



the dpsa

Department:
Public Service and Administration
REPUBLIC OF SOUTH AFRICA

PUBLIC SERVICE VACANCY CIRCULAR

PUBLICATION NO 08 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.

AMENDMENTS

: **DEPARTMENT OF TOURISM:** Kindly note that the following posts that were Advertised in Public Service Vacancy Circular 20 dated 21 August 2020. Assistant Director: Spatial Mapping and Database Management (Ref No: DT 12/2020); Deputy Director: Programme Planning and Implementation (Ref No: DT 15/2020); Administrative Assistant: Financial Management (Ref No: DT 17/2020); Knowledge Management Officer (Ref No: DT 22/2020); Deputy

Director: Policy Development and Regulations (Ref No: DT 23/2020); Security Officer (Ref No: DT 24/2020); State Accountant: Creditors, Travel and Subsistence (Ref No: DT 25/2020). Advertised in Public Service Vacancy Circular 09 dated 12 March 2021. Deputy Director: Investment Facilitation (Ref No: DT 03/2021); Administrative Support and Co-ordination Officer: Office of the Minister (Ref No: DT 04/2021); Parliamentary and Cabinet Support Officer: Office of the Minister (Ref No: DT 05/2021). Advertised in Public Service Vacancy Circular 15 dated 30 April 2021. Deputy Director: Tourism and Environmental Efficiency (Ref No: DT 07/2021); Assistant Director: Internal Communications (Ref No: DT 08/2021); Assistant Director: Media Liaison (Ref No: DT 09/2021); Cleaner x3 posts (Ref No: 10/2021). The advertised have been withdrawn **GAUTENG: DEPARTMENT OF EDUCATION:** Kindly note that the post of Physical Resource Planner in the Infrastructure Planning and Property Management Directorate Ref No: HO2022/02/63 which was advertised in DPSA Circular 07 of 2022 should have been advertised with Ref NO: JN2022/02/63 and Centre is Johannesburg North District. Enquiry: Ms Nelisiwe Mashazi Tel No: (011) 694 9378. **FREE STATE: DEPARTMENT OF HEALTH:** Kindly note that the following post were advertised in Public Service Vacancy Circular 7 dated 18 February 2022, The Post have been amended on the Job Title and Requirements as follows (1) Professional Nurse Speciality PNB1-PNB2: Winburg District Hospital: Katleho with Ref No: H/P/10: The post of Pharmacist Grade1-3 Ref No: H/P/15 has been amended on the requirements and Knowledge and Skills. New Closing date for the post will be as follows: 18 March 2022

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DEPARTMENT OF AGRICULTURE, LAND REFORM AND RURAL DEVELOPMENT

- APPLICATIONS** : Please ensure that you email your application to: post2@dalrrd.gov.za before the closing date as no late applications will be considered. Applications and supporting documents sent to email addresses that are not specified in the advertisement for the post that you are applying for will not be accepted. Failure to do this will result in the application being disqualified.
- CLOSING DATE** : 18 March 2022 at 16:00
- NOTE** : The requirements for appointment at Senior Management Service level include the successful completion of the Senior Management Pre-entry Programme as endorsed by the National School of Government. Applicants should therefore attach proof that they have registered for the Pre-entry Certificate, which can be accessed using the following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. Shortlisted candidates must provide proof of the successful completion of the course before the interview commences. Failure to do this will result in the application being disqualified. No appointment will take place without the successful completion of the pre-entry certificate and submission of proof thereof. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment in compliance with the Department of Public Service and Administration (DPSA) Directive on the Implementation of Competency Based Assessments. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. Shortlisted candidates will be required to be available for assessments and interviews at a date and time as determined by the Department. All shortlisted candidates will be subjected to personnel suitability checks and the successful candidate will have to undergo full security vetting. DALRRD may conduct reference checks which will include social media profiles of the shortlisted candidates. The successful candidate will be appointed subject to positive results of the security clearance process. The successful candidate will be required to enter into an employment contract, sign an annual performance agreement and annually disclose her or his financial interests. All applicants are required to declare any conflict or perceived conflict of interest, to disclose memberships of Boards and directorships that they may be associated with. Applications: The reference number should be featured in the subject line in the application e-mail sent to the Department. DALRRD requests applicants to apply by submitting applications on the new Z83 form obtainable from any Public Service Department or from the DPSA web site link: <https://www.dpsa.gov.za/newsroom/psvc/> that should be accompanied by comprehensive CVs (previous experience must be expansively detailed) and copies of qualifications, service certificates to support senior management experience, driver's licence and proof of registration with professional bodies where applicable, identification document and permanent residency/work permit. Only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from Human Resources. Foreign qualifications must be accompanied by an evaluation report issued by the South African Qualifications Authority (SAQA). It is the applicant's responsibility to have all foreign qualifications evaluated by SAQA and to provide proof of such evaluation. As from 1 January 2021, applications received on the incorrect application form (Z83) will not be considered. All required information on Form Z83 must be provided. Failure to complete or disclose all required information will automatically disqualify the applicant. Attachments to emailed applications must be limited to 10 megabytes and be as a PDF document. The DALRRD cannot be held responsible for server delays. Failure to submit the required documents will result in your application not being considered. If you apply for more than one post, submit separate applications for each post that you apply for. Correspondence will be entered into with short-listed candidates within three (3) months after the closing date of the post. If by then you have not been contacted for an interview you were not successful in your application. Important: DALRRD is an equal opportunity and affirmative action

employer. It is our intention to promote representivity in DALRRD through the filling of posts. The Department reserves the right not to fill a position.

MANAGEMENT ECHELON

- POST 08/01** : **DEPUTY DIRECTOR-GENERAL: ECONOMIC DEVELOPMENT, TRADE AND MARKETING REF NO: 3/2/1/2022/002**
Branch: Economic Development, Trade and Marketing
- SALARY** : R1 544 415 per annum (Level 15), (all-inclusive package). The package includes a basic salary (70% of package), and a flexible portion that may be structured in accordance with the rules for Senior Management Services (SMS).
- CENTRE REQUIREMENTS** : Pretoria
Successful completion of Pre-entry Certificate for SMS as endorsed by the National School of Government (NSG). Bachelor's Degree or Advanced Diploma (NQF Level 7) in Economic and Management Sciences / Development Studies / Social Sciences and Honours Degree or Post Graduate Diploma (NQF Level 8) in Economic and Management Sciences / Development Studies / Social Sciences. 8 – 10 years' experience at senior managerial level. Job related knowledge: Knowledge and understanding of all relevant legislation and regulations that govern the Public Service including the Public Financial Management Act (PFMA) and Treasury Regulation, the Public Service Act, the Labour Relations Act etc. Knowledge of Government policies and priorities in term of Agriculture, Land Reform and Rural Development. Understanding of Government's International Relations Policy Framework. Understanding of Government's vision in terms of the international forum and the Intergovernmental Relations Framework. Knowledge and understanding of the Agriculture, Land Reform and Rural Development sector, public administration, various structures and programmes (Southern African Development Community (SADC), New Partnership for Africa's Development (NEPAD), African Union (AU) and United Nations (UN)). Understanding of relevant regional conventions and protocols. Understanding of diplomatic protocol. Knowledge and understanding of the white paper on the transformation of the Public Service (Batho Pele). Job-related skills: Financial management. Strategic Capability and leadership. Programme and project management. Knowledge management. Service delivery innovation. Problem solving and analysis. People management and empowerment. Client orientation and customer focus. Communication. Honesty and integrity. Change management. Extended working hours. Traveling.
- DUTIES** : Provide strategic advice, leadership and direction in the development and implementation of policies and programmes in order to promote economic growth and development. Provide direction and guidance in the development of national policies and programmes aimed at increasing levels of private / public investment in the sector. Provide direction and guidance in the development of national policies and programmes aimed at increasing market access for agriculture products domestically and internationally. Provide direction and guidance in the development of national policies and programmes aimed at increasing sustainable / viable co-operatives and rural enterprises. Provide direction and guidance in the development of national trade policies and programmes aimed at increasing equitable access to markets. Oversee and support the implementation of economic development, trade and marketing policies and programmes. Provide strategic and policy advice to the Executive Authority and Head of the Department of Agriculture, Land Reform and Rural Development (DALRRD) with regards to international relations, trade, marketing and cooperative and rural enterprise development. Guide, facilitate and promote the participation of emerging businesses within the Agriculture, Land Reform and Rural Development sectors. Promote and create an environment for the effective functioning of Broad-based Black Economic Empowerment (BBBEE) sector charter councils. Oversee and provide guidance in the setting of norms, standards and minimum service delivery standards for BBBEE. Oversee and provide advice in the setting of norms and standards for co-operatives and rural enterprise development. Provide guidance in the formulation of BBBEE sector, policies, norms and standards taking into account government priorities. Oversee the development and implementation of Black Economic Empowerment (BEE) sector codes. Oversee compliance with sector charters and provide advice in respect of

effective implementation where required. Oversee and facilitate the development of strategies for DALRRD co-operatives. Oversee the implementation of the agricultural co-operative and rural enterprise policy. Provide leadership and guidance to the department's international relations and trade initiatives and activities. Provide strategic guidance, advice and support to the Department with regards to international relations and trade matters (including trade policies, mandates and negotiating positions). Liaise with the relevant departments (specifically the Department of Trade and Industry and the Department of International Relations and Co-operation) on key and strategic international relations and trade matters. Ensure departmental representation in trade forum negotiations, meetings and conventions. Oversee, guide and support bilateral and multilateral relations and engagements with governments, Agriculture, Land Reform and Rural Development organisations and forums in Africa and the rest of the world. Oversee the implementation of trade agreements, treaties and conventions with trade partners. Provide strategic direction and guidance to ensure that the South African government (broadly) and the Department (specifically) meet its international commitments and obligations. Provide guidance and support in respect of international protocols. Provide leadership and guidance in creating market access for Agriculture, Land Reform and Rural Development products. Create and enabling environment to promote market access (policies, strategic partnerships and support). Oversee the provision of support to emerging / developing sector role players. Oversee the provision of support to established sector role players. Oversee the development and implementation of policies and programmes aimed at promoting agro processing. Oversee the management of relationships with other key role players in respect of the promotion of agro processing e.g. the Department of Trade and Industry. Ensure liaison with the National Agricultural Marketing Council and other relevant institutions. To provide economic and statistical services to monitor the economic performance of the sector. Provide strategic economic intelligence and advice on the performance of the DALRRD sector. Generate and manage DALRRD statistics in support of effective decision-making. Disseminate DALRRD statistical and economic information. Render management support services. Provide strategic direction and guidance with regards to the management or resources within the Branch. Provide support to Ministry and the Director-General in relation to the development of solutions for challenges specific to the Branch, to ensure delivery of the Branch related key result areas (including playing a direct role regarding inputs into strategy, being accountable for relevant inputs to parliamentary committee meeting, cluster meetings, implementation of the sector plan, etc). Articulate the departmental strategy consistent with the Medium-Term Strategic Framework (MTSF) and relevant to the Branch's programmes and support the Director-General in leading the implementation thereof. Ensure synchronization of the deliverables of the Department with those of the Provincial Departments of Agriculture, other government entities reporting to the Department of Agriculture and relevant sectoral institutions. Develop Service Level Agreements with Provincial Departments of Agriculture and other relevant State-Owned Entities, consistent with the sector priorities. Lead the Branch in the implementation of policy priorities and the realisation of the Branch's strategic objectives including setting of targets. Mobilise and allocate resources in accordance with the defined priorities. Monitor and evaluate the implementation of projects and ensure appropriate progress tracking, analysis and reporting. Assume a central coordination role in relation to the functions of the Branch with all stakeholders, including provincial coordination. Provide support to other Branches in the achievement of their targets on cross functional responsibilities which should be agreed upon in specific terms. Take overall financial and management responsibility for the Branch. Report directly to the Director-General and respond to relevant parliamentary matters as per parliamentary instructions with these executed through the Director-General's Office. Ensure the management and development of human resources.

ENQUIRIES

:

Ms K Kgang Tel No: (012) 319 7333

DEPARTMENT OF BASIC EDUCATION

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

- APPLICATIONS** : Submitted via post to: Private Bag X895, Pretoria, 0001 or hand-deliver to: The Department of Basic Education, 222 Struben Street, Pretoria. Please visit the Department of Education's website at www.education.gov.za or the Department of Public Service and Administration vacancy circulars at www.dpsa.gov.za
- FOR ATTENTION** : Mr A Tsamai/Ms H Nemabaka
- CLOSING DATE** : 18 March 2022
- NOTE** : Applications must be submitted on Form Z83 obtainable from any Public Service; Department and must be accompanied by a comprehensive CV and copies of ID and qualifications. Divers' License and registration certification must be attached if required. Required documents need not be certified when applying for the post, only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from HR. NB as of 1st July 2006, all new appointments in the public service have to be part of the Government Employee Medical Scheme (GEMS) in order to qualify for a Government Medical Subsidy. Correspondence will only be entered into with shortlisted applicants. Applications received after the closing date, e-mailed or faxed applications will not be considered.

OTHER POSTS

- POST 08/02** : **DEPUTY DIRECTOR: FINANCIAL TRANSACTION REF NO: DBE/08/2022**
Branch: Finance and Administration
Chief Director: Financial Management Services
Directorate: Financial Services
- SALARY** : R882 042 per annum, (all-Inclusive remuneration package)
- CENTRE** : Pretoria
- REQUIREMENTS** : An appropriate three year relevant (NQF level 6) post matric qualification or equivalent qualification in Business Administration, Finance, Accounting or Economics as recognised by SAQA; Relevant post-graduate qualification will serve as an advantage; At least four (4) years' experience in financial management and administration environment; four (4) years' experience at supervisory level; Knowledge of and experience in all aspects the Public Finance Management Act, Treasury Regulations, Public Service Policy Frameworks, Public Service Act, Public Service Regulations, PSCBC Resolutions, Circulars and practice notes issued by National Treasury and the Office of the Accounting General; Knowledge and skills of BAS, PERSAL and LOGIS; Advanced Computer skills in particular MS Excel; Managerial skills required including strategic thinking, innovative and creative thinking, Programme Management, Financial management, Planning and organizing, Team leadership; Good interpersonal skills, analytical skills, initiative and teamwork; Personal Profile: Proactive individual with good verbal and written communication skills; Ability to communicate with external and internal partners; Attention to detail and quality; A self-starter and willingness to work under pressure, with tight deadlines and long working hours; Good verbal and written communication skills; Ability to communicate with external and internal partners; Attention to detail and quality; A self-starter and willingness to work under pressure with tight deadlines and long working hours.
- DUTIES** : The successful candidate will be responsible for providing the support on infrastructure accounting; Management of system security and internal control as required by the Public Finance Management Act; Managing the resource in the section; Responding to COMAFS raised by AGSA; Managing Expenditure section; Managing Bookkeeping section; Managing Financial System and Financial Statements section; Monitoring the Maintenance and reconciliation of the general ledger; Managing and resolving all audit queries; Ensuring that creditors are paid within 30 days; Compiling the Interim as well as AFS and

		audit file and Implementing the financial system as required by the PFMA and Treasury Regulations.
<u>ENQUIRIES</u>	:	Mr A Tsamai Tel No: 012 357 3321/Ms H Nemabaka Tel No: 012 357 3289
<u>NOTE</u>	:	Shortlisted candidates may be expected to demonstrate their skills in a short task as part of the interview and will be subjected to a security clearance.
<u>POST 08/03</u>	:	<u>DEPUTY DIRECTOR: QUALITY MANAGEMENT SYSTEM (QMS) REF NO: DBE/09/2022</u>
		Branch: Teachers, Education Human Resources and Institutional Development
		Chief Director: Education Human Resources Management
		Directorate: Educator Performance Management and Development and Whole School Evaluation
<u>SALARY</u>	:	R882 042 per annum, (all-Inclusive remuneration package)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	An appropriate three year relevant (NQF level 6) post matric qualification or equivalent qualification as recognised by SAQA; At least 4 years' combined work experience in research and project management of which 5 years should be within the basic education sector; At least four (4) years relevant experience at supervisory level; Experience in report writing, presentations, training, management of budgets and programmes; Good computer skills in Microsoft Office (Word, Excel and Power point); Excellent people skills; Knowledge and understanding of human resource matters, including educator performance management systems as informed by the relevant ELRC collective agreements as well as school evaluations and project implementation in the Basic Education sector; Understanding of the National Development Plan 2030 as well as other relevant education policies, legislation and regulations; Strong verbal and written communication; Willingness to work extensive hours and to travel when required; A valid driver's license.
<u>DUTIES</u>	:	Under the supervision of the Department of Basic Education, the incumbent will be part of a team of specialists for supporting and promoting efficient and effective implementation of performance management systems within provinces; The successful candidate will be responsible for undertaking periodic research and surveys with stakeholders with a view to improve educator and school performance; Liaising with relevant stakeholders; Analysing and reporting on findings of surveys and data from educator and school evaluations; Preparing training resources; Engaging in developing capacity of provincial officials on the Quality Management System (QMS); Conducting monitoring and oversight visits to provinces; Co-ordinating and monitoring compliance with performance management-related agreements, policies and guidelines; Analysing the impact of the QMS on school performance; Setting in place strategies to enhance accountability within schools and addressing under-performance.
<u>ENQUIRIES</u>	:	Mr A Tsamai Tel No: 012 357 3321/Ms H Nemabaka Tel No: 012 357 3289
<u>NOTE</u>	:	Shortlisted candidates may be expected to demonstrate their skills in a short task as part of the interview and will be subjected to a security clearance.
<u>POST 08/04</u>	:	<u>ASSISTANT DIRECTOR: SALARY MANAGEMENT REF NO: DBE/10/2022</u>
		Branch: Finance and Administration
		Chief Directorate: Financial Management Services
		Directorate: Financial Services
<u>SALARY</u>	:	R477 090 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	An appropriate three year relevant (NQF level 6) post matric qualification or equivalent qualification in Financial Management or Accounting as recognised by SAQA; At least (3) years relevant experience in Salary Management environment of which three (3) years should be at supervisory level; Extensive knowledge of applicable policies and prescripts of finance in the public service; Knowledge of PFMA, Treasury regulations and Interpretation thereof; Performance and staff management; Problem solving and analytical skills; Report writing and reporting skills; Extensive knowledge of PERSAL, BAS system; A valid driver's license.
<u>DUTIES</u>	:	The successful candidate will be responsible to assist with the personnel budget of the Department; Approve salaries payments on PERSAL and BAS; Manage the resources in the section; Develop and implement the financial

management policies; Develop and manage staff to ensure that the section has the capacity to carry out its functions; Respond to communications to Management on Audit Findings(COMAFS) raised by Auditor-General of South Africa (AGSA); Prepare weekly and /or monthly BAS/PERSAL/LOGIS reconciliation; Assist in compiling AFS/IFS Appropriation Statement and notes to appropriation statement; Capture BAS link codes; Manage registry; Manage debt administration; Manage examinations claims; and assist with TAX related matters and reconciliation.

ENQUIRIES : Mr A Tsamai Tel No: 012 357 3321/Ms H Nemabaka Tel No: 012 357 3289
NOTE : Shortlisted candidates may be expected to demonstrate their skills in a short task as part of the interview and will be subjected to a security clearance.

POST 08/05 : **ASSISTANT DIRECTOR: EDUCATION LABOUR RELATIONS SUPPORT**
REF NO: DBE/11/2022
Branch: Teachers, Education Human Resources and Institutional Development
Chief Directorate: Education Human Resources Management
Directorate: Education Labour Relations and Conditions of Services

SALARY : R477 090 per annum
CENTRE : Pretoria
REQUIREMENTS : An appropriate three year relevant (NQF level 6) post matric qualification or equivalent qualification in Law or Labour Relations as recognised by SAQA; At least three (3) years working experience in Labour Relations in Education sector, including experience in conducting investigations; At least three (3) years relevant experience at supervisory level; Participation or experience in collective bargaining in the ELRC and/or PSCBC; Knowledge of labour laws, regulations and procedures, including the employment of Educators Act, Public Service Act and PFMA; Knowledge of techniques in investigations; Ability to analyse reports; Ability to interpret Laws, Rules, Regulations and Resolutions/Collective Agreements; Ability to maintain effective relationships with stakeholders, colleagues and public; Ability to communicate effectively, both verbally and in writing and a valid driver's licence.

DUTIES : The successful candidate will be responsible for providing responsive and high quality support and advising stakeholders, educators and public on all labour related complaints received by the Department; Scheduling or coordinating meetings of the Directorate; Preparing and submitting required reports related to labour relations matters; Maintaining records, preparing reports and compiling correspondence relative to the work; Conducting investigations on reported cases, provide advice and compile reports; Perform any related work as assigned.

ENQUIRIES : Mr A Tsamai Tel No: 012 357 3321/Ms H Nemabaka Tel No: 012 357 3289
NOTE : Shortlisted candidates may be expected to demonstrate their skills in a short task as part of the interview and will be subjected to a security clearance.

POST 08/06 : **ASSISTANT DIRECTOR: QUALITY MANAGEMENT SYSTEM (QMS) REF**
NO: DBE/12/2022
Branch: Teachers, Education Human Resources and Institutional Development
Chief Directorate: Education Human Resources Management
Directorate: Educator Performance Management and Development and Whole School Evaluation

SALARY : R477 090 per annum
CENTRE : Pretoria
REQUIREMENTS : An appropriate three year relevant (NQF level 6) post matric qualification or equivalent qualification in Education or Social Sciences as recognised by SAQA; At least minimum of 3 years' experience in the Basic Education, Two (2) years relevant experience related to employee performance and development; At least three (3) years relevant experience at supervisory level; Insight into ELRC Collective Agreements and related legislation and policies; Strong verbal, presentation and written communication skills; Computer skills in Microsoft Office Programs (Word, Excel and PowerPoint); Willingness to work extensive hours and travel; A valid driver's license.

DUTIES : The successful candidate will be responsible for liaising with and guiding provincial officials on the efficient and effective administration and implementation of the Performance Management Systems for school-based

educators within provinces; Designing instruments and developing a database for monitoring and reporting; Coordinating capacity development engagements with provincial officials; Assisting in setting up systems for receiving reports and data from provinces; Collating and compiling progress reports; Compiling minutes of engagements with stakeholders; Undertaking monitoring and oversight visits to provinces as required; Working collaboratively to establish partnerships with stakeholders in the sector to strengthen educator development and accountability.

ENQUIRIES NOTE : Mr A Tsamai Tel No: 012 357 3321/Ms H Nemabaka Tel No: 012 357 3289
: Shortlisted candidates may be expected to demonstrate their skills in a short task as part of the interview and will be subjected to a security clearance.

POST 08/07 : **SENIOR STATE ACCOUNTANT: SALARIES REF NO: DBE/13/2022**
Branch: Finance and Administration
Chief Directorate: Financial Management Services
Directorate: Financial Services

SALARY CENTRE REQUIREMENTS : R321 543 per annum
: Pretoria
: The applicant must be in possession of a Senior Certificate or equivalent qualification plus two (2) years' relevant experience in the field of Finance; Thorough knowledge of financial accounting; Exposure in the fields of salaries and tax will be an advantage; Good financial management skills, Planning and organising skills, Problem solving skills and good communication (written and verbal) skills; Sound knowledge of the PERSAL system and Basic Accounting System (BAS); Skills in Public Service Finance, Numeracy, Computer literacy and Accuracy; Good knowledge of Treasury Regulations and Public Finance Management Act; Self-starter, Ability to work independently without compromising team results; Valid driver's license.

DUTIES : The successful candidate will be responsible for Capturing budget breakdown on BAS per programme and economic classifications; Clearing the suspense account; Preparing weekly and/monthly BAS/PERSAL/LOGIS reconciliation; Assisting in compiling Annual Financial Statement (AFS)/Integrated Financial Statement (IFS) Appropriation and notes to appropriation statement; Assisting with TAX related matters and reconciliation; Managing debt administration; Attending to salary-related questions and queries and Supervising staff and training stakeholders on salaries processes.

ENQUIRIES NOTE : Mr A Tsamai Tel No: 012 357 3321/Ms H Nemabaka Tel No: 012 357 3289
: Shortlisted candidates may be expected to demonstrate their skills in a short task as part of the interview and will be subjected to a security clearance.

POST 08/08 : **SENIOR STATE ACCOUNTANT: BUDGET AND CASH FLOW REF NO: DBE/14/2022**
Branch: Finance and Administration
Chief Directorate: Financial Management Services
Directorate: Financial Services

SALARY CENTRE REQUIREMENTS : R321 543 per annum
: Pretoria
: The applicant must be in possession of a Senior Certificate or equivalent qualification plus two (2) years' relevant experience; Experience in authorising Journals on BAS; Experience in Clearing BAS/Persal Exceptions; Experience in compiling of Annual/Interim Financial Statements; In depth knowledge of PFMA, Treasury Regulations and relevant prescripts; Knowledge of Public Service Regulations and Performance Management and Monitoring; Ability to work independently without compromising team results; Ability to act Independently, Professionally, Accountable and with Credibility; Knowledge of legislation and regulations pertaining to Public service administration; General computer literacy and knowledge of programs in MS Word, Excel, PowerPoint; Good communication skills, verbal and written.

DUTIES : The successful candidate will be responsible for capturing budget breakdown on Basic Accounting System (BAS) per programme and economic classifications; Coordinating and compiling the MTEF budget process, coordinating the Adjusted Estimates of National Expenditure and Estimates of National Expenditure; Compiling virements and roll-overs; Updating the budget on BAS with the main appropriation; Ensuring accurate compilation on the In Year Monitoring report and Minister's cash flow statements; Responding to

budget related questions and queries; Preparing presentations and submission to Standing Committee on Public Accounts when required; Ensuring safe keeping of records is adhered to; Ensuring that the requirements of the Public Finance Management Act, Treasury Regulations as well as departmental financial policies, prescripts and procedures are adhered to; and Supervision of staff and training to stakeholders on budget process.

ENQUIRIES
NOTE

- : Mr A Tsamai Tel No: 012 357 3321/Ms H Nemabaka Tel No: 012 357 3289
- : Shortlisted candidates may be expected to demonstrate their skills in a short task as part of the interview and will 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 post. The Secretariat for Police Services is committed to the achievement and maintenance of diversity and equity employment.

- APPLICATIONS** : must be mailed timeously to Private Bag X922 Pretoria 0001 or hand delivered or couriered to 217 Pretorius Street, Van Erkom Arcade building 7th floor, Pretoria at the Reception Desk. Applications can also be emailed to recruitment@csp.gov.za
- CLOSING DATE** : 18 March 2022
- NOTE** : Applications must be submitted on the new prescribed application form Z.83 of the Public Service Act form only, (i.e. application for employment form), obtainable from any Public Service Department or any Public Service and Administration website or Recruitment Office within the Secretariat for Police Service. The Z.83 form should be accompanied by a recent updated comprehensive CV (previous experience must be comprehensively detailed, i.e. positions held and dates), as well as copies of all qualifications, ID document and license (these copies need not be certified), only shortlisted candidates will be required to submit certified documents on or before the day of the interviews following communication from HR. Failure to submit the requested documents/information will result in your application not being considered. Failure to comply with this requirement will result in the candidate being disqualified. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three months of the closing date of this advertisement, please accept that your application was unsuccessful. All shortlisted candidates for posts will be subjected to a technical competency exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend the most suitable candidate. Short-listed candidates will be subjected to a security clearance. The Secretary for Police Service has the right not to fill the post. All posts are based in Pretoria. Preference will be given to youth, people with disability and women in accordance with our employment equity. NB: Please ensure that your application reaches this office not later than 16h00 on week-days.

OTHER POSTS

- POST 08/09** : **DEPUTY DIRECTOR: INTERNAL AUDIT REF NO: CSP/04/2022**
(Two Months Contract)
- SALARY** : R744 255 per annum, (all inclusive package)
- CENTRE** : Pretoria
- REQUIREMENTS** : Bachelor's degree in Internal Audit or equivalent with at least eight (8) years 'experience in the Internal Audit, preferably in ICT auditing environment. Must be a member and affiliated to the Information System Audit and Control Association (ISACA). Must possess certifications such as Certified Information Systems Auditor (CISA), Certified in Risk and Information system control (CRISC), Certified Information Security Manager (CISM), Certified in the Government of Enterprise IT (CGEIT) and Cybersecurity Nexus – CSX certification would be an added advantage. Knowledge and skills in risk assessment skills, analytical skills, internal audit experience, security testing experience, IT security and infrastructure and operating system platforms knowledge. Strong communication and interpersonal skills.
- DUTIES** : To verify the Department's IT infrastructure alignment to support and enables the achievement of the Department's strategies and objectives. To verify that the IT general controls address the overall operation and activities of the IT function and management and governance. To ensure the appropriate development and implementation of applications, as well as the integrity of programs and data files and of computer operations. Logical access controls over infrastructure, applications and data. System development life cycle controls. Program change management controls. Physical security controls over data centre. System and data backup and recovery controls. Computer operation controls. Completeness, accuracy and validity of the data/transactions to be transferred from the current building to the new

building. To ensure the completeness, validity and accuracy of records as well as the result of program processing for both the LOGIS, PERSAL and BAS systems.

ENQUIRIES : Kenneth Shiphamele Tel No: 012 393 1916 / 012 939 2500

POST 08/10 : **ASSISTANT DIRECTOR: LOGISTICS REF NO: CSP/03/2022**

SALARY : R382 245 per annum

CENTRE : Pretoria

REQUIREMENTS : Bachelor's Degree in Supply Chain Management/ Logistics/ Purchasing Management or relevant SCM qualifications. Minimum of three (3) year supply chain experience on supervisory level. Knowledge of Public Finance Management Act and Treasury-related legislations. Understanding of Accounting principles and practices, tax, and the analysis and reporting of financial data. Knowledge of logistics management processes, SCM policies and procedures. Knowledge of BAS and LOGIS system. Knowledge of the Constitution of the Republic of South Africa, Batho Pele Principles, Public Service Regulations and Public Service Act. Computer Literacy, verbal and written communication skills, presentation skills. Planning and organizing. Problem solving and decision making skills. Applied strategic thinking, facilitation skills and team leadership. Project management.

DUTIES : Coordinate and review the processing of creating orders and payments for goods and services. Manage the creation of purchase orders, manage the 0-9 file. Manage the commitment and accruals reports, manage and coordinate travel management and reconcile the travel payments. Ensure the proper management of stores and warehouse. Ensure the process of issuing goods as required, continuously monitor inventory, Stock taking according to stock taking plan and consolidation of stock counted with official record. Identify outdated, unserviceable, redundant and obsolete stock. Coordinate the disposal of stock inventory. Compile a report for the identification of stock for disposal purposes and presentation to the disposal committee for approval. Manage and supervise the logistics staff.

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

DEPARTMENT OF COOPERATIVE GOVERNANCE

The vision of the Department of Cooperative Governance is one of having a well co-ordinated system of Government consisting of National, Provincial and Local spheres working together to achieve sustainable development and service delivery. The Department intends to invest in human capital, increase integrated technical capacity directed at service delivery and promote representivity in the Department through the filling of this post. The candidature of persons whose appointment/transfer/promotion will promote representivity will therefore receive preference.

- APPLICATIONS** : Applications may be submitted electronically via email to cogta102@ursonline.co.za for attention of URS Response Handling, Tel No: 012 811 1900.
- CLOSING DATE** : 25 March 2022
- NOTE** : Applicants are advised that a new application for employment (Z83) has been in effect since 1 January 2021. The new application for employment form can be downloaded at www.dpsa.gov.za-vacancies. Applications submitted using the old Z83 form will not be accepted. Applications must be accompanied by (1) a comprehensive CV, with specific starting and ending dates in all relevant positions and clarity on the levels and ranks pertaining to experience as compared to the Public Service, as well as at least 2 contactable references, (2) a copy of the applicant's South African ID Document, (3) a copy of the applicant's driver's license, (4) a copy of Grade 12 Certificate as well as all qualifications mentioned in the CV, (5) a SAQA verification report for foreign qualifications. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation. Incomplete applications, applications received after the closing date or applications without SAQA verification reports for foreign qualifications will not be considered. The successful candidate will be appointed subject to positive results of the security clearance process and the verification of educational qualification certificates. It is important to note that it is the applicant's responsibility to ensure that all information and attachments in support of the application are submitted by the due date. Due to the large number of responses anticipated, correspondence will be limited to short-listed candidates only. If you have not been contacted within three months of the closing date of the advertisement, please accept that your application has been unsuccessful

OTHER POST

- POST 08/11** : **DEPUTY DIRECTOR: REMUNERATION AND CONDITIONS OF SERVICE REF NO: 30988/01**
- SALARY** : R744 255 per annum (Level 11), (An all-inclusive remuneration package)
- CENTRE** : Pretoria
- REQUIREMENTS** : A Grade 12 Certificate, a three-year Bachelor's degree or a three-year National diploma in Human Resource Management or equivalent qualification with 3 to 5 years' experience in a Human Resource Management environment. Generic Competencies: Applied strategic thinking. Project management. Change management. People management and empowerment. Service delivery innovation. Problem solving and analysis. Client orientation and customer focus. Communication (verbal and written). Computer literacy. Technical Competencies: Human Resource management practices. Public Service Act. Public Service Regulations. Human Resource Management Policy. PERSAL.
- DUTIES** : The successful candidate will perform the following duties: Manage and administer appointments and transfers of employees. Manage Human Resource Information System (PERSAL), remuneration and conditions of service. Manage, review and maintain policies and procedure manuals pertaining to service benefits. Manage and administer termination of service.
- ENQUIRIES** : Mr J Tidimane Tel No: 012 334 0734

DEPARTMENT OF DEFENCE



- APPLICATIONS** : Applications must be submitted to: Financial Management Division, DFSS, Career Management Section, Privet Bag X 137, Pretoria, 0001 or applications may be hand-delivered to: Department of Defence, Poynton building, 195 Bosman Street, Pretoria where it must be placed in wooden post box 5 at Reception. Note: Please use reference number not post number.
- CLOSING DATE** : 18 March 2022 (Applications received after the closing date and faxed copies will not be considered).
- NOTE** : Applications must be submitted on the prescribed form Z83 (obtainable from any Public Service Department office i.e effective 01 January 2021. Should an application be received using incorrect application employment form Z83, it will be disqualified), which must be originally signed and dated by the applicant and which must be accompanied by a detailed CV (with full particulars of the applicants' training, qualifications, competencies, knowledge & experience) and clear copies of original educational qualification certificates, ID document and Driver's license (where applicable). Such copies need not be certified when applying for a post, only shortlisted candidates for the post will be required to submit certified documents which should not be older than six months on or before the day of the interview. Failure to comply with the above instructions will result in applications being disqualified. Applicants applying for more than one post must submit a separate form Z83 (as well as the documentation mentioned above) in respect of each post being applied for. If an applicant wishes to withdraw an application it must be done in writing. Should an application be received where an applicant applies for more than one post on the same applications form, the application will only be considered for the first post indicated on the application and not for any of the other posts. Under no circumstances will photostat copies or faxed copies of application documents be accepted. The successful candidates will be subjected to Personnel Suitability Checks (criminal record, citizenship & financial/asset record checks and qualification and employment verification). Successful candidates will also be subjected to security clearance processes. Applicants who do not receive confirmation or feedback within 3 (three) months after the closing date, please consider your application unsuccessful. Due to the large volume of responses anticipated, receipt of applications will not be acknowledged and correspondence will be limited to short-listed candidates only. For more information on the job description(s) please contact the person indicated in the post details. Successful candidates will be appointed on probation for the period of twelve (12) months in terms of the prescribed rules.

OTHER POST

- POST 08/12** : **FINANCE CLERK SUPERVISOR REF NO: CFO 21/2/1**
- SALARY CENTRE** : R261 372 per annum (Level 07)
: Finance Management Division. Directorate Central Accounts, Sub-Directorate Debtors Accounts, Bloemfontein
- REQUIREMENTS** : Minimum requirements: Grade 12 certificate plus three year Degree/National Diploma in Finance/Accounting with a minimum of two (02) years relevant experience or Grade 12 certificate with finance/accounting related subjects with a minimum of three (03) years relevant experience. More working relevant years of experience as Finance Clerk will be an added advantage. Computer literate in MS Word, Excel and Access. Literacy regarding the Financial Management System (FMS) and PERSOL/PERSAL mainframe programmes utilized in the Department of Defence (DOD)/ Public Service and Private Sector would be a very strong recommendation. Knowledge of and exposure to the prescribed processes and procedures regarding departmental debt as well as the related accounting transaction and actions. Sound reasoning, mathematical and problem solving ability. Ability to effectively liaise and communicate with clients, debtors and management, both verbally and in writing. Good supervisory skills, positive, creative, possess sound judgemental ability.

DUTIES

: Rendering support and assisting in managing, controlling, following up and maintaining current as well as new departmental debt within the Department of Defence (DOD). Implementing effective actions and procedures to efficiently recover and control outstanding debts from serving and ex-members of the SA National Defence Force (SANDF), Public Service Act Personnel (PSAP) and private institutions. Implementing and maintaining processes to effectively handle Departmental debt. Liaising and corresponding with the State Attorney as and when required. Regularly controlling and checking all accounting transactions relating to the debtor accounts control functions. Ensuring that all related documentation, correspondence and file are recorded and kept safely for audit purposes. Constant collaborating, liaising and communicating with the Senior State Accountant in control of the section. Executing all other related functions and duties as per the prescription of the Public Finance Management Act (PFMA), Treasury Regulations (TR) and other related policies. Effectively supervision all personnel, assets, information and material under his/her control.

ENQUIRIES

: Mr Z. Mathibela Tel No: (012) 392-2753

NOTE

: Finance Management Division is guided by the principle of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the Division. Preference will be given to African males, Africans females, White females, Indian males, Coloured males and People with disability.

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.

<u>CLOSING DATE</u>	:	18 March 2022 at 16:00
<u>NOTE</u>	:	Applications quoting the relevant reference number must be submitted on the new form Z83, obtainable from any Public Service Department or on the internet at www.gov.za/documents . Received applications using the incorrect application for employment (old Z83) will not be considered. Each application for employment form must be fully completed, duly signed and initialled by the applicant. Failure to sign this form may lead to disqualification of the application during the selection process. A recently updated comprehensive CV as well as copies of all qualification academic transcripts including Senior Certificate, ID-document and a Driver's license where applicable should accompany a fully completed, initialled and signed new form Z83. Applicants must submit copies of qualifications, ID document and other relevant documents as indicated. Such copies need not be certified when applying for a post. The communication from the HR of the Department regarding the requirements of the certified documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview following the communication from HR. Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of their Permanent Residence Permits to their applications. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. The Department does not accept applications via fax. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within eight (8) weeks after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification). The Department reserves the right not to make any appointment(s) to the above post. A pre-entry certificate obtained from National School of Government (NSG) is required for all SMS applicants. The course is available at the NSG under the name Certificate for entry into SMS and the full details can be obtained by following the below link: https://www.thensg.gov.za/training-course/sms-pre-entryprogramme/ . All shortlisted candidates for SMS posts will be subjected to a technical competency exercise that intends to test relevant technical elements of the job, the logistics of which be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend generic managerial competencies using the mandated DPSA SMS competency assessment tools. The successful candidate will be expected to sign an Internship performance agreement. The Department is an equal opportunity affirmative action employer. The Employment Equity Plan of the Department shall inform the employment decision. It is the Department's intention to promote equity (race, gender and disability) through the filling of this post(s)

OTHER POSTS

<u>POST 08/13</u>	:	<u>ASSISTANT DIRECTOR: NMW POLICY REF NO: HR 4/22/03/04HO</u>
<u>SALARY</u>	:	R477 090 per annum
<u>CENTRE</u>	:	Head Office, Pretoria
<u>REQUIREMENTS</u>	:	Three (3) years tertiary qualification in Labour Relations/ Human Resources Management/ Public Management and Admin/ BCom Management/Law. Five (5) years' experience of which two (2) years at Supervisory level and two (3) years functional experience in Employment Standards/Labour Relations. A valid driver's licence. Knowledge: Departmental Policies and Procedures, Public Service transformation and management issues, White Paper on transformation of Public Service, Public Service Act, Public Service

		Regulations and relevant prescripts, Corporate governance, Batho Pele Principles, Public Finance Management Act, Employment Equity Act. Skills: Computer literacy, Verbal and written communication skills, Management, Problem Solving, Interpersonal Skills, Project Management, Research, Administration and financial management.
<u>DUTIES</u>	:	Coordinate and implement planning system of NMW Policy setting. Build and manage relationships with relevant internal and external stakeholders on issues related to the National Minimum Wage. Provide an effective liaison service by coordinating key messages and channels of information on behalf of the Commission regarding National Minimum Wage Commission. Render secretariat support to the National Minimum Wage Commission. Render the promulgation Processes regarding standard setting. Supervision of resources of the section.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms K Padi Tel No: (012) 309 4124
	:	Chief Director: Human Resources Management: Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street. Email: Jobs-HQ8@labour.gov.za
<u>POST 08/14</u>	:	<u>ASSISTANT DIRECTOR: ADMINISTRATIVE SUPPORT SERVICES REF NO: HR4/4/1/300</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R382 245 per annum
	:	Provincial Office: Eastern Cape
	:	Three years relevant tertiary qualification in Labour Relations/ Human Resource Management/ Public / Business Management/ Administration. Two years Supervisory experience, Two years functional experience in Inspection/ Administration Services. Valid Driver's License. Knowledge: Departmental policies and procedures, Skills Development Act, Labour Relation Act, Basic Conditions of Employment Act, Public Service Regulations SDLA, Occupational Health and Safety Act, COIDA, Unemployment Insurance Act, UI Contribution Act, Employment Equity Act. Skills: Facilitation, Planning and Organizing, Computer Literacy, Interpersonal, Problem Solving, Interviewing, listening and observation, Innovative, Analytical, Verbal and written communication.
<u>DUTIES</u>	:	Conduct inspection with the aim of ensuring compliance with the labour legislation. Carry out investigation on cases reported regarding contravention of labour legislation and enforce where it is evident there is contravention. Conduct proactive inspection regularly to monitor compliance with labour legislation. Conduct Advocacy Campaign on Labour Legislation regularly Draft inspection plans, reports, and compile statics on the cases allocated to.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms P Mbongwana Tel No: 043 701 3287
	:	Chief Director: Provincial Operations, Private Bag X 9005 East London, 5201, Hand deliver at No.3 Hill Street East London. Email: Jobs-EC@labour.gov.za
<u>POST 08/15</u>	:	<u>OFFICE ADMINISTRATOR (EXECUTIVE SECRETARY) REF NO: HR4/4/7/64</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R261 372 per annum
	:	Provincial Office: Mpumalanga
	:	Three (3) year tertiary qualification in Office Management/ Information Communication Technology/ Public Administration/ Business Administration / Public Management. One (1) year functional experience in office administration/ secretariat services. Knowledge: Departmental policies and procedures, Planning and organizing, Administration procedures, Batho Pele Principles, Interpersonal relations. Skills: Facilitation, Interpersonal relationship, Communication (verbal and written), Computer literacy, Telephone etiquette, Organising, Decision making, Analytical, Project Management.
<u>DUTIES</u>	:	Provide a receptionist support to the Branch/ Office/ Chief Directorate/ Directorate/ Directorate including dairy management for the Chief Director/ Director. Render a Secretariat Service for the Office of the Chief Director/ Director. Assist in Monitoring and maintaining the budget including the supply chain for the Chief Directorate/ Directorate. Facilitate and coordinate all logistical and resource requirements of the Chief Directorate/ Directorate. Provide Management Information and records management services in the Chief Directorate/ Directorate. Track and monitor projects tasks within the Chief Directorate/ Directorate.

ENQUIRIES APPLICATIONS : Ms Mokoena Tel No: (013) 655 8700
 : The Deputy Director: Private Bag X7263, Emalahleni, 1035 or hand deliver at:
 Labour Building, Corner Hofmeyer Street and Beatty Avenue, Emalahleni or
 via email: Jobs-MP@labour.gov.za

POST 08/16 : **INSPECTOR REF NO: HR 4/4/8/635**

SALARY CENTRE REQUIREMENTS : R211 713 per annum
 : Kroonstad Labour Centre
 : Three (3) years relevant qualification in Labour Relations/ BCOM Law/ LLB. A
 valid drivers licence. Zero experience. Knowledge: Departmental policies and
 procedures, Skills Development Act, Labour Relations Act, Basic Conditions of
 Employment Act, Unemployment Insurance Act, Unemployment Insurance
 Contributions Act. Skills: Facilitation skills, Planning and Organizing (Own
 work), Computing (Spread sheet, PowerPoint and word processing),
 Interpersonal skills, Problem Solving skills, Interviewing skills, Analytical,
 Verbal and written communication skills, Employment Equity Act.

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

ENQUIRIES APPLICATIONS : Mr S Malope Tel No: (056) 215 1812
 : Chief Director: Provincial Office: Private Bag X 522, Bloemfontein, 9300 or
 hand deliver at Laboria House, 43 Charlotte Maxeke Street, Bloemfontein.

FOR ATTENTION : Sub-directorate: Human Resources Operations, Free State Email: Jobs-FS2@labour.gov.za

POST 08/17 : **REGISTRY CLERK REF NO: HR4/4/5/01**

SALARY CENTRE REQUIREMENTS : R176 310 per annum
 : Provincial Office: KZN
 : Matriculation/ Grade (12) Twelve/ Senior Certificate. Knowledge: National
 Archives guidelines and Records Management prescripts, Departmental
 Policies and Procedures, Batho-Pele Principles, Departmental Registry
 procedures, Public Finance Management. Skills: Communication skills,
 Interpersonal relations, Problem solving, Organizing skills and Computer
 literacy.

DUTIES : Maintain the filing system within a Provincial Office according to the Archives
 and Records Management prescripts (Daily). Handle all the correspondences
 for the Provincial Office and maintain records thereof (Daily). Operate the
 franking machine and availability of funds (Daily). Render general
 administrative duties in the section including procurement of stationary and
 equipment for the section (Daily). Clear suspense accounts and unallocated
 accounts before month closure (Monthly).

ENQUIRIES APPLICATIONS : Mr M Mwelase Tel No: (031) 366 2102
 : Chief Director: Provincial Operations: PO Box 940, Durban, 4000 or hand
 deliver at 267 Anton Lembede Street, Durban.

FOR ATTENTION : Sub-directorate: Human Resources Operations, Provincial Office: KZN Email:
Jobs-KZN5@labour.gov.za

DEPARTMENT OF FORESTRY, FISHERIES AND THE ENVIRONMENT

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

APPLICATIONS : Must be submitted to the Director-General, Department of Forestry, Fisheries and the Environment, For Attention: The Director: Human Resources Management, Private Bag X4390, Cape Town, 8000 or hand-deliver to 14 Loop Street, Cape Town.

CLOSING DATE : 22 March 2022

NOTE : Application must be submitted on a New signed Z83 form obtainable from any Public Service Department and must be completed in full, also accompanied by copies of all relevant qualifications (Matric Certificate must also be attached), ID document, a valid Driver's License (attached documentation need not be certified, certification will be requested when required) together with the recent Curriculum Vitae in order to be considered. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The National Department of Forestry, Fisheries and the Environment is an equal opportunity, affirmative action employer. Preference may be given to appointable applicants from the underrepresented designated groups in terms of the Department's equity plan. Persons with disabilities are encouraged to apply. Correspondence will be limited to successful candidates only. Short-listed candidates will be subjected to screening and security vetting to determine their suitability for employment, including but not limited to: Criminal records; Citizenship status; Credit worthiness; Previous employment (reference checks); and Qualification verification. Short-listed candidates will be expected to avail themselves at the Department's convenience. Entry level requirements for SMS posts: In terms of the Directive on Compulsory Capacity Development, Mandatory Training Days & Minimum Entry Requirements for SMS that was introduced on 1 April 2015, a requirement for all applicants for SMS posts from 1 April 2020 is a successful completion of the Senior Management Pre-Entry Programme as endorsed by the National School of Government (NSG). The course is available at the NSG under the name Certificate for entry into SMS and the full details can be obtained by following the below link:<https://www.thensg.gov.za/training-course/sms-pre-entryprogramme/> The successful candidate will be required to provide proof of completion of the NSG Public Service Senior Management Leadership Programme Certificate for entry into the SMS. Furthermore, candidates shortlisted for the SMS post will be subjected to a technical exercise that intends to test relevant technical elements of the job. Following the interview and the technical exercise, the Selection Panel will recommend candidates to attend a generic managerial competency assessment in compliance with the DPSA Directive on the implementation of competency-based assessments. The person appointed to this position will be subjected to a security clearance, the signing of performance agreement and employment contract. The Department reserves the right not to make an appointment. If you have not been contacted within three 3 months after the closing date of the advertisement, please accept that your application was unsuccessful.

ERRATUM: Kindly take note of the following changes on the post of Control Biodiversity Officer Grade A: Protected Areas Legislation and Management Effectiveness: with Ref No: BC01/2022 that was advertised on PSVC no 07 dated 25 February 2022 with a closing date of 14 March 2022. The qualification requirements for the post are an appropriate 4-year Bachelor's Degree (NQF 8) in Natural Sciences/ Environmental Sciences or an equivalent qualification within the related field. The closing date for the post has been extended to 28 March 2022.

OTHER POSTS

POST 08/18**SENIOR FORESTRY DEVELOPMENT OFFICER REF NO: FOM12/2022**

SALARY : R321 543 per annum, (total package of R478 352 per annum/ conditions apply)
CENTRE : Mthatha
REQUIREMENTS : Applicants must be in possession of a National Diploma or Bachelor's Degree in Forestry or equivalent qualification within related field with 1-2 years'

experience in forestry development or forestry extension. Knowledge and understanding of the National Forest Act 1998 (Act 84 of 1998), the National Veld and Forest Fire Act, 1996 (Act 101 of 1996), PFMA and other related environmental legislation. Good presentation skills, excellent verbal and written communication, analytical and problem solving skills, programme and project management, good interpersonal relations, negotiation skills. Computer skills in MS Office Software, a valid driver's licence and must be willing to travel.

