graduates an opportunity to be exposed to the work environment in the areas of the acquired qualifications. The intention is to give them exposure that will equip them to increase their chances of employability. Learning will take place under the guidance of more experienced professionals / mentors.

**ENQUIRIES** : Oumash Phlad Tel No: (012) 319 1038

<b><u>APPLICATIONS</u></b>	:	It is mandatory to email your application (comprehensive CV and new Z83 signed) to <a href="mailto:gpaa35@ursonline.co.za">gpaa35@ursonline.co.za</a> quoting the reference number in the subject heading of the email.
<b><u>NOTE</u></b>	:	The Government Pensions Administration Agency (GPAA) invites applications from qualifying applicants to participate in a graduate internship programme in the 2022/2023 financial year. The 24 months' Internship is aimed at providing an opportunity to two (2) Learners in CRM - Kimberley. Placement/appointment in the GPAA after the completion of the programme is not guaranteed. For detailed information on the internship opportunities that GPAA offers, please visit the GPAA's website – <a href="http://www.gpaa.gov.za">www.gpaa.gov.za</a>
<b><u>POST 36/58</u></b>	:	<b><u>INTERNSHIP PROGRAMME: CUSTOMER RELATIONSHIP MANAGEMENT – BLOEMFONTEIN REGIONAL OFFICE REF NO: CRM-BFN/2022-08-2IN (X2 POSTS)</u></b>
<b><u>STIPEND</u></b>	:	R74 099.55 per annum or in line with Remuneration Schedule for Interns
<b><u>CENTRE</u></b>	:	Bloemfontein – Free State
<b><u>REQUIREMENTS</u></b>	:	A completed three-year National Diploma/Bachelor's Degree in Public Management/ Administration. Applicants must be unemployed with less than 12 months' work experience in the field of study/qualification obtained. Must be a South African Citizen. Must be between the ages of 18-35 during the time of advertising. Applicants should not have participated in an internship programme for a period exceeding six (6) months relevant to the qualification/field of study. Failure to disclose this information will result in immediate termination of the internship contract on account of dishonesty/undue enrichment. Applicants are expected to possess additional competencies; namely: Communication and basic computer skills relevant to the role. Kindly note that for the Client Relationship Management (CRM) internship opportunities, applicants are required to be conversant in English and at least one of the local languages that are spoken in the Province applying for. Take note of the requirements regarding a new Z83 effective 1 January 2021 as per the DPSA regulations as well as all other requirements specified in the footer. Take note of Circular 19 of 2022 regarding the practice note on the Z83 application and completion thereof. The certification of all supporting documents will be expected of the shortlisted candidates only. Interviews may be conducted via a virtual medium which will be discussed with each shortlisted applicant. The applicant should have the necessary data and equipment for this purpose. Correspondence will only be conducted with the short-listed candidates. If you have not been contacted within six (6) months after the closing date of this advertisement, please accept that your application was unsuccessful.
<b><u>DUTIES</u></b>	:	The programme is aimed at affording graduates an opportunity to be exposed to the work environment in the areas of the acquired qualifications. The intention is to give them exposure that will equip them to increase their chances of employability. Learning will take place under the guidance of more experienced professionals / mentors.
<b><u>ENQUIRIES</u></b>	:	Oumash Phlad Tel No: (012) 319 1038
<b><u>APPLICATIONS</u></b>	:	It is mandatory to email your application (comprehensive CV and new Z83 signed) to <a href="mailto:gpaa36@ursonline.co.za">gpaa36@ursonline.co.za</a> quoting the reference number in the subject heading of the email.
<b><u>NOTE</u></b>	:	The Government Pensions Administration Agency (GPAA) invites applications from qualifying applicants to participate in a graduate internship programme in the 2022/2023 financial year. The 24 months' Internship is aimed at providing an opportunity to two (2) Learners in CRM - Bloemfontein. Placement/appointment in the GPAA after the completion of the programme is not guaranteed. For detailed information on the internship opportunities that GPAA offers, please visit the GPAA's website – <a href="http://www.gpaa.gov.za">www.gpaa.gov.za</a>
<b><u>POST 36/59</u></b>	:	<b><u>INTERNSHIP PROGRAMME: CUSTOMER RELATIONSHIP MANAGEMENT – PHUTHADITJHABA SATELLITE OFFICE REF NO: CRM-PHUTH/2022-08-2IN (X2 POSTS)</u></b> (24 months)
<b><u>STIPEND</u></b>	:	R74 099.55 per annum or in line with Remuneration Schedule for Interns
<b><u>CENTRE</u></b>	:	Phuthaditjhaba – Free State
<b><u>REQUIREMENTS</u></b>	:	A completed three-year National Diploma/Bachelor's Degree in Public Management/ Administration. Applicants must be unemployed with less than



12 months' work experience in the field of study/qualification obtained. Must be a South African Citizen. Must be between the ages of 18-35 during the time of advertising. Applicants should not have participated in an internship programme for a period exceeding six (6) months relevant to the qualification/field of study. Failure to disclose this information will result in immediate termination of the internship contract on account of dishonesty/undue enrichment. Applicants are expected to possess additional competencies; namely: Communication and basic computer skills relevant to the role. Kindly note that for the Client Relationship Management (CRM) internship opportunities, applicants are required to be conversant in English and at least one of the local languages that are spoken in the Province applying for. Take note of the requirements regarding a new Z83 effective 1 January 2021 as per the DPSA regulations as well as all other requirements specified in the footer. Take note of Circular 19 of 2022 regarding the practice note on the Z83 application and completion thereof. The certification of all supporting documents will be expected of the shortlisted candidates only. Interviews may be conducted via a virtual medium which will be discussed with each shortlisted applicant. The applicant should have the necessary data and equipment for this purpose. Correspondence will only be conducted with the short-listed candidates. If you have not been contacted within six (6) months after the closing date of this advertisement, please accept that your application was unsuccessful.

**DUTIES** : The programme is aimed at affording graduates an opportunity to be exposed to the work environment in the areas of the acquired qualifications. The intention is to give them exposure that will equip them to increase their chances of employability. Learning will take place under the guidance of more experienced professionals / mentors.

**ENQUIRIES** : Oumash Phlad Tel No: (012) 319 1038  
**APPLICATIONS** : It is mandatory to email your application (comprehensive CV and new Z83 signed) to [gpaa37@ursonline.co.za](mailto:gpaa37@ursonline.co.za) quoting the reference number in the subject heading of the email.

**NOTE** : The Government Pensions Administration Agency (GPAA) invites applications from qualifying applicants to participate in a graduate internship programme in the 2022/2023 financial year. The 24 months' Internship is aimed at providing an opportunity to two (2) Learners in CRM - Phuthaditjhaba. Placement/appointment in the GPAA after the completion of the programme is not guaranteed. For detailed information on the internship opportunities that GPAA offers, please visit the GPAA's website – [www.gpaa.gov.za](http://www.gpaa.gov.za)

**POST 36/60** : **INTERNSHIP PROGRAMME: CUSTOMER RELATIONSHIP MANAGEMENT – GAUTENG REGIONAL OFFICE REF NO: CRM-GAUT/2022-08-3IN (X3 POSTS)**  
 (24 months)

**STIPEND** : R74 099.55 per annum or in line with Remuneration Schedule for Interns  
**CENTRE** : Pretoria - Trevenna  
**REQUIREMENTS** : A completed three-year National Diploma/Bachelor's Degree in Public Management/ Administration. Applicants must be unemployed with less than 12 months' work experience in the field of study/qualification obtained. Must be a South African Citizen. Must be between the ages of 18-35 during the time of advertising. Applicants should not have participated in an internship programme for a period exceeding six (6) months relevant to the qualification/field of study. Failure to disclose this information will result in immediate termination of the internship contract on account of dishonesty/undue enrichment. Applicants are expected to possess additional competencies; namely: Communication and basic computer skills relevant to the role. Kindly note that for the Client Relationship Management (CRM) internship opportunities, applicants are required to be conversant in English and at least one of the local languages that are spoken in the Province applying for. Take note of the requirements regarding a new Z83 effective 1 January 2021 as per the DPSA regulations as well as all other requirements specified in the footer. Take note of Circular 19 of 2022 regarding the practice note on the Z83 application and completion thereof. The certification of all supporting documents will be expected of the shortlisted candidates only. Interviews may be conducted via a virtual medium which will be discussed with each shortlisted applicant. The applicant should have the necessary data and equipment for this purpose. Correspondence will only be conducted with the short-listed

		candidates. If you have not been contacted within six (6) months after the closing date of this advertisement, please accept that your application was unsuccessful.
<b><u>DUTIES</u></b>	:	The programme is aimed at affording graduates an opportunity to be exposed to the work environment in the areas of the acquired qualifications. The intention is to give them exposure that will equip them to increase their chances of employability. Learning will take place under the guidance of more experienced professionals / mentors.
<b><u>ENQUIRIES</u></b>	:	Rosina Rakgoale Tel No: (012) 319 1435
<b><u>APPLICATIONS</u></b>	:	It is mandatory to email your application (comprehensive CV and new Z83 signed) to <a href="mailto:gpaa38@ursonline.co.za">gpaa38@ursonline.co.za</a> quoting the reference number in the subject heading of the email.
<b><u>NOTE</u></b>	:	The Government Pensions Administration Agency (GPAA) invites applications from qualifying applicants to participate in a graduate internship programme in the 2022/2023 financial year. The 24 months' Internship is aimed at providing an opportunity to three (3) Learners in CRM - Gauteng. Placement/appointment in the GPAA after the completion of the programme is not guaranteed. For detailed information on the internship opportunities that GPAA offers, please visit the GPAA's website – <a href="http://www.gpaa.gov.za">www.gpaa.gov.za</a>
<b><u>POST 36/61</u></b>	:	<b><u>INTERNSHIP PROGRAMME: EMPLOYEE BENEFITS – PENSIONER MAINTENANCE AND FUNERAL BENEFITS REF NO: EB-PM &amp; FB/2022/08-4IN (X4 POSTS)</u></b>
<b><u>STIPEND</u></b>	:	R74 099.55 per annum or in line with Remuneration Schedule for Interns
<b><u>CENTRE</u></b>	:	Pretoria Head Office
<b><u>REQUIREMENTS</u></b>	:	A completed three-year National Diploma/Bachelor's Degree in Finance/ Public Finance and Accounting/ Financial Management/ Economics/ Business Management. Applicants must be unemployed with less than 12 months' work experience in the field of study/qualification obtained. Must be a South African Citizen. Must be between the ages of 18-35 during the time of advertising. Applicants should not have participated in an internship programme for a period exceeding six (6) months relevant to the qualification/field of study. Failure to disclose this information will result in immediate termination of the internship contract on account of dishonesty/undue enrichment. Applicants are expected to possess additional competencies; namely: Communication and basic computer skills relevant to the role. Take note of the requirements regarding a new Z83 effective 1 January 2021 as per the DPSA regulations as well as all other requirements specified in the footer. Take note of Circular 19 of 2022 regarding the practice note on the Z83 application and completion thereof. The certification of all supporting documents will be expected of the shortlisted candidates only. Interviews may be conducted via a virtual medium which will be discussed with each shortlisted applicant. The applicant should have the necessary data and equipment for this purpose. Correspondence will only be conducted with the short- listed candidates. If you have not been contacted within six (6) months after the closing date of this advertisement, please accept that your application was unsuccessful.
<b><u>DUTIES</u></b>	:	The programme is aimed at affording graduates an opportunity to be exposed to the work environment in the areas of the acquired qualifications. The intention is to give them exposure that will equip them to increase their chances of employability. Learning will take place under the guidance of more experienced professionals / mentors.
<b><u>ENQUIRIES</u></b>	:	Oumash Phlad Tel No: (012) 319 1038
<b><u>APPLICATIONS</u></b>	:	It is mandatory to email your application (comprehensive CV and new Z83 signed) to <a href="mailto:gpaa39@ursonline.co.za">gpaa39@ursonline.co.za</a> quoting the reference number in the subject heading of the email.
<b><u>NOTE</u></b>	:	The Government Pensions Administration Agency (GPAA) invites applications from qualifying applicants to participate in a graduate internship programme in the 2022/2023 financial year. The 24 months' Internship is aimed at providing an opportunity to four (4) Learners in EB Operations – Pensioner Maintenance and Funeral Benefits. Placement/appointment in the GPAA after the completion of the programme is not guaranteed. For detailed information on the internship opportunities that GPAA offers, please visit the GPAA's website – <a href="http://www.gpaa.gov.za">www.gpaa.gov.za</a>

<b><u>POST 36/62</u></b>	:	<b><u>INTERNSHIP PROGRAMME: INFORMATION AND COMMUNICATION TECHNOLOGY – BUSINESS KNOWLEDGE MANAGEMENT REF NO: ICT-BKM/2022-08-2IN (X2 POSTS)</u></b> (24 months)
<b><u>STIPEND</u></b>	:	R74 099.55 per annum or in line with Remuneration Schedule for Interns
<b><u>CENTRE</u></b>	:	Pretoria Head Office
<b><u>REQUIREMENTS</u></b>	:	A completed three-year National Diploma/Bachelor's Degree in Information Management/ Knowledge Management / Library and Information Sciences. Applicants must be unemployed with less than 12 months' work experience in the field of study/qualification obtained. Must be a South African Citizen. Must be between the ages of 18-35 during the time of advertising. Applicants should not have participated in an internship programme for a period exceeding six (6) months relevant to the qualification/field of study. Failure to disclose this information will result in immediate termination of the internship contract on account of dishonesty/undue enrichment. Applicants are expected to possess additional competencies; namely: Communication and basic computer skills relevant to the role. Take note of the requirements regarding a new Z83 effective 1 January 2021 as per the DPSA regulations as well as all other requirements specified in the footer. Take note of Circular 19 of 2022 regarding the practice note on the Z83 application and completion thereof. The certification of all supporting documents will be expected of the shortlisted candidates only. Interviews may be conducted via a virtual medium which will be discussed with each shortlisted applicant. The applicant should have the necessary data and equipment for this purpose. Correspondence will only be conducted with the short- listed candidates. If you have not been contacted within six (6) months after the closing date of this advertisement, please accept that your application was unsuccessful.
<b><u>DUTIES</u></b>	:	The programme is aimed at affording graduates an opportunity to be exposed to the work environment in the areas of the acquired qualifications. The intention is to give them exposure that will equip them to increase their chances of employability. Learning will take place under the guidance of more experienced professionals / mentors.
<b><u>ENQUIRIES</u></b>	:	Oumash Phlad Tel No: (012) 319 1038
<b><u>APPLICATIONS</u></b>	:	It is mandatory to email your application (comprehensive CV and new Z83 signed) to <a href="mailto:apply.9320BA649.0@applybe.com">apply.9320BA649.0@applybe.com</a> quoting the reference number in the subject heading of the email.
<b><u>NOTE</u></b>	:	The Government Pensions Administration Agency (GPAA) invites applications from qualifying applicants to participate in a graduate internship programme in the 2022/2023 financial year. The 24 months' Internship is aimed at providing an opportunity to two (2) Learners in ICT – Business Knowledge Management. Placement/appointment in the GPAA after the completion of the programme is not guaranteed. For detailed information on the internship opportunities that GPAA offers, please visit the GPAA's website – <a href="http://www.gpaa.gov.za">www.gpaa.gov.za</a>
<b><u>POST 36/63</u></b>	:	<b><u>INTERNSHIP PROGRAMME: INFORMATION AND COMMUNICATION TECHNOLOGY – SERVICE MANAGEMENT REF NO: ICT-SM/2022-08-3IN (X3 POSTS)</u></b> (24 months)
<b><u>STIPEND</u></b>	:	R74 099.55 per annum or in line with Remuneration Schedule for Interns
<b><u>CENTRE</u></b>	:	Pretoria Head Office
<b><u>REQUIREMENTS</u></b>	:	A completed three-year National Diploma/Bachelor's Degree in Information Technology. Applicants must be unemployed with less than 12 months' work experience in the field of study/qualification obtained. Must be a South African Citizen. Must be between the ages of 18-35 during the time of advertising. Applicants should not have participated in an internship programme for a period exceeding six (6) months relevant to the qualification/field of study. Failure to disclose this information will result in immediate termination of the internship contract on account of dishonesty/undue enrichment. Applicants are expected to possess additional competencies; namely: Communication and basic computer skills relevant to the role. Take note of the requirements regarding a new Z83 effective 1 January 2021 as per the DPSA regulations as well as all other requirements specified in the footer. Take note of Circular 19 of 2022 regarding the practice note on the Z83 application and completion thereof. The certification of all supporting documents will be expected of the shortlisted candidates only. Interviews may be conducted via a virtual medium

		which will be discussed with each shortlisted applicant. The applicant should have the necessary data and equipment for this purpose. Correspondence will only be conducted with the short- listed candidates. If you have not been contacted within six (6) months after the closing date of this advertisement, please accept that your application was unsuccessful.
<b><u>DUTIES</u></b>	:	The programme is aimed at affording graduates an opportunity to be exposed to the work environment in the areas of the acquired qualifications. The intention is to give them exposure that will equip them to increase their chances of employability. Learning will take place under the guidance of more experienced professionals / mentors.
<b><u>ENQUIRIES</u></b>	:	Oumash Phlad Tel No: (012) 319 1038
<b><u>APPLICATIONS</u></b>	:	It is mandatory to email your application (comprehensive CV and new Z83 signed) to <a href="mailto:apply.2320BAAD2.0@applybe.com">apply.2320BAAD2.0@applybe.com</a> quoting the reference number in the subject heading of the email.
<b><u>NOTE</u></b>	:	The Government Pensions Administration Agency (GPAA) invites applications from qualifying applicants to participate in a graduate internship programme in the 2022/2023 financial year. The 24 months' Internship is aimed at providing an opportunity to three (3) Learners in ICT – Service Management. Placement/appointment in the GPAA after the completion of the programme is not guaranteed. For detailed information on the internship opportunities that GPAA offers, please visit the GPAA's website – <a href="http://www.gpaa.gov.za">www.gpaa.gov.za</a>
<b><u>POST 36/64</u></b>	:	<b><u>INTERNSHIP PROGRAMME: INFORMATION AND COMMUNICATION TECHNOLOGY – INFORMATION SECURITY REF NO: ICT-IS/2022-08-01IN (X1 POST)</u></b> (24 months)
<b><u>STIPEND</u></b>	:	R74 099.55 per annum or in line with Remuneration Schedule for Interns
<b><u>CENTRE</u></b>	:	Pretoria Head Office
<b><u>REQUIREMENTS</u></b>	:	A completed three-year National Diploma/Bachelor's Degree in Information Technology / Technical Support. Applicants must be unemployed with less than 12 months' work experience in the field of study/qualification obtained. Must be a South African Citizen. Must be between the ages of 18-35 during the time of advertising. Applicants should not have participated in an internship programme for a period exceeding six (6) months relevant to the qualification/field of study. Failure to disclose this information will result in immediate termination of the internship contract on account of dishonesty/undue enrichment. Applicants are expected to possess additional competencies; namely: Communication and basic computer skills relevant to the role. Take note of the requirements regarding a new Z83 effective 1 January 2021 as per the DPSA regulations as well as all other requirements specified in the footer. Take note of Circular 19 of 2022 regarding the practice note on the Z83 application and completion thereof. The certification of all supporting documents will be expected of the shortlisted candidates only. Interviews may be conducted via a virtual medium which will be discussed with each shortlisted applicant. The applicant should have the necessary data and equipment for this purpose. Correspondence will only be conducted with the short- listed candidates. If you have not been contacted within six (6) months after the closing date of this advertisement, please accept that your application was unsuccessful.
<b><u>DUTIES</u></b>	:	The programme is aimed at affording graduates an opportunity to be exposed to the work environment in the areas of the acquired qualifications. The intention is to give them exposure that will equip them to increase their chances of employability. Learning will take place under the guidance of more experienced professionals / mentors.
<b><u>ENQUIRIES</u></b>	:	Oumash Phlad Tel No: (012) 319 1038
<b><u>APPLICATIONS</u></b>	:	It is mandatory to email your application (comprehensive CV and new Z83 signed) to <a href="mailto:apply.6320BAEC6.0@applybe.com">apply.6320BAEC6.0@applybe.com</a> quoting the reference number in the subject heading of the email.
<b><u>NOTE</u></b>	:	The Government Pensions Administration Agency (GPAA) invites applications from qualifying applicants to participate in a graduate internship programme in the 2022/2023 financial year. The 24 months' Internship is aimed at providing an opportunity to one (1) Learner in ICT – Information Security. Placement/appointment in the GPAA after the completion of the programme is not guaranteed. For detailed information on the internship opportunities that GPAA offers, please visit the GPAA's website – <a href="http://www.gpaa.gov.za">www.gpaa.gov.za</a>

<b><u>POST 36/65</u></b>	:	<b><u>INTERNSHIP PROGRAMME: INFORMATION AND COMMUNICATION TECHNOLOGY – DEMAND AND ACQUISITION REF NO: ICT-D&amp;A/2022-08-2IN (X2 POSTS)</u></b> (24 months)
<b><u>STIPEND</u></b>	:	R74 099.55 per annum or in line with Remuneration Schedule for Interns
<b><u>CENTRE</u></b>	:	Pretoria Head Office
<b><u>REQUIREMENTS</u></b>	:	A completed three-year National Diploma/Bachelor's Degree in Public Management / Supply Chain Management / Public Administration / Logistics Management. Applicants must be unemployed with less than 12 months' work experience in the field of study/qualification obtained. Must be a South African Citizen. Must be between the ages of 18-35 during the time of advertising. Applicants should not have participated in an internship programme for a period exceeding six (6) months relevant to the qualification/field of study. Failure to disclose this information will result in immediate termination of the internship contract on account of dishonesty/undue enrichment. Applicants are expected to possess additional competencies; namely: Communication and basic computer skills relevant to the role. Take note of the requirements regarding a new Z83 effective 1 January 2021 as per the DPSA regulations as well as all other requirements specified in the footer. Take note of Circular 19 of 2022 regarding the practice note on the Z83 application and completion thereof. The certification of all supporting documents will be expected of the shortlisted candidates only. Interviews may be conducted via a virtual medium which will be discussed with each shortlisted applicant. The applicant should have the necessary data and equipment for this purpose. Correspondence will only be conducted with the short- listed candidates. If you have not been contacted within six (6) months after the closing date of this advertisement, please accept that your application was unsuccessful.
<b><u>DUTIES</u></b>	:	The programme is aimed at affording graduates an opportunity to be exposed to the work environment in the areas of the acquired qualifications. The intention is to give them exposure that will equip them to increase their chances of employability. Learning will take place under the guidance of more experienced professionals / mentors.
<b><u>ENQUIRIES</u></b>	:	Oumash Phlad Tel No: (012) 319 1038
<b><u>APPLICATIONS</u></b>	:	It is mandatory to email your application (comprehensive CV and new Z83 signed) to <a href="mailto:apply.7320BD857.0@applybe.com">apply.7320BD857.0@applybe.com</a> quoting the reference number in the subject heading of the email.
<b><u>NOTE</u></b>	:	The Government Pensions Administration Agency (GPAA) invites applications from qualifying applicants to participate in a graduate internship programme in the 2022/2023 financial year. The 24 months' Internship is aimed at providing an opportunity to two (2) Learners in ICT – Demand and Acquisition. Placement/appointment in the GPAA after the completion of the programme is not guaranteed. For detailed information on the internship opportunities that GPAA offers, please visit the GPAA's website – <a href="http://www.gpaa.gov.za">www.gpaa.gov.za</a>
<b><u>POST 36/66</u></b>	:	<b><u>INTERNSHIP PROGRAMME: INFORMATION AND COMMUNICATION TECHNOLOGY – APPLICATIONS MANAGEMENT REF NO: ICT-APPM/2022-08-6IN (X6 POSTS)</u></b> (24 months)
<b><u>STIPEND</u></b>	:	R74 099.55 per annum or in line with Remuneration Schedule for Interns
<b><u>CENTRE</u></b>	:	Pretoria Head Office
<b><u>REQUIREMENTS</u></b>	:	A completed three-year National Diploma/Bachelor's Degree in Information Technology / Applications Development/ Computer Science / Business Intelligence / Business Applications / IT Support Services. Applicants must be unemployed with less than 12 months' work experience in the field of study/qualification obtained. Must be a South African Citizen. Must be between the ages of 18-35 during the time of advertising. Applicants should not have participated in an internship programme for a period exceeding six (6) months relevant to the qualification/field of study. Failure to disclose this information will result in immediate termination of the internship contract on account of dishonesty/undue enrichment. Applicants are expected to possess additional competencies; namely: Communication and basic computer skills relevant to the role. Take note of the requirements regarding a new Z83 effective 1 January 2021 as per the DPSA regulations as well as all other requirements specified in the footer. Take note of Circular 19 of 2022 regarding the practice note on the Z83 application and completion thereof. The certification of all

supporting documents will be expected of the shortlisted candidates only. Interviews may be conducted via a virtual medium which will be discussed with each shortlisted applicant. The applicant should have the necessary data and equipment for this purpose. Correspondence will only be conducted with the short-listed candidates. If you have not been contacted within six (6) months after the closing date of this advertisement, please accept that your application was unsuccessful.

**DUTIES** : The programme is aimed at affording graduates an opportunity to be exposed to the work environment in the areas of the acquired qualifications. The intention is to give them exposure that will equip them to increase their chances of employability. Learning will take place under the guidance of more experienced professionals / mentors.

**ENQUIRIES APPLICATIONS** : Oumash Phlad Tel No: (012) 319 1038  
: It is mandatory to email your application (comprehensive CV and new Z83 signed) to [apply.1320BE561.0@applybe.com](mailto:apply.1320BE561.0@applybe.com) quoting the reference number in the subject heading of the email.

**NOTE** : The Government Pensions Administration Agency (GPAA) invites applications from qualifying applicants to participate in a graduate internship programme in the 2022/2023 financial year. The 24 months' Internship is aimed at providing an opportunity to six (6) Learners in ICT – Applications Management. Placement/appointment in the GPAA after the completion of the programme is not guaranteed. For detailed information on the internship opportunities that GPAA offers, please visit the GPAA's website – [www.gpaa.gov.za](http://www.gpaa.gov.za)

**POST 36/67** : **INTERNSHIP PROGRAMME: INTERNAL AUDIT REF NO: INTERNAL AUDIT/2022-08-2IN (X2 POSTS)**  
(24 months)

**STIPEND CENTRE REQUIREMENTS** : R74 099.55 per annum or in line with Remuneration Schedule for Interns  
: Pretoria Head Office  
: A completed three-year National Diploma/Bachelor's Degree in Internal Audit or Information Technology. Applicants must be unemployed with less than 12 months' work experience in the field of study/qualification obtained. Must be a South African Citizen. Must be between the ages of 18-35 during the time of advertising. Applicants should not have participated in an internship programme for a period exceeding six (6) months relevant to the qualification/field of study. Failure to disclose this information will result in immediate termination of the internship contract on account of dishonesty/undue enrichment. Applicants are expected to possess additional competencies; namely: Communication and basic computer skills relevant to the role. Take note of the requirements regarding a new Z83 effective 1 January 2021 as per the DPSA regulations as well as all other requirements specified in the footer. Take note of Circular 19 of 2022 regarding the practice note on the Z83 application and completion thereof. The certification of all supporting documents will be expected of the shortlisted candidates only. Interviews may be conducted via a virtual medium which will be discussed with each shortlisted applicant. The applicant should have the necessary data and equipment for this purpose. Correspondence will only be conducted with the short-listed candidates. If you have not been contacted within six (6) months after the closing date of this advertisement, please accept that your application was unsuccessful.

**DUTIES** : The programme is aimed at affording graduates an opportunity to be exposed to the work environment in the areas of the acquired qualifications. The intention is to give them exposure that will equip them to increase their chances of employability. Learning will take place under the guidance of more experienced professionals / mentors.

**ENQUIRIES APPLICATIONS** : Rosina Rakgoale Tel No: (012) 319 1435  
: It is mandatory to email your application (comprehensive CV and new Z83 signed) to <https://affirmativeportfolios.co.za/GPAA/> quoting the reference number in the subject heading of the email.

**NOTE** : The Government Pensions Administration Agency (GPAA) invites applications from qualifying applicants to participate in a graduate internship programme in the 2022/2023 financial year. The 24 months' Internship is aimed at providing an opportunity to two (2) Learners in Internal Audit. Placement/appointment in the GPAA after the completion of the programme is not guaranteed. For detailed information on the internship opportunities that GPAA offers, please visit the GPAA's website – [www.gpaa.gov.za](http://www.gpaa.gov.za)

**INDEPENDENT POLICE INVESTIGATIVE DIRECTORATE**

*The Independent Police Investigative Directorate (IPID) is an equal opportunity and affirmative action employer. It is our intention to promote representatively in terms of race, gender and disability within the Department through the filling of posts.*

**CLOSING DATE** : 07 October 2022

**NOTE** : Applicants are not required to submit copies of qualifications and other relevant documents on applications but must submit Z83 and a detailed Curriculum Vitae only. Applications quoting the correct reference number must be submitted on the new form Z83, obtainable from any Public Service Department or on the internet at [www.gov.za/documents](http://www.gov.za/documents). Received applications using the incorrect application form (old Z83) will not be considered. Each application for employment form must be fully completed, 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 a fully completed and initialled new signed Z83 (Section A, B, C & D are compulsory and section E, F and G are not compulsory if CV it is attached). However, the question related to conditions that prevent re-appointment under Part-F must be answered. Non-RSA Citizens/Permanent Resident Permit Should you be in possession of a foreign qualification; it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA) (only when shortlisted). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. Correspondence will be limited to short-listed candidates only. Therefore, only shortlisted candidate for the post will be required to submit the documents on or before the date of the interview. If you have not been contacted within three (3) weeks after the closing date of this advertisement, please accept that your application was unsuccessful. The successful candidate will have to undergo security vetting. His / her character should be beyond reproach. The appointment is subject to security clearance, verification of qualifications and competency assessment (criminal record, citizenship, credit record checks, qualification verification and employment verification). 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 will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend competency assessment using the mandated DPSA SMS competency assessment tools. Furthermore, 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 indicate on their CV's that they have registered or they have completed the Pre-entry Certificate, which can be accessed using the following link: <https://www.thensg.gov.za/trainingcourse/sms-pre-entry-programme>. The successful candidates will be appointed on a probation period of 12 months and will be required to sign a performance agreement. The suitable candidate will be selected with the intention of promoting representivity and achieving affirmative action targets as contemplated in the Department's Employment Equity Plan.

**MANAGEMENT ECHELON**

**POST 36/68** : **CHIEF DIRECTOR: LEGAL SERVICES REF NO: Q9/2022/59**

**SALARY** : R1 269 951 per annum (Level 14)

**CENTRE** : National Office: Pretoria

**REQUIREMENTS** : LLB Degree on NQF level 7 as recognised by SAQA, with admission as an advocate or attorney. Five (5) years' experience at a senior manager level within Legal environment. A valid driver's license. Knowledge requirement: extensive knowledge of Constitutional, legal and institutional arrangements governing the South Africa public sector. Extensive legal knowledge with a specific focus on Constitutional Law, Administrative Law, Interpretation of Statutes, Law of Evidence, the Criminal Procedure Act, Law of Delict, Property Law, and Law of Contract. Extensive knowledge of South African legal system. Knowledge of the policies of the government of the day, with specific reference

to the strategic plan of the Independent Police Investigative Directorate. Knowledge of global, regional and local political, economic and social affairs impacting on the Independent Police Investigative Directorate. Knowledge of inter-governmental and international relations. Knowledge of HR and administrative system and processes. Knowledge of financial management processes. Good knowledge and understanding of the Public Service Regulations and legislation. Knowledge and understanding of contract legislation and legislation compliance management. Knowledge of legislation drafting. Understanding of corporate governance systems. Knowledge and understanding of dispute resolution mechanism. Good knowledge and understanding of Policy analysis and implementation. Good knowledge and understanding of PFMA. Knowledge and management of relevant legislation. Competencies: Strategic capability and leadership. Programme and Project management. Financial management. Change management. People management and empowerment. Service delivery and innovation. Customer orientation and service. Problem solving and analysis. Policy development and interpretation. Communication (writing, presentation & verbal). Research and analytical thinking. Skills required: Advanced communication skills. Advanced ability to provide independent advice on complex legal matters. Advanced ability to brief and oversee the work of senior managers and high level legal experts. Advanced inter-personal skills. Advanced planning, organizing and people management skills. Advanced ability to develop and maintain networks relevant to the task environment. Advanced computer literacy skills. A highly developed interpretive and conceptualization/ formulation ability. Advanced ability to multi task, deal with ambiguity and manage in rapidly changing and pressurized circumstances. Advanced ability to persuade and influence. Advanced ability to manage conflict. Advanced ability to lead and direct teams of professionals and service providers.

## **DUTIES**

: Litigation support to the Department. Consult with programme managers and obtain approval on whether to defend / oppose the legal proceedings or institute legal proceedings. Ensure representation of the department in all legal matters. Update the department on all litigation matters. Manage the Contingent liability and manage claims against the department. Negotiate settlements and manage legal costs to the department. Provide legal opinions and advises on all legal related matters to the department and relevant stakeholders. Manage and facilitate the provision of investigation advisory services. Provide leadership and guidance in the process of legislative and guidance in the process of legislative drafting including reviewing of bills, legislations, Proclamations and Notices. Oversee and provide guidance in ensuring that there is improved compliance with legislation applicable to the Department. Manage legal advice and guidance provided to investigators. Manage the training provided to Investigators on Practice Notes and Directives. Manage the processing of applications for Policing Powers. Management of contracts and Service Level Agreements. Provide leadership and guidance in drafting, vetting and finalisation of agreements. Manage the provision of legal opinions, advice, contracts. Service level agreements, correspondences etc. to ensure quality control and compliance with policies, procedures, regulations and standards. Manage and provide guidance in ensuring that there is improved compliance with the legislations and standards. Provide evidence in regards to possible settlement and negotiate settlement with opponent. Manage the preparations of instruction(s) to the State Attorney and make recommendations for the appointment of a suitable Advocate to be appointed if necessary. Explore alternative dispute resolution options for each court case and prepare an opinion on same. Ensure that the briefings are prepared and court orders are implemented effectively. Manage and ensure the operations, systems and processes of the Chief Directorate. Information advice and support provided to the department, Cabinet, Parliament and other internal and external stakeholders. Chief Directorate Service Delivery Model, service delivery standards (work allocation and quality assurance) and service delivery improvement plans and related report submitted by the stipulated due dates. System for the effective and efficient functioning of the Chief Directorate developed and maintained. Chief Directorate, Annual and Operational Plans and related monthly, quarterly and annual reports developed and submitted by the stipulated due date. Chief Directorate Performance Agreements, probation reports, mid-year and annual assessment submitted by the stipulated due dates. Chief Directorate budget completed and submitted by the stipulated due dates. Effective and efficient management of the budget achieved and



maintained. All audit findings addressed by the approved due dates. All other compliance requirements achieved as required/ prescribed. Attendance of all departmental management structures of the IPID and any other meetings as directed. Participate in transverse task/project teams and /or work groups as required or nominated.

**ENQUIRIES** : Ms. M Sibiya Tel No: (012) 399 0051  
**APPLICATIONS** : Independent Police Investigative Directorate, National Office Private Bag X 941 Pretoria 0002 or hand deliver to Benstra Building, 473 Stanza Bopape & Church street, Arcadia Pretoria, 0001  
**FOR ATTENTION** : Mr. S Baloyi

#### **OTHER POSTS**

**POST 36/69** : **ADMINISTRATION CLERK REF NO: Q9/2022/60**

**SALARY** : R176 310 per annum (Level 05), the successful candidate will be required to sign a performance agreement.

**CENTRE** : KwaZulu-Natal  
**REQUIREMENTS** : A grade 12 certificate or equivalent. No experience required. Knowledge of clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics Knowledge and understanding of the legislative framework governing the Public Service Knowledge of working procedures in terms of the working environment Skills and competencies: Good verbal and written communication skills, Computer, Interpersonal relations, flexibility, teamwork, planning, organizing, job knowledge, computer and language.

**DUTIES** : Render general clerical support services: Record, organize, store, capture and retrieve correspondence and date (line function) Update registers and statistics. Handle routine enquiries Make photocopies and receive or send facsimiles. Distribute documents/packages to various stakeholders as required, keep and maintain the filing system for the component, type letters and /or other correspondence when required, Keep and maintain the incoming and outgoing document register of the component. Provide supply chain clerical support services within the component: Liaise with internal and external stakeholders in relation to procurement of good and services. Obtain quotations, complete procurement forms for the purchasing of standard office items. Stock control of office stationery Keep and maintain the asset register of the component Provide personnel administration clerical support services within the component Maintain a leave register for the component Keep and maintain personnel records in the component Keep and maintain the attendance register of the component. Arrange travelling and accommodation. Provide financial administration support services in the component: Check correctness of subsistence and travel claims of officials and submit to manager for approval Handle telephone accounts and petty cash for the component. Capture and update expenditure in component.

**ENQUIRIES** : Mr S Ndlovu Tel No: (031) 310 1300  
**APPLICATIONS** : Post to Independent Police Investigative Directorate, Private Bag X 54303, Durban, 4000 or, hand deliver to 3<sup>rd</sup> floor, Marine Building, 22 Dorothy Nyembe Street, Durban.

**FOR ATTENTION** : Mr N Mthethwa

**POST 36/70** : **COMPLAINTS RECEPTIONIST REF NO: Q9/2022/61**

**SALARY** : R176 310.per annum (Level 05), the successful candidate will be required to sign a performance agreement.

**CENTRE** : Western Cape  
**REQUIREMENTS** : Grade 12. No experience. Knowledge and requirements: Knowledge of clerical duties and practices as well as the ability to capture data, operating a computer and collecting statistics. Knowledge and understanding of the legislative framework governing the Public Service especially the IPID Act. Knowledge of working procedures, including compliance practices and requirements in terms of the working environment. Knowledge of Human Rights and Government's broad transformation objectives and initiatives. Skills and Competencies: creativity, computer literacy, ability to work under pressure. Written and verbal communication skills, problem solving, planning skills.

**DUTIES** : Render general clerical support services: Switchboard duties, Handling of telephonic enquiries as well as handling telephonic complaints. Attending to complaints. Capturing of new complaints and case developments onto the

**ENQUIRIES**  
**APPLICATIONS**

**FOR ATTENTION**

## DEPARTMENT OF JUSTICE &amp; CONSTITUTIONAL DEVELOPMENT

**CLOSING DATE**  
**NOTE**

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

**OTHER POSTS****POST 36/71**

- : **DEPUTY DIRECTOR: LEASES AND DISPOSAL REF NO: 22/218/CFO**

**SALARY**

- : R744 255 – R876 705 per annum, (all inclusive remuneration package). The successful candidate will be required to sign a performance agreement.

**CENTRE**  
**REQUIREMENTS**

- : National Office: Pretoria
- : A Bachelor's Degree/ National Diploma Accounting, Supply Chain Management or Financial Management; A minimum of 5 years' experience in asset management of which 3 years must be at an assistant directors level related to leases and disposal; Knowledge of Asset management framework; Knowledge and understanding of Supply Chain Management Framework and National Treasury Regulations. Skills and Competencies: Computer literacy (MS Word, PowerPoint, Outlook, Excel, etc.); Financial management; Research and analytical skills; Leadership with strategic capabilities; Policy development; Monitoring, evaluation and report writing; Accuracy and attention to detail; Communication skills (verbal and written); Presentation and facilitation skills.

**DUTIES**

- : Key Performance Areas: Develop and implement the asset disposal strategy of the department; Manage policy implementation and review on disposal of assets; Monitor and review the disposal of Tangible and Intangible assets on the system; Reconcile the asset disposal register against the approved disposal source documents; Compile stock-taking and disposal reports; Manage the leased assets register; Consolidate inputs for the disclosure note for the disposal of both Tangible and Intangible assets for interim and annual financial statements; Clear the departmental suspense account on revenue generate from disposal; Provide effective people management; A valid driver's license.

**ENQUIRIES**  
**APPLICATIONS**

- : Mr J. Maluleke Tel No: (012) 315 1090
- : Quoting the relevant reference number, direct your application to: Postal address: The Human Resources: Department of Justice and Constitutional Development, Private Bag X81, Pretoria, 0001. OR Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.

<b><u>POST 36/72</u></b>	:	<b><u>SENIOR ASSISTANT STATE ATTORNEY (LP5-LP6) REF NO: 22/216/SA</u></b>
<b><u>SALARY</u></b>	:	R518 088 – R1 210 842 per annum, (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE REQUIREMENTS</u></b>	:	State Attorney: Gqeberha An LLB or 4 year recognized legal qualification; Admission as an Attorney; At least 4 years appropriate post qualification legal/ litigation experience; A thorough knowledge of legal practice, office management, accounting systems and trust accounts; The right of appearance in the High Court of South Africa; Knowledge of the government prescripts and transformation objective as well as the Constitution of South Africa; Conveyancing experience will be an added advantage; A valid driver's licence; Skills and Competencies: Computer literacy; Legal research and drafting; Dispute resolution; Case flow management; Communication skills (written and verbal); Accuracy and attention to detail.
<b><u>DUTIES</u></b>	:	Key Performance Areas: Represent the State in Litigation and Appeal in the High Court, Magistrates Courts, Labour Courts, Land Claims, CCMA, Tax and Tax tribunals; Furnish legal advice and opinions; Draft and/or settle all types of arrangements on behalf of various clients; Attend to liquidation and insolvency, queries, conveyancing and notarial services; Deal with all forms of alternative dispute resolution; Register trust and debt collection; Provide supervision and training to other professional staff.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms K Ngomani Tel No: (012) 357 8661 Quoting the relevant reference number, direct your application to: Postal address: The Human Resources: Department of Justice and Constitutional Development, Private Bag X81, Pretoria, 0001. OR Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.
<b><u>NOTE</u></b>	:	1. People with disabilities are encouraged to apply 2. A current certificate of good standing from the relevant Legal practice Council must accompany the application.
<b><u>POST 36/73</u></b>	:	<b><u>ADMINISTRATIVE OFFICER (X2 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R321 543 – R378 765 per annum. The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE</u></b>	:	Magistrate Office Pretoria Ref No: 2022/175/GP Magistrate Office: Hoopstad Ref No: 22/89/FS (Re-Advert)
<b><u>REQUIREMENTS</u></b>	:	3 year Bachelor's Degree /National Diploma in Public Management Administration or equivalent; 3 years administration experience; Knowledge of Human Resource Management, Supply Chain Management and risk management; Knowledge of Public Financial Management Act, Knowledge of Financial Management (Vote and Trust Account); Departmental Financial Instructions, BAS and Justice Yellow Pages; Skills and Competencies: People management; Computer literacy (Microsoft packages); Sound leadership and management skills; Good interpersonal relations.
<b><u>DUTIES</u></b>	:	Key Performance Areas: Co-ordinate and manage the financial and human resources of the office; Co- ordinate and manage risk and security in the court; Manage the strategic and business planning processes; Manage the Criminal and Civil Court Administration Sections, section related to Family Courts, Supply Chain; Manage Third Party Funds and Vote Accounts for the office; Co-ordinate, Manage and administer support services to Case Flow Management and other court users.
<b><u>ENQUIRIES</u></b>	:	Gauteng: Ms V Shiburi Tel No: (011) 332 9000 Free State: Ms NM Dywili Tel No: (051) 407 1800
<b><u>APPLICATIONS</u></b>	:	<b>Gauteng</b> Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X6, Johannesburg 2000 OR Physical Address: <b>Regional Office</b> –Gauteng; Department of Justice and Constitutional Development; 7 <sup>th</sup> floor Schreiner Chambers, Corner Pritchard and Kruis street, Johannesburg <b>Free State:</b> Please direct your applications to: The Director: Human Resource, Private Bag X20578, Bloemfontein, 9300 or hand deliver to Physical Address 53 Colonial Building, Charlotte Maxeke Street, Bloemfontein, 9301
<b><u>NOTE</u></b>	:	Separate application must be made quoting the relevant reference number.

<b><u>POST 36/74</u></b>	:	<b><u>SENIOR COURT INTERPRETER REF NO: 22/90/FS</u></b>
<b><u>SALARY</u></b>	:	R261 372 – R307 890 per annum. The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE</u></b>	:	Magistrate Office: Phuthadijhaba
<b><u>REQUIREMENTS</u></b>	:	Grade 12 and National Diploma; Legal Interpreting at NQF 5 or any other relevant tertiary qualification at NQF 5 and minimum of three years practical experience in court interpreting OR Grade 12 and with ten (10) year's practical experience in court interpreting; A valid (motor vehicle) driver's license will be an added advantage. Language requirements: English and three of the following languages: Sesotho, IsiZulu, Afrikaans and Xhosa; Skills and Competencies: Communication skills; Listening skills; Interpersonal skills; Time management skills; Computer literacy; Analytical thinking; Problem Solving; Planning and Organizing; Confidentiality; Ability to work under pressure.
<b><u>DUTIES</u></b>	:	Key Performance Areas: Interpret in court of Law (Civil and Criminal matters), small claims courts, pre- trial proceedings and consultations; Consecutive interpreting from source to target language during Court proceedings, pre-trial, consultation, quasi and judicial; Interpret non-verbal gesture, dramatization and confessions; Collect, monitor interpreting register, calculate and compile statistics; Make arrangements for foreign languages interpreters in consultation with the Prosecutor; Provide effective people management.
<b><u>ENQUIRIES</u></b>	:	Ms NM Dywili Tel No: (051) 407 1800
<b><u>APPLICATIONS</u></b>	:	Please direct your applications to: The Director: Human Resource, Private Bag X20578, Bloemfontein, 9300 or hand deliver to Physical Address 53 Colonial Building, Charlotte Maxeke Street, Bloemfontein, 9301
<b><u>POST 36/75</u></b>	:	<b><u>SENIOR COURT INTERPRETER (X3 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R261 372 – R307 890 per annum. The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE</u></b>	:	<b>Magistrate Office; Alexandra:</b> Re-advert Ref No: 2022/165/GP (Candidates who previously applied are encouraged to re-apply) <b>Magistrate Office; Johannesburg</b> Ref No: 2022/186/GP <b>Magistrate Pretoria:</b> Ref No: 2022/166/GP: Re-advert: (candidates who previously applied are encouraged to re-apply)
<b><u>REQUIREMENTS</u></b>	:	Grade 12 and National Diploma; Legal Interpreting at NQF 5 or any other relevant tertiary qualification at NQF 5 and minimum of three years practical experience in court interpreting OR Grade 12 and with ten (10) year's practical experience in court interpreting; A valid (motor vehicle) driver's license will be an added advantage. Magistrate Office: Alexandra: Language requirements: English, Isizulu, Isepedi and Tshivhenda/Xitsonga; Magistrate Office: Johannesburg Language requirements: English and Afrikaans and Magistrate Office: Pretoria: Language requirements: English, Isindebele, Sepedi/Setswana and Siswati Skills and Competencies: Communication skills; Listening skills; Interpersonal skills; Time management skills; Computer literacy; Analytical thinking; Problem Solving; Planning and Organizing; Confidentiality; Ability to work under pressure.
<b><u>DUTIES</u></b>	:	Key Performance Areas: Interpret in court of Law (Civil and Criminal matters), small claims courts, pre- trial proceedings and consultations; Consecutive interpreting from source to target language during Court proceedings, pre-trial, consultation, quasi and judicial.; Interpret non-verbal gesture, dramatization and confessions; Collect, monitor interpreting register, calculate and compile statistics; Make arrangements for foreign languages interpreters in consultation with the Prosecutor; Provide effective people management.
<b><u>ENQUIRIES</u></b>	:	Ms V Shiburi and Ms P Raadt Tel No: (011) 332 9000
<b><u>APPLICATIONS</u></b>	:	Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X6, Johannesburg 2000 Or Physical Address: Regional Office –Gauteng; Department of Justice and Constitutional Development; 7 <sup>th</sup> floor Schreiner Chambers, Corner Pritchard and Kruis street, Johannesburg
<b><u>NOTE</u></b>	:	Separate application must be made quoting the relevant reference number.

## DEPARTMENT OF MILITARY VETERANS

*The Department of Military Veterans is an equal opportunity affirmative action employer. It is our intention to promote representativity (race, gender and disability) through the filling of these posts and candidates whose appointment/promotion/transfer will promote representativity will receive preference.*

- APPLICATIONS** : Please forward your applications, quoting the relevant reference number, to the Department of Military Veterans, Private Bag X943, Pretoria, 0001 or hand deliver at Department of Military Veterans corner 328 Festival & Arcadia Streets, Hatfield, Pretoria, 0001.
- FOR ATTENTION** : The Director: Human Resource Management
- CLOSING DATE** : 07 October 2022 at 15h30
- NOTE** : Applications must be submitted on a new Z83 Form, obtainable from any Public Service Department or on the internet at <http://www.dmv.gov.za/documents/Z83.pdf> which must be fully completed and signed (an unsigned Z83 form will disqualify an application) and should be accompanied by a recently updated, comprehensive CV only with contactable referees (telephone numbers and email addresses must be indicated). Only shortlisted candidates will be required to submit certified documents of ID and qualifications on or before the day of the interview. Non RSA residents/permanent residents will submit proof only when shortlisted. Foreign qualifications must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA) and proof need to be submitted only when shortlisted. Successful candidates will also be subjected to security clearance processes. Where applicable, candidates will be subjected to a skills/knowledge test. Successful candidates will be appointed on a probation period of twelve (12) months. The Department reserves the right not to make appointment(s) to the advertised post(s). No faxed or e-mailed applications will be considered. Shortlisted candidates may be required to make a presentation to the interview panel and/or undertake a written test. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful.

## OTHER POST

- POST 36/76** : **SENIOR SUPPLY CHAIN OFFICER: LOGIS SYSTEM CONTROLLER REF NO: DMV2022/09-01**
- SALARY** : R321 543 – R378 765 per annum (Level 08), plus benefits
- CENTRE** : Pretoria
- REQUIREMENTS** : A Senior Certificate and a NQF 6 (Appropriate National Diploma/Degree) with 4 years' relevant experience of which 2 years' at Supply Chain Officer (SL7) and a Logis Controller Certificate. Knowledge SCM systems e.g. LOGIS, BAS etc. Supply chain management framework in public service. Understanding of quality management principles. Skills: Initiative, Communication, Interpersonal Relations, Flexibility, Team Work, Planning and Execution, Leadership, Delegation and Empowerment, Management / Controlling of Financial Resources, Attention to detail. Personal attributes: Interpersonal relations, Integrity, Courteous, Responsive, Fairness, Credibility and Commitment.
- DUTIES** : Performing LOGIS System Controller functions. Maintaining of User profiles on LOGIS System (user account management). Registration of new users on the system. Liaise with LOGIK for creation of gatekeeper user IDs, reset passwords, modification of user IDs and User Profiles. Deregistration of LOGIS users and monitoring of user access to the system. Generate monthly, quarterly and annual reports. Download LOGIS reports. LOGIS training coordination. Monitor and control LOGIS processed payments. Verification of payments. Pre-authorisation of valid invoices within the financial delegations. Contract Management. Contract Administration and Monitoring. Monitor and Manage Contractual payments. Supplier performance which include updating of contract register, managing and recording of supplier performance data. Financial Reporting. Monitor and record accruals and commitments relating to contractual payments. Monitor submitted and outstanding invoices according to SLA's.

**ENQUIRIES**

: Mr Mpho Makhwiting / Mr Ayanda Swaartbooi / Ms Lerato Sono Tel No: (012)  
765 9454

**NATIONAL TREASURY**

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



<b><u>APPLICATIONS</u></b>	:	To	apply	visit:
			<a href="https://erecruitment.treasury.gov.za/eRecruitment/#/browseJobs">https://erecruitment.treasury.gov.za/eRecruitment/#/browseJobs</a>	
<b><u>CLOSING DATE</u></b>	:		07 October 2022 at 12:00 am (Midnight)	
<b><u>NOTE</u></b>	:	<p>The National Treasury utilises an e-Recruitment system, effective from 7 April 2021, which means all applicants must login/register to apply for positions as we no longer accept applications via email or hand delivered/post. The applicants profile on the e-Recruitment is equivalent to the new approved Z83 and it is the responsibility of applicants to ensure their profiles are fully completed or their applications will not be considered as per the instruction note on Z83s issued by the DPSA. Certain documentations will still be required to be uploaded on the system such as copies of qualifications, ID, etc., however these documents need not be certified at point of application, certification will be required prior to attending the interview. Please note: All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Successful completion of the Nyukela Public Service SMS Pre-entry Programme as endorsed by the National School of Government, available as an online course on <a href="https://www.thensg.gov.za/training-course/sms-pre-entry-programme/">https://www.thensg.gov.za/training-course/sms-pre-entry-programme/</a>, prior to finalisation of appointment. All qualifications, criminal and SA citizenship checks will be conducted on all short-listed candidates and, where applicable, additional checks will be conducted. It is the applicant's responsibility to have all their foreign qualifications evaluated by the South African Qualifications Authority (SAQA), not negotiable. The status of your application will be visible on the system. However, if you have not received feedback from the National Treasury within 3 months of the closing date, please regard your application as unsuccessful. Note: The National Treasury reserves the right not fill the below-mentioned post or to put on hold a position and/or to re-advertise a post. The National Treasury is compliant to the requirements of POPIA.</p>		

**MANAGEMENT ECHELON**

<b><u>POST 36/77</u></b>	:	<p><b><u>DIRECTOR: STAKEHOLDER ENGAGEMENT AND SECRETARIAT FUNCTIONS REF NO: S019/2022</u></b>          Division: Economic Policy (EP)          Re-Advertisement          Purpose: To support and build strong stakeholder relations, internally and externally, to advance the development of economic policy and the objectives of National Treasury. The primary responsibilities are to provide technical and administrative support for NT in the Economic Sectors, Investment, Employment and Infrastructure Development (ESIEID) cluster as well as Operation Vulindlela.</p>		
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	<p>R1 073 187 per annum, (all-inclusive remuneration package)          Pretoria          A minimum Bachelor's degree at (equivalent to an NQF level 7) in Economics/ Econometrics, A minimum 5 years' experience at a middle management level (Deputy Director) in economic policy analysis, Knowledge and experience in stakeholder management, Knowledge of the different research engines, analysis and the ability to interpret economic policy outcomes, Successful completion of the Nyukela Public Service Senior Management Leadership Programme as endorsed by the National School of Government available as an online course on <a href="https://www.thensg.gov.za/training-course/sms-pre-entry-programme/">https://www.thensg.gov.za/training-course/sms-pre-entry-programme/</a>, prior to finalisation of an appointment.</p>		
<b><u>DUTIES</u></b>	:	<p>Some key Outputs include: Support and Build strong stakeholder relations: Co-ordinate and provide technical input for stakeholder forums, Provide timely and strategic guidance and advice on Treasury input to stakeholder forums, in</p>		



particular the Economic Cluster and its relation to National Treasury, and actively engage across the division and department to ensure that intelligence from the Economic Cluster is incorporated into work programs on an ongoing basis, Plan and manage databases related to stakeholder forums, Draft speaking & briefing notes, memos and speeches for the Deputy-Director-General, Director-General, Deputy Minister and Minister for use in stakeholder forums that reflect strategic priorities and needs of the Treasury, Develop National Treasury positions on policy matters discussed in stakeholder forums and consult within National Treasury in order to ensure that these positions are supported, Represent National Treasury at identified external stakeholder meetings, in particular the Economic Cluster, Identify and build strong interpersonal relations with key individuals in the Treasury, Presidency and Economic Cluster to facilitate better engagements. Policy analysis and advice: Prepare and/or oversee the preparation of speaking & briefing notes, memos and speeches based on policy-relevant issues discussed at stakeholder forums for use by DDG, DG, Deputy Minister and Minister, Provide inputs (i.e. economic analysis) into policy discussions and assist to develop National Treasury policy positions in conjunction with other stakeholders in general, Provide sound impact analysis on new and existing government regulations (e.g. SEIAs) for consultation with stakeholders, Draft documents for consultation with stakeholders, Represent National Treasury on inter-governmental and other external forums and committees. Programme and Project management: Prepare project plans for identified stakeholder forums, clearly demarcating the required NT inputs and the strategic value thereof, Monitor and report on project plans, Coordinate NT inputs and ensure these are submitted in line with deadlines, Ensure effective knowledge management by disseminating key information to relevant stakeholders in the organisation and keeping all information on a shared drive, including strategy documents and meeting minutes, agendas etc. Budget & MTBPS: Manage & coordinate team assumptions process, Manage and/or provide inputs into Chapter 2 of Budget Review and MTBPS based on stakeholder forum intelligence, Assist with number checking, proof reading and Q&A, Participate in investor meetings and roadshows. Human resource & Financial Management: Prepare an annual budget and procurement plan for stakeholder forums where Treasury have secretariat responsibilities, Plan & drive directorate research agenda based on stakeholder forums' needs, Oversee contract management where necessary, Plan directorate training schedule, Ensure prudent management of funds.

Only (No applications): [Recruitment.Enquiries@treasury.gov.za](mailto:Recruitment.Enquiries@treasury.gov.za)

## **ENQUIRIES**

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## OFFICE OF THE PUBLIC SERVICE COMMISSION

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

- APPLICATIONS** : Forward your application, stating the relevant reference number to: The Director-General, Office of the Office of the Public Service Commission, Private Bag X121, Pretoria, 0001 or hand-deliver at Commission House, Office Park Block B, 536 Francis Baard Street, Arcadia, Pretoria or you can email your application to [recruitment@opsc.gov.za](mailto:recruitment@opsc.gov.za)
- FOR ATTENTION** : Mr. M Mabuza
- CLOSING DATE** : 07 October 2022, 15h45
- NOTE** : Re-advert: those who applied previously need not to apply. Applications must consist of: A fully completed and signed Z83 form (which can be downloaded at [www.dpsa.gov.za-vacancies](http://www.dpsa.gov.za-vacancies)) and a recent comprehensive CV only with contactable referees (telephone numbers and email addresses must be indicated. Only shortlisted candidates' will be required to bring certified copies of ID, license and qualification on or before the interviews. Should you be in possession of a foreign qualification(s), it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). The successful candidate will be required to obtain a top secret clearance issued by the State Security Agency. The OPSC will verify the qualifications and conduct reference checking on short-listed candidates. Candidates will be subjected to Practical Assessment to determine their suitability for the post. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful. Please take note that late applications will not be accepted. All shortlisted candidates for SMS post will be subjected to a technical exercise that intends to test the relevant technical elements of the job, logistics of which will be communicated by the office of the Public Service Commission. Following the interview and technical exercise, the Selection Committee will recommend a candidate to attend a generic managerial competency assessment (in compliance with the DPSA Directives on the competency based assessments). The competency will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. A pre-entry certificate obtained from the National School of Government (NSG) is required for all SMS applications. Applicants are advised that the old Z83 which was valid until 31 December 2020 will not be accepted. Should an individual wish to apply for a post, he/she will be required to submit the new application for employment (Z83) form which became effective on 1 January 2021 and can be downloaded at [www.dpsa.gov.za-vacancies](http://www.dpsa.gov.za-vacancies). From 1 January 2021 should an application be received using incorrect applications for employment (Z83) form, it will not be considered.

## OTHER POST

- POST 36/78** : **CHIEF ACCOUNTING CLERK: SALARIES REF NO: CAC/S/09/2022**
- SALARY** : R261 372 per annum (Level 07)
- CENTRE** : Public Service Commission, Head Office (Pretoria)
- REQUIREMENTS** : A 3-year National Diploma (NQF6) / Degree (NQF7) with a major in Financial Accounting. Minimum of 2 years working experience in salary administration, PERSAL and BAS systems, clearance and reconciliation of all salary related ledger accounts and debt management. Knowledge of financial prescripts applicable in the Public Service [Public Finance Management Act, Treasury Regulations and the National Treasury Issued Accounting Manual and National Treasury issued circulars (Instruction Notes, directives and guidelines). Knowledge of improving the system of internal control to ensure that both internal and external are reliable, accurate, error free, and regulatory compliant.
- DUTIES** : Ensure that all salary related transactions (payments, deductions, journals) are correctly captured on PERSAL and/ or BAS system. Clear and reconcile all

**ENQUIRIES**

salary related suspense accounts on BAS. Maintenance of Travel and Subsistence advance and claims. Ensure that all monthly salary deductions are properly accounted for and paid to institutions on a monthly basis. Ensure that all salary documents are properly filed for safekeeping. Handle all queries on salary related matters. Responsible for manual tax calculations on transfers and resignations. Annual tax recalculations and IRP5's adjustments. Distribute pay slips and payroll reports. Assist with salary related debt recovery.  
: Mr Niel Fabricius Tel No: 012 352 1080

## DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE

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



**CLOSING DATE**  
**NOTE**

: 07 October 2022 at 16H00

: 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, To streamline the recruitment process to be more responsive to the public, as well as to create more protective measures during the pandemic by avoiding over-crowding and curb the costs incurred by applicants such measures should include the following regarding certification: Advertisement and accompanying notes must clearly capture the requirements for the certification to reflect that applicants, Please not note that applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed Curriculum Vitae only. The communication from HR of the department regarding requirements of certified documents will be limited to shortlisted candidates. Therefore only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. The application for employment Form (Z83) provides under the sectional "additional information" that candidates who are selected for interviews will be requested to furnish additional certified information that may be requested to make final decision. It must be borne in mind that when a document is certified as a true copy of an original, the certifier only confirms it being a true copy of the original presented. Therefore, the certification process does not provide validation of the authenticity of the original document. The validation occurs when the documents is verified for authenticity. Regulation 67 (9) requires the executive authority to ensure that he or she is fully satisfied of the claims being made and these read with Regulations (57) (c) which requires the finalisation of Personnel Suitability Checks in order to verify claims and check the candidate for purpose of being fit and proper for employment. Applications not complying with the above will be disqualified. Should you not have heard from us within the next months, please regard your application as unsuccessful. Note: It is the responsibility of all applicants to ensure that foreign and other qualifications are evaluated by SAQA. Recognition of prior learning will only be considered on submission of proof by candidates. Kindly note that appointment will be subject to verification of qualifications and a security clearance. Faxed or late applications will NOT be accepted. Shortlisted candidates must be willing to undergo normal vetting and verification processes. Should you not have heard from us within the next 3 months, please regard your application as unsuccessful.

## OTHER POSTS

**POST 36/79** : **DEPUTY DIRECTOR: PROPERTY PERFORMANCE MANAGEMENT DISPOSALS REF NO: 2022/359**

**SALARY** : R882 042 per annum, (all-inclusive salary package), (total package to be structured in accordance with the rules of the Middle Management service)

**CENTRE** : Head Office (Pretoria)

**REQUIREMENTS** : A three year tertiary qualification (NQF Level 6) in the Built Environment or related equivalent with relevant experience in Property Management preferably in Property Disposals. An appropriate management experience at Assistant Director Level. Knowledge of State Land Disposal Act, Broad Based Black Economic Empowerment Act, Government Immovable Asset Management Act, Public Financial Management Act, Treasury Regulations, Supply Chain

		Management framework, Preferential Procurement Policy Framework, Procurement directives and procedures, administration skills, decision making skills, problem solving, writing skills, ability to operate under pressure, highly motivated, good understanding of asset management, valid driver's licence, excellent interpersonal, presentation and communication skills. Personal attributes: Innovative; creative; hardworking; self-motivated; ability to work under pressure; ability to communicate at all levels; analytical thinking; conflict resolution; research; facilitation; self-starter. Must be prepared to travel; driver's license; willing to adapt work schedule.
<b><u>DUTIES</u></b>	:	The incumbent will be responsible for assisting the Director in facilitating disposal of immovable assets for Government socio economic objectives and those identified as superfluous to the needs of the State with the following key result area: Manage the disposal process of State land- co-ordinate and facilitate the process of disposing immovable assets requested for Government's key strategic objectives; co-ordinate and facilitate the process of identifying superfluous land to be disposed; manage the prioritisation of land to be disposed; develop and implement strategies to guide the disposal of State land; ensure that all land disposal do not infringe with the National Land Reform Programme; manage the transfer of ownership of land disposed; ensure compliance to departmental policies on disposals of immovable assets.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mr M Cele Tel No: (012) 406 1204
	:	Head Office Applications: The Director-General, Department of Public Works, Private Bag x65, Pretoria, 0001 or CGO Building, Cnr Bosman and Madiba Street, Pretoria.
<b><u>FOR ATTENTION</u></b>	:	Ms NP Mudau
<b><u>POST 36/80</u></b>	:	<b><u>DEPUTY DIRECTOR: INTERNAL AUDIT (REGIONAL AUDITS) REF NO: 2022/360</u></b>
<b><u>SALARY</u></b>	:	R744 255 per annum, (all inclusive salary package), (total package to be structured in accordance with the rules of the Middle Management service)
<b><u>CENTRE REQUIREMENTS</u></b>	:	Head Office (Pretoria)
	:	A three year tertiary qualification (NQF Level 6) in Auditing/Accounting. Internal Audit Technician (IAT) and Professional Internal Auditor (PIA) or Certified Internal Auditor (CIA) or CA (SA). Practicing Internal Auditor with appropriate experience. Professional Registration with the Institute for Internal Auditors (IIA) or South African Institute of Chartered Accountants (SAICA). Driver's License. Proficient Computer Literacy. Good communication and supervisory skills. Good project management skills. Effective report writing skills. Ability to follow a proactive and creative problem solving approach. Ability to work under pressure and meet deadlines. Prepared to be subjected to security clearance.
<b><u>DUTIES</u></b>	:	Assist the Director during the strategic planning process and with the planning of audit activities. Develop audit objectives that address the risks controls and governance processes associated with the activities under review; Review the Develop audit procedures that achieve the engagement objectives; set both the scope and degree of testing required to achieve the assignment objectives in each phase; submit audit program for approval to the Director prior to the commencement of audit assignments; Plan and monitor projects within set timeframes, and individuals responsible for the assignment to ensure that objectives are achieved, quality is assured and staff is developed; Ensure that conclusions and audit results are based on appropriate analysis and evaluation; Provide technical and administration support to the regional offices Attend exit conference on completion of Audit assignment and present audit results. Implement a Quality Assurance and Improvement program to ensure compliance to the IIA Standards and Unit Policies and Procedures. Expected to conduct regular audits on key financial controls; compliance audits; predetermined objectives, performance audits and IT Audits as identified.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mr. L Gayiya Tel No: (012) 406 1402
	:	Head Office Applications: The Director-General, Department of Public Works, Private Bag X65, Pretoria, 0001 or CGO Building, Cnr Bosman and Madiba Street, Pretoria.
<b><u>FOR ATTENTION</u></b>	:	Ms NP Mudau
<b><u>POST 36/81</u></b>	:	<b><u>SENIOR ADMIN OFFICER: IAR GIS REF NO: 2022/361</u></b> (24 Months Contract)
<b><u>SALARY</u></b>	:	R321 543 per annum

<b><u>CENTRE REQUIREMENTS</u></b>	:	Head Office (Pretoria)
	:	A three year tertiary qualification (NQF Level 6) in Geographic Information Systems; Geo-informatics, Geography, Science. Registration with the South African Geo-informatics Council (SAGC) as a GISc Technician will be an added advantage. A relevant experience in Geographic Information Systems, Asset Management and State land administration. Verification of immovable assets and supervisory experience will be an added advantage. A valid driver's licence. Computer literacy. Decision making skills. Negotiation skills. Excellent inter-personal skills and Communication skills. Good Verbal and written communication Skills. Ability to work under pressure and deadline driven.
<b><u>DUTIES</u></b>	:	Geographical referencing of administrative geographical data: Analysis, geo-coding and editing of land data. Investigate, localize and spatially link the cadastral data to the IAR. Manage the process of capturing and digitizing of building foot prints to support field verification processes. Build effective partnerships with internal and external stakeholders. Research and document suitable GIS concepts to assist in enhanced workflows. Assist the Assistant Director in defining and controlling spatial data on the Immoveable Asset Register database. Maintain alpha-numeric data structures to ensure data links with spatial data. Support field workers with physical verification queries.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mr. M Chauke Tel No: (012) 406 1144
	:	Head Office Applications: The Director-General, Department of Public Works, Private Bag x65, Pretoria, 0001 or CGO Building, Cnr Bosman and Madiba Street, Pretoria.
<b><u>FOR ATTENTION</u></b>	:	Ms NP Mudau
<b><u>POST 36/82</u></b>	:	<b><u>ADMINISTRATIVE OFFICER: IMMOVABLE ASSET REGISTER REF NO: 2022/362</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R261 372 per annum
	:	Umtata Regional Office
	:	A three year tertiary qualification (NQF Level 6) in Property Management; Real Estate; Town & Regional Planning, Accounting, Commerce or tertiary qualification with any of the following as major subjects; Property Law / Assets Management or Accounting and relevant experience in Property/Accounting/Immovable Asset Register Management. Experience in State land administration and verification of immovable assets (land and buildings) will be an added advantage. Valid driver's License. Computer literacy. Decision making skills. Negotiation skills. Excellent inter-personal skills and Communication skills. Good Verbal and written communication Skills. Ability to work under pressure and deadline driven.
<b><u>DUTIES</u></b>	:	General administrative responsibilities and functions to support the Deputy Director: Immoveable Asset Register. Assist the Deputy Director with monitoring tasks during the implementation phase of various Immoveable Asset Register projects. Administer the performance of physical verification activities to provide status information around the existence and condition of all Immoveable Assets in the register. Monitor that all improvements to state property are appropriately identified and recorded in the IAR. Vesting of land parcels and endorsement of title deeds under the custodianship of DPW. Verify documents or information from numerous sources (Deeds Office, Surveyor-General, Municipalities, etc.). Perform such other duties, appropriate to the role, as may be required by the Deputy Director.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms N Cikolo Tel No: (047) 502 7000
	:	Mthatha Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X5007, Sutherland Street, Mthatha 5099 or Hand Deliver at 29 Sutherland Street, PRD II Building, 5th Floor, Mthatha.
<b><u>FOR ATTENTION</u></b>	:	Ms N Mzalisi
<b><u>POST 36/83</u></b>	:	<b><u>STATE ACCOUNTANT: PROPERTY BUDGET MANAGEMENT REF NO: 2022/363</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R261 372 per annum
	:	Head Office (Pretoria)
	:	A three year tertiary qualification (NQF Level 6) in Financial Management, Accounting or equivalent qualification. Relevant experience in property budgeting and planning. Have knowledge of Public Finance Management Act; Treasury Regulations; MS Office – Word and Excel; basic research and information gathering. Have skills in analytical thinking; property budgeting.

<b><u>DUTIES</u></b>	:	Have the following personal attributes: Interpersonal skills; Hardworking; Assertive; Self-motivated; Approachable; Trustworthy and Innovative.
	:	Assist in requesting and consolidation of property budget inputs from regions and Head Office; Assist with the monthly property budget review meetings, assist with the allocation of funds to executing units, administer property budget allocation schedules; follow up, analyse and verify budget inputs and costing with line managers and capturing of budget allocations on SAGEx3, Assist with the compilation of the monthly expenditure report, assist with the analysis of the expenditure patterns and report on deviations, inform the executing units of the incorrect allocation of expenditure, ensure effective flow of information within the directorate; assist with the monthly reconciliation of the expenditure from WCS and SAGE systems and with the verification/analysis of the Day to Day Maintenance services on PMIS.
<b><u>ENQUIRIES</u></b>	:	Ms. F Makhubela Tel No: (012) 406 2071
<b><u>APPLICATIONS</u></b>	:	Head Office Applications: The Director-General, Department of Public Works, Private Bag X65, Pretoria, 0001 or CGO Building, Cnr Bosman and Madiba Street, Pretoria.
<b><u>FOR ATTENTION</u></b>	:	Ms NP Mudau
<b><u>POST 36/84</u></b>	:	<b><u>ADMINISTRATION OFFICER: ACQUISITION – PROPERTY AND FACILITIES MANAGEMENT REF NO: 2022/364</u></b>
<b><u>SALARY</u></b>	:	R261 372 per annum
<b><u>CENTRE</u></b>	:	Head Office (Pretoria)
<b><u>REQUIREMENTS</u></b>	:	A three year tertiary qualification (NQF level 6) in Supply Chain Management/ Logistics/ Purchasing Management/ Business Management/ Economics/ Finance / Public Administration/ Administration / Management Sciences. Appropriate relevant experience in Procurement/ Supply Chain Management. Experience in SCM Bid Administration in Leasing will be an added advantage. Knowledge of Supply Chain Management Framework, procurement related legislation, including the Public Finance Management Act, Code of Conduct for Supply Chain Management Practitioners, Treasury Regulations and Preferential Procurement Policy Framework Act and Preferential Procurement Regulations. Good verbal and written communication skills, the ability to manage confidential information, advanced interpersonal and diplomacy skills, problem solving skills, decision making skills, numeracy and computer literacy are all advantageous. Must be prepared to travel and willing to adapt to a work schedule in accordance with operational requirements.
<b><u>DUTIES</u></b>	:	Execute, facilitate, support, and performance manage the following SCM functions - Demand: Conduct needs assessments by collecting and analyzing relevant data, categorizing commodities and confirming availability of funds, Coordinate and collate business/line functions' and Regional inputs for procurement plans, Conduct a market and industry analysis, Identify/implement preference points system and appropriate goals per commodity in terms of preferential procurement policy objectives, Oversee; coordinate and advise on the process of drafting specifications/terms of reference and special conditions of contract. Acquisitions: ensure that the bid/quotation processes are compliant and fully executed within the requisite legislative and regulatory frameworks and stipulations. Provide and account for SCM administrative and technical support to ALL Bid Committees, systems and related structures. Ensure that procurement source documents are verified, standard bidding documents are compiled, captured and authorized in accordance with departmental policies and procedures and compliant with applicable legislative requirements, SCM Performance Reporting: Consolidate monthly Head Office and Regional Offices' inputs to produce SCM performance reports against the Annual Performance Plan, Collate data; prepare reports and presentations for management use, Monitor and report on BBBEE/Preferential Procurement spending in terms of the Department's targets and report on a weekly/monthly basis on performance against the Procurement Plan. Risk Management: participate, support and provide assistance in the conduct of the annual SCM Risk Assessment and development of the SCM risk universe, response plan and quarterly strategic/operational risk reports. Regularity Audit Support: Coordinate Internal and External Audit engagement processes, steer the SCM response process and provide analysis of audit queries, management responses and Audit conclusions. Ensure timeous reporting to Treasury and Auditor General (AG).

		Perform any other assigned duties in relation to the implementation of the Supply Chain Management system of the PMTE/DPWI.
<b><u>ENQUIRIES</u></b>	:	Ms. D Seshotli Tel No: (012) 406 1953, Ms J Khosa Tel No: (012) 406 1801
<b><u>APPLICATIONS</u></b>	:	Head Office Applications: The Director-General, Department of Public Works, Private Bag X65, Pretoria, 0001 or CGO Building, Cnr Bosman and Madiba Street, Pretoria.
<b><u>FOR ATTENTION</u></b>	:	Ms NP Mudau
<b><u>POST 36/85</u></b>	:	<b><u>CLEANER: FACILITIES MANAGEMENT REF NO: 2022/365</u></b>
<b><u>SALARY</u></b>	:	R104 073 per annum
<b><u>CENTRE</u></b>	:	Umtata Regional Office
<b><u>REQUIREMENTS</u></b>	:	A Grade 10 and appropriate cleaning experience in an office environment. Good interpersonal skills, basic communication and literacy. Ability to perform routine tasks. Cleaning or Hygiene certificates will be an added advantage.
<b><u>DUTIES</u></b>	:	Cleaning court offices and cells. Cleaning toilets, basins and wall tiles, empty and wash dustbins. Sweeping passages, floors, offices and pavements. Scrubbing, moping and polishing floors. Dust and polish furniture. Cleaning windows, doors and walls, vacuuming offices and stripping floors.
<b><u>ENQUIRIES</u></b>	:	Ms N Nakumba Tel No: (012) 492 3173
<b><u>APPLICATIONS</u></b>	:	Mthatha Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X5007, Sutherland Street, Mthatha 5099 or Hand Deliver at 29 Sutherland Street, PRD II Building, 5th Floor, Mthatha.
<b><u>FOR ATTENTION</u></b>	:	Ms N Mzalisi



## DEPARTMENT OF TOURISM

*The Department of Tourism offers Internship opportunities to South African graduates who wish to apply in the fields listed below that are in line with the department's core business. Applications are invited from candidates in the following disciplines / fields of study*

## INTERNSHIP PROGRAMME: 2022/2024

<b><u>APPLICATIONS</u></b>	:	Applications must be delivered to the Director General, Tourism House, 17 Trevena Street, Sunnyside, 0002 or posted to Private Bag X 424, Pretoria, 0001. Note: Short-listed candidates will be subjected to an interview to determine their suitability.
<b><u>CLOSING DATE</u></b>	:	07 October 2022
<b><u>NOTE</u></b>	:	How to Apply? The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at <a href="http://www.gov.za">www.gov.za</a> , and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. Failure to submit the required documents will result in the application not being considered. No faxed or e-mailed applications will be considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three months of the closing date, please accept that your application was unsuccessful.

## OTHER POSTS

<b><u>POST 36/86</u></b>	:	<b><u>TOURISM MANAGEMENT REF NO: DT-INTERN (001)</u></b> (Duration: The internship program is offered for a period of 24 months. Successful candidates will be required to sign an internship contract for the duration of two years.)
<b><u>STIPEND</u></b>	:	R6 174.96 per month
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	Unemployed South African Graduates / Post Graduates, with a tertiary qualification in one of the above-mentioned fields of study, and who have not been previously employed under any internship programme, are invited to apply. Applicants should not be above the age of 35 years.
<b><u>ENQUIRIES</u></b>	:	Ms P Khoza Tel No: (012) 444 6190, Ms M Sibiyi Tel No: (012) 444 6174, Mr G Moroke Tel No: (012) 444 6166
<b><u>POST 36/87</u></b>	:	<b><u>ECONOMICS/ECONOMIC DEVELOPMENT REF NO: DT-INTERN (002)</u></b> (Duration: The internship program is offered for a period of 24 months. Successful candidates will be required to sign an internship contract for the duration of two years.)
<b><u>STIPEND</u></b>	:	R6 174.96 per month
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	Unemployed South African Graduates / Post Graduates, with a tertiary qualification in one of the above-mentioned fields of study, and who have not been previously employed under any internship programme, are invited to apply. Applicants should not be above the age of 35 years.
<b><u>ENQUIRIES</u></b>	:	Ms P Khoza Tel No: (012) 444 6190, Ms M Sibiyi Tel No: (012) 444 6174, Mr G Moroke Tel No: (012) 444 6166
<b><u>POST 36/88</u></b>	:	<b><u>INFORMATION COMMUNICATION TECHNOLOGY (COMPUTER SCIENCE, DATABASE, OR SYSTEM DEVELOPMENT AND RELATED) REF NO: DT-INTERN (003)</u></b> (Duration: The internship program is offered for a period of 24 months. Successful candidates will be required to sign an internship contract for the duration of two years.)
<b><u>STIPEND</u></b>	:	R6 174.96 per month
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	Unemployed South African Graduates / Post Graduates, with a tertiary qualification in one of the above-mentioned fields of study, and who have not

		been previously employed under any internship programme, are invited to apply. Applicants should not be above the age of 35 years.
<b><u>ENQUIRIES</u></b>	:	Ms P Khoza Tel No: (012) 444 6190, Ms M Sibiya Tel No: (012) 444 6174, Mr G Moroke Tel No: (012) 444 6166
<b><u>POST 36/89</u></b>	:	<b><u>BUSINESS ADMINISTRATION/PUBLIC MANAGEMENT/BUSINESS STUDIES REF NO: DT-INTERN (004)</u></b> (Duration: The internship program is offered for a period of 24 months. Successful candidates will be required to sign an internship contract for the duration of two years.)
<b><u>STIPEND</u></b>	:	R6 174.96 per month
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	Unemployed South African Graduates / Post Graduates, with a tertiary qualification in one of the above-mentioned fields of study, and who have not been previously employed under any internship programme, are invited to apply. Applicants should not be above the age of 35 years.
<b><u>ENQUIRIES</u></b>	:	Ms P Khoza Tel No: (012) 444 6190, Ms M Sibiya Tel No: (012) 444 6174, Mr G Moroke Tel No: (012) 444 6166
<b><u>POST 36/90</u></b>	:	<b><u>PROJECT MANAGEMENT REF NO: DT-INTERN (005)</u></b> (Duration: The internship program is offered for a period of 24 months. Successful candidates will be required to sign an internship contract for the duration of two years.)
<b><u>STIPEND</u></b>	:	R6 174.96 per month
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	Unemployed South African Graduates / Post Graduates, with a tertiary qualification in one of the above-mentioned fields of study, and who have not been previously employed under any internship programme, are invited to apply. Applicants should not be above the age of 35 years.
<b><u>ENQUIRIES</u></b>	:	Ms P Khoza (012) 444 6190, Ms M Sibiya Tel No: (012) 444 6174, Mr G Moroke Tel No: (012) 444 6166
<b><u>POST 36/91</u></b>	:	<b><u>INTERNAL AUDIT/RISK MANAGEMENT REF NO: DT-INTERN (006)</u></b> Duration: The internship program is offered for a period of 24 months. Successful candidates will be required to sign an internship contract for the duration of two years.
<b><u>STIPEND</u></b>	:	R6 174.96 per month
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	Unemployed South African Graduates / Post Graduates, with a tertiary qualification in one of the above-mentioned fields of study, and who have not been previously employed under any internship programme, are invited to apply. Applicants should not be above the age of 35 years.
<b><u>ENQUIRIES</u></b>	:	Ms P Khoza Tel No: (012) 444 6190, Ms M Sibiya Tel No: (012) 444 6174, Mr G Moroke Tel No: (012) 444 6166
<b><u>POST 36/92</u></b>	:	<b><u>FINANCIAL MANAGEMENT/ACCOUNTING REF NO: DT-INTERN (007)</u></b> (Duration: The internship program is offered for a period of 24 months. Successful candidates will be required to sign an internship contract for the duration of two years.)
<b><u>STIPEND</u></b>	:	R6 174.96 per month
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	Unemployed South African Graduates / Post Graduates, with a tertiary qualification in one of the above-mentioned fields of study, and who have not been previously employed under any internship programme, are invited to apply. Applicants should not be above the age of 35 years.
<b><u>ENQUIRIES</u></b>	:	Ms P Khoza Tel No: (012) 444 6190, Ms M Sibiya Tel No: (012) 444 6174, Mr G Moroke Tel No: (012) 444 6166

<b><u>POST 36/93</u></b>	:	<b><u>SUPPLY CHAIN MANAGEMENT/TRAVEL AND TRANSPORT/LOGISTICS REF NO: DT-INTERN (008)</u></b> Duration: The internship program is offered for a period of 24 months. Successful candidates will be required to sign an internship contract for the duration of two years.
<b><u>STIPEND</u></b>	:	R6 174.96 per month
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	Unemployed South African Graduates / Post Graduates, with a tertiary qualification in one of the above-mentioned fields of study, and who have not been previously employed under any internship programme, are invited to apply. Applicants should not be above the age of 35 years.
<b><u>ENQUIRIES</u></b>	:	Ms P Khoza Tel No: (012) 444 6190, Ms M Sibiya Tel No: (012) 444 6174, Mr G Mroke Tel No: (012) 444 6166
<b><u>POST 36/94</u></b>	:	<b><u>HUMAN RESOURCE MANAGEMENT/DEVELOPMENT REF NO: DT-INTERN (009)</u></b> (Duration: The internship program is offered for a period of 24 months. Successful candidates will be required to sign an internship contract for the duration of two years.)
<b><u>STIPEND</u></b>	:	R6 174.96 per month
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	Unemployed South African Graduates / Post Graduates, with a tertiary qualification in one of the above-mentioned fields of study, and who have not been previously employed under any internship programme, are invited to apply. Applicants should not be above the age of 35 years.
<b><u>ENQUIRIES</u></b>	:	Ms P Khoza Tel No: (012) 444 6190, Ms M Sibiya Tel No: (012) 444 6174, Mr G Mroke Tel No: (012) 444 6166
<b><u>POST 36/95</u></b>	:	<b><u>WORK STUDY/MANAGEMENT SERVICES REF NO: DT-INTERN (0010)</u></b> (Duration: The internship program is offered for a period of 24 months. Successful candidates will be required to sign an internship contract for the duration of two years.)
<b><u>STIPEND</u></b>	:	R6 174.96 per month
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	Unemployed South African Graduates / Post Graduates, with a tertiary qualification in one of the above-mentioned fields of study, and who have not been previously employed under any internship programme, are invited to apply. Applicants should not be above the age of 35 years.
<b><u>ENQUIRIES</u></b>	:	Ms P Khoza Tel No: (012) 444 6190, Ms M Sibiya Tel No: (012) 444 6174, Mr G Mroke Tel No: (012) 444 6166
<b><u>POST 36/96</u></b>	:	<b><u>COMMUNICATION SCIENCE/JOURNALISM/PUBLIC RELATIONS REF NO: DT-INTERN (0011)</u></b> (Duration: The internship program is offered for a period of 24 months. Successful candidates will be required to sign an internship contract for the duration of two years.)
<b><u>STIPEND</u></b>	:	R6 174.96 per month
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	Unemployed South African Graduates / Post Graduates, with a tertiary qualification in one of the above-mentioned fields of study, and who have not been previously employed under any internship programme, are invited to apply. Applicants should not be above the age of 35 years.
<b><u>ENQUIRIES</u></b>	:	Ms P Khoza Tel No: (012) 444 6190, Ms M Sibiya Tel No: (012) 444 6174, Mr G Mroke Tel No: (012) 444 6166
<b><u>POST 36/97</u></b>	:	<b><u>DEVELOPMENT STUDIES REF NO: DT-INTERN (0012)</u></b> (Duration: The internship program is offered for a period of 24 months. Successful candidates will be required to sign an internship contract for the duration of two years.)
<b><u>STIPEND</u></b>	:	R6 174.96 per month
<b><u>CENTRE</u></b>	:	Pretoria

<b><u>REQUIREMENTS</u></b>	:	Unemployed South African Graduates / Post Graduates, with a tertiary qualification in one of the above-mentioned fields of study, and who have not been previously employed under any internship programme, are invited to apply. Applicants should not be above the age of 35 years.
<b><u>ENQUIRIES</u></b>	:	Ms P Khoza Tel No: (012) 444 6190, Ms M Sibiya Tel No: (012) 444 6174, Mr G Moroke Tel No: (012) 444 6166
<b><u>POST 36/98</u></b>	:	<b><u>INTERNATIONAL RELATIONS/POLITICAL SCIENCE/REGIONALISM REF NO: DT-INTERN (0013)</u></b> (Duration: The internship program is offered for a period of 24 months. Successful candidates will be required to sign an internship contract for the duration of two years.)
<b><u>STIPEND</u></b>	:	R6 174.96 per month
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	Unemployed South African Graduates / Post Graduates, with a tertiary qualification in one of the above-mentioned fields of study, and who have not been previously employed under any internship programme, are invited to apply. Applicants should not be above the age of 35 years.
<b><u>ENQUIRIES</u></b>	:	Ms P Khoza (012) 444 6190, Ms M Sibiya Tel No: (012) 444 6174, Mr G Moroke Tel No: (012) 444 6166
<b><u>POST 36/99</u></b>	:	<b><u>PSYCHOLOGY/SOCIAL WORK REF NO: DT-INTERN (0014)</u></b> (Duration: The internship program is offered for a period of 24 months. Successful candidates will be required to sign an internship contract for the duration of two years.)
<b><u>STIPEND</u></b>	:	R6 174.96 per month
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	Unemployed South African Graduates / Post Graduates, with a tertiary qualification in one of the above-mentioned fields of study, and who have not been previously employed under any internship programme, are invited to apply. Applicants should not be above the age of 35 years.
<b><u>ENQUIRIES</u></b>	:	Ms P Khoza Tel No: (012) 444 6190, Ms M Sibiya Tel No: (012) 444 6174, Mr G Moroke Tel No: (012) 444 6166

## DEPARTMENT OF TRADE INDUSTRY AND COMPETITION

**APPLICATIONS**

: can be submitted: Via e-mail to applications@thedtic.gov.za (Ref no. should appear in subject-line), by post to the Registry Office, The Department of Trade Industry and Competition, Private Bag X84, Pretoria, 0001; Hand-delivered to the dtic Campus, corner of Meintjies and Robert Sobukwe Streets, Sunnyside, Pretoria.

**CLOSING DATE**

: 10 October 2022

**NOTE**

: The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at [www.gov.za](http://www.gov.za), and a detailed Curriculum Vitae. Certified copies of qualifications and Identity Document or any other relevant documents to be submitted by only shortlisted candidates to HR on or before the day of the interview date. The dtic is an equal opportunity affirmative action employer. Shortlisted candidates will be subjected to a technical exercise and the selection panel for SMS position will further recommend candidates to attend a generic managerial competency-based. Background verification, social media checks and security vetting will form part of the selection process and successful candidates will be subjected to security vetting. NB: The Senior Management Pre-Entry Programme (Nyukela Programme) as endorsed by the National School of Government (NSG) must be completed before an appointment can be considered. The course is available at the NSG under the name Certificate for entry into the SMS and the full details can be sourced by the following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme>. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Applications received after the closing date will not be considered. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful. The dtic reserves the right not to fill any advertised position(s).

**MANAGEMENT ECHELON****POST 36/100**

: **DIRECTOR: REGIONAL INDUSTRIAL CLUSTER REF NO: (SID & ETB - 048)**

Overview: To manage Industrial Development through operational programme

**SALARY**

: R1 073 187 per annum, (Level 13), (all-inclusive remuneration package)

**CENTRE**

: Pretoria

**REQUIREMENTS**

: An undergraduate qualification (NQF Level 7) in Economics / Commerce. 5 year's relevant middle/senior managerial experience in Industrial Development. Skills/Knowledge: Experience in the development, implementation of the Catalytic Regional Industrial clusters. Experience in organisational strategic planning, performance and financial management, research and planning. Experience in performance management, monitoring and evaluation, stakeholder management, people management, project management, strategic capability and leadership. Research and analytical skills, presentation skills, communication skills (verbal and written), interpersonal skills, planning and organising skills, mentoring and coaching. Knowledge and understanding of Public Service Regulations, Public Service Act, Public Finance Management Act and Treasury Regulations. Knowledge and understanding of monitoring and evaluation methodologies, tools and technique. Knowledge and understanding of key legislation applicable to public entities and the dtic. Proficient in MS Packages.

**DUTIES**

: Strategies, policies and procedure: Manage the development of implementation frameworks for identified strategies, projects and programmes in allocated regions. Drive effective project and programme management systems and business development support measures in line with the needs of the relevant industrial clusters and value chains in allocated regions. Coordinate and mobilise business development support as well as other inputs and resources required to implement strategic projects. Develop strategies to guide implementation of interventions relating to industrial clusters, catalytic projects and industrial parks. Support policies that target industrial and sustainable development in the region. Provide strategic direction and leadership in planning and implementation of projects/programmes relating to

industrial development region. Stakeholder Management: Identify relevant external and internal strategic partners. Facilitate and build strategic partnership to implement projects. Manage on-going stakeholder management. Monitoring and evaluation: Facilitate the compilation of the reports on strategic areas of operation for submission to executive management and relevant stakeholders. Manage, monitor report and evaluate identified industrial projects in allocated regions. Provided oversight and support on project reports. Direct and manage the directorate: Manage strategic planning for the directorate, including budget and human resource. Provide directorate's inputs for the MTSF, MTEF and Budget Adjustment Estimates. Ensure the maintenance of effective internal administration of the directorate.

## **ENQUIRIES**

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

## **OTHER POSTS**

### **POST 36/101**

: **DEPUTY DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: (ODG – 188)**

Overview: To provide support into the development of the procurement policies, the implementation and ensure provision of effective procurement support.

## **SALARY CENTRE REQUIREMENTS**

: R744 255 per annum (Level 11), (all-inclusive remuneration package)  
: Pretoria  
: A three-year National Diploma / Bachelor's Degree or equivalent qualification in Supply Chain Management, Business Management or Public Management. 3 - 5 year's relevant managerial experience in Supply Chain Management environment. Skills/Knowledge: Experience in supply chain management. Experience in managing payments, asset management, suppliers database management and stores management. Experience in financial and procurement systems: BAS, LOGIS. Experience in reporting, stakeholder management, people management, financial management, project management, strategic capability and leadership. Business and reporting skills, analytical problem and decision-making skills. Communication skills (verbal & written), project management skills, interpersonal skills, planning and organising skills & time management skills. Ability to interact with clients and stakeholders in a professional and assertive manner. Knowledge and understanding of supply chain management processes. Knowledge and understanding of Public Service Regulations, Public Service Act, Public Finance Management Act and Treasury Regulations. Be proficient in MS Office software packages.

## **DUTIES**

: Procurement of goods and services: Manage the issuing of orders to suppliers registered on the Central Suppliers Database (CSD). Review of policies to ensure compliance with Supply Chain Management as prescribed by National Treasury. Generate reports from the LOGIS system for statistics audit purposes. Ensure that the purchase orders are issued within the agreeable departmental timeframe after receipt of request. Manage the procurement of goods and services to ensure that HDI and SMME receive a percentage of the set target of the dtic procurement budget. Maintain the LOGIS system and investigate reports regularly. Ensure that official orders are issued for goods and services once requests are approved in line with the departmental delegation of power of SCM Policy and Treasury Regulations. Ensure good governance within Supply Chain Management reporting requirements. Advising managers on provisioning administration and logistical issues oversee LOGIS procurement processes and ensure reconciliation of all accounts. Ensure that the panel of service providers required are appointed for centralized services. Payments: Ensure compliance to payment of all invoices are paid within 30 days. Compile statistics on transaction approved on a daily basis. Ensure timeous processing of invoices. Assets Management: Ensure that quarterly stock count are conducted on A, B and D-class accountable items. Ensure that stock inventory on LOGIS, bin cards and physical stock are verified and corrected after stock count. Ensure that discrepancies are reported and investigated. Ensure that store register is compiled and maintained in accordance with the PFMA requirements. Ensure that damaged and redundant consumables are disposed of in accordance with Treasury Regulations. Ensure that formal disposal process is followed in writing off losses. Facilitate

the appointment of inventory controllers. Ensure the store is replenished regularly. Human Resource Management: Management of staff, finances as well as employment related processes in line with HR policies. Submit performance agreement and performance appraisal on time as per DPSA Regulations. Reporting: Prepare monthly, quarterly reports, outstanding commitments, accruals, Interim Financial Statements (IFS) and Annual Financial Statements (AFS) inputs within the SCM unit. Maintain a register of all deviations. Manage Service Level Agreements of transversal and term contracts. Obtain correct reliable information from Central Suppliers Database and LOGIS on value of orders and contract awarded to HDIs. Compile report to EXBO on value of orders and contracts awarded to HDIs. Training: Provide training on SCM processes and compliance. Provide training on LOGIS quarterly. Provide support (inform, advice and guidance) to the dtic officials regarding SCM prescripts, latest instruction notes to promote correct implementation and sound demand management practices. Audit Queries: Implement the action plan to correct audit findings. Respond to all the audit queries. Implement control measures to avoid the audit finding.

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

**POST 36/102** : **ASSISTANT DIRECTOR: ADVANCED MANUFACTURING REF NO: (IIAF & A – 017)**

Overview: To provide an investment promotion service in the Advanced Manufacturing Industries (Autos, Aerospace and Nuclear.

**SALARY** : R477 090 per annum (Level 10)  
**CENTRE** : Pretoria  
**REQUIREMENTS** : A three-year National Diploma/B Degree in Business Management /Finance/Economics or Marketing. 3-5 years' relevant experience in a Marketing / Finance or Economics environment. Skills/Knowledge: Experience in Developing the investment recruitment- strategy and plans for the Sector. Experience in the implementation of investment promotion and recruitment programmes. Experience in executing inward and outward missions. Experience in Maintaining and updating an investor's projects database. Experience in conducting research and analysis on investment proposals and business plans. Research and analytical skills ,communications skills (verbal and written), client orientation and customer focus, interpersonal skills, financial management, presentation skills, conflict management skills, planning and organising and project management. Knowledge of service delivery improvement. Knowledge and understanding of Public Service Regulations, Public Service Act, PFMA and Treasury Regulations. Proficient in MS Packages.

**DUTIES** : Research and identify potential investors. Provide information to investors' viz. incentives, market opportunities and dynamics and the Government's Industrial Policy Plans. Execute the investment cycle in term of investor targeting, lead generation and investment marketing. Engage with stakeholders and maintain relations within the public, private sectors and industry organisations. Develop strong partnerships and communication with stakeholders. Operate the customer relationship management system (CRM), maintain and update investment pipeline. Attend/follow-up investment enquiries and leads generation. Determine and obtain group or individual target investors for a specific incentive. Attend and follow-up on investors' meetings to determine investment goals or to discuss investment strategies and plans. Develop and execute of the investment-marketing plan. Identify and follow-up leads. Arrange investors' visits to South Africa. Convert leads into projects. Track and analyse foreign direct investment (FDI) flows and prospects. Provide inputs into the quarterly and annual reports, business plans and targets. Compile reports on investment meetings and visits. Update the investment pipeline.

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

**DEPARTMENT OF TRANSPORT**

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

- APPLICATIONS** : Department of Transport, Private Bag X193, Pretoria, 0001 or hand deliver at the 159 Forum Building, Cnr Struben and Bosman Street, Pretoria for attention Recruitment Unit. Room 4034.
- CLOSING DATE** : 14 October 2022
- NOTE** : Applications must be accompanied by new Z83 form, obtainable from any Public Service Department, (or obtainable at [www.gov.za](http://www.gov.za)). Applicants must fill in full new Z83 form part A, B, C, D and F. A recent updated comprehensive CV only (previous experience must be comprehensively detailed, i.e. positions held and dates). Applicants will submit certified copies of all qualifications and ID document on the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The Department reserves the right not to fill the post. All shortlisted candidates for will be subjected to undertake a technical exercise that intends to test relevant technical elements of the job; the logistics will be communicated to candidates prior to the interviews. Recommended candidates will also be required to attend a generic managerial competency assessment after the interviews also take a note that National School of Governance (NGS) has introduced compulsory SMS pre-entry certificate with effect from 01 April 2020 as Minimum Entry Requirements for Senior Management Services and can be accessed through the following link: <http://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. The successful candidate must disclose to the Director-General particulars of all registrable financial interests, sign a performance agreement and employment contract with the Director-General within three months from the date of assumption of duty. The successful candidate must be willing to sign an oath of secrecy with the Department. Applicants will be expected to be available for selection interviews and assessments at a time, date and place as determined by the Department. An offer letter will only be issued to the successful candidate once the following has been verified educational qualifications, previous experience, citizenship, reference checks and security vetting. Please note: Correspondence will only be entered into with short-listed candidates.

**OTHER POST**

- POST 36/103** : **OFFICE ADMINISTRATOR GR III REF NO: DOT/HRM/2022/60**  
Branch: Civil Aviation
- SALARY** : R321 543 per annum (Level 08)
- CENTRE** : Pretoria
- REQUIREMENTS** : A recognised NQF level 6 qualification in Office Management, Public Administration and (3) three years' experience in project office environment / project implementation in rendering support services to senior management. Proven experience in compiling memos and minute taking. Knowledge and experience of the MS Office package, specifically relating to word processing, Outlook, PowerPoint and Excel. Knowledge of Office Administration. Knowledge of Public Service and departmental Prescripts and Legislations. Knowledge of Financial Administration. Ability to conduct research and analyse documents and situations. Keep abreast with procedures and processes within the Office of the Deputy Director General. Excellent verbal and written communication skills. Ability to communicate at all levels. Good telephone etiquette. Ability to act with tact and discretion. High level of reliability. Good interpersonal relations. Adhering to business ethics. Above average organising skills. Good grooming and presentable. Self-management and motivation skills.
- DUTIES** : The successful candidate will be responsible for the following key performance areas: Provide Administrative Support to the Deputy Director General, Keep a



message system updated / forward information as required, Prepare document packs for meetings, Attend to minute taking and other logistics related to the meetings / sessions, Organize meetings, strategic / business planning sessions, etc, Deal with queries from public, stakeholders and personnel in the department, Make appointments and keep diary updated (inform manager of appointments, ensure no overlaps occur, reschedule appointments when necessary), Arrange meetings (Book venue refreshments, arrange for Food Services Aid to assist, ensure offices and meeting venues are clean and fresh water is supplied), Create a database of clients with respect to contact information, line of business and other information, Ensure issues needing the manager's attention is arranged in such a way that the manager needs only spend the minimum time to deal with them, Organize travel arrangements (accommodation, car, etc.), Handle claims (S & T, monthly car allowance, cell phone and entertainment), Reply to invitations, Receive visitors, Keep circulars and relevant policies updated (HR policies, Finance policies and supply chain policies etc.), Co-ordinate engagements across the whole Branch, assist with co-ordination of project reports, Coordinate inputs and prepare presentations for meetings, Assist the manager to compile presentations, Ensure that a database of all presentations is kept, Assist with the compilation of project close out reports, Perform document tracking for all correspondence and memorandums. Acknowledge receipt, apply file number allocation, record data into computer system, file appropriately. Maintain strict confidentiality when working with documents related to staff. Ensure safe keeping of all documentation in the office of the DDG in line with the relevant policies. Ensure / coordinate fast and efficient handling of other documentation, meeting of deadlines for documents (determine priority and follow up). Co-ordination of parliamentary questions (arrange for the answering of PQ directing to the correct functionaries).

**ENQUIRIES**  
**NOTE**

- : Ms Pauline Nkuna Tel No: (012) 309 3688
- : Preference will be given to African Male, Coloured Male /Female, White Male, Indian Male /Female and persons with disabilities are encouraged to apply for the position.

## DEPARTMENT OF WATER AND SANITATION

**CLOSING DATE**  
**NOTE**

- : 07 October 2022
- : Interested applicants must submit their applications for employment to the address specified on each post. Applications must be submitted using the newly implemented Z83 form obtainable on the Department of Water and Sanitation's website, under career opportunities or the DPSSA website, under vacancies in the Public Service (point 4) and should be accompanied by a comprehensive CV (with full particulars of the applicants' training, qualifications, competencies, knowledge & experience). All required information on the Z83 application form must be provided. Other related documentation such as copies of qualifications, identity document, drivers license etc need not to accompany the application when applying for a post as such documentation must only be produced by shortlisted candidates during the interview date in line with DPSSA circular 19 of 2022. With reference to applicants bearing professional or occupational registration, fields provided in Part B of the Z83 must be completed as these fields are regarded as compulsory and such details must also be included in the applicants CV. Failure to complete or disclose all required information will automatically disqualify the applicant. No late applications will be accepted. A SAQA evaluation certificate must accompany foreign qualification/s (only when shortlisted). Applications that do not comply with the above-mentioned requirements will not be considered. All shortlisted candidates pertaining to Senior Management Services (SMS) posts will be subjected to a technical and competency assessment and a pre-entry certificate obtained from the National School of government is required prior to the appointment. (Individuals who have completed the course already, and who are therefore in possession of a certificate are welcome to submit such, however, it is not required that an applicant submit such when applying for the post prior to the closing date. The link for the completion of the course for the certificate for the pre-entry into SMS can be found on <http://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. Candidates will be required to complete a financial disclosure form and undergo a security clearance. Foreigners or dual citizenship holders must provide a police clearance certificate from country of origin (only when shortlisted). The Department of Water Sanitation is an equal opportunity employer. In the filling of vacant posts, the objectives of section 195 (1) (i) of the Constitution of South Africa, 1996 (Act No: 108 of 1996) the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act No: 55 of 1998) and relevant Human Resources policies of the Department will be taken into consideration. Correspondence will be limited to short-listed candidates only. If you do not hear from us within three (3) months of this advertisement, please accept that your application has been unsuccessful. The department reserves the right not to fill these positions. Women and persons with disabilities are encouraged to apply and preference will be given to the EE Targets.

**OTHER POSTS****POST 36/104**

- : **HUMAN RESOURCE PRACTITIONER REF NO: 071022/01**  
Branch: Provincial Coordination and International Cooperation: Mpumalanga

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

- : R261 372 per annum (Level 07)
- : Mbombela
- : A National Diploma or Degree in Human Resources Management or equivalent to the field of Human Resources. Three (3) to (5) five years experience in Conditions of Service and Benefits. Extensive knowledge and working experience on the Persal System. A valid Driver's License. Knowledge of Public Service Act, Public Service Regulations, PSCBC Resolutions and any other relevant prescripts and interpretation thereof. Computer literacy. Problem solving, creativity, interpersonal and analytical skills. Good communication skills both (verbal and written). Maintain confidentiality, loyalty and be a team player. Client orientation and Customer focus.

**DUTIES**

- : Administration of conditions of service benefits matters (i.e leave, housing allowances, termination of Service, policy on incapacity leave and ill health retirement (PILIR), appointments, probationers, injury on duty (IOD), acting

appointments). Approve transactions on Persal. Implement pay progressions and grade progressions. Maintain database and draw relevant reports in relation to the management of service benefits and conditions. Attend to enquiries from internal and external clients. Provide a professional advice in relation to HR policies and prescripts. Render presentations as part of info sessions to different directorates / sub-directorates and for newly appointees on conditions of service and benefits. Audit and provide requested files to the auditors be it Internal or from the Auditor-General. Supervise subordinates and manage poor performance. Allocate and delegate work. Apply discipline when required.

<b><u>ENQUIRIES</u></b>	:	Ms N Ndlovu Tel No: 013 759 7436 / Ms FM Mkhwanazi Tel No: 013 759 7515 / Ms PC Ngwamba Tel No: 013 759 7446 / Mr SG Nkosi Tel No: 013 759 7335
<b><u>APPLICATIONS</u></b>	:	Mpumalanga (Mbombela): Please forward your applications quoting the relevant reference number to The Department of Water and Sanitation, Private Bag X11259, Mbombela, 1200 or hand deliver at Cnr Brown & Paul Kruger Street, Ground Floor, Prorom Building, Mbombela, 1200.
<b><u>FOR ATTENTION</u></b>	:	Ms FM Mkhwanazi
<b><u>POST 36/105</u></b>	:	<b><u>SUPPLY CHAIN CLERK (ASSET MANAGEMENT) REF NO: 071022/02</u></b> Branch: Provincial Coordination and International Cooperation: Mpumalanga
<b><u>SALARY</u></b>	:	R176 310 per annum (Level 05)
<b><u>CENTRE</u></b>	:	Mbombela
<b><u>REQUIREMENTS</u></b>	:	A Senior / Grade 12 certificate or equivalent qualification. A minimum of two (2) years' experience in Asset Management, Supply Chain or Finance will serve as an added advantage. Computer literacy, Good Communication Skills both (verbal and written). Data capturing skills. Knowledge of BAS, LOGIS and SAP. The suitable candidate must be willing to work under pressure, and work with a team.
<b><u>DUTIES</u></b>	:	Assist with asset verification and bar-coding of assets. Provide inventory management support to ensure effectiveness and efficiency in the provincial office. Render assets management support to comply with departmental policies. Assist with updating of assets registers and ensure proper filing of documents.
<b><u>ENQUIRIES</u></b>	:	Mr B Mthethwa Tel No: 013 759 7341 / Ms FM Mkhwanazi Tel No: 013 759 7515 / Ms PC Ngwamba Tel No: 013 759 7446 / Mr SG Nkosi Tel No: 013 759 7335
<b><u>APPLICATIONS</u></b>	:	Mpumalanga (Mbombela): Please forward your applications quoting the relevant reference number to The Department of Water and Sanitation, Private Bag X11259, Mbombela, 1200 or hand deliver at Cnr Brown & Paul Kruger Street, Ground Floor, Prorom Building, Mbombela, 1200.
<b><u>FOR ATTENTION</u></b>	:	Ms FM Mkhwanazi

**DEPARTMENT OF WOMEN, YOUTH AND PERSONS WITH DISABILITIES**

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

<b><u>APPLICATIONS</u></b>	:	The Director-General, Department of Women, Youth and Persons with Disabilities, Private Bag X931, Pretoria, 0001, or hand delivered at 36 Hamilton Street, Arcadia, Pretoria.
<b><u>FOR ATTENTION</u></b>	:	Ms L Mabunda
<b><u>CLOSING DATE</u></b>	:	14 October 2022 at 16:00
<b><u>NOTE</u></b>	:	Applications must be submitted on the new Z83 form, which can be downloaded at <a href="http://www.dpsa.gov.za/dpsa2g/vacancies.asp">http://www.dpsa.gov.za/dpsa2g/vacancies.asp</a> . Applications submitted on the old application for employment (Z83) will not be considered. All fields in the Z83 application form must be completed in full, in a manner that allows a selection committee to assess the quality of a candidate based on the information provided in the form. It is therefore prudent that fields be completed by applicants and the form must be signed noting the importance of the declaration. South African applicants need not to provide passport numbers. Candidates must respond "yes" or "no" to the question "Are you conducting business with the State or are you a Director of a Public or Private company conducting business with the State? If "yes", details thereof must be attached to the application. It is acceptable for an applicant to indicate "not applicable" or leave blank to the question "In the event that you are employed in the Public Service, will you immediately relinquish such business interest?". Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the completed and signed Z83 and a detailed Curriculum Vitae only. The communication from HR of the Department regarding the requirements for certified document will be limited to shortlisted candidates. Therefore, only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. (Non-RSA citizens/permanent resident permit holders will submit copy only when shortlisted) it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Should you not hear from the Department within three (3) months of the closing date of this advertisement, please consider your application to be unsuccessful. The Department reserves the right not to fill and/or make an appointment to any of the advertised posts. Short-listed candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job as part of the selection process, the logistics of which will be communicated by the Department. Following the interview and technical exercise for a SMS post, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will test generic managerial competencies using the mandated DPSA SMS competency assessment tools. Designated employees shall be required to disclose their financial interests within 30 days after assumption of duty. A pre-entry certificate obtained from National School of Government (NSG) is required for applicant for all SMS posts, full details can be sourced from: <a href="https://www.thensg.gov.za/training-course/sms-pre-entry-programme/">https://www.thensg.gov.za/training-course/sms-pre-entry-programme/</a> . Successful candidates shall be required to enter into a performance agreement within three (3) months of assuming their duties in the Department, and within one (1) month of the date of their appointment conclude the prescribed contract of employment. Appointments will only be made on the first notch of the advertised salary level. All shortlisted candidates will be subject to personal security vetting. Note that in terms of the Protection of Personal Information Act, 2021, the Department will ensure the protection of applicants' personal information and will only collect, use, and retain applicants' personal information for the purposes of recruitment and selection processes. The Department shall safeguard such personal information against access by unauthorised persons, unlawful disclosure, or breaches. The Department of Women, Youth and Persons with Disabilities is an equal opportunity employer. In the filling of these posts, the objectives of section 195 of the Constitution of the Republic of South Africa and the Employment Equity Act, 1998 (Act 55 of 1998) will be taken into consideration and preference will be given to Women, Youth and Persons with Disabilities.

## MANAGEMENT ECHELON

**POST 36/106** : **DEPUTY DIRECTOR - GENERAL: POLICY, STAKEHOLDER COORDINATION AND KNOWLEDGE MANAGEMENT (PSCKM) REF NO: DWYPD/004/2022**

**SALARY** : R1 544 415 per annum (Level 15), fully inclusive remuneration package  
**CENTRE** : Pretoria  
**REQUIREMENTS** : Applicant must be in possession of a Grade 12 certificate, appropriate undergraduate qualification (NQF 7) plus a post-graduate qualification (NQF 8) in Social Sciences, Development Studies or equivalent qualifications relevant to the sectors. NQF 9 or 10 will be an added advantage. 10 years' operational experience of which eight years were at senior managerial level. Proven experience in activism in the gender, youth and disability sectors; development, review and implementation of legislation on socio-economic transformation, participation and empowerment of women, youth and persons with disabilities; stakeholder management at executive and community levels; gender-, youth- and disability-responsive planning, budgeting, monitoring, evaluation and audit. Intimate knowledge of: legislative framework and regulatory requirements related to gender, youth and disability empowerment and participation; policy formulation, interpretation and implementation within government; socio-economic policy framework; international commitments and instruments relevant to gender, youth and disability advocacy and mainstreaming; mandate and strategic objectives of the Department.

**DUTIES** : To ensure policy and stakeholder coordination and knowledge management in respect of the social transformation and economic empowerment of women, youth and persons with disabilities in South Africa; ensure effective research, policy analysis and coordination with regard to the social transformation and economic empowerment of women, youth and persons with disabilities; ensure effective coordination and outreach with all stakeholders related to the social transformation and economic empowerment of women, youth and persons with disabilities; ensure the effective management of information and knowledge related to the social transformation and economic empowerment of women, youth and persons with disabilities; ensure the effective monitoring, evaluation and reporting on the impact achieved towards the social transformation and economic empowerment of women, youth and persons with disabilities; manage the provision of international relations promoting the rights of women, youth and persons with disabilities; management of Human and Financial Resources, as well as responsible for the development of Annual Performance Plan for the Branch; risk mitigation and implementing internal control systems.

**ENQUIRIES** : Mbhazima Shiviti Tel No: (012) 359 0262

**POST 36/107** : **CHIEF DIRECTOR: STAKEHOLDER COORDINATION OUTREACH REF NO: DWYPD/005/2022**

**SALARY** : R1 269 951 per annum (Level 14), fully inclusive remuneration package  
**CENTRE** : Pretoria  
**REQUIREMENTS** : Applicant must be in possession of a Grade 12 certificate and an appropriate undergraduate qualification (NQF 7) in Social Sciences, Development Studies or equivalent qualifications relevant to the sectors. 10 years' operational experience of which 5 years were at a senior managerial level. Proven experience in activism in the gender, youth and disabilities sectors; government policies and programmes analysis and consolidation; governance matters related to gender, youth and persons with disabilities; international relations, outreach programmes, stakeholder management at executive and community levels; Intimate knowledge of: legislative framework and regulatory requirements related to gender, youth and disability empowerment and participation; policy formulation, interpretation and implementation within government; International commitments and instruments relevant to gender, youth and disability advocacy and mainstreaming; mandate and strategic objectives of the Department.

**DUTIES** : To ensure effective coordination, communication and outreach with all stakeholders related to the social transformation and economic empowerment of women, youth and persons with disabilities; Coordinate relations with related stakeholders in government, public service, private and economic sectors, and social and development partners; ensure effective communication of the departmental mandate, social transformation and economic empowerment of

women, youth and persons with disabilities; ensure the Department's strategic objectives and outcomes are fully understood in Clusters and related coordination processes in government; coordinate bilateral and multilateral engagement with international stakeholders; undertake dialogues and outreach initiatives that promote socio-economic empowerment and participation of women, youth and persons with disabilities; management of Human and Financial Resources, as well as responsible for the development of Annual Performance Plan for the Chief Directorate; risk mitigation and implementing internal control systems.

**ENQUIRIES**

: Mr Mbhazima Shiviti Tel No: (012) 359 0262

**PROVINCIAL ADMINISTRATION: EASTERN CAPE**  
**DEPARTMENT OF COOPERATIVE OF GOVERNANCE AND TRADITIONAL AFFAIRS**  
*The Department of Cooperative Governance (COGTA) is an equal opportunity, affirmative action employer. Military Veterans, persons from previously disadvantaged (designated) groups including people with disabilities are encouraged to apply. Employment Equity targets of the Department will be considered in the selection process.*

<b><u>APPLICATIONS</u></b>	:	Applications Are Submitted Via One Of The Options Below: Hand deliver: at Foyer at the Department of COGTA, Tyamzashe Building, Civic Square, Bhisho, Or Post to: P/Bag X0035, Civic Square, Bhisho, 5605 The e-recruitment system which is available on <a href="https://erecruitment.ecotp.gov.za">https://erecruitment.ecotp.gov.za</a> . The e-Recruitment System Closes at 23: 59 on the To report technical glitches, for assistance regarding the system, and/or for activation of your profile, send an email with your ID Number, your profile email address, details of the issue to: <a href="mailto:Nande.Mabusela@eccogta.gov.za">Nande.Mabusela@eccogta.gov.za</a> (NB: For Technical Glitches Only – NO CVs). Technical support is limited to working hours: (08:00:16:30 Mon-Thursday and 08:00-16:00 on Fri). Applicants Are Encouraged To Apply Via the E-Recruitment System
<b><u>FOR ATTENTION</u></b>	:	Ms S. Shugu
<b><u>CLOSING DATE</u></b>	:	07 October 2022
<b><u>NOTE</u></b>	:	Applications must be submitted on a duly complete New Z83 form obtainable from any Public Service Department or on the internet at <a href="http://www.dpsa.gov.za/documents">www.dpsa.gov.za/documents</a> . Applicants are not required to submit copies of qualifications and other relevant documents until, but must submit a fully completed signed Z83 form and detailed Curriculum Vitae only. NB: Z83 in the e-recruitment system is currently not downloadable and therefore not signable; so, applicants who submitted applications via the e-recruitment system will therefore not be disqualified for an unsigned Z83 instead will be requested to sign on interview day. Shortlisted candidates will be required to submit certified copies of qualifications, and other relevant documents to HR on or before the day of the interview: should you be in possession of a foreign qualification; it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA) when submitted. Failure to submit all the requested documents will disqualify your application. Correspondence will be limited to short-listed candidates only. If you have not been contacted within six (6) months after the closing date of this advertisement, please accept that your application was unsuccessful. Selected candidates will be subjected to a personnel suitability check (criminal record check, citizenship verification, financial/asset record check, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. Where applicable, candidates will be subjected to a skills/knowledge test. Successful candidates will be appointed on a probation period of twelve (12) months. Misrepresentation in the application documents will result in automatic disqualification and disciplinary action in the event the candidate has already been appointed. The Department reserves the right not to make appointment(s) to the advertised post(s). Persons with disability and people from previously disadvantaged groups are encouraged to apply. Employment equity targets of the department will be adhered to. For SMS (Senior Management Service) Posts: In terms of DPSA Directive on compulsory capacity development, mandatory training, and minimum entry requirements for members of the Senior Management Level for SMS appointments, it is a requirement for applicants to produce or attach a pre-entry Certificate (Nyukela) as offered by the National School of Government (NSG) for entry into the SMS posts and the full details can be sourced by following the link: <a href="https://www.thensg.gov.za/training-course/sms-pre-entry-programme">https://www.thensg.gov.za/training-course/sms-pre-entry-programme</a> . Successful candidates will be appointed on a probation period of 12 / 24 months. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. Applications received after the closing date will not be considered. No faxed, No e-mailed applications will be accepted.