DUTIES : The incumbent will be responsible for implementing and providing technical advice and support in terms of greening programs or initiatives for institutional development. Conduct awareness campaigns on importance greening, forest enterprise development and non-timber forest products through the implementation of special events and programmes such as Arbor Month, Arbor City Awards and Edu Plant initiatives. Promote partnership between government, Non-Government Organisations (NGO's) and private individuals and communities to ensure long term commitment to land forestry programmes and incorporation of forestry programmes in IDP's. Render and facilitate support on the implementation of livelihood development programs or projects such as mushroom, bee keeping, and medicinal gardens etc. Render support on the implementation and establishment of forestry enterprise development initiatives, livelihoods of the people and new afforestation. Assist the communities with regard to the licensing of legal entities. Ensure forestry resources and services are effective, well managed and coordinated and aligned with the Strategic / Annual Business Planning processes and Forestry Policies. Provide general administration support services.

ENQUIRIES : Mr D Mtati Tel No: (040) 940 4704 Cell No: 060 973 8114 (Eastern Cape)

POST 08/19 **GISc TECHNICIAN PRODUCTION GRADE A-C (OSD) REF NO: FOM13/2021**

SALARY : R316 536 per annum
CENTRE : Pretoria

REQUIREMENTS : Applicants must be in possession National Diploma (NQF Level 6) in GISc / Cartography or relevant qualification with 3-year post qualification technical GISc experience in natural forest resource management planning and implementation. Compulsory registration with South African Geomatics Council (SAGC) as a GISc Technician. Knowledge of Geo-Database design and analysis. Knowledge of research and development. Legal and operational compliance. Programme and project management. Advance Computer skills, Planning, Organising and Execution, teamwork, Problem Solving Analysis and Decision Making, Customer Service, Communication and Interpersonal Relations, Language Proficiency. A valid driver's license.

DUTIES : Develop and maintain geospatial data / metadata for all forestry resources. Update and maintain the forestry Geo-database. Ensure that accurate data is backed-up in forestry database for the forestry regions throughout the country. Source spatial information from various data custodians. Capture and clean spatial data from various formats and sources. Perform data manipulation according to application requirements. Apply coordinate systems and projections. Develop and implement relational / object orientated databases. Produce customised maps to meet client's needs. Advice on GISc equipment(s), software, data and products. Undertake spatial analysis with regards to GISc projects. Provide geographical support to internal and external stakeholders. Keep up with developments in the geo-spatial industry. Participate in relevant GISc forums. Ensure accurate data to GIS server is available. Develop maps for management of fire protection and afforestation. Ensure that maps are printed and available electronically. Maintain GISc tools. Train End-users on basic GISc Skills. Compile content for web publishing. Updating of GISc software and renewal of licenses. Documentation of GISc processes. Provide training and support to the GISc interns. Ensure the verification of State Land Register and State Forest Land and boundaries. Identify outstanding forest names for substation offices and Beacons. Coordinate the establishment of FMU boundaries for Forest patches. Mentor candidate technicians to ensure competent knowledge base. Produce maps from the compared forestry data with the latest land cover. Conduct field visits to validate the google earth polygons. Document organisational GISc challenges. Organise workshops for user requirements analysis. Identify gap analysis on available spatial information in the organisation. Document

ENQUIRIES

software capabilities and identify the required functionalities. Customise the GISc software to suit the organisational needs.
Mr AR Madula Tel No: (012) 309 5709

GOVERNMENT COMMUNICATIONS AND INFORMATION SYSTEM

The GCIS 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. People with Disabilities with disabilities will be accommodated within reasonable limits. Therefore preference will be given to candidates whose appointment will assist the department in achieving its Employment Equity targets in terms of the Department's Employment Equity Plan.

- APPLICATIONS** : The DG of Government Communication and Information System, Private Bag X 745, Pretoria 0001, or hand deliver to Tshedimosetso House, 1035 cnr Francis Baard & Festival streets, Hatfield, Pretoria.
- FOR ATTENTION** : Ms M Kotelo
- CLOSING DATE** : 25 March 2022
- NOTE** : Applicants with disabilities are encouraged to apply. The old prescribed application or employment form Z83 was withdrawn with effect from 31 December 2020. As per the Government Gazette No: 43872, any applicant who submits an application on or after 1 January 2021 must do so on the new prescribed Z83 form, obtainable from any Public Service Department or on the internet at www.gov.za/documents. The fully completed and signed Z83 form should be accompanied by a recently updated, comprehensive CV as well as copies of all academic qualification(s) including the matric certificate, ID-document and drivers license where required, and any other relevant documents. Such copies need not be certified when applying for a post. Communication regarding the requirement for certified documents will be limited to 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 Qualification Authority (SAQA). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. No faxed, copied or e-mailed application will be considered. Where a driver's license is essential, such a license should be attached. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. The successful candidate must disclose to the DG particulars of all registrable financial interests, sign a performance agreement and employment contract with the DG within three months from the date of assumption of duty and obtain a top secret security clearance. All appointments are subject to the verification of educational qualifications, previous experience, citizenship, reference checks and security vetting. Following the interview and technical exercise, the selection panel will recommend candidates to attend generic managerial competency assessment. The department reserves the right to fill or not to fill the vacant post. The successful candidates will enter into an employment contract with the GCIS that will be reviewed based on performance expiration. By submitting the employment application form, you agree and consent in terms of section 11 (1) of the Protection of Personal Information Act, 2013 (POPIA), to your personal information which you provide to the Government Communication and Information System ("GCIS") being processed by the GCIS and its employees, agents, cabinet committees, and sub-contractors for recruitment purposes, in accordance with the Protection of Personal Information Act, 2013

OTHER POST

- POST 08/20** : **REGIONAL COMMUNICATION COORDINATOR REF NO: 3/1/5/1 –22/33**
Directorate: Mpumalanga Provincial Office
- SALARY** : R382 245 per annum (Level 09)
- CENTRE** : Nkangala District
- REQUIREMENTS** : Applicants must be in possession of an appropriate three (3) year degree (NQF level 7) / National Diploma (NQF level 6) in Communication or equivalent related qualification as recognised by SAQA. At least three (3) years communication experience of which one (1) year should be experience at

salary level seven (7) or 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 Mpumalanga Province with specific insights in the Nkangala District and its local Municipalities.

DUTIES

: The successful candidate will be responsible to support the Deputy Director: Liaison in the implementation of a strategic government communication function in the Nkangala 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. Coordinate and monitor the government communication function in the district, including the monitoring and supervision of the work of the district based on Senior Communication Officers as well as any 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.

ENQUIRIES

: Mr J Nkosi Tel No: 013 753 2397

NOTE

: Preference will be given to Coloured male/female, Indian male/female and White male/female. People with disabilities will be given preference regales of race and gender.

GOVERNMENT PENSIONS ADMINISTRATION AGENCY (GPAA)



- APPLICATIONS** : It is mandatory to email your application with the relevant supporting documentation to natasha.karriem@isilumko.co.za
- CLOSING DATE** : 18 March 2022 before 12h00 noon No late applications will be considered.
- NOTE** : Take note of the disclaimer mentioned on each advert during Covid Lockdown. It is mandatory that applications with supporting documentation, including signed Z83 be emailed to the respective email addresses indicated on each advert. Ensure that you use the correct inbox/email. Applications send to the incorrect inbox will be deemed a regret. Ensure to sign your Z83 before you scan it. Please use your signature or valid e-signature and not your name written in block/typed print. A Z83 not signed will be deemed a regret. Only send documents related to the requirements in the advert. From 1 January 2021, a new application for employment (Z83) from will be effective. Should an individual wish to apply for a post on or after 1 January 2021, he/she will be required to submit the new application for employment form which can be downloaded at www.dpsa.gov.za-vacancies. From 1 January 2021 should an application be received using the incorrect application for employment (Z83), it will not be considered. Requirements: Applications must be submitted on form Z83, obtainable on the internet at <http://www.gpaa.gov.za> (Originally signed and scanned). The relevant reference number must be quoted on all documentation and on the subject heading of the email. Application should consist of (1) a comprehensive CV (specifying all experience and duties, indicating the respective dates MM/YY as well as indicating references with full contact details) (2) copies of all qualifications (including matriculation), Identity document, valid driver's license (where driving/travelling is an inherent requirement of the job) and proof of citizenship if not RSA Citizen. Failure to submit the above information will result in the application not considered and deemed a regret. The candidate must agree to the following: Shortlisted candidates must be available for virtual interviews at a date and time determined by GPAA. Applicants must note that pre-employments checks and references will be conducted once they are short-listed and the appointment is also subject to positive outcomes on these checks, which include but not limited to: security clearance, security vetting, qualification/study verification, citizenship verification, financial/asset record check, previous employment verification and criminal record. Applicants will be required to meet vetting requirements as prescribed by Minimum Information Security Standards. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Correspondence will only be conducted with the short- listed candidates. If you have not been contacted within six (6) months after the closing date of this advertisement, please accept that your application was unsuccessful. The candidate must take note of: It is intended to promote representativeness through the filling of these posts and the candidature of persons whose promotion/ appointment will promote representativeness, will receive preference. Disabled persons are encouraged to apply. For salary levels 11 – 15, the inclusive remuneration package consists of a basic salary, the state's contribution to the Government Employees Pension Fund and a flexible portion in terms of applicable rules. SMS will be required to undergo a Competency Assessment as prescribed by DPSA. All candidates shortlisted for SMS positions will be required to undergo a technical exercise that intends to test the relevant technical elements of the job. One of the minimum requirements for SMS is the pre-entry certificate. For more details on the pre-entry course visit: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/> The GPAA reserves the right to utilize practical exercises/tests/competency assessments for non-SMS positions during the recruitment process (candidates who are shortlisted will be informed accordingly) to determine the suitability of candidates for the post(s). The GPAA reserves the right to cancel the filling/not to fill a vacancy that was advertised during any stage of the recruitment process. The successful candidate will have to sign and annual performance agreement and will be required to undergo a security clearance.

OTHER POST

- POST 08/21** : **LEGAL ADMINISTRATIVE OFFICER: ADVISORY SERVICES REF NO: LAO/AS/2022/01-2P**
The purpose of the role is: to assist the Manager Legal and Advisory Services in providing legal advice to the authority and other stakeholders.
- SALARY CENTRE REQUIREMENTS** : R321 543 per annum (Level 08), (basic salary)
: Pretoria Head Office
: A recognized 3 year Degree/National Diploma in Law (at least 360 credits) with three (3) years proven experience in a Legal environment which should include one (1) year supervisory experience. Competence in computer literacy that would include a good working knowledge of Microsoft Office products, especially Excel and Word. Communication skills (written and verbal). Planning and organizational skills. Good problem solving skills. Knowledge of Operations within GPAA (an advantage). Knowledge of GEPF rules (an advantage). Knowledge of the Public Service Act. Knowledge of SA Pension Fund Legislation. Good interpersonal skills. Ability to prioritize. Attention to detail. Customer focus. Honesty and integrity. Adherence to business ethics. Accuracy.
- DUTIES** : The successful incumbent will be responsible for a wide variety of tasks which includes, but not limited to the following: Provide Legal Admin Services: Assist seniors in providing legal advice, guidance and opinions to the top management and GPAA at large on matters relating to legislative drafting and other legal matters. Peruse documents and escalate to seniors where relevant. Peruse and comment on a variety of legal documents to ensure that they are legally compliant. Effectively administer legal matters to the department. Litigation Management: Diarise, schedule hearings and ensure court process is attended to; Collect information and documentation as required to proceed with matters referred to Legal in relation to interpretation of GEP Law, 1996. Explain the process to applicants of submitting divorce, life partner and other relevant claims in terms of GEP Law, 1996. Research inquiries, corrects errors, resolves discrepancies and notifies applicants of action decisions taken. Research laws, regulations, policies and precedent decisions to prepare for hearings, and to respond to inquiries from case managers and supervisors. Prepare, assemble and check materials for each hearing session. Prepare hearing report on decisions and recommendations. Examine case records and official files and ensures that all documents and exhibits are fully documented in the record. Conduct legal research to fully address all legal arguments. Manage litigation and ensure that all panel members complete the claim forms for their fees. Prepare instructions for panel attorneys and implement court decisions. Attend to the payment of a bill of costs. Review litigated claims or claims with disputes: Collate relevant information for purposes of handling litigation. Explain to claimants how they can appeal rulings that go against them. Compile submissions and instruction for recommendation. Render Administrative Support: Attend to court processes served on the GPAA and any other claims submitted in terms of GEP Law, 1996. Prepare written review and evaluate data on documents such as claim applications, birth or death certificates, and physician or employer records. Maintain hearing documents, calendar hearing dates and confirms hearing. Adherence to court decisions with written instruction to subordinates to comply with court decision. Ensure that files are kept and updated on statistics relating to court cases. Prepare memoranda and drafts of decisions and judgments. Prepare and issue written decisions within timely manner to meet requirements. Assist the supervisor with training on legislation and legislative drafting, as well as other legal topics. Supervision of staff: Allocate work according to skills and competencies. Manage staff performance. Develop, train and coach staff. Maintain discipline. Provide monthly statistics. Ensure that subordinates are informed about changes in work environment or management decisions
- ENQUIRIES** : Kananelo Mokebe on Tel No: 012 399 2529 and Natasha Karriem on Tel No: 011 267 2920
- NOTE** : # Disclaimer during COVID 19 lockdown stages: Take note of the new requirements regarding a new Z83 effective 1 January 2021 as per the DPSA regulations. (Information contained in the footer). Quoting the reference number in the subject heading of the email. The certification of all supporting documents will be expected of the shortlisted candidates only during the challenges experienced with the COVID-19 pandemic. Interviews will/may be

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

GOVERNMENT PRINTING WORKS

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

- APPLICATIONS** : All applications must be forwarded to: The Branch: Human Resources, Government Printing Works, 149 Bosman Street, Pretoria or Private Bag X85, Pretoria, 0001.
- FOR ATTENTION** : Ms V Maja Tel No: 012 764 3912 / Ms L Pale Tel No: 012 764 3976
- CLOSING DATE** : 22 March 2022 (12:00 noon)
- NOTE** : Applications must be submitted on the prescribed form Z83 (NB. The new application for employment form can be downloaded at www.dpsa.gov.za-vacancies, the old prescribed application for employment form Z83 was withdrawn with effect from 31 December 2020) and must be completed in full with page 2 duly signed, and clear indication of the reference number on the Z 83. A recent comprehensive CV specifying all qualifications and experience with respective dates, Copies of qualifications, ID and a valid driver's license (where required), must be attached. Such copies need not to be certified when applying for a post. Only shortlisted candidates will be required to submit certified documents on or before the day of the interview. It is the responsibility of applicants in possession of foreign qualifications to submit evaluated results by the South African Qualifications Authority (SAQA). It is the responsibility of applicants in possession of foreign qualifications to submit evaluated results by the South African Qualifications Authority (SAQA), The Government Printing Works reserves the right to fill or not fill its advertised posts. General information: Shortlisted candidates must be available for interviews, which might be virtual at a date and time determined by the Government Printing Works. Shortlisted candidates for SMS posts will be subjected to a technical exercise, which might be virtual that intends to test relevant technical elements of the jobs; by the Government Printing Works, Personnel suitability checks will also be administered as a part of the selection process. Successful candidates will be required to enter in an employment contract and performance agreement (as relevant), and must obtain a positive security clearance. Applications received after the closing date as well as those who do not comply with the requirements will not be taken into consideration, If you have not received a response from this institution within three months of the closing date, please consider your application unsuccessful.

OTHER POSTS

- POST 08/22** : **MASTER ESTIMATOR: ORDER MANAGEMENT REF NO: GPW22/09**
- SALARY** : R882 042 per annum (Level 12), (all-inclusive package)
- CENTRE** : Pretoria
- REQUIREMENTS** : A NQF 7 or a relevant qualification in Industrial Engineering, Costing, Business Administration as recognised by SAQA. 5- 7 years' experience. 4 years' experience in printing estimation or related functions. 2 years middle management experience. Travelling may be required. Extended working hours may be required. Ability to communicate with all levels of management. Good computer literacy.
- DUTIES** : Compute cost factors and prepare estimates used for management purposes such as planning, organising, and scheduling work, and determining cost effectiveness. Predict the future cost of products. Ensure expenses are tracked through the life of the job ticket. Confer with management, clients, contractors, and subcontractors on changes and adjustments to cost estimates. Assess the cost effectiveness of products or services, tracking actual costs relative to bids as the project develops. Set up cost monitoring and reporting systems and procedures. Ensure to conduct special studies to develop and establish standard hour and related cost data or to effect cost reduction. Analyse blueprints and other documentation to prepare time, cost, materials, and labour estimates. Ensure preparation of cost and expenditure statements and other necessary documentation at regular intervals for the duration of the project. Oversee the review and updating of estimates after production. Ensure quality control and reduction of wastage. Consult with clients, vendors, personnel in other departments to discuss and formulate estimates and resolve issues.

Manage compliance with all company policies and procedures. Complete required monthly reports. Manage the development, motivation and utilization of human resources to ensure competent knowledge base for the continued success of the department according to organizational needs and requirements. Continuous individual development to keep up with new technologies and procedures.

ENQUIRIES : Mr HV Ngobeni Tel. (012) 748-6390

POST 08/23 : **ARTISAN: SPECIALISED PRODUCTION (CRAFT MECHANISED BINDING)**
REF NO: GPW22/10

SALARY : R290 967 per annum
CENTRE : Pretoria
REQUIREMENTS :

Grade 10 or equivalent qualification plus a completed apprenticeship and passed Trade test in Mechanized Bookbinding Trade. Five years post qualification experience. Knowledge of various bookbinding equipment such as the Guillotine, Folding, Book sewing machine, Hard cover and softcover binding machines, Craft binding and any other binding and finishing related machine; quality conscious. Knowledge and adherence to Health and Safety procedures and regulations, Willingness to work extended hours and shifts.

DUTIES : Responsible to adjust, run and maintain world class mechanised binding production equipment. Supervisor Printers Assistants and provide technical knowledge and advice to Printers Assistant and Artisans on binding equipment for troubleshooting and technical problem solving purposes. Play a key role in maintaining quality standards. Train learners and Artisans. Ensure quality assurance. Assist and perform scheduled operator maintenance on binding equipment.

ENQUIRIES : Mr T Khumalo, Tel. (012) 748 6329

POST 08/24 : **HELP DESK OPERATOR: ICT REF NO: GPW22/11**

SALARY : R211 713 per annum (Level 06)
CENTRE : Pretoria
REQUIREMENTS :

Relevant Degree/National Diploma in Information Technology/Computer Science/ Information Systems/ or equivalent NQF level 6 qualification as recognised by SAQA. 1 - 2 years' ICT end user support experience required. Extended working hours may be required; Ability to communicate with all levels of management. Competencies: Computer aided technical application. Knowledge of legal compliance. Production process knowledge and skills. Technical design and analysis knowledge. Acceptance of responsibility. Flexibility. Initiative.

DUTIES : Provide first line support by registering calls on the help desk system, routing and managing incoming calls manually or via email and an automated call distribution system. Provide first level telephone support to the end-user community on hardware, software and network-related problems. Resolve a variety of basic and complex problems related to desktop hardware and software in a distributed computer environment during initial contact from the customer. Identify incident trends, define the solutions to common trends and document in the defined templates and add to the database. Refer to incident management information database, update with new information and communicate updates to team. Provide customer service and maintain a friendly presence and helpful attitude; apply good interpersonal skills and maintain an ability to work well with others. Provide technical support over the phone utilising good phone skills and a professional demeanour. Enforce compliance with ICT policy and procedures and ensure all required documentation and approvals are completed within daily tasks. Install and configure Windows 10 Operating Systems. Install and configure MAC Sierra Operating System. Ensure continuous individual development to keep up with new technologies and procedures.

ENQUIRIES : Mr K Thamaga Tel No: (012) 764 4075

GOVERNMENT TECHNICAL ADVISORY CENTRE (GTAC)

- APPLICATIONS** : Potential candidates can send their applications to GTAC Online Vacancies Application Form Please visit the GTAC website at www.gtac.gov.za for more information.
- CLOSING DATE** : 22 March 2022 at 12pm
- NOTE** : Only South African Citizens, and Permanent SA Residents need apply as per PSR 2016. Applications should be accompanied by a duly completed and signed Z83 form (obtainable from any Public Service department, a new Z83 that was issued by DPSA in 2021). The post title and reference number must be clearly indicated on the Z83 form. A recent comprehensive CV, copies of qualifications (originally certified copies of qualifications will be limited to shortlisted candidates), and ID should be submitted. Short listed candidates must make themselves available for a panel interview on the date determined by GTAC and submit proof of most recent income before such interview, where applicable. All short-listed candidates will be subjected to personnel suitability checks and security vetting in order to confirm employment. Late applications, completion of the incorrect Z83 form, and those not meeting the requirements, will not be considered. If you have not received feedback from the GTAC within 1 month of the closing date, please regard your application as unsuccessful. Note: GTAC reserves the right to fill or not fill the advertised posts. The GTAC is an equal opportunity employer and encourages applications from women and people with disabilities. Our buildings are accessible for people with disabilities and reasonable accommodation is provided for persons with disabilities.

OTHER POSTS

- POST 08/25** : **PROJECT ADMINISTRATOR: EMPLOYMENT FACILITATION: JOBS FUND**
REF NO: G06/2022
(Term: 24 months)
- SALARY** : R382 245 - R461 745 per annum (Level 09)
- CENTRE** : Pretoria
- REQUIREMENTS** : Degree in Accounting, Commerce, Business or Business Administration, Project Management, Legal or related field. A minimum of 4 - 6 years, experience in a similar role covering the following aspects - professional/executive minute taking, company secretarial governance aspects, project management experience with strong emphasis on project management support using for relevant software i.e., MS Project etc., and administrative experience including travel arrangements, document preparation and management, support services within teams. Competencies required: Administrative support: Knowledge, capabilities and practices associated with the provision of office administration support. This competency requires knowledge of the appropriate rules, regulations, processes and associated systems within various enabling functions which may diary scheduling, document filing and archiving, meetings administration, typing and computer literacy skills (MS Office), office administration, office resources and equipment administration, telephone administration and travel administration. Computer Literacy: Knowledge and ability to use computers and technology efficiently. Refers to the comfort level someone has with using computer programs and other applications associated with computers (MSOffice, Internet, email). Typing speed of 50 – 70 words per minute with 98 – 100% accuracy. Information Management: The ability to gather, prepare, house and share the organisationally relevant information produced or found through work in a manner that creates easy access and understanding, and that informs and educates the reader regarding the subject. Resources Planning: The ability to organise work, set priorities and determine resource requirements; determine short- or long-term goals and strategies to achieve them; coordinate with other organisations or parts of the organisation to accomplish goals; monitor progress and evaluate outcomes. Client Service Orientation: Client-service orientation implies helping or serving others, to meet their needs. It means focussing on discovering those needs, figuring out how to best meet them as well as putting into practice the Batho Pele spirit. The term “clients” refers to both internal and external clients. Concern for Quality and Order: Desire to see

things done logically, clearly and well. It takes various forms: monitoring and checking work and information, insisting on the clarity of roles and duties, setting up and maintaining information system. Effective Communication: Ability to transmit and receive information clearly and communicate effectively to others by considering their points of view to respond appropriately. This may involve listening, interpreting, formulating and delivering verbal, non-verbal, written, and/or electronic messages. It includes the ability to convey ideas and information in a way that brings understanding to the target audience. Emotional Intelligence: Capacity for recognising their own feelings and those of others, for motivating themselves and others because of this awareness, and for managing emotions within themselves and in others. Integrity/ Honesty: Contributes to maintaining the integrity of the organisation; displays high standards of ethical conduct and understands the impact of violating these standards on an organisation, self, and others; is trustworthy. Systems Thinking: Orientation to think in system-wide terms with regards to functions or divisions within the organisation. This includes spotting opportunities to connect with initiatives underway in other areas or proactively sharing information or resources that can be seen to have relevance and impact for others. Team Participation: Works co-operatively with others, working together as opposed to working separately or competitively. Valuing Diversity: Ability to understand and respect the practices, customs, values and norms of other individuals, groups and cultures. It goes beyond what is required by governmental employment equity regulations to include the ability to respect and value different points-of-view, and to be open to others of different backgrounds or perspectives. It includes seeing others' differences as a positive part of the work environment. It also means being able to work well with a wide variety of people representing different backgrounds, cultures, and socio-economic levels. Vision and Purpose: Modelling and promoting high personal and professional standards that support the organisation's vision, mandate, and values. Sharing goals, objectives, and Ideas to encourage others to commit to and be enthusiastic about realising the vision.

DUTIES

: To provide project management and administrative support service to the team to enable efficient and smooth operations. Project Management Support: Assist in the project planning, execution and monitoring of the programme leading project planning sessions (1) designing project plans using appropriate software (including MS Project), (2) managing project progress and adapt work as required, (3) tracking project deliverables to ensure projects meet deadlines, (4) conducting project review and creating detailed reports for executive staff, (5) optimising and improving processes and the overall approach where necessary, (6) overseeing all incoming and outgoing project documentation, (7) designing risk mitigation plans, (8) managing relationships with clients and stakeholders, (9) coordinating staff and internal resources. Diary, meetings administration and telephonic Communications: (1) Schedule and administer appointments and meetings including: setting-up and confirming appointments and meetings, and updating diaries, preparing, and distributing meetings schedule. (2) Organise meetings and making sure all arrangements are made as follows: booking meeting rooms, parking, presentation aids, and catering and refreshments where required, Scheduling meetings on MS teams or via Zoom where applicable. Preparing, distributing and processing meeting invitations, directions and agendas, assisting with the compilation and distribution of meeting packs (hardcopy and/or electronic), arranging security and transport for delegates from other government and international institutions where applicable, arranging protocol and VIP protection for all officials from international organisations and foreign governments, where applicable, facilitating access to office, and receiving and assisting external and internal visitors and staff. (3) Provide secretariat services to meetings including drafting and distribution of minutes, following up on decisions arising from meeting, filing and archiving meeting minutes, notes, agenda, and documents, professional/executive minute taking at various committees including the investment committee, facilitating the company secretarial and/or governance aspects for the various committee structures, ensuring compliance with relevant governance requirements for various committee structures.(4) Facilitate and administer telephonic communications as follows: answering, screening of incoming telephone calls and maintaining a record of outgoing calls where applicable, develop and maintain an office contact list/directory, coordinate and submit telephone accounts to the relevant parties monthly. Documents and reports production and administration support: (1) Administer

all electronic and hard copy documents such as correspondence, memo's, agreements, and reports including, acknowledging receipt of document, noting priority, and tracking required response and/or handling, following up on deadlines for documents for submission, maintaining an accurate log of all documents emanating from the unit that require approval. (2) Assist with the preparation and finalisation of documents including taking and/or transcribing dictation and notes, sourcing, obtaining and/or downloading documents as requested (from internet and/or other sources), formatting and typing of documents and compiling presentations, proof-reading, and controlling quality of documents, effecting necessary changes as requested and finalising documents, recording the distribution, confidentiality and indexing requirements of documents. (3) Produce and distribute documents including, and as required: printing / copying, packaging, and faxing / delivering / couriering / posting of hard copies, creating email distribution lists, and sending electronic copies. (4) Manage the physical and electronic document tracking and filing systems including opening and creating files, indexing, filing, and archiving documents, conducting electronic data clean-ups and back-ups, handling documents with utmost discretion. Travel arrangements and claims administration: Process travel requests including confirming budget, obtaining approvals, and making travel, transport and accommodation and security bookings as requested. Prepare travel packs including meetings itinerary and details and travel documents, schedule, and details. Process and administer travel reports and travel claims and reconcile and organise the requisitioning and reimbursement of subsistence and travel claims. Office administration: Record and process requests for stationery and equipment including, obtaining equipment approval, and submitting to the relevant parties, assessing stationery needs, distributing, and reconciling stationery monthly. Monitor, report and ensure equipment and furniture maintenance, cleaning, and repairs to the relevant parties. Client and project teams' support: Provide general programme information and assist with the resolution of client queries. Provide administrative and secretarial support to project teams as required and assist with the coordination and administration of project tasks. Compile and maintain project data. Provide procurement support to project teams including processing procurement requests, supporting procurement processes, and processing and submitting invoices and claims for payment

**ENQUIRIES
APPLICATIONS**

: Kaizer Malakoane Tel No: (012) 315 5442
: Email: Kaizer.malakoane@gtac.gov.za

POST 08/26

: **TEAM ASSISTANT: EMPLOYMENT FACILITATION: JOBS FUND REF NO:
G04/2022**
(Term: 24 months)

**SALARY
CENTRE
REQUIREMENTS**

: R261 372 - R307 890 per annum (Level 07)
: Pretoria
: National Diploma (NQF Level 6) /Advanced Certificate in Secretarial and/or Office Administration or related field. A minimum of 3 to 5 years 'clerical experience in the public sector will be an advantage. Competencies required: Administrative support: Knowledge, capabilities and practices associated with the provision of office administration support. This competency requires knowledge of the appropriate rules, regulations, processes and associated systems within various enabling functions which may diary scheduling, document filing and archiving, meetings administration, typing and computer literacy skills (MS Office), office administration, office resources and equipment administration, telephone administration and travel administration. Computer Literacy: Knowledge and ability to use computers and technology efficiently. Refers to the comfort level someone has with using computer programs and other applications associated with computers (MSOffice, Internet, email). Typing speed of 50 – 70 words per minute with 98 – 100% accuracy. Information Management: The ability to gather, prepare, house and share the organisationally relevant information produced or found through work in a manner that creates easy access and understanding, and that informs and educates the reader regarding the subject. Computer literacy: Knowledge and ability to use computers and technology efficiently. Refers to the comfort level someone has with using computer programmes and other applications associated with computers (MS-Office, Internet, email). Resources Planning: The ability to organise work, set priorities and determine resource requirements; determine short- or long-term goals and strategies to achieve them; coordinate with other organisations or parts of the

organisation to accomplish goals; monitor progress and evaluate outcomes. Client Service Orientation: implies helping or serving others, to meet their needs. It means focussing on discovering those needs, figuring out how to best meet them as well as putting into practice the Batho Pele spirit. The term "clients" refers to both internal and external clients. Concern for Quality and Order: Desire to see things done logically, clearly, and well. It takes various forms: monitoring and checking work and information, insisting on the clarity of roles and duties, setting up and maintaining information system. Effective Communication: Ability to transmit and receive information clearly and communicate effectively to others by considering their point of view in order to respond appropriately. This may involve listening, interpreting, formulating, and delivering verbal, non-verbal, written and/or electronic messages. It includes the ability to convey ideas and information in a way that brings understanding to the target audience. Team Participation: The ability to work co-operatively with others, to work together as opposed to working separately or competitively. Integrity/ Honesty: Contributes to maintaining the integrity of the organisation display high standards of ethical conduct and understands the impact of violating these standards on an organisation, self and others, is trustworthy. Systems Thinking: Orientation to think in system-wide terms with regards to functions or divisions within the organisation. This includes spotting opportunities to connect with initiatives underway in other areas or proactively sharing information or resources that can be seen to have relevance and impact for others. Valuing Diversity: Ability to understand and respect the practices, customs, values and norms of other individuals, groups, and cultures. It goes beyond what is required by governmental employment equity regulations to include the ability to respect and value different points-of-view, and to be open to others of different backgrounds or perspectives. It includes seeing others' differences as a positive part of the work environment. It also means being able to work well with a wide variety of people representing different backgrounds, cultures, and socio-economic levels.

DUTIES

: To provide secretarial and administrative support service to the team to enable efficient and smooth operations in the Project Management Unit. Office administration: Assist with the processing of stationery and equipment requests including (a) obtaining equipment approval and submitting to Procurement; (b) distributing and reconciling stationary monthly. Provide assistance with regards to the compilation of programme documents, work plans, slide presentations, spread sheets. Attend relevant project meetings. Minute taking, preparation of action logs and distribution thereof using the templates of the Jobs Fund. Provide a coordinating role for the PMU during key annual activities such as the annual budgeting process. Development of annual work plans, input for strategy sessions and preparation of documentation. Diary and meetings administration: Provide appointments and meetings support including assisting with (a) setting-up and confirming appointments and meetings, and updating diaries, (b) preparing and distributing daily meetings schedule. Organise meetings and making sure all arrangements are made as follows: (a) Booking meeting rooms, parking, presentation aids, and catering and refreshments where required; (b) Scheduling meetings on MS teams or via Zoom where applicable; (c) preparing, distributing and processing meeting invitations, directions and agendas; (d) assisting with the compilation and distribution of meeting packs (hardcopy and/or electronic); (e) arranging security and transport for delegates from other government and international institutions where applicable; (f) arranging protocol and VIP protection for all officials from international organisations and foreign governments, where applicable; (g) facilitating access to office, and receiving and assisting external and internal visitors and staff; and File and archive meeting minutes, notes, agenda, and documents. Telephonic communications administration: Assist with telephonic communications including answering, screening processing of incoming calls, and placing, connecting and record-keeping of outgoing calls. Assist with the development and maintenance of the office contacts directory. File telephone accounts. Travel support: Assist with travel arrangements including preparing travel packs including meetings itinerary and details and travel documents, schedule, and details. Assist with travel reports and travel claims processing and filing. Quality control of all documentation. Implement and maintain version control procedures on all portfolio reports and documentation Drafting agendas, taking minutes, distributing, and collecting of documents for the PMU meetings. Performance Tracking and collation of performance reports. Ensure /co-ordinate fast and efficient handlings of all correspondence, meeting of

deadlines for documents (determine priority and follow up) as it relates to travel. Client Liaison: includes query tracking, follow-up, preparation of responses and dissemination. Documents and reports administration: Index, file and maintain all documents including correspondence, memo's, agreements, and reports. Assist with the preparation and finalisation of documents including the: (a) sourcing, obtaining and/or downloading documents as requested (from internet and/or other sources); (b) quality assurance of all documents prior to submission to relevant Manager (c) effecting necessary changes as requested and finalizing documents; (d) recording the distribution, confidentiality and indexing requirements of documents. (e) Assist with the compilation and distribution of documents including, and as required, (f) printing / copying, packaging, and faxing / delivering / couriering / posting of hard copies, (g) creating email distribution lists and sending electronic copies. Assist with the physical and electronic document tracking and filing systems including: (a) opening and creating files, (b) indexing, filing, and archiving documents, (c) conducting electronic data clean-ups and back-ups, (d) handling documents with utmost discretion, (e) quality assurance of documents on the I-drive with specific reference to Jobs Fund Technical Evaluation Committee and Jobs Fund Investment Committee documents. Client and project team's support: Assist with the resolution of client queries. Provide administrative and secretarial support to project teams as required. Index, file and maintain project data, documents, and records. Assist with the processing of procurement requests and claims for payment. Jobs Fund Committee Secretarial Support: Provide secretariat services to meetings including preparation of meeting packs. Taking, typing up and distributing minutes, following up on decisions arising from meeting. Filing and archiving meeting minutes, notes, agenda, and documents. Making the necessary logistical arrangements for meetings (telephone calls, messages, and emails) etc. Project Management Support: Provide administrative and project management support for the Presidential Youth Employment Initiative). Updating risks and issue logs for relevant meetings. Updating project status reports for relevant meetings

ENQUIRIES
APPLICATIONS

: Kaizer Malakoane Tel No: (012) 315 5442
: Email: Kaizer.malakoane@gtac.gov.za

**DEPARTMENT OF HIGHER EDUCATION AND TRAINING
(CENTRAL JOHANNESBURG TVET COLLEGE)**

APPLICATIONS : All applications are to be sent via email to recruitment30@cjc.edu.za
CLOSING DATE : 18 March 2022 at 16:00
NOTE : Kindly quote name of the post you are applying for and its reference number in the subject line. Due to Covid-19 pandemic, no faxed, postal or hand delivery applications will be accepted. Note: Scanned Applications must consist of: - a) a duly completed and signed latest version of Z83 form obtainable from any Public Service Department, stating the post you are applying for and the relevant reference number, b) a recently updated CV, as well as copies of all qualifications, including academic records/transcripts, and ID document). Please note that copies of qualifications, ID and drivers licence need not be certified. The communication from HR Department regarding the requirements for certified documents will be limited to shortlisted candidates. Incomplete applications or applications received after the closing date will not be considered. A complete set of application documents should be submitted separately (on a separate subject line) for every post you wish to apply for. Failure to submit the requested documents will result in your application not being considered. Applications submitted to incorrect email addresses will not be considered. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation. No faxed, posted or hand delivered applications will be considered. The college reserves the right to withdraw the posts at any time. Communication will only be entered into with the shortlisted and successful candidates. All shortlisted candidates may be subjected to qualification and citizen verification, etc. The Central Johannesburg TVET College is an equal opportunity employer.

OTHER POST

POST 08/27 : **HUMAN RESOURCE DEVELOPMENT SENIOR PRACTITIONER REF NO: CJC/12/2021**
(Re Advertisement)

SALARY : R321 555 per annum (Level 08), plus benefits as applicable in the Public Service

CENTRE : Central Johannesburg College, Central Office

REQUIREMENTS : A National Senior Certificate/ Grade 12 or National Certificate Vocational (NCV) Level 4 Certificate. A recognised National Diploma in Human Resource Management/ Development or equivalent qualification (NQF Level 6). 3 - 5 years' relevant experience as a Human Resource Development Practitioner. Knowledge and understanding of performance management systems. Knowledge and understanding of PMDS and IQMS will be an added advantage. Experience of coordination and facilitation of training. Understating of legislative framework governing the Public Services. Skills on Coordination and facilitation of training programmes, Planning and organizing, Communication (Good verbal and written), Flexibility, Customer care services, Report writing, & Teamwork. Applicants must have knowledge of Microsoft packages, i.e. MS word, MS Excel, PowerPoint as well as MS Outlook. Valid Driver's Licence. Relevant PERSAL Certificate will be an added advantage. A Certificate in facilitation/ Assessor/ Moderator will be an added advantage.

DUTIES : Provide and facilitate the implementation of all training and development programmes approved by the college; Facilitate the development of Workplace Skills Plan; Manage the process of application and approval of bursaries. Coordinate Internship and Learnership Programmes. Provide, coordinate and Implement Performance Management and Development System, Integrated Quality Management System. Facilitate the development of job descriptions. Coordinate, develop and monitor the implementation of Employment Equity plan. Coordinate, develop, facilitate and monitor the implementation of human resource development strategy and plans. Conduct organisation review and redesign processes.

ENQUIRIES : Mr Khakhu at Tel No: (011) 3516000

DEPARTMENT OF HOME AFFAIRS



- APPLICATIONS** : Quoting the relevant reference number, direct your CV, copies of qualifications together with the new Application for Employment form (Z83), obtainable from any Public Service Department or at www.gov.za, by the closing date to: E-mail: imsrecruitment@dha.gov.za
- CLOSING DATE** : 18 march 2022
- NOTE** : Applications must be sent to the correct address specified at the bottom of each position, on or before the closing date; submitted on the new Application for Employment Form (Z.83), obtainable at www.gov.za; accompanied by a comprehensive CV, citing the start and end date (dd/mm/yr) of each employment period to be considered, including the details of at least two contactable employment references (as recent as possible); accompanied by a copy of the Applicant's ID, valid driver's license and relevant highest educational qualifications. Applicants who possess (a) foreign qualification(s), must also submit the evaluated results of such qualifications, as received from the South African Qualifications Authority (SAQA); and limited to 2.5MB in size, if emailed. Should an automated acknowledgement of receipt not be received when an application is emailed, this could mean that the application did not reach the Department due to the size of the attachments. Should this occur, kindly resend the application in 2/3 parts, splitting the attachments accordingly. Shortlisted Candidates will be subjected to an interview and technical test(s) (which test Candidates' demonstrated professional and technical competency against the job requirements and duties). Candidates potentially considered suitable after the interview and technical test(s), will be subjected to a competency assessment (which tests the Candidates' demonstrated proficiency in the professional dimensions attached to the level of the post); employment suitability checks (credit, criminal, citizenship, employment references and qualification verifications); and will be required to complete the online "Pre-entry Certificate to Senior Management Services" course. The course is available at the National School of Government (NSG), under the name "Certificate for entry into the SMS". Full details can be obtained via the following link: <http://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. Candidates wishing to be considered for appointment, are encouraged to enrol for this course immediately. Appointed persons will be required to enter into an employment contract; serve a prescribed probation period; and successfully undergo an appropriate security clearance process within a prescribed timeframe.

MANAGEMENT ECHELON

- POST 08/28** : **DEPUTY DIRECTOR-GENERAL: IMMIGRATION SERVICES REF NO: HRMC 11/22/01**
Branch: Immigration Services
(This is a re-advertisement, Candidates who have previously applied, and are still interested, are requested to re-apply).
- SALARY** : R1 521 591 - R1 714 074 per annum (Level 15), (An all-inclusive salary package) structured as follows: Basic salary – 70% of package; State contribution to the Government Employee Pension Fund – 13% of basic salary. The remaining flexible portion may be structured in terms of the applicable remuneration rules.
- CENTRE** : Head Office, Pretoria
- REQUIREMENTS** : An undergraduate qualification in either Law, Public Management and Administration, Social Sciences (Humanities) or any cognate field at NQF level 7 and a post graduate qualification at NQF level 8, as recognized by SAQA. 8 - 10 years' experience at a Senior Managerial level. Senior Management Pre-entry programme endorsed by National School of Government. Experience in Management Services or humanities or legal field. Knowledge of the Constitution of South Africa. Knowledge and understanding of the Immigration Act and its Regulations of 2000 and the Refugee Act. In depth knowledge of the Immigration Systems and Controls. Knowledge and in depth understanding

of Refugee Act and its Regulations. In depth knowledge of the Citizenship Act and Travel document & passports Act. Knowledge of the International Conventions on Immigration. Understanding of International and continental (Regional protocols). Knowledge and understanding of South Africa's foreign policy. Knowledge of controls and structures for the enforcement of the Immigration Act. Understanding of all relevant human resources legislative framework, regulations and prescripts. Understanding of Public Service Act, Public Finance Management Act and Treasury Regulations. Understanding of Good Corporate Governance principles (King IV). Understanding of management principles and concepts. Understanding of the Aviation Industry requirements for Ports of Entry. Knowledge and understanding of sector needs and business requirements. Strategic capability and leadership. Service delivery innovation, people management and empowerment. Program and project management. Presentation skills and business report writing. Communication and decision making. Problem solving and analysis. Influencing, networking, planning and organizing. Interpersonal, negotiation, technical and commercial skills. A valid drivers' license, willingness to travel and work extended hours, weekends and on call are essential.

DUTIES

:

The successful candidate will be responsible for, amongst others, the following specific tasks: Provide strategic direction and ensure the strategic positioning of the Branch. Manage the development, monitoring and review of strategic plans for the Branch in line with the Departmental strategic objectives. Ensure provision of strategic leadership and expert advice on the interpretation and implementation of the National Immigration Act, and its regulations. Ensure effective definition of the performance measures in order to evaluate the success of the Branch strategic objectives. Manage the design and implementation of high level Operational Plans with relevant Chief Directors and track progress nationally. Liaise with the Accounting Officer on matters that have strategic and financial implications. Manage and establish relationship with all DHA Branches, Immigration Authorities / Agencies, international stakeholders and other spheres of government in relation to Immigration Strategic matters. Manage the formulation, planning and coordination of Immigration programmes and projects. Ensure innovation and service delivery within the Branch. Manage the integration of national immigration initiatives, processes and policies to achieve improved efficiency and effectiveness in service delivery. Ensure the development of service delivery plan with measures to improve and monitor service delivery, combat corruption, address and prevent backlogs. Ensure consistent, reliable and accurate permitting function. Ensure effective service delivery at Foreign Missions abroad regarding Immigration matters. Ensure the development of policies and procedures in relation to Admissions and Departures to and from South Africa. Ensure effective and human management of Refugees in compliance with the Refugee Act no. 130 of 1998 and regulations of 2000. Manage controls and structures for the enforcement of the Immigration Act. Develop and the implementation of policy and procedure, directive acts and regulations. Develop and review communication policies and code of practice for the Branch. Manage the implementation of governance, frameworks and procedures. Ensure relationship with external auditors and other quality assurance providers. Ensure compliance with policies, procedures, and prescripts. Ensure determination of appropriate resources to achieve objectives. Manage and monitor progress on execution of operational plans. Ensure compliance with all audit requirements, quality and risk management frameworks, standards and procedures. Ensure compliance with legislation, regulation and DHA policies and procedures. Manage the production of annual reports in line with corporate strategy. Manage human, financial and physical resources. Ensure budget spending is maximised in line strategic objectives. Ensure reporting on the utilization of equipment. Ensure that the preparations of the budget are in line with the strategic plans and department objectives. Ensure proper implementation of the budget by monitoring, projecting and reporting on expenditure. Ensure co-ordination of memorandum of understanding, service level agreements and expenditure review. Ensure capacity and development of staff. Enhance and maintain employee motivation and cultivate a culture of performance management. Ensure the Branch utilization of staff. Evaluate and monitor performance and appraisal of employees.

ENQUIRIES

:

Ms C Mocke Tel No: 082 301 8580

DEPARTMENT OF HUMAN SETTLEMENTS

The Department of Human Settlements is an equal opportunity affirmative action employer. It is our intention to promote representativity (race, gender & disability). The candidature of persons whose transfer/promotion/appointment will promote representativity will receive preference.

- APPLICATIONS** : Applications for Chief Director: Communications must be forwarded to dhs3@basadzi.co.za Applications for Assistant Director positions must be forwarded to The National Department of Human Settlements, Private Bag X644, Pretoria, 0001 or hand-delivered to 260 Justice Mahomed Street, Sunnyside, Pretoria, 0001
- CLOSING DATE** : 18 March 2022 at 16h00
- NOTE** : It will be expected from the selected candidates to be available for the interviews on a date, time and place as determined by the Department of Human Settlements. Applicants must note that further checks will be conducted once they are short-listed and that their appointment is subject to positive outcomes on these checks, which include security clearance, qualification verification and criminal records. If you apply for more than one position in the Department, please submit separate application forms for each post. Applications must be submitted on form Z83, obtainable from any Public Service department and must be accompanied by a detailed CV, together with copies of qualification certificates and your ID/Passport. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Failure to submit the required documents will result in your application not being considered. Correspondence will be limited to short-listed candidates only. SMS/ MMS posts: Please note that the all-inclusive remuneration package consists of a basic salary, the state's contribution to the Government Employee's Fund and a flexible portion in terms of applicable rules. As of 1st July 2006, all new appointments in the public service have to be part of the Government Employee Medical Scheme (GEMS) in order to qualify for a Government Medical Subsidy. SMS posts: 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; The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. If you have not been contacted within four (4) months after the closing date of this advertisement, please accept that your application was unsuccessful. The Department of Human Settlements reserves the right to cancel the filling/ not to fill a vacancy that was advertised during any stage of the recruitment process.

MANAGEMENT ECHELON

- POST 08/29** : **CHIEF DIRECTOR: COMMUNICATIONS REF NO: DOHS/08/2022**
Branch: Corporate Services
Chief Directorate: Communications
Re-advertisement. Candidates who previously applied are encouraged to re-apply.
- SALARY** : R1 269 951 per annum (Level 14)
- CENTRE** : Pretoria
- REQUIREMENTS** : The successful candidate must have Matric/Grade 12 or equivalent; Relevant Undergraduate qualification or equivalent (NQF level 7) as recognised by SAQA in Communications, Multi-Media studies or Journalism. A postgraduate degree will be an added advantage. The candidate must have a minimum of five (5) years relevant experience at Senior Management level in Communications, Multi-Media and Journalism environment in the Public or Private Sector. A certificate for entry into Senior Management Services (SMS) is compulsory. Skills And Competencies: Advance knowledge of relevant government, legislations, policies and regulations particularly the Public Finance Management Act and Regulations (PFMA); Public Service Act and Regulations, Independent Communication Authority of South Africa Act (ICASA), Electronic Communications and Transactions Act (ECTA), Government Communications Policy, Government Communications

Information Systems (GCIS) policies and protocols and Parliamentary Protocols and linkages with government clusters. Must have skills in strategic management, annual performance planning, operational planning, performance management and the ability for effective performance planning, implementation, reporting, monitoring and evaluation. Strategic capability and leadership, programme and project management skills, financial management, service delivery and innovation, problem solving and analysis, conflict management, change management skills and the ability to work for extended hours and under pressure. Must have excellent communication skills (both written and verbal), public relations, client relations, multi-media digital communications and deep understanding of web culture, social media platforms and channels, knowledge management, people management, client orientation, customer focus, diversity management, financial management, risk management and good corporate governance. Must have a valid driver's licence.

DUTIES : The successful candidate will be expected to provide internal and external communication services to the Department, build communication networks and inter-sectoral communication and stakeholder management platforms for National, Provincial and Local Government within the Human Settlement Sector. Oversee the Strategic, Annual and Operational Plans of the Communications Unit and the Communications and Marketing Plan of the Department and ensure effective performance management against pre-determined objectives, reporting and implementation monitoring and evaluation, including multi-media communication analytics. Provide media liaison and communication through various multi-media services, digital and electronic web based multi-media and social platforms in the communication, promotion and marketing the Department. Oversee the image of the Department in the digital and social media space against all applicable legislations. Provide support to the Executive Authority's communications, multi-media strategy, and service delivery programmes, media events and campaigns, from design through to delivery.