## MANAGEMENT ECHELON

**POST 36/108** : **DIRECTOR: MUNICIPAL ADMINISTRATION REF NO: COGTA: 01/09/2022**  
(Re-Advertisement)

**SALARY** : R1 073 187 – R1 264 176 per annum (Level 13)  
**CENTRE** : Bhisho  
**REQUIREMENTS** : Senior certificate, plus B. Degree (NQF level 7) in Development Studies/ Social Sciences. A Master's degree in Development Studies/ Social Science will be added advantage. A minimum of five (5) years' working experience at middle management level position in Local Government environment. SMS pre-entry certificate as offered by the National School of Government (NSG). Computer Literacy (MS Word, MS Excel, and PowerPoint). A valid driver's licence. Competencies: Strong and Dynamic Strategic leadership and communication skills. An understanding of the operational environment of the Department and its service delivery imperatives. Extensive knowledge of the Public Service Act and Regulations. Extensive experience, knowledge and understanding of the municipal environment and the legal provisions that govern that space. Extensive understand and interpretation and strong implementation and management of legislative imperatives.

**DUTIES** : Monitor and ensure legislative compliance by municipalities. Assist municipalities in the reviewal and rationalization of by-laws and policies. Assist the MDB in the redetermination of boundaries by receiving applications, assist in the hearings and meetings and advise MDB. Process applications for concurrencies during implementation of upper limits on Benefits and Salaries of councillors. Assist in the amendment of section 12 Notices of municipalities and Gazette them. Assist in the implementation of Municipal Support and Intervention Framework (MSIF) and playing a leading role in all Municipal Interventions. Responsible for efficient management of Sub-Directorate, including the effective utilization and training of staff, maintenance of discipline, promotion of sound labour relations and the proper use of State property.

**ENQUIRIES** : Ms N. Mditshwa Tel No: (040) 940 7073/ 7083/ 7071/ 7077/ 7079/ 7080  
 For e-Recruitment Technical Support eMail:  
[Nande.Mabusela@eccogta.gov.za](mailto:Nande.Mabusela@eccogta.gov.za)

## OTHER POSTS

**POST 36/109** : **DEPUTY DIRECTOR: ICT OPERATIONS REF NO: 02/09/2022**

**SALARY** : R744 255 – R876 705 per annum (Level 11)  
**CENTRE** : Bhisho  
**REQUIREMENTS** : National Senior Certificate plus a National Diploma/ B Degree (NQF Level 6-7) in Information Technology /Information Systems/ Computer Science or a related three-year qualification. AMDP, ITIL and COBIT will be added advantage, Microsoft certification, ITIL, COBIT, experience in managing hybrid environment (On-Premises & Cloud). Experience in Office 365 and Microsoft Azure services. Communication and report writing skills is essential; Five (5) years working experience in Information Technology environment as Assistant Director; solid experience in coordinating support to end-users; Knowledge and understanding of Public Administration Corporate Governance of ICT Policy Framework and Project Management; Knowledge of ICT policy development, ICT risks, ICT audits and ICT related compliance; Knowledge of Service Delivery Management, Knowledge of planning and monitoring framework; Knowledge of Customer service management; Government Information Management; Information Technology Management; ICT Services; Knowledge of government financial processes and systems; Knowledge and understanding of Public Service Regulations, Public Finance Management Act and Treasury Regulations. Labour Relations Act, 1995, State Information Technology Agency (SITA) Act/Regulations, Public Service ICT policies. Computer Literacy: Office suite: (MS Word, MS Excel, and PowerPoint & MS Outlook). A valid code 8 (EB) Driver's license or higher is compulsory Competencies: Applied strategic thinking; Applying technology; Budgeting and financial management; Communication and information management; Continuous improvement; Citizen focus and responsiveness; Developing others; Diversity management; Impact and influence; Managing interpersonal conflict and resolving problems; Planning and organizing; Problem solving and decision making; Project management; Team leadership. Experience in



operations management practices related to service delivery modes and models, business process management, standard operating procedures, service standards, and service charters. Skills in Customer Advocacy Management (Consultancy), Customer Relationship Management Human Capital Management, Vendor/Supplier Management. Leadership Competencies in Customer Experience, Collaboration, Communicating and Influencing, Honesty, Integrity, and Fairness. Understanding of IT LAN and WAN Support, IT Security, and Change Management. Must have Project and Programme Management, and Team Leadership. Good communication skills (written and verbal). Customer Care, analytical thinking, research, report writing, managing interpersonal conflict, and problem-solving skills.

**DUTIES**

: Manage and perform supervisory duties daily for the IT Lan & Desktop Support Team and ensure procedures and processes are adhered to. Ensure adequate staffing levels are always maintained within the Lan and Desktop Support team. Ensure targets outlined by the SLA and KPIs are achieved. Ensure jobs assigned to the Lan & Desktop support team are managed and completed within targets outlined by the SLA. Set procedures and processes in line with standards within the IT Desktop environment. To line manage and be responsible for the personal and technical development of the Desktop Support Team, including appraisals and training plans. Quality checking and auditing of work carried out by the Desktop Support team. To propose, document, and implement changes to policies or procedures in line with technological advancements. Assist in the development, maintenance, implementation, and changes to the SLAs. Act as a primary point of contact for escalation from a Desktop Support level in times of major system outages, supplier issues, and conflict resolution with customers. Monitor and identify any trends or irregular activities on jobs logged with the Desktop Support group that could relate to potential IT issues. Ensure that all requests from customers for assistance are handled promptly and effectively, and if necessary, escalated to the appropriate level. To assist in the technical development and enhancement of customer support systems and Desktop functionality. Install, configure, maintain, and upgrade desktop hardware and software applications. Assist Users in the choice of appropriate hardware and software – desktops, laptops, printers. Direct, plan, organise and manage operations for stability, availability, and integrity of the organization's IT LAN Support. Manage the delivery of critical support services for day-to-day IT operation, data communications, and telecommunications according to the required time frames. Provide regular reports. Develop solutions to technical challenges. Serve as project manager and provides advanced technical guidance to customers and staff; Supports continual improvement in the delivery of customer services and departmental performance. Guide on ICT Procurement in the Department, Ensure conformance to LAN policies, procedures, and standards and training for users on LAN operation.

**ENQUIRIES**

: Ms N. Mditshwa Tel No: (040) 940 7073/ 7083/ 7071/ 7077/ 7079/ 7080  
E-Recruitment Technical Enquiries: Nande.Mabusela@eccogta.gov.za

**POST 36/110**

: **DEPUTY DIRECTOR: HUMAN RESOURCE PLANNING REF NO: COGTA: 03/09/2022**

**SALARY  
CENTRE  
REQUIREMENTS**

: R744 255 – R876 705 per annum (Level 11)  
: Bhisho  
: National Senior certificate, plus a National Diploma/B. Degree (NQF level 6/7) in Management Services/Operations/Production Management/ Industrial Psychology. 3-5 years' functional experience at an Assistant Director Level/ Junior Management level in the field of Change Management. Public Service Act, 1994. Basic Conditions of Employment Act, 75 of 1997. HR management principles. Performance management and development. Public Finance Management Act, 1999. PSR (Public Service Regulations). Stakeholder and customer relationship management principles. Project management principles. Strategic management principles. Diversity management principles. Employment Equity Act, 55 1998, Meeting procedures. Report Writing. Stakeholder and customer relationship management principles Computer Literacy with an excellent understanding of windows, (Ms Word, Excel, Outlook and PowerPoint). Valid driver's license code 08 (EB).Competencies: Applied strategic thinking. Interpersonal conflict and resolving problems. Team leadership. Project management. Citizens focus and responsiveness. Budget

		and financial management. Planning and organizing. Creative thinking. Self-management. Problem analysis.
<b><u>DUTIES</u></b>	:	Design and implement change management initiatives. Provide-customer relations and frontline improvement services. Facilitate and coordinate the implementation of services delivery improvement programmes and interventions. Manage development/reviewal of the integrated Human Resource Plan and monitor implementation. Manage Employment Equity. Manage development/reviewal of Human Resource policies and monitor implementation thereof. Manage the allocated resources of the sub-directorate in line with the legislative and departmental policy directives and comply with the corporate governance and planning imperatives.
<b><u>ENQUIRIES</u></b>	:	Ms N. Mditshwa Tel No: (040) 940 7073/ 7083/ 7071/ 7077/ 7079/ 7080 E-Recruitment Technical Enquiries: <a href="mailto:Nande.Mabusela@eccogta.gov.za">Nande.Mabusela@eccogta.gov.za</a>
<b><u>POST 36/111</u></b>	:	<b><u>ASSISTANT DIRECTOR: MUNICIPAL PUBLIC PARTICIPATION: AMATHOLE DISTRICT REF NO: COGTA: 04/09/2022</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R382 245 – R461 745 per annum (Level 09) Amathole District Support Centre National Senior Certificate plus Bachelor's degree/Advanced Diploma (NQF Level 7) in Public Administration. Three to five years' administrative experience. Computer Literacy: Driver's License: Highly required. Competencies:
<b><u>DUTIES</u></b>	:	Supervise and manage staff below the level 09. Administer the directorate budget processes. Liaise with other sector departments in programme development. Support municipalities in the implementation of Public Participation programmes. Create relations with Private, Public enterprises for the realization of community projects. Mentor and guide the CDWs in their various intervention programs.
<b><u>ENQUIRIES</u></b>	:	Ms N. Mditshwa Tel No: (040) 940 7073/ 7083/ 7071/ 7077/ 7079/ 7080 E-Recruitment Technical Enquiries: <a href="mailto:Nande.Mabusela@eccogta.gov.za">Nande.Mabusela@eccogta.gov.za</a>
<b><u>POST 36/112</u></b>	:	<b><u>ASSISTANT DIRECTOR: MUNICIPAL PERFORMANCE MONITORING, REPORTING AND EVALUATION REF NO: COGTA (05/09/2022)</u></b> (Re-Advertisement)
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R382 245 – R450 255 per annum (Level 09) Alfred Nzo District Support Centre Senior Certificate, an undergraduate (NQF 6) qualification in Public Management/ Social Science or any other related qualification coupled with 3-5 years working experience at a supervisory level. Computer Literacy ((MS Word, MS Excel, and PowerPoint & MS Outlook). Valid driver's license code 08. Competencies Required: Full understanding of Local Government: Municipal Systems Act and other Local Government Legislation, including policies and procedures. Excellent communication skills (written and verbal) including producing quality reports. Interpersonal relation skills: ability to work under pressure; attention to details; analytical skills; presentation skills; meticulous planning and organisational skills.
<b><u>DUTIES</u></b>	:	Responsible for supporting municipalities with institutionalisation of PMS (i.e. development of PMS Framework). Monitor municipalities in the development and adoption of Annual Reports and tabling thereof to ensure compliance. Assist in timely preliminary assessment of Section 46 reports from municipalities. Assist in the assessment of Section 46 reports for the purposes of developing Section 47 report. Assist in the development of a high-quality Section 47 report for the province. Support assist and monitor municipalities in the implementation of Local Government indicators (Circular 88 of MFMA) by ensuring reports are submitted by municipalities on a quarterly basis. Monitor and develop progress report on the implementation of Municipal Support & Intervention Plans (MSIPs). Assist in conducting evaluation of support programmes. Assist in providing hands on support on development of Performance Agreements (PAs) of Section 54A and Section 56 managers of municipalities. Monitor signing and timely submission of PAs as required by the Legislation. Assist in analysing PAs and give feedback to the municipalities (acknowledgement). Assist in compiling timely responses of parliamentary questions by the Directorate Assist in the management and monitoring of the directorate financial and non-financial resources.
<b><u>ENQUIRIES</u></b>	:	Ms N. Mditshwa Tel No: (040) 940 7073/ 7083/ 7071/ 7077/ 7079/ 7080

E-Recruitment Technical Enquiries: [Nande.Mabusela@eccogta.gov.za](mailto:Nande.Mabusela@eccogta.gov.za)

**POST 36/113** : **SENIOR ADMIN OFFICER: RAPID RESPONSE REF NO: COGTA: 06/09/2022**

**SALARY** : R261 372 –R307 890.per annum (Level 07)  
**CENTRE** : Bhisho  
**REQUIREMENTS** : National Senior Certificate, plus National Diploma (NQF level 6) in Public Administration, Social Science or any other qualification in the field. 2 years' experience in the relevant field. Computer literacy: Microsoft word, Ms Excel, Project and PowerPoint, all mandatory. Research skills, A valid Driver's license code 08 (EB) will be an added advantage. Competencies: understanding of government programmes and projects must be to interpret government policy to communities, good working relations with the community. Positive attitude towards public. Team building skills, conflict management and interpersonal skills. Creative thinking and innovative, communication and interpersonal skills: This refers to the ability to communicate effectively and in an understandable way without defeating the purpose of communication. Cultural Sensitivity: Being: Being able to respect the culture, values and customs of the community recognising the important role, cultural, historical and social factors play as an integral part of balance development. Adult educational skills: being able to teach experientially using participatory techniques. Programming and development skills: The ability to plan, manage, implement, monitor and evaluate programmes in a wide array of developmental disciplines such as water supply, agriculture, infrastructure development, health, education, social development, environmental protection, forestry, transport, housing, sport and recreation. Personal Attributes: self-motivation, flexibility and ability to work in a team on participatory projects.

**DUTIES** : Render general clerical support services. Provide clerical support services within the component. Provide financial administration support services in the component.

**ENQUIRIES** : Ms N. Mditshwa Tel No: (040) 940 7073/ 7083/ 7071/ 7077/ 7079/ 7080  
E-Recruitment Technical Enquiries: [Nande.Mabusela@eccogta.gov.za](mailto:Nande.Mabusela@eccogta.gov.za)

**POST 36/114** : **ADMIN OFFICER: LAND SURVEY AND CADASTRAL INFORMATION REF NO: COGTA: 07/09/2022**

**SALARY** : R261 372 – R307 890 per annum (Level 07)  
**CENTRE** : Bhisho  
**REQUIREMENTS** : National Senior Certificate, plus National Diploma (NQF level 6) in Public Admin / Management or equivalent qualification. 2 Year Post Graduate experience. Research skills, knowledge of cadastral survey & land admin legislations, project management, monitoring & evaluation, Supply Chain processes will be an added advantage. Computer literacy (Microsoft Office - 365, Google Earth, Internet Search). Valid Driver's license code 08 (EB). Competencies: Report Writing, Presentation skills, Research skills; Stakeholder Management; Physical & electronic records management, Minute taking & meeting management, Supply Chain Management.

**DUTIES** : Disseminate land parcel and mapping information to the Public & Municipalities. Facilitate project meetings for the directorate with Municipalities & other stakeholders. Acquire land parcel information required for cadastral survey projects from the office of the Surveyor General. Attend project meetings with Municipalities as and when required. Facilitate procurement of goods & services. Keep track of projects undertaken and draft reports. Provide general admin support.

**ENQUIRIES** : Ms N. Mditshwa Tel No: (040) 940 7073/ 7083/ 7071/ 7077/ 7079/ 7080  
E-Recruitment Technical Enquiries: [Nande.Mabusela@eccogta.gov.za](mailto:Nande.Mabusela@eccogta.gov.za)

**POST 36/115** : **PERSONAL ASSISTANT: MUNICIPAL DEVELOPMENT FINANCE REF NO: COGTA: 08/09/2022**

**SALARY** : R261 372 - R307 890 per annum (Level 07)  
**CENTRE** : Bhisho  
**REQUIREMENTS** : National Senior Certificate or National Diploma (NQF level 6) in Office Management. An exposure to Local Government environment will be an added advantage. Two years working experience in the relevant environment.

		Computer literacy (Microsoft Word, Ms Excel, Ms PowerPoint, MS Outlook). Valid driver's license code 08 (B).
<b><u>DUTIES</u></b>	:	Facilitate the smooth running of Director's office. Facilitate the availability of all the records at all times. Assess incoming work and distribute where it is required. Type correspondence delegated to you by the Director. Manage the resources of the Director. Digital and manual filing of documents, preparation, recording and submission of the Director claims to the approving authority, monitoring the submission of the Director's. Procurement of all office supplies including but not limited to refreshments and food service items, procurement of travel bookings for the bookings for the Director, procurement of venues for scheduled sessions and meetings. Arranging the delivery of materials needed for meetings.
<b><u>ENQUIRIES</u></b>	:	Ms N. Mditshwa Tel No: (040) 940 7073/ 7083/ 7071/ 7077/ 7079/ 7080 E-Recruitment Technical Enquiries: <a href="mailto:Nande.Mabusela@eccogta.gov.za">Nande.Mabusela@eccogta.gov.za</a>
<b><u>POST 36/116</u></b>	:	<b><u>SENIOR ADMIN CLERKS: TRADITIONAL LEADERSHIP INSTITUTIONAL SUPPORT AND COORDINATION REF NO: COGTA: 09/09/2022 (X3 POSTS)</u></b>
<b><u>SALARY CENTRE</u></b>	:	R176 310 - R207 681 per annum (Level 05)
	:	Rharhabe Region (X2 Posts)
	:	Nyandeni Region
<b><u>REQUIREMENTS</u></b>	:	National Senior certificate. National Diploma (NQF level 6) will be an added advantage. Computer literacy.
<b><u>DUTIES</u></b>	:	Receiving and banking of all monies of the Traditional Council. Compilation of financial statement. Coordinate Traditional Council Meetings and provide secretariat support in the meetings. Record Management of all documentation relating to the Traditional Council. Coordinate meetings between the Traditional Leaders and other stakeholders. Financial management including cash management in compliance with the relevant departmental policies, Compilation of estimates of revenue collection and expenditure. Compilation of monthly returns through cash book. Compilation of vouchers for payments after approval. Promote compliance by Traditional Leaders and Traditional Council Members with all available pieces of Legislation. Assist in typing of correspondence in the Traditional Council. Promote cooperation and good relationship between the Traditional Council, Municipalities and other stakeholders.
<b><u>ENQUIRIES</u></b>	:	Ms N. Mditshwa Tel No: (040) 940 7073/ 7083/ 7071/ 7077/ 7079/ 7080 E-Recruitment Technical Enquiries: <a href="mailto:Nande.Mabusela@eccogta.gov.za">Nande.Mabusela@eccogta.gov.za</a>
<b><u>POST 36/117</u></b>	:	<b><u>SENIOR ADMIN CLERKS: SUPPLY CHAIN MANAGEMENT (DEMAND AND 2 X PROCUREMENT) REF NO: COGTA: 10/09/2022 (X3 POSTS)</u></b>
<b><u>SALARY CENTRE</u></b>	:	R176 310 - R207 681 per annum (Level 05)
<b><u>REQUIREMENTS</u></b>	:	Bhisho
	:	Senior Certificate. Computer literacy Microsoft Power Suit (Excel, Word and PowerPoint). Valid Driver's License Code 8. Competencies: Ability to work effectively with officials across all levels within the Department. Good team work. Excellent communication skills (written and verbal). Ability to work under pressure. Good telephone and email etiquette.
<b><u>DUTIES</u></b>	:	Manage the order creation process. Reconcile manual orders to LOGIS. Provide technical assistance to cost centres, SCM and Finance. Draw report and interpret financial data. Create contract information and link to ICN and supplier number. Willing to work irregular hours.
<b><u>ENQUIRIES</u></b>	:	Ms N. Mditshwa Tel No: (040) 940 7073/ 7083/ 7071/ 7077/ 7079/ 7080 E-Recruitment Technical Enquiries: <a href="mailto:Nande.Mabusela@eccogta.gov.za">Nande.Mabusela@eccogta.gov.za</a>
<b><u>POST 36/118</u></b>	:	<b><u>DRIVER: FINGO REGION REF NO: COGTA: 11/09/2022</u></b>
<b><u>SALARY CENTRE</u></b>	:	R124 434 - R146 577 per annum (Level 03)
<b><u>REQUIREMENTS</u></b>	:	Fingo Region
	:	ABET/Grade 10/ equivalent qualification. Code 10 driver's license with PDP. 2 years working experience as a driver.
<b><u>DUTIES</u></b>	:	To take care of driving for the region. Collect stationery and cleaning material from the Head Office. Move assets from one place to another. Transport officials when necessary. See to it that the vehicle is taken to service when necessary. Serve as a messenger to the regional office. Attend to all

messenger duties i.e. photocopying, handling of mail, delivery and collection of goods and correspondence from the Head Office and to the Regional Office and Traditional Councils. Collection and delivery of parcels, packages and official documents as and when required by the Head of the Region. Knowledge of Transport Regulations.

**ENQUIRIES** : Ms N. Mditshwa Tel No: (040) 940 7073/ 7083/ 7071/ 7077/ 7079/ 7080  
E-Recruitment Technical Enquiries: [Nande.Mabusela@eccogta.gov.za](mailto:Nande.Mabusela@eccogta.gov.za)

**POST 36/119** : **CLEANER: OFFICE SERVICES REF NO: COGTA: 12/09/2022**

**SALARY** : R104 073 - R122 592 per annum (Level 02)  
**CENTRE** : Bhisho  
**REQUIREMENTS** : ABET (Level 4 or NQF level 1-3) or equivalent qualification. 2 years' working experience as a cleaner. Ability to use cleaning material. Ability to work in a team and maintain good interpersonal relationships. Good communication skills.

**DUTIES** : Clean and create an orderly working environment. Operate cleaning machines. Ensure that boardroom, offices, kitchen are clean. Prepare tea and other refreshments. Empty dust bins.

**ENQUIRIES** : Ms N. Mditshwa Tel No: (040) 940 7073/ 7083/ 7071/ 7077/ 7079/ 7080  
E-Recruitment Technical Enquiries: [Nande.Mabusela@eccogta.gov.za](mailto:Nande.Mabusela@eccogta.gov.za)

### **INTERNSHIP PROGRAMME (FOR A PERIOD OF TWO (02) YEARS)**

#### **OTHER POSTS**

**POST 36/120** : **MUNICIPAL CAPACITY BUILDING: HUMAN RESOURCE MANAGEMENT  
INTERN REF NO: COGTA 13/09/2022 (X1 POST)**  
Municipal Capacity Building Directorate

**STIPEND** : R6 083.70 per month for graduates  
**CENTRE** : Bhisho  
**REQUIREMENTS** : ND/Bachelor's Degree in Human Resource Management.  
**APPLICATIONS** : write email or postal or eRecruitment System  
**ENQUIRIES** : Ms N. Mditshwa Tel No: (040) 940 7073/ 7083/ 7071/ 7077/ 7079/ 7080  
E-Recruitment Technical Enquiries: [Nande.Mabusela@eccogta.gov.za](mailto:Nande.Mabusela@eccogta.gov.za)

**POST 36/121** : **INTEGRATED DEVELOPMENT PLANNING INTERN REF NO: COGTA:  
14/09/2022 (X1 POST)**  
Integrated Development Planning

**STIPEND** : R6 083.70 per month for graduates  
**CENTRE** : Bhisho  
**REQUIREMENTS** : B/Admin or Developmental Studies.  
**APPLICATIONS** : write email or postal or eRecruitment System  
**ENQUIRIES** : Ms N. Mditshwa Tel No: (040) 940 7073/ 7083/ 7071/ 7077/ 7079/ 7080  
E-Recruitment Technical Enquiries: [Nande.Mabusela@eccogta.gov.za](mailto:Nande.Mabusela@eccogta.gov.za)

**POST 36/122** : **VALUATIONS SERVICES REF NO: 15/09/2022**  
Valuation Directorate

**STIPEND** : R6 083.70 per month for graduates  
**CENTRE** : Bhisho  
**REQUIREMENTS** : Degree/ND: Real Estate in Property Valuation.  
**APPLICATION** : write email or postal or eRecruitment System  
**ENQUIRIES** : Ms N. Mditshwa at Tel No: (040) 940 7073/7083/7071/7077/7079/7080  
E-Recruitment Technical Enquiries: [Nande.Mabusela@eccogta.gov.za](mailto:Nande.Mabusela@eccogta.gov.za)

**POST 36/123** : **PATIAL PLANNING REF NO: COGTA 16/09/2022**  
Spatial Planning Directorate

**STIPEND** : R6 083.70 per month for graduates  
**CENTRE** : Bhisho  
**REQUIREMENTS** : ND/Btech Town & Regional Planning.  
**APPLICATIONS** : write email or postal or eRecruitment System  
**ENQUIRIES** : Ms N. Mditshwa Tel No: (040) 940 7073/7083/7071/7077/7079/7080

E-Recruitment Technical Enquiries: [Nande.Mabusela@eccogta.gov.za](mailto:Nande.Mabusela@eccogta.gov.za)

- POST 36/124** : **SURVEY SERVICES REF NO: COGTA 17/09/2022**  
Survey Services Directorate
- STIPEND** : R6 083.70 per month for graduates  
**CENTRE** : Bhisho  
**REQUIREMENTS** : Degree/ND: Geomatics/Surveying.  
**APPLICATIONS** : write email or postal or eRecruitment System  
**ENQUIRIES** : Ms N. Mditshwa at (040) 940 7073/ 7083/ 7071/ 7077/ 7079/ 7080  
E-Recruitment Technical Enquiries: [Nande.Mabusela@eccogta.gov.za](mailto:Nande.Mabusela@eccogta.gov.za)
- POST 36/125** : **TRADITIONAL FINANCE REF NO: COGTA 18/09/2022**  
Traditional Finance Directorate
- STIPEND** : R6 083.70 per month for graduates  
**CENTRE** : Bhisho  
**REQUIREMENTS** : Bachelor of Commerce in Accounting / National Diploma in Financial Accounting.  
**APPLICATIONS** : write email or postal or eRecruitment System  
**ENQUIRIES** : Ms N. Mditshwa Tel No: (040) 940 7073/7083/7071/7077/7079/7080  
E-Recruitment Technical Enquiries: [Nande.Mabusela@eccogta.gov.za](mailto:Nande.Mabusela@eccogta.gov.za)
- POST 36/126** : **HOUSE OF TRADITIONAL LEADERS REF NO: COGTA 19/09/2022**  
House of Traditional Leaders Directorate
- STIPEND** : R6 083.70 per month for graduates  
**CENTRE** : Bhisho  
**REQUIREMENTS** : Bachelor of Social Science or Anthropology.  
**APPLICATIONS** : write email or postal or eRecruitment System  
**ENQUIRIES** : Ms N. Mditshwa Tel No: (040) 940 7073/7083/7071/7077/7079/7080  
E-Recruitment Technical Enquiries: [Nande.Mabusela@eccogta.gov.za](mailto:Nande.Mabusela@eccogta.gov.za)
- POST 36/127** : **HOD's OFFICE REF NO: COGTA 20/09/2022**  
HOD Directorate
- STIPEND** : R6 083.70 per month for graduates  
**CENTRE** : Bhisho  
**REQUIREMENTS** : ND/ Bachelor's Degree in Public Administration.  
**APPLICATIONS** : write email or postal or eRecruitment System  
**ENQUIRIES** : Ms N. Mditshwa Tel No: (040) 940 7073/7083/7071/7077/7079/7080  
E-Recruitment Technical Enquiries: [Nande.Mabusela@eccogta.gov.za](mailto:Nande.Mabusela@eccogta.gov.za)
- POST 36/128** : **INTERNAL AUDIT REF NO: COGTA 21/09/2022**  
Internal Audit Directorate
- STIPEND** : R6 083.70 per month for graduates  
**CENTRE** : Bhisho  
**REQUIREMENTS** : ND in Internal Audit  
**APPLICATIONS** : write email or postal or eRecruitment System  
**ENQUIRIES** : Ms N. Mditshwa at (040) 940 7073/ 7083/ 7071/ 7077/ 7079/ 7080  
E-Recruitment Technical Enquiries: [Nande.Mabusela@eccogta.gov.za](mailto:Nande.Mabusela@eccogta.gov.za)
- POST 36/129** : **DIGITO REF NO: COGTA22/09/2022**  
Digito Directorate
- STIPEND** : R6 083.70 per month for graduates  
**CENTRE** : Bhisho  
**REQUIREMENTS** : ND/ bachelor's degree in information technology.  
**APPLICATIONS** : write email or postal or eRecruitment System  
**ENQUIRIES** : Ms N. Mditshwa Tel No: (040) 940 7073/7083/7071/7077/7079/7080  
E-Recruitment Technical Enquiries: [Nande.Mabusela@eccogta.gov.za](mailto:Nande.Mabusela@eccogta.gov.za)
- POST 36/130** : **COMMUNICATIONS REF NO: COGTA 23/09/2022**  
Communication Directorate
- STIPEND** : R6 083.70 per month for graduates

<b><u>CENTRE</u></b>	:	Bhisho
<b><u>REQUIREMENTS</u></b>	:	Diploma in Graphic design.
<b><u>APPLICATIONS</u></b>	:	write email or postal or eRecruitment System
<b><u>ENQUIRIES</u></b>	:	Ms N. Mditshwa Tel No: (040) 940 7073/7083/7071/7077/7079/7080 E-Recruitment Technical Enquiries: <a href="mailto:Nande.Mabusela@eccogta.gov.za">Nande.Mabusela@eccogta.gov.za</a>
<b><u>POST 36/131</u></b>	:	<b><u>CORPORATE COMMUNICATION REF NO: COGTA 24/09/2022</u></b> Corporate Communication Directorate
<b><u>STIPEND</u></b>	:	R6 083.70 per month for graduates
<b><u>CENTRE</u></b>	:	Bhisho
<b><u>REQUIREMENTS</u></b>	:	Degree/Diploma: Public Administration/ Management
<b><u>APPLICATIONS</u></b>	:	write email or postal or eRecruitment System
<b><u>ENQUIRIES</u></b>	:	Ms N. Mditshwa Tel No: (040) 940 7073/7083/7071/7077/7079/7080 E-Recruitment Technical Enquiries: <a href="mailto:Nande.Mabusela@eccogta.gov.za">Nande.Mabusela@eccogta.gov.za</a>
<b><u>POST 36/132</u></b>	:	<b><u>MONITORING AND EVALUATIONS REF NO: 25/09/2022</u></b> Monitoring and Evaluation
<b><u>STIPEND</u></b>	:	R6 083.70 per month for graduates
<b><u>CENTRE</u></b>	:	Bhisho
<b><u>REQUIREMENTS</u></b>	:	Degree/ Diploma: Public Administration & Management /Developmental Studies
<b><u>APPLICATIONS</u></b>	:	write email or postal or eRecruitment System
<b><u>ENQUIRIES</u></b>	:	Ms N. Mditshwa at Tel No: (040) 940 7073/7083/7071/7077/7079/7080 E-Recruitment Technical Enquiries: <a href="mailto:Nande.Mabusela@eccogta.gov.za">Nande.Mabusela@eccogta.gov.za</a>
<b><u>POST 36/133</u></b>	:	<b><u>HUMAN RESOURCE UTILISATION AND CAPACITY BUILDING REF NO: COGTA: 26/09/2022</u></b> Human Resource Utilisation and Capacity Buildingdirectorate
<b><u>STIPEND</u></b>	:	R6 083.70 per month for graduates
<b><u>CENTRE</u></b>	:	Bhisho
<b><u>REQUIREMENTS</u></b>	:	National Diploma in Management of Training/ Bachelor of Public Administration in Human Resource Management.
<b><u>APPLICATIONS</u></b>	:	write email or postal or eRecruitment System
<b><u>ENQUIRIES</u></b>	:	Ms N. Mditshwa Tel No: (040) 940 7073/7083/7071/7077/7079/7080 E-Recruitment Technical Enquiries: <a href="mailto:Nande.Mabusela@eccogta.gov.za">Nande.Mabusela@eccogta.gov.za</a>
<b><u>POST 36/134</u></b>	:	<b><u>INTERN: DISTRICT OFFICE REF NO: COGTA: 27/09/2022</u></b>
<b><u>STIPEND</u></b>	:	R6 083.70 per month for graduates
<b><u>CENTRE</u></b>	:	Sarah Baartman (X1 Post) Chris Hani (X1 Post) Joe Gqabi (X1 Post) Alfred Nzo (X1 Post) OR Tambo; Amatole District Support Centres
<b><u>REQUIREMENTS</u></b>	:	Degree/Diploma: Public Administration/ Management.
<b><u>APPLICATIONS</u></b>	:	write email or postal or eRecruitment System
<b><u>ENQUIRIES</u></b>	:	Ms N. Mditshwa at Tel No: (040) 940 7073/ 7083/ 7071/ 7077/ 7079/ 7080 E-Recruitment Technical Enquiries: <a href="mailto:Nande.Mabusela@eccogta.gov.za">Nande.Mabusela@eccogta.gov.za</a>

#### DEPARTMENT OF HEALTH

<b><u>APPLICATIONS</u></b>	:	Submit applications via one of the options below: Utilise the e-recruitment system which is available on <a href="https://erecruitment.ecotp.gov.za">https://erecruitment.ecotp.gov.za</a> . The e-Recruitment System Closes at 23: 59 on the Closing Date. Closing Date: 07 October 2022. Should you submit your applications/CVs to: <a href="mailto:RecruitmentHeadOffice@echealth.gov.za">RecruitmentHeadOffice@echealth.gov.za</a> and not as specified – your application will be regarded as lost and will not be considered. Applicants are encouraged to apply via the E-Recruitment System <b>Amathole District Office</b> - Post to: HR Office, Amathole District Office, Private Bag x 022, Southernwood, East London 5200 or Hand deliver to: Human Resource Office, Amathole Health District 19 St James Road, Medical Centre Building, Southernwood, East London, 5200. Enquiries: Ms N Nene Tel No: 043 707 6748.
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**Nelson Mandela Academic Hospital** - Post to: Nelson Mandela Academic Hospital, Private Bag x5014 Mthatha 5099. Hand Deliver to: Human Resource Office, Nelson Mandela Academic Hospital, Nelson Mandela Drive, Mthatha 5099. Enquiries: Ms Calaza Tel No: 047 502 4469.

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

**Frontier Regional Hospital** – Post to: HR Office, Private Bag X 7063, Queenstown, 5320 or Hand Delivery to: HR Office, Frontier Regional Hospital, Corner Kingsway & Livingstone Street, Queenstown, 5320. Enquiries: Ms P Marongo Tel No. 045 808 4272.

**Cloete Joubert Hospital** - Post to: Human Resource Office, Cloete Joubert Hospital, P/Bag X7, Barkly East, 9786 or Hand delivery: HR Office, No 1 Voortrekker Road, Cloete Joubert Hospital. Enquiries: Mr Z.O Mgeyi – Tel No: 045 971 0091

**Cecilia Makiwane Regional Hospital** - Post to: HR Office, Cecilia Makiwane Regional Hospital, Private Bag X9047 Cambridge 5200 or hand deliver to: HR Office, Cecilia Makiwane Hospital 4 Billie Road, Mdantsane, East London, 5219 Enquiries: Ms N. Matshaya Tel No: 043 708 2121.

**Taylor Bequest Hospital (Matatiele)** - Post to: The Human Resource Manager, Taylor Bequest Hospital, Private Bag X836 Matatiele, 4730 or hand deliver to: Taylor Bequest Hospital, 01 Main Street, Matatiele, 4730. Enquiries: Mr Kholiso Tel No: 039 737 3107.

**Sipetu Hospital** - Post to: Human Resource Office Sipetu Hospital P/Bag X9005, Tabankulu, 5090. Enquiries: Mr EF Madaka Tel No: 039 255 0077.

**Khotsong TB Hospital** - Post to: Human Resource Office, Khotsong TB Hospital PO Box 115 Matatiele 4730 Enquiries: Ms. A Lebata Tel No: 039 737 3801.

**Indwe Hospital**- Post to: Human Resource, Indwe Hospital, Greham Street, Indwe, PO Box 5 or Hand Deliver to: Indwe 5445 Greham Street. Enquiries: Ms C Gouws Tel No: 045 954 5500/01

**SS Gida Hospital** - Post to: S.S. Gida Hospital: Private Bag x 12 Keiskammahoek, 5670: Enquiries: Ms N. E Fumanisa Tel No: 040- 658 0043.

**Fort Beaufort Hospital** - Post to: HR Office, Fort Beaufort Hospital. Private Bag X226, Fort Beaufort, 5720, Fort Beaufort, 5720 or hand delivery: HR Office, Fort Beaufort Hospital, No 6 Bell Street, Fort Beaufort, 5720. Enquiries: Mr Zethu Tel No: 046 645 1111/12/13/14.

**Elizabeth Donkin Hospital** – Post to: HR Office, Elizabeth Donkin Hospital, Private Bag X6024, Port Elizabeth, 6000 or hand deliver to: HR Office, 1 La Roche Drive, Elizabeth Donkin Hospital, Walmer, Port Elizabeth, 6001. Enquiries: Mr E Felkers Tel No: 041 585 2323.

**Hewu Hospital** - Post to: Human Resource Office, Hewu Hospital, Private Bag x1409, Queenstown 5320 or hand deliver to: HR Office, Hewu Hospital, Ekuphumleni Township, Main Road, Whittlesea. Enquiries: Mr Mabandla Tel No: 040 841 0133

**Cofimvaba Hospital** - Post to: Human Resource Office, Cofimvaba Hospital, Private Bag x 1207, Cofimvaba 5380. Enquiries: Ms A Mbana Tel No: 047 874 0111.

**Taylor Bequest Hospital (Mt Fletcher)** - Post to: Human Resource Office, Taylor Bequest Hospital (Mount Fletcher), Private Bag X1129, Mt Fletcher, 4770, Hand delivery: Elundini LSA Police Street, Mount Fletcher. Enquiries: Ms N Ngwabeni Tel No: 039 257 0099.

**Victoria Hospital** - Post to: HR Office, Victoria Hospital, Private Bag x1300 Alice 5700 or hand deliver to: HR Office, Victoria Hospital, Kuntselamanzi Road, Alice, 5700. Enquiries: Ms B Mbekeni Tel No: 040 653 1141

**St Barnabas Hospital** - Post to: Human Resource Office, St Barnabas Hospital, P.O. Box 15, Libode, 5160. Enquiries: Ms Ndamase Tel No: 047 555 5300

**OR Tambo District Office** - Post to: HR Office, OR Tambo Health District Office, Private Bag X OR 5005, Mthatha 5099 or Hand Deliver to: HR Office, 9th Floor Room 19 Botha Sigcawu Building Enquiries: Ms Z Mtimba Tel No: 047 502 9000.

**St Lucys Hospital** - Post to: Human Resource Office, St Lucy's Hospital, P.O St Cuphberts, Tsolo, 5171. Enquiries: Ms Mayikana Tel No: 047 532 6259.

**Lilitha College (All Campuses)** – Post to: HR Office, Lilitha College of Nursing, Private Bag x0028, Bhisho, 5605 or hand deliver to: HR Office, Room 41/42, Lilitha College, East London, 5201. Enquiries: Ms PN Mene Tel No: 043 700 9717/26.



**Bhisho Hospital** - Post to: HR Office, Bhisho Hospital, Bhisho 5605 or hand delivery: Human Resource Office, Bhisho Hospital Komga Road. Enquiries: Mrs T. Awlyn Tel no Qegu Tel No: 040 635 2950/5.

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

**Zithulele Hospital** - Post to: Human Resource Office, Zithulele Hospital, Private Bag X 504, Mqanduli, 5080 or hand deliver to: HR Office, Administration Area, Zithulele Hospital, Mqandulil, 5080. Enquiries: Mr K Sobetwa Tel No: 047 573 8936

**Temba TB Hospital** - Post to: HR Office, Temba TB Hospital, P.O. Box 20, Grahamstown, 6140 or hand deliver to: HR Office, 36 A Street, Fingo Village, Temba Hospital, Grahamstown. Enquiries: Mr Ntsepe Tel No: 046 622 3524

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

**King Sabatha Dalindyebo Sub-District Office** - Post to: King Sabatha Dalindyebo Sub-District, OR Tambo Health District Office, Private Bag X 5005, Mthatha 5099 or Hand Delivery 8th Floor Room 19 Botha Sigcawu Building Enquiries: Ms O Gcagca Tel No: 047 531 0823.

**Marjorie Parish TB Hospital** – Post to: HR Office, Marjorie Parish TB Hospital, Private Bag X154, Port Alfred, 6170 or hand deliver to: HR Office, Marjorie Parish TB Hospital, Bathurst Street, Port Alfred, 6170. Enquiries: Ms T Sompontsha Tel No: 046 624 5306/1364.

**Komga Hospital** – Post to: HR Office, Komga Hospital, PO Box 33, Komga, 4950 or hand deliver to: HR Office, Komga Hospital, Victoria Road, Komga, 4950. Enquiries: Ms N Nene Tel No: 043 831 1013.

**Mthatha Regional Hospital** - Post to: HR Office Mthatha Regional Hospital Private Bag x 5014 Mthatha 5099 or hand deliver to: HR Office, Mthatha Regional Hospital 71 Nelson Mandela Hospital. Enquiries: Ms Mkhosi Tel No: 047 502 4143/4008.

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

**Komani Psychiatric Hospital** - Post to: HR Office, Komani Psychiatric Hospital Private Bag x 7074, Queenstown 5320 or Hand deliver to: HR Office, Komani Psychiatric Hospital 1833, National Road Queenstown 5320. Enquiries: Mrs N Mzola Tel No: 045 858 8400.

**Canzibe Hospital** - Post to Human Resource Office Canzibe Hospital, P/Bag X104, Ngqeleni, 5140 or hand deliver to: HR Office, Canzibe Hospital, Ngqeleni 5140. Enquiries: Ms Solwandle – Tel No: 047 568 8291/2/3.

**Zithulele Hospital** - Post to: Human Resource Office, Zithulele Hospital, Private Bag X 504, Mqanduli, 5080 or hand deliver to: HR Office, Administration Area, Zithulele Hospital, Mqanduli, 5080. Enquiries: Mr K Sobetwa Tel No: 047 573 8936

**Mhlontlo Sub District** - Post to Human Resource Office, Mhlontlo Sub – District, Private Bag X421, Qumbu, 5180, Enquiries: Ms Ntlabi Tel no 047 553 0585

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

**Mt Ayliff Hospital** - Post to: HR Office, Private Bag X504, Mt Ayliff Hospital, Mt Ayliff, 4735 or hand delivery to: HR Office, No.8 Ntsizwa Street Mt Ayliff Hospital, Mount Ayliff ,4735 Enquires: Mrs O Mjoka Tel No: 039 254 0236.

**Port Alfred Hospital** - Post to HR Office, Alfred Hospital, Private Bag 227, Port Alfred 6170 or Hand Deliver to HR Office, Southwell Road,Port Alfred 6170 Enquiries: Ms L Raco Tel No: 046 604 4000.

**Mthatha Pharmaceutical Depot** – Post to: HR Office, Mthatha Pharmaceutical Depot, Private Bag x5213, Mthatha, 5099 or hand deliver to: HR Office, Mthatha Pharmaceutical Depot (Next to Nelson Mandela Academic Hospital), Mthatha 5099. Enquiries: Mr M Diko Tel No: 047 532 6023.

**Nyandeni Sub District** - Post to Human Resource Office Nyandeni LSA P. O. Box 208, Libode, 5160, or Hand Deliver to: HR Office, Nyandeni Sub District,

Nomandela Drive opposite traffic Department, Libode, 5160, Enquiries: Mr L Pokolo Tel no 047 555 0151.

**Holy Cross Hospital** - Post to: Human Resource Office, Holy Cross Hospital, Private Bag X1001, Flagstaff, 4810 Enquiries: Ms B Mbutye – Tel No: 039 252 2026/8

**Isilimela Hospital** - Post to: Isilimela Hospital P/Bag X1021, Port St Johns, 5120 or Hand deliver to Isilimela Hospital Port St Johns, 5120, Enquiries: Ms N Gwiji – Tel No: 047 564 2805/2/3

**St Elizabeth Regional Hospital** - Post to: Human Resource Office, St Elizabeth Regional Hospital, Private Bag x1007, Lusikisiki, 4820. Enquiries: Mr M Nozaza Tel No: 039 253 5012.

**OR Tambo District Office** - Post to: HR Office, OR Tambo Health District Office, Private Bag X OR 5005, Mthatha 5099 or Hand Deliver to: HR Office, 9th Floor Room 19 Botha Sigcawu Building Enquiries: Ms Z Mtimba Tel No: 047 502 9000.

**Queenstown Forensic Pathology Services** - Post to: Human Resource Office, Forensic Pathology Services P O Box 1022, Queenstown 5320 or Hand deliver to CSSD Building, Komani Psychiatric Hospital 1833, National Road Queenstown 5320: Enquiries: M Mathiso Tel No: 045 858 8112.

**Sarah Baartman** - Post to: Human Resource Office, Sarah Baartman Health District, Private Bag X27667, Greenacres, Port Elizabeth, 6057, or Hand deliver at: Human Resource Office, Sarah Baartman Health District, No 16 Grace Street, Laboria House, Port Elizabeth 6057. Enquiries: Ms T. Mpitimpiti Tel No: 041 408 8509.

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

**Livingstone Tertiary Hospital** - Post to: Recruitment & Selection Section, Private Bag x, Korsten, 6014 or Hand deliver to Nurses Home, 2nd Floor, Standford Road, and Korsten Port Elizabeth. Enquiries: Ms L Mabanga Tel No: 041 405 2348

**Frere Tertiary Hospital** - Post to: Human Resource Office, Frere Hospital, Private bag X 9047, East London, 5200 or Hand deliver to: Human Resource Office, Frere Hospital, Amalinda Main Road, East London, 5200 Enquiries: Ms N Mthitshana Tel No: 043 709 2487/2532.

**Glen Grey Hospital** - Post to: Human Resource Office, Glen Grey Hospital, Private Bag X 1142 Lady Frere, 5410 or hand and deliver to: HR Office, Glen Grey Hospital, Lady Frere, 5410. Enquiries: Ms N Ralushe Tel No: 047 878 2800.

**Qaukeni Sub-District** - Post to: Qaukeni Sub District: HR Office, Lusikisiki College of Education, Department of Health Offices, Private bag x1058, Lusikisiki, 4820, Enquiries: Ms N Hlobo – Tel No: 039 253 1541.

**Uitenhage Provincial Hospital** - Post to: HR Office, Private Bag X36, Uitenhage, 6230 or hand deliver to: HR Office, Uitenhage Provincial Hospital, 36 Channer Street, Levyvale, Uitenhage 6229. Enquiries: Mr P Oosthuizen Tel No: 041 995 1129.

**Buffalo City Metro District Office** - Post to: HR Office, Buffalo City Metro Health Office, Private Bag X9015, East London, 5200. Hand Deliver to: Buffalo City Metro, Human Resource Office, 18 Sheffield Road, Woodbrook, East London 5201. Enquires: Ms N Jaceni Tel No: 043 708 1719/1700

**Amahlati Sub-district** - Post to: Human Resources Office, Amahlati Sub-district, Private Bag x7425, King Williams Town, 5600. Hand Delivery: HR Office, Amahlati Sub-district, 01 Bridge Street, West Bank, King Williams Town, 5600. Enquires: Ms B Mngxe Tel No: 043 643 4775/6.

**BCM Forensic Pathology Services** - Post to: HR Office, Buffalo City Metro Health Office, Private Bag X9015, East London, 5200. Hand Deliver to: Buffalo City Metro, Human Resource Office, 18 Sheffield Road, Woodbrook, East London 5201. Enquires: Ms N Jaceni Tel No: 043 708 1719/1700

**Umzimvubu Sub District** - Post: Human Resource Office, Umzimvubu Sub District, Private Bag X3515, Kokstad 4800. Enquiries: Mr Magadla Tel No: 039 727 2090.

**Cradock Hospital** - Post to: Human Resource Office, Cradock Hospital, Private Bag X55, Cradock, 5880 or hand deliver: HR Office, Cradock Hospital, Hospital Street, Cradock, 5880. Enquiries: Ms Danster Tel No: 048 881 2123.

**Inxuba Yethembu Sub District** – Human Resource Office, Inxuba Yethembu Sub District Private Bag x90 Cradock 5880. Enquiries: Ms GO Van Heerden Tel No: 048 881 2921

**Alfred Nzo** - Post to: HR Office, Alfred Nzo District Office, Private Bag X3515, Kokstad, 4700 or hand deliver to: HR Office, Alfred Nzo District Office, 81 Murray Street, Kokstad 4700. Enquiries: Mr Praitel Tel No: 039 797 6070.

**Senqu Sub-District** - Post to: Human Resource Office, Sengu Sub-district, Private Bag X5009, Sterkspruit, 9762 or hand delivery: HR Office, Sengu Sub-district, Bensonvale Collage. Enquiries: Mr L Solomane Tel No: 051 633 9617.

**Burgersdorp Hospital** - Post to: Human Resource Office, Burgersdorp Hospital, Burgersdorp, 9744 or Hand delivery: HR Office, Burgersdorp Hospital, Daantjie Van Den Heever street. Enquiries: Ms N Zondi - Tel No: 051 653 1881.

**Lady Grey Hospital** - Post to: Human Resource Office, Lady Grey Hospital, PO Box 20, Lady Grey, 9755 or Hand delivery: HR Office, Lady Grey Hospital. Enquiries: Ms N Skisazana – Tel No: 051 603 0093/0115.

**Jamestown Hospital** – Post to: Human Resource Office, 3 Hill Street, Private bag X03, Jamestown, 9742. Enquiries: Mr JS Nzinde – Tel No: 051 633 9617.

**Joe Gqabi District Office** - Post to: Human Resource Office, Joe Gqabi District Office, Private Bag X1005, Aliwal North, 9750 or Hand delivery: HR Office, Joe Gqabi District Office, 32 Dan Pienaar Street, Hot springs, Aliwal North 9750. Enquiries: Mr J.S Ndzinde – Tel No: 051 633 9631.

**Maclear Hospital** - Post to: Human Resource Office, Maclear Hospital, PO Box 93, Maclear, 5480 or Hand delivery: HR Office, No 1 Fourie Street, Maclear Hospital. Enquiries: Ms N Zuza - Tel No: 045 932 1028.

**Taylor Bequest Hospital** (Mt Fletcher) - Post to: Human Resource Office, Taylor Bequest Hospital (Mount Fletcher), Private Bag X1129, Mt Fletcher, 4770, Hand delivery: Elundini LSA Police Street, Mount Fletcher. Enquiries: Ms N Ngwabeni – Tel No: 039 257 0099.

**Aliwal North Hospital** – Post to: HR Office, Aliwal North Hospital, Private Bag x 1004, Aliwal North, 9757 or hand deliver to: HR Office, Aliwal North Hospital, No 1 Parklande Street, Aliwal North. Enquiries: Ms Fourie Tel No: 051 633 7700.

**Cloete Joubert Hospital** - Post to: Human Resource Office, Cloete Joubert Hospital, P/Bag X7, Barkly East, 9786 or Hand delivery: HR Office, No 1 Voortrekker Road, Cloete Joubert Hospital. Enquiries: Mr Z.O Mgeyi – Tel No: 045 971 0091/072 791 6506.

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

**Steynsburg Hospital** - Post to: Human Resource Office, Steynsburg Hospital, Private Bag X03, Steynsburg, 5920 or Hand delivery: HR Office, 1 Henning Street, Steynsburg Hospital, Steynsburg, 5920. Enquiries: Mrs Mfanekiso Tel No: 048 884 0241

**Elundini Sub District** – Post to: HR Office, Elundini Sub District, PO Box 1129, Mt Fletcher, 4770 or hand deliver to: HR Office, Elundini Sub District Office, Police Street, Mt Fletcher, 4770. Enquiries: Ms Du Plessis Tel No: 039 257 2400.

**Maletswai Sub-District** - Post to: Human Resource Office, Parklane Avenue no 1, Aliwal North Hospital, Aliwal North, 9750 or Hand deliver to: HR Office, Maletswai Sub-District, Aliwal North Hospital, Aliwal North, 9750. Enquiries: Mr JS Nzinde – Tel No: 051 633 9617.

**Dora Nginza Regional Hospital** - Post to: HR Office, Dora Nginza Hospital, Private Bag X11951 Algoa Park 6005 or hand deliver to: Room DG71, Admin Building 1st Floor, Dora Nginza, Spondo Street Zwide Port Elizabeth 6201. Enquiries: Ms B Bomela Tel No: 041 406 4421. Refer all application related enquiries to the specified contact person. Applications received after the closing date will not be considered. No faxed, no e-mailed applications will be accepted.

**CLOSING DATE**  
**NOTE**

: 07 October 2022  
: Applications must be submitted on a duly complete New Z83 form obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents). Applicants are not required to submit copies of qualifications and other relevant documents, but must submit a fully completed signed Z83 form and detailed Curriculum Vitae only. NB: Z83 in the e-recruitment system is currently not downloadable and therefore not signable; so, applicants who submitted applications via the e-recruitment system will

therefore not be disqualified for an unsigned Z83 instead will be requested to sign on interview day. Shortlisted candidates will be required to submit certified copies of qualifications, and other relevant documents to HR on or before the day of the interview: should you be in possession of a foreign qualification; it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA) when submitted. Failure to submit all the requested documents will disqualify your application. Correspondence will be limited to short-listed candidates only. If you have not been contacted within six (6) months after the closing date of this advertisement, please accept that your application was unsuccessful. Selected candidates will be subjected to a personnel suitability check (criminal record check, citizenship verification, financial/asset record check, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. Where applicable, candidates will be subjected to a skills/knowledge test. Successful candidates will be appointed on a probation period of twelve (12) months. Misrepresentation in the application documents will result in automatic disqualification and disciplinary action in the event the candidate has already been appointed. The Department reserves the right not to make appointment(s) to the advertised post(s). Persons with disability and people from previously disadvantaged groups are encouraged to apply. Employment equity targets of the department will be adhered to. For SMS (Senior Management Service) Posts: In terms of DPSA Directive on compulsory capacity development, mandatory training, and minimum entry requirements for members of the Senior Management Level for SMS appointments, it is a requirement for applicants to produce or attach a pre-entry Certificate (Nyukela) as offered by the National School of Government (NSG) for entry into the SMS posts and the full details can be sourced by following the link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme>. Successful candidates will be appointed on a probation period of 12 / 24 months. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. For more information, please contact Mr AV Gonyela Tel no: 040 608 1602/5/6/10 For e-Recruitment Technical Support eMail to: [RecruitmentHeadOffice@echealth.gov.za](mailto:RecruitmentHeadOffice@echealth.gov.za) To report technical glitches, for assistance regarding the system, and/or for activation of your profile, send an email with your ID Number, your profile email address, details of the issue to: [RecruitmentHeadOffice@echealth.gov.za](mailto:RecruitmentHeadOffice@echealth.gov.za) (NB: For Technical Glitches Only – NO CVs). Technical support is limited to working hours: (08:00-16:00 Mon-Thursday and 08:00-16:00 on Fri).

#### MANAGEMENT ECHELON

<b>POST 36/135</b>	:	<b>CHIEF EXECUTIVE OFFICER (CEO)</b>	<b>REF</b>	<b>NO:</b>
		<b><u>ECHEALTH/CEO/DORAH/APL/01/09/2022</u></b>		
<b><u>SALARY</u></b>	:	R1 073 187 – R1 466 223 per annum (Level 13), all-inclusive package		
<b><u>CENTRE</u></b>	:	Nelson Mandela Metro, Dora Nginza Regional Hospital		
<b><u>REQUIREMENTS</u></b>	:	National Senior Certificate, an undergraduate qualification (NQF level 7) as recognized by SAQA in the clinical field coupled with (5) years' experience in the Health Sector at Middle Management level. Registration with the relevant Professional Council. Knowledge of relevant such as National Health Act, (PFMA), Public Service Act and related regulations and policies. Senior Management Pre-entry Programme Certificate (Nyukela) required prior to appointment. 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 Analysis, Communication, Client Orientation and Customer focus. A valid driver's licence.		
<b><u>DUTIES</u></b>	:	To plan, direct coordinate and manage the efficient and effective delivery of clinical and administration support services through working the key executive management team at the hospital within the legal regulatory framework. To present the Hospital Authoritatively at provincial and public forums. To provide Strategic leadership to improve operational effectively within the health establishment to improve health outcomes. Strategic Planning: Prepare a strategic Plan for the Hospital to ensure it is in Line with the 10-point plan, national, provincial, regional and district plan. Finance Management: Maximize revenue through Collection of all income due to the hospital, ensure that		

		Hospital is managed within the budget in line with the PFMA and Relevant guidelines. Ensure that adequate policies, systems and Procedures are in place to enable prudent management of financial resources. Planning of financial resources mobilization. Monitoring and evaluation and Asset and Risk management. Finance management: Maximize revenue through Collection of all income due to the hospital, ensure that Hospital is managed within the budget in line with the PFMA and Relevant guidelines. Ensure that adequate policies, systems and Procedures are in place to enable prudent management of financial resources. Planning of financial resources mobilization. Monitoring and evaluation, and Asset and Risk Management.			
<b><u>ENQUIRIES</u></b>	:	Mr B Msibi Tel No: 040 608 1163			
		For e-Recruitment Technical Support eMail to:			
		<a href="mailto:RecruitmentHeadOffice@echealth.gov.za">RecruitmentHeadOffice@echealth.gov.za</a>			
<b><u>NOTE</u></b>	:	Applicants must apply for this post by using e-Recruitment system <a href="https://erecruitment.ecotp.gov.za/">https://erecruitment.ecotp.gov.za/</a>			
<b><u>POST 36/136</u></b>	:	<b><u>CHIEF EXECUTIVE OFFICER (CEO)</u></b>	<b><u>REF</u></b>	<b><u>NO:</u></b>	
		<b><u>ECHEALTH/CEO/TOWH/ARP/01/09/2022</u></b>			
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R1 073 187 – R1 466 223 per annum (Level 13), all-inclusive package			
	:	Amathole District, Tower Psychiatric Hospital			
	:	National Senior Certificate, an undergraduate qualification (NQF level 7) as recognized by SAQA in the clinical field coupled with (5) years' experience in the Health Sector at Middle Management level. Registration with the relevant Professional Council. Knowledge of relevant such as National Health Act, (PFMA), Public Service Act and related regulations and policies. Senior Management Pre-entry Programme Certificate (Nyukela) required prior to appointment. 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 Analysis, Communication, Client Orientation and Customer focus. A valid driver's licence.			
<b><u>DUTIES</u></b>	:	To plan, direct coordinate and manage the efficient and effective delivery of clinical and administration support services through working the key executive management team at the hospital within the legal regulatory framework. To present the Hospital Authoritatively at provincial and public forums. To provide Strategic leadership to improve operational effectively within the health establishment to improve health outcomes. Strategic Planning: Prepare a strategic Plan for the Hospital to ensure it is in Line with the 10-point plan, national, provincial, regional and district plan. Finance Management: Maximize revenue through Collection of all income due to the hospital, ensure that Hospital is managed within the budget in line with the PFMA and Relevant guidelines. Ensure that adequate policies, systems and Procedures are in place to enable prudent management of financial resources. Planning of financial resources mobilization. Monitoring and evaluation and Asset and Risk management. Finance management: Maximize revenue through Collection of all income due to the hospital, ensure that Hospital is managed within the budget in line with the PFMA and Relevant guidelines. Ensure that adequate policies, systems and Procedures are in place to enable prudent management of financial resources. Planning of financial resources mobilization. Monitoring and evaluation, and Asset and Risk Management.			
<b><u>ENQUIRIES</u></b>	:	Mr B Msibi Tel No: 040 608 1163			
		For e-Recruitment Technical Support eMail to:			
		<a href="mailto:RecruitmentHeadOffice@echealth.gov.za">RecruitmentHeadOffice@echealth.gov.za</a>			
<b><u>NOTE</u></b>	:	Applicants must apply for this post by using e-Recruitment system <a href="https://erecruitment.ecotp.gov.za/">https://erecruitment.ecotp.gov.za/</a>			
<b><u>POST 36/137</u></b>	:	<b><u>DIRECTOR: LEGAL SERVICES</u></b>	<b><u>REF</u></b>	<b><u>NO:</u></b>	
		<b><u>ECHEALTH/DIRLS/HO/APL/01/09/2022</u></b>			
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R1 073 187 – R1 466 223 per annum (Level 13), all-inclusive package			
	:	Head Office, Bhisho			
	:	National Senior Certificate, LLB (or as otherwise determined by the Minister of Justice and Constitutional Development). At least 10 years' appropriate post qualification litigation and advisory experience, of which 5 years must have been at a management level (in a government department or public entity). Admission as an Attorney or Advocate. Senior Management Pre-entry			

Programme Certificate (Nyukela) required prior to appointment. An applicant must be able to understand public service prescripts and its applications, relevant legal prescripts to enable the management of litigation and mediation/arbitration processes. 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 Analysis, Communication, Client Orientation and Customer focus. A valid driver's licence.

## **DUTIES**

: Manage and coordinate litigation and approved interventions to manage litigation in the ECDOH. Monitor and coordinate the implementation of the integrated medico-legal strategy. Build legal capacity within the ECDOH. Receive, facilitate and monitor compliance with PAIA requests and court orders. Promote a legally compliant environment in the Eastern Cape Department of Health. Ensure compliance with the litigation management strategy by continuously advising the department accordingly. Facilitate State Attorney's Liaison meeting with the various State Attorney Offices in the Province. Conduct research, and research new case law which impacts on litigation trends generally and also medico-legal litigation. Investigate litigious matters and advise the department on the merits and further conduct of the matter. Facilitate external mediation/arbitration processes that may include attendance of court proceedings. Maintain a register of all cases including contingent liabilities and agency fees. Report on progress of all legal matters to the Head of Department and other relevant stakeholders. Research relevant legal prescripts and case law in order to provide sound opinions. Collect and monitor compliance with court orders: Obtain court orders from various high courts in the Province and collate same for receipt by the Department. Ensure compliance with court orders, thereby preventing contempt of court proceedings against the department of Health. Render support in identifying, managing and facilitating the investigation of all legal claims. Support the development and implementation of an investigation plan and facilitate adherence to it. Monitor and facilitate investigations and projects, ensuring the effective identification of needs, requirements, measurements, reporting and communication. Identify and implement ways to address those needs to uplift investigation capability. Manage area of responsibility: Supervise and co-ordinate the effective and efficient running and management of the Legal Services Unit. Assist in the review of the Specialised Litigation Unit's performance and make recommendations to improve the efficiency and effectiveness of that unit in support of the ECDOH. Report on the Legal Services information as required by internal and external stakeholders. Co-ordinate the effective and efficient running and management of the Legal Services Unit. Develop and implement service delivery improvement programmes. Develop the implementation of the Legal Services Unit's Annual Operational Plans. Monitor and report on the implementation thereof monthly, quarterly and annually. Ensure that performance agreements and development plans are developed and implemented for all staff in the Legal Services Unit within set timeframes.

## **ENQUIRIES**

: Ms N Maseko Tel No: 040 608 1141  
For e-Recruitment Technical Support eMail to:  
[RecruitmentHeadOffice@echealth.gov.za](mailto:RecruitmentHeadOffice@echealth.gov.za)

## **NOTE**

: Applicants must apply for this post by using e-Recruitment system  
<https://erecruitment.ecotp.gov.za/>

## **POST 36/138**

: **DIRECTOR: NURSING SERVICES REF NO:**  
**ECHEALTH/DIRNS/HO/ARP/01/09/2022**

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

: R1 073 187 – R1 466 223 per annum (Level 13), all-inclusive package  
: Head Office, Bhisho  
: An undergraduate qualification (NQF level 7) as recognized by SAQA in the Nursing with (5) years' experience in the Health Sector at Middle Management level. A post graduate qualification in Nursing Education and/or Nursing Management will be added advantage. Registration with the relevant Professional Council. Knowledge and understanding of regulatory framework for the provision of Nursing services. Knowledge of relevant such as National Health Act, (PFMA), Public Service Act and related regulations and policies. Senior Management Pre-entry Programme Certificate (Nyukela) required prior to appointment. 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 Analysis, Communication, Client Orientation and Customer focus. A valid driver's licence.
<b><u>DUTIES</u></b>	:	Management and provision of nursing services in the department. Manage implementation and achievement of determined levels of quality care and standards of service. Develop and implement relevant strategic imperatives for the provision of nursing services including protocols/practices for a professional nursing service. Coordinate development of strategic and operational activities of the nursing services. Provide leadership, guide and direct the provision and maintenance of the nursing services or programmes. Facilitate selection and recruitment including training and development of personnel for the nursing division. Create networks for stakeholder mobilization for the provision of the comprehensive nursing care services. Facilitate and ensure management of discipline in the Nursing division. Provide overall management of people and finances of the nursing division.
<b><u>ENQUIRIES</u></b>	:	Mr B Msibi Tel No: 040 608 1163 For e-Recruitment Technical Support eMail to: <a href="mailto:RecruitmentHeadOffice@echealth.gov.za">RecruitmentHeadOffice@echealth.gov.za</a>
<b><u>NOTE</u></b>	:	Applicants must apply for this post by using e-Recruitment system <a href="https://erecruitment.ecotp.gov.za/">https://erecruitment.ecotp.gov.za/</a>
<b><u>POST 36/139</u></b>	:	<b><u>DIRECTOR: INTERNAL AUDIT REF NO:</u></b> <b><u>ECHEALTH/DIRIA/HO/APL/01/09/2022</u></b>
<b><u>SALARY</u></b>	:	R1 073 187 – R1 466 223 per annum (Level 13), all-inclusive package
<b><u>CENTRE</u></b>	:	Head Office, Bhisho
<b><u>REQUIREMENTS</u></b>	:	National Senior Certificate, Degree, an undergraduate qualification (NQF level 7) as recognized by SAQA in the Internal Auditing coupled with (5) years' experience at Middle Management level. Certified Internal Auditor Qualification (CIA). Leadership/ Management Development qualification. Senior Management Pre-entry Programme Certificate (Nyukela) required prior to appointment. Knowledge of relevant such as National Health Act, (PFMA), Public Service Act and related regulations and policies. 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 Analysis, Communication, Client Orientation and Customer focus. A valid driver's license.
<b><u>DUTIES</u></b>	:	Develop the strategy of the governance and performance audit functions. Development of a strategic plan for the unit. Development of policies and procedures for the unit. Development of a manual. Develop guidelines. Rollout of the internal audit strategy. Preparing and managing the budget of the directorate. Provide technical support service in the rendering of governance and performance audit function. Planning, scoping and scheduling of assignments. Provide assistance to team members on issues requiring technical assistance. Evaluate adequacy and effectiveness of internal controls. Enhancing the department's internal controls and operating efficiencies. Report findings to management and provide value added recommendations. Represent the Head Internal Audit on all audit matters as circumstances dictate. Enforce compliance with the Standards for the Professional Practice of Internal Auditing. Promotion of ethics and integrity within the directorate. Setting standards of performance. Manage performance and all the allocated resources. Encourage team effort in the unit. Encourage production of excellent quality work. Set work targets and monitor timelines. Allocate work tasks/activities to staff and provide the necessary guidance and support. Facilitate staff training and development. Develop staff Work Plans and Personal Development Plans (PDP's). Manage daily employee performance and make Performance Assessments/review. Manage records and ensure safekeeping of assets.
<b><u>ENQUIRIES</u></b>	:	Ms T Kakaza Tel No: 040 608 1063 For e-Recruitment Technical Support eMail to: <a href="mailto:RecruitmentHeadOffice@echealth.gov.za">RecruitmentHeadOffice@echealth.gov.za</a>
<b><u>NOTE</u></b>	:	Applicants must apply for this post by using e-Recruitment system <a href="https://erecruitment.ecotp.gov.za/">https://erecruitment.ecotp.gov.za/</a>

## OTHER POSTS

<b><u>POST 36/140</u></b>	:	<b><u>GENERAL MANAGER: MEDICAL SERVICES REF NO:</u></b> <b><u>ECHEALTH/GMMS/NMAH/ARP/01/09/2022</u></b> (Re-advertisement. Applicants who have applied before are encouraged to apply again.)
<b><u>SALARY</u></b>	:	R1 834 893 – R2 193 837 per annum, all-inclusive package, (OSD)
<b><u>CENTRE</u></b>	:	OR Tambo District, Nelson Mandela Academic Hospital
<b><u>REQUIREMENTS</u></b>	:	Appropriate qualification that allows full registration with the Health Professional Council South Africa (HPCSA) as a Medical Practitioner. A minimum of ten (10) years appropriate experience after registration with the HPCSA as a Medical Practitioner and five (5) years in Management. Current registration with HPCSA. A valid driver's license. Strong leadership, strategic, operational and contingency planning, managerial and organizational skills. Relevant experience in managing hospitals/senior medical staff.
<b><u>DUTIES</u></b>	:	Give strategic direction and leadership to the Clinical and support division. Work with Chief Executive Officer to ensure effective efficiency and sustainable delivery of the Nelson Mandela Academic Hospital Clinical Governance strategy. Plan, implement, lead and support the development of clinical and related support services in the hospital working the Heads of the Clinical Departments, Pharmaceutical services, Clinical support and Nursing Services Management. Develop and maintain leadership including co-ordination and communication with staff and clients in the clinical services. Working in partnership with others to develop, take forward and evaluate direction and strategies. Develop a culture that improves quality of provided clinical services. Promote health and well-being of patients and prevent adverse effects on health and the well-being of patients through contributing to the development, implementation and evaluation of related policies. Plan, implement, monitor and evaluate the hospital outreach and support programmes. Plan, develop and evaluate methods and processes for gathering analysis, interpreting and presenting health information.
<b><u>ENQUIRIES</u></b>	:	Ms Calaza Tel No: 047 502 4469 For e-Recruitment Technical Support eMail to: <a href="mailto:RecruitmentHeadOffice@echealth.gov.za">RecruitmentHeadOffice@echealth.gov.za</a>
<b><u>POST 36/141</u></b>	:	<b><u>CHIEF EXECUTIVE OFFICER (CEO) REF NO:</u></b> <b><u>ECHEALTH/CEO/CRADH/APL/01/09/2022</u></b>
<b><u>SALARY</u></b>	:	R882 042 – R1 038 999 per annum (Level 12)
<b><u>CENTRE</u></b>	:	Chris Hani District, Cradock Hospital
<b><u>REQUIREMENTS</u></b>	:	A Degree/Advanced Diploma in Health-related field plus a Degree/Diploma in Health Management or Degree/Advanced Diploma in Management Field. Registration with the relevant Professional Council. At least (5) years' experience in the Health Sector at management level. Experience as a Health Service Manager or Significant experience in management in a Health service environment. Knowledge of relevant such as National Health Act, (PFMA), Public Service Regulations Programme and Project management. People management and empowerment. A valid Driver's License.
<b><u>DUTIES</u></b>	:	To plan, direct coordinate and manage the efficient and effective delivery of clinical and administration support services through working the key executive management team at the hospital within the legal regulatory framework. To present the Hospital Authoritatively at provincial and public forums. To provide Strategic leadership to improve operational effectively within the health establishment to improve health outcomes. Strategic Planning: Prepare a strategic Plan for the Hospital to ensure it is in Line with the 10-point plan, national, provincial, regional and district plan. Finance Management: Maximize revenue through Collection of all income due to the hospital, ensure that Hospital is managed within the budget in line with the PFMA and Relevant guidelines. Ensure that adequate policies, systems and Procedures are in place to enable prudent management of financial resources. Planning of financial resources mobilization. Monitoring and evaluation and Asset and Risk management. Finance management: Maximize revenue through Collection of all income due to the hospital, ensure that Hospital is managed within the budget in line with the PFMA and Relevant guidelines. Ensure that adequate policies, systems and Procedures are in place to enable prudent management



		of financial resources. Planning of financial resources mobilization. Monitoring and evaluation, and Asset and Risk Management.
<b><u>ENQUIRIES</u></b>	:	Ms Danster Tel No: 048 881 2123 For e-Recruitment Technical Support eMail to: <a href="mailto:RecruitmentHeadOffice@echealth.gov.za">RecruitmentHeadOffice@echealth.gov.za</a>
<b><u>NOTE</u></b>	:	Applicants must apply for this post by using e-Recruitment system <a href="https://erecruitment.ecotp.gov.za/">https://erecruitment.ecotp.gov.za/</a>
<b><u>POST 36/142</u></b>	:	<b><u>DEPUTY DIRECTOR: MOTHER, NEONATE, CHILD, WOMEN HEALTH (MNCWH) REF NO: ECHEALTH/DDMNCWH/HO/ARP/01/09/2022</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R744 255 – R876 705 per annum (Level 11), (an all inclusive package) Head Office, Bhisho National Senior Certificate, Diploma/Degree in Nursing in Nursing (Midwifery) coupled with 5 years' experience as a Registered Nurse and Midwife including experience as a midwife in the maternity and Neonatal section with 3 years' experience in a managerial position. Registration with South African Nursing Council. Knowledge of relevant Health legislative requirements, including but not limited to Health Act, Nursing Act, Public Service Act, LRA, EEA, BCEA, Public Service Regulations, National Drug Policy, Good Pharmacy Practice standards, Pharmacy Act 53 of 1974, Medicines and Related Substances Act 101 of 1965 etc. Possess sound managerial skills, Leadership skills. Ability to work under pressure in a team, good communication and interpersonal skills; Self-motivated, flexible and works well under pressure Skills and Attributes: Strategic leadership and governance. Proven management skills with the ability to optimise team performance and development. Highly skilled communicator with the ability to form and maintain good relationships. Strong interpersonal, Conflicts Resolving problems and negotiation skills. Strong planning skills with the ability to handle multiple projects through to completion and to manage competing priorities, Applied Technology and Computer Skills, Budgeting and Financial Management, Citizen Focus and Responsiveness, Diversity Management, Impact and Influence, Team Leadership and Negotiations skills. Proven analytical and organisational skills. A valid drivers' license and preparedness to travel throughout the province to provide technical support to even the most rural health facility.
<b><u>DUTIES</u></b>	:	Ensure development and Implementation of strategies to deal with programme challenges. Analyse maternal, Perinatal statistics and ensure early interventions. Close monitoring of institutions and report progress. Co-ordinate implementation of maternal, child, neonatal & women health programmes. Co-ordinate access of infant and child to a quality, comprehensive health service. Manage performance and all the allocated resources. Facilitate and strengthen planning, implementation coordination, monitoring and evaluation on MCNWH. Coordination and facilitate capacity building of the district clinicians for improvement of patient health outcomes. To ensure that there is effective communication and reporting channels. Assist in managing change and diversity in the Province. Facilitate the establishment of relevant training programme and undertake capacity building activities at provincial level for both the public and private sectors. Prepare periodic status reports, monthly and quarterly reports. To participate in the district and provincial reviews in the Province as a Provincial programme manager and lead the group in the report writing sessions. Contribute to the creation and implementation of best practice logistics vision, strategy, policies, processes and procedures to aid and improve operational performance. Support continuous improvement initiatives and identify inefficiencies and cost optimisation opportunities. Interpret trends and analyse and review data. Provide meaningful data to others within the Province to aid customer service. Set departmental objectives/KPAs and review and assess ongoing performance of direct reports.
<b><u>ENQUIRIES</u></b>	:	Mr X Somahela Tel No: 040 608 1761 For e-Recruitment Technical Support eMail to: <a href="mailto:RecruitmentHeadOffice@echealth.gov.za">RecruitmentHeadOffice@echealth.gov.za</a>
<b><u>NOTE</u></b>	:	Applicants must apply for this post by using e-Recruitment system <a href="https://erecruitment.ecotp.gov.za/">https://erecruitment.ecotp.gov.za/</a>
<b><u>POST 36/143</u></b>	:	<b><u>DEPUTY DIRECTOR: TREATMENT REF NO: ECHEALTH/DD-TRT/HO/01/09/2022</u></b>
<b><u>SALARY</u></b>	:	R744 255 – R876 705 per annum (Level 11), (an all inclusive package)

**CENTRE  
REQUIREMENTS**

- : Head Office, Bhisho
- : National Senior Certificate, National Diploma (NQF Level 6) / Preferably B Degree (NQF Level 7) as recognized by SAQA in Nursing or Public health with South African Nursing Council registration coupled with 5 years of work experience, of which 3 years must have been at an Assistant Director level within the HIV Management environment. Diploma in HIV management will be an added advantage. Mature Health Professional with an understanding of ethical principles, have the ability to communicate with both management and community representatives when necessary (and ability to communicate at all levels). Must have functional knowledge and be able to use District Health Information management systems including TB/HIV Integrated information systems – (THIS) including data collection tools for each of the HIV and AIDS programmes. Basic financial management and project/program planning & management skills. Experience in supervision, monitoring and evaluation of Health projects/programs. Experience in preparation and analysis of work plans, reports (programmatic and financial). Experience in policy development, dissemination process, implementation and monitoring thereof, planning and program design. Having a track record of supporting the development of innovative HIV service delivery strategies targeting hard-to-reach Key and priority populations. Competencies; Thinking analytically and Strategically. Basic knowledge of and experience in financial management and project management. Computer literacy (MS Word, Excel, and PowerPoint) essential. A valid driver's licence.

**DUTIES**

- : Ensure access to ARV treatment by planning for acquisition, storage and continuous availability of ARVs in the health facilities. To provide functional and operational leadership for the ARV treatment program in the HIV & AIDS and STIS and TB Directorate. Manage the provision and implementation of the ARVs Treatment Strategies Develop, disseminate, facilitate and monitor implementation of the ARV treatment initiation policies and guidelines to ensure access to ARV services. Develop, disseminate, facilitate and monitor implementation of the ART Retention Strategy Policies and to ensure sustained retention of patients on treatment. Develop, disseminate, facilitate and monitor implementation of the Treatment Outcome Monitoring Policies and Strategies. To ensure reduction of HIV/AIDS Morbidity and Mortality as well as its socioeconomic impacts by providing models of appropriate packages of care and support to HIV positive people and their families. To enhance effective and sound health planning, administration, management, monitoring and evaluation including equitable and efficient allocation of resources to districts/sub-districts and NPOs eligible for funding. Provide technical guidance and oversight in the design, implementation, and evaluation of HIV Treatment program. Coordinate delivery of Treatment services, documentation and data capture and reporting. Facilitate the development and implementation of management systems and standards for technical support services such as laboratory support, referral systems, drug security, drug forecasting and quantification, and monitoring and evaluation as it relates to HIV/AIDS treatment and care. Assist with establishing, updating, and maintaining a monitoring system that tracks, documents and disseminates key data on persons trained in ART and OI management, health service delivery, operations research, and database for ARV training, service and program level as it relates to HIV/AIDS treatment and care. Monitor program implementation by districts and sub districts. Be able to work with the districts and sub districts in preparation of performance improvement plans /catch up plans. Prepares monthly, quarterly reports as required including analysis and interpretation of DHIS program spreadsheets. Work with all stakeholders to facilitate standardized training of providers on ART treatment and management. Facilitate dissemination of new and existing program policies and works with the Regional Training Centre when necessary. Performs administrative functions in the department including supervision and guidance of lower categories of administrative personnel. Manage the provision of the Advocacy, Communication Social Mobilisation strategies for HIV/AIDS and STIs. Develop Analyse and disseminate new policies related to advocacy and social mobilisation strategies. Develop strategy for social mobilisation strategies for the TB programme. Monitor implementation of the policies related to TB HIV. Manage stake holder engagement to forge partnership for the program Manage all the allocated resources. Facilitated development and submission of the HIV/AIDS and TB Conditional Grant Business Plan. Ensure procurement and supply of HIV/AIDS and STI commodities and supplies, including ensuring

drug availability at facility level. Quarterly and annual Financial and Non-financial reports preparation and submission. Program performance monitoring and quarterly reviews. Participation in the multi-sectoral platforms meetings facilitated by AIDs Council and other sectors in EC AIDS response programs and activities.

**ENQUIRIES** : Mr X Somahela at 083 378 1115  
For e-Recruitment Technical Support eMail to:  
[RecruitmentHeadOffice@echealth.gov.za](mailto:RecruitmentHeadOffice@echealth.gov.za)

**NOTE** : Applicants must apply for this post by using e-Recruitment system  
<https://erecruitment.ecotp.gov.za/>

**POST 36/144** : **DEPUTY DIRECTOR: HIV/AIDS, STIs & TB REF NO: ECHEALTH/DD-HAST/ANZO/01/09/2022**

Re-advertisement: Applicants who have applied before are encouraged to apply again.

**SALARY** : R744 255 – R876 705 per annum (Level 11), (an all inclusive package)  
**CENTRE** : Alfred Nzo District Office  
**REQUIREMENTS** : National Senior Certificate, National Diploma (NQF Level 6) / Preferably B Degree (NQF Level 7) as recognized by SAQA in Nursing or Public health with South African Nursing Council registration coupled with 5 years of work experience, of which 3 must have been at an Assistant Director level in HIV treatment management. Diploma in HIV management will be an added advantage. Mature Health Professional with an understanding of ethical principles, have the ability to communicate with both management and community representatives when necessary (and ability to communicate at all levels). Must have functional knowledge and be able to use District Health Information management systems including TB/HIV Integrated information systems – (THIS) including data collection tools for each of the HIV and AIDS programmes. Basic financial management and project/program planning & management skills. Experience in supervision, monitoring and evaluation of Health projects/programs. Experience in preparation and analysis of work plans, reports (programmatic and financial). Experience in policy development, dissemination process, implementation and monitoring thereof, planning and program design. Having a track record of supporting the development of innovative HIV service delivery strategies targeting hard-to-reach Key and priority populations. Competencies; Thinking analytically and Strategically. Basic knowledge of and experience in financial management and project management. Computer literacy (MS Word, Excel, and PowerPoint) essential. A valid driver's licence.

**DUTIES** : Manage the provision of the HIV Prevention Strategies. Develop, disseminate, facilitate and monitor implementation of the Condom Distribution Policies and ensure availability of condoms. Develop, disseminate, facilitate and monitor implementation of the HIV High Transmission Policies and ensure availability of the service for Key Population. Develop, disseminate, facilitate and monitor implementation of the Prevention of Mother to Child HIV Transmission (PMTCT) Policies and ensure availability of the service for pregnant mothers. Develop, disseminate, facilitate and monitor implementation of the Post Exposure Prophylaxis (PEP) Policies and ensure availability of the service. Develop, disseminate, facilitate and monitor implementation of the Sexual Transmitted Diseases (STIs) Policies and ensure availability of the services. Develop, disseminate, facilitate and monitor implementation of the HIV Testing Services (HTS) Policies and ensure availability of the HIV testing commodities. Manage the provision of the ARVs Treatment Strategies. Develop, disseminate, facilitate and monitor implementation of the ARV treatment initiation Policies and ensure access to ARV services. Develop, disseminate, facilitate and monitor implementation of the ART Retention Strategy Policies and to ensure sustained retention of patients on treatment. Develop, disseminate, facilitate and monitor implementation of the Treatment Outcome Monitoring Policies and Strategies. Manage the provision of the Care and Support Strategies. Develop, disseminate, facilitate and monitor implementation of the Differentiated Care Strategies. Develop, disseminate, facilitate and monitor implementation of the Home and Community Based Care and Support Strategies. Manage the provision of the Advocacy, Communication Social Mobilisation strategies for HIV/AIDS and STIs. Develop Analyse and disseminate new policies related to advocacy and social mobilisation strategies. Develop strategy for social mobilisation strategies for

the TB programme. Monitor implementation of the policies related to TB HIV. Manage stake holder engagement to forge partnership for the program. Manage all the allocated resources. Facilitated development and submission of the HIV/AIDS and TB Conditional Grant Business Plan. Ensure procurement and supply of HIV/AIDS and STI commodities and supplies, including ensuring drug availability at facility level. Quarterly and annual Financial and Non-financial reports preparation and submission. Program performance monitoring and quarterly reviews. Participation in the multi-sectoral platforms meetings facilitated by AIDs Council and other sectors in EC AIDS response programs and activities.

**ENQUIRIES** : Mr Paim Tel No: 039 797 6070  
For e-Recruitment Technical Support eMail to:  
[RecruitmentHeadOffice@echealth.gov.za](mailto:RecruitmentHeadOffice@echealth.gov.za)

**POST 36/145** : **DEPUTY DIRECTOR: FINANCE AND SUPPLY CHAIN MANAGEMENT REF NO: ECHEALTH/DDF&SCM/CMH/ARP/01/09/2022**

**SALARY** : R744 255 – R876 705 per annum (Level 11), (an all inclusive package)  
**CENTRE** : Buffalo City Metro. Cecilia Makiwane Regional Hospital  
**REQUIREMENTS** : National Senior Certificate, National Diploma (NQF Level 6) as recognised by SAQA in Financial Management in Commerce / Accounting / Supply Chain Management / Logistics / Purchasing Management / Auditing coupled with 5 years' relevant experience, of which at least 3 years must be an Assistant Director level. Knowledge and experience of Public Sector Procurement and Supply Chain Management Processes and Procedures as well as Financial Management services. Appropriate knowledge of the Public Finance Management Act (PFMA), National Provincial Treasury Regulations and Policies and other public prescripts. High level computer literacy (Microsoft office package, Integrated Procurement System, Basic Accounting System (BAS) and LOGIS). Strong people management skills, analytical thinking, problem solving, decision-making and ability to work in a multi-disciplinary team. Strong technical financial skills, including report-writing. Ability to work under pressure. A valid driver's license.

**DUTIES** : Oversee and manage the overall performance of the Finance Section (Budget, Accounts payments, revenue collection, internal financial control) and Supply Chain Management (procurement, inventory & asset management). Coordinate processes to ensure compliance with supply chain policies, the PFMA and regulations, as well as Treasury instructions to achieve effective and efficient corporate governance. Analyse, interpret and report on relevant financial and performance data on Finance and Supply Chain Management. Accurate and timeous preparation of reports (e.g. needs analysis, forecasting budget reports and compilation of Monthly, Quarterly & Annual as well as Interim Financial Statements and AFS. Monitor overall budget and expenditure patterns and projections. Render advisory services to the department Bid evaluation committee. Advise management on SCM best practices. Generate management reports related to SCM for senior management and other organs of state. Human capital and financial management. Manage all people management (effective leadership) related functions within the component.

**ENQUIRIES** : Ms N. Matshaya Tel No: 043 708 2121  
For e-Recruitment Technical Support eMail to:  
[RecruitmentHeadOffice@echealth.gov.za](mailto:RecruitmentHeadOffice@echealth.gov.za)

**POST 36/146** : **OFFICE MANAGER: OFFICE OF THE GENERAL MANAGER: SUPPLY CHAIN MANAGEMENT REF NO: ECHEALTH/OFM-GMSCM/HO/ARP/01/0/2022**

**SALARY** : R382 245 – R450 255 per annum (Level 09)  
**CENTRE** : Head Office, Bhisho  
**REQUIREMENTS** : National Senior Certificate, National Diploma (NQF Level 6) as recognized in Office Administration/ Public Administration or relevant qualification coupled with 5 years' experience of which 3 years must be at supervisory level (SL7&8). Knowledge of PFMA and Treasury Regulations. Excellent communication and presentation skills, Report writing and facilitation skills, Coordinating and liaison skills, Computer Literacy especially Excel, Word and PowerPoint, Good interpersonal relations, innovation and creativity, Ability to solve problems. Ability to work under pressure and beyond normal working hours in order to

		meet deadlines. Ability to interact with internal and external stakeholders of the Chief Directorate and Department. A valid driver's licence.
<b><u>DUTIES</u></b>	:	Provide leadership and an oversight role in the activities of the Office. Manage and coordinate administrative activities or tasks. Manage the General Manager diary and year planner. Manage, organize, distribute and track correspondence of the Office. Organize the General Manager's office environment. Maintain an effective filing system. Ensure safe and secure confidential documentation. Respond to and manage correspondence/invitations on behalf of the General Manager. Monitor effective utilization of human, financial and physical resource in the office. Manage and Coordinate procurement, tracking of payments and budgetary processes. Coordinate Planning process, leave management and general office administration of the General Manager. Coordinate and consolidate all reporting requirements of the branch. Participation and assist in the organization of the General Manager's events, meetings and other statutory bodies' gatherings. Any other duties as may be assigned from time to time by the General Manager.
<b><u>ENQUIRIES</u></b>	:	Ms C Mgiima Tel No: 040 608 9763 For e-Recruitment Technical Support eMail to: <a href="mailto:RecruitmentHeadOffice@echealth.gov.za">RecruitmentHeadOffice@echealth.gov.za</a>
<b><u>NOTE</u></b>	:	Applicants must apply for this post by using e-Recruitment system <a href="https://erecruitment.ecotp.gov.za/">https://erecruitment.ecotp.gov.za/</a>
<b><u>POST 36/147</u></b>	:	<b><u>ASSISTANT DIRECTOR: STRATEGIC PLANNING REF NO: ECHEALTH/ASD-SP/HO/ARP/01/09/2022</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R382 245 – R450 255 per annum (Level 09) Head Office, Bhisho National Senior Certificate, National Diploma/ NQF Level 6) / Preferably B Degree (NQF Level 7) as recognized by SAQA in Health Science / Public Administration / Public Health coupled with 5 years' experience in the field of which 3 years must be at supervisory level (7/8). In-depth understanding of dynamics of the Public Service, Government Systems and Operations, Good understanding of Public Finance Management Act (PFMA), Treasury Regulations and other relevant National and Provincial Prescripts. Demonstrate knowledge in Strategic Planning, Information and Knowledge Management and Policy analysis. Advanced report writing, presentation, financial management skills, Project Management skills and good communication skills. Good interpersonal and organising. Clear understanding, interpretation and analysis of health Information for strategic planning purposes. Knowledge, possession and application of computer skills e.g. Word, power point, excel and other computer programmes for planning, etc. A valid driver's licence.
<b><u>DUTIES</u></b>	:	Build and develop capacity in the Eastern Cape Department of Health for effective and efficient health planning and execution of departmental plans. Facilitate the review and development of the Strategic, Annual Performance and Operational Plans. Support the review and development of district health expenditure repots, district health plans and service delivery improvement plans based on the departmental Annual Performance Plans and Strategic Plans. Facilitate the development of business unit plans for the department and institutions .i.e. Clinics, Community Health Centres, districts, regional and tertiary hospital within the Eastern Cape Province, including other institutions like forensic pathology services, Lilitha College of Nursing and Emergency Medical Services College. Ensure alignment of all plans (facility, district and province) with the Provincial Development Plan, National Department of Health's Strategic Plans and Health Council Priorities, Medium term strategic framework, National Development Plan, the Sustainable Development goals and the Provincial Cross Cutting Obligations.
<b><u>ENQUIRIES</u></b>	:	Dr S Moko Tel No: 040 608 1129 For e-Recruitment Technical Support eMail to: <a href="mailto:RecruitmentHeadOffice@echealth.gov.za">RecruitmentHeadOffice@echealth.gov.za</a>
<b><u>NOTE</u></b>	:	Applicants must apply for this post by using e-Recruitment system <a href="https://erecruitment.ecotp.gov.za/">https://erecruitment.ecotp.gov.za/</a>
<b><u>POST 36/148</u></b>	:	<b><u>ASSISTANT DIRECTOR: MONITORING &amp; EVALUATION REF NO: ECHEALTH/ASD-M&amp;E/HO/ARP/01/09/2022</u></b>
<b><u>SALARY</u></b>	:	R382 245 – R450 255 per annum (Level 09)

<b><u>CENTRE REQUIREMENTS</u></b>	:	Head Office, Bhisho
	:	National Senior Certificate, National Diploma (NQF Level 6) as recognised by SAQA in Health Sciences/Public Health/Epidemiology/Health Information coupled with 5 years' experience in the field of which 3 years must be at supervisory level (SL7/8). Knowledge of research/evaluation principles and methodologies. Good communication, presentation and writing skills. Knowledge of health information systems and data sources relating to health systems. Knowledge and understanding of corporate governance and regulatory (National Health Act, PFMA, Corporate governance, government wide monitoring and evaluation framework). Good communication (Verbal and written) and interpersonal skills. Ability to work independently with limited supervision. Knowledge, possession and application of computer skills. A valid driver's licence.
<b><u>DUTIES</u></b>	:	Compile, coordinate and submit all mandatory reports on prescribes dates. To support districts in their quarterly performance reviews and data audits in order to improve the audit outcomes of the department. Provide technical support to provincial program managers in order to improve health service delivery. Execute administrative duties in support of statutory documents.
<b><u>ENQUIRIES</u></b>	:	Dr S Moko Tel No: 040 608 1128 For e-Recruitment Technical Support eMail to: <a href="mailto:RecruitmentHeadOffice@echealth.gov.za">RecruitmentHeadOffice@echealth.gov.za</a>
<b><u>NOTE</u></b>	:	Applicants must apply for this post by using e-Recruitment system <a href="https://erecruitment.ecotp.gov.za/">https://erecruitment.ecotp.gov.za/</a>
<b><u>POST 36/149</u></b>	:	<b><u>ASSISTANT DIRECTOR: INFORMATION MANAGEMENT REF NO: ECHEALTH/ASDIM/ARP/01/09/2022</u></b> Re-advertisement: Applicants who have applied before are encouraged to apply again.
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R382 245 – R450 255 per annum (Level 09)
	:	Nelson Mandela Metro, Livingstone Tertiary Hospital
	:	National Senior Certificate, National Diploma (NQF Level 6) as recognised by SAQA in Information Management coupled with 5 years' experience of which 3 years' must be at supervisory level (SL7/8) in District Health Information Management system (DHIS) and Tier.Net. Excellent computer skills, especially Microsoft Excel, Word and PowerPoint. Extensive data management and data packaging skills. Good leadership and communication skills. Ability to function under pressure. A valid driver's licence.
<b><u>DUTIES</u></b>	:	Manage all current and emerging health datasets including Hospital, TB, ART and all other information for the hospital. Manage National Tertiary Service Grant (NTSG) data for the hospital complex. Ensure implementation of Provincial & National indicators sets by aligning registers to meet this requirement. Maintain timely submission of validated data. Ensure that data is signed off by the Hospital CEO before submitting to next level. Train personnel on new registers, indicators definitions & Statistical software/ system. Analyse data and provide written feedback reports to hospital management, programme managers and all other stake holders. Prompt response to data /information request. Ensure capturing of Ideal Health Facility data and OHSC data. Supervise, mentor and train information officer and data capturers in the Health Information Management Unit. Perform other tasks relevant to the area of responsibility as requested from time to time.
<b><u>ENQUIRIES</u></b>	:	Ms L Mabanga Tel No: 041 405 2348 For e-Recruitment Technical Support eMail to: <a href="mailto:RecruitmentHeadOffice@echealth.gov.za">RecruitmentHeadOffice@echealth.gov.za</a>
<b><u>POST 36/150</u></b>	:	<b><u>ASSISTANT DIRECTOR: HUMAN RESOURCES ADMINISTRATION REF NO: ECHEALTH/ASD-HRA/SDDO/APL/01/09/2022</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R382 245 – R450 255 per annum (Level 09)
	:	Sarah Baartman District Office
	:	National Senior Certificate, National Diploma (NQF Level 6) as recognized by SAQA in Human Resource Management/ Public Administration of which 3 years' experience must be at supervisory level (level 7/8). Extensive knowledge of PERSAL. Proof of PERSAL Certificate(s) (PERSAL Introduction, Leave Administration and Personnel Administration). Ability to do presentations, interpretation of reports and policies. Knowledge of Public Financial Management Act, Public Service Act, Public Service Regulations and



		other legal prescripts applicable to the field. Computer literacy. Valid driver's license.
<b><u>DUTIES</u></b>	:	Manage the Human Resource planning and implementation functions for the institution. Manage the implementation of HR policies, systems and procedures. Development of departmental HR policies. Manage the recruitment and provision of employees in line with Annual Recruitment Plan. Manage the timeous processing of employee benefits and allowance. Manage the conditions of service and termination of exiting employees. Perform PERSAL control functions and supervise all users within the institution. Liaise with Head Office regarding matters of staff establishment, allocation of PERSAL functions, and drawing exception reports. Facilitate the internal, risk register and the auditing process in the institution.
<b><u>ENQUIRIES</u></b>	:	Ms T. Mpitimpiti Tel No: 041 408 8509. For e-Recruitment Technical Support eMail to: <a href="mailto:RecruitmentHeadOffice@echealth.gov.za">RecruitmentHeadOffice@echealth.gov.za</a>
<b><u>POST 36/151</u></b>	:	<b><u>ASSISTANT DIRECTOR: HUMAN RESOURCES DEVELOPMENT &amp; PERFORMANCE MANAGEMENT DEVELOPMENT SYSTEM REF NO: ECHEALTH/ASD-HRD/SDDO/APL/01/09/2022</u></b>
<b><u>SALARY</u></b>	:	R382 245 – R450 255 per annum (Level 09)
<b><u>CENTRE</u></b>	:	Sarah Baartman District Office
<b><u>REQUIREMENTS</u></b>	:	National Senior Certificate, National Diploma (NQF Level 6) as recognized by SAQA in Human Resource Development, Human Resources Management or Public Administration coupled with 5 years' experience of which 3 years' must be at supervisory level (SL7/8). The following skills, knowledge and attributes are required: Advanced Computer Literacy, Financial Management, Programme & Project Management, Knowledge Management, Problem Solving, Communication skills and corporate governance. Valid driver's license required.
<b><u>DUTIES</u></b>	:	Coordinate inputs in the implementation of HRD/ PMDS policies, strategies and systems. Manage the implementation of training and development programmes. Manage the implementation of performance Management and development strategy. Facilitate the implementation of HRD/ PMDS capacity building programmes. Monitor and evaluate the impact of training and development. Perform and manage administrative and related functions. Identify equity gaps and align training interventions with those equity targets.
<b><u>ENQUIRIES</u></b>	:	Ms T. Mpitimpiti Tel No: 041 408 8509. For e-Recruitment Technical Support eMail to: <a href="mailto:RecruitmentHeadOffice@echealth.gov.za">RecruitmentHeadOffice@echealth.gov.za</a>
<b><u>POST 36/152</u></b>	:	<b><u>ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: ECHEALTH/ASD-SCM/CDDO/APL/01/09/2022</u></b>
<b><u>SALARY</u></b>	:	R382 245 – R450 255 per annum (Level 09)
<b><u>CENTRE</u></b>	:	Chris Hani District Office
<b><u>REQUIREMENTS</u></b>	:	National Senior Certificate, National Diploma (NQF Level 6) as recognized by SAQA) in Supply Chain Management, Logistics, Inventory, Accounting, Commerce, Cost and Management Accounting, Public Management/ administration majoring in SCM coupled with 5 years' experience in the field of which 3 years' experience must have been in a supervisory level (Salary level 7/8). Ability to demonstrate practical experience in the Public Supply Chain Management environment. Evident knowledge of computer literacy (MS Word, MS Excel and MS Power Point) and courses in LOGIS. Ability to demonstrate good interpersonal relations, effective communication, planning & organisation, presentation & facilitation and business report writing skills. Knowledge and understanding of the PMFA, PPPFA, Treasury Regulations, Supply Chain Framework Act and BBEE Act. Understanding of the Supply Chain Management cycle which includes demand, acquisition, logistics, and disposal and supplier relationship management. Understanding of Asset Management. National treasury's Supply Chain Management guidelines. Administrative skills, planning and organising, Financial management, Report writing, communication and interpersonal skills, problem solving. Project management. Project management. Budgeting and Financial Management. Team leadership. Self-management. People management. Values & Attributes: Client Service focus, Integrity, Committed, Proactive and Loyal.

## **DUTIES**

Managing interpersonal Conflict, impact and influence, Diversity Management. A valid driving licence (Code B) and be willing to travel extensively.

: Develop, Review, Implement and Monitor SCM Policies In Line With Relevant Legislation: Ensure that all procurement is in compliance with the Supply Chain (SCM) policies and procedures. Co-ordinate and execute the quotation and bidding processes. Align procurement plan, policies and strategies with the annual budget. Ensure that appropriate policies and processes are put in place for risk management. Implement, enforce, and ensure adherence of IT policies and procedures. Prepare and accurate records and documentation on all solicitations, responses, purchases, contracts, correspondence and related follow up. Serve as the point of contact for customers and contractual matters. Ensure that signed contracts are communicated to all relevant parties to provide contract visibility and awareness. Render and monitor contract administration support service and compliance. Ensure monthly, quarterly and annual reporting. Ensure prevention of fraud and abuse of the SCM system interventions. Respond to investigations and audit queries. Oversee the administration of demand and acquisition: Provide advice and brief in Bid Specification Committee meetings in drafting the terms and reference/specification and advice at the Bid Evaluation Committee meetings, Oversee the proper functioning of the committees. Oversee the proper functioning of the committees. Provide secretariat support to the Bid Adjudication Committee (BAC). Manage the administration of tender briefing session. Manage preparation of a tender document upon receipt from tender bid specification committee. Implement physical stock assessment and procedures on available goods and items issued. Manage preparation of logistics for the Evaluation and Adjudication Committees. Oversee the management of assets for the college: Monitor the implementation of the asset management plan of the college. Ensure the barcoding of all existing and new assets are recorded on the relevant asset register. Review the asset management register, electronic filing system and manual register to ensure that it is always up to date and maintain for all current asset, movements and disposals. Compile management reports on issued, receipt, shortages and variances of stock levels. Provide guidelines on fruitless and wasteful expenditure regarding assets and the disposal of obsolete assets and on the relocation of redundant. Conduct loss analysis to identify trends, security shortcomings and investigate all losses. Ensure an up to date database of service providers: Oversee the development and utilization of a supplier database. Ensure that all supplier's information and documentation are confidential. Monitor suppliers' delivery performance and rotation of suppliers. Management of staff development: Render management service to staff. Ensure completion of performance agreements by all employees in the unit. Supervision of staff. Development of SCM.

## **ENQUIRIES**

: Ms Nyoka Tel No: 045 807 1110/1101  
For e-Recruitment Technical Support eMail to:  
[RecruitmentHeadOffice@echealth.gov.za](mailto:RecruitmentHeadOffice@echealth.gov.za)

## **POST 36/153**

: **ASSISTANT DIRECTOR: FINANCE REF NO:**  
**ECHEALTH/ASDFIN/ARP/01/09/2022**

## **SALARY CENTRE REQUIREMENTS**

: R382 245 – R450 255 per annum (Level 09)  
: Buffalo City Metro, Nkqubela TB Hospital  
: National Senior Certificate, National Diploma (NQF Level 6) as recognised by SAQA in Financial Management/ Supply Chain Management or relevant qualification coupled with 3 years' experience must be in a supervisory (Level 7/8). Knowledge and experience of Public Sector Procurement and Supply Chain Management Processes and Procedures as well as Financial Management Services. Appropriate knowledge of the Public Finance Management Act (PFMA), National Provincial Treasury Regulations and Policies and other public prescripts. High level computer literacy (Microsoft office Package, Integrated procurement System, Basic Accounting System BAS & LOGIS). Strong people management skills, analytical thinking, problem solving, decision- making and ability to work in a multi-disciplinary team. Strong people management skills, analytical thinking, problem solving, decision making and ability to work in a multi -disciplinary team. Strong technical financial, including report writing. Ability to work under pressure. A valid driver's license.



<b><u>DUTIES</u></b>	:	Oversee and manage the overall; performance of the Finance and SCM Section (Budget, Account payments, revenue collection, internal financial control, acquisition, inventory & asset management). Coordinate processes to ensure compliance with supply chain policies, the PFMA and regulations, as well as treasury instructions to achieve effective and efficient corporate governance. Analyse, interpret a report on relevant financial and performance data on Finance and Supply Chain Management. Accurate and timeous preparation of reports (e.g needs analysis, forecasting budget reports and compilation of Monthly, Quarterly & Annual as well as Interim Financial Statements and AFS). Monitor the overall budget and expenditure patterns and projections. Manage all people management (effective leadership) related functions.
<b><u>ENQUIRIES</u></b>	:	Ms Langeni Tel No: 043 761 2131 For e-Recruitment Technical Support eMail to: <a href="mailto:RecruitmentHeadOffice@echealth.gov.za">RecruitmentHeadOffice@echealth.gov.za</a>
<b><u>POST 36/154</u></b>	:	<b><u>ASSISTANT DIRECTOR: CONDOMS REF NO: ECHEALTH/ASD-COND/APL/01/09/2022</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R382 245 – R450 255 per annum (Level 09) Head Office, Bhisho National Senior Certificate, National Diploma (NQF level 6) in Public Health, Marketing, Social Sciences or other relevant field coupled with three (3) years' experience in relevant capacity building (training, TA, facilitation) in condom use for HIV/AIDS and other STIs control related programmes. Demonstrate a basic understanding of HR and financial policies and practices. Core Competencies: Advocacy/Advancing a policy-oriented agenda. Experience of working with key populations and PLHIVs. Leveraging the resources of national governments and partners/ building strategic alliances and partnerships. Delivering results-based programmes. Resource mobilization and donor relations. Computer literacy (MS Word, Excel, and PowerPoint) essential. A valid Code driver's licence.
<b><u>DUTIES</u></b>	:	Oversee coordination of condom programming in the Eastern Cape Province. Provides overall project management and ensures accountability for establishing the Strategic Initiative on Condom Programming. Participate in the formulation of technical policies and guidelines for condom promotion and distribution in the country. Provide technical assistance to implementing partners, districts and facilities who support condom promotion and distribution using a variety of approaches. Participate in the development of training and instructional materials and in capacity building activities targeting districts, facilities, and other health workers at various levels. Participate in mobilization and management of funds for condom programming. Participate in the development of relevant work plans and implementation of activities. Identifies opportunities and means to integrate condom programming in other HIV prevention, treatment, SRH and socio-economic development programs. Identifies and advocates buy-in and responsibility of lead government agencies to embrace condom program stewardship, enhancing coordination across all sectors and aligning the collective work of key actors around the national condom strategy and operational plan. Effectively communicates the objectives of the Strategic Initiative, global targets on condom programming. Support monitoring of deliveries and performance of suppliers through the DHIS and the LMIS. Advocates for and supports key partners in condom programming to comply with regulatory issues and quality assurance requirements by established government standards.
<b><u>ENQUIRIES</u></b>	:	Mrs. L. Lunyawo Tel No: 040 608 1752 For e-Recruitment Technical Support eMail to: <a href="mailto:RecruitmentHeadOffice@echealth.gov.za">RecruitmentHeadOffice@echealth.gov.za</a>
<b><u>NOTE</u></b>	:	Applicants must apply for this post by using e-Recruitment system <a href="https://erecruitment.ecotp.gov.za/">https://erecruitment.ecotp.gov.za/</a>
<b><u>POST 36/155</u></b>	:	<b><u>ASSISTANT DIRECTOR: INFORMATION MANAGEMENT REF NO: ECHEALTH/ASDIM/DORAH/ARP/01/09/2022</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R382 245 – R450 255 per annum (Level 09) Nelson Mandela Metro, Dora Nginza Regional Hospital National Senior Certificate, National Diploma (NQF Level 6) as recognised by SAQA in Information Management coupled with 5 years' experience of which

		3 years' must be supervisory level (SL7/8) in District Health Information Management system (DHIS) and Tier.Net. Excellent computer skills, especially Microsoft Excel, Word and PowerPoint. Extensive data management and data packaging skills. Good leadership and communication skills. Ability to function under pressure. A valid driver's licence.
<b><u>DUTIES</u></b>	:	Manage all current and emerging health datasets including Hospital, TB, ART and all other information for the hospital. Manage National Tertiary Service Grant (NTSG) data for the hospital complex. Ensure implementation of Provincial & National indicators sets by aligning registers to meet this requirement. Maintain timely submission of validated data. Ensure that data is signed off by the Hospital CEO before submitting to next level. Train personnel on new registers, indicators definitions & Statistical software/ system. Analyse data and provide written feedback reports to hospital management, programme managers and all other stake holders. Prompt response to data /information request. Ensure capturing of Ideal Health Facility data and OHSC data. Supervise, mentor and train information officer and data capturers in the Health Information Management Unit. Perform other tasks relevant to the area of responsibility as requested from time to time.
<b><u>ENQUIRIES</u></b>	:	Ms B Bomela Tel No: 041 406 4421 For e-Recruitment Technical Support eMail to: <a href="mailto:RecruitmentHeadOffice@echealth.gov.za">RecruitmentHeadOffice@echealth.gov.za</a>
<b><u>POST 36/156</u></b>	:	<b><u>ADMINISTRATION OFFICER: HIV, AIDS &amp; TB REF NO: ECHEALTH/AO/HO/ARP/01/09/2022</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R261 372 – R307 890 per annum (Level 07) Head Office, Bhisho National Senior Certificate, National Diploma/ Degree in Public Administration or equivalent qualification coupled with 5 years' experience in Office Administration field. Knowledge of the Public Service Regulations, Public Finance Management Act. Treasury Regulations, Supply Chain Management procedures and Personnel Performance Management Systems. Computer literacy, strong communication (verbal & written) skills. Presentation skills, planning and organizing skills. Ability to interact with all functions & levels including top management and facilitation skills. An analytical approach to problem solving, confidentiality, integrity and honesty. Ability to work under pressure and work long hours. Knowledge of BAS, PERSAL and LOGIS will be an added advantage.
<b><u>DUTIES</u></b>	:	Provide executive administrative support, ensure an effective flow of information and documents to and from the office of the Senior Manager. Coordinate and administer leave register and for the HAST chief directorate. Manage the Human Resource responsibilities of the office HAST, TB (Leave Management, advertisement of posts and ensure correct Persal linkages). Manage monitor expenditure of NGO funded institutions, ensure compliance with Treasury Regulations before transfer, ensure quarterly reports are submitted and alert the Programme Manager of non-compliance. Keep a record of expenditure and other financial commitments. Check and verify financial reports, compilation of various submissions/ memoranda and responses in relation to the disbursement function. Follow up on commitments and action them accordingly in consultation with programme managers. Track and verify NHLS payments in consultation with districts. Ensure and maintain a well-equipped supply of office equipment and stationery. Render administrative support in respect of planning all directorates meetings.
<b><u>ENQUIRIES</u></b>	:	Mr X Somahela Tel No: 040 608 1761 For e-Recruitment Technical Support eMail to: <a href="mailto:RecruitmentHeadOffice@echealth.gov.za">RecruitmentHeadOffice@echealth.gov.za</a>
<b><u>NOTE</u></b>	:	Applicants must apply for this post by using e-Recruitment system <a href="https://erecruitment.ecotp.gov.za/">https://erecruitment.ecotp.gov.za/</a>
<b><u>POST 36/157</u></b>	:	<b><u>LOGISTIC SUPPORT OFFICER (FLEET MANAGEMENT) REF NO: ECHEALTH/LSO-FM/HO/APL/01/09/2022</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R261 372 – R307 890 per annum (Level 07) Head Office, Bhisho National Senior Certificate, National Diploma (NQF level 6) as recognized by SAQA in Transport Management/Logistics/Public Management coupled with 1-2 years' experience in fleet management/transport services. Knowledge, Skills

and Competencies: Good communication skills, interpersonal skills, negotiation and planning skills. Sound problem solving skills, good manner of approach. Ability to work under pressure. Supervisory skills. Knowledge of vehicle maintenance and services procedure. Knowledge of fleet disposal procedure. Knowledge and understanding of legislative framework governing the Public Service. Knowledge of traffic law. Computer literate in MS Software Package (MS Word, MS PowerPoint, MS Outlook, etc.). A valid driver's license. Ensure that the vehicles allocated are kept in good working condition. Ensure that logbooks are always up-to-date. Ensure licensing and registration of vehicles. Ensure that petrol cards are renewed timeously. Ensure proper management of petrol cards and safe record keeping of petrol slips. Ensure servicing of state vehicles within the service intervals. Supervise transport staff i.e. drivers. Ensure timeous reporting of accidents with the relevant authorities. Member of the Accident Committee and other committees within the institution. Ensure effective and efficient utilization of state vehicles in a cost-effective manner. Management of all resources allocated to the Transport department.

## ENQUIRIES

### NOTE

**POST 36/158**

INFORMATION	TECHNOLOGY	PRACTITIONER	REF	NO:
ECHEALTH/IT/DORAH/ARP/01/09/2022				

## SALARY CENTRE REQUIREMENTS

R261 372 – R307 890 per annum (Level 07)  
Nelson Mandela Metro, Dora Nginza Regional Hospital  
National Senior Certificate, National Diploma (NQF Level 6) as recognised by  
SAQA in Information Technology/Computer Science with 1 -2 years'  
experience in the field. Sound technical knowledge and experience of the  
following is strongly recommended: PC repairs, printer repairs, router  
configuration, LAN switching, network protocols. Technical problem-solving  
skills, knowledge of Microsoft Products (Active Directory, Microsoft Exchange).  
Knowledge of configuring and managing printers and multi-function machines.  
Knowledge of desktop and infrastructure (server, switches, networks and  
cabling) environment Exchange Server Administration and TCP/ICP  
(Networking) and 802.11 (wireless) experience will be an advantage. Good  
interpersonal skills with strong service orientation and the ability to work under  
pressure. Solve problems by applying innovative thinking and encouraging a  
lateral approach. A valid driver's licence.

## DUTIES

Repair of computer equipment e.g. servers, pc's and printers. Installation, configuration and support of network servers, computer equipment and computer applications. Be able to access the IT environment and write a report. Support the ECDOH transversal applications. Providing software and application support to end users. Coordinate support on office automation services such as telephone systems, copiers, faxes and cellular phones etc. Overseeing and Mentoring of IT interns. Manage Information Technology Services by Monitoring local area networks performance. Render 1st line technical support to users on transversal systems and network applications. Maintain and monitor all incidents logged through a call logging system. Offer a prompt support to all District facilities with NDOH Systems applications. Oversee and Monitor District ICT projects, Monitor daily, weekly and monthly the information Security (Anti-Virus, Backup Solution), liaise with users on request for IT requirements. Create/maintain inventory of all desktop and network related equipment. Facilitate ICT awareness sessions and promote ICT policy adherence to all users.

## ENQUIRIES

For e-Recruitment Technical Support eMail to: RecruitmentHeadOffice@ehealth.gov.za

**POST 36/159**

**INFORMATION TECHNOLOGY PRACTITIONER REF NO:**  
**ECHEALTH/IT/AMDO/APL/01/09/2022**

## SALARY CENTRE REQUIREMENTS

R261 372 – R307 890 per annum (Level 07)  
Amathole District Office  
National Senior Certificate, National Diploma (NQF Level 6) as recognised by  
SAQA in Information Technology/Computer Science with 1 -2 years'

experience in the field. Sound technical knowledge and experience of the following is strongly recommended: PC repairs, printer repairs, router configuration, LAN switching, network protocols. Technical problem solving skills, knowledge of Microsoft Products (Active Directory, Microsoft Exchange). Knowledge of configuring and managing printers and multi-function machines. Knowledge of desktop and infrastructure (server, switches, networks and cabling) environment Exchange Server Administration and TCP/ICP (Networking) and 802.11 (wireless) experience will be an advantage. Good interpersonal skills with strong service orientation and the ability to work under pressure. Solve problems by applying innovative thinking and encouraging a lateral approach. A valid driver's licence.

**DUTIES** : Repair of computer equipment e.g. servers, pc's and printers. Installation, configuration and support of network servers, computer equipment and computer applications. Be able to access the IT environment and write a report. Support the ECDOH transversal applications. Providing software and application support to end users. Coordinate support on office automation services such as telephone systems, copiers, faxes and cellular phones etc. Overseeing and Mentoring of IT interns. Manage Information Technology Services by Monitoring local area networks performance. Render 1st line technical support to users on transversal systems and network applications. Maintain and monitor all incidents logged through a call logging system. Offer a prompt support to all District facilities with NDOH Systems applications. Oversee and Monitor District ICT projects, Monitor daily, weekly and monthly the information Security (Anti-Virus, Backup Solution), liaise with users on request for IT requirements. Create/maintain inventory of all desktop and network related equipment. Facilitate ICT awareness sessions and promote ICT policy adherence to all users.

**ENQUIRIES** : Ms N Nene Tel No: 043 707 6748  
For e-Recruitment Technical Support eMail to:  
[RecruitmentHeadOffice@echealth.gov.za](mailto:RecruitmentHeadOffice@echealth.gov.za)

**POST 36/160** : **PERSONAL ASSISTANT: OFFICE OF DIRECTOR: HR & GENERAL ADMIN**  
**REF NO: ECHEALTH/PA-DIRHRGA/BCMDO/APL/01/09/2022**

**SALARY** : R261 372 – R307 890 per annum (Level 07)  
**CENTRE** : Buffalo City Metro District Office  
**REQUIREMENTS** : National Senior Certificate, National Diploma (NQF Level 6) as recognised by SAQA in Office Administration/ Public Administration or Equivalent Qualification coupled with 1-2 years' experience in Office Administration or as a secretary. Computer Skills with proven experience on application of MS Word, MS Power point. Good communication skills, excellent telephone etiquette. Knowledge of filing system, document tracking, storage and retrieval. Willing to work beyond office hours. Ability to work under pressure. Ability to be a team player and maintain confidentiality. A valid driver's licence.