ENQUIRIES : Ms N Letsholonyane Tel No: (012) 444-9191
NOTE : Male candidates and people with disabilities are encouraged to apply

OTHER POSTS

POST 08/30 : **ASSISTANT DIRECTOR: FINANCIAL PERFORMANCE REF NO: DOHS/09/2022**
 Chief Directorate: Compliance and Entities Oversight
 Branch: Entities Oversight, IGR, Monitoring and Evaluation
 Chief Directorate: Compliance and Entities Oversight
 Directorate: Human Settlements Entities Oversight
 Sub-directorate: Financial Performance Analysis
 Re-advertisement. Candidates who previously applied are encouraged to re-apply

SALARY : R382 245 per annum (Level 09)
CENTRE : Pretoria
REQUIREMENTS : Applicants must be in possession of a Matric/ Grade 12 or equivalent plus a relevant Undergraduate qualification (NQF level 6 or 7) as recognized by SAQA in Finance / Economic Management Field with Financial Management, Accounting or Management Accounting or Public Finance. The applicant must have a minimum of 3-5 years relevant working experience at Officer / Practitioner level (level 7 or 8) in financial performance monitoring and analysis. The applicant must have working knowledge of analytical and financial management tools to monitor and analyze the financial sustainability of an organization. Understanding of budget management processes and administration skills. Knowledge of the Public Finance Management Act, 1999, (Act No.1 of 1999), Treasury Regulations and related legislation. Understanding of public sector budgeting processes is recommended. In addition, applicants must be computer literate, possess good communication and reporting skills, be a team player and be able to work under pressure.

DUTIES : The successful candidate will be responsible for: Monitoring and interpretation of financial performance of Human Settlements Entities. Monitor compliance with the PFMA and the Treasury Regulations. Coordinate the approval of annual budgets of Human Settlements Entities. Ensure submission of Entities budget information in terms of the Medium Term Expenditure Framework

(MTEF) and Estimates of National Expenditure (ENE). Participate in the analyses of Strategic Plans, Annual Performance Plans and Operational Plans of Human Settlements Entities and the department. Provide inputs to ensure that Entities planning and performance outcome are aligned to the budget processes. Facilitate entities funding requirements, assist with the review and reform of Human Settlements Entities. Provide administrative support to the Sub-Directorate: Financial Performance Analysis.

ENQUIRIES

: Mr N Nortman Tel No: (012) 444-9115

NOTE

: Male candidates and people with disabilities are encouraged to apply.

POST 08/31

: **ASSISTANT DIRECTOR: RISK MANAGEMENT REVIEW REF NO: DOHS/11/2022**

Chief Directorate: Executive Support
Directorate: Risk Management

SALARY

: R382 245 per annum (Level 09)

CENTRE

: Pretoria

REQUIREMENTS

: Matric/ Gr 12, undergraduate diploma/ Degree (NQF6/7 as recognized by SAQA) in the Financial Environment or other relevant qualification. 3-5 years' relevant experience. Exposure to government/public sector will be an added advantage. Experience in Compliance Management, Business Continuity Management and or Internal Audit will be added advantage. A valid driver's license and membership with professional body governing Risk Management and/or Compliance will be added advantage. Knowledge of Public Finance Management Act. Knowledge of Treasury Regulations Knowledge King Report of Corporate Governance and best practices governing risk management. Competencies needed: Strategic capability and leadership skills. Research and Analytical Skills. Facilitation and Presentation Skills. Communication (written, verbal and presentation) and liaison skills. Planning and organizing skills. Financial management skills. Project management skills. Client Orientation and Customer Care skills. Monitoring and evaluation skills. Policy development and implementation skills. Negotiation skills. Computer Skills. Problem solving skills. Diversity Management. Coordination Skills. Interpersonal skills. Attributes: Willingness to work irregular hours, under pressure and travel frequently. Assertiveness. Ability to work independently and as part of a team. Compliance. Diplomacy. Ability to work under pressure. Decisiveness. Adaptability. Confident. Accuracy. Compliant. Trustworthiness. Integrity. Diligent. Initiative/Creativity.

DUTIES

: The successful candidate will be required to perform the following duties within the Department /and or sector (National Department and its organs): To supervise and implement DHS Risk Management Framework in the organization. Facilitation of risk assessment process. Risk Monitoring. Risk Reporting. Assisting in conducting risk awareness in the organization and training & development of staff. Develop and maintain stakeholder and client relationships

ENQUIRIES

: Ms N Nortman Tel No: (012) 444-9115

NOTE

: Male candidates and people with disabilities are encouraged to apply.

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

CLOSING DATE : 22 March 2022

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

OTHER POSTS

POST 08/32 : **FAMILY ADVOCATE: LP7 REF NO: 12/22EC**
(6 Months Contract Appointment)

SALARY : R774 660 per annum. (Salary will be in accordance with OSD determination).
The successful candidate will be required to sign a performance agreement.

CENTRE REQUIREMENTS : Family Advocate, East London and Family Advocate, Port Elizabeth

DUTIES : An LLB Degree or recognised 4-year legal qualification; Admission as an Advocate; The right of appearance in High Court of South Africa; Five (5) years post qualification litigation experience; A valid driver's licence and willing to travel within the province. Skills and competencies: Good communication skills, both verbal and writing; Litigation and Advocacy skills; Research, investigation, monitoring, evaluation and report writing skills with intention to detail; Diversity Management; Dispute and Conflict resolution skills; Case Flow Management.

ENQUIRIES APPLICATIONS : Key Performance Areas: Execute the mandate of the office of the Family Advocate Perform all functions and duties of the Family Advocate in accordance with relevant legislation; Practice case flow management of all pending cases to ensure cases are finalized in terms of annual performance plan timelines and targets; Institute and conduct enquiries to ascertain the best interest of children by means of ADR procedure and evaluation; Ensure compliance with the standard operating procedures of the Family Advocate; Attend to all relevant circuit courts within the Province.

ENQUIRIES APPLICATIONS : Ms N Nghona Tel No: (043) 702 7000 / 7138

ENQUIRIES APPLICATIONS : Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X9065, East London, 5200 or hand delivered to the Regional Office, East London 3rd floor at 3 Phillip Frame Road, Waverly Park complex in Chiselhurst

POST 08/33 : **DEPUTY DIRECTOR: INFRASTRUCTURE MANAGEMENT REF NO: 22/59/CS**

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

CENTRE : National Office, Pretoria

- REQUIREMENTS** : National Diploma/Bachelor's Degree in Built environment (Project Management/ Quantity Surveying/Building Management/Construction Management/Architecture); A minimum of 5 years' experience of which 3 years must be at supervisory level; Knowledge of National Building Regulation, Government Immovable Asset Management Act (GIAMA), Occupational Health and Safety Act; PFMA and Treasury Regulations, Municipal Act, OHS Act, etc.); Technical knowledge in the spectrum of discipline within the Built Environment; A valid driver's license. Skills and Competencies: Excellent computer Literacy; Good communication skills (verbal and written); Numeric and analytical skills; in depth Infrastructure and Property Management experience; Personal attributes; Problem solving and decision making; People management; Project management.
- DUTIES** : Key Performance Areas: Ensure that all Capital Projects are implemented on time, within the budget and conforming to the required needs and specifications; Provide access to facilities for person(s) with disabilities in all DOJ property portfolio; Acquire land for purpose of developing functional buildings such as courts; Provide effective people management.
- ENQUIRIES** : Ms. R. Sema Tel No: (012) 357 8650
- APPLICATIONS** : Quoting the relevant reference number, direct your application to: Postal address: The Human Resource: Justice and Constitutional Development, Private Bag X81, Pretoria, 0001.Or Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.
- POST 08/34** : **DEPUTY DIRECTOR: HUMAN RESOURCE MANAGEMENT: REF NO: 22/VA16/NW**
- SALARY** : R744 255 – R876 705 per annum, (all inclusive remuneration package). The successful candidate will be required to sign a performance agreement.
- CENTRE** : Regional Office: North West
- REQUIREMENTS** : A recognized and appropriate three-year tertiary qualification in Human Resources / Public Management / Public Administration (NQF6) or equivalent qualification; Minimum of 3 years' experience in Management (Assistant Director) level; Knowledge and understanding of HR related prescripts; In depth knowledge in all aspects of Human Resource Management. Skills and Competencies: Strategic management; Communication (verbal and written); Project and financial management; Presentation and facilitation skills; Diversity management; Computer literacy (MS Office); Ability to work under pressure and meet deadlines; Accuracy and attention to detail.
- DUTIES** : Key Performance Areas: Manage and coordinate the Recruitment and Selection process and filling of posts; Manage human resource processes such as appointments and transfers; Manage service benefits and organizational performance; Provide effective people management.
- ENQUIRIES** : Ms. P. Lekoma at Tel No: (018) 397 7061
- APPLICATIONS** : Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X2033, Mmabatho, 2735 or hand it at 22 Molopo Road, Ayob Gardens, Mafikeng.
- POST 08/35** : **AREA COURT MANAGER (X2 POSTS)**
- SALARY** : R744 255 – R876 705 per annum, (all inclusive remuneration package). The successful candidate will be required to sign a performance agreement.
- CENTRE** : Ugu District based in Port Shepstone Ref No: 22/29/KZN
Ilembe District based in Kwadukuza Cluster Ref No: 22/39/KZN
- REQUIREMENTS** : A three year Bachelor Degree in Public Management Administration or National Diploma (NQF Level 6) or equivalent qualification; Six (6) years relevant experience of which three (3) years should be at management level; A valid driver's licence; Knowledge and experience of financial management, PFMA, office and district administration will serve as strong recommendations. Skills and Competencies: Communication (verbal and written) skills; Good interpersonal relations; Computer literacy; Language Skills; Ability to operate technical equipment; Organising skills; Leadership skills; Finance Management skills; Project Management.
- DUTIES** : Key Performance Areas: Develop, present and implement strategic and business plans in the area; Play a leadership role in determining and implementing departmental policies; Manage the facilities, physical resources, information and communication related to the courts; Compile, analyse and

- present court performance statistics and trends as required by relevant users; Develop and implement strategies towards value – added services; Lead and manage the transformation process in the designated offices; Provide case tracking services to the judiciary and prosecuting authority.
- ENQUIRIES APPLICATIONS** : Ms V.T. Mlandeliso Tel No: (031) 372 3000
- : Quote the relevant reference number and direct your application to: the Regional Head, Private Bag X54372, Durban, 4000 or physical address: Recruitment, First Floor, 2 Devonshire Place Off Anton Lembede Street, Durban.
- POST 08/36** : **DEPUTY MASTER MR-6 (X2 POSTS)**
- SALARY** : R480 927 – R1 157 940 per annum, (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
- CENTRE** : Master of the High Court: Pietermaritzburg Ref No: 22/57/MAS
Master of the High Court Bloemfontein Ref No: 22/58/MAS
- REQUIREMENTS** : LLB degree or a four year recognized legal qualification; 8 years appropriate post qualification legal experience; Knowledge of the Administration of Estates Act, Mental Health Act, Insolvency Act, Companies Act, Close Corporations Act, Trust Property Control Act and other relevant legislations; Experience in the functional fields of the services provided by the Masters of the High Court and Masters environment including Guardian’s Fund; Skills and Competencies: Estate duties; Trusts; Administration of Estates; Legal research and drafting; Dispute Resolution; Planning, organizing and analytical skills; People development and empowerment; Strategic and conceptual orientation; Problem solving and decision making skills; Good communication skills (verbal and written); Computer literacy.
- DUTIES** : Key Performance Areas: Monitor and advice on conductive determinations and assessment of Estate duties in terms of the Act by virtue of the delegation of South African Receiver of Revenue; Monitor and review all legal and administrative operations at the Office of the Master of the High Court; Ensure that all functions within the office contribute towards the Strategic direction of the Masters Branch and ultimately the Departmental strategic objectives; Ensure effective and efficient delivery of service, financial and human resource management within the Office of the Master; Draft legal documents that provide clear justification; Mediate and conciliate disputes by advising on the outcome of its resolution.
- ENQUIRIES APPLICATIONS** : Mr C Msiza Tel No: (012) 315 4754
- : Quoting the relevant reference number, direct your application to: Postal address: The Human Resources: Department of Justice and Constitutional Development, Private Bag X81, Pretoria, 0001.OR Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.
- NOTE** : People with disabilities are encouraged to apply. Separate applications must be made quoting the relevant reference.
- POST 08/37** : **ASSISTANT DIRECTOR: RECRUITMENT REF NO: 22/56/HR**
- SALARY** : R382 245 – R450 255 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : National Office, Pretoria
- REQUIREMENTS** : Bachelor’s Degree/equivalent in Human Resource or related qualification; 3-5 years working experience as Human Resource Practitioner in Recruitment of which 1 (one) year should be at supervisory level. Skills and Competencies: Computer literacy (MS Word, Excel and Power Point); Communication skills (verbal & written); Planning and organising skills; Customer service orientation; Creative thinking; Decision making skills; Diversity citizenship; Project management.
- DUTIES** : Key Performance Areas: Coordinate the placement of advertisement and response handling; Develop and maintain Recruitment and Selection and Retention Policies and strategies; Coordinate all recruitment related reports as well as exit management report as and when required; Facilitate the coordination of SMS Competency assessment result and ensure implementation of the outcome by HR Regions and National Office; Provide effective people management.
- ENQUIRIES** : Mr J Maluleke Tel No: (012) 357 8591

- APPLICATIONS** : Quoting the relevant reference number, direct your application to: Postal address: The Human Resources: Department of Justice and Constitutional Development, Private Bag X81, Pretoria, 0001. OR Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.
- POST 08/38** : **ASSISTANT DIRECTOR: FACILITIES MANAGEMENT REF NO: 2022/37/GP**
- SALARY** : R382 245 – R450 55 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Regional Office, Gauteng
Degree or National Diploma at NQF level 6, Built environment/Facilities Management/Public Management, Construction Management or equivalent; Three years supervisory/management experience; Three years facilities and auxiliary service experience; A valid driver's license; Understanding of Public Service Regulations; Public Finance Management Act and Departmental Finance Instructions. Skills and Competencies: Quality of work; Reliability; Initiative; Teamwork; Communication; Independent thinking.
- DUTIES** : Key Performance Areas: Maintenance of DOJ&CD buildings in the Region; Upgrade of DOJ&CD facilities to provide adequate accommodation (major and minor capital works); Provision and management of leased accommodation; Optimal utilization and management of residential accommodation; Ensure and effective and efficient facilities management division.
- ENQUIRIES APPLICATIONS** : Ms. R Moabelo Tel No: (011) 332 9000
Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X6, Johannesburg, 2000 OR Physical address: 15th floor; Regional Office: Gauteng; Department of Justice and Constitutional Development; Cnr. Commissioner and Kruis Street; Johannesburg; 2000.
- POST 08/39** : **SENIOR PROVISIONING ADMINISTRATION OFFICER: REF NO: 22/63/MAS**
- SALARY** : R321 543 – R378 765 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Master of the High Court: Mthatha
A 3 years Bachelors Degree/National Diploma in Public Management/Administration or relevant qualification; At least 3 years relevant experience; Knowledge of Public Finance Management Act (PFMA), BBBEE, BAS, JYP, DFI, SCM and the procurement delegations and procedures; A valid driver's licence. Skills and Competencies: Communication skills (written and verbal); Computer literacy; Leadership skills; Analytical skills; Report writing skills; Interpretation skills; Problem solving skills; Ability to work under pressure.
- DUTIES** : Key Performance Areas: Supervise the procurement of goods, services and asset management; Control inventory and manage the payment of accounts; Perform a budget administration service; Supervise the provisioning of transport services; Manage corporate related function.
- ENQUIRIES APPLICATIONS** : Mr S Maeko Tel No: (012) 315 1996
Quoting the relevant reference number, direct your application to: Postal address: Human Resource: Department of Justice and Constitutional Development, Private Bag X81, Pretoria, 0001, OR Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.
- NOTE** : People with disabilities are encouraged to apply.
- POST 08/40** : **ADMINISTRATION OFFICER: GENDER REF NO: 22/41/DG**
- SALARY** : R261 372 – R307 890 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : National Office: Pretoria
An undergraduate qualification (NQF level 6) as recognized by SAQA in Office Management/ Public Administration/ Public Management/ Business Administration; At least 2 years' experience in Office Administration; Knowledge of Supply Chain Management, DFI, BAS and JYP; Understanding of Public Service Regulations and Public Finance Management Act. Skills and Competencies: Computer literacy (Ms Word, Power Point, Outlook and Excel); Communication skills (verbal and written); Client service orientation; Conflict

<u>DUTIES</u>	:	management; Decision making; Diversity citizenship; Problem analysis; Self-management; Team membership; Technical proficiency.
	:	Key Performance Areas: Render general administration support services; Provide financial and supply chain administration support services; Manage and control flow of documents; Manage assets register; Render secretarial and logistical administrative support.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr. S. Kgafela Tel No: (012) 315 1042
	:	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.
<u>NOTE</u>	:	People with disabilities are encouraged to apply.
<u>POST 08/41</u>	:	<u>ASSISTANT MASTER, MR3- MR5 (X2 POSTS)</u>
<u>SALARY</u>	:	R260 928 – R926 193 per annum. (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Master of the High Court Ref No: 22/67/MAS Cape Town (X1 Post) Master of the High Court Ref No: 22/71/MAS Kimberley (X1 Post)
<u>REQUIREMENTS</u>	:	LLB Degree or four years recognized legal qualification; At least 2 years appropriate post qualification legal experience; Knowledge of the Administration of Estates Act, Compliance Act, Mental Health Act, Insolvency Act, Companies Act, Close Corporations Act, Trust Property Control Act and other relevant legislation; Experience in the functional field and services provided by Master's of the High Court. Skills and Competencies: Estate duties; Case flow management; Trust; Administration of estates; Legal research and drafting; Planning and organizing; Dispute Resolution; Time management; Communication skills; Ability to work under pressure and independently in a highly pressurized environment.
<u>DUTIES</u>	:	Key Performance Areas: Manage the administration of Deceased Estates, Insolvent Estates, Trust and Curatorship; Provide strategic direction to the office; Monitor the implementation of departmental policy, procedures and legislations; Manage the operations regarding the Guardian's Funds and resources in the office.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr. S. Maeko Tel No: (012) 315 1996
	:	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.
<u>NOTE</u>	:	People with disabilities are encouraged to apply. Separate applications must be made quoting the relevant reference.
<u>POST 08/42</u>	:	<u>COURT INTERMEDIARY REF NO: 22/30/KZN</u>
<u>SALARY</u>	:	R321 543 – R378 765 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Magistrate Court, Maphumulo
<u>REQUIREMENTS</u>	:	Three year Bachelor Degree/ National Diploma academic qualification in one of the following fields; teaching, Social work/ family counselling, child care and youth development, paediatrics, psychiatry, clinical counselling, educational psychologist. Applicants must be duly registered with the relevant professional/ scientific organization/body in their field of specialization. Minimum of three years' working experience in the applicable field. Experience in working with different types of disabilities, exposure to court procedure, court etiquette, legal terms and terminology and functions of courts will be added advantages Knowledge of the relevant legal and regulatory framework (Constitution of RSA, 1996; Criminal Procedure Act, 1977 (Act No 51 of 1977), particularly sections 153, 158 and 170A of the Act; Criminal Law (Sexual Offences and Related Matters) Amendment Act, 2007 (Act No 32 of 2007); Children's Act, 2005 (Act No 38 of 2005); Domestic Violence Act (Act No 116 of 1998); Proficiency in the following languages; English and IsiZulu. Skills and Competencies: Communication and empathic listening skills (with children, persons; with mental disabilities and other traumatized witnesses).Trauma and basic counseling skills; interpersonal skills; Customer focus and

- DUTIES** : responsiveness; Administrative skills; Computer literacy (Ms Word, PowerPoint, Outlook, Excel); Problem solving and decision making skills.
Key Performance Areas: Provide intermediary services to children, persons with mental disabilities and other traumatised witnesses; Provide specialized child language and disability services; Maintain intermediary room by ensuring that the equipment of the private testifying room is always in good order; Provide support services to witnesses and make appropriate referrals, where necessary; Render administration support services in court; Assist children to testify with the aid of anatomically-detailed dolls.
- ENQUIRIES APPLICATIONS** : Ms V.T. Mlandeliso Tel No: (031) 372 3000
Quote the relevant reference number and direct your application to: the Regional Head, Private Bag X54372, Durban, 4000 or physical address: Recruitment, First Floor, 2 Devonshire Place off Anton Lembede Street, Durban
- POST 08/43** : **ADMINISTRATIVE OFFICER REF NO: 22/31/KZN**
- SALARY** : R321 543 – R378 765 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Magistrate Court, Verulam
Three year Bachelor’s degree /National Diploma in Administration or relevant equivalent qualification and at least three years relevant experience in Court and Office Administration; Knowledge of the PFMA, DFI, BAS and JYP other applicable legislation; Knowledge of Human Resource, Asset, Facility and Risk Management; A valid driver’s license. Skills and Competencies: Computer literacy; Good communication (written and verbal); Continual learning and information search; Good interpersonal relations; Public Management; Leadership, organizational and problem solving skills; Customer orientation; Ability to interpret and apply policy; Able to work accurately under pressure and work independently; Attention to detail.
- DUTIES** : Key Performance Areas: Assist the sections related to Family Courts, Human Resources and Supply Chain Management; Manage finances of the office (Third Party Funds and Vote Account); Manage the criminal and civil court administration sections; Compile and analyse statistics to show performance and trends; Provide effective people management ; Manage the facilities of the Department at court; Co-ordinate, manage and administer support services to Case Flow Management and other court users to ensure delivery of justice; Implement Departmental policies; Perform any other duties as directed by the Supervisor / Court Manager or Area Court Manager.
- ENQUIRIES APPLICATIONS** : Ms V. Mlandeliso Tel No: (031) 372 3000
Quote the relevant reference number and direct your application to: the Regional Head, Private Bag X54372, Durban, 4000 or physical address: Recruitment, First Floor, 2 Devonshire Place Off Anton Lembede Street, Durban
- POST 08/44** : **ESTATE CONTROLLER EC1 (X6 POSTS)**
- SALARY** : R201 387 per annum. (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Master of the High Court: Kimberley Ref No: 22/69/MAS: Kimberley (X2 Posts)
Master of the High Court: Pietermaritzburg Ref No: 22/72/MAS (X4 Posts)
An LLB degree or recognized four years legal qualification. Skills and Competencies: Legal research and drafting; Case flow management; Estate duties; Trust; Dispute resolution; Communication skills (verbal and written); Problem solving; Customer focus; Attention to detail; Computer literacy.
- DUTIES** : Key Performance Areas: Administer deceased and Insolvent Estates, Curatorships, Trusts and all aspects related to the administration thereof; Determine and asses estate duties in terms of the Estate Duties Act; Conduct research and draft legal documents; Render administrative function of the office; Consult with stakeholders in ensuring effective and efficient delivery of services; Prepare all monthly management and court reports in the prescribed formats.
- ENQUIRIES APPLICATIONS** : Mr. S. Maeko Tel No: (012) 315 1996
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:

NOTE

Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.
: People with disabilities are encouraged to apply. Separate applications must be made quoting the relevant reference.

NATIONAL PROSECUTING AUTHORITY

The NPA is an equal opportunity employer. People with disabilities will be given preference and are encouraged to apply. In the filling of vacancies, the objectives of Section 195(1)(i) of the Constitution of the Republic of South Africa, 1996, and in particular the Employment Equity Act, 1998 (Act 55 of 1998) and the NPA Employment Equity Strategy 2016, will take highest preference in selection of suitable candidates.

- APPLICATIONS** : All applications must be submitted to the relevant Recruitment Response E mails stated below.
- CLOSING DATE** : 22 March 2022
- NOTE** : For your application to be accepted: Applications must be submitted on the new Z83 version, obtainable from any Public Service department or on www.npa.gov.za which must be fully completed as per the instructions on the form, signed and dated. If the Z83 is not completed as prescribed your application will not be accepted. CVs without a Z83 will not be accepted. Handwritten Z83 must be completed in Block Letters. Only copies of required qualifications, identity document and other listed documents as per the advert, must be included with your application. Such copies need not be certified when applying for the post. All applications must reach the NPA on/or before the closing date. No late applications will be accepted/processed. The NPA cannot be held responsible for server delays. Applicant's attention is drawn to the fact that the NPA uses an Electronic Response Handling System in terms of e-mailed applications. Please Do Not contact the NPA directly after you have e-mailed your applications to enquire if your application(s) have been received. If you have not received an acknowledgement of receipt within one week after the closing date then you can contact the NPA. The NPA reserves the right not to fill any particular position. If you do not hear from us within (6) six months from the closing date of the advert, please accept that your application was unsuccessful. Successful candidates will be subjected to a security clearance of at least confidential. Appointment to this position will be provisional, pending the issue of security clearance. Fingerprints will be taken on the day of the interview. The social media accounts of shortlisted applicants may be accessed as part of the verification process. A valid driver's license will be a requirement where applicable. Erratum: The post of Senior Public Prosecutor Recruit 2021/48; Switchboard Operator Recruit 2022/59 advertised in circular 4 of 2022 are hereby withdrawn. Applicants are advised that from 1 January 2021 a new application form for employment (Z83) is in use. The new application for employment form can be downloaded at www.dpsa.gov.za-vacancies. From 1 January 2021 should an application be received using the incorrect (old) application for employment (Z83), it will not be considered. **NB!** Applicants Who Are Successful Must Please Note That The NPA Is Not In A Position To Pay Resettlement Costs **NB!** All employees considered for appointment to the Investigating Directorate will be subject to a lifestyle audit and integrity vetting.

OTHER POSTS

- POST 08/45** : **SENIOR STATE ADVOCATE REF NO: RECRUIT 2022/64 (X2 POSTS)**
Specialised Commercial Crime Unit
(1 Re-advert)
- SALARY** : R997 764 per annum (total cost package) to R1 559 616 per annum (total cost package) (Level LP-9)
- CENTRE** : Bloemfontein
- REQUIREMENTS** : An LLB or any appropriate legal qualification for serving prosecutors. At least eight years post qualification legal experience in civil and/or criminal litigation. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. Good advocacy, well-developed skills in legal research and legal drafting skills. Good knowledge of civil and/or criminal procedure. Proficiency in prosecution, competency in guiding investigations, drafting charge sheets, indictments and court documents and dealing with representations. Good interpersonal, analytical, presentation and communication skills. Knowledge of asset forfeiture law. The ability to act independently. Strong computer skills will be required.

DUTIES : Conduct prosecution of serious, complex and organised commercial crime cases and corruption matters. Advise the police on the investigation of serious, complex and organised commercial crime cases and corruption matters. Conduct legal research and keep-up to date with legal developments. Draft charge sheets and other court documents and represent the State in all courts. Present cases in court, lead witnesses, cross examine and address the court on conviction and sentence. Appear in motion proceedings and also do appeals and reviews. Generally conduct prosecution on behalf of the State.

ENQUIRIES : Lemmer Ludwick Tel No: 051 410 6001

APPLICATIONS : Bloemfontein e mail Recruit202264@npa.gov.za

POST 08/46 : **SENIOR STATE ADVOCATE**
National Prosecutions Services

SALARY : R997 764 per annum (total cost package) to R1 559 616 per annum (total cost package) (Level LP-9)

CENTRE : DPP: Bloemfontein Ref No: Recruit 2022/65 (Re-advert)
DPP: Pietermaritzburg Ref No: Recruit 2022/149 (Re-advert) (X2 Posts)

REQUIREMENTS : An LLB or any appropriate legal qualification for serving prosecutors. At least eight years post qualification legal experience in civil and/or criminal litigation. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. Five years' experience in legal practice will be an added advantage. Ability to act independently.

DUTIES : Study case dockets, decide in the institution of conduct criminal proceedings. Draft charge sheets and other court documents. Represent the State in all courts. Mentor and coach junior staff and quality check their work. Participate in the performance assessment of staff being mentored.

ENQUIRIES : DPP: Bloemfontein Lemmer Ludwick Tel No: 051 410 6001

APPLICATIONS : DPP: Pietermaritzburg Thabsile Radebe Tel No: 033 392 8753
DPP: Bloemfontein e mail Recruit202265@npa.gov.za
DPP: Pietermaritzburg e mail Recruit2022149@npa.gov.za

POST 08/47 : **SENIOR STATE ADVOCATE**
National Prosecutions Services

SALARY : R997 764 per annum (total cost package) to R1 559 616 per annum (total cost package) (Level LP-9)

CENTRE : DPP: Mpumalanga (STU) Ref No: Recruit 2022/66 (X2 Posts)
DPP: Bloemfontein (STU) Ref No: Recruit 2022/145

REQUIREMENTS : An LLB or any appropriate legal qualification for serving prosecutors. At least eight years post qualification legal experience. Five years' experience in legal practice will be added advantage. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. Extensive prosecutorial or litigation experience regarding common law offences relating to Tax evasion/avoidance, commercial crimes, fraud and related matters. Knowledge of Tax Act, Vat Act, Customs and Excise Act. Knowledge and understanding of SARS functions and financial or accounting background. General computer literacy and knowledge of programs in MS Word, Excel, Outlook and PowerPoint.

DUTIES : Study case dockets, decide on the institution of and conduct criminal proceedings. Deal with any representations. Guide investigations in complex or more difficult matters, including commercial matters. Prepare cases for court, including acquisition of additional evidence and draft charge sheets, indictments and court documents. Represent the state in all courts, lead and cross examine witnesses, address the court on inter alia, conviction and sentence. Manage court and case-flow management of cases independently. Study and deal with appeals and reviews. Assist SARS in keeping proper records of all criminal proceedings. Mentor and guide investigating officers, Prosecutors and stakeholders. Assist in high profile matters or matters where an increased risk element is present. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in criminal justice system. Mentor and coach junior staff and quality check their work. Participate in the performance assessment of staff being mentored.

ENQUIRIES : DPP: Mpumalanga Tebogo Mashile Tel No: 013 045 0686
DPP: Bloemfontein Lemmer Ludwick Tel No: 051 410 6001

APPLICATIONS : DPP: Mpumalanga e mail Recruit202266@npa.gov.za
DPP: Bloemfontein e mail Recruit2022145@npa.gov.za

POST 08/48 : **SENIOR PUBLIC PROSECUTOR**
National Prosecutions Service

SALARY : R997 764 per annum (total cost package) to R1 559 616 per annum (total cost package) (Level CM-1)

CENTRE : CPP: Butterworth Ref No: Recruit 2022/67
CPP: Mthatha Ref No: Recruit 2022/68
CPP: Empangeni Ref No: Recruit 2022/69
CPP: Johannesburg Ref No: Recruit 2022/70 (X2 Posts)
CPP: Mmabatho (Taung) Ref No: Recruit 2022/71
CPP: Queenstown Ref No: Recruit 2022/136

REQUIREMENTS : An LLB or any appropriate legal qualification for serving prosecutors. At least eight years post qualification legal experience. Five year experience in legal practice will be an added advantage. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Good management skills. Manage, give guidance to and train prosecutors. Proficiency in prosecuting, guiding investigations and giving instructions in reasonably complex or more difficult common law and statutory offences. Able to draft charge sheets and complex court documents. Ability to act independently without constant supervision. Must have good administrative skills.

DUTIES : Manage and supervise allocation of work and management of performance for lower level prosecutors including trainee prosecutor. Train and guide Prosecutors including trainee Prosecutors and stakeholders in preparation of case dockets and deciding on the institution and conduct criminal proceedings. Represent the State in all courts. Present and assist prosecutors including trainee prosecutors in presentation of state's case court, lead and cross examination of witnesses and address court on inter alia conviction and the like. Attend to representations and complaints. Attend to instructions of the Chief Prosecutor and the Director of Public Prosecutions. Lead Prosecutors towards achieving strategic goals and operational targets set by NPA, DPP office and CPP. Perform all duties including administrative duties related thereto, in accordance to code of conduct, policy directives of NPA. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice.

ENQUIRIES : CPP: Butterworth & CPP: Mthatha Tulisa Sibindlana Tel No: 047 501 2669
CPP: Empangeni Ntokozo Dlamini Tel No: 031 334 5274
CPP: Johannesburg Nora Malahlela Tel No: 011 220 4274
CPP: Mmabatho Flora Kalakgosi Tel No: 018 381 9041
CPP: Queenstown Nomfuneko Ntapane 046 602 3000

APPLICATIONS : CPP: Butterworth e mail Recruit202267@npa.gov.za
CPP: Mthatha e mail Recruit202268@npa.gov.za
CPP: Empangeni e mail Recruit202269@npa.gov.za
CPP: Johannesburg e mail Recruit202270@npa.gov.za
CPP: Mmabatho (Taung) e mail Recruit202271@npa.gov.za
CPP: Queenstown e mail Recruit2022136@npa.gov.za

POST 08/49 : **SENIOR PUBLIC PROSECUTOR (COMMUNITY PROSECUTION)**
National Prosecution Service

SALARY : R997 764 per annum (Total Cost Package) to R1 559 616 per annum (Total Cost Package) (Level LP 9)

CENTRE : DPP: Grahamstown (East London) Ref No: Recruit 2022/72
DPP: Free State Ref No: Recruit 2022/7
DPP: Pretoria Ref No: Recruit 2022/74
DPP: Johannesburg Ref No: Recruit 2022/75
DPP: Pietermaritzburg Ref No: Recruit 2022/76
DPP: Limpopo Ref No: Recruit 2022/77
DPP: Mpumalanga Ref No: Recruit 2022/78
DPP: Mthatha Ref No: Recruit 2022/79
DPP: Mmabatho Ref No: Recruit 2022/80
DPP: Kimberley Ref No: Recruit 2022/81
DPP: Cape Town Ref No: Recruit 2022/82

REQUIREMENTS : An LLB or any appropriate legal qualification for current prosecutors. At least eight years post qualification litigation experience. Demonstrate required competency in: Acting Independently, Professionally, be Accountable and act with Credibility. Knowledge of legislation and regulations pertaining to the public service specifically: The Constitution; Criminal Procedure Act; Public Service Act, relevant Regulations and other related Legislation. General management skills. Strategic management and stakeholder engagement expertise. People management and empowerment skills. Good communication skills. Customer focus and responsiveness. Problem solving and decision making. Project management. Excellent administrative skills and report writing skills. Service delivery and innovation skills. Negotiation skills. Policy analysis and development of policy. Research, presentation and facilitation skills. Must be able to travel in the DPP-division and nationally. Positive security clearance. Valid driver's license is essential.

DUTIES : Develop local crime prevention initiatives and strategies in line with the Community Prosecution Initiative (CPI). Contribute to crime prevention and community justice through this initiative. Analyze local crime trends and dynamics of crime and insecurities of communities in respective DPP-divisions. Organize, execute and participate in community prosecution events and meetings locally, provincially and nationally. Build strategic partnerships for local crime prevention initiatives. Develop effective and efficient working relationships with internal and external stakeholders including current NPA Community Prosecution colleagues. Expand and increase the impact of the current CPI footprint in the division and nationally as a whole. Provide and promote education about the law to targeted groups within this initiative. Promote effective collaboration, interaction and cultivate partnerships with- and between stakeholders. Apply Batho Pele principles, Service Charter- and NPA processes. Participate, contribute and represent the NPA at interdepartmental, local government, divisional and national structures. To monitor and evaluate statistical data and performance of initiatives implemented in the division where appointed. To develop and implement interventions in the divisions in line with the analysis of the statistical data. To provide feedback and the submission of reports (as determined by the National Coordinator at Head Office), regarding the identification of initiatives, the implementation thereof, progress and management of all related activities and initiatives in respective divisions, to both the DPP and the Office of the National Head Office Coordinator. Furthermore, it will be expected of the incumbent to also perform prosecutorial related duties such as prosecutor-guided investigations, the management of dockets, court and case management and the actual prosecution of related cases when required.

ENQUIRIES : Jacques du Toit Tel No: 012 845 6263
APPLICATIONS : DPP: Grahamstown (East London) e mail Recruit202272@npa.gov.za
DPP: Bloemfontein e mail Recruit202273@npa.gov.za
DPP: Pretoria e mail Recruit202274@npa.gov.za
DPP: Johannesburg e mail Recruit202275@npa.gov.za
DPP: Pietermaritzburg e mail Recruit202276@npa.gov.za
DPP: Limpopo e mail Recruit202277@npa.gov.za
DPP: Mpumalanga e mail Recruit202278@npa.gov.za
DPP: Mthatha e mail Recruit202279@npa.gov.za
DPP: Mmabatho e mail Recruit202280@npa.gov.za
DPP: Kimberley e mail e mail Recruit202281@npa.gov.za
DPP: Cape Town e mail Recruit202282@npa.gov.za

POST 08/50 : **SENIOR STATE ADVOCATE**
Asset Forfeiture Unit

SALARY : R997 764 per annum (total cost package) to R1 559 616 per annum (total cost package) (Level LP-9)

CENTRE : East London (Mthatha) Ref No: Recruit 2022/83
Bloemfontein Ref No: Recruit 2022/84

REQUIREMENTS : An LLB or any appropriate legal qualification for serving prosecutors. At least eight years post qualification legal experience in civil and/or criminal litigation. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. Good advocacy and legal drafting skills. Good knowledge of civil and/or criminal procedure. Knowledge of asset forfeiture law will be an added advantage. Strong computer skills and

- knowledge of programs in MS Word, Excel, Outlook, PowerPoint. Ability to act independently. Willing to travel and work extended hours. Ability to do legal research. Valid driver's license.
- DUTIES** : Litigation and supervising litigation. Civil litigation regarding all aspects of the freezing and forfeiture/ confiscation of property/ assets derived from criminal activity. Drafting applications and preparing heads of argument and presenting cases in court. Supervise, train and develop junior legal and investigative staff. Train AFU staff in the use of asset forfeiture procedures. Legal research and keep up to date with legal developments. Assist with general management of the unit, including developing the systems, receiving and analyzing reports and making recommendations to the unit.
- ENQUIRIES APPLICATIONS** : Lindie Swanepoel Tel No: 012 845 6638
: East London (Mthatha) e mail Recruit202283@npa.gov.za
: Bloemfontein e mail Recruit202284@npa.gov.za
- POST 08/51** : **SENIOR STATE ADVOCATE REF NO: RECRUIT 2022/152**
National Prosecutions Services
- SALARY** : R997 764 per annum (total cost package) to R1 559 616 per annum (total cost package) (Level LP-9)
- CENTRE REQUIREMENTS** : DPP: Grahamstown (PCLU)
: An LLB or any appropriate legal qualification for serving prosecutors. At least eight years post qualification legal experience in civil and/or criminal litigation. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. Five years' experience in legal practice will be an added advantage. Ability to act independently. Good advocacy, well-developed skills in legal research and legal drafting skills. Good knowledge of civil and/or criminal procedure. Proficiency in prosecution, competency in guiding investigations, drafting charge sheets, indictments and court documents and dealing with representations. Good interpersonal, analytical, presentation and communication skills. Strong computer skills will be required.
- DUTIES** : Study case dockets, decide in the institution of conduct criminal proceedings. Draft charge sheets and other court documents. Represent the State in all courts. Stakeholder engagement. Guide investigation to TRC matters. Oversee and monitor prosecutions of serious, complex organized crime cases as well as all priority matters. Advise the police on the investigation of serious, complex organized Crime and priority matters, peruse and process applications for the office of the NDPP. Liaison with DPP and lower court staff. Strong stakeholder engagement skills.
- ENQUIRIES APPLICATIONS** : Bonisile Vinjwa Tel No: 012 842 1459
: e mail Recruit2022152@npa.gov.za
- POST 08/52** : **SENIOR MAINTENANCE PROSECUTOR REF NO: RECRUIT 2022/112 (X2 POSTS)**
National Prosecutions Services
- SALARY** : R997 764 per annum (total cost package) to R1 559 616 per annum (total cost package) (CM-1)
- CENTRE REQUIREMENTS** : CPP: Johannesburg
: An LLB or any appropriate legal qualification for serving prosecutors. At least eight years post qualification legal experience. Five years- experience in legal practice will be added advantage. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Good management skills. Manage, give guidance to and train prosecutors. Proficiency in prosecuting, guiding investigations and giving instructions in reasonably complex or more difficult common law and statutory offences. Able to draft charge sheets and complex court documents. Ability to act independently without constant supervision. Must have good administrative skills.
- DUTIES** : Manage, mentor, guide and/ or train Maintenance Prosecutors, Officers and Investigators, and legal interns involve with maintenance matters. Study appeals and reviews, prepare opinions and heads of argument and argue maintenance cases in the appropriate court. Appear in court in motion applications pertaining to maintenance matters. Attend to formal and informal court in motion applications pertaining to maintenance matters. Attend to

formal and informal maintenance enquires and maintenance representations. Prosecute complex and contentious maintenance matters including cases. Render advise on issues of the family law related to maintenance. Establish an efficient and effective maintenance system through working with role players in the maintenance court services. Represent the State in all courts. Present evidence, cross-examine and address the court on, inter alia, conviction and sentence. Ensure good governance.

ENQUIRIES APPLICATIONS : Nora Malahlela Tel No: 011 220 4274
: e mail Recruit2022112@npa.gov.za

POST 08/53 : **SENIOR STATE ADVOCATE REF NO: RECRUIT 2022/144 (X2 POSTS)**
National Prosecutions Services

SALARY : R997 764 per annum (total cost package) to R1 559 616 per annum (total cost package) (Level LP-9)

CENTRE REQUIREMENTS : PCLU Head Office: Pretoria
: An LLB or appropriate legal qualification for serving prosecutors. At least eight years' post qualification legal experience, in criminal litigation. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. Experience in operations and stakeholder management and a good understanding of the workings of the JCPS cluster will be an advantage. Proficiency in MS Word, Excel, and PowerPoint is required. Experience with MS Teams and Power BI will be an advantage.

DUTIES : Make legal decisions in accordance with the law, NPA prosecution policies and directives. Conduct research, prepare reports, and draft legal opinions, policies, legislation, MOU and other legal documents. Participate in and represent the NPA in stakeholder engagements, meetings and projects. Monitor, analyze and report on performance information and statistics. Assist with the development of strategic, operational and implementation plans. Identify and resolve challenges affecting the performance of the NPA and CJS.

ENQUIRIES APPLICATIONS : Gija Maswanganyi Tel No: 012 845 6944
: e mail Recruit2022144@npa.gov.za

POST 08/54 : **SENIOR STATE ADVOCATE REF NO: RECRUIT 2022/155**
National Prosecutions Services

SALARY : R997 764 per annum (total cost package) to R1 559 616 per annum (total cost package) (Level LP-9)

CENTRE REQUIREMENTS : DPP: Mpumalanga (OCC)
: An LLB or any appropriate legal qualification for serving prosecutors. At least eight years post qualification legal experience. Five years' experience in legal practice will be added advantage. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. High level of proficiency in prosecuting and presenting/arguing cases in court. Experience in guiding criminal investigations and giving instructions in law and statutory offences. Interpersonal skills. Knowledge of and or experience in the litigation of the Prevention of Organised Crime Act (POCA) matters. Written and verbal communication skills. Ability to work independently. Valid driver's licence.

DUTIES : Conduct prosecution of serious, complex and organised crime cases and corruption matters. Advise the police on the investigation of serious, complex and organized crime cases and corruption matters. Conduct legal research and keep-up to date with legal developments. Draft charge sheets and other court documents and represent the state in all courts. Present cases in court, lead witnesses, cross examine and address the court on conviction and sentence. Appear in motion proceedings and also do appeals and reviews. General conduct prosecution on behalf of the state.

ENQUIRIES APPLICATIONS : Tebogo Mashile 013 045 0686
: e mail Recruit2022155@npa.gov.za

POST 08/55 : **REGIONAL HEAD REF NO: RECRUIT 2022/106**
Office for Witness Protection
(Re-advert)

SALARY : R882 042 per annum (total cost package) (MMS Level 12)

<u>CENTRE REQUIREMENTS</u>	:	Bloemfontein
	:	An appropriate B degree (NQF level 7) or Three (3) year Diploma (NQF level 6). Btec i Advance Certificate: VIP Protection will be an advantage. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. High level of understanding of and competency in people protection. Competency in at least two official languages, one of which must be English (multi-linguistic skills will be advantageous). Must have completed middle management course. Must have at least five years relevant experience. Communication skills (verbal and written). Planning, organisational and financial management skills. High level of sensitivity towards people management. Knowledge of the Witness Protection Act, 112 of 1998, the Constitution of the RSA. Sound interpersonal relations. Conflict Management and conflict resolution. Negotiating and analytical skills. High level of dedication. Ability to think logically and high level of empathy. Must be prepared to travel extensively, even after hours. Sound knowledge of the Public Service Act and Regulations. Sound knowledge of National Crime Prevention strategy. Sound knowledge of the Minimum-Security Information Standards. Sound Knowledge of leading and planning operations. Valid driver's license. Willing to undergo security clearance.
<u>DUTIES</u>	:	Provide leadership to and manage the Regional Office under the supervision and guidance of the Director. Responsible for the efficient management and administration of the Regional Office: including the effective utilisation and training of staff, maintenance of discipline, promotion of sound, labour relations and the proper use and care of government property. Manage the finances, budget of the regional office in accordance with the Public Finance Management Act, No 1 of 1999, the prescripts of the Department of State Expenditure and Treasury and comply with the Auditor-General Act, No 12 of 1995. Provide the necessary support to the Director regarding core responsibilities within the OWP. Voluntarily work outside his/her normal hours of work whenever necessary or required, devoted such portion of his/her time, attention and expertise to the affairs of the OWP, as could, in circumstances, be reasonably expected of him/her. Consult with other relevant role players likely to be affected by strategic initiatives with regard to governance, resources and service delivery. Manage the welfare of witnesses within the Province. Manage the Provincial Assets and Fleet. Ensure proper implementation of relevant prescripts and standard operation procedures. Implement Security Measures for Protection of Information as prescribed in the MISS Document. Manage the letting and leasing of properties within the Province.
<u>ENQUIRIES APPLICATIONS</u>	:	Girls-Kate Maletswa Tel No: 012 845-6913
	:	e mail Recruit2022106@npa.gov.za
<u>POST 08/56</u>	:	<u>REGIONAL COURT CONTROL PROSECUTOR</u> National Prosecutions Service
<u>SALARY</u>	:	R859 752 per annum (total cost package) to R1 405 245 per annum (total cost package) (Level SU-3)
<u>CENTRE</u>	:	CPP: Empangeni Ref No: Recruit 2022/94 CPP: Johannesburg Ref No: Recruit 2022/95 CPP: Welkom (Bethlehem) Recruit 2022/147 (Re-advert)
<u>REQUIREMENTS</u>	:	An LLB or any appropriate legal qualification for serving prosecutors. At least six years post qualification legal experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Good management skills. Must have the ability to act independently or within minimum supervision. Proficiency in prosecuting, guiding investigation and giving instructions in complex or more difficult common law and statutory offences in Regional and District Court. Draft complex charge sheets and complex court documents. Good management skills. Must manage, give guidance and train prosecutors.
<u>DUTIES</u>	:	Manage, train and give guidance to and train prosecutors. Study case dockets, decide on the institution of and conduct criminal proceedings. Maintenance matters and inquest of a general and more advanced nature in the Regional and District Court. Prepare cases for court and draft charge sheets and other proceedings for court. Present and assist prosecutors to present the State's case in court, to lead witnesses, cross examine and address the court on inter alia, conviction and sentence, and in general to conduct prosecutions on behalf of the State. Perform all duties related thereto in accordance with the code of conduct, policy and directives of the NPA. Assist the Senior Public Prosecutor

		with the performance assessment of staff. Perform general administrative duties of the office. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice system.
<u>ENQUIRIES</u>	:	CPP: Empangeni Ntokozo Dlamini Tel No: 031 334 5274 CPP: Johannesburg Nora Malahlela Tel No: 011 220 4274
<u>APPLICATIONS</u>	:	CPP: Welkom Lemmer Ludwick Tel No: 051 410 6001 CPP: Empangeni - e mail Recruit202294@npa.gov.za CPP: Johannesburg Recruit202295@npa.gov.za CPP: Welkom (Bethlehem) e mail Recruit2022147@npa.gov.za
<u>POST 08/57</u>	:	<u>STATE ADVOCATE REF NO: RECRUIT 2022/85</u> National Prosecutions Service
<u>SALARY</u>	:	R774 660.per annum (total cost package) to R1 285 149 per annum (total cost package) (Level LP- 7 to LP-8)
<u>CENTRE</u>	:	DPP: Kimberley (OCC)
<u>REQUIREMENTS</u>	:	An LLB or any appropriate legal qualification for serving prosecutors. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. At least five years' post qualification legal experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. High level of proficiency in prosecuting and presenting/arguing cases in court. Experience in guiding criminal investigations and giving instructions in law and statutory offences. Interpersonal skills. Knowledge of and or experience in the litigation of the Prevention of Organised Crime Act (POCA) matters. Written and verbal communication skills. Ability to work independently.
<u>DUTIES</u>	:	Study and guide the investigations in case dockets. Decide on the institution of and conduct criminal proceedings. Draft charge sheets, indictments and other court documents. Represent the State in all courts. Prepare a case for court, including the acquisition of additional evidence and draft charge sheets and indictments. Present the State's case in court, lead and cross examine witnesses, address the court on, inter alia, conviction and sentence, study appeal and reviews. Attend to representations, prepare opinions and heads of arguments and argue cases in the appropriate court. Appear in court in motion application pertaining to criminal matters and in general conduct prosecution on behalf of the state. Perform all duties related thereto in accordance with the code of conduct policy and directives of the NPA. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice system.
<u>ENQUIRIES</u>	:	Nicholas Mogongwa Tel No: 053 807 4539
<u>APPLICATIONS</u>	:	e mail Recruit202285@npa.gov.za
<u>POST 08/58</u>	:	<u>STATE ADVOCATE REF NO: RECRUIT 2022/86 (X3 POSTS)</u> Investigating Directorate
<u>SALARY</u>	:	R774 660 per annum (total cost package) to R1 285 149 per annum (total cost package) (Level LP- 7 to LP-8)
<u>CENTRE</u>	:	Pretoria: Head Office
<u>REQUIREMENTS</u>	:	An LLB or any appropriate legal qualification for serving prosecutors. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. At least five years' post qualification legal experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Extensive prosecutorial or litigation experience with regard to common law offences such as fraud, theft, forgery and uttering, commercial crimes and related matters. Proficiency in prosecuting, guiding investigations in complex or more difficult matters, including commercial matters, drafting charge sheets, including indictments and court documents, dealing with representations. Financial or accounting background and knowledge of Company law will be an added advantage. General computer literacy and knowledge of programs in MS Word; Excel, Outlook and PowerPoint. Ability to act independently without supervision and manage court and case flow management independently. Excellent administrative skills.
<u>DUTIES</u>	:	Study case dockets, make assessments thereof and decide on the institution of prosecution. Deal with any representations. Guide investigations in complex or more difficult matters, including commercial matters. Prepare cases for court, including the acquisition of additional evidence and draft charge sheets, indictments and court documents. Present the State's case in court, lead and cross examine witnesses, address the court on, inter alia, conviction and

sentence. Manage court and case flow management of cases independently. Study and deal with appeals and reviews. Prepare opinions and heads of argument for complex matters and in general conduct prosecutions on behalf of the State. Mentor and guide investigating officers, Prosecutors and stakeholders. Assist in high profile matters or matters where an increased risk element is present. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice independently without supervision and manage court and case flow management independently.

ENQUIRIES : Maureen Dibetle Tel No: 012 845 7727
APPLICATIONS : e mail Recruit202286@npa.gov.za

POST 08/59 : **STATE ADVOCATE (CASE MANAGER) REF NO: RECRUIT 2022/87**
 Sexual Offences and Community Affairs

SALARY : R774 660 per annum (total cost package) to R1 285 149 per annum (total cost package) (Level LP- 7 to LP-8)

CENTRE : TCC RK Khan
REQUIREMENTS : An LLB or any appropriate legal qualification for serving prosecutors. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. At least five years' post qualification legal experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Extensive knowledge of the law and management in respect of Sexual offences, Domestic Violence, Child Offenders and Trafficking in Person, Maintenance matters. Demonstrate skill in community engagements and consultation on criminal justice matters is critical. Extensive computer skills will be an advantage. Positive security clearance.

DUTIES : Assist in prosecuting complex sexual offences in the Sexual Offences Court. Tracking, monitoring and facilitation of cases through the Criminal Justice System. Assist in managing the court rolls at specialist hybrid court for Thuthuzela Care Centre reported cases and other sexual offences. Secure the attendance of witnesses, investigating officers and accused in custody at court. Ensure a reduction of turnaround time in the finalization of cases to nine (9) months as per unit's strategy. Responsible for prosecutor guided investigators of Thuthuzela Care Centre reported cases and other related sexual offences matters. Help improve functional relationships. Constant follow-up with the relevant stake holders. Help increase the conviction rate. Perform other duties and activities as requested by Provincial Manager or Head of Unit. Assist in the setting up of Thuthuzela Care Centres and maintain the functioning thereof. Supervise, train and develop relevant role players including prosecutors and police. Institute and conduct criminal proceedings on behalf of the State. Perform any act incidental thereto and carry out the duties and functions assigned to the prosecutor under any act and/or Policy Manual. Study case dockets, make assessments thereof and decide on the institution prosecution. Prepare cases for court, including the acquisition of additional evidence and draft charge sheets, indictments and court documents. Present the State's case in court, lead and cross examine witnesses, address the court on, inter alia, conviction and sentence.

ENQUIRIES : Sandra Reddy Tel No: 012 845 6670
APPLICATIONS : e mail Recruit202287@npa.gov.za

POST 08/60 : **STATE ADVOCATE**
 National Prosecutions Service

SALARY : R774 660 per annum (Total Cost Package) to R1 285 149 per annum (Total Cost Package) (Level LP- 7 to LP-8)

CENTRE : DPP: Pretoria Ref No: Recruit 2022/88
 DPP: Mpumalanga (STU) Ref No: Recruit 2022/89 (X2 Posts)

REQUIREMENTS : An LLB or any appropriate legal qualification for serving prosecutors. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. At least five years' post qualification legal experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. At least four years relevant work experience in advocacy and drafting. Extensive prosecutorial or litigation experience with regard to common law offences such as fraud, theft, forgery and uttering, commercial crimes and tax related matters. Proficiency in prosecuting, guiding investigations in complex or more difficult matters, including commercial matters. Drafting charge sheets, indictments

		and court documents, dealing with representations. Interpersonal skills. Written and verbal communication skills. Ability to work independently. Knowledge of Tax Act, Vat Act, Income Tax Act, Foreign tax, Customs and Excise Act. Knowledge and understanding of SARS functions and financial or accounting background.
<u>DUTIES</u>	:	Study case dockets, make assessments thereof and decide on the institution of prosecution. Deal with any representations. Guide investigations in complex or more difficult tax matters, including commercial matters. Prepare cases for court, including the acquisition of additional evidence and draft charge sheets, indictments and court documents. Present the State's case in court, lead and cross examine witnesses, address the court on inter alia, conviction and sentence. Manage court and case flow management of cases independently. Study and deal with appeals and reviews. Prepare opinions and heads of argument for complex matters and argue cases in the appropriate court. Appear in court in motion application pertaining to criminal matters and general conduct prosecutions on behalf of the state. Mentor and guide investigating officers, prosecutors and stakeholders. Assist in keeping proper records, statistics and reports. Assist in high profile tax matters or matters where an increased risk element is present. Manage any portfolio assigned by the Deputy Director managing the STU. Consult on a regular basis with all the relevant stakeholders, including SARS officials. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in criminal justice system.
<u>ENQUIRIES</u>	:	DPP: Pretoria Godfrey Ramakuela Tel No: 012 351 6808 DPP: Mpumalanga Tebogo Mashile Tel No: 013 045 0686
<u>APPLICATIONS</u>	:	DPP: Pretoria e mail Recruit202288@npa.gov.za DPP: Mpumalanga e mail Recruit202289@npa.gov.za
<u>POST 08/61</u>	:	<u>STATE ADVOCATE</u> National Prosecutions Service
<u>SALARY</u>	:	R774 660 per annum (total cost package) to R1 285 149 per annum (total cost package) (Level LP- 7 to LP-8)
<u>CENTRE</u>	:	DPP: Bloemfontein Ref No: Recruit 2022/90 DPP: Mpumalanga Ref No: Recruit 2022/91 DPP: Pietermaritzburg Ref No: Recruit 2022/148 (X2 Posts) (Re- advert)
<u>REQUIREMENTS</u>	:	An LLB or any appropriate legal qualification for serving prosecutors. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. At least five years' post qualification legal experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. High level of proficiency in prosecuting and presenting/arguing cases in court. Experience in guiding criminal investigations and giving instructions in law and statutory offences. Interpersonal skills. Written and verbal communication skills. Ability to work independently.
<u>DUTIES</u>	:	Study and guide the investigations in case dockets. Decide on the institution of and conduct criminal proceedings. Draft charge sheets, indictments and other court documents. Represent the State in all courts. Prepare a case for court, including the acquisition of additional evidence and draft charge sheets and indictments. Present the State's case in court, lead and cross examine witnesses, address the court on, inter alia, conviction and sentence, study appeal and reviews. Attend to representations, prepare opinions and heads of arguments and argue cases in the appropriate court. Appear in court in motion application pertaining to criminal matters and in general conduct prosecution on behalf of the state. Perform all duties related thereto in accordance with the code of conduct policy and directives of the NPA. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice system.
<u>ENQUIRIES</u>	:	DPP: Bloemfontein Lemmer Ludwick Tel No: 051 410 6001 DPP: Mpumalanga Tebogo Mashile Tel No: 013 045 0686 DPP: Pietermaritzburg Thabsile Radebe Tel No: 033 392 8753
<u>APPLICATIONS</u>	:	DPP: Bloemfontein e mail Recruit202290@npa.gov.za DPP: Mpumalanga e mail Recruit202291@npa.gov.za DPP: Pietermaritzburg e mail Recruit2022148@npa.gov.za

POST 08/62 : **STATE ADVOCATE REF NO: RECRUIT 2022/92 (X2 POSTS)**
National Prosecutions Service

SALARY : R774 660 per annum (total cost package) to R1 285 149 per annum (total cost package) (Level LP- 7 to LP-8)

CENTRE : DDPP: Durban (OCC)

REQUIREMENTS : An LLB or any appropriate legal qualification for serving prosecutors. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. At least five years' post qualification legal experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. High level of proficiency in prosecuting and presenting/ arguing cases in court. Experience in guiding investigations and giving instructions in law and statutory offences. Interpersonal skills. Written and verbal communication skills. Ability to work independently.

DUTIES : Study case dockets. Decide on the institution of and conduct criminal proceedings. Draft charge sheets, indictments and other court documents. Represent the State in all courts. Prepare a case for court, including the acquisition of additional evidence and draft charge sheets and indictments. Present the State's case in court, lead and cross examine witnesses, address the court on, inter alia, conviction and sentence, study appeal and reviews. Attend to representations, prepare opinions and heads of arguments and argue cases in the appropriate court. Appear in court in motion application pertaining to criminal matters and in general conduct prosecution on behalf of the state. Perform all duties related thereto in accordance with the code of conduct policy and directives of the NPA. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice system.

ENQUIRIES : Ntokozo Dlamini Tel No: 031 334 5274

APPLICATIONS : e mail Recruit202292@npa.gov.za

POST 08/63 : **STATE ADVOCATE REF NO: RECRUIT 2022/93**
Specialised Commercial Crime Unit

SALARY : R774 660 per annum (total cost package) to R1 285 149 per annum (total cost package) (Level LP- 7 to LP-8)

CENTRE : Bloemfontein

REQUIREMENTS : An LLB or any appropriate legal qualification for serving prosecutors. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. At least five years' post qualification legal experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Well-developed skills in legal research and legal drafting. Good knowledge of civil and/or criminal procedure. Proficiency in prosecution, competency in guiding investigations, drafting charge sheets, indictments and court documents and dealing with representations. Knowledge of and skills in general prosecution. Good interpersonal, analytical, organisational and communication skills. Ability to act independently or with minimum supervision.

DUTIES : Study case dockets. Decide on the institution of and conduct criminal proceedings. Draft charge sheets, indictments and other court documents. Represent the State in all courts. Prepare a case for court, including the acquisition of additional evidence, lead and cross examine witnesses, address the court on inter alia, conviction and sentence. Study appeals and reviews, attend to representations, prepare opinions and heads of arguments. Conduct prosecution of serious, complex and organised commercial crime and corruption matters. Appear in court in motion applications pertaining to criminal matters and in general conduct prosecution on behalf of the state. Perform all duties related thereto in accordance with the code of conduct policy and directives of the NPA.

ENQUIRIES : Lemmer Ludwick Tel No: 051 410 6001

APPLICATIONS : e mail Recruit202293@npa.gov.za

POST 08/64 : **STATE ADVOCATE REF NO: RECRUIT 2022/109**
National Prosecuting Service

SALARY : R774 660 per annum (total cost package) to R1 285 149 per annum (total cost package) (Level LP- 7 to LP-8)

CENTRE : CPP Mthatha

<u>REQUIREMENTS</u>	:	An LLB or any appropriate legal qualification for serving prosecutors. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. At least five years' post qualification legal experience in prosecuting Sexual Offences, Criminal Procedure, Civil Litigation and management and management of Gender Based Violence matters. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. High level of proficiency in prosecuting and presenting/ arguing cases in court. Experience in guiding investigations and giving instructions in law and statutory offences. Interpersonal skills. Written and verbal communication skills. Ability to work independently. A valid drivers license.
<u>DUTIES</u>	:	To institute and conduct criminal proceedings on behalf of the State, to perform any act incidental thereto and to carry out the duties and functions assigned to the prosecution under any Act and/ or the Policy Manual and / or any directives, inter alia, study case dockets, decide on the institution of and conduct criminal proceedings, including proceedings of an advanced or complex nature in the Dedicated Sexual Offences Courts. Prepare cases for court, guide investigations, and consult with witnesses, draft charge sheets and other court documents, including documents that are more complex in nature. Present the State's case in court. Present evidence, cross-examine and address the court on, inter alia, conviction and sentence. To ensure Criminal and Civil litigation in compliance with requirements legally imposed upon the State regarding aspects of criminal and civil activities relevant to the mandate of the National Prosecuting Authority on the management of Gender based violence and all matters incidental there to. To track, monitor and facilitate cases through the Criminal Justice System, manage the court rolls at Dedicated Sexual Offences Courts. Securing the attendance of witnesses, investigating officer's and accused in custody at court. Ensuring a reduction of turnaround time in the finalization of cases in line with the mandate of NPA. Assist to improve functional relationships with stakeholders. Constant follow up with the relevant stakeholders. Assist to improve the conviction rate. Supervise, train and develop relevant role-players where required. Submit monthly reports (including statistics) regarding performance management.
<u>ENQUIRIES APPLICATIONS</u>	:	Tulisa Sibindlana Tel No: 047 501 2669
	:	e mail Recruit2022109@npa.gov.za
<u>POST 08/65</u>	:	<u>DEPUTY DIRECTOR: STRATEGIC SUPPORT REF NO: RECRUIT 2022/107</u> Strategy Management office
<u>SALARY CENTRE REQUIREMENTS</u>	:	R744 255 per annum (Level 11), (total cost package)
	:	Pretoria - Head Office
	:	An appropriate B Degree (NQF 7) or Three (3) year Diploma (NQF 6) in Strategy Management or equivalent. Minimum 3 years' experience within a strategy management environment and/ or performance information management, monitoring and evaluation. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Sound knowledge of relevant legislation and framework governing strategic planning. Understanding of government-wide strategic planning process and planning cycle. Must be able to plan, organize and work under extreme pressure. Honest, highly reliable, hard worker and determined. Able to work independently with little supervision. Willing to travel extensively, able to work extended hours. Excellent communication (verbal and written) and administrative skills. General computer literacy and knowledge of programs in MS Office suite, MS Word, Outlook, Power Point, MS Project. Knowledge of government-wide financial systems and processes. Basic auditing and project management knowledge. Apply critical thinking to complex organizational challenges and advice. A valid driver's license.
<u>DUTIES</u>	:	Coordinate the organization's strategic and operational planning processes. Facilitate the compilation and issuing of planning guidelines, instructions on the content and templates as required by the framework for strategic plans and annual performance plans. Facilitate and monitor the development of annual performance plan and BU operational plans. Ensure the alignment of strategic plan with operational plans of various business units, regional offices and service centres. Develop and distribute planning and reporting templates. Provide advance technical guidance and support on planning process, policy and procedure. Provide training to ensure the alignment of annual performance plan with the strategic and annual operational plans of the NPA. Participate in the development and reviewing of policies. Manage the coordination and

		interaction with other business units and stakeholders on the aspect of work/ issues related to strategy management office. Manage on going innovation and culture change initiatives within the NPA. Provide support during audits of performance information. Manage staff.
<u>ENQUIRIES APPLICATIONS</u>	:	Makgomo Thupana Tel No: 012 845 6176 e mail Recruit2022107@npa.gov.za
<u>POST 08/66</u>	:	<u>DEPUTY DIRECTOR: PERFORMANCE INFORMATION MANAGEMENT</u> Strategy Management office
<u>SALARY CENTRE</u>	:	R744 255 per annum (Level 11), (total cost package)
	:	DPP: Pretoria Ref No: Recruit 2022/137
	:	DPP: Johannesburg Ref No: Recruit 2022/138
	:	DPP: Pietermaritzburg Ref No: Recruit 2022/139
	:	DPP: Cape Town Ref No: Recruit 2022/140
	:	DPP: Grahamstown Ref No: Recruit 2022/141
<u>REQUIREMENTS</u>	:	An appropriate B Degree (NQF 7) or Three (3) year Diploma (NQF 6). Certificate in Strategic Management or Operations Management from an accredited institution will be an added advantage. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Minimum 5 years' experience in the strategic, business or performance monitoring. An ability to effectively and timely coordinate the submission of all organisational performance information reports on a regional level. Knowledge of the prosecutorial environment or sound knowledge on the Criminal Justice System (CJS) will be an added advantage. Excellent interpersonal communication skills (verbal and written). Excellent report-written skills and the ability to write high-level reports to management. Good knowledge of government legislature framework prescripts, policies and practices. Good knowledge of performance information management practices and prescripts in the government sector. Good knowledge on compliance requirement for the performance information management field. Advance computer literacy skills in Microsoft office application, such as MS Word, Excel and PowerPoint. Ability to work independently and well under pressure. Ability to work well in a team. Problem solving skills. Good interpersonal and customer relations skills.
<u>DUTIES</u>	:	Manage business unit and regional performance information. Facilitate operational planning sessions and regional review sessions. Monitoring and evaluation of the business unit and regional performance plans. Monitoring of the execution of the regional operational plans. Collation, analysis and interpretation of organisational performance information. Keep up to date with compliance requirements and best practice in the field of performance information management. Risk management.
<u>ENQUIRIES APPLICATIONS</u>	:	Alicia Victor Tel No: 012 845 6269
	:	North Gauteng: Pretoria e mail Recruit2022137@npa.gov.za
	:	South Gauteng: Johannesburg e mail Recruit2022138@npa.gov.za
	:	Free State: Bloemfontein e mail Recruit2022139@npa.gov.za
	:	Western Cape: Cape Town e mail Recruit2022140@npa.gov.za
	:	Eastern Cape: Grahamstown e mail Recruit2022141@npa.gov.za
<u>POST 08/67</u>	:	<u>DEPUTY DIRECTOR: ACQUISITION MANAGEMENT REF NO: RECRUIT 2022/142</u> Finance and Procurement - Supply Chain Management
<u>SALARY CENTRE</u>	:	R744 255 per annum (Level 11), (total cost package)
	:	Pretoria - Head Office
<u>REQUIREMENTS</u>	:	An appropriate B Degree (NQF 7) or Three (3) year Diploma (NQF 6). Minimum 5 years' experience in Supply Chain Management of which 3 years must be at supervisory level. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Sound knowledge of the PFMA, PPPFA, Treasury Regulations, SCM Policy and related legislation. Willing to work extended hours where necessary. Excellent communication and administrative skills. Computer literacy - MS Excel (Intermediate or Advanced) and general computer literacy and knowledge of programs in MS Word, Outlook & Power Point. Knowledge of Microsoft Dynamics CRM will be an added advantage. Must have completed LOGIS Literacy (certificate to be submitted). Knowledge and experience of Central Supplier Database (CSD). Knowledge of CSD support function will be an added advantage. Report writing, good verbal and written communication skills. Good problem solving

and analytical skills. Ability to work in a team and under pressure. Supervisory skills. A valid driver's license and proof attached.

DUTIES : Manage the acquisition or procurement of goods and services. Manage NPA users on the Central Supplier Database. Manage staff within the sub-directorate. Assist with bids where necessary (specification and evaluation). End-to-end management of the sourcing process, incl. market analysis and specifications. Check compliance with all SCM processes and procedures. Respond to audit queries. Perform any other duties as deemed necessary by your supervisor.

ENQUIRIES : James Patterson Tel No: 012 845 6451
APPLICATIONS : e mail Recruit2022142@npa.gov.za

POST 08/68 : **HEAD CONTROL PROSECUTOR 2 REF NO: RECRUIT 2022/96**
National Prosecutions Service

SALARY : R518 088 per annum, (Excluding Benefits) to R1 210 842 per annum (Total Cost Package) (Level SU 1 to SU-2)

CENTRE : CPP: Port Elizabeth (Alexandria)
REQUIREMENTS : An LLB or any appropriate legal qualification for serving prosecutors. At least four years' post qualification legal experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Proficiency in prosecuting, guiding investigation and giving instructions in complex and more difficult common law and statutory offences in the Regional and District Court. Proficiently drafting complex charge sheets and other complex court documents. Must be able to act independently without constant supervision. Excellent administrative skills.

DUTIES : Manage, train and give guidance to prosecutors. Study case dockets, decide on the institution of and conduct criminal proceedings. Maintenance matters and inquest of a general and more advanced nature in the Regional Court and District Court. Prepare cases for court and draft charge sheets and other proceedings for court, present and assist prosecutors to present the State's case in court, to lead witnesses, cross examine and address the court on inter-alia, conviction and sentence, and in general to conduct prosecutions on behalf of the State. Perform all duties related thereto in accordance with the Code of Conduct, Policy and Directives of the National Prosecuting Authority. Assist the Senior Public Prosecutor with the performance assessment of staff. Perform general administrative duties of the office. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice.

ENQUIRIES : Bonisile Vinjwa Tel No: 012 842 1459
APPLICATIONS : e mail Recruit202296@npa.gov.za

POST 08/69 : **DISTRICT COURT CONTROL PROSECUTOR REF NO: RECRUIT 2022/97**
National Prosecutions Service

SALARY : R518 088 per annum (excluding benefits) to R1 210 842 per annum (total cost package) (Level SU-1 to SU-2)

CENTRE : CPP: Johannesburg
REQUIREMENTS : An LLB or any appropriate legal qualification for serving prosecutors. At least four years post qualification legal experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Good management skills. Proficiency in prosecuting, guiding investigations and giving instructions in reasonably complex or more difficult common law and statutory offenses in the District Court. Ability to draft charge sheets and complex court documents. Good administration skills. Good management skills. Organisational skills. Ability to work independently.

DUTIES : Manage, train and give guidance to prosecutors. Study court dockets and decide on the institution of and conduct criminal; proceedings of a general and more advanced nature in the both District and Regional Court. Prepare cases for court and draft charge sheets and other proceedings for the court. Present and assist Prosecutors to present the State's case in court, to lead witness, cross-examine and address the court on, inter alia, conviction and sentence and in general conduct prosecutions on behalf of the State. Perform all duties related thereof in accordance with the Code of Conduct, Policy and Directives of the National Prosecuting Authority. Assist the Senior Public Prosecutor with the performance assessment of staff. Perform general administrative duties of

		the office. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the justice system.
<u>ENQUIRIES</u>	:	Nora Malahlela Tel No: 011 220 4274
<u>APPLICATIONS</u>	:	e mail Recruit202297@npa.gov.za
<u>POST 08/70</u>	:	<u>REGIONAL COURT PROSECUTOR</u> National Prosecutions Service
<u>SALARY</u>	:	R518 088 per annum, (excluding benefits) to R1 210 842 per annum (total cost package) (Level LP-5 to LP-6)
<u>CENTRE</u>	:	CPP: Bloemfontein Ref No: Recruit 2022/98 CPP: Bellville Ref No: Recruit 2022/99; (Vredenburg) Ref No: Recruit 2022/100 CPP: Johannesburg Ref No: Recruit 2022/101 (X4 Posts) CPP: Butterworth Ref No: Recruit 2022/157 (Re-advert) Willowvale) Ref No: Recruit 2022/158 (Re-advert) (Sterkspruit) Ref No: Recruit 2022/159 (Re-advert) (Cofimvaba) Ref No: Recruit 2022/102 (Re-advert) CPP: Queenstown - Recruit 2022/103 (Whittlesea) Ref No: Recruit 2022/104 (X2 Posts) CPP: Witbank (Secunda) Ref No: Recruit 2022/105 CPP: Pietermaritzburg Ref No: Recruit 2022/150 (X2 Posts) CPP: Ntuzuma Ref No: Recruit 2022/154 (X2 Posts)
<u>REQUIREMENTS</u>	:	An LLB or any appropriate legal qualification for serving prosecutors. At least four years post qualification legal experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. The incumbent must have the ability to act independently or with minimum supervision. Proficiency in prosecuting.
<u>DUTIES</u>	:	Study case dockets. Decide on the institution of and conduct criminal proceedings. Draft charge sheets and other documents and represent the State in all courts. Lead witnesses, cross-examine and address the court on inter alia, conviction and sentence and in general to conduct prosecutions on behalf of the state. Perform general administrative duties of the office. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice system. Perform all duties related thereto in accordance with the Code of Conduct, Policy and Directives of the National Prosecuting Authority.
<u>ENQUIRIES</u>	:	CPP: Bloemfontein Lemmer Ludwick Tel No: 051 410 6001 CPP: Bellville Francios Brandt Tel No: 021 487 7144 CPP: Johannesburg Nora Malahlela Tel No: 011 220 4274 CPP: Butterworth Tulisa Sibindlana Tel No: 047 501 2669 CPP: Queenstown Nomfuneko Ntapane Tel No: 046 602 3000 CPP: Witbank Tebogo Mashile Tel No: 013 045 0686 CPP: Pietermaritzburg Thabsile Radebe Tel No: 033 392 8753 CPP: Ntuzuma Siyanda Salman Tel No: 031 334 5272
<u>APPLICATIONS</u>	:	CPP: Bloemfontein e mail Recruit202298@npa.gov.za CPP: Bellville Recruit202299@npa.gov.za (Vredenburg) e mail Recruit2022100@npa.gov.za CPP: Johannesburg e mail Recruit_2022101@npa.gov.za CPP: Butterworth e mail Recruit2022157@npa.gov.za (Willowvale) e mail Recruit2022158@npa.gov.za (Sterkspruit) e mail Recruit2022159@npa.gov.za (Cofimvaba) e mail Recruit2022102@npa.gov.za CPP: Queenstown e mail Recruit2022103@npa.gov.za (Whittlesea) e mail Recruit2022104@npa.gov.za CPP: Witbank (Secunda) e mail Recruit2022105@npa.gov.za CPP: Pietermaritzburg e mail Recruit2022150@npa.gov.za ; DPP: Ntuzuma e mail Recruit2022154@npa.gov.za
<u>POST 08/71</u>	:	<u>ASSISTANT DIRECTOR: LABOUR RELATIONS REF NO: RECRUIT 2022/108 (X2 POSTS)</u> HRM & D - Labour Relations (1 Re-advert)
<u>SALARY</u>	:	R477 090 per annum (Level 10), (excluding benefits)
<u>CENTRE</u>	:	Pretoria Head Office
<u>REQUIREMENTS</u>	:	An appropriate B Degree (NQF 7) in Law. LLB will be an added advantage. Minimum three years' experience in Labour Relations. Demonstrable

competency in acting Independently, Professionally, Accountable and with Credibility. Knowledge of the employment relations legislative and regulatory framework. Experience in appearing in conciliations, mediations and arbitration proceedings. Knowledge and experience in the handling of complaints, disciplinary hearings and grievances. Dispute resolution skills. Valid driver's license.

DUTIES : Represent the NPA in disciplinary hearings, conciliations, mediations and arbitration proceedings. Facilitate NPA representations and provide support to the counsel representing the NPA in external disputes. Facilitate the resolution of grievances and conduct necessary investigations for such resolutions. Facilitate disciplinary proceedings and conduct necessary investigations. Proactively implement mechanisms that minimize disputes and create sound employment relations. Participate in collective bargaining and facilitate the implementation of collective agreements. Prepare the necessary documents and provide opinions on the management and resolution of labour matters. Ensure compliance with grievances and disciplinary policies. Research and advice the NPA on the relevant legislative framework.

ENQUIRIES : Ronnie Pather Tel No: 012 845 6186
APPLICATIONS : Pretoria Head Office e mail Recruit2022108@npa.gov.za

POST 08/72 : **TRANSLATOR REF NO: RECRUIT 2022/110**

SALARY : R382 245 per annum (Level 09), (excluding benefits)
CENTRE : CPP: George
REQUIREMENTS : An appropriate B Degree (NQF 7) or Three (3) year Diploma (NQF 6). Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Specialization in translation will serve as a strong recommendation. Excellent command of English and Afrikaans. Knowledge of isiXhosa and other indigenous languages will be an added advantage. Three 3 years proven translating/ interpreting experience as a sworn translator/ interpreter in the above- mentioned languages. Successful completion of a departmental translation test. Good written and verbal communication skills. Computer literacy (MS Office). Administration and organizational skills. Ability to maintain interpersonal relations. Accuracy and attention to detail. Ability to work under pressure. Knowledge of the National Language Policy. Experience in translation in the public sector. SATI accreditation as a translator and/ or accreditation as a sworn translator in the relevant language (s). Knowledge of other language fields such as terminology, language planning and human language technologies. A valid driver's license.

DUTIES : Translation of a wide variety of legal documents, statements and/ or exhibits from Afrikaans into English and vice versa. Interpret during consultations or in court for the Prosecutor and/ or witnesses from Afrikaans to English and vice versa. Giving language advice. Liaising with customers of the NPA. Exercising quality control. Safeguarding official documents. Perform any other duties that he/she may be assigned to in terms of translation or the prosecutorial functions in the office. To perform all duties in accordance with the Code of Conduct and the Policy and Directives of the National Prosecuting Authority.

ENQUIRIES : Francios Brandt Tel No: 021 487 7144
APPLICATIONS : e mail Recruit2022110@npa.gov.za

POST 08/73 : **ASSISTANT DIRECTOR: EHWP REF NO: RECRUIT 2022/111 (X2 POSTS)**
HRM & D

SALARY : R382 245 per annum (Level 09), (excluding benefits)
CENTRE : Pretoria-Head Office
REQUIREMENTS : An appropriate B Degree (NQF 7) or Three (3) year Diploma (NQF 6) in Social Work or Psychology or equivalent. Valid registration with the SACSSP or HPCSA. A minimum of 3 years' experience in the administration and implementation of Employee Health and Wellness Programmes/ EAP. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Knowledge and understanding of Employee Health and Wellness Framework for the Public Service and related policies. Knowledge of legislation and regulations pertaining to public service administration, specifically: The Public Service Act and Regulations, Basic Conditions of Employment Act, Knowledge of the Occupational Health and Safety Act, Public Finance Management Act (PFMA). Promotion of Access to information Act. Employment Equity Act, Labour Relations Act. Understanding

and application of policy and Procedure on incapacity Leave and Ill Health Retirement (PILIR). Understanding of Compensation for Occupation Injuries and Diseases Act. Determination of Leave of Absence in the Public Service. Must be reliable, responsive, tolerant and determined. Able to act independently. General computer literacy and knowledge of programs in MS Word, Excel, Outlook and Power point. Must always be professional when serving colleagues and other stakeholders, be committed to serving people and finding ways to improve service delivery. Be willing to perform according to agreed standard and take responsibility for own work. Good communication (verbal and written) skills, good presentation skills. Able to account for own actions and provide clear reason and/or advice. Knowledge and integration of psycho-social theories, techniques and skills. Policy analysis and development, trend analysis, good report writing skills, conflict management skills, decision making, change management, financial management and good record keeping. A valid driver's license.

DUTIES : Conduct trends and needs analysis to identify psychosocial risk factors within the NPA work environment. Participate in the development, reviewing and evaluation of EHWP policies and processes. Coordinate the HIV/AIDS & TB Management, Health and Productivity Management and Wellness Management pillars within the NPA work environment. Provide technical advice and training to supervisors and line managers. Develop and facilitate trauma informed interventions relevant to NPA work environment. Coordinate and facilitate the implementation of health promotion initiatives. Track, analyse data and develop relevant interventions on sick leave and absenteeism management within the NPA work environment. Provide psychosocial counselling and support services to individuals and groups. Manage the allocated resources in the unit. Manage training and development of personnel according to agreed training interventions. Manage, train and give guidance to EHWP regional coordinators. Monitor the performance of external service providers. Coordinate the development and implementation of the EHWP marketing and advocacy initiatives.

ENQUIRIES : Faith Phuthi Semenya Tel No: 012 845 6906
APPLICATIONS : e mail Recruit2022111@npa.gov.za

POST 08/74 : **ICT ADMINISTRATOR**
 National Prosecutions Service

SALARY : R382 245 per annum (Level 09), (excluding benefits)
CENTRE : DPP: Cape Town Ref No: Recruit 2022/113
 DPP: Grahamstown Ref No: Recruit 2022/114
 DPP: Bloemfontein Ref No: Recruit 2022/146

REQUIREMENTS : An appropriate B Degree (NQF 7) or Three (3) year Diploma (NQF 6) in Information Technology or equivalent. Industry related qualification such as MCSE, MS SQL will be an added advantage. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Three years working experience in an IT environment. Knowledge of Microsoft Windows server 2012, Wide Area Network and User Administration, Active Directory 2012, Exchange 2010, Information Technology Infrastructure Library. LAN Administration. Knowledge of administering backup and security systems. Must have the ability to work under pressure. Reliable, organized and be able to work in a team and independently. Knowledge of Microsoft Office. Administration and communication skills. IT technical knowledge and application. Willing to work extended hours and willing to travel. Reliable, tolerant and determined. Valid driver's license required.

DUTIES : Manage and monitor network connectivity and servers. Provide support on Window Operating Systems and servers 2012 and MS Exchange client 2010. Ensure data is backed up on a regular basis as per schedule. Provide ICT support to computer users within the office. Log and troubleshoot all ICT problems and resolution. Keep website and intranet updated. Keep abreast of ICT and maintain library of information. Provide general end-user and VIP support. Liaise with third parties towards resolution of technical issues. Manage network security and performance. Ensure computer security and anti-virus updates. Control and approve access to server rooms. Monitor servers, racks and cooling systems. Oversee file management on centralized resource or on individual workstations. Monitor network and system performance. Provide administrative support to all ICT related issues. Prepare technical reports on

the operation of systems. Keep inventory of hardware and maintenance records. Ensure all software are properly licensed.

ENQUIRIES : DPP: Cape Town Francios Brandt Tel No: 021 487 7144
DPP: Grahamstown Nomfuneko Ntapane Tel No: 046 602 3000
DPP: Bloemfontein Lemmer Ludwick 051 410 6001

APPLICATIONS : DPP: Cape Town e mail Recruit2022113@npa.gov.za
DPP: Grahamstown e mail Recruit2022114@npa.gov.za
DPP: Bloemfontein e mail Recruit2022146@npa.gov.za

POST 08/75 : **ASSISTANT DIRECTOR: EMPLOYMENT EQUITY REF NO: RECRUIT 2022/115**
HRM & D - Human Resource Planning and Equity

SALARY : R382 245 per annum (Level 09), (excluding benefits)
CENTRE : Head Office - Pretoria
REQUIREMENTS : An appropriate B Degree (NQF 7) or Three (3) year Diploma (NQF 6) in the field of Human Resource Management, Administration or equivalent. Minimum of 3 years' experience in the field of Human Resource Management of which at least 1 year should be experience in the Employment Equity. Knowledge of public service legislation and regulations such as: Public Service Act, Public Service Regulations, Basic Conditions of Employment Act, Skills Development Act, Public Finance Management Act, Employment Equity Act, DPSA directives and Transformation prescripts. Computer literacy skills: MS Office suite, MS Excel, MS outlook and MS PowerPoint. Post specific Skills: Experience within an employment equity environment. Communication skills, Policy development and analysis skill, report writing skills, task/time management skills, conflict management skills, Interpersonal Relations, Planning and organizing skills, problem solving and project management skills, research and presentation skills. Supervisory and decision-making skills.

DUTIES : Coordinate input towards the development of EE plan/ Strategies and facilitate reporting. Ensure that the recruitment strategies of the NPA are aligned with the Employment Equity Plan. Provide guidance on the execution of the organization's employment equity strategies. Provide support to all the Employment Equity structures in the organization. Promote advocacy on Employment Equity programmes. Monitor and analyse the implementation of the Employment Equity plan. Provide administrative support to the NPA's Employment Equity structures. Draw-up EE plan in accordance with the HR Plan to reach designated groups within the NPA. Ensure the NPA employment equity matters are addressed accordingly. Provide guidance on recruitment and selection processes to reach targets. Participate in the development, review and implementation of all policies and procedures related to transformation programmes in the NPA. Assist with transformation related projects such as gender, diversity and disability as and when necessary. Provide inputs towards the development and implementation of the HR Plan as and when necessary. Compile monthly, quarterly and annual reports.

ENQUIRIES : Anna Mvubu Tel No: 012 845 6928
APPLICATIONS : e mail Recruit2022115@npa.gov.za

POST 08/76 : **ASSISTANT DIRECTOR: HUMAN RESOURCES MANAGEMENT REF NO: RECRUIT 2022/143**
HRM & D - Human Resource Management

SALARY : R382 245 per annum (Level 09), (excluding benefits)
CENTRE : Head Office – Pretoria
REQUIREMENTS : An appropriate B -degree (NQF level 7) or Three (3) year Diploma (NQF level 6). Minimum 3 years' experience in Human Resource Management dealing with recruitment and selection processes and procedures, staff provisioning, staff maintenance and staff exit. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Knowledge of legislation and regulations pertaining to public service administration, specifically the Public Service Act and Regulations, Employment Equity Act and Access to Information act. Understanding of the Public Service generally and Human Resources. Sound knowledge of labour and public service legislation. Good communication, liaison and presentation skills. Working knowledge of PERSAL (PERSAL certificates to be attached). A good command of computer literacy, including Microsoft Office Suite (Word, EXCEL, PowerPoint, Outlook). Ability to work under pressure. Good administration

		skills. People management and empowerment. Planning and prioritising skills. Customer focus and responsiveness. Problem solving and decision making. Management and leadership skills.
<u>DUTIES</u>	:	Monitor and ensure the implementation of recruitment and selection processes. Plan, execute and oversee recruitment of permanent and contract employees. Filling of positions in the organisation. Participate in policy formulation and project activities. Oversee all functions of staff provision, staff maintenance and staff exit. Oversee all functions of staff provision, staff maintenance and staff exit. Oversee all functions of staff provision, staff maintenance and staff exit. Approve transactions on PERSAL. Manage staff and unit. Train and develop staff. Train and develop staff.
<u>ENQUIRIES</u>	:	Emmy Tsienyane Tel No: 012 845 6208
<u>APPLICATIONS</u>	:	e mail Recruit2022143@npa.gov.za
<u>POST 08/77</u>	:	<u>FINANCIAL ANALYST REF NO: RECRUIT 2022/116</u> Asset Forfeiture Unit
<u>SALARY</u>	:	R382 245 per annum (Level 09), (excluding benefits)
<u>CENTRE</u>	:	Durban
<u>REQUIREMENTS</u>	:	An appropriate B Degree (NQF level 7) or Three (3) year Diploma (NQF level 6) in Accounting, Forensic Auditing or equivalent. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Three (3) years' experience in financial analysis or related. The ability to offer direction and leadership to a team of officials to ensure attainment of objectives. Seek opportunities to increase personal contribution and level of responsibility. Ability to perform administrative tasks efficiently, effectively and error free to provide a record of the activities/deliverables. Perform administrative tasks efficiently, effectively, and error free to provide a record of the activeness/deliverables. The means of formal, clear and persuasive presentation of facts and ideas. Communication includes the ability to convey messages to individuals and groups at the appropriate time and to incorporate listening proficiencies so as to identify ideas, attitudes and actual content. Written and verbal communication. Must be able to plan and organize work, and distinguish between urgent and important tasks/activities. Must be able to achieve excellent in delivering the planned customer service outcomes (i.e. service levels and standards) for the NPA and ensure a highest level of customer care and customer satisfaction. Must be able to identify and solve problems by analyzing situations and apply critical thinking in order to resolve problems and decide on courses of action and implement the solutions developed in order to overcome problems and constraints.
<u>DUTIES</u>	:	Capture and convert raw data into usable information. Conduct analysis of information gathered. Provide administrative support with regard to financial information.
<u>ENQUIRIES</u>	:	Joyce Marogoa Tel No: 012 845 6700
<u>APPLICATIONS</u>	:	email Recruit2022116@npa.gov.za
<u>POST 08/78</u>	:	<u>ASSISTANT DIRECTOR: STRATEGY SUPPORT REF NO: RECRUIT 2022/117</u> Strategy Management Office
<u>SALARY</u>	:	R382 245 per annum (Level 09), (excluding benefits)
<u>CENTRE</u>	:	Pretoria: Head Office
<u>REQUIREMENTS</u>	:	An appropriate B Degree (NQF 7) or Three (3) year Diploma (NQF 6) in Strategic Management or equivalent. Minimum three years relevant experience in the Strategic Management environment or Performance information management, monitoring and evaluation. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Sound knowledge of relevant legislation and framework governing Strategic Planning. Understanding of the strategic planning process and planning cycle. Good planning and organizing, written verbal communication skills. Good problem solving and people skills. High level of reliability and to act with tact and discretion. Knowledge of the relevant legislation, policies and procedures applicable in the public sector. Strong computer skills and knowledge of MS Word, Excel, Outlook and PowerPoint.
<u>DUTIES</u>	:	Provide support with regard to the coordination and facilitation of strategic and annual operational planning process. Initiate the development of strategic

concept document, prepare agenda and logistical services. Develop, update and maintain the planning schedule. Develop and distribute Annual Performance and Annual Operation Plans templates. Coordinate the development of Annual Performance and Operational Plans by business units. Facilitate during Annual Operational Planning sessions. Compile, moderate the annual performance plan, annual operational plans and ensure alignment to planning framework. Provide administrative support services within the Directorate. Participate in the development and reviewing of strategy management policies and processes. Keep records of approved plans. Prepare planning packs and any other logistical issues to ensure smooth and effective delivery of planning session. Provide inputs towards the monthly and quarterly performance reporting for the Directorate.

ENQUIRIES : Makgomo Thupana Tel No: 012 845 6176
APPLICATIONS : e mail Recruit2022117@npa.gov.za

POST 08/79 : **THUTHUZELA CARE CENTRE: SITE CO-ORDINATOR**
 Sexual Offences and Community Affairs

SALARY : R321 543 per annum (Level 08), (excluding benefits)
CENTRE : TCC: Edendale Ref No: Recruit 2022/118
 TCC Galeshewe Ref No: Recruit 2022/119
 TCC Springbok Ref No: Recruit 2022/120
 TCC Uppington Ref No: Recruit 2022/121

REQUIREMENTS : An appropriate B Degree (NQF 7) or Three (3) year Diploma (NQF 6) in Law/ Social Sciences or equivalent. Minimum two years relevant experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Excellent report writing and verbal communication skills, innovative and proactive. Decisive under pressure and solution orientated. Good planning and supervisory experience. Leadership, people management and empowerment. Sound coordination, administrative skills and counselling experience. Strong Stakeholder Management experience. Knowledge of Rape care management. Working knowledge of court and police processes General computer literacy and knowledge of programs in Microsoft Office (Word, Excel, Outlook and PowerPoint).

DUTIES : Manage and prioritize matters. Liaise with medical offices and nurses to ensure that medical examinations take place. Liaise with police for statement taking. Contact prosecutor to liaise with police. Contact other relevant government departments or NGO's for services required to survivor. Arrange transport for survivor and ensure service is available. Assist and give necessary support to the rape survivor if required. Arrange and co-ordinate meetings between role-players to deal with difficulties. Execute a variety of administrative tasks for line function departments: controlling documents, drafting documents. Rendering advice to personnel with regards to official matters. Keep a database of survivors accessing services. Submit monthly and quarterly reports on work activities. Host a range of donors, government etc that will visit the Centre. Other related duties deemed necessary.

ENQUIRIES : Mr William Matlala Tel No: 012 845 6637
APPLICATIONS : TCC: Edendale e mail Recruit2022118@npa.gov.za
 TCC Galeshewe e mail Recruit2022119@npa.gov.za
 TCC Springbok e mail Recruit2022120@npa.gov.za
 TCC Uppington e mail Recruit2022121@npa.gov.za

POST 08/80 : **REGIONAL COMMUNICATIONS OFFICER REF NO: RECRUIT 2022/156**
 Communications Unit

SALARY : R321 543 per annum (Level 08), (excluding benefits)
CENTRE : DPP: Grahamstown
REQUIREMENTS : An appropriate B Degree (NQF 7) or Three (3) year Diploma (NQF 6). Minimum three years' experience in communications and media environment. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Excellent understanding of public relations principles. Excellent communication (oral and written) skills. Project management skills. Good understanding of branding and event management. Organizational skills. Ability to work under pressure. Must be prepared to travel extensively on a regular basis. Practical experience in employee engagement projects. Ability and confidence to work on own initiative. Highly organized and

<u>DUTIES</u>	:	able to function effectively under pressure. Ability to work flexible and outside working hours when necessary. Ability to function and interact at all levels.
	:	Co-ordinate all communications activities and responsibilities for the office of the Director of Public Prosecutions (Eastern Cape Division), in liaison with head office in Pretoria. A spokesperson for the region. Media liaison and media relationship management in the region, Community outreach and event management, Branding, promotions and photography, internal communications and other duties as required as required from time to time. To provide communications support services both internally and externally in promoting the image of NPA. Implement and execute communications strategy, business plan and objectives. Compile monthly and quarterly reports. Manage media monitoring and analysis. Identify platforms for the visibility and profiling of the DDPP in media and manage publicity plans.
<u>ENQUIRIES APPLICATIONS</u>	:	Bulelwa Makeke Tel No: 012 845 6821
	:	e mail Recruit2022109@npa.gov.za
<u>POST 08/81</u>	:	<u>VICTIM ASSISTANT OFFICER</u> Sexual Offences and Community Affairs
<u>SALARY CENTRE</u>	:	R261 372 per annum (Level 07), (excluding benefits)
	:	TCC Upington Ref No: Recruit - 2022/122
	:	TCC: Port Shepstone Ref No: Recruit 2022/123
<u>REQUIREMENTS</u>	:	An appropriate B Degree (NQF 7) or Three (3) year Diploma (NQF 6) in Social Sciences/ Behavioural Studies or equivalent. Minimum one year working experience in gender-based violence environment. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Excellent report writing and verbal communication skills, innovative and proactive. Decisive under pressure and solution orientated. Knowledge of Rape care management. Working knowledge of court and police processes General computer literacy and knowledge of programs in Microsoft Office (Word, Excel, Outlook and PowerPoint).
<u>DUTIES</u>	:	Provide victim assistance services within the Thuthuzela Care Centre. Receive and establish early contact with the victim on the first day of reporting. Make follow through within a week of reporting. Access and respond to the need of victim and identify the victims needs for counselling and specific services. Refer victim for court preparation when the court date has been set. Ensure that a place of safety is provided where needed. Refer victim for psychological therapy or any needs. Receive and attend to any complaint from victims with regard to the possible delay on the case and accelerate the matter to the relevant stakeholder. Liaise with the site coordinator about the support services that have been provided to the victim or where the victim has been referred to and contact details of stakeholders. Maintain a cooperative approach with other role players to help a victim holistically to increase the conviction rate. Liaise with other role players on the progress of the case. Keep victim notified on the progress of the case. Conduct community awareness sessions. Compile monthly statistics.
<u>ENQUIRIES APPLICATIONS</u>	:	William Matlala Tel No: 012 845 6637
	:	TCC Upington e mail Recruit2022122@npa.gov.za
	:	TCC: Port Shepstone e mail Recruit2022123@npa.gov.za
<u>POST 08/82</u>	:	<u>ADMINISTRATION OFFICER REF NO: RECRUIT 2022/124 (X2 POSTS)</u> Office for Witness Protection
<u>SALARY CENTRE</u>	:	R261 372 per annum (Level 07), (excluding benefits)
	:	Pretoria: Head Office
<u>REQUIREMENTS</u>	:	An appropriate B Degree (NQF level 7) or Three (3) year Diploma (NQF 6). Minimum two years relevant experience in performing general administrative functions. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. General computer literacy skills and knowledge in programs such as MS Word, Excel and Outlook. Knowledge of the PFMA Act, Treasury regulations and other government related legislations. Able to handle and record cash transactions and know how to account for public funds according to the PFMA. Knowledge of Accounting and Asset Management. Good Communication, liaison and presentation skills. Ability to work independently and under pressure. Willingness to travel. Good administration skills. Planning and prioritizing skills. Willing to undergo security clearance. A valid driver's license (Proof attached).

DUTIES : Assist in managing support services. General office administration. Management and governance. Capturing of financial records. Record keeping. Management accounting. Asset management.

ENQUIRIES : Kamohelo Tsubella Tel No: 012 845 6925

APPLICATIONS : e mail Recruit2022124@npa.gov.za

POST 08/83 : **ADMINISTRATION OFFICER: FINANCE REF NO: RECRUIT 2022/125**
Office for Witness Protection

SALARY : R261 372 per annum (Level 07), (excluding benefits)

CENTRE : Free State: Bloemfontein

REQUIREMENTS : An appropriate B Degree (NQF level 7) or Three (3) year Diploma (NQF 6). Minimum two years relevant experience in the field of Finance and Administration. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Experience in cash handling and cash management. Knowledge of legislation and regulations pertaining to PFMA Act, Treasury regulations and other government related legislations. Knowledge of Accounting and Asset Management. Good Communication, liaison and presentation skills. Computer Literacy, including Microsoft office suite (Word, Excel, PowerPoint and Outlook). Ability to work independently and under pressure. Willingness to travel. Good administration skills. People management and empowerment. Planning and prioritizing skills. Problem solving and decision making. A valid driver's license required.

DUTIES : Ensure proper management of the finances including cash management, internal bank transfers and EFT Payments. Ensure proper usage, management and replenishment of the office Petty Cash. Proper document management of all financial transactions on the covert accounts. Compilation and timeous submission of cash book & petty cash register. Assisting in contributing to cash flow request by ensuring correct inputs to the regional budget. Process and assist in the management of all payments and transactions of covert accounts. Assist in the provisioning of travelling and accommodation services. Responsible for correct financial reporting and administration. Ensure expenditure is complete and correct. Conduct extensive communication as it relates to operational and management of finances. Work under pressure and ensure adherence to timelines.

ENQUIRIES : RM Kgosana Tel No: 051 410 3517

APPLICATIONS : e mail Recruit2022125@npa.gov.za

POST 08/84 : **PRINCIPAL HUMAN RESOURCES OFFICER REF NO: RECRUIT 2022/126**
HRM & D - Organisational Development

SALARY : R261 372 per annum (Level 07), (excluding benefits)

CENTRE : Pretoria: Head Office

REQUIREMENTS : An appropriate B Degree (NQF 7) or Three (3) year Diploma (NQF 6). At least two years' experience in the post establishment environment. PERSAL Establishment Certificate obtained from SITA. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. In depth knowledge of legislation and regulations pertaining to Public Service administration specifically the Public Service Act, Knowledge of Human Resources in general and Information management. Strong organizational skills. Excellent written and verbal communication skills, innovative and proactive. Willing to travel and work extended hours. General computer literacy skills and knowledge in programs such as MS Word, Excel, MS Outlook and PowerPoint, Visio and Equate. Experience in working on PERSAL. Valid driver's license.