**DUTIES** : To provide professional and efficient secretarial and administrative support to the General Manager in the execution of the duties of the office, thereby uploading the image of the Office of the General Manager. Coordinate logistical arrangements for the General Manager in line with the procurement process, Manages the diary with guidance from the General Manager and Office Manager by diarizing and scheduling meetings promptly and correctly. Transcribes minutes of management meetings and distribute to relevant role players. Follow up on action item from meetings to ensure completion within stipulated deadlines. Maintain an effective manual and electronic filing system for ease of tracing and retrieval of documents. Scrutinize all external and internal correspondences, coordinate responses with relevant Directorates. Manage the content of emails and follow up on urgent emails to ensure they are actioned accordingly by the General Manager. Ensure that classified and confidential documents are kept safely. Type Business letters, memorandums and general correspondences for internal and external purposes. Provide ad-hoc administrative assistance as and when required.

**ENQUIRIES** : Ms N Jaceni Tel No: 043 708 1719/1700  
For e-Recruitment Technical Support eMail to:  
[RecruitmentHeadOffice@echealth.gov.za](mailto:RecruitmentHeadOffice@echealth.gov.za)

<b><u>POST 36/161</u></b>	:	<b><u>HUMAN RESOURCE PRACTITIONER</u></b>	<b><u>REF</u></b>	<b><u>NO:</u></b>
		<b><u>ECHEALTH/HRP/NMAH/APL/01/09/2022</u></b>		
<b><u>SALARY</u></b>	:	R261 372 – R307 890 per annum (Level 07)		
<b><u>CENTRE</u></b>	:	Buffalo City Metro District Office		
<b><u>REQUIREMENTS</u></b>	:	National Senior Certificate, National Diploma (NQF Level 6) as recognised by SAQA in Human Resource management or equivalent coupled with 1-2 years' relevant experience. Knowledge of public service regulations, the Public Service Act, 1994 (Act 103 of 1994) and other human resource prescripts, regulation, procedures and understanding of different human resources process. Basic knowledge of Persal Administration function, computer skill, communication skill, sound interpersonal relations, ability to interpret human resource prescript and apply them. Ability to work under pressure and be customer focused. A valid driver's licence.		
<b><u>DUTIES</u></b>	:	Supervise and undertake the more complex implementation and maintenance of Human Resource Administration practices: HR Provisioning (Recruitment and Selection, Appointments, Transfers, verification of qualifications, secretariat functions at interviews, absorptions and probationary periods) Implement conditions of service and service benefits. Termination of service. Recommend transactions on Persal according to delegations. Performance management. Prepare reports on human resource administration issues and statistics. Calculate and process employee benefits. Handle human resource administration enquiries. Supervise human resources/staff: Allocate and ensure quality of work. Personnel development. Assess staff performance. Apply discipline.		
<b><u>ENQUIRIES</u></b>	:	Ms N Jaceni Tel No: 043 708 1719/1700 For e-Recruitment Technical Support eMail to: <a href="mailto:RecruitmentHeadOffice@echealth.gov.za">RecruitmentHeadOffice@echealth.gov.za</a>		
<b><u>POST 36/162</u></b>	:	<b><u>HUMAN RESOURCE PRACTITIONER</u></b>	<b><u>REF</u></b>	<b><u>NO:</u></b>
		<b><u>ECHEALTH/HRP/NMAH/APL/01/09/2022</u></b>		
<b><u>SALARY</u></b>	:	R261 372 – R307 890 per annum (Level 07)		
<b><u>CENTRE</u></b>	:	OR Tambo District, Nelson Mandela Academic Hospital		
<b><u>REQUIREMENTS</u></b>	:	National Senior Certificate, National Diploma (NQF Level 6) as recognised by SAQA in Human Resource management or equivalent coupled with 1-2 years' relevant experience. Knowledge of public service regulations, the Public Service Act, 1994 (Act 103 of 1994) and other human resource prescripts, regulation, procedures and understanding of different human resources process. Basic knowledge of Persal Administration function, computer skill, communication skill, sound interpersonal relations, ability to interpret human resource prescript and apply them. Ability to work under pressure and be customer focused. A valid driver's licence.		
<b><u>DUTIES</u></b>	:	Supervise and undertake the more complex implementation and maintenance of Human Resource Administration practices: HR Provisioning (Recruitment and Selection, Appointments, Transfers, verification of qualifications, secretariat functions at interviews, absorptions and probationary periods) Implement conditions of service and service benefits. Termination of service. Recommend transactions on Persal according to delegations. Performance management. Prepare reports on human resource administration issues and statistics. Calculate and process employee benefits. Handle human resource administration enquiries. Supervise human resources/staff: Allocate and ensure quality of work. Personnel development. Assess staff performance. Apply discipline.		
<b><u>ENQUIRIES</u></b>	:	Ms Calaza Tel No: 047 502 4469. For e-Recruitment Technical Support eMail to: <a href="mailto:RecruitmentHeadOffice@echealth.gov.za">RecruitmentHeadOffice@echealth.gov.za</a>		
<b><u>POST 36/163</u></b>	:	<b><u>HUMAN RESOURCE PRACTITIONER (X2 POSTS)</u></b>		
<b><u>SALARY</u></b>	:	R261 372 – R307 890 per annum (Level 07)		
<b><u>CENTRE</u></b>	:	Nyandeni Sub District, Tombo Community Health Centre Ref No: ECHEALTH/HRP/TOMCHC/APL/01/09/2022 Port St Johns Community Health Centre Ref No: ECHEALTH/HRP/PSJCHC/APL/01/09/2022		
<b><u>REQUIREMENTS</u></b>	:	National Senior Certificate, National Diploma (NQF Level 6) as recognised by SAQA in Human Resource management or equivalent coupled with 1-2 years'		



		relevant experience. Knowledge of public service regulations, the Public Service Act, 1994 (Act 103 of 1994) and other human resource prescripts, regulation, procedures and understanding of different human resources process. Basic knowledge of Persal Administration function, computer skill, communication skill, sound interpersonal relations, ability to interpret human resource prescript and apply them. Ability to work under pressure and be customer focused. A valid driver's licence.
<b><u>DUTIES</u></b>	:	Supervise and undertake the more complex implementation and maintenance of Human Resource Administration practices: HR Provisioning (Recruitment and Selection, Appointments, Transfers, verification of qualifications, secretariat functions at interviews, absorptions and probationary periods) Implement conditions of service and service benefits. Termination of service. Recommend transactions on Persal according to delegations. Performance management. Prepare reports on human resource administration issues and statistics. Calculate and process employee benefits. Handle human resource administration enquiries. Supervise human resources/staff: Allocate and ensure quality of work. Personnel development. Assess staff performance. Apply discipline.
<b><u>ENQUIRIES</u></b>	:	Mr L Pokolo Tel No: 047 555 0151 For e-Recruitment Technical Support eMail to: <a href="mailto:RecruitmentHeadOffice@echealth.gov.za">RecruitmentHeadOffice@echealth.gov.za</a>
<b><u>POST 36/164</u></b>	:	<b><u>HUMAN RESOURCE PRACTITIONER: RECRUITMENT &amp; SELECTION REF NO: ECHEALTH/HRP/ ORTDO/APL/01/09/2022</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R261 372– R307 890 per annum (Level 07) OR Tambo District Office National Senior Certificate, National Diploma (NQF Level 6) as recognised by SAQA in Human Resource Management/ Public Administration coupled with 1-2 years' relevant experience. Knowledge of public service regulations, the Public Service Act, 1994 (Act 103 of 1994) and other human resource prescripts, regulation, procedures and understanding of different human resources process. Basic knowledge of PERSAL Administration function, computer skill, communication skill, sound interpersonal relations, ability to interpret human resource prescript and apply them. Ability to work under pressure and be customer focused. A valid driver's licence.
<b><u>DUTIES</u></b>	:	Facilitate the advertisement of approved funded posts. Advertise approved funded posts. Obtain selection panel approval from the delegated authority concurrently while advertising. Render secretariat support during the recruitment process. Ensure that shortlist for posts are approved within 10 working days after closing date of advert. Interview for posts within 10 working days after shortlist is finalised. Complete background checks (references, pre-employment screening, and competency assessment reports for SMS posts). Submit selection committee's recommendations for approval within 10 working days of receiving prescribed documents. Manage the recruitment process to ensure that 70% of advertised posts are filled within 120 days. Obtain reference checks, submit request for pre-employment screening and SAQA verification of qualifications. Provide expert advice to line managers on the applicable regulatory framework. Ensure adherence to the recruitment policy and associate prescripts and procedures. Implement the recruitment plan. Administer appointment, promotion and transfers on PERSAL system. Ensure that all the appointments, promotions and transfers are accurately implemented on PERSAL system. Update the establishment and report discrepancies. Provide monthly statistics.
<b><u>ENQUIRIES</u></b>	:	Ms Z Mtimba Tel No: 047 502 9000 For e-Recruitment Technical Support eMail to: <a href="mailto:RecruitmentHeadOffice@echealth.gov.za">RecruitmentHeadOffice@echealth.gov.za</a>
<b><u>POST 36/165</u></b>	:	<b><u>LABOUR RELATIONS OFFICER REF NO: ECHEALTH/LRO-ORTDO/APL/01/09/2022</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R261 372 – R307 890 per annum (Level 07) OR Tambo District Office National Senior Certificate, National Diploma (NQF Level 6) as recognised by SAQA in Industrial Psychology, HRM, Labour Relations, Labour Law coupled with 1 -2 years' experience. Good knowledge of legislation and prescripts, policies and procedures. Knowledge of the Public Service Act, Public Service

		Regulations, Labour Relations Act, Basic Conditions of Employment Act and relevant collective agreements. Ability to show analytical, negotiation, interviewing and conflict resolution skills. Ability to demonstrate practical experience in the Employment Relations or labour law environment. Evident knowledge of computer literacy (MS Word, MS Excel and MS Power Point) and course on Introduction to the Persal System will serve as an advantage. Ability to demonstrate good interpersonal relations, effective communication, planning & organisation, presentation & facilitation and business report writing skills. A valid driver's licence.				
<b><u>DUTIES</u></b>	:	To provide administrative and logistical arrangements for the component; Capture labour relations cases on the Persal system. Maintain a database of all labour relations matters. Conduct investigations into allegations of misconduct as well as grievances and formulate investigation reports with clear findings and recommendations. To assist with advisory and training provision on employment relations matters to all stakeholders; To assist with the facilitation and maintenance of management and labour forum in the district; To assist in maintenance of labour peace and stability through effective discipline management throughout the district; To assist in ensuring understanding and adherence to the Grievance procedure; To assist in the administration of the Dispute resolution mechanism with the relevant statutory bodies and unions; To assist with the compilation of all reports and their timely submissions; To effectively manage all the resources allocated to oneself and comply to all related policy requirements.				
<b><u>ENQUIRIES</u></b>	:	Ms Z Mtimba Tel No: 047 502 9000 For e-Recruitment Technical Support eMail to: <a href="mailto:RecruitmentHeadOffice@echealth.gov.za">RecruitmentHeadOffice@echealth.gov.za</a>				
<b><u>POST 36/166</u></b>	:	<b><u>LOGISTIC</u></b>	<b><u>SUPPORT</u></b>	<b><u>OFFICER</u></b>	<b><u>REF</u></b>	<b><u>NO:</u></b>
		<b><u>ECHEALTH/LSO/AMDO/APL/01/09/2022</u></b>				
<b><u>SALARY</u></b>	:	R261 372 – R307 890 per annum (Level 07)				
<b><u>CENTRE</u></b>	:	Amathole District Office				
<b><u>REQUIREMENTS</u></b>	:	National Senior Certificate, National Diploma (NQF Level 6) as recognised by SAQA in Financial Management /Supply Chain Management or relevant qualification coupled with 1-2 years' experience in the field. Computer Skills, Presentation and report writing skills. Sound knowledge of Contract Management Guidelines, Public Finance Management Act, Treasury Regulations. Experience in Contract Management processes and policies. Experience in BAS & LOGIS will be an added advantage. A valid driver's licence.				
<b><u>DUTIES</u></b>	:	Manage stores administration in the institution. Control procurement services. Monitor the implementation of stores procedure and prescriptions. Maintain stock levels. Do Monthly Contract Management report, draft award letters for successful bidders. Draft services level agreements for awarded bidders, verify and update lease register as per BAS report and verify and update contract register. Maintaining lease agreement.				
<b><u>ENQUIRIES</u></b>	:	Ms Calaza Tel No: 047 502 4469 For e-Recruitment Technical Support eMail to: <a href="mailto:RecruitmentHeadOffice@echealth.gov.za">RecruitmentHeadOffice@echealth.gov.za</a>				
<b><u>POST 36/167</u></b>	:	<b><u>LOGISTIC</u></b>	<b><u>SUPPORT</u></b>	<b><u>OFFICER</u></b>	<b><u>REF</u></b>	<b><u>NO:</u></b>
		<b><u>ECHEALTH/LSO/NMAH/APL/01/09/2022</u></b>				
<b><u>SALARY</u></b>	:	R261 372 – R307 890 per annum (Level 07)				
<b><u>CENTRE</u></b>	:	OR Tambo District, Nelson Mandela Academic Hospital				
<b><u>REQUIREMENTS</u></b>	:	National Senior Certificate, National Diploma (NQF Level 6) as recognised by SAQA in Financial Management /Supply Chain Management or relevant qualification coupled with 1-2 years' experience in the field. Computer Skills, Presentation and report writing skills. Sound knowledge of Contract Management Guidelines, Public Finance Management Act, Treasury Regulations. Experience in Contract Management processes and policies. Experience in BAS & LOGIS will be an added advantage. A valid driver's licence.				
<b><u>DUTIES</u></b>	:	Manage stores administration in the institution. Control procurement services. Monitor the implementation of stores procedure and prescriptions. Maintain stock levels. Do Monthly Contract Management report, draft award letters for successful bidders. Draft services level agreements for awarded bidders, verify				

		and update lease register as per BAS report and verify and update contract register. Maintaining lease agreement.
<b><u>ENQUIRIES</u></b>	:	Ms Calaza Tel No: 047 502 4469 For e-Recruitment Technical Support eMail to: <a href="mailto:RecruitmentHeadOffice@echealth.gov.za">RecruitmentHeadOffice@echealth.gov.za</a>
<b><u>POST 36/168</u></b>	:	<b><u>FINANCE PRACTITIONER REF NO: ECHEALTH/FP/HCH/APL/01/09/2022</u></b>
<b><u>SALARY</u></b>	:	R261 372 – R307 890 per annum (Level 07)
<b><u>CENTRE</u></b>	:	OR Tambo District, Holy Cross Hospital
<b><u>REQUIREMENTS</u></b>	:	National Senior Certificate, National Diploma (NQF level 6) as recognized by SAQA in Accounting / Finance or related coupled with 1-2 years' experience in payroll administration / financial accounting. Willing to adapt work schedule in accordance with professional requirements. HR Related policies and prescripts, Salary Administration, PERSAL, BAS. A successful completion of PERSAL Introduction and PERSAL Salary administration courses. Knowledge: General knowledge of HR related standards, practices, processes and procedures, knowledge and understanding of the PFMA and Treasury Regulations, knowledge and understanding of the Basic Accounting System (BAS), Functioning of PERSAL, Public Service Act and Regulations, Employment Equity Act, Basic Conditions of Employment Act, Labour Relations Act, Codes of Remuneration, Basic knowledge of Income Tax Act. Skills: Good communication (verbal and written) skills; computer literacy; problem-solving skills, planning and organizing skills, Basic numeracy, Interpersonal skills, Ability to work with confidential information, Ability to work within specific timeframes, Ability to undertake basic research/gather information and Interpretation of policies. Personal Attribute: Innovative, Resourceful, Analytical Thinking, People oriented, Trustworthy, Assertiveness, Hard-working, Self-motivated, Ability to work in a team and independently. A valid driver's licence.
<b><u>DUTIES</u></b>	:	Provide assistance in processing monthly salaries: salary recalls, reversal and clearing of suspense file; payment of supplementary claims such as overtime, sessional allowances and advance payment of transfer and relocation costs of employees; Liaise with conditions of service regarding benefits payable to employees, handle departmental salary claims, handle queries relating to earnings of personnel, assist in filing information related to salaries, handle, monitor and follow up on service termination processes, sort, distribute, record and reconcile payroll certificates, assist in monitoring the process of prompt payment to personnel, assist in acquiring information related to deductions and earnings of personnel, implement maintenance order as per court order; capture salary related transactions on PERSAL. Capture and file S&T claims. The provision of administration support of the Section-respond to salaries and audit related queries; Ensure accuracy of salary related information on the PERSAL systems.
<b><u>ENQUIRIES</u></b>	:	Ms B Mbutye Tel No: 039 252 2026/8 For e-Recruitment Technical Support eMail to: <a href="mailto:RecruitmentHeadOffice@echealth.gov.za">RecruitmentHeadOffice@echealth.gov.za</a>
<b><u>POST 36/169</u></b>	:	<b><u>LOGISTIC SUPPORT OFFICER REF NO: ECHEALTH/LSO/KOMPH/ARP/01/09/2022</u></b>
<b><u>SALARY</u></b>	:	R261 372 – R307 890 per annum (Level 07)
<b><u>CENTRE</u></b>	:	Chris Hani District, Komani Psychiatric Hospital
<b><u>REQUIREMENTS</u></b>	:	National Senior Certificate, National Diploma (NQF Level 6) as recognised by SAQA in Financial Management /Supply Chain Management or relevant qualification coupled with 1-2 years' experience in the field. Computer Skills, Presentation and report writing skills. Sound knowledge of Contract Management Guidelines, Public Finance Management Act, Treasury Regulations. Experience in Contract Management processes and policies. Experience in BAS & LOGIS will be an added advantage. A valid driver's licence.
<b><u>DUTIES</u></b>	:	Manage stores administration in the institution. Control procurement services. Monitor the implementation of stores procedure and prescriptions. Maintain stock levels. Do Monthly Contract Management report, draft award letters for successful bidders. Draft services level agreements for awarded bidders, verify and update lease register as per BAS report and verify and update contract register. Maintaining lease agreement.



**ENQUIRIES** : Mrs N Mzola Tel No: 045 858 8400  
For e-Recruitment Technical Support eMail to:  
[RecruitmentHeadOffice@echealth.gov.za](mailto:RecruitmentHeadOffice@echealth.gov.za)

**POST 36/170** : **INFORMATION OFFICER REF NO: ECHEALTH/INFOFF-STEHP/01/09/2022**

**SALARY** : R261 372 – R307 890 per annum (Level 07)  
**CENTRE** : OR Tambo District, St Elizabeth Regional Hospital  
**REQUIREMENTS** : National Senior Certificate, National Diploma (NQF Level 6) as recognized by SAQA as in Information Management/ Public Administration or relevant qualification coupled with 1- 2 years' experience in information management or Health Information. Knowledge of DHIS software, Tier.net and EDR WEB. Good computer skills especially Microsoft Excel, Word, Access, PowerPoint. Familiarity with policies and principles of National Health Information Systems in South Africa (NHISA), DHMIS. Leadership and supervisory skills. A valid driver's licence.

**DUTIES** : Compiling of HAST monthly report, quarterly and Dora data of facilities. Maintaining and monitoring timeous submission of data and compile data Quality Indices which measure Timeliness, Submission, Completeness submission and quality. Provincial Tier Key Implementer and Tier.Net Provincial Technical personnel, troubleshooting Tier.Net technical challenges and liaising with NDoH. Provincial Health Information EDRWeb support personnel. Assisting EDR sites with capturing challenges. Provincial Tier.Net and EDR trainer. Training all stakeholders on the use of the systems. Assist in supporting Districts and Sub-districts personnel with data related issues and ETR technical problems. Assist with management of data, identifying outliers, missing and incorrectly reported data. Data analysis of all HAST programs. Assisting facilities readiness for Audit. Strengthening implementation, use and adherence of Standard Operating Procedures. Assist in giving feedback on analysed data and reports to Districts on a regular basis. Measure indicators against set targets. Monitoring of Tier Progress on a monthly basis at district and facility level. Assist in compiling Pre-Submission report addressing data quality issues from Districts monthly. Assist in communicating with Districts and Sub-Districts on trainings and feedback of trainings conducted by the Provincial office. Coordinating of meetings and trainings on data management issues.

**ENQUIRIES** : Mr M Nozaza Tel No: 039 253 5012  
For e-Recruitment Technical Support eMail to:  
[RecruitmentHeadOffice@echealth.gov.za](mailto:RecruitmentHeadOffice@echealth.gov.za)

**POST 36/171** : **FOOD SERVICE MANAGER REF NO: ECHEALTH/FSM/EDH/APL/01/09/2022**

**SALARY** : R261 372 – R307 890 per annum (Level 07)  
**CENTRE** : Nelson Mandela Metro, Elizabeth Donkin Psychiatric Hospital  
**REQUIREMENTS** : National Senior Certificate, National Diploma (NQF Level 6) as recognised by SAQA in Food Service Management or relevant field with 1 -2 years' experience. Current registration with the relevant professional council, knowledge and understanding of nursing Code of Ethics and Professional Practice. Communication Interpersonal. Knowledge of food service processes and procedures and other relevant legal framework such as: Health Act, Occupational Health and Safety Act, Patient Rights Charter, Batho principles, Public Service Regulations, Labour Relations Act, Disciplinary Code and Procedure Grievance Procedure etc.

**DUTIES** : Manage food services. Facilitate and monitor implementation of policies and guidelines. Supervise human and physical resources. Ensure healthy and hygienic environment. Compile cycle menus and recipes monitor stock levels, order stores. Manage and maintain safety standards, adapt legislations and capacitate relevant role players. Coach and mentor subordinates. Compile job profiles. Develop work plans. Conduct performance reviews and identify training needs.

**ENQUIRIES** : Mr E Felkers Tel No: 041 585 2323  
For e-Recruitment Technical Support eMail to:  
[RecruitmentHeadOffice@echealth.gov.za](mailto:RecruitmentHeadOffice@echealth.gov.za)

<b><u>POST 36/172</u></b>	:	<b><u>REGISTRY CLERK REF NO: ECHEALTH/RC/STLCH/APL/01/09/2022</u></b>
<b><u>SALARY</u></b>	:	R176 310 - R207 681 per annum (Level 05)
<b><u>CENTRE</u></b>	:	OR Tambo District, St Lucy's Hospital
<b><u>REQUIREMENTS</u></b>	:	Grade 12/ NQF level 4 with no experience. Knowledge of Batho Pele Principles, Public Service Act. Basic knowledge of administration processes. Computer Literacy. Good Communication (Verbal and written) and report writing skills. Interpersonal relationship. One (1) year Public Service Internship programme experience will be given preference.
<b><u>DUTIES</u></b>	:	Provide registry counter services: Attend to clients. Handle telephonic and other enquiries received. Received and register hand delivered mails/ files. Handle incoming and outgoing correspondence: Receive all mail. Sort, register and dispatch mail. Distribute notices on registry issues. Render an effective filing and records management service: Opening and close files according to record classification system. Filing / storage, tracing (electronic/ manually) and retrieval of documents and files. Complete index cards for all files. Operate Office machines in relation to registry functions. Open and maintain franking machine register. Frank Post record money and update register on a daily basis. Undertake spot checks on post to ensure no private post is included. Lock post in postbag for messengers to deliver to Post Office. Open and maintain remittance register. Record all valuable articles as prescribed in the remittance register. Hand delivers and signs over remittances to finance. Send wrong remittances back to sender via registered post and record (Reference number in register). Keep daily record of amount of letters franked. Process documents for archiving and disposal: Electronic scanning of files. Sort and package files for archives and distribution. Compile list of documents to be archived and submit to the supervisor. Keep records for archived documents.
<b><u>ENQUIRIES</u></b>	:	Ms Mayikana Tel No: 047 532 6259 For e-Recruitment Technical Support eMail to: <a href="mailto:RecruitmentHeadOffice@echealth.gov.za">RecruitmentHeadOffice@echealth.gov.za</a>
<b><u>POST 36/173</u></b>	:	<b><u>LOGISTIC SUPPORT CLERK (FLEET MANAGEMENT) REF NO: ECHEALTH/LSC/HO/APL/01/09/2022</u></b>
<b><u>SALARY</u></b>	:	R176 310 - R207 681 per annum (Level 05)
<b><u>CENTRE</u></b>	:	Head Office, Bhisho
<b><u>REQUIREMENTS</u></b>	:	National Senior Certificate/ NQF level 4 with no experience. Sound Knowledge of supply chain Management processes, inventory Management, Public Service Management Act, Treasury Regulations, PPPFA and other relevant prescripts. National Diploma in Management/ Commence and driver's licence will be an added advantage. One (1) year Public service internship programme experience will be given preference.
<b><u>DUTIES</u></b>	:	Overall management and maintenance of GG vehicles. Monitor and exercise control over maintenance and expenditure involved in usage of GG vehicles. Ensure all vehicles are kept in good and roadworthy condition and are serviced on regular basis. Coordinate and compile monthly reports, log sheets and reconciliation of invoices. Monitoring of tracker system and report any discrepancies identified. Responsible for issuing, inspection and receiving of departmental vehicles. Responsible for accidents and repairs of head office vehicles.
<b><u>ENQUIRIES</u></b>	:	Mr S Suka Tel No: 040 608 9573/9532 For e-Recruitment Technical Support eMail to: <a href="mailto:RecruitmentHeadOffice@echealth.gov.za">RecruitmentHeadOffice@echealth.gov.za</a>
<b><u>NOTE</u></b>	:	Applicants must apply for this post by using e-Recruitment system <a href="https://erecruitment.ecotp.gov.za/">https://erecruitment.ecotp.gov.za/</a>
<b><u>POST 36/174</u></b>	:	<b><u>ADMINISTRATION CLERK (PATIENT REGISTRATION &amp; RECORDS) REF NO: ECHEALTH/AC/NMAH/ARP/01/09/2022 (X4 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R176 310 - R207 681 per annum (Level 05)
<b><u>CENTRE</u></b>	:	OR Tambo District, Nelson Mandela Academic Hospital
<b><u>REQUIREMENTS</u></b>	:	National Senior Certificate/ NQF level 4 with no experience. Sound Knowledge of supply chain Management processes, inventory Management, Public Service Management Act, Treasury Regulations, PPPFA and other relevant prescripts. One (1) year Public service internship programme experience will be given preference.

<b><u>DUTIES</u></b>	:	Provide administrative support services: Capture and update data on computer. Generate spreadsheet. Update the system on all data sets. Validate data (for quality purpose) to ensure correctness, completeness and consistency. Compile routine statistical information/reports). Receive, register and track records or documents submitted for further processing in the administration component of the institution. Capture routine transactions on computer such as the transfer of information from manual records to electronic documents. Provide routine and administrative maintenance service: Update and file records. Continuous updating information on computer for reporting purposes. Maintain DHIS database. Retrieve information required.			
<b><u>ENQUIRIES</u></b>	:	Ms Calaza Tel No: 047 502 4469 For e-Recruitment Technical Support eMail to: <a href="mailto:RecruitmentHeadOffice@echealth.gov.za">RecruitmentHeadOffice@echealth.gov.za</a>			
<b><u>POST 36/175</u></b>	:	<b><u>ADMINISTRATION</u></b>	<b><u>CLERK</u></b>	<b><u>(HAST)</u></b>	<b><u>REF NO:</u></b>
		<b><u>ECHEALTH/AC/HO/APL/01/09/2022 (X4 POSTS)</u></b>			
<b><u>SALARY</u></b>	:	R176 310 - R207 681 per annum (Level 05)			
<b><u>CENTRE</u></b>	:	Head Office, Bhisho			
<b><u>REQUIREMENTS</u></b>	:	National Senior Certificate/ NQF level 4 with no experience. Sound Knowledge of supply chain Management processes, inventory Management, Public Service Management Act, Treasury Regulations, PPPFA and other relevant prescripts. One (1) year Public service internship programme experience will be given preference.			
<b><u>DUTIES</u></b>	:	Provide administrative support to the directorate programme managers. Receive and manage incoming and outgoing correspondence, goods received. Record and transcribe minutes during directorate meetings. Deal with external and internal stakeholders. Liaise with national, provincial, districts and sub-districts offices of the department of health and other government departments. Complete necessary documents for procurement and Follow-up on payment of suppliers for goods received and services rendered. Maintain a proper filing system. Required to drive the activation truck awareness campaigns in districts.			
<b><u>ENQUIRIES</u></b>	:	Ms Mctieka Tel No: 040 608 1756/7 For e-Recruitment Technical Support eMail to: <a href="mailto:RecruitmentHeadOffice@echealth.gov.za">RecruitmentHeadOffice@echealth.gov.za</a>			
<b><u>NOTE</u></b>	:	Applicants must apply for this post by using e-Recruitment system <a href="https://erecruitment.ecotp.gov.za/">https://erecruitment.ecotp.gov.za/</a>			
<b><u>POST 36/176</u></b>	:	<b><u>ADMINISTRATION</u></b>	<b><u>CLERK</u></b>	<b><u>REF</u></b>	<b><u>NO:</u></b>
		<b><u>ECHEALTH/AC/HEWUH/APL/01/09/2022</u></b>			
<b><u>SALARY</u></b>	:	R176 310 - R207 681 per annum (Level 05)			
<b><u>CENTRE</u></b>	:	Chris Hani District, Hewu Hospital			
<b><u>REQUIREMENTS</u></b>	:	National Senior Certificate, / NQF level 4 with no experience. Basic knowledge of administrative processes. Computer Literacy. Good communication (verbal and written) and report writing skills. Interpersonal relationship. One (1) year Public service internship programme experience will be given preference.			
<b><u>DUTIES</u></b>	:	Provide administrative support services: Capture and update data on computer. Generate spreadsheet. Update the system on all data sets. Validate data (for quality purpose) to ensure correctness, completeness and consistency. Compile routine statistical information/reports). Receive, register and track records or documents submitted for further processing in the administration component of the institution. Capture routine transactions on computer such as the transfer of information from manual records to electronic documents. Provide routine and administrative maintenance service: Update and file records. Continuous updating information on computer for reporting purposes. Maintain DHIS database. Retrieve information required.			
<b><u>ENQUIRIES</u></b>	:	Mr Mabandla Tel No: 040 841 0133 For e-Recruitment Technical Support eMail to: <a href="mailto:RecruitmentHeadOffice@echealth.gov.za">RecruitmentHeadOffice@echealth.gov.za</a>			
<b><u>POST 36/177</u></b>	:	<b><u>LOGISTIC</u></b>	<b><u>SUPPORT</u></b>	<b><u>CLERK</u></b>	<b><u>REF NO:</u></b>
		<b><u>ECHEALTH/LSC/MTPD/APL/01/09/2022</u></b>			
<b><u>SALARY</u></b>	:	R176 310 - R207 681 per annum (Level 05)			
<b><u>CENTRE</u></b>	:	OR Tambo District, Mthatha Pharmaceutical Depot			

<b><u>REQUIREMENTS</u></b>	:	National Senior Certificate/ NQF level 4 with no experience. Sound Knowledge of supply chain Management processes, inventory Management, Public Service Management Act, Treasury Regulations, PPPFA and other relevant prescripts. One (1) year Public service internship programme experience will be given preference.				
<b><u>DUTIES</u></b>	:	Procurement of all goods and services. Processing of orders. Issuing of stores and reconciliation. Update ledgers and bin cards, capturing of requisitions on LOGIS. Create and print orders on LOGIS system. Saucing of quotation to ensure that they comply with the minimum requirements. Assist end users with the compilation of compliant specifications on the supply chain system. Prepare and Compile quotes. Capturing of awarded contracts on National Treasury Contracts registration application (CRA).				
<b><u>ENQUIRIES</u></b>	:	Mr M Diko Tel No: 047 532 6023 For e-Recruitment Technical Support eMail to: <a href="mailto:RecruitmentHeadOffice@echealth.gov.za">RecruitmentHeadOffice@echealth.gov.za</a>				
<b><u>POST 36/178</u></b>	:	<b><u>LOGISTIC</u></b>	<b><u>SUPPORT</u></b>	<b><u>CLERK</u></b>	<b><u>REF</u></b>	<b><u>NO:</u></b>
		<b><u>ECHEALTH/LSC/CALAH/APL/01/09/2022</u></b>				
<b><u>SALARY</u></b>	:	R176 310 - R207 681 per annum (Level 05)				
<b><u>CENTRE</u></b>	:	Chris Hani District, Cala Hospital				
<b><u>REQUIREMENTS</u></b>	:	Grade 12/ NQF level 4 with no experience. Sound Knowledge of supply chain Management processes, inventory Management, Public Service Management Act, Treasury Regulations, PPPFA and other relevant prescripts. One (1) year Public service internship programme experience will be given preference.				
<b><u>DUTIES</u></b>	:	Procurement of all goods and services. Processing of orders. Issuing of stores and reconciliation. Update ledgers and bin cards, capturing of requisitions on LOGIS. Create and print orders on LOGIS system. Saucing of quotation to ensure that they comply with the minimum requirements. Assist end users with the compilation of compliant specifications on the supply chain system. Prepare and Compile quotes. Capturing of awarded contracts on National Treasury Contracts registration application (CRA).				
<b><u>ENQUIRIES</u></b>	:	Ms Z Sentile Tel No: 047 874 8000 For e-Recruitment Technical Support eMail to: <a href="mailto:RecruitmentHeadOffice@echealth.gov.za">RecruitmentHeadOffice@echealth.gov.za</a>				
<b><u>POST 36/179</u></b>	:	<b><u>LOGISTIC</u></b>	<b><u>SUPPORT</u></b>	<b><u>CLERK</u></b>	<b><u>REF</u></b>	<b><u>NO:</u></b>
		<b><u>ECHEALTH/LSC/ZITUH/APL/01/09/2022</u></b>				
<b><u>SALARY</u></b>	:	R176 310 - R207 681 per annum (Level 05)				
<b><u>CENTRE</u></b>	:	OR Tambo District, Zithulele Hospital				
<b><u>REQUIREMENTS</u></b>	:	Grade 12/ NQF level 4 with no experience. Sound Knowledge of supply chain Management processes, inventory Management, Public Service Management Act, Treasury Regulations, PPPFA and other relevant prescripts. One (1) year Public service internship programme experience will be given preference.				
<b><u>DUTIES</u></b>	:	Procurement of all goods and services. Processing of orders. Issuing of stores and reconciliation. Update ledgers and bin cards, capturing of requisitions on LOGIS. Create and print orders on LOGIS system. Saucing of quotation to ensure that they comply with the minimum requirements. Assist end users with the compilation of compliant specifications on the supply chain system. Prepare and Compile quotes. Capturing of awarded contracts on National Treasury Contracts registration application (CRA).				
<b><u>ENQUIRIES</u></b>	:	Mr K Sobetwa Tel No: 047 573 8936 For e-Recruitment Technical Support eMail to: <a href="mailto:RecruitmentHeadOffice@echealth.gov.za">RecruitmentHeadOffice@echealth.gov.za</a>				
<b><u>POST 36/180</u></b>	:	<b><u>LOGISTIC</u></b>	<b><u>SUPPORT</u></b>	<b><u>CLERK</u></b>	<b><u>REF</u></b>	<b><u>NO:</u></b>
		<b><u>ECHEALTH/LSC/SSGH/APL/01/09/2022</u></b>				
<b><u>SALARY</u></b>	:	R176 310 - R207 681 per annum (Level 05)				
<b><u>CENTRE</u></b>	:	Amathole District, SS Gida Hospital				
<b><u>REQUIREMENTS</u></b>	:	Grade 12/ NQF level 4 with no experience. Sound Knowledge of supply chain Management processes, inventory Management, Public Service Management Act, Treasury Regulations, PPPFA and other relevant prescripts. One (1) year Public service internship programme experience will be given preference.				
<b><u>DUTIES</u></b>	:	Procurement of all goods and services. Processing of orders. Issuing of stores and reconciliation. Update ledgers and bin cards, capturing of requisitions on				

		LOGIS. Create and print orders on LOGIS system. Saucing of quotation to ensure that they comply with the minimum requirements. Assist end users with the compilation of compliant specifications on the supply chain system. Prepare and Compile quotes. Capturing of awarded contracts on National Treasury Contracts registration application (CRA).
<b><u>ENQUIRIES</u></b>	:	Ms N. E Fumanisa Tel No: 040- 658 0043 For e-Recruitment Technical Support eMail to: <a href="mailto:RecruitmentHeadOffice@echealth.gov.za">RecruitmentHeadOffice@echealth.gov.za</a>
<b><u>POST 36/181</u></b>	:	<b><u>LOGISTIC SUPPORT CLERK REF NO: ECHEALTH/LSC/BHISH/APL/01/09/2022</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R176 310 - R207 681 per annum (Level 05) Buffalo City Metro, Bhisho Hospital Grade 12/ NQF level 4 with no experience. Sound Knowledge of supply chain Management processes, inventory Management, Public Service Management Act, Treasury Regulations, PPPFA and other relevant prescripts. One (1) year Public service internship programme experience will be given preference.
<b><u>DUTIES</u></b>	:	Procurement of all goods and services. Processing of orders. Issuing of stores and reconciliation. Update ledgers and bin cards, capturing of requisitions on LOGIS. Create and print orders on LOGIS system. Saucing of quotation to ensure that they comply with the minimum requirements. Assist end users with the compilation of compliant specifications on the supply chain system. Prepare and Compile quotes. Capturing of awarded contracts on National Treasury Contracts registration application (CRA).
<b><u>ENQUIRIES</u></b>	:	Mrs T. Awlyn Tel No: Qegu Tel No 040 635 2950/5 For e-Recruitment Technical Support eMail to: <a href="mailto:RecruitmentHeadOffice@echealth.gov.za">RecruitmentHeadOffice@echealth.gov.za</a>
<b><u>POST 36/182</u></b>	:	<b><u>FINANCE CLERK REF NO: ECHEALTH/FC/FRONTH/ARP/01/09/2022</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R176 310 - R207 681 per annum (Level 05) Chris Hani District, Frontier Regional Hospital National Senior Certificate/ NQF level 4 with no experience. One (1) year Public service internship programme experience will be given preference. Knowledge of Finance and supply chain management procedures and policies, PFMA, PPPFA and national treasury regulations. Computer Literacy, Ability to maintain high level of confidentiality and be able to work under pressure. Good communication skills (written and verbal).
<b><u>DUTIES</u></b>	:	Render financial support services within the institution. Conduct balancing and banking all money received at the end of each day. Keep deposit book, remittance register and other revenue related documents in a locked strong room. Account for the surpluses and shortfalls and keep abreast of financial developments. Ensure that the collection and receipting of revenue in terms of PFMA and Treasury Regulations. Ensure deposit slip bears bank stamp with correct deposit date after depositing money into the bank. Capture revenue receipts as may be required from time to time. Open files for debtor's records, write and send letters of notification of debtors and follow up the cover departmental debts. Capture entities, attend to all queries related to debt including audit queries, capture journals and prepare reconciliation of debtors account.
<b><u>ENQUIRIES</u></b>	:	Ms P Marongo Tel No: 045 808 4272 For e-Recruitment Technical Support eMail to: <a href="mailto:RecruitmentHeadOffice@echealth.gov.za">RecruitmentHeadOffice@echealth.gov.za</a>
<b><u>POST 36/183</u></b>	:	<b><u>FINANCE CLERK REF NO: ECHEALTH/FC/MRH/ARP/01/09/2022</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R176 310 - R207 681 per annum (Level 05) OR Tambo District, Mthatha Regional Hospital National Senior Certificate/ NQF level 4 with no experience. One (1) year Public service internship programme experience will be given preference. Knowledge of Finance and supply chain management procedures and policies, PFMA, PPPFA and national treasury regulations. Computer Literacy, Ability to maintain high level of confidentiality and be able to work under pressure. Good communication skills (written and verbal).
<b><u>DUTIES</u></b>	:	Render financial support services within the institution. Conduct balancing and banking all money received at the end of each day. Keep deposit book,



remittance register and other revenue related documents in a locked strong room. Account for the surpluses and shortfalls and keep abreast of financial developments. Ensure that the collection and receipting of revenue in terms of PFMA and Treasury Regulations. Ensure deposit slip bears bank stamp with correct deposit date after depositing money into the bank. Capture revenue receipts as may be required from time to time. Open files for debtor's records, write and send letters of notification of debtors and follow up the cover departmental debts. Capture entities, attend to all queries related to debt including audit queries, capture journals and prepare reconciliation of debtors account.

**ENQUIRIES** : Ms Mkhosi Tel No: 047 502 4143/4008  
For e-Recruitment Technical Support eMail to:  
[RecruitmentHeadOffice@echealth.gov.za](mailto:RecruitmentHeadOffice@echealth.gov.za)

**POST 36/184** : **FINANCE CLERK REF NO: ECHEALTH/FC/STLCH/ARP/01/09/2022**

**SALARY** : R176 310 - R207 681 per annum (Level 05)  
**CENTRE** : OR Tambo District, St Lucys Hospital  
**REQUIREMENTS** : National Senior Certificate/ NQF level 4 with no experience. One (1) year Public service internship programme experience will be given preference. Knowledge of finance and supply chain management procedures and policies, PFMA, PPPFA and national treasury regulations. Computer Literacy, Ability to maintain high level of confidentiality and be able to work under pressure. Good communication skills (written and verbal).

**DUTIES** : Render financial support services within the institution. Conduct balancing and banking all money received at the end of each day. Keep deposit book, remittance register and other revenue related documents in a locked strong room. Account for the surpluses and shortfalls and keep abreast of financial developments. Ensure that the collection and receipting of revenue in terms of PFMA and Treasury Regulations. Ensure deposit slip bears bank stamp with correct deposit date after depositing money into the bank. Capture revenue receipts as may be required from time to time. Open files for debtor's records, write and send letters of notification of debtors and follow up the cover departmental debts. Capture entities, attend to all queries related to debt including audit queries, capture journals and prepare reconciliation of debtors account.

**ENQUIRIES** : Ms Mayikana Tel No: 047 532 6259  
For e-Recruitment Technical Support eMail to:  
[RecruitmentHeadOffice@echealth.gov.za](mailto:RecruitmentHeadOffice@echealth.gov.za)

**POST 36/185** : **FINANCE CLERK REF NO: ECHEALTH/FC/KOMPH/ARP/01/09/2022**

**SALARY** : R176 310 - R207 681 per annum (Level 05)  
**CENTRE** : Chris Hani District, Komani Psychiatric Hospital  
**REQUIREMENTS** : National Senior Certificate/ NQF level 4 with no experience. One (1) year Public service internship programme experience will be given preference. Knowledge of finance and supply chain management procedures and policies, PFMA, PPPFA and national treasury regulations. Computer Literacy, Ability to maintain high level of confidentiality and be able to work under pressure. Good communication skills (written and verbal).

**DUTIES** : Render financial support services within the institution. Conduct balancing and banking all money received at the end of each day. Keep deposit book, remittance register and other revenue related documents in a locked strong room. Account for the surpluses and shortfalls and keep abreast of financial developments. Ensure that the collection and receipting of revenue in terms of PFMA and Treasury Regulations. Ensure deposit slip bears bank stamp with correct deposit date after depositing money into the bank. Capture revenue receipts as may be required from time to time. Open files for debtor's records, write and send letters of notification of debtors and follow up the cover departmental debts. Capture entities, attend to all queries related to debt including audit queries, capture journals and prepare reconciliation of debtors account.

**ENQUIRIES** : Mrs N Mzola Tel No: 045 858 8400  
For e-Recruitment Technical Support eMail to:  
[RecruitmentHeadOffice@echealth.gov.za](mailto:RecruitmentHeadOffice@echealth.gov.za)

**POST 36/186** : **HUMAN RESOURCE CLERK REF NO:**  
**ECHEALTH/HRC/VICH/APL/01/09/2022**

**SALARY CENTRE REQUIREMENTS** : R176 310 - R207 681 per annum (Level 05)  
: Amathole District, Victoria Hospital  
: National Senior Certificate/ NQF level 4 with no experience. Knowledge of PERSAL system will be an added advantage. Knowledge and understanding of Batho-Pele Principles. Computer literacy. Knowledge of procedures relating to specific working environment including norms and standards. Knowledge of HR policies, procedures and prescripts. One (1) year Public service internship programme experience will be given preference.

**DUTIES** : Render all PERSAL services including remuneration services. Provide recruitment, selection and appointment services. Prepare and process service benefits. Deal with termination of services and leave management. Ensure correct placement of staff and updating of establishment of PERSAL. Provide HR Management information system/PERSAL. Make logistic arrangements for interviews for candidates. Co-ordinate PMDS.

**ENQUIRIES** : Ms B Mbekeni Tel No: 040 653 1141  
For e-Recruitment Technical Support eMail to:  
[RecruitmentHeadOffice@echealth.gov.za](mailto:RecruitmentHeadOffice@echealth.gov.za)

**POST 36/187** : **HUMAN RESOURCE CLERK REF NO:**  
**ECHEALTH/HRC/NMAH/ARP/01/09/2022 (X2 POSTS)**

**SALARY CENTRE REQUIREMENTS** : R176 310 - R207 681 per annum (Level 05)  
: OR Tambo District, Nelson Mandela Academic Hospital  
: National Senior Certificate/ NQF level 4 with no experience. Knowledge of PERSAL system will be an added advantage. Knowledge and understanding of Batho-Pele Principles. Computer literacy. Knowledge of procedures relating to specific working environment including norms and standards. Knowledge of HR policies, procedures and prescripts. One (1) year Public service internship programme experience will be given preference.

**DUTIES** : Render all PERSAL services including remuneration services. Provide recruitment, selection and appointment services. Prepare and process service benefits. Deal with termination of services and leave management. Ensure correct placement of staff and updating of establishment of PERSAL. Provide HR Management information system/PERSAL. Make logistic arrangements for interviews for candidates. Co-ordinate PMDS.

**ENQUIRIES** : Ms B Mbekeni Tel No: 040 653 1141  
For e-Recruitment Technical Support eMail to:  
[RecruitmentHeadOffice@echealth.gov.za](mailto:RecruitmentHeadOffice@echealth.gov.za)

**POST 36/188** : **HUMAN RESOURCE CLERK REF NO:**  
**ECHEALTH/HRC/ANDO/APL/01/09/2022 (X2 POSTS)**

**SALARY CENTRE REQUIREMENTS** : R176 310 - R207 681 per annum (Level 05)  
: Alfred Nzo District Office  
: National Senior Certificate/ NQF level 4 with no experience. Knowledge of PERSAL system will be an added advantage. Knowledge and understanding of Batho-Pele Principles. Computer literacy. Knowledge of procedures relating to specific working environment including norms and standards. Knowledge of HR policies, procedures and prescripts. One (1) year Public service internship programme experience will be given preference.

**DUTIES** : Render all PERSAL services including remuneration services. Provide recruitment, selection and appointment services. Prepare and process service benefits. Deal with termination of services and leave management. Ensure correct placement of staff and updating of establishment of PERSAL. Provide HR Management information system/PERSAL. Make logistic arrangements for interviews for candidates. Co-ordinate PMDS.

**ENQUIRIES** : Mr Praim Tel No: 039 797 6070  
For e-Recruitment Technical Support eMail to:  
[RecruitmentHeadOffice@echealth.gov.za](mailto:RecruitmentHeadOffice@echealth.gov.za)

**POST 36/189** : **HUMAN RESOURCE CLERK REF NO:**  
**ECHEALTH/HRC/ORTDO/APL/01/09/2022**

**SALARY** : R176 310 - R207 681 per annum (Level 05)





		procedures relating to specific working environment including norms and standards. Knowledge of HR policies, procedures and prescripts. One (1) year Public service internship programme experience will be given preference.
<b><u>DUTIES</u></b>	:	Render all PERSAL services including remuneration services. Provide recruitment, selection and appointment services. Prepare and process service benefits. Deal with termination of services and leave management. Ensure correct placement of staff and updating of establishment of PERSAL. Provide HR Management information system/PERSAL. Make logistic arrangements for interviews for candidates. Co-ordinate PMDS.
<b><u>ENQUIRIES</u></b>	:	Ms N Ralushe Tel No: 047 878 2800 For e-Recruitment Technical Support eMail to: <a href="mailto:RecruitmentHeadOffice@echealth.gov.za">RecruitmentHeadOffice@echealth.gov.za</a>
<b><u>POST 36/193</u></b>	:	<b><u>ADMINISTRATION CLERK (PATIENT REGISTRATION &amp; ADMIN) REF NO: ECHEALTH/AC/NMAH/ARP/01/09/2022</u></b>
<b><u>SALARY</u></b>	:	R176 310 - R207 681 per annum (Level 05)
<b><u>CENTRE</u></b>	:	OR Tambo District, Nelson Mandela Academic Hospital
<b><u>REQUIREMENTS</u></b>	:	National Senior Certificate, / NQF level 4 with no experience. Basic knowledge of administrative processes. Computer Literacy. Good communication (verbal and written) and report writing skills. Interpersonal relationship. One (1) year Public service internship programme experience will be given preference.
<b><u>DUTIES</u></b>	:	Provide hospital administrative support services: Capture and update data on computer. Draft routine correspondence (type documents). Do patient registration on entry points. Compile patient folders that contain the relevant documentation. Maintain files need and complete. Recording and reconciling the patient census whilst accounting for admissions, discharge and transfers. Capturing data-registers, statistics and summaries. Filling of correspondence and tracing of files. Archiving files according to the correct category and place. Continuous quality assurance improvement of the administration service. Implement all administration related legislation, policies, procedures and process maps. Compile routine administrative work statistics. Provide routine and administrative maintenance service: Update and file records. Continuous updating of information on computer for reporting purposes.
<b><u>ENQUIRIES</u></b>	:	Ms Calaza Tel No: 047 502 4469 For e-Recruitment Technical Support eMail to: <a href="mailto:RecruitmentHeadOffice@echealth.gov.za">RecruitmentHeadOffice@echealth.gov.za</a>
<b><u>POST 36/194</u></b>	:	<b><u>ADMINISTRATION CLERK REF NO: ECHEALTH/AC/BHISH/APL/01/08/2022 (X2 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R176 310 - R207 681 per annum (Level 05)
<b><u>CENTRE</u></b>	:	Buffalo City Metro District, Bhisho Hospital
<b><u>REQUIREMENTS</u></b>	:	National Senior Certificate, / NQF level 4 with no experience. Basic knowledge of administrative processes. Computer Literacy. Good communication (verbal and written) and report writing skills. Interpersonal relationship. One (1) year Public service internship programme experience will be given preference.
<b><u>DUTIES</u></b>	:	Provide administrative support services: Capture and update data on computer. Generate spreadsheet. Update the system on all data sets. Validate data (for quality purpose) to ensure correctness, completeness and consistency. Compile routine statistical information/reports). Receive, register and track records or documents submitted for further processing in the administration component of the institution. Capture routine transactions on computer such as the transfer of information from manual records to electronic documents. Provide routine and administrative maintenance service: Update and file records. Continuous updating information on computer for reporting purposes. Maintain DHIS database. Retrieve information required.
<b><u>ENQUIRIES</u></b>	:	Mrs T. Alwyn-Qegu Tel No: 040 6352 950 For e-Recruitment Technical Support eMail to: <a href="mailto:RecruitmentHeadOffice@echealth.gov.za">RecruitmentHeadOffice@echealth.gov.za</a>
<b><u>POST 36/195</u></b>	:	<b><u>ADMINISTRATION CLERK (X8 POSTS)</u></b> Re-advertisement. Applicants who have applied before are encouraged to apply again.
<b><u>SALARY</u></b>	:	R176 310 - R207 681 per annum (Level 05)

<b><u>CENTRE</u></b>	:	<p>Nyandeni Sub District, Tombo CHC Ref No: ECHEALTH/AC/TOMCHC-ARP/01/09/2022 (X1 Post)</p> <p>Ntibane Clinic Ref No: ECHEALTH/AC/NTIBC-ARP/01/09/2022 (X1 Post)</p> <p>Mtakatye Clinic Ref No: ECHEALTH/AC/MTAKC-ARP/01/09/2022 (X1 Post)</p> <p>Mantusini Clinic Ref No: ECHEALTH/AC/MANTU-ARP/01/09/2022 (X1 Post)</p> <p>Mangcwanguleni Clinic Ref No: ECHEALTH/AC/MANGCC-ARP/01/09/2022 (X1 Post)</p> <p>Ludalasi Clinic Ref No: ECHEALTH/AC/LUDALC-ARP/01/09/2022 (X1 Post)</p> <p>St Barnabas Gateway Clinic Ref No: ECHEALTH/AC/STBGC-ARP/01/09/2022 (X1 Post)</p> <p>Qandu Clinic Ref No: ECHEALTH/AC/QANDC-ARP/01/09/2022 (X1 Post)</p>
<b><u>REQUIREMENTS</u></b>	:	National Senior Certificate, / NQF level 4 with no experience. Basic knowledge of administrative processes. Computer Literacy. Good communication (verbal and written) and report writing skills. Interpersonal relationship. One (1) year Public service internship programme experience will be given preference.
<b><u>DUTIES</u></b>	:	Provide administrative support services: Capture and update data on computer. Generate spreadsheet. Update the system on all data sets. Validate data (for quality purpose) to ensure correctness, completeness and consistency. Compile routine statistical information/reports). Receive, register and track records or documents submitted for further processing in the administration component of the institution. Capture routine transactions on computer such as the transfer of information from manual records to electronic documents. Provide routine and administrative maintenance service: Update and file records. Continuous updating information on computer for reporting purposes. Maintain DHIS database. Retrieve information required.
<b><u>ENQUIRIES</u></b>	:	<p>Mr L Pokolo Tel No: 047 555 0151</p> <p>For e-Recruitment Technical Support eMail to: <a href="mailto:RecruitmentHeadOffice@echealth.gov.za">RecruitmentHeadOffice@echealth.gov.za</a></p>
<b><u>POST 36/196</u></b>	:	<p><b><u>ADMINISTRATION CLERK (X7 POSTS)</u></b></p> <p>Re-advertisement. Applicants who have applied before are encouraged to apply again.</p>
<b><u>SALARY CENTRE</u></b>	:	R176 310 - R207 681 per annum (Level 05)
	:	<p>Mhlontlo Sub District, Caba Clinic Ref No: ECHEALTH/AC/CABAC-ARP/01/09/2022 (X1 Post)</p> <p>Ntotywe Clinic Ref No: ECHEALTH/AC/NXOTYC-ARP/01/09/2022 (X1 Post)</p> <p>Mbalisweni Clinic Ref No: ECHEALTH/AC/MBALISC-ARP/01/09/2022 (X1 Post)</p> <p>Tina Falls Clinic Ref No: ECHEALTH/AC/TINAF-ARP/01/09/2022 (X1 Post)</p> <p>Tsilitwa Clinic Ref No: ECHEALTH/AC/TSILITWC-ARP/01/09/2022 (X1 Post)</p> <p>Ngcwemnyama Clinic Ref No: ECHEALTH/AC/NGWEMC-ARP/01/09/2022 (X1 Post)</p> <p>Mdyobe Clinic Ref No: ECHEALTH/AC/MDYOBC-ARP/01/09/2022 (X1 Post)</p>
<b><u>REQUIREMENTS</u></b>	:	National Senior Certificate, / NQF level 4 with no experience. Basic knowledge of administrative processes. Computer Literacy. Good communication (verbal and written) and report writing skills. Interpersonal relationship. One (1) year Public service internship programme experience will be given preference.
<b><u>DUTIES</u></b>	:	Provide administrative support services: Capture and update data on computer. Generate spreadsheet. Update the system on all data sets. Validate data (for quality purpose) to ensure correctness, completeness and consistency. Compile routine statistical information/reports). Receive, register and track records or documents submitted for further processing in the administration component of the institution. Capture routine transactions on computer such as the transfer of information from manual records to electronic documents. Provide routine and administrative maintenance service: Update and file records. Continuous updating information on computer for reporting purposes. Maintain DHIS database. Retrieve information required.
<b><u>ENQUIRIES</u></b>	:	<p>Ms Ntlabi Tel No: 047 553 0585</p> <p>For e-Recruitment Technical Support eMail to: <a href="mailto:RecruitmentHeadOffice@echealth.gov.za">RecruitmentHeadOffice@echealth.gov.za</a></p>
<b><u>POST 36/197</u></b>	:	<p><b><u>ADMINISTRATION CLERK (X12 POSTS)</u></b></p> <p>Re-advertisement. Applicants who have applied before are encouraged to apply again.</p>
<b><u>SALARY</u></b>	:	R176 310 - R207 681 per annum (Level 05)

<b><u>CENTRE</u></b>	:	<p>Elundini Sub District, Bethania Clinic Ref No: ECHEALTH/AC/BETHAC-ARP/01/09/2022 (X1 Post)</p> <p>Hlangalane Clinic Ref No: ECHEALTH/AC/HLANGAC-ARP/01/09/2022 (X1 Post)</p> <p>Katkop Clinic Ref No: ECHEALTH/AC/KATC-ARP/01/09/2022 (X1 Post)</p> <p>Mangoloaneng Clinic Ref No: ECHEALTH/AC/MANGOC-ARP/01/09/2022 (X1 Post)</p> <p>Ncembu Clinic Ref No: ECHEALTH/AC/NCEMC-ARP/01/09/2022 (X1 Post)</p> <p>Seqhobong Clinic Ref No: ECHEALTH/AC/SEQHOC-ARP/01/09/2022 (X1 Post)</p> <p>Sonwabile Clinic Ref No: ECHEALTH/AC/SONWC-ARP/01/09/2022 (X1 Post)</p> <p>ST Augustines Clinic Ref No: ECHEALTH/AC/STAUGC-ARP/01/09/2022 (X1 Post)</p> <p>Taylor Bequest Gateway Clinic Ref No: ECHEALTH/AC/TAYBGC-ARP/01/09/2022 (X1 Post)</p> <p>Ugie Clinic Ref No: ECHEALTH/AC/UGIEC-ARP/01/09/2022 (X1 Post)</p> <p>Umnga Flats Clinic Ref No: ECHEALTH/AC/UMGFC-ARP/01/09/2022 (X1 Post)</p> <p>Hlankomo Clinic Ref No: ECHEALTH/AC/HLAKC-ARP/01/09/2022 (X1 Post)</p>
<b><u>REQUIREMENTS</u></b>	:	<p>National Senior Certificate, / NQF level 4 with no experience. Basic knowledge of administrative processes. Computer Literacy. Good communication (verbal and written) and report writing skills. Interpersonal relationship. One (1) year Public service internship programme experience will be given preference.</p>
<b><u>DUTIES</u></b>	:	<p>Provide administrative support services: Capture and update data on computer. Generate spreadsheet. Update the system on all data sets. Validate data (for quality purpose) to ensure correctness, completeness and consistency. Compile routine statistical information/reports). Receive, register and track records or documents submitted for further processing in the administration component of the institution. Capture routine transactions on computer such as the transfer of information from manual records to electronic documents. Provide routine and administrative maintenance service: Update and file records. Continuous updating information on computer for reporting purposes. Maintain DHIS database. Retrieve information required.</p>
<b><u>ENQUIRIES</u></b>	:	<p>Ms Du Plessis Tel No: 039 257 2400</p> <p>For e-Recruitment Technical Support eMail to: <a href="mailto:RecruitmentHeadOffice@echealth.gov.za">RecruitmentHeadOffice@echealth.gov.za</a></p>
<b><u>POST 36/198</u></b>	:	<p><b><u>ADMINISTRATION CLERK (X3 POSTS)</u></b></p> <p>Re-advertisement. Applicants who have applied before are encouraged to apply again</p>
<b><u>SALARY CENTRE</u></b>	:	<p>R176 310 - R207 681 per annum (Level 05)</p>
	:	<p>Maletswai Sub District, Burgersdorp Town Clinic Ref No: ECHEALTH/AC/BURGTC-ARP/01/09/2022 (X1 Post)</p> <p>Eureka Clinic Ref No: ECHEALTH/AC/EURKC-ARP/01/09/2022 (X1 Post)</p> <p>Mzamomhle Clinic Ref No: ECHEALTH/AC/MZAMOC-ARP/01/09/2022 (X1 Post)</p>
<b><u>REQUIREMENTS</u></b>	:	<p>National Senior Certificate, / NQF level 4 with no experience. Basic knowledge of administrative processes. Computer Literacy. Good communication (verbal and written) and report writing skills. Interpersonal relationship. One (1) year Public service internship programme experience will be given preference.</p>
<b><u>DUTIES</u></b>	:	<p>Provide administrative support services: Capture and update data on computer. Generate spreadsheet. Update the system on all data sets. Validate data (for quality purpose) to ensure correctness, completeness and consistency. Compile routine statistical information/reports). Receive, register and track records or documents submitted for further processing in the administration component of the institution. Capture routine transactions on computer such as the transfer of information from manual records to electronic documents. Provide routine and administrative maintenance service: Update and file records. Continuous updating information on computer for reporting purposes. Maintain DHIS database. Retrieve information required.</p>
<b><u>ENQUIRIES</u></b>	:	<p>Mr JS Nzinde Tel No: 051 633 9617</p> <p>For e-Recruitment Technical Support eMail to: <a href="mailto:RecruitmentHeadOffice@echealth.gov.za">RecruitmentHeadOffice@echealth.gov.za</a></p>

<b><u>POST 36/199</u></b>	:	<b><u>ADMINISTRATION</u></b>	<b><u>CLERK</u></b>	<b><u>REF</u></b>	<b><u>NO:</u></b>
		<b><u>ECHEALTH/AC/MACLH/ARP/01/09/2022</u></b>			
		Re-advertisement. Applicants who have applied before are encouraged to apply again.			
<b><u>SALARY</u></b>	:	R176 310 - R207 681 per annum (Level 05)			
<b><u>CENTRE</u></b>	:	Joe Gqabi District, Maclear Hospital			
<b><u>REQUIREMENTS</u></b>	:	National Senior Certificate, / NQF level 4 with no experience. Basic knowledge of administrative processes. Computer Literacy. Good communication (verbal and written) and report writing skills. Interpersonal relationship. One (1) year Public service internship programme experience will be given preference.			
<b><u>DUTIES</u></b>	:	Provide administrative support services: Capture and update data on computer. Generate spreadsheet. Update the system on all data sets. Validate data (for quality purpose) to ensure correctness, completeness and consistency. Compile routine statistical information/reports). Receive, register and track records or documents submitted for further processing in the administration component of the institution. Capture routine transactions on computer such as the transfer of information from manual records to electronic documents. Provide routine and administrative maintenance service: Update and file records. Continuous updating information on computer for reporting purposes. Maintain DHIS database. Retrieve information required.			
<b><u>ENQUIRIES</u></b>	:	Ms N Zuza Tel No: 045 932 1028			
		For	e-Recruitment	Technical	Support eMail to:
		<a href="mailto:RecruitmentHeadOffice@echealth.gov.za">RecruitmentHeadOffice@echealth.gov.za</a>			
<b><u>POST 36/200</u></b>	:	<b><u>ADMINISTRATION</u></b>	<b><u>CLERK</u></b>	<b><u>REF</u></b>	<b><u>NO:</u></b>
		<b><u>ECHEALTH/AC/ALINH/ARP/01/09/2022</u></b>			
		Re-advertisement. Applicants who have applied before are encouraged to apply again.			
<b><u>SALARY</u></b>	:	R176 310 - R207 681 per annum (Level 05)			
<b><u>CENTRE</u></b>	:	Joe Gqabi District, Aliwal North Hospital			
<b><u>REQUIREMENTS</u></b>	:	National Senior Certificate, / NQF level 4 with no experience. Basic knowledge of administrative processes. Computer Literacy. Good communication (verbal and written) and report writing skills. Interpersonal relationship. One (1) year Public service internship programme experience will be given preference.			
<b><u>DUTIES</u></b>	:	Provide administrative support services: Capture and update data on computer. Generate spreadsheet. Update the system on all data sets. Validate data (for quality purpose) to ensure correctness, completeness and consistency. Compile routine statistical information/reports). Receive, register and track records or documents submitted for further processing in the administration component of the institution. Capture routine transactions on computer such as the transfer of information from manual records to electronic documents. Provide routine and administrative maintenance service: Update and file records. Continuous updating information on computer for reporting purposes. Maintain DHIS database. Retrieve information required.			
<b><u>ENQUIRIES</u></b>	:	Ms Fourie Tel No: 051 633 7700			
		For	e-Recruitment	Technical	Support eMail to:
		<a href="mailto:RecruitmentHeadOffice@echealth.gov.za">RecruitmentHeadOffice@echealth.gov.za</a>			
<b><u>POST 36/201</u></b>	:	<b><u>ADMINISTRATION</u></b>	<b><u>CLERK</u></b>	<b><u>REF</u></b>	<b><u>NO:</u></b>
		<b><u>ECHEALTH/AC/JAMESH/ARP/01/09/2022</u></b>			
		Re-advertisement. Applicants who have applied before are encouraged to apply again.			
<b><u>SALARY</u></b>	:	R176 310 - R207 681 per annum (Level 05)			
<b><u>CENTRE</u></b>	:	Joe Gqabi District, Jamestown Hospital			
<b><u>REQUIREMENTS</u></b>	:	National Senior Certificate, / NQF level 4 with no experience. Basic knowledge of administrative processes. Computer Literacy. Good communication (verbal and written) and report writing skills. Interpersonal relationship. One (1) year Public service internship programme experience will be given preference.			
<b><u>DUTIES</u></b>	:	Provide administrative support services: Capture and update data on computer. Generate spreadsheet. Update the system on all data sets. Validate data (for quality purpose) to ensure correctness, completeness and consistency. Compile routine statistical information/reports). Receive, register and track records or documents submitted for further processing in the administration component of the institution. Capture routine transactions on			

		computer such as the transfer of information from manual records to electronic documents. Provide routine and administrative maintenance service: Update and file records. Continuous updating information on computer for reporting purposes. Maintain DHIS database. Retrieve information required.
<b><u>ENQUIRIES</u></b>	:	Mr JS Nzinde Tel No: 051 633 9617 For e-Recruitment Technical Support eMail to: <a href="mailto:RecruitmentHeadOffice@echealth.gov.za">RecruitmentHeadOffice@echealth.gov.za</a>
<b><u>POST 36/202</u></b>	:	<b><u>ADMINISTRATION CLERK (X9 POSTS)</u></b> Re-advertisement. Applicants who have applied before are encouraged to apply again
<b><u>SALARY CENTRE</u></b>	:	R176 310 - R207 681 per annum (Level 05)
	:	Senqu Sub District, Bensonvale Clinic Ref No: ECHEALTH/AC/BENSVC/ARP/01/09/2022 (X1 Post)
	:	Sonwanbo Zandile Clinic Ref No: ECHEALTH/AC/SOZAC/ARP/01/09/2022 (X1 Post)
	:	Eslindini Clinic Ref No: ECHEALTH/AC/ESLIC/ARP/01/09/2022 (X1 Post)
	:	Herschel Clinic Ref No: ECHEALTH/AC/HERC/ARP/01/09/2022 (X1 Post)
	:	Hillside Clinic Ref No: ECHEALTH/AC/HILLSC/ARP/01/09/2022 (1 Post)
	:	Macacuma Clinic Ref No: ECHEALTH/AC/MACACARP/01/09/2022 (X1 Post)
	:	Masibulele Clinic Ref No: ECHEALTH/AC/MASIC/ARP/01/09/2022 (X1 Post)
	:	Ndofela Clinic Ref No: ECHEALTH/AC/NDOFCH/ARP/01/09/2022 (X1 Post)
	:	Robert Mjobo Clinic Ref No: ECHEALTH/AC/RMC/ARP/01/09/2022 (X1 Post)
<b><u>REQUIREMENTS</u></b>	:	National Senior Certificate, / NQF level 4 with no experience. Basic knowledge of administrative processes. Computer Literacy. Good communication (verbal and written) and report writing skills. Interpersonal relationship. One (1) year Public service internship programme experience will be given preference.
<b><u>DUTIES</u></b>	:	Provide administrative support services: Capture and update data on computer. Generate spreadsheet. Update the system on all data sets. Validate data (for quality purpose) to ensure correctness, completeness and consistency. Compile routine statistical information/reports). Receive, register and track records or documents submitted for further processing in the administration component of the institution. Capture routine transactions on computer such as the transfer of information from manual records to electronic documents. Provide routine and administrative maintenance service: Update and file records. Continuous updating information on computer for reporting purposes. Maintain DHIS database. Retrieve information required.
<b><u>ENQUIRIES</u></b>	:	Mr L Solomane Tel No: 051 633 9617 For e-Recruitment Technical Support eMail to: <a href="mailto:RecruitmentHeadOffice@echealth.gov.za">RecruitmentHeadOffice@echealth.gov.za</a>
<b><u>POST 36/203</u></b>	:	<b><u>ADMINISTRATION CLERK REF NO:</u></b> <b><u>ECHEALTH/AC/LADYGH/ARP/01/09/2022</u></b> Re-advertisement. Applicants who have applied before are encouraged to apply again.
<b><u>SALARY CENTRE</u></b>	:	R176 310 - R207 681 per annum (Level 05)
<b><u>REQUIREMENTS</u></b>	:	Joe Gqabi District, Lady Grey Hospital
	:	National Senior Certificate, / NQF level 4 with no experience. Basic knowledge of administrative processes. Computer Literacy. Good communication (verbal and written) and report writing skills. Interpersonal relationship. One (1) year Public service internship programme experience will be given preference.
<b><u>DUTIES</u></b>	:	Provide administrative support services: Capture and update data on computer. Generate spreadsheet. Update the system on all data sets. Validate data (for quality purpose) to ensure correctness, completeness and consistency. Compile routine statistical information/reports). Receive, register and track records or documents submitted for further processing in the administration component of the institution. Capture routine transactions on computer such as the transfer of information from manual records to electronic documents. Provide routine and administrative maintenance service: Update and file records. Continuous updating information on computer for reporting purposes. Maintain DHIS database. Retrieve information required.
<b><u>ENQUIRIES</u></b>	:	Ms N Skisazana Tel No: 051 603 0093/0115 For e-Recruitment Technical Support eMail to: <a href="mailto:RecruitmentHeadOffice@echealth.gov.za">RecruitmentHeadOffice@echealth.gov.za</a>



<b><u>POST 36/204</u></b>	:	<b><u>ADMINISTRATION</u></b>	<b><u>CLERK</u></b>	<b><u>REF</u></b>	<b><u>NO:</u></b>
		<b><u>ECHEALTH/AC/UMLAMH/ARP/01/09/2022</u></b>			
		Re-advertisement. Applicants who have applied before are encouraged to apply again.			
<b><u>SALARY</u></b>	:	R176 310 - R207 681 per annum (Level 05)			
<b><u>CENTRE</u></b>	:	Joe Gqabi District, Umlamli Hospital			
<b><u>REQUIREMENTS</u></b>	:	National Senior Certificate, / NQF level 4 with no experience. Basic knowledge of administrative processes. Computer Literacy. Good communication (verbal and written) and report writing skills. Interpersonal relationship. One (1) year Public service internship programme experience will be given preference.			
<b><u>DUTIES</u></b>	:	Provide administrative support services: Capture and update data on computer. Generate spreadsheet. Update the system on all data sets. Validate data (for quality purpose) to ensure correctness, completeness and consistency. Compile routine statistical information/reports). Receive, register and track records or documents submitted for further processing in the administration component of the institution. Capture routine transactions on computer such as the transfer of information from manual records to electronic documents. Provide routine and administrative maintenance service: Update and file records. Continuous updating information on computer for reporting purposes. Maintain DHIS database. Retrieve information required.			
<b><u>ENQUIRIES</u></b>	:	Ms Mpithimpithi Tel No: 051 611 0079/90. For e-Recruitment Technical Support eMail to: <a href="mailto:RecruitmentHeadOffice@echealth.gov.za">RecruitmentHeadOffice@echealth.gov.za</a>			
<b><u>POST 36/205</u></b>	:	<b><u>ADMINISTRATION</u></b>	<b><u>CLERK (PATIENT REGISTRATION)</u></b>	<b><u>REF</u></b>	<b><u>NO:</u></b>
		<b><u>ECHEALTH/AC/MRH/ARP/01/09/2022</u></b>			
<b><u>SALARY</u></b>	:	R176 310 - R207 681 per annum (Level 05)			
<b><u>CENTRE</u></b>	:	OR Tambo District, Mthatha Regional Hospital			
<b><u>REQUIREMENTS</u></b>	:	National Senior Certificate, / NQF level 4 with no experience. Basic knowledge of administrative processes. Computer Literacy. Good communication (verbal and written) and report writing skills. Interpersonal relationship. One (1) year Public service internship programme experience will be given preference.			
<b><u>DUTIES</u></b>	:	Provide hospital administrative support services: Capture and update data on computer. Draft routine correspondence (type documents). Do patient registration on entry points. Compile patient folders that contain the relevant documentation. Maintain files need and complete. Recording and reconciling the patient census whilst accounting for admissions, discharge and transfers. Capturing data-registers, statistics and summaries. Filling of correspondence and tracing of files. Archiving files according to the correct category and place. Continuous quality assurance improvement of the administration service. Implement all administration related legislation, policies, procedures and process maps. Compile routine administrative work statistics. Provide routine and administrative maintenance service: Update and file records. Continuous updating of information on computer for reporting purposes.			
<b><u>ENQUIRIES</u></b>	:	Ms Mkhosi Tel No: 047 502 4143/4008. For e-Recruitment Technical Support eMail to: <a href="mailto:RecruitmentHeadOffice@echealth.gov.za">RecruitmentHeadOffice@echealth.gov.za</a>			
<b><u>POST 36/206</u></b>	:	<b><u>FINANCE</u></b>	<b><u>CLERK (REVENUE)</u></b>	<b><u>REF</u></b>	<b><u>NO:</u></b>
		<b><u>ECHEALTH/FC/NMAH/ARP/01/09/2022</u></b>			
<b><u>SALARY</u></b>	:	R176 310 - R207 681 per annum (Level 05)			
<b><u>CENTRE</u></b>	:	OR Tambo District, Nelson Mandela Academic Hospital			
<b><u>REQUIREMENTS</u></b>	:	National Senior Certificate/ NQF level 4 with no experience. One (1) year Public service internship programme experience will be given preference. Knowledge of supply chain management procedures and policies, PFMA, PPPFA and national treasury regulations. Computer Literacy, Ability to maintain high level of confidentiality and be able to work under pressure. Good communication skills (written and verbal).			
<b><u>DUTIES</u></b>	:	Render financial support services within the institution. Conduct balancing and banking all money received at the end of each day. Keep deposit book, remittance register and other revenue related documents in a locked strong room. Account for the surpluses and shortfalls and keep abreast of financial developments. Ensure that the collection and receipting of revenue in terms of PFMA and Treasury Regulations. Ensure deposit slip bears bank stamp with			

correct deposit date after depositing money into the bank. Capture revenue receipts as may be required from time to time. Open files for debtor's records, write and send letters of notification of debtors and follow up the cover departmental debts. Capture entities, attend to all queries related to debt including audit queries, capture journals and prepare reconciliation of debtors account.

**ENQUIRIES** : Ms Calaza Tel No: 047 502 4469  
For e-Recruitment Technical Support eMail to:  
[RecruitmentHeadOffice@echealth.gov.za](mailto:RecruitmentHeadOffice@echealth.gov.za)

**POST 36/207** : **WARD CLERK REF NO: ECHEALTH/WC/ISLIMH/APL/01/09/2022**

**SALARY** : R176 310 - R207 681 per annum (Level 05)  
**CENTRE** : OR Tambo District, Isilimela Hospital  
**REQUIREMENTS** : National Senior Certificate, / NQF level 4 with no experience. Previous administration in a hospital environment will serve as an added advantage. Basic knowledge of administration processes, Batho Pele principle and Patients Right Charter A good understanding of general administration. Understanding of confidentiality. Client Orient and customer focus. Written and verbal communication. Report writing skills and time management. Computer literacy in MS Office suit especial Word & Excel. One (1) year Public service internship programme experience will be given preference.

**DUTIES** : Provide ward administration services: Compile patient folders that contain the relevant documentation. Record and reconcile the midnight patient census. Account for admissions, discharges and transfers. Keep notice boards neat, relevant and current. Capture statistical data. Monitor ward stock levels: Order and receive ward supplies – stationery, surgical supplies, etc. Replace ward stock condemned. Record movement of ward stock and supplies. Maintain documents / files: Keep files neat and complete. File correspondence. Trace movement of files. Put files into archives according to the correct category and place. Perform routine clerical duties: Make photo copies. Compile duty rosters and submit to Human Resource. Make transport arrangements for transfer of patients. Take ward telephone calls.

**ENQUIRIES** : Ms N Gwiji Tel No: 047 564 2805/2/3  
For e-Recruitment Technical Support eMail to:  
[RecruitmentHeadOffice@echealth.gov.za](mailto:RecruitmentHeadOffice@echealth.gov.za)

**POST 36/208** : **WARD CLERK REF NO: ECHEALTH/WC/COFIH/APL/01/09/2022**

**SALARY** : R176 310 - R207 681 per annum (Level 05)  
**CENTRE** : Chris Hani District, Cofimvaba Hospital  
**REQUIREMENTS** : National Senior Certificate, / NQF level 4 with no experience. Previous administration in a hospital environment will serve as an added advantage. Basic knowledge of administration processes, Batho Pele principle and Patients Right Charter A good understanding of general administration. Understanding of confidentiality. Client Orient and customer focus. Written and verbal communication. Report writing skills and time management. Computer literacy in MS Office suit especial Word & Excel. One (1) year Public service internship programme experience will be given preference.

**DUTIES** : Provide ward administration services: Compile patient folders that contain the relevant documentation. Record and reconcile the midnight patient census. Account for admissions, discharges and transfers. Keep notice boards neat, relevant and current. Capture statistical data. Monitor ward stock levels: Order and receive ward supplies – stationery, surgical supplies, etc. Replace ward stock condemned. Record movement of ward stock and supplies. Maintain documents / files: Keep files neat and complete. File correspondence. Trace movement of files. Put files into archives according to the correct category and place. Perform routine clerical duties: Make photo copies. Compile duty rosters and submit to Human Resource. Make transport arrangements for transfer of patients. Take ward telephone calls.

**ENQUIRIES** : Ms A Mbana Tel No: 047 874 0111  
For e-Recruitment Technical Support eMail to:  
[RecruitmentHeadOffice@echealth.gov.za](mailto:RecruitmentHeadOffice@echealth.gov.za)

**POST 36/209** : **WARD CLERK REF NO: ECHEALTH/WC/TAYBH/APL/01/09/2022**

**SALARY** : R176 310 - R207 681 per annum (Level 05)

<b><u>CENTRE REQUIREMENTS</u></b>	:	Joe Gqabi District, Taylor Bequest Hospital (Mt Fletcher)
	:	National Senior Certificate, / NQF level 4 with no experience. Previous administration in a hospital environment will serve as an added advantage. Basic knowledge of administration processes, Batho Pele principle and Patients Right Charter A good understanding of general administration. Understanding of confidentiality. Client Orient and customer focus. Written and verbal communication. Report writing skills and time management. Computer literacy in MS Office suit especial Word & Excel. One (1) year Public service internship programme experience will be given preference.
<b><u>DUTIES</u></b>	:	Provide ward administration services: Compile patient folders that contain the relevant documentation. Record and reconcile the midnight patient census. Account for admissions, discharges and transfers. Keep notice boards neat, relevant and current. Capture statistical data. Monitor ward stock levels: Order and receive ward supplies – stationery, surgical supplies, etc. Replace ward stock condemned. Record movement of ward stock and supplies. Maintain documents / files: Keep files neat and complete. File correspondence. Trace movement of files. Put files into archives according to the correct category and place. Perform routine clerical duties: Make photo copies. Compile duty rosters and submit to Human Resource. Make transport arrangements for transfer of patients. Take ward telephone calls.
<b><u>ENQUIRIES</u></b>	:	Ms N Ngwabeni Tel No: 039 257 0099 For e-Recruitment Technical Support eMail to: <a href="mailto:RecruitmentHeadOffice@echealth.gov.za">RecruitmentHeadOffice@echealth.gov.za</a>
<b><u>POST 36/210</u></b>	:	<b><u>WARD CLERK REF NO: ECHEALTH/WC/MRH/ARP/01/09/2022</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R176 310 - R207 681 per annum (Level 05)
	:	OR Tambo District, Mthatha Regional Hospital
	:	National Senior Certificate, / NQF level 4 with no experience. Previous administration in a hospital environment will serve as an added advantage. Basic knowledge of administration processes, Batho Pele principle and Patients Right Charter A good understanding of general administration. Understanding of confidentiality. Client Orient and customer focus. Written and verbal communication. Report writing skills and time management. Computer literacy in MS Office suit especial Word & Excel. One (1) year Public service internship programme experience will be given preference.
<b><u>DUTIES</u></b>	:	Provide ward administration services: Compile patient folders that contain the relevant documentation. Record and reconcile the midnight patient census. Account for admissions, discharges and transfers. Keep notice boards neat, relevant and current. Capture statistical data. Monitor ward stock levels: Order and receive ward supplies – stationery, surgical supplies, etc. Replace ward stock condemned. Record movement of ward stock and supplies. Maintain documents / files: Keep files neat and complete. File correspondence. Trace movement of files. Put files into archives according to the correct category and place. Perform routine clerical duties: Make photo copies. Compile duty rosters and submit to Human Resource. Make transport arrangements for transfer of patients. Take ward telephone calls.
<b><u>ENQUIRIES</u></b>	:	Ms Mkhosi Tel No: 047 502 4143/4008 For e-Recruitment Technical Support eMail to: <a href="mailto:RecruitmentHeadOffice@echealth.gov.za">RecruitmentHeadOffice@echealth.gov.za</a>
<b><u>POST 36/211</u></b>	:	<b><u>ADMINISTRATION CLERK REF NO: ECHEALTH/AC/MPINDWC/APL/01/09/2022</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R176 310 - R207 681 per annum (Level 05)
	:	King Sabata Dalinyebo Sub District, Mpindweni Clinic
	:	National Senior Certificate, / NQF level 4 with no experience. Basic knowledge of administrative processes. Computer Literacy. Good communication (verbal and written) and report writing skills. Interpersonal relationship. One (1) year Public service internship programme experience will be given preference.
<b><u>DUTIES</u></b>	:	Provide administrative support services: Capture and update data on computer. Generate spreadsheet. Update the system on all data sets. Validate data (for quality purpose) to ensure correctness, completeness and consistency. Compile routine statistical information/reports). Receive, register and track records or documents submitted for further processing in the administration component of the institution. Capture routine transactions on computer such as the transfer of information from manual records to electronic



		documents. Provide routine and administrative maintenance service: Update and file records. Continuous updating information on computer for reporting purposes. Maintain DHIS database. Retrieve information required.
<b><u>ENQUIRIES</u></b>	:	Ms O Gcagca Tel No: 047 531 0823 For e-Recruitment Technical Support eMail to: <a href="mailto:RecruitmentHeadOffice@echealth.gov.za">RecruitmentHeadOffice@echealth.gov.za</a>
<b><u>POST 36/212</u></b>	:	<b><u>ADMINISTRATION CLERK REF NO: ECHEALTH/AC/FPS-QTN/APL/01/09/2022</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R176 310 - R207 681 per annum (Level 05) Chris Hani District, Forensic Pathology Services (Queenstown) National Senior Certificate, / NQF level 4 with no experience. Basic knowledge of administrative processes. Computer Literacy. Good communication (verbal and written) and report writing skills. Interpersonal relationship. One (1) year Public service internship programme experience will be given preference. National Diploma/ Degree in Supply Chain Management will be an added advantage.
<b><u>DUTIES</u></b>	:	Compiling of requisition. Implementation of procurement plan. Implementation of procurement needs in the region. Doing stock count for inventory management. Follow up on payments and attend to queries that leads to late payments of service providers. Capture commitments on LOGIS and BAS. Request quotations from service providers. Prepare supplier/s selection from CSD. Draft specifications for goods and services. Maintain and update SCM filling to ensure all SCM documents are ready for auditors.
<b><u>ENQUIRIES</u></b>	:	M Mathiso Tel No: 045 858 8112 For e-Recruitment Technical Support eMail to: <a href="mailto:RecruitmentHeadOffice@echealth.gov.za">RecruitmentHeadOffice@echealth.gov.za</a>
<b><u>POST 36/213</u></b>	:	<b><u>CLIENT INFORMATION CLERK REF NO: ECHEALTH/CIC/STLCH/APL/01/09/2022 (X2 POSTS)</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R147 459 - R173 706 per annum (Level 04) OR Tambo District, St Lucy's Hospital National Senior Certificate with no experience. Knowledge of a limited range of work procedures and elementary clerical duties such as; Information Communication Technology procedures relating to call centre working environment including norms and standards. Skills: Planning and or organising, reporting procedures, Customer care skills, Telephone skills, Ability to handle difficult customers, be able to work under pressure, and how to do basic research/ gather information. Procurement directives and procedures. Knowledge of statistics. Mathematical skills, Organising. Ability to perform routine task. Be prepared to rotate and work shifts, weekends and public holidays. Ability to operate computer (Microsoft Package) and Typing skills. Basic interpersonal relationship. Problem solving. Maintaining discipline. Formulation and editing. Knowledge of Batho Pele and Six Ministerial priorities.
<b><u>DUTIES</u></b>	:	Answer and transfer incoming calls in a timely manner using an updated telephone list. Monitor calls and give feedback to clients. Maintain a well up to date extension numbers, records of doctors and nurses call list. Continuously update the telephone directory. Ensure that emergency and high priority calls are attended to timely and directed to relevant business units by use of SMS, paging and emails. Assist in troubleshooting Telephones and PABX issues. Provide relevant information to clients using reference files, assist with general administration and provide disaster management service.
<b><u>ENQUIRIES</u></b>	:	Ms Mayikana Tel No: 047 532 6259 For e-Recruitment Technical Support eMail to: <a href="mailto:RecruitmentHeadOffice@echealth.gov.za">RecruitmentHeadOffice@echealth.gov.za</a>
<b><u>POST 36/214</u></b>	:	<b><u>LAUNDRY SUPERVISOR REF NO: ECHEALTH/LAUNSUP/CMH/APL/01/09/2022 (X2 POSTS)</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R147 459 - R173 706 per annum (Level 04) Buffalo City Metro, Cecilia Makiwane Regional Hospital National Senior Certificate with 3 - 5 years' experience. Computer literate. Ability to communicate and interpret policies to staff members and clients. Good problem solving skills. Must have the ability to work under pressure and have leadership skills. Able to work shifts, weekends and public holidays.

<b><u>DUTIES</u></b>	:	Conduct stock counts and keep records. Compile monthly reports and submit to Laundry manager. Compile duty rosters for night and day shifts for laundry staff. Keep accurate records of soiled linen, laundered linen, patient clothing and circulation. Supervise attendance registers and leaves. Responsible for stock control of laundry consumables. Supervise day to day operation of laundry services. Attend to operational meetings.				
<b><u>ENQUIRIES</u></b>	:	Ms N. Matshaya Tel No: 043 708 2121 For e-Recruitment Technical Support eMail to: <a href="mailto:RecruitmentHeadOffice@echealth.gov.za">RecruitmentHeadOffice@echealth.gov.za</a>				
<b><u>POST 36/215</u></b>	:	<b><u>FOOD</u></b>	<b><u>SERVICE</u></b>	<b><u>SUPERVISOR</u></b>	<b><u>REF</u></b>	<b><u>NO:</u></b>
		<b><u>ECHEALTH/FSS/CMH/APL/01/09/2022</u></b>				
<b><u>SALARY</u></b>	:	R147 459 - R173 706 per annum (Level 04)				
<b><u>CENTRE</u></b>	:	Buffalo City Metro, Cecilia Makiwane Regional Hospital				
<b><u>REQUIREMENTS</u></b>	:	National Senior Certificate with 3 - 5 years' experience in a formal Food service environment, (including in-service training.) Good verbal, writing and communication skills. Have basic numeric skills. Good problem solving skills. Must have the ability to work under pressure and have leadership skills. Must have relevant meal preparation skills and knowledge of different cooking methods. Knowledge of therapeutic diets will be an added advantage. An appropriate qualification in food service supervision will also be an advantage. Able to work shifts, weekends and public holidays. Accept and perform additional tasks as given to you by Food Service Management.				
<b><u>DUTIES</u></b>	:	Supervising of Food Service Aids Under your supervision. Responsible for receiving, storage, issuing and control of stock and assist with cost control measures. Able to read menus, recipes and supervise the production, portioning, distribution of meals. Supervise washing of dishes, crockery and cutlery. Ensure hygiene and safety measures are maintained in all areas in the Food Service Unit. Assist with preparing meals and décor for functions. Do ward rounds and assist with plate waste studies and client satisfaction surveys. Responsible for safekeeping of equipment and stock. Reporting of faulty equipment. Responsible for PMDS contracting, appraisals and discipline of staff under your supervision. Attend relevant meeting as scheduled.				
<b><u>ENQUIRIES</u></b>	:	Ms N. Matshaya Tel No: 043 708 2121 For e-Recruitment Technical Support eMail to: <a href="mailto:RecruitmentHeadOffice@echealth.gov.za">RecruitmentHeadOffice@echealth.gov.za</a>				
<b><u>POST 36/216</u></b>	:	<b><u>FOOD</u></b>	<b><u>SERVICE</u></b>	<b><u>SUPERVISOR</u></b>	<b><u>REF</u></b>	<b><u>NO:</u></b>
		<b><u>ECHEALTH/FSS/SSGH/APL/01/09/2022</u></b>				
<b><u>SALARY</u></b>	:	R147 459 - R173 706 per annum (Level 04)				
<b><u>CENTRE</u></b>	:	Amathole District, SS Gida Hospital				
<b><u>REQUIREMENTS</u></b>	:	National Senior Certificate with 3 - 5 years' experience in a formal Food service environment, (including in-service training.) Good verbal, writing and communication skills. Have basic numeric skills. Good problem solving skills. Must have the ability to work under pressure and have leadership skills. Must have relevant meal preparation skills and knowledge of different cooking methods. Knowledge of therapeutic diets will be an added advantage. An appropriate qualification in food service supervision will also be an advantage. Able to work shifts, weekends and public holidays. Accept and perform additional tasks as given to you by Food Service Management.				
<b><u>DUTIES</u></b>	:	Supervising of Food Service Aids Under your supervision. Responsible for receiving, storage, issuing and control of stock and assist with cost control measures. Able to read menus, recipes and supervise the production, portioning, distribution of meals. Supervise washing of dishes, crockery and cutlery. Ensure hygiene and safety measures are maintained in all areas in the Food Service Unit. Assist with preparing meals and décor for functions. Do ward rounds and assist with plate waste studies and client satisfaction surveys. Responsible for safekeeping of equipment and stock. Reporting of faulty equipment. Responsible for PMDS contracting, appraisals and discipline of staff under your supervision. Attend relevant meeting as scheduled.				
<b><u>ENQUIRIES</u></b>	:	Ms N. E Fumanisa Tel No: 040- 658 0043. For e-Recruitment Technical Support eMail to: <a href="mailto:RecruitmentHeadOffice@echealth.gov.za">RecruitmentHeadOffice@echealth.gov.za</a>				

**POST 36/217** : **HOUSEKEEPING SUPERVISOR** **REF** **NO:**  
**ECHEALTH/HKS/FRONTH/APL/01/09/2022**

**SALARY** : R147 459 - R173 706 per annum (Level 04)  
**CENTRE** : Chris Hani District, Frontier Regional Hospital  
**REQUIREMENTS** : National Senior Certificate with 3 - 5 years' experience. Knowledge of general work, housekeeping and cleaning services. Problem solving skills. Ability to manage interpersonal conflict and resolve problems. Good communication, report writing and decision-making skills. Be able to work as a team. Provide leadership. Knowledge of occupational health and safety.

**DUTIES** : Supervise and provide cleaning services. Develop work schedules and allocation list (duty roster). Allocate work to general assistants and cleaners. Guide the provisioning of general work and related work in all the designated areas in the ward such as ward bed-side, doctor's room, change room, toilet. Physically lead and provide general work, housekeeping and cleaning services in all designated areas in the ward including mentoring, sweeping, mopping, stripping and polishing of all floors of the designated areas in the ward. Guide and clean all items such as windows, walls, basins, sinks, lockers and pans. Provide routine general work, housekeeping, cleaning and compliance services. Check compliance on hygiene and infection control in the provision of general work and related services in the wards. Monitor and facilitate removal and hanging of screens and curtains. Count, record, pack and store ward linen. Issue ward linen to and from the ward. Set food trolley and dish food to patients. Monitor and clean ward kitchenette including kitchen items and utensils. Provide routine maintenance services: routinely check proper care and maintenance of general work, housekeeping and cleaning equipment. Monitor storage and safeguarding of cleaning material and equipment. Monitor and facilitate routine maintenance and repair of electrical or mechanical malfunctioning of cleaning machines and other related equipment. Periodically check stock levels and place orders for general, housekeeping and cleaning services in the ward. Work shifts including weekends and public holidays.

**ENQUIRIES** : Ms P Marongo Tel No: 045 808 4272  
 For e-Recruitment Technical Support eMail to:  
[RecruitmentHeadOffice@echealth.gov.za](mailto:RecruitmentHeadOffice@echealth.gov.za)

**POST 36/218** : **HOUSEKEEPING SUPERVISOR** **REF** **NO:**  
**ECHEALTH/HKS/FRONTH/APL/01/09/2022 (X2 POSTS)**

**SALARY** : R147 459 - R173 706 per annum (Level 04)  
**CENTRE** : Buffalo City Metro, Cecila Makiwane Regional Hospital  
**REQUIREMENTS** : National Senior Certificate with 3 - 5 years' experience. Knowledge of general work, housekeeping and cleaning services. Problem solving skills. Ability to manage interpersonal conflict and resolve problems. Good communication, report writing and decision making skills. Be able to work as a team. Provide leadership. Knowledge of occupational health and safety.

**DUTIES** : Supervise and provide cleaning services. Develop work schedules and allocation list (duty roster). Allocate work to general assistants and cleaners. Guide the provisioning of general work and related work in all the designated areas in the ward such as ward bed-side, doctor's room, change room, toilet. Physically lead and provide general work, housekeeping and cleaning services in all designated areas in the ward including mentoring, sweeping, mopping, stripping and polishing of all floors of the designated areas in the ward. Guide and clean all items such as windows, walls, basins, sinks, lockers and pans. Provide routine general work, housekeeping, cleaning and compliance services. Check compliance on hygiene and infection control in the provision of general work and related services in the wards. Monitor and facilitate removal and hanging of screens and curtains. Count, record, pack and store ward linen. Issue ward linen to and from the ward. Set food trolley and dish food to patients. Monitor and clean ward kitchenette including kitchen items and utensils. Provide routine maintenance services: routinely check proper care and maintenance of general work, housekeeping and cleaning equipment. Monitor storage and safeguarding of cleaning material and equipment. Monitor and facilitate routine maintenance and repair of electrical or mechanical malfunctioning of cleaning machines and other related equipment. Periodically check stock levels and place orders for general, housekeeping and cleaning services in the ward. Work shifts including weekends and public holidays.

**ENQUIRIES** : Ms N. Matshaya Tel No: 043 708 2121

For e-Recruitment Technical Support eMail to:  
[RecruitmentHeadOffice@ehealth.gov.za](mailto:RecruitmentHeadOffice@ehealth.gov.za)

<b><u>POST 36/219</u></b>	:	<b><u>DATA CAPTURER REF NO: ECHEALTH/DC/HOLYCH/APL/01/09/2022</u></b>
<b><u>SALARY</u></b>	:	R147 459 - R173 706 per annum (Level 04)
<b><u>CENTRE</u></b>	:	OR Tambo District, Holy Cross Hospital
<b><u>REQUIREMENTS</u></b>	:	ABET level 4 or NQF level 1 to 3 with no experience. Basic knowledge of administration processes. Communication skills, Numeracy, Computer Literacy and ability to draw data. Self-propelled. Responsive person with positive attitude.
<b><u>DUTIES</u></b>	:	Provide administrative support services: Capture and update data on computer. Generate spread sheets. Update the system on all data sets. Validate data (for quality purpose) to ensure correctness, completeness and consistency. Compile routine statistical information/reports. Receive, register and track records or documents submitted for further processing in the administration component of the institution. Capture routine transactions on computer such as the transfer of information from manual records to electronic documents. Provide routine and administrative maintenance services: Update and file records. Continuous updating of information on computer for reporting purposes. Maintain DHIS database. Retrieve information required.
<b><u>ENQUIRIES</u></b>	:	Ms B Mbutye Tel No: 039 252 2026/8 For e-Recruitment Technical Support eMail to: <a href="mailto:RecruitmentHeadOffice@ehealth.gov.za">RecruitmentHeadOffice@ehealth.gov.za</a>
<b><u>POST 36/220</u></b>	:	<b><u>DATA CAPTURER REF NO: ECHEALTH/DC/ORTDO/APL/01/09/2022</u></b>
<b><u>SALARY</u></b>	:	R147 459 - R173 706 per annum (Level 04)
<b><u>CENTRE</u></b>	:	OR Tambo District Office
<b><u>REQUIREMENTS</u></b>	:	ABET level 4 or NQF level 1 to 3 with no experience. Basic knowledge of administration processes. Communication skills, Numeracy, Computer Literacy and ability to draw data. Self-propelled. Responsive person with positive attitude.
<b><u>DUTIES</u></b>	:	Provide administrative support services: Capture and update data on computer. Generate spread sheets. Update the system on all data sets. Validate data (for quality purpose) to ensure correctness, completeness and consistency. Compile routine statistical information/reports. Receive, register and track records or documents submitted for further processing in the administration component of the institution. Capture routine transactions on computer such as the transfer of information from manual records to electronic documents. Provide routine and administrative maintenance services: Update and file records. Continuous updating of information on computer for reporting purposes. Maintain DHIS database. Retrieve information required.
<b><u>ENQUIRIES</u></b>	:	Ms Z Mtimba Tel No: 047 502 9000 For e-Recruitment Technical Support eMail to: <a href="mailto:RecruitmentHeadOffice@ehealth.gov.za">RecruitmentHeadOffice@ehealth.gov.za</a>
<b><u>POST 36/221</u></b>	:	<b><u>DRIVER REF NO: ECHEALTH/DRV/CJH/APL/01/09/2022</u></b>
<b><u>SALARY</u></b>	:	R124 434 – R146 577 per annum (Level 03)
<b><u>CENTRE</u></b>	:	Joe Gqabi District, Cloete Joubert Hospital
<b><u>REQUIREMENTS</u></b>	:	Grade 10/Std 8 plus 1 - 3 years' experience as a driver. Valid code 8/10/14 driver's licence and PDP. Good verbal and written communication skills. Must be able to work night duty, weekends and public holidays.
<b><u>DUTIES</u></b>	:	To render transport services. Provision of transport services. Fill in log sheets before and after trips. Receive work instructions and respond. Receive and record documents. Load and dispatch items. Transport office officials and recollect them. Render vehicle maintenance functions. Check and verify vehicle condition. Check fuel, water and oil level. Check lights, windscreen, wipers, hooter and tire condition. Check vehicle license. Check dates for vehicle service and report. Check vehicle defects, dents and report them. Clean and vacuum vehicle. Ensure compliance of Government vehicles to Road Regulations and maintenance of the vehicles to keep them in good condition. Willingness to work beyond working hours where need arises. Responsible for loading and unloading of goods. Always maintain high degree of confidentiality. When transporting documents.
<b><u>ENQUIRIES</u></b>	:	Mr Z.O Mgeyi Tel No: 045 971 0091

For e-Recruitment Technical Support eMail to:  
[RecruitmentHeadOffice@echealth.gov.za](mailto:RecruitmentHeadOffice@echealth.gov.za)

<b><u>POST 36/222</u></b>	:	<b><u>DRIVER REF NO: ECHEALTH/DRV/ISILH/APL/01/09/2022</u></b>
<b><u>SALARY</u></b>	:	R124 434 – R146 577 per annum (Level 03)
<b><u>CENTRE</u></b>	:	OR Tambo District, Isilimela Hospital
<b><u>REQUIREMENTS</u></b>	:	Grade 10/Std 8 plus 1 - 3 years' experience as a driver. Valid code 8/10/14 driver's licence and PDP. Good verbal and written communication skills. Must be able to work night duty, weekends and public holidays.
<b><u>DUTIES</u></b>	:	To render transport services. Provision of transport services. Fill in log sheets before and after trips. Receive work instructions and respond. Receive and record documents. Load and dispatch items. Transport office officials and recollect them. Render vehicle maintenance functions. Check and verify vehicle condition. Check fuel, water and oil level. Check lights, windscreen, wipers, hooter and tire condition. Check vehicle license. Check dates for vehicle service and report. Check vehicle defects, dents and report them. Clean and vacuum vehicle. Ensure compliance of Government vehicles to Road Regulations and maintenance of the vehicles to keep them in good condition. Willingness to work beyond working hours where need arises. Responsible for loading and unloading of goods. Always maintain high degree of confidentiality. When transporting documents.
<b><u>ENQUIRIES</u></b>	:	Ms N Gwiji Tel No: 047 564 2805/2/3 For e-Recruitment Technical Support eMail to: <a href="mailto:RecruitmentHeadOffice@echealth.gov.za">RecruitmentHeadOffice@echealth.gov.za</a>
<b><u>POST 36/223</u></b>	:	<b><u>DRIVER REF NO: ECHEALTH/DRVALLSCAMP/APL/01/09/2022</u></b>
<b><u>SALARY</u></b>	:	R124 434 – R146 577 per annum (Level 03)
<b><u>CENTRE</u></b>	:	Lilitha Nursing College, All Saints Campus
<b><u>REQUIREMENTS</u></b>	:	Grade 10/Std 8 plus 1 - 3 years' experience as a driver. Valid code 8/10/14 driver's licence and PDP. Good verbal and written communication skills. Must be able to work night duty, weekends and public holidays.
<b><u>DUTIES</u></b>	:	To render transport services. Provision of transport services. Fill in log sheets before and after trips. Receive work instructions and respond. Receive and record documents. Load and dispatch items. Transport office officials and recollect them. Render vehicle maintenance functions. Check and verify vehicle condition. Check fuel, water and oil level. Check lights, windscreen, wipers, hooter and tire condition. Check vehicle license. Check dates for vehicle service and report. Check vehicle defects, dents and report them. Clean and vacuum vehicle. Ensure compliance of Government vehicles to Road Regulations and maintenance of the vehicles to keep them in good condition. Willingness to work beyond working hours where need arises. Responsible for loading and unloading of goods. Always maintain high degree of confidentiality. When transporting documents.
<b><u>ENQUIRIES</u></b>	:	Ms PN Mene Tel No: 043 700 9717/26 For e-Recruitment Technical Support eMail to: <a href="mailto:RecruitmentHeadOffice@echealth.gov.za">RecruitmentHeadOffice@echealth.gov.za</a> For e-Recruitment Technical Support eMail to: <a href="mailto:RecruitmentHeadOffice@echealth.gov.za">RecruitmentHeadOffice@echealth.gov.za</a>
<b><u>POST 36/224</u></b>	:	<b><u>DRIVER REF NO: ECHEALTH/DRV/KOMPH/APL/01/09/2022 (X2 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R124 434 – R146 577 per annum (Level 03)
<b><u>CENTRE</u></b>	:	Chris Hani District, Komani Psychiatric Hospital
<b><u>REQUIREMENTS</u></b>	:	Grade 10/Std 8 plus 1 - 3 years' experience as a driver. Valid code 8/10/14 driver's licence and PDP. Good verbal and written communication skills. Must be able to work night duty, weekends and public holidays.
<b><u>DUTIES</u></b>	:	To render transport services. Provision of transport services. Fill in log sheets before and after trips. Receive work instructions and respond. Receive and record documents. Load and dispatch items. Transport office officials and recollect them. Render vehicle maintenance functions. Check and verify vehicle condition. Check fuel, water and oil level. Check lights, windscreen, wipers, hooter and tire condition. Check vehicle license. Check dates for vehicle service and report. Check vehicle defects, dents and report them. Clean and vacuum vehicle. Ensure compliance of Government vehicles to Road Regulations and maintenance of the vehicles to keep them in good



		condition. Willingness to work beyond working hours where need arises. Responsible for loading and unloading of goods. Always maintain high degree of confidentiality. When transporting documents.
<b><u>ENQUIRIES</u></b>	:	Mrs N Mzola Tel No: 045 858 8400 For e-Recruitment Technical Support eMail to: <a href="mailto:RecruitmentHeadOffice@echealth.gov.za">RecruitmentHeadOffice@echealth.gov.za</a>
<b><u>POST 36/225</u></b>	:	<b><u>PORTER REF NO: ECHEALTH/POR/ZITUH/APL/01/09/2022</u></b>
<b><u>SALARY</u></b>	:	R104 073 – R122 592 per annum (Level 02)
<b><u>CENTRE</u></b>	:	OR Tambo District, Zithulele Hospital
<b><u>REQUIREMENTS</u></b>	:	ABET level 4 or NQF level 1 to 3 with no experience. Good verbal and written communication skills. Must be willing to work shifts and under pressure. Sound knowledge of Customer care.
<b><u>DUTIES</u></b>	:	Provision of hospital and patient support services: Wheel patients to and from the wards. Transport patients to various service areas e.g. operating theatre. Transport patients to vehicles or other transportation. Collect and transport corpses to the mortuary. Deliver equipment, stores and documentation to wards and other departments. Collect and deliver specimens. Offloading of patients from ambulance and private cars to the stretchers. Cleaning of stretchers and wheel chairs after usage at all times. Report all faulty or broken equipment to your supervisor immediately. Render mortuary services: Receive corpses – record date and time received and released. Store corpses in the cool room. Release and keep record of corpses handed over to next of kin. Load and off-load corpses. Keep proper identification and maintain accuracy of records in the field of work. Maintain equipment: Clean equipment. Safe keeping of equipment.
<b><u>ENQUIRIES</u></b>	:	Mr K Sobetwa Tel No: 047 573 8936 For e-Recruitment Technical Support eMail to: <a href="mailto:RecruitmentHeadOffice@echealth.gov.za">RecruitmentHeadOffice@echealth.gov.za</a>
<b><u>POST 36/226</u></b>	:	<b><u>PORTER REF NO: ECHEALTH/POR/CMH/APL/01/09/2022</u></b>
<b><u>SALARY</u></b>	:	R104 073 – R122 592 per annum (Level 02)
<b><u>CENTRE</u></b>	:	Buffalo City Metro, Cecila Makiwane Regional Hospital
<b><u>REQUIREMENTS</u></b>	:	ABET level 4 or NQF level 1 to 3 with no experience. Good verbal and written communication skills. Must be willing to work shifts and under pressure. Sound knowledge of Customer care.
<b><u>DUTIES</u></b>	:	Provision of hospital and patient support services: Wheel patients to and from the wards. Transport patients to various service areas e.g. operating theatre. Transport patients to vehicles or other transportation. Collect and transport corpses to the mortuary. Deliver equipment, stores and documentation to wards and other departments. Collect and deliver specimens. Offloading of patients from ambulance and private cars to the stretchers. Cleaning of stretchers and wheel chairs after usage at all times. Report all faulty or broken equipment to your supervisor immediately. Render mortuary services: Receive corpses – record date and time received and released. Store corpses in the cool room. Release and keep record of corpses handed over to next of kin. Load and off-load corpses. Keep proper identification and maintain accuracy of records in the field of work. Maintain equipment: Clean equipment. Safe keeping of equipment.
<b><u>ENQUIRIES</u></b>	:	Ms N. Matshaya Tel No: 043 708 2121 For e-Recruitment Technical Support eMail to: <a href="mailto:RecruitmentHeadOffice@echealth.gov.za">RecruitmentHeadOffice@echealth.gov.za</a>
<b><u>POST 36/227</u></b>	:	<b><u>PORTER REF NO: ECHEALTH/POR/MRH/ARP/01/09/2022 (X5 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R104 073 – R122 592 per annum (Level 02)
<b><u>CENTRE</u></b>	:	OR Tambo District, Mthatha Regional Hospital
<b><u>REQUIREMENTS</u></b>	:	ABET level 4 or NQF level 1 to 3 with no experience. Good verbal and written communication skills. Must be willing to work shifts and under pressure. Sound knowledge of Customer care.
<b><u>DUTIES</u></b>	:	Provision of hospital and patient support services: Wheel patients to and from the wards. Transport patients to various service areas e.g. operating theatre. Transport patients to vehicles or other transportation. Collect and transport corpses to the mortuary. Deliver equipment, stores and documentation to wards and other departments. Collect and deliver specimens. Offloading of

patients from ambulance and private cars to the stretchers. Cleaning of stretchers and wheel chairs after usage at all times. Report all faulty or broken equipment to your supervisor immediately. Render mortuary services: Receive corpses – record date and time received and released. Store corpses in the cool room. Release and keep record of corpses handed over to next of kin. Load and off-load corpses. Keep proper identification and maintain accuracy of records in the field of work. Maintain equipment: Clean equipment. Safe keeping of equipment.

**ENQUIRIES** : Ms Mkhosi Tel No: 047 502 4143/4008.  
For e-Recruitment Technical Support eMail to:  
[RecruitmentHeadOffice@echealth.gov.za](mailto:RecruitmentHeadOffice@echealth.gov.za)

**POST 36/228** : **TRADE LABOURER REF NO: ECHEALTH/TL/TAYBH/APL/01/09/2022**

**SALARY** : R104 073 – R122 592 per annum (Level 02)  
**CENTRE** : Alfred Nzo District, Taylor Bequest Hospital (Matatiele)  
**REQUIREMENTS** : ABET level 4 or NQF level 1 to 3 with no experience. Basic knowledge of technical work. Self-propelled, Responsive person with positive attitude.

**DUTIES** : Provide routine technical services: Handle minor and routine technical work. Repair minor mechanical, electrical, plumbing and repairing of cracked walls as well as repairing appliances. Attend to heating, air conditioning, electrical and fire systems. Repair water reticulation system, broken windows, toilet flush systems, valves and stopcocks. Remove broken toilets and basins and repair burst pipes and leaks. Repair circulating pumps and pressure reducers. Unblock drains, toilets, basins and sinks to ensure effective functioning of the sewerage system. Repair doors, locks, general maintenance items including cutting keys and locks. Prepare fill in and storing of gas cylinders for the institution. Replace empty cylinders in wards of the institution. Provide routine maintenance services: Inspect equipment. Perform routine maintenance of common and communal areas of the institution. Receive and assess routine maintenance requests and action them. Maintain cleanliness of the workshop and walkaways. Check workshop stores items such as spare parts and prepares orders. Conduct routine inspection to identify faults. Inspect, test and maintain the electrical lighting and equipment. Check electrical and water readings. Check and reset fire alarms.

**ENQUIRIES** : Mr Kholiso Tel No: 039 737 3107  
For e-Recruitment Technical Support eMail to:  
[RecruitmentHeadOffice@echealth.gov.za](mailto:RecruitmentHeadOffice@echealth.gov.za)

**POST 36/229** : **TRADE LABOURER REF NO: ECHEALTH/TL/FRH/APL/01/09/2022**

**SALARY** : R104 073 – R122 592 per annum (Level 02)  
**CENTRE** : Buffalo City Metro, Frere Tertiary Hospital  
**REQUIREMENTS** : ABET level 4 or NQF level 1 to 3 with no experience. Basic knowledge of technical work. Self-propelled, Responsive person with positive attitude.

**DUTIES** : Provide routine technical services: Handle minor and routine technical work. Repair minor mechanical, electrical, plumbing and repairing of cracked walls as well as repairing appliances. Attend to heating, air conditioning, electrical and fire systems. Repair water reticulation system, broken windows, toilet flush systems, valves and stopcocks. Remove broken toilets and basins and repair burst pipes and leaks. Repair circulating pumps and pressure reducers. Unblock drains, toilets, basins and sinks to ensure effective functioning of the sewerage system. Repair doors, locks, general maintenance items including cutting keys and locks. Prepare fill in and storing of gas cylinders for the institution. Replace empty cylinders in wards of the institution. Provide routine maintenance services: Inspect equipment. Perform routine maintenance of common and communal areas of the institution. Receive and assess routine maintenance requests and action them. Maintain cleanliness of the workshop and walkaways. Check workshop stores items such as spare parts and prepares orders. Conduct routine inspection to identify faults. Inspect, test and maintain the electrical lighting and equipment. Check electrical and water readings. Check and reset fire alarms.

**ENQUIRIES** : Ms N Mthitshana Tel No: 043 709 2487/  
For e-Recruitment Technical Support eMail to:  
[RecruitmentHeadOffice@echealth.gov.za](mailto:RecruitmentHeadOffice@echealth.gov.za)

<b><u>POST 36/230</u></b>	:	<b><u>TRADE LABOURER REF NO: ECHEALTH/TL/MRH/APL/01/09/2022</u></b>
<b><u>SALARY</u></b>	:	R104 073 – R122 592 per annum (Level 02)
<b><u>CENTRE</u></b>	:	OR Tambo District, Mthatha Regional Hospital
<b><u>REQUIREMENTS</u></b>	:	ABET level 4 or NQF level 1 to 3 with no experience. Basic knowledge of technical work. Self-propelled, Responsive person with positive attitude.
<b><u>DUTIES</u></b>	:	Provide routine technical services: Handle minor and routine technical work. Repair minor mechanical, electrical, plumbing and repairing of cracked walls as well as repairing appliances. Attend to heating, air conditioning, electrical and fire systems. Repair water reticulation system, broken windows, toilet flush systems, valves and stopcocks. Remove broken toilets and basins and repair burst pipes and leaks. Repair circulating pumps and pressure reducers. Unblock drains, toilets, basins and sinks to ensure effective functioning of the sewerage system. Repair doors, locks, general maintenance items including cutting keys and locks. Prepare fill in and storing of gas cylinders for the institution. Replace empty cylinders in wards of the institution. Provide routine maintenance services: Inspect equipment. Perform routine maintenance of common and communal areas of the institution. Receive and assess routine maintenance requests and action them. Maintain cleanliness of the workshop and walkaways. Check workshop stores items such as spare parts and prepares orders. Conduct routine inspection to identify faults. Inspect, test and maintain the electrical lighting and equipment. Check electrical and water readings. Check and reset fire alarms.
<b><u>ENQUIRIES</u></b>	:	Ms Mkhosi Tel No: 047 502 4143/4008 For e-Recruitment Technical Support eMail to: <a href="mailto:RecruitmentHeadOffice@echealth.gov.za">RecruitmentHeadOffice@echealth.gov.za</a>
<b><u>POST 36/231</u></b>	:	<b><u>FOOD SERVICE AID REF NO: ECHEALTH/FSA/STBARH/APL/01/09/2022</u></b>
<b><u>SALARY</u></b>	:	R104 073 – R122 592 per annum (Level 02)
<b><u>CENTRE</u></b>	:	OR Tambo District, St Barnabas Hospital
<b><u>REQUIREMENTS</u></b>	:	ABET level 4 or NQF level 1 to 3 with no experience. Knowledge of Food services & food preparation, Operation of food processing equipment, Basic health & safety measures, Health environment, Hygiene & bacterial contamination control measures. Basic literacy, Ability to operate food processing equipment, Measure accurately.
<b><u>DUTIES</u></b>	:	Render catering services: Follow menus and special diet plans. Prepare ingredients for meals e.g. cleaning and cutting vegetables, prepare meat, poultry and fish. Process/cook prepared ingredients for consumption. Serve prepared food in the relevant crockery. Ensure that portions served are according to the stipulated dietary allowances. Pack food delivery trolleys and deliver to relevant areas in the health institution. Ensure that the correct meals are delivered to the correct areas in the institution. Maintain safe and hygienic environment: Collect used cutlery and crockery from wards and other service areas. Check that the correct number of cutlery and crockery have been returned to the kitchen. Wash and dry used equipment, cutlery and crockery. Perform quality checks to ensure that the cleaning process has been performed according to standard. Pack and store clean food processing equipment. Clean the food processing area at regular intervals during the day. Perform regular checks to establish whether safety and sanitation standards are being adhered to. Report unhygienic and unsafe situation to the supervisor.
<b><u>ENQUIRIES</u></b>	:	Ms Ndamase Tel No: 047 555 5300 For e-Recruitment Technical Support eMail to: <a href="mailto:RecruitmentHeadOffice@echealth.gov.za">RecruitmentHeadOffice@echealth.gov.za</a>
<b><u>POST 36/232</u></b>	:	<b><u>FOOD SERVICE AID REF NO: ECHEALTH/FSA/CMH/APL/01/09/2022 (X2 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R104 073 – R122 592 per annum (Level 02)
<b><u>CENTRE</u></b>	:	Buffalo City Metro, Cecilia Makiwane Regional Hospital
<b><u>REQUIREMENTS</u></b>	:	ABET level 4 or NQF level 1 to 3 with no experience. Knowledge of Food services & food preparation, Operation of food processing equipment, Basic health & safety measures, Health environment, Hygiene & bacterial contamination control measures. Basic literacy, Ability to operate food processing equipment, Measure accurately.
<b><u>DUTIES</u></b>	:	Render catering services: Follow menus and special diet plans. Prepare ingredients for meals e.g. cleaning and cutting vegetables, prepare meat,



poultry and fish. Process/cook prepared ingredients for consumption. Serve prepared food in the relevant crockery. Ensure that portions served are according to the stipulated dietary allowances. Pack food delivery trolleys and deliver to relevant areas in the health institution. Ensure that the correct meals are delivered to the correct areas in the institution. Maintain safe and hygienic environment: Collect used cutlery and crockery from wards and other service areas. Check that the correct number of cutlery and crockery have been returned to the kitchen. Wash and dry used equipment, cutlery and crockery. Perform quality checks to ensure that the cleaning process has been performed according to standard. Pack and store clean food processing equipment. Clean the food processing area at regular intervals during the day. Perform regular checks to establish whether safety and sanitation standards are being adhered to. Report unhygienic and unsafe situation to the supervisor.