DUTIES : Implement post establishment transactions on PERSAL. Change of job title, movement with the post, abolishment of posts, create permanent or contract posts, amend post levels, etc. Align post establishment to the organisational structure. Allocate vacant posts for advertisement, interview reports, transfer and acting allowance. Render post establishment administrative support. File approved memoranda and maintain records. Maintain post establishment electronic records. Provide guidance on post establishment processes and procedures.

ENQUIRIES : Eunice Mokwatlo Tel No: 012 845 6168

APPLICATIONS : e mail Recruit2022126@npa.gov.za

<u>POST 08/85</u>	:	<u>COURT PREPARATION OFFICER REF NO: RECRUIT 2022/151</u> National Prosecutions Service
<u>SALARY</u>	:	R261 372 per annum (Level 07), (excluding benefits)
<u>CENTRE</u>	:	CPP: Ladysmith (Newcastle)
<u>REQUIREMENTS</u>	:	An appropriate B Degree (NQF level 7) or Three (3) year Diploma (NQF 6) in Social Science/Behavioural Studies or equivalent. At least one year working experience which includes experience gained during training. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Sound co-ordination and counselling experience. Ability to work well with children. Knowledge of the Criminal Justice System. Excellent administrative skills, good communication skills and problem solving skills.
<u>DUTIES</u>	:	Provide holistic and integrated care for the victims of crime, customers and witnesses within the court environment. Prevent secondary traumatization by providing a safe and secure environment in which to testify. Implement court preparation for children and adult victims of crime, customers and witnesses and perform all other duties in relation thereto. Liaise with and report to the Prosecutor/Manager. Perform all duties in accordance with general accepted court preparation technique.
<u>ENQUIRIES</u>	:	Thabsile Radebe Tel No: 033 392 8753
<u>APPLICATIONS</u>	:	e mail Recruit2022151@npa.gov.za
<u>POST 08/86</u>	:	<u>SUPPLY CHAIN CLERK: SUPERVISOR REF NO: RECRUIT 2022/160</u> National Prosecuting Service
<u>SALARY</u>	:	R261 372 per annum (Level 07), (excluding benefits)
<u>CENTRE</u>	:	DPP Mthatha
<u>REQUIREMENTS</u>	:	An appropriate B Degree (NQF level 7) or Three (3) year Diploma (NQF 6). Minimum two years' relevant experience in Supply Chain. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Knowledge of finance & financial systems (BAS, Logis etc) Knowledge of public administration, finance and supply chain policies. Ability to develop systems, policies and procedures, strong organizational, decision making and leadership skills. General computer literacy skills and knowledge in programs such as MS Word, PowerPoint, Excel, etc. Strong interpersonal presentation and communication skills. Ability to work independently without close supervision. A valid driver's license.
<u>DUTIES</u>	:	Manage and or Supervise and render asset management clerical services. Oversee the compilation and maintenance of records. Verify the issuing of equipment and accessories to components and individuals in need. Identify redundant, non-serviceable and obsolete equipment for disposal. Oversee the verification of the asset register. Supervise and render demand and acquisition clerical services. Responsible for facilities management (administration of the NPA building). Update and maintain supplier (including contractors) database. Ensure that suppliers are captured and registered on the system. Request and receive quotations. Capture specification on the electronic purchasing system. Ensure that all orders are placed on time. Issue and receive bid documents. Provide secretariat or logistical support during the bid consideration and contracts conclusions. Supervise and undertake logistical support services. Manage state vehicles and ensure that they are well maintained. Check, place and verify orders for goods. Receive and verify goods from suppliers. Capture and ensure that goods are captured in registers and databases. Receive request for goods from end users. Issue goods to end users. Check and maintain goods registers. Update and ensure the maintenance of the register of suppliers. Supervise human resources/staff. Allocate and ensure quality of work. Personnel development. Assess staff performance. Apply discipline.
<u>ENQUIRIES</u>	:	Tulisa Sibindlana Tel No: 047 501 2669
<u>APPLICATIONS</u>	:	e mail Recruit2022160 @npa.gov.za
<u>POST 08/87</u>	:	<u>ADMINISTRATION OFFICER REF NO: RECRUIT 2022/131</u> Special Commercial Crime Unit
<u>SALARY</u>	:	R261 372 per annum (Level 07), (excluding benefits)
<u>CENTRE</u>	:	Pretoria Head Office
<u>REQUIREMENTS</u>	:	An appropriate B Degree (NQF 7) or Three (3) year Diploma (NQF 6) Basic knowledge of PFMA and treasury Regulations. Sound planning and organizing skills, Good verbal and written communication skills. Demonstrable

competency in acting Independently, Professionally, Accountable and with Credibility. Excellent communication and administrative skills. Knowledge of how to manage donor funding will be added advantage. Excellent administrative skill and problem-solving skills. Computer skills such as MS Word, Excel, MS Office suite and Outlook. Ensure compliance with NPA policies and guidelines and all relevant prescripts. Basic numeracy skills.

DUTIES : Co-ordinate donor funds and liaising with the regions and stakeholders. Assisting with coordinating training and workshops for the regions. Process the payments for the service providers. Render support in the compilation and control budget. Carry out task relating to the acquisition, supply and distribution of inventory in accordance with procurement policy. Administer stationary in a unit and manage petty cash. Design and keep a well organised administrative system for the office. Liaise with corporate service with all matters pertaining to the administrative functioning of the office. Render general administrative support such as filing, photocopying, faxing, receiving and dispatching documents.

ENQUIRIES : Bonakele Jali Tel No: 012 845 6395
APPLICATIONS : e mail Recruit2022131@npa.gov.za

POST 08/88 : **ADMINISTRATIVE CLERK REF NO: RECRUIT 2022/130**
Strategy Management Office

SALARY : R176 310 per annum (Level 05), (excluding benefits)
CENTRE : Pretoria: Head Office
REQUIREMENTS : Grade 12 or equivalent. Computer literate (MS Office suite, MS Word, MS Excel MS Power point and MS Project). Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Knowledge in administration and general functions. Ability to perform administrative task efficiently and effectively. Able to work independently and also as part of a team. Ability to multi-task and general administrative capabilities including reception duties. Must be able to plan and organize work and distinguish between urgent and important tasks/ activities. Ability to work under pressure. Honesty, highly reliable, hard worker and determined. Interpersonal skills and excellent communication (verbal and written) and administrative skills.

DUTIES : Provide general clerical / secretarial support services with the Directorates. Operates office equipment like fax machines and photocopiers. Collect relevant documents to enable the Manager to perform their duties. Ensure the effective flow of information and documents to and from the office of the Director/s. Facilitate travel and accommodation arrangements. Render administrative support services. Ensure the safekeeping of all documents within the Directorates in line with the relevant legislation and policies. Draft documents as required. File and retrieve documents as required. Provide inputs in terms of the procurement of goods and services. Provide support to the Manager regarding meetings. Collects and compile all necessary documents for the Director/s. Coordinate logistical arrangements for meetings when required. Take minutes during the Directorate's meeting.

ENQUIRIES : Toni Skhosana Tel No: 012 845 6833
APPLICATIONS : e mail Recruit2022130@npa.gov.za

POST 08/89 : **ADMINISTRATIVE CLERK REF NO: RECRUIT 2022/132**
National Prosecutions Service

SALARY : R176 310 per annum (Level 05), (excluding benefits)
CENTRE : DPP: Johannesburg
REQUIREMENTS : Grade 12 or equivalent. 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 NPA policies and procedures relevant to the job functions. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Excellent communication and administrative skills. Good verbal and written communication skills. Excellent administrative skill and problem-solving skills. Computer skills such as MS Word, Excel, MS Office suite and Outlook. Flexibility. Documentation administration, planning and organization skills.

DUTIES : Operations administration services. Ensure compliance with the NPA policies and guidelines and all other relevant legislative prescripts. Provide case administration services. Ensure incoming correspondence case types

assigned to the litigation and/or appeals section are processed, and relevant case files are opened and cross referenced. Provide court administration services. Assist with the efficient management of court rolls. Provide case records services.

ENQUIRIES : Khensani Manganye Tel No: 011 220 4266
APPLICATIONS : e mail Recruit2022132@npa.gov.za

POST 08/90 : **ADMINISTRATIVE CLERK REF NO: RECRUIT 2022/133 (X3 POSTS)**
National Prosecutions Service

SALARY : R176 310 per annum (Level 05), (excluding benefits)
CENTRE : CPP: Johannesburg
REQUIREMENTS : Grade 12 or equivalent. 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 NPA policies and procedures relevant to the job functions. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Excellent communication and administrative skills. Good verbal and written communication skills. Excellent administrative skill and problem-solving skills. Computer skills such as MS Word, Excel, MS Office suite and Outlook. Flexibility. Documentation administration, planning and organization skills.

DUTIES : Operations administration services. Ensure compliance with the NPA policies and guidelines and all other relevant legislative prescripts. Provide case administration services. Ensure incoming correspondence case types assigned to the litigation and/or appeals section are processed, and relevant case files are opened and cross referenced. Provide court administration services. Assist with the efficient management of court rolls. Provide case records services.

ENQUIRIES : Nora Malahlela Tel No: 011 220 4274
APPLICATIONS : e mail Recruit2022133@npa.gov.za

POST 08/91 : **ADMINISTRATIVE CLERK REF NO: RECRUIT 2022/134**
National Prosecutions Service

SALARY : R176 310 per annum (Level 05), (excluding benefits)
CENTRE : CPP: Witbank
REQUIREMENTS : Grade 12 or equivalent qualification. Sound planning and organizing skills. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Excellent communication and administrative skills. Good verbal and written communication skills. Customer focus and responsiveness. Excellent administrative skill and problem-solving skills. Good analytical skills. Computer skills such as MS Word, Excel, MS Office suite and Outlook. Writing skills and task time management skills.

DUTIES : Provide high level administrative support to the office. Design and keep a well organized administrative system for the office. Draft correspondence to members of the public, other organizations and state Department. Liaise with corporate services with all matters pertaining to the administrative functioning of the office. Provide administrative support to legal staff, logistical and human resources. Deliver mails and faxes within the office and render general administrative support such as filing, photocopying, faxing, receiving and dispatching of documents. Execute a wide variety of administrative tasks. Provide administrative support to staff in human resources, finance, procurement and logistical services.

ENQUIRIES : Tebogo Millicent Mashile Tel No: 013 045 0686
APPLICATIONS : e mail Recruit2022134@npa.gov.za

POST 08/92 : **ADMINISTRATIVE CLERK REF NO: RECRUIT 2022/135**
National Prosecutions Service

SALARY : R176 310 per annum (Level 05), (excluding benefits)
CENTRE : CPP: Bloemfontein (Phuthaditjhaba)
REQUIREMENTS : Grade 12 or equivalent qualification. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Excellent communication and administrative skills. Report writing, good verbal and written communication skills. Customer focus and responsiveness. Excellent administrative skill and problem-solving skills. Good analytical skills. Computer

skills such as MS Word, Excel, MS Office suite and Outlook. Documentation administration, writing skills and task time management skills.

DUTIES : Provide high level administrative support to the office. Design and keep a well organised administrative system for the office. Execute a wide variety of administrative tasks. Provide administrative support to staff in human resources, finance, procurement and logistical services.

ENQUIRIES : Lemmer Ludwick Tel No: 051 410 6001
APPLICATIONS : e mail Recruit2022135@npa.gov.za

POST 08/93 : **ADMINISTRATIVE CLERK REF NO: RECRUIT 2022/153**
National Prosecutions Service

SALARY : R176 310 per annum (Level 05), (excluding benefits)
CENTRE : DPP: Grahamstown (PCLU)
REQUIREMENTS : Grade 12 or equivalent qualification. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Basic knowledge of PFMA and Treasury Regulations. Sound planning and organizing skills written and verbal communication skills. General computer literacy skills and knowledge in programs MS Word; Excel: Power Point and Outlook. Strong interpersonal and communication skills. Ability to act independently. Ensure compliance with NPA policies and guidelines and all relevant prescripts. Basic numeracy skills.

DUTIES : Process the payments for the service providers for the unit e.g. Substance and travelling claims, cellphone claims. Render support in the compilation and control budget. Carry out tasks relating to the acquisition, supply and distribution of inventory in accordance with procurement policy. Administer stationery in a unit and manage petty cash. Design and keep a well organized administrative system for the office. Liaise with corporate service with all matters pertaining to the administrative functioning of the office. Render general administrative support such as filing, photocopying, faxing, receiving and dispatching by documents.

ENQUIRIES : Bonisile Vinjwa Tel No: 012 842 1459
APPLICATIONS : e mail Recruit2022153@npa.gov.za

POST 08/94 : **SWITCHBOARD OPERATOR**
National Prosecutions Service

SALARY : R147 459 per annum (Level 04), (excluding benefits)
CENTRE : DPP: Johannesburg Ref No: Recruit 2022/127
DPP: Mmabatho Ref No: Recruit 2022/128
DPP: Bloemfontein Ref No: Recruit 2022/129 (Re-advert)

REQUIREMENTS : Grade 12 or equivalent qualification. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Must be computer literate (Word, Excel, Outlook and PowerPoint). Excellent organizational and planning skills. Good communication and administrative skills. Ability to work independently and under pressure. Integrity, reliable, tolerant and determined. Able to act independently. Able to work extended hours. Excellent administration skills.

DUTIES : Answer all incoming calls. Keep staff extension numbers register up to date and change register when staff changes offices. Registration of daily incoming inquest in the section. Report faulty machines when out of order. Attend to public at reception. Sort out incoming faxes and distribute to relevant officials. Maintain register of outgoing mail. Maintain telephone list.

ENQUIRIES : Khensani Manganye Tel No: 011 220 4266
DPP: Mmabatho Flora Kalakgosi 018 381 9038
DPP: Bloemfontein Lemmer Ludwick 051 410 6001

APPLICATIONS : DPP: Johannesburg e mail Recruit2022127@npa.gov.za
DPP: Mmabatho e mail Recruit2022128@npa.gov.za
DPP: Bloemfontein e mail Recruit2022129@npa.gov.za

OFFICE OF THE CHIEF JUSTICE

The Office of the Chief Justice is an equal opportunity employer. In the filling of vacant posts, the objectives of section 195(1)(i) of the Constitution of South Africa, 1996, the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act55) of 1998) and the relevant Human Resources policies of the Department will be taken into consideration and preference will be given to Women and Persons with Disabilities.

**APPLICATIONS**

- : **National Office:** Midrand: Quoting the relevant reference number, direct your application to: The Director: Human Resources, Office of the Chief Justice, Private Bag X10, Marshalltown, 2107. Applications can also be hand delivered to the Office of the Chief Justice, Human Resource Management, 188, 14th Road, Noordwyk, Midrand, 1685.
- : **Gauteng Division:** Johannesburg/ Pretoria/ Labour and Labour Appeals Court: Johannesburg/ Provincial Service Centre: Gauteng: Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X7, Johannesburg, 2000. Applications can also be hand delivered to the 12th floor, Cnr Pritchard and Kruis Street, Johannesburg.
- : **Mpumalanga:** Quoting the relevant reference number, direct your application to: The Provincial Head: Office of the Chief Justice, Private Bag X 20051, Mbombela 1211. Applications can also be hand delivered to, Mpumalanga Division of the High Court, Office of the Chief Justice Provincial Service Centre, 311 Samora Machel Drive, Mbombela, 1200.
- : **Eastern Cape High Court (Qqeberha)/Bisho:** Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Postal Address: Private Bag x 13012, Cambridge 5206, East London. Applications can also be hand delivered to 59 Western Avenue, Sanlam Park Building, 2nd Floor, Vincent 5242, East London.
- : **Thohoyandou:** Quoting the relevant reference number, direct your application to: Provincial Head, Office of the Chief Justice Service Centre, Limpopo, Private Bag X9693, Polokwane, 0700. Applications can also be hand delivered to the High Court of South Africa: Limpopo Division, Polokwane, 36 Biccard & Bodenstein Street, Polokwane, 0699.
- : **Kimberley:** Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag x5043, Kimberley, 8300. Applications can also be hand delivered to: The High Court, Sol Plaaitye Drive, Room B107, Kimberley.

CLOSING DATE
NOTE

- : 18 March 2022
- : All applications must be in a NEW Z83 form, which can be downloaded on internet at www.judiciary.org.za/ www.dpsa.gov.za/dpsa2g/vacancies.asp or obtainable from any Public Service Department. Each application form must be fully completed, duly signed and initialled by the applicant. The application must indicate the correct job title, the office where the position is advertised and the reference number as stated in the advert. Failure to fully complete the form, sign and initial by the applicant will lead to disqualification of the application during the selection process. Received applications using the old Z83 will not be considered. A recent comprehensive CV; contactable referees (telephone numbers and email addresses must be indicated); copies of qualifications and Identity Document and driver's license (where appropriate) and any other relevant documents should be attached (Only shortlisted candidates will be required to submit certified documents/copies on or before the day of the interviews). Should you be in a possession of foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). All non-SA citizens must attach a copy of proof of permanent residence in South Africa to their applications. Dual citizenship holder must provide the Police Clearance certificate from country of origin. Applications that do not comply with the above mentioned requirements will not be considered. Suitable candidates will be subjected to a personnel suitability check (criminal record, financial checks, qualification verification, citizenship checks, reference checks and employment verification). Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date of

this advertisement, please accept that your application was unsuccessful. The Department reserves the right not to make any appointment(s) to the advertised post(s). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. The Department does not accept applications via fax or email. Failure to submit all the requested documents will result in the application not being considered during the selection process. Office of the Chief Justice is an equal opportunity employer. In the filling of these posts, the Employment Equity Plan of the Department will be taken into consideration and preference will be given to Women and Persons with Disabilities. 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. Applicants could be required to provide consent for access to their social media accounts. Prior to appointment for SMS, 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/>. All successful candidate will be expected to enter into an employment contract and a performance agreement within 3 months of appointment, as well as be required to undergo a security clearance three (3) months after appointments.

OTHER POSTS

- POST 08/95** : **DEPUTY DIRECTOR: STATISTICIAN REF NO: 2022/41/OCJ**
Re-advertisement Candidates who previously applied are encouraged to re-apply
- SALARY** : R744 255 – R876 705 per annum, (all-inclusive remuneration package). The successful candidate will be required to sign a performance agreement.
- CENTRE** : National Office: Midrand
- REQUIREMENTS** : Grade 12 and a three-year National Diploma/Degree in BSc/ BCom/ BTech or equivalent qualification at NQF Level 6 (360 Credits) and majoring in Statistics. A minimum of five (5) years' practical and relevant experience in Statistical Analysis, which include middle management experience. A valid driver's license. Skills and Competencies: Analytical skills. Communication skills (verbal & written). Computer skills (Ms Office, SPSS & SAS. Software). Project management. Interpersonal skills. Numerical skills. Ability to work under pressure. Shortlisted candidates will be subjected to a practical assessment in statistical analysis.
- DUTIES** : Design and develop data collection tools. Oversee the end-to-end data collection, process. Oversee the data processing, verification and validation process. Establish various channels for the collection of data via the Provincial Centres, Superior Courts. Collate, analyse and interpret statistics. Produce statistical, publications, reports, newsletters and presentations. Develop and maintain, databases containing various datasets. Develop sampling and basic sampling, statistical methods and also estimation and interpretation of results resulting from, the aforementioned. Apply general statistical theory and principle that is descriptive, statistics and inferential statistics application. Train and develop data producers on, the utilization of information systems/ data collection tools, data analysis and interpretation. Apply standing instructions, policies and procedures/guidelines to generated reports.
- ENQUIRIES** : Technical related enquiries: Mr M Ndlovane Tel No: (010) 493 2565
HR related enquiries: Ms C Gideon Tel No: (010) 493 2500/2528
- POST 08/96** : **DEPUTY DIRECTOR: FINANCIAL MANAGEMENT REF NO: 2022/42/OCJ**
- SALARY** : R744 255 – R876 705 per annum, (all-inclusive remuneration package). The successful candidate will be required to sign a performance agreement.
- CENTRE** : Mpumalanga Provincial Service Centre
- REQUIREMENTS** : Grade 12 and a three-year National Diploma/Degree in Public Finance and/ Auditing or equivalent qualification at NQF Level 6 (360 Credits). A minimum

of five (5) years' experience in Finance and Supply Chain Management environment of which three (3) years should be at supervisory level. Skills and Competencies: Knowledge of asset management, financial management and accounting. Knowledge of financial and operational prescripts that governs the department and public sector. Knowledge of GRAP/GAAP, Financial Management and Accounting. Sound track record in Financial Accounting in the Public Service or entities. Knowledge of Public Finance Management Act (PFMA) and National Treasury Regulations. Knowledge of financial and operational prescripts that governs the Department and Public Sector. Knowledge of transversal systems used in the Department e.g BAS, PERSAL and JYP. Knowledge of budgeting of Vote Account. Must have budgeting knowledge and skills. Must have payroll and basic conditions of service knowledge. A valid driver's license. Skills and competencies: Communications skills (written and verbal). Problem solving and decision making skills. Ability to work under pressure and meet deadlines. Computer literacy (MS Word, Excel, Power Point and Outlook). Numerical, analytical, reporting and financial skills. Assertiveness, accuracy and attention to detail.

DUTIES : Advise and assist the Director Court Operations in the exercise of powers, functions assigned and delegations. Ensure the effective implementation of the Public Finance Management Act (PFMA) and Treasury Regulations. Ensure compliance with the best practice accounting norms and standards. Manage, monitor and implement financial systems and accounts control. Prepare financial statements. Facilitate internal and external audits. Manage bookkeeping and financial quality control services. Establish and maintain effective, efficient and transparent system and internal control. Determine the long-term direction of court finance services and relate these to present future strategic goals. Manage and direct the Finance Directorates staff and budgets. Manage all supply chain management for the province. Ensure compliance with all applicable asset management policies and procedures.

ENQUIRIES : Technical enquiries: Ms J Ngobeni Tel No: (013) 758 0000
HR related queries: Mr M Jele/ Mr V Maeko Tel No: (013) 758 0000

POST 08/97 : **ASSISTANT DIRECTOR: EMPLOYEE HEALTH AND WELLNESS REF NO: 2022/43/OCJ**

SALARY : R382 245 – R450 255 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE REQUIREMENTS : National Office: Midrand
Grade 12 and a three-year National Diploma/Degree in Psychology/ Social Studies or any equivalent qualification at NQF Level 6 (360 Credits). Registered with relevant body plus minimum of three (3) years' practical and relevant experience in Employee Health and Wellness (EHW). A valid driver's license. Skills and Competencies: Analytical skills. Communication skills (verbal & written). Computer skills (Ms Office). Project management. Interpersonal skills. Numerical skills. Ability to work under pressure.

DUTIES : The successful candidate will be responsible for implementing and ensuring compliance on the following policies and standards: HIV & AIDS and TB Management, Health and Productivity Management, Wellness Management, Safety, Health, Environment, Risk and Quality Management (SHERQ). Conduct diagnostic assessment, short-term interventions, referral and follow-up services. Consult and train relevant stakeholders on EHW procedure. Manage all contractual agreements with the Service Provider. Facilitate and coordinate Employment Equity activities within the department.

ENQUIRIES : Technical enquiries: Mr W Mekoa Tel No: (010) 493 2500/2526
HR related enquiries: Ms L Kwinika Tel No: (010) 493 2500/2578

POST 08/98 : **SENIOR COURT INTERPRETER REF NO: 2022/44/OCJ**

SALARY : R261 372 – R307 890 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE REQUIREMENTS : High Court Thohoyandou
Grade twelve (12) plus a three-year National Diploma in Legal Interpreting or equivalent qualification at NQF Level 6 (360 Credits). A minimum of three (3) years practical, experience in Court Interpreting or Grade twelve (12) and ten (10) years, practical experience in Court Interpreting. Candidates will be required to undergo Oral Language proficiency testing. Skills and Competencies: Excellent communication skills (written and verbal). Computer,

- literacy (MS Office). Good interpersonal relations. Ability to work under, pressure and solve problems. Accuracy and attention to detail. Customer, services. Planning and organising skills, Confidentiality. Analytical thinking, Listening skills. Ability to work independently, to be meticulous, to think logically, and to practice good time management. Languages Proficiency: English, Tshivenda, Xitsonga, Sepedi. Knowledge of either Shona, Isi-Zulu, Isi-Ndebele, Afrikaans or Setswana will be added advantage.
- DUTIES** : Render interpreting services in criminal court, civil court, labour and quasi-judicial proceedings. Rendering interpreting services during consultations, Translate legal documents and exhibits. Assist with reconstruction of court records. Develop terminology and coin words. Control and supervision of Interpreters. Perform specific line and administrative support functions to the Judiciary, Court Manager and Supervisor.
- ENQUIRIES** : Technical related enquiries: Mr MP Netshilulu Tel No: (015) 495 1741
HR related enquiries: Ms RF Mathobela/ Ms. EM Ramaphakela: Tel No: (015) 495 1758/1744
- POST 08/99** : **SENIOR COURT INTERPRETER REF NO: 2022/45/OCJ**
- SALARY** : R261 372 – R307 890 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Gauteng Local Division Of The High Court: Johannesburg
- REQUIREMENTS** : Grade twelve (12) plus a three-year National Diploma in Legal Interpreting or equivalent qualification on NQF Level 6 (360 Credits). A minimum of three (3) years practical, experience in Court Interpreting or Grade twelve (12) and ten (10) years in Court interpreting, practical experience in Court Interpreting. Proficiency in English and two- or more indigenous languages (Tshivenda, Xitsonga, Sepedi, Southern Sotho, Venda, Isiswati, IsiXhosa). Knowledge of either Shona, Isi-Zulu, Setswana. Knowledge of any foreign language, Isi-Ndebele, Afrikaans, Sepulane and Shona will be added advantage. A valid driver's license will be an added advantage. Candidates will be required to undergo Oral and Written Language proficiency testing. Skills and Competencies: Excellent communication skills (written and verbal). Computer, literacy (MS Office). Good interpersonal relations. Ability to work under, pressure and solve problems. Accuracy and attention to detail. Customer, services. Planning and organising skills, Confidentiality. Analytical thinking, Listening skills. Ability to work independently, to be meticulous, to think logically, ability to work under pressure and solve problems and to practice good time management.
- DUTIES** : Render interpreting services in criminal court, civil court, labour and quasi-judicial proceedings. Rendering interpreting services during consultations, Translate legal documents and exhibits. Assist with reconstruction of court records. Develop terminology and coin words. Control and supervision of Interpreters. Perform specific line and administrative support functions to the Judiciary, Court Manager and Supervisor.
- ENQUIRIES** : Technical enquiries: Mr B Ngomani Tel No: (011) 335 0000
HR related enquiries: Ms T Mbalekwa Tel No: (010) 494 8515
- POST 08/100** : **JUDGE'S SECRETARY REF NO: 2022/46/OCJ**
- SALARY** : R261 372 – R307 890 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Labour And Labour Appeals Court: Johannesburg
- REQUIREMENTS** : Grade 12. One (1) to three (3) years' secretarial experience or as an office assistant. A valid driver's license. An LLB degree or a minimum of 20 modules completed towards an LLB, BA/BCom Law degree will serve as an added advantage and results must accompany the application. Shortlisted candidates will be required to pass a typing test. Skills and Competencies: Proficiency in English. Good communication skills (verbal and written). Administration and organizational skills. Exceptional interpersonal skills. Ability to meet strict deadlines and to work under pressure. Attention to detail. Customer service skills and excellent typing skills including Dictaphone typing. Confidentiality and time management. Computer literacy (MS Word) and research capabilities.
- DUTIES** : Typing (or formatting) of draft memorandum decisions, opinions or judgment entries written by or assigned by the judge. Provide general secretarial/administrative duties to the judge. Manage and type correspondence, judgments and orders for the judge (including Dictaphone

typing). Arrange and diarize appointments, meetings and official visits and make travel and accommodation arrangements. Safeguarding of all case files and the endorsement of case files with an order made by the judge. Update files and documents and provide copies of documents to the Registrar. Perform digital recording of court proceedings on urgent court applications (after hours) and circuit court, and ensure integrity of such recordings. Store, keep and file court records safely. After a case has been completed and the opinion, decision or judgment entry released, return case file to the Registrar. Accompany the judge to the court and circuit courts. Cooperate with judges, supervisors and co-workers as necessary to ensure the smooth and efficient operation of the court. Management of the judge's vehicle, logbook and driving thereof. Compile data and prepare reports and documents for assigned judges as necessary including financial expense reports, continuing legal hours, financial disclosure statements and case management. Arrange reception for the Judge and his/her visitors and attend to their needs. Management of the Judge's library and updating of loose-leaf publications. Execute legal research as directed by the Judge and comply with Departmental prescripts, policies, procedures and guidelines.

ENQUIRIES : Johannesburg - Technical enquiries: Mr CJ Tchawouo-Mbiada Tel No: (011) 359 5735/5736
HR related enquiries: Ms T Mbalekwa Tel No: (010) 494 8515

POST 08/101 : **ASSISTANT STATISTICIAN REF NO: 2022/47/OCJ**

SALARY : R211 713 – R249 378 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE : National Office: Midrand
REQUIREMENTS : Grade 12 with Mathematics and/or Accounting. Computer literacy Course (Intermediate Excel skills). Minimum of one (1) year working with data collection. Training in statistics will be added advantage. Skills and Competencies: Problem solving. Creative and innovative thinking. Client Focus. Computer Literacy (Excel, Word and PowerPoint) Report writing. Behavioural Competencies: Skilled in the operation of a personal computer, fax machine and photocopying machine. Interpretation skills. Analytical thinking skills. Conceptualizing skills. Problem solving skills. Communication skills (verbal and written). Administration procedures relating to specific working environment including norms and standards. Ability to work under pressure. Ability to correctly interpret relevant document. Team player. Organising own work. Interpersonal relationship.

DUTIES : Assist in developing front-end OCJ data collection tools. Collecting data from various services Points via OCJ data tools and other electronic systems. Verifying, processing & editing data, Training users on data collection tools. Storage and distribution of processed information/data.

ENQUIRIES : Technical enquiries: Mr T Sebata Tel No: (010) 493 2571
HR related enquiries: Ms S Tshidino Tel No: (010) 493 2500

POST 08/102 : **ADMINISTRATION CLERK (LEGAL) REF NO: 2022/48/OCJ**

SALARY : R176 310 – R207 681 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE : Eastern Cape High Court (Gqeberha) (To be stationed at Magistrate Office, New Law Courts)

REQUIREMENTS : Grade twelve (12) or equivalent qualification. An LLB Degree or an equivalent, 4 years qualification will serve as an added advantage. Zero (0) to two (2) years' relevant experience. Skills and Competencies: Knowledge of Public Services, Legislation, Prescripts and Regulations. Research skills. Communication skills, (verbal and written). Minute taking skills. Decision-making and time, management skills. Good reporting skills. Creative and analytical thinking skills. Computer literacy.

DUTIES : Conduct legal research for the Regional Court President/Chief Magistrate. Provide administrative functions to the Regional Court President/Chief Magistrate. Compilation of statistics. Case flow management. Assisting Regional Court Registrar.

ENQUIRIES : Technical enquiries: Ms M Scholtz Tel No: (041) 502 6600
HR related enquiries: Mr S Mponzo Tel No: (043) 726 5217

- POST 08/103** : **ADMINISTRATION CLERK (LEGAL) REF NO: 2022/49/OCJ**
- SALARY** : R176 310 – R207 681 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Northern Cape High Court: Kimberley
- Grade twelve (12) or equivalent qualification. An LLB Degree or an equivalent qualification will serve as an added advantage. Zero (0) to two (2), years' experience will serve as an added advantage. Skills and Competencies: Knowledge of Public Services, Legislation, Prescripts and Regulations. Research skills. Communication skills, (verbal and written). Minute taking skills. Decision-making and time management skills. Good reporting skills. Creative and analytical thinking skills. Computer skills.
- DUTIES** : Conduct Legal Research for the Chief Magistrate. Collation, compilation and analysis of statistics. Case Flow Management. Assisting Clerk of the Court and members of the public. Provide administrative support in general as requested by the Supervisor.
- ENQUIRIES** : Technical enquiries: Mr P Rumani Tel No: (053) 807 2763
HR related enquiries: Ms S Ruthven Tel No: (053) 807 2733
- POST 08/104** : **ADMINISTRATION CLERK: DCRS REF NO: 2022/50/OCJ**
- SALARY** : R176 310 – R207 681 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Eastern Cape: Bisho
- Grade 12 or equivalent qualification. One (1) year appropriate experience in general administration or court related functions with regard to court recordings and /or case flow management. A valid driver's license will be an added advantage. Understanding of confidentiality in Government. Knowledge of relevant legislation. Skills and Competencies: Communication (written and verbal). Computer literacy (MS Office). Good interpersonal and public relations skills. Ability to work under pressure and solve problems. Customer service skills. Document management.
- DUTIES** : Test and operate court recordings equipment and ensure the safekeeping and maintenance thereof. Record court proceedings accurately. Downloading of the cases from the CRT. General administrative duties in the Court Performance, HR, Finance, Supply Chain and Facilities divisions of the court. Provide administrative support in general court and case flow management. Provide any other administrative support as required by the Judiciary, Court Manager and /or Supervisor.
- ENQUIRIES** : Technical enquiries: Ms N Jeke Tel No: (040) 608 7700
HR related enquiries: Mr S Mponzo Tel No: (043) 726 5217
- POST 08/105** : **ADMINISTRATION CLERK (ARCHIVE) REF NO: 2022/51/OCJ**
- SALARY** : R176 310 – R207 681 per annum. The successful candidate will be required to sign performance agreement.
- CENTRE REQUIREMENTS** : Gauteng Division: Pretoria
- Grade 12 or equivalent qualification. Appropriate experience in general administration or court related functions with regard to court recordings and /or case flow management. Skills and Competencies: Communication (written and verbal). Computer literacy (MS Office). Good interpersonal and public relations skills. Ability to work under pressure and solve problems. Customer service skills. Document management.
- DUTIES** : Render efficient and effective support services to the court. Render case management duties. Render counter service duties/functions. Maintain and keep all registers for Civil and Criminal processes. Attend to case management and set down notices. Act as liaison between Judges and Legal Practitioners. Provide administrative supporting general as requested by Chief Registrar court Manager and Supervisor.
- ENQUIRIES** : Technical enquiries: Mr R Kganedi Tel No: (012) 492 7429
HR related enquiries: Ms T Mbalekwa Tel No: (010) 494 8515
- POST 08/106** : **HUMAN RESOURCE OFFICER REF NO: 2022/52/OCJ**
- SALARY** : R176 310 – R207 681 per annum. The successful candidate will be required to sign performance agreement.
- CENTRE** : Provincial Service Centre: Gauteng

- REQUIREMENTS** : Grade 12 or equivalent qualification. A three-year National Diploma in Human Resource Management, Public Management, Public Administration and or equivalent qualification at NQF Level 6 (360 Credits) will be an added advantage. A minimum of one (1) year relevant experience in Human Resources Management will be an added advantage. A valid driver's licence. Skills and Competencies: Communication (written and verbal), Computer literacy (MS Office). Good interpersonal skills. Ability to work under pressure and solve problems. Customer service skills.
- DUTIES** : Implementation of transactions on Persal system in respect of appointments, leave injury on duty, long service recognitions, pensions, transfers, Housing allowance, Acting allowance, Performance management, Training, service termination, labour Relations etc, Recruitment and selection, answering and analysing of enquiries, performing any related duties required for the efficient functioning of the office.
- ENQUIRIES** : Technical enquiries: Ms O Netshitomboni Tel No: (011) 335 0522
HR related enquiries: Ms T Mbalekwa Tel No: (010) 494 8515

DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE

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



- APPLICATIONS** :
- May be forwarded to the Correct Regional Office/Centre:
Head Office Applications: Post: The Director-General, Department of Public Works and Infrastructure, Private Bag X65, Pretoria, 0001 or Hand-delivery: The CGO Building, Corner Bosman and Madiba Streets, Pretoria. For Attention: Ms. N.P. Mudau.
Pretoria Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag x 229, Pretoria, 0001 or Hand deliver to AVN Building corner Andries and Skinner Street, Pretoria. For Attention: Ms. M Masubelele
Umtata Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X5007, Sutherland Street, Mthatha 7099 or Hand Deliver at 29 Sutherland Street, PRD II Building, 5th Floor, Mthatha. For Attention: Ms N Mzalisi
Johannesburg Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag x3 Braamfontein, 2017 or hand deliver to No 78 Cnr De Beer and Korte, Braamfontein, 2017. For Attention: Mr. M Mudau
Polokwane Regional Office Applications: The Regional Manager, Department of Public Works; Private Bag X9469, Polokwane, 0700 or Hand deliver at: Ground Floor, Sanlam Building, 77 Hans Van Rensburg Street, Polokwane, 0699. For Attention: Mr. NJ Khotsa
Kimberley Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X5002, Kimberley, 8301. For Attention: Ms N Hlongwane
- CLOSING DATE** :
- 18 March 2022 at 16H00
- NOTE** :
- Kindly take note that with effect from 01 January 2021, DPSA approved the new Z83 Application Form (obtainable from any Public Service department); applicants are requested to use the new application form as failure to do so will result in their application being disqualified. The Z83 form must be signed when submitted, To streamline the recruitment process to be more responsive to the public, as well as to create more protective measures during the pandemic by avoiding over-crowding and curb the costs incurred by applicants such measures should include the following regarding certification: Advertisement and accompanying notes must clearly capture the requirements for the certification to reflect that applicants must submit copies of qualifications, identity document and driver's licence (where applicable) and any other relevant documents, such copies need not be certified when applying for the post. The communication from the HR of the department regarding requirements of certified documents will be limited to shortlisted candidates. Therefore only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. The application for employment Form (Z83) provides under the sectional "additional information" that candidates who are selected for interviews will be requested to furnish additional certified information that may be requested to make final decision. It must be borne in mind that when a document is certified as a true copy of an original, the certifier only confirms it being a true copy of the original presented. Therefore, the certification process does not provide validation of the authenticity of the original document. The validation occurs when the documents is verified for authenticity. Regulation 67 (9) requires the executive authority to ensure that he or she is fully satisfied of the claims being made and these read with Regulations (57) (c) which requires the finalisation of Personnel Suitability Checks in order to verify claims and check the candidate for purpose of being fit and proper for employment. Applications not complying with the above will be disqualified. Should you not

have heard from us within the next months, please regard your application as unsuccessful. Note: It is the responsibility of all applicants to ensure that foreign and other qualifications are evaluated by SAQA. Recognition of prior learning will only be considered on submission of proof by candidates. Kindly note that appointment will be subject to verification of qualifications and a security clearance. Faxed or late applications will NOT be accepted. Shortlisted candidates must be willing to undergo normal vetting and verification processes. Should you not have heard from us within the next months, please regard your application as unsuccessful.

ERRATUM: Kindly note that the following X3 posts were advertised in Public Service Vacancy Circular 07 dated 25 February 2022 (1) Deputy Director: Financial Accounting Ref No: 2022/78, (2) Assistant Director: System Administrator (Web) Ref No: 2022/83 and (3) Assistant Director: Regional Audit Supervisor Regions Ref No: 2022/84, have all been withdrawn.

OTHER POSTS

- POST 08/107** : **DEPUTY DIRECTOR: SMALL HARBOURS DEVELOPMENT PROGRAMMES REF NO: 2022/95**
(36 Month Contract)
- 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 with a Post Graduate Degree being an added advantage. Extensive industry/middle management experience in Project Management with mandatory experience in the maritime industry. Professional registration as a Project Management Professional with the SACPCMP (PrCPM) or PMI (PMP). Valid driver's license is required. Knowledge: Construction Project Management, Quantity Surveying, Built Environment, Government Regulatory Frameworks, Infrastructure Development Management System (IDMS), GIAMA, PFMA and Stakeholder Management. Skills: Strategic capability and leadership; Programme and project management; Full understanding of the project management lifecycles; Information and Knowledge management; Problem solving and change management; Client orientation and customer focus; Financial management; High Level of Communication (verbal and written); Advanced Computer literacy; Stakeholder management; Planning and coordination; Presentation and facilitation skills; Quality management skills; Ability to work effectively and efficiently under pressure; Ability to meet tight deadlines whilst producing excellent results; People orientated; Willingness to adapt to a tight work schedule in accordance with professional requirements; Advanced understanding of Microsoft Office suite with advanced MS Projects being an added advantage.
- DUTIES** : Programme manage the roll-out of the Spatial and Economic Development Frameworks to the 13 Proclaimed Fishing Harbours in the Western Cape, Development of Gantt Charts to track progress, develop baselines and milestones, Baselines to be tracked in accordance with the allocated budget, drafting of contractual documents including but not limited to Memoranda of Agreements/Understanding, Service Level Agreements and Project Execution Plans. Thorough understanding of municipal Integrated Development Plans as well as Spatial Development Frameworks in order to guide development along the coastal municipalities. Investigate economic opportunities within the harbours for further development, develop Infrastructure Project Management Plans (IPMPs) in accordance with the IDMS Framework, General and Ad-hoc project management related tasks, Management and development of unproclaimed harbours and state coastal properties in line with the Economic Reconstruction and Recovery Plan (ERRP). Assist in the implementation and manage the units' participation in Operation Phakisa: Ocean Economy. Develop and maintain databases. Compile and submit monthly, quarterly and annual reports based on the various projects and programmes.
- ENQUIRIES** : Mr. N Kubeka Tel No: (012) 406 1504

POST 08/108 : **DEPUTY DIRECTOR: PROPERTY INVESTMENT SMALL HABOURS REF NO: 2022/96**
(36 Month Contract)

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) or equivalent in the Built Environment or Real Estate Fields. Extensive related/middle management experience in Property Investment, Contracts Management, Commercial Management, Valuations, Financial Management and Tender Administration. Valid driver's license. Previous experience in the maritime sector or coastal structures will be advantageous. Knowledge: Real Estate Management, Property Finance Management, Commercial Management, Property Investment Management, Contract Management, Lease Management, Property Marketing and Stakeholder Management. State Land Disposal Act, Broad Based Black Economic Empowerment Act, Public Financial Management Act, Treasury Regulations, Supply Chain Management framework, Preferential Procurement Policy Framework, Integrated Coastal Management Act (NEMA) and GIAMA. Skills: Strategic capability and leadership; Programme and project management; Information and Knowledge management; Problem solving and change management; Client orientation and customer focus; Financial management; High Level of Communication (verbal and written); Advanced Computer literacy; Stakeholder management; Planning and coordination; Presentation and facilitation skills; Quality management skills; Ability to work effectively and efficiently under pressure; Ability to meet tight deadlines whilst producing excellent results; People orientated; Willingness to adapt to a tight work schedule in accordance with professional requirements and required to travel extensively.

DUTIES : Develop a pipeline of investment proposals for small harbours and state coastal properties whilst working with Development Finance Institutions (DFIs) and promoting Public Private Partnerships for the development of new harbours and the redevelopment of existing harbours. Manage the letting out of state owned coastal property for revenue generation, to promote job creation and economic development in line with national government priorities including the Economic Reconstruction and Recovery Plan (ERRP). Strong understanding to allow for the development of market related rentals for various economic activities within the harbours. Ensure increase in revenue through rentals of harbour related properties through the availing of land for Operation Phakisa Projects, Play an active role in the implementation of various Operation Phakisa: Oceans Economy: Small Harbours Development Lab initiatives. This includes ensuring that property inspections are conducted, conducting quality checks and SHE inspection reports; Receiving and facilitating the processing of property investment proposals and property performance monitoring and reporting.

ENQUIRIES : Mr. N Kubeka Tel No: (012) 406 1504

POST 08/109 : **DEPUTY DIRECTOR: EMPLOYEE HEALTH AND WELLNESS REF NO: 2022/97**

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) qualification in Psychology /Behavioural Science or equivalent qualification in Social Sciences, registration with Social Workers Council or SAMCD; Registration with South African Council for Social Professional (SACSSP) as Social Worker. Sound knowledge of Mental Health Care Act and other Social work-related legislation. Membership with EAPA will be an added advantage; Management experience and social programs such as drug and alcohol counselling, basic financial management, retirement counselling, and general counselling for social problems; Skills Interpersonal skills; Report writing; problem solving skills; Good networking skills; Excellent planning, organizing and coordinating skills; Good writing skills; Project Management and basic financial skills; Computer literacy. Added advantage: Honours degree in Social Worker and qualified as a Psychologist.

DUTIES : Review, implement and maintain the department's Employee Health and Wellness policy and strategy. Develop operational plan; Provide professional pre-and post-test counselling, therapy and referrals; Ensure referral to other professionals, health institutions and make follow-ups thereof; Health and productivity management; Observance of health awareness calendar e.g. World cancer day, WAD, World blood donor day etc; Manage sports and recreation entities within the department; Maintain functional Wellness Committee; Attend and participate in IDC, EAPA and HPCSA fora; Feedback to managers on progress of referrals; Monitoring and evaluation of implementation EHWP Ensure intervention on crisis debriefing sessions. Provide preventative services e.g alcohol & substance abuse, preparation for retirement sessions etc; Develop partnerships and networking with health and social services stakeholders; Liaise with government sector, internal stakeholders and NGO's; Manage service providers.

ENQUIRIES : Mr R Mahlatjie Tel No: (012) 337 2689

POST 08/110 : **DEPUTY DIRECTOR: HIV & AIDS REF NO: 2022/98**

SALARY : R744 255 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 Social Work/ Psychology or equivalent qualification; Extensive relevant experience on Assistant Director level. Registration with HPCSA and SACSSP. Knowledge of Public Service Regulations; Programme and Project Management; Financial Management; Relevant HIV and AIDS related legislations, policies and regulations; National Strategic Plan on HIV/AIDS & STIs; Integrated Employee Health & Wellness Framework; Skills Report writing; Communication; Facilitation skills; Interpersonal skills; Counselling Skills; Confidentiality and code of Ethics.

DUTIES : Manage the development and maintenance of policies, strategy and guidelines to address HIV and AIDS. Interpret legislation and directives in ensuring compliance to policies and other legislative mandates. Oversee the integration of HIV/AIDS and Advocacy policies in the department. Ensure compliance with policies and other relevant legislations. Conduct ongoing research on HIV/AIDS affairs and benchmark best practices. Establish and maintain partnerships. Manage the implementation of the National Strategic Plan on HIV/AIDS and STIs in partnership with stakeholders; Monitor an action plan for HIV/AIDS events/activities to be hosted within the department. Coordinate Periodical Health Screening of employees; Coordinate HIV/AIDS counselling and testing sessions; Coordinate TB and general health screening sessions; Implement processes aimed at reducing stigma & discrimination. Provide continuous care and support services to staff affected by HIV/AIDS. Facilitate HIV and AIDS awareness programmes and support HIV and AIDS issues. Monitor and evaluate the effectiveness of the interventions of HIV and AIDS program in compliance with DPSA reporting tools; develop the overall framework for monitoring and evaluation of activities. Collate, consolidate and analyse progress reports and provide advice. Prepare consolidated progress reports including identification of problems, causes of potential bottlenecks in the implementation, and provide specific recommendations. Distributes reports to stakeholders. Provide budget estimates for HIV and AIDS program activities.

ENQUIRIES : Mr R Mahlatjie Tel No: (012) 337 2689

POST 08/111 : **ASSISTANT DIRECTOR: PROPERTY BUDGET MANAGEMENT REF NO: 2022/99**

SALARY : R382 245 per annum

CENTRE : Head Office (Pretoria)

REQUIREMENTS : A three year tertiary qualification (NQF Level 6) in Accounting, Financial Management or equivalent qualifications. Extensive appropriate experience in budgeting and planning, willing to adapt to work schedule in accordance with office requirements. Have knowledge of Public Finance Management Act; Treasury Regulations; MS Office – Word and Excel; basic research and information gathering. Sound interpersonal and communication skills, computer literate, multi-tasked skills, self-driven, result orientated, motivated, meet deadlines and acceptance of responsibility. Applicants must clearly demonstrate their competencies regarding MS Office packages, especially Excel.

DUTIES : Compile, analyse and submit budget review and proposal documents for the PMTE during the annual budget process; Prepare the monthly expenditure report and advice thereof; analyse expenditure; evaluate financial implications on policy development and changes, provide budget and financial advice to budget managers in terms of PFMA, Treasury Regulation and Treasury Guidelines, attend to internal and external queries, including audit queries, facilitate the collection of budget inputs from line managers; analyse and verify budget inputs with line managers; consolidation of budget inputs and allocating per objective; assist in coordinating the shifting of funds; ensure that budget planning is within the statutory requirements; advise line managers on over and under expenditure, drawing financial reports from SAGE; compiling progress reports and submit to management for financial reporting; assist in providing financial support to management and assist with the implementation of the strategic plan of the PMTE; ensure that all financial records are in compliance with financial policies, regulations, manuals, directives, Acts and Accounting Standards before any transaction can be effected either manually or on the system; Implement Internal control measures and conduct risk assessments. Management and supervision of subordinates.

ENQUIRIES : Ms. F Makhubela Tel No: (012) 406 2071

POST 08/112 : **ASSISTANT DIRECTOR: ACQUISITION INFRASTRUCTURE REF NO: 2022/100**

SALARY CENTRE REQUIREMENTS : R382 245 per annum
: Head Office (Pretoria)
: A three year tertiary qualification (NQF Level 6) in Supply Chain Management/ Purchasing Management/ Business Management/ Economics/ Finance / Public Administration / Administration/ Management Sciences. Appropriate relevant experience in Procurement / Supply Chain Management. Experience in Construction or Infrastructure Procurement will be an added advantage. Knowledge of Supply Chain Management Framework, procurement related legislation and regulations, including the Public Finance Management Act, Code of Conduct for Supply Chain Management Practitioners, Treasury Regulations and Preferential Procurement Policy Framework Act, CIDB Act, CIDB Regulations and CIDB Practice Notes and Guides. Understanding of government procurement systems and processes within the built environment is essential. Good verbal and written communication skills, the ability to manage confidential information, advanced interpersonal and negotiation skills, problem solving skills, decision making skills and computer literacy are critical competency areas. The ability to work and deliver under pressure and within tight time frames is essential.

DUTIES : Manage, execute, facilitate, support supervise, 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 BBEE/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.

ENQUIRIES : Mr. K Magano/Mr. V Baliso / Tel No: (012) 406 1034 / (012) 406 1540

POST 08/113 : **ASSISTANT DIRECTOR: INTERNAL AUDIT REF NO: 2022/ 101**

SALARY : R382 245 per annum
CENTRE : Kimberley Regional Office

REQUIREMENTS : A three year tertiary qualification (NQF Level 6) in Internal Auditing or Financial Accounting and relevant practical experience as Internal Audit Technician (IAT) in the Internal Auditing field. Knowledge of Standards for Professional Practice of Internal Auditing, National Treasury Regulations, Public Finance Management Act, Institute of Internal Auditors Code of Ethics, Phases of internal audit process, Departmental business systems and processes, Departmental policies and procedures, Best practices regarding systems of risk management, internal control and governance processes, Accounting standards. Proficient computer literacy, Numeracy, Advanced communication (verbal and written), Language and linguistic skills, Project management. Report writing, organization and co-ordination, interpersonal skills, negotiation skills, Analytical thinking, interviewing skills, ability to assess and analyse information and make relevant findings, Problem solving skills, ability to influence others, conflict management, integrity, tenacity, dedication, honesty, objectivity, diligence, avoid conflict of interests in performing duties. Exercise prudence with confidential information, innovation, adaptability and creative. Solution orientated ability to design ideas without direction. Ability to work under stressful situations and against deadlines. Must be prepared to travel and expected to work overtime. Must be prepared to disclose impairments to their independence or objectivity. Security clearance. Registration with the Institute for Internal Auditors. A valid driver's license.

DUTIES : Conduct audit, risk management, internal control and governance processes; ensure audit programme steps, supervise audit fieldwork and collect relevant, sufficient and useful audit evidence. Assess and evaluate audit evidence, ensure the development of audit working papers, ensure conclusions on audit findings, develop draft and final internal audit reports. Ensure the provision of administrative functions of Internal Audit component; ensure co-ordination in the administration of the office and office management systems. Examine financial and operating records and reports through audit programmes, ensure that controls over record-keeping and reporting are adequate and effective. Reconcile financial reports with reconciliation statements to ensure accurate record of transactions. Review and ensure compliance regarding policies, plans, procedures, legislation and regulations, review systems established to ensure compliance. Confirm the existence and use of the asset register, verify the physical existence of the assets, utilise appropriate audit procedures in verifying the assets, appraise the economy and efficiency with which the resources are employed. Review operations/programmes to ascertain whether results are consistent with established goals and objectives, establish whether operations are carried out as planned, and submit findings and recommendations to the component. Supervise employees.

ENQUIRIES : Ms Nelisa Ndabeni Tel No: (012) 406 1202

POST 08/114 : **SENIOR ORGANISATIONAL DEVELOPMENT PRACTITIONER REF NO: 2022/102**

SALARY : R321 543 per annum
CENTRE : Head Office (Pretoria)

REQUIREMENTS : A three year tertiary qualification (NQF Level 6) in Management Services, Operations Management, Industrial Psychology or equivalent qualification. Relevant experience in Organisational development. Job Analysis Certificate as an added advantage. Knowledge of Public Service Regulations and prescripts; Organisational Design principles; Job evaluation processes and procedures; Evaluate System. Skills Interpersonal skills; Report writing; Basic problem solving skills; Computer literacy.

DUTIES : Conduct job evaluations in the Department; Develop, review and advice on job descriptions and specifications; Develop and maintain the departmental organisational structure and post establishment in line with the strategic plan;

		Compile work study investigations report based on findings and recommendations; Provide advice on organisational design, job evaluation procedures and policies; Undertake general work study administrative functions and Maintain a good filing system.
<u>ENQUIRIES</u>	:	Mr R Mahlatjie Tel. No: (012) 337 2689
<u>POST 08/115</u>	:	<u>CHIEF WORKS MANAGER: ELECTRICAL REF NO: 2022/103</u>
<u>SALARY</u>	:	R321 543 per annum
<u>CENTRE</u>	:	Kimberley Regional Office
<u>REQUIREMENTS</u>	:	A three year tertiary qualification (NQF Level 6) in the Electrical Engineering discipline accompanied by proven relevant extensive technical experience or N3 Certificate in Electrical Engineering plus passed trade test certificate with proven relevant extensive technical experience. Ability to plan, organize and manage resources. A valid driver's license. Computer literacy. Knowledge and understanding of the PFMA, OHSA, National Building Regulations, Environment Conservation Act as well as the Government Procurement System. Proven knowledge and understanding of estimating and scheduling techniques. Willingness to travel and work irregular hours. Sound analytical and good written and verbal communication skills. Registration with a professional body will serve as an advantage.
<u>DUTIES</u>	:	Manage minor projects, unplanned maintenance, building condition surveys and the asset register with reference to Electrical works. Do site inspections and reports on leased buildings. Assist in site handovers, first and final deliveries including the close out reports. Facilitate negotiations with contractors. Compile the scopes of work and prepare specifications and estimates. Ensure all work executed complies with PW 371 standards and specifications. Compile technical reports.
<u>ENQUIRIES</u>	:	Ms A Xentsa Tel No: (053) 838 5345
<u>NOTE</u>	:	Preference will be given to people with disabilities)
<u>POST 08/116</u>	:	<u>PERSONAL ASSISTANT TO THE CHIEF DIRECTOR: FINANCIAL ACCOUNTING AND REPORTING REF NO: 2022/104</u>
<u>SALARY</u>	:	R261 372 per annum
<u>CENTRE</u>	:	Head Office (Pretoria)
<u>REQUIREMENTS</u>	:	A three year tertiary qualification (NQF Level 6) in public administration, office management or equivalent qualification; relevant experience in rendering a support service to senior management. Knowledge: Wide range of office management and administrative tasks; Good telephone etiquette; Demonstrative computer literacy; Relevant legislation; Basic financial administration Skills Advanced communication (verbal and written); Sound organisational skill; Good people skill; Ability to communicate well with people at deferent; Basic numeracy; Office administration and organisational skills; Planning and organising; Ability to act with tact and discretion. Knowledge of DPWI structure and functions will be an added advantage.
<u>DUTIES</u>	:	Provides a secretarial support service to the chief directorate; receives telephone calls in an environment where, in addition to the calls for the senior manager, discretion is required to decide to whom the call should be forwarded. In the process the job incumbent should finalise some enquiries; Performs advanced typing work; Operates and ensure that office equipment, fax machines and photocopiers are in good working order; Records the engagements of the senior manager; Utilises discretion to decide whether to accept/decline or refer to other employees, request for meetings, based on the assessed importance and urgency of the matter; Coordinates with and sensitises/advises the manager regarding engagements; Compiles realistic schedule of appointments; Renders administrative support services;-Ensure the effective flow of information and documents to and from the office of the CD; Ensures the safekeeping of all documentation in the office of the manager in line with relevant legislation and policies; Obtains inputs, collates and compiles reports, e.g. progress reports, monthly reports and management reports; Scrutinises routine submissions/ reports and make notes and/or recommendations for the manager; Responds to enquiries received from internal and external stakeholders; Drafts documents as required; Does filing of documents for the manager and the unit where required; Collects, analyses and collates information requested by the manager; Clarifies instructions and notes on behalf of the manager; Ensures that travel arrangements are well

coordinated; Prioritise issues in the office of the CD; Manages the leave register and telephone accounts for the unit; Handles the procurement of standard items like stationary, refreshments etc. for the activities for the manager and the unit; Obtains the necessary signatures on documents like procurement advices and monthly salary reports; Provides support to manager regarding meetings; Scrutinise 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/decision and communicates to relevant role-players, follow-up on progress made; Prepares briefing notes for the CD as required; Coordinates logistical arrangement for meetings when required; Supports the Chief directorate with the administration of the budgets; Collects and coordinates all the documents that relate to the Chief Directorate's budget.

ENQUIRIES

:

Mr H Abrahams, Tel: (012) 406 1270

POST 08/117

:

PERSONAL ASSISTANT TO THE REGIONAL MANAGER REF NO: 2022/105

SALARY CENTRE REQUIREMENTS

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:
:

R261 372 per annum
Johannesburg Regional Office
A three year tertiary qualification (NQF Level 6) in Management Assistant, Secretariat, Office management or equivalent. The ability to liaise at Senior Management level and ability to work and cope under intense pressure are important prerequisites. Maintain confidentiality and be able to work independently with minimum supervision. Advanced computer literacy in MS office packages (MS Word, MS Excel and MS PowerPoint). Experience in customer relations and client liaison, in addition, applicants must have the knowledge of budgeting processes and how to apply them. Knowledge of Government Procurement processes will be an advantage.

DUTIES

:

Manage the traffic in the office of the Regional Manager, Render efficient and effective Human Resources, provide Financial administrative support including operating the LOGIS and BAS financial systems, and ensure the effective flow of information and documents to and from the office of the Regional Manager. Ensure the safekeeping of all documentation in the office of the Regional Manager in line with relevant legislation and policies. Maintain a filing registry in the office of the Regional Manager. Provisioning of stationery and supplies. Maintaining an electronic post register. Management of the Regional Manager's diary. Schedule meetings and telephone management. Make official travel arrangements for the Regional Manager, Assist with the preparation and development of Regional Managers' presentations, reports and minutes of meetings. Arrange official functions for the office of the Regional Manager, Assist in the identification and development of training material for the Regional Manager and organise training facilities. Responsible for procurement processes within the office of the Regional Manager and manage the petty cash. Assist in the development of the MTEF budget of the Regional Manager and develop and maintain a monthly commitment register. Ensure the security profile and classification of documentation, reports and information related to the office.

ENQUIRIES

:

Thapelo DumaTel No: (011) 713 6044

POST 08/118

:

ADMIN OFFICER: PROJECTS: SMALL HARBOURS REF NO: 2022/106
(36 Month Contract)

SALARY CENTRE REQUIREMENTS

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:
:

R261 372 per annum
Head Office (Pretoria)
A three year tertiary qualification (NQF Level 6) in Public Administration / Office Administration coupled with appropriate working experience in the public sector working in an office administrative environment. Knowledge: Sound organizational skills. High level of reliability. Ability to act with tact and discretion. Ability to research and analyse documents and situations. Computer literacy (MS Word, Power Point, Outlook and Excel); Communication skills (verbal and written); Interpersonal skills; Problem solving, Knowledge of BAS, LOGIS and Reapatala systems. Skills: Must be highly reliable, self-motivated, flexible, creative, client focused and quality orientated. Project management; high level of computer literacy, stakeholder management, quality management, planning and coordination. Ability to work independently, Willingness to adapt to a tight schedule in accordance with professional requirements, working

		abnormal hours. Sound knowledge and understanding of the PFMA, GIAMA, national government logistics and procurement processes. Minute taking and secretarial support.
<u>DUTIES</u>	:	The successful candidate will provide personal assistance, including a secretarial support service, to the Chief Director: Operation Phakisa. Assist in all the administrative work for the successful implementation of the Operation Phakisa Small Harbours Lab initiatives. Compile and submit monthly, quarterly and annual reports. Provide office, administrative and secretarial support for all Operation Phakisa Small Harbour Working Groups. Provide administrative support to the Chief Director. Good Office management skills (document tracking, storage and retrieval system). Remain up to date with regard to the prescripts / policies and procedures applicable to the manager ensure efficient and effective support.
<u>ENQUIRIES</u>	:	Mr. R Kara Tel No: (012) 406 1273
<u>POST 08/119</u>	:	<u>ADMINISTRATIVE OFFICER: NATIONAL YOUTH SERVICES REF NO: 2022/107</u>
<u>SALARY</u>	:	R261 372 per annum
<u>CENTRE</u>	:	Kimberley Regional Office
<u>REQUIREMENTS</u>	:	A three year tertiary qualification (NQF 6) in Public Administration or related qualification and relevant experience. Knowledge of Construction Industry, Structure and functioning of the Department and Government, Labour-intensive construction methods, National Youth Service, Research. Analytical thinking, Computer literacy, effective communication (verbal and written) relationship and people management skills, programme and project management skills, design skills, interpersonal and diplomacy skills, problem solving skills, decision making skills, resourceful, creative, people orientated, trustworthy, assertive, hard-working, self-motivated, ability to work independently. Willing to adapt work schedule in accordance with professional requirements. A valid driver's license.
<u>DUTIES</u>	:	Provide administrative support in the recruitment and planning of EPWP infrastructure sector programmes learners; participate in regional bid specification and evaluation committees to provide guidance and ensure adherence to EPWP compliance requirements. Prepare logistics for the recruitment of NYS learners. Compile and communicate training needs identified for NYS learners. Develop and maintain accurate database of learner's records. Provide projects administrative support services to all spheres of government and SOE's; prepare NYS documentation and liaise with stakeholders to ensure learners stipend are paid, prepare logistics for EPWP workshops and participate in capacity building workshops to ensure compliance to EPWP requirements. Manage and continuously improve EPWP reporting and data integrity; Monitor and analyse NDPWI projects captured on ERS, submit monthly status report and assist in audit matters. Render general clerical support services to the component. Provide supply chain clerical and financial administrative support services. Capture and update component expenditure.
<u>ENQUIRIES</u>	:	Mr. M Ntetshe Tel No: (053) 838 5250
<u>POST 08/120</u>	:	<u>WORKS MANAGER: MECHANICAL REF NO: 2022/108</u>
<u>SALARY</u>	:	R211 713 per annum
<u>CENTRE</u>	:	Johannesburg Regional Office
<u>REQUIREMENTS</u>	:	A three year tertiary qualification (NQF Level 6) in the Mechanical Engineering field/equivalent qualifications or N3 and passed trade test (Manpower Training Act, 1981) in the Building environment, accompanied by basic knowledge of technical background. A valid Driver's license, computer literacy. Knowledge and understanding of the PFMA, OHSA, National Building Regulation, Environmental Conservation Act as well as government Procurement system. Proven knowledge and understanding of the estimating and scheduling techniques reports. Willingness to travel and work irregular hours. Sound analytical and good written and verbal communication skills. Registration with a professional body would be an advantage.
<u>DUTIES</u>	:	Oversee the work of contractors. 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 of variation

orders and requests for the extension of deadlines. Ensure effective contract administration. Timely development of reports on problems emanating from projects. 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 works.

ENQUIRIES : Mr KC Muthivheli Tel No: (011) 713 6097

POST 08/121 : **ASSISTANT ADMIN OFFICER: PROVISIONING AND LOGISTICS REF NO: 2022/108**

SALARY : R176 310 per annum
CENTRE : Umtata Regional Office

REQUIREMENTS : Senior Certificate/Grade 12 or equivalent qualification. Relevant experience in Provisioning Administration/ Supply Chain Management environment/ Logistics/ Purchasing Management. Knowledge of electronic administration of procurement system. Multi-skilled in operational understanding of financial systems (LOGIS, BAS & other related systems). Understanding and ability to work on invoice tracking system. Computer literacy is a must with an ability to apply Microsoft outlook applications. Knowledge and understanding of PFMA and Treasury Regulations. Excellent client relations and communication skills. Ability to work in a pressured environment. Organising, planning, report writing and problem solving skills. General office management.

DUTIES : The successful candidate will be required to provide the following services: Capture request for goods and services on the procurement system. Issuing and management of purchase orders on procurement systems. Assist with execution of various functions in relation to procurement of goods and services. Receipt and verify procurement file for compliance checks before issuing of purchase orders. Ensures effective and timely capturing of invoice payments on the procurement systems. Ability to work on applicable invoice tracking system. Assist with management of commitment register and monthly reconciliation of accounts. Receive and verify travel request before issuing an order. Assist with provision of inputs for quarterly and annual financial statements. Perform transit duties and other related tasks as per supervisor's instructions. Oversee procurement and issue process with regard to stock; capture requests for goods and services. Obtain quotations, place orders with suppliers, monitor stock levels, maintain supplier database, address general enquiries on the procurement system administrative support with regard to the resolution of audit queries, and gather information to resolve audit queries. Perform transit duties and other related tasks as per supervisor's instructions.

ENQUIRIES : Ms T Bomela Tel No: (047) 502 7046

POST 08/122 : **REGISTRY CLERK REF NO: 2022/109**

SALARY : R176 310 per annum
CENTRE : Johannesburg Regional Office

REQUIREMENTS : Senior Certificate/Grade 12 or equivalent qualification with relevant experience. Knowledge: National Archive Regulations. Public Finance Management Act. Provisioning management. Inventory administration. Including stock keeping. Procurement processes and procedures. Inventory systems. General office Management. Human Resources policies.

DUTIES : 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 service: 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 and record money and update register on a daily basis.

ENQUIRIES : Mr V Msimango Tel No: (011) 713 6251

POST 08/123 : **ACCOUNTING CLERK: FINANCIAL ACCOUNTING REF NO: 2022/110**

SALAR : R176 310 per annum
CENTRE : Johannesburg Regional Office
REQUIREMENTS : Grade 12 or equivalent qualification. Knowledge of transversal financial Systems Treasury Regulations. State budgeting procedures. Financial administration. Analytical thinking. Accounting and numeric skills, budgeting and communication.

DUTIES : Administrate and control expenditures. Capture payments, such as Sage Payments and S&T. Capture BAS payments. Compile journal entries. Reconcile and Clear Suspense Accounts. Authorise payments on the PMIS system and Verify payments on WCS. Control and safe keep documents. Place documentation on files. Control and protect documents. Respond to all audit queries in the directorate. Gather of information to resolve audit queries.

ENQUIRIES : Mr J Marakalala Tel No: (011) 713 6139

POST 08/124 : **SENIOR GENERAL FOREMAN: CLEANING SERVICES REF NO: 2022/111 (X2 POSTS)**

SALARY : R147 459 per annum
CENTRE : Pretoria Regional Office
REQUIREMENTS : Senior Certificate/Grade 12 or equivalent qualification and appropriate relevant experience. Knowledge of types and purpose of cleaning materials and operating cleaning equipment. Good understanding of Occupational Health and Safety Act (OHSA). Ability to handle large staff component. Good interpersonal skills and effective communication skills.

DUTIES : Effective monitoring of cleaning services. Inspecting physical environments to ensure hygiene and cleanliness. Monitor availability and condition of cleaning equipment. Control inventory of cleaning material and equipment in various buildings. Order, receive and issue cleaning materials. Compile cleaning reports. Draft cleaning programs for various buildings. Liaise with seniors timeously with regards to problem situations that may arise. Control and manage leave for the cleaning personnel under supervision. Monitor and manage discipline of subordinates. Manage staff according to PMDS.

ENQUIRIES : Mr S. Kutu, Tel No: (012) 310 5993

POST 08/125 : **STOREMAN: WORKSHOP REF NO: 2022/ 112**

SALARY : R124 434 per annum
CENTRE : Pretoria Regional Office
REQUIREMENTS : Senior Certificate/ Grade 12/ STD 10, workshop tools related experience. A Valid driver's license coupled with PDP. Must have knowledge in OHSACT, 85 of 1993. Must have the ability to work under pressure. Must have good communication skills and must be able to report effectively.

DUTIES : Repair all store items e.g Machinery, equipments, tools and any other work related items. Ensure compliance as per OHS Act, 85, of 1993. Receive consumable materials from the suppliers. Transport Officials to various sites in all Government buildings. Assist with loading and off-loading any delivery in the section. Should be trustworthy. Adherence requirement of the job.

ENQUIRIES : Mr I More Tel No: (082) 803 5321

POST 08/126 : **HANDYMAN: WORKSHOP REF NO: 2022/113**

SALARY : R124 434 per annum
CENTRE : Pretoria Regional Office
REQUIREMENTS : ABET Level 4/ Grade 12 plus experience in the field. The incumbent must the knowledge of operation of equipment, tools and chemicals; technical maintenance; occupational health and safety. He /She must have the following skills: interpersonal, basic literacy, effective communication and technical skills.

DUTIES : The incumbent will be responsible for maintenance of office buildings, conduct regular building inspections and attend to minor electrical, plumbing and carpentry problems. Delivery of office buildings, maintenance of office equipment, furniture, repair broken furniture, equipment and report defects. Safekeeping of maintenance supplies tools and supplies.

ENQUIRIES : Mr I More Tel No: (072) 277 9582

POST 08/127 : **SECURITY OFFICER REF NO: 2022/114**

SALARY : R124 434 per annum
CENTRE : Head Office (Pretoria)
REQUIREMENTS : Grade 10/ ABET level 3 plus Grade C (PSIRA), Basic communication, client liaison, basic security training, utilisation of firefighting equipment, evacuation processes. Relevant experience. Knowledge of legislative framework, Control of Access to Public Premises and Vehicles Act 53 of 1985. OHSA & First Aid, Basic literacy, basic communication. Knowledge of personnel movement within the work premises, Being able to receive people and refer them as required, Basic Computer skills, Basic report writing skills, client orientation, Problem solving, Polite and friendly, Being able to present the image of the Department, High tactful and diplomatic, Creativity, ability to work in a team, ability to work under pressure, Hardworking, high standard of integrity, excellent interpersonal skills. Must be prepared to work abnormal working hours/shifts. A driver's license will be an added advantage.

DUTIES : To provide physical security services at all Head office buildings. To protect the lives, property/ assets and interest of department at the Head Office. Implement security services policy and procedures, to safeguard personnel and property/ assets. To provide a client's relationship between security and personnel, visitors and suppliers. To conduct effective and efficient access control, positive identification of individuals, patrols, escorts etc. The provision of support to the administration of physical security services.

ENQUIRIES : Mr H Kidsingh Tel No: (012) 406 1526

POST 08/128 : **SECURITY OFFICER: SECURITY MANAGEMENT REF NO: 2022/115 (X4 POSTS)**

SALARY : R124 434 per annum
CENTRE : Pretoria Regional Office
REQUIEREMENTS : Grade 10 or PSIRA Grade D or proven extensive working experience. Familiarity with security legislations will be an added advantage. Basic communication; client liaison; basic security training, Utilisation of fire fighting equipment, evacuation processes. Knowledge: Control of Access to Public Premises and Vehicles Act 53 of 1985; OHSA & First Aid; Basic literacy, basic communication. Knowledge of personnel movement within the work premises. SKILLS: Being able to receive people and refer them as required, Basic Computer skills, Basic report writing skills; client orientation; Problem solving. Personal Attributes: Polite and friendly; Being able to present the image of the Department, High tactful and diplomatic, Creativity; Being able to work in a team; Being able to work under pressure, Hardworking; high standard of integrity, excellent interpersonal skills. Must be prepared to work abnormal working hours/shifts.

DUTIES : Execute access an egress control of staff, visitors and assets-perform general reception duties; assist services of security contractor, verify the validity of access cards, identify and control unusual behaviour of employees and general public at the main entrance; handing over shift reports; issue visitors cards, verify, accept or refer documents and deliveries, secure departmental keys, verify asset removals. Verify accessories, damages on GG and lease cars. Control and manage parking; provision of security awareness by informing staff and public about rules, regulation and laws governing work place. Execute surveillance duties-perform patrol duties, identify suspicious activities, search & identify explosive and hazardous substances; report physical risks, loopholes and incidents on the O.B; monitor CCTV in security control room; verify functionality of alarms system; verify functionality of evacuation emergency and exits; respond to alarms system.

ENQUIRIES : Ms M. Shingange Tel No: (012) 492 3137

POST 08/129 : **SECONDARY DRIVER: CLEANING SERVICES REF NO: 2022/116 (X2 POSTS)**

SALARY : R124 434 per annum
CENTRE : Pretoria Regional Office
REQUIREMENTS : ABET/ Grade 10 coupled with relevant experience. Valid driver's license. Good writing skills. The following will serve as recommendation: Ability to read and write and good interpersonal skills. Good interpersonal / Human relation skills

- and possess the ability to communicate freely and easily with other employees, the general public and clients.
- DUTIES** : To render a service as a driver and to ensure safe transportation of mail, officials, tools and equipment. Drive departmental officials, clients and visitors as may be requested; transport mechanical material and equipment to sites; Complete transport schedule regarding trips travelled. Carryout general housekeeping of the boiler house; Report defects and faults to the supervisor. Remove rubbish and cut-off material from mechanical sites to dumping sites.
- ENQUIRIES** : Mr S. Kutu, Tel: (012) 310 5993
- POST 08/130** : **TRADESMAN AID REF NO: 2022/117 (X2 POSTS)**
- SALARY** : R124 434 per annum
CENTRE : Polokwane Regional Office (Hoedspruit AFB Workshop)
REQUIREMENTS : A Junior certificate, ABET level 3 or equivalent qualification. (N3/ NCV 4) in Engineering Studies will serve as an advantage). Good interpersonal skills, basic communication and literacy. Ability to perform routine tasks. Knowledge on building materials and equipment will be an added advantage.
- DUTIES** : Assist Artisans with regards to repair and maintenance work, taking care of hand tools, machines and electric tools, perform minor repair and maintenance work, identify repair and maintenance needs, carrying, loading and unloading of tools as well as materials, check faults for repair and maintenance required. Maintain good housekeeping of the workshop and plant rooms.
- ENQUIRIES** : Mr. A. Radebe Tel No: (015) 291 6440
- POST 08/131** : **FOOD SERVICE AID CLEANING SERVICES REF NO: 2022/118**
- SALARY** : R104 073 per annum
CENTRE : Pretoria Regional Office
REQUIREMENTS : Grade 10 or basic literacy ABET. Must be able to read and write.
DUTIES : The successful candidate will be responsible for washing of dishes during all tea breaks and lunch. Ensure availability of boiling water for all tea bears. Organize the trolley for conference set up. Facilitation of the serving of lunch and refreshments for the meetings. Cleaning of kitchen equipment while ensuring kitchen hygiene is maintained at all time. Provide a food service functions in the located areas
- ENQUIRIES** : Mr S. Kutu Tel No: (012) 310 5993

DEPARTMENT OF WATER AND SANITATION

CLOSING DATE : 18 March 2022

NOTE : 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 as well as copies of qualifications, identity document and a valid driver's license (where applicable) which need not be certified when applying for a post. Original/certified copies must be produced by only shortlisted candidates during the interview date. All required information on Form Z83 must be provided. 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. 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. 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 two (2) 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.

MANAGEMENT ECHELON

POST 08/132 : **DIRECTOR: DRINKING WATER REGULATION REF NO: 180322/01**
Branch Regulation, Compliance and Enforcement
CD: Water Use Compliance and Enforcement

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

CENTRE : Pretoria Head Office

REQUIREMENTS : A Bachelor's Degree at NQF 7 in Science / Environmental Science / Environmental Management in the Natural Sciences field. An Honours degree in the above-mentioned fields and registration with SACNASP as a Professional Natural Scientist will serve as added advantages. Six (6) to ten (10) years operational experience preferably in the Integrated Water Resource Management/Water Sector Regulation environment. Five (5) years' experience at Middle/Senior Management level. Knowledge and experience in the implementation of National Drinking Water Quality framework. Understanding of compliance and enforcement management systems. Knowledge and understanding of the National Water Act, Water Service Act and Regulations including SANS 241. Knowledge and understanding PSA, PSR, PFMA etc. Knowledge and experience in Policy formation, implementation and monitoring. Strategic Capability and Leadership, Programme and Project Management, Financial Management, Change Management. The following behavioural competencies: Knowledge Management, Service Delivery Innovation (SDI), Problem solving and analysis, People Management and Empowerment, Client orientation and customer focus and good

<u>DUTIES</u>	: communication skills. The incumbent must be willing to travel extensively nationally and willingness to work irregular hours. : Develop National Drinking Water Regulation Strategy. Provide input for Local Regulation with relevant stakeholders. Promote awareness on Drinking Water Quality Framework to all sector stakeholders. Develop, review and maintain Sect 9 WSA norms and standards i.t.o. drinking water. Support the development of appropriate, practical and sustainable technical support documents and tools. Undertake assessment of drinking water supply systems for compliance with set standards and regulatory instruments. Monitor and assess registered municipal boreholes for compliance with set standards and regulatory instrument. Develop Blue Drop report and BDPAT report. Coordinate periodic regulatory audits of the drinking water quality data and management systems of WSAs. Ensuring compliance with National Standards for Quality of services. Ensure implementation of policies and regulations for monitoring compliance in drinking water standards. Provide guidance and assistance to WSAs by reviewing Water Services Development Plans to ensure that drinking water quality monitoring is included. Manage information incl. a sector database and information sharing system covering key aspects such as tracking WSA drinking water quality data. Engage stakeholders regarding identified drinking water quality challenges and provide support measures thereof. Monitor and verify information submitted by the WSI on the Blue Drop System. Monitor regional offices tasked with conducting follow-up inspections of poor performing WSIs, delegated intervention/enforcement activities and ensure national regulatory uniformity.
<u>ENQUIRIES APPLICATIONS</u>	: Ms A Muir Tel No: 012 336 8806 : Head Office (Pretoria): Please forward your application quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X350, Pretoria, 0001 or hand deliver to Delta Continental Building, Corner of Visagie and Bosman Street, Pretoria.
<u>FOR ATTENTION NOTE</u>	: Ms L Mabile : Preference would be given to female applicants
<u>POST 08/133</u>	: <u>DIRECTOR: CONSTRUCTION SUPPORT REF NO: 180322/02</u> Branch: Infrastructure Management: Head Office Construction Management
<u>SALARY CENTRE REQUIREMENTS</u>	: R1 073 187 per annum (Level 13), (all-inclusive package) : Pretoria Head Office : A Bachelor's Degree at NQF 7 in Engineering. Ten (10) years' experience in the Built Environment. Five (5) years' experience at Middle/Senior Management level. Knowledge and experience in project management, procurement and financial management. Knowledge and understanding of personnel management. Strategic capability and leadership. Understanding of programme and project management, financial and change management. Knowledge management. Service delivery innovation (SDI). Problem solving and analysis. People management and empowerment. Client orientation and customer focus. Good communication skills both (verbal and written). Accountability and ethical conduct.
<u>DUTIES</u>	: Assess Contract Manager's programmes and workloads in order to achieve a balance. Ensure that projects are implemented within quality, cost and time. Ensure allocation and management of finances for functioning of sub-directorates. Streamline procurement of resources in line with projects' needs. Ensure redistribution of finances. Contribute to clean audits. Assist with redistribution of personnel and recruitment. Respond to parliamentary queries. Ensure the employment of suitable personnel to fill positions. Ensure adherence to conditions of service. Coordinates allocation procurement and transfer of equipment. Assess needs for training. Compiles workplace skills plan. Compiles employment equity plan. Ensures efficient and regular communication with staff. Implementation of construction regulations. Ensure compliance on occupational health & safety, environmental and security management. Ensures policy and communication structures are in place.
<u>ENQUIRIES APPLICATIONS</u>	: Mr. L Mokoena Tel No: 012 336 8453 : Head Office (Pretoria): Please forward your application quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X350, Pretoria, 0001 or hand deliver to Delta Continental Building, Corner of Visagie and Bosman Street, Pretoria.
<u>FOR ATTENTION</u>	: Ms L Mabile

OTHER POSTS

- POST 08/134** : **CHIEF ENGINEER GRADE A REF NO: 180322/03**
Branch: Infrastructure Management
SD: External Works (Capital Projects)
- SALARY** : R1 058 469 - R1 210 251 per annum, (all-inclusive OSD salary package)
CENTRE : Pretoria (Head Office)
REQUIREMENTS : An Engineering Degree (B Eng / BSc Eng) or relevant qualification. Six (6) years post qualification experience. Compulsory registration with ECSA as a Professional Engineer. (Proof of registration must be attached). A valid driver's license (Attach a copy). Registration with the South African Council for Project and Construction Management Professions (SACPCMP) as a Professional Construction Project Manager (Pr. CPM) or PMP Certification would be beneficial. (Proof must be attached). Experience in the planning, design and construction of water resources infrastructure projects. Extensive experience in project management especially in the project management of large infrastructure projects. An understanding of the complete project life cycle from initial planning stages through to completion. Contract management experience. A detailed understanding of construction procurement processes. Experience in financial planning and financial management. Knowledge of project risk analysis and risk management. The ability to relate with associated professional fields in a multi-disciplinary team. Additional studies in Water Resources Engineering as recommended. High-level communication skills (verbal and written). Conflict management, contract dispute resolution and negotiation skills. Problem-solving and analysis skills. Computer proficiency (such as MS Office, MS Projects, etc). Must be able to work independently, be self-motivated, responsible and reliable.
- DUTIES** : To manage and oversee all aspects of project implementation. Coordinate the implementation of a portfolio of mega-projects. Coordinate water users, institutions and stakeholders' input for decision-making on infrastructure projects. Manage the technical, environmental, contractual, risk, social and financial aspects of infrastructure development projects. Promote the Department's interests in projects implemented by external bodies. Ensure compliance with technical standards, legal requirements, timeframes and approved budgets during the implementation of water resource infrastructure projects. Ensure compliance with technical standards, legal requirements, timeframes and approved budgets during the implementation of water resource infrastructure projects. Ensure the coordination and management of contracts with service providers on projects to ensure effective project implementation. Ensure the coordination of management of both external and internal stakeholders on the infrastructure projects. Knowledgeable of construction law contracts such as GCC and FIDIC. Detailed knowledge of Treasury Regulations, Public Finance Management Act (PFMA). Manage the process commissioning of the infrastructure and takeover by the Operations Unit. Provide leadership and direction on projects. Manage Human Resources and budgets allocated on projects to ensure efficient and effective project implementation. Promote transformation. Promote a culture of innovation and performance.
- ENQUIRIES** : Ms P Moodley Tel No: 012 336 6929
APPLICATIONS : Head Office (Pretoria): Please forward your applications quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X350, Pretoria, 0001 or hand deliver to Continental Building, Corner of Visagie and Bosman Street, Pretoria.
- FOR ATTENTION** : Ms L Mabile
NOTE : This appointment will be made on the minimum notch of the salary range, however, a higher notch within the salary range of Grade A will be considered based in relation to the provisions of the Public Service Regulation 2016, i.e. provision of the candidate's current salary advice.
- POST 08/135** : **ENGINEER PRODUCTION GRADE A-C (MECHANICAL) REF NO: 180322/05**
Branch: Infrastructure Management: Southern Operations
- SALARY** : R728 829 – R1 106 814 per annum, (OSD), (Offer will be based on proven years of experience)
CENTRE : Worcester

- REQUIREMENTS** : An Engineering degree (B Eng. / B.Sc. (Eng.) or relevant qualification in Mechanical Engineering. Three (3) years post qualification engineering experience required. Compulsory registration with ECSA as a Professional Engineer (Proof of registration must be attached). A valid driver's license. (Attach a copy). Knowledge of water resources infrastructure operations, hydrology, supply chain management, contractual and legal requirements and business planning.
- DUTIES** : Design and implement new components and/or systems to solve practical engineering challenges, improve efficiency and enhance safety. Develop cost-effective solutions according to standards. Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology. Ensure thorough evaluation that planning and designs by others are done according to sound engineering principles. Ensure training and development of technicians, technologists and candidate engineers. Manage resources and prepare and consolidate inputs for the facilitation of resource utilization. Monitor and control expenditure.
- ENQUIRIES** : Mr. P. Barry Tel No: 041 508 9705
APPLICATIONS : Worcester: Please forward your applications to the Department of Water and Sanitation, P.O Box 5501, Walmer, Port Elizabeth (Gqeberha), 6065 or Hand deliver at 50 Heugh Road, Lion Roars Office Park c/o 3rd Avenue and Heugh Road, Walmer, Port Elizabeth (Gqeberha).
- FOR ATTENTION** : Ms. B Gqokoma
- POST 08/136** : **ASSISTANT DIRECTOR: ADMINISTRATION REF NO: 180322/06**
Branch: Infrastructure Management: Head Office (Strategic Asset Management)
- SALARY** : R382 245 per annum (Level 09)
CENTRE : Pretoria Head Office
REQUIREMENTS : A National Diploma or Degree in Public Administration or equivalent. Three (3) to five (5) years' experience in administration of which three (3) years should be at supervisory level. Experience of working in a project environment would be beneficial. Working knowledge of the Public Finance Management Act (PFMA), Treasury regulations and guidelines would be a recommendation. Working knowledge of government financial systems (SAP, PERSAL) is a recommendation. An understanding of supply chain management policies and procedures. Computer literacy skills. Sound interpersonal and communication skills (verbal and written). Must be able to work under pressure, be self-motivated, responsible and reliable.
- DUTIES** : Collate budget inputs and cash flows from line managers. Prepare budget submissions under guidance from line management for the annual budget process. Draft documents on behalf of management to shift funds as necessary. Compile monthly expenditure reports on behalf of management for financial reporting. Collect and supply financial inputs for managements as requested by finance. Compile and submit all required administrative and SCM reports. Undertake Human Resource and other related administrative functions. Attend to the relevant internal and external queries, including audit queries. Management of performance and development of officials within the sub-directorate.
- ENQUIRIES** : Ms. Z Bopape Tel No: 012 336 8137 or 082 805 83022
APPLICATIONS : Head Office (Pretoria): Please forward your application quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X350, Pretoria, 0001 or hand deliver to Delta Continental Building, Corner of Visagie and Bosman Street, Pretoria.
- FOR ATTENTION** : Ms L Mabile
- POST 08/137** : **ASSISTANT DIRECTOR: EMPLOYEE PERFORMANCE MANAGEMENT REF NO: 180322/07**
Branch: Provincial Coordination and International Cooperation: Western Cape Re-advertisement, applicants who have previously applied must re-apply)
- SALARY** : R382 245 per annum (Level 09)
CENTRE : Bellville
REQUIREMENTS : A National Diploma or Degree in Human Resources Management or relevant qualification. Three (3) to (5) five years' supervisory experience in Human Resources Development / Performance Management. A valid driver's licence (Attach a copy). Knowledge of policy development and implementation.

Knowledge of human resource development. Disciplinary knowledge in human resource development. Understanding of government legislation financial management, PFMA and human resource development. Knowledge of techniques and procedures for the planning and execution of operations. Knowledge of analytical procedures. Programme, project management and relationship management. Problem solving and analysis. People and diversity management. Client orientation and customer focus. Good communication skills both (verbal and written). Accountability and ethical conduct.

DUTIES : Manage performance management and development system. Ensure full compliance to all human resource development prescripts, policies, practices and circulars. Develop and maintain internal control measures for HRD. Conduct research into best practices and trends in these areas. Implementation of HRD strategic objectives. Conduct Departmental training needs assessment pertaining to PMDS. Conduct PMDS training and awareness sessions. Brief managers on policy requirements. Issuing of circulars and communications on HRD matters. Coordinate contracting and assessment. Ensure alignment of employee's performance agreements with departmental objectives. Coordinate assessments and moderations committees. Coordinate implementation of performance rewards. Ensure management of poor performance. Measure compliance in terms of PMDS policies and information processes. Monitor compliance of performance agreements signed. Monitor compliance of quarterly reviews. Finalisation of moderation process. Maintain performance management information system (electronic and manual). Compile reports and submissions for management and external stakeholders. Supervision of staff.

ENQUIRIES : Mr. B Saki Tel No: 021 941 6018

APPLICATIONS : Western Cape (Bellville) Please email your application quoting the relevant reference number to the subject line WCRecruitment@dws.gov.za

FOR ATTENTION : Ms.K Melelo

POST 08/138 : **OFFICE MANAGER REF NO: 180322/08**
Branch: Infrastructure Management: Head Office

SALARY : R382 245 per annum (Level 09)

CENTRE : Pretoria Head Office

REQUIREMENTS : A National Diploma or Degree in Office Management and Technology / Public Management / Business Administration. Three (3) to Five (5) years' experience in Office Management. A valid driver's license will be an added advantage. Extensive knowledge and understanding of public service policies and administrative procedures. Knowledge in the functioning of the National Departments within Government. Computer literacy. Knowledge of MS Word, Excel, MS Projects, MS teams and MS PowerPoint. Knowledge of the PFMA, Financial Management, Project Management, Office Administration and Secretarial Duties. Sound Organisational and Good Communication skills. High level of Reliability and Responsibility. High Level Written and Verbal Communication Skills. Ability to act with tact and discretion. Knowledge of Dispute Resolution processes. Understanding of Social and Economic Development issues. High level of Financial Management Problem solving and analysis. People and diversity management. Client orientation and customer focus. Accountability and Ethical conduct. Ability to work under pressure and meet deadlines. An understanding of and commitment to government objectives, policies and programmes. Ability to ensure high level of Quality and project Delivery Ability to Deliver Results within the Unit.

DUTIES : Scrutinize all incoming correspondence (email, letters, reports and phone messages) both internally and externally and action the response accordingly. Compile an abbreviated note highlighting certain detail from correspondence received must be drafted, for action and reply within time frames. Preliminary advice / recommendation regarding the manager's actions to be appended from abbreviated notes, e.g. arranges meetings, approve recommendations, etc. High level Preparation of Presentations, used both in Internal and External forums, as required. Deliver presentation on behalf of the manager (MS PowerPoint, MS Teams etc). Do research on related projects, within the Chief Directorate. Present to manager for final approval and communication. Arrange / organise workshops and meetings, including compilation of Agenda's, meeting minutes, programmes etc. Initiate Planning, determine delegates; facilitation, secretarial services, location, subsistence and travel arrangements and claims, pertaining to the Chief Directorate. Coordination and evaluation of

Annual Performance Plan targets linked to the Chief Directorate for reporting purposes. Financial arrangements relating to the Chief Directorate. Represent manager at certain meetings and workshops, and Provide Feedback with required decisions or actions. Manage queries. Planning and Monitoring of deadlines, to ensure responses are adequately responded to. Co-ordinating and monitoring of projects to achieve the departmental targets. Adequate communication between Directorates. Management of budgets to achieve financial targets within the Chief Directorate budget, in line with MTEF, PFMA and future projects. Authorise or Recommend payments within the Chief Director (e.g. petty cash items, stationary and IT related expenditure etc). Control Chief Directorate expenditure in line with budget. Monitor Chief Directorate spending trends in accordance with Early Warning Systems. Advice and facilitate the process of budget projection/Cash Flow management with all the directors and project managers. Establishment of processes for routine and streamlining of information collection for reporting purposes. Consolidation into Chief Directorate reports, for communication and reporting purposes. Make recommendations to management. Develop statistics for managers' requirements, and review on performance. Adequately Manage and Supervise Human Resources. Personnel evaluation, and Performance management. Leave Management and arrangement for relieve, during the leave cycle. On the job training. Identify areas for further career development and advancement. Manage Operational Procurement, within the Chief Directorate, ordering of stationery etc. Determine overall stock levels for Operations, e.g. Issuing of Stationary etc.

- ENQUIRIES APPLICATIONS** : Mr S Arumugam Tel No: 012 336 7027
 : Head Office (Pretoria): Please forward your application quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X350, Pretoria, 0001 or hand deliver to Delta Continental Building, Corner of Visagie and Bosman Street, Pretoria.
- FOR ATTENTION** : Ms L Mabile
- POST 08/139** : **LEGAL ADMINISTRATION OFFICER (MR5) REF NO: 180322/09**
 Branch: Corporate Support Services
 CD: Legal Services
- SALARY CENTRE REQUIREMENTS** : R378 990 per annum, (OSD)
 : Pretoria Head Office
 : An LLB Degree or equivalent NQF 7 legal qualification. At least eight (8) years' appropriate post-qualification legal experience. Ability to draft legal documents that provide clear motivation/justification for a particular position pertaining to the case, also proposing the approach to be followed to ensure success in this regard. Knowledge and understanding of the Public Finance Management Act (PFMA) and Treasury Regulations, the Public Service Act and Regulations, Promotion of Administrative Justice Act and Promotion of Access to Information Act. An ability to interpret legislation, good analytical and research skills, good verbal and written communication skills in English, good drafting skills, computer literacy, an ability to work in a team. A pro-active and problem solving and positive attitude and the ability to adhere to deadlines are essential.
- DUTIES** : Liaise with the members of the Water Tribunal / Mediation and the parties to any dispute in any matter before the Water Tribunal. Ensure that documents before the Water Tribunal are in compliance with the applicable rules and procedures. Keep records of decisions made by Water Tribunal. Ensure that administration support to the Water Tribunal is carried out efficiently and effectively. Ascertain the appeals that are lodged with Water Tribunal / Mediation comply with the National Water Act and Water Tribunal / Mediation rules.
- ENQUIRIES APPLICATIONS** : Ms M Khuduga Tel No: (012) 336 7835
 : Head Office (Pretoria): Please forward your application quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X350, Pretoria, 0001 or hand deliver to Delta Continental Building, Corner of Visagie and Bosman Street, Pretoria.
- FOR ATTENTION** : Ms L Mabile

POST 08/140 : **CHIEF ASSISTANT TECHNICAL OFFICER (SCIENTIFIC SUPPORT) REF NO: 180322/10**
Branch: Water Resource Management
SD: Resource Quality Monitoring (RQM)

SALARY CENTRE REQUIREMENTS : R261 372 per annum (Level 07)
: Roodeplaat Dam, Resource Quality Information System (RQIS)
: A Senior / Grade 12 certificate with Mathematics / Mathematics Literacy / Science. Six (6) to ten (10) years' experience in surface or groundwater technical environment in collecting and processing water-related data. A valid driver's license (attach a copy). A valid skipper's license, competency in aquatic health monitoring techniques and ability to swim will be an advantage. A proven record of experience in fieldwork or water sampling and monitoring will be an advantage. An understanding and knowledge of surface water quality and health monitoring i.e. collecting samples, using a data management system and field instruments to record water quality information. Computer literacy in Microsoft Excel, Word and Outlook. Knowledge of surface water monitoring instruments and data processing and administration. Knowledge and understanding of water quality processes and the relevant database and or systems. Competency in the use of Global Positioning System (GPS) or other mapping applications. Knowledge of relevant water quality monitoring equipment and Occupational Health and Safety (OHS). Good interpersonal relations and organizational skills. Good communication skills both (verbal and written). Willingness to travel.

DUTIES : Routinely collect water samples from rivers, dams, lakes and wetlands. Recording of water quality information/data in the field. Auditing of water quality data, maintaining compliance documentation, compliance data logs, and/or internal tracking forms. Provide technical assistance in the archiving, processing and capturing of water quality and health data. Assist with training of regional office personnel and external samplers. Assist with the preparation of sampling materials, collection of samples from post offices, safekeeping and calibration of field equipment. Assist with aquatic health monitoring sheets and monitoring activities.

ENQUIRIES APPLICATIONS : Ms T Masilela Tel No: 012 808 9619
: Head Office (Pretoria): Please forward your application quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X350, Pretoria, 0001 or hand deliver to Delta Continental Building, Corner of Visagie and Bosman Street, Pretoria.

FOR ATTENTION : Ms L Mabile

POST 08/141 : **ASSISTANT TECHNICAL OFFICER REF NO: 180322/11**
Branch: Water Resources Management
SD: Hydrometry

SALARY CENTRE REQUIREMENTS : R176 310 per annum (Level 05)
: Pretoria Head Office
: A Senior/Grade 12 certificate with Mathematics / Mathematics Literacy as a passed subject. One (1) to (2) two years' experience in surface or groundwater data collection and general maintenance of stations will serve as an added advantage. Computer literacy. A valid driver's license (attach copy). Knowledge of hydrological or geo-hydrological processes and systems. Knowledge in handling laboratory equipment's. Relevant knowledge in surface and groundwater data processing. Knowledge of Occupational Health and Safety. Knowledge and understanding of writing technical reports and relevant software systems. Knowledge of installation of hydrological measuring equipment. Willingness to travel extensively away from home to different hydrological gauging sites to collect, configure and service hydrological measuring equipment. Good interpersonal, planning and executing skills. Good communication skills (both verbal and written). Ability to read and write. Be able to perform administrative duties. Self-motivated and willingness to work in a team. Basic knowledge of problem solving and analysis. Accountability and ethical conduct.

DUTIES : Collection of hydrological data from various Hydrological monitoring sites in and around area of responsibility. Registering and capturing incoming hydrological data. Perform routine maintenance and inspections at various hydrological gauging sites. Assist in the installation of monitoring instruments. Provide assistance to other technical personnel. Basic understanding of

government legislation. Adhere to Occupational Health and Safety regulations and ensure that protective equipment is used appropriately.

ENQUIRIES APPLICATIONS : Mr M Musariri Tel No: (012) 336 7949
: Head Office (Pretoria): Please forward your application quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X350, Pretoria, 0001 or hand deliver to Delta Continental Building, Corner of Visagie and Bosman Street, Pretoria.

FOR ATTENTION : Ms L Mabile

POST 08/142 : **ASSISTANT TECHNICAL OFFICER REF NO: 180322/12**
Branch: Water Resource Management
Dir: Surface and Groundwater Information
SD: Geohydrological Information

SALARY CENTRE REQUIREMENTS : R176 310 per annum (Level 05)
: Pretoria Head Office
: A Senior/Grade 12 certificate with Mathematics / Mathematics Literacy as a passed subject. A valid driver's license (Attach a copy). Good communication skills in English - read, verbal and written form. Ability to work in a team environment.

DUTIES : Render groundwater data management support service, which will include: receiving, registering, encoding and capturing of various groundwater data and geohydrological reports; archiving of data and Geohydrological reports; assisting with processing of groundwater-related data requests from both internal and external stakeholders using relevant software systems; ensuring the updating of Geohydrological Report System, capturing data on relevant databases; management of the geohydrological library. Operate standard office equipment (fax, photocopy machine, telephone, computers, etc); ensuring that records are easily accessible when needed.

ENQUIRIES APPLICATIONS : Mr Ramusiya Tel No: 012 336 7309
: Head Office (Pretoria): Please forward your application quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X350, Pretoria, 0001 or hand deliver to Delta Continental Building, Corner of Visagie and Bosman Street, Pretoria.