**ENQUIRIES** : Ms N. Matshaya Tel No: 043 708 2121  
For e-Recruitment Technical Support eMail to:  
[RecruitmentHeadOffice@ehealth.gov.za](mailto:RecruitmentHeadOffice@ehealth.gov.za)

**POST 36/233** : **FOOD SERVICE AID REF NO: ECHEALTH/FSA/COFIH/APL/01/09/2022**

**SALARY** : R104 073 – R122 592 per annum (Level 02)  
**CENTRE** : Chris Hani District, Cofimvaba Hospital  
**REQUIREMENTS** : ABET level 4 or NQF level 1 to 3 with no experience. Knowledge of Food services & food preparation, Operation of food processing equipment, Basic health & safety measures, Health environment, Hygiene & bacterial contamination control measures. Basic literacy, Ability to operate food processing equipment, Measure accurately.

**DUTIES** : Render catering services: Follow menus and special diet plans. Prepare ingredients for meals e.g. cleaning and cutting vegetables, prepare meat, poultry and fish. Process/cook prepared ingredients for consumption. Serve prepared food in the relevant crockery. Ensure that portions served are according to the stipulated dietary allowances. Pack food delivery trolleys and deliver to relevant areas in the health institution. Ensure that the correct meals are delivered to the correct areas in the institution. Maintain safe and hygienic environment: Collect used cutlery and crockery from wards and other service areas. Check that the correct number of cutlery and crockery have been returned to the kitchen. Wash and dry used equipment, cutlery and crockery. Perform quality checks to ensure that the cleaning process has been performed according to standard. Pack and store clean food processing equipment. Clean the food processing area at regular intervals during the day. Perform regular checks to establish whether safety and sanitation standards are being adhered to. Report unhygienic and unsafe situation.

**ENQUIRIES** : Ms A Mbana Tel No: 047 874 0111

**POST 36/234** : **FOOD SERVICE AID REF NO: ECHEALTH/FSA/MARGP/APL/01/09/2022**

**SALARY** : R104 073 – R122 592 per annum (Level 02)  
**CENTRE** : Sarah Baartman District, Margery Parkes TB Hospital  
**REQUIREMENTS** : ABET level 4 or NQF level 1 to 3 with no experience. Knowledge of Food services & food preparation, Operation of food processing equipment, Basic health & safety measures, Health environment, Hygiene & bacterial contamination control measures. Basic literacy, Ability to operate food processing equipment, Measure accurately.

**DUTIES** : Render catering services: Follow menus and special diet plans. Prepare ingredients for meals e.g. cleaning and cutting vegetables, prepare meat, poultry and fish. Process/cook prepared ingredients for consumption. Serve prepared food in the relevant crockery. Ensure that portions served are according to the stipulated dietary allowances. Pack food delivery trolleys and deliver to relevant areas in the health institution. Ensure that the correct meals are delivered to the correct areas in the institution. Maintain safe and hygienic environment: Collect used cutlery and crockery from wards and other service areas. Check that the correct number of cutlery and crockery have been returned to the kitchen. Wash and dry used equipment, cutlery and crockery. Perform quality checks to ensure that the cleaning process has been performed according to standard. Pack and store clean food processing equipment. Clean the food processing area at regular intervals during the day. Perform regular checks to establish whether safety and sanitation standards are being adhered to. Report unhygienic and unsafe situation

<b><u>ENQUIRIES</u></b>	:	Mr MT Buyelo Tel No: 049 893 0031 For e-Recruitment Technical Support eMail to: <a href="mailto:RecruitmentHeadOffice@echealth.gov.za">RecruitmentHeadOffice@echealth.gov.za</a>
<b><u>POST 36/235</u></b>	:	<b><u>FOOD SERVICE AID REF NO: ECHEALTH/FSA/STLCH/APL/01/09/2022 (X2 POSTS)</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R104 073 – R122 592 per annum (Level 02) OR Tambo District, St Lucy's Hospital ABET level 4 or NQF level 1 to 3 with no experience. Knowledge of Food services & food preparation, Operation of food processing equipment, Basic health & safety measures, Health environment, Hygiene & bacterial contamination control measures. Basic literacy, Ability to operate food processing equipment, Measure accurately.
<b><u>DUTIES</u></b>	:	Render catering services: Follow menus and special diet plans. Prepare ingredients for meals e.g. cleaning and cutting vegetables, prepare meat, poultry and fish. Process/cook prepared ingredients for consumption. Serve prepared food in the relevant crockery. Ensure that portions served are according to the stipulated dietary allowances. Pack food delivery trolleys and deliver to relevant areas in the health institution. Ensure that the correct meals are delivered to the correct areas in the institution. Maintain safe and hygienic environment: Collect used cutlery and crockery from wards and other service areas. Check that the correct number of cutlery and crockery have been returned to the kitchen. Wash and dry used equipment, cutlery and crockery. Perform quality checks to ensure that the cleaning process has been performed according to standard. Pack and store clean food processing equipment. Clean the food processing area at regular intervals during the day. Perform regular checks to establish whether safety and sanitation standards are being adhered to. Report unhygienic and unsafe situation to the supervisor.
<b><u>ENQUIRIES</u></b>	:	Ms Mayikana Tel No: 047 532 6259 For e-Recruitment Technical Support eMail to: <a href="mailto:RecruitmentHeadOffice@echealth.gov.za">RecruitmentHeadOffice@echealth.gov.za</a>
<b><u>POST 36/236</u></b>	:	<b><u>FOOD SERVICE AID REF NO: ECHEALTH/FSA/ZITUH/APL/01/09/2022 (X2 POSTS)</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R104 073 – R122 592 per annum (Level 02) OR Tambo District, Zithulele Hospital ABET level 4 or NQF level 1 to 3 with no experience. Knowledge of Food services & food preparation, Operation of food processing equipment, Basic health & safety measures, Health environment, Hygiene & bacterial contamination control measures. Basic literacy, Ability to operate food processing equipment, Measure accurately.
<b><u>DUTIES</u></b>	:	Render catering services: Follow menus and special diet plans. Prepare ingredients for meals e.g. cleaning and cutting vegetables, prepare meat, poultry and fish. Process/cook prepared ingredients for consumption. Serve prepared food in the relevant crockery. Ensure that portions served are according to the stipulated dietary allowances. Pack food delivery trolleys and deliver to relevant areas in the health institution. Ensure that the correct meals are delivered to the correct areas in the institution. Maintain safe and hygienic environment: Collect used cutlery and crockery from wards and other service areas. Check that the correct number of cutlery and crockery have been returned to the kitchen. Wash and dry used equipment, cutlery and crockery. Perform quality checks to ensure that the cleaning process has been performed according to standard. Pack and store clean food processing equipment. Clean the food processing area at regular intervals during the day. Perform regular checks to establish whether safety and sanitation standards are being adhered to. Report unhygienic and unsafe situation to the supervisor.
<b><u>ENQUIRIES</u></b>	:	Mr K Sobetwa Tel No: 047 573 8936 For e-Recruitment Technical Support eMail to: <a href="mailto:RecruitmentHeadOffice@echealth.gov.za">RecruitmentHeadOffice@echealth.gov.za</a>
<b><u>POST 36/237</u></b>	:	<b><u>FOOD SERVICE AID REF NO: ECHEALTH/FSA/ANDVH/APL/01/09/2022</u></b>
<b><u>SALARY CENTRE</u></b>	:	R104 073 – R122 592 per annum (Level 02) Sarah Baartman District, Andries Vosloo Hospital

<b><u>REQUIREMENTS</u></b>	:	ABET level 4 or NQF level 1 to 3 with no experience. Knowledge of Food services & food preparation, Operation of food processing equipment, Basic health & safety measures, Health environment, Hygiene & bacterial contamination control measures. Basic literacy, Ability to operate food processing equipment, Measure accurately.
<b><u>DUTIES</u></b>	:	Render catering services: Follow menus and special diet plans. Prepare ingredients for meals e.g. cleaning and cutting vegetables, prepare meat, poultry and fish. Process/cook prepared ingredients for consumption. Serve prepared food in the relevant crockery. Ensure that portions served are according to the stipulated dietary allowances. Pack food delivery trolleys and deliver to relevant areas in the health institution. Ensure that the correct meals are delivered to the correct areas in the institution. Maintain safe and hygienic environment: Collect used cutlery and crockery from wards and other service areas. Check that the correct number of cutlery and crockery have been returned to the kitchen. Wash and dry used equipment, cutlery and crockery. Perform quality checks to ensure that the cleaning process has been performed according to standard. Pack and store clean food processing equipment. Clean the food processing area at regular intervals during the day. Perform regular checks to establish whether safety and sanitation standards are being adhered to. Report unhygienic and unsafe situation to the supervisor.
<b><u>ENQUIRIES</u></b>	:	Ms CZ Zozo Tel No: 042 243 1313 For e-Recruitment Technical Support eMail to: <a href="mailto:RecruitmentHeadOffice@echealth.gov.za">RecruitmentHeadOffice@echealth.gov.za</a>
<b><u>POST 36/238</u></b>	:	<b><u>GENERAL WORKER REF NO: ECHEALTH/ GW/ELFPS/APL/01/09/2022</u></b>
<b><u>SALARY</u></b>	:	R104 073 – R122 592 per annum (Level 02)
<b><u>CENTRE</u></b>	:	Buffalo City Metro, East London Forensic Pathology Services
<b><u>REQUIREMENTS</u></b>	:	ABET level 4 or NQF level 1 to 3 with no experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.
<b><u>DUTIES</u></b>	:	Perform general assistant work: Load and off load furniture, equipment and any other goods to relevant destination. Clean government vehicles. Clean relevant work station. Provide effective office and property care support services Control the access of office accommodation. Safeguard all master and spare keys belonging to the building. Oversee and prepare boardrooms and lecturer theatres for meetings and gatherings. Perform stock taking of areas. Provide routine general work, compliance and maintenance services: Open windows every day for hygiene and infection control purposes. Damp and dry dusting. Empty dustbins in all the designated areas. Remove office items/furniture from one area to another for effective cleaning Report safety and hazardous threats in the cleaning environment. Clean and take proper care of cleaning equipment. Store and safeguard cleaning material and Equipment. Report electrical or mechanical malfunctioning of cleaning machines and other related equipment. Requisition and replenish cleaning material as and when required. Remove and store waste in the designated areas.
<b><u>ENQUIRIES</u></b>	:	Ms N Jaceni Tel No: 043 708 1719/1700 For e-Recruitment Technical Support eMail to: <a href="mailto:RecruitmentHeadOffice@echealth.gov.za">RecruitmentHeadOffice@echealth.gov.za</a>
<b><u>POST 36/239</u></b>	:	<b><u>GENERAL WORKER REF NO: ECHEALTH/ GW/UPXC/APL/01/09/2022</u></b>
<b><u>SALARY</u></b>	:	R104 073 – R122 592 per annum (Level 02)
<b><u>CENTRE</u></b>	:	King Sabata Dalinyebo Sub District, Upper Xhongora Clinic
<b><u>REQUIREMENTS</u></b>	:	ABET level 4 or NQF level 1 to 3 with no experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.
<b><u>DUTIES</u></b>	:	Perform general assistant work: Load and off load furniture, equipment and any other goods to relevant destination. Clean government vehicles. Clean relevant work station. Provide effective office and property care support services Control the access of office accommodation. Safeguard all master and spare keys belonging to the building. Oversee and prepare boardrooms and lecturer theatres for meetings and gatherings. Perform stock taking of areas. Provide

routine general work, compliance and maintenance services: Open windows every day for hygiene and infection control purposes. Damp and dry dusting. Empty dustbins in all the designated areas. Remove office items/furniture from one area to another for effective cleaning Report safety and hazardous threats in the cleaning environment. Clean and take proper care of cleaning equipment. Store and safeguard cleaning material and Equipment. Report electrical or mechanical malfunctioning of cleaning machines and other related equipment. Requisition and replenish cleaning material as and when required. Remove and store waste in the designated areas.

**ENQUIRIES** : Ms O Gcagca Tel No: 047 531 0823.  
For e-Recruitment Technical Support eMail to:  
[RecruitmentHeadOffice@echealth.gov.za](mailto:RecruitmentHeadOffice@echealth.gov.za)

**POST 36/240** : **GENERAL WORKER REF NO: ECHEALTH/ GW/KHOTSH/APL/01/09/2022 (X2 POSTS)**

**SALARY** : R104 073 – R122 592 per annum (Level 02)  
**CENTRE** : Alfred Nzo District, Khotso TB Hospital  
**REQUIREMENTS** : ABET level 4 or NQF level 1 to 3 with no experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.

**DUTIES** : Perform general assistant work: Load and off load furniture, equipment and any other goods to relevant destination. Clean government vehicles. Clean relevant work station. Provide effective office and property care support services Control the access of office accommodation. Safeguard all master and spare keys belonging to the building. Oversee and prepare boardrooms and lecturer theatres for meetings and gatherings. Perform stock taking of areas. Provide routine general work, compliance and maintenance services: Open windows every day for hygiene and infection control purposes. Damp and dry dusting. Empty dustbins in all the designated areas. Remove office items/furniture from one area to another for effective cleaning Report safety and hazardous threats in the cleaning environment. Clean and take proper care of cleaning equipment. Store and safeguard cleaning material and Equipment. Report electrical or mechanical malfunctioning of cleaning machines and other related equipment. Requisition and replenish cleaning material as and when required. Remove and store waste in the designated areas.

**ENQUIRIES** : Ms. A Lebata Tel No: 039 737 3801  
For e-Recruitment Technical Support eMail to:  
[RecruitmentHeadOffice@echealth.gov.za](mailto:RecruitmentHeadOffice@echealth.gov.za)

**POST 36/241** : **GENERAL WORKER (X3 POSTS)**

**SALARY** : R104 073 – R122 592 per annum (Level 02)  
**CENTRE** : Mhlontlo Sub District:  
Qolombane Clinic Ref No: ECHEALTH/ GW/QOLO/ APL/01/09/2022  
Mhlahlane Clinic Ref No: ECHEALTH/ GW/MHLAC/APL/01/09/2022  
Ngwemnyama Clinic Ref No: ECHEALTH/ GW/NGWEC/APL/01/09/2022  
**REQUIREMENTS** : ABET level 4 or NQF level 1 to 3 with no experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.

**DUTIES** : Perform general assistant work: Load and off load furniture, equipment and any other goods to relevant destination. Clean government vehicles. Clean relevant work station. Provide effective office and property care support services Control the access of office accommodation. Safeguard all master and spare keys belonging to the building. Oversee and prepare boardrooms and lecturer theatres for meetings and gatherings. Perform stock taking of areas. Provide routine general work, compliance and maintenance services: Open windows every day for hygiene and infection control purposes. Damp and dry dusting. Empty dustbins in all the designated areas. Remove office items/furniture from one area to another for effective cleaning Report safety and hazardous threats in the cleaning environment. Clean and take proper care of cleaning equipment. Store and safeguard cleaning material and Equipment. Report electrical or mechanical malfunctioning of cleaning machines and other related

		equipment. Requisition and replenish cleaning material as and when required. Remove and store waste in the designated areas.
<b><u>ENQUIRIES</u></b>	:	Ms Ntlabi Tel No: 047 553 0585 For e-Recruitment Technical Support eMail to: <a href="mailto:RecruitmentHeadOffice@echealth.gov.za">RecruitmentHeadOffice@echealth.gov.za</a>
<b><u>POST 36/242</u></b>	:	<b><u>GENERAL WORKER REF NO: ECHEALTH/ GW/INDWH/APL/01/09/2022</u></b>
<b><u>SALARY</u></b>	:	R104 073 – R122 592 per annum (Level 02)
<b><u>CENTRE</u></b>	:	Chris Hani District, Indwe Hospital
<b><u>REQUIREMENTS</u></b>	:	ABET level 4 or NQF level 1 to 3 with no experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.
<b><u>DUTIES</u></b>	:	Perform general assistant work: Load and off load furniture, equipment and any other goods to relevant destination. Clean government vehicles. Clean relevant work station. Provide effective office and property care support services Control the access of office accommodation. Safeguard all master and spare keys belonging to the building. Oversee and prepare boardrooms and lecturer theatres for meetings and gatherings. Perform stock taking of areas. Provide routine general work, compliance and maintenance services: Open windows every day for hygiene and infection control purposes. Damp and dry dusting. Empty dustbins in all the designated areas. Remove office items/furniture from one area to another for effective cleaning Report safety and hazardous threats in the cleaning environment. Clean and take proper care of cleaning equipment. Store and safeguard cleaning material and Equipment. Report electrical or mechanical malfunctioning of cleaning machines and other related equipment. Requisition and replenish cleaning material as and when required. Remove and store waste in the designated areas.
<b><u>ENQUIRIES</u></b>	:	Ms C Gouws Tel No: 045 954 5500/01 For e-Recruitment Technical Support eMail to: <a href="mailto:RecruitmentHeadOffice@echealth.gov.za">RecruitmentHeadOffice@echealth.gov.za</a>
<b><u>POST 36/243</u></b>	:	<b><u>GENERAL WORKER REF NO: ECHEALTH/ GW/SPTH/APL/01/09/2022</u></b>
<b><u>SALARY</u></b>	:	R104 073 – R122 592 per annum (Level 02)
<b><u>CENTRE</u></b>	:	Alfred Nzo District, Sipetu Hospital
<b><u>REQUIREMENTS</u></b>	:	ABET level 4 or NQF level 1 to 3 with no experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.
<b><u>DUTIES</u></b>	:	Perform general assistant work: Load and off load furniture, equipment and any other goods to relevant destination. Clean government vehicles. Clean relevant work station. Provide effective office and property care support services Control the access of office accommodation. Safeguard all master and spare keys belonging to the building. Oversee and prepare boardrooms and lecturer theatres for meetings and gatherings. Perform stock taking of areas. Provide routine general work, compliance and maintenance services: Open windows every day for hygiene and infection control purposes. Damp and dry dusting. Empty dustbins in all the designated areas. Remove office items/furniture from one area to another for effective cleaning Report safety and hazardous threats in the cleaning environment. Clean and take proper care of cleaning equipment. Store and safeguard cleaning material and Equipment. Report electrical or mechanical malfunctioning of cleaning machines and other related equipment. Requisition and replenish cleaning material as and when required. Remove and store waste in the designated areas.
<b><u>ENQUIRIES</u></b>	:	Mr EF Madaka Tel No: 039 255 0077 For e-Recruitment Technical Support eMail to: <a href="mailto:RecruitmentHeadOffice@echealth.gov.za">RecruitmentHeadOffice@echealth.gov.za</a>
<b><u>POST 36/244</u></b>	:	<b><u>GENERAL WORKER REF NO: ECHEALTH/ GW/SSGH/APL/01/09/2022</u></b>
<b><u>SALARY</u></b>	:	R104 073 – R122 592 per annum (Level 02)
<b><u>CENTRE</u></b>	:	Amathole District, SS Gida Hospital



<b><u>REQUIREMENTS</u></b>	:	ABET level 4 or NQF level 1 to 3 with no experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.
<b><u>DUTIES</u></b>	:	Perform general assistant work: Load and off load furniture, equipment and any other goods to relevant destination. Clean government vehicles. Clean relevant work station. Provide effective office and property care support services. Control the access of office accommodation. Safeguard all master and spare keys belonging to the building. Oversee and prepare boardrooms and lecturer theatres for meetings and gatherings. Perform stock taking of areas. Provide routine general work, compliance and maintenance services: Open windows every day for hygiene and infection control purposes. Damp and dry dusting. Empty dustbins in all the designated areas. Remove office items/furniture from one area to another for effective cleaning Report safety and hazardous threats in the cleaning environment. Clean and take proper care of cleaning equipment. Store and safeguard cleaning material and Equipment. Report electrical or mechanical malfunctioning of cleaning machines and other related equipment. Requisition and replenish cleaning material as and when required. Remove and store waste in the designated areas.
<b><u>ENQUIRIES</u></b>	:	Ms N. E Fumanisa Tel No: 040- 658 0043 For e-Recruitment Technical Support eMail to: <a href="mailto:RecruitmentHeadOffice@echealth.gov.za">RecruitmentHeadOffice@echealth.gov.za</a>
<b><u>POST 36/245</u></b>	:	<b><u>GENERAL WORKER REF NO: ECHEALTH/ GW/MARGPAH/APL/01/09/2022</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R104 073 – R122 592 per annum (Level 02) Sarah Baartman District, Margery Parkes TB Hospital
	:	ABET level 4 or NQF level 1 to 3 with no experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.
<b><u>DUTIES</u></b>	:	Perform general assistant work: Load and off load furniture, equipment and any other goods to relevant destination. Clean government vehicles. Clean relevant work station. Provide effective office and property care support services. Control the access of office accommodation. Safeguard all master and spare keys belonging to the building. Oversee and prepare boardrooms and lecturer theatres for meetings and gatherings. Perform stock taking of areas. Provide routine general work, compliance and maintenance services: Open windows every day for hygiene and infection control purposes. Damp and dry dusting. Empty dustbins in all the designated areas. Remove office items/furniture from one area to another for effective cleaning Report safety and hazardous threats in the cleaning environment. Clean and take proper care of cleaning equipment. Store and safeguard cleaning material and Equipment. Report electrical or mechanical malfunctioning of cleaning machines and other related equipment. Requisition and replenish cleaning material as and when required. Remove and store waste in the designated areas.
<b><u>ENQUIRIES</u></b>	:	Mr MT Buyelo Tel No: 049 893 0031 For e-Recruitment Technical Support eMail to: <a href="mailto:RecruitmentHeadOffice@echealth.gov.za">RecruitmentHeadOffice@echealth.gov.za</a>
<b><u>POST 36/246</u></b>	:	<b><u>GENERAL WORKER REF NO: ECHEALTH/ GW/KOMPH/APL/01/09/2022</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R104 073 – R122 592 per annum (Level 02) Chris Hani District, Komani Psychiatric Hospital
	:	ABET level 4 or NQF level 1 to 3 with no experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.
<b><u>DUTIES</u></b>	:	Perform general assistant work: Load and off load furniture, equipment and any other goods to relevant destination. Clean government vehicles. Clean relevant work station. Provide effective office and property care support services. Control the access of office accommodation. Safeguard all master and spare keys belonging to the building. Oversee and prepare boardrooms and lecturer

		theatres for meetings and gatherings. Perform stock taking of areas. Provide routine general work, compliance and maintenance services: Open windows every day for hygiene and infection control purposes. Damp and dry dusting. Empty dustbins in all the designated areas. Remove office items/furniture from one area to another for effective cleaning Report safety and hazardous threats in the cleaning environment. Clean and take proper care of cleaning equipment. Store and safeguard cleaning material and Equipment. Report electrical or mechanical malfunctioning of cleaning machines and other related equipment. Requisition and replenish cleaning material as and when required. Remove and store waste in the designated areas.
<b><u>ENQUIRIES</u></b>	:	Mrs N Mzola Tel No: 045 858 8400. For e-Recruitment Technical Support eMail to: <a href="mailto:RecruitmentHeadOffice@echealth.gov.za">RecruitmentHeadOffice@echealth.gov.za</a>
<b><u>POST 36/247</u></b>	:	<b><u>GENERAL WORKER REF NO: ECHEALTH/ GW/MARJPAH/APL/01/09/2022</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R104 073 – R122 592 per annum (Level 02) Sarah Baartman District, Marjorie Parish TB Hospital ABET level 4 or NQF level 1 to 3 with no experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.
<b><u>DUTIES</u></b>	:	Perform general assistant work: Load and off load furniture, equipment and any other goods to relevant destination. Clean government vehicles. Clean relevant work station. Provide effective office and property care support services. Control the access of office accommodation. Safeguard all master and spare keys belonging to the building. Oversee and prepare boardrooms and lecturer theatres for meetings and gatherings. Perform stock taking of areas. Provide routine general work, compliance and maintenance services: Open windows every day for hygiene and infection control purposes. Damp and dry dusting. Empty dustbins in all the designated areas. Remove office items/furniture from one area to another for effective cleaning Report safety and hazardous threats in the cleaning environment. Clean and take proper care of cleaning equipment. Store and safeguard cleaning material and Equipment. Report electrical or mechanical malfunctioning of cleaning machines and other related equipment. Requisition and replenish cleaning material as and when required. Remove and store waste in the designated areas.
<b><u>ENQUIRIES</u></b>	:	Ms T Sompontsha Tel No: 046 624 5306/1364 For e-Recruitment Technical Support eMail to: <a href="mailto:RecruitmentHeadOffice@echealth.gov.za">RecruitmentHeadOffice@echealth.gov.za</a>
<b><u>POST 36/248</u></b>	:	<b><u>GENERAL WORKER REF NO: ECHEALTH/ GW/ZITUH/APL/01/09/2022</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R104 073 – R122 592 per annum (Level 02) OR Tambo District, Zithulele Hospital ABET level 4 or NQF level 1 to 3 with no experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.
<b><u>DUTIES</u></b>	:	Perform general assistant work: Load and off load furniture, equipment and any other goods to relevant destination. Clean government vehicles. Clean relevant work station. Provide effective office and property care support services. Control the access of office accommodation. Safeguard all master and spare keys belonging to the building. Oversee and prepare boardrooms and lecturer theatres for meetings and gatherings. Perform stock taking of areas. Provide routine general work, compliance and maintenance services: Open windows every day for hygiene and infection control purposes. Damp and dry dusting. Empty dustbins in all the designated areas. Remove office items/furniture from one area to another for effective cleaning Report safety and hazardous threats in the cleaning environment. Clean and take proper care of cleaning equipment. Store and safeguard cleaning material and Equipment. Report electrical or mechanical malfunctioning of cleaning machines and other related equipment. Requisition and replenish cleaning material as and when required. Remove and store waste in the designated areas.

**ENQUIRIES** : Mr K Sobetwa Tel No: 047 573 8936  
For e-Recruitment Technical Support eMail to:  
[RecruitmentHeadOffice@echealth.gov.za](mailto:RecruitmentHeadOffice@echealth.gov.za)

**POST 36/249** : **GENERAL WORKER REF NO: ECHEALTH/ GW/STBAH/APL/01/09/2022**

**SALARY** : R104 073 – R122 592 per annum (Level 02)  
**CENTRE** : OR Tambo District, St Barnabas Hospital  
**REQUIREMENTS** : ABET level 4 or NQF level 1 to 3 with no experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.

**DUTIES** : Perform general assistant work: Load and off load furniture, equipment and any other goods to relevant destination. Clean government vehicles. Clean relevant work station. Provide effective office and property care support services. Control the access of office accommodation. Safeguard all master and spare keys belonging to the building. Oversee and prepare boardrooms and lecturer theatres for meetings and gatherings. Perform stock taking of areas. Provide routine general work, compliance and maintenance services: Open windows every day for hygiene and infection control purposes. Damp and dry dusting. Empty dustbins in all the designated areas. Remove office items/furniture from one area to another for effective cleaning Report safety and hazardous threats in the cleaning environment. Clean and take proper care of cleaning equipment. Store and safeguard cleaning material and Equipment. Report electrical or mechanical malfunctioning of cleaning machines and other related equipment. Requisition and replenish cleaning material as and when required. Remove and store waste in the designated areas.

**ENQUIRIES** : Ms Ndamase Tel No: 047 555 5300  
For e-Recruitment Technical Support eMail to:  
[RecruitmentHeadOffice@echealth.gov.za](mailto:RecruitmentHeadOffice@echealth.gov.za)

**POST 36/250** : **GENERAL WORKER REF NO: ECHEALTH/ GW/STLCH/APL/01/09/2022**

**SALARY** : R104 073 – R122 592 per annum (Level 02)  
**CENTRE** : OR Tambo District, St Lucy's Hospital  
**REQUIREMENTS** : ABET level 4 or NQF level 1 to 3 with no experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.

**DUTIES** : Perform general assistant work: Load and off load furniture, equipment and any other goods to relevant destination. Clean government vehicles. Clean relevant work station. Provide effective office and property care support services. Control the access of office accommodation. Safeguard all master and spare keys belonging to the building. Oversee and prepare boardrooms and lecturer theatres for meetings and gatherings. Perform stock taking of areas. Provide routine general work, compliance and maintenance services: Open windows every day for hygiene and infection control purposes. Damp and dry dusting. Empty dustbins in all the designated areas. Remove office items/furniture from one area to another for effective cleaning Report safety and hazardous threats in the cleaning environment. Clean and take proper care of cleaning equipment. Store and safeguard cleaning material and Equipment. Report electrical or mechanical malfunctioning of cleaning machines and other related equipment. Requisition and replenish cleaning material as and when required. Remove and store waste in the designated areas.

**ENQUIRIES** : Ms Mayikana Tel No: 047 532 6259  
For e-Recruitment Technical Support eMail to:  
[RecruitmentHeadOffice@echealth.gov.za](mailto:RecruitmentHeadOffice@echealth.gov.za)

**POST 36/251** : **GENERAL WORKER REF NO: ECHEALTH/ GW/MPINDWC/APL/01/09/2022**

**SALARY** : R104 073 – R122 592 per annum (Level 02)  
**CENTRE** : King Sabata Dalinyebo Sub District, Mpindweni Clinic  
**REQUIREMENTS** : ABET level 4 or NQF level 1 to 3 with no experience. Poses good communication skills, be able to work shifts including weekends and public



		holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.
<b><u>DUTIES</u></b>	:	Perform general assistant work: Load and off load furniture, equipment and any other goods to relevant destination. Clean government vehicles. Clean relevant work station. Provide effective office and property care support services. Control the access of office accommodation. Safeguard all master and spare keys belonging to the building. Oversee and prepare boardrooms and lecturer theatres for meetings and gatherings. Perform stock taking of areas. Provide routine general work, compliance and maintenance services: Open windows every day for hygiene and infection control purposes. Damp and dry dusting. Empty dustbins in all the designated areas. Remove office items/furniture from one area to another for effective cleaning Report safety and hazardous threats in the cleaning environment. Clean and take proper care of cleaning equipment. Store and safeguard cleaning material and Equipment. Report electrical or mechanical malfunctioning of cleaning machines and other related equipment. Requisition and replenish cleaning material as and when required. Remove and store waste in the designated areas.
<b><u>ENQUIRIES</u></b>	:	Ms O Gcagca Tel No: 047 531 0823 For e-Recruitment Technical Support eMail to: <a href="mailto:RecruitmentHeadOffice@echealth.gov.za">RecruitmentHeadOffice@echealth.gov.za</a>
<b><u>POST 36/252</u></b>	:	<b><u>GENERAL WORKER REF NO: ECHEALTH/ GW/FORTBH/APL/01/09/2022 (X2 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R104 073 – R122 592 per annum (Level 02)
<b><u>CENTRE</u></b>	:	Amathole District, Fort Beaufort Hospital
<b><u>REQUIREMENTS</u></b>	:	ABET level 4 or NQF level 1 to 3 with no experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.
<b><u>DUTIES</u></b>	:	Perform general assistant work: Load and off load furniture, equipment and any other goods to relevant destination. Clean government vehicles. Clean relevant work station. Provide effective office and property care support services. Control the access of office accommodation. Safeguard all master and spare keys belonging to the building. Oversee and prepare boardrooms and lecturer theatres for meetings and gatherings. Perform stock taking of areas. Provide routine general work, compliance and maintenance services: Open windows every day for hygiene and infection control purposes. Damp and dry dusting. Empty dustbins in all the designated areas. Remove office items/furniture from one area to another for effective cleaning Report safety and hazardous threats in the cleaning environment. Clean and take proper care of cleaning equipment. Store and safeguard cleaning material and Equipment. Report electrical or mechanical malfunctioning of cleaning machines and other related equipment. Requisition and replenish cleaning material as and when required. Remove and store waste in the designated areas.
<b><u>ENQUIRIES</u></b>	:	Mr Zethu Tel no: 046 645 1111/12/13/14 For e-Recruitment Technical Support eMail to: <a href="mailto:RecruitmentHeadOffice@echealth.gov.za">RecruitmentHeadOffice@echealth.gov.za</a>
<b><u>POST 36/253</u></b>	:	<b><u>GENERAL WORKER REF NO: ECHEALTH/GW/-MZKCAM/ARP/01/09/2022</u></b>
<b><u>SALARY</u></b>	:	R104 073 – R122 592 per annum (Level 02)
<b><u>CENTRE</u></b>	:	Lilitha Nursing College, Madzikane Ka Zulu Sub Campus
<b><u>REQUIREMENTS</u></b>	:	ABET level 4 or NQF level 1 to 3 with no experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.
<b><u>DUTIES</u></b>	:	Perform general assistant work: Load and off load furniture, equipment and any other goods to relevant destination. Clean government vehicles. Clean relevant workstation. Provide effective office and property care support services Control the access of office accommodation. Safeguard all master and spare keys belonging to the building. Oversee and prepare boardrooms and lecturer theatres for meetings and gatherings. Perform stock taking of areas. Provide routine general work, compliance and maintenance services: Open windows

every day for hygiene and infection control purposes. Damp and dry dusting. Empty dustbins in all the designated areas. Remove office items/furniture from one area to another for effective cleaning Report safety and hazardous threats in the cleaning environment. Clean and take proper care of cleaning equipment. Store and safeguard cleaning material and Equipment. Report electrical or mechanical malfunctioning of cleaning machines and other related equipment. Requisition and replenish cleaning material as and when required. Remove and store waste in the designated areas.

**ENQUIRIES** : Ms PN Mene Tel No: 043 700 9717/26  
For e-Recruitment Technical Support eMail to:  
[RecruitmentHeadOffice@echealth.gov.za](mailto:RecruitmentHeadOffice@echealth.gov.za)

**POST 36/254** : **GENERAL WORKER REF NO: ECHEALTH/GW/MHLAKCHC/APL/01/09/2022**

**SALARY** : R104 073 – R122 592 per annum (Level 02)  
**CENTRE** : Mhlontlo Sub District, Mhlakulo Community Health Centre  
**REQUIREMENTS** : ABET level 4 or NQF level 1 to 3 with no experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.

**DUTIES** : Perform general assistant work: Load and off load furniture, equipment and any other goods to relevant destination. Clean government vehicles. Clean relevant work station. Provide effective office and property care support services. Control the access of office accommodation. Safeguard all master and spare keys belonging to the building. Oversee and prepare boardrooms and lecturer theatres for meetings and gatherings. Perform stock taking of areas. Provide routine general work, compliance and maintenance services: Open windows every day for hygiene and infection control purposes. Damp and dry dusting. Empty dustbins in all the designated areas. Remove office items/furniture from one area to another for effective cleaning Report safety and hazardous threats in the cleaning environment. Clean and take proper care of cleaning equipment. Store and safeguard cleaning material and Equipment. Report electrical or mechanical malfunctioning of cleaning machines and other related equipment. Requisition and replenish cleaning material as and when required. Remove and store waste in the designated areas.

**ENQUIRIES** : Ms Ntlabi Tel No: 047 553 0585  
For e-Recruitment Technical Support eMail to:  
[RecruitmentHeadOffice@echealth.gov.za](mailto:RecruitmentHeadOffice@echealth.gov.za)

**POST 36/255** : **GENERAL WORKER REF NO: ECHEALTH/ GW/LADGR/ARP/01/09/2022 (X2 POSTS)**  
Re-advertisement. Applicants who have applied before are encouraged to apply again.

**SALARY** : R104 073 – R122 592 per annum (Level 02)  
**CENTRE** : Joe Gqabi District, Lady Grey Hospital  
**REQUIREMENTS** : ABET level 4 or NQF level 1 to 3 with no experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.

**DUTIES** : Perform general assistant work: Load and off load furniture, equipment and any other goods to relevant destination. Clean government vehicles. Clean relevant work station. Provide effective office and property care support services. Control the access of office accommodation. Safeguard all master and spare keys belonging to the building. Oversee and prepare boardrooms and lecturer theatres for meetings and gatherings. Perform stock taking of areas. Provide routine general work, compliance and maintenance services: Open windows every day for hygiene and infection control purposes. Damp and dry dusting. Empty dustbins in all the designated areas. Remove office items/furniture from one area to another for effective cleaning Report safety and hazardous threats in the cleaning environment. Clean and take proper care of cleaning equipment. Store and safeguard cleaning material and Equipment. Report electrical or mechanical malfunctioning of cleaning machines and other related

		equipment. Requisition and replenish cleaning material as and when required. Remove and store waste in the designated areas.
<b><u>ENQUIRIES</u></b>	:	Ms N Skisazana Tel No: 051 603 0093/0115 For e-Recruitment Technical Support eMail to: <a href="mailto:RecruitmentHeadOffice@echealth.gov.za">RecruitmentHeadOffice@echealth.gov.za</a>
<b><u>POST 36/256</u></b>	:	<b><u>GENERAL WORKER REF NO. ECHEALTH/ GW/JAMESH/ARP/01/09/2022</u></b> Re-advertisement. Applicants who have applied before are encouraged to apply again.
<b><u>SALARY</u></b>	:	R104 073 - R122 592 per annum (Level 2)
<b><u>CENTRE</u></b>	:	Joe Gqabi District, Jamestown Hospital
<b><u>REQUIREMENTS</u></b>	:	ABET level 4 or NQF level 1 to 3 with no experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.
<b><u>DUTIES</u></b>	:	Perform general assistant work: Load and off load furniture, equipment and any other goods to relevant destination. Clean government vehicles. Clean relevant work station. Provide effective office and property care support services Control the access of office accommodation. Safeguard all master and spare keys belonging to the building. Oversee and prepare boardrooms and lecturer theatres for meetings and gatherings. Perform stock taking of areas. Provide routine general work, compliance and maintenance services: Open windows every day for hygiene and infection control purposes. Damp and dry dusting. Empty dustbins in all the designated areas. Remove office items/furniture from one area to another for effective cleaning Report safety and hazardous threats in the cleaning environment. Clean and take proper care of cleaning equipment. Store and safeguard cleaning material and Equipment. Report electrical or mechanical malfunctioning of cleaning machines and other related equipment. Requisition and replenish cleaning material as and when required. Remove and store waste in the designated areas.
<b><u>ENQUIRIES</u></b>	:	Mr JS Nzinde Tel No: 051 633 9617 For e-Recruitment Technical Support eMail to: <a href="mailto:RecruitmentHeadOffice@echealth.gov.za">RecruitmentHeadOffice@echealth.gov.za</a>
<b><u>POST 36/257</u></b>	:	<b><u>GENERAL WORKER REF NO: ECHEALTH/ GW/JGDO/ARP/01/09/2022</u></b> Re-advertisement. Applicants who have applied before are encouraged to apply again.
<b><u>SALARY</u></b>	:	R104 073 – R122 592 per annum (Level 02)
<b><u>CENTRE</u></b>	:	Joe Gqabi District Office
<b><u>REQUIREMENTS</u></b>	:	ABET level 4 or NQF level 1 to 3 with no experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.
<b><u>DUTIES</u></b>	:	Perform general assistant work: Load and off load furniture, equipment and any other goods to relevant destination. Clean government vehicles. Clean relevant work station. Provide effective office and property care support services Control the access of office accommodation. Safeguard all master and spare keys belonging to the building. Oversee and prepare boardrooms and lecturer theatres for meetings and gatherings. Perform stock taking of areas. Provide routine general work, compliance and maintenance services: Open windows every day for hygiene and infection control purposes. Damp and dry dusting. Empty dustbins in all the designated areas. Remove office items/furniture from one area to another for effective cleaning Report safety and hazardous threats in the cleaning environment. Clean and take proper care of cleaning equipment. Store and safeguard cleaning material and Equipment. Report electrical or mechanical malfunctioning of cleaning machines and other related equipment. Requisition and replenish cleaning material as and when required. Remove and store waste in the designated areas.
<b><u>ENQUIRIES</u></b>	:	Mr J.S Ndzinde Tel No: 051 633 9631 For e-Recruitment Technical Support eMail to: <a href="mailto:RecruitmentHeadOffice@echealth.gov.za">RecruitmentHeadOffice@echealth.gov.za</a>

**POST 36/258** : **GENERAL WORKER REF NO: ECHEALTH/ GW/MACLH/ARP/01/09/2022**  
Re-advertisement. Applicants who have applied before are encouraged to apply again.

**SALARY** : R104 073 – R122 592 per annum (Level 02)  
**CENTRE** : Joe Gqabi District, Maclear Hospital  
**REQUIREMENTS** : ABET level 4 or NQF level 1 to 3 with no experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.

**DUTIES** : Perform general assistant work: Load and off load furniture, equipment and any other goods to relevant destination. Clean government vehicles. Clean relevant work station. Provide effective office and property care support services Control the access of office accommodation. Safeguard all master and spare keys belonging to the building. Oversee and prepare boardrooms and lecturer theatres for meetings and gatherings. Perform stock taking of areas. Provide routine general work, compliance and maintenance services: Open windows every day for hygiene and infection control purposes. Damp and dry dusting. Empty dustbins in all the designated areas. Remove office items/furniture from one area to another for effective cleaning Report safety and hazardous threats in the cleaning environment. Clean and take proper care of cleaning equipment. Store and safeguard cleaning material and Equipment. Report electrical or mechanical malfunctioning of cleaning machines and other related equipment. Requisition and replenish cleaning material as and when required. Remove and store waste in the designated areas.

**ENQUIRIES** : Ms N Zuza Tel No: 045 932 1028  
For e-Recruitment Technical Support eMail to:  
[RecruitmentHeadOffice@echealth.gov.za](mailto:RecruitmentHeadOffice@echealth.gov.za)

**POST 36/259** : **GENERAL WORKER REF NO: ECHEALTH/ GW/ALWNH/ARP/01/09/2022 (X3 POSTS)**  
Re-advertisement. Applicants who have applied before are encouraged to apply again.

**SALARY** : R104 073 – R122 592 per annum (Level 02)  
**CENTRE** : Joe Gqabi District, Aliwal North Hospital  
**REQUIREMENTS** : ABET level 4 or NQF level 1 to 3 with no experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.

**DUTIES** : Perform general assistant work: Load and off load furniture, equipment and any other goods to relevant destination. Clean government vehicles. Clean relevant work station. Provide effective office and property care support services Control the access of office accommodation. Safeguard all master and spare keys belonging to the building. Oversee and prepare boardrooms and lecturer theatres for meetings and gatherings. Perform stock taking of areas. Provide routine general work, compliance and maintenance services: Open windows every day for hygiene and infection control purposes. Damp and dry dusting. Empty dustbins in all the designated areas. Remove office items/furniture from one area to another for effective cleaning Report safety and hazardous threats in the cleaning environment. Clean and take proper care of cleaning equipment. Store and safeguard cleaning material and Equipment. Report electrical or mechanical malfunctioning of cleaning machines and other related equipment. Requisition and replenish cleaning material as and when required. Remove and store waste in the designated areas.

**ENQUIRIES** : Ms Fourie Tel No: 051 633 7700  
For e-Recruitment Technical Support eMail to:  
[RecruitmentHeadOffice@echealth.gov.za](mailto:RecruitmentHeadOffice@echealth.gov.za)

**POST 36/260** : **GENERAL WORKER REF NO: ECHEALTH/ GW/STYNH/ARP/01/09/2022**  
Re-advertisement. Applicants who have applied before are encouraged to apply again.

**SALARY** : R104 073 – R122 592 per annum (Level 02)  
**CENTRE** : Joe Gqabi District, Steynsburg Hospital

<b><u>REQUIREMENTS</u></b>	:	ABET level 4 or NQF level 1 to 3 with no experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.
<b><u>DUTIES</u></b>	:	Perform general assistant work: Load and off load furniture, equipment and any other goods to relevant destination. Clean government vehicles. Clean relevant work station. Provide effective office and property care support services Control the access of office accommodation. Safeguard all master and spare keys belonging to the building. Oversee and prepare boardrooms and lecturer theatres for meetings and gatherings. Perform stock taking of areas. Provide routine general work, compliance and maintenance services: Open windows every day for hygiene and infection control purposes. Damp and dry dusting. Empty dustbins in all the designated areas. Remove office items/furniture from one area to another for effective cleaning Report safety and hazardous threats in the cleaning environment. Clean and take proper care of cleaning equipment. Store and safeguard cleaning material and Equipment. Report electrical or mechanical malfunctioning of cleaning machines and other related equipment. Requisition and replenish cleaning material as and when required. Remove and store waste in the designated areas.
<b><u>ENQUIRIES</u></b>	:	Mrs Mfanekiso Tel No: 048 884 0241 For e-Recruitment Technical Support eMail to: <a href="mailto:RecruitmentHeadOffice@echealth.gov.za">RecruitmentHeadOffice@echealth.gov.za</a>
<b><u>POST 36/261</u></b>	:	<b><u>GENERAL WORKER REF NO: ECHEALTH/ GW/BURGH/ARP/01/09/2022</u></b> Re-advertisement. Applicants who have applied before are encouraged to apply again.
<b><u>SALARY</u></b>	:	R104 073 – R122 592 per annum (Level 02)
<b><u>CENTRE</u></b>	:	Joe Gqabi District, Burgersdorp Hospital
<b><u>REQUIREMENTS</u></b>	:	ABET level 4 or NQF level 1 to 3 with no experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.
<b><u>DUTIES</u></b>	:	Perform general assistant work: Load and off load furniture, equipment and any other goods to relevant destination. Clean government vehicles. Clean relevant work station. Provide effective office and property care support services Control the access of office accommodation. Safeguard all master and spare keys belonging to the building. Oversee and prepare boardrooms and lecturer theatres for meetings and gatherings. Perform stock taking of areas. Provide routine general work, compliance and maintenance services: Open windows every day for hygiene and infection control purposes. Damp and dry dusting. Empty dustbins in all the designated areas. Remove office items/furniture from one area to another for effective cleaning Report safety and hazardous threats in the cleaning environment. Clean and take proper care of cleaning equipment. Store and safeguard cleaning material and Equipment. Report electrical or mechanical malfunctioning of cleaning machines and other related equipment. Requisition and replenish cleaning material as and when required. Remove and store waste in the designated areas.
<b><u>ENQUIRIES</u></b>	:	Ms N Zondi Tel No: 051 653 1881 For e-Recruitment Technical Support eMail to: <a href="mailto:RecruitmentHeadOffice@echealth.gov.za">RecruitmentHeadOffice@echealth.gov.za</a>
<b><u>POST 36/262</u></b>	:	<b><u>GENERAL WORKER REF NO: ECHEALTH/ GW/CLOETJH/ARP/01/09/2022</u></b> Re-advertisement. Applicants who have applied before are encouraged to apply again.
<b><u>SALARY</u></b>	:	R104 073 – R122 592 per annum (Level 02)
<b><u>CENTRE</u></b>	:	Joe Gqabi District, Cloete Joubert Hospital
<b><u>REQUIREMENTS</u></b>	:	ABET level 4 or NQF level 1 to 3 with no experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.
<b><u>DUTIES</u></b>	:	Perform general assistant work: Load and off load furniture, equipment and any other goods to relevant destination. Clean government vehicles. Clean relevant



		work station. Provide effective office and property care support services Control the access of office accommodation. Safeguard all master and spare keys belonging to the building. Oversee and prepare boardrooms and lecturer theatres for meetings and gatherings. Perform stock taking of areas. Provide routine general work, compliance and maintenance services: Open windows every day for hygiene and infection control purposes. Damp and dry dusting. Empty dustbins in all the designated areas. Remove office items/furniture from one area to another for effective cleaning Report safety and hazardous threats in the cleaning environment. Clean and take proper care of cleaning equipment. Store and safeguard cleaning material and Equipment. Report electrical or mechanical malfunctioning of cleaning machines and other related equipment. Requisition and replenish cleaning material as and when required. Remove and store waste in the designated areas.
<b><u>ENQUIRIES</u></b>	:	Mr Z.O Mgeyi Tel No: 045 971 0091/072 791 6506 For e-Recruitment Technical Support eMail to: <a href="mailto:RecruitmentHeadOffice@echealth.gov.za">RecruitmentHeadOffice@echealth.gov.za</a>
<b><u>POST 36/263</u></b>	:	<b><u>GENERAL WORKER REF NO: ECHEALTH/ GW/UMLAH/ARP/01/09/2022</u></b> Re-advertisement. Applicants who have applied before are encouraged to apply again.
<b><u>SALARY</u></b>	:	R104 073 – R122 592 per annum (Level 02)
<b><u>CENTRE</u></b>	:	Joe Gqabi District, Umlamli Hospital
<b><u>REQUIREMENTS</u></b>	:	ABET level 4 or NQF level 1 to 3 with no experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.
<b><u>DUTIES</u></b>	:	Perform general assistant work: Load and off load furniture, equipment and any other goods to relevant destination. Clean government vehicles. Clean relevant work station. Provide effective office and property care support services Control the access of office accommodation. Safeguard all master and spare keys belonging to the building. Oversee and prepare boardrooms and lecturer theatres for meetings and gatherings. Perform stock taking of areas. Provide routine general work, compliance and maintenance services: Open windows every day for hygiene and infection control purposes. Damp and dry dusting. Empty dustbins in all the designated areas. Remove office items/furniture from one area to another for effective cleaning Report safety and hazardous threats in the cleaning environment. Clean and take proper care of cleaning equipment. Store and safeguard cleaning material and Equipment. Report electrical or mechanical malfunctioning of cleaning machines and other related equipment. Requisition and replenish cleaning material as and when required. Remove and store waste in the designated areas.
<b><u>ENQUIRIES</u></b>	:	Ms Mpithimpithi Tel No: 051 611 0079/90
<b><u>POST 36/264</u></b>	:	<b><u>GENERAL WORKER REF NO: ECHEALTH/ GW/TAYBH/ARP/01/09/2022 (X3 POSTS)</u></b> Re-advertisement. Applicants who have applied before are encouraged to apply again.
<b><u>SALARY</u></b>	:	R104 073 – R122 592 per annum (Level 02)
<b><u>CENTRE</u></b>	:	Joe Gqabi District, Taylor Bequest Hospital (Mt Fletcher)
<b><u>REQUIREMENTS</u></b>	:	ABET level 4 or NQF level 1 to 3 with no experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.
<b><u>DUTIES</u></b>	:	Perform general assistant work: Load and off load furniture, equipment and any other goods to relevant destination. Clean government vehicles. Clean relevant work station. Provide effective office and property care support services Control the access of office accommodation. Safeguard all master and spare keys belonging to the building. Oversee and prepare boardrooms and lecturer theatres for meetings and gatherings. Perform stock taking of areas. Provide routine general work, compliance and maintenance services: Open windows every day for hygiene and infection control purposes. Damp and dry dusting. Empty dustbins in all the designated areas. Remove office items/furniture from one area to another for effective cleaning Report safety and hazardous threats

		in the cleaning environment. Clean and take proper care of cleaning equipment. Store and safeguard cleaning material and Equipment. Report electrical or mechanical malfunctioning of cleaning machines and other related equipment. Requisition and replenish cleaning material as and when required. Remove and store waste in the designated areas.
<b><u>ENQUIRIES</u></b>	:	Ms N Ngwabeni Tel No: 039 257 0099 For e-Recruitment Technical Support eMail to: <a href="mailto:RecruitmentHeadOffice@echealth.gov.za">RecruitmentHeadOffice@echealth.gov.za</a>
<b><u>POST 36/265</u></b>	:	<b><u>GENERAL WORKER (X2 POSTS)</u></b> Re-advertisement. Applicants who have applied before are encouraged to apply again.
<b><u>SALARY CENTRE</u></b>	:	R104 073 – R122 592 per annum (Level 02) Senqu Sub District, Hillside Clinic Ref No: ECHEALTH/ GW/HILSC/ARP/01/09/2022 (X1 Post) Musong Clinic Ref No: ECHEALTH/ GW/MUSOC/ARP/01/09/2022 (X1 Post)
<b><u>REQUIREMENTS</u></b>	:	ABET level 4 or NQF level 1 to 3 with no experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.
<b><u>DUTIES</u></b>	:	Perform general assistant work: Load and off load furniture, equipment and any other goods to relevant destination. Clean government vehicles. Clean relevant work station. Provide effective office and property care support services Control the access of office accommodation. Safeguard all master and spare keys belonging to the building. Oversee and prepare boardrooms and lecturer theatres for meetings and gatherings. Perform stock taking of areas. Provide routine general work, compliance and maintenance services: Open windows every day for hygiene and infection control purposes. Damp and dry dusting. Empty dustbins in all the designated areas. Remove office items/furniture from one area to another for effective cleaning Report safety and hazardous threats in the cleaning environment. Clean and take proper care of cleaning equipment. Store and safeguard cleaning material and Equipment. Report electrical or mechanical malfunctioning of cleaning machines and other related equipment. Requisition and replenish cleaning material as and when required. Remove and store waste in the designated areas.
<b><u>ENQUIRIES</u></b>	:	Mr L Solomane Tel No: 051 633 9617 For e-Recruitment Technical Support eMail to: <a href="mailto:RecruitmentHeadOffice@echealth.gov.za">RecruitmentHeadOffice@echealth.gov.za</a>
<b><u>POST 36/266</u></b>	:	<b><u>GENERAL WORKER REF NO: ECHEALTH/ GW/EMPILSC/ARP/01/09/2022</u></b> Re-advertisement. Applicants who have applied before are encouraged to apply again.
<b><u>SALARY CENTRE</u></b>	:	R104 073 – R122 592 per annum (Level 02) Elundini Sub District, Empilisweni Clinic
<b><u>REQUIREMENTS</u></b>	:	ABET level 4 or NQF level 1 to 3 with no experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.
<b><u>DUTIES</u></b>	:	Perform general assistant work: Load and off load furniture, equipment and any other goods to relevant destination. Clean government vehicles. Clean relevant work station. Provide effective office and property care support services Control the access of office accommodation. Safeguard all master and spare keys belonging to the building. Oversee and prepare boardrooms and lecturer theatres for meetings and gatherings. Perform stock taking of areas. Provide routine general work, compliance and maintenance services: Open windows every day for hygiene and infection control purposes. Damp and dry dusting. Empty dustbins in all the designated areas. Remove office items/furniture from one area to another for effective cleaning Report safety and hazardous threats in the cleaning environment. Clean and take proper care of cleaning equipment. Store and safeguard cleaning material and Equipment. Report electrical or mechanical malfunctioning of cleaning machines and other related equipment. Requisition and replenish cleaning material as and when required. Remove and store waste in the designated areas.

**ENQUIRIES** : Ms Du Plessis Tel No: 039 257 2400  
For e-Recruitment Technical Support eMail to:  
[RecruitmentHeadOffice@echealth.gov.za](mailto:RecruitmentHeadOffice@echealth.gov.za)

**POST 36/267** : **LAUNDRY WORKER REF NO: ECHEALTH/LAUW/MHLAKCHC/APL/01/09/2022 (X2 POSTS)**

**SALARY** : R104 073 – R122 592 per annum (Level 02)  
**CENTRE** : Mhlontlo Sub District, Mhlakulo Community Health Centre  
**REQUIREMENTS** : ABET level 4 or NQF level 1 to 3 with no experience. Understanding of a Laundry set up. Poses good communication skills, be able to work shifts especially night shift. Be able to rotate areas in the laundry. Honest and reliable Poses physical strength and to cope with physical demands of position. Be able to work as a team and or independently.

**DUTIES** : Render laundry services: Maintain a safe and clean working environment in line with health and safety standards. Collect linen from relevant depots. Keep an accurate record of linen collected and returned to relevant units. Follow the basic procedure guidelines in preparing and disinfecting linen for wash. Follow the basic procedure guidelines for washed and cleaned linen. Keep linen in a good state by inspecting, mending and marking laundry. Be able to operate various machines in the laundry (i.e., washing, dryer ironing and pressers). Iron, fold, count and pack laundered items and seal linen bags. Collect and deliver linen to clients. Sort, count and record dirty linen. Do all laundry responsibilities as directed by the supervisor. Report any machine defaults to the supervisor. Maintain laundry equipment/machines: Monitor equipment temperature. Keep laundry equipment in a proper state. Report defects. Check and request equipment service.

**ENQUIRIES** : Ms Ntlabi Tel No: 047 553 0585  
For e-Recruitment Technical Support eMail to:  
[RecruitmentHeadOffice@echealth.gov.za](mailto:RecruitmentHeadOffice@echealth.gov.za)

**POST 36/268** : **LAUNDRY WORKER REF NO: ECHEALTH/LAUW/CMH/APL/01/09/2022 (X2 POSTS)**

**SALARY** : R104 073 – R122 592 per annum (Level 02)  
**CENTRE** : Buffalo City Metro, Cecilia Makiwane Regional Hospital  
**REQUIREMENTS** : ABET level 4 or NQF level 1 to 3 with no experience. Understanding of a Laundry set up. Poses good communication skills, be able to work shifts especially night shift. Be able to rotate areas in the laundry. Honest and reliable Poses physical strength and to cope with physical demands of position. Be able to work as a team and or independently.

**DUTIES** : Render laundry services: Maintain a safe and clean working environment in line with health and safety standards. Collect linen from relevant depots. Keep an accurate record of linen collected and returned to relevant units. Follow the basic procedure guidelines in preparing and disinfecting linen for wash. Follow the basic procedure guidelines for washed and cleaned linen. Keep linen in a good state by inspecting, mending and marking laundry. Be able to operate various machines in the laundry (i.e., washing, dryer ironing and pressers). Iron, fold, count and pack laundered items and seal linen bags. Collect and deliver linen to clients. Sort, count and record dirty linen. Do all laundry responsibilities as directed by the supervisor. Report any machine defaults to the supervisor. Maintain laundry equipment/machines: Monitor equipment temperature. Keep laundry equipment in a proper state. Report defects. Check and request equipment service.

**ENQUIRIES** : Ms N. Matshaya Tel No: 043 708 2121  
For e-Recruitment Technical Support eMail to:  
[RecruitmentHeadOffice@echealth.gov.za](mailto:RecruitmentHeadOffice@echealth.gov.za)

**POST 36/269** : **LAUNDRY WORKER REF NO: ECHEALTH/LAUW/SSGH/APL/01/09/2022**

**SALARY** : R104 073 – R122 592 per annum (Level 02)  
**CENTRE** : Amathole District, SS Gida Hospital  
**REQUIREMENTS** : ABET level 4 or NQF level 1 to 3 with no experience. Understanding of a Laundry set up. Poses good communication skills, be able to work shifts especially night shift. Be able to rotate areas in the laundry. Honest and reliable Poses physical strength and to cope with physical demands of position. Be able to work as a team and or independently.



<b><u>DUTIES</u></b>	:	Render laundry services: Maintain a safe and clean working environment in line with health and safety standards. Collect linen from relevant depots. Keep an accurate record of linen collected and returned to relevant units. Follow the basic procedure guidelines in preparing and disinfecting linen for wash. Follow the basic procedure guidelines for washed and cleaned linen. Keep linen in a good state by inspecting, mending and marking laundry. Be able to operate various machines in the laundry (i.e., washing, dryer ironing and pressers). Iron, fold, count and pack laundered items and seal linen bags. Collect and deliver linen to clients. Sort, count and record dirty linen. Do all laundry responsibilities as directed by the supervisor. Report any machine defaults to the supervisor. Maintain laundry equipment/machines: Monitor equipment temperature. Keep laundry equipment in a proper state. Report defects. Check and request equipment service.
<b><u>ENQUIRIES</u></b>	:	Ms N. E Fumanisa Tel No: 040- 658 0043 For e-Recruitment Technical Support eMail to: <a href="mailto:RecruitmentHeadOffice@echealth.gov.za">RecruitmentHeadOffice@echealth.gov.za</a>
<b><u>POST 36/270</u></b>	:	<b><u>LAUNDRY WORKER REF NO: ECHEALTH/LAUW/LVH/APL/01/09/2022</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R104 073 – R122 592 per annum (Level 02) Nelson Mandela Metro, Livingstone Tertiary Hospital ABET level 4 or NQF level 1 to 3 with no experience. Understanding of a Laundry set up. Poses good communication skills, be able to work shifts especially night shift. Be able to rotate areas in the laundry. Honest and reliable Poses physical strength and to cope with physical demands of position. Be able to work as a team and or independently.
<b><u>DUTIES</u></b>	:	Render laundry services: Maintain a safe and clean working environment in line with health and safety standards. Collect linen from relevant depots. Keep an accurate record of linen collected and returned to relevant units. Follow the basic procedure guidelines in preparing and disinfecting linen for wash. Follow the basic procedure guidelines for washed and cleaned linen. Keep linen in a good state by inspecting, mending and marking laundry. Be able to operate various machines in the laundry (i.e., washing, dryer ironing and pressers). Iron, fold, count and pack laundered items and seal linen bags. Collect and deliver linen to clients. Sort, count and record dirty linen. Do all laundry responsibilities as directed by the supervisor. Report any machine defaults to the supervisor. Maintain laundry equipment/machines: Monitor equipment temperature. Keep laundry equipment in a proper state. Report defects. Check and request equipment service.
<b><u>ENQUIRIES</u></b>	:	Ms L Mabanga Tel No: 041 405 2348 For e-Recruitment Technical Support eMail to: <a href="mailto:RecruitmentHeadOffice@echealth.gov.za">RecruitmentHeadOffice@echealth.gov.za</a>
<b><u>POST 36/271</u></b>	:	<b><u>LAUNDRY WORKER REF NO: ECHEALTH/LAUW/CANZH/APL/01/09/2022</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R104 073 – R122 592 per annum (Level 02) OR Tambo District, Canzibe Hospital ABET level 4 or NQF level 1 to 3 with no experience. Understanding of a Laundry set up. Poses good communication skills, be able to work shifts especially night shift. Be able to rotate areas in the laundry. Honest and reliable Poses physical strength and to cope with physical demands of position. Be able to work as a team and or independently.
<b><u>DUTIES</u></b>	:	Render laundry services: Maintain a safe and clean working environment in line with health and safety standards. Collect linen from relevant depots. Keep an accurate record of linen collected and returned to relevant units. Follow the basic procedure guidelines in preparing and disinfecting linen for wash. Follow the basic procedure guidelines for washed and cleaned linen. Keep linen in a good state by inspecting, mending and marking laundry. Be able to operate various machines in the laundry (i.e., washing, dryer ironing and pressers). Iron, fold, count and pack laundered items and seal linen bags. Collect and deliver linen to clients. Sort, count and record dirty linen. Do all laundry responsibilities as directed by the supervisor. Report any machine defaults to the supervisor. Maintain laundry equipment/machines: Monitor equipment temperature. Keep laundry equipment in a proper state. Report defects. Check and request equipment service.
<b><u>ENQUIRIES</u></b>	:	Ms Solwandle Tel No: 047 568 8291/2/3

For e-Recruitment Technical Support eMail to:  
[RecruitmentHeadOffice@echealth.gov.za](mailto:RecruitmentHeadOffice@echealth.gov.za)

<b><u>POST 36/272</u></b>	:	<b><u>LAUNDRY WORKER REF NO: ECHEALTH/LAUW/ZITUH/APL/01/09/2022</u></b>
<b><u>SALARY</u></b>	:	R104 073 – R122 592 per annum (Level 02)
<b><u>CENTRE</u></b>	:	OR Tambo District, Zithulele Hospital
<b><u>REQUIREMENTS</u></b>	:	ABET level 4 or NQF level 1 to 3 with no experience. Understanding of a Laundry set up. Poses good communication skills, be able to work shifts especially night shift. Be able to rotate areas in the laundry. Honest and reliable Poses physical strength and to cope with physical demands of position. Be able to work as a team and or independently.
<b><u>DUTIES</u></b>	:	Render laundry services: Maintain a safe and clean working environment in line with health and safety standards. Collect linen from relevant depots. Keep an accurate record of linen collected and returned to relevant units. Follow the basic procedure guidelines in preparing and disinfecting linen for wash. Follow the basic procedure guidelines for washed and cleaned linen. Keep linen in a good state by inspecting, mending and marking laundry. Be able to operate various machines in the laundry (i.e., washing, dryer ironing and pressers). Iron, fold, count and pack laundered items and seal linen bags. Collect and deliver linen to clients. Sort, count and record dirty linen. Do all laundry responsibilities as directed by the supervisor. Report any machine defaults to the supervisor. Maintain laundry equipment/machines: Monitor equipment temperature. Keep laundry equipment in a proper state. Report defects. Check and request equipment service.
<b><u>ENQUIRIES</u></b>	:	Mr K Sobetwa Tel No: 047 573 8936 For e-Recruitment Technical Support eMail to: <a href="mailto:RecruitmentHeadOffice@echealth.gov.za">RecruitmentHeadOffice@echealth.gov.za</a>
<b><u>POST 36/273</u></b>	:	<b><u>LAUNDRY WORKER REF NO: ECHEALTH/LAUW/KOMGH/APL/01/09/2022</u></b>
<b><u>SALARY</u></b>	:	R104 073 – R122 592 per annum (Level 02)
<b><u>CENTRE</u></b>	:	Amathole District, Komga Hospital
<b><u>REQUIREMENTS</u></b>	:	ABET level 4 or NQF level 1 to 3 with no experience. Understanding of a Laundry set up. Poses good communication skills, be able to work shifts especially night shift. Be able to rotate areas in the laundry. Honest and reliable Poses physical strength and to cope with physical demands of position. Be able to work as a team and or independently.
<b><u>DUTIES</u></b>	:	Render laundry services: Maintain a safe and clean working environment in line with health and safety standards. Collect linen from relevant depots. Keep an accurate record of linen collected and returned to relevant units. Follow the basic procedure guidelines in preparing and disinfecting linen for wash. Follow the basic procedure guidelines for washed and cleaned linen. Keep linen in a good state by inspecting, mending and marking laundry. Be able to operate various machines in the laundry (i.e., washing, dryer ironing and pressers). Iron, fold, count and pack laundered items and seal linen bags. Collect and deliver linen to clients. Sort, count and record dirty linen. Do all laundry responsibilities as directed by the supervisor. Report any machine defaults to the supervisor. Maintain laundry equipment/machines: Monitor equipment temperature. Keep laundry equipment in a proper state. Report defects. Check and request equipment service.
<b><u>ENQUIRIES</u></b>	:	Ms N Nene Tel No: 043 831 1013 For e-Recruitment Technical Support eMail to: <a href="mailto:RecruitmentHeadOffice@echealth.gov.za">RecruitmentHeadOffice@echealth.gov.za</a>
<b><u>POST 36/274</u></b>	:	<b><u>LAUNDRY WORKER REF NO: ECHEALTH/LAUW/HEWH/APL/01/09/2022</u></b>
<b><u>SALARY</u></b>	:	R104 073 – R122 592 per annum (Level 02)
<b><u>CENTRE</u></b>	:	Chris Hani District, Hewu Hospital
<b><u>REQUIREMENTS</u></b>	:	ABET level 4 or NQF level 1 to 3 with no experience. Understanding of a Laundry set up. Poses good communication skills, be able to work shifts especially night shift. Be able to rotate areas in the laundry. Honest and reliable Poses physical strength and to cope with physical demands of position. Be able to work as a team and or independently.
<b><u>DUTIES</u></b>	:	Render laundry services: Maintain a safe and clean working environment in line with health and safety standards. Collect linen from relevant depots. Keep

an accurate record of linen collected and returned to relevant units. Follow the basic procedure guidelines in preparing and disinfecting linen for wash. Follow the basic procedure guidelines for washed and cleaned linen. Keep linen in a good state by inspecting, mending and marking laundry. Be able to operate various machines in the laundry (i.e., washing, dryer ironing and pressers). Iron, fold, count and pack laundered items and seal linen bags. Collect and deliver linen to clients. Sort, count and record dirty linen. Do all laundry responsibilities as directed by the supervisor. Report any machine defaults to the supervisor. Maintain laundry equipment/machines: Monitor equipment temperature. Keep laundry equipment in a proper state. Report defects. Check and request equipment service.

**ENQUIRIES** : Mr Mabandla Tel No: 040 841 0133  
For e-Recruitment Technical Support eMail to:  
[RecruitmentHeadOffice@echealth.gov.za](mailto:RecruitmentHeadOffice@echealth.gov.za)

**POST 36/275** : **PROPERTY CARETAKER REF NO:**  
**ECHEALTH/PCT/KWANC/APL/01/09/2022**

**SALARY** : R104 073 – R122 592 per annum (Level 02)  
**CENTRE** : Inxuba Yethemba Sub District, Kwanomzame Clinic  
**REQUIREMENTS** : ABET level 4 or NQF level 1 to 3 with no experience. Physical strong and healthy person. Ability to cope with the physical demand of the post and various Weather condition. Preferable garden experience, formal cleaning environment/ground /waste. Ability to work in a team and under pressure. Rotation to different areas when need arise.

**DUTIES** : Maintenance and development of facility garden. Cleaning the surroundings. Prepare soil for planting. Maintenance of trees, flowers, shrubs and grass in garden. Removing of weeds in beddings. Moving of lawns, planting of trees and plants. Watering of gardens, maintain/ cleaning of parking and pathways. Moving of furniture as and when necessary. Take care of garden, machinery and equipment. Remove and collection of assets various areas. Cleaning of gutters. Adherence to safety regulations. Execute any other KPA's delegated by supervisor.

**ENQUIRIES** : Ms GO Van Heerden Tel No: 048 881 2921  
For e-Recruitment Technical Support eMail to:  
[RecruitmentHeadOffice@echealth.gov.za](mailto:RecruitmentHeadOffice@echealth.gov.za)

**POST 36/276** : **PROPERTY CARETAKER REF NO:**  
**ECHEALTH/PCT/ZITUH/APL/01/09/2022**

**SALARY** : R104 073 – R122 592 per annum (Level 02)  
**CENTRE** : OR Tambo District, Zithulele Hospital  
**REQUIREMENTS** : ABET level 4 or NQF level 1 to 3 with no experience. Physical strong and healthy person. Ability to cope with the physical demand of the post and various Weather condition. Preferable garden experience, formal cleaning environment/ground /waste. Ability to work in a team and under pressure. Rotation to different areas when need arise.

**DUTIES** : Maintenance and development of facility garden. Cleaning the surroundings. Prepare soil for planting. Maintenance of trees, flowers, shrubs and grass in garden. Removing of weeds in beddings. Moving of lawns, planting of trees and plants. Watering of gardens, maintain/ cleaning of parking and pathways. Moving of furniture as and when necessary. Take care of garden, machinery and equipment. Remove and collection of assets various areas. Cleaning of gutters. Adherence to safety regulations. Execute any other KPA's delegated by supervisor.

**ENQUIRIES** : Mr K Sobetwa Tel No: 047 573 8936  
For e-Recruitment Technical Support eMail to:  
[RecruitmentHeadOffice@echealth.gov.za](mailto:RecruitmentHeadOffice@echealth.gov.za)

**POST 36/277** : **PROPERTY CARETAKER REF NO: ECHEALTH/PCT/EDH/APL/01/09/2022**

**SALARY** : R104 073 – R122 592 per annum (Level 02)  
**CENTRE** : Nelson Mandela Metro, Elizabeth Donkin Psychiatric Hospital  
**REQUIREMENTS** : ABET level 4 or NQF level 1 to 3 with no experience. Physical strong and healthy person. Ability to cope with the physical demand of the post and various Weather condition. Preferable garden experience, formal cleaning

		environment/ground /waste. Ability to work in a team and under pressure. Rotation to different areas when need arise.			
<b><u>DUTIES</u></b>	:	Maintenance and development of facility garden. Cleaning the surroundings. Prepare soil for planting. Maintenance of trees, flowers, shrubs and grass in garden. Removing of weeds in beddings. Moving of lawns, planting of trees and plants. Watering of gardens, maintain/ cleaning of parking and pathways. Moving of furniture as and when necessary. Take care of garden, machinery and equipment. Remove and collection of assets various areas. Cleaning of gutters. Adherence to safety regulations. Execute any other KPA's delegated by supervisor.			
<b><u>ENQUIRIES</u></b>	:	Mr E Felkers Tel No: 041 585 2323 For e-Recruitment Technical Support eMail to: <a href="mailto:RecruitmentHeadOffice@echealth.gov.za">RecruitmentHeadOffice@echealth.gov.za</a>			
<b><u>POST 36/278</u></b>	:	<b><u>PROPERTY</u></b>	<b><u>CARETAKER</u></b>	<b><u>REF</u></b>	<b><u>NO:</u></b>
		<b><u>ECHEALTH/PCT/STBARH/APL/01/09/2022</u></b>			
<b><u>SALARY</u></b>	:	R104 073 – R122 592 per annum (Level 02)			
<b><u>CENTRE</u></b>	:	OR Tambo District, St Barnabas Hospital			
<b><u>REQUIREMENTS</u></b>	:	ABET level 4 or NQF level 1 to 3 with no experience. Physical strong and healthy person. Ability to cope with the physical demand of the post and various Weather condition. Preferable garden experience, formal cleaning environment/ground /waste. Ability to work in a team and under pressure. Rotation to different areas when need arise.			
<b><u>DUTIES</u></b>	:	Maintenance and development of facility garden. Cleaning the surroundings. Prepare soil for planting. Maintenance of trees, flowers, shrubs and grass in garden. Removing of weeds in beddings. Moving of lawns, planting of trees and plants. Watering of gardens, maintain/ cleaning of parking and pathways. Moving of furniture as and when necessary. Take care of garden, machinery and equipment. Remove and collection of assets various areas. Cleaning of gutters. Adherence to safety regulations. Execute any other KPA's delegated by supervisor.			
<b><u>ENQUIRIES</u></b>	:	Ms Ndamase Tel No: 047 555 5300 For e-Recruitment Technical Support eMail to: <a href="mailto:RecruitmentHeadOffice@echealth.gov.za">RecruitmentHeadOffice@echealth.gov.za</a>			
<b><u>POST 36/279</u></b>	:	<b><u>PROPERTY</u></b>	<b><u>CARETAKER</u></b>	<b><u>REF</u></b>	<b><u>NO:</u></b>
		<b><u>ECHEALTH/PCT/QAQC/APL/01/09/2022</u></b>			
<b><u>SALARY</u></b>	:	R104 073 – R122 592 per annum (Level 02)			
<b><u>CENTRE</u></b>	:	Umzimvubu Sub District, Qaqa Clinic			
<b><u>REQUIREMENTS</u></b>	:	ABET level 4 or NQF level 1 to 3 with no experience. Physical strong and healthy person. Ability to cope with the physical demand of the post and various Weather condition. Preferable garden experience, formal cleaning environment/ground /waste. Ability to work in a team and under pressure. Rotation to different areas when need arise.			
<b><u>DUTIES</u></b>	:	Maintenance and development of facility garden. Cleaning the surroundings. Prepare soil for planting. Maintenance of trees, flowers, shrubs and grass in garden. Removing of weeds in beddings. Moving of lawns, planting of trees and plants. Watering of gardens, maintain/ cleaning of parking and pathways. Moving of furniture as and when necessary. Take care of garden, machinery and equipment. Remove and collection of assets various areas. Cleaning of gutters. Adherence to safety regulations. Execute any other KPA's delegated by supervisor.			
<b><u>ENQUIRIES</u></b>	:	Mr Magadla Tel No: 039 727 2090 For e-Recruitment Technical Support eMail to: <a href="mailto:RecruitmentHeadOffice@echealth.gov.za">RecruitmentHeadOffice@echealth.gov.za</a>			
<b><u>POST 36/280</u></b>	:	<b><u>PROPERTY</u></b>	<b><u>CARETAKER</u></b>	<b><u>REF</u></b>	<b><u>NO:</u></b>
		<b><u>ECHEALTH/PCT/PHILC/APL/01/09/2022</u></b>			
<b><u>SALARY</u></b>	:	R104 073 – R122 592 per annum (Level 02)			
<b><u>CENTRE</u></b>	:	Amahlati Sub District, Philani Clinic			
<b><u>REQUIREMENTS</u></b>	:	ABET level 4 or NQF level 1 to 3 with no experience. Physical strong and healthy person. Ability to cope with the physical demand of the post and various Weather condition. Preferable garden experience, formal cleaning			

	:	environment/ground /waste. Ability to work in a team and under pressure. Rotation to different areas when need arise.			
<u>DUTIES</u>	:	Maintenance and development of facility garden. Cleaning the surroundings. Prepare soil for planting. Maintenance of trees, flowers, shrubs and grass in garden. Removing of weeds in beddings. Moving of lawns, planting of trees and plants. Watering of gardens, maintain/ cleaning of parking and pathways. Moving of furniture as and when necessary. Take care of garden, machinery and equipment. Remove and collection of assets various areas. Cleaning of gutters. Adherence to safety regulations. Execute any other KPA's delegated by supervisor.			
<u>ENQUIRIES</u>	:	Ms B Mngxe Tel No: 043 643 4775/6 For e-Recruitment Technical Support eMail to: <a href="mailto:RecruitmentHeadOffice@echealth.gov.za">RecruitmentHeadOffice@echealth.gov.za</a>			
<u>POST 36/281</u>	:	<u>PROPERTY</u>	<u>CARETAKER</u>	<u>REF</u>	<u>NO:</u>
		<u>ECHEALTH/PCT/SWETC/APL/01/09/2022</u>			
<u>SALARY</u>	:	R104 073 – R122 592 per annum (Level 02)			
<u>CENTRE</u>	:	Buffalo City Metro, Sweetwaters Clinic			
<u>REQUIREMENTS</u>	:	ABET level 4 or NQF level 1 to 3 with no experience. Physical strong and healthy person. Ability to cope with the physical demand of the post and various Weather condition. Preferable garden experience, formal cleaning environment/ground /waste. Ability to work in a team and under pressure. Rotation to different areas when need arise.			
<u>DUTIES</u>	:	Maintenance and development of facility garden. Cleaning the surroundings. Prepare soil for planting. Maintenance of trees, flowers, shrubs and grass in garden. Removing of weeds in beddings. Moving of lawns, planting of trees and plants. Watering of gardens, maintain/ cleaning of parking and pathways. Moving of furniture as and when necessary. Take care of garden, machinery and equipment. Remove and collection of assets various areas. Cleaning of gutters. Adherence to safety regulations. Execute any other KPA's delegated by supervisor.			
<u>ENQUIRIES</u>	:	Ms N Jaceni Tel No: 043 708 1719/1700 For e-Recruitment Technical Support eMail to: <a href="mailto:RecruitmentHeadOffice@echealth.gov.za">RecruitmentHeadOffice@echealth.gov.za</a>			
<u>POST 36/282</u>	:	<u>PROPERTY CARETAKER REF NO: ECHEALTH/PCT/CMH/APL/01/09/2022</u>			
<u>SALARY</u>	:	R104 073 – R122 592 per annum (Level 02)			
<u>CENTRE</u>	:	Buffalo City Metro, Cecilia Makiwane Regional Hospital			
<u>REQUIREMENTS</u>	:	ABET level 4 or NQF level 1 to 3 with no experience. Physical strong and healthy person. Ability to cope with the physical demand of the post and various Weather condition. Preferable garden experience, formal cleaning environment/ground /waste. Ability to work in a team and under pressure. Rotation to different areas when need arise.			
<u>DUTIES</u>	:	Maintenance and development of facility garden. Cleaning the surroundings. Prepare soil for planting. Maintenance of trees, flowers, shrubs and grass in garden. Removing of weeds in beddings. Moving of lawns, planting of trees and plants. Watering of gardens, maintain/ cleaning of parking and pathways. Moving of furniture as and when necessary. Take care of garden, machinery and equipment. Remove and collection of assets various areas. Cleaning of gutters. Adherence to safety regulations. Execute any other KPA's delegated by supervisor.			
<u>ENQUIRIES</u>	:	Ms N. Matshaya Tel No: 043 708 2121 For e-Recruitment Technical Support eMail to: <a href="mailto:RecruitmentHeadOffice@echealth.gov.za">RecruitmentHeadOffice@echealth.gov.za</a>			
<u>POST 36/283</u>	:	<u>PROPERTY</u>	<u>CARETAKER</u>	<u>REF</u>	<u>NO:</u>
		<u>ECHEALTH/PCT/NGWEC/APL/01/09/2022</u>			
<u>SALARY</u>	:	R104 073 – R122 592 per annum (Level 02)			
<u>CENTRE</u>	:	Mhlontlo Sub District, Ngwemnyama Clinic			
<u>REQUIREMENTS</u>	:	ABET level 4 or NQF level 1 to 3 with no experience. Physical strong and healthy person. Ability to cope with the physical demand of the post and various Weather condition. Preferable garden experience, formal cleaning environment/ground /waste. Ability to work in a team and under pressure. Rotation to different areas when need arise.			



<b><u>DUTIES</u></b>	:	Maintenance and development of facility garden. Cleaning the surroundings. Prepare soil for planting. Maintenance of trees, flowers, shrubs and grass in garden. Removing of weeds in beddings. Moving of lawns, planting of trees and plants. Watering of gardens, maintain/ cleaning of parking and pathways. Moving of furniture as and when necessary. Take care of garden, machinery and equipment. Remove and collection of assets various areas. Cleaning of gutters. Adherence to safety regulations. Execute any other KPA's delegated by supervisor.								
<b><u>ENQUIRIES</u></b>	:	Ms Ntlabi Tel No: 047 553 0585 For e-Recruitment Technical Support eMail to: <a href="mailto:RecruitmentHeadOffice@echealth.gov.za">RecruitmentHeadOffice@echealth.gov.za</a>								
<b><u>POST 36/284</u></b>	:	<table><tr><td><b><u>PROPERTY</u></b></td><td><b><u>CARETAKER</u></b></td><td><b><u>REF</u></b></td><td><b><u>NO:</u></b></td></tr><tr><td colspan="4"><b><u>ECHEALTH/PCT/NGWEC/APL/01/09/2022</u></b></td></tr></table>	<b><u>PROPERTY</u></b>	<b><u>CARETAKER</u></b>	<b><u>REF</u></b>	<b><u>NO:</u></b>	<b><u>ECHEALTH/PCT/NGWEC/APL/01/09/2022</u></b>			
<b><u>PROPERTY</u></b>	<b><u>CARETAKER</u></b>	<b><u>REF</u></b>	<b><u>NO:</u></b>							
<b><u>ECHEALTH/PCT/NGWEC/APL/01/09/2022</u></b>										
<b><u>SALARY</u></b>	:	R104 073 – R122 592 per annum (Level 02)								
<b><u>CENTRE</u></b>	:	Nelson Mandela Metro, Uitenhage Provincial Hospital								
<b><u>REQUIREMENTS</u></b>	:	ABET level 4 or NQF level 1 to 3 with no experience. Physical strong and healthy person. Ability to cope with the physical demand of the post and various Weather condition. Preferable garden experience, formal cleaning environment/ground /waste. Ability to work in a team and under pressure. Rotation to different areas when need arise.								
<b><u>DUTIES</u></b>	:	Maintenance and development of facility garden. Cleaning the surroundings. Prepare soil for planting. Maintenance of trees, flowers, shrubs and grass in garden. Removing of weeds in beddings. Moving of lawns, planting of trees and plants. Watering of gardens, maintain/ cleaning of parking and pathways. Moving of furniture as and when necessary. Take care of garden, machinery and equipment. Remove and collection of assets various areas. Cleaning of gutters. Adherence to safety regulations. Execute any other KPA's delegated by supervisor.								
<b><u>ENQUIRIES</u></b>	:	Mr P Oosthuizen Tel No: 041 995 1129. For e-Recruitment Technical Support eMail to: <a href="mailto:RecruitmentHeadOffice@echealth.gov.za">RecruitmentHeadOffice@echealth.gov.za</a>								
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<b><u>ECHEALTH/PCT/STECHS/APL/01/09/2022</u></b>										
<b><u>SALARY</u></b>	:	R104 073 – R122 592 per annum (Level 02)								
<b><u>CENTRE</u></b>	:	Qaukeni Sub District, St Elizabeth Community Health Services								
<b><u>REQUIREMENTS</u></b>	:	ABET level 4 or NQF level 1 to 3 with no experience. Physical strong and healthy person. Ability to cope with the physical demand of the post and various Weather condition. Preferable garden experience, formal cleaning environment/ground /waste. Ability to work in a team and under pressure. Rotation to different areas when need arise.								
<b><u>DUTIES</u></b>	:	Maintenance and development of facility garden. Cleaning the surroundings. Prepare soil for planting. Maintenance of trees, flowers, shrubs and grass in garden. Removing of weeds in beddings. Moving of lawns, planting of trees and plants. Watering of gardens, maintain/ cleaning of parking and pathways. Moving of furniture as and when necessary. Take care of garden, machinery and equipment. Remove and collection of assets various areas. Cleaning of gutters. Adherence to safety regulations. Execute any other KPA's delegated by supervisor.								
<b><u>ENQUIRIES</u></b>	:	Ms N Ralushe Tel No: 047 878 2800 For e-Recruitment Technical Support eMail to: <a href="mailto:RecruitmentHeadOffice@echealth.gov.za">RecruitmentHeadOffice@echealth.gov.za</a>								
<b><u>POST 36/286</u></b>	:	<table><tr><td><b><u>HOUSEHOLD</u></b></td><td><b><u>WORKER</u></b></td><td><b><u>REF</u></b></td><td><b><u>NO:</u></b></td></tr><tr><td colspan="4"><b><u>ECHEALTH/HHW/STBARH/APL/01/09/2022</u></b></td></tr></table>	<b><u>HOUSEHOLD</u></b>	<b><u>WORKER</u></b>	<b><u>REF</u></b>	<b><u>NO:</u></b>	<b><u>ECHEALTH/HHW/STBARH/APL/01/09/2022</u></b>			
<b><u>HOUSEHOLD</u></b>	<b><u>WORKER</u></b>	<b><u>REF</u></b>	<b><u>NO:</u></b>							
<b><u>ECHEALTH/HHW/STBARH/APL/01/09/2022</u></b>										
<b><u>SALARY</u></b>	:	R104 073 – R122 592 per annum (Level 02)								
<b><u>CENTRE</u></b>	:	OR Tambo District, St Barnabas Hospital								
<b><u>REQUIREMENTS</u></b>	:	ABET level 4 or NQF level 1 -3 with no experience. Knowledge of general work and cleaning services. Communication skills (read & write). Team player.								
<b><u>DUTIES</u></b>	:	Provide cleaning services: clean all the designated areas such as ward bed/ side, Doctors room, change room, toilets. Clean all items such as windows, wall, basins, sinks, lockers and pans. Sweep, mop and polish all floors of the designated areas in the institution. Provide routine general and compliance								

services: open windows every for hygiene and infection control purposes. Damp and dry dusting. Empty dustbins in all the designated areas in the institution. Periodically assess and update toilet cleaning check lists in line with set hygienic standards. Request and replace toilet papers / towels and hand wash soap. Remove and store waist in the designated area. Sort and clean soiled linen. Sluice linen and put linen in the linen bag. Fetch food from the kitchen. Wash dishes utensils. Report safety and hazards treats in the cleaning environment. Provide routine maintenance services: clean and take proper care of cleaning equipment. Store and safe guard cleaning material and equipment. Report electrical or mechanical malfunctioning of cleaning machines and other related equipment. Requisition and replenish cleaning material as and when required.

#### **ENQUIRIES**

: Ms Ndamase Tel No: 047 555 5300  
For e-Recruitment Technical Support eMail to:  
[RecruitmentHeadOffice@echealth.gov.za](mailto:RecruitmentHeadOffice@echealth.gov.za)

### **PROVINCIAL TREASURY**

#### **APPLICATIONS**

: Applications can be submitted through one of the following options: Via e-recruitment system which is accessible at: <https://erecruitment.ecotp.gov.za>. Should you submit your applications/CVs to: [Thelisiwa.nkonyile@ectreasury.gov.za](mailto:Thelisiwa.nkonyile@ectreasury.gov.za) and not as specified – your application will be regarded as lost and will not be considered

#### **CLOSING DATE**

: 07 October 2022

#### **NOTE**

: Applications must be submitted on a duly complete New Z83 form obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents). Applicants are not required to submit copies of qualifications and other relevant documents, but must submit a fully completed signed Z83 form and detailed Curriculum Vitae only. NB: Z83 in the e-recruitment system is currently not downloadable and therefore not signable; so, applicants who submitted applications via the e-recruitment system will therefore not be disqualified for an unsigned Z83 instead will be requested to sign on interview day. Shortlisted candidates will be required to submit certified copies of qualifications, and other relevant documents to HR on or before the day of the interview: should you be in possession of a foreign qualification; it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA) when submitted. Failure to submit all the requested documents will disqualify your application. Correspondence will be limited to short-listed candidates only. If you have not been contacted within six (6) months after the closing date of this advertisement, please accept that your application was unsuccessful. Selected candidates will be subjected to a personnel suitability check (criminal record check, citizenship verification, financial/asset record check, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. Where applicable, candidates will be subjected to a skills/knowledge test. Successful candidates will be appointed on a probation period of twelve (12) months. Misrepresentation in the application documents will result in automatic disqualification and disciplinary action in the event the candidate has already been appointed. The Department reserves the right not to make appointment(s) to the advertised post(s). Persons with disability and people from previously disadvantaged groups are encouraged to apply. Employment equity targets of the department will be adhered to. For SMS (Senior Management Service) Posts: In terms of DPSA Directive on compulsory capacity development, mandatory training, and minimum entry requirements for members of the Senior Management Level for SMS appointments, it is a requirement for applicants to produce or attach a pre-entry Certificate (Nyukela) as offered by the National School of Government (NSG) for entry into the SMS posts and the full details can be sourced by following the link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme>. Successful candidates will be appointed on a probation period of 12 / 24 months. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. To report technical glitches, for assistance regarding the system, and/or for activation of your profile, send an email to: [Thelisiwa.nkonyile@ectreasury.gov.za](mailto:Thelisiwa.nkonyile@ectreasury.gov.za) (NB: For Technical Glitches Only – NO

CVs), with your ID Number, your profile email address, details of the issue. The system is available 24/7 however; technical support is limited to working hours: (08:00-16:30 Mon-Thursday and 08:00-16:00 on Fri). Refer all application related enquiries to the specified contact person. Enquiries: Theliswa Nkonyile 083 8755 707

## **MANAGEMENT ECHELON**

<b><u>POST 36/287</u></b>	:	<b><u>DIRECTOR: INFRASTRUCTURE REF NO: PT.01 /09/2022</u></b> Purpose: To promote optimal Financial Resource Allocation, Monitor and report on the financial and non financial performance oversee the analysis and monitor the implementation of strategic objectives and APPs.
<b><u>SALARY</u></b>	:	R1 073 187 per annum (Level 13), (all-inclusive)
<b><u>CENTRE</u></b>	:	Bhisho
<b><u>REQUIREMENTS</u></b>	:	Three year Degree (NQF level 7as recognised by SAQA) in Accounting / Economics / Built Environment coupled with 7 years' experience in Financial Management / Business Management environment / Built environment, including at least five (5) years' experience in a middle/senior management position (Deputy Director Level) on infrastructure.
<b><u>DUTIES</u></b>	:	Manage Institutionalisation Of Monitoring System For Financial And Performance Indicators Related To Infrastructure; Integrated Portfolio Management Plans. Manage and Coordinate alignment in terms of Provincial Infrastructure Monitoring across sectors and spheres of Government manage and monitor the Coordination on the implementation of unified IDMS norms and Standards including the project gateway system. Manage and Coordinate the Development and monitoring the implementation of the provincial infrastructure framework. Manage and Coordinate the credibility of Service Plans, U-AMPS and C-AMP, departmental construction procurement strategies, IPMP and IPIPs in terms of value for money, financial credibility and compliance. Coordinate the inputs into the development, implementation and monitoring of a customised and institutionalised infrastructure monitoring system for Provincial Departments. Manage and monitor the implementation of inputs made into SDA compliance with Provincial IDMS requirements. Facilitate and provide input into the capacitation strategies developed and implemented based on findings. Manage, Coordinate and Monitor the inputs in respect of the alignment of IDPs with Provincial Infrastructure Plans. Manage The Monitoring And Reporting On Over / Under Spending For Infrastructure Project Implementation By Provincial Departments And Public Entities; Infrastructure Budget and Expenditure Performance Report. Manage Coordinate, monitor and review the infrastructure committed budget proposals in terms of norms and standards, affordability, provincial goals, life cycle costing and maintenance plans. Monitor that infrastructure projects are managed efficiently effectively, economically and equitably. Monitor that the Implementing Agents comply with the PFMA, IDMS, DORA and PIDF requirements. Coordinate and review the submission of regular consolidated reports to all relevant stakeholders on progress made with infrastructure planning, spending and implementation of infrastructure projects. Manage the performance of infrastructure units within sector departments and make recommendations on capacitation requirements. Monitor Spending For Infrastructure Projects Of Provincial Departments In Terms Of Value For Money Considerations; Number of Infrastructure facilities delivered within time, cost and quality (Infrastructure Reporting Model). Monitor departmental infrastructure projects to determine if they are planned in line with norms and standards requirements. Manage and coordinate that the infrastructure site visit take place to investigate elements of value for money (e.g. payments are compared against physical progress made with infrastructure project implementation, strategic brief information and submit reports). Manage and coordinate that the project information from the site visits is updated into the GIS system. Manage and coordinate continuous research in terms of seeking best practice, implementation and monitoring of current performance to determine methods to improve the delivery of infrastructure.
<b><u>DUTIES</u></b>	:	Manage Area of Responsibility; Supervise and co-ordinate the effective and efficient running and management of the Unit. Develop and implement service delivery improvement programmes. Develop and supervise the implementation of the Unit's Annual Operational Plans. Monitor and report on the implementation thereof monthly, quarterly and annually. Ensure that



performance agreements and development plans are developed and implemented for all staff in the Unit within set timeframes. Ensure that staff performance is managed on a daily basis and that Performance Assessments of all employees in area of responsibility are done timeously and within agreed timeframes. Ensure that vacancies are filled timeously and that the Recruitment, Selection and Placement of staff is according to laid down policy and procedure. Ensure the implementation and management of Risk, Finance and supply-chain Management protocols and prescripts in area of responsibility) Implement and Manage Risk, Finance and Supply-Chain Management Protocols and Prescripts in Area of Responsibility; Identify and manage risks in area of responsibility. Ensure timely budgeting, monitoring, variance analysis and reporting. Ensure that Procurement Planning takes place, that specifications are developed timeously and that there is compliance with supply chain prescripts. Ensure the Unit's assets are managed, maintained and kept safely. Weigh up financial implications of propositions and align expenditure to cash flow projections. Skills and Competencies: In depth understanding of legislative framework, that governs the Public Service. Knowledge & application of PFMA & DoRA. Knowledge of Risk management policies and practices Strategic Capability and Leadership. Programme and Project Management. Contract Management including constructor Procurement. Budget and Financial Management. Change Management. Knowledge Management. Project Management. Information Management. Service Delivery Innovation. Problem Solving and Analysis. People Management and Empowerment. Client Orientation and Customer Focus. Communication (verbal & written). Computer Literacy. Statistical and data analysis skills.

**ENQUIRIES** : Ms T. Nkonyile at 083 8755 707 /Ms B Ndayi at 060 543 5574  
For eRecruitment Technical Support eMail to:  
[Thelisiwa.nkonyile@ectreasury.gov.za](mailto:Thelisiwa.nkonyile@ectreasury.gov.za)

#### OTHER POSTS

**POST 36/288** : **DEPUTY DIRECTOR: FORENSIC AUDIT COORDINATION REF NO: PT 02/09/2022**

Purpose: Render support in the execution of Forensic Audits to Provincial Departments, Provincial Entities and Municipalities

**SALARY** : R744 255 per annum (Level 11), (all-inclusive)  
**CENTRE** : Head Office (Bhisho)  
**REQUIREMENTS** : A Three Year Degree (NQF level 7 as recognised by SAQA) in Commerce / Financial Accounting / Financial Management / Criminal law / Investigation or any other financial related field. Qualified Certified Fraud Examiner (CFE) or Forensic Practitioner (FP)SA). Minimum of 5 years' experience in investigation / audit environment of which 3 years should be at a level of Assistant Director. Registered with a Professional accounting / law or investigation Association or Professional Body will be an added advantage.

**DUTIES** : Render Support to the Forensic Audit Strategy of Departments: Give input into the development, planning, implementing and driving of the Forensic Audit Strategy in response to the Provincial strategy. Provide Forensic Support And Capacity Building To Provincial Government Institutions: Coordinate, plan and conduct forensic investigations, report findings and system improvements to stakeholders and follow-up on progress of implementation of systemic recommendations. Participate and assist in establishing and maintaining collaborations with various government institutions and law enforcement agencies. Render Support In Ensuring Compliance To Regulatory Frameworks Within The Province: Assist the Director to ensure compliance with the relevant regulatory frameworks (PFMA, MFMA, Constitution, Poca/Precca et al) by coordinating and being involved in awareness campaigns. Provide input into drafting the frameworks. Monitor Departments Forensic Capacity If Available: Monitor Forensic Auditing functions, ensuring effective identification of needs, requirements, measurements, reporting and communication in departments. Identify and implement ways to address those needs to uplift forensic capacity and skills. Manage area of responsibility: Maintain high standards by ensuring that the unit produces excellent work in terms of quality, quantity and timeliness. Independently create an environment of motivation and control. Personal performance agreements, workplans and personal development plans (PDP's) to be contracted and implemented in a

timely manner. Ensure that assets are managed, maintained and safeguarded. Skills and Competencies: Theory and practice of conducting forensic investigations. Knowledge and application of the Public Finance Management Act and other applicable Public Sector Legislation. In depth knowledge of forensic investigation legislation for Investigating, Monitoring and Reporting. Applying Technology, Communication and Information Management, Continuous Improvement, Citizen Focus and Responsiveness, Impact and Influence, Planning and Organising, Problem Solving and Decision Making, Project Management, Team Leadership, Computer Literate in MS Office and Good Communication, presentation and writing Skills. Willingness to travel and Driver's License.

**ENQUIRIES** : Ms T. Nkonyile at 083 8755 707 /Ms B Ndayi at 060 543 5574  
For eRecruitment Technical Support eMail to:  
[Thelisiwa.nkonyile@ectreasury.gov.za](mailto:Thelisiwa.nkonyile@ectreasury.gov.za)

**POST 36/289** : **ASSISTANT DIRECTOR: MUNICIPAL SCM & FINANCIAL ASSET MANAGEMENT: AMATHOLE DISTRICT REF NO: PT 03/09/2022**  
Purpose: To provide hands-on support on compliance with the Financial Management & Annu8l Reporting Frameworks, Supply Chain Management issues in municipalities.

**SALARY CENTRE REQUIREMENTS** : R382 245 per annum (Level 09)  
: East London  
: Degree (NQF level 7 as recognised by SAQA) in Financial Management / Financial Accounting coupled with Minimum of 3 years' work experience in Finance at an officer ( Level 7 or higher). Previous experience in monitoring or working in municipal environment is essential.

**DUTIES** : Render Support In Improving The Understanding On The Technical Application Of Accounting Standards And Financial Reporting Within Municipalities As Required By The Municipal Finance Management ACT; Conduct an assessment on AGSA reports to determine common issues of concerns for municipalities on accounting and also identify emerging risk on the GRAP Reporting Framework and report to Deputy Director as input for training plan to be rolled out to municipalities to improve compliance. Collate all the accounting queries / issues raised on the helpdesk and conduct research to improve quality of financial reporting on GRAP by municipalities and submit inputs to the Deputy Director. Conduct a high level review of AFS, Audit File and assess the Audit Action Plans of municipalities and submit reports to the Deputy Director with recommendations to improve quality and timeliness on the submission of AFS by municipalities as required by the MFMA. Assist in investigating areas of concern with regard to municipal financial health which might affect the going concern of municipalities and provide report to the Deputy Director. Prepare, analyse and report progress on SCOA implementation within timelines and its financial impact to assist on compliance with SCOA Regulations. Provide Practical Assistance and Control Mechanism on Issues of Compliance to Supply Chain Management (SCM) Asset Management (AM): Assist in the analytical assessment framework for SCM and AM Standard Operating Procedures against the legislative, policy frameworks to improve compliance within municipalities and provide report. Prepare a report for the Deputy Director with recommendation to improve MFMA compliance for the assessment conducted on SCM and AM policies against the legislated framework. Collate all the SCM & AM queries / issues raised on the helpdesk and conduct research to improve compliance by municipalities and submit inputs to the Deputy Director. Conduct an assessment of AGSA reports to determine common issues of concerns for municipalities on SCM and AM and also identify emerging risk on the legislative frameworks/policies and report to Deputy Director as input on the training plan to be rolled out to municipalities to improve MFMA compliance; Provide report to the Deputy Director on the assessment of E-Procurement System and provide recommendations on improving integrity of data. Assist in assessing the alignment of Service Delivery Budget Implementation Plans with Procurement Plans & Infrastructure Plans during municipal budget assessment and provide report to the Deputy Director on the recommendations to improve compliance with the MFMA. Manage Area of Responsibility; Review supply chain performance and make recommendations to improve the efficiency and effectiveness of the supply chain management. Report on supply chain management information as required by internal and external stakeholders.

Maintain high standards by ensuring that the team / section produces excellent work in terms of quality/quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development and implementation of Work Plans and Personal Development Plans (PDP's) for all subordinates. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure the implementation and management of Risk, Finance and supply-chain Management protocols and prescripts in area of responsibility. Ensure management, maintenance and safekeeping of assets. Ensure The Management of Assets in the Area of Responsibility; Ensures that assets are managed, maintained and kept safely. Skills and Competencies: In-depth understanding of legislative framework that governs the Public Service. Departmental policies and procedures. Supply Chain Management policies and practices. Asset Management policies and practices. Risk Management policies and practices. Investment and cash management. Project Management. Budget and Financial Management. Change Management. Knowledge Management. Information Management. Service Delivery Innovation. Problem Solving and Analysis. People Management and Empowerment. Client Orientation and Customer Focus. Communication (verbal & written). Computer Literacy. Team work.

**ENQUIRIES** : Ms T. Nkonyile at 083 8755 707 /Ms B Ndayi at 060 543 5574  
For eRecruitment Technical Support eMail to:  
[Theliswa.nkonyile@ectreasury.gov.za](mailto:Theliswa.nkonyile@ectreasury.gov.za)

**POST 36/290** : **ASSISTANT DIRECTOR: MUNICIPAL SCM & FINANCIAL ASSET MANAGEMENT: OR TAMBO DISTRICT REF NO: PT 04/09/2022**  
Purpose: To provide hands-on support on compliance with the Financial Management & Annual Reporting Frameworks, Supply Chain Management issues in municipalities.

**SALARY CENTRE REQUIREMENTS** : R382 245 per annum (Level 09)  
: Mthatha  
: Degree (NQF level 7 as recognised by SAQA) in Financial Management / Financial Accounting coupled with Minimum of 3 years' work experience in Finance at an officer ( Level 7 or higher). Previous experience in monitoring or working in municipal environment is essential.

**DUTIES** : Render Support In Improving The Understanding On The Technical Application Of Accounting Standards And Financial Reporting Within Municipalities As Required By The Municipal Finance Management ACT; Conduct an assessment on AGSA reports to determine common issues of concerns for municipalities on accounting and also identify emerging risk on the GRAP Reporting Framework and report to Deputy Director as input for training plan to be rolled out to municipalities to improve compliance. Collate all the accounting queries / issues raised on the helpdesk and conduct research to improve quality of financial reporting on GRAP by municipalities and submit inputs to the Deputy Director. Conduct a high level review of AFS, Audit File and assess the Audit Action Plans of municipalities and submit reports to the Deputy Director with recommendations to improve quality and timeliness on the submission of AFS by municipalities as required by the MFMA. Assist in investigating areas of concern with regard to municipal financial health which might affect the going concern of municipalities and provide report to the Deputy Director. Prepare, analyse and report progress on SCOA implementation within timelines and its financial impact to assist on compliance with SCOA Regulations. Provide Practical Assistance and Control Mechanism on Issues of Compliance to Supply Chain Management (Scm) Asset Management (AM): Assist in the analytical assessment framework for SCM and AM Standard Operating Procedures against the legislative, policy frameworks to improve compliance within municipalities and provide report. Prepare a report for the Deputy Director with recommendation to improve MFMA compliance for the assessment conducted on SCM and AM policies against the legislated framework. Collate all the SCM & AM queries / issues raised on the helpdesk and conduct research to improve compliance by municipalities and submit inputs to the Deputy Director. Conduct an assessment of AGSA reports to determine common issues of concerns for municipalities on SCM and AM and also identify emerging risk on the legislative

frameworks/policies and report to Deputy Director as input on the training plan to be rolled out to municipalities to improve MFMA compliance; Provide report to the Deputy Director on the assessment of E-Procurement System and provide recommendations on improving integrity of data. Assist in assessing the alignment of Service Delivery Budget Implementation Plans with Procurement Plans & Infrastructure Plans during municipal budget assessment and provide report to the Deputy Director on the recommendations to improve compliance with the MFMA. Manage Area of Responsibility; Review supply chain performance and make recommendations to improve the efficiency and effectiveness of the supply chain management. Report on supply chain management information as required by internal and external stakeholders. Maintain high standards by ensuring that the team / section produces excellent work in terms of quality/quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development and implementation of Work Plans and Personal Development Plans (PDP's) for all subordinates. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure the implementation and management of Risk, Finance and supply-chain Management protocols and prescripts in area of responsibility. Ensure management, maintenance and safekeeping of assets. Ensure The Management of assets in the area of Responsibility; Ensures that assets are managed, maintained and kept safely. Skills and Competencies: In-depth understanding of legislative framework that governs the Public Service. Departmental policies and procedures. Supply Chain Management policies and practices. Asset Management policies and practices. Risk Management policies and practices. Investment and cash management. Project Management. Budget and Financial Management. Change Management. Knowledge Management. Information Management. Service Delivery Innovation. Problem Solving and Analysis. People Management and Empowerment. Client Orientation and Customer Focus. Communication (verbal & written). Computer Literacy. Team work.

#### **ENQUIRIES**

: Ms T. Nkonyile at 083 8755 707 /Ms B Ndayi at 060 543 5574  
For eRecruitment Technical Support eMail to:  
[Thelisiwa.nkonyile@ectreasury.gov.za](mailto:Thelisiwa.nkonyile@ectreasury.gov.za)

#### **POST 36/291**

: **ASSISTANT DIRECTOR: TRANSVERSAL INTERNAL AUDIT REF NO: PT 05/09/2022**

Purpose: To facilitate the implementation of Transversal Internal Audit Services to Provincial Departments and Public Entities.

#### **SALARY CENTRE REQUIREMENTS**

: R382 245 per annum (Level 09)  
: Head Office (Bhisho)  
: A Three year Degree (NQF level 7) in Internal Auditing coupled with Minimum of 3 years' work experience in Internal Auditing/ as an Internal Auditor at an officer level ( Level 7 or higher). Valid Driver's licence is essential. Any of the following Certifications CIA, PIA, IAT, QAR will be added advantage.

#### **DUTIES**

: Render Support in Monitoring, Enforcing and Reporting on the Effective Implementation of Internal Audit Standards; Assist on the reviewal / development of standard internal audit Chatter. Provide guidance on how charters should be developed by internal audit units. Provide inputs to the Internal Audit Strategy and Annual operational audit plans. Render assistance on the development of departments 3 year and 1 year Internal Audit Plans. Analysis whether Provincial Departments recommendations are achievable and correct. Review operational plans and draft progress reports quarterly. Promote The Image of Internal Audit in the Province; Assess the performance of Audit Committees in the province. Draft report on performance of all Internal Audit units and Audit Committees in the province. Provide secretariat duties on the sitting and meetings (Chief Audit Executive Forum and Audit Committee Chairperson F). Provide administrative support on coordinating the induction for Provincial Audit Committee members. Render assistant in the operations of audit committees. Provide Support on the Implementation of ICT, Specialised, Performance Audit SERVICES; Render support in monitoring the adherence to Audit Improvement Plans. Render advise on the implementation of Quality Assurance Improvement Plans. Conduct Internal Quality Assurance Reviews for Provincial Departments. Coordinate the audit of External Quality Assurance

Review. Ensure that Quality Assurance Reports are finalised and reported. Perform Information Communication Technology Audits (ICT Audits) In-house. ICT Audits by service provider. Review inputs on terms of reference for procurement of ICT Audits. Assist in managing the Procurement Contract of service providers. Performance audit specialised. Review inputs on terms of reference for procurement of ICT audits. Assist in managing Procurement Contract of service providers. Ensure audit reports are completed and reported. Facilitate The Implementation Of Recommendations. Assist department's Internal Audit Units to produce reliable, accurate and factual reports on internal controls. Conduct research on best practice monitoring tools suitable for internal audit functions. Scrutinise and draft recommendations on how audit reports should be structured, presented and well populated. Draft Report on implementation of audit recommendations by departments. Provide Technical Support and capacity building in provincial departments and Entities; Render support to Provincial Departments on Internal Audit Activities. Assist in identifying Internal Audit training in respect of Internal Audit matters. Coordinate training on internal audit matters, policies and procedures. Assist in facilitating the workshop on service delivery performance areas in the province. Skills and Competencies: Sound knowledge of current internal audit standards and methodology. Departmental Policies and Procedures. Budget Preparation, Monitoring and Reporting. Document Management. Applied Strategic Thinking. Applying Technology. Budgeting and Financial Management. Communication and Information Management. Continuous Improvement. Citizen Focus and Responsiveness. Developing Others. Diversity Management. Impact and Influence. Managing Interpersonal Conflict and Resolving Problems. Networking and Building Bonds. Planning and Organising. Problem Solving and Decision Making. Project Management. Team Leadership. Presentation. Computer Literacy.

**ENQUIRIES** : Ms T. Nkonyile at 083 8755 707 /Ms B Ndayi at 060 543 5574  
For eRecruitment Technical Support eMail to:  
[Theliswa.nkonyile@ectreasury.gov.za](mailto:Theliswa.nkonyile@ectreasury.gov.za)

**POST 36/292** : **ASSISTANT DIRECTOR: DISPOSAL MANAGEMENT REF NO: PT 06/09/2022**  
Re-Advertisement, Candidates who have applied previously need to re-apply).  
Purpose: Tender disposal management services in the department.

**SALARY** : R382 245 per annum (Level 09)  
**CENTRE** : Head Office (Bhisho)  
**REQUIREMENTS** : Degree (NQF Level 7 as recognised by SAQA) in Logistics Management / B.Com in Accounting / Financial Management or any other related field coupled with a Minimum 3 years in Supply Chain Management / Procurement / Logistics at an officer (Level 7 or higher).

**DUTIES** : Render Support in the development PF disposal policy and Strategy: Review disposal policies, strategy and procedure for the department. Research best practice with regard to disposal policies. Draft recommendations of improvements. Circulate disposal strategy to internal stakeholders for input. Facilitate implementation of disposal policy. Develop And Maintain Accurate Redundant Material Database. Collate and verify list of redundant material to ensure accuracy. Monitor and update the database on a monthly basis. Report on redundant material and the value of the redundant material. Facilitate Execution Of The Disposal Process: Identify assets that are due for disposal / donation. Request approval for the disposal / donation of assets. Facilitate implementation of disposal process / donate assets. Skills and Competencies: Legislative Environment, Movable Asset Acquisition, Internal and External Transfers, Physical Verification, Disposal Maintenance, Safeguarding, Theft and Losses. System Maintenance. Reconciliation, Reporting. LOGIS & BAS Financial Systems. Decision Making. Analytical Thinking. Project Management. Organising and Planning. Communication Skills (verbal & written). Computer Literate. People Management.

**ENQUIRIES** : Ms T. Nkonyile at 083 8755 707 /Ms B Ndayi at 060 543 5574  
For eRecruitment Technical Support eMail to:  
[Theliswa.nkonyile@ectreasury.gov.za](mailto:Theliswa.nkonyile@ectreasury.gov.za)

<b><u>POST 36/293</u></b>	:	<b><u>ADMIN OFFICER REF NO: PT 07/09/2022</u></b> (Fixed Term of 12 Months Contract: Management of Medico Legal Claims Project and Other Interventions) Purpose: To support the management of the Medico Legal Claims Project and other interventions as part of implementing interventions in terms of S18 of the PFMA.
<b><u>SALARY</u></b>	:	R261 372 per annum (Level 07)
<b><u>CENTRE</u></b>	:	Head Office (Bhisho)
<b><u>REQUIREMENTS</u></b>	:	National Senior certificate and A Three Year Degree (NQF level 7) or National Diploma (NQF Level 6) in B Comm/ Internal Audit/ Financial Management coupled with Minimum of 2 years' experience in administration.
<b><u>DUTIES</u></b>	:	Support on the digitalization of records efforts by capturing and reviewing patient files, court files, etc; update and maintain electronic registers for both the court on patient records; ensure accurate information to support data integrity towards positive audit outcomes (disclosure of contingent liabilities) and enhanced opportunities in collating court evidence. Execute audits in accordance with the audit projects. Report progress on audit projects. Source documents to update patient and court files. Competency Levels: Excellent self-driven; innovative and well organised individuals; ability to work with little supervision; ability to succeed working under pressure and with large volume of data; high-end communication skills; proficiency in Microsoft Applications (EXCELL, Word, PowerPoint, Outlook); ability to create/design spreadsheets, ability to capture data with high degree of speed and accuracy, ability to review information as well analytical capability to translate data into management information.
<b><u>ENQUIRIES</u></b>	:	Ms T. Nkonyile at 083 8755 707 /Ms B Ndayi at 060 543 5574 For eRecruitment Technical Support eMail to: <a href="mailto:Thehiswa.nkonyile@ectreasury.gov.za">Thehiswa.nkonyile@ectreasury.gov.za</a>
<b><u>NOTE</u></b>	:	This post is earmarked for a person with disability

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

<b><u>APPLICATIONS</u></b>	:	Directly to the following districts: Provincial/Head Office: Post To: The Director: HRA: Social Development, Private Bag X0039, Bhisho, 5605. Hand Deliver: Albertina Sisulu Building, No 7 Beatrice Street (behind KFC-Alexandra Road), King William's Town. Applications can be submitted through one of the following options: Via e-recruitment system which is accessible at: <a href="https://erecruitment.ecotp.gov.za">https://erecruitment.ecotp.gov.za</a> .
<b><u>FOR ATTENTION</u></b>	:	Ms A Njaba
<b><u>CLOSING DATE</u></b>	:	07 October 2022
<b><u>NOTE</u></b>	:	Applications must be submitted on a duly complete New Z83 form obtainable from any Public Service Department or on the internet at <a href="http://www.dpsa.gov.za/documents">www.dpsa.gov.za/documents</a> . Applicants are not required to submit copies of qualifications and other relevant documents, but must submit a fully completed signed Z83 form and detailed Curriculum Vitae only. NB: Z83 in the e-recruitment system is currently not downloadable and therefore not signable; so, applicants who submitted applications via the e-recruitment system will therefore not be disqualified for an unsigned Z83 instead will be requested to sign on interview day. Shortlisted candidates will be required to submit certified copies of qualifications, and other relevant documents to HR on or before the day of the interview: should you be in possession of a foreign qualification; it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA) when submitted. Failure to submit all the requested documents will disqualify your application. Correspondence will be limited to short-listed candidates only. If you have not been contacted within six (6) months after the closing date of this advertisement, please accept that your application was unsuccessful. Selected candidates will be subjected to a personnel suitability check (criminal record check, citizenship verification, financial/asset record check, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. Where applicable, candidates will be subjected to a skills/knowledge test. Successful candidates will be appointed on a probation period of twelve (12) months. Misrepresentation in the application documents will result in automatic disqualification and disciplinary action in the event the candidate has already been appointed. The Department reserves the

right not to make appointment(s) to the advertised post(s). Persons with disability and people from previously disadvantaged groups are encouraged to apply. Employment equity targets of the department will be adhered to. For SMS (Senior Management Service) Posts: In terms of DPSA Directive on compulsory capacity development, mandatory training, and minimum entry requirements for members of the Senior Management Level for SMS appointments, it is a requirement for applicants to produce or attach a pre-entry Certificate (Nyukela) as offered by the National School of Government (NSG) for entry into the SMS posts and the full details can be sourced by following the link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme>. Successful candidates will be appointed on a probation period of 12 / 24 months. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. To report technical glitches, for assistance regarding the system, and/or for activation of your profile, send an email to: [zukisa.moyeni@ecdsd.gov.za](mailto:zukisa.moyeni@ecdsd.gov.za) (NB: For Technical Glitches Only – NO CVs), with your ID Number, your profile email address, details of the issue. The system is available 24/7 however; technical support is limited to working hours: (08:00-16:30 Mon-Thursday and 08:00-16:00 on Fri). Should you submit your applications/CVs to: [Zukisa.Moyeni@ecdsd.gov.za](mailto:Zukisa.Moyeni@ecdsd.gov.za) and not as specified – your application will be regarded as lost and will not be considered. Applicants Are Encouraged To Apply Via The E-Recruitment System. Applications Received After Closing Date Will Not Be Considered. No Faxed, No Emailed Applications Will Be Accepted Unless Specified. Enquiries can be directed to Ms Z. Moyeni at 043 605-5110 / Ms A. Njaba 043 605-5101 (for Provincial posts only). Refer all application related enquiries to the specified contact person.

#### OTHER POSTS

#### **POST 36/294**

: **SOCIAL WORK MANAGER (VEP) (2) REF NO: DSD 1/09/22**  
(12 Months Contract)

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

: R806 811 per annum  
: Provincial Office  
: Grade 12/ Matric plus B Degree in Social Work. 10 years minimum experience in Social Work practice with community development, project management, monitoring and evaluation and research work. 5 years with supervision and management experience Competencies: Management and administration skills, Conflict Management, Change Management and negotiation skills. Problem Solving skills, Project Monitoring and evaluation skills (Project Management), Operations Management, Financial management skills, report-writing and presentation skills, computer literacy. Implementation of Pillar 1(Prevention & Protection) of the South African Integrated Programme of Action addressing Violence Against Women and Children through facilitation of implementation of Everyday Heroes Brand that aims to promote learning about Victim Empowerment Programme and illustrates how every person/ citizen of this country can provide support to victims of crime and make our communities safer and caring and raise awareness education for the communities, provide support for strengthening of integrated prevention programmes on VEP in all Districts. Render a support function to all the Districts on prevention programmes, Audit training needs, develop training and development initiative within District, Fast track operations to promote District service delivery, Receive and consolidate reports from the two organisations responsible for management of Everyday Heroes Ambassadors in Districts, Monitor evaluate District operations in relations to 365 days action campaign.

#### **DUTIES**

: Implementation of Pillar 2 of the National Strategic Plan on Gender Based Violence and Femicide (NSP GBVF 2020-2030) and Pillar 1 (Prevention & Protection) of the South African Integrated Programme of Action addressing Violence Against Women and Children (POA VAWC) through facilitation of the implementation of Everyday Heroes Brand that aims to promote learning about Victim Empowerment Programme and illustrates how every person /citizen of this country can provide support to victims of crime and violence and make our communities safer and caring and raise awareness education for the communities. Provide support for strengthening of integrated prevention programmes on VEP in all Districts In line with Pillar 2 (Prevention and rebuilding social cohesion) of the National Strategic Plan on Gender-Based Violence and Femicide. Strengthening of Pillar 4, Response, Care, Support

and Healing of the NSP for GBVF, by providing support to districts in strengthening of existing response, care and support services by the state and civil society in ways that are victim-centred and survivor-focused to prevent secondary victimization. Implementation of Pillar 2 (Response) of the South African Integrated Programme of Action addressing Violence Against Women and Children through coordination of comprehensive, integrated system for provision of consistent, coordinated and timely support services to women and children who have been victims of violence. Emergency physical and mental health care, safe accommodation, counselling and access to justice will all be essential to enable survivors escape and recover from violence. Render a support function to all the Districts on planning and implementation of prevention programmes. Audit training needs develop training and development initiatives within Districts. Promote integration of programmes with stakeholders and fast track operations to promote District service delivery. Receive and consolidate reports on implementation of prevention programmes and operations of Everyday Heroes Ambassadors in Districts. Monitor and evaluate District operations in relation to 365 days' action campaign.

**ENQUIRIES** : may be directed to A Njaba at Tel No: 043 605 5110/ 5101. (Provincial Office) e-Recruitment Technical Support: [Zukisa.Moyeni@ecdsc.gov.za](mailto:Zukisa.Moyeni@ecdsc.gov.za)

**POST 36/295** : **ADMIN OFFICER: SCM REF NO: DSD 2/09/22**

**SALARY** : R261 372 per annum (Level 07)  
**CENTRE** : Sarah Baartman: District Office  
**REQUIREMENTS** : Matric/ Grade 12 plus a National Diploma/ Degree (NQF Level 6/7 as recognized by SAQA) in Supply Chain Management/ Financial Management/ Public Administration or any relevant qualification with a minimum of 1-2 years' experience in Supply Chain Management, or Financial Management. Practical Computer experience. Knowledge of BAS. Valid code 8 driver's license is a prerequisite. Competencies: Knowledge and understanding of Public Finance Management Act (PFMA), Preferential Procurement Policy Framework Act and its associated Regulations (PPPFA), Treasury Regulations, SCM, and other Public Service Financial Management policies. Analytical and numerical skills, good report writing skills, interpersonal and problem-solving skills, ability to under pressure with strict deadlines and work overtime. Knowledge of SDMS and BAS Systems, Computer Literacy (Word, Excel, PowerPoint and Access).  
**DUTIES** : Processing of orders on the System. Management of Stores, follow-up on outstanding orders and assist with store stock takes. Requesting of quotations for procurement. Supervise all Personnel in respect of SCM at the District Office. Compiling monthly and quarterly reports and all SCM related reports. Monitor budget expenditure patterns as well as monthly projections for the Unit. Supervising the ordering of stationery and office supplies. Conduct records and document management. Provide logistics support functions. Attending to all admin related enquiries for the Supply Chain Management Unit.

**ENQUIRIES** : may be directed to A Njaba at Tel No: 043 605 5110/ 5101. Provincial Office e-Recruitment Technical Support: [Zukisa.Moyeni@ecdsc.gov.za](mailto:Zukisa.Moyeni@ecdsc.gov.za)

## **DEPARTMENT OF SPORT, RECREATION, ARTS & CULTURE**

**APPLICATIONS** : NB: Forward applications to the relevant centre. People with disabilities who meet the requirements will be given preference:  
**Head Office:** Qonce Enquiries – Mr Y Dlamkile Tel No: 043 492 1386/Mrs R.E Swartbooi Tel: 043 492 0949 Post to: The Senior Manager: HRM, Department of Sport, Recreation, Arts and Culture, Private Bag X0020, Bisho, 5605, or Hand deliver to: No. 5 Eales Street, Wilton Zimasile Mkwazi Building, King William's Town, 5605  
**Buffalo City Metro District:** Enquiries Ms L Xoseka Tel No: 043 492 2140 Post to: The Senior Manager, Department of Sport, Recreation Arts and Culture, Private Bag X9030, East London 5200, or Hand deliver to: No 16 Commissioner Street, Old Elco Building, East London, 5201  
**Amathole District:** Enquiries Mr B Mbangatha Tel No: 043 492 1838 Post to: The Senior Manager, Department of Sport, Recreation Arts and Culture, Private Bag X9030, East London 5200, or Hand deliver to: No 16 Commissioner Street, Old Elco Building, East London, 5201  
**Chris Hani District:** Enquiries Mr X Kwanini Tel No: 045 492 0030/0054 Post to: The Senior Manager, Department of Sport, Recreation Arts and Culture,



Private Bag, Komani, 5320, or Hand deliver to: Bathandwa Ndondo Office Park, Komani Hospital Office Complex, Komani, 5320

**Joe Gqabi District:** Attention Mr D Ndzongwana Tel No: 051 492 4757 Post to: The Senior Manager: Department of Sport, Recreation, Arts and Culture, Private Bag X1010, Aliwal North, 9750, or Hand deliver to: No. 02 Cole Street, Maletswai

**Sarah Baartman District:** Attention Mr V Ketelo Tel No: 046 492 0223 Post to: The Senior Manager: Department of Sport, Recreation, Arts and Culture, Private Bag X1003, Grahamstown, 6140 or Hand deliver to: Registry, 1<sup>st</sup> floor, Corner African and Milner Street, Grahamstown.

**Alfred Nzo District:** Attention Mr M.B Gugwana Tel No: 039 492 0297/0720022 Post to: The Senior Manager: Department of Sport, Recreation, Arts and Culture, Private Bag X531, Mt Ayliff, 5100, or Hand deliver to: No 67 Church Street Mt Ayliff.

**OR Tambo District:** Attention Mr S. Stuma Tel No: 047 495 0853/073 322 9654 Post to: The Senior Manager, Department of Sport, Recreation, Arts and Culture, Private Bag X5003, Mthatha, 5100, or Hand deliver to: Human Resource Management, 6<sup>th</sup> Floor, Botha Sigcau Building, corner Leeds and Owen Street, Umtata.

**Nelson Mandela District:** Attention Mr S Juva Tel No: 041 492 1232/1230 Post to: The Senior Manager: Department of Sport, Recreation, Arts and Culture, Private Bag X6003, Port Elizabeth 6003, or Hand delivers to: 2<sup>nd</sup> Floor- 66 Corporate Place, Ring Road, Greenacres, Newton Park, Gqeberha Applications Are Submitted Via One of The Options Below: The e-recruitment system which is available on <https://erecruitment.ecotp.gov.za>. The e-Recruitment System closes at 23: 59 on the closing date.

**CLOSING DATE**  
**NOTE**

: 07 October 2022  
:  
Applications must be submitted on a duly complete New Z83 form obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents). Applicants are not required to submit copies of qualifications and other relevant documents, but must submit a fully completed signed Z83 form and detailed Curriculum Vitae only. NB: Z83 in the e-recruitment system is currently not downloadable and therefore not signable; so, applicants who submitted applications via the e-recruitment system will therefore not be disqualified for an unsigned Z83 instead will be requested to sign on interview day. Shortlisted candidates will be required to submit certified copies of qualifications, and other relevant documents to HR on or before the day of the interview: should you be in possession of a foreign qualification; it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA) when submitted. Failure to submit all the requested documents will disqualify your application. Correspondence will be limited to short-listed candidates only. If you have not been contacted within six (6) months after the closing date of this advertisement, please accept that your application was unsuccessful. Selected candidates will be subjected to a personnel suitability check (criminal record check, citizenship verification, financial/asset record check, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. Where applicable, candidates will be subjected to a skills/knowledge test. Successful candidates will be appointed on a probation period of twelve (12) months. Misrepresentation in the application documents will result in automatic disqualification and disciplinary action in the event the candidate has already been appointed. The Department reserves the right not to make appointment(s) to the advertised post(s). Persons with disability and people from previously disadvantaged groups are encouraged to apply. Employment equity targets of the department will be adhered to. For SMS (Senior Management Service) Posts: In terms of DPSA Directive on compulsory capacity development, mandatory training, and minimum entry requirements for members of the Senior Management Level for SMS appointments, it is a requirement for applicants to produce or attach a pre-entry Certificate (Nyukela) as offered by the National School of Government (NSG) for entry into the SMS posts and the full details can be sourced by following the link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme>. Successful candidates will be appointed on a probation period of 12 / 24 months. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. E-Recruitment Technical Enquiries: [erecruitment@ecsrac.gov.za](mailto:erecruitment@ecsrac.gov.za) Applications received after the closing date will not be considered. No faxed,

No e-mailed applications will be accepted. Note: Applicant must register on the e-recruitment system, complete and submit required information and apply for position as advertised following this URL: <http://www.ecprov.gov.za>. To report technical glitches, for assistance regarding the system, and/or for activation of your profile, send an email with your ID Number, your profile email address, details of the issue to: [erecruitment@ecsrac.gov.za](mailto:erecruitment@ecsrac.gov.za) (NB: For Technical Glitches Only – NO CVs). Technical support is limited to working hours: (08:00-16:30 Mon-Thursday and 08:00-16:00 on Fri). Should you submit your applications/CVs to: [erecruitment@ecsrac.gov.za](mailto:erecruitment@ecsrac.gov.za) and not as specified – your application will be regarded as lost and will not be considered. Applicants are encouraged to apply via the E-Recruitment System. Refer all application related enquiries to the specified contact person.

## **OTHER POSTS**

<b><u>POST 36/296</u></b>	:	<b><u>DEPUTY DIRECTOR: CULTURAL AFFAIRS REF NO: DSRAC 01/10/2022</u></b>
<b><u>SALARY</u></b>	:	R882 042 – R1 038 999 per annum (Level 12), (An all-inclusive remuneration)
<b><u>CENTRE</u></b>	:	Chris Hani District (Komani)
<b><u>REQUIREMENTS</u></b>	:	A National Senior Certificate plus a Diploma NQF Level 6 / Preferable B Degree NQF Level 7 as recognised by SAQA in Social Science coupled with at least 3 years at Assistant Director /Jnr Management Level in the field of Cultural Affairs. Knowledge of Public Service Legislation / Policies / Prescripts and Procedures. Extensive high-level knowledge of Cultural Affairs and interpretation of policies and programs. Analytical and an Innovative Thinker. Events and Project Management. Basic knowledge of Financial Administration. Public Service Regulatory Framework. Information and Performance Management. Knowledge of Batho Pele Principles. Computer Literacy. Good Communication Skills. Planning Skills. Financial Management and Reporting. Sound Organisational Skills. Project Management Skills. Communication Skills. Report Writing Skills. Presentation Skills. People Management Skills. Strategic Management. Customer / Client Orientated Approach. Monitoring and Evaluation Expert. Time Management. Self-discipline. Ability to work under pressure. A valid code 08 driving licence.
<b><u>DUTIES</u></b>	:	Promote and monitor performing arts. Ensure implementation of the operational plan and programs. Support development of performing arts industries. Coordinate and support national and provincial arts festivals. Manage and coordinate implementation of activities of art centres. Coordinate development of Word artists. Promote visual arts, crafts and culture. Ensure implementation of the operational plan and programs. Support development of performing arts industries. Coordinate and support national and provincial arts festivals. Manage and coordinate implementation of activities of art centres. Coordinate development of Word artists. Support development of arts industries. Coordinate and support national and provincial arts festivals. Manage library and information services. Ensure implementation of the operational plan and programs. Coordinate the functioning of the public libraries. Coordinate the marketing of library services. Manage provision of library material. Manage library and information management system. Encourage establishment of book clubs in communities. Manage museums and heritage services. Ensure implementation of museum and heritage operational plan and programs. Coordinate functionality of museum services. Coordinate promotion of national symbols and orders. Coordinate development, management and promotion of resistance and liberation heritage route. Coordinate transformation of heritage landscape. Coordinate commemoration of heroes and heroines. Management of administration support. Give input in the development of strategic, operational, procurement, business and projection plans. Manage financial resources. Manage human resources. Consolidate and submit monthly and quarterly reports. Manage EPMDS and ensure staff development training needs. Manage attendance register, leave records and discipline.
<b><u>ENQUIRIES</u></b>	:	X. Kwanini Tel No: 043 492 0030 (Chris Hani District) e- Recruitment Technical Enquiries – <a href="mailto:recruitment@ecsrac.gov.za">recruitment@ecsrac.gov.za</a>
<b><u>POST 36/297</u></b>	:	<b><u>DEPUTY DIRECTOR: ADMINISTRATIVE SUPPORT AND CO-ORDINATION REF NO: DSRAC 02/10/2022</u></b>
<b><u>SALARY</u></b>	:	R744 255 - R876 705 per annum (Level 11), (an all-inclusive remuneration)

**CENTRE  
REQUIREMENTS**

- : Member of Executive Authority - Head Office (Qonce)
- : National Senior Certificate plus a National Diploma Level 6/ Preferable appropriate B Degree NQF Level 7 as recognised by SAQA in Office Administration/Public Administration or equivalent relevant qualification coupled with at least 3 years at Assistant Director /Jnr Management Level in related administrative support and coordination field. Good command of written and oral English and any other official language. Knowledge of strategic coordination/ planning and professional report writing. Knowledge of formats and routes of documentation throughout the department. Quality control of documents. Knowledge and understanding of hierarchy and management structure of the Executive Authority office. Policies, legislation, and procedures; Public Service and Departmental procedures and prescripts. In possession of the following skills: Organizing skills; Facilitation skills; Communication skills; Computer literacy and technical writing skills. Ability to communicate with ministries, senior management, officials, and the public in a professional manner. Ability to work individually and in a team. Good interpersonal relations. Ability to work with difficult persons and to resolve conflict. Sense of responsibility and loyalty; Objectiveness; Integrity; Service orientated; Self supervision; Highly developed sense of honesty and protect the confidentiality of documents.

**DUTIES**

- : Manage the budget and procurement administration process of the branch. Ensure financial control and procurement of office. Monitor and compile monthly branch reports (expenditure and procurement). Provide document management support. Implement management decisions. Quality assures all documents before submitting to Member of Executive Authority. Ensure provision of secretariat support. Manage and monitor referrals of the Member of Executive Authority office. Provide office management services to the Member of Executive Authority. Ensure compliance and manage reporting for office of the Member of Executive Authority. Ensure logistical support to office of the Member of Executive Authority. Ensure provision of administration support services. Liaise and develop relationship within internal and external stakeholder. Develop stakeholder database.

**ENQUIRIES**

- : N. Bodlani Tel No: 043 492 0280 (Head Office)  
e- Recruitment Technical Enquiries – [recruitment@ecsrac.gov.za](mailto:recruitment@ecsrac.gov.za)

**POST 36/298**

- : **ASSISTANT DIRECTOR: SALARIES REF NO: DSRAC 03/10/2022**

**SALARY  
CENTRE  
REQUIREMENTS**

- : R382 245 – R450 255 per annum (Level 09), (an all-inclusive remuneration)
- : Head Office (Qonce)
- : A National Senior Certificate plus a National Diploma / Degree (NQF Level 6 /7) as recognised by SAQA in Financial Management coupled with at least 3 years at supervisory level or SL 7/8 in the field of Finance/ Salaries Management. Knowledge of Public Service Legislation / Policies / Prescripts and Procedures. Basic knowledge of Financial Administration. Public Service Regulatory Framework. Information and Performance Management. Knowledge of Batho Pele Principles. Computer Literacy. Good Communication Skills. Planning Skills. Financial Management and Reporting. Sound Organisational Skills. Project Management Skills. Communication Skills. Report Writing Skills. Presentation Skills. People Management Skills. Strategic Management. Customer / Client Orientated Approach. Monitoring and Evaluation Expert. Time Management. Risk Management. A valid code 08 driving licence.

**DUTIES**

- : Organise payment of salaries and allowances. Ensure that the official's salaries, claims and allowances are paid within the prescribed period. Ensure that salaries are paid to the relevant or existing officials. Verification and authorisation of benefits to be paid to officials and beneficiaries of deceased. Ensure compliance to applicable prescripts, policies and acts in each payment to be processed. Ensure effective and efficient Travel and Subsistence Management System. Ensuring reconciliation of salary related suspense accounts. Ensure clearing of all salary's suspense accounts before monthly and year-end closure. Ensure that the journals are authorized with the correct allocations and amounts to clear PERSAL related suspense accounts on monthly basis. Provide administration support. Give input in the development of strategic, operational and procurement plans. Provide support to management by assisting with audit queries; provide effective People Management. Manage PMDS and ensure staff development training needs.

		Manage allocation of resources to staff. Manage attendance register and leave records. Maintain staff discipline.
<b><u>ENQUIRIES</u></b>	:	R. Swartbooi Tel No: 043 492 0949 (Head Office) e- Recruitment Technical Enquiries – <a href="mailto:recruitment@ecsrac.gov.za">recruitment@ecsrac.gov.za</a>
<b><u>POST 36/299</u></b>	:	<b><u>ASSISTANT DIRECTOR: SECURITY MANAGEMENT REF NO: DSRAC 04/10/2022</u></b>
<b><u>SALARY</u></b>	:	R382 245 – R450 255 per annum (Level 09), (an all-inclusive remuneration)
<b><u>CENTRE</u></b>	:	Head Office (Qonce)
<b><u>REQUIREMENTS</u></b>	:	A National Senior Certificate plus a National Diploma / A degree or National Diploma in Security Management/Studies or equivalent qualification(s). SSA Security Manager's Course and a valid Security Clearance will be added advantages. Minimum of PSIRA Grade B. 3 years at supervisory level or SL 7/8 in Security Management. Thorough knowledge of MISS, MPSS, Control of Access to Public Premises and Vehicles Act, 1985 (Act No. 53 of 1985), National Strategic Intelligence Act, Public Service Act, Minimum Information Security Standards, Minimum Physical Security Standards, Occupational Health and Safety Act Protection of Information Act, Promotion of Access to Information Act and other security related prescripts. The successful candidate will be required to travel extensively. Basic knowledge of Financial Administration. Public Service Regulatory Framework. Information and Performance Management. Knowledge of Batho Pele Principles. Computer Literacy. Good Communication Skills. Planning Skills. Financial Management and Reporting. Sound Organisational Skills. Project Management Skills. Communication Skills. Report Writing Skills. Presentation Skills. People Management Skills. Strategic Management. Customer / Client Orientated Approach. Monitoring and Evaluation Expert. Time Management. Risk Management. A valid code 08 driving licence.
<b><u>DUTIES</u></b>	:	Ensure and monitor adherence to departmental security systems and policies. Manage security implementation of security measures in the department. (Physical, Personnel, Document, and Information Security Security) Facilitate security awareness and education programmes. Conduct security threats and risk assessments, roll-out of contingency plan and OHS compliance within the department. Provide support in the develop departmental security management strategy. Conduct security assessment. Establish security profile of the department. Ensure the implementation of security management strategy. Ensure the implementation of security management plan. Conduct security awareness campaigns. Ensure compliance to departmental and provincial policies. Monitor and enforce the implementation of AG's recommendations. Coordinate assessment and investigations of security and maintain database of cases in the department. Register reported cases in the case register. Investigate reported cases and submit report with recommendations to the Manager. Facilitate the implementation of recommendations. Provide feedback to the Premier's office and in the Department. Develop and maintain a manual and electronic case security management system. Facilitate capacity building on ethics issues. Conduct training on professional ethics both at Head Office and at District level. Implement the public service code of conduct. Conduct meetings and sessions with relevant structures on issues of common interest.
<b><u>ENQUIRIES</u></b>	:	R. Swartbooi Tel No: 043 492 0949 (Head Office) e- Recruitment Technical Enquiries – <a href="mailto:recruitment@ecsrac.gov.za">recruitment@ecsrac.gov.za</a>
<b><u>POST 36/300</u></b>	:	<b><u>HR PERSAL CONTROLLER: HR INFORMATION SYSTEM REF NO: DSRAC 05/10/2022</u></b>
<b><u>SALARY</u></b>	:	R382 245 – R450 255 per annum (Level 09), (an all-inclusive remuneration)
<b><u>CENTRE</u></b>	:	Head Office (Qonce)
<b><u>REQUIREMENTS</u></b>	:	A National Senior Certificate plus a Diploma / Degree (NQF Level 6/7) in HR management as recognised by SAQA coupled with 3 years at Supervisor Level or SL 7/8. Knowledge of Public Service Legislation / Policies / Prescripts and Procedures. Knowledge of PERSAL. Basic knowledge of Financial Administration. Public Service Regulatory Framework. Information and Performance Management. Knowledge of Batho Pele Principles. Computer Literacy. Good Communication Skills. Planning Skills. Financial Management and Reporting. Sound Organisational Skills. Project Management Skills. Communication Skills. Report Writing Skills. Presentation Skills. People

**DUTIES**

Management Skills. Strategic Management. Customer / Client Orientated Approach. Monitoring and Evaluation Expert. Time Management. Self-discipline. Ability to work under pressure. A valid code 08 driving licence.

- : Maintain the departmental PERSAL system. Develop and maintain departmental PERSAL User norms and standards. Perform allocated PERSAL Departmental Controller functions. Liaise with Provincial and National Treasury on registration of special requests. Analyse job requirements in conjunction with Supervisors and register PERSAL Users accordingly without compromising internal control measures. Maintain prescribed PERSAL User Forms. Manage processes to timeously register / and de-register & Users. Notify PERSAL Users of System Changes and mainstream System Alerts. Manage processes to minimise down-time and liaise with the Internal ICT Component and National Treasury in this regard. Monitor user performance, facilitate corrective action and make recommendations for the development of the System. Monitor and evaluate the status of the departmental PERSAL system and content on a continuous basis to verify and ensure compliance with systems standards. Co-ordinate the availing of General PERSAL exception reports. In collaboration with User Component develop and implement corrective action. Conduct regular NMIR compliance tests and facilitate corrective action. Generate transaction reports and facilitate processes to clear suspense accounts on a weekly basis. Monitor the performance of the system and report thereon. Provide User Support services. Facilitate processes to ensure that Users are adequately trained on the utilisation of the System for the allocated functions. On request, down-load datasets from the system and through the application of EXCEL functionalities manipulate the data in user-friendly management reports. Register the release of standard PERSAL management reports for Users (preferably in electronic format). Provide user support with the generation of Vulindlela Reports and assist with the validation thereof. Assist HR Components to develop stand-alone information systems for functions where PERSAL is unable to support critical needs. Perform and manage administrative and related functions: Ensure compliance of and submit monthly, quarterly progress and technical reports (functional and support related e.g., work plans for PMDS). Assist in the development of business plan and action plan for the section. Implement service delivery improvement programmes for the section. Ensure Compliance with Public Service prescripts. Development of internal standards and guidelines on PERSAL management.
- : R. Swartbooi Tel No: 043 492 0949 (Head Office)  
e- Recruitment Technical Enquiries – [recruitment@ecsrac.gov.za](mailto:recruitment@ecsrac.gov.za)

**ENQUIRIES****POST 36/301**

: **ASSISTANT DIRECTOR: FINANCIAL ADMINISTRATION REF NO: DSRAC 06/10/2022**

**SALARY  
CENTRE  
EQUIREMENTS**

- : R382 245 – R450 255 per annum (Level 09), (an all-inclusive remuneration)
- : Alfred Nzo District (Mount Ayliff)
- : A National Senior Certificate plus a National Diploma/ Degree (NQF 6/7) in Financial Management as recognised by SAQA coupled with 3 years at supervisory level or (SL 7/8) in the field of financial Administration. Knowledge of Public Service Legislation / Policies / Prescripts and Procedures. Basic knowledge of Financial Administration. Public Service Regulatory Framework. Information and Performance Management. Knowledge of Batho Pele Principles. Computer Literacy. Good Communication Skills. Planning Skills. Financial Management and Reporting. Sound Organisational Skills. Project Management Skills. Communication Skills. Report Writing Skills. Presentation Skills. People Management Skills. Strategic Management. Customer / Client Orientated Approach. Monitoring and Evaluation Expert. Time Management. Risk Management. A valid code 08 driving licence.

**DUTIES**

- : Coordinate budget planning services. Monitor medium term expenditure framework. Manage and monitor virements and shifting of funds. Monitor expenditure trend against approved budget. Monitor misallocation and inconsistency classification. Ensure capturing of budget on the system. Ensure compliance of financial management system. Coordinate and monitor expenditure management services. Facilitate payment of service providers. Monitor accruals and commitments. Authorise payments of service providers. Monitor credit transfer and monthly limits. Monitor disbursements reports and reconciliation of accounts. Coordinate salary administration services. Ensure compliance on applicable prescripts, policies and processes. Manage payment of salaries and allowances. Manage verification and authorization of benefit to

be paid. Manage reconciliation of salary related suspense accounts. Ensure authorization of salaries. Manage distribution of payrolls to respective offices. Coordinate internal control services. Monitor pre-audit and financial control operations. Monitor risk and audit process. Monitor finance record services. Monitor irregular, unauthorized, fruitless and wasteful expenditure. Provide administration support. Give input in the development of strategic, operational and procurement plans. Attend and respond to audit matters. Compile and submit monthly and quarterly reports. Supervise financial and human resources. Supervise allocation of resources. Supervise PMDS and ensure staff development training needs. Supervise attendance register and leave records. Maintain staff discipline. Supervise mentoring and coaching of experiential learners and interns.

## **ENQUIRIES**

: M. Gugwana Tel No: 039 492 0297 (Head Office)  
e- Recruitment Technical Enquiries – [recruitment@ecsrac.gov.za](mailto:recruitment@ecsrac.gov.za)

## **POST 36/302**

: **ASSISTANT DIRECTOR: HUMAN RESOURCE MANAGEMENT REF NO: DSRAC 07/10/2022**

## **SALARY CENTRE REQUIREMENTS**

: R382 245 – R450 255 per annum (Level 09), (an all-inclusive remuneration)  
: Sarah Baartman District (Makana)  
: National Senior Certificate, National Diploma/ Degree (NQF level 6/7) as recognised by SAQA) in Human Resources Management / Industrial Psychology / Public Administration with at least 3 years relevant experience at supervisor's level or SL 7/8 within Human Resources management environment. A good understanding of the relevant government regulatory framework. Good knowledge of Persal System, Pension Case Management, Public Service Act, Employment Equity Act, Labour Relations Act, Skill development Act. Basic Conditions of employment Act, COIDA, IOD, OHS Act, PFMA and Establishment. Proven leadership, strategic management, Conflict Management, financial management, problem -solving, people management skills. Excellent in administrative, coordination and organizational skills. Good written and verbal communication skills. Computer skills. Ability to work under pressure and independently. A valid code 08 Driving license.

## **DUTIES**

: Facilitate and monitor Human Resource Management Personnel Conduct: attend and hold Human Resource meetings. Coordinate HR Reports. Memoranda and Weekly Diaries. Interpretation and coordination of implementation of Human Resources Policies and Resolutions. Compile and Implement District operational plan. Facilitate and monitor Human Resource Practice and Administration: Implement and coordinate Recruitment and Selection process. Monitor and facilitate the implementation of conditions of service. Monitor leaves and attendance Register. Coordinate and manage Personnel Record. Coordinate and manage the functions of Human Resource Provisioning. Facilitate and monitor Human Resource Development and EPMDs: Monitor the development of Workplace Skills Plan. Monitor development of performance contracts. Conduct quarterly reviews and Validation of Reviews and Assessment. Coordinate the administration of PMDS, Monitor and facilitate Training & Capacitation of employees. Monitor and facilitate administration of learnership and internship. Facilitate and monitor Labour Relations: Management of complaints, grievance and implement conflict resolution. Monitor\Ensure maintenance of good sound labour relations. Ensure District management | Labour quarterly meetings are sitting. Facilitate Employees Wellness programme. Monitor\ensure the implementation of employee Health and Wellness four pillars in the district. Ensure and Chair District integrated employees wellness quarterly meetings.

## **ENQUIRIES**

: V. Ketelo Tel No: (046) 492 0223, Sarah Baartman District  
e- Recruitment Technical Enquiries – [recruitment@ecsrac.gov.za](mailto:recruitment@ecsrac.gov.za)

## **POST 36/303**

: **SENIOR PROVISIONING ADMIN OFFICER – DEMAND & ACQUISITION (X2 POSTS)**

## **SALARY CENTRE REQUIREMENTS**

: R321 543 – R378 765 per annum (Level 08), (an all-inclusive remuneration)  
: Or Tambo District (Mthatha) Ref No: DSRAC 08/10/2022  
: Chris Hani District (Komani) Ref No: DSRAC 09/10/2022  
: National Senior Certificate, National Diploma / Degree (NQF level 6/7) as recognised by SAQA) in Supply Chain or Administration Management with at least 1 -2 years relevant experience in Supply Chain Management environment. A good understanding of the relevant government regulatory

		framework. Knowledge of public service legislations, prescripts, procedures and processes. Knowledge and understanding of Supply Chain Management Framework. Knowledge of BAS and LOGIS systems. Basic knowledge of financial management. Computer Literacy. Excellent Communication Skills. Interpersonal Skills. Understanding of prescripts. Presentation Skills Conflict Management, financial management, problem -solving, people management skills. Excellent in administrative, coordination and organizational skills. Ability to work under pressure and independently. A valid code 08 Driving license as added advantage.
<b><u>DUTIES</u></b>	:	Facilitate procurement on the system. Authorise data of approved procurement submissions. Monitor the updated information on the system. Monitor printing of reports and status of suppliers. Authorise orders on the system, print and endorse signature on orders. Facilitate process of payment for orders. Facilitate procurement of goods and services providers. Check specification needs with the operational plan. Verification of the budget. Prepare specification and the time frame. Ensure registration of suppliers on the database (Central and Logis). Monitor use and rotation of suppliers. Monitor and ensure registration of suppliers with active numbers on both systems. Maintain and update contracts. Check the end term of the contracts. Facilitate renewal of the contracts. Facilitate accompanying and the validation of the documents for appointment of service providers. Provide administration support. Attend and respond to audit matters. Compile and submit monthly and quarterly reports. Supervise financial and human resources. Supervise allocation of resources. Supervise PMDS and ensure staff development training needs. Supervise attendance register and leave records. Maintain staff discipline. Give support and advice on matters arising.
<b><u>ENQUIRIES</u></b>	:	S. Stuma Tel No: 047 495 0835 (OR Tambo District) e- Recruitment Technical Enquiries – <a href="mailto:recruitment@ecsrac.gov.za">recruitment@ecsrac.gov.za</a> X. Kwanini at 062 071 6200 (Chris Hani District) e- Recruitment Technical Enquiries – <a href="mailto:recruitment@ecsrac.gov.za">recruitment@ecsrac.gov.za</a>
<b><u>POST 36/304</u></b>	:	<b><u>SENIOR PROVISIONING ADMIN OFFICER: LOGISTICS SERVICES REF NO: DSRAC 10/10/2022</u></b>
<b><u>SALARY</u></b>	:	R321 543 – R378 765 per annum (Level 08), (an all-inclusive remuneration)
<b><u>CETRE</u></b>	:	Alfred Nzo District (Mount Ayliff)
<b><u>REQUIREMENTS</u></b>	:	National Senior Certificate, a National Diploma / Degree (NQF level 6/7) as recognised by SAQA) in Supply Chain or Administration Management with at least 1- 2 years relevant experience in Supply Chain Management environment. A good understanding of the relevant government regulatory framework. Knowledge of public service legislations, prescripts, procedures and processes. Knowledge and understanding of Supply Chain Management Framework. Knowledge of BAS and LOGIS systems. Basic knowledge of financial management. Computer Literacy. Excellent Communication Skills. Interpersonal Skills. Understanding of prescripts. Presentation Skills Conflict Management, financial management, problem -solving, people management skills. Excellent in administrative, coordination and organizational skills. Ability to work under pressure and independently. A valid code 08 Driving license.
<b><u>DUTIES</u></b>	:	Facilitate the implementation of micro plans of logistics. Check compliance on supply chain processes. Monitor the purchased items according to the procurement plan. Supervise submission of goods and services to logistics. Conduct awareness to suppliers on the operations and the requirements. Facilitate suppliers' day. Supervise process of submission to payments. Check part-payment against the invoice and the order on the system. Verify accompanying documents to the submission. Register outgoing submission and facilitate payment process. Keep record of stock sheets. Facilitate printing of receipt voucher and orders. Monitor submission for receipts and reprint. Ensure reversals of orders and closure of submissions. Provide administration support. Attend and respond to audit matters. Compile and submit monthly and quarterly reports. Supervise financial and human resources. Supervise allocation of resources. Supervise PMDS and ensure staff development training needs. Supervise mentoring of experiential learners and interns. Supervise attendance register and leave records. Maintain staff discipline. Give support and advice on matters arising.
<b><u>ENQUIRIES</u></b>	:	M. Gugwana Tel No: 039 492 0297 (Alfred Nzo District) e- Recruitment Technical Enquiries – <a href="mailto:recruitment@ecsrac.gov.za">recruitment@ecsrac.gov.za</a>

<b><u>POST 36/305</u></b>	:	<b><u>PRINCIPAL CURATOR REF NO: DSRAC 11/10/2022</u></b>
<b><u>SALARY</u></b>	:	R321 543 – R378 765 per annum (Level 08)
<b><u>CENTRE</u></b>	:	Amathole Museum (Qonce)
<b><u>REQUIREMENTS</u></b>	:	National Senior Certificate plus a B. Degree / Diploma (NQF 6) in Education with 1 to 2 years' experience in a museum or related environment or Registered with South African Council for Education Knowledge and understanding of Government processes. Good communication and interpersonal skills. Project management skills. Ability to work under pressure without supervision. Computer literacy. A valid driving license.
<b><u>DUTIES</u></b>	:	Conduct education lessons to both teachers and scholars on a variety of topics based on museum material in and outside the museum. Conduct outreach programme. Organise special programmes, e.g. holiday and weekend programmes, behind the scenes tours, competitions etc. Liaise with other departments and schools on the planning and organisation of services offered by the Museum. Liaise with teachers and non-governmental organisations. Liaise with professional specialists on the museum staff with regard the acquisition of teaching specimens and expert information. Liaise with professional specialist on the museum staff regarding acquisition of teaching specimens and expert information. Visit schools especially those in rural areas.
<b><u>ENQUIRIES</u></b>	:	S. Cakata at 081 268 3501 (Amathole Museum) e- Recruitment Technical Enquiries – <a href="mailto:recruitment@ecsrac.gov.za">recruitment@ecsrac.gov.za</a>
<b><u>POST 36/306</u></b>	:	<b><u>INFRASTRUCTURE DEVELOPMENT OFFICER REF NO: DSRAC 12/10/2022</u></b>
<b><u>SALARY</u></b>	:	R321 543 – R378 765 per annum (Level 08), (an all-inclusive remuneration)
<b><u>CENTRE</u></b>	:	Head Office (Qonce)
<b><u>REQUIREMENTS</u></b>	:	National Senior Certificate, National Diploma/ Degree (NQF level 6/7) as recognised by SAQA) in Built environment (Quantity Surveyor, Civil Engineering, Architect) coupled with at least 1- 2 years relevant experience in infrastructure environment. Knowledge in project management. A registration as candidate will be an advantage. A good understanding of the relevant government regulatory framework. Knowledge of public service legislations, prescripts, procedures and processes. Basic knowledge of financial management. Computer Literacy. Excellent Communication Skills. Interpersonal Skills. Understanding of prescripts. Presentation Skills Conflict Management, financial management, problem -solving, people management skills. Excellent in administrative, coordination and organizational skills. Ability to work under pressure and independently. A valid Driving license.
<b><u>DUTIES</u></b>	:	Facilitate execution of infrastructure projects. Assist in the identification of projects from programmes. Coordinate the appointment of implementing agents, consultants and contractors. Check and verify the alignment of appointment of implementing agent with the budget. Check alignment of construction work with the national standards. Check compliance of implementing agents with the departmental procedures and prescripts. Facilitate recommendation submission/document. Facilitate EPWP contract. Encourage employment of local labourers from communities. Verify work progress by workers. Check alignment of infrastructure projects with the EPWP standards. Develop database for contracts. Facilitate payment of service providers. Facilitate implementation of projects. Attend briefing sessions of service providers. Coordinate site hand over. Compile progress report. Render administration support. Compile personal PMDS and assessment reviews. Assist in audit and Risk matters. Collect information and submit monthly and quarterly reports. Coach and mentor experiential learners and interns.
<b><u>ENQUIRIES</u></b>	:	M. Cezula Tel No: 043 492 1400 (Head Office) e- Recruitment Technical Enquiries – <a href="mailto:recruitment@ecsrac.gov.za">recruitment@ecsrac.gov.za</a>
<b><u>POST 36/307</u></b>	:	<b><u>ARTS CENTER SUPERVISOR REF NO: DSRAC 13/10/2022</u></b>
<b><u>SALARY</u></b>	:	R321 543 per annum (Level 08), (an all-inclusive remuneration)
<b><u>CENTRE</u></b>	:	Chris Hani District (Komani)
<b><u>REQUIREMENTS</u></b>	:	A National Senior Certificate plus a Diploma/Degree (NQF 6/7) as recognised by SAQA in Fine Arts coupled with 1- 2 years relevant work experience in the field of Fine Arts and /or production level. Knowledge of public service. Legislation / policies / prescripts and procedures. Departmental management. Knowledge of Batho Pele principles. Knowledge of the visual arts, craft and



		design sectors. Knowledge of government strategies to use the arts to grow the economy. Computer literacy. Good communication skills. Sound organizational skills. Project management. Report writing. People management. Customer / client orientated. A valid code 08 driving licence.
<b><u>DUTIES</u></b>	:	Coordinate national art festivals. Organise logistics and attend meetings. Responsible for groups and designer artists. Monitor festival equipment for artists. Coordinate art centre programs. Ensure crafting of rooster for activities. Organise art centre structures. Consult with relevant stakeholders. Identify beneficiaries. Coordinate approval of submission. Manage access of the art centre. Market the institution to the communities. Monitor day to day operations of the art centre. Responsible for art centre material. Develop database for artists. Manage institutional support. Maintain working relations with the stakeholders. Give support to developing artists. Monitor progress of artists. Provide administration support to the art centre. Give input in the development of art centre business plan. Consolidate, compile and submit monthly and quarterly reports. Monitor budget expenditure and revenue collection. Ensure approval of procurement submission. Ensure staff development of PMDS. Maintain staff discipline. Supervise and monitor visitor's register.
<b><u>ENQUIRIES</u></b>	:	X. Kwanini at 066 071 6200 (Chris Hani District) e- Recruitment Technical Enquiries – <a href="mailto:recruitment@ecsrac.gov.za">recruitment@ecsrac.gov.za</a>
<b><u>POST 36/308</u></b>	:	<b><u>CULTURAL OFFICER REF NO: DSRAC 14/10/2022</u></b>
<b><u>SALARY</u></b>	:	R261 372 – R307 890 per annum (Level 07), (an all-inclusive remuneration)
<b><u>CENTRE</u></b>	:	Or Tambo District (Port St John's Arts Center)
<b><u>REQUIREMENTS</u></b>	:	A National Senior Certificate plus a National Diploma (NQF 6) as recognised by SAQA in Arts and Culture coupled with 1- 2 years relevant work experience in the field of Arts & Culture. Knowledge of Public Service Legislation/Policies/ Prescripts and Procedures. Knowledge of Public Service Legislation/Policies/ Prescripts and Procedures. Basic knowledge of Financial Administration. Computer Literacy. Sound Organisational Skills. Communication Skills. Report Writing. A valid code 08 driving licence.
<b><u>DUTIES</u></b>	:	Coordinate national art festivals. Organise logistics and attend meetings. Responsible for groups and designer artists. Organise festival equipment for artists. Facilitate and implement art centre programs. Craft rooster for activities. Organise art centre structures. Consult with relevant stakeholders. Identify beneficiaries. Coordinate approval of submission. Facilitate access of the art centre. Market the institution to the communities. Monitor day to day operations of the art centre. Responsible for art centre material. Develop database for artists. Provide institutional support. Maintain working relations with the stakeholders. Give support to developing artists. Monitor progress of artists. Provide administration support. Draft art centre business plan. Consolidate and compile quarterly and annual reports. Monitor budget expenditure and revenue collection. Coordinate procurement submission. Organise and monitor visitor's register.
<b><u>ENQUIRIES</u></b>	:	S. Stuma Tel No: 047 495 0853 (Or Tambo District) e- Recruitment Technical Enquiries – <a href="mailto:recruitment@ecsrac.gov.za">recruitment@ecsrac.gov.za</a>
<b><u>POST 36/309</u></b>	:	<b><u>HERITAGE OFFICER REF NO: DSRAC 15/10/2022</u></b>
<b><u>SALARY</u></b>	:	R261 372 – R307 890 per annum (Level 07), (an all-inclusive remuneration)
<b><u>CENTRE</u></b>	:	Head Office (Qonce)
<b><u>REQUIREMENTS</u></b>	:	National Senior Certificate plus a Diploma (NQF Level 6) in Arts and Culture with 1 to 2 years relevant experience at production level. Extensive high-level knowledge of arts and culture and interpretation of policies. Excellent knowledge about museums and heritage. Programs. Financial management. People management and empowerment. Financial and knowledge management. Client orientation. Further knowledge of Local authorities, Departmental management and officials, General public / community, Academic institutions and learners, Private Sectors, Executing authority (Political Bearers), Municipalities (local and districts), Parks and tourism board. South African museums association. The candidate must possess good interpersonal relations and ability to work as a team. Must have written and verbal communication skills. Candidate must be able to work independently, under pressure, and after hours. Be willing to drive to various districts for stakeholder engagement. A valid code 08 driving licence.

<b><u>DUTIES</u></b>	:	Coordinate and implement museums and heritage projects and events. Promote awareness campaign programmes. Coordinate the process of standardization of name change. Coordinate use of national symbols and orders. Organise preparatory meetings. Organise participation of the stakeholders. Provide secretarial support services to the committee. Provide operational support to the district museum. Maintain working relations with the stakeholders. Craft rooster for activities. Render administrative functions in relation to programmes that are implemented. Collect, analyze, compile and update data in all museums and heritage activities. Provide administrative and technical support with regard to museums and heritage facilities. Coordinate financial resources. Coordinate approval of the submissions. Compile, consolidate and submit monthly and quarterly reports
<b><u>ENQUIRIES</u></b>	:	R. Swartbooi Tel No: 043 492 0949 (Head Office) e- Recruitment Technical Enquiries – <a href="mailto:recruitment@ecsrac.gov.za">recruitment@ecsrac.gov.za</a>
<b><u>POST 36/310</u></b>	:	<b><u>PROVISIONING ADMIN OFFICER: LOGISTICS SERVICES (X2 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R261 372 – R307 890 per annum (Level 07), (an all-inclusive remuneration)
<b><u>CENTRE</u></b>	:	Nelson Mandela District (Gqeberha) Ref No: DSRAC 16/10/2022
	:	Chris Hani District (Komani) Ref No: DSRAC 17/10/2022
<b><u>REQUIREMENTS</u></b>	:	National Senior Certificate, National Diploma (NQF level 6) as recognised by SAQA) in Supply Chain or Administration Management with at least 1 - 2 years relevant experience in Supply Chain Management environment. A good understanding of the relevant government regulatory framework. Knowledge of public service legislations, prescripts, procedures and processes. Knowledge and understanding of Supply Chain Management Framework. Knowledge of BAS and LOGIS systems. Basic knowledge of financial management. Computer Literacy. Excellent Communication Skills. Interpersonal Skills. Understanding of prescripts. Presentation Skills Conflict Management, financial management, problem -solving, people management skills. Excellent in administrative, coordination and organizational skills. Ability to work under pressure and independently. A valid code 08 Driving license.
<b><u>DUTIES</u></b>	:	Facilitate the record of purchases for goods and services. Check alignment of specification and quotation. Check validity of invoice (stamp, signature and banking details). Record invoice against goods delivered. Check the delivery note. Prepare the goods receipt voucher (GRV) for submissions. Facilitate capturing of submission on the system. Check the invoice against goods delivered. Verify the delivery note. Capture the goods receipt voucher on the system. Facilitate printing of receipt voucher and orders. Check submission for receipts and reprint. Reverse order and close the submission. Provide administration support. Compile and submit monthly and quarterly reports. Compile personal performance contract and assessment reviews. Coach and mentor experiential learners and interns. Assist in audit matters.
<b><u>ENQUIRIES</u></b>	:	S. Javu Tel No: 041 492 1230 / 1234 (Nelson Mandela District) X. Kwanini Tel No: 045 492 0030 (Chris Hani District) e- Recruitment Technical Enquiries – <a href="mailto:recruitment@ecsrac.gov.za">recruitment@ecsrac.gov.za</a>
<b><u>POST 36/311</u></b>	:	<b><u>PROVISIONING ADMIN OFFICER – DEMAND &amp; ACQUISITION REF NO: DSRAC 18/10/2022</u></b>
<b><u>SALARY</u></b>	:	R261 372 – R307 890 per annum (Level 07), (an all-inclusive remuneration)
<b><u>CENTRE</u></b>	:	Sarah Baartman District (Makana)
<b><u>REQUIREMENTS</u></b>	:	National Senior Certificate, National Diploma (NQF level 6) as recognised by SAQA) in Supply Chain Management / Logistics / Public Administration with at least 1 - 2 years relevant experience in Supply Chain Management environment. A good understanding of the relevant government regulatory framework. Knowledge of public service legislations, prescripts, procedures and processes. Knowledge and understanding of Supply Chain Management Framework. Knowledge of BAS and LOGIS systems. Basic knowledge of financial management. Computer Literacy. Excellent Communication Skills. Interpersonal Skills. Understanding of prescripts. Presentation Skills Conflict Management, financial management, problem -solving, people management skills. Excellent in administrative, coordination and organizational skills. Ability to work under pressure and independently. A valid code 08 Driving license.
<b><u>DUTIES</u></b>	:	Check submissions attained documentation according to the prescripts. Facilitate completion of log forms. Implement regulation policies and prescripts. Generate submission and procurement memos. Check alignment of

		requisitions with Logis regulations. Receive submissions from end-users. Check validity of the accompanying documents. View, capture and authorize requisitions on the system. Check relevant codes and procurement numbers. Facilitate procurement on the system. Receive and capture data of approved procurement submissions. Update and correct reflection of information on the system. Print reports and check status of suppliers. Facilitate registration of suppliers on the database (Central and Logis). Facilitate use and rotation of suppliers. Check required information on the quotations. Register quotation on the system. Register suppliers with active numbers on both systems.
<b><u>ENQUIRIES</u></b>	:	V. Ketelo Tel No: 046 492 0225 (Sarah Baartman District) e- Recruitment Technical Enquiries – <a href="mailto:recruitment@ecsrac.gov.za">recruitment@ecsrac.gov.za</a>
<b><u>POST 36/312</u></b>	:	<b><u>HUMAN RESOURCE OFFICER: RECRUITMENT &amp; SELECTION REF NO: DSRAC 19/10/2022</u></b>
<b><u>SALARY</u></b>	:	R176 310 – R207 681 per annum (Level 05), (an all-inclusive remuneration)
<b><u>CENTRE</u></b>	:	Head Office (Qonce)
<b><u>REQUIREMENTS</u></b>	:	National Senior Certificate with no work experience required. Diploma/Degree (NQF level 6/7) in Human Resource Management will be an added advantage. Knowledge of the recruitment and selection policy will be an added advantage. Sound knowledge of other HR-related prescripts will be an added advantage. Good written and verbal communication. Computer literacy. Ability to ensure maximum level of confidentiality. A valid code 08 Driving license.
<b><u>DUTIES</u></b>	:	Assist in the implementation of recruitment and selection within the department. Render recruitment and selection process. Receive and record requests for filling of vacant posts. Compile and submit list of posts to be advertised. Facilitate approval of the developed annual recruitment plan. Facilitate approval of submission for advertisement. Facilitate availability of job profile for advertisement. Receive and record applications manually and electronically. Develop manual master-list. Facilitate approval of the appointment for the panel list. Facilitate invitations to panel members. Provide logistical arrangement for the interviews. Arrangement of venues and facilities. Arrange material and equipment to be used. Facilitation of agendas and attendance registers. Prepare refreshments. Procurement of goods and services. Facilitate specifications for quotations. Prepare submissions for approval. Send orders to the service providers. Facilitate payments for service providers. Render administration support. Record incoming and outgoing documents. Facilitate copies of outgoing documents. File documents in relevant files. Compile personal PMDS and assessment reviews. Mentor and coach experiential learners and interns. Provide good administration within the section i.e. payment submissions for adverts and other procurement submissions. Assist in the process of vetting employees. Provide secretarial functions on recruitment and selection panels. Assist in the drafting of HR policies. Provide information and reports (monthly and quarterly) to supervisors.
<b><u>ENQUIRIES</u></b>	:	M. Cezula Tel No: 043 492 1400 (Head Office) e- Recruitment Technical Enquiries – <a href="mailto:recruitment@ecsrac.gov.za">recruitment@ecsrac.gov.za</a>
<b><u>POST 36/313</u></b>	:	<b><u>HUMAN RESOURCE CLERK: HUMAN RESOURCE DEVELOPMENT REF NO: DSRAC 20/10/2022</u></b>
<b><u>SALARY</u></b>	:	R176 310 – R207 681 per annum (Level 05), (an all-inclusive remuneration)
<b><u>CENTRE</u></b>	:	Chris Hani District (Komani)
<b><u>REQUIREMENTS</u></b>	:	National Senior Certificate with no work experience required. A Diploma/Degree (NQF level 6/7) in Human Resource Management or Human Resource Development will be an added advantage. Sound Knowledge of Human Resource Development prescripts/ Policies/ Laws. Ability to operate on Persal and Sound knowledge of Performance Management and Development Systems (PMDS) will be an added advantage. Good written and verbal communication. Acceptable report writing skills. Computer literacy. Ability to ensure maximum level of confidentiality. A valid code 08 Driving license.
<b><u>DUTIES</u></b>	:	Assist in the implementation of HRD policies. Must be able to capture personnel information on Persal. Compilation of Workplace Skills PI: (WSP). Co-ordinate and implement PMDS. Coordinate and implement Skills Development Programme, Co-ordinate and implement Compulsory Induction Programme (CIP) for relevant personnel. Provide good administration. Ensure

		that personnel files meet the required standard. Provide information and reports to management.
<b><u>ENQUIRIES</u></b>	:	X. Kwanini at 062 071 6200 (Chris Hani District) e- Recruitment Technical Enquiries – <a href="mailto:recruitment@ecsrac.gov.za">recruitment@ecsrac.gov.za</a>
<b><u>POST 36/314</u></b>	:	<b><u>HUMAN RESOURCE OFFICER: HUMAN RESOURCE ADMINISTRATION</u></b> <b><u>REF: DSRAC 21/10/2022</u></b>
<b><u>SALARY</u></b>	:	R176 310 – R207 681 per annum (Level 05), (an all-inclusive remuneration)
<b><u>CENTRE</u></b>	:	Chris Hani District (Komani)
<b><u>REQUIREMENTS</u></b>	:	National Senior Certificate with no work experience required. A Diploma/Degree (NQF level 6/7) in Human Resource Management will be an added advantage. Knowledge of Persal and Pension Case Management (PCM) will be an added advantage. Sound knowledge of Conditions of Service and other HR-related prescripts. Good written and verbal communication. Computer literacy. Ability to ensure maximum level of confidentiality. A valid code 08 Driving license.
<b><u>DUTIES</u></b>	:	Assist in the implementation of HR policies. Assist in implementation of service benefits (Housing and personnel provisioning. Must be able to capture personnel information on Persal and on PCM. Provide good administration. Ensure that personnel files meet the required standard. Monitor leaves in the office and at institutions (i.e. libraries and museums). Control leave books and leave registers. Reconcile and capture all leaves. Provide information and reports to management.
<b><u>ENQUIRIES</u></b>	:	X. Kwanini Tel No: 045 492 0030 (Chris Hani District) e- Recruitment Technical Enquiries – <a href="mailto:recruitment@ecsrac.gov.za">recruitment@ecsrac.gov.za</a>
<b><u>POST 36/315</u></b>	:	<b><u>REGISTRY CLERK: ASSET MANAGEMENT (X3 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R176 310 – R207 681 per annum (Level 05), (an all-inclusive remuneration)
<b><u>CENTRE</u></b>	:	Nelson Mandela District (Gqeberha) Ref No: DSRAC 22/10/2022 Chris Hani District (Komani) Ref No: DSRAC 23/10/2022
<b><u>REQUIREMENTS</u></b>	:	Office of the M.E.C – (Head Office – Qonce) Ref No: DSRAC 23/10/2022 National Senior Certificate with no work experience required. A Diploma/Degree (NQF level 6/7) in Record Management will be an added advantage. Knowledge of registry duties, practices as well as the ability to capture data, and operate computer. Working knowledge and understanding of the legislative framework governing the Public Service. Knowledge of storage and retrieval procedures in terms of the working environment. Understanding of the work in Good written and verbal communication. Acceptable report writing skills. Computer literacy. Ability to ensure maximum level of confidentiality. A valid code 08 Driving licence.
<b><u>DUTIES</u></b>	:	Provide registry counter services. Attend to clients. Handle telephonic and other enquiries received. Receive and register hand delivered mail / files. Handle incoming and outgoing correspondence. Receive all mail. Sort, register and dispatch mail. Distribute notices on registry issues. Render an effective filing and record management services. Opening and close files according to record classification system. Filing / storage, tracing (electronically/manually) and retrieval of documents and files. Complete index cards for all files. Operate office machines in relation to the registry function. Open and maintain franking machine register. Frank post, record money and update register daily. Undertake spot checks on post to ensure no private post is included. Lock post in postbag for messengers to deliver to Post Office. Open and maintain remittance register. Record all valuable articles as prescribed in the remittance register. Hand delivers and signs over remittances to finance. Send wrong remittances back to sender via registered post and record reference number in register. Keep daily record of number of letters franked. Process documents for archiving and / disposal. Electronic scanning files. Sort and packages files for archives and distribution. Compile list of all documents to be archived and submit to the supervisor. Keep records for archived documents.
<b><u>ENQUIRIES</u></b>	:	S. Javu Tel No: 041 492 1230 / 1234 (Nelson Mandela District) X. Kwanini Tel No: 045 492 0030 (Chris Hani District) M. Cezula Tel No: 043 492 1400 (Head Office) e- Recruitment Technical Enquiries – <a href="mailto:recruitment@ecsrac.gov.za">recruitment@ecsrac.gov.za</a>

<b><u>POST 36/316</u></b>	:	<b><u>STORES CLERK: LOGISTICS SERVICES REF NO: DSRAC 24/10/2022</u></b>
<b><u>SALARY</u></b>	:	R176 310 – R207 681 per annum (Level 05), (an all-inclusive remuneration)
<b><u>CENTRE</u></b>	:	OR Tambo District (Mthatha)
<b><u>REQUIREMENTS</u></b>	:	National Senior Certificate with no work experience required. A Diploma/Degree (NQF level 6/7) in Record Management will be an added advantage. Knowledge of stores duties, practices as well as the ability to capture data, and operate computer. Working knowledge and understanding of the legislative framework governing the Public Service. Knowledge of storage and retrieval procedures in terms of the working environment. Understanding of the work in Good written and verbal communication. Acceptable report writing skills. Computer literacy. Ability to ensure maximum level of confidentiality. A valid code 08 Driving licence.
<b><u>DUTIES</u></b>	:	Facilitate receipt of goods and services. Receive, check and record the goods and invoice received from supplier. Compare goods received with requisition forms. Endorse signature on receipt of goods. Record goods received. Keep goods in a correct and safe place. Facilitate storage, issuing and distributing stores item/inventory. Enter goods in a correct bin allocation. Update bin cards and item records. Liaise with the end user for collection of goods received. Issue and facilitate signing of goods receipt voucher by the end user. Facilitate capturing and submission of payment voucher documents. Compare and check invoice against the order and the goods received. Check validity of the invoice (stamp, signature and banking details). Receive and capture submission on the system. Record outgoing submission. Forward the submission to payments.
<b><u>ENQUIRIES</u></b>	:	S. Stuma Tel No: 047 495 0853 (OR tambo district) e- Recruitment Technical Enquiries – <a href="mailto:recruitment@ecsrac.gov.za">recruitment@ecsrac.gov.za</a>
<b><u>POST 36/317</u></b>	:	<b><u>MPP SPORT ADMIN CLERK REF NO: DSRAC 26/10/2022</u></b> (Conditional Grant Contract Ending 31 March 2025) (Re-Advertisement)
<b><u>SALARY</u></b>	:	R176 310 per annum (Level 05), (37% in lieu of benefits), (an all-inclusive remuneration)
<b><u>CENTRE</u></b>	:	Head Office (Qonce)
<b><u>REQUIREMENTS</u></b>	:	National Senior Certificate, (NQF Level 4) with no work experience required. Degree / Diploma in Sport Management or Human Movement Science, understanding of MPP Conditional Grant Framework will be an added advantage. 1 – 2 years' work experience within a sport and recreation environment will be an added advantage. Ability to work independently. Good verbal and written communication skills. Computer skills. Working with the recognised Sport and Recreation Federations will be an added advantage. A valid code 08 driver's licence will be an added advantage.
<b><u>DUTIES</u></b>	:	Assist in the organisation of Sport and Recreation events. Assist in the procurement processes. Assist in the convening of meetings, workshops and Sport and Recreation indabas seminars. Assist in the execution of all Conditional Grant compliance matters. Performing all general admin support including filing, compilation of reports and capturing of data.
<b><u>ENQUIRIES</u></b>	:	M Cezula Tel No: (043) 492 1400, Head Office
<b><u>POST 36/318</u></b>	:	<b><u>SCHOOL SPORT COORDINATOR (X4 POSTS)</u></b> (Conditional Grant Contract Ending 31 March 2025) (Re-Advertisement)
<b><u>SALARY</u></b>	:	R110 193 per annum (5/8 <sup>TH</sup> ), (an all-inclusive remuneration)
<b><u>CENTRE</u></b>	:	Sarah Baartman District (Makana) Ref No: DSRAC 27/10/2022 (X2 Posts) O.R. Tambo District (Mtata) Ref No: DSRAC 28/10/2022 (X1 Post) Amathole District (East London) Ref No: DSRAC 29/10/2022 (X1 Post)
<b><u>REQUIREMENTS</u></b>	:	National Senior Certificate, (NQF Level 4) with no work experience required. Degree / Diploma in Sport Management or Human Movement Science and understanding of MPP Conditional Grant framework will be an added advantage. 1 – 2 years' work experience within a sport and recreation environment will be an added advantage. Good presentation, verbal and writing skills. Willingness to work under pressure. Computer skills. A valid code 08 driver's licence will be an added advantage.

<b><u>DUTIES</u></b>	:	Assist in the organising and coordination of school sport. Liaise between DSRAC and DoE. Compile reports register learners and schools participating in school sport events. Compile need analysis and capture data.
<b><u>ENQUIRIES</u></b>	:	V. Ketelo Tel No: 046 492 0223 (Sarah Baartman District) S. Stuma Tel No: 047 495 0853 (OR Tambo District) B. MBangatha Tel No: 043 492 1838 (Amathole District) e- Recruitment Technical Enquiries – <a href="mailto:recruitment@ecsrac.gov.za">recruitment@ecsrac.gov.za</a>
<b><u>POST 36/319</u></b>	:	<b><u>GENERAL ASSISTANT REF NO: DSRAC 25/10/2022</u></b>
<b><u>SALARY</u></b>	:	R104 073 – R122 592 per annum (Level 02), (an all-inclusive remuneration)
<b><u>CENTRE</u></b>	:	Chris Hani District (Great Fish River Museum - Cradock)
<b><u>REQUIREMENTS</u></b>	:	Grade 8 certificate or ABET qualification with no work experience. Must be able to write and read. Good interpersonal skills. Good Verbal and written communication skills. Self – motivated.
<b><u>DUTIES</u></b>	:	Collection and delivery of items and correspondence. Collect and deliver mail to various offices. Load and offload furniture, equipment and any other goods to relevant destinations. Assist in making photocopies. Paste notices on notice board. Provide cleaning services. Clean offices, boardroom and walkways. Clean relevant workstations (workshops and exhibition rooms). Clean general kitchen. Clean restrooms (check toilet paper). Keep and maintain cleaning materials and equipment. Report broken cleaning machines and equipment. Clean machines (microwaves, vacuum) and equipment after use. Request cleaning material. Clean museum vehicles. Prepare venue for functions and meetings. Prepare all requirements for laying tables (tablecloths). Prepare and wash all utensils to be used (kettle, cups, saucers, glasses and jugs). Prepare tea during meetings. Assist during functions.
<b><u>ENQUIRIES</u></b>	:	X. Kwanini Tel No: 045 492 0030 (Chris Hani District) e- Recruitment Technical Enquiries – <a href="mailto:recruitment@ecsrac.gov.za">recruitment@ecsrac.gov.za</a>

#### **DEPARTMENT OF TRANSPORT: GFMS- TRADING ENTITY**

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

<b><u>APPLICATIONS</u></b>	:	Applications are submitted via one of the options below: Applicants must apply using e-Recruitment system which is available on <a href="https://erecruitment.ecotp.gov.za/">https://erecruitment.ecotp.gov.za/</a> , <a href="http://www.ecprov.gov.za">www.ecprov.gov.za</a> or <a href="https://ecprov.gov.za/">https://ecprov.gov.za/</a> .
<b><u>CLOSING DATE</u></b>	:	07 October 2022
<b><u>NOTE</u></b>	:	Applications must be submitted on a duly complete New Z83 form obtainable from any Public Service Department or on the internet at <a href="http://www.dpsa.gov.za/documents">www.dpsa.gov.za/documents</a> . Applicants are not required to submit copies of qualifications and other relevant documents, but must submit a fully completed signed Z83 form and detailed Curriculum Vitae only. NB: Z83 in the e-recruitment system is currently not downloadable and therefore not signable; so, applicants who submitted applications via the e-recruitment system will therefore not be disqualified for an unsigned Z83 instead will be requested to sign on interview day. Shortlisted candidates will be required to submit certified copies of qualifications, and other relevant documents to HR on or before the day of the interview: should you be in possession of a foreign qualification; it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA) when submitted. Failure to submit all the requested documents will disqualify your application. Correspondence will be limited to short-listed candidates only. If you have not been contacted within six (6) months after the closing date of this advertisement, please accept that your application was unsuccessful. Selected candidates will be subjected to a personnel suitability check (criminal record check, citizenship verification, financial/asset record check, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. Where applicable, candidates will be subjected to a skills/knowledge test. Successful candidates will be appointed on a probation period of twelve (12) months. Misrepresentation in the application documents will result in automatic disqualification and disciplinary action in the event the candidate has already been appointed. The Department reserves the right not to make appointment(s) to the advertised post(s). Persons with disability and people from previously disadvantaged groups are encouraged to

apply. Employment equity targets of the department will be adhered to. For SMS (Senior Management Service) Posts: In terms of DPSA Directive on compulsory capacity development, mandatory training, and minimum entry requirements for members of the Senior Management Level for SMS appointments, it is a requirement for applicants to produce or attach a pre-entry Certificate (Nyukela) as offered by the National School of Government (NSG) for entry into the SMS posts and the full details can be sourced by following the link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme>. Successful candidates will be appointed on a probation period of 12 / 24 months. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. To report technical glitches and/or for assistance regarding the system, send an email to: [khaya.valashiya@ectransport.gov.za](mailto:khaya.valashiya@ectransport.gov.za) (NB: For Technical Glitches Only). Important to note: The system is available 24/7 and closes at 23:59 on the closing date. However, the technical support is given within working hours and weekdays only i.e. between 08:00-16:30 from Monday-Thursday and between 08:00-16:00 on Fridays. Should you submit your applications to: [khaya.valashiya@ectransport.gov.za](mailto:khaya.valashiya@ectransport.gov.za) and not as specified above— your application will be regarded as lost and will not be considered. Applications received after closing date will not be considered. No faxed applications will be accepted, no hand delivered applications will be allowed

#### OTHER POSTS

**POST 36/320** : **ASSISTANT DIRECTOR: FLEET LOGISTICS MANAGEMENT (ENATIS)**  
**REF NO: DOT GFMS 01/09/2022**

**SALARY** : R382 245 per annum (Level 09)  
**CENTRE** : East London  
**REQUIREMENTS** : National Senior Certificate (NQF Level 4) plus a 3 year Qualification as recognized by SAQA with at least 3 years' experience at supervisory level or salary level 7/8, of which 2 years must be in an eNatis environment. A valid code 08 Driving license is essential. Competencies: Good communication skills. Team player. Self-Management. Problem Solving. Creative Thinking. Decision Making. Diversity Citizenship. Effectiveness and Technical Proficiency.

**DUTIES** : Manage fleet item eNatis registration procedures. Manage fleet item registration & licensing of new vehicles in line with AARTO & NRTA requirements on eNatis system. Manage the license renewal services, Re & Deregistration, COFs, Police clearance services, Change of ownership, Auction support and all services related to functions of eNatis. Manage distribution of Face Value Documents to each user and to print Registration Certificates and License Discs and reconcile FVDs used and returned record that all transactions are accounted for. Manage the payment of eNatis related cost recovery processes including ensuring that all transactions are accounted for. Manage general office administration and projects support services and Manage the allocated resources of the sub unit in line with legislative and departmental policy directive and comply with corporate governance and planning imperatives.

**ENQUIRIES** : Mrs P. Mbewu Tel No: 043 731 1249/ Mr K. Valashiya Tel No: 043-731 2319  
For e-Recruitment Technical Support eMail: [khaya.valashiya@ectransport.gov.za](mailto:khaya.valashiya@ectransport.gov.za)

**POST 36/321** : **ASSISTANT DIRECTOR: ACCOUNTING AND REPORTING REF NO: DOT GFMS 02/09/2022**

**SALARY** : R382 245 per annum (Level 09)  
**CENTRE** : East London  
**REQUIREMENTS** : National Senior Certificate (NQF level 4) , B Degree/ B Tech (NQF Level 7) in Finance/ Auditing majoring in Accounting with at least 3 years' experience at supervisory level or salary level 7/8 in finance in an accrual environment, of which 1 year must be in preparation of GRAP compliant financial statements. A valid code 08 Driving license will be an added advantage. Applicants must attach transcripts. Competencies: Creative Thinking. Decision Making. Problem Solving. Team Player Technical Proficiency. Practical knowledge of Pastel or any similar accounting system is essential. Caseware knowledge will be an added advantage.

<b><u>DUTIES</u></b>	:	Provide input for the development and maintenance of the GFMS's financial management system in line with legislative Treasury and GRAP standards. Assist in the management of GFMS's general ledger. Maintain GFMS's bank and investment accounts. Assist in coordinating planning, preparation, consultation and compilation of the MTEF budgeting process in compliance with the Treasury guidelines. Preparation of Annual Financial Statements and Manage the allocated resources of the sub unit in line with legislative and departmental policy directive and comply with corporate governance and planning imperatives.
<b><u>ENQUIRIES</u></b>	:	Mrs P. Mbewu Tel No: 043 731 1249/ Mr K. Valashiya Tel No: 043-731 2319 For e-Recruitment Technical Support eMail: <a href="mailto:khaya.valashiya@ectransport.gov.za">khaya.valashiya@ectransport.gov.za</a>
<b><u>POST 36/322</u></b>	:	<b><u>ASSISTANT DIRECTOR: ASSET MANAGEMENT REF NO: DOT GFMS 03/09/2022</u></b>
<b><u>SALARY</u></b>	:	R382 245 per annum (Level 09)
<b><u>CENTRE</u></b>	:	East London
<b><u>REQUIREMENTS</u></b>	:	National Senior Certificate (NQF level 4) , B Degree/ B Tech (NQF Level 7) in Finance/ Auditing majoring in Accounting with at least 3 years' experience at supervisory level or salary level 7/8 in finance in an accrual environment, of which 2 years must be in asset management in an accrual accounting environment. A valid code 08 driving license is essential. Applicants must attach transcripts. Competencies: Practical knowledge of Accounting Standards. Analytical thinking skills. Attention to Detail. Creative thinking. Decision Making. Problem Solving. Team Player and Technical Proficiency.
<b><u>DUTIES</u></b>	:	Manage the maintenance of registers for fixed assets, operating leases and vehicle inventories. Maintenance of finance lease registers and reconciliations. Coordinate logistics management relating to fixed assets and consumables for the Trading Entity. Review of all reconciliations for PPE, Operating leases and inventory. Promote correct implementation of sound assets management practices and Supervise employees to ensure an effective asset management services and undertake all administrative functions required.
<b><u>ENQUIRIES</u></b>	:	Mrs P. Mbewu Tel No: 043 731 1249/ Mr K. Valashiya Tel No: 043-731 2319 For e-Recruitment Technical Support eMail: <a href="mailto:khaya.valashiya@ectransport.gov.za">khaya.valashiya@ectransport.gov.za</a>
<b><u>POST 36/323</u></b>	:	<b><u>ASSISTANT DIRECTOR: LOSS CONTROL REF NO: DOT GFMS 04/09/2022</u></b> (One Year Contract)
<b><u>SALARY</u></b>	:	R382 245 per annum (Level 09)
<b><u>CENTRE</u></b>	:	East London
<b><u>REQUIREMENTS</u></b>	:	National Senior Certificate (NQF Level 4) and National Diploma (NQF Level 6) in Forensic Investigations / Policing / Legal with at least 3 years' experience at supervisory level or salary level 7/8, of which 1 year must be in a Loss control environment / Commercial Crimes / Motor Vehicle Accident related investigations. A valid code 08 Driving license is essential. Competencies: Creative Thinking. Decision Making. Diversity Citizenship. Organisational Communication. Effectiveness. Problem Analysis. Self-Management. Team Membership and Technical Proficiency.
<b><u>DUTIES</u></b>	:	Conduct and manage forensic investigations to determine liability for accident damage including claims by 3rd parties. Conduct and manage investigations for all financial misconduct cases in line with PFMA (Irregular, unauthorised, fruitless & wasteful expenditures, etc.). Conduct and manage other investigations (theft, fraud, corruption, etc.). Support GFMS planning processes and Manage the allocated resources of the subunit in line with legislative and departmental policy directive and comply with corporate governance and planning imperatives.
<b><u>ENQUIRIES</u></b>	:	Mrs P. Mbewu Tel No: 043 731 1249/ Mr K. Valashiya Tel No: 043-731 2319 For e-Recruitment Technical Support eMail: <a href="mailto:khaya.valashiya@ectransport.gov.za">khaya.valashiya@ectransport.gov.za</a>
<b><u>POST 36/324</u></b>	:	<b><u>SYSTEMS CONTROLLER: ICT REF NO: DOT GFMS 05/09/2022</u></b>
<b><u>SALARY</u></b>	:	R382 245 per annum (Level 09)
<b><u>CENTRE</u></b>	:	East London



<b><u>REQUIREMENTS</u></b>	:	National Senior Certificate (NQF Level 4), National Diploma (NQF Level 6) or B Degree (NQF 7) in Information Technology (IT)/ Computer Science with 3 years' relevant working experience at a supervisory level or Salary Level 7/8 in an IT environment. International recognized certificate such as A+, N+, CCNA, CCNP, ITIL V3/4 and MCSA will be an added advantage. A valid code 08 driving license is essential. Competencies: Ability to work under pressure. Creative Thinking. Decision Making. Communication. Problem Analysis. Self-Management. Team Membership and Technical Proficiency.
<b><u>DUTIES</u></b>	:	Extensive and expert knowledge in administer Active Directory services. Create User accounts, groups, administer group policies, manage DNS; Administer Azure Active Directory. Synchronize on premise accounts to the cloud. Manage Multifactor authentication. Single Sign on, Self-Password service help. Manage O365 services (SharePoint, Microsoft Teams, One Drive, and Exchange Online). Extensive Knowledge and expertise to administer Servers Infrastructure. Knowledge of Virtualization (Hyper-V & VMWare). Configure and setup server including reloading & upgrading of operating systems (Windows Server 2012 & latest). Technical knowledge to Administer Storage Area Network (SAN). Expertise to Manage Exchange Server 2019 (on premise) & manage mail flow. Migration of mailboxes to Exchange online (Hybrid). Administer SQL (2012 & latest). Print server, System Center, and File server. Manage hosting of Virtual machines on Azure and migration of existing on-premise system servers. Regularly conduct patch management (Windows Updates, Firmware and Antivirus updates) on servers, computers and switches. Perform regular security monitoring to identify and any possible intrusion and mitigate. Manage Backup of servers, replication to offsite and Disaster Recovery Site using VEEAM Backup software (or equivalent). Ensure that all computers are configured with One Drive for Business and working. Configure switches, Wireless AP's and routers, monitor local area network (LAN) and Wireless LAN. Manage installation, upgrade of all the departmental network switches and Wireless Access Points and (Integrate with Active Directory) for authentication. Segregate network traffic by ensuring that proper VLANs are configured and managed. Develop and update network diagrams for all departmental sites. Manage, troubleshoot performance of network infrastructure. Repair network points and perform network audit Manage Implementation Voice over IP telephony and Call Manager (or similar technology). Administer the ICT asset verification with Supply Chain Management Unit to update the asset register. Ensure the development/ review and implementation of ICT policies, plans, process flows and procedures. Maintain adherence to the approved provincial ICT Infrastructure standards. Oversea ICT Service Desk. Supervise subordinates and ensure provision of user support services 1 <sup>st</sup> & 2 <sup>nd</sup> line desk services while providing 3 <sup>rd</sup> line support services (escalations). Monthly and quarterly Infrastructure and operations performance and status reporting. Monthly ICT user account management reporting as per user account management procedure.
<b><u>ENQUIRIES</u></b>	:	Mrs P. Mbewu Tel No: 043 731 1249/ Mr K. Valashiya Tel No: 043-731 2319 For e-Recruitment Technical Support eMail: <a href="mailto:khaya.valashiya@ectransport.gov.za">khaya.valashiya@ectransport.gov.za</a>
<b><u>POST 36/325</u></b>	:	<b><u>WAREHOUSE CONTROLLER: FLEET RISK &amp; LOGISTICS MANAGEMENT</u></b> <b><u>REF NO: DOT GFMS 06/09/2022</u></b> (One Year Contract)
<b><u>SALARY</u></b>	:	R382 245 per annum (Level 09), plus 37% in lieu of benefits
<b><u>CENTRE</u></b>	:	Gqeberha Government Garage
<b><u>REQUIREMENTS</u></b>	:	National Senior Certificate (NQF Level 4) and National Diploma (NQF level 6) in Logistics / Public Administration/ Public Management / Engineering with 3 years' relevant working experience in a Warehouse/ Depot at supervisory level or SL 7/8, of which 1 year must be in a fleet environment. Logistics experience will be an added advantage. A valid code 08 driving license is essential. Competencies: Good communication skills. Team player. Self-management. Problem Solving and Decision Making and Computer Literacy.
<b><u>DUTIES</u></b>	:	Responsible for overall running of the Depot / Warehouse. Manage the receipt of vehicles (new, awaiting repairs, rental, relief and returned non-compliant vehicles). Manage the installation of accessories as per specification with the various accessory suppliers (e.g. decals, e-fuel, tracking system, number plates, sirens, lights, etc.). Manage the accessory suppliers. Manage the dispatching of vehicles to the different users. Vehicle stock reconciliation and

		reporting. Manage the vehicle post delivery services and key management of all vehicles. Manage the allocated resources. Manage provisioning of facilities and Security Services. Liaise with service providers.
<b><u>ENQUIRIES</u></b>	:	Mrs P. Mbewu Tel No: 043 731 1249/ Mr K. Valashiya Tel No: 043-731 2319 For e-Recruitment Technical Support eMail: <a href="mailto:khaya.valashiya@ectransport.gov.za">khaya.valashiya@ectransport.gov.za</a>
<b><u>POST 36/326</u></b>	:	<b><u>ADMINISTRATION OFFICER: SUPPLY CHAIN MANAGEMENT REF NO: DOT GFMS 07/09/2022</u></b>
<b><u>SALARY</u></b>	:	R261 372 per annum (Level 07)
<b><u>CENTRE</u></b>	:	East London
<b><u>REQUIREMENTS</u></b>	:	National Senior Certificate (NQF Level 4), National Diploma (NQF 6) in Supply Chain Management/ Logistics Management/ Public Administration/ Finance with 2 years' relevant experience in Supply Chain Management. Knowledge of Supply Chain functions and legislation governing the sector is essential. A valid code 08 Driving license is essential. Knowledge and understanding of PASTEL system will be an added advantage. Competencies: Communication. Internal relations, Attention to detail. Problem solving and decision making skills. Client Orientation and Customer care. Good Communication skills both verbal and written. Accountability and Ethical Conduct. Flexibility and ability to work under pressure and as a team.
<b><u>DUTIES</u></b>	:	Compliance with all Supply Chain Management legislation, policies and procedures. Perform Demand Management Functions: Co-ordinate development of procurement plans by end users, monitor implementation and report. Facilitate Bid Specification meetings, and perform bid administration duties, implement supplier rotation, source suppliers from the Central Supplier Database, publish bid adverts on the tender bulletin and tender ePortal. Perform contract Management: Monitor supplier performance through site visits. Maintain all SCM lease and related registers. Keep record of all signed contracts. Monitor contract expiry. Perform Acquisition Management Functions: perform bid administration duties, perform quality assurance on requisitions before generating orders. Generate purchase orders. Reconcile purchase orders issued with invoices received. Submit invoices and purchase orders to finance for payment. People Management: Service internal and external stakeholders. Supervise Staff key performance standards and develop actions to improve and achieve section objectives. Reporting: Submit monthly reports to management. Compile and maintain commitment register, Implement SCM audit plan, prepare submission of audit information requested and ensure deadlines are met.
<b><u>ENQUIRIES</u></b>	:	Mrs P. Mbewu Tel No: 043 731 1249/ Mr K. Valashiya Tel No: 043-731 2319 For e-Recruitment Technical Support eMail: <a href="mailto:khaya.valashiya@ectransport.gov.za">khaya.valashiya@ectransport.gov.za</a>
<b><u>POST 36/327</u></b>	:	<b><u>DRIVER/ MESSENGER: SHORT TERM RENTALS REF NO: DOT GFMS 08/09/2022</u></b>
<b><u>SALARY</u></b>	:	R124 434 per annum (Level 03)
<b><u>CENTRE</u></b>	:	East London
<b><u>REQUIREMENTS</u></b>	:	ABET level 4 or NQF level 1 to 3. A valid code 10 Driving license with valid PDP. 2 years driving experience of which one year should be of administration experience. Competencies: Good verbal skills. Basic reading and written skills. Conflict resolution. Self-Management. Interpersonal Relations and Multi-tasking and time management skills with the ability of prioritising tasks.
<b><u>DUTIES</u></b>	:	Providing driving services for the entire organization and Provide general administrative support services.
<b><u>ENQUIRIES</u></b>	:	Mrs P. Mbewu Tel No: 043 731 1249/ Mr K. Valashiya Tel No: 043-731 2319

#### **INTERNSHIP PROGRAMME (NOVEMBER 2022 - OCTOBER 2024)**

This advertisement is issued to all unemployed applicants younger than the age of 35 including persons with disabilities in the EC Province, who are in possession of a 3- year qualification Degree or National Diploma from an accredited Tertiary Institution. Applicants who have already participated in any Government Internship Programme will not be considered and if it is found that this was the case after verification, the application will not be considered. The primary purpose of internship program in government is acquisition of skill, knowledge and experience in order to compete in the open market and Public Service.

## OTHER POST

<b><u>POST 36/328</u></b>	:	<b><u>INTERNS: INTERNAL AUDIT REF NO: DOT GFMS 09/09/2022 (X2 POSTS)</u></b> Duration 24 Months
<b><u>STIPEND</u></b>	:	R6 083.75 per month
<b><u>CENTRE</u></b>	:	East London
<b><u>REQUIREMENTS</u></b>	:	3 year Degree/ National Diploma with no work experience. Applicants must be less than 35 years of age. Candidate must be a resident in the Eastern Cape Province. Good communication skills (Verbal and Written). Fully completed New Z83 form obtainable from all Government Departments/DPSA website. Curriculum Vitae (CV) not more than 3 pages.
<b><u>ENQUIRIES</u></b>	:	Mrs P. Mbewu Tel No: 043 731 1249/ Mr K. Valashiya Tel No: 043-731 2319 For e-Recruitment Technical Support eMail: khaya.valashiya@ectransport.gov.za

**PROVINCIAL ADMINISTRATION: GAUTENG  
DEPARTMENT OF HEALTH**

**ERRATUM:** Please withdraw the following post Assistant Manager Nursing (PHC) with Ref No: EHD2022/09/11 (For Ekurhuleni Health District) were advertised in Public Service Vacancy Circular 34 dated 09 September 2022.

**OTHER POSTS**

<b><u>POST 36/329</u></b>	:	<b><u>HEAD CLINICAL UNIT REF NO: REFS/014975 (X1 POST)</u></b> Directorate: Clinical
<b><u>SALARY</u></b>	:	Grade 1: R1 754 739 per annum
<b><u>CENTRE</u></b>	:	Sebokeng Hospital
<b><u>REQUIREMENTS</u></b>	:	An appropriate qualification in Internal Medicine, an additional subspecialty will be an advantage. Current HPCSA registration as a physician / subspecialty with 5 years post registration experience. Recommendations: experience in undergraduate teaching and undergraduate teaching administration in Internal Medicine. Knowledge, skills, training and competencies required: Ability to teach undergraduate, postgraduate, students and supervise junior staff. Management skills, good communication, leadership and decision-making skills.
<b><u>DUTIES</u></b>	:	Control and management of clinical services as the Head of Department. Maintain satisfactory clinical, professional and ethical standards related to these services. Maintain necessary discipline over staff under his / her control. Attend to administrative matters as pertains to the unit and department. Conduct, assist and stimulate research. Training of undergraduate and postgraduate medical students in Internal Medicine at Sebokeng and Kopanong hospital where teaching takes place and Allied Health Personnel in the field of Internal Medicine. Participation in formal teaching and teaching administration as required by the department of Internal Medicine. Promote community orientated services and participate in outreach programs. Conduct specialized outpatient clinics and provide expert opinion where required. After hours consultant cover for both Internal Medicine, critical care departments at Sebokeng and Kopanong Hospitals. Provide leadership in development of protocols for the management of adult in Internal Medicine and critical care. Provide leadership in the development of clinical audit programs in the hospital in the province. Develop measures to ensure quality assurance for the adult Internal Medicine patients. Participate actively in outreach activities to hospital in the Province. Active involvement in CME to health professionals. Compile medium and long term expenditure frameworks and implement fiscal control measures on an ongoing basis. Lead and supervise departmental research activities. Participate in training of Registrar's, Medical Officers and Nurses. Work as part of a multi – disciplinary team when deemed necessary.
<b><u>ENQUIRIES</u></b>	:	Dr N.A. Msibi Tel No: 016 930 3304
<b><u>APPLICATIONS</u></b>	:	Applications should be sent by courier or hand delivered to Sebokeng Hospital, the HR Department, Moshoeshoe Street, Sebokeng, 1983.
<b><u>NOTE</u></b>	:	Applications must be submitted on a recent Z83 application for employment form as issued by the Minister for the Public Service and Administration in line with Regulation 10 of the Public Service Regulation, 2016, failure to do so will result in disqualification. Z83 form is obtainable from any Public Service Department or on the internet at <a href="http://www.dpsa.gov.za/documents">www.dpsa.gov.za/documents</a> . The completed and signed form should be accompanied by a recent updated CV only. Copies of qualifications and other relevant documents must not be included on application. Only shortlisted candidates will be required to submit certified copies of qualification and other relevant documents to Human Resources Management Administration Unit on or before the day of the interview. Communication will be limited to shortlisted candidates only. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date please accept that your application was unsuccessful. NB: People With Disabilities Are Encouraged To Apply. Recommended Candidates Will Be Subjected To Medical Assessment
<b><u>CLOSING DATE</u></b>	:	07 October 2022

<b><u>POST 36/330</u></b>	:	<b><u>ASSISTANT MANAGER: PHARMACEUTICAL SERVICES REF NO: SDHS 2022/09/01 (X1 POST)</u></b> Section: Primary Health Care Re – Advertised
<b><u>SALARY</u></b>	:	R911 406 per annum, (all inclusive-package)
<b><u>CENTRE</u></b>	:	Sedibeng District Health Services
<b><u>REQUIREMENTS</u></b>	:	B. Pharm. qualification that allows registration with the South African Pharmacy Council (SAPC) as a pharmacist. Proof of current registration with SAPC. 5 years relevant experience as a pharmacist after registration with SAPC. Must have a driver's license. Personal Profile: Excellent time management, organisational skills, communication skills, computer skills, listening skills, people management skills, teamwork skills, self-motivated and goal orientated, analytical and solution orientated, ability to thrive well under pressure, ability to efficiently communicate with personnel at various level.
<b><u>DUTIES</u></b>	:	Overall management of the pharmacy. Management of pharmacy budget. Management of procurement and distribution functions. Ensure availability and accessibility of medicines at all the health facilities. Management of HR related functions in the pharmacy. Implement and monitor compliance with institutional formulary. Facilitate rational use of medicines and monitor usage thereof. Implement Standard Operating Procedures. Ensure compliance to legislation.
<b><u>ENQUIRIES</u></b>	:	Ms. M. Moeketsi Tel No: (016) 950 6002
<b><u>APPLICATIONS</u></b>	:	Please quote the relevant reference number, direct applications to the HR Manager, Sedibeng DHS, Private Bag X023, Vanderbijlpark 1900 or Hand deliver at designated recruitment boxes next to security office Cnr. Frikkie Meyer & Pasteur BLVD.
<b><u>NOTE</u></b>	:	The appointed employee will be subjected to Personnel Suitability Check (PSC), (OHS) Medical surveillance as required in the HBA, at no cost. People with disability are welcome to apply. Applications must be filled on a new Z83 form. Reference in made to Circular No5 of 2021. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed Curriculum Vitae only. Only shortlisted candidates will receive communication from HR to submit certified copies not older than 6 months on or before the day of the interview. Applications must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. Qualifications of candidates recommended for appointments will be verified with the South African Qualification Authority (SAQA). Candidates will be subjected security screening and vetting process: criminal clearance, citizenship, credit records. Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment /fill the post. Candidates will be expected to be available for selection interview on the date, time and place determined by the Department of which practical's can be part of selection process. Applicants are respectfully informed that correspondence will be limited to short-listed candidates only. District is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference. Please Note: The Public Service does not charge any fees for applying for posts. Should you be asked for a fee, please let the authorities know by reporting to the nearest police station.
<b><u>CLOSING DATE</u></b>	:	07 October 2022
<b><u>POST 36/331</u></b>	:	<b><u>OPERATIONAL MANAGER (PNB3) REF NO: SDHS 2022/09/02 (X2 POSTS)</u></b> Re – Advertised
<b><u>SALARY</u></b>	:	R571 242 per annum, (plus benefits)
<b><u>CENTRE</u></b>	:	Randvaal Clinic and Dr Helga Kuhn Clinic
<b><u>REQUIREMENTS</u></b>	:	Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. A post-basic nursing qualification, with a duration of at least one year, accredited with the SANC in one of the specialties in Primary Health Care. A minimum of 9 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/ recognisable experience in the specific specialty after obtaining the 1-year post-basic qualification in the relevant specialty. Must have a driver's license. Personal Profile: Excellent time management, organisational skills, communication skills, computer skills,

**DUTIES**

listening skills, people management skills, teamwork skills, self-motivated and goal orientated, analytical and solution orientated, ability to thrive well under pressure, ability to efficiently communicate with personnel at various level.

: Demonstrate effective communication with patients, supervisors, other health professionals and junior colleagues, including more complex report writing when required. Work as part of a multidisciplinary team at unit level to ensure good nursing care by the nursing team. Work effectively and amicably, at a supervisory level, with persons of diverse intellectual, cultural, racial, or religious differences. Able to manage own work, time, and that of junior colleagues to ensure proper nursing service in the unit. Display a concern for patients, promoting, advocating, and facilitating proper treatment and care and ensuring that the unit adheres to the principles of Batho Pele. Able to develop contacts, build and maintain a network of professional relations to enhance service delivery. Demonstrate basic computer literacy as a support tool to enhance service delivery.

**ENQUIRIES  
APPLICATIONS**

: Ms M. Moeketsi Tel No: (016) 950 6002  
: Please quote the relevant reference number, direct applications to the HR Manager, Sedibeng DHS, Private Bag X023, Vanderbijlpark 1900 or Hand deliver at designated recruitment boxes next to security office Cnr. Frikkie Meyer & Pasteur BLVD.

**NOTE**

: The appointed employee will be subjected to Personnel Suitability Check (PSC), (OHS) Medical surveillance as required in the HBA, at no cost. People with disability are welcome to apply. Applications must be filled on a new Z83 form. Reference in made to Circular No5 of 2021. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed Curriculum Vitae only. Only shortlisted candidates will receive communication from HR to submit certified copies not older than 6 months on or before the day of the interview. Applications must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. Qualifications of candidates recommended for appointments will be verified with the South African Qualification Authority (SAQA). Candidates will be subjected security screening and vetting process: criminal clearance, citizenship, credit records. Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment /fill the post. Candidates will be expected to be available for selection interview on the date, time and place determined by the Department of which practical's can be part of selection process. Applicants are respectfully informed that correspondence will be limited to short-listed candidates only. District is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference. Please Note: The Public Service does not charge any fees for applying for posts Please Note: The Public Service does not charge any fees for applying for posts. Should you be asked for a fee, please let the authorities know by reporting to the nearest police station.

**CLOSING DATE**

: 07 October 2022

**POST 36/332****OCCUPATIONAL THERAPIST REF NO: SDHS 2022/10/07 (X2 POSTS)**

Section: Mental Health  
Re-Advertised

**SALARY  
CENTRE  
REQUIREMENTS**

: R322 746 per annum, (plus benefits)  
: Sedibeng District Office and Lesedi Sub-District  
: Bachelor Degree Occupational Therapist, that allows registration with HPCSA. Proof of registration with the council. Experience in mental health will be an added advantage. Good communication skills. Must have a valid drivers' license.

**DUTIES**

: Provide occupational therapy services to mental health users. Execute optimal and evidence based occupational therapy intervention for individuals and group treatment for mental health patients. Develop rehabilitation programmes for patients. Participate in admissions, transfers, and placements of mental health users to relevant institutions. Execute departmental related administrative tasks. Implement the departmental policies on mental health. Participate in the multidisciplinary teams.

**ENQUIRIES  
APPLICATIONS**

: Mr. N. Mbele Tel No: 016 950 6143  
: Please quote the relevant reference number, direct applications to the HR Manager, Sedibeng DHS, Private Bag X023, Vanderbijlpark 1900 or Hand

	deliver at designated recruitment boxes next to security office Cnr. Frikkie Meyer & Pasteur BLVD.
<b><u>NOTE</u></b>	: The appointed employee will be subjected to Personnel Suitability Checks and Medical surveillance at no cost to the applicant. People with disabilities are welcome to apply. Applications must be filled on a new Z83 form. Reference in made to Circular No5 of 2021. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed Curriculum Vitae only. Only shortlisted candidates will receive communication from HR to submit certified copies not older than 6 months on or before the day of the interview. Applications must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. Qualifications of candidates recommended for appointments will be verified with the South African Qualification Authority (SAQA). Candidates will be subjected security screening and vetting process: criminal clearance, citizenship, credit records. Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment /fill the post. Candidates will be expected to be available for selection interview on the date, time and place determined by the Department of which practical's can be part of selection process. Applicants are respectfully informed that correspondence will be limited to short-listed candidates only. District is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference. Please Note: The Public Service does not charge any fees for applying for posts. Should you be asked for a fee, please let the authorities know by reporting to the nearest police station.
<b><u>CLOSING DATE</u></b>	: 07 October 2022
<b><u>POST 36/333</u></b>	: <b><u>SOCIAL WORKER REF NO: SDHS2022/10/07 (X2 POSTS)</u></b> Section: Mental Health Programmes Re-Advertised
<b><u>SALARY</u></b>	: Grade 1: R261 456 per annum, plus benefits Grade 2: R351 546 per annum, plus benefits Grade 3: R389 991 per annum, plus benefits
<b><u>CENTRE REQUIREMENTS</u></b>	: Sedibeng District Health Services : Bachelor Degree/ Diploma Social Work, that allows registration with the South African Council for Social Services Profession (SACSSP) as a social worker. Proof of current registration with SACSSP. <b>Grade 1</b> no experience. <b>Grade 2</b> A minimum of 10 years appropriate experience in social work after registration with the council. <b>Grade 3</b> A minimum of 20 years appropriate experience in social work after registration with the council.
<b><u>DUTIES</u></b>	: Render a social work service about the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes. Attend to any other matters that could result in, or stem from, social instability in any form. Implement the recommended interventions by providing continuous support, counselling, guidance and advice to the affected individuals, groups, families and communities. Produce and maintain records of social work interventions, processes and outcomes. Liase/attend meetings with other departments and non-governmental institutions to take cognisance of the latest developments in the relevant fields. Perform all the administrative functions required of the job.
<b><u>ENQUIRIES APPLICATIONS</u></b>	: Mr N. Mbele Tel No: (016) 950 6143 : Please quote the relevant reference number, direct applications to the HR Manager, Sedibeng DHS, Private Bag X023, Vanderbijlpark 1900 or Hand deliver at designated recruitment boxes next to security office Cnr. Frikkie Meyer & Pasteur BLVD.
<b><u>NOTE</u></b>	: The appointed employee will be subjected to Personnel Suitability Checks and Medical surveillance at no cost to the applicant. People with disabilities are welcome to apply. Applications must be filled on a new Z83 form. Reference in made to Circular No5 of 2021. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed Curriculum Vitae only. Only shortlisted candidates will receive communication from HR to submit certified copies not older than 6 months on or before the day of the interview. Applications must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. Qualifications of

candidates recommended for appointments will be verified with the South African Qualification Authority (SAQA). Candidates will be subjected security screening and vetting process: criminal clearance, citizenship, credit records. Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment /fill the post. Candidates will be expected to be available for selection interview on the date, time and place determined by the Department of which practical's can be part of selection process. Applicants are respectfully informed that correspondence will be limited to short-listed candidates only. District is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference. Please Note: The Public Service does not charge any fees for applying for posts. Should you be asked for a fee, please let the authorities know by reporting to the nearest police station.

**CLOSING DATE**

: 07 October 2022

**POST 36/334**

: **LOGISTICS SUPPORT OFFICER REF NO: TRH 16/2022**

Directorate: Asset Management

(Re-advertisement, applications who previously applied must-reapply)

**SALARY**

: R261 372 per annum (Level 07)

**CENTRE**

: Tshwane Rehabilitation Hospital

**REQUIREMENTS**

: Grade 12 certificate and 3 years National Diploma in Supply Chain management/asset management or equivalent qualification, 3-5 years' experience in Supply Chain Management environment of which 2 years must be in assts management or Grade 12 certificate with 5 years' experience in supply chain management of which 2 years must be in asset management. Knowledge of Supply Chain management practices, procedures, PFMA, Treasury Regulations and guidelines. Proven computer literacy in MS office package (MS Word, MS Excel and MS Outlook. Good communication, knowledge and understanding of assets management related policies. Filing and report writing skills. Ability to work under tight deadlines and pressure. Ability to maintain a good interpersonal relationship, work in a team and problem solving. A valid driver's license as an added advantage and willing to rotate within the section. Knowledge of SAP/SRM/CSD and BAS. Knowledge of Human resources management policies, procedures and legislations. Knowledge of principles and practice of financial accounting, problem solving and analysis. Knowledge of departmental policies and procedures and experience in supply and assets management in hospital environment.

**DUTIES**

: Monitor and review the capturing of all physical assets in the asset register. Monitor and review the allocation of assets-to-assets holders in accordance with relevant policies and procedures. Promote correct implementation of sound asset management practices. Manage asset acquisition, assets operation and maintenance. Manage assets register and execution of annual assets verification, disposal and condemning of economically obsolete assets process. Implement policy on transfers and disposal of movable assets. Ensure optimum security of assets and managing the tracking and recording of assets movement. Monthly submission of asset. Reconciliation report. Categorization of assets into fixed or non-fixed assets. Supervise and training of staff. Assist in audit queried and perform any other duties such as annual consumable stock take process in SCM and other delegated duties by the manager.

**ENQUIRIES**

: Mr D Thumbbran Tel No: 012 451 9241

**APPLICATIONS**

: Applications must be hand delivered to Tshwane Rehabilitation Hospital, Cnr Dr Savage and Soutpansberg Road, Pretoria. No faxed or emailed applications will be considered

**NOTE**

: Fully completed new Z83 and detailed Curriculum Vitae only. Certified documents will only be requested to shortlisted candidates on or before the day of the interview. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, qualifications verification, criminal checks and credit/financial stability checks). Shortlisted candidates will be required to submit proof of Criminal Verification obtainable from the South African Police Service at their own cost. The recommended candidate/s may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. The Gauteng Department of Health is guided by the principles of



Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. No applications will be considered after the closing date. Male and people with disabilities are encouraged to apply.

**CLOSING DATE**

: 07 October 2022

**PROVINCIAL ADMINISTRATION: KWAZULU-NATAL  
DEPARTMENT OF COMMUNITY SAFETY AND LIAISON**

- APPLICATIONS** : Applications may be forwarded by post to: Head: Community Safety and Liaison, Human Resource Management, Private Bag, X 9143, Pietermaritzburg, 3200, or hand delivered to 179 Jabu Ndlovu Street, Pietermaritzburg.
- FOR ATTENTION** : Ms. S.S Ngcobo
- CLOSING DATE** : 07 October 2022
- NOTE** : Applicants are not required to submit certified copies of their educational qualifications with their applications, but must submit a duly completed Z83 application for employment form and a detailed CV only. Applicants must utilise the most recent Z83 application for employment form as issued by the Minister for the Public Service and Administration in line with Regulation 10 of the Public Service Regulations, 2016 and failure to do so will result in disqualification. Applicants with disabilities are also encouraged to apply. In terms of the Protection of Personal Information Act, 2013, all candidates applying for advertised posts are required to complete the attached "Notice and Declaration by applicants for employment" – (Annexure F). This form must be attached as part of your application for employment. Failure to comply will result in your application being disqualified. This form is also obtainable as follows: <http://www.kzncomsafety.gov.za/Portals/0/Documents/circulars/2020/Annexure%20F%20-%20Notice%20i%20Advertised%20Posts.pdf> Persons with disabilities are also encouraged to apply.

**MANAGEMENT ECHELON**

- POST 36/335** : **CHIEF DIRECTOR: CORPORATE MANAGEMENT REF NO: CSL30/2022**
- SALARY** : R1 269 951 per annum, (an all-inclusive remuneration package) is payable to the successful candidate. The package includes a basic salary (70 % of package) and a flexible portion (30% of package) that may be structured in terms of the applicable rules. The successful candidate will be subject to security clearance and the signing of a performance agreement within three months of appointment.
- CENTRE** : Pietermaritzburg
- REQUIREMENTS** : An undergraduate qualification (NQF level 7) in Public Administration or relevant equivalent qualification recognized by SAQA, coupled with minimum five years of experience at senior managerial level in a corporate management environment. Successful completion of the Pre-entry Certificate for SMS as endorsed by the National School of Government (NSG). Valid driver's license and applicants must be prepared to work extended hours. Knowledge of the Constitution of RSA, 1996, Knowledge of public service Act and regulations, PFMA, South African Police Act, 1995, HR systems including "Persal", National Crime Prevention Strategy, 1996, KZN Commissions Act, 1999, Domestic Violence Act, 1998, Child Care Act, 1983, Criminal Procedure Act, 1977, Employment Equity Act, 1998, Skills Development Act, 1998, Promotion of Administrative Justice Act, 2000, Promotions of Access to Information Act, 2000, Electronic Communications & Transactions Act, 2002, State Information Technology Agency Act, 1999, National Youth Development Agency Act, 2008, Civilian Secretariat for Police Service Act, 2011, Fleet management, Labour Relations Act, 1995, Communication and protocol. Communication skills (verbal and written), Project management skills in criminal justice, Report writing skills, Strategy management and policy formulation.
- DUTIES** : To manage and monitor the provisions of corporate management services. Provide strategic direction for legal, integrated planning, monitoring and evaluation, financial management, corporate services and intergovernmental relations and special projects. Oversee the management and the provisioning of legal services. Oversee the management of integrated planning, monitoring and evaluations. Manage and facilitate the provision of financial management. Manage the provisioning of corporate services. Oversee the management of intergovernmental relations and special projects. Ensure effective management resources for the Chief-Directorate.
- ENQUIRIES** : Mr. R.L Goniwe Tel No: 033 – 3419300

## 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.)*

**ERRATUM:** Kindly note that the post of Deputy Director: Human Resource Management (Level 11) with Ref No: ETH 0308/2022 (**For Ethekwini District Office**) which was published in the Public Service Vacancy Circular 35 dated 16 September 2022 with the closing date 30 September 2022, Please note the correct requirements are amended as follows: Senior Certificate STD 10/Grade 12 Plus Diploma or Degree in Human Resource Management, Minimum of Five (5) years' experience in Human Resource Management of which three (3) years must public sector experience as Assistant Director Human Resource Management. Valid Driver's license. Due to these new amendments, closing date for these posts will be extended to 07 October 2022. We apologies for the inconvenience caused.

### OTHER POSTS

<b><u>POST 36/336</u></b>	:	<b><u>MEDICAL SPECIALIST: SPECIALISED SURGERY REF NO: MEDSPEC SURG/1/2022 (X1 POST)</u></b> Department: Specialised Surgery Services
<b><u>SALARY</u></b>	:	Grade 1: R1 222 630 per annum, all inclusive salary package, (excluding commuted overtime) Grade 2: R1 283 592 per annum, all inclusive salary package, (excluding commuted overtime) Grade 3: R1 489 665 per annum, all inclusive salary package, (excluding commuted overtime)
<b><u>CENTRE REQUIREMENTS</u></b>	:	Inkosi Albert Luthuli Central Hospital (IALCH)
	:	Matric. MBCHB degree. Appropriate qualification. Registration with the HPCSA as a Medical Specialist: Specialist Surgeon. Current registration with the Health Professions Council of South Africa as Medical Specialist: Specialist Surgeon. Recommendation: Preferably 2 years' experience with an interest in Breast and Endocrine surgery. Willingness to train registrars in the discipline of Breast and Endocrine surgery. Willingness to function in a multidisciplinary environment which includes Plastic Surgery, Oncology, Endocrinology and Anaesthesia. Experience: <b>Grade 1:</b> The appointment to Grade I requires appropriate qualification plus registration with the Health Professions Council of South Africa as a Medical Specialist Specialised Surgeon. Registrars who have completed their training may also apply on condition that their appointment will be subject to them submitting documentary evidence of registration with the Health Professions Council of South Africa. <b>Grade 2:</b> Five Years appropriate experience as a Medical Specialist after registration with the HPCSA as a Medical Specialist – Specialised Surgeon. <b>Grade 3:</b> Ten Years appropriate experience as a Medical Specialist after registration with the HPCSA as a Medical Specialist –Specialised Surgeon Knowledge, Skills, Training and Competencies Required: Partake in the creation and maintenance of research data bases. Have interest in academic advancement of the Breast and Endocrine unit by attending conferences and workshops locally and internationally. Function within a department which includes Colorectal and Upper gastrointestinal units. Sound knowledge of and experience in General Surgery. Ability to teach and supervise junior staff Good communication, decision-making and clinical skills. Research principles.
<b><u>DUTIES</u></b>	:	Control and management of clinical services as delegated. Maintain satisfactory clinical, professional and ethical standards related to these services. Maintain necessary discipline over staff under his/her control. Attend to administrative matters as pertain to the unit. Conduct, assist and stimulate research. Train undergraduate and postgraduate medical students and allied health personnel and participate in formal teaching as required by the department. Promote community-orientated services. Conduct outpatient clinics and provide expert opinion where required. Be part of a multi-disciplinary team when deemed necessary. Commuted Overtime.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Dr F Anderson Tel No: 031 240 2367
	:	All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the entrance to

**NOTE**

the Management Building at IALCH or posted to Inkosi Albert Luthuli Central Hospital, Private Bag X03, Mayville, 4058.

: An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website [www.kznhealth.gov.za](http://www.kznhealth.gov.za). Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed Curriculum Vitae only. Certified copies of qualifications, proof of registration and other relevant documents will be requested from shortlisted candidates only which may be submitted to HR on or before the day of the interview. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert to be submitted only when shortlisted. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g. ref APRO/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. It is the applicant's responsibility to have the foreign qualification, which is the requirement of the post, evaluated by the South African Qualifications Authority (SAQA). Failure to comply will result in the application not being considered. The selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Please note that due to financial constraints, there will be no payment of S&T claims.

**CLOSING DATE**

: 07 October 2022

**POST 36/337**

: **MEDICAL SPECIALIST – PAEDIATRIC GASTROENTEROLOGY REF NO: MEDSPEC PAEDS GASTRO/1/2022 (X1 POST)**  
Department: Paediatric Medical Department (Gastroenterology)

**SALARY**

: Grade 1: R1 222 630 per annum, all inclusive salary package, (excluding commuted overtime)  
Grade 2: R1 283 592 per annum, all inclusive salary package, (excluding commuted overtime)  
Grade 3: R1 489 665 per annum, all inclusive salary package, (excluding commuted overtime)

**CENTRE REQUIREMENTS**

: Inkosi Albert Luthuli Central Hospital  
: MBCHB; Current registration as a Specialist in Paediatrics with the Health Professions Council of South Africa. Recommendation: Registration in the subspecialty of Paediatric Gastroenterology. Experience: **Grade 1** No Experience required. **Grade 2:** 5 Years appropriate experience as a Medical Specialist after registration with the HPCSA as a Medical Specialist (Paediatrics). **Grade 3:** 10 Years appropriate experience as a Medical Specialist after registration with the HPCSA as a Medical Specialist (Paediatrics). Knowledge, Skills, Training and Competencies required: Broad knowledge of working in general Paediatrics and Ethics. Good communication and supervisory skills. Appropriate specialist assessment, diagnosis and management of patients. Familiarity with procedures and management protocols within the subspecialty of Paediatric Gastroenterology. Working with multi-disciplinary teams. Supervision and teaching of Undergraduates and Post-graduates. Behavioral attributes: Stress tolerance. Ability to work within a team. Self-confidence. Capacity to build and maintain relationships.

**DUTIES**

: The core function of this post is the development of Paediatric Gastroenterology services. This includes the outpatient consultation and management of inpatient services at IALCH for the subspecialty. The duties will include training of registrars, undergraduate and postgraduate students. The incumbent has to maintain satisfactory clinical, professional and ethical standards related to all services provided. The incumbent is expected to work towards getting the unit accredited and training of a pediatrician as a sub specialist in paediatric gastroenterology. The incumbent will utilize the expertise available at IALCH (Paediatric surgery, Adult Gastro-enterology and other Paediatric subspecialties). To further these goals He/she will also establish links with experts in Cape Town and Johannesburg. Duties also include participating in the Outreach Programme and appropriate research. The incumbent will assist with Paediatric services as determined by the Clinical

		HOD Paediatric Medicine at IALCH. The incumbent is expected to perform after hour's calls and relief duties.
<b><u>ENQUIRIES</u></b>	:	Prof Jeena Tel No: 031 240 2046
<b><u>APPLICATIONS</u></b>	:	All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the entrance to the Management Building at IALCH or posted to Inkosi Albert Luthuli Central Hospital, Private Bag X03, Mayville, 4058.
<b><u>NOTE</u></b>	:	An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website <a href="http://www.kznhealth.gov.za">www.kznhealth.gov.za</a> . Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed Curriculum Vitae only. Certified copies of qualifications, proof of registration and other relevant documents will be requested from shortlisted candidates only which may be submitted to HR on or before the day of the interview. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert to be submitted only when shortlisted. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g. ref APRO/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. It is the applicant's responsibility to have the foreign qualification, which is the requirement of the post, evaluated by the South African Qualifications Authority (SAQA). Failure to comply will result in the application not being considered. The selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Please note that due to financial constraints, there will be no payment of S&T claims.
<b><u>CLOSING DATE</u></b>	:	07 October 2022
<b><u>POST 36/338</u></b>	:	<b><u>CHIEF EXECUTIVE OFFICER REF NO: G70/2022</u></b> Cluster: District Health Services Job Purpose: To plan, direct co-ordinate and manage the efficient and delivery of clinical and administrative support services through working with the key executive management team at the hospital within the legal and regulatory framework, to represent the hospital authoritatively at provincial and public forums, to provide strategic leadership to improve operational efficiency within the health establishment to improve health outcomes.
<b><u>SALARY</u></b>	:	R882 042 per annum, (an all inclusive salary package)
<b><u>CENTRE</u></b>	:	Umzimkhulu Psychiatric Hospital
<b><u>REQUIREMENTS</u></b>	:	A degree/advanced diploma in a health-related field, registration with relevant professional council; Plus A degree/diploma in health management OR a degree/advanced diploma in a management field. Plus At least 5 (five) years management experience in the health sector. Experience as a health service manager or significant experience in management in a health service environment. Unendorsed valid Code B driver's license (Code 08) NB: All shortlisted candidates are required to submit proof of work experience endorsed and stamped by employer/s Human Resource prior or on the interview date. Recommendations: Knowledge, Skills, Training and Competencies Required: The incumbent of this post will report to the District Manager, and will responsible to manage the provision of district level one health service. The ideal candidates must: Knowledge of relevant legislation such as National Health Act, Public Finance Management Act (PFMA), Public Service Act and related regulations and policies. Core Competencies: Strategic capability and leadership, programme and project management, financial management change management people management and empowerment. Progress Competencies: Service delivery innovation, knowledge management, problem solving and analysis, communication, client orientation and customer focus.
<b><u>DUTIES</u></b>	:	Strategic Planning: Prepare a strategic plan for the Hospital to ensure that it is in line with the 10-point plan, national, provincial, regional and district plans. Financial Management: 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, planning of

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

**ENQUIRIES  
APPLICATIONS**

: Mrs RT Dube Tel No: 033- 940 2499  
: 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**

: Miss Ns Buthelez Tel No: 033 395 2896  
: Applications must be submitted on the prescribed Application for Employment form (Z83) which must be originally signed, initialed and dated. Applications received on the incorrect Z83 will not be considered. All required information on the Z83 must be provided. Failure to complete or disclose all information will automatically disqualify the applicant. The Z83 should be accompanied by a comprehensive CV only (with detailed experience). 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). Only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from Human Resources. Foreign qualifications must be accompanied by an evaluation report issued by SAQA. It is the applicant's responsibility to have all foreign qualifications evaluated by SAQA and to provide proof of such evaluation when shortlisted. Applicants: Please ensure that you submit your application before the closing date as no late applications will be considered. It would be appreciated if you can attach course certificates only applicable to the post requirements. If you apply for more than 1 post, submit separate applications for each post that you apply for. Should you not be contacted within 3 months of the closing date of the advertisement, please consider your application to be unsuccessful.

**CLOSING DATE**

: 07 October 2022

**POST 36/339**

: **MEDICAL OFFICER REF NO: DPKISMH 44/2022 (X9 POSTS)**  
Component: Emergency

**SALARY**

: Grade 1: R833 523 – R897 939 per annum, all-inclusive salary package  
Grade 2: R953 049 - R1 042 092 per annum, all-inclusive salary package  
Grade 3: R1 106 037 – R1 382 802 per annum, all-inclusive salary package

**CENTRE  
REQUIREMENTS**

: Dr Pixley Kalsaka Seme Memorial Hospital  
: **Grade1:** A tertiary qualification (MBCHB or equivalent), plus Current registration with the Health Professions Council of South Africa as a Medical Practitioner **Grade 2:** A tertiary qualification (MBCHB or equivalent), A valid registration with the Health Professionals Council of South Africa, Five (5) years post registration experience as a Medical Practitioner **Grade 3:** A tertiary qualification (MBCHB or equivalent), A valid registration with the Health Professionals Council of South Africa, Ten (10) years post registration experience as a Medical Practitioner. Other Benefits: Compulsory Commuted Overtime & Medical Aid (Optional) Senior Certificate. An appropriate tertiary

	<p>qualification (MBCHB) Plus. Certificate of Registration certificate with HPCSA as a Medical Practitioner with Independent Medical Practitioner. Current registration with HPCSA as a Medical Practitioner (2022 receipt). Certificate of Service endorsed by Human Resource Department. Valid driver's licence. 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. ACLS, PALS, ATLS or Diploma in Primary Emergency Care PLUS Level One EMSSA accredited Ultrasound Qualification is recommended.</p>
<b><u>DUTIES</u></b>	<p>: Provision of quality patient centered medical care to all patients in the emergency unit (ED). Maintain accurate Medical records in accordance with legal and ethical guidelines. 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 is compulsory and will be worked in the discipline based on the needs of the institution. All – inclusive salary package consists of 70%basic salary and 30% flexible portion that may be structured in terms of the applicable rules. The following learning opportunities are available in the ED supervision by an emergency physician with daily ward rounds and “on the floor teaching”in ED. Emergency ultrasound training. Approach to Medical, Surgical and Gynaecological Emergencies. Management of Acute Psychiatric patients. 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.</p>
<b><u>ENQUIRIES</u></b>	<p>: Dr S Pillay (Head of Department Tel No: 031 530 1434. Email: <a href="mailto:Seelan.pillay@kznhealth.gov.za">Seelan.pillay@kznhealth.gov.za</a></p>
<b><u>APPLICATIONS</u></b>	<p>: All applications should be emailed to: <a href="mailto:Pixley.Recruitment@kznhealth.gov.za">Pixley.Recruitment@kznhealth.gov.za</a> OR Hand delivered to 310 Bhejane Street (Hospital Gate number 3) Kwamashu OR Couriered to 310 Bhejane Street (Hospital Gate Number 3) Kwamashu</p>
<b><u>FOR ATTENTION NOTE</u></b>	<p>: Mrs GC Buthelezi: Deputy Director HRM</p> <p>: The following documents must be submitted, Application for employment form (Z83 New Version) which is obtainable at any Government Department or form website-<a href="http://www.kznhealth.gov.za">www.kznhealth.gov.za</a>. The Z83 form must be completed in full in a manner that allows a Selection committee to assess the quality of a candidate based on the information provided in the form. Applicants for employment are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 form and detailed curriculum vitae (CV) only. Only Shortlisted candidates will be advised to bring certified copies on the date of the interview. The reference number must be indicated in the column provided on the form Z83 e.g. DPKISMH 24/2020. 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. Please note that due to financial constraints this institution will not reimburse candidates for S &amp; T claims attending interviews. (NB) Due to the closure of the post Office in Kwamashu, posted applications are currently not allowed.</p>
<b><u>CLOSING DATE</u></b>	<p>: 07 October 2022</p>
<b><u>POST 36/340</u></b>	<p>: <b><u>MEDICAL OFFICER REF NO: DPKISMH 45/2022 (X2 POSTS)</u></b> Component: Critical Care</p>
<b><u>SALARY</u></b>	<p>: Grade 1: R833 523 – R897 939 per annum, all-inclusive salary package Grade 2: R953 049 - R1 042 092 per annum, all-inclusive salary package</p>

Grade 3: R1 106 037 – R1 382 802 per annum, all-inclusive salary package  
 Other Benefits: Compulsory Commuted Overtime & Medical Aid (Optional)  
 NB. Performance of Commuted Overtime is compulsory and will be worked in the discipline based on the needs of the institution. All – inclusive salary package consists of 70%basic salary and 30% flexible portion that may be structured in terms of the applicable rules.