FOR ATTENTION : Ms L Mabile

POST 08/143 : **ADMINISTRATION CLERK REF NO: 180322/13**
Branch: Water Resource Management
Dir: Admin Support: Information Program

SALARY CENTRE REQUIREMENTS : R176 310 per annum (Level 05)
: Pretoria Head Office
: A Senior / Grade 12 certificate. Knowledge and experience in clerical functions, practices as well as the ability to capture data, operate computer and collate administration statistics will serve as an added advantage. Computer literacy (word, Excel and Power Point). Basic knowledge of Human Resource prescripts. Basic financial management and knowledge of PFMA. Knowledge and understanding of SCM / procurement. Knowledge of basic financial operating systems PERSAL, BAS, LOGIS. Basic knowledge of the understanding of legislative framework governing the Public Service. Knowledge of working procedures in terms of the working environment. Ability to have good interpersonal relations. Flexibility and teamwork. Basic knowledge of problem solving and Analysis. Client orientation and Customer Focus. Good communication skills (verbal and written). Knowledge of administration procedures. Knowledge of clerical functions. Ability to work under pressure, independently and handle confidential matters. Accountability and ethical conduct.

DUTIES : Provide administration support to the Director and other staff members. Arrange meetings and events for the Director and staff in the unit. Record basic minutes of the meetings of the manager when required. Handle the procurement of standard items like stationery, etc. Remains up to date with regard to prescripts / policies and procedures applicable to the Directorates and Departments work to ensure efficient and effective support to the Director and the section. Render general administration support services within the component. Provide personnel administration clerical support services within the component. Open files for new tasks. Handle routine enquiries from the officials and stakeholders. Liaise with travel agencies to make travel

arrangements. Arrange travelling and accommodation for the section. Verify S&T claims. Keep and maintain the coming and outgoing document register of the component. Record, organize, store and retrieve correspondence and data (line function). Update registers and statistics. Handle routine enquiries. Operate office equipment like fax machines and photocopies. Make photocopies and receive or send facsimiles. Distribute documents/packages to various stakeholders as required. Liaise with internal and external stakeholders in relation to procurement of goods and services. Obtain quotations, complete procurement forms for the purchasing of standard office items. Keep and maintain the asset register of the component. Stock control of office stationery. Keep and maintain the asset register of the component. Process travel and subsistence claims for the unit. Check correctness of subsistence and travel claims of officials and submit to manager for approval. Administer telephone accounts and petty cash for the component. Process all invoices and keep track of the payment process. Implement administrative procedures for the component. General office administration.

ENQUIRIES APPLICATIONS : Mr A Sambo Tel No: 012 336 8403
 : Head Office (Pretoria): Please forward your application quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X350, Pretoria, 0001 or hand deliver to Delta Continental Building, Corner of Visagie and Bosman Street, Pretoria.

FOR ATTENTION : Ms L Mabole

POST 08/144 : **FINANCE CLERK REF NO: 180322/14**
 Branch: Infrastructure Management
 Dir: Southern Operations

SALARY CENTRE REQUIREMENTS : R176 310 per annum (Level 05)
 : Port Elizabeth / Gqeberha
 : A Senior / Grade 12 certificate with Accounting and Mathematics as passed subjects. Basic Knowledge of financial functions, practices as well as the ability to capture data and collate financial statistics. Computer literacy skills. Good communication and interpersonal skills. Problem-solving and report writing skills.

DUTIES : Perform reconciliation of customer accounts and billing adjustments on excel spreadsheet. Liaise with customers and attend to customer queries. Monitor debtors and do follow up on outstanding balances. Printing of customer statements and invoices. Follow up and process return to sender (RTS). Filing all relevant documentation and customer correspondence. Reporting of revenue duties.

ENQUIRIES APPLICATIONS : Ms. S Mtshingila Tel No. 041 508 9734
 : Port Elizabeth / Gqeberha: Please forward your applications to the Department of Water and Sanitation, P.O Box 5501, Walmer, Port Elizabeth (Gqeberha), 6065 or Hand deliver at 50 Heugh Road, Lion Roars Office Park c/o 3rd Avenue and Heugh Road, Walmer, Port Elizabeth (Gqeberha).

FOR ATTENTION : Ms. B Gqokoma

POST 08/145 : **ACCOUNTING CLERK REF NO: 180322/15**
 Branch: Finance WTE

SALARY CENTRE REQUIREMENTS : R176 310 per annum (Level 05)
 : Pretoria Head Office
 : A Senior / Grade 12 certificate with accounting as a passed subject. The ability to work under pressure. Knowledge and understanding of PFMA, Treasury Regulations and Prescription act will be an added advantage. Willingness to travel as and when required. Computer literacy skills. Good interpersonal relations. Good communication skills (written and verbal).

DUTIES : Capture and update data on SAP. Account reconciliations. Accounts maintenance. Compile and capture journals and assist in clearing suspense accounts. Safekeeping of all financial records. Maintaining an effective and efficient filing system. Record Billing Agent's Commissions and refunds. Assist manager with revenue management functions.

ENQUIRIES APPLICATIONS : Ms A Mbhele Tel No: 012 336 7025
 : Head Office (Pretoria): Please forward your application quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X350, Pretoria, 0001 or hand deliver to Delta Continental Building, Corner of Visagie and Bosman Street, Pretoria.

FOR ATTENTION : Ms L Mabile

POST 08/146 : **ACCOUNTING CLERK: REVENUE MANAGEMENT REF NO: 180322/16**
Branch: Provincial Coordination and International Co-Operation: Eastern Cape

SALARY : R176 310 per annum (Level 05)
CENTRE : East London
REQUIREMENTS : A Senior / Grade 12 certificate with accounting as a passed subject. One (1) year of appropriate experience in Debt Management will be an added advantage. Good communication skills. Understanding of the Public Finance Management Act (PFMA) and Treasury Regulations (TR). Knowledge of SAP and WARMS systems will be added advantage. Valid driver's License. Ability to work under pressure. Willingness to travel as and when required. Computer Literacy. Knowledge of General administration within the Public Service. Good interpersonal relations.

DUTIES : Manage the collection of debt, the reconciliation of customer accounts and billing adjustments. Manage the recording of all receivables. Management of suspense accounts. Check and accurately capture license fees and payments on SAP system. Analysing and correct/ rectify misallocations of payments. Customer account maintenance, reconciliation of general ledger accounts. Provide monthly age analysis reports on debtor's accounts. Printing of customer statements and invoices. Management & resolve customer queries and ensure feedback. Implement business policies and processes relating to debt management. Ensure the integrity and data transferred to SAP from WARMS. Provide effective office services to the section.

ENQUIRIES : Ms Z Roto Tel No: 043 701 0342
APPLICATIONS : Eastern Cape (East London): Please forward your applications quoting the relevant reference number to Private bag X 7485, King Williams Town, 5600 or hand deliver at the 2 Hargreaves Avenue, King William's Town 5600.

FOR ATTENTION : Ms LT Malangabi Tel No: 043 604 5476

**PROVINCIAL ADMINISTRATION: EASTERN CAPE
DEPARTMENT OF COMMUNITY SAFETY**

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

- APPLICATIONS** : Submitted via post to P/Bag X 0057, Bhisho or hand delivered to Department of Community Safety, Corner Independence Avenue and Circular Drive, Bhisho, ERF 5000 Building 5605 or utilise erecruitment system which is available on <https://erecruitment.ecotp.gov.za>. Applications received after the closing date will not be considered. No faxed applications will be accepted. No late applications will be accepted.
- FOR ATTENTION** : Mr L Bobi / Ms N. Mhlom
- CLOSING DATE** : 18 March 2022
- NOTE** : Applications must be submitted on the new prescribed application form Z.83 of the Public Service Act form only, (i.e. application for employment form), obtainable from any Public Service Department or any Public Service and Administration website or Recruitment Office within the Department of Community Safety. Z.83 form should be accompanied by a recent updated comprehensive CV (previous experience must be comprehensively detailed, i.e. positions held and dates), as well as copies of all qualifications, ID document and license (these copies need not be certified), Failure to comply with this requirement will result in the candidate being disqualified. Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of his/her Permanent Residence Permit to his/her application. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three months of the closing date of this advertisement, please accept that your application was unsuccessful. Please note that all applicants for Senior Management positions are required to complete the SMS Pre- Entry Programme administered by the National School of Government (NSG) and attach certificate or proof of completion. The Course is available at NSG under the name Certificate for entry into the SMS and the full details can be sourced by the following link <https://thensg.gov.za/trainingcourses/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 DPSSA. The logistics of which will be communicated by the Department. Short-listed candidates will be subjected to a security clearance. The Department of Community Safety has the right not to fill the post. Preference will be given to youth, people with disability and women in accordance with our employment equity plan. Recommended 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).

MANAGEMENT ECHELON

- POST 08/147** : **DIRECTOR: STRATEGIC PLANNING REF NO: ECDOS 1/03/2022**
- SALARY** : R1 057 326 per annum, (an all-inclusive remuneration package), (basic salary consist of 70% of total package, the State's contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion]. The flexible portion of the package can be structured according to the Senior Management Service guidelines.
- CENTRE** : Bhisho
- REQUIREMENTS** : An Undergraduate qualification (NQF 7) as recognised by SAQA in Social Sciences/ Operations Management/ Public Management Management/ Business Management/ Management. Post graduate qualification will be an advantage. At least five (5) years' experience at middle/senior management level. Knowledge and understanding of the legislative and regulatory requirements that impact planning in the Department of Community Safety, knowledge of government planning and budgeting processes, Public Finance Management Act (PFMA) and Public Service regulations. Good leadership,

organisational, interpersonal, analytical, planning, communication (written and verbal) and computer literacy (Microsoft Office package) skills. Ability to work independently and with the team, willingness to travel extensively and work irregular hours. A valid driver's licence.

DUTIES

: Develop and maintain DoCS's Strategic and Annual Performance planning Agenda. Based on legislative and policy directives develop and publish DoCS's planning agenda. Develop and maintain planning input instruments and templates for the department. Provide technical support to line managers to enable compliance with the planning agenda. Facilitate the development and maintenance of DoCS's Strategic Plan Facilitate the development of DoCS's Strategic Plan based on the legislative mandate of the Department, Provincial Safety Strategy and Provincial Government's Plan of Action. Coordinate strategic research initiatives to inform/influence planning processes. Coordinate and consolidate strategic planning input processes for the DoCS and other external stakeholders. Coordinate and consolidate consultation processes, including at sector, provincial and national levels e.g. Eastern Cape Planning Commission. Develop and publish DoCS's Strategic Plan for tabling in the Legislature by the Member of the Executive Council. Provide continuous technical support and advisory services to DoCS's governance structures (EXCO, GMC and Audit Committee) and to ensure that planned activities are aligned to objectives set out in the Strategic Plan. Develop and maintain organisational monitoring, evaluation and reporting instruments and templates for the Department Coordinate evaluation processes for the Department. Based on the identified objectives and performance targets set in relevant plans coordinate the submission of quarterly performance reports. Validate and analyse performance data/evidence, develop and present on a quarterly basis performance reports to the governance structures of the Department. Provide early warning support to executive management. Coordinate performance input processes for reporting to the Legislature. Coordinate the development and publishing of DoCS's Annual Performance Report. Coordinate organisational performance review processes. Manage the allocated resources of the Directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives. Identify the resource (financial, human and equipment) needs of the Directorate required to optimally support the implementation of the Annual Performance Plan and Work Plan. Represent the operational intent of the Directorate as part of internal resource allocation processes. Manage and account for the utilisation of the financial resources of the Directorate in line with the departmental delegations. Monitor, evaluate and account for the effective and efficient utilisation (value for money) of allocated resources. Direct, manage and account for the utilisation of the Directorate's human resources. Based on operational imperatives re-prioritise the allocation of resources within the Directorate. Manage strategic, annual- and work planning as well as reporting processes for the Directorate and ensure compliance with DoCS's Strategic Planning and Performance Review Agenda. Direct the utilisation of technology in support of the Directorate's business processes.

ENQUIRIES

: Mr L. Bobi Tel No: 079 284 6709

NOTE

: NB: applicants from designated groups especially in respect of women and people with disabilities will receive preference.

POST 08/148

: **DIRECTOR: EXECUTIVE SUPPORT (OFFICE OF THE HOD) REF NO: ECDOCS 2/03/2022**

SALARY

: R1 057 326 per annum, (an all-inclusive remuneration package), (basic salary consist of 70% of total package, the State's contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion. The flexible portion of the package can be structured according to the Senior Management Service guidelines.

CENTRE

: Bhisho

REQUIREMENTS

: An Undergraduate qualification (NQF 7) as recognised by SAQA in Operations Management/ Public Management Management/Business Management/ Management/ Law. Masters qualification in security studies will be an advantage. At least five (5) years' experience at middle/senior management level. Knowledge and understanding of the legislative and regulatory requirements that impact planning in the Department of Community Safety, knowledge of government planning and budgeting processes, Public Finance Management Act (PFMA) and Public Service regulations. Good leadership,

organisational, interpersonal, analytical, planning, communication (written and verbal) and computer literacy (Microsoft Office package) skills. Proven understanding of Minimum Security Standards (Existing clear Ability to work independently and with the team, willingness to travel extensively and work irregular hours. A valid driver's licence.

DUTIES : Facilitate the provisioning of strategic direction and monitor the implementation of the strategic objectives and resources of the directorate. Ensure economical management and utilization of resources allocated to the HODs office. Oversee and ensure effective secretariat support. To develop and ensure the implementation and maintenance of administrative systems and procedures in the HOD s office. Provide management and strategic support for the effective delivery of services. Ensure appropriate accessibility arrangement for key stakeholders to the office of the HOD. Provide strategic and management support to the office of the HOD. Ensure efficient liaison between the office of the MEC and HOD. Provide effective and efficient management in establishing and maintaining systems for effective workflow to enable enhanced function of the Department through Branches of the Department. Monitor Compliance with relevant committees and legislature bodies to which the department account. Facilitate and prepare monthly management reports for the HOD. Coordinate the planning and budgeting for the office of the HOD. Supervise the provision of effective secretariat services to formalised decision making structures in the Department. Ensure that all reports from different branches in the Department are coordinated, analysed and consolidated. Ensure document management and classification of documents. Manage staff performance in the office of the HOD. Develop, implement and monitor the strategic and business planning framework for the department. Monitor and evaluate all strategic and operational management and programme implementation processes. Coordinate and compile reports to relevant stakeholders, i.e. the annual report, legislature reports, legislature questions, etc. Interpret and analyse reports. Develop, implement and manage systems to ensure continuous improvement of organisational performance. Develop and implement appropriate knowledge concept, strategy and systems.

ENQUIRIES : Mr L. Bobi Tel No: 079 284 6709
NOTE : NB: applicants from designated groups especially in respect of women and people with disabilities will receive preference

OTHER POSTS

POST 08/149 : **DEPUTY DIRECTOR: ASSET MANAGEMENT REF NO: ECDOCS 3/3/2022**

SALARY : R744 255 – R876 705 per annum (Level 11), all-inclusive salary package which can be structured according to individual needs

CENTRE : Bhishe

REQUIREMENTS : Grade 12 plus a National Diploma (NQF level 6) /Bachelor's degree (NQF level 7) in Supply Chain Management/ Purchasing/ Logistics/ Financial Management/ Management/ Accounting/ Cost and Management Accounting/ Financial Information System/ Internal Auditing/ Business Management/ Public Administration or Public Management. A minimum of 5 years' relevant experience within the Financial Management environment required with 3 years' experience in Asset Management. Knowledge of supply-chain and budget management processes. 3 years' supervisory/ management experience at an Assistant Director level. Must have a valid driver's license. Computer Literacy in MS Office (Word, Excel, PowerPoint, and Access). Communication skills (both verbal and written). Proven practical experience on Logis and preferably as Logis Syscon. Ability to administer and manage departmental contracts. Sound and in-depth knowledge of relevant prescripts as well as the understanding of legislative framework governing the Public Service such as: PFMA, National Treasury Regulations, Government Immovable Asset Management Act (GIAMA), Asset Management, Generally Recognized Accounting Practices (GRAP), International Financial Reporting Standards (IFRS), International Public Sector Accounting Standards (IPSAS) and public sector policies. Leadership skills, Good report writing skills. Strong team player and show the ability to manage projects and organize work efficiently.

DUTIES : Design and develop asset management systems, policies, perform annual physical asset management planning. Effectively manage the departmental assets as required by the Public Finance Management Act, Treasury

Regulations and Asset Framework. Manage and Monitor the development and implementation of the Asset Management Strategy in line with the business plans on programmes. Develop, monitor and implement the acquisition, maintenance and disposal plans for assets, asset verification including the management of losses. Effective coordination of assets management activities in the main Head Office and satellite/ district offices for accurate reporting as and when required to do so. Coordinate and monitor asset management initiatives within the Department (including off site Assets). Manage the preparation of monthly reconciliations between the Asset Register and ledger as well as the annual reconciliation of the register, assist in the compilation of Financial Statements (interim and Annual Financial Statements). Manage the barcode tagging, movement, disposal of assets for the Department. Perform Logis SYSCON functions for the department including all matters connected thereto. Perform effective contract management for existing term contracts. Manage the assets management unit by providing leadership and guidance to all those within his/ her area of responsibility.

ENQUIRIES : Ms N. Mhlom Tel No: 079 284 6709
NOTE : NB: applicants from designated groups especially in respect of women and people with disabilities will receive preference

POST 08/150 : **PRINCIPAL PERSONNEL OFFICER: RECRUITMENT AND SELECTION**
REF NO: ECDOCS 4/03/2022

SALARY : R261 372 – R307 890 per annum
CENTRE : Head Office
REQUIREMENTS : Matric with a three (3) years tertiary qualification (NQF 6) in Human Resource Management/ Public Administration/Management, Industrial Psychology. A least two (2) years' experience in human resource recruitment unit. Must be in position of a valid driver's license. Public sector experience. Knowledge and understanding of legislative framework governing in the public service Act of 1994 (Act 103 of 1994) and other human resource prescripts, regulations, procedures and understanding skills and communication skills (written and verbal). Ability to interprets human resource prescripts and apply them). Proven practical experience on PERSAL and preferably PERSAL establishment. Good interpersonal and organizational skills. Ability to work well under pressure and long hours and be customer focused. Computer literacy.

DUTIES : Supervise undertake the more complex and maintenance of human resource administration practices: HR Provisioning (Recruitment and Selection, Appointments, Transfers, Verification of Qualifications, Secretarial Function at shortlisting and interviews, Absorptions and Probation periods). Prepare reports on human administration issues and statistics. Handle human resource administration enquiries. Supervision of staff. Coordinate human resource administration matters within the department include administering recruitment, selection and appointment of employees. Establish control and monitoring mechanism to ensure efficient and effective implementation of Recruitment processes. Coordinate all interviews and assessments. Develop/ quality assures the correctness of submissions to delegated authorities. Reverse posts on Persal. Engage with stakeholders. Process all the vacancies from the point when the vacancy has arisen until the vacancy has been filled, in line with recruitment polices. Administering background checks, implement and monitor recruitment and placement strategies, Assist management with recruitment and placement processes. Serve in the Department on recruitment and selection panels. Advice on a human resources procedures to be followed. Ensure compliance t acts and regulations. Build operational efficiency and effectiveness on personnel administration support services. Address quires. Updates on HR legislations, circulars resolutions and agreements.

ENQUIRIES : Ms N. Mhlom at 079 284 6709
NOTE : NB: applicants from designated groups especially in respect of women and people with disabilities will receive preference

DEPARTMENT OF COOPERATIVE GOVERNANCE AND TRADITIONAL AFFAIRS

The Department of Cooperative Governance 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.

APPLICATIONS : Received After Closing Date Will Not Be Considered. Applications Must Be Submitted As Follows: Via the provincial e-recruitment system accessible at: <https://ecprov.gov.za> and/or at <https://erecruitment.ecotp.gov.za> The Provincial E-Recruitment System Closes at 23: 59 on the Closing Date. And should be directed to The Head of Department: Cooperative Governance & Traditional Affairs; Private Bag X0035, Bhisho, 5605. Hand delivered applications will be received at

FOR ATTENTION : Ms S. Shugu

CLOSING DATE : 18 March 2022

NOTE : To All Applicants: Applications must be submitted in Z83 effective from 01 January 2021 obtainable from any Public Service department or on the internet at <http://www.info.gov.za/documents/forms/employ.pdf> (an unsigned Z83 usually disqualify an applicant, however, the Z83 in the e-recruitment system is currently un-downloadable and therefore unassignable – applicants applied via the system therefore will not be disqualified), and should an application be received using the incorrect application for employment (Z83) will not be considered. A Z83 should be accompanied by a recently updated, comprehensive CV including at least two contactable references as well as copies (copies need not be certified) of all qualification(s) [Matric certificate must also be attached] and ID-document and Driver's license [where applicable]. Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of his/her Permanent Residence Permit to his/her application. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA) (It is the responsibility of applicants in possession of foreign qualifications to submit evaluated results by the SAQA). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record check, citizenship verification, financial/asset record check, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. Where applicable, candidates will be subjected to a skills/knowledge test. Successful candidates will be appointed on a probation period of twelve (12) months. The Department reserves the right not to make appointment(s) to the advertised post(s). Persons with disabilities and women are encouraged to apply. For SMS posts all shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job. 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 assessment. In terms of DPSA Directive for SMS appointments, applicants are required to produce or attach a pre-entry Certificate 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>

OTHER POSTS

POST 08/151 : **SENIOR ADMIN OFFICER: TRADITIONAL LEADERSHIP INSTITUTIONAL SUPPORT REF NO: COGTA (01/03/2022)**

SALARY : R321 543 – R378 765 per annum (Level 08)

CENTRE : Bhisho

REQUIREMENTS : National Senior certificate plus National Diploma (NQF level 6) in Public Management/Financial Management/ Administration/ Management with (3) years' experience or Senior Certificate with seven (7) years' experience in the relevant field. Computer Literacy. Code 08 drivers' license a must. Knowledge: Broad understanding of PFMA, creditors' management, procurement and administration.

DUTIES : Efficient and effective Budget management, monitoring and reporting, procurement of goods and services in compliance with the relevant departmental policies, timely payment of creditors' invoices and clearance of commitments, processing of claims for allowances. The processing of reimbursement claims for the members of the Local Houses of Traditional Leaders. The procurement of goods and services for Local Houses of TL.

		Payment of sitting allowances for the members of the Local Houses of Traditional Leaders. Monthly monitoring of the expenditure for each individual Local House. Facilitate logistical arrangements for the sittings of the Local Houses.
<u>ENQUIRIES</u>	:	Ms N. Mditshwa at Tel No: (040) 940 7073/7083/7071/7077/7079/7082/7080
<u>POST 08/152</u>	:	<u>SENIOR ADMIN OFFICERS: GCALEKA REGION AND EMBOLAND REGION REF NO: COGTA (02/03/2022) (X2 POSTS)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R321 543 – R378 765 per annum (Level 08)
	:	Gcaleka and Emboland Regions
	:	National Senior certificate plus National Diploma (NQF Level 6) in Public Administration/ Management/ Social Science. Two years' experience at supervisory level in the relevant field. Computer Literacy. Code 08 drivers' license a must.
<u>DUTIES</u>	:	Check book of accounts in respect of Traditional Councils for submission to head office. Administer the provisioning of support and resources to Traditional Leadership Institutions. To facilitate the recognition and termination of Traditional Leaders. Administer the conditions of service of Traditional Leaders. Provide administration support in the processing of sitting allowances of Traditional Councils. Assist in the administration of claims and payment of gratuities to beneficiaries of Traditional Leaders. Administer the physical verification of traditional leaders periodically. Ensure efficient delivery of support to Traditional Leaders in the district offices.
<u>ENQUIRIES</u>	:	Ms N. Mditshwa at Tel No: (040) 940 7073/7083/7071/7077/7079/7082/7080
<u>POST 08/153</u>	:	<u>PRINCIPAL PERSONNEL OFFICER: HUMAN RESOURCE CONDITIONS OF SERVICE REF NO: COGTA: 03/03/2022</u> (Re-advertisement)
<u>SALARY CENTRE REQUIREMENTS</u>	:	R261 372 - R307 890 per annum (Level 07)
	:	Bhisho
	:	National Senior Certificate, plus National Diploma/Degree (NQF level 6/7) in HRM or Relevant Qualification with minimum of two years' experience in HRM Conditions of Service or Senior Certificate with minimum of five years' experience in HRM Conditions of Service. Computer Literacy: Microsoft Word, Excel and Microsoft Outlook. Introduction to PERSAL Certificate. Competencies: Knowledge of HR Prescripts, Sound Communication Skills, Problem Solving Skills, Decision Making Skills.
<u>DUTIES</u>	:	Supervise and undertake more complex implementation of HR Functions inclusive of implementation of service termination, approval of termination of service on PERSAL, auditing of leave files for leave gratification, processing memos and expenditure approval for payment of leave gratuity, check Z102 for claiming service benefits online, approval/processing of service benefits, state guarantees and housing stop orders. Leave Administration: Checking and approving captured applications for leave of absence on PERSAL, supervise leave reconciliation, receive and process temporary incapacity leave application. Approving of nomination beneficiary form, checking and approving form of nomination of beneficiaries on PERSAL.
<u>ENQUIRIES</u>	:	Ms N. Mditshwa at Tel No: (040) 940 7073/7083/7071/7077/7079/7082/7080
<u>POST 08/154</u>	:	<u>PERSONAL ASSISTANT: QAUKENI KINGDOM REF NO: COGTA: 04/03/2022)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R261 372 per annum (Level 07)
	:	Qaukeni Kingdom
	:	National Senior certificate, plus National Diploma/Degree (NQF level 6/7) in Office Administration or related qualification or Senior Certificate plus secretarial course/computer literacy (Ms Word, Excel & Power Point). Administrative experience will be an added advantage. Driver's license is a must.
<u>DUTIES</u>	:	Ensure the smooth functioning of the office. Ensure safekeeping of records at all times. Assess incoming correspondence and distribution thereof. Provide secretariat duties during meetings. Distribution of invitations to relevant stakeholders as and when required. Manage the diary and provide logistical arrangements as and when required. Monitor the servicing of the king's vehicle and the management of the Logbook. Ensure that the offices in the kingdom

are clean at all times. Liaise and communicate with other staff responsible for supporting Traditional Councils.

ENQUIRIES : Ms N. Mditshwa at Tel No: (040) 940 7073/7083/7071/7077/7079/7082/7080

POST 08/155 : **DRIVER: TRADITIONAL LEADERSHIP INSTITUTIONAL SUPPORT REF NO: COGTA: 05/03/2022)**

SALARY CENTRE REQUIREMENTS : R124 434 per annum (Level 03)
: Bhisho
: ABET/Grade 10/ equivalent qualification. Code 08 driver's license with PDP. With 2 years working experience as a driver. Competencies: Must be able to read documents, letters, memorandums and messages. Reliable, willing to learn. Very friendly personality, flexible, confidential and honest. Ensure that clients are dealt with in a professional manner at all times.

DUTIES : To take care of driving for the Head Office. Collect stationery and cleaning material from the Head Office. Move assets from one place to another. Transport officials and Traditional Leaders when necessary. See to it that the vehicle is taken to service when necessary. Serve as a messenger to the head office. Attend to all messenger duties i.e. photocopying, handling of mail, delivery and collection of goods and correspondence from the Head Office, to the Regional Office and Traditional Councils. Collection and delivery of parcels, packages and official documents. Knowledge of Transport Regulations.

ENQUIRIES : Ms N. Mditshwa at Tel No: (040) 940 7073/7083/7071/7077/7079/7082/7080

OFFICE OF THE PREMIER

APPLICANTS : Applications received after closing date will not be considered. No Faxed applications will be accepted, no hand delivered applications will be allowed due to Covid 19. Applicants can apply using eRecruitment system which is available on www.ecprov.gov.za or <https://ecprov.gov.za/https://erecruitment.ecotp.gov.za/> or email their applications and quote the reference number of the post in the subject of the email to: recruitment@ecotp.gov.za

CLOSING DATE : 18 March 2022

NOTE : Instruction Note: Applications must be submitted on a New Z83 Form, obtainable from any Public Service department or go to www.dpsa.gov.za or <http://www.ecprov.gov.za> which must be signed (an unsigned Z83 form will disqualify an application) and should be accompanied by a recently updated, comprehensive CV as well as copies of all certificates of qualification(s), [Matric certificate must also be attached] ID-document and Driver's license [where applicable]. Furthermore, such copies need not be certified when applying for a post. Communication from the HR of the department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of his/her Permanent Residence Permit to his/her application. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Failure to submit all the requested documents will result in the application not being considered. 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. 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.

OTHER POSTS

POST 08/156 : **DEPUTY DIRECTOR: RESEARCH COORDINATION, POLICY DEV. SUPPORT REF NO: OTP 01/03/2022**

SALARY CENTRE REQUIREMENTS : R744 255 per annum (Level 11), all-inclusive package
: Head Office Bhisho
: A National Senior Certificate NQF Level 7 Degree or Advanced Diploma certificate in Policy Analysis and Research Methodology, Development Studies, Public Management or any other related field as recognised by SAQA. Minimum of three (3) years' experience at an Assistant director level in Policy and Research environment. Knowledge in depth understanding of legislative framework that governs the Public Service, Sound knowledge of Public Finance Management Act, Government planning framework, Sound knowledge and understanding of the Government Planning cycle (MTEF and Strategic Planning), Reporting, Monitoring and Evaluation, Governance, Innovation and Knowledge Management, Advanced knowledge of policy analysis, policy development and policy implementation and review processes. Skills: Applied Strategic Thinking, Applying Technology, Budgeting and Financial Management, Communication and Information Management, Continuous Improvement, Citizen Focus and Responsiveness, Managing Interpersonal, Conflict Management, Problems Solving, Planning and Organising, Decision Making, Project Management, Team Leadership, Communication (verbal & written).

DUTIES : Develop and maintain protocols, processes and guidelines for conducting research and policy development: Develop and review protocols, processes and guidelines for conducting research and policy development periodically and communicate these to stakeholders to guide effective research in the province, Analyse provincial macro policies, Coordinate and facilitate research activities on Provincial and sector specific programmes that support evidence-based policy decisions, Development and maintain a central information hub as a repository of research products for the province, Dissemination the research results to inform policy development, planning and service delivery improvement interventions, Facilitate the capacity building programmes and support departments, district municipalities, metros and public entities on policy development processes, Collaborate with universities, research institutes, national and provincial sectors through forming partnerships for research, policy development and capacity building, Coordinate and support the convening and functionality of the research community of practice, seminars for sharing of best practices and capacity building, Implement Knowledge Management practices in the province. Facilitate the development and review of the provincial research agenda informed by provincial priorities: Development of the Provincial Research agenda and plan that support evidence-based policy decisions and planning to ensure the attainment of provincial and national objectives, Coordinate implementation of the research agenda of the province, Draft MOUs with universities and research institutes that support research in the province, Engage with various stakeholders to maintain partnerships so as to enhance the provincial research capacity and to mobilize funding and any other support for provincial research projects, Advise departments on appropriate research methodology and assist with the interpretation of research data according to research objectives to inform policy development and service delivery agendas, Develop and package research output products for consumption by sector departments and other stakeholders. Maintain repository of research products and ensure the provision of archiving services: Support the management of the creation of new research content and maintain existing research collections, Support the creation and maintenance of workflows for document management, Promote the maintenance and quality-check metadata standards, Support the facilitation of the attainment of intellectual property copyright on research.

ENQUIRIES : Can be directed to: Ms. N. Mafu at 082 562 2347/Mr N. Mhlawuli at 076 7836993

POST 08/157 : **DEPUTY DIRECTOR: ENTREPRENEURSHIP AND ECONOMIC DEVELOPMENT REF NO: OTP 02/03/2022**

SALARY CENTRE : R744 255 per annum (Level 11), all-inclusive package
: Head Office Bhisho

REQUIREMENTS

: A National Senior Certificate and NQF Level 7 (Degree or B-Tech) qualification certificate as recognised by SAQA in Economics, Entrepreneurship development, Business Administration or management or equivalent qualification with a minimum of 3 years' experience at an Assistant Director level working in a relevant environment. Knowledge: In-depth understanding of legislative framework that governs the Public Service. Government planning framework. Sound knowledge and understanding of Government planning cycle (MTEF & Strategic Planning), Reporting, Monitoring & Evaluation. Innovation and knowledge Management. Advanced knowledge of Enterprise Development. Skills required: Strong liaison and report writing skills Change Management, Strategic Management, People Management, Stakeholder Management, Conflict Management, Risk Management, and Project Management & Service Delivery Innovations. Must have a valid driver's license.

DUTIES

: Facilitate the planning, monitoring and reporting of the implementation of the Provincial Youth Development Strategy regarding Youth Entrepreneurship and Economic Development: Manage, lead and ensure the implementation of the Enterprise Development Programmes and interventions throughout the province in line with the relevant policy and legislative frameworks. Manage and mobilise resources to implement of youth enterprise development initiatives. Ensure the integration of youth Entrepreneurship and Economic Development into the mainstream of the government programmes through participation in the strategic planning sessions of the provincial departments and Municipalities. Facilitate the development of Annual Provincial Youth Entrepreneurship and Economic Development Implementation Framework/ Plan and facilitate the implementation thereof. Ensures effective reporting to the Local Government Youth Development Forum and Provincial Youth Development Forum on matters pertaining to Youth Entrepreneurship and Economic Development. Facilitate and monitor the implementation of the relevant policy framework to promote economic inclusion of youth. Ensures the implementation of the Isiqalo Youth Fund programme: Facilitate the provision of opportunities for youth to participate in entrepreneurship development programmes in the province and beyond. Facilitate the provision of mentorship and support for youth enterprises in the province to ensure access to the Isiqalo Youth Fund and similar funding. Co-ordinate relevant stakeholders on enterprise development. Explore and facilitate provision of opportunities for rural youth to participate in the economy: Facilitate the establishment and implementation of enterprise development flagship projects and programmes to benefit the youth in the Province. Facilitate the provision of opportunities for youth in rural areas and townships to participate in the economy as part of developing rural and township economy. Promote entrepreneurship and job opportunities: Facilitating and coordinating the implementation of economic development programmes in collaboration with various partners inside and outside government. Facilitate the creation of business awareness amongst young people including entrepreneurship by inculcating an entrepreneurial mindset amongst the young people. Facilitate the provision of mentorship and support amongst young people to encourage the development of small businesses and cooperatives and ensure access to finance, skills development, market linkages and networking opportunities. Coordinate and monitor the implementation of youth programmes in the Economic Development Cluster: Facilitate, direct and guide the implementation of youth development programmes in the Economic Development Cluster. Track progress in the achievement of the objectives of the provincial youth development strategy as reflected in the APPs of the Departments. Monitor the implementation of the policy frameworks regulating government spend towards youth owned business, enterprises and SMMEs. Report on progress in the achievement of the objectives of the provincial youth develop, including the Provincial Local Economic Development Framework and ensure appropriate corrective action is taken. Manage area of responsibility: 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 Performance Agreements, Work Plans and Personal Development Plans (PDP's) for all subordinates are developed and implemented timeously. Manage employee performance daily and ensure timely submission of Performance Assessments

		of all subordinates. Ensure management, maintenance and safekeeping of the Sub-Directorate's assets.
<u>ENQUIRIES</u>	:	Can be directed to: Ms. N. Mafu at 082 562 2347/Mr N. Mhlawuli at 076 7836993
<u>POST 08/158</u>	:	<u>DEPUTY DIRECTOR: FACILITIES & SECURITY MANAGEMENT REF NO: OTP 03/03/2022</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R744 255 per annum (Level 11), all-inclusive Head Office Bhisho National Senior Certificate, NQF Level 7 qualification certificate as recognised by SAQA in Public Administration/Security/ Facilities Management or related fields. A minimum of three (3) years' experience in either Security and or Facilities management at an Assistant Director level. Knowledge and Understanding of Public Finance Management Act, Promotion of Access to Information Act, Protection of Information Act, Minimum Physical Security Standards, GIAMA, Occupational Health and Safety, Security & Auxiliary Services Standards e.g. MISS, MPSS, NTR, Public Service Act, 1994, Public Service Regulations 2001 (amended), National Treasury Regulations.
<u>DUTIES</u>	:	Manage and monitor the provision of security management services. Ensure provision of staff vetting services to OTP. Manage the provision of office accommodation services. Manage and monitor the provision cleaning and refreshment services. Manage the allocated resources in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives.
<u>ENQUIRIES</u>	:	Can be directed to: Ms. N. Mafu at 082 562 2347/Mr N. Mhlawuli at 076 7836993
<u>POST 08/159</u>	:	<u>DEPUTY DIRECTOR: RECRUITMENT & SELECTION REF NO: OTP 04/03/2022</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R744 255 per annum (Level 11), all-inclusive package Head Office Bhisho A National Senior Certificate (Grade12), an NQF L7 Advanced Diploma / Bachelor's degree certificate in Human Resources Management or Business Administration or Public Administration / Social Sciences qualification. Must have at least three (3) years relevant working as an Assistant Director. Knowledge of Persal is essential. Competencies: A competent level of Applied Strategic Thinking, Applying Technology, Budgeting and Financial Management, Communication and Information Management, Continuous Improvement, Citizen Focus and Responsiveness, Managing Interpersonal Conflict and Resolving Problems, Planning and Organising, Decision Making, Project Management, Team Leadership, Computer literacy and Presentation Skills. Knowledge: Knowledge on relevant labour legislation, Recruitment and selection procedures and Persal. Policy analysis and implementation. Knowledge of Human Resources governing legislation, prescripts, processes and procedures.
<u>DUTIES</u>	:	Coordinate the recruitment and selection of human resources: Coordinate the recruitment and selection assignments in the department. Coordinate the provision of training to line managers on recruitment and selection of staff. Monitor compliance of recruitment and selection activities against all the relevant policies and legislation. Monitor the implementation of SLAs with the appointed recruitment service providers. Monitor and report to management on recruitment and selection activities. Monitor compliance of the appointment of staff to all the relevant administrative prescripts. Coordinate and facilitate the conducting of competency assessments and Personnel Suitability Checks: Coordinate the provision of guidelines for the use of competency assessments. Monitor compliance with directives of the Department of Public Service Administration regarding compulsory competency assessments of Senior Management Service and personnel suitability checks. Manage the allocated resources of the sub-directorate in line with legislative and Departmental policy directives and comply with corporate governance and planning imperatives: Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from line manager. Delegate functions to staff based on individual potential, provide the necessary guidance and afford staff adequate training and development opportunities: Ensure

timeous development of job descriptions and implementation of Work Plans as well as Personal Development Plans (PDP's) for all supervisees. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets. Ensure the implementation and management of risk, finance and supply chain management protocols and prescripts in the area of responsibility.

ENQUIRIES : Can be directed to: Ms. N. Mafu at 082 562 2347/Mr N. Mhlawuli at 076 7836993

POST 08/160 : **ASSISTANT DIRECTOR: SYSTEMS DEVELOPER - PROVINCIAL ICT REF NO: OTP 11/03/2022**

SALARY CENTRE REQUIREMENTS : R477 090 per annum (Level 10)
 : Head Office Bhisho
 : A National Senior Certificate NQF Level 7 recognised by SAQA in degree/BTech qualification certificate in ICT (Informatics or Computer Science)/Software Development or any related qualification. A Minimum of 3 years' appropriate experience in the area on Systems Development; Application Development, Software Development and/or Programming. Competencies/ Skills: ASP.Net - C#, Microsoft SQL, Microsoft Visio, Microsoft Azure, Microsoft SharePoint Online, ITIL, PowerApps and the entire Microsoft Power Platform, Project Management principles, SDLC Methodologies, Excellent Logical and Analytical Skills, Problem Solving, Quality Assurance, and Mobile Application Development.

DUTIES : Design, plan and develop province-wide web-based applications, mobile apps and system according to the user requirements specifications: Analyse user requirements specification for applications and systems development, Research and conduct Joint Application Design (JAD) sessions with Business / Systems Analysts, Write and validate code as per application/system requirements, Develop and execute unit testing strategy and processes, Develop and upgrade existing systems by analysing and identifying areas for modifications, Integrate existing software products and get incompatible platforms to work together, Maintain the integrated IT software components systems once they are up and running, Deliver quality applications on-time and on-budget, Report on status of product quality to management, customer support and product teams via rigorous execution of detailed plans and accurate reporting of test cases executed, bugs discovered, bugs fixed, etc. Facilitate infrastructure requirements for developing applications and systems: Facilitate the establishment of infrastructure requirements for developed applications and systems (e.g. storage servers for testing and production environment), Establish, monitor and maintain the development platforms (e.g. Microsoft, Open Source, etc.), Maintain current technical knowledge to support rapidly changing technology, Coordinate software system installation and monitor equipment functioning to ensure specifications are met, Conduct benchmarks and provide management with advice, Work closely with System Administrators and Network Specialists to develop best technical design and approach for product development. System Integration: Integrate developed systems to produce province-wide reporting dashboards.

ENQUIRIES : Can be directed to: Ms. N. Mafu at 082 562 2347/Mr N. Mhlawuli at 076 7836993

POST 08/161 : **ASSISTANT DIRECTOR: DATABASE ADMINISTRATOR - PROVINCIAL ICT REF NO: OTP 12/03/2022**

SALARY CENTRE REQUIREMENTS : R477 090 per annum (Level 10)
 : Head Office Bhisho
 : A National Senior Certificate NQF Level 7 recognised by SAQA in Degree / BTech qualification certificate in ICT (Informatics or Computer Science)/Software Development or any related qualification. A Minimum of 3 years' appropriate experience in managing SQL 2012/2016/2019 or SQL Azure and Software Development. Competencies/ Skills: ASP.Net - C#, Microsoft SQL, Microsoft Visio, Microsoft Azure, Microsoft SharePoint Online, ITIL, PowerApps and the entire Microsoft Power Platform, Project Management principles, SDLC Methodologies, Excellent Logical and Analytical Skills, Quality Assurance, and Mobile Application Development.

DUTIES : Strategically design and implement databases for provincial systems, while ensuring high levels of data availability. Define standards and models for

database architectures, which includes developing and designing the database strategy, monitoring and improving database performance and capacity, and planning for future expansion requirements. Plan, coordinate and implement security measures to safeguard the organization's database. Design and deploy data table structures, forms, reports, and queries. Conduct research and make recommendations on database products, services, protocols, and standards in support of procurement and development efforts. Identify inefficiencies in current databases and leverage solutions. Install and configure relevant components to ensure database access. Perform cost estimates for data migration to new databases during upgrades, and plan and coordinate these migrations. Evaluate and select database components, including hardware, database management systems, data extraction software, metadata management tools, and database design solutions. Backup and disaster recovery of databases.

ENQUIRIES : Can be directed to: Ms. N. Mafu at 082562 2347/Mr N. Mhlawuli at 076 7836993

POST 08/162 : **ASSISTANT DIRECTOR: STRATEGIC MANAGEMENT REF NO: OTP 05/03/2022**

SALARY : R382 245 per annum (Level 09)
CENTRE : Head Office Bhisho
REQUIREMENTS : National Senior Certificate, an NQF 7 (Degree or B-Tech) qualification certificate as recognised by SAQA in the Social Sciences or Public Administration. A minimum of three years experienced in strategic planning or performance monitoring environment. Knowledge of strategy development, strategy management and strategy monitoring and review processes; knowledge of policy analysis, policy development and policy implementation and review processes; knowledge of Records Management policies and Principles; knowledge of legislative framework and government procedures on public finance, human resources management and supply chain management; and knowledge of Constitutional, legal and institutional arrangements governing the South Africa public sector. Skills required are applied strategic thinking; planning and organizing; computer skills; interpersonal skills; business communication; and project management.

DUTIES : Assist in the co-ordination of strategic and operational planning processes of the Department: Support the development of process plan for the annual performance planning process; Assist with the co-ordination of strategic planning session that includes management of the Department and ECSECC; Assist in the development of technical indicator descriptions (TID) in consultation with programme and sub-programme managers; Facilitate the processes leading to an agreement of Portfolio of Evidence for each KPI in the APP; Support the process to develop the Department's Service Standard and Operational Plan for each financial year; Assist in the alignment of the APP to the budget. Support the development and implementation of monitoring and evaluation principles and practices: Provide inputs into the process to review existing departmental monitoring and evaluation framework; Assist in the communication of principles and practices of performance reporting to all programme managers; Report on the adherence to monitoring and evaluation principles and practices; Evaluate the Portfolio of Evidence for performance reports and maintain database of these; and Provide support to the audit of performance information. Load the APP, TID and Quarterly reports on EQPR System.

ENQUIRIES : Can be directed to: Ms. N. Mafu at 082 562 2347/Mr N. Mhlawuli at 076 7836993

POST 08/163 : **ASSISTANT DIRECTOR: SECURITY MANAGEMENT REF NO: OTP 06/03/2022**

SALARY : R382 245 per annum (Level 09)
CENTRE : Head Office Bhisho
REQUIREMENTS : National Senior Certificate, NQF Level 7 qualification certificate as recognized by SAQA in Security Risk Management/Security Management, Security Grades and PSIRA registration. Minimum three (3) years' experience as departmental Security Officer/ Senior Admin officer in departmental Security. Knowledge of Legislative framework and regulatory procedures, Facilities

<u>DUTIES</u>	:	Management & Security Management systems with Communication skills: verbal, written, presentation, Report writing, Computer literacy.
	:	Facilitate the development of security plans: Analyze the current security systems. Conduct research to alternative security systems. Facilitate the planning of security activities for departmental events. Monitor the implementation of security plans. Monitor the implementation of security framework: Ensure the correct implementation of MISS (Minimum Information Security) and MPSS (Minimum Physical Security). Monitor the effective implementation of the access control system within the department. Monitor security contracts for user departments. Ensure the provision of security services during the opening and closing tender boxes. Facilitate vetting and screening of departmental employees and service providers. Conduct awareness campaigns on security related matters. Investigate security breach: Gather information pertaining the incident. Analyze the information. Compile incident report. Liaise with SAPS where necessary. Manage the allocated resources of the Unit in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives.
<u>ENQUIRIES</u>	:	Can be directed to: Ms. N. Mafu at 082 562 2347/Mr N. Mhlawuli at 076 7836993
<u>POST 08/164</u>	:	<u>ASSISTANT DIRECTOR: EMPLOYEE WELLNESS REF NO: OTP 07/03/2022</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R382 245 per annum (Level 09)
	:	Head Office Bhisho
	:	National Senior Certificate and an NQF 7 (Degree or B-Tech) qualification certificate as recognize by SAQA in Human Resources Management/Public Administration/Social Science/Social Work/ Industrial Psychology. Minimum 3-5 years' experience in the Employee Wellness Environment. Knowledge: Sound understanding of legislative requirements governing Health and Safety at the workplace, IOD Process, Basic procurement process, PERSAL, Batho Pele principles. Public service employee regulatory framework. National & Provincial Employee Wellness Model. Skills: Planning & Organising, Computer literacy at intermediate level, Communication & information Management, Conflict Management and resolution, Project Management, Networking and Building Bonds and Applied Strategic Thinking.
<u>DUTIES</u>	:	Implement employee wellness programmes. Facilitate the health and productivity services (HPM) in the department. Implement HIV & AIDS and TB management. Implement Safety & Health programmes (SHEQ). Manage the allocated resources of the unit in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives.
<u>ENQUIRIES</u>	:	Can be directed to: Ms. N. Mafu at 082 562 2347/Mr N. Mhlawuli at 076 7836993
<u>POST 08/165</u>	:	<u>ASSISTANT DIRECTOR: OD & CHANGE MANAGEMENT REF NO: OTP 08/03/2022</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R382 245 per annum (Level 09)
	:	Head Office Bhisho
	:	A National Senior Certificate, an NQF 7(Advanced Diploma/Degree) as recognised by SAQA in Industrial Engineering/Operations management / Management Services / Industrial Psychology. Job Evaluation Certificate. Minimum 3 years' experience in the field of OD, JE and Change Management environment. Knowledge of relevant legislation, policies and prescripts that governs OD & JE in the Public Sector, Public Service Act, Public Service Regulations, Labour Relations Act, South Africa Constitution, Job Evaluation Systems (EVALUATE). Skills required: Applied Strategic Thinking, Applying Technology, Budgeting and Financial Management, Communication and Information Management, Continuous Improvement, Diversity Management, Managing Interpersonal Conflict and Resolving Problems, Networking and Building Bonds, Planning and Organising & Project Management.
<u>DUTIES</u>	:	Coordinate the review and redesign of departmental organisational structure: Facilitate the processes in conducting a diagnosis analyses and compile diagnostic report. Develop and maintain functional structure. Consult proposed functional structure with internal and external stakeholders in the department. Develop organizational structure. Compile OD report. Implement and maintain post establishment. Coordinate the implementation change management:

Coordinate and facilitate the implementation of Change management policies and strategies. Coordinate the design of programmes to influence change in organisational behaviour. Coordinate and monitor the implementation of transformation programmes. Conduct business processes mapping and develop standard operating procedures for the department: Identify and prioritise processes to be mapped. Conduct business process modelling. Conduct business process analysis. Conduct process improvement. Develop Standards Operating Procedures for the department. Facilitate the development of job description for the department: Review Job Descriptions and ensure alignment to the approved organisational structure. Render guidance / assistance to all stakeholders on the development of Job Descriptions. Conduct workshops on development and reviewal of Job Descriptions. Ensure job description database is developed. Maintain the job description database and keep it up to date. Co-ordinate and ensure implementation of job evaluation: Identify all positions that are due for a job evaluation process. Conduct job analysis and the capture data in the system. Present evaluated positions to relevant je structures. Draft report requesting approval of JE results and implementation of results. Capture je results in the system (PERSAL). Assist in the reviewal of departmental job evaluation (JE) policy. Conduct workshop on changes with regards to job evaluation process.