**CENTRE REQUIREMENTS**

: Dr Pixley Kalsaka Seme Memorial Hospital  
 : Senior Certificate. An appropriate tertiary qualification (MBCHB) Plus. Certificate of Registration certificate with HPCSA as a Medical Practitioner with Independent Medical Practitioner. Current registration with HPCSA as a Medical Practitioner (2022 receipt). Certificate of Service endorsed by Human Resource Department. Valid driver's licence. Knowledge, Skills and Experience Required: Sound knowledge and skills in Emergency Medicine especially in Trauma, Internal medicine HIV/TB related conditions. Sound clinical knowledge in General Medicine including Management of acute and chronic medical condition. Good interpersonal and supervisory skills. Ability to work in a challenging environment. Sound assessment, diagnostic and management skills. Knowledge and skills in Emergency care. ACLS, PALS, ATLS or Diploma in Primary Emergency Care Plus level One EMSSA accredited Ultrasound Qualification is recommended. **Grade 1:** A tertiary qualification (MBCHB or equivalent), plus Current registration with the Health Professions Council of South Africa as a Medical Practitioner **Grade 2:** A tertiary qualification (MBCHB or equivalent), A valid registration with the Health Professionals Council of South Africa, Five (5) years post registration experience as a Medical Practitioner **Grade 3:** A tertiary qualification (MBCHB or equivalent), A valid registration with the Health Professionals Council of South Africa, Ten (10) years post registration experience as a Medical Practitioner.

**DUTIES**

: Provision of quality patient centered medical care to all patients in the Emergency Department (ED). Maintain accurate Medical records in accordance with legal and ethical guidelines. 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.

**ENQUIRIES APPLICATIONS**

: Dr T Kisten: HCU Critical Care Tel No: 031 530 1400  
 : All applications should be emailed to: Pixley.Recruitment@kznhealth.gov.za or Hand delivered to 310 Bhejane Street (Hospital Gate number 3) Kwamashu or Couriered to 310 Bhejane Street (Hospital Gate Number 3) Kwamashu

**FOR ATTENTION NOTE**

: Mrs GC Buthelezi: Deputy Director HRM  
 : The following documents must be submitted, Application for employment form (Z83 New Version) which is obtainable at any Government Department or form website-www.kznhealth.gov.za. The Z83 form must be completed in full in a manner that allows a Selection committee to assess the quality of a candidate based on the information provided in the form. Applicants for employment are not required to submit copies of qualification s and other relevant documents on application but must submit the Z83 form and detailed curriculum vitae (CV) only. Only Shortlisted candidates will be advised to bring certified copies on the date of the interview. The reference number must be indicated in the column provided on the form Z83 e.g. DPKISMH 24/2020 .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.Please note that due to financial constraints this institution will not reimburse candidates for S & T claims attending interviews. (NB) Due to the closure of the post Office in Kwamashu, posted applications are currently not allowed.

**CLOSING DATE**

: 07 October 2022



<b><u>POST 36/341</u></b>	:	<b><u>MEDICAL OFFICER REF NO: DPKISMH 46/2022 (X2 POSTS)</u></b> Component: Orthopaedics
<b><u>SALARY</u></b>	:	Grade 1: R833 523 – R897 939 per annum, (all-inclusive salary package) Grade 2: R953 049 - R1 042 092 per annum, (all-inclusive salary package.) Grade 3: R1 106 037 – R1 382 802 per annum, (all-inclusive salary package) Other Benefits: Compulsory Commuted Overtime & Medical Aid (Optional) NB. Performance of Commuted Overtime is compulsory and will be worked in the discipline based on the needs of the institution. All – inclusive salary package consists of 70%basic salary and 30% flexible portion that may be structured in terms of the applicable rules.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Dr Pixley Kalsaka Seme Memorial Hospital Senior Certificate. An appropriate tertiary qualification (MBCHB) Plus. Certificate of Registration certificate with HPCSA as a Medical Practitioner with Independent Medical Practitioner. Current registration with HPCSA as a Medical Practitioner (2022 receipt). Certificate of Service endorsed by Human Resource Department. Valid driver's licence. Recommendations: Candidate must be able to operate independently on patients with simple orthopaedic trauma and uncomplicated elective orthopaedic patients requiring surgical treatment. Preference will be given to candidates with six months previous orthopaedic experience. Preference will be given to candidates who wish to specialise in orthopaedics in future. Preference will be given to candidates who have successfully completed the primary, diploma and /or intermediated exams of the College of Medicine in Orthopaedics of South Africa. (NB) Registrars who have completed/exited the registrar training and registrars who have completed their Final Orthopaedic Fellowship Exams and are still busy with their M Med are also encouraged to Apply. Knowledge, Skills, Competencies Required: Sound general medical knowledge. Basic knowledge regarding Orthopaedic procedures. Interest in Orthopaedic Surgery. Basic knowledge of resuscitation of poly trauma patients. <b>Grade 1:</b> A tertiary qualification (MBCHB or equivalent), plus Current registration with the Health Professions Council of South Africa as a Medical Practitioner <b>Grade 2:</b> A tertiary qualification (MBCHB or equivalent), A valid registration with the Health Professionals Council of South Africa, Five (5) years post registration experience as a Medical Practitioner <b>Grade 3:</b> A tertiary qualification (MBCHB or equivalent), A valid registration with the Health Professionals Council of South Africa, Ten (10) years post registration experience as a Medical Practitioner.
<b><u>DUTIES</u></b>	:	Provide Orthopaedic care to patients with orthopaedic conditions. Provide general care of pre op and post op patients in the wards. Provide orthopaedic services to trauma unit and elective orthopaedic services. Conduct outpatient clinics in the hospital. Be responsible for basic operations e.g. Bone and soft tissue trauma. Assist senior doctors in theatre with orthopaedic surgery. Assisting in the orthopaedic out patients including outreach services. Prepare and attend Mortality and Morbidity meetings as required. Conduct research in the field of orthopaedics. To provide training for nurses, junior staff, interns and medical students. Be responsible for all letters and assist patients with SASSA forms and medico-legal issues and forms. Attend to all admission cases and compile discharge summaries. Be available after hours to provide relevant emergency cover as required. Perform compulsory overtime duties in the Orthopaedic department. Conduct patient management in the wards including both High Care and Intensive Care Unit and ensuring set standards are maintained. Willing to learn Orthopaedic procedures like MUA, debridement's.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Dr PG Mthethwa: HCU Orthopaedics Tel No: 031 530 1426 All Applications Should Be Emailed To: <a href="mailto:Pixley.Recruitment@kznhealth.gov.za">Pixley.Recruitment@kznhealth.gov.za</a> Or Hand delivered to 310 Bhejane Street (Hospital Gate number 3) Kwamashu Or Couriered to 310 Bhejane Street (Hospital Gate Number 3) Kwamashu
<b><u>FOR ATTENTION NOTE</u></b>	:	Mrs GC Buthelezi: Deputy Director HRM The following documents must be submitted, Application for employment form (Z83 New Version) which is obtainable at any Government Department or form website- <a href="http://www.kznhealth.gov.za">www.kznhealth.gov.za</a> . The Z83 form must be completed in full in a manner that allows a Selection committee to assess the quality of a candidate based on the information provided in the form. Applicants for employment are not required to submit copies of qualification s and other relevant documents on application but must submit the Z83 form and detailed curriculum vitae (CV) only. Only Shortlisted candidates will be advised to bring certified copies on the date of the interview. The reference number must be indicated in the column provided on the form Z83 e.g. DPKISMH 24/2020 .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. Please note that due to financial constraints this institution will not reimburse candidates for S & T claims attending interviews. (NB) Due to the closure of the post Office in Kwamashu, posted applications are currently not allowed.

<b><u>CLOSING DATE</u></b>	:	07 October 2022
<b><u>POST 36/342</u></b>	:	<b><u>MEDICAL OFFICER REF NO: MONUCLEARMED/03/2022 (X1 POST)</u></b> Department: Nuclear Medicine
<b><u>SALARY</u></b>	:	Grade 1: R833 523 per annum, (all-inclusive salary package), excluding commuted overtime Grade 2: R953 049 per annum, (all-inclusive salary package), excluding commuted overtime Grade 3: R1 106 037 per annum, (all-inclusive salary package), excluding commuted overtime
<b><u>CENTRE REQUIREMENTS</u></b>	:	IALCH MBCHB Certificate. Registration Certificate with the HPCSA as a Medical Practitioner. Current renewed registration with HPCSA. Recommendations: Experience in radiation/imaging medicine. Expectation of entering the Nuclear Medicine registrar programme. Experience: <b>Grade 1:</b> No experience required from South African qualified employees. One year relevant experience after registration as a Medical Practitioner with recognised foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. <b>Grade 2:</b> Five (5) years appropriate experience as a Medical Officer after Registration with HPCSA as a Medical Practitioner. Six years relevant experience after registration as a Medical Practitioner with a recognised foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. <b>Grade 3:</b> Ten (10) years appropriate experience as a Medical Officer after Registration with HPCSA as a Medical Practitioner. Eleven years relevant experience after registration as a Medical Practitioner with a recognised foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Knowledge Skills And Experience Required: Good interpersonal skills. Sound moral values based on integrity, trust and judgment. Sound communication skills. Demonstrable interest in medical imaging and radiation sciences with intention to join specialisation programme in Nuclear Medicine specifically.
<b><u>DUTIES</u></b>	:	Inclusive of, but not limited to, the following: Clinical cover of patients within the department. Thyroid / oncology clinic cover, a service which includes both oncology and endocrine patients referred from locally and referral base hospitals. Evaluation and screening of referrals to PET/CT and general Nuclear Medicine. Pre-evaluation of approved referrals to ensure proper scan protocols are followed. Patient preparation. Clinical management of patients which includes overall management while in the ward. The successful applicant will be required to perform after hours duties.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Dr Bawinile Hadebe Tel No: 031 240 1880 All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the entrance to the Management Building at IALCH or posted to Inkosi Albert Luthuli Central Hospital, Private Bag X03, Mayville, 4058.
<b><u>NOTE</u></b>	:	An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website <a href="http://www.kznhealth.gov.za">www.kznhealth.gov.za</a> . Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed Curriculum Vitae only. Certified copies of qualifications,

proof of registration and other relevant documents will be requested from shortlisted candidates only which may be submitted to HR on or before the day of the interview. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert to be submitted only when shortlisted. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g. ref APRO/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. It is the applicant's responsibility to have the foreign qualification, which is the requirement of the post, evaluated by the South African Qualifications Authority (SAQA). Failure to comply will result in the application not being considered. The selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Please note that due to financial constraints, there will be no payment of S&T claims.

**CLOSING DATE**

: 07 October 2022

**POST 36/343**

: **MEDICAL OFFICER: GRADE 1, 2, 3 REF NO: GS 59/22 (X2 POSTS)**  
Component: Neurology- Department of Internal Medicine

**SALARY**

: Grade 1: R833 523 per annum  
Grade 2: R953 049 per annum  
Grade 3: R1 106 037 per annum  
All-inclusive package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules, Plus Commuted Overtime which is subject to the needs of the department. Incumbents will have to sign the commuted overtime contract form annually.

**CENTRE  
REQUIREMENTS**

: Greys Hospital, Pietermaritzburg  
: Senior Certificate (Grade 12) or equivalent MBCHB Degree or equivalent qualification PLUS Current Registration with the Health Professions Council of South Africa as a Medical Practitioner Community Service Officers may apply if eligible for HPCSA registration as an Independent Medical Practitioner within 1 months of the closing date of this advertisement Shortlisted Candidates will be required to produce all relevant Qualifications and Registration Certificates as well as submit Proof of work experience endorsed by Human Resource Component/Department. Please Note: It is the applicant's responsibility to have a foreign qualification, which is a requirement of the post, evaluated by the South Africans Qualifications authority (SAQA) and to provide proof of such evaluation (only when shortlisted). Failure to comply will result in the application not being considered. **Grade 1:** Experience: Not Applicable. Foreign qualified candidates require 1 year relevant experience after registration as a Medical Practitioner with a recognized Foreign Health Professional Council, of whom it is not required to perform Community Service, as required in South Africa. **Grade 2:** Experience: 5 years appropriate experience as a Medical Officer after registration with the HPCSA as a Medical Practitioner. Foreign candidates require 6 years relevant experience after registration with a recognized Foreign Health Professional Council, of whom it is not required to perform Community Service as required in South Africa. **Grade 3:** Experience: 10 years' experience after registration with the HPCSA as a Medical Practitioner. Foreign qualified candidates require 11 years relevant experience after registration as Medical Practitioner with a recognized foreign health professional council in respect of foreign qualified employees of whom it is not required performing community service as required in South Africa Recommendation: 6 months experience in an Internal Medicine or Critical Care Department Post-graduate qualifications in Neurology (FCN)(SA) Part 1 Post-graduate qualifications in Diploma in Internal Medicine; Diploma in HIV Medicine Experience working a Neurology Unit or an Internal Medicine Unit or Critical Care Unit in an academic centre Research experience as documented in publications. Knowledge, Skills and Experience: Sound clinical and patient management skills; human resource management; information management; quality assurance programs Current health and public service legislation, regulations and policy, and medical ethics.

**DUTIES**

: Medical care of Neurology patients: Level of care required – medical care appropriate to Grey's Hospital Neurology Service, (Tertiary) Diagnosing and

treating medical & neurological emergencies; Managing neurology inpatients and outpatients Consulting on referrals from other Departments and communicating with other departments and institutions; Inter-unit rotations at facilities included in the KZN Neurology Academic Complex i.e. IALCH Hospital Outreach services to facilities in Area 2 may be required either regularly or from time to time. Overtime requirements – commuted overtime within the Department of Neurology is mandatory, as required by operational demands within the Neurology after hour's service. Commuted Overtime within the Department of Internal Medicine, Greys Hospital may be required, as required by operational demands. Administration and management: Supervise junior medical staff, including in clinical work, attendance, time management, conflict management etc. Service logistics – assist in administrative aspects of running the Department e.g. roster and rotation planning, clinical and operational protocol development; Quality improvement – assist and participate in quality improvement, including audits, patient safety incident reporting and morbidity and mortality reviews Medico-legal matters – assist with medico-legal tasks such as medical reports for insurance claims Academic programme: Training - provide in-service training to staff or be a recipient of in-service training, as appropriate for a medical officer and to meet the needs of the service; Teaching – participate in and support departmental training programmes (undergraduate, postgraduate and in-service). This includes teaching, examinations, administration, departmental talks etc. as required by the programmes Academic activities – active participation in academic activities such as journal clubs, academic presentations and seminars etc. Research – participate in departmental research. Initiation and performance of research is required.

**ENQUIRIES  
APPLICATIONS**

: Dr A. Naidoo Tel No: 033 – 897 3000  
: Applications to be forwarded to: The Human Resources Management Office, Greys Hospital Private Bag X 9001, Pietermaritzburg, 3200

**FOR ATTENTION  
NOTE**

: Mrs M Chandulal  
: Directions to Candidates: Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 form and a detailed curriculum vitae only. The Employment Equity Target for this post is: African Male, African Female or Coloured Male  
: 07 October 2022

**CLOSING DATE**

**POST 36/344**

: **PHARMACIST (GRADE 1, 2 OR 3) REF NO: GS 61/22 (X1 POST)**  
Component: Pharmacy Department

**SALARY**

: Grade 1: R703 773 per annum  
Grade 2: R762 291 per annum  
Grade 3: R833 523 per annum  
All inclusive package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules.

**CENTRE  
REQUIREMENTS**

: Greys Hospital, Pietermaritzburg  
: **Grade 1:** Experience: Not Applicable. **Grade 2:** Experience: 5 years' experience after registration with SAPC as a Pharmacist. **Grade 3:** Experience: 13 years' experience after registration with SAPC as a Pharmacist. A Bachelor of Pharmacy Degree / Diploma Registration with the South African Pharmacy Council as a Pharmacist Current registration / proof of payment of current annual fees with the South African Pharmacy Council The Employment Equity Target for this post is: African Male, African Female or Coloured Male Please Note: It is the applicant's responsibility to have a foreign qualification, which is a requirement of the post, evaluated by the South Africans Qualifications authority (SAQA) and to provide proof of such evaluation (only when shortlisted). Failure to comply will result in the application not being considered. Knowledge, Skills and Experience: Possess sound knowledge of the legislative and policy framework in the Public Sector, Pharmacy and relevant acts, regulations, District Health System, Essential Drug Programme, National Core Standards and the National Drug Policy. Knowledge of the operations of an Outpatient, Inpatient, Cytotoxic and Pharmacy Store service. Effective communication, interpersonal, supervisory, leadership and organizational skills. Knowledge of the principles of drug therapy and the functions and operations of a Drug and Therapeutics and Antimicrobial Stewardship Committee. Knowledge and understanding of Antiretroviral therapy and cytotoxic reconstitution. Ability to prioritize tasks and comply with timeframes. Ability to supervise and co-ordinate productivity. Computer literacy.

<b><u>DUTIES</u></b>	:	Provide a comprehensive pharmaceutical service to patients, wards and departments according to Good Pharmacy Practice and the scope of practice of a Pharmacist. Deputize for the Assistant Manager and other Pharmacists, as required. Develop and review departmental policies, procedures and guidelines. Liaise with other health professionals with regard to drug information, rational medicine use and Standard Treatment Guidelines. Supervise and train staff in accordance with departmental policies and procedures. Ensure compliance with Good Pharmacy Practice, Norms and Standards, policies and procedures. Co-ordination / participation in the activities of the Pharmacy and Therapeutics Committee, Antimicrobial Stewardship Committee, Risk Management, Waste Management, Occupational Health and Safety, Infection Prevention and Control. Participate / co-ordinate Pharmacy Week, Quality Day, Career Day. Clinical ward rounds and ward checks. Stock Management and security of pharmaceuticals. Employee performance management and Human Resource Management. Cytotoxic and sterile reconstitution / admixing, bulk compounding / manufacturing. Participation in Continuing Professional Development, attend / conduct in-service training. Collection and recording of statistics and information. Compilation of reports, presentations, minutes, spreadsheets, audit reports. Identify and document risks (Risk Management) and develop mitigation strategies. Participate in / co-ordinate Quality Improvement Programmes, medicine utilisation reviews, prescription audit, audits and surveys. Perform overtime and standby duty.
<b><u>ENQUIRIES</u></b>	:	Mr V.Deonundhan Tel No: 033-8973125
<b><u>APPLICATIONS</u></b>	:	Applications to be forwarded to: The Human Resources Management Office, Greys Hospital Private Bag x 9001, Pietermaritzburg, 3200
<b><u>FOR ATTENTION</u></b>	:	Mrs M Chandulal
<b><u>NOTE</u></b>	:	Directions to Candidates: Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 form and a detailed curriculum vitae only.
<b><u>CLOSING DATE</u></b>	:	07 October 2022
<b><u>POST 36/345</u></b>	:	<b><u>CLINICAL PROGRAMME MANAGER- QUALITY ASSURANCE REF NO: MAN06/2022 (X1 POST)</u></b>
<b><u>SALARY</u></b>	:	R450 939 - R507 531 per annum. Other Benefits: 13 <sup>th</sup> Cheque, medical aid (optional), 12% ISRDS/Rural Allowance, Home owner allowance (employee must meet prescribed requirement)
<b><u>CENTRE</u></b>	:	Manguzi Hospital
<b><u>REQUIREMENTS</u></b>	:	Senior Certificate (Grade 12) Diploma /Degree in General nursing and Midwifery or equivalent qualification that allows registration with South African Nursing Council (SANC) as a Professional Nurse.A minimum of 7 years appropriate/recognizable experience in Nursing after registration as a Professional Nurse with SANC in General Nursing Current registration with SANC (2022) receipt At least 3 years of the period mentioned above must be experience at management/ program level Valid driver's licence Proof of current and previous work experience endorsed by Human resource Department (Certificate of Service) will be required when shortlisted Recommendations Computer literacy (MS word, Power point, Excel) Observable 3 years' experience in Quality Assurance, National Core Standard Accreditation Knowledge, Skills, Training And Competencies Required Knowledge of the legislative, current public service and health related legislations and Quality Assurance Framework Practical experience in Quality Assurance Accreditation Knowledge of total Quality Management Knowledge of National and Provincial programmes and guidelines Knowledge of National Core Standard, Ideal Clinic Realization Framework Promote quality of care as directed by the professional scope of practices and standards as determined by the health facility Knowledge of Risk Management, Clinical and non-clinical safety incidents Have excellent verbal communication, report writing and presentation skills Proficient in the application of computer software package (MS word, Power point, Excel).
<b><u>DUTIES</u></b>	:	Coordination of optimal, improvement programs for the institution Facilitate clinical governance, quality improvement committee meetings, and participate in institution and District Quality Assurance meetings Conduct quality audits for improvement purpose Ability to implement organizational transformation and change interventions Coordinate and facilitate health promoting hospital quality improvement projects and quality improvement projects and quality days

	Facilitate education and training of National Core Standard, norms and standards, ideal hospital maintain and realization framework (IHRMF) Coordinate, consolidate and report all quality assurance indicators and quality improvement plan. Coordinate and conduct quality improvement surveys Coordinate; provide ongoing feedback to management and quality teams on National Core Standards and Quality patient care in order to ensure that the accreditation process remains on track. Ensure that all institutional standards operating procedures are reviewed and implemented accordingly Maintain records and provide report back to all stakeholders.
<b><u>ENQUIRIES</u></b>	: Mr. M.K Khanyile Tel No: 035-5920150
<b><u>APPLICATIONS</u></b>	: Applications should be forwarded to: Mr. N.T Ngubane Assistant Director: HRM Manguzi District Hospital, Private Bag X 301 KwaNgwanase 3973
<b><u>NOTE</u></b>	: Directions to candidates: The following documents must be submitted:- Application must be accompanied by new Z83 form, obtainable from any Public Service Department, (or obtainable at <a href="http://www.kznhealth.gov.za">www.kznhealth.gov.za</a> ) and a recent updated Comprehensive Curriculum Vitae only (previous experience must be comprehensively detailed i.e. positions held and dates). All Non- RSA Citizens must submit a certified copy of proof of permanent residence in SA if shortlisted, in the case of foreign qualification: it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA) or other regulating bodies to their applications if shortlisted. 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 document/ information will result in your application not be considered. 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. All employees in the Public Service that are presently on the same salary level but on a notch/package above the minimum as that of the advertised post are free to apply. 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. The appointment is subject to positive outcome obtained from the NIA to the following checks: security clearance, credit records, qualification, citizenship and previous experience verifications Failure to comply with the above instructions will result to your application being disqualified. Due to financial constraints S&T Claims will not be considered.
<b><u>CLOSING DATE</u></b>	: 14 October 2022
<b><u>POST 36/346</u></b>	: <b><u>OPERATIONAL MANAGER NURSING (GENERAL) REF NO: VRH 10/2022</u></b>
<b><u>SALARY</u></b>	: R450 939 per annum. Other Benefits: 12% Rural Allowance, 13th Cheque, Medical Aid (Optional) and Housing Allowance (Employee must meet prescribed requirements)
<b><u>CENTRE</u></b>	: Vryheid District Hospital
<b><u>REQUIREMENTS</u></b>	: Diploma/B degree in nursing or equivalent qualification that allows registration with the SANC as a Professional Nurse and Midwifery. Registration certificates with the SANC as Professional Nurse and Midwifery. Minimum of 7 years appropriate / recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Proof of current registration with the SANC. Proof of current/previous work experience endorsed and stamped by the employer(s) must be attached. Recommendation: Registration certificate with SANC in Nursing Administration. Proof of computer literacy. 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 programme. Ability to formulate unit policies. Human resource management and basic financial management skills. Leadership, supervisory and report writing skills. Good communication, counselling, interpersonal relations, conflict management, decision making and problem solving skills. Good interpersonal relations.
<b><u>DUTIES</u></b>	: Provide effective management and professional leadership by ensuring that the unit is organized to provide quality nursing care. Ensure implementation of Department policies. Ensure monitoring and evaluation of care and management of all patients and the maintenance of accurate and complete patient records. Participate in the analysis, formulation and implementation of the nursing policies and procedures. Supervise the implementation of health care delivery policies, clinical guidelines, protocols, Operational and Strategic

plans aimed at improving service delivery. Ensure implementation of National Core Standards, evaluate and monitor progress. Promote implementation of Batho Pele Principles, Patient's Rights Charter and acceptable professional ethical standards within the applicable legal framework. Evaluate patient care programs from time to time and make proposals for improvement that is supported by a strong work ethic. Ensure efficient data flow and information management. Ensure reporting and management of Patient Safety Incidents. Ensure effective implementation of infection Prevention and Control practices by all staff including support services and cleaning staff. Exercise control over discipline, grievance and labour issues in the Hospital during night duty. Monitor the implementation of EPMDS for all staff. Formulate in-service training programmes and participates in the training and development of staff. Manage and monitor proper utilization of Human, Financial and Physical resources. Maintain constructive working relationship with the nursing and multidisciplinary team. Fulfil the oversight role of the institution in the absence of executive management. Treat complex health conditions presented at health care facilities. Collaborate with other members of the health care teams to identify actual and potential areas for nursing and health research in order to improve or maintain quality care.

**ENQUIRIES  
APPLICATIONS**

: Mrs Khumalo NJ Tel No: 034 9822111 Ext 5916/11  
: All applications should be posted to: The Human Resource Management, Vryheid District Hospital, Private Bag x 9371, Vryheid, 3100

**FOR ATTENTION  
NOTE**

: Mr SP Nene  
: 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. NOTE: The contents of this Circular Minute must be brought to the notice of all eligible officers and employees on your establishment of all Institutions. Institutions must notify all candidates who qualify for post in this circular minute even if they are absent from their normal places of work to apply. Direction to Candidates: the following documents must be submitted: Application for Employment form (Z83) which is obtainable from any Government Department OR from the website - [www.kznhealth.gov.za](http://www.kznhealth.gov.za). The application form (Z83) must be completed in full and accompanied by a detailed Curriculum Vitae only. Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following communication from Human Resources. The reference number must be indicated in the column provided on the form Z83 and on the back of the envelope, e.g. Ref 13/2018. NB: Failure to comply with the above instructions will be disqualify applicants. Person with disabilities should feel free to apply for these posts. The appointment is subject to positive outcome obtained from the NIA the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verification). Failure to comply will result in the application not being considered". Due to the large number of applications, receipt of applications will not be acknowledged. However, correspondence will be limited to shortlisted candidates only. Please note that due to financial constraint no S&T claims will be considered for payment to the candidates that are invited for an interview. African Males are encouraged to apply due to employment equity target. Please note that due to financial constraint no resettlement fees will be considered for payment to the candidates who are offered the positions. The Employment Equity Target is an African Male.

**CLOSING DATE**

: 07 October 2022

**POST 36/347**

: **CHIEF ARTISAN REF NO: MURCH 07/2022**  
Component: Maintenance

**SALARY**

: Grade 1: R392 283 per annum. Other Benefits: 13th cheque, Home owners allowance (employee must meet prescribed requirements), Medical Aid (Optional)

**CENTRE  
REQUIREMENTS**

: Murchison District Hospital  
: Grade 10 / Standard 8 certificate or equivalent Appropriate trade test in certificate in any of the trades (electrical, Building, Plumbing or Mechanical) in terms of section 13(2)(h) of the Manpower Act of 1981 as amended Plus 10 years appropriate/ recognizable experience as an Artisan / Artisan Foreman after obtaining the relevant trade test Certificate (Proof to be attached) Valid code 08 drivers licence Knowledge, Skills And Competencies Knowledge of Occupational Health and Safety Act Technical analysis knowledge and

	Computer aided technical applications Report writing and production process knowledge and skills Decision making, team work, creativity, Self-Management and analytical skills Customer focus and responsiveness, Problem solving, communication, planning and organizing and computer skills Knowledge of Legal Compliance Production process knowledge and skills.
<b><u>DUTIES</u></b>	: Manage technical services and support in conjunction with Technicians / Artisans and associates in the field, workshop and technical office activities Ensure the promotion of safety in line with statutory and regulatory requirements Ensure quality assurance in line with specifications Manage administrative and related functions Control and Monitor expenditure according to the budget to ensure efficient cash flow management Manage the development, motivation and utilization of human resources for the discipline to ensure a competent knowledge base for the continued success of technical services according to organizational needs and requirements. Ensure continuous individual development to keep up with new technologies and procedures Liaise with relevant bodies / councils on technical / engineering related matters Advice management on technical issues Provide inputs for operational plan, compile and submit reports Conduct outreach services.
<b><u>ENQUIRIES</u></b>	: Mr R.S Ramaharak Tel No: 039-6877 315 EXT 124
<b><u>APPLICATIONS</u></b>	: All applications should be forwarded to: Chief Executive Officer P/Bag X701, Portshepstone, 4240 or Hand Delivered To: Human Resources Department Murchison Hospital
<b><u>NOTE</u></b>	: The following documents must be submitted: Application for Employment Form (Z83) which is obtainable at any Government Department or from the Website - <a href="http://www.kznhealth.gov.za">www.kznhealth.gov.za</a> . The Z83 form must be completed in full in a manner that allows a selection committee to assess the quality of a candidate based on the information provided in the form Applicant for employment are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 form and detailed curriculum Vitae(CV) only. The certified copies of qualifications and other relevant documents will be requested only from the shortlisted candidates which may be submitted to HR on or before the day of the interview Faxed applications will not be accepted The reference number must be indicated in the column provided on the form Z83 e.g. MURCH/ 01/2022 NB: Failure to comply with the above instructions will disqualify applicants.The appointments are subject to a positive outcome obtained from the State Security Agency (SSA) to the following checks (criminal clearance, credit records, and citizenship), verification of Educational qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC) Please note that due to large number of applications received, applications will not be acknowledged. However, every applicant will be advised of the outcome of his or her applications in due course.(This Department is an equal opportunity, affirmative active employer, whose aim is to promote representivity in all occupational categories in the Institution) If you have not heard from us within two months from the closing date, Please accept that your application has been unsuccessful Employment Equity target for the post is African Male and people with disabilities are encouraged to apply.Please note that due to the budget constraints no S&T and Resettlement allowance will be paid to any successful candidate on appointment.
<b><u>CLOSING DATE</u></b>	: 07 October 2022
<b><u>POST 36/348</u></b>	: <b><u>PROFESSIONAL NURSE-SPECIALTY STREAM REF NO: MURCH 06/2022 (X1 POST)</u></b>
<b><u>SALARY</u></b>	: Grade 1: R388 974 per annum Grade 2: R478 404 per annum Other Benefits: 13 <sup>th</sup> Cheque, Home owners allowance (employee must meet prescribed Requirements), Medical Aid (Optional) and 12% Rural Allowance
<b><u>CENTRE</u></b>	: Murchison Hospital (Maternity)
<b><u>REQUIREMENTS</u></b>	: <b>Grade 1:</b> Experience: A minimum of 4 years appropriate/ recognizable experience in nursing after registration as Professional with SANC in general nursing and Midwifery. <b>Grade 2:</b> Experience: A minimum of 14 years appropriate / recognizable experience in nursing after registration as a Professional Nurse with SANC in general nursing and Midwifery, of which at least 10 years must be appropriate / recognizable experience Maternity services, after obtaining the one year post basic qualification in the relevant specialty. Senior Certificate, Degree / Diploma in General Nursing and



Midwifery plus 1 year post basic qualification in Advance Midwifery and Neonatal Nursing Science, Current Registration with SANC as General Nurse and Midwife Current SANC receipt, previous work experience / Certificate of service endorsed by your Human Resource Department. Knowledge, Skills and Competencies Knowledge of nursing care and processes and procedures. Knowledge of Public service regulations Disciplinary code, human resource policies, hospital generic and specific policies. Leadership, supervisory and good communication skills. Team building and cross cultural awareness. Knowledge of SANC rules and regulations Knowledge of Batho Pele Principles and patients' rights charter.

**DUTIES** : Must be able to handle obstetric and emergencies and high risk conditions. To execute duties and functions with proficiency within prescript of applicable legislation Provision of quality patient care through setting of standards, policies and procedures including PMTCT. To participate in quality improvement programmes and clinical audits Uphold Batho Pele and patients' rights principles. Provide a safe, therapeutic environment as laid down by the Nursing act Maintain accurate and complete patient records according to legal requirements. Exercise control over discipline, grievance and labor relations issues. Manage and supervise effective utilization of all resources e.g. Human, Financial, material etc. Implementation and management of infection control and prevention protocols Assist with performance reviews i.e. EPMDs as well as student progress reports. Show understanding of Perinatal Problem Identification programme. Analyze reports and utilize the information to improve the health status of women. Ensure the implementation of saving mothers, saving babies recommendation.

**ENQUIRIES** : Mrs. CN Mkhwanazi Tel No: 039-6877311 ext. 127  
**APPLICATIONS** : All applications should be forwarded to: Chief Executive Officer P/Bag X701, Portshepstone, 4240 Or Hand Delivered To: Human Resources Department Murchison Hospital

**NOTE** : The following documents must be submitted: Application for Employment Form (Z83) which is obtainable at any Government Department or from the Website - [www.kznhealth.gov.za](http://www.kznhealth.gov.za). The Z83 form must be completed in full in a manner that allows a selection committee to assess the quality of a candidate based on the information provided in the form Applicant for employment are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 form and detailed curriculum Vitae(CV) only. The certified copies of qualifications and other relevant documents will be requested only from the shortlisted candidates which may be submitted to HR on or before the day of the interview Faxed applications will not be accepted The reference number must be indicated in the column provided on the form Z83 e.g. MURCH/ 01/2022 NB: Failure to comply with the above instructions will disqualify applicants. The appointments are subject to a positive outcome obtained from the State Security Agency (SSA) to the following checks (criminal clearance, credit records, and citizenship), verification of Educational qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC) Please note that due to large number of applications received, applications will not be acknowledged. However, every applicant will be advised of the outcome of his or her applications in due course. (This Department is an equal opportunity, affirmative active employer, whose aim is to promote representivity in all occupational categories in the Institution) If you have not heard from us within two months from the closing date, Please accept that your application has been unsuccessful Employment Equity target for the post is African Male and people with disabilities are encouraged to apply. Please note that due to the budget constraints no S&T and Resettlement allowance will be paid to any successful candidate on appointment.

**CLOSING DATE** : 07 October 2022

**POST 36/349** : **PROFESSIONAL NURSE (SPECIALTY) GRADE 1 & 2 REF NO: VRH 08/2022 (X4 POSTS)**

**SALARY** : Grade 1: R388 974 per annum  
 Grade 2: R478 404 per annum  
 Plus 12% Rural Allowance, 13th Cheque, Medical Aid (Optional) and Housing Allowance (Employee must meet prescribed requirements)

**CENTRE** : Vryheid District Hospital (Labour Ward)

**REQUIREMENTS**

: An appropriate B degree/National Diploma in General nursing and Midwifery or equivalent qualification that allows registration with SANC as a Professional Nurse. Registration certificate with SANC in General Nurse, Midwifery and Post-Basic Midwifery & Neonatal Nursing Science. Proof of current registration with the SANC **Grade 1:** A minimum of 4 years appropriate / recognizable nursing experience after registration as a Professional Nurse with the SANC in General Nursing. **Grade 2:** A minimum of 14 years appropriate / recognizable nursing experience after registration as a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred above must be appropriate / recognizable experience after obtaining the 1- year post-basic qualification in the relevant specialty. Recommendation: Knowledge, Skills, Training and Competencies Required: Knowledge of Public Service Policies, Acts and Regulations. Knowledge of code of conduct, Labour Relations, Conflict Management and negotiation skills. Ability to function within a team. Skills in organizing, planning and supervising. Knowledge of Batho Pele principles and patients' rights charter.

**DUTIES**

: Must be able to handle obstetric and emergencies and high risk conditions. To execute duties and functions with proficiency within prescript of applicable legislation. Provision of quality patient care through setting of standards, policies and procedures. To participate in quality improvement programmes and clinical audits. Uphold Batho Pele and patients' rights principles. Provide a safe, therapeutic environment as laid down by the Nursing act. Maintain accurate and complete patient records according to legal requirements. Exercise control over discipline, grievance and labour relations issues. Manage and supervise effective utilization of all resources e.g. Human, Financial, material etc. Implementation and management of infection control and prevention protocols. Assist with performance reviews i.e. EPMDs as well as student progress reports. Maintain a plan to improve the quality of Nursing and health care in Labour Ward. Formulation of theatre policies to ensure good practice. Ensuring the availability of the necessary basic equipment.

**ENQUIRIES**

: Mrs Khumalo NJ Tel No: 034 9822111 Ext 5916/11

**APPLICATIONS**

: All applications should be posted to: The Human Resource Management, Vryheid District Hospital, Private Bag X 9371, Vryheid, 3100

**FOR ATTENTION  
NOTE**

: Mr SP Nene

: 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. Note: The contents of this Circular Minute must be brought to the notice of all eligible officers and employees on your establishment of all Institutions. Institutions must notify all candidates who qualify for post in this circular minute even if they are absent from their normal places of work to apply. Direction to Candidates: the following documents must be submitted: Application for Employment form (Z83) which is obtainable from any Government Department OR from the website - [www.kznhealth.gov.za](http://www.kznhealth.gov.za). The application form (Z83) must be completed in full and accompanied by a detailed Curriculum Vitae only. Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following communication from Human Resources. The reference number must be indicated in the column provided on the form Z83 and on the back of the envelope, e.g. Ref 13/2018. NB: Failure to comply with the above instructions will be disqualify applicants. Person with disabilities should feel free to apply for these posts. The appointment is subject to positive outcome obtained from the NIA the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verification). Failure to comply will result in the application not being considered". Due to the large number of applications, receipt of applications will not be acknowledged. However, correspondence will be limited to shortlisted candidates only. Please note that due to financial constraint no S&T claims will be considered for payment to the candidates that are invited for an interview. African Males are encouraged to apply due to employment equity target. Please note that due to financial constraint no resettlement fees will be considered for payment to the candidates who are offered the positions. The Employment Equity Target is an African Male.

**CLOSING DATE**

: 07 October 2022

<b><u>POST 36/350</u></b>	:	<b><u>PROFESSIONAL NURSE (SPECIALTY) GRADE 1 &amp; 2 REF NO: VRH 09/2022 (X3 POSTS)</u></b>
<b><u>SALARY</u></b>	:	Grade 1: R388 974 per annum Grade 2: R478 404 per annum Plus 12% Rural Allowance, 13th Cheque, Medical Aid (Optional) and Housing Allowance (Employee must meet prescribed requirements)
<b><u>CENTRE REQUIREMENTS</u></b>	:	Vryheid District Hospital (Theatre & Cstd Services)
	:	An appropriate B degree/National Diploma in General nursing and Midwifery or equivalent qualification that allows registration with SANC as a Professional Nurse. Registration certificate with SANC in General Nurse, Midwifery and Operating Theatre Nursing. Proof of current registration with the SANC. Proof of current/previous work experience endorsed and stamped by the employer(s) must be attached. <b>Grade 1:</b> A minimum of 4 years appropriate / recognizable nursing experience after registration as a Professional Nurse with the SANC in General Nursing. <b>Grade 2:</b> A minimum of 14 years appropriate / recognizable nursing experience after registration as a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred above must be appropriate / recognizable experience after obtaining the 1- year post-basic qualification in the relevant specialty. Recommendation: Knowledge, Skills, Training And Competencies Required: Knowledge of Public Service Policies, Acts and Regulations. Knowledge of code of conduct, Labour Relations, Conflict Management and negotiation skills. Ability to function within a team. Skills in organizing, planning and supervising. Knowledge of Batho Pele principles and patients' rights charter.
<b><u>DUTIES</u></b>	:	Provide holistic nursing care to patients in a speciality unit in a cost effective, efficient and equitable manner. Assist in planning/ organizing and monitoring of the objectives of the specialized unit in consultation with subordinates. Provide direct and indirect supervision of all nursing staff/ housekeeping staff and give guidance. To execute duties and functions with proficiency within prescript of applicable legislation. Provision of quality patient care through setting of standards, policies and procedures. To participate in quality improvement programmes and clinical audits. Uphold Batho Pele and patients' rights principles. Provide a safe, therapeutic environment as laid down by the Nursing act. Maintain accurate and complete patient records according to legal requirements. Exercise control over discipline, grievance and labour relations issues. Manage and supervise effective utilization of all resources e.g. Human, Financial, material etc. Implementation and management of infection control and prevention protocols. Assist with performance reviews i.e. EPMDs as well as student progress reports. Maintain a plan to improve the quality of Nursing and health care in operating theatre.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mrs Khumalo NJ Tel No: 034 9822111 Ext 5916/11
	:	All applications should be posted to: The Human Resource Management, Vryheid District Hospital, Private Bag X 9371, Vryheid, 3100
<b><u>FOR ATTENTION NOTE</u></b>	:	Mr SP Nene
	:	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. Note: The contents of this Circular Minute must be brought to the notice of all eligible officers and employees on your establishment of all Institutions. Institutions must notify all candidates who qualify for post in this circular minute even if they are absent from their normal places of work to apply. Direction to Candidates: the following documents must be submitted: Application for Employment form (Z83) which is obtainable from any Government Department OR from the website - <a href="http://www.kznhealth.gov.za">www.kznhealth.gov.za</a> . The application form (Z83) must be completed in full and accompanied by a detailed Curriculum Vitae only. Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following communication from Human Resources. The reference number must be indicated in the column provided on the form Z83 and on the back of the envelope, e.g. Ref 13/2018. NB: Failure to comply with the above instructions will be disqualify applicants. Person with disabilities should feel free to apply for these posts. The appointment is subject to positive outcome obtained from the NIA the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verification). Failure to comply will result in the application not being considered". Due to the large number of applications, receipt of applications will not be acknowledged. However, correspondence will be limited to

shortlisted candidates only. Please note that due to financial constraint no S&T claims will be considered for payment to the candidates that are invited for an interview. African Males are encouraged to apply due to employment equity target. Please note that due to financial constraint no resettlement fees will be considered for payment to the candidates who are offered the positions. The Employment Equity Target is an African Male.  
07 October 2022

**CLOSING DATE**

**POST 36/351**

**CLINICAL NURSE PRACTITIONER GRADE 1 OR 2 REF NO: SAP 02/2022 (X1 POST)**

**SALARY**

Grade 1: R388 974 – R450 939 per annum  
Grade 2: R478 404 - R588 390 per annum  
Other Benefits: Rural Allowance, 13th Cheque, medical Aid (Optional), Homeowner's allowances employee must meet prescribed requirements)

**CENTRE**

**REQUIREMENTS**

St Apollinaris Hospital (Mobile Clinic)  
Senior Certificate/Grade 12 or equivalent qualification. Basic R424 qualification (ie. Degree/Diploma in Nursing) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse Diploma / Degree in General Nursing & Midwifery plus 1 year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care. Certificate of registration with SANC (General Nursing and relevant post basic qualification) proof of current registration with SANC (2022). **Grade:** A minimum of four (4) years appropriate/recognizable experience in nursing after registration as a professional Nurse with the SANC in General Nurse plus 1 year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care. **Grade 2:** A minimum of fourteen (14) years appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing of which at least ten (10) years of the period referred to above must be appropriate or recognizable experience in the specific speciality after obtaining 1 year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care. Educational qualifications, certificates of service and professional registration certificates need not be submitted as only shortlisted candidates will be requested to supply certified copies and proof of registration must be submitted together with your CV. Skills: Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practises and how this impacts on service delivery. Ensure that the clinical nursing practice by the nursing team (area/facility) is rendered in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Demonstrate an basic understanding of HR and financial policies and practices. Demonstrate a basic understanding of the legislative framework governing the public service

**DUTIES**

Strengthen health information systems. Develop specific M&E plan based on the district's M&E framework and strategic plan. Manage and support implementation of action plans as generated by the Institution. Able to manage own work and that of units reporting to the post, and to ensure appropriate interventions to enhance nursing services at are/ facility level. Able to developing and maintaining a nursing service environment that promotes the rights of patients, advocating and facilitating proper treatment and care and ensuring that the principles of Batho Pele are adhered to. Monitor and support implementation quality assurance programs. Demonstrate the required computer literacy to adequately manage information according to the requirements of the facility. Monitor and ensure proper utilisation of financial and physical resources.

**ENQUIRIES**

**APPLICATIONS**

Mrs N Chiya Tel No: 039/8339001-8  
Direct your application quoting the relevant reference number to: The Assistant Director, St. Apollinaris Hospital, thulani.dlamini@kznhealth.gov.za

**FOR ATTENTION**

Human Resources Section, Hand delivered applications may be dropped in the application box at Human Resource Department on or before the closing date before 16:00.

**NOTE**

Applications should be submitted on form Z83 obtainable from any Public Service Department or from the website [www.kznhealth.gov.za](http://www.kznhealth.gov.za) and should be accompanied by a CV only (experience must be comprehensively detailed). The Z83 must be fully completed (all sections), failure to complete or disclose all information will automatically disqualify the applicant. Applicants are not

required to submit copies of qualifications and other relevant documents on application). It is the applicant's responsibility who has a foreign qualification, which is the inherent requirement of the job, evaluated by the South African Qualifications Authority (SAQA). Failure to comply will result in the application not being considered". Certified copies of qualifications and other relevant documents will be requested only to shortlisted candidates before or on the day of the interview. Applications received after the closing date and those that do not comply with the requirements will not be considered. The Department reserves the right not to fill the post after advertisement. Applicants are respectfully informed that correspondence will be limited to shortlisted candidates only. The appointments are subject to positive outcome obtained from the State Security Agency (SSA) to the following checks (criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC. "People with disabilities should feel free to apply". The target group in terms of employment equity for posts advertised is African males. The Department will not be liable where applicants use incorrect/no reference numbers on their applications. Short-listed candidates will not be compensated for S & T claims.

**CLOSING DATE**

:

07 October 2022

**POST 36/352**

:

**CLINICAL NURSE PRACTITIONER GRADE 1 OR 2 REF NO: SAP 02/2022 (X1 POST)**

**SALARY**

:

Grade 1: R388 974 – R450 939 per annum  
Grade 2: R478 404 - R588 390 per annum  
Other Benefits: Rural Allowance, 13th Cheque, medical Aid (Optional), Homeowner's allowances employee must meet prescribed requirements)

**CENTRE**

:

St Apollinaris Hospital (Kilmun)

**REQUIREMENTS**

:

Senior Certificate/Grade 12 or equivalent qualification. Basic R424 qualification (ie. Degree/Diploma in Nursing) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse Diploma / Degree in General Nursing & Midwifery plus 1 year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care. Certificate of registration with SANC (General Nursing and relevant post basic qualification) proof of current registration with SANC (2022). Grade: A minimum of four (4) years appropriate/recognizable experience in nursing after registration as a professional Nurse with the SANC in General Nurse plus 1 year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care. **Grade 2:** A minimum of fourteen (14) years appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing of which at least ten (10) years of the period referred to above must be appropriate or recognizable experience in the specific speciality after obtaining 1 year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care. Educational qualifications, certificates of service and professional registration certificates need not be submitted as only shortlisted candidates will be requested to supply certified copies and proof of registration must be submitted together with your CV. Skills: Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practises and how this impacts on service delivery. Ensure that the clinical nursing practice by the nursing team (area/facility) is rendered in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Demonstrate an basic understanding of HR and financial policies and practices. Demonstrate a basic understanding of the legislative framework governing the public service.

**DUTIES**

:

Strengthen health information systems. Develop specific M&E plan based on the district's M&E framework and strategic plan. Manage and support implementation of action plans as generated by the Institution. Able to manage own work and that of units reporting to the post, and to ensure appropriate interventions to enhance nursing services at are/ facility level. Able to developing and maintaining a nursing service environment that promotes the rights of patients, advocating and facilitating proper treatment and care and ensuring that the principles of Batho Pele are adhered to. Monitor and support implementation quality assurance programs. Demonstrate the required computer literacy to adequately manage information according to the

		requirements of the facility. Monitor and ensure proper utilisation of financial and physical resources.
<b><u>ENQUIRIES</u></b>	:	should be directed to Mrs N Chiya Tel No: 039/8339001-8
<b><u>APPLICATIONS</u></b>	:	Direct your application quoting the relevant reference number to: The Assistant Director, St. Apollinaris Hospital, thulani.dlamini@kznhealth.gov.za
<b><u>FOR ATTENTION</u></b>	:	Human Resources Section, Hand delivered applications may be dropped in the application box at Human Resource Department on or before the closing date before 16:00.
<b><u>NOTE</u></b>	:	Applications should be submitted on form Z83 obtainable from any Public Service Department or from the website <a href="http://www.kznhealth.gov.za">www.kznhealth.gov.za</a> and should be accompanied by a CV only (experience must be comprehensively detailed). The Z83 must be fully completed (all sections), failure to complete or disclose all information will automatically disqualify the applicant. Applicants are not required to submit copies of qualifications and other relevant documents on application. ). It is the applicant's responsibility who has a foreign qualification, which is the inherent requirement of the job, evaluated by the South African Qualifications Authority (SAQA). Failure to comply will result in the application not being considered". Certified copies of qualifications and other relevant documents will be requested only to shortlisted candidates before or on the day of the interview. Applications received after the closing date and those that do not comply with the requirements will not be considered. The Department reserves the right not to fill the post after advertisement. Applicants are respectfully informed that correspondence will be limited to shortlisted candidates only. The appointments are subject to positive outcome obtained from the State Security Agency (SSA) to the following checks (criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC. "People with disabilities should feel free to apply". The target group in terms of employment equity for posts advertised is African males. The Department will not be liable where applicants use incorrect/no reference numbers on their applications. Short-listed candidates will not be compensated for S & T claims.
<b><u>CLOSING DATE</u></b>	:	07 October 2022
<b><u>POST 36/353</u></b>	:	<b><u>ASSISTANT DIRECTOR: FINANCE &amp; SCM REF NO: ITSH 15/2022 (X1 POST)</u></b>
<b><u>SALARY</u></b>	:	R382 245 per annum. Other benefit: 13 <sup>th</sup> cheque, Housing Allowance (employee must meet the prescribed requirement) and Medical Aid (optional)
<b><u>CENTRE</u></b>	:	Itshelejuba Hospital
<b><u>REQUIREMENTS</u></b>	:	Senior Certificate STD 10/ grade 12. Degree/National diploma in Financial Management or equivalent qualification. 3-5 years in finance/Supply Chain, of which three (03) must Supervisory level. A valid driver's license code 10. NB proof of work experience signed by human resource section must be attached. Knowledge, Skills and Competence Requires: Good sound knowledge of public service policies, Regulations and legislations, managing staff, compilations of statistics, training and development Staff. Good listening. Writing and communication skills. Computer literacy, good decision making and leadership skills, and knowledge of all financial management prescripts.
<b><u>DUTIES</u></b>	:	Improve financial management for the hospital and clinics. Ensure that facility has effective cash flow management system. Ensure that facility has an approved procurement plan and improve supply chain management. Approved bid committee to ensure effective SCM processes. Ensure that goods and services are procured in a cost effective way. Conduct internal audit and risk management. Ensure that staff is trained and developed to improve efficiency, accuracy and performance of the component. Compliance with PFMA, Treasury regulations and Public service act regulations. Ensure that adequate policies, system and procedures are in place to enable prudent management of financial resources, planning of financial resource mobilization. Facility conducting quarterly and annual stock take and timeously submission of report to provincial SCM. Timeous updating of bin and ledger cards to avoid stock losses. Cases of fraud or corruption are timeously disclosed to accounting officer, % of budget spent according to projection, advocating the use of all follow up procedures for recovering outstanding fees before accounts can be considered for write- off. Staff performance assessed in terms of departmental performance management systems. Develop, implement and monitor measures designated to optimize the collection of revenue. Ensure that

		department meets its strategic objectives and budget is aligned to APP. Facilitate consolidation of finance management CEOs reporting pack on monthly basis.
<b><u>ENQUIRIES</u></b>	:	All enquiries should be directed to Mrs T.M Vilakazi Tel No: 034 413 4000
<b><u>APPLICATIONS</u></b>	:	All applications must be addressed to Itshelejuba Hospital, Private Bag X0047, Pongola 3170
<b><u>NOTE</u></b>	:	applications must be submitted on the application for employment form (Z83) which is obtainable at any government department or from website <a href="http://www.kznhealth.gov.za">www.kznhealth.gov.za</a> and a curriculum vitae (CV) only. Applicants are not required to submit copies of ID, STD 10 certificate, educational qualifications, certificate of service or proof of experience signed by HR Officer such documents will be requested only from shortlisted candidates. People with disabilities should feel free to apply. Reference numbers must indicated on the space provided. Please note that the appointment will be subject to the positive outcome obtained from NIA on the following checks: security clearance, credit record, qualification, 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.
<b><u>CLOSING DATE</u></b>	:	07 October 2022
<b><u>POST 36/354</u></b>	:	<b><u>CLINICAL TECHNOLOGY NEUROPHYSIOLOGY REF NO:</u></b> <b><u>CLINTECHNEURO/2/2022 (X1 POST)</u></b> Department: Neurophysiology
<b><u>SALARY</u></b>	:	Grade 1: R322 746 per annum, Plus 13 <sup>th</sup> cheque, Medical Aid -Optional & Housing Allowance. Grade 2: R 378 402 per annum Plus 13 <sup>th</sup> Cheque, Medical Aid optional and Housing Allowance. Grade 3: R445 752 per annum Plus 13 <sup>th</sup> Cheque, Medical Aid optional and Housing Allowance.
<b><u>CENTRE</u></b>	:	IALCH
<b><u>REQUIREMENTS</u></b>	:	Appropriate tertiary qualification in Clinical Technology Neurophysiology, B Tech or BHS Degree or Diploma in Clinical Neurophysiology. Registration with HPCSA as a Clinical Technologist in the category Neurophysiology. Current registration with the Health Professions Council of South Africa. Recommendation: Current Independent practice or Private Practice registration with HPCSA as a Clinical Technologist in the category Neurophysiology. Candidates currently enrolled in BHS or BTech with qualification date prior to start of service may apply. Post graduate qualification in Clinical Technology Neurophysiology will be beneficial. Experience working with digital patient record networked systems will be advantageous. Experience: <b>Grade 1:</b> None after registration with the HPCSA as a Clinical Technologist Neurophysiology. <b>Grade 2:</b> Ten years relevant experience after registration with the HPCSA as a Clinical Technologist Neurophysiology. <b>Grade 3:</b> Twenty years relevant experience after registration with the HPCSA as a Clinical Technologist Neurophysiology. Knowledge, Skills, Training and Competencies Required: Competency and skills in independently performing Electroneurodiagnostic studies for paediatric and adult populations: including routine, mobile and long term EEG, transcranial Doppler ultrasound, visual-auditory- and somatosensory evoked potentials, basic and advanced nerve conduction studies and assisting physicians with EMG examinations. Technical report writing skills for previously mentioned procedures. Willingness to learn additional skills, such as autonomic testing, and basic clinical knowledge of diagnostic and therapeutic procedures are required. Additional experience in sleep and high density EEG testing will be an advantage. Good communication, organisational and interpersonal skills. Ability to work independently and in a team. Knowledge of ethical code of conduct, patient's right and Batho Pele Principles.
<b><u>DUTIES</u></b>	:	Work in an active clinical and training Neurophysiology unit. Performing of EEG's, NCS's, EP's, TCCDD's, sleep studies and long term epilepsy monitoring under the supervision of the Assistant Director. Ensure high quality and technically sound recordings of tests performed. Ensure integrity of the recording systems and stock control. Actively participate in teaching and training of students and neurology registrars in clinical neurophysiology. Promote Batho Pele principles in order to promote effective service delivery. Maintain and check equipment regularly in order to comply with safety

		requirements. Exercise patient care and expertise when performing procedures.
<b><u>ENQUIRIES</u></b>	:	Ms Christelle van der Walt Tel No: (031) 240-1633/4, <a href="mailto:Christelle.vanderwalt@ialch.co.za">Christelle.vanderwalt@ialch.co.za</a>
<b><u>APPLICATIONS</u></b>	:	All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the entrance to the Management Building at IALCH or posted to Inkosi Albert Luthuli Central Hospital, Private Bag X03, Mayville, 4058.
<b><u>NOTE</u></b>	:	An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website <a href="http://www.kznhealth.gov.za">www.kznhealth.gov.za</a> . Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed Curriculum Vitae only. Certified copies of qualifications, proof of registration and other relevant documents will be requested from shortlisted candidates only which may be submitted to HR on or before the day of the interview. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert to be submitted only when shortlisted. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g. ref APRO/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. It is the applicant's responsibility to have the foreign qualification, which is the requirement of the post, evaluated by the South African Qualifications Authority (SAQA). Failure to comply will result in the application not being considered. The selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Please note that due to financial constraints, there will be no payment of S&T Claims.
<b><u>CLOSING DATE</u></b>	:	07 October 2022
<b><u>POST 36/355</u></b>	:	<b><u>SAFETY OFFICER REF NO: GS 34/22</u></b> Component: Occupational Health and Safety
<b><u>SALARY</u></b>	:	R321 543 per annum, plus 13th cheque, medical aid (optional), homeowners allowance (employee must meet prescribed requirement).
<b><u>CENTRE</u></b>	:	Greys Hospital, Pietermaritzburg
<b><u>REQUIREMENTS</u></b>	:	Grade 12 or Senior Certificate Plus Degree/National Diploma in Safety Management 3-5 years Clerical/ Administrative Only shortlisted candidates will be required to submit proof of experience/ service certificate endorsed by the Human Resource Management Office. Knowledge, Skills and Experience Knowledge of legislative prescripts, Occupational Health and Safety Act 85 of 1993 Strong leadership qualities, good decision making and problem solving skills Ability to work under pressure and meet deadlines. Computer literacy. Must be driven, courteous, and enthusiastic and demonstrate a high level of efficiency. Ability to identify, control, monitor and investigate hazards/accidents Report Writing Skills. Must display high level of planning and organizational skills. Knowledge of National Core Standards Driver's License.
<b><u>DUTIES</u></b>	:	Ensure that delegated management and administrative functions are carried out timeously and correctly in order for health and safety to function in the hospital and clinics to ensure Safety statistics are captured, analyzed, interpreted and reported Ensure accidents and incidents are investigated and reported. Participate in designing and rolling out of health and safety programmes, orientation and induction programmes and Safety related policies. To ensure safety audits functions are carried out for the hospital in compliance with the Occupational Health and safety Act 85 of 1993. To ensure all buildings, construction plant and machinery meet and maintain compliance certificates are regulated by the Local Authorities and Occupational Health and Safety Act 85 of 1993 and other relevant regulations. To conduct Health and Safety in service trainings, orientations and Inductions. To uphold Section 8(employers duties) and section 14(employees duties) of the Occupational Health and Safety Act 85 of 1993. Ensure that the institution complies with the internal disaster plan. To prepare, plan and monitor compliance of disaster evacuation in the hospital. To conduct risk assessments in the institution and do action plans Liaise with various role players involved in Occupational Health



	and Safety related issues eg. Health and Safety Committees, Occupational Health Nurse, Inspectors for the dept. of labour, Security and Building contractors.
<b><u>ENQUIRIES</u></b>	: Ms C.M Stilwell Tel No: 033 897 3457
<b><u>APPLICATIONS</u></b>	: Applications to be forwarded to: The Human Resources Management Office, Greys Hospital Private Bag x 9001, Pietermaritzburg, 3200
<b><u>FOR ATTENTION</u></b>	: Mrs M Chandulal
<b><u>NOTE</u></b>	: Directions to Candidates: Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 form and a detailed curriculum vitae only. The Employment Equity Target for this post is African Male, Indian Male, White Male, Coloured Male
<b><u>CLOSING DATE</u></b>	: 07 October 2022
<b><u>POST 36/356</u></b>	: <b><u>FINANCE CLERK SUPERVISOR REF NO: OTH CHC 04/2022 (X1 POST)</u></b>
<b><u>SALARY</u></b>	: R261 372 per annum (Level 07). Other Benefits: 13th cheque, Medical Aid (Optional), Home owner's allowance (employee must meet prescribed Requirements)
<b><u>CENTRE</u></b>	: Othobothini Community Health Centre (Jozini)
<b><u>REQUIREMENTS</u></b>	: Matric / Grade 12. 3-5 years working experience in Budget/Expenditure Control Section. Computer literacy; MS Office Software applications. Valid driver's licence. Recommendation: Bachelor Degree/National Diploma in Financial Accounting /Financial Management Knowledge, Skills, Training and Competencies Required: Knowledge of risk Management. Problem solving skills. Numeracy and accuracy skills. Possess in Depth knowledge of budget procedures Persal and BAS. Have the ability to perform independently and under pressure. Have good communication and interpersonal relations. Be computer literate with proficiency in Excel and Powerpoint Software applications. Have planning, Organizing, analytics thinking and presentation skills. Be able to develop/implement policies and financial practices. Be able to deliver and present formal day to day training courses. Possess knowledge of basic HR matter including HR Practices, labour relations negotiations and dealing with conflict.
<b><u>DUTIES</u></b>	: Authorize financial transactions such as payment, debts, journal on BAS etc. Exercise and monitor expenditure against budget allocated. Draw, analyze and interpret expenditure reports within the CHC responsibilities. Implement sound financial management control to ensure that the CHC remains within its cash flow projections. Update cash flow monitoring tool and finance reporting tool on monthly basis. Attend to incorrect transactions. Coordinate timeous submission of monthly returns. Ensure that petty cash is properly managed. Assist on compiling of CEO packs. Train, develop and monitor staff in order to improve service delivery.
<b><u>ENQUIRIES</u></b>	: Ms. N.P Dube Tel No: 035 572 9002
<b><u>APPLICATIONS</u></b>	: Please forward applications quoting reference number to: Human Resource Management Service, Othobothini CHC, Private Bag X 12, Jozini, 3969 OR hand deliver to Othobothini CHC HR Department.
<b><u>NOTE</u></b>	: Applications must be submitted on the Application for Employment Form (Z83), which is obtainable at any Government Department or from website- <a href="http://www.kzhealth.gov.za">www.kzhealth.gov.za</a> Curriculum Vitae (CV) only. Applicants are not required to submit Copies of ID, Std 10 certificate, educational qualifications, certificate of service / proof of experience signed by HR office such documents will be requested only from shortlisted Candidates. People with disabilities should feel free to apply. 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.
<b><u>CLOSING DATE</u></b>	: 07 October 2022
<b><u>POST 36/357</u></b>	: <b><u>ADMINISTRATIVE CLERK SUPERVISOR (GENERAL) REF NO: GS 57/22</u></b> Component: Medico-Legal Services Re-advertisement, (Those applicants who previously applied for this post are encouraged to re-apply)
<b><u>SALARY</u></b>	: R261 372 per annum, (Level 07), plus 13th cheque, medical aid (optional), homeowners allowance (employee must meet prescribed requirement).

**CENTRE  
REQUIREMENTS**

: Greys Hospital, Pietermaritzburg  
: Senior Certificate (Grade 12) or equivalent. Diploma/Certificate (higher than Senior Certificate but lower than Degree/National Diploma) PLUS.5 years clerical /administrative experience in a healthcare facility. Only shortlisted candidates will be required to submit proof of experience/ service certificate endorsed by the Human Resource Management Office. Recommendation Unendorsed valid Code B drivers license (Code 08), Plus Computer Literacy Certificate Relevant Qualification(s) in office administration, computer skills and front office management Knowledge, Skills and Experience The incumbent of this post will report to the Manager: Medical Services and must prove competent as follows: Ability to render administrative support services to the Managers within the Medico Legal Component. Ability to render administrative support services to the Managers within the Medico-Legal Component in relations to medico-legal issues and other cases at Grey's Hospital. Ability to supervise the administrative clerks within the Medico-Legal Component. Ability to perform and supervise general administrative clerical and office duties. Demonstrate vast experience in Microsoft Office Software Package, i.e. Word, Excel, Power Point and operation of IT hardware, including printer, copier, facsimile, scanner and data projectors. Ability to deal with information management including collection, collation and dissemination of data/statistics, record management, etc. Must have effective financial management, planning, organizing, problem solving and sound analytical skills. Must have excellent written communication skills. Must be able to do presentations (using MS PowerPoint) and adequate report writing skills. Must possess knowledge of working procedures in terms of the working environment. Must have knowledge of departmental transversal systems (e.g. BAS, Persal). Must have Possess knowledge of Legislative Framework governing the Public Service, including knowledge of the Promotion of Access to Information Act. Must possess outstanding interpersonal and verbal communication skills as the incumbent will be dealing with high profile internal and external stakeholders on a daily basis. Must be able to work under pressure and deal with difficult people. Must be highly professional in conduct, very reliable, quality oriented, trustworthy, honest and demonstrate proper work ethic at all times. Must demonstrate courtesy and friendliness to all clients at all times (front office skills).

**DUTIES**

: Supervise and render general clerical support services within the Medico-Legal Component. Record, organize, store, capture and retrieve correspondence, data and records. Update and keep registers and statistics. Co-ordinate management and control of diaries and rosters. Handle and communicate routine enquiries/correspondence/telephone calls effectively. Make Photocopies and retrieve or send facsimiles and e-mails. Compile and distribute documents/packages to various stakeholders as required. Keep and maintain the filing system for the Medico-Legal Component. Type letters and/or other correspondences as and when required. Keep and maintain the incoming and outgoing document registers of the Medico-Legal Component. Supervise and provide supply chain clerical support services within the Medico-Legal Component. Liaise with internal and external stakeholders in relation to procurement of goods and services. Obtain quotations and complete procurement forms for the purchasing of standard office items. Ensure control, maintenance and safekeeping of stock, office stationery and equipment. Keep and maintain asset register and borrowing book for unit(s), where necessary. Supervise and provide personnel administration and clerical support services within the Medico-Legal Component. Organize and maintain EPMDS documents and records, e.g. Job Descriptions, Performance Agreements, Performance Reviews, Performance Assessments, etc. Maintain leave and attendance registers, including arrangement of travelling and accommodation and maintenance of personnel records in the Medico-Legal Component. Supervise and provide financial administration support services in the Medico-Legal Component. Prepare, capture and update expenditure in the Medico-Legal Component, including NSIs, etc. Supervise administrative clerks within the Medico-Legal Component.in terms of the above listed KPAs. Ensure provision of quality administrative support work for the clinicians. Apply discipline and manage staff performance through EPMDS.

**ENQUIRIES  
APPLICATIONS**

: Dr ES Marais: Tel No: 033 897 3324  
: Applications to be forwarded to: The Human Resources Management Office, Greys Hospital Private Bag x 9001, Pietermaritzburg, 3200  
: Mrs M Chandulal

**FOR ATTENTION**

<b><u>NOTE</u></b>	:	Directions to Candidates: Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 form and a detailed curriculum vitae only. The Employment Equity Target for this post is: African Male, Indian Male, White Male, Coloured Male
<b><u>CLOSING DATE</u></b>	:	07 October 2022
<b><u>POST 36/358</u></b>	:	<b><u>SUPPLY CHAIN CLERK SUPERVISOR REF NO: OTH CHC 05/2022 (X1 POST)</u></b>
<b><u>SALARY</u></b>	:	R261 372 per annum (Level 07). Other Benefits: 13th cheque, Medical Aid (Optional), Home owner's allowance (employee must meet prescribed Requirements)
<b><u>CENTRE REQUIREMENTS</u></b>	:	Othobothini Community Health Centre (Jozini)
	:	Matric / Grade 12. 3-5 years working experience in Supply Chain Management. Computer literacy; MS Office Software applications. Valid driver's licence. Recommendation: Bachelor Degree/National Diploma in Financial Accounting /Financial Management/Commerce/Public Administration Knowledge, Skills, Training and Competencies Required: Possess in –depth knowledge of financial prescripts such as PFMA, Treasury Regulations and Practice notes. Possess in depth knowledge Supply Chain Management. Possess strong leadership, supervisory, communication and interpersonal Skills. Possess of Labour Relations and Disciplinary procedure. Have the ability to prioritise issues and other work related matters in order to comply with time frames set. Have the ability to analyse complex information and transform that into user-friendly processes to enable management to make informed decision. High level of accuracy is required. Be computer literate with a proficiency in MS Office applications.
<b><u>DUTIES</u></b>	:	Ensure effective and efficient management of Acquisition Department. Ensure that acquisition of goods, services, quotation and adjudication activities are in accordance with the Institutional Business and Procurement Plan. Ensure innovation processes to obtain responses from the suppliers in accordance with SCM Policy Framework. Establish supplier's database when obtaining quotations. Manage and administer the prescribed evaluation processes in ensuring value for money. Ensure the effective, efficient and economical management of allocated resources of the division. Prepare, analyze and submit monthly reports related to Supply Chain Management. Manage, evaluate and direct performance of Supply Chain Management. Manage contract and CPS orders. Ensure good management in logistic/warehouse management.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms. N.P Dube Tel No: 035 572 9002
	:	Please forward applications quoting reference number to: Human Resource Management Service, Othobothini CHC, Private Bag X 12, Jozini, 3969 OR hand deliver to Othobothini CHC HR Department.
<b><u>NOTE</u></b>	:	Applications must be submitted on the Application for Employment Form (Z83), which is obtainable at any Government Department or from website- <a href="http://www.kzhealth.gov.za">www.kzhealth.gov.za</a> Curriculum Vitae (CV) only. Applicants are not required to submit Copies of ID, Std 10 certificate, educational qualifications, certificate of service / proof of experience signed by HR office such documents will be requested only from shortlisted Candidates. People with disabilities should feel free to apply. 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.
<b><u>CLOSING DATE</u></b>	:	07 October 2022
<b><u>POST 36/359</u></b>	:	<b><u>ARTISAN (GRADE A) ELECTRICIAN REF NO: OTH CHC 06/2022 (X1 POST)</u></b>
<b><u>SALARY</u></b>	:	R193 512 per annum. Other Benefits: 13th cheque, Medical Aid (Optional), Home owner's allowance (employee must meet prescribed Requirements)
<b><u>CENTRE REQUIREMENTS</u></b>	:	Othobothini Community Health Centre (Jozini)
	:	Passed trade test in terms of the provision of section 13(2) (h) of the Manpower Training Act 1981 as amended Trade Test Electrician. Valid Driver's License Knowledge, Skills, Training and Competencies Required Technical and practical skills of electrical. Sound knowledge of Occupational Health and

Safety Act and Related legislation. Good communication, team building and motivational skills. Writing skills. Good verbal and written skills. Good personal skills.

**DUTIES**

Produce designs according to client's specification and within limits of production capacity. Inspects equipment and facilities for technical faults. Produce objects with materials and equipment according to job specification and recognized standards. Repair equipment and facilities according to standards. Test repair standard and / or facilitate according to specification. Compile and submit reports. Provide inputs to operational plan. Visit residential clinics to perform maintenance duties when required. To perform standby duties and after hours call out. Must be prepared in terms of crisis to perform other essential service such as strikes, floods etc. via maintenance. Control of material, equipment, tools and keep them in good working order. Perform first level artisan work. Maintain health, safe and hygienic working conditions. To control and supervise tradesman's man aid and handyman. Maintain records of work requested and completed.

**ENQUIRIES**  
**APPLICATIONS**

: Mr. K. Dlamuka Tel No: 035 572 9002  
: Please forward applications quoting reference number to: Human Resource Management Service, Othobothini CHC, Private Bag X 12, Jozini, 3969 OR hand deliver to Othobothini CHC HR Department.

**NOTE**

: Applications must be submitted on the Application for Employment Form (Z83), which is obtainable at any Government Department or from website- [www.kzhealth.gov.za](http://www.kzhealth.gov.za) and Curriculum Vitae (CV) only. Applicants are not required to submit Copies of ID, Std 10 certificate, educational qualifications, certificate of service / proof of experience signed by HR office such documents will be requested only from shortlisted Candidates. People with disabilities should feel free to apply. 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**

: 07 October 2022

**PROVINCIAL ADMINISTRATION: LIMPOPO  
DEPARTMENT OF PUBLIC WORKS, ROADS AND INFRASTRUCTURE**

<b><u>APPLICATIONS</u></b>	:	<p>Department of Public Works, Roads and Infrastructure: For Head Office: Private Bag X9490 <b>Polokwane</b> 0700 or hand delivered at Works Tower Building, No. 43 Church Street, Polokwane, 0699.</p> <p><b>For Capricorn District:</b> Private Bag X9378, Polokwane 0700 or hand deliver at 15 Landros Mare Street, next to Correctional Services.</p> <p><b>For Mopani District:</b> Private Bag X576, Giyani 0826 or hand deliver at 570 Parliamentary Building, Giyani.</p> <p><b>For Sekhukhune District:</b> Private Bag X02 Chuenespoort, 0745 or hand deliver at Lebowakgomo Zone A, next to traffic department.</p> <p><b>For Vhembe District:</b> Private Bag X2248, Sibasa, 0970 or hand deliver at Cnr. Traffic and Raluswielo Street, Sibasa.</p> <p><b>For Waterberg District:</b> Private Bag X1028 Modimolle, 0510 or hand deliver at Cnr. Thabo Mbeki &amp; Elias Motsoaledi Street.</p>
<b><u>FOR ATTENTION</u></b>	:	For Head Office posts: Director- HR Services; For District posts: District Director.
<b><u>CLOSING DATE</u></b>	:	07 October 2022 at 16:00
<b><u>NOTE</u></b>	:	<p>Applications should be submitted on a new Z83 form obtainable from all Public Service Departments or at <a href="http://www.dpsa.gov.za">www.dpsa.gov.za</a> and must be completed in full. A comprehensive copy of your Curriculum Vitae, only (certified copies of identity document, driver's license, qualifications will be requested from shortlisted candidates). The specific reference number for each post must be quoted on the space provided for on the Z83 form. Applicants with foreign qualifications remain responsible for ensuring that their qualifications are evaluated by the South African Qualifications Authority (SAQA). Successful incumbent will be expected to sign a performance agreement within one month after assumption of duty. The successful candidate will also be required to disclose his or her financial interests in accordance with the prescribed regulations. The recommended candidate(s) for appointment will be subjected to Personnel Suitability Check for security reasons. Late applications, emailed or faxed applications will not be considered. Failure to comply with the above requirements will result in the disqualification of the application. The Department reserve the right not to make any appointment(s) to the posts advertised. The employment decision shall be informed by the Employment Equity Plan of the Department. Correspondence will be limited to shortlisted candidates only. If you do not hear from us within three (3) months after the closing date, please consider your application as being unsuccessful. However, should there be any dissatisfaction, applicants are advised to seek reasons for the above administration action in terms of Promotion of Administrative Justice Act (PAJA), Act No. 3 of 2000. This advert will also be available on the following website: <a href="http://www.dpw.limpopo.gov.za">www.dpw.limpopo.gov.za</a>. The Department of Public Works, Roads and Infrastructure is an equal opportunity and affirmative action employer. Women and people living with disabilities are encouraged to apply.</p>

**OTHER POSTS**

<b><u>POST 36/360</u></b>	:	<p><b><u>CHIEF CONSTRUCTION PROJECT MANAGER GRADE A (X3 POSTS)</u></b></p> <p>Component: Other Provincial Departments Infrastructure Delivery and Building Infrastructure Management</p>
<b><u>SALARY CENTRE</u></b>	:	<p>R1 058 469 per annum, (to be structured according to individual needs)</p> <p>Ref. S.4/3/1/9 – Head Office (X1 Post)</p> <p>Ref. S.4/3/1/70 – Waterberg District (X1 Post)</p> <p>Ref S.4/3/1/71 – Vhembe District (X1 Post)</p>
<b><u>REQUIREMENTS</u></b>	:	<p>An undergraduate qualification (NQF level 7) as recognized by South African Qualifications Authority (SAQA) in Built environment. A minimum of 6 years' experience as a registered Professional Construction Project Manager with the SACPCMP. Valid driver's license, with the exception of applicants with disabilities. Competencies: Strategic Capability and Leadership. People Management and Empowerment. Programme and Project Management. Financial Management. Change Management. Knowledge Management. Service Delivery Innovation. Problem solving and Analysis. Client Orientation and Customer focus. Communication. Project Management Skills. Principles</p>

## **DUTIES**

and Methodologies. Project and Professional Judgment. Computer-aided Engineering and Project applications. Project design and analysis knowledge. Project operational communication. Process Knowledge and Skills. Maintenance Skills and Knowledge. Mobile equipment operating Skills. Legal and Operational Skill. Legal and Operational Compliance. Research and Development. Creating High Performance Culture. Technical Consulting.

: Project design and analysis effectiveness. Perform final review and approvals or audits on project designs efforts and integration across disciplines to ensure seamless integration with current technology. Maintain project operational effectiveness. Manage the execution of project management strategy through the provision of appropriate structures, systems and resources. Set project standards, specifications and service levels according to organisational objectives to ensure optimum operational availability. Monitor project management efficiencies according to organisational goals to direct or redirect project services for the attainment of organisational objectives. Financial Management: Ensure the availability and management of funds to meet the MTEF objectives within the project environment /services. Manage the operational capital project portfolio for the operation to ensure effective resourcing according to organisational needs and objectives. Manage the commercial added value of the discipline-related programmes and projects. Facilitate the compilation of innovation proposals to ensure validity and adherence to organisational principles. Allocate, monitor, control expenditure according to budget to ensure efficient cash flow management. Governance: Allocate, monitor and control resources. Compile risk logs (databases) and manages significant risk according to sound risk management practice and organisational requirements. Provide technical consulting services for the operation of project related matters to minimise possible project risks. Manage and implement knowledge sharing initiatives e.g. short-term assignments and secondments within and across operations, in support of individual developments plans, operational requirements and return on investment. Continuously monitor the exchange and protection of information between operations and individuals to ensure effective knowledge management according to departmental objectives. People Management: Direct the development motivation and utilization of human resources for discipline to ensure competent knowledge base for the continued success of project services according to organisational needs and requirements. Manage subordinates' key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve departmental objectives.

## **ENQUIRIES**

: **Head office:** Ms. Magdeline Mokonyane, Ms Ledwaba RE, Ms. Phillipine Hanyane, Billy Seleka, Malose Moabelo, Matome Malemela, Mathume Mabilo, Mathebula Wineth at Tel No: 015 284 7353/7570 /7586/7663/7606/7607/7627/7578,  
**Waterberg District:** Ms Carol Modiba / Ms. Palesa Hlaole Tel No: 014 718 3000/3040/3052/3027,  
**Vhembe District:** Mr. Frank Mavhungu/ Mr Elizabeth Murhovhi Tel No: 015 963 3790.

## **POST 36/361**

: **DEPUTY DIRECTOR: IMMOVABLE ASSET REGISTER REF NO: S.4/3/3/45**  
Component: Operations Management

## **SALARY**

: R882 042 per annum (Level 12), (to be structured according to individual needs)

## **CENTRE**

: Head Office, Polokwane

## **REQUIREMENTS**

: An undergraduate qualification (NQF level 6) as recognized by South African Qualifications Authority (SAQA) in Property Studies, Real Estate, Property Valuation and Geo informatics (GIS). 03-05 years' experience with minimum of three (03) years at junior / lower management level in property and asset management. Experience in Asset Register environment or State land administration will be an added advantage. Valid driver's licence, with the exception of applicants with disabilities. Competencies: Strategic Capability and Leadership. People Management and Empowerment. Programme and Project Management. Financial Management. Change Management. Knowledge Management. Service Delivery Innovation. Problem solving and Analysis. Client Orientation and Customer focus. Communication. Project Management Skills. Principles and Methodologies. Project and Professional Judgment. Computer-aided Engineering and Project applications. Project

design and analysis knowledge. Project operational communication. Process Knowledge and Skills. Maintenance Skills and Knowledge. Mobile equipment operating Skills. Legal and Operational Skill. Legal and Operational Compliance. Research and Development. Creating High Performance Culture. Technical Consulting.

## **DUTIES**

: Manage the provision of immovable asset register: Develop, manage and implement immovable asset register policy and business processes. Develop strategies and plans for the provision of the assets register. Monitor updating of the immovable asset register on all changes in terms of information including changes based on condition assessments or physical verification. Monitor the collection of information and documentation required to update the immovable asset register. Prepare the Annual Financial Statement for the Immoveable Asset Register. Monitor the submission of all documents pertaining to property according to the requirements based on the legislative framework. Monitor the credibility of data extracted from the immovable asset register and correct incomplete and/or invalid data. Address completeness of the immovable asset register through reconciliation of data from various sources. Monitor the transfer of immovable assets from user department to the custodian in accordance with Section 42 of the PFMA. Monitor the updating of immovable asset register in terms of acquisition, disposals and/or Section 42 transfers. Provide appropriate support, advice and guidance to stakeholders e.g. User Departments in relation to their needs emanating from the User Asset Management Plans. Manage the provision of Immoveable Asset Management System: Implement the immovable asset register system. Manage immovable asset register verification logistics including mobile applications and system tools. Ensure that all supporting documents for the asset are uploaded on the immovable asset register system. Monitor that the system is fully functional. Monitor that the system is maintained. Ensure back-ups are done for the information as updated. Monitor that only authorized individuals extract data from the system. Monitor the validation of financial information pertaining to acquisition, disposal and/or Section 42 transfer and inclusion in the financial statements. Provide resources (Human, Financial and Equipment): Develop and implement the unit operational plan. Plan and organise resources for future requirements (human, finance, equipment's etc.). Prepare the budget in line with strategic plans, operational plan and department objectives. Implement the budget by monitoring, projecting & reporting expenditure. Maximize spending in line with strategic objectives. Monitor performance and task completions. Set and implement targets. Monitor and report on the utilisation of equipment. Evaluate and monitor performance and appraisal of employees. Provide staff capacity and development (Training). Enhance and maintain employee motivation and cultivate a culture of performance management. Manage discipline. Provide job description to subordinates. Manage division leave matters.

## **ENQUIRIES**

: Ms. Magdeline Mokonyane, Ms Ledwaba RE, Ms. Phillipine Hanyane, Billy Seleka, Malose Moabelo, Matome Malemela, Mathume Mabilo, Mathebula Wineth at Tel No: 015 284 7353 /7570/7586/7663/7606/7607/7627/7578.

## **POST 36/362**

: **VALUER REF NO: S.4/3/33**  
Component: Provincial Departments Infrastructure Management

## **SALARY**

: R882 042 per annum (Level 12), (to be structured according to individual needs)

## **CENTRE**

: Head Office, Polokwane

## **REQUIREMENTS**

: An undergraduate qualification (NQF level 06) as recognized by South African Qualifications Authority (SAQA) in Real Estate and Property Valuation. Registration with SACPVP as a professional Valuer with a minimum of 3-5 years' experience. Experience in Asset Register environment or State land administration will be an added advantage. Valid driver's license, with the exception of applicants with disabilities. Competencies: Strategic Capability and Leadership. People Management and Empowerment. Programme and Project Management. Financial Management. Change Management. Knowledge Management. Service Delivery Innovation. Problem solving and Analysis. Client Orientation and Customer focus. Communication. Knowledge of relevant Public Service Acts, regulations and frameworks. Knowledge and understanding of policy analysis, development and interpretation. Government Immoveable Asset Management Act of 2007. Provincial Infrastructure Delivery Management System (IDMS and its Frameworks). Provincial Land

Administration Act, 1998. Spatial Planning and Land Use Management Act, 2013. Property valuation. Property valuation. MS Office Package / Computer Literacy.

**DUTIES**

: Collect data on the property. Collect data from the exterior of the property by taking pictures of the exterior and interior of a property. Measure the exterior and interior of the property. Look around the exterior of the property and take notes of any potential damages or structural issues like a damaged roof, broken window, chipping paint or termite damage. Look around the exterior of the property and take notes on any significant improvements that could increase the value of the property like a new roof, fresh paint, well-kept lawn or add-ons to the existing structure. Collect data from the interior of the property by surveying the interior of the property to identify the number of rooms, bathrooms and amenities like updated kitchen appliances, fireplace, modern light fixtures and wood floors. Survey the interior of the property to identify potential structural issues or damages like chipping paint, slanted floors or ceilings, holes in the floor or wall, outdated or stained flooring, lack of natural light or signs of mould damage. Review local zoning codes. Coordinate and control valuation process. Review and ensure accuracy, validity and reliability of external valuations performed by external service provider and provide input. Draft a report using the notes and photos taken at the property. Provide inspections of vacant Land, Residential and Commercial Properties. Evaluate the condition and value of assets. Establish and update a record of vacant land, residential and commercial properties that are the responsibility of provincial department to maintain. Validate inspection reports. Assist in preparing the maintenance plans for vacant land. Monitor the implementation of maintenance plans for vacant land, residential and commercial properties through different service delivery modalities. Determine the best method to dispose the property. Provide property Investment Portfolio. Determine market and forced sales value of the assets. Compare the property's selling value to other buildings in the same area. Determine the investment portfolio of the Province. Interact with key stakeholders in terms of investment analysis. Facilitate and coordinate property development initiatives implemented by the National Department of Public Works in the Province. Conduct industry related research and development on an ongoing basis to identify latest market trends within the Property industry.

**ENQUIRIES**

: Ms. Magdeline Mokonyane, Ms. Ledwaba RE, Ms. Phillipine Hanyane, Billy Seleka, Malose Moabelo, Matome Malemela, Mathume Mabilo, Mathebula Wineth at Tel No: 015 284 7353 /7570/7586/7663/7606/7607/7627/7578

**POST 36/363**

: **PROJECT MANAGER: MECHANICAL SERVICES REF NO: S4/3/6/7**  
Branch: Roads Infrastructure Maintenance

**SALARY**

: R744 255 per annum (Level 11), (to be structured according to individual needs)

**CENTRE  
REQUIREMENTS**

: Vhembe District  
: An undergraduate qualification NQF 6 in Mechanical Engineering as recognized by SAQA. 03-05 years' experience with minimum of three (03) years at junior / lower management level in Mechanical Engineering, Management Training or Administrative Management. Valid driver's license, with the exception of applicants with disabilities. Competencies: Strategic Capability and Leadership. People Management and Empowerment. Programme and Project Management. Financial Management. Change Management. Knowledge Management. Service Delivery Innovation. Problem solving and Analysis. Client Orientation and Customer focus. Communication. Knowledge of relevant Public Service Acts, regulations and frameworks. Knowledge and understanding of policy analysis, development and interpretation. Government Immovable Asset Management Act of 2007. Provincial Infrastructure Delivery Management System (IDMS and its Frameworks). Provincial Land Administration Act, 1998. Public Finance Management Act, 1999. Property valuation.

**DUTIES**

: Analyse the reports of the existing plant and Equipment. Manage District Repairs and scheduled maintenance of plant and equipment for roads maintenance. Compilation and Management of budget for District mechanical workshops. Manage the mechanical management system at the district. Manage the road maintenance related assets in the District. Manage the process of licensing and registration of plant.

**ENQUIRIES**

: Mr. Frank Mavhungu/ Mr Elizabeth Murhovhi Tel No: 015 963 3790.



<b><u>POST 36/364</u></b>	:	<b><u>PROJECT MANAGER: GENERAL MAINTENANCE (X2 POSTS)</u></b> Component: Roads Infrastructure Maintenance
<b><u>SALARY</u></b>	:	R744 255 per annum (Level 11), (to be structured according to individual needs)
<b><u>CENTRE</u></b>	:	Ref No: S.4/3/10/28 – Capricorn District (X1 Post) Ref No: S4/3/10/29 – Sekhukhune District (X1 Post)
<b><u>REQUIREMENTS</u></b>	:	An undergraduate qualification NQF 6 in Civil Engineering as recognized by SAQA. 03-05 years' supervisory experience in the Roads Maintenance environment with minimum of three (03) years at junior / lower management level. Valid driver's licence, with the exception of applicants with disabilities. Competencies: Strategic Capability and Leadership. People Management and Empowerment. Programme and Project Management. Financial Management. Change Management. Knowledge Management. Service Delivery Innovation. Problem solving and Analysis. Client Orientation and Customer focus. Communication. Knowledge and understanding of Roads Maintenance Manual. Knowledge of relevant Public Service Acts, regulations and frameworks. Knowledge and understanding of policy analysis, development and interpretation.
<b><u>DUTIES</u></b>	:	Manage Road Maintenance Operations: Manage the district works maintenance plan. Manage the implementation of the road maintenance manual. Analyse the inspection reports against the district operational plan. Provide roads maintenance budget projections. Manage and control the utilization of heavy roads construction and maintenance plant and equipment`s mainly the shifting of plant from one maintenance centre to another. Compile maintenance reports against the project plan. Manage adherence to occupational Health and Safety by: Provide specifications for camp resources (Sanitation resources etc.). Provide specifications for protective clothing and equipment`s. Manage roads production and provide budget: Receive and verify the quality and quantity of camps production. Analyse the production activity of the camps to determine the production cost. Prepare the purchasing schedules and monitor the expenditure. Monitor actual cost against the allowable unit cost. Compile budget inputs and motivations. Allocate the budget to address the needs of the district. Compile and Monitor the expenditure. Manage adherence to the relevant prescripts and eliminate waste of resources. Manage stakeholder relations: Receive and analyse the needs and / or queries of the following forums: - Local Municipality, Transport, Farmers Union and General Public / Tribal Authority. Incorporate the solutions of the forums when developing maintenance plan where necessary. Manage and maintain the stakeholder relation. Manage the implementation of roads maintenance Expanded Public Works Programme. Manage the district Expanded Public Works Programme need analysis and projects. Monitor and report on completion of small projects. Manage payment of NYS. Compile the district reports. Manage operational/ business plan of the directorate: Development operational plan and monitor that identified activities are performed. Align individual performance to the strategic objective of the directorate. Manage and monitor the implementation of policies, directives and regulations. Develop, monitor and implement work procedures and processes. Monitor that the departmental activities are aligned to the regulations and directives. Disseminate information on new developments, monitor and evaluate such development. Attend to audit queries and monitor compliance to audit corrective measures. Manage resources (human, financial, & physical). Provide inputs on planning of resources for future requirements (human, finance, equipment`s etc.) Manage the budget by monitoring, projecting & reporting expenditure. Maximize spending in line with strategic objective. Manage performance and task completions. Manage achievement of set targets. Report on the utilisation of equipment`s. Evaluate and monitor performance and appraisal of employees. Manage staff capacity and development. Enhance and maintain employee motivation and cultivate a culture of performance management. Manage discipline. Provide job description to subordinates. Manage sectional leave matters.
<b><u>ENQUIRIES</u></b>	:	For Sekhukhune District: Ms. Constance Makalela/ Mr. Malema Mathabatha Tel No: 015 632 8300/8330 Capricorn District: Ms. Welhemina Mohale/ Mr Solomon Netshia Tel No: 015 287 5600.

<b><u>POST 36/365</u></b>	:	<b><u>DEPUTY DIRECTOR: CONTRACTOR DEVELOPMENT REF NO: S.4/3/2/9</u></b> Component: Contractor Development and Infrastructure Support
<b><u>SALARY</u></b>	:	R744 255 per annum (Level 11), (to be structured according to individual needs)
<b><u>CENTRE</u></b>	:	Head Office, Polokwane
<b><u>REQUIREMENTS</u></b>	:	An undergraduate qualification (NQF level 06) as recognized by South African Qualifications Authority (SAQA) in a Built environment profession and /or project management/ or social sciences. 03-05 years' experience in Contractor Development environment with a minimum of three (3) years at a junior / lower management level. Valid driver's license with the exception of applicants with disabilities. Competencies: Strategic Capability and Leadership. People Management and Empowerment. Programme and Project Management. Financial Management. Change Management. Knowledge Management. Service Delivery Innovation. Problem solving and Analysis. Client Orientation and Customer focus. Communication. Knowledge of relevant Public Service Acts, regulations and frameworks. Knowledge and understanding of policy analysis, development and interpretation. Public Finance Management Act, 1999. Project Management. Construction Management. Structure and functioning of SAQA, ETQA and CETA, Labour-intensive construction methods. Programme Design and Management. Project and Programme Management Skills. Communication and Facilitation Skills. Sound analytical problem identification and solving skills. Language proficiency. Advanced report writing. Research methodology. MS Office Package / Computer Skills.
<b><u>DUTIES</u></b>	:	Provide Contractor Assessments: Facilitate registering of qualifications with the South African Qualifications Authority (SAQA) and remain valid for the duration of the training. Manage, coordinate and implement training on the Contractor and Artisan Development Programme. Develop and formulate strategy on the efficient management and implementation of theoretical training on Contract Development Programme. Identify areas within the theoretical training component that need improvement. Assist potential public or implementing bodies understanding training requirements and objectives. Ensure that training is carried out in terms of SAQA, ETQA, CETA and EPWP policies and regulations. Form strategic alliances with institutions for development and support of the learners. Provide contractor database: Monitor and ensure efficient contractor database. Draw up contracts for appointing Training providers. Draw up Contract for Mentorship services. Oversee assessment interviews/ evaluation of CIDB grade 1 and 2 contractors for inclusion on the database. Provide strategic alliances with institutions for development and support of emerging contractors. Implement LDPWRI Contract initiatives, focusing on capacitation and mentorship: Implement mentorship or on-site practical training on Contractor and Artisan Development Programme. Conduct progress assessment of Learner Development. Provide effective administration, management and coordination of mentorship on the Contractor Development programme. Develop and implement innovative funding and quality assurance for on-site practical training provided to the Learners. Identifying areas within the mentorship component of the Programme that need improvement. Provide capacitation of potential public or implementing bodies to ensure the understanding of mentorship requirements and objectives. Provide Mentors that are appropriately registered as Professional Construction with SACPCMP. Monitor and report training activities on the implementation of Contractor Development: Provide monitoring and development of monitoring tools for training on the Programme. Compile feedback reports on training on the Contractor Development Programme. Ensure improved Learner and Training Provider performance on the programme. Ensure that Total Quality Management (TQM) of the Contractor Development Programme covers in detail the activities pertaining to theoretical training. Provide Social Facilitation: Provide and manage relations between all stakeholders. Manage and facilitate all the projects and programmes. Assist in identifying and recruitment of potential public or implementing bodies that can implement the Contractor Development Programme. Manage and utilise resources (human, financial & physical) in accordance with relevant directives and legislation: Plan and organise resource for future requirements (human, finance, equipment's etc.). Prepare the budget in line with strategic plans, operational plan and department's objectives. Implement the budget by monitoring, projecting & reporting expenditure. Maximize spending in line with strategic objective, monitor performance and task completions, Set targets, Monitor and report on

the utilisation of equipment. Evaluate and monitor performance and appraisal of employees. Provide staff capacity and development. Enhance and maintain employee motivation and cultivate a culture of performance management. Management discipline. Provide job description to subordinates. Manage division leave matters.

**ENQUIRIES** : Ms. Magdeline Mokonyane, Ms Ledwaba RE, Ms. Phillipine Hanyane, Billy Seleka, Malose Moabelo, Matome Malemela, Mathume Mabilo, Mathebula Wineth at Tel No: 015 284 7353 /7570/7586/7663/7606/7607/7627/7578.

**POST 36/366** : **DEPUTY DIRECTOR: CORPORATE SERVICES (X3 POSTS)**  
Component: Corporate Services

**SALARY** : R744 255 per annum (Level 11), (to be structured according to individual needs)

**CENTRE** : Ref No: S4/3/8/34 – Waterberg (X1 Post)  
Ref No: S.4/3/8/35 – Vhembe District (X1 Post)  
Ref No: S.4/3/8/37 – Sekhukhune District (X1 Post)

**REQUIREMENTS** : An undergraduate qualification (NQF level 06) as recognized by South African Qualifications Authority (SAQA). An undergraduate qualification (NQF level 06) as recognized by South African Qualifications Authority (SAQA) in Human Resource Management / Human Resource Development; Public Administration/Management; Training Management will be an added advantage. 03-05 years' relevant experience of which 3 must be at junior/ lower management level. A Valid driver's license with the exception of applicants with disabilities. Competencies: Strategic Capability and Leadership. People Management and Empowerment. Programme and Project Management. Financial Management. Change Management. Knowledge Management. Service Delivery Innovation. Problem solving and Analysis, Client Orientation and Customer focus, Communication. Knowledge of relevant public service acts, regulations and frameworks. Knowledge and understanding of policy analysis, development and interpretation. Communication skills. Ms Office package / computer skills. PERSAL system knowledge.

**DUTIES** : Manage human resources services. Develop Human Resource Management policy in line with acts, regulations and directives. Develop and manage resource Management policy, strategies and processes. Manage and populate the District Human Resource plan. Manage oversee the district recruitment, selection and appointment processes. Manage and provide inputs to the recruitment plan. Manage and facilitate transfer and translation of personnel. Manage and facilitate District head count. Manage and approve PERSAL transactions. Manage and coordinate resignations (deaths, retirements and resignations). Manage awarding of long service. Manage and coordinate benefits, state guarantees and housing allowances. Manage employee wellness. Develop wellness policy in line with acts, regulations and directives. Develop and manage employee wellness guidelines, strategies and processes. Develop employee assistance programmes and plans in the district. Manage and conduct district wellness day. Facilitate HIV/AIDS awareness and campaigns. Manage and monitor occupational health and safety. Manage auxiliary services in the district. Manage District's Government owned and subsidized motor transport by developing and monitoring implementation of fleet management policies, strategies, processes and procedures. Manage district fleet. Facilitate district needs analysis in terms of fleet management. Monitor and implement disposal of fleet as per policy documents. Liaise and report on redundant fleet with Head Office. Provide budget projections for fleet. Monitor licensing, servicing and repairing of district fleet. Manage Telecommunication systems of the District by developing and monitoring implementation of telecommunication policies, strategies, processes and procedures. Manage district telecommunications. Manage provisioning and distribution of labour serving devices and disposal of waste papers by Developing and monitoring implementation of labour saving policies, strategies, processes and procedures. Manage labour saving devices. Provide budget for labour serving devices. Manage provisioning and distribution of office and domestic services by managing and providing budget for office and domestic furniture. Manage and identify redundant furniture. Manage and procure furniture, protective clothing, cleaning materials and toiletries. Manage and monitor security services. Manage records. Develop and monitor implementation of records management policies, strategies, processes and procedures. Manage and advocate the implementation of records file plan.

Manage security of records, Manage and identify vital records and retention periods. Facilitate and oversee the development of business/ operational plans to give strategic guidelines. Develop the operational plan to identify what is needed and/or has to be done. Align individual performance to the strategic objectives of the directorate. Oversee the development and implementation of policies, directives and regulations. Develop, monitor and implement work procedures and processes. Undertake audits on performance and compliance to departmental policies and recommend improvement measures. Monitor implementation of policies and recommend improvement measures. Monitor that the departmental activities are aligned to the regulations and directives. Disseminate information on new developments, monitor and evaluate such developments. Attend to audit queries and monitor compliance to audit corrective measures. Manage and utilise resources (human, financial & physical) in accordance with relevant directives and legislation. Plan and organise resources for future requirements (human, finance, equipment's etc.). Prepare the budget in line with strategic plans, operational plans and department's objectives. Implement the budget by monitoring, projecting & reporting expenditure. Maximize spending in line with strategic objectives. Monitor performance and task completions. Set targets. Monitor and report on the utilisation of equipment's. Evaluate and monitor performance and appraisal of employees. Provide staff capacity and development. Enhance and maintain employee motivation and cultivate a culture of performance management. Management of discipline. Provide job descriptions to subordinates. Manage division leave matters.

**ENQUIRIES** : For Sekhukhune District: Ms. Constance Makalela/ Mr. Malema Mathabatha  
Tel No: 015 632 8300/8330  
For Waterberg District: Ms Carol Modiba / Ms. Palesa Hlaole Tel No: 014 718 3000/3040/3052/3027  
For Vhembe District: Mr. Frank Mavhungu/ Mr Elizabeth Murhovhi Tel No: 015 963 3790.

**POST 36/367** : **DEPUTY DIRECTOR: RISK MANAGEMENT REF NO: S.4/3/12**  
Component: Enterprise Wide Risk Management

**SALARY** : R744 255 per annum (Level 11), (to be structured according to individual needs)

**CENTRE** : Head Office, Polokwane

**REQUIREMENTS** : An undergraduate qualification (NQF level 06) as recognized by South African Qualifications Authority (SAQA). An undergraduate qualification (NQF level 06) as recognized by South African Qualifications Authority (SAQA) in Risk Management / Auditing will be an added advantage. 03-05 years' relevant experience of which three (3) years at junior/ lower management level. A Valid driver's license with the exception of applicants with disabilities. Competencies: Strategic Capability and Leadership. People Management and Empowerment. Programme and Project Management, Financial Management, Change Management, Knowledge Management, Service Delivery Innovation, Problem solving and Analysis, Client Orientation and Customer focus, Communication. Knowledge of relevant Public Service Acts, Regulations and frameworks. Knowledge and understanding of policy analysis, development and interpretation. PFMA and Treasury Regulations. PSRF (Public Service Regulatory Framework). Standards for the Professional Practice of Internal Auditing. General Recognized Accounting Principles. Generally Accepted Accounting Principles. MTEF budget compilation and analysis. Risk Analysis/management. Risk Management Practices.

**DUTIES** : Manage the development, implementation, review and monitoring of risk management policies, standards, strategies and guidelines. Develop, implement, review and monitor the risk management policies, standards, strategies and guidelines. Conduct risks assessments to identify emerging risks and report accordingly. Mitigate risk management strategies against the identified risks. Monitor and ensure continuous improvement in internal risk control systems and procedures to improve financial and other risk issues. Liaise with other units with regard to the identified high risk areas. Administer fraud and corruption risks analysis projects and ensure that risks attached to each component are addressed. Manage the provision of Business Continuity Management services. Develop, review and implement the business continuity policies and strategies. Identify potential Business Interruptions, develop safeguards against these interruptions, and implement recovery procedures in

the event of a business interruption. Promote and ensure the secure use of information assets by protecting the confidentiality, integrity and availability across the department. Conduct business impact analyses and consolidate results thereof. Develop the business continuity plans for all programmes within the department. Manage the departmental capacity building and promote awareness on Risk Planning and Management. Develop training assessment tool to identify gaps and shortfalls per each Component. Analyse and consolidate the training assessments reports. Develop the training program to capacitate the Components on areas of risk management. Ensure the facilitation of the training programs. Establish and maintain good relation with relevant Risk Planning and Management stakeholders. Establish the departmental risk planning and management structures. Render secretariat services to Departmental Risk Management Committee. Oversee the District Risk Management Committee secretariat services. Attend meetings, workshops, seminars, conferences with various structures (Nationally and Provincially) in relation to risk management matters. Develop relationships across diverse groups of stakeholders. Liaise regularly with other governments departments and private sector entities for advice and assistance in relation to risk management matters. Manage and utilise resources (human, financial, & physical) in accordance with relevant directives and legislation. Report on the utilisation of equipment's. Evaluate and monitor performance and appraisal of subordinates. Provide capacity development of subordinates. Enhance and maintain subordinates' motivation and cultivate a culture of performance management. Provide job description to subordinates. Manage leave matters.

**ENQUIRIES** : Ms. Magdeline Mokonyane, Ms Ledwaba RE, Ms. Phillipine Hanyane, Billy Seleka, Malose Moabelo, Matome Malemela, Mathume Mabilo, Mathebula Wineth at Tel No: 015 284 7353 /7570/7586/7663/7606/7607/7627/7578.

**POST 36/368** : **DEPUTY DIRECTOR: FINANCE REF NO: S.4/3/9/35**  
Component: Finance

**SALARY** : R744 255 per annum (Level 11), (to be structured according to individual needs)

**CENTRE** : Sekhukhune District  
**REQUIREMENTS** : An undergraduate qualification (NQF level 06) as recognized by South African Qualifications Authority (SAQA). An undergraduate qualification (NQF level 06) as recognized by South African Qualifications Authority (SAQA) in Finance, Financial Accounting, Accounting, Cost Accounting, Commerce, SCM, Logistics, and Assets Management will be an added advantage. 03-05 experience in finance environment with a minimum of three (3) years at a junior / lower management level. Valid driver's licence, with the exception of applicants with disabilities. Competencies: Strategic Capability and Leadership, People Management and Empowerment, Programme and Project Management, Financial Management, Change Management, Knowledge Management, Service Delivery Innovation, Problem solving and Analysis, Client Orientation and Customer focus, Communication. Knowledge of BAS and PERSAL system. Knowledge of PFMA. Treasury regulations. Project management. Compilation of reports. MS Office Package / Computer Literacy. Budgetary process. Problem solving. Planning and organizing.

**DUTIES** : Manage Revenue collection. Monitor the policy and legislative framework to ensure that cognisance is taken of new developments. Maintain policies and processes. Monitor revenue collected and expenditure incurred and submit reports and plans as required. Undertake revenue services by ensuring that cashier, banking, and debt management, monitoring and reporting services are rendered. Provide advice and guidance to role players on revenue and expenditure procedures. Manage salaries, accounts and expenditure: Authorize all salaries transaction of the district. Monitor the distribution of payroll and pay slip and facilitate submission to Head Office. Undertake expenditure management and accounting work as required to provide financial administration and accounting services (legers/journals, accounting and reporting) interim and annual financial statements. Manage Budget: Facilitate the financial planning and budgeting for the district. Provide the district financial reporting. Monitor cash flow and submit cash flow reports and plans as required. Monitor compliance with financial prescripts. Provide advice and guidance to role players on the use of forecasting methods and tools. Facilitate the roll-overs and virement process. Provide the district financial reporting.

Provide acquisition services: Compile operational/supply chain acquisition management plan and obtain approval. Manage the execution of the acquisition management plan. Monitor and review acquisition management activities. Setting up the Bid Evaluation, Bid Adjudication and Bid Specification Committees and render a secretariat service to the relevant committees. Oversee the bidding process by: compilation of bid documents and advertisements, publishing of bid document, receipt (closing and opening) of bid documents, processing of bid documents. Manage the compilation of the list of prospective providers. Compile terms of reference to invite service providers for an expression of interest. Receive, evaluate and adjudicate expressions of interest. Compile a database of approved suppliers. Manage the sourcing of bids from the database according to the threshold values determined by the National Treasury. Provide assets management services: Design and develop logistics and disposal management policies processes and procedures. Monitor and review logistical and disposal management by: processing of requisitions for goods and services, Placement of orders for goods and services, safekeeping and distribution of goods, stock control, identification of outdated, unserviceable, redundant and obsolete stock and the disposal thereof. Inform guide and advice departmental employees on logistics and disposal management matters to promote correct implementation and sound logistics and disposal management practices. Provide resources (human, financial & physical) in accordance with relevant directives and legislation: Plan and organize resources for future requirements (human finance, equipment's etc.). Prepare the budget in line with strategic plans, operational plans and department objectives. Implement the budget by monitoring, projecting & reporting expenditure. Maximize spending in line with strategic objective. Monitor performance and task completions. Set targets. Monitor and report on the utilization of equipment's. Evaluate and monitor performance and appraisal of employees. Provide staff capacity and development. Enhance and maintain employee motivation and cultivate a culture of performance management. Manage discipline. Provide job description to subordinates. Manage division leave matters.

**ENQUIRIES** : Ms. Constance Makalela/ Mr. Malema Mathabatha Tel No: 015 632 8300/8330

**POST 36/369** : **DEPUTY DIRECTOR: ENTITY OVERSIGHT REF NO: S.4/3/9/34**  
Component: Entity Oversight

**SALARY** : R744 255 per annum (Level 11), (to be structured according to individual needs)

**CENTRE** : Head Office, Polokwane

**REQUIREMENTS** : An undergraduate qualification (NQF level 06) as recognized by South African Qualifications Authority (SAQA). An undergraduate qualification (NQF level 06) as recognized by South African Qualifications Authority (SAQA) in Public Administration will be an added advantage. 03-05 years' relevant experience in corporate governance processes and government planning and reporting mechanisms with a minimum of three (3) years at junior/ Lower management level. A Valid driver's licence with the exception of applicants with disabilities. Competencies: Strategic Capability and Leadership, People Management and Empowerment, Programme and Project Management, Financial Management, Change Management, Knowledge Management, Service Delivery Innovation, Problem solving and Analysis, Client Orientation and Customer focus, Communication. Sound and dept. knowledge and understanding of the legislative framework governing Public Service I.e. Public Service Act, Public service Regulations.

**DUTIES** : Manage the oversight support in the establishment of the entity governance structures. Manage the development process of the governance oversight instrument. Report on compliance of entity to legislative prescripts with regard to governance related matters. Consolidate inputs from contributing units into the oversight report (Finance, Business Performance and M&E units). Manage the oversight with regard to the general performance of the entity. Assess whether entity functions are aligned to performance contracts, strategy and business plans. Develop and manage instruments for the assessing of entity performance. Report on entity compliance with governance requirements. Manage the oversight with regard to the entity financial management. Manage the evaluation of financial reports Ensure providing of departmental budgetary inputs. Manage provision of a risk management services. Manage the development and presentation/submission of financial reports to governance

structures. Ensure compliance by public entities to all financial related legislative prescripts. Manage the submission of all specified financial documentation by public entities. Manage the preparation of company growth analysis according to investment policies and procedures. Review investments strategies of public entities.

**ENQUIRIES** : Ms. Magdeline Mokonyane, Ms. Ledwaba RE, Ms. Phillipine Hanyane, Billy Seleka, Malose Moabelo, Matome Malemela, Mathume Mabilo, Mathebula Wineth at Tel No: 015 284 7353 /7570/7586/7663/7606/7607/7627/7578.

**POST 36/370** : **DEPUTY DIRECTOR: ICT GOVERNANCE SERVICES REF NO: S4/3/7/1**  
Component: Information Communication Technology Management

**SALARY** : R744 255 per annum (Level 11), (to be structured according to individual needs)

**CENTRE** : Head Office, Polokwane

**REQUIREMENTS** : An undergraduate qualification (NQF level 06) as recognized by South African Qualifications Authority (SAQA) in Information Technology, Computer Science, Informatics. 03-05 years working experience in relevant environment with minimum of 3 years in the junior / lower management level. A Valid driver's licence with the exception of applicants with disabilities Competencies: Strategic Capability and Leadership. People Management and Empowerment. Programme and Project anagement. Financial Management. Change Management. Knowledge Management. Service Delivery Innovation. Problem solving and Analysis. Client Orientation and Customer focus. Communication. Knowledge of Microsoft Business Solutions Stack. Knowledge of computer networks. Knowledge on legislation and policies governing ICT in South Africa. Knowledge of TOGAF, COBIT, PMBOK, PRINCE 2 and international standards pertaining to ICT, Information Management and System Development. Knowledge SDLC. Interpersonal skills. Good negotiation skills. Knowledge of SITA Services. Ability to present to high level delegates.

**DUTIES** : Manage the development, implementation, review and monitoring of ICT governance framework, policies and procedures. Conduct research, Define and Develop ICT governance framework and ensure implementation of CGICTF deliverables within department. Develop all relevant ICT policies, standards, procedures and guidelines. Define and monitor IT processes and controls. Provide secretarial support and advice to the ICT Steering Committee. Ensure compliance to the ICT framework and ICT Policies. Review the Framework, Policies, Standards and Guidelines. Research on standards and best practices. Manage the identification and mitigation of ICT risks. Identify ICT related corporate and operational risks. Develop and maintain ICT risk plans and register. Ensure monitoring of risk mitigations for all ICT risks. Develop and ensure monitoring of ICT risk activities, including incident and problem management. Ensure monitoring of ICT Security activities. Manage the execution of ICT audits and monitoring audit action plans. Develop and maintain ICT Audit Action Plans in line with Departmental strategy and plan. Monitor ICT Audit Action Plans. Coordinate ICT audits, audits responses and portfolio of evidence. Initiate network and systems audits for continued efficiency and security. Manage ICT projects within the department. Define and Develop ICT project management methodology. Manage and Monitor ICT Project implementation through development of project charters and plans. Provide project administration services. Participate in ICT projects steering committees. Ensure compliance to Project Management Methodology. Conduct Project Review meetings. Develop a portfolio view of IT Projects. Manage SLAs and contracts for effective rendering of IT services. Facilitate new or review of the Information Technology Service Level Agreements. Compile monthly performance reports for each Service Level Agreement. Monitor services to be rendered. Manage and utilise resources (human, financial, & physical) in accordance with relevant directives and legislation. Report on the utilization of equipment's. Evaluate and monitor performance and appraisal of subordinates. Provide capacity development of subordinates. Enhance and maintain subordinates motivation and cultivate a culture of performance management. Provide job description to subordinates. Manage leave matters.

**ENQUIRIES** : Ms. Magdeline Mokonyane, Ms. Ledwaba RE, Ms. Phillipine Hanyane, Billy Seleka, Malose Moabelo, Matome Malemela, Mathume Mabilo, Mathebula Wineth at Tel No: 015 284 7353 /7570/7586/7663/7606/7607/7627/7578

<b><u>POST 36/371</u></b>	:	<b><u>CONSTRUCTION PROJECT MANAGER GRADE A (X2 POSTS)</u></b> Component: Building Infrastructure Maintenance Management
<b><u>SALARY CENTRE</u></b>	:	R728 829 per annum (to be structured according to individual needs) Ref No: S.4/3/2/10- Waterberg (X1 Post) Ref No: S.4/3/2/1 – Sekhukhune (X1 Post)
<b><u>REQUIREMENTS</u></b>	:	An undergraduate qualification (NQF level 06) as recognized by South African Qualifications Authority (SAQA) in Built Environment. Minimum of 4 years' experience in Built environment. Compulsory registration with the SACPCMP as a professional Construction Project Manager. Valid driver's license, with the exception of applicants with disabilities. Competencies: Strategic Capability and Leadership. People Management and Empowerment. Programme and Project Management. Financial Management. Change Management. Knowledge Management. Service Delivery Innovation. Problem solving and Analysis. Client Orientation and Customer focus. Communication. Programme and project management. Project principles and methodologies. Research and development. Computer-aided engineering applications. Knowledge of legal compliance. Technical report writing. Creating high performance culture. Technical consulting. Professional judgement. MS Office Package.
<b><u>DUTIES</u></b>	:	Manage and co-ordinate all aspects of projects. Guide the project planning, implementation, monitoring, reporting and evaluation in line with project management methodology. Create and execute project work plans and revise as appropriate to meet changing needs and requirements. Identify resources needed and assign individual responsibilities. Manage day-to-day operational aspects of a project and scope. Effectively apply methodology and enforce project standards to minimize risks on projects. Project accounting and financial management. Report project progress to Chief Construction Project Manager. Manage project budget and resources. Provide inputs to other professionals with tender administration. Liaise and interact with service providers, client and management. Contribute to the human resource and related activities. Maintain the record management system and the architectural library. Utilize resources allocated effectively. Research and development. Keep up with new technologies and procedures. Research/literature on new developments on project management methodologies. Liaise with relevant bodies/councils on project management.
<b><u>ENQUIRIES</u></b>	:	For Sekhukhune District: Ms. Constance Makalela/ Mr. Malema Mathabatha Tel No: 015 632 8300/8330 For Waterberg District: Ms Carol Modiba / Ms. Palesa Hlaole Tel No: 014 718 3000/3040/3052/3027
<b><u>POST 36/372</u></b>	:	<b><u>PROFESSIONAL CIVIL/ STRUCTURAL ENGINEER GRADE A REF NO: S4/3/1/72</u></b>
<b><u>SALARY CENTRE</u></b>	:	R728 829 per annum, (to be structured according to individual needs) Head Office, Polokwane: Health Infrastructure Delivery (X1 Post) Education Infrastructure Delivery (X1 Post) Other Provincial Departments Infrastructure Delivery (X1 Post) Portfolio Technical Services (X1 Post)
<b><u>REQUIREMENTS</u></b>	:	An undergraduate qualification (NQF level 06) as recognized by South African Qualifications Authority (SAQA) in B Eng. / BSc Eng. in Civil /Structural Engineering. Compulsory registration with ECSA as a Professional Engineer. Three-year post qualification experience required. A Valid driver's license, with the exception of applicants with disabilities. Competencies: Strategic Capability and Leadership. People Management and Empowerment. Programme and Project Management. Financial Management. Change Management. Knowledge Management. Service Delivery Innovation. Problem solving and Analysis. Client Orientation and Customer focus. Communication. Project and Professional Judgment. Computer-aided Engineering and Project applications. Project design and analysis knowledge. Process Knowledge and Skills. Maintenance Skills and Knowledge. Mobile equipment operating Skills. Legal and Operational Skill. Legal and Operational Compliance. Research and Development. Creating High Performance Culture. Technical Consulting.
<b><u>DUTIES</u></b>	:	Project Design and analysis effectiveness. Perform final review and approvals or audits on project designs efforts and integration across disciplines to ensure seamless integration with current technology. Maintain project operational effectiveness. Manage the execution of project management strategy through



the provision of appropriate structures, systems and resources. Set project standards, specifications and service levels according to organisational objectives to ensure optimum operational availability. Monitor project management efficiencies according to organisational goals to direct or re-direct project services for the attainment of organisational objectives. Financial Management. Ensure the availability and management of funds to meet the MTEF objectives within the project environment /services. Manage the operational capital project portfolio for the operation to ensure effective resourcing according to organisational needs and objectives. Manage the commercial added value of the discipline-related programmes and projects. Facilitate the compilation of innovation proposals to ensure validity and adherence to organisational principles. Allocate, monitor, control expenditure according to budget to ensure efficient cash flow management. Governance. Allocate, monitor and control resources. Compile risk logs (databases) and manages significant risk according to sound risk management practice and organizational requirements. Provide technical consulting services for the operation of project related matters to minimize possible project risks. Manage and implement knowledge sharing initiatives e.g. short-term assignments and secondment within and across operations, in support of individual developments plans, operational requirements and return on investment. Continuously monitor the exchange and protection of information between operations and individuals to ensure effective knowledge management according to departmental objectives. People Management. Direct the development motivation and utilization of human resources for discipline to ensure competent knowledge base for the continued success of project services according to organizational needs and requirements. Manage subordinates' key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve departmental objectives.

<b><u>ENQUIRIES</u></b>	:	Ms. Magdeline Mokonyane, Ms. Ledwaba RE, Ms. Phillipine Hanyane, Billy Seleka, Malose Moabelo, Matome Malemela, Mathume Mabilo, Mathebula Wineth at Tel No: 015 284 7353 /7570/7586/7663/7606/7607/7627/7578
<b><u>POST 36/373</u></b>	:	<b><u>PROFESSIONAL MECHANICAL ENGINEER GRADE A REF NO: S.4/3/1/15 (X4 POSTS)</u></b>
<b><u>SALARY CENTRE</u></b>	:	R728 829 per annum, (to be structured according to individual needs)
	:	Head Office, Polokwane:
		Health Infrastructure Delivery (X1 Post)
		Education Infrastructure Delivery (X1 Post)
		Other Provincial Departments Infrastructure Delivery (X1 Post)
		Portfolio Technical Services (X1 Post)
<b><u>REQUIREMENTS</u></b>	:	An undergraduate qualification (NQF level 06) as recognized by South African Qualifications Authority (SAQA) in (B Eng / BSC (Eng) in Mechanical Engineering. Three years post qualification experience required as a registered professional Engineer. Compulsory Registration with ACSA as a Professional body. Valid driver's license with the exception of applicants with disabilities Competencies: Strategic Capability and Leadership. People Management and Empowerment. Programme and Project Management. Financial Management. Change Management. Knowledge Management. Service Delivery Innovation. Problem solving and Analysis. Client Orientation and Customer focus. Communication. Sound and in-depth knowledge and understanding of the legislative framework governing Public Service i.e. Public Service Act, Public service Regulations.
<b><u>DUTIES</u></b>	:	Engineering design and analysis effectiveness. Perform final review and approvals or audits on new engineering designs according to design principles or theory, co-ordinate design efforts and integration across disciplines to ensure seamless, integration with current technology, pioneering of new engineering services and management methods. Maintain engineering operational effectiveness. Manage the execution of maintenance strategy through the provision of appropriate structures, systems and resources, set engineering maintenance standards, specifications and service levels according to organizational objectives to ensure optimum operational availability, monitor maintenance efficiencies according to organizational goals to direct or redirect engineering services for the attainment of organizational objectives. Governance. Allocate, control, monitor and report on all resources, compile risk logs and manages significant risk according to sound risk

management practice and organizational requirements, provide technical consulting services for the operation on engineering related matters to minimize possible engineering risks, manage and implement knowledge sharing initiatives e.g. short-term assignments and secondment within and across operations, in support of individual development plans, operational requirements and return on investment, continuously monitor the exchange and protection of information between operations, individuals to ensure effective knowledge management according to departmental objectives. Financial Management. Ensure the availability and management of funds to meet the MTEF objectives within the engineering environment/services. Manage the operational capital project portfolio for the operation to ensure effective resourcing according to organizational needs and objectives. Manage the commercial value add of the discipline-related programmes and projects, facilitate the compilation of innovation proposals to ensure validity and adherence to organizational principles, allocate, control and monitor expenditure according to budget to ensure efficient cash flow management. People management. Manage the development, motivation and utilization of human resources for the discipline to ensure competent knowledge base for the continued success of engineering services according to organizational needs and requirements, manage subordinates' key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve departmental objectives.

**ENQUIRIES** : Ms. Magdeline Mokonyane, Ms. Ledwaba RE, Ms. Phillipine Hanyane, Billy Seleka, Malose Moabelo, Matome Malemela, Mathume Mabilo, Mathebula Wineth at Tel No: 015 284 7353 /7570/7586/7663/7606/7607/7627/7578

**POST 36/374** : **PROFESSIONAL ELECTRICAL ENGINEER GRADE A REF NO: S.4/3/1/16 (X4 POSTS)**

**SALARY CENTRE** : R728 829 per annum, (to be structured according to Individual needs)  
: Head Office, Polokwane:  
Health Infrastructure Delivery (X1 Post)  
Education Infrastructure Delivery (X1 Post)  
Other Provincial Departments Infrastructure Delivery (X1 Post)  
Portfolio Technical Services (X1 Post)

**REQUIREMENTS** : An undergraduate qualification (NQF level 06) as recognized by South African Qualifications Authority (SAQA) in B Eng / BSC (Eng) in Electrical Engineer. Three years post qualification experience required as a registered professional Engineer. Compulsory registration with ECSA as a Professional engineer. Valid driver's license with the exception of the applicants with disabilities  
Competencies: Strategic Capability and Leadership, People Management and Empowerment, Programme and Project Management, Financial Management, Change Management, Knowledge Management, Service Delivery Innovation, Problem solving and Analysis, Client Orientation and Customer focus, Communication. Programme and Project management. Engineering design and analysis knowledge. Research and development. Computer-aided engineering applications. Knowledge of legal compliance. Computer-aided engineering applications. Technical report writing. Creating high performance culture. Professional judgment. Networking. Strategic capability and leadership. Problem solving and analysis. Decision Making. Team Leadership. Creativity. Financial Management. Customer focus and responsiveness. Communication. Computer skills. People management. Planning and organizing. Negotiation skills. Change management. Innovation.

**DUTIES** : Design new systems to solve practical electrical engineering challenges and improve efficiency and enhance safety. Plan, design, operate and maintain electrical engineering projects. Develop cost effective solutions according to standards. Evaluate existing technical manuals, standard drawings and procedures to in new technology. Develop tender specifications (electrical). Ensure through evaluation that planning and design by others is done according to sound engineering principles and according to norms and standards and practice. Approve electrical engineering works according to prescribed norms and standards. Human capital development. Ensure training and development of technicians, technologists and candidate engineers to promote skills/knowledge transfer and adherence to sound engineering principles and code of practice. Supervise the electrical engineering work and processes; and Administer performance management and development. Office administration and budget planning. Manage resources and prepare and

		consolidate inputs for the facilitation of resource utilization. Ensure adherence to regulations and procedures for procurement and personnel administration. Monitor and control expenditure. Report on expenditure and service delivery. Research and development. Continuous professional development to keep up with new technologies and procedures. Research/literature studies on electrical engineering technology to improve expertise; and liaise with relevant bodies/councils on electrical engineering-related matters.
<b><u>ENQUIRIES</u></b>	:	Ms. Magdeline Mokonyane, Ms. Ledwaba RE, Ms. Phillipine Hanyane, Billy Seleka, Malose Moabelo, Matome Malemela, Mathume Mabilo, Mathebula Wineth a Tel No: 015 284 7353 /7570/7586/7663/7606/7607/7627/7578
<b><u>POST 36/375</u></b>	:	<b><u>GIS PROFESSIONAL GRADE A REF NO: S.4/3/1/24 (X2 POSTS)</u></b> Component: Portfolio Technical Services
<b><u>SALARY</u></b>	:	R656 706 per annum, (to be structured according to individual needs)
<b><u>CENTRE</u></b>	:	Head Office - Polokwane
<b><u>REQUIREMENTS</u></b>	:	An undergraduate qualification (NQF level 07) as recognized by South African Qualifications Authority (SAQA) in GISc. Three (03) years post qualification GISc professional experience required/ Compulsory registration with PLATO. Valid driver's license with the exception of the applicants with disabilities. Competencies: Strategic Capability and Leadership. People Management and Empowerment. Programme and Project Management. Financial Management. Change Management. Knowledge Management. Service Delivery Innovation. Problem solving and Analysis. Client Orientation and Customer focus. Communication.
<b><u>DUTIES</u></b>	:	Provide GISc to support institutional decision making. Plan, coordinate and facilitate GISc projects activities; Undertake the system requirements analysis. Conduct the cost benefit analysis. Execute the functional requirement analysis. Manage and supervise. Benchmarking. Develop the conceptual database design. Execute high level user requirement analysis. Develop processing model and workflow diagram. Develop, implement spatial and other standards. Determine capacity requirements. Policy making and institutional strategic guidance. Identify and understand underlying strategic issues. Identify and analyse relevant strategic information. Oversee the process of advance spatial analysis and modelling for institutional strategic guidance. Develop and evaluate alternative strategic solutions; Recommend the best possible policy direction. Research, identify, investigate and evaluate new technologies. Advise on research viability and feasibility. Undertake environmental scanning to understand the problems in the GISc industry and advise accordingly. Develop appropriate plan to respond to the research problem. Compile reports and make relevant proposals. Participate and liaise with relevant bodies and councils on GISc matters. Project and Financial Management. Manage human resource requirements. Draft tender documents and terms of reference. Draft service level agreements. Determine project cost and quality level. Develop contingency plans. Adhere to financial legislations and regulations. Review and monitor budget to ensure that the required financial procedures are adhered to.
<b><u>ENQUIRIES</u></b>	:	Ms. Magdeline Mokonyane, Ms. Ledwaba RE, Ms. Phillipine Hanyane, Billy Seleka, Malose Moabelo, Matome Malemela, Mathume Mabilo, Mathebula Wineth at Tel No: 015 284 7353 /7570/7586/7663/7606/7607/7627/7578
<b><u>POST 36/376</u></b>	:	<b><u>QUANTITY SURVEYOR GRADE A REF NO: S.4/3/1/19 (X6 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R646 992 per annum
<b><u>CENTRE</u></b>	:	Head Office – Polokwane: Health Infrastructure Delivery (X2 Posts) Education Infrastructure Delivery (X1 Post) Other Provincial Departments Infrastructure Delivery (X1 Post) Portfolio Technical Services (X2 Posts)
<b><u>REQUIREMENTS</u></b>	:	An undergraduate qualification (NQF level 06) as recognized by South African Qualifications Authority (SAQA) in Quantity Survey. Compulsory registration with SACQSP as a professional Quantity Surveyor. 03 years Quantity Survey experience required. Valid driver's license, with the exception of applicants with disabilities. Competencies: Strategic Capability and Leadership. People Management and Empowerment. Programme and Project Management. Financial Management. Change Management. Knowledge Management. Service Delivery Innovation. Problem solving and Analysis. Client Orientation

		and Customer focus. Communication. Quantity Survey principles and methodologies. Research and development. Computer-aided engineering applications. Knowledge of legal compliance. Technical report writing. Creating high performance culture. Networking. MS Office Packages / Computer Literacy.
<b><u>DUTIES</u></b>	:	Perform quantity survey activities on buildings, structures or facilities. Co-ordinate professional teams on all aspects regarding quantity survey. Ensure adherence to quality determination standards. Provide quantity survey advice and technical support in the evaluation of costs. Ensure the adoption of technical and quality strategies. Develop quantity survey related policies, methods and practices. Provide solutions on non-compliance on quantity determination. Review the cost determinations of projects and estimates accomplished by building designers and/or sub-professional personnel and ensure adherence to the requirements of professional registration. Human capital development. Mentor, train and develop candidate quantity survey and related technical and administrative personnel to promote skills/knowledge transfer and adherence to sound architectural principles and code of practice. Supervise quantity survey work and processes. Administer performance management and development. Office administration and budget planning. Manage resources, prepare and consolidate inputs for the facilitation of resource utilization. Ensure adherence to regulations and procedures for procurement SCM and personnel human resource administration. Monitor and control expenditure. Report on expenditure and service delivery. Research and development. Continuous professional development according to council guidelines. Research/literature studies on quantity survey to improve expertise. Liaise with relevant bodies/councils on quantity survey related matters.
<b><u>ENQUIRIES</u></b>	:	Ms. Magdeline Mokonyane, Ms. Ledwaba RE, Ms. Phillipine Hanyane, Billy Seleka, Malose Moabelo, Matome Malemela, Mathume Mabilo, Mathebula Wineth at Tel No: 015 284 7353 /7570/7586/7663/7606/7607/7627/7578
<b><u>POST 36/377</u></b>	:	<b><u>ARCHITECT GRADE A REF NO: S.4/3/1/15 (X3 POSTS)</u></b>
<b><u>SALARY CENTRE</u></b>	:	R637 437 per annum, (to be structured according to individual needs)
	:	Head Office – Polokwane:
		Health Infrastructure Delivery (X1 Post)
		Education Infrastructure Delivery (X1 Post)
		Other Provincial Departments Infrastructure Delivery (X1 Post)
<b><u>REQUIREMENTS</u></b>	:	An undergraduate qualification (NQF level 06) as recognized by South African Qualifications Authority (SAQA) in Architecture. 03 years post qualification in architectural experience required. Compulsory registration with SACAP. Valid driver's licence, with the exception of applicants with disabilities. Competencies: Strategic Capability and Leadership. People Management and Empowerment. Programme and Project Management. Financial Management. Change Management. Knowledge Management. Service Delivery Innovation. Problem solving and Analysis. Client Orientation and Customer focus, Communication. Knowledge of relevant Public Service Acts, regulations and frameworks. Programme and Project Management. Architectural design and analysis knowledge. Computer-aided engineering applications. Research and Development. Knowledge of Legal Compliance. Technical report writing. Creating high performance culture. Networking. Professional judgement. Decision making. Team leadership. Analytical Skills. Creativity. Self-management.
<b><u>DUTIES</u></b>	:	Perform architectural activities on state owned or leased buildings, structures or facilities. Co-ordinate professional team on all aspects regarding architecture. Ensure adherence and compliance to legal, safety, and health requirements. Provide architectural advice and technical support in the evaluation of solutions. Ensure the adoption of technical and quality strategies. Develop architectural related policies, methods and practices. Provide solution on non-compliance and failure of designs. Review plans, drawings, specifications and estimates accomplished by building designs and/or sub-designs and/or sub-professional personnel. Ensure adherence to the requirements of professional registration. Human capital development. Mentor, train and develop candidate architects and related technical and administrative personnel to promote skills/knowledge transfer and adherence to sound architectural principles and code of practice. Supervise architectural work and processes. Administer performance management and development. Office administration and budget planning: Manage resources, prepare and

consolidate input for the facilitation of resource utilization. Ensure adherence to regulations and procedures for procurement SCM and human resource administration. Monitor and control expenditure. Report on expenditure and service delivery. Research and development. Continuous professional development to keep up with new technologies and procedures. Research/literature studies on architecture to improve expertise. Liaise with relevant bodies/councils on project management.

**ENQUIRIES** : Ms. Magdeline Mokonyane, Ms. Ledwaba RE, Ms. Phillipine Hanyane, Billy Seleka, Malose Moabelo, Matome Malemela, Mathume Mabilo, Mathebula Wineth at Tel No: 015 284 7353 /7570/7586/7663/7606/7607/7627/7578

**POST 36/378** : **ASSISTANT DIRECTOR: DISPOSAL OF IMMOVABLE ASSET REF NO: S.4/3/3/3**  
Component: Property Acquisition and Disposal Management

**SALARY** : R477 090 per annum (Level 10)  
**CENTRE** : Head Office - Polokwane  
**REQUIREMENTS** : An undergraduate qualification NQF 6 as recognized by SAQA in Property Studies, Real Estate, Property Valuation and Geo informatics (GIS). 03-05 years' experience in property and asset management a minimum of three years at Supervisory level. Experience in Asset Register environment or State land administration will be an added advantage. Valid driver's licence, with the exception of applicants with disabilities. Competencies: Strategic Capability and Leadership. People Management and Empowerment. Programme and Project Management. Financial Management. Change Management. Knowledge Management. Service Delivery Innovation. Problem solving and Analysis. Client Orientation and Customer focus. Communication. Knowledge of relevant Public Service Acts, regulations and frameworks. Knowledge and understanding of policy analysis, development and interpretation. Government Immovable Asset Management Act of 2007. Provincial Infrastructure Delivery Management System (IDMS and its Frameworks). Provincial Land Administration Act, 1998. Public Finance Management Act, 1999. Property valuation.

**DUTIES** : Provide immovable asset register. Implement immovable asset register policy and business processes. Implement strategies and plan for the provision of the assets register. Updating the immovable asset register on all changes in terms of information including changes based on condition assessments or physical verification. Collect information and documentation required to update the immovable asset register. Extract data from the Immovable Asset Register and assist with the preparations of the Annual Financial Statements. Facilitate the submission of all documents pertaining to property according to the requirements based on the legislative framework. Update immovable asset register in terms of acquisitions, disposals and/or Section 42 transfers. Facilitate the transfer of immovable assets from user department to the custodian in accordance with Section 42 of the PFMA. Manage and conduct physical verification of Immovable Assets. Facilitate the provision of Immovable Asset Management System. Continuously update the Immovable Asset Register on the system. Report failure of system (IAR system or Physical Verification application). Provide back-ups for the information as updated. Facilitate the validation of financial information pertaining to acquisition, disposal and/or Section 42 Transfers and inclusion in the financial statements. Provide resources (Human, Financial and Equipment). Implement the unit operational plan. Plan and organise resources for future requirements (human, finance, equipment's etc.). Monitor performance and task completions. Implement the set targets. Monitor and report on the utilisation of equipment's. Evaluate and monitor performance and appraisal of employees. Provide staff capacity and development (training). Enhance and maintain employee motivation and cultivate a culture of performance management. Manage discipline. Provide job description.

**ENQUIRIES** : Ms. Magdeline Mokonyane, Ms. Ledwaba RE, Ms. Phillipine Hanyane, Billy Seleka, Malose Moabelo, Matome Malemela, Mathume Mabilo, Mathebula Wineth at Tel No: 015 284 7353 /7570/7586/7663/7606/7607/7627/7578

**POST 36/379** : **ASSISTANT DIRECTOR: LAND MANAGEMENT (X3 POSTS)**  
Component: Property and Facilities Management

**SALARY** : R477 090 per annum, (level 10)

<b><u>CENTRE</u></b>	:	Mopani District, Sekhukhune District, Waterberg District Ref No: S.4/3/3/46 – Mopani District Ref No: S.4/3/3/49 – Sekhukhune Ref No: S.4/3/3/48 - Waterberg
<b><u>REQUIREMENTS</u></b>	:	An undergraduate qualification (NQF level 06) as recognized by South African Qualifications Authority (SAQA) in Property Law, Real Estate, and Property Valuation as recognized by SAQA. 03-05 years' experience in property and environment with a minimum of three (3) years at supervisory level. Experience in Asset Register environment or State land administration will be an added advantage. Valid driver's licence, with the exception of applicants with disabilities. Competencies: Strategic Capability and Leadership. People Management and Empowerment. Programme and Project Management. Financial Management. Change Management. Knowledge Management. Service Delivery Innovation. Problem solving and Analysis. Client Orientation and Customer focus. Communication. Knowledge of Government Immovable Assets Management Act (GIAMA). Knowledge of State Land Disposal Act. Knowledge of Deeds Office procedures. Knowledge of Municipality Property Rates Act. Broad Based Black Empowerment codes of practice. Basic Conditions of Employment Act. Batho Pele Principles. Public Finance Management Act. Preferential Procurement Policy Framework Act and Treasury Regulations. Knowledge of HRM Practices in the public service. Knowledge of Vesting of properties – procedures and legislations. Analytical thinking. Decision making. Team leadership. Conflict management. Planning and organising. Computer skills. Facilitation skills. Project Management. Policy Formulation. Report writing skills. Interpersonal relations.
<b><u>DUTIES</u></b>	:	Manage district asset register. Develop plans and processes for registering immovable assets. Update asset register. Manage and oversee the identification of inspection and investigation of fixed state properties. Identify and register state farms in the district. Identify and register state farms in the district. Manage the processing of transferring property to private tenants and municipalities. Manage and compile list of sec 14 schools (public schools built in private properties). Manage disposal and transfer of state properties. Manage verification of vesting status before disposal of state properties. Manage and update the asset register in terms of disposal s and transfers. Monitor disposal in terms of departmental policy and decisions of the disposal committee. Manage the signing of Deeds of Sale. Provide property ownership with deeds office. Provide information to document offer to purchase. Facilitate registering of property in the name of the tenant after full purchase price has been paid. Manage land acquisition and vesting. Input in the development of annual plan. Identify properties for acquisition and vesting at the district. Participate in preparation of documents for tendering purposes. Update the assets register in terms of property acquisition and vesting. Undertake research for supportive documentation required for vesting of properties. Provide advice on acquisition of immovable property for office space in line with the planned government precinct. Verify as to whether the property is vested nationally or provincially and or locally. Verify National Rural Legislative data in terms of property information. Manage the process of vesting applications. Manage office allocation. Manage and collect information to determine space norms for offices. Apply space norms for offices against existing utilization trends. Design office floor layout. Determine needs for parking at different offices. Allocate office space. Implement operational / business plans of the directorate. Implement operational plans and monitor that identified activities are performed. Facilitate alignment of individual performance to the operational objectives of the sub- directorate. Facilitate and monitor the implementation of policies, directives and regulations. Implement and monitor process. Disseminate information to subordinates. Attend to audit queries and monitor compliance to audit corrective measures. Provide resources (human, financial & Physical). Provide inputs on planning of resources for future requirements (human, finance, equipment's etc.). Provide budget inputs in line with operational plan. Implement the budget by monitoring, projecting & reporting expenditure. Set targets and monitor performance task completions. Report on the utilization of equipment. Provide staff capacity and development. Enhance and maintain employment motivation and cultivate a culture of performance management. Facilitate discipline. Provide job descriptions to subordinates. Manage leave matters.
<b><u>ENQUIRIES</u></b>	:	For Sekhukhune District: Ms. Constance Makalela/ Mr. Malema Mathabatha Tel No: 015 632 8300/8330

<b><u>POST 36/380</u></b>	:	<b><u>ASSISTANT DIRECTOR: MUNICIPAL TAXES AND RATES REF NO: S.4/3/3/27</u></b> Component: Operations Management
<b><u>SALARY</u></b>	:	R477 090 per annum (Level 10)
<b><u>CENTRE</u></b>	:	Head Office - Polokwane
<b><u>REQUIREMENTS</u></b>	:	An undergraduate qualification (NQF level 06) as recognized by South African Qualifications Authority (SAQA) in Property Law, Real Estate, and Property Valuation 03-05 years' experience in property management environment with a minimum of three (3) years at Supervisory level. Valid driver's licence, with the exception of applicants with disabilities. Competencies: Strategic Capability and Leadership. People Management and Empowerment. Programme and Project Management. Financial Management. Change Management. Knowledge Management. Service Delivery Innovation. Problem solving and Analysis. Client Orientation and Customer focus. Communication. Knowledge of relevant Public Service Acts, regulations and frameworks. Knowledge and understanding of policy analysis, development and interpretation. Government Immovable Asset Management Act of 2007. Provincial Infrastructure Delivery Management System (IDMS and its Frameworks). Provincial Land Administration Act, 1998. Spatial Planning and Land Use Management Act, 2013. Property Valuation. MS Office Package / Computer Literacy.
<b><u>DUTIES</u></b>	:	Provides payment of rates and taxes. Develop and implement municipal services policy and processes. Implement strategies and plan for payment of rates and taxes. Facilitate the development of budget and financial projections for payments of rates and taxes. Provide Property inspection and ensure correct billing in relation to correct land use of properties. Facilitate submission of monthly and quarterly reports from the district according to set target dates. Analyse the district reports. Verify the district report. Liaise with district on identified incorrect information. Analyse the pattern for rates and taxes and identify areas for investigation. Compile Municipal services expenditure pattern reports. Assist user Departments in verifying the debt owed to municipalities. Coordinate confirmation letters from municipalities on outstanding amounts at the end of each financial year. Assist in the preparation of Annual Financial Statements. Provide payments of municipal levies. Implement municipal levies policy and processes. Implement strategies and plan for payments of municipal levies. Facilitate the development of budget and financial projections for payments of municipal levies. Liaise with districts for submission of invoices. Verify tariffs in terms of the Standard tariff's approved by the council. Monitor the application of MPRA Standard Procedure. Provide tariff's objection processes where necessary and ensure adherence to time frames. Compile monthly levy report. Receive invoices from ESKOM for the Districts. Manage valuation services. Implement valuation policy and processes. Implement strategies and plan for property valuations. Receive and acknowledge notification to inspect valuation roll. Liaise with municipalities to check the valuation roll. Conduct research and advice the department. Conduct tariff's objection processes where necessary and ensure adherence to time frames. Monitor compliance in terms of objection period of the valuation roll. Provide application for zoning certificates. Implement processes for application of zoning certificates. Investigate the property in terms of property rights (e.g. height, function, coverage and building lines). Compile report in terms of restricted and relaxed rights of the approved zoning certificate. Monitor compliance with town planning scheme. Facilitate the application for relaxation of rights in the zoning certificate. Facilitate the application to change land use. Implement operational / business plans of the directorate. Implement operational plans and monitor that identified activities are performed. Facilitate alignment of individual performance to the operational objectives of the sub-directorate. Facilitate and monitor the implementation of policies, directives and regulations. Develop, Monitor and Implement work procedures and processes. Monitor that the departmental activities are aligned to the regulations and directives. Disseminate information on new developments, monitor and evaluate such development. Attend to audit queries and monitor compliance to audit corrective measures. Provide resources (human, financial & Physical). Provide inputs on planning of resources for future requirements (human, finance, equipment's etc.). Provide budget inputs in line with operational plan.

		Implement the budget by monitoring, projecting & reporting expenditure. Maximize spending in line with strategic objective. Monitor performance and task completions. Monitor achievements of set targets. Report on the utilization of equipment. Evaluate and monitor performance appraisal of employees. Provide staff capacity and development. Enhance and maintain employee motivation and cultivate a culture of performance management. Facilitate discipline. Provide job descriptions to subordinates. Manage sectional leave matters.
<b><u>ENQUIRIES</u></b>	:	Ms. Magdeline Mokonyane, Ms. Ledwaba RE, Ms. Phillipine Hanyane, Billy Seleka, Malose Moabelo, Matome Malemela, Mathume Mabilo, Mathebula Wineth at Tel No: 015 284 7353 /7570/7586/7663/7606/7607/7627/7578
<b><u>POST 36/381</u></b>	:	<b><u>ASSISTANT DIRECTOR: FACILITIES MANAGEMENT REF NO: S.4/3/28</u></b> Component: Property and Facilities Management
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R477 090.per annum (Level 10) Sekhukhune District An undergraduate qualification (NQF level 06) as recognized by South African Qualifications Authority (SAQA) in Property Law, Real Estate, and Property Valuation. 03-05 years' experience in property management environment with a minimum of three (3) years at supervisory level. Valid driver's licence, with the exception of applicants with disabilities. Competencies: Strategic Capability and Leadership. People Management and Empowerment. Programme and Project Management. Financial Management. Change Management. Knowledge Management. Service Delivery Innovation. Problem solving and Analysis. Client Orientation and Customer focus. Communication. Facilities management. Basic conditions of employment. Batho Pele principles. Public Finance Management Act. Understanding HRM practices in the public Services. Preferential Procurement Policy Framework Act. Problem solving and analysis. Analytical thinking. Decision making. Team leadership. Time Management. Planning and organising. MS Office Package / Computer skills. Facilitation skills. Problem solving. Policy Formulation. Report writing skills. Interpersonal relations.
<b><u>DUTIES</u></b>	:	Provide waste management services. Develop waste management plan. Manage and reconcile income generated through waste management. Facilitate sorting and shredding of waste papers. Liaise with service provider with regard to collection of packaged waste paper. Provide monthly income report generated through waste management. Manage cleaning services. Develop cleaning plan. Provide specification for procurement of cleaning equipment's and materials. Provide repairs and servicing of cleaning equipment's. Monitor the distribution of cleaning material and chemicals. Allocate cleaners to serve the district office, head office and cost Centre. Monitor adherence to Occupational Health and Safety in terms of protective clothing and hearing devices. Manage landscaping services. Develop landscaping plan. Provide specification for procurement of landscaping equipment's and materials. Provide repairs and servicing of landscaping equipment's. Allocate groundsman to serve the district office, head office and cost centres. Monitor EPWP projects in terms of landscaping. Manage and utilise resources (human, financial, & physical) in accordance with relevant directives and legislation. Report on the utilisation of equipment's. Evaluate and monitor performance and appraisal of subordinates Provide capacity development of subordinates. Enhance and maintain subordinate's motivation and cultivate a culture of performance management. Provide job description to subordinates. Manage leave matters.
<b><u>ENQUIRIES</u></b>	:	Ms. Constance Makalela/ Mr. Malema Mathabatha Tel No: 015 632 8300/8330
<b><u>POST 36/382</u></b>	:	<b><u>ASSISTANT DIRECTOR: PROPERTY PLANNING REF NO: S.4/3/62</u></b> Component: Property Acquisition and Disposal Management
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R477 090 per annum (Level 10) Head Office - Polokwane An undergraduate qualification (NQF level 06) as recognized by South African Qualifications Authority (SAQA) in Property Management, Property Law, Real Estate, and Property Valuation. 03-05 years' experience in property and asset management a minimum of three years at Supervisory level. Experience in Asset Register environment or State land administration will be an added



		<p>advantage. Valid driver's licence, with the exception of applicants with disabilities. Competencies: Strategic Capability and Leadership, People Management and Empowerment, Programme and Project Management, Financial Management, Change Management, Knowledge Management, Service Delivery Innovation, Problem solving and Analysis, Client Orientation and Customer focus, Communication. Knowledge of relevant Public Service Acts, regulations and frameworks. Knowledge and understanding of policy analysis, development and interpretation. Knowledge on financial systems BAS, Persal and P.F.M.A. Treasury Regulations PFMA. DORA. Problem solving and analysis. Decision making. Team leadership. Creativity. Communication (verbal and writing).MS Office Package / Computer skills.</p>
<b><u>DUTIES</u></b>	:	<p>Provide user asset management planning. Determine immovable asset requirements. Manage the verification of existing immovable asset. Determine functional performance of the asset. Manage and conduct gap analysis. Determine new asset requirements. Determine repairs, refurbishment or reconfiguration requirements. Determine surplus asset to surrender. Provide custodian asset management planning. Compile asset portfolio profile. Compile asset performance report. Compile asset lifecycle management plan. Provide portfolio analysis of provincial asset. Develop works plan. Provide Asset portfolio management. Conduct needs analysis with regard to immovable assets. Manage the monitoring of operational and functional performance of immovable assets. Analysis of existing portfolio in terms of new user requirements. Analysing options to satisfy user requirements for accommodation and demand management. Ensure that the most cost-effective and efficient option is exercised in order to meet the demand. The compilation of priority list of immovable assets needs. Provide key account management. Study services delivery objectives and assisting users with identifying immovable asset solutions. Assisting the Users with immovable assets information when user is preparing the U-AMP. Analysing user requirements as stated in the U-AMP. Compilation of a priority list for users' immovable assets needs. Costing of users' immovable assets needs. Coordinate the interaction of users and custodians. Provide life cycle planning. Feasibility studies and architectural planning of all accommodation. Preparing lifecycle plans of each function specific immovable assets. Compiling budgets over MTEF for all costs related to immovable assets. Aligning project cost and lifecycle cost. Compiling operation and maintenance plans. Updating lifecycle planning in terms of actual lifecycle activities. Scheduling of acquisitions, deferred maintenance, refurbishments and disposals in terms of portfolio priorities. Predicting the impact of portfolio due to over/under expenditure and asset condition.</p>
<b><u>ENQUIRIES</u></b>	:	<p>Ms. Magdeline Mokonyane, Ms. Ledwaba RE, Ms. Phillipine Hanyane, Billy Seleka, Malose Moabelo, Matome Malemela, Mathume Mabilo, Mathebula Wineth at Tel No: 015 284 7353 /7570/7586/7663/7606/7607/7627/7578</p>
<b><u>POST 36/383</u></b>	:	<p><b><u>DEPUTY PROJECT MANAGER (X4 POSTS)</u></b> Component: Roads Infrastructure Maintenance</p>
<b><u>SALARY CENTRE</u></b>	:	<p>R477 090 per annum (Level 10), (all-inclusive package)</p>
	:	<p>Capricorn, Mopani, Waterberg &amp; Vhembe Districts: Ref No: S.4/3/10/11 - Capricorn Ref No: S.4/3/10/156 - Mopani Ref No: S.4/3/10/157 - Waterberg Ref No: S.4/3/10/158 - Vhembe Districts</p>
<b><u>REQUIREMENTS</u></b>	:	<p>An undergraduate qualification (NQF level 06) as recognized by South African Qualifications Authority (SAQA) in Civil/ Survey Engineering. 03 - 05 years' supervisory position in the Roads Inspection environment. Valid driver's licence, with the exception of applicants with disabilities Competencies: Strategic Capability and Leadership, People Management and Empowerment, Programme and Project Management, Financial Management, Change Management, Knowledge Management, Service Delivery Innovation, Problem solving and Analysis, Client Orientation and Customer focus, Communication. Knowledge of Labour Intensive Roads Constructions. Knowledge of Roads Maintenance Manual. Knowledge of relevant Public Service Acts, regulations and frameworks. Knowledge and understanding of policy analysis, development and interpretation.</p>
<b><u>DUTIES</u></b>	:	<p>Project Design and analysis effectiveness: Perform final review and approvals or audits on project designs efforts and integration across disciplines to ensure</p>

seamless integration with current technology. Maintain project operational effectiveness: Manage the execution of project management strategy through the provision of appropriate structures, systems and resources. Set project standards, specifications and service levels according to organisational objectives to ensure optimum operational availability. Monitor project management efficiencies according to organisational goals to direct or redirect project services for the attainment of organisational objectives. Financial Management: Ensure the availability and management of funds to meet the MTEF objectives within the project environment /services. Manage the operational capital project portfolio for the operation to ensure effective resourcing according to organisational needs and objectives. Manage the commercial added value of the discipline-related programmes and projects. Facilitate the compilation of innovation proposals to ensure validity and adherence to organisational principles. Allocate, monitor, control expenditure according to budget to ensure efficient cash flow management. Governance: Allocate, monitor and control resources. Compile risk logs (databases) and manages significant risk according to sound risk management practice and organisational requirements. Provide technical consulting services for the operation of project related matters to minimise possible project risks. Manage and implement knowledge sharing initiatives e.g. short-term assignments and secondments within and across operations, in support of individual developments plans, operational requirements and return on investment. Continuously monitor the exchange and protection of information between operations and individuals to ensure effective knowledge management according to departmental objectives. People Management: Direct the development motivation and utilization of human resources for discipline to ensure competent knowledge base for the continued success of project services according to organisational needs and requirements. Manage subordinates' key performance areas by setting and monitoring performance standards and taking act.

#### **ENQUIRIES**

: For Waterberg District: Ms Carol Modiba / Ms. Palesa Hlaole @ 014 718 3000/3040/3052/3027  
For Mopani District: Mr. Mzamani Mashibyi/ Ms Mabunda KS Tel No: 015 811 4000/4070/4075  
For Vhembe District: Mr. Frank Mavhungu/ Mr Elizabeth Murhovhi Tel No: 015 963 3790.

#### **POST 36/384**

: **CHIEF ARTISAN (X15 POSTS)**  
Component: Building Infrastructure Maintenance

#### **SALARY CENTRE**

: Grade A: R392 283 per annum  
: Ref No: S.4/3/2/31 – Capricorn: All Trades (X5 Posts)  
Ref No: S.43/2/30 – Mopani (X1 Post)  
Ref No: S.4/3/2/32- Sekhukhune: Carpentry (X1 Post), Electro-Mechanical (X1 Post)  
Ref No: S.4/3/2/4 – Vhembe: Mechanical (X3 Posts), Carpentry (X1 Post)  
Ref No: S.4/3/2/33– Waterberg Districts: Any Trade (X3 Posts)

#### **REQUIREMENTS**

: An undergraduate qualification (NQF level 06) as recognized by South African Qualifications Authority (SAQA). Appropriate Trade Test Certificate. Ten years post qualification experience required as an Artisan/Artisan Foreman. Driver's licence, with the exception of applicants with disabilities. Competencies: People Management and Empowerment, Programme and Project Management, Change Management Knowledge Management, Delivery Innovation, Problem solving and Analysis, Client Orientation and Customer focus, Communication

#### **DUTIES**

: Manage technical services. Manage technical services and support in conjunction with Technicians/Artisans and associates in field, work with technical office activities. Ensure the promotion of safety in line with statutory and regulatory requirements. Provide inputs into existing technical manuals, standard drawings and procedures to incorporate new technology. Ensure quality assurance in line with specifications. Manage administrative and related functions. Provide inputs to budgeting process. Compile and submit reports as required. Provide and consolidate inputs to the technical operational plan. Update database. Manage artisans and related personnel and assets. Financial Management. Control and monitor expenditure according to budget to ensure efficient cash flow management. Manage the commercial value add of the discipline – related activities and services. People Management. Manage

the development. Motivation and utilization of human resource for the discipline to ensure competent knowledge base for the continued success of technical services according to organizational needs and requirements. Manage subordinates' key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve departmental objectives. Maintain and advance expertise. Continuous individual development to keep up with new technologies and procedures. Research/literature studies on technical/engineering technology to improve expertise. Liaise with relevant bodies/councils on technical/engineering-related matters.

#### **ENQUIRIES**

: For Capricorn District: Ms. Welhemina Mohale/ Mr Solomon Netshia Tel No: 015 287 5600,  
For Sekhukhune District: Ms. Constance Makalela/ Mr. Malema Mathabatha Tel No: 015 632 8300/8330,  
For Waterberg District: Ms Carol Modiba / Ms. Palesa Hlaole Tel No: 014 718 3000/3040/3052/3027  
For Mopani District: Mr. Mzamani Mashibyi/ Ms Mabunda KS Tel No: 015 811 4000/4070/4075.  
For Vhembe District: Mr. Frank Mavhungu/ Mr Elizabeth Murhovhi Tel No: 015 963 3790.

#### **POST 36/385**

: **CHIEF HORTICULTURIST REF NO: S.4/3/2/8**  
Component: Property and Facilities Management

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

: R382 245 per annum (Level 09)  
: Head Office  
: An undergraduate qualification (NQF level 06) as recognized by South African Qualifications Authority (SAQA) in Horticulture / Landscaping / Parks and Recreation. 03-05 years 'experience in landscaping environment with a minimum of three (03) years at supervisory level. Driver's licence, with the exception of applicants with disabilities. Competencies: Strategic Capability and Leadership, People Management and Empowerment, Programme and Project Management, Financial Management, Change Management, Knowledge Management, Service Delivery Innovation, Problem solving and Analysis, Client Orientation and Customer focus, Communication. Knowledge. Public Service Regulations and Act. Basic Conditions of Employment Act. Batho Pele Principles. Occupational Health & Safety Act Public Finance Management Act. Understanding HRM practices in the Public Service. Skills. Problem solving and analysis. Analytical thinking. Decision making. Team leadership. Conflict management. Time Management. Planning. Organising. Computer skills. Facilitation Skills. Problem solving. Project Management. Policy formulation. Report Writing Skills. Interpersonal skills.

#### **DUTIES**

: Manage Landscaping Services: Develop landscaping plan. Manage and implement landscaping projects. Manage and implement landscaping designs. Manage and provide budget for landscaping services. Manage and develop specifications for procurement of flowers, trees and insecticides. Manage and monitor landscaping consultants and/or contractor activities. Monitor practical training in terms of learnerships, NYS etc. Manage and acquire protective clothing. Manage and monitor adherence to OHS regulations. Manage landscaping maintenance: Develop maintenance plan. Develop and monitor budget for landscaping maintenance. Manage and develop specifications for procurement of flowers, trees and insecticides. Manage and monitor the maintenance of premises and surrounding. Develop and monitor the garden maintenance by drawing routines and advice on: Garden watering schedules. Flowers and trees pruning and trimming seasons. Application of insecticides. Cultivate the soil for trees and flowers. Manage landscaping machinery and/or equipment: Manage gardening equipment and tools. Provide and manage storage of equipment and tools. Liaise and open job cards for repair of malfunctioning equipment and tools. Manage inventory of gardening equipment and tools. Advice and manage disposal of worn out equipment. Implement operational/business plan of the directorate: Implement operational plan and monitor that identified activities are performed. Facilitate alignment of individual performance to the strategic objective of the directorate. Facilitate and monitor the implementation of policies, directives and regulations. Implement and monitor processes. Monitor that the departmental activities are aligned to the regulations and directives. Disseminate information on new information, monitor and evaluate such information. Attend to audit queries and

		monitor compliance to audit corrective measures. Provide resources (human, financial & physical: Provide inputs on planning of resources for future requirements (human, finance equipment etc.) Provide budget inputs in line with operational plan. Implement the budget by monitoring, projecting & reporting expenditure. Maximise spending in line with strategic objective. Monitor performance and task completions. Monitor achievement of set targets. Report on the utilisation of equipment. Evaluate and monitor performance and appraisal of employees. Provide staff capacity and development. Enhance and maintain employee motivation and cultivate a culture of performance management. Facilitate discipline. Provide job descriptions to subordinates. Manage sectional leave matters. Implement rental management policy, strategies, plan and processes. Provide rental collection services. Provide rental reconciliation. Manage rental debt collection.
<b><u>ENQUIRIES</u></b>	:	Ms. Mokonyane Magdeline, Ms. Ledwaba RE, Ms. Hanyane Philipine, Mr. Seleka Billy, Malose Moabelo, Matome Malemela and Mathume Mabilo and Ms. Mathebula WT at Tel No: 015 284 7353/ 7570/ 7586 / 7663/ 7606/7607/ 7627/ 7578.
<b><u>POST 36/386</u></b>	:	<b><u>INSPECTOR: MAINTENANCE OPERATIONS (X2 POSTS)</u></b> Component: Roads Infrastructure Maintenance
<b><u>SALARY CENTRE</u></b>	:	R382 245 per annum (Level 09)
	:	Capricorn and Mopani Districts:
		Ref No: S.4/3/10/30 - Capricorn
		Ref No: S.4/3/10/31 – Mopani
<b><u>REQUIREMENTS</u></b>	:	An undergraduate qualification (NQF level 06) as recognized by South African Qualifications Authority (SAQA) in Roads Maintenance/ Construction Environment. 03-05 years' experience in Roads Maintenance/ Construction Environment. Valid driver's license, with the exception of applicants with disabilities. Competencies: Strategic Capability and Leadership, People Management and Empowerment, Programme and Project Management, Financial Management, Change Management, Knowledge Management, Service Delivery Innovation, Problem solving and Analysis, Client Orientation and Customer focus, Communication. Knowledge of Artisan related activities. Knowledge of PFMA. Knowledge of machinery and occupational Safety Act. Ability to read and write. Ability to operate equipment. Communication. Interpersonal relations. Computer literacy. Conflict and problem solving skills.
<b><u>DUTIES</u></b>	:	Inspect roads maintenance works to monitor compliance with standards/specifications: Check and monitor compliance with standards and specifications. Write reports on quality of the work. Identify gaps and give advice accordingly. Provide expert advice to workers. Recommend actions to be taken. Provide roads maintenance expertise to maintenance teams. Provide work guidance. Identify training needs. Conduct skills audit. Facilitate training. Conduct in-house training. Monitor progress on capital projects. Conduct Inspection of capital projects. Attend capital projects meetings. Provide reports. Liaise with communities and RAL on the quality of roads maintenance. Attend joint meetings with RAL and communities on the status of quality of the roads. Attend to road maintenance queries. Provide written reports.
<b><u>ENQUIRIES</u></b>	:	For Capricorn District: Ms. Welhemina Mohale/ Mr Solomon Netshia Tel No: 015 287 5600 For Mopani District: Mr. Mzamani Mashiby/ Ms Mabunda KS Tel No: 015 811 4000/4070/4075
<b><u>POST 36/387</u></b>	:	<b><u>ASSISTANT DIRECTOR: ACQUISITION MANAGEMENT REF NO: S.4/3/9/32</u></b> Component: Finance
<b><u>SALARY CENTRE</u></b>	:	R382 245 per annum (Level 09)
	:	Head Office
<b><u>REQUIREMENTS</u></b>	:	An undergraduate qualification (NQF level 06) as recognized by South African Qualifications Authority (SAQA) in Supply Chain Management will be an added advantage. 03-05 years' in the Supply Chain Management environment of which three years 'experience' at Supervisory level. Valid driver's license, with the exception of applicants with disabilities. Competencies: Strategic Capability and Leadership, People Management and Empowerment, Programme and Project Management, Financial Management, Change Management, Knowledge Management, Service Delivery Innovation, Problem solving and Analysis, Client Orientation and Customer focus, Communication. Knowledge

**DUTIES**

of relevant Public Service Acts, regulations and frameworks. Knowledge and understanding of policy analysis, development and interpretation. Treasury Regulations. Supply Chain Management procedures, Procurement Procedures, Public Finance Management Act, DORA, and PPPFA.

: Coordinate (synergies), review and execute the bidding process: Provide secretariat services to the Bid Evaluation Committee and Bid Adjudication Committee (includes obtaining approval). Compile bid documents. Publish tender invitations. Receiving and opening of bids documents. Coordinate, review and compile the list of prospective providers for quotations: Compile terms of reference to invite service providers for an expression of interest. Receive, evaluate and adjudicate the expressions of interests. Compile a database of approved suppliers. Coordinate, review and source quotations from database according to the threshold values determined by the national treasury. Supervise employees to ensure an effective acquisition management service and undertake all administrative functions required with regard to financial and hr administration, this inter alia, entail the following: General supervision of employees. Allocate duties and perform quality control on the work delivered by supervisees. Advise and lead supervisees with regard to all aspects of the work. Manage performance, conduct and discipline of supervisees. Ensure that all supervisees are trained and developed to be able to deliver work of the required standard efficiently and effectively. Develop, implement and monitor work systems and processes to ensure efficient and effective functioning.

**ENQUIRIES**

: Ms. Mokonyane Magdeline, Ms. Ledwaba RE, Ms. Hanyane Phillipine, Mr. Seleka Billy, Malose Moabelo, Matome Malemela and Mathume Mabilo and Ms. Mathebula WT at Tel No: 015 284 7353/ 7570/ 7586 / 7663/ 7606/7607/ 7627/ 7578.

**POST 36/388**

: **ASSISTANT DIRECTOR: REVENUE AND SYSTEM CONTROL REF NO: S.4/3/9/45**  
Component: Finance

**SALARY  
CENTRE  
REQUIREMENTS**

: R382 245 per annum (Level 09)  
: Head Office, Polokwane  
: An undergraduate qualification (NQF level 06) as recognized by South African Qualifications Authority (SAQA). An undergraduate qualification (NQF level 06) as recognized by South African Qualifications Authority (SAQA) in Financial Management / Commerce/ Cost Management / Accounting will be an added advantage. 03-05 years' supervisory position in Financial Management environment. Valid driver's license, with the exception of applicants with disabilities. Competencies: Strategic Capability and Leadership, People Management and Empowerment, Programme and Project Management, Financial Management, Change Management, Knowledge Management, Service Delivery Innovation, Problem solving and Analysis, Client Orientation and Customer focus, Communication. Knowledge of relevant Public Service Acts, regulations and frameworks. Knowledge and understanding of policy analysis, development and interpretation. Knowledge on financial systems BAS, PERSAL and P.F.M.A. Treasury Regulations PFMA. DORA. Problem solving and analysis. Decision making. Team leadership. Creativity. Communication (verbal and writing). MS Office Package / Computer skills.

**DUTIES**

: Provide revenue collection and recording. Provide cashier, banking service and electronic payment. Monitor and review the procedures for the collection and safekeeping of all monies and compliance with the relevant prescripts. Monitor and review the receipt and collection of monies to ensure that it is in accordance with the appropriate tariffs and properly recorded. Oversee the banking of monies are done in accordance with the prescribed processes. Oversee that bank reconciliations are performed and correct. Oversee the verification of the validity and allocation of payments received via electronic transfers. Oversee the safeguarding of source documents and face value forms. Monitor and report revenue. Oversee and monitor income against budget and review reconciliations. Oversee and undertake the corrective measures when required. Oversee and collate financial supporting information for planning purposes. Ensure completeness and accuracy of financial information. Provide financial system. Advise the departmental on financial system and its control. Liaise with treasury on updating, controlling and any related issue on financial system. Manage system, technical, functional and other support users matter. Monitor the maintenance of the financial system. Compile, maintain and implement departmental charts for accounts. Provide

statistics on financial system allocations in the department. Perform duties of departmental system controller. Facilitate clearance of interface exceptions, suspense accounts and Persal exception. Monitor monthly and year – end closure of books. Provide system user support and maintenance. Advise, verify and manage user support functions to the users per directorate. Investigate blocked id's and reset the id's upon recommendations. Advise on functions allocations. Manage and monitor system output. Verify against captured code structure against the departmental organizational structure. Activate removed and or inactive items. Capture new parameters and maintain the existing parameters. Re – instating inactive transaction processing rules.

**ENQUIRIES** : Ms. Mokonyane Magdeline, Ms. Ledwaba RE, Ms. Hanyane Phillipine, Mr. Seleka Billy, Malose Moabelo, Matome Malemela and Mathume Mabilo and Ms. Mathebula WT at Tel No: 015 284 7353/ 7570/ 7586 / 7663/ 7606/7607/ 7627/ 7578.

**POST 36/389** : **ASSISTANT DIRECTOR: FINANCE REF NO: S.4/3/9/46**  
Component: Finance

**SALARY** : R382 245 per annum (Level 09)  
**CENTRE** : Sekhukhune District  
**REQUIREMENTS** : An undergraduate qualification (NQF level 06) as recognized by South African Qualifications Authority (SAQA). An undergraduate qualification (NQF level 06) as recognized by South African Qualifications Authority (SAQA) in Financial Management/ Accounting / Financial Accounting / Commerce / Cost Accounting will be an added advantage. 03-05 years' supervisory position in the Financial Management environment. Valid driver's license, with the exception of applicants with disabilities. Competencies: Strategic Capability and Leadership, People Management and Empowerment, Programme and Project Management, Financial Management, Change Management, Knowledge Management, Service Delivery Innovation, Problem solving and Analysis, Client Orientation and Customer focus, Communication. Knowledge of relevant Public Service Acts, regulations and frameworks. Knowledge and understanding of policy analysis, development and interpretation. Knowledge on financial systems BAS, PERSAL and P.F.M.A. Treasury Regulations. PFMA. DORA. Problem solving and analysis. Decision making. Team leadership. Creativity. Communication (verbal and writing). MS Office Package / Computer skills.

**DUTIES** : Manage Revenue collection. Implement revenue strategy, policy and procedures. Comply to division of Revenue Act (DORA). Confirm deposit on receipt batches. Provide revenue collection. Confirms deposit in the BSA system. Collecting all money due to state. Revenue collected and deposited in time. Monitor adherence to revenue prescripts and directives. Maximize revenue collection. Attend to audit queries in relation to revenue collection. Manage Salaries. Implement salary strategy, policy and procedures. Authorize all salaries transaction of the district. Monitor submission of debt and supporting document(s) to Head Office. Ensure that all Persal transaction are captured, approved, authorized and proper supporting documents are attached. Manage and submit signed payroll to Head Office. Monitor and clear up Persal queries and enquiries. Attend to audit queries in relation to salary matter. Manage Accounts and Expenditure. Implement accounts and expenditure strategy, policy and procedures. Money due to the supplier is paid on time within 30 days. Oversee procurement matters within the finance division. Advise on fruitless, wasteful and unauthorized expenditure. Check commitments register. Attend to audit queries in relation to accounts and expenditure. Implement and monitor internal controls. Monitor budget. Align the budget according to the needs of line managers. Monitor the spending pattern. Advise on over/under spending of budget. Render budget classification. Provide resources (human, financial, & physical). Monitor performance and task completions. Monitor achievement of set targets. Report on the utilisation of equipment's. Evaluate and monitor performance and appraisal of employees. Provide staff capacity and development. Enhance and maintain employee motivation and cultivate a culture of performance management. Facilitate discipline. Provide job description to subordinates. Manage sectional leave matters.

**ENQUIRIES** : Ms. Constance Makalela/ Mr. Malema Mathabatha Tel No: 015 632 8300/8330.

<b><u>POST 36/390</u></b>	:	<b><u>ASSISTANT DIRECTOR: EMPLOYEE HEALTH AND WELLNESS (X2 POSTS)</u></b> Component: Corporate Services (Employee Health and Wellness)
<b><u>SALARY CENTRE</u></b>	:	R382 245 per annum (Level 09) Mopani and Waterberg Districts: Ref No: S.4/3/8/38 - Mopani District Ref No: S.4/3/839 - Waterberg District
<b><u>REQUIREMENTS</u></b>	:	An undergraduate qualification (NQF level 06) in Health Science or Social Science as recognized by South African Qualifications Authority (SAQA). 03-05 years' supervisory position in the Health Science or Social Science environment. Valid driver's license, with the exception of applicants with disabilities. Competencies: Strategic Capability and Leadership, People Management and Empowerment, Programme and Project Management, Financial Management, Change Management, Knowledge Management, Service Delivery Innovation, Problem solving and Analysis, Client Orientation and Customer focus, Communication.
<b><u>DUTIES</u></b>	:	Manage Occupational Health and Safety. Implement Occupational Health and Safety Plan. Implement Occupational Health and Safety policies, strategies, guidelines and processes. Implement Safety, Health, Environment, Risk and Quality (SHERQ) programmes. Facilitate the appointment of SHE reps, Fire Fighters and First Aiders. Monitor investigating and reporting of Injury on duty cases. Implement injury on duty policy, processes and procedures. Monitor and ensure the injury on duty applications meet the Compensation of Occupational Injuries and Diseases Act requirements and standards. Conduct injury on duty statistics. Conduct Occupational Health and Safety inspections. Facilitate the election and training of OHS committee. Facilitate the appointment and training of First Aiders, She reps, Peer Educators and Fire Fighters. Conduct district OHS audit. Manage employee health and wellness. Implement employee health and wellness policies, strategies, guidelines and processes. Provide educational awareness and wellness day. Monitor referral of identified employees. Monitor assessment of identified clients. Provide support to identified clients. Manage the employee health and wellness register. Facilitate payment of service providers. Provide assistance and support to extended family members of employees. Manage and monitor after care follow – up of employee health and wellness clients. Conduct research and analyses of district employee health and wellness cases. Provide correction measures and/or recommendation on employee health and wellness cases. Provide diseases management. Implement diseases management policies, strategies, guidelines and processes. Conduct awareness and educational sessions on various diseases. Monitor referrals of patients, and provide after care support. Monitor assessment and referral of patients on various diseases. Provide support to patients. Provide social wellness activities in the district. Distribute health and related pamphlets. Conduct research and analyses of district diseases management. Provide correction measures and/or recommendation on diseases management.
<b><u>ENQUIRIES</u></b>	:	For Mopani District: Mr. Mzamani Mashibyi/ Ms Mabunda KS Tel No: 015 811 4000/4070/4075 For Waterberg District: Ms Carol Modiba/Ms. Palesa Hlaole Tel No: 014 718 3000/3040/3052/3027
<b><u>POST 36/391</u></b>	:	<b><u>ARCHITECTURAL TECHNOLOGIST REF NO: S.4/3/1/34 (X4 POSTS)</u></b>
<b><u>SALARY CENTRE</u></b>	:	Grade A: R374 892 per annum Head Office: Health Infrastructure Delivery (X1 Post) Education Infrastructure Delivery (X1 Post) Other Provincial Departments Infrastructure Delivery (X2 Posts)
<b><u>REQUIREMENTS</u></b>	:	An undergraduate qualification (NQF level 06) as recognized by South African Qualifications Authority (SAQA) in Architecture. 0 3 years post qualification in Architectural Technologist experience is required. Registration with the SACAP as an Architectural Technologist. Valid driver's license, with the exception of applicants with disabilities. Competencies: People Management and Empowerment, Programme and Project Management, Change Management, Knowledge Management, Service Delivery Innovation, Problem solving and Analysis, Client Orientation and Customer focus, Communication. Knowledge of relevant Public Service Acts, regulations and frameworks. Project

	Management. Architectural Planning, Computer-aided architectural applications. Research and Development. Knowledge of Legal Compliance. Technical report writing. Creating high performance culture. Networking. Professional judgement. Networking.
<b><u>DUTIES</u></b>	: Provide technological advisory services: Support architects and associates in site surveying, preparing measured drawings of existing buildings, collecting of practical information relating to the proposed project and prepare presentation drawings and models of the design. Detail design, landscape design and preparation of working drawings that will serve as legal instructions to the building contractor and in the process supervise building to ensure that the building is built according to the working drawings and other legal documents. Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology. Solve broadly defined technological challenges through application of proven techniques and procedures. Develop, maintain and manage current technologies. Identify and optimize technical solutions by applying architectural principles. Perform administrative and related functions: Compile and submit monthly and quarterly report. Provide inputs to the operational plan. Develop, implement and maintain databases. Research and development: Keep up with new technologies and procedures. Research/literature studies on technical. Liaise with relevant boards/councils on architectural related matters.
<b><u>ENQUIRIES</u></b>	: Ms. Mokonyane Magdeline, Ms. Ledwaba RE, Ms. Hanyane Phillipine, Mr. Seleka Billy, Malose Moabelo, Matome Malemela and Mathume Mabilo and Ms. Mathebula WT at Tel No: 015 284 7353/ 7570/ 7586 / 7663/ 7606/7607/ 7627/ 7578.
<b><u>POST 36/392</u></b>	: <b><u>CHIEF WORKS INSPECTOR REF NO: S.4/3/10/27</u></b> Component: Building Infrastructure Maintenance
<b><u>SALARY</u></b>	: R321 543 per annum (Level 08)
<b><u>CENTRE</u></b>	: Waterberg District
<b><u>REQUIREMENTS</u></b>	: An undergraduate qualification (NQF level 06) as recognized by South African Qualifications Authority (SAQA) in Building Environment. Registration as an Engineering Technician/ N3. Appropriate Trade Test Certificate. 03-05 years' experience in Building Environment. Valid driver's license, with the exception of applicants with disabilities. Competencies: People Management and Empowerment, Programme and Project Management, Change Management, Knowledge Management, Service Delivery Innovation, Problem solving and Analysis, Client Orientation and Customer focus, Communication. Technical analysis. MS Office Package / Computer Literacy. Technical report writing. Production, process knowledge and skills. Problem solving and analysis. Decision making. Team work. Customer focus and responsiveness. Planning and organising.
<b><u>DUTIES</u></b>	: Identify needs and requirements of new work and repairs through the investigation of customer complaints and new services: Prepare specifications for unplanned maintenance and minor new work. Develop bill of quantities. Develop proposals on the associated costs. Render an inspection services of work done on new projects and existing structures: Inspect new and/or maintenance work undertaken on project sites to ensure that it is being done in compliance with all relevant regulations and legislation and that proper quality control is maintained. Compile an estimate of repairs and costs for new work and maintenance work to be undertaken. Develop, implement and maintain an electronic record system for work being done and work that was finalised. Develop progress reports on outstanding and finalised work. Analyze and compile relevant project documentation for new and existing structures: Develop and interpret plans and sketches. Draw up quotation documents and compile specifications, bills of quantities and bid documents. Adjudicate and provide recommendations on quotations and bids. Liaise with relevant stakeholders in respect of technical aspects. Manage the activities of contractors on project sites: Advice and guide contractors in respect of the compliance to legislation and procedures. Verify invoices and certify progress of payments. Check and process variation orders and make recommendations on requests for the extension of deadlines. Brief contractors and consultants on projects and certify claims for fees. Ensure effective contract administration. Facilitate and resolve problems emanating from projects and develop progress reports on projects. Provide extended Public works Programme: Gather and submit information in terms of the extended Public works Programme. Supervise the performance and conduct of works Inspectors: Identify skills



		development needs and provide training and development opportunities for Works Inspector. Provide advice and guidance on the interpretation and application of legislation, policies and procedures. Ensure quality control and effective and efficient workflow of work done by works Inspectors and report on all work allocated. Monitor proper utilisation of equipment, stores and expenditure. Administer the departmental performance management and development system.
<b><u>ENQUIRIES</u></b>	:	Waterberg District: Ms Carol Modiba /Ms. Palesa Hlaole Tel No: 014 718 3000 /3040/3052/3027
<b><u>POST 36/393</u></b>	:	<b><u>MAINTENANCE OPERATIONS SPECIALIST (X3 POSTS)</u></b> Component: Roads Infrastructure Maintenance
<b><u>SALARY CENTRE</u></b>	:	R321 543 per annum (Level 08)
	:	Capricorn, Mopani and Waterberg Districts:
		Ref No: S.4/3/10/32 - Capricorn
		Ref No: S.4/3/10/33 - Mopani
		Ref No: S.4/3/10/34 Waterberg
<b><u>REQUIREMENTS</u></b>	:	An undergraduate qualification (NQF level 06) as recognized by South African Qualifications Authority (SAQA). Appropriate Trade Diploma. 03-05 years' experience in Roads Maintenance/ Construction Environment. Valid driver's license, with the exception of applicants with disabilities. Competencies: People Management and Empowerment, Programme and Project Management. Change Management, Knowledge Management, Service Delivery Innovation. Problem solving and Analysis, Client Orientation and Customer focus. Communication. Knowledge of Artisan related activities. Knowledge of machinery and occupational safety act. Ability to read and write. Ability to operate equipment. Communications. Interpersonal relations. Computer literacy. Knowledge of PFMA. Conflict and problem solving skills.
<b><u>DUTIES</u></b>	:	Maintain an action plan for the maintenance of roads: Give guidance and direction on work performance. Identify gaps and provide solutions. Conduct routine checks on maintenance works. Provide periodic reports on maintenance works. Formulate roads maintenance proposals by reviewing and analysing policy inputs. Interpret and implement roads maintenance policies. Make recommendations on the work to be done. Provide inputs on review of policies. Support and monitor implementation of the action plan. Provide guidance on work performance. Measure the work to be done. Provide reports. Enhance capacity by providing information, guidance, assistance and training. Provide guidance on work performance. Identify training needs. Conduct skills audit of subordinates. Facilitate training. Conduct on the job training.
<b><u>ENQUIRIES</u></b>	:	For Capricorn District: Ms. Welhemina Mohale/ Mr Solomon Netshia Tel No: 015 287 5600 For Waterberg District: Ms Carol Modiba / Ms. Palesa Hlaole Tel No: 014 718 3000/3040/3052/3027 For Mopani District: Mr. Mzamani Mashibyi/ Ms Mabunda KS Tel No: 015 811 4000/4070/4075
<b><u>POST 36/394</u></b>	:	<b><u>ROAD WORK SUPERINTENDENT</u></b> Component: Roads Infrastructure Maintenance
<b><u>SALARY CENTRE</u></b>	:	R321 543 per annum (Level 08)
	:	Ref No: S. 4/3/10/35 – Capricorn (X1 Post)
		Ref No: S. 4/3/10/36 – Mopani (X1 Post)
		Ref No: S. 4/3/10/37- Sekhukhune (X1 Post)
		Ref No: S.4/3/10/38- Vhembe (X1 Post)
		Ref No: S. 4/3/10/39 –Waterberg istricts (X5 Posts)
<b><u>REQUIREMENTS</u></b>	:	An undergraduate qualification (NQF level 06) as recognized by South African Qualifications Authority (SAQA) in Civil Engineering or Construction Management.06 years' Experience in road maintenance/ Construction Environment. Valid driver's licence, with the exception of applicants with disabilities. Competencies: People Management and Empowerment. Programme and Project Management. Change Management, Knowledge Management. Service Delivery Innovation. Problem solving and Analysis, Client Orientation and Customer focus, Communication.
<b><u>DUTIES</u></b>	:	Monitor the maintenance and repair of road surfaces on all surfaced roads such as resurfacing interval, culvert/bridge replacement, line painting, replacement of signs, grade and resurface gravel on loose top roads. Develop maintenance

		schedules for assets (roads, plant, equipment, etc. Plan and prepare a weekly/ monthly site programme. Manage contracted services, project management and final inspection for capital projects. Provide technical advice on claims against the department. Monitor and check the quality of work done by contractor's/ maintenance teams. Manage and develop staff.
<b><u>ENQUIRIES</u></b>	:	For Capricorn District: Ms. Welhemina Mohale/ Mr Solomon Netshia Tel No: 015 287 5600, For Sekhukhune District: Ms. Constance Makalela/ Mr. Malema Mathabatha Tel No: 015 632 8300/8330 For Waterberg District: Ms Carol Modiba / Ms. Palesa Hlaole Tel No: 014 718 3000/3040/3052/3027 For Mopani District: Mr. Mzamani Mashibyi/ Ms Mabunda KS Tel No: 015 811 4000/4070/4075 For Vhembe District: Mr. Frank Mavhungu/ Mr Elizabeth Murhovi Tel No: 015 963 3790.
<b><u>POST 36/395</u></b>	:	<b><u>HEAD REGRAVELLING (X2 POSTS)</u></b> Component: Roads Infrastructure (Regravelling & Drainage)
<b><u>SALARY CENTRE</u></b>	:	R321 543 per annum (Level 08)
	:	Ref No: S.4/3/10/40 - Capricorn (X1 Post)
	:	Ref No: S.4/3/10/41 – Sekhukhune (X1 Post)
<b><u>REQUIREMENTS</u></b>	:	An undergraduate qualification (NQF level 06) as recognized by South African Qualifications Authority (SAQA). 03 (Three) years' experience in road maintenance/ Construction Environment. Valid driver's licence, with the exception of applicants with disabilities. Competencies: People Management and Empowerment. Programme and Project Management. Change Management. Knowledge Management. Service Delivery Innovation. Problem solving and Analysis, Client Orientation and Customer focus, Communication. Deep knowledge of Artisan related activities. Knowledge of relevant Acts and regulations. Computer Literacy. Financial Management & PFMA. Analytical thinking. Written and verbal communication skills. Trustworthy and Honesty.
<b><u>DUTIES</u></b>	:	Ensure the correct application of roads Regravelling policies. Ensure correct implementation of policies. Evaluate results. Conduct roads inspections. Identify the areas where there are needs for Regravelling. Draw monthly programmes. Planning of work to be done. Schedule work to done (allocation). Coordinate and facilitate work. Set time – frames. Monitor the implementation of Regravelling projects. Allocate work, and conduct inspection. Conduct incident/ accident investigation and evaluate potential hazards. Identify all working area environment before the work is started. Assess compliance to OHS legislation. Investigate and report accidents. Inform OHS unit about the potential danger. Consolidate the availability of equipment and ensure proper maintenance. Liaise with mechanical workshop on: Equipment / plant that are available. Breakdowns are reported. Plant / equipment are well maintained. Monitor the preparation of quarry site and stockpiling of gravel. Ensure compliance to environment protection. Ensure avoidance of dams. Ensure safety to children and ensure the rehabilitation of environment.
<b><u>ENQUIRIES</u></b>	:	For Capricorn District: Ms. Welhemina Mohale/ Mr Solomon Netshia Tel No: 015 287 5600, For Sekhukhune District: Ms. Constance Makalela/ Mr. Malema Mathabatha Tel No: 015 632 8300/8330.
<b><u>POST 36/396</u></b>	:	<b><u>ENGINEERING TECHNICIAN (X6 POSTS)</u></b> Component: Health Infrastructure Delivery; Education Infrastructure Delivery & Other Provincial Departments Infrastructure Delivery
<b><u>SALARY CENTRE</u></b>	:	Grade A: R316 536 per annum
	:	Head Office:
	:	Ref No: S.4/3/1/70 – Health (X2 Posts)
	:	Ref No: S.4/3/1/71 – Education (X2 Posts)
	:	Ref No: S.4/3/1/72 - Other Departments Infrastructure Management (X2 Posts)
<b><u>REQUIREMENTS</u></b>	:	An undergraduate qualification (NQF level 06) as recognized by South African Qualifications Authority (SAQA) in Engineering. 03 years post qualification technical experience. Registration with ECSA as a Professional Engineering Technician is compulsory upon appointment. Valid driver's license, with the exception of applicants with disabilities Competencies: People Management and Empowerment, Programme and Project Management, Change

	Management, Knowledge Management, Service Delivery Innovation, Problem solving and Analysis, Client Orientation and Customer focus, Communication. Project management. Technical design and analysis knowledge. Research and development. Computer-aided engineering applications. Knowledge of legal compliance. Technical report writing. Technical consulting. Problem solving and analysis. Decision making. Team work. Creativity. Customer focus and responsiveness. Communication. MS Office Package / Computer skills.
<b><u>DUTIES</u></b>	: Render technical services. Assist Engineers, Technologists and associates in field, workshop and technical office activities. Promote safety in line with statutory and regulatory requirements. Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology. Produce technical designs with specifications and submit for evaluation and approval by the relevant authority. Perform administrative and related functions. Provide inputs into the budgeting process as required. Compile and submit reports as required. Provide and consolidate inputs to the technical/engineering operational plan. Develop, implement and maintain databases. Supervise and control technical and related personnel and assets. Research and development. Continuous professional development to keep up with new technologies and procedures. Research/literature studies on technical engineering technology to improve expertise. Liaise with relevant bodies/councils on engineering-related matters.
<b><u>ENQUIRIES</u></b>	: Ms. Mokonyane Magdeline, Ms. Ledwaba RE, Ms. Hanyane Phillipine, Mr. Seleka Billy, Malose Moabelo, Matome Malemela and Mathume Mabilo and Ms. Mathebula WT a Tel No: 015 284 7353/ 7570/ 7586 / 7663/ 7606/7607/ 7627/ 7578.
<b><u>POST 36/397</u></b>	: <b><u>ARTISAN FOREMAN (X15 POSTS)</u></b> Component: Building Infrastructure Maintenance
<b><u>SALARY CENTRE</u></b>	: Grade A: R308 826 per annum : Ref No: S.4/3/2/13 – Capricorn: (X2 Posts), Electrical (X1 Post), Carpentry (X1 Post) Ref No: S.43/2/14 – Mopani: Electrical (X1 Post) Ref No: S.4/3/2/15 – Sekhukhune: Bricklaying (X3 Posts) Ref No: S.4/3/2/16 – Vhembe: Carpentry (X1 Post), Bricklaying (X1 Post), Electrical (X1 Post) Ref No: S.4/3/2/17 – Waterberg Districts: General (X5 Posts)
<b><u>REQUIREMENTS</u></b>	: An undergraduate qualification (NQF level 05) as recognized by South African Qualifications Authority (SAQA). Appropriate Trade Test Certificate.05 (Five) years post qualification as an Artisan. Valid driver's license, with the exception of applicants with disabilities. Competencies: People Management and Empowerment, Programme and Project Management, Change Management, Knowledge Management, Service Delivery Innovation, Problem solving and Analysis, Client Orientation and Customer focus, Communication. Technical leadership. Technical analysis. Computer aided technical applications. Legal compliance. Technical report writing. Production, process knowledge and skills. Problem solving and analysis. Decision making. Team work. Analytical skills. Creativity. Self-Management. Customer focus and responsiveness. MS Office Package / Computer skills. Planning and organising. Conflict Management.
<b><u>DUTIES</u></b>	: Design: Supervise and produce designs according to client specification and within limits of production capability. Production: Produce objects with material and equipment's according to job specification and recognised standards. Quality assurance of produced objects. Maintenance Inspect equipment and/or facilities for technical faults. Repair equipment and facilities according to standards. Test repair equipment and/or facilities against specifications. Service equipment and/or facilities according to schedule. Quality assures serviced and maintained equipment and/or facilities. Perform administrative and related functions: Update register of maintained and repaired faults. Provide Supply Chain Management with specification to obtain quotations and purchase equipment and materials. Compile and submit reports as required. Provide inputs to the operational plan. Ensure adherence to safety standards, requirements and regulations. Human and capital resource management: Supervise and mentor staff. Planning of resources. Scheduling of work. Maintain expertise: Continuous individual development to keep up with new technologies and procedures. Research/literature studies on technical/engineering technology to improve expertise.

<b><u>ENQUIRIES</u></b>	:	For Capricorn District: Ms. Welhemina Mohale/ Mr Solomon Netshia Tel No: 015 287 5600, For Sekhukhune District: Ms. Constance Makalela/ Mr. Malema Mathabatha Tel No: 015 632 8300/8330 For Waterberg District: Ms Carol Modiba / Ms. Palesa Hlaole Tel No: 014 718 3000/3040/3052/3027 For Mopani District: Mr. Mzamani Mashibyi Tel No: 015 811 4000/4070/4075 For Vhembe District: Mr. Frank Mavhungu/ Mr Elizabeth Murhovhi Tel No: 015 963 3790.
<b><u>POST 36/398</u></b>	:	<b><u>PERSONAL ASSISTANT (X3 POSTS)</u></b> Component: HOD Support Provincial Departments Infrastructure Management Health Infrastructure Management
<b><u>SALARY CENTRE</u></b>	:	R261 372 per annum (Level 07) Head Office – Polokwane: Ref No: S.4/3/7 – Office of the HOD Ref No: S.4/3/2/22 - Provincial Departments Infrastructure Management Ref No: S.4/3/2/23 - Health Infrastructure Management
<b><u>REQUIREMENTS</u></b>	:	An undergraduate qualification (NQF level 06) as recognized by South African Qualifications Authority (SAQA). 01 - 02 years' experience in secretariat environment. Qualifications in Management Assistant / Secretariat will be an added advantage Competencies: People Management and Empowerment, Programme and Project Management, Change Management, Knowledge Management, Service Delivery Innovation, Problem solving and Analysis, Client Orientation and Customer focus, Communication. Basic knowledge on financial administration. Knowledge on the relevant legislation/policies/prescripts and procedures. Ability to act with tact and discretion. Ability to do research and analyze documents and situations. Language skills. Communication. Good telephone etiquette. MS Office Package / Computer Literacy. Good grooming and presentation. Good people skills. High level of reliability. Written communication skills.
<b><u>DUTIES</u></b>	:	Provide a secretarial/receptionist support service to the manager: Receive telephone calls in an environment where, in addition to the calls for the senior manager, discretion is required to decide to whom the call should be forwarded. Performs advanced typing work. Operates and ensures that the office equipment, e.g. fax machines and photocopiers are in good working order. Records the engagements of the senior manager. Utilizes discretion to decide whether to accept/decline or refer to other employee's request s for meetings, based on the assessed importance and urgency of the matter. Coordinates with and sensitizes/advice the manager regarding engagements. Compiles realistic schedules of appointments. Render administrative support services: Effective flow of information and documents to and from the office of the manager. Safekeeping of all documentation in the office of the manager in line with relevant legislation and policies. Obtain inputs, collates and compiles reports e.g. progress reports, monthly reports. Scrutinizes routine submissions/reports and make notes and/or recommendations for the managers. Responds to enquiries received from internal and external stakeholders. Drafts documents as required. Filing of documents for the manager and the unit where required. Collects analyses and collates information requested by the manager. Clarifies instruction and notes on behalf of the manager. Ensure that travel arrangements are well coordinated. Prioritizes issues in the office of the manager. Manage the leave register and telephone accounts of the unit. Handles the procurement of standard items like stationery, refreshments etc. for the activities of the manager and the unit. Obtain the necessary signatures on documents like procurement advices and monthly salary reports. Provides support to manager regarding meetings: Scrutinizes documents to determine actions/information/other documents required for meetings. Collects and compiles all necessary documents for the manager to inform him/her on the contents. Records minutes/decisions and communicates to relevant role-players, follow-up on progress made. Prepare briefing notes for the manager as required. Coordinates logistical arrangements for meetings when required. Supports the manager with the administration of the manager's budget: collects and compiles all necessary documents for the manager to inform him/her on the contents. Records minutes/decisions and communicates to relevant role-players, follow-up on progress made. Prepare briefing notes for the manager as required.

Coordinates logistical arrangements for meetings when required. Supports the manager with the administration of the manager's budget: Collects and coordinates all the documents that relate to the manager's budget. Assists manager in determining funding requirements for purposes of MTEF submissions. Keep records of expenditure commitments, monitors expenditure and alerts manager of possible over-under spending. Checks and correlates BAS reports to ensure that expenditure is allocated correctly. Identifies the need to move funds between items, consults with the manager and compile draft memos for this purpose. Compares the MTEF allocation with the requested budget and informs the manager of changes. Studies the relevant Public Service and departmental prescripts/policies and other documents and ensure that the application thereof is understood properly. Remain up to date with regard to the prescripts/policies and procedures applicable to his/her work terrain to ensure efficient and effective support to the manager. Remains abreast with the procedures and processes that apply in the office of the manager.

**ENQUIRIES** : Ms. Mokonyane Magdeline, Ms. Ledwaba RE, Ms. Hanyane Phillipine, Mr. Seleka Billy, Malose Moabelo, Matome Malemela and Mathume Mabilo and Ms. Mathebula WT at Tel No: 015 284 7353/ 7570/ 7586 / 7663/ 7606/7607/ 7627/ 7578

**POST 36/399** : **PROPERTY INSPECTOR (X4 POSTS)**  
Component: Property and Facilities Management

**SALARY CENTRE** : R261 372 per annum (Level 07)  
: Waterberg; Sekhukhune; Mopani & Vhembe Districts:  
Ref No: S.4/3/53 – Waterberg  
Ref No: S.4/3/54 – Sekhukhune  
Ref No: S.4/3/55 - Vhembe

**REQUIREMENTS** An undergraduate qualification (NQF level 06) as recognized by South African Qualifications Authority (SAQA) in Property Management / Real Estate. 01 – 02 years' experience in property management / real estate. Valid driver's licence, with the exception of applicants with disabilities Competencies: People Management and Empowerment, Programme and Project Management, Change Management, Knowledge Management, Service Delivery Innovation, Problem solving and Analysis, Client Orientation and Customer focus, Communication. Written communication. Ability to act with tact and discretion. Good grooming and presentation. Investigation skills Language skills. MS Office packages / Computer Literacy. Sound organizational skills. Good people skills. High level of reliability. Report writing.

**DUTIES** : Inspect property for rental purposes. Conduct regular inspections. Verification of provincial properties. Conduct property inspections before handing over to occupants for rental purposes. Conduct inspection of physical condition of properties on termination of rental. Compile the reports for the physical conditions of residential properties. Monitor adherence to terms and conditions of lease agreements during the rental period. Investigate property complaints and compliance to lease agreements. Opening of job cards on behalf of tenants. Conduct space audit. (Residential). Provide office measurements. Monitor adherence to space norms. Monitor adherence to OHS Act.

**ENQUIRIES** : For Sekhukhune District: Ms. Constance Makalela/ Mr. Malema Mathabatha Tel No: 015 632 8300/8330  
For Waterberg District: Ms Carol Modiba / Ms. Palesa Hlaole Tel No: 014 718 3000/3040/3052/3027  
For Mopani District: Mr. Mzamani Mashibyi/ Ms Mabunda KS Tel No: 015 811 4000/4070/4075  
For Vhembe District: Mr. Frank Mavhungu/ Mr Elizabeth Murhovhi Tel No: 015 963 3790.

**POST 36/400** : **HORTICULTURIST REF NO: S.4/3/52**  
Component: Property and Facilities Management

**SALARY CENTRE** : R261 372 per annum (Level 07)  
: Mopani  
**REQUIREMENTS** : An undergraduate qualification (NQF level 06) as recognized by South African Qualifications Authority (SAQA) in Horticulture. 01 - 02 years' experience in landscaping environment. Competencies: People Management and Empowerment, Programme and Project Management, Change Management, Knowledge Management, Service Delivery Innovation, Problem solving and

		Analysis, Client Orientation and Customer focus, Communication. Public Service Regulations and Act. Basic conditions of employment. Batho Pele principles. Public Finance Management Act. Understanding HRM practices in the public Services. Problem solving and analysis. Analytical thinking. Decision making. Team leadership. Conflict Management. Time Management. Planning. Organizing. MS Office packages / Computer skills. Facilitation skills. Problem solving. Project. Management. Policy Formulation. Report writing skills. Interpersonal relations.
<b><u>DUTIES</u></b>	:	Provide landscaping services. Implement landscaping plan, norms and standards. Implement landscaping projects. Monitor and implement landscape designs. Provide specifications for procurement of flowers, trees and insecticides. Monitor practical training in terms of learnerships, NYS etc. Acquire protective clothing. Monitor adherence to OHS regulations. Provide landscaping maintenance. Implement maintenance plan. Provide specifications for procurement of flowers, trees and insecticides. Monitor the maintenance of premises and surrounding. Monitor the garden maintenance by drawing routines and advice on: Garden watering schedules, flowers and trees pruning and trimming seasons and application of insecticides. Cultivate the soil for trees and flowers. Provide landscaping machinery and/or equipment's. Monitor gardening equipment's and tools. Provide and monitor storage of equipment's and tools. Open job cards for repair of malfunctioning equipment's and tools. Provide gardening equipment's and tools register. Provide resources (human, financial, & physical). Monitor performance and task completions. Monitor achievement of set targets. Report on the utilization of equipment's. Evaluate and monitor performance and appraisal of employees. Provide staff capacity and development. Enhance and maintain employee motivation and cultivate a culture of performance management. Facilitate discipline. Provide job description to subordinates. Provide sectional leave matters.
<b><u>ENQUIRIES</u></b>	:	Mr. Mzamani Mashibyi/ Ms Mabunda KS Tel No: 015 811 4000/4070
<b><u>POST 36/401</u></b>	:	<b><u>STATE ACCOUNTANT (X3 POSTS)</u></b> Component: Finance
<b><u>SALARY CENTRE</u></b>	:	R261 372 per annum (Level 07)
	:	Ref No: S.4/3/9/42 – Waterberg
	:	Ref No: S.4/3/9/43 - Sekhukhune
	:	Ref No: S.4/3/9/44 – Vhembe Districts
<b><u>REQUIREMENTS</u></b>		An undergraduate qualification (NQF level 06) as recognized by South African Qualifications Authority (SAQA). An undergraduate qualification (NQF level 06) as recognized by South African Qualifications Authority (SAQA) in Financial Management / Accounting / Commerce / Cost Accounting will be an added advantage. 01 – 02 years' experience in revenue and debt management environment. Valid driver's licence, with the exception of applicants with disabilities. Competencies: People Management and Empowerment, Programme and Project Management, Change Management, Knowledge Management, Service Delivery Innovation, Problem solving and Analysis, Client Orientation and Customer focus, Communication. Knowledge of relevant Public Service Acts, regulations and frameworks. Knowledge and understanding of policy analysis, development and interpretation Treasury Regulations, PFMA, DORA, PPPFA.
<b><u>DUTIES</u></b>	:	Process payments and accounts. Receive order from supply chain. Check for delivering note and invoice. Compile payment voucher for EBT transfer. Capture/ approve payment voucher on LOGIS. Receive EBT stubs. Link stubs and invoices and dispatch copy of stubs to suppliers. File payment vouchers according to system. Reconcile supplier statements against payments. Negotiate with suppliers regarding payments. Compile monthly register for fruitless and wasteful expenditure and submit to Head Office. Compile monthly report for payments made after thirty (30) days. Capture EPWP stipends on BAS. Provide salary. Check authenticity of documents to be capture on Persal system. Approve Persal transactions such as allowances, deductions, fringe benefits and IRP deductions. Provide Persal administration in salary enquiries and reports. Monitor submission of taxpayers IRP 3A to SARS for directives of paying taxes. Identify and specify state liabilities on pension fund. Provide revenue. Collection of Government money. Issue receipts manual or on line under correct allocation. Register receipts in cash book. Deposit money. Balance receipts, cash book and deposit book. Verify bank money. Verify and

		approve receipts in the BAS. Day-end receipts on BAS. Confirm deposits on BAS. Monitor on line receipts and deposits for reconciliation. Compile monthly reports. Keep a register for reserve face value forms. Supervise human resource/ staff. Allocate and ensure quality of work. Personnel development. Assess staff performance. Apply discipline. Manage leave matters.
<b><u>ENQUIRIES</u></b>	:	For Sekhukhune District: Ms. Constance Makalela/ Mr. Malema Mathabatha Tel No: 015 632 8300/8330 For Waterberg District: Ms Carol Modiba / Ms. Palesa Hlaole Tel No: 014 718 3000/3040/3052/3027 For Vhembe District: Mr. Frank Mavhungu/ Mr Elizabeth Murhovhi Tel No: 015 963 3790
<b><u>POST 36/402</u></b>	:	<b><u>STATE ACCOUNTANT: DEBT MANAGEMENT REF NO: S.4/3/9/41</u></b> Component: Finance
<b><u>SALARY</u></b>	:	R261 372 per annum (Level 07)
<b><u>CENTRE</u></b>	:	Head office
<b><u>REQUIREMENTS</u></b>	:	An undergraduate qualification (NQF level 06) as recognized by South African Qualifications Authority (SAQA). An undergraduate qualification (NQF level 06) as recognized by South African Qualifications Authority (SAQA) in Financial Management / Financial Accounting / Accounting / Commerce / Cost Accounting will be an added advantage. 01 – 02 years' experience in revenue and debt management environment. Valid driver's licence, with the exception of applicants with disabilities Competencies: People Management and Empowerment, Programme and Project Management, Change Management, Knowledge Management, Service Delivery Innovation, Problem solving and Analysis, Client Orientation and Customer focus, Communication. Knowledge of relevant Public Service Acts, regulations and frameworks. Knowledge and understanding of policy analysis, development and interpretation. Knowledge on financial systems BAS, PERSAL; Treasury Regulations; PFMA. DORA. Principles of Accounting.
<b><u>DUTIES</u></b>	:	Provide debt. Create debtor file upon receipt of mandate to be taken on BAS with all debtor's detail such as: Bursary contract, Evidence supporting salary over payment, Address of debtors not employed by the department etc. Record the debtor advices in the debt register. Capture debt in BAS system. File the BAS take –on documentation. Render debt recovery. Receive the deposit confirmation from the affected debtor. Compile the debt recovery take-on form with all attachment. Capture debt recovery information in the BAS system. Reconcile debt. Extract the debtor's enquiry reports and age analysis. Compare item analysis to ensure correct postings. Prepare journals for corrections and inform the salary about the correct code. Provide debt follow – up. Print the debt statements on monthly basis from BAS system. Deliver them to registry to be posted to respective debtors. Make follow-ups on debts. Compile follow-up letters to the debtors. Maintain the debt follow – up register.
<b><u>ENQUIRIES</u></b>	:	Ms. Mokonyane Magdeline, Ms. Ledwaba RE, Ms. Hanyane Phillipine, Mr. Seleka Billy, Malose Moabelo, Matome Malemela and Mathume Mabilo and Ms. Mathebula WT at Tel No: 015 284 7353/ 7570/ 7586 / 7663/ 7606/7607/ 7627/ 7578
<b><u>POST 36/403</u></b>	:	<b><u>STATE ACCOUNTANT: ACCOUNTS REF NO: S.4/3/9/40</u></b> Component: Finance
<b><u>SALARY</u></b>	:	R261 372 per annum (Level 07)
<b><u>CENTRE</u></b>	:	Head office
<b><u>REQUIREMENTS</u></b>	:	An undergraduate qualification (NQF level 06) as recognized by South African Qualifications Authority (SAQA). An undergraduate qualification (NQF level 06) as recognized by South African Qualifications Authority (SAQA) in Financial Management / Accounting / Commerce / Financial Accounting / Cost Accounting / Auditing will be an added advantage. 01 – 02 years' experience in revenue and debt management environment. Valid driver's licence, with the exception of applicants with disabilities Competencies: People Management and Empowerment, Programme and Project Management, Change Management, Knowledge Management, Service Delivery Innovation, Problem solving and Analysis, Client Orientation and Customer focus, Communication. Knowledge of relevant Public Service Acts, regulations and frameworks. Knowledge and understanding of policy analysis, development and interpretation. Treasury Regulations, PFMA, DORA, PPPFA. MS Office Package / Computer skills, BAS & PERSAL literacy.

<b><u>DUTIES</u></b>	:	Process payments and accounts. Receive order from supply chain. Check for delivering note and invoice. Compile payment voucher for EBT transfer. Capture/ approve payment voucher on LOGIS. Receive EBT stubs. Link stubs and invoices and dispatch copy of stubs to suppliers. File payment vouchers according to system. Reconcile supplier statements against payments. Negotiate with suppliers regarding payments. Compile monthly register for fruitless and wasteful expenditure and submit to Head Office. Compile monthly report for payments made after thirty (30) days. Capture EPWP stipends on BAS. Provide salary. Check authenticity of documents to be capture on Persal system. Approve Persal transactions such as allowances, deductions, fringe benefits and IRP deductions. Provide Persal administration in salary enquiries and reports. Monitor submission of taxpayers IRP 3A to SARS for directives of paying taxes. Identify and specify state liabilities on pension fund. Provide revenue. Collection of Government money. Issue receipts manual or on line under correct allocation. Register receipts in cash book. Deposit money. Balance receipts, cash book and deposit book. Verify bank money. Verify and approve receipts in the BAS. Day-end receipts on BAS. Confirm deposits on BAS Monitor on line receipts and deposits for reconciliation. Compile monthly reports. Keep a register for reserve face value forms. Supervise human resource/ staff. Allocate and ensure quality of work. Personnel development. Assess staff performance. Apply discipline. Manage leave matters.
<b><u>ENQUIRIES</u></b>	:	Ms. Mokonyane Magdeline, Ms. Ledwaba RE, Ms. Hanyane Phillipine, Mr. Seleka Billy, Malose Moabelo, Matome Malemela and Mathume Mabilo and Ms. Mathebula WT at Tel No: 015 284 7353/ 7570/ 7586 / 7663/ 7606/7607/ 7627/ 7578
<b><u>POST 36/404</u></b>	:	<b><u>WORKS INSPECTOR (X5 POSTS)</u></b> Component: Building Infrastructure Maintenance
<b><u>SALARY CENTRE</u></b>	:	R211 713 per annum (Level 06)
	:	Ref No: S.4/3/2/25 – Waterberg (X1 Post)
	:	Ref No: S.4/3/2/26 – Sekhukhune (X1 Post)
	:	Ref No: S.4/3/2/27 – Mopani (X1 Post)
	:	Ref No: S.4/3/2/28 – Vhembe (X1 Post)
	:	Ref No: S.4/3/2/29 –Capricorn Districts (X1 Post)
<b><u>REQUIREMENTS</u></b>	:	An undergraduate qualification (NQF level 06) as recognized by South African Qualifications Authority (SAQA) in building environment. Registration as an Engineering Technician. Appropriate Trade Test Certificate. Valid driver's licence, (Code 08/10), with the exception of applicants with disabilities. Competencies: People Management and Empowerment, Programme and Project Management, Knowledge Management, Service Delivery Innovation, Problem solving and Analysis, Client Orientation and Customer focus, Communication. Project Management. Technical analysis. Computer Literacy. Technical report.
<b><u>DUTIES</u></b>	:	Render a basic inspection service of work done on minor new and existing structures on a project basis. This includes: Check if new and/or maintenance work undertaken on project sites are in compliance with all relevant regulations and legislation. Conduct inspections on work done, or to be done, to check that proper quality control is maintained. Compile an estimate of repairs and costs for minor new work and maintenance work to be undertaken. Maintain an electronic record system for work being done and work that was finalised. Develop progress reports on outstanding and finalised work. Analyse and compile relevant documentation for work to be done on minor new and existing structures, through inter alia the following: Development and interpretation of plans and sketches: Draw-up quotation documents and compile specifications. Participate in the adjudication process and provide recommendations on quotations. Liaise with relevant stakeholders in respect of technical aspects. Oversee the work of contractors through inter alia the following: Inspect the work done by contractors to determine whether it is in compliance with all relevant prescribed standards. Advice and guide contractors in respect of the relevant legislation and regulations. Compile payment documents. Compile and process variation orders and requests for the extension of deadlines. Ensure effective contract administration. Timely development of reports on problems emanating from projects. Gather and submit information in terms of the extended public works Programme (EPWP).
<b><u>ENQUIRIES</u></b>	:	For Capricorn District: Ms. Welhemina Mohale/ Mr Solomon Netshia Tel No: 015 287 5600, For Sekhukhune District: Ms. Constance Makalela/ Mr. Malema Mathabatha Tel No: 015 632 8300/8330



For Waterberg District: Ms Carol Modiba / Ms. Palesa Hlaole Tel No: 014 718 3000/3040/3052/3027  
 For Mopani District: Mr. Mzamani Mashibyi/ Ms Mabunda KS Tel No: 015 811 4000/4070/4075  
 For Vhembe District: Mr. Frank Mavhungu/ Mr Elizabeth Murhovhi Tel No: 015 963 3790.

<b><u>POST 36/405</u></b>	:	<b><u>ARTISAN PRODUCTION (X28 POSTS)</u></b> Component: Building Infrastructure Maintenance
<b><u>SALARY CENTRE</u></b>	:	Grade A: R193 512 per annum Ref No: S.4/3/2/18 – Capricorn: Plumbing (X3 Posts), Carpentry (X2 Posts), Painting (X1 Post) Ref No: S.4/3/2/19 – Mopani: Carpentry (X1 Post), Bricklaying (X2 Posts) Ref No: S.4/3/2/20 – Sekhukhune: Carpentry (X4 Posts), Electrical (X1 Post), Plumbing (X1 Post), Painting (X2 Posts) Ref No: S.4/3/2/21 – Vhembe: Electrical (X1 Post) Ref No: S.4/3/2/22 – Waterberg Districts: Carpentry (X2 Posts), Plumbing (X2 Posts), Bricklayer (X1 Post), Welding (X1 Post)
<b><u>REQUIREMENTS</u></b>	:	An undergraduate qualification (NQF level 02) as recognized by South African Qualifications Authority (SAQA). Appropriate Trade Test Certificate. Valid driver's license, with the exception of applicants with disabilities. Competencies: People Management and Empowerment. Programme and Project Management. Knowledge Management, Service Delivery Innovation. Problem solving and Analysis. Client Orientation and Customer focus. Communication. Technical analysis. Computer Aided technical applications. Knowledge of legal compliance. Technical report writing. Production, process knowledge and skills. Problem solving and analysis. Decision making. Team work. Analytical skills. Creativity. Self-Management. Customer focus and responsiveness. Communication. Computer skills. Planning and organising.
<b><u>DUTIES</u></b>	:	Design: Produce designs according to client specification and within limits of production capability. Production: Produce objects with material and equipment's according to job specification and recognised standards. Maintenance: Inspect equipment and/or facilities for technical faults. Repair equipment and facilities according to standards. Test repair equipment and/or facilities against specifications. Service equipment and/or facilities according to schedule. Perform administrative and related functions: Provide inputs on the compilation of technical reports. Keep and maintain job record and other registers. Maintain and adhere to agreed development plan.
<b><u>ENQUIRIES</u></b>	:	For Capricorn District: Ms. Welhemina Mohale/ Mr Solomon Netshia Tel No: 015 287 5600, For Sekhukhune District: Ms. Constance Makalela/ Mr. Malema Mathabatha Tel No: 015 632 8300/8330 For Waterberg District: Ms Carol Modiba / Ms. Palesa Hlaole Tel No: 014 718 3000/3040/3052/3027 For Mopani District: Mr. Mzamani Mashibyi/ Ms Mabunda KS Tel No: 015 811 4000/4070/4075 For Vhembe District: Mr. Frank Mavhungu/ Mr Elizabeth Murhovhi Tel No: 015 963 3790
<b><u>POST 36/406</u></b>	:	<b><u>ROAD WORK FOREMAN (X21 POSTS)</u></b> Component: Roads Infrastructure Maintenance
<b><u>SALARY CENTRE</u></b>	:	R176 310 per annum (Level 05) Ref No: S.4/3/10/42 – Capricorn (X5 Posts) Ref No: S.4/3/10/43 – Mopani (X3 Posts) Ref No: S.4/3/10/44 – Sekhukhune (X6 Posts)) Ref No: S.4/3/10/45 – Vhembe (X1 Post) Ref No: S.4/3/10/42 – Waterberg Districts (X6 Posts)
<b><u>REQUIREMENTS</u></b>	:	An undergraduate qualification (NQF level 02) as recognized by South African Qualifications Authority (SAQA). Three (3) years road work maintenance experience will be added advantage. Competencies: Job Knowledge, Communication, Interpersonal relations, Flexibility, Teamwork Accuracy, Aptitude of Figures, Computer Literacy, Planning and Organisation and Good verbal and written communication skills.
<b><u>DUTIES</u></b>	:	Support road construction or maintenance work through: Construction of culvert and side drains. Erect and maintain steel guardrail and gabions. Construction of road earth and layer works. Clean and maintain roads,

		sidewalks and resting areas. Surfacing and pothole patching. Road fencing and pipe laying. Setting of road markings/ signs. Install road signs and barricade the work area. Supervise activities in respect of road construction or maintenance work through: Application of safety and precautionary measures. Conduct inspection. Exercise control over tools, supplies and other equipment. Allocate tasks and oversee work performance. Maintenance of Equipment. Co-ordinate the blading program.
<b><u>ENQUIRIES</u></b>	:	For Capricorn District: Ms. Welhemina Mohale/ Mr Solomon Netshia Tel No: 015 287 5600 For Sekhukhune District: Ms. Constance Makalela/ Mr. Malema Mathabatha Tel No: 015 632 8300/8330 For Waterberg District: Ms Carol Modiba / Ms. Palesa Hlaole Tel No: 014 718 3000/3040/3052/3027 For Mopani District: Mr. Mzamani Mashibyi/ Ms. Mabunda KS Tel No: 015 811 4000/4070/4075 For Vhembe District: Mr. Frank Mavhungu/ Mr Elizabeth Murhovhi Tel No: 015 963 3790.
<b><u>POST 36/407</u></b>	:	<b><u>ACCOUNTING CLERK (X4 POSTS)</u></b> Component: Finance
<b><u>SALARY CENTRE</u></b>	:	R176 310 per annum, (Level 05) Waterberg; Sekhukhune; Mopani & Capricorn Districts: Ref No: S.4/3/36 – Waterberg Ref No: S.4/3/37 – Sekhukhune Ref No: S.4/3/38 –Mopani Ref No: S.4/3/39 – Capricorn Districts
<b><u>REQUIREMENTS</u></b>	:	An undergraduate qualification (NQF level 04) as recognized by South African Qualifications Authority (SAQA) Qualifications in Accounting / Financial Accounting / Financial Management / Commerce / Auditing / Cost Accounting will be an added advantage Competencies: Knowledge of clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of working procedures in terms of the working environment. Generic Competencies: Job Knowledge. Communication. Interpersonal relations. Flexibility. Teamwork. Accuracy. Aptitude of figures. Technical Competencies: Computer operating skills. Planning and organisation. Language. Good verbal and written communication skills. Basic Numeracy skills. Ability to perform routine tasks. Ability to operate office equipments.
<b><u>DUTIES</u></b>	:	Render Financial Accounting transactions. Receive invoices. Check invoices for correctness, verification and approval (internal control). Process invoices (e.g. capture payments). Filing of all documents. Collection of cash. Perform Salary Administration support services. Receive salary advices. Process advices (e.g. check advices for correctness, capture salaries, bonuses, salary adjustments, capture all deductions etc.). File all documents. Perform Bookkeeping support services. Capture all financial transactions. Clear suspense accounts. Record debtors and creditors. Process electronic banking transactions. Compile journals. Render a budget support service. Collect information from budget holders. Compare expenditure against budget. Identify variances. Capture, allocate virement on budgets. Distribute documents with regard to the budget. File all documents. Receive and capture cash payments.
<b><u>ENQUIRIES</u></b>	:	For Capricorn District: Ms. Welhemina Mohale/ Mr Solomon Netshia Tel No: 015 287 5600, For Sekhukhune District: Ms. Constance Makalela/ Mr. Malema Mathabatha Tel No: 015 632 8300/8330 For Waterberg District: Ms Carol Modiba / Ms. Palesa Hlaole Tel No: 014 718 3000/3040/3052/3027 For Mopani District: Mr. Mzamani Mashibyi/ Ms Mabunda KS Tel No: 015 811 4000/4070/4075
<b><u>POST 36/408</u></b>	:	<b><u>FOREMAN CLEANER &amp; GROUNDSMAN (X9 POSTS)</u></b> Component: Property and Facilities Management
<b><u>SALARY CENTRE</u></b>	:	R147 459 per annum (Level 04) Ref No: S.4/3/3/57 – Waterberg (X2 Posts) Ref No: S.4/3/3/58 - Sekhukhune (X2 Posts) Ref No: S.4/3/3/59 –Mopani (X2 Posts)

	Ref No: S.4/3 /3/60– Vhembe Districts (X2 Posts)
	Ref No: S./4/3/3/61Head Office (X1 Post)
<b><u>REQUIREMENTS</u></b>	: An undergraduate qualification (NQF level 03) as recognized by South African Qualifications Authority (SAQA). Experience in cleaning services environment will be an added advantage.
<b><u>DUTIES</u></b>	: Provision and monitor of cleaning services. Oversee and monitor cleaning of: Offices, Corridors, General kitchen, Restrooms, Elevators, Boardrooms, and Grounds. Manage and ensure the maintenance and replacement of cleaning materials and equipment's. Maintain and replace cleaning machines and equipment's. Make a requisition and issue cleaning materials. Supervise cleaners / Grounds-man. Perform administrative and related functions. Provide guidance and advice to cleaners. Develop and update the cleaning roster.
<b><u>ENQUIRIES</u></b>	: For Sekhukhune District: Ms. Constance Makalela/ Mr. Malema Mathabatha Tel No: 015 632 8300/8330 For Waterberg District: Ms Carol Modiba / Ms. Palesa Hlaole Tel No: 014 718 3000/3040/3052/3027 For Mopani District: Mr. Mzamani Mashibyi Tel No: 015 811 4000/4070/4075 For Vhembe District: Mr. Frank Mavhungu/ Mr Elizabeth Murhovhi Tel No: 015 963 3790 For Head office: Ms. Mokonyane Magdeline, Ms. Ledwaba RE, Ms. Hanyane Phillipine, Mr. Seleka Billy, Malose Moabelo, Matome Malemela and Mathume Mabilo and Ms. Mathebula WT at Tel No: 015 284 7353/ 7570/ 7586 / 7663/ 7606/7607/ 7627/ 7578
<b><u>POST 36/409</u></b>	: <b><u>DRIVER / MESSENGER: RECORDS MANAGEMENT REF NO: S.4/3/8/36</u></b> Component: Corporate Services
<b><u>SALARY</u></b>	: R147 459 per annum (Level 04)
<b><u>CENTRE</u></b>	: Waterberg District
<b><u>REQUIREMENTS</u></b>	: An undergraduate qualification (NQF level 02) as recognized by South African Qualifications Authority (SAQA) valid PDP & driver's licence, with the exception of applicants with disabilities. Competencies: Cleaning equipment, Safety, Health and safety measures, working procedures in respect of working environment, Procedures to operate the motor vehicle e.g. Procedures to obtain trip authorities, complete the logbooks, consumables and basic services, Prescripts for the correct utilisation of the motor vehicle and Procedure to ensure that the vehicles are maintained properly.
<b><u>DUTIES</u></b>	: Drive light and medium motor vehicles to transport passengers and deliver other items (mail and documents). Perform routine maintenance on the allocated vehicle and report defects timely. Complete all the required and prescribed records and logs books with regard to the vehicle and the goods handled. Render clerical support/ messenger service in the relevant office: - Collect and deliver documentation and related items in the department, Copy and fax documents, Assist in the registry.
<b><u>ENQUIRIES</u></b>	: Ms. Carol Modiba / Ms. Palesa Hlaole Tel No: 014 718 3000/3040/3052/3027
<b><u>POST 36/410</u></b>	: <b><u>DRIVER EXTRA HEAVY DUTY (&gt; 16000KG = 16 TONS) (X37 POSTS)</u></b> Component: Roads Infrastructure Maintenance
<b><u>SALARY</u></b>	: R124 434 per annum (Level 03)
<b><u>CENTRE</u></b>	: Ref No: S.4/3/10/47 – Capricorn (X7 Posts) Ref No: S.4/3/10/48 – Mopani (X4 Posts) Ref No: S.4/3/10/49 – Sekhukhune (X4 Posts) Ref No: S.4/3/10/50 – Vhembe (X9 Posts) Ref No: S.4/3/10/51 – Waterberg Districts (X8 Posts)
<b><u>REQUIREMENTS</u></b>	: An undergraduate qualification (NQF level 02) as recognized by South African Qualifications Authority (SAQA). Driver's licence with the exception of applicants with disabilities. (Code of the driver' licence for heavy duty vehicles should be mentioned) Competencies: Communication, Ability to read and write, Good eyesight, Team work, Operation of the equipment, Physical inspection of vehicles and interpret instructions for proper use of all controls for safe operation of vehicles. Interpret and follow operating manuals, maintenance manuals and service charts.
<b><u>DUTIES</u></b>	: Drive Heavy duty vehicles: Transpiration of work teams and materials/ equipment, Detect and repair minor mechanical problems on the vehicles and take steps to have it repaired (check level and condition of oil, fuel, tyres and

<b><u>ENQUIRIES</u></b>	:	water), Inspection of the vehicles/ equipment and report defects, Complete vehicle logbook, trip authorization for the vehicle. For Capricorn District: Ms. Welhemina Mohale/ Mr Solomon Netshia Tel No: 015 287 5600, For Sekhukhune District: Ms. Constance Makalela/ Mr. Malema Mathabatha Tel No: 015 632 8300/8330 For Waterberg District: Ms Carol Modiba / Ms. Palesa Hlaole Tel No: 014 718 3000/3040/3052/3027, For Mopani District: Mr. Mzamani Mashibyi/ Ms Mabunda KS Tel No: 015 811 4000/4070/4075 For Vhembe District: Mr. Frank Mavhungu/ Mr Elizabeth Murhovhi Tel No: 015 963 3790.
<b><u>POST 36/411</u></b>	:	<b><u>ROAD WORKER (X37 POSTS)</u></b> Component: Roads Infrastructure Maintenance
<b><u>SALARY CENTRE</u></b>	:	R124 434 per annum (Level 03) Ref No: S.4/3/10/52- Capricorn (X5 Posts) Ref No: S.4/3/10/53 – Mopani (X3 Posts) Ref No: S.4/3/10/54 – Sekhukhune (X11 Posts) Ref No: S.4/3/10/55 – Waterberg (X18 Posts)
<b><u>REQUIREMENTS</u></b>	:	An undergraduate qualification (NQF level 01) as recognized by South African Qualifications Authority (SAQA). Experience in road maintenance will be an added advantage. Competencies: Job Knowledge, Communication, Interpersonal relations, Flexibility, Teamwork Accuracy, Aptitude of Figures, Computer Literacy, Planning and Organisation and Good verbal and written communication skills.
<b><u>DUTIES</u></b>	:	Perform routine activities in respect of road maintenance and or construction through inter alia the following: Construction of culvert and side drains, Erect and maintain steel guardrails and gabions, Construction of road earth and layer works, Clean and maintain roads, sidewalks and resting areas, Surfacing and pothole patching, Road fencing and pipe laying, Setting of road markings and road studies, Install road signs, distance markers and barricade the work area, Crushing of road material, Bush clearing and grass cutting.
<b><u>ENQUIRIES</u></b>	:	Capricorn District: Ms. Welhemina Mohale/ Mr Solomon Netshia Tel No: 015 287 5600 For Sekhukhune District: Ms. Constance Makalela/ Mr. Malema Mathabatha Tel No: 015 632 8300/8330 For Waterberg District: Ms Carol Modiba / Ms. Palesa Hlaole Tel No: 014 718 3000/3040/3052/3027 For Mopani District: Mr. Mzamani Mashibyi/ Ms Mabunda Tel No: 015 811 4000/4070/4075.
<b><u>POST 36/412</u></b>	:	<b><u>TRADESMAN AID REF NO: S.4/3/2/24 (X3 POSTS)</u></b> Component: Maintenance / Construction Infrastructure
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R124 434 per annum (Level 03) Waterberg District Adult Education and Training (AET). Competencies: Cleaning equipment. Safety. Health and safety measures. Working procedures in respect of working environment. Basic Numeracy. Basic Interpersonal relationship. Basic literacy. Organising.
<b><u>DUTIES</u></b>	:	To provide maintenance of office building. Maintenance of office equipment and furniture. Safe keeping of machinery and equipment.
<b><u>ENQUIRIES</u></b>	:	Ms Carol Modiba / Ms. Palesa Hlaole @ 014 718 3000/3040/3052/3027

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

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



<b><u>APPLICATIONS</u></b>	:	should be addressed to: Head of Department, Limpopo Department of Social Development, Private Bag X9710, Polokwane, 0700 or hand-delivered at 21 Biccard Street, Olympic Towers Building, Ground Floor Office 030 or emailed to recruitment@dsd.limpopo.gov.za
<b><u>CLOSING DATE</u></b>	:	14 October 2022 at 16h00

## **NOTE**

- : All the recommended candidates will be subjected to personnel suitability checks on criminal records, citizenship and educational qualifications. It is the responsibility of the candidate to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). All short-listed candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competency using the mandated DPSA SMS competency assessment tools. A further requirement for appointment at SMS level will be the successful completion of the Senior Management Pre-entry programme as endorsed by the National School of Government. The course is available at the NSG under the name Certificate for entry for SMS and the full details can be obtained by the following link: <https://www.thensg.gov.za/training-course/sms-pre-entryprogramme/>. Applicants are not required to submit copies of qualifications with their applications but must submit a duly completed New Z83 application for employment form, and a detailed CV only. Z83 forms is obtainable from all Government Departments or can be downloaded from [www.dpsa.gov.za](http://www.dpsa.gov.za). Certified copies of qualifications will only be submitted by shortlisted candidates. Correspondence will be entered into with the shortlisted candidates only and if you do not receive any response from us within three (03) months after the closing date, you may regard your application as unsuccessful. However should there be any dissatisfaction, applicants are hereby advised to seek reasons for the above administration action in terms of Promotion of Administrative Justice Act (PAJA), Act No. 3 of 2000. Faxed applications will not be considered. Applicants must clearly indicate the reference number on the Z83. Failure to comply with the above requirements will result in the disqualification of the application. The Department reserves the right to make an appointment in respect of the advertised post. The employment decision shall be informed by the Employment Equity Plan of the Department. Please note: Due to austerity measures, the department will not carry any related costs (transport, accommodation, and meals) for candidates attending interviews.

## **MANAGEMENT ECHELON**

### **POST 36/413**

- : **CHIEF FINANCIAL OFFICER REF NO: DSD/2022/40 (X1 POST)**  
Please note that this is a re-advertisement those who applied before need not to re-apply.

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

- : R1 269 951 per annum (Level 14)  
: Head Office: Polokwane  
: An undergraduate qualification (NQF level 7) as recognized by SAQA in Financial Management. Five (05) years' of experience at a senior managerial level in financial management. Valid vehicle driver's license (with exception of persons with disabilities). Core And Process Competencies: Strategic Capability and Leadership, Programme and Project Management, Change Management, Financial Management, People Management and Empowerment, Knowledge Management, Problem Solving and analysis, Client orientation and Customer Focus, Communication. Knowledge And Skills: Sound and in-depth knowledge of relevant prescripts and applications, as well as an understanding of the legislative framework governing the Public Service. Strategic capability and planning skills. Computer literacy. Good communication skills. Financial management skills. Problem-solving and negotiation skills. Report writing skills. Policy analysis and development.

### **DUTIES**

- : Provide leadership and high-level strategic direction and policy in the Department and coordinate and manage financial regulatory compliance and reporting. To manage the financial and procurement function of the Department and to ensure sound financial management in the Department. Provide physical maintenance services in the department. To establish and maintain appropriate financial systems (analytical tools, information systems and models or projection of cost behaviour) and policies to ensure effective and efficient management of resources. Liaise with relevant role-players in the financial environment regarding transversal financial matters. Manage the provisioning of supply chain management services. Ensure effective and

efficient financial management/administration by collaborating in the development of training programme or by providing direct training in financial matters to an official of the department. Interpretation and implementation of Branch strategy. Develop Policies, and design planning frameworks and guidelines to operationalise strategy. Manage functions of Directors and Component (ensure resources are available, financial management etc.).

**ENQUIRIES** : General enquiries about the advertised posts should be directed to Mr MJ Sekgobela / Mr QLM Mogotlane / Ms ME Gafane at Tel No: 015 230 4315/4375/4426

#### **DEPARTMENT OF SPORT, ARTS AND CULTURE**

***Department of Sport, Arts & Culture is an equal opportunity, affirmative action employer with clear employment equity targets. Women and People with Disabilities are encouraged to apply.***

**APPLICATIONS** : Send your application quoting the relevant reference number, position, and management area on the new Z83 to: The Head of Department Applications should be submitted to: The Head of Department, Department of Sport, Arts and Culture, Private Bag X 9549, Polokwane, 0700, Hand delivered at 21 Rabe Street, Polokwane.

**CLOSING DATE** : 07 October 2022 at 13h00

**NOTE** : Applications must be submitted on the prescribed new Z.83 form of the Public Service Act only, (i.e., application for employment form), obtainable from any Public Service Department or any Public Service and Administration website. Department of Sport, Arts & Culture is an equal opportunity, affirmative action employer with clear employment equity targets. Applications are hereby invited for filling of vacant posts, which exist in the Limpopo Department of Sport, Arts and Culture as per attached "Annexure A". Women and People with Disabilities are encouraged to apply. Applications must be submitted on new Z83 forms obtainable from all Government Departments or can be downloaded from [www.dpsa.gov.za](http://www.dpsa.gov.za). The new Z83 form must be fully completed and signed by the applicant. The following must be considered in relation to the completion of the Z83 by applicants: All the fields in Part A, Part C and Part D should be completed. In Part B, all fields should be completed in full except the following: South African applicants need not provide passport numbers. If an applicant responded "no" to the question "Are you conducting business with the State or are you a Director of a Public or Private company conducting business with the State? If yes (provide detail)" then it is acceptable for an applicant to indicate not applicable or leave blank to the question, "In the event that you are employed in the Public Service, will you immediately relinquish such business interest?". Applicants may leave the following question blank if they are not in possession of such: "If your profession or occupation requires official registration, provide date and particulars of registration". Noting there is limited space provided for Part E, F & G, applicants often indicate "refer to Curriculum Vitae (CV) or see attached", this is acceptable if the CV has been attached and provides the required information. If the information is not provided in the CV, the applicant may be disqualified. It must be noted that a CV is an extension of the application of employment Z83, and applicants are accountable for the information that is provided therein. The questions related to conditions that prevent re-appointment under Part F must be answered. The Department reserves the right to appoint. A specific reference number for the post applied for must be quoted in the space provided on Z83 form. Certified copies of educational qualifications, academic records, identity documents and a valid driver's license (where required) are only required to be presented on the day of the interview. Faxed or e-mailed applications will not be considered. Failure to comply with this requirement will result in the candidate being disqualified. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three months of the closing date of this advertisement, please accept that your application was unsuccessful. However, should there be any dissatisfaction; applicants are hereby advised to seek reasons for the above administration action in terms of Promotion of Administrative Justice Act (PAJA), Act No.3 of 2000. Short-listed candidates will be subjected to a security clearance and screening pre-employment verifications. Successful incumbent will be expected to sign a performance agreement within one month after assumption of duty. The successful candidate will also be required to disclose their financial interest in accordance with the prescribed regulations. The contents of this Circular will also be posted on the following websites [www.sac.limpopo.gov.za](http://www.sac.limpopo.gov.za) / [www.limpopo.gov.za](http://www.limpopo.gov.za), and [www.dpsa.gov.za](http://www.dpsa.gov.za)

## INTERNSHIP PROGRAMME/ WORK INTERGRATED LEARNING FOR 2022/2024

### OTHER POSTS

<b><u>POST 36/414</u></b>	:	<b><u>INTERNSHIP: ARCHIEVES SERVICES REF NO: DSAC 2022\01</u></b> (24 Months)
<b><u>STIPEND</u></b>	:	R6 174.96 per month
<b><u>CENTRE</u></b>	:	Head Office (Polokwane)
<b><u>REQUIREMENTS</u></b>	:	Degree/National Diploma in Archives & Records Management or Information Sciences/Studies.
<b><u>ENQUIRIES</u></b>	:	Mr Musia N Tel No: 015 284 3143 or Ms Ramavhanda ND Tel No: 015 284 4038
<b><u>NOTE</u></b>	:	People with disability are encouraged to apply
<b><u>POST 36/415</u></b>	:	<b><u>INTERNSHIP: SUPPLY CHAIN MANAGEMENT REF NO: DSAC 2022\02</u></b> (24 Months)
<b><u>STIPEND</u></b>	:	R6 174.96 per month
<b><u>CENTRE</u></b>	:	Head Office (Polokwane)
<b><u>REQUIREMENTS</u></b>	:	Degree/National Diploma in Supply Chain Management, Logistics or Finance related.
<b><u>ENQUIRIES</u></b>	:	Mr Musia N Tel No: 015 284 3143 or Ms Ramavhanda ND Tel No: 015 284 4038
<b><u>NOTE</u></b>	:	People with disability are encouraged to apply.
<b><u>POST 36/416</u></b>	:	<b><u>WORK INTERGRATED LEARNING: FINANCE REF NO: DSAC 2022\03 (X2 POSTS)</u></b> (18 Months)
<b><u>STIPEND</u></b>	:	R2 500.per month
<b><u>CENTRE</u></b>	:	Head Office (Polokwane)
<b><u>REQUIREMENTS</u></b>	:	N6 Certificate in Financial Management and related field.
<b><u>ENQUIRIES</u></b>	:	Mr Musia N Tel No: 015 284 3143 or Ms Ramavhanda ND Tel No: 015 284 4038
<b><u>NOTE</u></b>	:	People with disability are encouraged to apply.
<b><u>POST 36/417</u></b>	:	<b><u>WORK INTERGRATED LEARNING: FINANCIAL MANAGEMENT REF NO: DSAC 2022\04</u></b> (18 Months)
<b><u>STIPEND</u></b>	:	R2 500.per month
<b><u>CENTRE</u></b>	:	Head Office (Polokwane)
<b><u>REQUIREMENTS</u></b>	:	N6 Certificate in Management Assistant/Office Management.
<b><u>ENQUIRIES</u></b>	:	Mr Musia N Tel No: 015 284 3143 or Ms Ramavhanda ND Tel No: 015 284 4038
<b><u>NOTE</u></b>	:	People with disability are encouraged to apply.
<b><u>POST 36/418</u></b>	:	<b><u>WORK INTERGRATED LEARNING: CORPORATE SERVICES REF NO: DSAC 2022\05</u></b> (18 Months)
<b><u>STIPEND</u></b>	:	R2 500.per Month
<b><u>CENTRE</u></b>	:	Head Office (Polokwane)
<b><u>REQUIREMENTS</u></b>	:	N6 Certificate in Management Assistant/Office Management.
<b><u>ENQUIRIES</u></b>	:	Mr Musia N Tel No: 015 284 3143 or Ms Ramavhanda ND Tel No: 015 284 4038
<b><u>NOTE</u></b>	:	People with disability are encouraged to apply.
<b><u>POST 36/419</u></b>	:	<b><u>WORK INTERGRATED LEARNING: CULTURAL AFFAIRS REF NO: DSAC 2022\06</u></b> (18 Months)
<b><u>STIPEND</u></b>	:	R2 500.per Month
<b><u>CENTRE</u></b>	:	Head Office (Polokwane)
<b><u>REQUIREMENTS</u></b>	:	N6 Certificate in Management Assistant/Office Management.

**ENQUIRIES**

: Mr Musia N Tel No: 015 284 3143 or Ms Ramavhanda ND Tel No: 015 284 4038

**NOTE**

: People with disability are encouraged to apply.



**PROVINCIAL ADMINISTRATION: NORTHERN CAPE  
DEPARTMENT OF ROADS AND PUBLIC WORKS**

*The Provincial Administration of the Northern Cape is an equal opportunity, affirmative action employer.  
Persons with disabilities are encouraged to apply.*

**CLOSING DATE** : 14 October 2022

**NOTE** : Applications must be submitted on form Z.83 obtainable from any Public Service Department as well as a comprehensive curriculum vitae only. Any Z83 form that is not signed will disqualify the application. The specific reference number of the post must be quoted. Failure to submit all requested documents will result in the application not been considered. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within two months after the closing date of this advertisement, please accept that your application was unsuccessful. Communication from 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. Only applications submitted online will be accepted. To apply submit your application online only, via <http://ncrpw.ncpg.gov.za>. Note that all suitable candidates will be subjected to a satisfactory personnel suitability checks (criminal records checks, citizenship verification, qualification verification). Successful candidates will also be subjected to a security clearance process. Should you be in possession of a foreign qualification, it must be accompanied by the evaluation certificate from the South African Qualifications Authority (SAQA). The Department of Roads and Public Works reserves the right not to make appointments to the advertised posts. All applications must reach the Department of Roads and Public Work before 16:00 on the day of the closing date. Incomplete applications and applications received after the closing date will be disqualified.

**OTHER POST**

**POST 36/420** : **DEPUTY DIRECTOR: LABOUR RELATIONS REF NO: DRPW/HR007/2022**

**SALARY** : R744 255 per annum (Level 11), (all inclusive). The successful candidate will be required to sign a performance agreement and annually disclose his/her financial interests.

**CENTRE** : Kimberley

**REQUIREMENTS** : B degree qualification as recognised by SAQA on NQF level 7 in a relevant field, i.e. Law, Human Resources or Industrial Psychology. A post graduate certificate in labour law will be an added advantage. A minimum of 5 years within a people management environment (including employee relations). Knowledge of People Management and Employment Relations. In-depth knowledge of the Public Service Act, the Labour Relations Act, the Basic Conditions of Employment Act and the Employment Equity Act as well as general policies governing the government of the day. Excellent negotiation skills, Strong analytical, conceptual and formulation skills, planning and organizing skills. Computer literacy skills.

**DUTIES** : Conduct investigations (misconduct, queries and disputes), represent the employer in disciplinary hearings and dispute matters, provide employment relations training, manage misconduct, grievance and dispute processes within the department. Render an employment relations service in the Department. Provide advice about the application of employment relations legislation, regulations and guidelines, contribute to strategic management within the Sub-Directorate, development and management of the operational plan of the Sub-Directorate. Evaluate the performance of the Sub-Directorate, analyze and propose business process improvements and provide reports on a regular basis on the activities of the Sub-Directorate, Motivate, train and guide employees within the Sub-Directorate. Manage the performance as well as discipline of employees within the Sub-Directorate. Responsible for the efficient, economic and effective control and management of the Sub-Directorate's budget and expenditure.

**ENQUIRIES** : Mr. W. Pike Tel No: (053) 8392249/2255

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

**CLOSING DATE** : 10 October 2022  
**NOTE** : Only applications submitted online at: [www.westerncape.gov.za/jobs](http://www.westerncape.gov.za/jobs) or <https://westerncapegov.erecruit.co>. Will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16:00. You may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert.

**OTHER POSTS**

**POST 36/421** : **ANIMAL HEALTH TECHNICIAN: ANIMAL HEALTH REF NO: AGR 51/2022**

**SALARY** : R321 543 per annum (Level 08)  
**CENTRE** : Department of Agriculture, Western Cape Government  
 Oudtshoorn (X1 Post)  
 Swellendam (X1 Post)

**REQUIREMENTS** : An appropriate National Diploma/B-Degree in Animal Health; 1 year post-qualification experience; Compulsory registration as an Animal Health Technician with the South African Veterinary Council (SAVC) in the appropriate field; A valid driving licence (Code EB or higher). Competencies: Knowledge of following: Animal Disease Act, Act 35 of 1984, Animal diseases and their control; Relevant computer information systems/programmes; Administrative procedures; Basic conditions of service and other relevant regulations; Stocktaking - control and systems; Filing system; Skills in the following: Administrative; Interpersonal; Communication (written and verbal); Proven computer literacy in MS Office packages; Ability to translate and implement policies.

**DUTIES** : Implementation of legislation and policies with regard to detection, treatment, control, prevention and eradication of animal diseases in accordance with the relevant legislation (Act 35 of 1984, Act 40 of 2000 and Act 06 of 2002); Extension and training to the general public and livestock farmers with regard to animals, animal diseases and zoonoses for the promotion of animal production and improvement of animal welfare in rural communities; Stock census and animal disease data collection and processing thereof; Effective work planning and compiling of reports; Effective implementation of administration and record keeping.

**ENQUIRIES** : Mr A. Storm at Tel No: 071 787 1550  
**APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

**POST 36/422** : **GROUNDSMAN: GENERAL SUPPORT SERVICES (ELSENBURG) REF NO: AGR 53/2022**

**SALARY** : R104 073 per annum (Level 02)  
**CENTRE** : Department of Agriculture, Western Cape Government

**REQUIREMENTS** : Basic literacy and numeracy (ABET). Recommendation: Sound and Working knowledge in ground keeping. Competencies: Knowledge of the following: Garden layout; cutting and trimming lawns; Groundsman work; Appropriate tools and usage thereof; Basic communication skills; Interpersonal skills.

**DUTIES** : Responsible for keeping of all grounds and gardens; Ensure that jobs are executed according to set standards; Responsible for delivering of a support service; Ensure that equipment and other tools are kept in a good and working condition.

**ENQUIRIES** : Mr J Smith Tel No: (021) 808 5343  
**APPLICATIONS** : To submit your application, there are 3 methods in which you can apply, please only use 1 of the following:

1: Hand deliver your application for Attention: Western Cape Government Jobs, Unit F6, Bayside Office Park, 41 – 43 Erica Road, Table View, 7441 (From Monday to Friday between 07:00am to 17:00pm);  
 Or 2. Post your application for Attention: Western Cape Government Jobs, PO Box 60495 Table View 7439  
 Or 3. Email your application to: [westerncape@immploy.com](mailto:westerncape@immploy.com). Clearly indicate the reference number of post in email subject line and ensure attachments are in the appropriate format (MS Word or PDF).

**CLOSING DATE** : 17 October 2022

#### **DEPARTMENT OF COMMUNITY SAFETY**

**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** : 10 October 2022

**NOTE** : Only applications submitted online at: [www.westerncape.gov.za/jobs](http://www.westerncape.gov.za/jobs) or <https://westerncapegov.erecruit.co> will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16:00. You may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert.

#### **OTHER POST**

**POST 36/423** : **ASSISTANT DIRECTOR: SECURITY SUPPORT SERVICES (SYSTEMS AND ADMINISTRATION) REF NO: CS 28/2022**

**SALARY** : R382 245 per annum (Level 09)  
**CENTRE** : Department of Community Safety, Western Cape Government  
**REQUIREMENTS** : An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher); A minimum of 3 years relevant supervisory level experience. Competencies: Knowledge of the following: Administrative management; Financial management; Public service Policies, regulations and procedures; Human resource management. Skills needed: Computer literacy (MS office package: Word, Excel, PowerPoint); Project Management; Data Analysis; Electronic Access Control Systems; Communication (Written and verbal).

**DUTIES** : Ensure that sub-directorate methodologies and processes are implemented correctly through optimal functioning of the electronic access control system and electronic surveillance equipment; Coordinate and influence continuous development, implementation and service delivery improvement of the Strategic Sourcing Strategy to influence the transversal Electronic Access Control and CCTV sourcing environment of the WCG Quality Assurance; Provide effective system support and training; People Management.

**ENQUIRIES** : Mr. D Samuels Tel No: (021) 483-5861

#### **DEPARTMENT OF CULTURAL AFFAIRS AND SPORT**

**CLOSING DATE** : 10 October 2022

**NOTE** : Only applications submitted online at: [www.westerncape.gov.za/jobs](http://www.westerncape.gov.za/jobs) or <https://westerncapegov.erecruit.co> will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16:00. You may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert.

## OTHER POSTS

**POST 36/424** : **ADMINISTRATIVE OFFICER: HERITAGE RESOURCE MANAGEMENT SERVICES REF NO: CAS 38/2022**

**SALARY** : R261 372 per annum (Level 07)  
**CENTRE** : Department of Cultural Affairs and Sport, Western Cape Government  
**REQUIREMENTS** : An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher); A minimum of 1 year relevant administrative experience. Recommendation: A valid driving licence (Code B or higher). Note: People with disabilities that restrict driving abilities, but who have reasonable access to transport may also apply. Experience. Competencies: Knowledge of the following: Training in heritage related disciplines; Working knowledge of IT systems; Related disciplines; Public administration; Human Resource Management; Management of finances in line with PFMA; Conducting research. Skills needed: Proven computer literacy in Microsoft Office packages; Written and verbal communication; Planning and organising; Conflict resolution; Report writing; Analytical thinking.

**DUTIES** : Co-ordination, review and facilitate the application of heritage conservation policies in terms of the National Heritage Resources Act (Act 25 of 1999); Facilitate the formal protection of heritage resources (declarations); Development and maintenance of the heritage register; Provide professional and technical assistance to other departments and internal units; Conduct Research.

**ENQUIRIES** : Mr J. Windvogel Tel No: (021) 483 9736  
**APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

**POST 36/425** : **CLEANER: ARCHIVE ADMINISTRATIVE SUPPORT SERVICES REF NO: CAS 37/2022 (X2 POSTS)**

**SALARY** : R104 073 per annum (Level 02)  
**CENTRE** : Department of Cultural Affairs and Sport, Western Cape Government  
**REQUIREMENTS** : Basic literacy and numeracy (ABET level 2 – Grade 5). Recommendation: Ability to operate machines /equipment in a cost-effective manner; Take responsibility for issued cleaning materials. Competencies: Basic knowledge of cleaning and cleaning equipment; Skills in the following: Basic communication; Time management; Organising and interpersonal; Ability to work in a team and independently.

**DUTIES** : General cleaning, which include sweeping, scrubbing, mopping of floors, dusting, polishing of floors and furniture, emptying dirt and office waste bins; Ensure that cleaning equipment e.g., polishing and scrubbing machines, mops, brooms, buckets are clean after usage and securely stored; Preparing of refreshments for Archives visitors.

**ENQUIRIES** : Ms L Mentjies Tel No: (021) 483 0450  
**APPLICATIONS** : To submit your application, there are 3 methods in which you can apply, please only use 1 of the following:  
 1. Hand deliver your application for Attention: Western Cape Government Jobs, Unit F6, Bayside Office Park, 41 – 43 Erica Road, Table View, 7441 (From Monday to Friday between 07:00am to 17:00pm)  
 Or 2. Post your application for Attention: Western Cape Government Jobs, PO Box 60495 Table View 7439  
 Or 3. Email your application to: [westerncape@immploy.com](mailto:westerncape@immploy.com). Clearly indicate the reference number of post in email subject line and ensure attachments are in the appropriate format (MS Word or PDF).

**CLOSING DATE** : 17 October 2022

## 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** : 10 October 2022

**NOTE** : Only applications submitted online at: [www.westerncape.gov.za/jobs](http://www.westerncape.gov.za/jobs) or <https://westerncapegov.erecruit.co> will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes.

These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16:00. You may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert.

#### OTHER POST

<b><u>POST 36/426</u></b>	:	<b><u>ADMINISTRATION CLERK: CORPORATE SERVICES RELATIONS</u></b> <b><u>MANAGEMENT REF NO: DEDAT 12/2022</u></b>
<b><u>SALARY</u></b>	:	R176 310 per annum (Level 05)
<b><u>CENTRE</u></b>	:	Department of Economic Development and Tourism, Western Cape Government
<b><u>REQUIREMENTS</u></b>	:	Senior Certificate (Grade 12 or equivalent qualification). Recommendation: A valid driving licence (Code B or higher). Note: People with disabilities that restrict driving abilities, but who have reasonable access to transport may also apply. Competencies: A good understanding of the following: Clerical duties and practices; Legislative framework governing the Public Service; Working procedures in terms of the working environment; Project management; Accounting, finance and audit; Information technology; Economic and financial analysis; Legal administration; Strategic planning; Skills needed: Numeracy and literacy; Proven computer literacy; Written and verbal communication; Ability to capture data, operate computer and collecting statistics.
<b><u>DUTIES</u></b>	:	Render general clerical support services; Personnel administration clerical support services within the component; Supply chain clerical support services; Financial administration support services
<b><u>ENQUIRIES</u></b>	:	Ms M Jacobs at Tel No: (021) 483 9748

#### DEPARTMENT OF ENVIRONMENTAL AFFAIRS AND DEVELOPMENT PLANNING

<b><u>APPLICATIONS</u></b>	:	Only applications submitted online will be accepted. To apply submit your application online only: via <a href="http://www.westerncape.gov.za/jobs">http://www.westerncape.gov.za/jobs</a> or <a href="https://westerncapegov.erecruit.co">https://westerncapegov.erecruit.co</a>
<b><u>CLOSING DATE</u></b>	:	10 October 2022
<b><u>NOTE</u></b>	:	Only applications submitted online will be accepted. All shortlisted candidates must make themselves available to be interviewed at a date, time and place as decided by the selection panel. Please ensure that you submit your application on or before the closing date as no late applications will be considered. The selection process will be guided by the EE targets of the employing department. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16:00. Should you experience any difficulties with your online application you may contact the helpline at 0861 370 214. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS Competency Assessment tools. The nominated candidate will be required to complete the Senior Management Pre-Entry Programme before they may be appointed into this post. The purpose of the Senior Management Pre-Entry Programme, which is a public service specific training programme applicable to all applicants who aspire to join the SMS, is to ensure that potential SMS members have a background on processes and procedures linked to the SMS. The duration of the online Pre-Entry Programme is 120 notional hours (15 days). Full details may be sourced by the following link: <a href="https://www.thensg.gov.za/training-course/sms-preentryprogramme/">https://www.thensg.gov.za/training-course/sms-preentryprogramme/</a> Furthermore, thanks to the huge public interest we receive many applications for our positions, and as such will not be able to respond personally to all applications. Therefore, should you not hear from us within 10 weeks from close of advert please consider your application unsuccessful.

## MANAGEMENT ECHELON

<b><u>POST 36/427</u></b>	:	<b><u>DIRECTOR: POLLUTION AND CHEMICALS MANAGEMENT REF NO: EADP 21/2022</u></b>
<b><u>SALARY</u></b>	:	R1 073 187 per annum (Level 13), (all-inclusive package to be structured in accordance with the rules for SMS). Note: The remuneration package consists of a basic salary (70%) and the employer's contribution to the Pension Fund. The remainder of the package may be structured according to your personal needs.
<b><u>CENTRE</u></b>	:	Department of Environmental Affairs and Development Planning, Western Cape Government
<b><u>REQUIREMENTS</u></b>	:	An undergraduate qualification (NQF level 7) as recognised by SAQA (B Degree with Natural / Physical Sciences, Environmental Management/Sciences or Engineering). Minimum of 6 years' experience at a middle management level; A valid code EB driver's license (unless prevented by a disability). Recommendation: Computer literacy in MS Office software. Proven financial, human resource and risk management experience. Competencies: Proven knowledge and understanding of the National legal requirements (NEMA, NEM: WA, etc.); Proven knowledge and understanding of the Integrated Pollution and Waste Management and Chemicals Management Policy, standards implementation. Proven knowledge and understanding of Environmental regulatory requirements. Proven knowledge and experience of compliance monitoring and enforcement of environmental, including pollution and/or waste legislation. Proven knowledge and understanding of implementation of international multi-lateral environmental agreements related to Pollution and Chemicals Management. Strategic management, proven leadership and change management skills and experience. Proven knowledge, experience and understanding of program and project management. Proven financial management and skills, and knowledge and understanding of supply chain management processes. Proven knowledge and understanding of modern systems of governance and administration. Proven knowledge and understanding of public service procedures, processes and systems. Proven knowledge and understanding of global, regional and local political, economic and social affairs impacting on the provincial government of the Western Cape. Proven knowledge and understanding of public finance, human resources and discourse management processes, legislation and prescripts. High level communication, interpersonal, conflict resolution, consultation and facilitation skills. Strong conceptual, interpretive and formulative skills.
<b><u>DUTIES</u></b>	:	Develop, maintain and implement integrated pollution legislation, policies, strategies and programmes. Management of policy and development of legislation, co-ordination and implementation. Provide strategic management, guidance and leadership with regards to pollution prevention. Promote cooperative governance in respect of pollution management, across all 3 spheres of government. Strategic management and oversight of compliance monitoring and enforcement of the statutory obligations in terms of NEMA (i.e. section 28, Duty of Care). Monitor pollution and chemicals management systems. Provide strategic management guidance and leadership with regards to: Pollution monitoring and information management. Decision-making, oversight and co-ordination in terms of Pollution and Chemicals Management in the Province. Implement international multilateral environmental agreements on pollution and chemicals management. Manage, draft and implement policy, guidelines, standards and norms with regards to Chemicals Management. Manage remediation and emergency incidents. Provide leadership, strategic guidance, co-ordination, management and implementation of Chapter 4, Part 8 NEM: Waste Act, in respect of the remediation of contaminated land. Strategic management and oversight of compliance monitoring and enforcement of the statutory obligations in terms of NEMA (section 30) & NEM: WA – Chapter 4, Part 8). Provide strategic management, decision-making and oversight in respect of sustainable water resource management. Provide strategic management, coordination, development, implementation, monitoring and reporting of the Sustainable Water Management Plan (SWMP), the Berg River Improvement Plan (BRIP) and Breede River Environmental Resources Protection Plan (BRERPP). People Management Drive the recruitment of employees and selection and moderation of posts to ensure the achievement of the Directorate's Strategic and Business Plan and the management of the

transformation process (i.e. employment equity). Actively manage the performance, evaluation and moderation, rewarding of employees within the Directorate and the performance management cycle process. Promote sound labour relations within the Directorate. Financial Management Preparation of the Annual (MTEF process) and Adjustment Budgets for the Directorate. Assume direct accountability for the efficient, economic and effective control and management of the Directorate's budget and expenditure through cash flow management. Assume direct accountability for ensuring that the correct supply chain management procedures are adhered to in respect of procurement of goods and services for the Directorate. Assume overall accountability for the management, maintenance and safekeeping of the Directorate assets. Ensure that full and proper records of the financial affairs of the Directorate are kept in accordance with prescribed norms and standards. Cooperation and implementation of recommendations from Assurance Services (i.e. Risk Management through inputs and treatment actions to the Chief Directorate Risk Register). Strategic Management (including change management) Define and review on a continual basis the purpose, objectives, priorities and activities of the Directorate. Drive the Directorate's strategic planning process. Drive the development and management of the strategic (including annual performance plan) and business plans for the Directorate. Evaluate the performance of the Directorate and report (monthly, quarterly and annually) on a continual basis against pre-determined key measurable objectives and standards.

**ENQUIRIES** : Mr G Arendse Tel No: (021) 483 5109 / 082 927 5539

#### **OTHER POST**

**POST 36/428** : **ASSISTANT DIRECTOR: FINANCIAL REPORTING REF NO: EADP 19/2022**

**SALARY** : R382 245 per annum (Level 09)  
**CENTRE** : Department of Environmental Affairs and Development Planning, Western Cape Government

**REQUIREMENTS** : An appropriate 3-year B-Degree (equivalent or higher qualification) in Financial Management; A minimum of 3 years relevant supervisory experience. Competencies: Knowledge of the following: Public Finance Management Act; The Treasury Regulations and Finance Instructions; Transversal public sector accounting systems. Skills needed: Computer literacy in MS Office package (Word, Excel, PowerPoint, Internet, and Email); Written and verbal communication; People Management; Research; Presentation.

**DUTIES** : Monitoring and compiling of financial reporting; Overall assessment and compilation of the Interim and Annual financial statements; Conduct appropriate system maintenance and monitoring and perform month/year-end closure in compliance with the guidelines issued by National and Provincial Treasury; Managing the pre-audit process; Management of staff.

**ENQUIRIES** : Ms Y. Horniet Tel No: (021) 483 8337

#### **DEPARTMENT OF HEALTH**

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

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

#### **MANAGEMENT ECHELON**

**POST 36/429** : **CHIEF DIRECTOR: FINANCIAL MANAGEMENT**  
 Directorate: Financial Management

**SALARY** : R1 269 951 per annum, (A portion of the package can be structured according to the individual's personal needs).

**CENTRE** : Head Office, Cape Town

**REQUIREMENTS** : Minimum educational qualification: An appropriate undergraduate qualification (NQF level 7) as recognized by SAQA. Pre-entry Certificate for the Senior Management Services (Candidates not in possession of this entry requirement can still apply but is requested to register for the course and complete as such

as no appointment can be made in the absence thereof. The course is available at the National School of Governance (NSG) under the name Certificate for entry into the SMS and the full details can be sourced by the following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. All costs associated hereof will be the responsibility of the applicant). Experience Five years' experience at a senior managerial level. Inherent requirements of the job: Willingness to travel. Willingness to work after hours. Valid (Code B/EB) driver's licence. Ability to function in a team. Ability to give strategic vision. Competencies (knowledge/skills): Knowledge and understanding of financial norms and standards, legislation, national and provincial regulations and directives. Extensive knowledge of and experience in policies and processes wrt finance, budgeting, revenue, debt management, etc, within the Provincial Administration including the structure of the budget through grants and the equitable share. Management reporting especially on the budget review, expenditure control and financial reports. Technical trained and proficient in: Performance measurement, financial accounting, Management accounting, Internal control, Internal and external audit, Information systems, and Economics. Systems relevant understanding of PERSAL, LOGIS, BAS. Other skills required: Ability to develop, analyse, monitor and execute policies and strategy. Ability to plan and execute the budget process in the Dept of Health. Advanced skills in databases and computer models in order to plan and manage the compilation of databases from BAS and PERSAL, and the creation of models for use by managers. Knowledge of and the ability to interpret and apply financial management policies and principles. Policy development, especially financial policy, budget policy and revenue policy. Adaptive leadership skills.

**DUTIES** : Strategic Capability & Leadership (incl Change Management). Ensure efficient and effective budget management within the Department. Ensure effective and efficient financial accounting services within the Department. Ensure information management and reporting. Management of the people within the Chief Directorate. Effective management of financial resources.

**ENQUIRIES** : Mr S Kaye Tel No: (021) 483-8690  
**APPLICATIONS** : Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")

**NOTE** The Western Cape Department of Health has embarked on a transformation journey, guided by its Healthcare 2030 vision and in line with the WHO framework for integrated people-centered health care systems. The transformation strategy comprises of three inter-linked components, namely Service Transformation, Good governance and Leadership and Organizational Culture Strategy. This can result in the current job functions being amended to meet the future service requirements and focus. The person appointed to this position will be subjected to security clearance and the signing of a performance agreement and an employment contract. Candidates may be subjected to a competency test. No payment of any kind is required when applying for this post. As directed by the Department of Public Service and Administration, applicants must note that further checks will be conducted once they are shortlisted and that their appointment is subject to positive outcomes on these checks, which include security clearance, qualification verification, criminal records and previous employment.

**CLOSING DATE** : 07 October 2022

#### **OTHER POSTS**

**POST 36/430** : **CHIEF ENGINEER GRADE A**

**SALARY** : R1 058 469 per annum, (A portion of the package can be structured to the individual's personal needs.)

**CENTRE** : Tygerberg Hospital

**REQUIREMENTS** : Minimum educational qualification: An appropriate Degree in electrical or mechanical engineering (B Eng/BSc Eng). Registration with a professional council: Registration with the Engineering Council of South Africa (ECSA) as a Professional Engineer. Experience: An appropriate minimum of 6 years post qualification experience is required as a registered Professional Engineer. Inherent requirements of the job: A valid (Code EB/B) driver's licence. Be fit and able to climb onto, over, and under machinery and services for the purpose of inspecting, repairing, or adjusting. Working outside normal hours per, travel, and stay away from home. Competencies (knowledge/skills): Able to write,



understand and interpret specifications for electrical and medical equipment and apply this to procurement. Able to prepare policy reports, submissions, and presentations. Able to plan and execute research in related fields and able to train and transfer knowledge and skills. Good planning, organising, people- and performance management skills. Fluency in at least two of the three official languages of the Western Cape. Computer literacy, particularly in MS Office (MS Word, Excel, Outlook, PowerPoint). Extensive experience in the maintenance and operation of machinery and electrical systems. Extensive experience in Hospital engineering and experience in the functioning of medical equipment and the application of health technologies. Experience in personnel management. Occupational Health and Safety Act (Act 85 of 1993) and Hazardous Substances Act (Act 15 of 1973 as well as the Public Finance Management Act (Act 1 of 1999). Understanding of the Comprehensive Health Services Plan of the Department and International Hospital Engineering Standards. Treasury Regulations, Treasury Practice Notes, and Circulars, Accounting Officer System. Public Service Act and Regulations as well as Labour Relations Act and Regulations.

**DUTIES** : (key result areas/outputs): Manage the provision of effective, efficient, and affordable engineering services through inspections, maintenance, repair, training, evaluation and modification. Serve as the competent person in terms of the Occupational Health and Safety Act (regulations pertaining to electrical and mechanical installations) and provide occupational and equipment safety services. Provide engineering input regarding construction projects and technical feedback to hospital management. Management of the allocated financial and human resources to achieve the pre-determined performance indicators and service delivery imperatives. Contract management in terms of putting Engineering contracts in place and management thereof.

**ENQUIRIES** : Dr M Mukosi Tel No: (021) 938-4136

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

**CLOSING DATE** : 07 October 2022

**POST 36/431** : **DEPUTY DIRECTOR: SUPPLY CHAIN MANAGEMENT (CLINICAL SOURCING)**  
Directorate: Supply Chain Sourcing  
(1-Year Contract)

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

**CENTRE** : Head Office, Cape Town

**REQUIREMENTS** Minimum educational qualification: Appropriate three-year Diploma (minimum NQF level 6) or Degree. Experience: Appropriate experience and understanding of the procurement of clinical consumables, services & equipment within a healthcare environment, by means of commodity-driven sourcing strategies. Appropriate management experience. Inherent requirement of the job: Valid (Code B/EB) drivers' licence. Ability to handle matters of a confidential nature. Competencies (knowledge/skills): Sound problem-solving and presentation skills. Computer literacy (MS Excel, Word, PowerPoint, Outlook). Good numerical and analytical skills. Excellent verbal and written communication skills in at least two of the three official languages of the Western Cape. Knowledge of the Public Finance Management Act (PFMA), National, Provincial Treasury Regulations. Knowledge of the Department's Accounting Officer's System and the Delegations.

**DUTIES** : To provide an integrated demand, acquisition and contract management service of clinical commodities through the development, implementation and maintenance of a transformative approach to sourcing by means of: Commodity-based lifecycle costing. End-to-end management of the sourcing process. Supplier relationship and performance management. Internal stakeholder management and delivery of optimal commercial benefits to the Department. Managing and delivering multiple procurement projects in a commercial environment. Understanding of local industry, incl. cost drivers, supply and demand, innovations, vendor landscape, etc. Leading a team of procurement specialists to deliver the organisation's long-term procurement strategy. Developing and implementing policies and tools to facilitate strategic and transactional sourcing of clinical-related goods and services.

**ENQUIRIES** : Ms S Roy Tel No: 071 882-3624

<b><u>APPLICATIONS</u></b>	:	Applicants apply online: <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications")
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post.
<b><u>CLOSING DATE</u></b>	:	07 October 2022
<b><u>POST 36/432</u></b>	:	<b><u>MEDICAL SPECIALIST GRADE 1 TO 2 (COLORECTAL SURGERY) 5/8<sup>TH</sup> POST (X2 POSTS)</u></b>
<b><u>SALARY</u></b>	:	Grade 1: R701 643 per annum Grade 2: R802 245 per annum Grade 3: R931 041 per annum (A portion of the package can be structured according to the individual's personal needs). (It is expected of the successful candidate to participate in a system of remunerated commuted overtime)
<b><u>CENTRE</u></b>	:	Tygerberg Hospital, Parow Valley
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: An appropriate qualification that allows registration with the HPCSA as Medical Specialist in General Surgery. Registered with a Professional council: Registration with the HPCSA as a Medical Specialist in General Surgery. Experience: <b>Grade 1:</b> None after registration with the HPCSA as a medical specialist. <b>Grade 2:</b> A minimum of 5 years appropriate experience as a medical specialist after registration with the HPCSA. <b>Grade 3:</b> A minimum of 10 years appropriate experience as a Medical Specialist after registration with the HPCSA. Competencies (knowledge/skills): Extensive experience in the management of colorectal surgical patients. This includes both outpatients and clinic patients. Colonoscopy skills, with the ability to perform endoscopic interventions (such as stenting and EMR). Received formal training on da Vinci robotic system. Skilled colorectal laparoscopic surgeon, who has passed the learning curve and can operate independently on colorectal MIS procedures. Vital to have skills and experience in TAMIS surgery. Certificate in Surgical Gastroenterology (Colorectal surgery).
<b><u>DUTIES</u></b>	:	Clinical and administrative leadership and governance of a colorectal surgical unit. Co-operation with fellow surgeons and other health professionals, participating in a multi-disciplinary team. Further the MIS program, with an eye on innovation and adoption of technology. Teaching aspects of colorectal surgery to pre- and postgraduate students. Conducting and supervising research in the field of colorectal surgery.
<b><u>ENQUIRIES</u></b>	:	Prof E Steyn Tel No: (021) 938-9271, <a href="mailto:esteyn@sun.ac.za">esteyn@sun.ac.za</a>
<b><u>APPLICATIONS</u></b>	:	Applicants apply online: <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications")
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for these posts.
<b><u>CLOSING DATE</u></b>	:	07 October 2022
<b><u>POST 36/433</u></b>	:	<b><u>ASSISTANT MANAGER NURSING (SPECIALTY: NURSING MANAGEMENT, TRAUMA, THEATRE AND PSYCHIATRY)</u></b> Chief Directorate: Metro Health Services
<b><u>SALARY</u></b>	:	Grade 1: R624 216 per annum (PN-B4)
<b><u>CENTRE</u></b>	:	Eerste River Hospital
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse. A post-basic nursing qualification, with duration of at least one year, accredited with SANC in Medical and Surgical Science: Operating Theatre Nursing or Advanced Psychiatric Nursing Science or Medical and Surgical Nursing Science: Critical Care Nursing: Trauma and Emergency or Medical and Surgical Nursing Science: Critical Care Nursing: General. Registration with a professional council: Registration with the SANC as a Professional Nurse and proof of current annual registration with SANC for 2022. Experience: A minimum of 10 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 6 years of the period referred to above must be appropriate/recognizable experience in an Operating Theatre, or a Psychiatry Unit, or a Trauma and Emergency Unit after obtaining the 1-year post-basic qualification in one of the specialties referred to above. At least 3 years of the period referred to above must be appropriate/recognizable experience at management level. Inherent requirement of the job: Willingness to work shifts, weekends, public holidays, night duty, and perform overtime as required. Competencies

		(knowledge/skills): Sound knowledge and understanding of policies, guidelines, and SOP's related to the following areas: Emergency and Trauma, Mental Health Care, Operating Theatre department, Nursing and Health Services related Acts, Legislation and Policies. Good verbal and written communication skills in at least two of three official languages of the Western Cape. Good managerial, supervisory, motivation, negotiation, interpersonal, problem solving, change management, decision making, disciplinary and conflict management skills. Computer literacy (MS Word, Outlook, Excel, and PowerPoint). Knowledge and skills in conducting research and compiling comprehensive reports.
<b><u>DUTIES</u></b>	:	Supervise, support, guide, and lead staff to render quality care in the appropriate specialty as advertised i.e. trauma and emergency department, Theatre, Psychiatry at your facility. Manage and monitor proper utilization of human, financial and physical resources. Participate in the formulation, monitoring and implementation of policies, guidelines, practices, standards operating procedures, programmes and regulations pertaining to Nursing Care. Initiate and participate in training and development and research within the appropriate specialty as advertised i.e. Trauma and Emergency unit, Theatre and Psychiatry and nursing department, and provision of support to Nursing Services.
<b><u>ENQUIRIES</u></b>	:	Ms MM Luphondo Tel No: 021 902-8010/57
<b><u>APPLICATIONS</u></b>	:	Applicants apply online: <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications")
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post. Candidates may be subjected to a practical test.
<b><u>CLOSING DATE</u></b>	:	07 October 2022
<b><u>POST 36/434</u></b>	:	<b><u>CHIEF OCCUPATIONAL THERAPIST GRADE 1</u></b> Chief Directorate: Rural Health Services
<b><u>SALARY</u></b>	:	R473 112 per annum
<b><u>CENTRE</u></b>	:	George Regional Hospital
<b><u>REQUIREMENTS</u></b>	:	(Minimum educational qualification): Appropriate qualification that allows registration with the Health Professional Council of South Africa (HPCSA) as an Occupational Therapist. Registration with a professional council: Registration with the Health Professions Council of South African Council (HPCSA) as an occupational therapist and proof of payment of registration for 2022/2023. Experience: A minimum three-years appropriate experience in Occupational Therapy after registration with the HPCSA. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Ability and willingness to be available for emergencies/mass incidents. Competencies (knowledge/skills): Sound knowledge and understanding of occupational therapy and health service-related acts, legislation, and policies. Communication skills (both verbal and written) in at least two of the three official languages of the Western Cape. Computer literacy (MS Office: Word, Excel, and PowerPoint). Proven leadership, interpersonal and communication skills.
<b><u>DUTIES</u></b>	:	Lead, coordinate and supervise the delivery of Occupational therapy services and support institutional management. Provide occupational therapy services including assessments, interventions and counselling to individuals, groups, and families. Supervise, support, and evaluate subordinates and development of staff and students. Ensure efficient and effective management of resources. Administration, including collecting, compiling and presenting statistical data and monthly reports.
<b><u>ENQUIRIES</u></b>	:	Dr T Koen Tel No: (044) 802-4535
<b><u>APPLICATIONS</u></b>	:	Applicants apply online: <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications")
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a practical and/or competency test.
<b><u>CLOSING DATE</u></b>	:	07 October 2022
<b><u>POST 36/435</u></b>	:	<b><u>CLINICAL PROGRAMME COORDINATOR: HIV/AIDS/STI/TB PROGRAMME: PMTCT</u></b> Chief Directorate: Metro Health Services
<b><u>SALARY</u></b>	:	Grade1: R450 939 per annum (PN-A5)
<b><u>CENTRE</u></b>	:	Southern/Western Sub-structure Office

<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse. (This dispensation is only applicable for posts of Clinical Programme Coordinator where it is an inherent requirement of the post, incumbent to maintain registration with the SANC). Registration with a professional council: Registration with SANC as a Professional Nurse. Experience: <b>Grade 1:</b> A minimum of 7 years appropriate/recognisable experience in nursing after registration as Professional Nurse with SANC in General Nursing. Inherent requirements of the job: Valid (code B/EB) driver's licence and a willingness to travel in the district as well as in the province. Willingness to work overtime when required. Competencies (knowledge/skills): Knowledge and experience in the PMTCT/HIV/AIDS/STI/TB Programmes, Health Programme Policies, and the National Strategic Plan. Good interpersonal, collaborative, leadership, and communication skills (verbal and written). Solid health information systems, data management, analysis and interpretation abilities, Computer literacy (MS Word, Excel, and PowerPoint) and good report writing skills. Good planning, organisational, project management and training skills. Appropriate three-years' experience in HIV/AIDS/STI/TB Programme Management.
<b><u>DUTIES</u></b>	:	Ensure efficient Policy co-ordination, implementation support, monitoring, and evaluation across priority HIV/AIDS/STI/TB/MMC and primarily the PMTCT sub-programme services/strategies. Support the implementation of PMTCT/HIV/AIDS/STI/TB/MMC services, establish and improve linkages in HIV/PMTCT with integrated management of Maternal-Child-Women Health and related departmental priority strategies. Support the internal and external strengthening of the District Health System. Provide onsite supervision, mentorship and develop capacity amongst service providers at facility level and provide support to DoH supporting partners. Monitor and evaluate programme goals, targets and performance including the collection, validation, and interpretation of statistical data. Manage and support the implementation of quality improvement and quality assurance initiatives in the general Antenatal Care, Labour, and Postnatal Care.
<b><u>ENQUIRIES</u></b>	:	Ms Y Cottee Tel No: 021 202-0924
<b><u>APPLICATIONS</u></b>	:	Applicants apply online: <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications")
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post. A practical test will form part of the selection process.
<b><u>CLOSING DATE</u></b>	:	07 October 2022
<b><u>POST 36/436</u></b>	:	<b><u>SENIOR ADMINISTRATIVE OFFICER: HUMAN RESOURCE MANAGEMENT</u></b> West Coast District
<b><u>SALARY</u></b>	:	R321 543 per annum
<b><u>CENTRE</u></b>	:	Vredenburg Hospital
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Appropriate three-year National Diploma/Degree. Experience: Appropriate People Management and Development, People Strategy, Supervisory and PERSAL experience Inherent requirement of the job: Valid (code B/EB) driver's licence. Competencies (knowledge/skills): Sound practical knowledge and experience of the PERSAL system, knowledge of the Public Service Act and regulations, various OSDs, Human Resource Policies, Resolutions and Agreements. Ability to ensure compliance and identify irregularities in the application of human resource policies and practices by means of analytical and innovative thinking. Good verbal, as well as written communication skills in at least two of the three official languages of the Western Cape to ensure effective report-writing. Computer skills (MS Office, Word, Excel, and PowerPoint).
<b><u>DUTIES</u></b>	:	Adherence to and correct application of all transversal personnel practices, policies, and procedures, including all employment practices, Conditions of Service and Terminations, SPMS, Establishment Administration and Recruitment and Selection. Render support and advisory service with regard to Personnel Administration and Human Resource Management. Monitor compliance with HR policies. Manage and supervise the general staff office including the development of HR Officials. Identify training areas of need and implement training programmes and information sessions on existing and new policies. Ensure HR compliance and rectification of Auditor-General reports, Internal Auditors reports, as well as HRM Advisory

		Services Compliance Reports. Co-ordinate Labour relations and People Development (HRD) functions.
<b><u>ENQUIRIES</u></b>	:	Mr R van Staden Tel No: (022) 487-9208
<b><u>APPLICATIONS</u></b>	:	Applicants apply online: <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications")
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a practical test.
<b><u>CLOSING DATE</u></b>	:	07 October 2022
<b><u>POST 36/437</u></b>	:	<b><u>ARTISAN FOREMAN GRADE A (MECHANICAL)</u></b> Chief Directorate: Rural Health Services
<b><u>SALARY</u></b>	:	R308 826 per annum
<b><u>CENTRE</u></b>	:	Worcester Regional Hospital
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Appropriate Trade Certificate in Mechanical Engineering field. Experience: 5 years' appropriate post-qualification experience in the relevant field of Mechanical Engineering. Inherent requirements of the job: Ability to do standby duties and work overtime and attend to unplanned callouts and emergency maintenance. Ability and willingness to be available for emergencies/mass incidents. Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Proficiency in at least two of the three official languages of the Western Cape. Conversant with the requirements of the Machinery and Occupational Health and Safety Act. Computer literacy in Microsoft Excel, Word and PowerPoint. Ability to work under pressure and independently with good report-writing skills, conflict management and interpersonal skills, as well as excellent verbal and written communication skills.
<b><u>DUTIES</u></b>	:	Implement the operational planning of the mechanical component, including preventative maintenance, repairs and report writing. Management of budget and expenditure. Manage risks accordance to the OHSA Act. Management of Human Resources.
<b><u>ENQUIRIES</u></b>	:	Mr C van der Westhuizen Tel No: (023) 348-1100
<b><u>APPLICATIONS</u></b>	:	Applicants apply online: <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications")
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post. Shortlisting candidates may be subjected to a practical and/or competency test as part of the interview process.
<b><u>CLOSING DATE</u></b>	:	07 October 2022
<b><u>POST 36/438</u></b>	:	<b><u>ADMINISTRATION CLERK: SUPPLY CHAIN MANAGEMENT</u></b> Garden Route District
<b><u>SALARY</u></b>	:	R176 310 per annum
<b><u>CENTRE</u></b>	:	Mossel Bay Hospital
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accountancy as a passed subject and/or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KRA's) of the post. Experience: Appropriate experience in LOGIS and the Electronic Procurement System. Appropriate experience in Supply Chain Management. Appropriate experience in Asset Management, Disposal management and Stocktaking. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Competencies: knowledge/skills: Applied knowledge of the Accounting Officer's System and SCM Delegations of the Department. Applied knowledge of Western Cape Supplier Database and Centralised Supplier Database. Computer literacy (Windows/Word/Excel and Outlook and SharePoint). Good written and verbal communication skills in at least two of the three official languages of the Western Cape.
<b><u>DUTIES</u></b>	:	Advertising of quotations according to the Procurement Plan. Preparing of orders and follow-ups. Management of Assets: Disposal process, movements, stock taking and compliance. Sub-system controller – assist System controller with all LOGIS system-related tasks and enquiries. Handle queries in all aspects within the Supply Chain Management Department and provide effective support service to the supervisor.
<b><u>ENQUIRIES</u></b>	:	Mr D Joubert Tel No: (044) 604-6118
<b><u>APPLICATIONS</u></b>	:	Applicants apply online: <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications")

<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post. Shortlisted candidates could be subjected to a practical test.
<b><u>CLOSING DATE</u></b>	:	07 October 2022
<b><u>POST 36/439</u></b>	:	<b><u>PERSONNEL OFFICER</u></b> Directorate: People Management Planning and Practices
<b><u>SALARY</u></b>	:	R176 310 per annum
<b><u>CENTRE</u></b>	:	Head Office, Cape Town
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate Conditions of Service (HR) experience. Competencies (knowledge/skills): Experience of PERSAL system and MS Outlook. Computer Literacy (MS Office Package). Sound knowledge regarding related matters to the post.
<b><u>DUTIES</u></b>	:	(key result areas/outputs): Administration of PM practices for Head Office pertaining to appointments (Permanent and Contract), transfers, salary deductions and allowances, leave, housing, BAS payments related to Conditions of Service. Administer PERSAL functions related to Conditions of service. Administer and implement the termination of staff at Head Office which includes resignations, terminations, and pension administration. Handle telephone and written enquiries.
<b><u>ENQUIRIES</u></b>	:	Ms C Campher Tel No: (021) 483-4835
<b><u>APPLICATIONS</u></b>	:	Applicants apply online: <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications")
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post. Employees with experience in Salary and Personnel Administration will also be considered for this post.
<b><u>CLOSING DATE</u></b>	:	07 October 2022
<b><u>POST 36/440</u></b>	:	<b><u>ADMINISTRATION CLERK: HUMAN RESOURCE MANAGEMENT (WELLNESS DIVERSITY AND DISABILITY) (X2 POSTS)</u></b> Directorate: People Practices & Administration, Health and Wellness
<b><u>SALARY</u></b>	:	R176 310 per annum
<b><u>CENTRE</u></b>	:	Head Office, Cape Town
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience. Inherent requirement of the job: Ability to travel throughout the province. Competencies (knowledge/skills): Computer literacy (MS Word, Excel, PowerPoint, Email). Ability to communicate effectively (verbal and written) in at least two of the three official languages of the Western Cape. Planning and organizing skills. Innovative problem-solving skills. Interpersonal skills. Numeracy skills. Analytical skills.
<b><u>DUTIES</u></b>	:	Provide logistical support and make the appropriate arrangements such as arrange venues, arrange GG transport, catering, documents and other materials for meetings and workshops as required. Assist with research, report writing, compilation and updating of statistics related to activities of the component. Render a wide variety of tasks which include budgetary control, handling of petty cash, travel & subsistence claims as well as assistance with preparation of special projects/events. Set up and dismantle exhibition equipment relating to related events/projects/programmes/activities of the component. Office administration including, answering of telephones, general typing, record keeping, distribution and tracking of documents. Handle procurement of all requirements of the component. Draft minutes of meetings and disseminate for consultation with various stakeholders (internal and external).
<b><u>ENQUIRIES</u></b>	:	Ms W Herabai Tel No: 021 483-5676
<b><u>APPLICATIONS</u></b>	:	Applicants apply online: <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications")
<b><u>NOTE</u></b>	:	A practical exercise will be part of the assessment. No payment of any kind is required when applying for this post.
<b><u>CLOSING DATE</u></b>	:	07 October 2022
<b><u>POST 36/441</u></b>	:	<b><u>STERILISATION OPERATION PRODUCTION</u></b> Chief Directorate: Rural Health Services
<b><u>SALARY</u></b>	:	R124 434 per annum
<b><u>CENTRE</u></b>	:	Worcester Regional Hospital

<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: General Education and Training Certificate (GETC)/Grade 9 (Std 7). Experience: Appropriate experience and appropriate knowledge of CSSD. Inherent requirements of the job: Willingness to work shifts (day and night), as well as public holidays. Willingness to work overtime when needed. Competencies (knowledge/skills): Knowledge of the sterilisation processes. Good interpersonal and numerical skills. The ability to work in a team environment and independently. Effective cleaning and packing abilities of heavy equipment. Good communication skills in at least two of the three official languages of the Western Cape.
<b><u>DUTIES</u></b>	:	Deliver/collect soiled equipment to and from the theatres and various other departments with a heavy-duty trolley, including related duties in the operating theatres. Decontaminate, package, control and sterilise instruments, test instrument washing machines, autoclaves and other equipment check linen and supplies as well as assist with stock-taking in the department. Operate autoclaves and instrument washing machines and ETO (gas sterilisation). Issue sterile stock according to departmental needs. Order, monitor, control and maintain stock levels. Handling and management of loan sets and reporting and assisting with the investigation of lost instruments/equipment. Fold and sterile linen packs, as well as condemning of linen.
<b><u>ENQUIRIES</u></b>	:	Ms L Pekeur Tel No: (023) 348-1146
<b><u>APPLICATIONS</u></b>	:	The Chief Executive Officer: Worcester Hospital, Private Bag X3058, Worcester, 6850.
<b><u>FOR ATTENTION</u></b>	:	Ms H Swart
<b><u>NOTE</u></b>	:	Preference will be given to candidates that obtained certificates for Basic/ Intermediate/Advance Course in Decontamination and Sterilisation in CSSD. Shortlisted candidates may be subject to practical testing. No payment of any kind is required when applying for this post.
<b><u>CLOSING DATE</u></b>	:	07 October 2022
<b><u>POST 36/442</u></b>	:	<b><u>GROUNDSMAN</u></b>
<b><u>SALARY</u></b>	:	R104 073 per annum
<b><u>CENTRE</u></b>	:	Groote Schuur Hospital, Observatory
<b><u>REQUIREMENTS</u></b>	:	Minimum requirement: Basic numeracy and literacy. Experience: Appropriate experience in cleaning/gardening of large institutions. Inherent requirement of the job: Be physically able to move/lift heavy equipment, do strenuous manual labour and be on your feet for long periods of time. Experience with garden machinery and tools safely and efficiently. Driving of Government vehicle to remove waste to dump site. Drop and collect staff and tools on the estate. Valid (Code B/EB) drivers' license. Competencies (knowledge/skills): Good communication and interpersonal skills. Ability to read, speak and write in at least two of the three official languages of the Western Cape. Good problem-solving skills. Ability to effectively multi-task.
<b><u>DUTIES</u></b>	:	Maintain and clean hospital grounds. (Maintain gardens, cut trees, tend to flower beds and weed eradication.) Maintain garden tools and equipment. Cut grass effectively and neat. Driving required daily to pick up waste at various points on the estate. Daily driving to drop and collect staff and tools at various point on estate.
<b><u>ENQUIRIES</u></b>	:	Mr R. Solomon Tel No: (021) 404-6430
<b><u>APPLICATIONS</u></b>	:	The Chief Executive Officer: Groote Schuur Hospital, Private Bag X4, Observatory, 7935.
<b><u>FOR ATTENTION</u></b>	:	Mr M Mohammad
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post.
<b><u>CLOSING DATE</u></b>	:	07 October 2022
<b><u>POST 36/443</u></b>	:	<b><u>LAUNDRY AID</u></b> Garden Route District
<b><u>SALARY</u></b>	:	R104 073 per annum
<b><u>CENTRE</u></b>	:	Alan Blyth Hospital
<b><u>REQUIREMENTS</u></b>	:	(Minimum requirement): Basic literacy (ability to read, write and basic numeracy skills). Experience: Appropriate experience in an Industrial Laundry environment. Inherent requirement of the job: Willingness to work overtime and to perform standby duties. Must be physically fit. Competencies (knowledge/skills): Must be able to communicate in at least two of the three official languages of the Western Cape. Must be able to count accurately.

<b><u>DUTIES</u></b>	:	Handling of clean, soiled, infectious, infected, fouled linen. Sorting, washing, drying, preparing, folding, and ironing of linen. Mixing of chemicals used in the wash process according to instructions. Packing of clean linen in all departments of the hospital. Mending and condemning of linen. Stock counting of linen in all departments. Inspecting Laundry equipment to see if it is functioning correctly. Support to the Supervisor
<b><u>ENQUIRIES</u></b>	:	Mr E Adcock Tel No: (028) 551-1010
<b><u>APPLICATIONS</u></b>	:	The Facility Manager: Kannaland Sub-district, Alan Blyth Hospital, Hospital Street, Ladismith, 6655
<b><u>FOR ATTENTION</u></b>	:	Mr E Adcock
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a practical test.
<b><u>CLOSING DATE</u></b>	:	07 October 2022

#### **DEPARTMENT OF LOCAL GOVERNMENT**

<b><u>APPLICATIONS</u></b>	:	Only applications submitted online will be accepted. To apply submit your application online only: via <a href="http://www.westerncape.gov.za/jobs">http://www.westerncape.gov.za/jobs</a> or <a href="https://westerncapegov.erecruit.co">https://westerncapegov.erecruit.co</a>
<b><u>CLOSING DATE</u></b>	:	10 October 2022
<b><u>NOTE</u></b>	:	Only applications submitted online at: <a href="http://www.westerncape.gov.za/jobs">www.westerncape.gov.za/jobs</a> or <a href="https://westerncapegov.erecruit.co">https://westerncapegov.erecruit.co</a> will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16:00. You may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert.

#### **OTHER POSTS**

<b><u>POST 36/444</u></b>	:	<b><u>DEPUTY DIRECTOR: MUNICIPAL INFRASTRUCTURE REF NO: LG 35/2022</u></b> (12 Month contract position)
<b><u>SALARY</u></b>	:	R744 255 per annum (Level 11), (all-inclusive salary package)
<b><u>CENTRE</u></b>	:	Department of Local Government, Western Cape Government
<b><u>REQUIREMENTS</u></b>	:	An appropriate 3-year National Diploma/B-Degree (or higher qualification) in the Built Environment; A minimum of 3 years management level experience in the Built Environment. Recommendation: Infrastructure and/or Programme Management certificates. Competencies: Knowledge of the following: Programme and Project Management; Professional judgement; Computer applications; Legal compliance; Technical and general report writing; Monitoring systems; Managing contractors and consultants; Skills needed: Communication (written and verbal); Presentation and facilitation; Customer liaison; Networking; Financial Management; Negotiation; Ability to create a high performance culture; Audit compliance.
<b><u>DUTIES</u></b>	:	Investigate service delivery complaints; Develop indicators for monitoring maturity levels in terms of infrastructure governance and service delivery; Performance indicator benchmarking; Participate in various IGR platforms; Conduct infrastructure governance and service delivery diagnostic assessment; Assist with the development and facilitate the implementation of the support plan; Development of systems, business processes and standard operating procedures to enhance service delivery efficiency; Manage the human resources of the component to achieve the pre-determined performance indicators and service delivery imperatives; Plan the components budget and manage income and expenditure, through responsible implementation of policies, practices and decisions in order to achieve unit objectives effectively and efficiently.
<b><u>ENQUIRIES</u></b>	:	Mr M. Brand Tel No: (021) 483 2856



<b><u>POST 36/445</u></b>	:	<b><u>DEPUTY DIRECTOR: MUNICIPAL SUPPORT AND CAPACITY BUILDING (MUNICIPAL HRM) REF NO: LG 36/2022</u></b> (3 Year contract position)
<b><u>SALARY</u></b>	:	R744 255 per annum (Level 11), (all-inclusive salary package)
<b><u>CENTRE</u></b>	:	Department of Local Government, Western Cape Government
<b><u>REQUIREMENTS</u></b>	:	An appropriate 3-year National Diploma/B-Degree (or higher qualification); A minimum of 5 years management level experience. Recommendation: Experience in the implementation of Local Government Human Resources Management practices. Competencies: Knowledge of the following: Human Resource regulations for staff below S56 and related legislation; Public sector reporting procedures; Human Resource Management; Research and analysing. Skills needed: Communication (written and verbal); Proven computer literacy in MS Office packages; Presentation; Policy analysis and development; Project management; Leadership; Report writing. Ability to interpret and apply policies.
<b><u>DUTIES</u></b>	:	Administer the provincial statutory responsibilities with regard to the HR Regulations and related legislation; Monitor whether municipalities comply with the provisions of the HR Regulations and related legislation; Support municipalities with the implementation of the HR Regulations; Deal with complaints, queries and request from municipalities, ministerial and departments; To manage the human resources and performance management thereof; To provide the financial management and strategic inputs of the Sub-directorate.
<b><u>ENQUIRIES</u></b>	:	Dr S. Greyling Tel No: 083 429 9729
<b><u>POST 36/446</u></b>	:	<b><u>COMMUNITY DEVELOPMENT WORKER: LANGEBOEG REF NO: LG 32/2022</u></b>
<b><u>SALARY</u></b>	:	R211 713 per annum (Level 06)
<b><u>CENTRE</u></b>	:	Department of Local Government, Western Cape Government
<b><u>REQUIREMENTS</u></b>	:	Senior Certificate (Grade 12 or equivalent qualification); Minimum of 6 months experience in community development. Recommendation: Community Development Learnership Certificate; A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Applicable policies, legislation, guidelines, standards, procedures and best practices in the public services; Composition of communities in the Western Cape and their functioning; Facilitating skills to public participation in policy making and service delivery; The following skills: Project organisation, interpersonal, report writing and reporting; Proven computer literacy (MS Office); Self-management and adherence to timelines; Written and verbal communication skills.
<b><u>DUTIES</u></b>	:	Inform and assist communities in Western Cape with access to services provided by government structures; Determine the needs of communities and communicate it to the relevant structures; Promote networks and enhance the activities of existing local community workers aimed at improved service delivery; Compile reports and documents on progress, issues attended to, actions taken and outcomes as required; Keep up to date with regard to all services rendered by government and the processes and mechanisms to access the services; Maintain accurate records and submit required reports in compliance with provincial and national procedures and requirements of the provincial manager.
<b><u>ENQUIRIES</u></b>	:	Mr M Bell Tel No: (021) 483 3039
<b><u>POST 36/447</u></b>	:	<b><u>COMMUNITY DEVELOPMENT WORKER: WITZENBERG REF NO: LG 33/2022</u></b>
<b><u>SALARY</u></b>	:	R211 713 per annum (Level 06)
<b><u>CENTRE</u></b>	:	Department of Local Government, Western Cape Government
<b><u>REQUIREMENTS</u></b>	:	Senior Certificate (Grade 12 or equivalent qualification); Minimum of 6 months experience in community development. Recommendation: Community Development Learnership Certificate; A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Applicable policies, legislation, guidelines, standards, procedures and best practices in the public services; Composition of

communities in the Western Cape and their functioning; Facilitating skills to public participation in policy making and service delivery; The following skills: Project organisation, interpersonal, report writing and reporting; Proven computer literacy (MS Office); Self-management and adherence to timelines; Written and verbal communication skills.

**DUTIES** : Inform and assist communities in Western Cape with access to services provided by government structures; Determine the needs of communities and communicate it to the relevant structures; Promote networks and enhance the activities of existing local community workers aimed at improved service delivery; Compile reports and documents on progress, issues attended to, actions taken and outcomes as required; Keep up to date with regard to all services rendered by government and the processes and mechanisms to access the services; Maintain accurate records and submit required reports in compliance with provincial and national procedures and requirements of the provincial manager.

**ENQUIRIES** : Mr M Bell Tel No: (021) 483 3039

**POST 36/448** : **ADMINISTRATION CLERK: ADMIN SUPPORT REF NO: LG 34/2022**

**SALARY** : R176 310 per annum (Level 05)  
**CENTRE** : Department of Local Government, Western Cape Government  
**REQUIREMENTS** : Grade 12 (Senior Certificate or equivalent qualification) Recommendation: Relevant administrative experience. Competencies: A good understanding of the following: Electronic Content Management- correspondence tracking; Administrative support; Records management; Registry.

**DUTIES** : Render general clerical support services; Provide supply chain clerical support services; Provide personnel administration clerical support services; Provide financial administration support services.

**ENQUIRIES** : Mr K Cloete Tel No: (021) 937 6305

#### **DEPARTMENT OF THE PREMIER**

**CLOSING DATE** : 10 October 2022  
**NOTE** : Only applications submitted online at: [www.westerncape.gov.za/jobs](http://www.westerncape.gov.za/jobs) or <https://westerncapegov.erecruit.co> will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16:00. You may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert.

#### **OTHER POSTS**

**POST 36/449** : **PSYCHOLOGIST: ORGANISATIONAL BEHAVIOUR REF NO: DOTP 56/2022 (X2 POSTS)**

**SALARY** : Grade 1: R724 062 per annum, (OSD as prescribed).  
**CENTRE** : Department of the Premier, Western Cape Government  
**REQUIREMENTS** : Masters Degree in Industrial Psychology; Registration as (Industrial/ Organisational) Psychologist with the Health Professions Council of South Africa (HPCSA); A valid (Code B or higher) driving licence. Recommendation: Willing to travel and work irregular hours as requested; Experience in the following: Assessment-related environment conducting competency assessments for selection and development purposes; Organisational Behaviour and Culture interventions and the following assessment tools: Psytech assessment tools, SHL (Saville and Holdsworth) assessment tools and JVR Emotional Intelligence. Competencies: Knowledge in the following: Health Professions Act, 1974, Mental Health Care Act, 2002; Employment Equity Act, 1998; Labour Relations Act, 1995; Protection of Personal Information Act, 2013; Procedural Administration and Justice Act, 2000; Promotion of Access to Information Act, 2000; HPCSA Code of Ethics for Professionals; Scope of practice for Psychologists, HPCSA list of classified psychological tests, Training regulations of the Professional Board of

	Psychologists; HPCSA Policy guideline on Classification of psychometric measuring devices, instruments, methods and techniques; SIOPSA code of practice for psychological and other similar assessments in the workplace; Maintenance of professional registration through participation in Continuous Professional Development; Skills needed: Adhering to principles and values; Presenting and communicating information; Persuading and influencing; Deciding and initiating action; Working with people; Adapting and responding to change; Relating and networking; Planning and organising; Conceptual, interpretive and formulation; Diagnostic; Facilitation; Influencing; Systems thinking and problem solving; Innovative problem-solving; Intervention design; Computer literacy in MS Office Package (Word, Excel, PowerPoint); Ability to work independently and as part of a team; Communication (written and verbal).
<b><u>DUTIES</u></b>	: Responsible to perform psychometric and other assessments in order to determine the potential and/or suitability for training, development and recruitment and to determine individual, group and organisational effectiveness; Develop strategies and interventions to improve performance in the workplace through facilitating individual and group processes for effective organisational functioning; Responsible to ensure the planning, development and application of paradigms, theories, models, constructs and principles of psychology in the workplace in order to understand, modify and enhance individual, group and organisational behaviour effectively; Advise on the development of policies, based on psychological theory and research; Conduct psychological practice and research in accordance with the Ethical Rules of Conduct for Practitioners registered under the Health Professions Act, 1974; Provide expert advice and/or opinions in the field of applied Industrial Psychology.
<b><u>ENQUIRIES</u></b>	: Ms A Davids Tel No: (021) 466 9700/ Aayesha.Davids@westerncape.gov.za
<b><u>APPLICATIONS</u></b>	: Only applications submitted online will be accepted. To apply submit your application online only: via <a href="http://www.westerncape.gov.za/jobs">http://www.westerncape.gov.za/jobs</a> or <a href="https://westerncapegov.erecruit.co">https://westerncapegov.erecruit.co</a>
<b><u>POST 36/450</u></b>	: <b><u>ASSISTANT DIRECTOR: PROVINCIAL PROGRAMME AND PROJECT PERFORMANCE REF NO: DOTP 53/2022 (X2 POSTS)</u></b>
<b><u>SALARY</u></b>	: R382 245 per annum (Level 09)
<b><u>CENTRE</u></b>	: Department of the Premier, Western Cape Government
<b><u>REQUIREMENTS</u></b>	: An appropriate 3-year National Diploma/B-Degree (or higher qualification); A minimum of 3 years relevant supervisory level experience in performance planning, data management and data sharing environment. A valid (Code B or higher) driving licence. Competencies: Knowledge of the following: Results Based Monitoring and Evaluation and Theory of Change planning; Performance data management systems; Communication, public relations, public participation and provincial strategic environment; Latest advances in public management theory and practice on programme performance planning, implementation and monitoring and evaluations; Data collection, processing, analytics and performance data sharing; Provincial performance planning and reporting processes; Technical standards and procedures relating to performance data; Needs and priorities of performance data for stakeholders; Facilitation of workshops and training; Database/framework management and administration; Policies of the government of the day; Global, regional and local political, economic and social affairs impacting on the Western Cape Government; Constitutional, legal and institutional arrangements governing the South Africa public sector; Inter-governmental relations; Skills in the following: Proven computer literacy; Communication (written and verbal); Data Analytics; Numeracy and literacy; Performance data management; Performance data sharing; Information and Data Technology; Formal Training; Strategic and performance planning; Ability to work independently and as part of a team.
<b><u>DUTIES</u></b>	: Produce a set of relevant, accurate and insightful data and evidence products aligned to the Results Based Monitoring and Evaluations (RBM & E) and Data Governance approaches; Transform the capabilities of the data and evidence services; Build an emerging data ecosystem; Build and advance a responsive Provincial Data Office (PDO) operating model.
<b><u>ENQUIRIES</u></b>	: Mr J Barnard Tel No: (021) 483 4569/ Jacques.Barnard@westerncape.gov.za
<b><u>APPLICATIONS</u></b>	: Only applications submitted online will be accepted. To apply submit your application online only: via <a href="http://www.westerncape.gov.za/jobs">http://www.westerncape.gov.za/jobs</a> or <a href="https://westerncapegov.erecruit.co">https://westerncapegov.erecruit.co</a>

<b><u>POST 36/451</u></b>	:	<b><u>ASSISTANT DIRECTOR: ADMINISTRATIVE SUPPORT (OD) REF NO: DOTP 57/2022</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R382 245 per annum (Level 09)
	:	Department of the Premier, Western Cape Government
	:	An appropriate 3-year National Diploma/B-Degree (or higher qualification); A minimum of 3 years administrative experience; A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Recommendation: Experience in procurement systems. Competencies: Knowledge of the following: Policy Development; Budgeting processes; National and Provincial instruments and legislation pertaining to financial management and supply chain management; National and Provincial instruments and legislation pertaining to human resources management; Skills needed: Analytical thinking; Budgeting; Communication (presentation, written and verbal); Proven computer literacy; Conflict resolution; Monitoring, evaluation and reporting; Problem solving.
<b><u>DUTIES</u></b>	:	Manage and supervise staff regarding the following functions and perform the more complex work in that regard; Render financial and budget support services; Handle provision and procurement; Perform contract administration; Handle registry matters; Perform office administration; Facilitate support for ICT services; Render a project office service.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms L Isaacs Tel No: (021) 466 9700 / Letitia.Isaacs@westerncape.gov.za
	:	Only applications submitted online will be accepted. To apply submit your application online only: via <a href="http://www.westerncape.gov.za/jobs">http://www.westerncape.gov.za/jobs</a> or <a href="https://westerncapegov.erecruit.co">https://westerncapegov.erecruit.co</a>
<b><u>POST 36/452</u></b>	:	<b><u>STATE ACCOUNTANT: FINANCIAL ACCOUNTING REF NO: DOTP 58/2022</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R321 543 per annum (Level 08)
	:	Department of the Premier, Western Cape Government
	:	An appropriate 3-year National Diploma/B-Degree (or higher qualification) in Accounting or Financial Management; A minimum of 1 year experience in a financial/accounting environment. Recommendation: Working knowledge and experience of the following: Logistical System (LOGIS), Basic Accounting System (BAS). Competencies: Knowledge of the following: Financial legislation; Generally Recognised Accounting Practices; Financial norms and standards (Public Finance Management Act, National Treasury Regulations and Provincial Treasury Instructions; Managerial knowledge of financial systems (LOGIS and BAS); Proven computer literacy (MS Office); Written and verbal communication skills; Ability to provide training to address non-compliance; Compilation of analytical reports.
<b><u>DUTIES</u></b>	:	Ensure performance of compliance checks/ quality control on all Basic Accounting and LOGIS payments within the department; Compile analytical reports on non compliance findings; Ensure implementation of remedial actions and continuous monitoring; Ensure training interventions with line functionaries on non-compliance findings; Perform general managerial functions.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms H Cannon Tel No: (021) 483 3143
	:	Only applications submitted online will be accepted. To apply submit your application online only: via <a href="http://www.westerncape.gov.za/jobs">http://www.westerncape.gov.za/jobs</a> or <a href="https://westerncapegov.erecruit.co">https://westerncapegov.erecruit.co</a>
<b><u>POST 36/453</u></b>	:	<b><u>PERSAL CONTROLLER: PERSAL AND ESTABLISHMENT CONTROL REF NO: DOTP 61/2022</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R321 543 per annum (Level 08)
	:	Department of the Premier, Western Cape Government
	:	Grade 12 (Senior Certificate or equivalent qualification); A minimum of 6 years Payroll and HR/Service Benefits experience. Recommendation: A valid (Code B or higher) driving licence; Additional training certificates in PERSAL; Experience in matching and placing exercises and secretariat functions; Advanced excel (pivots, formulas and charts). Competencies: Knowledge of the following: Human Resource policies; Resolution, Determination and Legislation; Policy Development; Skills needed: Communication (presentation, written and verbal); Research; Proven computer literacy; Working with detail; Analytical thinking, ability to conceptualise and innovative mindset.

**DUTIES** : Establishment Administration; Update and maintain PERSAL Establishment; Correct and timeous post creation, amendments and abolishing in line with relevant authorisations (OD investigations and additional appointments); Implement new and amended structures on PERSAL and render support services for personnel implications PERSAL User Administration; Administer PERSAL functions for CSC departments; Provide training, guidance, and support to PERSAL users in terms of the system's various functionalities; Providing of PERSAL information & reports to clients; Provide advice on transactions based on in-depth knowledge of PERSAL and HR policies; Evaluate and Register SCC's requests; Conduct audits on user access, finance interlinkages (BAS codes allocations), data integrity, migration, and interphases; Register.

**ENQUIRIES APPLICATIONS** : Ms E Sawall Tel No: (021) 483 9862  
: Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

**POST 36/454** : **PERSONAL ASSISTANT REF NO: DOTP 52/2022**

**SALARY CENTRE REQUIREMENTS** : R261 372 per annum (Level 07)  
: Department of the Premier, Western Cape Government  
: Grade 12 (Senior Certificate or equivalent qualification) plus an accredited secretarial diploma and/or administrative qualification on the level of NQF level 5 (a certificate of completion should be provided); A minimum of 3 years experience in rendering secretarial/ administrative support services to management/ senior management. Recommendation: National Diploma/Advance Certificate (or higher) in business administration or related. Experience within an executive support role in a Human Resources environment. Methodical thinker with detailed research proficiencies; Thorough understanding of clerical and secretarial principles; In depth knowledge of databases and tracking systems; Organizational skills and detail oriented; Ability to work under pressure and meet deadlines; Written and verbal communication skills. Proficient in Microsoft Office and business communication software. Problem solving and office coordination skills and time management. Willingness to work irregular hours. A valid code B (or higher) driving license. Note: People with disabilities that restrict driving abilities but have reasonable access to transport may also apply. Competencies: Knowledge of the following: Relevant policies and procedures; Interpersonal and decision making skills; Proven computer literacy; Customer service orientation; Organising and planning skills; Communication (written and verbal) skills; Ability to work effectively in a dynamic office and liaise with diverse people; Organisational skills and ability to prioritise multiple tasks seamlessly with attention to detail; Proficient in Microsoft Office (Outlook, Word, Excel, and Power Point), Adobe Acrobat, and social media web platforms; Interpersonal skills and the ability to build relationships with key and diverse stakeholders.

**DUTIES** : Performing accurate research and analysis; Coordinating arrangements, meetings and/or conferences as assigned; Taking minutes and writing correspondence; Compiling, proof reading and revising drafts of documents and reports; Daily record keeping and filing of documents; Preparing reports, presentation and correspondence accurately and swiftly; Creating and organising information, and generating reference tools for easy use; Answering and screening telephone calls, responding to emails, messages, and other correspondence; Operating and maintaining office equipment; Managing a busy calendar, meeting coordination and travel arrangements; Professionally greeting and receiving guests and clients; Ensuring efficient and effective administrative information and assistance; Analyse the relevant public service and departmental prescripts/ policies and other documents and ensure that the application thereof is understood properly.

**ENQUIRIES APPLICATIONS** : Ms K Scholtz Tel No: (021) 483 6143  
: Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

**POST 36/455** : **CHIEF HR CLERK: PERFORMANCE ADMINISTRATION REF NO: DOTP 55/2022**

**SALARY** : R261 372 per annum (Level 07)

<b><u>CENTRE REQUIREMENTS</u></b>	:	Department of the Premier, Western Cape Government
	:	Senior Certificate (Grade 12 or equivalent qualification). A minimum of 3 years clerical/administrative experience within a People Management environment. Recommendation: PERSAL Introductory certificate. Competencies: Knowledge of the following: Project Management; Remuneration Management which include pay progression, accelerated pay progression, Grade progressions for OSD and Non OSD; Public Sector Legislation, Policies and strategies; Performance management related regulatory and legislative framework within the Public Sector; Proven computer literacy; Communication (written, verbal and report writing) skills; Supervisory skills.
<b><u>DUTIES</u></b>	:	Administer probation appointments and confirmation of probation of newly appointed employees; Assist with the development of systems and reporting on performance management and grade progressions processes; Administer performance management processes i.e., management of incoming and outgoing performance management documents; Preparations and attend moderation meetings; Composing minutes and submissions and processing of performance incentive rewards and payments; Development of proper record keeping system for report purposes; Collate information/statistics for reporting purposes; Draft auditor responses (external and internal); Coordinate and administer the remuneration pay-out of performance incentives (performance bonus, pay progression, accelerated pay progression, Grade and accelerated grade progressions for OSD and non-OSD; Develop and maintain databases on performance management, probation and grade progressions; Assist employees with PERMIS enquiries and attend to general enquires; Supervise develop and provide guidance to employees on matters related to performance management.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mr OC Rogers Tel No: (021) 483 6761
	:	Only applications submitted online will be accepted. To apply submit your application online only: via <a href="http://www.westerncape.gov.za/jobs">http://www.westerncape.gov.za/jobs</a> or <a href="https://westerncapegov.erecruit.co">https://westerncapegov.erecruit.co</a>
<b><u>POST 36/456</u></b>	:	<b><u>GENERAL FOREMAN: PEOPLE EMPOWERMENT AND TRAINING (STELLENBOSCH) REF NO: DOTP 30/2022</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R147 459 per annum (Level 04)
	:	Department of the Premier, Western Cape Government
	:	Grade 10 (or equivalent qualification). A minimum of 3 years relevant experience. Competencies: Knowledge of the following: Equipment; Stores; Gardening; Safety; Livestock; Tools; HR matters; Planning and organising; Basic communication skills; Interpersonal; Numeracy and literacy; Ability to operate elementary equipment and machines.
<b><u>DUTIES</u></b>	:	Oversee the execution of routine activities in respect of the following: Maintenance of buildings; Gardening and/or maintenance of grounds; Safety and security; Supervise and oversee the execution in respect of cleaning, safeguarding and maintenance services.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mr W Tarantal Tel No: (021) 865 8009
	:	Only applications submitted online will be accepted. To apply submit your application online only: via <a href="http://www.westerncape.gov.za/jobs">http://www.westerncape.gov.za/jobs</a> or <a href="https://westerncapegov.erecruit.co">https://westerncapegov.erecruit.co</a>

#### **PROVINCIAL TREASURY**

<b><u>APPLICATIONS</u></b>	:	Only applications submitted online will be accepted. To apply submit your application online only: via <a href="http://www.westerncape.gov.za/jobs">http://www.westerncape.gov.za/jobs</a> or <a href="https://westerncapegov.erecruit.co">https://westerncapegov.erecruit.co</a>
<b><u>CLOSING DATE</u></b>	:	10 October 2022
<b><u>NOTE</u></b>	:	Only applications submitted online at: <a href="http://www.westerncape.gov.za/jobs">www.westerncape.gov.za/jobs</a> or <a href="https://westerncapegov.erecruit.co">https://westerncapegov.erecruit.co</a> will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16:00. You may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert.

#### OTHER POST

<b><u>POST 36/457</u></b>	:	<b><u>EXPENDITURE ANALYST: PROVINCIAL GOVERNMENT FINANCE (EXPENDITURE MANAGEMENT) REF NO: PT 21/2022</u></b>
<b><u>SALARY</u></b>	:	R382 245 per annum (Level 09)
<b><u>CENTRE</u></b>	:	Provincial Treasury, Western Cape Government
<b><u>REQUIREMENTS</u></b>	:	An appropriate 3 year tertiary qualification (National Diploma/B-degree) in Public Finance, Accounting or Economics; A minimum of 3 years appropriate experience in a financial management environment. Recommendation: Strong financial background in Public Sector Finance. Competencies: Knowledge of the following: Financial norms and standards; Medium term Expenditure framework (MTEF) budget process and procedures; Adjustments Budget/Estimate process and procedures; Basic Accounting System and its structures. Skills needed: Sound organization; Planning; Computer literacy (MS Office, Web applications and Outlook); Communication (written and verbal); Research and Econometric skills.
<b><u>DUTIES</u></b>	:	In-year monitoring (IYM) model: Compilation of provincial model, review, annual implementation, credibility of monthly information and draft monthly/quarterly narrative reports; Evaluate inputs of the rollover and revenue retention process; Assist with the implementation and evaluation of inputs for the adjustment budget and the main budget process; Render technical support and training; Handle policy matters related to the job.
<b><u>ENQUIRIES</u></b>	:	Ms N van Wyk Tel No: (021) 483 8668

#### DEPARTMENT OF SOCIAL DEVELOPMENT

<b><u>APPLICATIONS</u></b>	:	Only applications submitted online will be accepted. To apply submit your application online only: via <a href="http://www.westerncape.gov.za/jobs">http://www.westerncape.gov.za/jobs</a> or <a href="https://westerncapegov.erecruit.co">https://westerncapegov.erecruit.co</a>
<b><u>CLOSING DATE</u></b>	:	10 October 2022
<b><u>NOTE</u></b>	:	Only applications submitted online at: <a href="http://www.westerncape.gov.za/jobs">www.westerncape.gov.za/jobs</a> or <a href="https://westerncapegov.erecruit.co">https://westerncapegov.erecruit.co</a> will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16:00. You may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert.

#### OTHER POSTS

<b><u>POST 36/458</u></b>	:	<b><u>SOCIAL WORK MANAGER: RESIDENTIAL CARE CENTRE MANAGEMENT (KENSINGTON) REF NO: DSD 55/2022</u></b>
<b><u>SALARY</u></b>	:	Grade 1: R806 811 – R908 085 per annum, (as prescribed by OSD) Grade 2: R963 387 – R1 116 831 per annum, (as prescribed by OSD)
<b><u>CENTRE</u></b>	:	Department of Social Development, Western Cape Government
<b><u>REQUIREMENTS</u></b>	:	Formal tertiary qualification in Social Work (e.g. Bachelor of Social Work) that allows professional registration with the South African Council for Social Service Professions(SACSSP); Compulsory registration with SACSSP as a Social Worker; A minimum of 10 years appropriate/ recognisable experience in social work after registration as Social Worker with the SACSSP; A valid driving licence. Competencies: Knowledge of the following: Analytic, diagnostic, assessment tools, evaluation methods and processes (Social Work); Personnel Management; Supervision Framework for Social Work profession; Social Welfare and Community Development legislation related to children; Social Welfare and Community Development theory and interventions; Information and Knowledge Management; Protocol and professional ethics; The following skills: Organising and planning; Project planning; Psycho social intervention; Conflict management; Proven computer literacy; Written and verbal communication skills.

<b><u>DUTIES</u></b>	:	Provide a Social Welfare and Community Development service of the highest, most advanced and specialised nature within a defined area(s) of specialisation with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes in partnership with stakeholders. Attend to any other matters that could result in, or stem from, social instability in any form; Facilitate the development and planning of programmes and interventions to render a social welfare and community development service through the efficient, economical and effective utilisation of financial resources; Management of service delivery area(s) (unit(s)) to ensure that an efficient and effective social welfare and community development service is delivered through the efficient and effective utilisation of human resources; Plan and ensure that social welfare and community development research are undertaken; Undertake complex social welfare and community development research. Perform and / or ensure that all the administrative function required in the service delivery area(s) are performed; Keep up to date with new developments in the Social Welfare and Community Development field; Supervise all the administrative functions required in the service delivery area(s) and undertake the higher level administrative functions.
<b><u>ENQUIRIES</u></b>	:	Ms L Goosen Tel No: (021) 202 9251
<b><u>POST 36/459</u></b>	:	<b><u>SOCIAL WORK SUPERVISOR: SERVICE DELIVERY TEAMS (STELLENBOSCH) REF NO: DSD 56/2022</u></b>
<b><u>SALARY</u></b>	:	R389 991 - R452 106 per annum, (OSD as prescribed)
<b><u>CENTRE</u></b>	:	Department of Social Development, Western Cape Government
<b><u>REQUIREMENTS</u></b>	:	Formal tertiary qualification in Social Work (e.g. Bachelor of Social Work) that allows professional registration with the SACSSP; Registration with the SACSSP as a Social Worker; A minimum of 7 years appropriate experience in social work after registration as Social Worker with the SACSSP; A valid code B driving licence. Competencies: Knowledge of the following: Job related knowledge; Analytic, diagnostic, assessment tools, evaluation methods and processes; Personnel Management; Supervision Framework for Social Workers; Social Work legislation related to children; Social work theory and interventions; Information and Knowledge Management; Protocol and professional ethics; Skills needed: Communication (written and verbal); Proven computer literacy; Organising and planning; Project planning; Psycho social intervention; Report writing; Presentation and facilitation; Analytical and problem-solving; Client orientation and customer focus.
<b><u>DUTIES</u></b>	:	Ensure that a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes is rendered; Attend to any other matters that could result in or stem from social instability in any form; Supervise employees: Supervise and advise social workers, social auxiliary workers and volunteers to ensure an effective social work service; Keep up to date with new developments in the social work field; Supervise all the administrative functions required in the unit and undertake the higher level administrative functions.
<b><u>ENQUIRIES</u></b>	:	Ms M Arendse Tel No: (023) 348 5300
<b><u>POST 36/460</u></b>	:	<b><u>EDUCATION MANAGER: EDUCATION (LINDELANI) REF NO: DSD 54/2022</u></b>
<b><u>SALARY</u></b>	:	R382 245 per annum (Level 09)
<b><u>CENTRE</u></b>	:	Department of Social Development, Western Cape Government
<b><u>REQUIREMENTS</u></b>	:	An appropriate 4-year tertiary qualification (or higher qualification) in Education; Registration with SACE; A minimum of 5 years experience as an Educator. Recommendation: Experience as a manager in the Education sector. 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.
<b><u>DUTIES</u></b>	:	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.
<b><u>ENQUIRIES</u></b>	:	Ms D Baugaard Tel No: (021) 826 5972
<b><u>POST 36/461</u></b>	:	<b><u>ASSISTANT DIRECTOR: BUSINESS PLANNING REF NO: DSD 136/2021 R1</u></b>
<b><u>SALARY</u></b>	:	R382 245 per annum (Level 09)
<b><u>CENTRE</u></b>	:	Department of Social Development, Western Cape Government
<b><u>REQUIREMENTS</u></b>	:	An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher); A minimum of 3 years relevant administrative experience in a Business Planning or similar environment. Competencies: Knowledge of the following: Applicable policies, legislation, guidelines, standards, procedures and best practices; Public service procedures; Labour Relations Act; Strategic management processes; Global, regional and local political, economic and social affairs impacting on the Western Cape Government; Skills needed: Communication (written and verbal); Strategic thinking; Project management.
<b><u>DUTIES</u></b>	:	Coordinate and conduct the strategic and operation planning processes for the department; Facilitate and perform all tasks required in the strategic planning process; Facilitate and perform all tasks required in the development of the annual performance plan and simultaneously collaborate with the directorate finance in the development of the EPRE (Estimates of Provincial Expenditure and Revenue); Develop the project plan; Perform all tasks required in the development of the operational plan; Gather and analyse all relevant information; Compile strategic documents and reports; Collaborate with the Directorate: Research and Strategic Information Management in the compilation of strategic documents and reports to inform the business planning cycle; Develop SDIPs (Service Delivery Improvement Plans); Design project plans to develop SDIPs for the department; Perform all required tasks in the publication of the Annual Performance Plan, Annual Report and citizen's report for the department; Collaborate with the sub-directorate communication in the printing, translation and proof-reading of the annual performance plan.
<b><u>ENQUIRIES</u></b>	:	Ms S Nieftagodien Tel No: (021) 483 6279
<b><u>POST 36/462</u></b>	:	<b><u>CHILD AND YOUTH CARE SUPERVISOR: FACILITY MANAGEMENT (VARIOUS LOCATIONS) REF NO: DSD 116/2021 R1</u></b>
<b><u>SALARY</u></b>	:	Grade 1: R202 176 per annum, (OSD as prescribed)
<b><u>CENTRE</u></b>	:	Department of Social Development, Western Cape Government
<b><u>REQUIREMENTS</u></b>	:	Senior Certificate (Grade 12 or equivalent qualification); A minimum of 10 years appropriate experience in Child and Youth Care Work after obtaining the required qualification; A valid Code B driving licence. Competencies: Knowledge of the following: Minimum standards; Performance Management Systems; Child Care Act, policies, legislation, Batho Pele Principles and administrative procedures; New developments and methodologies in Child and Youth Care Work; Proven computer literacy in MS Office; Basic research and analytical skills; Communication (written and verbal) skills; Presentation and facilitation skills; Work effectively with Social Workers and members of multi-sectoral teams in social service delivery.
<b><u>DUTIES</u></b>	:	Facilitate and supervise the caring for and life space interventions of children and young people will entail the following: Build a positive relationship with residents; Create a caring and stimulating environment for residents; Monitor the implementation of the daily structured programmes; Form part of a multi-disciplinary team; Ensure that the recommended developmental and recreational programmes are implemented by providing continuous support, guidance and advice to sub-ordinates; Monitor and participate in the evaluation of the recommended developmental and recreational programmes; Ensure reporting on progress with developmental and recreational programmes; Participate in the identification of incidents; Continuous professional development; Supervise and perform clerical/administration functions.
<b><u>ENQUIRIES</u></b>	:	Mr E Buys Tel No: (021) 986 9100

<b><u>POST 36/463</u></b>	:	<b><u>ADMINISTRATION CLERK: PROFESSIONAL SERVICES (LINDELANI) REF NO: DSD 52/2022</u></b>
<b><u>SALARY</u></b>	:	R176 310 per annum (Level 05)
<b><u>CENTRE</u></b>	:	Department of Social Development, Western Cape Government
<b><u>REQUIREMENTS</u></b>	:	Grade 12 (Senior Certificate or equivalent qualification). Competencies: Relevant job knowledge; Skills needed: Literacy and numeracy; Presentation; Decision making; Proven computer literacy; Good written and communication; Interpersonal Skills; Flexibility; Planning and organising.
<b><u>DUTIES</u></b>	:	Render general clerical support services; Provide supply chain clerical support services; Provide personnel administration clerical support; Provide financial administration support services.
<b><u>ENQUIRIES</u></b>	:	Ms S Smith Tel No: (021) 202 9248 or Ms D Baugaard Tel No: (021) 826 5972
<b><u>POST 36/464</u></b>	:	<b><u>ADMINISTRATION CLERK: PROFESSIONAL SERVICES (SIVUYILE) REF NO: DSD 53/2022</u></b>
<b><u>SALARY</u></b>	:	R176 310 per annum (Level 05)
<b><u>CENTRE</u></b>	:	Department of Social Development, Western Cape Government
<b><u>REQUIREMENTS</u></b>	:	Grade 12 (Senior Certificate or equivalent qualification). Competencies: Relevant job knowledge; Skills needed: Literacy and numeracy; Presentation; Decision making; Proven computer literacy; Good written and communication; Interpersonal Skills; Flexibility; Planning and organising.
<b><u>DUTIES</u></b>	:	Render general clerical support services; Provide supply chain clerical support services; Provide personnel administration clerical support; Provide financial administration support services.
<b><u>ENQUIRIES</u></b>	:	Ms S Smith Tel No: (021) 202 9248 or Ms D Baugaard Tel No: (021) 826 5972
<b><u>POST 36/465</u></b>	:	<b><u>STAFF NURSE: PROFESSIONAL SERVICES (CLANWILLIAM) REF NO: DSD 122/2021 R1</u></b>
<b><u>SALARY</u></b>	:	Grade 1: R173 952 - R195 771 per annum, (OSD as prescribed) Grade 2: R207 696 - R233 763 per annum, (OSD as prescribed) Grade 3: R245 799- R302 292 per annum, (OSD as prescribed)
<b><u>CENTRE</u></b>	:	Department of Social Development, Western Cape Government
<b><u>REQUIREMENTS</u></b>	:	<b>Grade 1:</b> Qualification that allows registration with the SANC as Staff Nurse; Registration with the SANC as Enrolled Nurse. <b>Grade 2:</b> Qualification that allows registration with the SANC as Staff Nurse; Registration with the SANC as Enrolled Nurse; A minimum of 10 years appropriate/recognisable experience in nursing after registration with the SANC as Enrolled Nurse. <b>Grade 3:</b> Qualification that allows registration with the SANC as Staff Nurse; Registration with the SANC as Enrolled Nurse; A minimum of 20 years appropriate/recognisable experience in nursing after registration with the SANC as Enrolled Nurse. Competencies: Knowledge of the following: Nursing care processes and procedures, nursing statutes; 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 act; Written and verbal communication skills; Elementary facilitation skills; Responsiveness.
<b><u>DUTIES</u></b>	:	Development and implementation of basic patient care plans: Ensure maintenance of patient hygiene; Sustain nutritional status of patients; Facilitate the mobility of patients; Facilitate the elimination processes; Provide basic clinical nursing care: Measure, interpret and record vital signs; Operate all relevant apparatus and equipment; Assist professional nurses with clinical procedures (i.e. administering of intramuscular injections); Preparation of patients for diagnostic and surgical procedures; Effective utilisation of resources: Order stock and equipment in a cost-effective manner; Report loss or damage immediately; Maintain professional growth/ethical standards and self-development: To maintain the code of conduct as required in the Public Service and by the Professional Body; Seek learning opportunities, i.e. in-service training, courses.
<b><u>ENQUIRIES</u></b>	:	Ms M Jonkerman Tel No: (021) 826 5972

<b><u>POST 36/466</u></b>	:	<b><u>CHILD AND YOUTH CARE TEAM LEADER: FACILITY MANAGEMENT (OUTENIEKWA), REF NO: DSD 157/2021 R1</u></b>
<b><u>SALARY</u></b>	:	Grade 1: R159 603 - R179 637 per annum, (OSD as prescribed)
<b><u>CENTRE</u></b>	:	Department of Social Development, Western Cape Government
<b><u>REQUIREMENTS</u></b>	:	A Grade 12 (Senior Certificate or equivalent qualification); A minimum of 7 years appropriate experience in child and youth care work after obtaining the required qualification; A valid code B (or higher) driving licence. Recommendation: Registration as a Child and Youth Care Practitioner with the SACSSP. Competencies: Knowledge of the following: Developmental programmes and interventions; Clerical/ administrative procedures; Rules and procedures of the care centre; Professional norms and standards; Professional ethics; Skills needed: Proven computer literacy; Written and verbal communication; Report writing; Presentation and facilitation; Planning and organising; Abilities: Work effectively with social workers and members of multi-sectoral teams in social service delivery; Intervene and resolve conflict.
<b><u>DUTIES</u></b>	:	Serve as a team leader for child and youth care workers during shifts; Oversee the following: Admission and related activities of residents to the facility; Access of residents to medical services; Implementation of planned developmental, recreational and therapeutic programmes; Basic life space work; Continuous supervision; Facilitate handover of shifts; Undertake inspections during shifts and report on incidents and problems identified; Perform administrative work relevant to the job; Oversee the completion of daily registers e.g. log books, medication registers, incident reports; Ensure that attendance registers are signed and kept up to date; Perform all the clerical functions required; Render care services to residents; Continuous professional development; Perform clerical/administrative support functions.
<b><u>ENQUIRIES</u></b>	:	Ms B Nicholas Tel No: (044) 803 7508

#### **DEPARTMENT OF TRANSPORT AND PUBLIC WORKS**

<b><u>CLOSING DATE</u></b>	:	10 October 2022
<b><u>NOTE</u></b>	:	Only applications submitted online will be accepted. All shortlisted candidates must make themselves available to be interviewed at a date, time and place as decided by the selection panel. Please ensure that you submit your application on or before the closing date as no late applications will be considered. The selection process will be guided by the EE targets of the employing department. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16:00. Should you experience any difficulties with your online application you may contact the helpline at 0861 370 214. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS Competency Assessment tools. The nominated candidate will be required to complete the Senior Management Pre-Entry Programme before they may be appointed into this post. The purpose of the Senior Management Pre-Entry Programme, which is a public service specific training programme applicable to all applicants who aspire to join the SMS, is to ensure that potential SMS members have a background on processes and procedures linked to the SMS. The duration of the online Pre-Entry Programme is 120 notional hours (15 days). Full details may be sourced by the following link: <a href="https://www.thensg.gov.za/training-course/sms-preentryprogramme/">https://www.thensg.gov.za/training-course/sms-preentryprogramme/</a> Furthermore, thanks to the huge public interest we receive many applications for our positions, and as such will not be able to respond personally to all applications. Therefore, should you not hear from us within 10 weeks from close of advert please consider your application unsuccessful.

#### **MANAGEMENT ECHELON**

<b><u>POST 36/467</u></b>	:	<b><u>DIRECTOR: FINANCIAL ACCOUNTING REF NO: TPW 103/2022</u></b>
<b><u>SALARY</u></b>	:	R1 073 187 per annum (Level 13), (All-inclusive package to be structured in accordance with the rules for SMS). Note: The remuneration package consists

of a basic salary (70%) and the employer's contribution to the Pension Fund. The remainder of the package may be structured according to your personal needs.

**CENTRE  
REQUIREMENTS**

: Department of Transport and Public Works, Western Cape Government  
: An appropriate 3-year B-degree/ Advanced Diploma (NQF 7) or higher qualification as recognised by SAQA; A minimum of 6 years relevant middle management experience on a strategic level in financial accounting; A valid driving licence; Successful completion of the Senior Management Pre-entry Programme for entry into the SMS upon appointment. Recommendation: Strong financial background. Competencies: Knowledge of government policies and procedures (Public Finance Management Act and circulars, etc); Financial Management; Advanced analytical and critical thinking ability; Advanced knowledge of Modified Cash Standards/ GRAP/ SCOPA; Core Competencies: Strategic Capability and leadership, People Management and Empowerment, Programme and Project Management, Financial Management and Change Management; Skills: Excellent communication and leadership skills; Sound budgeting skills; Facilitation skills; Presentation skills; Problem solving skills; HR skills; Advanced Excel skills.

**DUTIES**

: Responsible for the efficient and effective accounting services inclusive of salary deduction services; Ensure that the in-year, annual report and financial systems are effectively managed; Responsible for ensuring financial statements is fairly presented; Liaison with the relevant stakeholders; Ensure an integrated and effective accounting system.

**ENQUIRIES  
APPLICATIONS**

: Ms. S Andrews Tel No: (021) 483 5180  
: Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

**POST 36/468**

: **DIRECTOR: MANAGEMENT ACCOUNTING REF NO: TPW 104/2022**

**SALARY**

: R1 073 187 per annum (Level 13), (All-inclusive package to be structured in accordance with the rules for SMS). Note: The remuneration package consists of a basic salary (70%) and the employer's contribution to the Pension Fund. The remainder of the package may be structured according to your personal needs.

**CENTRE  
REQUIREMENTS**

: Department of Transport and Public Works, Western Cape Government  
: An appropriate 3-year B-degree/ Advanced Diploma (NQF 7) or higher qualification as recognised by SAQA; A minimum of 6 years relevant middle management experience on a strategic level in management accounting; A valid driving licence; Successful completion of the Senior Management Pre-entry Programme for entry into the SMS upon appointment. Recommendation: Strong financial background. Competencies: Knowledge of government policies and procedures (Public Finance Management Act and circulars, etc); Financial Management; Advanced analytical and critical thinking ability; Advanced knowledge of Modified Cash Standards/ GRAP/ SCOPA; Core Competencies: Strategic Capability and leadership, People Management and Empowerment, Programme and Project Management, Financial Management and Change Management; Skills: Excellent communication and leadership skills; Sound budgeting skills; Facilitation skills; Presentation skills; Problem solving skills; HR skills.

**DUTIES**

: Responsible for the efficient and effective budget planning services; Ensure that the in-year budget monitoring, annual report and adjustment systems are effectively managed; Responsible for ensuring that the budget is credible; Liaison with the relevant stakeholders; Ensure an integrated effective and efficient immovable asset budget planning system

**ENQUIRIES  
APPLICATIONS**

: Ms. S Andrews Tel No: (021) 483 5180  
: 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>

**OTHER POSTS**

**POST 36/469**

: **DEPUTY DIRECTOR: CONTRACT DEVELOPMENT REF NO: TPW 107/2022**

**SALARY  
CENTRE**

: R744 255 per annum (Level 11), (all-inclusive salary package)  
: Department of Transport and Public Works, Western Cape Government

<b><u>REQUIREMENTS</u></b>	:	An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher) in the Legal or Business fields; A minimum of 3 years management level experience in contract development and monitoring. Recommendation: Experience in contract development, monitoring and management. Competencies: Knowledge of the following: Public Administration; Project Management; Monitoring and evaluation methods, tools and techniques; Principles and processes for providing customer and personal services including customer needs assessment, meeting quality standards for services and evaluation of customer satisfaction; All legislation, regulations and policies impacting on public transport activities; National and Provincial Treasury Regulations and Directives as well as appropriate management information systems. Skills needed: Communication (written and verbal); Planning and organising; Problem solving and decision making.
<b><u>DUTIES</u></b>	:	Manage the achievement of component goals in respect of Contract Development: Identification of contract areas and monitor the developments in each one; Ensure the establishment of services. Establish the following: Legal and organisational arrangements between role-players; Contracts and Service Level Agreements (SLAs) with transport operators and service providers. Negotiate contracts with operators and stakeholders; Evaluate, recommend and verify implementation of amendments of contracts; Amend contracts and SLA; Monitoring the consultation process with commuter forums, local authorities, other departments and stakeholders; Scrutinize and approve the final design specifications for inclusion in the contract documents. Tender Management: Compilation and verification of tender documents. Plan the sub-directorates budget and manage income and expenditure through responsible implementation of policies, practices and decisions in order to achieve unit objectives effectively and efficiently; Prepare and control work-unit budget; Ensure conformity with Public Financial Management Act and auditing requirements. Management the human resources of the Sub-Directorate to achieve the pre-determined performance indicators and service delivery imperatives, motivated, competent, appreciated and performance orientated staff and sound labour relations: Participation in the recruitment of staff; Actively manage the performance, evaluation and rewarding of staff; Monitor capacity building within the Sub-Directorate.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mr R Collins at Tel No: (021) 483 8940
	:	Only applications submitted online will be accepted. To apply submit your application online only: via <a href="http://www.westerncape.gov.za/jobs">http://www.westerncape.gov.za/jobs</a> or <a href="https://westerncapegov.erecruit.co">https://westerncapegov.erecruit.co</a>
<b><u>NOTE</u></b>	:	Only applications submitted online at: <a href="http://www.westerncape.gov.za/jobs">www.westerncape.gov.za/jobs</a> or <a href="https://westerncapegov.erecruit.co">https://westerncapegov.erecruit.co</a> will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16:00. You may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert.
<b><u>CLOSING DATE</u></b>	:	10 October 2022
<b><u>POST 36/470</u></b>	:	<b><u>ENGINEERING TECHNICIAN (PRODUCTION LEVEL): MATERIALS LABORATORY REF NO: TPW 52/2022 R1</u></b>
<b><u>SALARY</u></b>	:	Grade A: R316 536 - R337 791 per annum Grade B: R358 524 - R386 487 per annum Grade C: R408 075 - R480 678 per annum (Salary will be determined based on post registration experience as per OSD prescribed).
<b><u>CENTRE REQUIREMENTS</u></b>	:	Department of Transport and Public Works, Western Cape Government
	:	An appropriate 3-year National Diploma in Engineering or relevant qualification; Compulsory registration with the Engineering Council of South Africa (ECSA) as an Engineering Technician; A minimum of 3 years relevant post qualification technical (engineering) experience. A valid driving license (Code B or higher). Competencies: Technical support in pavement and geotechnical design for roads; Acquisition of road infrastructure materials; Research pertaining to new products, specifications and test methods;

Technical support services in respect of material quality control and management for road and bridge construction; As-built and standard specifications; Laboratory software management systems; Material mix designs, review and approval; Management and operation of an appropriate and accredited quality management system; Service on national technical committees for material specifications, standard test methods and laboratory proficiency schemes; Research of new products, standard test methods and specification requirements; Knowledge of legal compliance; Decision making; Team work; Creativity; Customer focus and responsiveness; Written and verbal communication skills; Computer skills and literacy; People Management; Planning and Organising; Change Management; Good analytical, problem solving, interpersonal; and organisational skills; Good verbal and written communication skills.

<b><u>DUTIES</u></b>	:	Render technical services: Assist engineers, technologists and associates in field, workshop and technical office activities; Promote safety in line with statutory and regulatory requirements; Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology and produce technical designs with specifications and submit for evaluation and approval by the relevant authority; Perform administrative and related functions; Provide input into the budgeting process as required; Compile and submit reports as required; Provide and consolidate inputs to the technical/engineering operational plan; Develop, implement and maintain databases; Supervise and control technical and related personnel and assets; Research and development: Continuous professional development to keep up with new technologies and procedures; Research/literature studies on technical engineering technology to improve expertise; Liaise with relevant stakeholders on engineering related matters.
<b><u>ENQUIRIES</u></b>	:	Mr S De Vries Tel No: (079) 674 7523
<b><u>APPLICATIONS</u></b>	:	Only applications submitted online will be accepted. To apply submit your application online only: via <a href="http://www.westerncape.gov.za/jobs">http://www.westerncape.gov.za/jobs</a> or <a href="https://westerncapegov.erecruit.co">https://westerncapegov.erecruit.co</a>
<b><u>NOTE</u></b>	:	Only applications submitted online at: <a href="http://www.westerncape.gov.za/jobs">www.westerncape.gov.za/jobs</a> or <a href="https://westerncapegov.erecruit.co">https://westerncapegov.erecruit.co</a> will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16:00. You may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert.
<b><u>CLOSING DATE</u></b>	:	10 October 2022
<b><u>POST 36/471</u></b>	:	<b><u>PROFESSIONAL ENGINEER (PRODUCTION LEVEL): CONSTRUCTION AND MAINTENANCE CONTRACTS (REGION 2) REF NO: TPW 05/2021 R2</u></b>
<b><u>SALARY</u></b>	:	Grade A: R728 829 - R777 771 per annum, (OSD as prescribed). Grade B: R821 775 - R885 303 per annum, (OSD as prescribed). Grade C: R939 621 - R1 106 814 per annum, (OSD as prescribed).
<b><u>CENTRE</u></b>	:	Department of Transport and Public Works, Western Cape Government
<b><u>REQUIREMENTS</u></b>	:	Engineering Degree (B Eng/ BSC (Eng)) or relevant qualification; A minimum of 3 years post qualification engineering experience required; Compulsory registration with ECSA as a Professional Engineer; A valid code B driving licence Competencies: Working knowledge of Road infrastructure maintenance and construction; Engineering design and analysis knowledge; Proven computer literacy (MS Office) as well as computer aided engineering applications; Programme and Project Management; Contract administration; Tender conditions and evaluation; Conditions of contract (GCC 2015); Standard Specifications(Colto); Compilation of contract documentation; Contract law and Contract adjudication; Willingness to travel away from headquarters on a regular basis. Skills: Technical report writing; Sound engineering and professional judgement; Problem solving and analysis; Decision making, Team work, Creativity; Communication (written and verbal) and People Management.
<b><u>DUTIES</u></b>	:	Provide technical input into tender and contract documentation and ensure through evaluation that specifications are based on sound engineering

principles and according to norms and standards and code of practice; Develop cost effective construction solutions according to standards; Evaluate existing technical manuals, standard drawings and procedures; Input into the development of tender specifications; Approval of engineering works according to prescribed norms and standards; Ensure training and development of candidate engineers to promote skills/knowledge transfer and adherence to sound engineering principles and code of practice; Administer performance management and development; Manage resources; Ensure adherence to regulations and procedures for procurement and contract administration; Monitor, control and report on expenditure and service delivery; Continuous professional development to keep up with new technologies and procedures; Liaise with other Directorates, regional offices and local authorities regarding contracts; Human capital development including training of technical staff; Office administration and budget planning; Provide inputs for standardisation of plans and project procedure manual; Monitor, control and report on expenditure and service delivery; Input towards improvement of standard documentation and administrative procedures; Provide assistance to contractors and consultants to ensure adherence to regulations, procedures and standards; Liaise with relevant bodies/councils on engineering matters; Keep abreast of new technological changes.

**ENQUIRIES  
APPLICATIONS**

: Mr A. Nell at Tel No: (021) 483 2013  
: Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

**NOTE**

: Only applications submitted online at: [www.westerncape.gov.za/jobs](http://www.westerncape.gov.za/jobs) or <https://westerncapegov.erecruit.co> will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16:00. You may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert.

**CLOSING DATE**

: 10 October 2022

**POST 36/472**

: **ASSISTANT DIRECTOR: SYSTEM SUPPORT REF NO: TPW 109/2022**

**SALARY  
CENTRE  
REQUIREMENTS**

: R382 245 per annum (Level 09)  
: Department of Transport and Public Works, Western Cape Government  
: An appropriate 3 year tertiary qualification (National Diploma/B-Degree or higher); A minimum of 3 years supervisory level experience in Supply Chain Management. Competencies: Knowledge of the relevant legislative and regulatory requirements pertaining to Supply Chain Management; Applying technology; Skills needed: Problem-solving, Decision-making; Project management; Information management; Communication (written and verbal). Ability to work in a team.

**DUTIES**

: Develop and review the following: The process for a repository of documents on ECM-system and departmental website; The process for retaining financial information as per prescripts. Manage the following: The development and utilisation of a supplier evidence bank, ensuring the evidence bank is complete, accurate, effectively used according to departmental policies and processes, compliant with applicable legislation; Key identified supplier's relationship with respect to cost delivery and communication; Information (data, knowledge, wisdom) by applying tools and technologies to inform decision-making in government operations, produce reports, enhance service delivery, support transparency, support integration/collaboration across departments government; Develop the annual strategy for managing the supply base; Develop and manage a formal process for increasing the capability of suppliers in line with departmental objectives.

**ENQUIRIES  
APPLICATIONS**

: Ms P van der Merwe Tel No: (021) 483 6915  
: Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

**NOTE**

: Only applications submitted online at: [www.westerncape.gov.za/jobs](http://www.westerncape.gov.za/jobs) or <https://westerncapegov.erecruit.co> will be accepted. Shortlisted candidates

will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16:00. You may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert.

<b><u>CLOSING DATE</u></b>	:	10 October 2022
<b><u>POST 36/473</u></b>	:	<b><u>ASSISTANT DIRECTOR: EPWP SKILLS DEVELOPMENT REF NO: TPW 106/2022</u></b>
<b><u>SALARY</u></b>	:	R382 245 per annum (Level 09)
<b><u>CENTRE</u></b>	:	Department of Transport and Public Works, Western Cape Government
<b><u>REQUIREMENTS</u></b>	:	An appropriate 3-year tertiary qualification (National Diploma/B Degree or higher); A minimum of 3 years relevant supervisory level experience; A valid driving licence (Code B or higher).NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: National, Provincial and Departmental policies, prescripts and practices regarding EPWP Skills development; Scare and critical skills as identified by the relevant SETA's; Project Management, monitoring and evaluation methods; Supply Chain and financial management; Business and management principles involved in strategic planning, resource allocation, human resource modelling, leadership techniques, production method and coordination of people and resources. Skills needed: Communication (written and verbal); Proven computer literacy; Planning and organising; Problem solving; Financial management; Report writing and formulation. Ability to: Work under pressure; Interpret and apply policy.
<b><u>DUTIES</u></b>	:	Manage targeted skills development programmes/projects including apprenticeships, internships and learnerships for the unemployed youth; Develop, implement and maintain programmes/projects which promotes skills development in the construction environment; Manage the establishment and maintenance of intergovernmental relations with other spheres of government and stakeholders; Establish and manage effective and efficient financial management systems in line with the Public Finance Management Act, Treasury Regulations and prescripts and financial delegations; Manage, maintain and develop sound human resource management practices; Establish, maintain and develop effective and efficient data management systems and tools that will enhance service delivery.
<b><u>ENQUIRIES</u></b>	:	Ms P Jenniker Tel No: (021) 483 8551
<b><u>APPLICATIONS</u></b>	:	Only applications submitted online will be accepted. To apply submit your application online only: via <a href="http://www.westerncape.gov.za/jobs">http://www.westerncape.gov.za/jobs</a> or <a href="https://westerncapegov.erecruit.co">https://westerncapegov.erecruit.co</a>
<b><u>NOTE</u></b>	:	Only applications submitted online at: <a href="http://www.westerncape.gov.za/jobs">www.westerncape.gov.za/jobs</a> or <a href="https://westerncapegov.erecruit.co">https://westerncapegov.erecruit.co</a> will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16:00. You may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert.
<b><u>CLOSING DATE</u></b>	:	10 October 2022
<b><u>POST 36/474</u></b>	:	<b><u>SUPPLY CHAIN MANAGEMENT LIAISON OFFICER: GOVERNANCE AND DEMAND MANAGEMENT REF NO: TPW 111/2022</u></b>
<b><u>SALARY</u></b>	:	R261 372 per annum (Level 07)
<b><u>CENTRE</u></b>	:	Department of Transport and Public Works, Western Cape Government
<b><u>REQUIREMENTS</u></b>	:	An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher); A minimum of 1 year Supply Chain Management experience. Competencies: Knowledge of the relevant legislative and regulatory



	requirements; Information management; Quality Control. Skills needed: Communication (written and verbal); Computer literacy; Applied Strategic Thinking; Creative Thinking; Decision Making; Problem Analysis; Technical Proficiency; Problem-solving; Decision-making.
<b><u>DUTIES</u></b>	: Supervise the following: Development and utilisation of a supplier database, ensuring the database is complete, accurate, effectively used according to departmental policies and processes, compliant with applicable legislation; Implementation of the annual strategy for managing the supply base; Key identified supplier relationships with respect to cost delivery and communication; Review the formal process for increasing the capability of suppliers in line with the departmental objectives; Liaison with suppliers and service providers; Ensure repository of documents on ECM- system and departmental website; Maintain the file plan.
<b><u>ENQUIRIES</u></b>	: Ms P van der Merwe at Tel No: (021) 483 6915
<b><u>APPLICATIONS</u></b>	: Only applications submitted online will be accepted. To apply submit your application online only: via <a href="http://www.westerncape.gov.za/jobs">http://www.westerncape.gov.za/jobs</a> or <a href="https://westerncapegov.erecruit.co">https://westerncapegov.erecruit.co</a>
<b><u>NOTE</u></b>	: Only applications submitted online at: <a href="http://www.westerncape.gov.za/jobs">www.westerncape.gov.za/jobs</a> or <a href="https://westerncapegov.erecruit.co">https://westerncapegov.erecruit.co</a> will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16:00. You may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert.
<b><u>CLOSING DATE</u></b>	: 10 October 2022
<b><u>POST 36/475</u></b>	: <b><u>ARTISAN (PRODUCTION LEVEL): CENTRAL MECHANICAL WORKSHOP (PAARL) REF NO: TPW 17/2022 R1</u></b>
<b><u>SALARY</u></b>	: Grade A: R193 512 - R214 770 per annum Grade B: R227 943 - R252 984 per annum Grade C: R266 109 - R329 580 per annum (Salary will be determined as per OSD prescripts)
<b><u>CENTRE</u></b>	: Department of Transport and Public Works, Western Cape Government
<b><u>REQUIREMENTS</u></b>	: Appropriate Trade Test Certificate (Diesel Mechanic); A valid driving license (Code EC or higher). Recommendation: Working experience maintaining diesel vehicles including earthmoving machines. Competencies: Knowledge of the following: Technical analysis; Legal compliance; Technical report writing; Team leadership; Problem solving and analysis; Skills needed: Decision making; Team work; Analytical; Creativity; Self-management; Customer focus and responsiveness; Planning and organising; Proven computer literacy; Conflict Management; Communication (Written and verbal).
<b><u>DUTIES</u></b>	: Design: Produce designs according to client specification and within limits of production capability; Production: Produce objects with material and equipment according to job specification and recognise standards; Maintenance: Inspect equipment and/or facilities for technical faults; Perform administrative and related functions: Compile and submit reports; Maintain expertise: Continuous individual development to keep up with new technologies and procedures.
<b><u>ENQUIRIES</u></b>	: Mr J Jones Tel No: (021) 863 2020
<b><u>APPLICATIONS</u></b>	: Only applications submitted online will be accepted. To apply submit your application online only: via <a href="http://www.westerncape.gov.za/jobs">http://www.westerncape.gov.za/jobs</a> or <a href="https://westerncapegov.erecruit.co">https://westerncapegov.erecruit.co</a>
<b><u>NOTE</u></b>	: Only applications submitted online at: <a href="http://www.westerncape.gov.za/jobs">www.westerncape.gov.za/jobs</a> or <a href="https://westerncapegov.erecruit.co">https://westerncapegov.erecruit.co</a> will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16:00. You may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert.

<b><u>CLOSING DATE</u></b>	:	10 October 2022
<b><u>POST 36/476</u></b>		<b><u>ADMINISTRATION CLERK: EDUCATION INFRASTRUCTURE REF NO: TPW 105/2022</u></b>
<b><u>SALARY</u></b>	:	R176 310 per annum (Level 05)
<b><u>CENTRE</u></b>	:	Department of Transport and Public Works, Western Cape Government
<b><u>REQUIREMENTS</u></b>	:	Grade 12 (Senior Certificate or equivalent qualification). Recommendation: Computer literate. Competencies: A good understanding of the following: Clerical duties and practices; Legislative framework governing the Public Service; Working procedures in terms of the working environment; Skills needed: Meet deadlines; Record keeping; Written and verbal communication; Ability to: Work under pressure; Work independently and in a team; Capture data, computer literacy (MS Word and Excel) and collecting statistics.
<b><u>DUTIES</u></b>	:	Render administrative and reception assistance to professional staff regarding filing, GG transport, telephone accounts and invoices; Assist with the ordering and issuing of stationery; Processing of payments; Compiling of claims; Assist with the copying, filing, faxing and scanning of documentation within the component; Draft and type submissions, default letters, arrange meetings and agendas and taking of minutes and general correspondence; Data capturing; Relieve as secretary; Coordination of training requirements; Making travel arrangements.
<b><u>ENQUIRIES</u></b>	:	Mr P Williams Tel No: (021) 483 4573
<b><u>APPLICATIONS</u></b>	:	Only applications submitted online will be accepted. To apply submit your application online only: via <a href="http://www.westerncape.gov.za/jobs">http://www.westerncape.gov.za/jobs</a> or <a href="https://westerncapegov.erecruit.co">https://westerncapegov.erecruit.co</a>
<b><u>NOTE</u></b>	:	Only applications submitted online at: <a href="http://www.westerncape.gov.za/jobs">www.westerncape.gov.za/jobs</a> or <a href="https://westerncapegov.erecruit.co">https://westerncapegov.erecruit.co</a> will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16:00. You may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert.
<b><u>CLOSING DATE</u></b>	:	10 October 2022
<b><u>POST 36/477</u></b>		<b><u>ACCOUNTING CLERK: FINANCIAL ACCOUNTING REF NO: TPW 110/2022</u></b>
<b><u>SALARY</u></b>	:	R176 310 per annum (Level 05)
<b><u>CENTRE</u></b>	:	Department of Transport and Public Works, Western Cape Government
<b><u>REQUIREMENTS</u></b>	:	Grade 12 (Senior Certificate or equivalent qualification) with Accounting and/or Mathematics as a passed subject. Recommendation: "Post matric qualification with an accounting major (Financial Accounting, Taxation, Auditing or Management Accounting); Working experience as a cashier in a financial accounting environment; A valid code B (or higher) driving licence.NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport may also apply. Competencies: Knowledge and understanding of the following: Efficiency and accuracy in managing cash transactions; Basic Maths and Accounting concepts. Skills needed: Communication (written and verbal); Computer literacy; Punctuality. Ability to work under pressure.
<b><u>DUTIES</u></b>	:	Collect, Verify and Record monies received; Daily Reconciliation between money received and receipts issued; Bank duty (Prepare money for depositing); Petty Cash; Safeguarding of cash on hand; Filing and safeguarding of source documents and face value forms.
<b><u>ENQUIRIES</u></b>	:	Mr P. Marinus Tel No: (021) 483 5313
<b><u>APPLICATIONS</u></b>	:	Only applications submitted online will be accepted. To apply submit your application online only: via <a href="http://www.westerncape.gov.za/jobs">http://www.westerncape.gov.za/jobs</a> or <a href="https://westerncapegov.erecruit.co">https://westerncapegov.erecruit.co</a>
<b><u>NOTE</u></b>	:	Only applications submitted online at: <a href="http://www.westerncape.gov.za/jobs">www.westerncape.gov.za/jobs</a> or <a href="https://westerncapegov.erecruit.co">https://westerncapegov.erecruit.co</a> will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties

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**CLOSING DATE**

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