ENQUIRIES

: Can be directed to: Ms. N. Mafu at 082 562 2347/Mr N. Mhlawuli at 076 7836993

POST 08/166

: **ASSISTANT DIRECTOR: SYSTEMS ADMINISTRATION REF NO: OTP 09/03/2022**
Re-Advertisement: Those who previously applied are encouraged to apply

SALARY CENTRE REQUIREMENTS

: R382 245 per annum (Level 09)
: Head Office Bhishe
: National Senior Certificate, NQF 7 (Degree or B-Tech) qualification certificate as recognized by SAQA in Financial Accounting/Financial Management/Public Finance or any other related field with a minimum of three years' experience in Financial Management or Financial accounting environment. Knowledge of legislation, regulations and policies that governs the Public Service, knowledge & application of Public Finance Management Act. Financial Accounting, Investment and cash management. Knowledge of BAS System.

DUTIES

: To render Bas system support in the department: Assist in the creation of new segment detail structure for purposes of budget capturing and PERSAL integration. Assist in the maintenance of user account management i.e. Security profile. Assist as a communication link between national treasury and the department. Provide Bas training to users so as to provide better understanding of the system to users. Render support in auditing exception reports for efficient monthly BAS closure: Monitor BAS ledger accounts. Monitor bank and Persal exceptions. Prepare weekly and monthly financial reports: Preparation of weekly and monthly cash-flows in order to make sure that funds are available on the Departmental bank account; ensure that Departmental bank account is not over drawn. Confirm Exchequer releases, to ensure that cash requested by the Department from Cash management reconciles. Conduct revenue reconciliation for purposes of financial year end. Perform various activities that contribute to the preparation of banking instructions. Manage the allocated resources of the sub directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives.

ENQUIRIES

: Can be directed to: Ms. N. Mafu at 082 562 2347/Mr N. Mhlawuli at 076 7836993

NOTE

: This post is earmarked for a person with disability.

POST 08/167

: **ASSISTANT DIRECTOR: OFFICE OF THE DIRECTOR GENERAL REF NO: OTP 10/03/2022**

SALARY CENTRE REQUIREMENTS

: R382 245 per annum (Level 09)
: Head Office Bhishe
: A National Senior Certificate, an NQF level 7 Degree/Advanced Diploma certificate as recognised SAQA in Public Administration / Management or related field. A minimum 3 to 5 years' working experience within the public service environment. Knowledge of Modern systems of governance, relevant legislation, policies and prescripts, Advanced knowledge of global regional and

		local political, economic and social affairs impacting on provincial government of the Eastern Cape, Strategic insight, Drivers Licence Skills Requires: Leadership skills, Communication: verbal, written and presentation, Report writing, Financial management, Project management, Analytical skills, Computer literacy, Planning and organising skills.
<u>DUTIES</u>	:	Aid and support the office of the Director General: Support the Director on the implementation of the departmental programmes, Coordinate departmental reporting, Coordinate departmental meetings chaired by the Director General, Provide support to ensure efficient and effective programmed management within the office of the Director General. Support the management and monitoring structures both at departmental and provincial levels: Compile and collate management reports on the implementation of provincial administration programmes, Coordinate and facilitate the timely submission of statutory planning and reporting documents, Support the director in delivering effective operation of the departmental and provincial management structures coordinated by the Director General. Aid the facilitation of quality responses to requests for information from oversight bodies and relevant stakeholders including management reporting to the same: Coordinate responses to requests for information from the portfolio committee including parliamentary questions from both the Provincial Legislature and National Parliament. Coordination responses to requests for information from the Presidency and other national departments. Facilitate responses to client/stakeholders corresponding with both the Director General and the Premier on administration matters. Manage area of responsibility: Provide recommendations to improve the efficiency and effectiveness of aid support to the Director, Assit and compile report on Office of the Director General's information as required by internal and external stakeholders, Assist and support the effective and efficient running and management of the Office of the Director General, Aid in the implementation of service delivery improvement programmes.
<u>ENQUIRIES</u>	:	Can be directed to: Ms. N. Mafu at 082 562 2347/Mr N. Mhlawuli at 076 7836993
<u>POST 08/168</u>	:	<u>ASSISTANT DIRECTOR: ENTREPRENEURSHIP AND ECONOMIC DEVELOPMENT REF NO: OTP 13/03/2022</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R382 245 per annum (Level 09)
	:	Head Office Bhisho
	:	National Senior Certificate and an NQF 7 (Degree or B-Tech) qualification certificate as recognize by SAQA in Economics, Entrepreneurship, Development Studies, Public Administration or Management. Minimum of three (3) years' experience in Enterprise Development environment. Knowledge: In-depth understanding of legislative framework that governs the Public Service. Government planning framework. Sound knowledge and understanding of Government planning cycle (MTEF & Strategic Planning), Reporting, Monitoring & Evaluation. Innovation and knowledge Management. Advanced knowledge of Enterprise Development. Skills required: Strong liaison and report writing skills Change Management, Strategic Management, People Management, Stakeholder Management, Conflict Management, Risk Management, and Project Management & Service Delivery Innovations. Must have a valid driver's license.
<u>DUTIES</u>	:	Support the planning, monitoring and reporting on the implementation of the Provincial Youth Development Strategy regarding Entrepreneurship and economic development: Assist in the implementation of the enterprise development interventions and projects throughout the province in line with the relevant policy and legislative frameworks. Support state institutions on the integration of youth Entrepreneurship and Economic Development into the mainstream of the government programmes through participation in the strategic planning sessions of the provincial departments and Municipalities. Co-ordinate youth socio-economic development and empowerment sessions. Report on progress in the achievement of the objectives of the Provincial Youth Development Strategy and co-ordinate corrective actions, where necessary. Support the provision of mentorship and support amongst young people to encourage the development of small businesses and cooperatives and ensure access to finance, skills development, market linkages and networking opportunities. Support the co-ordination of the Youth Development stakeholders and structures in the Province. Coordinate medium and long term

youth development interventions, including consolidating the work of the departments on Provincial youth enterprise development programmes and projects. Facilitate identification and implementation of programmes to promote youth economic empowerment and development. Facilitate partnerships with relevant sectors, entities and government departments for identification and implementation of strategic interventions that will promote economic empowerment and development of Youth in the Province. Facilitate support and monitoring of youth economic development projects. Supports and Monitors the implementation of the Isiqalo Youth Fund programme: Co-ordinate the provision of opportunities for youth to participate in entrepreneurship development programmes in the province and beyond. Support provision of mentorship and support for youth enterprises in the province to ensure access to the Isiqalo Youth Fund and similar funding. Co-ordinate relevant stakeholders on enterprise development. Organise advocacy and awareness programmes on funding opportunities. Monitor the implementation of youth socio-economic empowerment and development programmes within the Provincial Administration: Research, develop and maintain provincial baseline data on youth economic development and empowerment. Provide support on the development and implementation of Provincial youth economic development monitoring and evaluation systems. Co-ordinate Provincial departments on youth economic development and empowerment. Ensures effective Administrative systems in the Sub-Directorate: Facilities the development and establishment of data management systems. Maintain and update beneficiary records and files.

ENQUIRIES

: Can be directed to: Ms. N. Mafu at 082 562 2347/Mr N. Mhlawuli at 076 7836993

PROVINCIAL TREASURY

APPLICATIONS

: Be forwarded to: Additional Note: Applicants are encouraged to apply using e-Recruitment system which is available on <https://erecruitment.ecotp.gov.za/>. The system is available 24/7 and closes at 23:59 on the closing date. To report technical glitches, for assistance regarding the system, and/or for activation of your profile, send an email to: nolungalungisa.nelani@ecotp.gov.za (NB: For Technical Glitches Only – NO CVs). Email with your ID Number, your profile email address, details of the issue. 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: nolungalungisa.nelani@ecotp.gov.za and not as specified – your application will be regarded as lost and will not be considered. Refer all application related enquiries to the specified contact person.

**CLOSING DATE
FOR ATTENTION
NOTE**

: 18 March 2022
 : Bonelwa. Ndayi Tel No: 060 573 5574
 : Applications must be submitted on a New Z83 Form, obtainable from any Public Service department or on the internet at <http://www.info.gov.za/documents/forms/employ.pdf> which must be signed (an unsigned Z83 form will disqualify an application) and should be accompanied by a recently updated, comprehensive CV as well as copies of all qualification(s) [Matric certificate must also be attached] and ID-document and Driver's license [where applicable] Such copies need not be certified. Communication 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. Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of his/her Permanent Residence Permit to his/her application. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record check, citizenship verification, financial/asset record check, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. Where applicable, candidates will be subjected to a skills/knowledge test. Successful candidates will be appointed on a probation period of twelve (12) months. Applications

must be submitted on the Application for Employment Form (Z83) obtainable from any Public Service Department or go to www.gov.za and should be accompanied by a comprehensive CV, including at least two contactable referees, and certified copies of qualifications, driver's license (where applicable) and Identity Document (with an original certification stamp, Z83 form must be signed by an original signature). It is the responsibility of applicants in possession of foreign qualifications to submit evaluated results by the South African Qualification Authority (SAQA). All shortlisted candidates will be subjected to a technical exercise that intends to test relevant elements of the job. Applicants must quote the relevant reference number. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. The Department of Provincial Treasury welcomes people with disabilities. For SMS post: Females and people with disabilities are encouraged to apply and will be given preference. For entry-level positions i.e. SL 1-8 people with disabilities are encouraged to apply and will be given preference. All short listed candidates will be required to undergo pre-employment screening. All the appointments are subject to security vetting results. Please Note: Applications from all racial groups are welcome. However, in making appointments to the posts the department will give preference to some employment equity target groups based on the Employment Equity Plan of the Department. For SMS (Senior Management Service) Posts: Females will be given preference. 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 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>. Applicants are advised that from 01 January 2021, a new application for employment (Z83) will be effective. Should an individual wish to apply for a post, he/she will be required to submit the new application for employment which can be downloaded at www.dpsa.gov.za-vacancies. Should an application be received using the incorrect application for employment (Z83), it will not be considered. Failure to submit a comprehensive CV, academic qualifications and the signed Z83 form will result in the disqualification of the application from the process. Applications received after closing date will not be considered.

MANGEMENT ECHELON

- POST 08/169** : **DIRECTOR: CFO SUPPORT REF NO: PT.01 /03/2022**
(Fixed 12 Months Contract)
- SALARY** : R1 057 326 per annum (Level 13), (all-inclusive)
- CENTRE** : Head Office Bhisho
- REQUIREMENTS** : Three-year Degree (NQF level 7) in Financial Management/ Local Government Finance with Accounting as a major, coupled with 7-8 years' experience in Financial Management environment, including at least five (5) years' experience in a middle/senior management position (Deputy Director Level). Postgraduate qualification and completion of SAICA training programmes will be an added advantage. Previous experience in monitoring or working in municipal environment is essential. Personal attributes: Self-driven, confident and innovative, with an output to result orientation. Ability to interact at both strategic and operational level, with the ability to build teams and inspire positive action. Strong research, analytical and writing skills and the ability to succeed in a highly demanding work environment, with attention to detail. High computer literate with a proven knowledge of advanced Microsoft office applications. Coaching, skills development and mentoring skills. Good understanding of local government prescripts.
- DUTIES** : Lead and champion financial management reforms towards best practice in local government finance as encapsulated in the Municipal Finance Management Act (MFMA), local government regulations and other Municipal Acts. Provide dynamic leadership to a team at head office, in districts and effective hands on support to municipalities in the following areas: budget preparation & implementation; financial management & reporting, optimal revenue & debt management, efficient expenditure management, internal audit, audit committee, risk management, cost effective procurement systems,

effective asset & liability management and promotion of transparency through the publication of local government revenue and expenditure. Expend networks and collaborative effort with other role players in the district toward promoting intergovernmental relations for effective planning and implementation of financial management that translate into service delivery in municipalities. Provide project management support to a team, including human resource management, planning, risk management and reporting.

ENQUIRIES : B Ndayi Tel No: 060 573 5574

OTHER POSTS

POST 08/170 : **DEPUTY DIRECTORS: CFO SUPPORT REF NO: PT 02/03/2022 (X2 POSTS)**
(1 Year Contract)

SALARY : R744 255 per annum (Level 11)
CENTRE : Head Office Bhisho
REQUIREMENTS : A three-year Degree (NQF level 7) in Financial Management/Financial Accounting/Local Government Finance or Internal Auditing coupled with 5 years' experience of which 3 years' managerial experience Assistant Director Level in a Local Government environment. Previous experience in monitoring or working in municipal environment is essential. Skills and Competencies: Extensive knowledge of local government prescripts in the areas of budget preparation & implementation; financial management & reporting, optimal revenue & debt management, efficient expenditure management, internal audit, audit committee, risk management, cost effective procurement systems, effective asset & liability management and promotion of transparency through the publication of local government revenue and expenditure. The candidate should be familiar with the accounting reforms in the municipal space in line with GRAP Standards and MSCOA.

DUTIES : Reporting to the Director: CFO Support, the incumbent will: monitor and provide specialist support on budget planning, implementation and reporting in terms of MFMA and MBRR as part of oversight responsibility. Monitor, support and report on provincial government debt. Monitor and support on institutional management, in line with MFMA compliance and requirements. Develop sustainable revenue enhancement strategies and turnaround plans for municipalities. Establish SCM best practices within the municipalities. Facilitate the development and implementation of policies for effective management in municipalities. Provide guidelines and hands on support to municipalities on key processes, such as budget, overall financial management, both internal and external audit issues and annual financial statements preparation, noting the reporting requirements and best practices on local government finance. Provision of technical support and guidance in the functioning of Internal Audit, Audit Committee and Risk Management. Report on local government performance to inform on decision making by all relevant stakeholders.

ENQUIRIES : B Ndayi Tel No: 060 573 5574
NOTE : NB: The officials will be deployed to any Municipalities for intervention when need arise.

POST 08/171 : **ASSISTANT DIRECTOR: BUDGET MANAGEMENT REF NO: PT 04/03/2022**
Purpose: To facilitate provisioning of departmental budget processes and cash flow allocation adjustments.

SALARY : R382 245 per annum (Level 09)
CENTRE : Head Office Bhisho
REQUIREMENTS : National Senior Certificate and B. Degree (NQF level 7 as recognized by SAQA) in Management Accounting / Financial Management coupled with Minimum 3 years relevant experience in Finance at a level of an Officer (Level 7 or higher). Skills and Competencies: Understanding and application of the following prescripts: Public Finance Management Act, National Treasury Regulations, GRAP, Public Service Regulations, Annual Financial Statement Guidelines, National Treasury, Practice Notes, Provincial MTEF guidelines, Budget Circulars and Departmental Budget Policies, Microsoft Excel, Word and PowerPoint, Financial management accounting.

DUTIES : Maintain Departmental Budget Process; Analyse and consolidate inputs received from the respective programme's MTEF budget, adjustment estimates and rollover of funds. Identify departmental priorities and projects in

terms of the annual performance plan and conduct analysis thereof. Capture MTEF budget on budget database and in BAS. Capture adjustment estimates. Prepare report required for monitoring of the Departmental Budget; Analyse and consolidate departmental annual cash flow projections. Analyse and consolidate departmental IYM report including variance explanations. Manage budget and expenditure misallocations. Ensure that approved shifts and virements are captured accurately in BAS, IYM and expenditure reports. Prepare budget oversight and related reports. Prepare appropriation statements as input to the financial statements. Provide Budgetary Support Service to the Department; Provide departmental budgetary support, analysis, advice and guidance. Analyse and respond to budget related enquiries. Facilitate IYM meetings and training on budget related issues.

ENQUIRIES : B Ndayi Tel No: 060 573 5574

POST 08/172 : **ASSISTANT DIRECTOR: FINANCIAL ACCOUNTING AND REPORTING REF NO: PT 05/03/2022**

Purpose: To facilitate the implementation of the Accounting Standards and Services to Provincial Departments.

SALARY CENTRE REQUIREMENTS : R382 245 per annum (Level 09)
: Head Office Bhisho
: National Senior Certificate and Degree (NQF level 7 as recognized by SAQA) in Financial Accounting / Financial Management / Public Finance or related field coupled with Minimum 3 years' experience in Accounting at an officer level (level 7 or higher). Skills and Competencies: In depth understanding and application of Financial Management Policies and Regulations, BAS System, LOGIS system and Persal System.

DUTIES : Support the monitoring and reporting on the preparation of the AFS and AIP Co-Ordination Plan; Provide support to Departments and report in accordance with relevant accounting policies and guidelines, render support in reviewing the reporting of milestones on AIP and AFS plan, Review Annual and interim financial statements and provide feedback to departments. Assist with the Provision of Technical Support to Provincial Departments and Public Entities; Assist with the analysis and review of the departments' books of accounts. Support the implementation of suspense related Treasury Instructions to clear those accounts and report and review accordingly. Support adherence to reporting requirements in terms of section 32 of the Provincial Finance Management Act & Circular 1 and 3 of 2010 and report accordingly. Assist with the preparation and submission of consolidated AFS to AG and respond to audit queries thereof. Assist with identification of inter-departmental balances, reconcile the AFS to clear exceptions. Assist with the Analysis of Financial Management Capability Model (FMCMM); Analyse and review FCMM reports. Support the interaction with transversal units on findings, Assist with preparation / review of progress reports.

ENQUIRIES : B Ndayi Tel No: 060 573 5574

POST 08/173 : **ASSISTANT DIRECTOR: NORMS AND STANDARDS REF NO: PT 06/03/2022**

Purpose: To facilitate implementation of Financial and Associated Governance Norms and Standards within Provincial Departments

SALARY CENTRE REQUIREMENTS : R382 245 per annum (Level 09)
: Head Office Bhisho
: National Senior Certificate and Degree (NQF level 7 as recognized by SAQA) in Financial Accounting / Financial Management / Auditing or related field plus Minimum of 3 years' relevant experience at an officer level (level 7 or higher). Skills and Competencies: Understanding of Legal prescripts and ability to interpret and apply them e.g. PFMA, MFMA, Treasury Regulations, Constitution, Companies act, BBBEE, Corporate Governance Principles, Labour Law. Drafting / designing Legal Frameworks, Understanding of Financial Management best practices, Public Sector Accounting, Auditing Financial Accounting and Risk Management.

DUTIES : Assist with the provision of support and capacity building to enhance PMFA Compliance; Render advice on financial norms and standards to Provincial Departments such that Level 3 FMCMM can be attained, Conduct research and identify areas in Departments in need of workshops on new financial management prescripts issued, Support capacity building in the office of the

CFO through assistance in the provision of advisory services, Support adherence to delegations in Provincial Departments. Support the promotion of Financial Management Accountability; Coordinate information in compilation financial management reports for submission to MECs, -Provide support in the preparation of reports on unauthorised expenditure for submission to SCOPA, Provide support in the preparation of reports on irregular and fruitless and wasteful expenditure for submission to EXCO. Facilitate The Development and Roll out of Provincial Financial Management Prescripts; Provide research material in issuing of provincial instruction notes, circulars and guidelines, Research and analyse information towards preparation of Finance Bill and Provincial Gazettes in terms of DoRA.

ENQUIRIES : B Ndayi Tel No: 060 573 5574

POST 08/174 : **LEGAL SUPPORT: OSD REF NO: PT 03/03/2022**
(1 Year Contract)

SALARY : R378 990 – R541 779 per annum (Level 09)
CENTRE : Head Office Bhisho

REQUIREMENTS : An LLB or appropriate equivalent undergraduate recognized legal qualification NQF 7; At least 5 years' appropriate post qualification experience in litigation and advisory experience. Admission as an Attorney or Advocate. An applicant must be able to understand public service prescripts and its applications, relevant legal prescripts to enable the management of litigation. Skills and Competencies: A valid driver's license. Interpersonal relations; Computer literacy; Communication (written and verbal) skills; Innovative and analytical thinking.

DUTIES : Manage and coordinate medico-legal. Implement the provincial litigation management strategy: Promote a legally compliant environment in the Eastern Cape Province. Ensure compliance with the litigation management strategy by continuously advising the department accordingly. Legal research and drafting, render support to the Legal Services Unit by conducting research, and research new case law which impacts on medico-legal litigation. Research relevant legal prescriptions and case law in order to provide sound opinions. Monitor and report on compliance with court orders.

ENQUIRIES : B Ndayi Tel No: 060 573 5574

POST 08/175 : **PERSAL SUPPORT AND ADMINISTRATION REF NO: PT 07/03/2022**
(Fixed Term Contract of 12 Months)
Purpose: Act as user type 2 for three centralised departments and support the user type1 in the carrying out of his duties.

SALARY : R261 372 per annum (Level 07)
CENTRE : Head Office Bhisho

REQUIREMENTS : National Senior Certificate and B. degree (NQF level 7) or National Diploma (NQF Level 6) or Relevant Certificate of RPL (as assessed and awarded by a recognised institution of learning, with a minimum of 120 credits at NQF Level 6) in Human Resource Management/Public Administration/Information Technology/ Financial Information Systems or relevant field. Knowledge of Persal system. Copy of Persal course(s) must be attached. At least 2 years' experience in a Persal environment preferably in the monitoring and support area. Knowledge of regulations related to Human Resource Management. Skills and Competencies: Analytical skills. Excellent interpersonal and communication skills. The ability to communicate and/ or interact with external and internal stakeholders at all levels. Computer literacy.

DUTIES : Perform User Account management of the users in your assigned departments (user type 3) and monitor compliance to the Persal Instruction Note. Liaise with your assigned departmental Persal system co-ordinators on user account matters, Persal reports and any relevant Persal issues. Monitor the responsible use of PERSAL users in your assigned departments and escalate any exceptions to the instruction note. Initiate Persal notices for the Persal system and bring important messages to the attention of management and departments. Review compliance of departments with applicable Provincial and National circulars. Manage the opening and closing of centralised Persal codes and also register and recommend SCC's for the centralised departments. Manage the life cycle of users in the departments (from registration to deregistration) and also manage the allocation of functions. Monitor the effective use of Persal system and act as Persal advisor in the

departments. Provide administrative support to the Persal Forums. Provide solutions to all logged calls within the agreed timeframes as per the Service Charter. Support the Persal Clean Up – and the NMIR Project through monitoring departmental progress by reviewing standard exception reports. Prepare monthly report on status of Persal clean-up and NMIR. Produce critical monthly, weekly, and ad hoc business intelligence / financial reports for decision-making.

ENQUIRIES

: B Ndayi Tel No: 060 573 5574

NOTE

: This post is earmarked for a person with disability.

**PROVINCIAL ADMINISTRATION: FREE STATE
DEPARTMENT OF SPORT, ARTS, CULTURE AND RECREATION**

The Department is an equal opportunity affirmative action employer. The employment decision shall be informed by the Departments intention to promote representatively (race, gender and disability) in the Province through the filling of these post and candidates whose appointment/promotion/transfer will promote representatively will receive preference. For post within specific areas preference will be given to candidates who reside in the area. The Department reserves the right not to make any appointments

- APPLICATIONS** : Department of Sport, Arts Culture and Recreation, Attention Recruitment Division Human Resource Management, Private Bag X20606, Bloemfontein 9300 or place applications in an application box, Ground Floor, ZANA Building corner Henry and Hill Street - Bloemfontein
- CLOSING DATE** : 25 March 2022
- NOTE** : Applications must be submitted on the application for employment form (Z.83) Quoting the relevant reference number , obtainable from any Public Service Department or in the internet at www.gov.za/documents and must be accompanied by a recently updated, comprehensive CV with copies of all qualification(s) academic records including a Senior certificate, ID document and Drivers' license where applicable. Non-RSA citizens/ Permanent Resident Permit Holder must attach a copy of their Permanent Residence Permits. Applications received after the closing date and those that do not comply with these instructions will not be considered. The onus is on the applicants to ensure that their applications are posted or hand delivered timeously. Candidates in possession of a foreign qualifications and/or short courses certificates must take it upon themselves to have their qualifications evaluated by the South African Qualifications Authority (SAQA), and must please attach proof of the level of their qualifications after evaluation on all applications. People with disabilities are encourage to apply and the selection process will be guided by the EE targets of the Department. Applicants are respectfully informed that shortlisted candidates are subjected to Personnel Suitability checks. If no notification of appointment is received within 4 months of the closing date, applicants must accept that their application was unsuccessful

MANAGEMENT ECHELON

- POST 08/176** : **CHIEF FINANCIAL OFFICER REF NO: 1200.01**
- SALARY** : R1 251 183 per annum. This all-inclusive remuneration package consists of a basic salary, the State's contribution to the Government Employees Pension Fund and a flexible portion that may be structured in term of the applicable rules.
- CENTRE** : Bloemfontein
- REQUIREMENTS** : Applicants must be in possession of a NQF level 7 qualification in financial of business management. Extensive working experience related to management of a commercial finance function, preparation and management of strategic plans business plans and budgeting as well as implementing internal systems and control to ensure sound financial management where which at least an 5 years should have be in a Senior Management position. Knowledge of the legislative framework of the Public Service in terms of financial management Completion of the Pre-Entry Certificate for the Senior management Service. Knowledge in financial planning, budgeting, sound management, planning, organization, as well as policy development Valid Driver's License.
- DUTIES** : Establish and maintain effective, efficient and transparent systems related to financial, risk management , internal control in accordance with the PFMA and Treasury Regulations as well as procurement and provisioning systems which if fair, equitable transparent, competitive and cost effective .Take effective and appropriate steps to collect income, prevent unauthorized, irregular and fruitless as well as wasteful expenditure. Ensure adherence to asset management, the liabilities of the department and compliance to any tax, levy, duty, pension and audit commitments required by legislation. Enforce compliance with any prescribed conditions related to financial and supply chain management. Responsible for budgetary control thus ensure that expenditure of the department is in accordance with the vote of the department including conditional grant budget provisions. Prepare report related to any unauthorized, irregular or fruitless and wasteful expenditure and take

appropriate disciplinary steps against any official who contravene or fail to comply. Responsible to maintain proper record of the departments' financial affairs in accordance with prescribed norms and standards and submission/availability of these reports to all relevant role-players eg executive authority, Provincial Treasury, Audit General etc. Manage all actions relating to the transfer of assets and liabilities to another department/institution. General management of human resource, finance to ensure effective functioning of finance and supply chain management Directorates as well as policy development and to monitor implementation thereof within the department.

ENQUIRIES

: Ms Irene Ntulini Tel No: 066 474 7209

NOTE

: 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

**PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT OF E-GOVERNMENT**

It is the department's intention to promote equity through the filling of all numeric targets as contained in the Employment Equity Plan. To facilitate this process successfully, an indication of race, gender and disability status is required.

- APPLICATIONS** : Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. All applications should be delivered to: Gauteng Department of e-Government, Imbumba House, 75 Fox Street, Marshalltown, or post to P/Bag x112, Marshalltown, 2107 or Applicants can apply online at: www.professionaljobcentre.pgg.gov.za
- CLOSING DATE** : 18 March 2022
- NOTE** : Applications must be submitted on form Z83 (obtainable from any Public Service department) and must be completed in full and page 2 duly signed. Clear indication of the post and reference number of the post that is being applied for must be indicated on your Z83. A recent, comprehensive CV, specifying all qualifications and experience, with respective dates and copies of qualifications and ID must be attached (copies need not be certified). Communication regarding certified documents will be limited only to the shortlisted candidates. General information: Short-listed candidates must be available for interviews at a date and time determine by the Gauteng Department of e-Government. Successful candidates maybe be subjected to competency assessment and must obtain a positive security clearance. Applications received after the closing date as well as those who do not comply with the requirements will not be taken into consideration. If you have not received a response from this institution within three months of the closing date, please consider your application unsuccessful. The Gauteng Department of e-Government reserves the right to fill or not fill the above-mentioned posts.

OTHER POSTS

- POST 08/177** : **ASSISTANT DIRECTOR: INTEGRITY MANAGEMENT REF NO: REFS/013316**
Directorate: Security Management
- SALARY CENTRE REQUIREMENTS** : R382 245 per annum, (plus benefits)
: Johannesburg
: Matric plus NQF- Level 6 / National Diploma in Security Management or related field. Valid PSIRA Grade B Certificate (NB: officials who in terms of the Act are not required to be PSIRA registered, will be exempted for this requirements). Certificate in Ethics Management and / Security Vetting / related fields will be an added advantage. 2-3 years practical work experience in security or related fields. Minimum of one year experience in ethics / security vetting experience.
- DUTIES** : Implementation of the provisions of the Minimum Information Security Standards. Evaluate the implementation of Security Policies and procedures. Administration of Security Vetting (programme). Co-ordinate all the Technical Security Counter Measures (TSCM) applications. Co-ordinate Threat & Risk Assessments, ensure implementation of recommendations and administrative part thereof. Conduct Security Vetting and Ethics Awareness Programme.
- ENQUIRIES NOTE** : Mr. Leon Steyn Tel No: (011) 689 8400
: NB: Preference will be given to Military Veterans.
- POST 08/178** : **ASSISTANT DIRECTOR: PHYSICAL SECURITY REF NO: REFS/013372**
Directorate: Security Management
- SALARY CENTRE REQUIREMENTS** : R382 245 per annum, (plus benefits)
: Johannesburg
: Grade 12 / equivalent plus National Diploma in Security Management or an equivalent qualification (NQF6) in any of the security field. Minimum of Grade B (PSIRA registration and certification). SSA's {Security Vetting Certificate-Secret} if the candidate is employed within an Organ of the State. If the candidate is employed in a non-Organ of the State, the candidate must be able to obtain one within 12 months of appointment. Valid Motor Vehicle's Driver's Licence.

- DUTIES** : Implementation of the provisions of the Minimum Information Security Standards. Evaluate the implementation of Security Policies and procedures. Administration of Security Vetting (programme). Co-ordinate all the Technical Security Counter Measures (TSCM) applications. Co-ordinate Threat & Risk Assessments, ensure implementation of recommendations and administrative part thereof. Conduct Security Vetting and Ethics Awareness Programme.
- ENQUIRIES NOTE** : Mr. Themba Psungo Tel No: (011) 689 6980
: NB: Preference will be given to Military Veterans.
- POST 08/179** : **ASSISTANT DIRECTOR: PORTAL ADMINISTRATOR REF NO: REFS/013368**
Directorate: Applications Development
- SALARY CENTRE REQUIREMENTS** : R382 245 per annum (plus benefits)
: Johannesburg
: Matric Certificate plus a National Diploma in Information Technology or higher. A minimum 2 years' experience in publishing and developing of Mobile Applications using Xamarin and Ionic 3. Minimum of 2 - 3 years' experience in applications development using .NET framework.
- DUTIES** : Supervision of all the subordinates within the directorate including physical security services. Supervising the deployment including performance management of all physical security officials. Coordination of all security breaches related activities including investigations while liaising with external security related stakeholders (including but not limited to the SSA/ SAPS and others. Comprehensively coordinate parking administration for the department including off sites and ensure compliance with the internal policy including relevant and applicable legislative framework. Manage the security duty roster for the department including deployment of security officers. Prepare directorate Operational Plan for the consideration by the Line Supervisor and Manager. Coordination of the directorate's budget related activities including but not limited to demand plans, procurement plan and expenditure.
- ENQUIRIES NOTE** : Ms. Portia Makotwane Tel No: (011) 689 8898
: NB: Preference will be given to Military Veterans.
- POST 08/180** : **ASSISTANT DIRECTOR: LOGISTIC SUPPORT REF NO: REFS/013369**
Directorate: Security Management
- SALARY CENTRE REQUIREMENTS** : R382 245 per annum, (plus benefits)
: Johannesburg
: Matric Certificate plus National Diploma in Facilities Management or equivalent. 3-5 years' experience in the field of building maintenance. Completed an apprenticeship and passed a Trade test in terms of the Provision of section (13) of the Manpower Act of 1981, as amended. Computer literacy. Valid driver's license.
- DUTIES** : To ensure that e-Government building is always safe and in good condition. To ensure that building maintenance measures are developed and implemented. To continuously evaluate and monitor the safety and occupational health conditions of the building. To ensure that the maintenance contractors carry out maintenance as per maintenance specification and plan. To ensure that cleaning in the building is according to required standards. Attend to the call outs. Oversee other additional responsibilities related to building facilities.
- ENQUIRIES NOTE** : Mr. Themba Psungo Tel No: (011) 689 6980
: NB: Preference will be given to Military Veterans.
- POST 08/181** : **SENIOR PRACTITIONER: SMS REF NO: REFS/013314**
Directorate: HRA – Cluster 1
- SALARY CENTRE REQUIREMENTS** : R321 543 per annum, (plus benefits)
: Johannesburg
: Matric plus National Diploma in Human Resource Management or equivalent. Recognition of previous Human Resource learning/ knowledge/experience. Relevant experience: 3-4 years' experience in HR field, SMS/MMS dispensation, transversal systems (PERSAL). The following will be an added advantage: Exposure in the Public-sector environment. Extensive Human Resource knowledge/experience.
- DUTIES** : Recording of incoming mandates from GPG Departments. Processing of documents, quality assure documents, attend to and resolve queries. Provide

assistance to new employees in GPG to structure their packages and re-structuring package of all GPG Departments.

ENQUIRIES : Mr. Leon Steyn Tel No: (011) 689 8400
NOTE : NB: Preference will be given to Military Veterans.

POST 08/182 : **SENIOR PRACTITIONER: CONTENT ADMINISTRATOR REF NO: REFS/013370**
 Directorate: Application Development

SALARY : R321 543 per annum, (plus benefits)
CENTRE : Johannesburg
REQUIREMENTS : Matric Certificate, relevant degree or diploma in web development and / or software development. A minimum of 1 years' experience in publishing and developing of Mobile Applications using Xamarin and Ionic 3.

DUTIES : Development of new websites and web applications using MS SharePoint, Power apps and Power automate, Dynamics 365. Development and Administration of Mobile Apps. Liaise with departmental content owners and other stakeholders to obtain content material that they wish to post. Post and upload content to all websites, portals, and other electronic medium. Execute application testing, modular testing, and peer testing. Involved with the initial user training.

ENQUIRIES : Ms. Portia Makotwane Tel: (011) 689 8898
NOTE : NB: Preference will be given to Military Veterans.

POST 08/183 : **PRACTITIONER: EMPLOYEE EXIT REF NO: REFS/013315 (X4 POSTS)**
 Directorate: HRA – Cluster 2

SALARY : R261 372 per annum, (plus benefits)
CENTRE : Johannesburg
REQUIREMENTS : Matric plus National Diploma/Degree in Human Resources. Relevant experience: Public sector experience and 1-2 years HR transactional experience.

DUTIES : Pay leave gratuity / discounting and service bonus/ pro rata. Process pension withdrawal manually and electronically on Pension Change Management (PCM) systems, submit pensions withdrawal and make follow up with GEPF on claims forwarded. Ensure compliance and give advice on legislation and regulation governing termination of service and pension benefits (Public Service Regulation (PSR/Act). Maintain Customer Relations in responding to all registered queries (management of PCM inbox, email, telephones & walk-ins) about terminations done. Liaise with financial institutions, SARS. Public Protector, Office of the Presidency Court and Home Affairs with regards to ex-employees particular. Compile progress and SLA achievement report on termination, leave gratuity and discounting and Pension Withdrawal. Conduct training/meeting on Employee Exits processes to GPG employee and potential Retirees.

ENQUIRIES : Mr. Leon Steyn Tel: (011) 689 8400
NOTE : NB: Preference will be given to Military Veterans.

POST 08/184 : **ARTISAN AID REF NO: REFS/013373**
 Directorate: Security Management

SALARY : R211 713 per annum, (plus benefits)
CENTRE : Johannesburg
REQUIREMENTS : Grade 10 plus a Basic Certificate in Plumbing/Facility Management. 2 years' experience in building and facilities or related field.

DUTIES : Conducting routine inspection and assessment of all the building plumbing systems which includes but not limited (bathrooms, hydro boilers etc) within e-Government. Prepare written reports for the line supervisor on the plumbing system for the statutory requirements. Unblock any minor blockages as reported and keep an incident file. Liaise with key interna and external stakeholders on the maintenance of the building. Ensure adequate stock take and inventorying of the plumbing system in line with departmental assets policy. Liaise and engage with internal and stakeholders on the plumbing of the building.

ENQUIRIES : Ms. Duckett Mawila Tel No: (011) 689 4799
NOTE : NB: Preference will be given to Military Veterans.

DEPARTMENT OF HEALTH

It is the department's intention to promote equity through the filling of all numeric targets as contained in the Employment Equity Plan. To facilitate this process successfully, an indication of race, gender and disability status is required.

ERRATUM: Charlotte Maxeke Johannesburg Academic Hospital: Kindly note that the post of Lecturer Grade 1 (Re-Advertisement) Directorate: Nursing Division: Clinical Education and Teaching with Ref No: REFS/013196 advertised in Public Service Vacancy Circular 05 of 2022 dated 11 February 2022, the Salary of the post has been amended as follows Salary: R388 974 per annum, (PN-D1). People who applied are encouraged to re-apply, the closing date has been extended to the 18 March 2022.

OTHER POSTS

- POST 08/185** : **MEDICAL SPECIALIST REF NO: REFS/013357**
(Three-years Contract)
Directorate: Internal Medicine- (Cardiology)
- SALARY** : Grade 1: R1 122 630 per annum, all-inclusive package
Grade 2: R1 283 592 per annum, all-inclusive package
Grade 3: R1 489 665 per annum, all-inclusive package
- CENTRE** : Charlotte Maxeke Johannesburg Academic Hospital
- REQUIREMENTS** : Appropriate qualification that allows for registration with HPCSA as a Medical Specialist in Internal Medicine and/or a sub specialist in Internal Medicine. Registration with the HPCSA as Medical Specialty in Internal Medicine. No experience required after registration with the HPCSA as Medical Specialist. The following will be an added advantage: Current registration with HPCSA as a Medical Specialist in Internal Medicine (FCP-SA) or equivalent, Sound clinical knowledge and skills in Internal Medicine. Ability to work in a multi-disciplinary team, Computer Literacy. **Grade 2:** appropriate qualification that allows for registration with HPCSA as a Medical Specialist. Registration with the HPCSA as Medical Specialist and proof of current registration. A minimum of 5 years' appropriate experience after registration with the HPCSA as Medical Specialist in Internal Medicine. **Grade 3:** appropriate qualification that allows for registration with HPCSA as a Medical Specialist. Registration with the HPCSA as Medical Specialist and proof of current registration. A minimum of 10 years' experience after registration with the HPCSA as Medical Specialist in Internal Medicine.
- DUTIES** : As a Medical Specialist (cardiology), the candidate will be responsible for the clinical management of general cardiology patients within the various units in the Division of Cardiology. The incumbent will be required to lead operational and academic ward rounds, including post-intake, follow-up and teaching rounds. In addition, the incumbent will be required to supervise registrars, medical officers, intern doctors and students, inpatient care and the performance of diagnostic and therapeutic procedures. Other clinical duties will include managing patients at the various out-patient clinics in the Division of Cardiology. The desired candidate will be required to set an appropriate example of an exemplary medical practitioner and serve as a role model and clinical mentor to junior doctors and associate clinical staff. Outreach to cluster hospitals of the CMJAH complex. Fulfil the training requirement as set out by relevant CMSA and Wits University Division of Cardiology. Supervision of the clinical technology service as required. Rotation thru the various academic hospitals is compulsory. Participation in the educational duties of the Wits Division of Cardiology and Department of Internal. Performance of research within the Department. Supervision of research within the Department and MMed students. Training and supervision of Registrars, Medical Officer, Medical Intern and Medical students, including tutorials, teaching ward and skills development. The desired candidate will also be required to provide medical support and guidance to nursing staff.
- ENQUIRIES** : Dr N Tsabedze Tel No: 011 488 3611
- APPLICATIONS** : Applications should be submitted strictly online at <https://professionaljobcentre.gpg.gov.za/>
- NOTE** : Applications should be accompanied by a new Z83 form (obtainable from any Public Service Department or on www.dpsa.gov.za/documents), with an updated, clear and concise C.V, with 3 contactable referees. Copies of I.D and Qualifications to be attached. Only shortlisted candidates will be required to

submit certified documents on or before the day of the interview. Suitable candidate will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification), security clearance process and undergo medical screening test. Suitable candidates will have to disclose their financial interests. The Department of Health reserves the right to fill or not fill the position. Due to high volumes of anticipated applications, communication will be limited to the shortlisted candidates only. Should you not hear from us within 3 months after the closing date, please consider your application unsuccessful. The Department of Health is committed to the achievement and maintenance of diversity and equity employment, especially of race, gender, and disability. African Females, Coloured females, Indian Females and White females are encouraged to apply.

- CLOSING DATE** : 18 March 2022
- POST 08/186** : **MEDICAL SPECIALIST GRADE 1 REF NO: REFS/013360 (X2 POSTS)**
Directorate: Radiology
- SALARY** : Grade 1: R1 122 630 per annum, (all-inclusive package)
- CENTRE** : Chris Hani Baragwanath Academic Hospital
- REQUIREMENTS** : Appropriate qualification that allows registration with the HPCSA as Medical Specialist in a normal specialty. Registration with the HPCSA as a Medical Specialist in a normal specialty. Proof of current HPCSA registration for April 2021/March 2022 Card or Receipt of current registration with HPCSA. Good leadership skills, excellent communication (verbal and written) skills, conflict resolution and good interpersonal skills. The successful candidate must be adaptable, disciplined and self-confident. The candidate must be able to work independently and under pressure and beyond normal working hours and work with diverse team. Ability to work in a multi-disciplinary team. A valid driver's license. No experience.
- DUTIES** : The incumbent will be responsible to interview, investigate, diagnose and oversee the treatment of patient. Improve quality of care by providing appropriate clinical care supervising of junior medical staff. Willing to do commuted overtime rendering of after-hour (night, weekend and public holiday) duties to provide continuous uninterrupted care of patients. Attendance of relevant administrative meetings like mortality meetings, near miss meetings and completing MEDICO Legal Documents timeously (e.g. Death certificate). Participation in academic program in the hospital and all activities of the discipline in relation to teaching and research. Ensure proper and accurate record keeping as legally and ethically required. Reporting to the head of unit on service delivery, clinical audits and where necessary quality improvement plans. Assist the HOD to monitor, implement and adhere to the compliance to National Core Standards within their specific outreach programs. Preparing and writing of reports. Assist the Clinical Head with Administration responsibilities.
- ENQUIRIES** : Prof Mngomezulu Tel No: (011) 933 8393/ 0193
- APPLICATIONS** : Applications should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. Applications may also be uploaded online at www.gautengonline.gov.za or <http://professionaljobcentre.gpg.gov.za>
- NOTE** : No faxed applications will be considered. Applications must be submitted on the new Z83 form and must completed in full. The application form is obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. According to Department of Public Service and Administration (DPSA) Circular 5 of 2021, candidates must attach copies of all the necessary documents (qualifications) to the application including a valid identity document, relevant certificates, and current proof of Council where necessary. Such copies need not be certified when applying for the post; only shortlisted candidates will receive communication from Human Resources (HR) to submit certified copies not older than 6 months on or before the day of the interview. Smart card copy must show both sides of the ID card. Applications without proof of the necessary documents required by HR will be disqualified. The completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). Proof of current

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

- CLOSING DATE** : 18 March 2022
- POST 08/187** : **MANAGER NURSING (LEVEL 3 HOSPITAL) REF NO: REFS/013361 (X1 POST)**
 Directorate: Nursing: Clinical Support Department (ICU, Theatres and Emergency Unit)
- SALARY CENTRE REQUIREMENTS** : R963 723 per annum, (all-inclusive package)
 : Chris Hani Baragwanath Academic Hospital (CHBAH)
 : Basic R425 qualification (i.e. Diploma or Degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. The incumbent must be in possession of a Diploma or Degree in Nursing Administration obtained from a recognized Institution. Registration with the South African Nursing Council for the current year. A valid driver's license is strongly recommended. A minimum of 10 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognizable experience at management level (as an Assistant Manager). One year post basic qualification in Criticare, Trauma or Theatre). At least six (6) years appropriate/recognisable experience in the speciality area after obtaining the one year post basic qualification in the relevant speciality. Competencies: Computer literacy (Ms Word, Ms Excel), Knowledge of the application of Health and Public Service Related Acts and Ethical Nursing Practices. Ability to implement nursing norms, standards, practices and indicators for quality nursing practice. Good communication and interpersonal skills. Demonstrate basic understanding of human resources, disciplinary procedures as well as financial and supply chain management policies, guidelines and practices. Project management, team building skills. Problem solving- and interventional skills. Ability to conduct and prepare training and presentations. Must be able to work under pressure.
- DUTIES** : Provide strategic leadership towards realization of both institutional and departmental goals and objectives. Create and maintain a working and learning environment that will foster growth and improvement in nursing practice and health care services. Create and maintain a working inter-professional and multi-disciplinary relationship with nursing and other stakeholders. Coordinate the review of nursing interventions through comprehensive and on-going assessment and risk analysis. Utilize information technology and other information management systems to enhance service delivery. Coordinate the provision of Nursing Education and In-service Education and compliance to nursing practice. Ensure advocacy for the patients, nursing ethos and professionalism. Develop and monitor the implementation of guidelines, programs and regulations pertaining to nursing care. Establish and participate in an inter-professional and multi-disciplinary team for effective and efficient

service delivery. Support nursing and health care research to improve the quality of care. Lead the implementation of the National imperatives to improve health services. Ensure that a comprehensive nursing treatment and care service is delivered to patients in a cost effective, efficient and equitable manner by Central Hospitals, including the overall management of nursing services (i.e. operational, human resource and finance of the hospital/institution). Realization of ideal hospital. Attend meetings and training as approved by manager. Management of personnel performance and review thereof. (Contracting, midyear review and final)

**ENQUIRIES
APPLICATIONS**

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

NOTE

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

CLOSING DATE

: 18 March 2022

POST 08/188

: **PHARMACISTS REF NO: SDHS 2022/02/16 (X2 POSTS)**
Section: Pharmacy

**SALARY
CENTRE
REQUIREMENTS**

: R703 773 per annum, (plus benefits)
: Sedibeng District Health Services
: B. Pharm Degree accredited with South African Pharmacy (SAPC) that allows for Registration with the SAPC. Registration with SAPC as a Pharmacist and proof of current registration. Comprehensive knowledge of Government regulations and policies. An understanding of the policies and legal framework applicable to the public sector. Computer literacy (MS Word, MS Excel, MS Power Point) including RX solution. Administrative and people management

<u>DUTIES</u>	:	skills. Must be highly motivated and enthusiastic to contribute to pharmaceutical services in the public sector. Must have a valid Drivers License. Pharmaceutical care, including prescription, evaluation, dispensing of medication and provision of information to ensure, compliance and therapeutic success. Ensure the cost effective and efficient procurement, storage, control and distribution of pharmaceuticals. Prevention of fruitless and wasteful expenditure by enforcing adherence to the Standard Treatment Guidelines (STGs) rational prescribing utilization of medication through appropriate stock management. Provision of medicine related information to the public and other healthcare professionals. Ensure compliance to institutional formulary, EML and promote the rational use of medicines. Participation in continuous professional development in order to stay current and also assist with the facilitation of pharmacy staff training and tutoring. Assist the manager in the coordination of activities of the District Pharmacy and Therapeutics Committee (PTC), or in any other committees that is of benefit in improving and management of pharmaceutical services. Perform PHC Facility checks and standby duty. Participate in the Implementation of the Regulated Standards and ensure compliance thereof. Perform all other duties delegated by supervisor or manager. Ensure utilization of medication through appropriate stock management systems. Provision of medicine in relation to healthcare professionals conduct. Ensure compliance to institutions and the public at large.
<u>ENQUIRIES</u>	:	Mr. J. Van Niekerk Tel No: (016) 950 6107
<u>APPLICATIONS</u>	:	Applicants should quote the relevant reference number, direct applications to the HR Manager: Sedibeng DHS, Private Bag x023, Vanderbijlpark, 1900 or hand deliver at 2 nd Floor Frikkie Meyer & Pasteur Blvd, at the designated recruitment boxes.
<u>NOTE</u>	:	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 accompanied by a comprehensive CV; stating the requirements mentioned above, at-least 3 references must be on a CV; According to circular 5 of 2021, candidates must attach copies of all the necessary documents (qualifications) to the application including a valid identity proof document, relevant certificates and current proof of Council registration where applicable. Such copies need not be certified when applying for the post, only shortlisted candidates will receive communication from HR to submit certified copies not older than 6 months on or before the day of the interview. Applicants must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. Qualifications of candidates recommended for 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 not fill the position. Candidates will be expected to be available for selection interview on the date, time and place determined by the Department of which practical's may be part of the selection process. Applicants are respectfully informed that correspondence will be limited to short-listed candidates only. 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 your nearest police station.
<u>CLOSING DATE</u>	:	18 March 2022
<u>POST 08/189</u>	:	<u>OPERATIONAL MANAGER-GENERAL (FEMALE MEDICAL WARD) REF NO: ODI/24/02/2022/02</u>
<u>SALARY</u>	:	R450 939 per annum, (plus benefits)
<u>CENTRE</u>	:	Odi District Hospital
<u>REQUIREMENTS</u>	:	Diploma/degree in nursing. Registration with SANC as a Professional Nurse. Diploma in management will be an advantage. A minimum of 7 years appropriate/ recognisable experience in nursing after registration as a professional nurse with SANC in general nursing. Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practice. Ensure clinical nursing practice by the nursing team in accordance with the scope of practice and nursing standards. Promote quality of nursing care as directed by the professional scope of practice and standards. Display

- an in depth understanding of patients related risk management Demonstrate a basic understanding of HR and financial policies and practices.
- DUTIES** : Demonstrate effective communication with patients, supervisors, other health professionals and junior colleagues, including more complex report writing. Work as part of a multi-disciplinary team to ensure good nursing care by the nursing team. Work effectively and amicably, at a supervisory level, with persons of diverse intellectually, cultural, racial, or religious difference.
- ENQUIRIES APPLICATIONS** : Ms E.P Ntsie Tel No: 012 725 2312
- NOTE** : Kindly forward your application to: Odi District Hospital, Klipgat road, Mabopane, HR Section or posted to: Odi District Hospital Private Bag x509, Mabopane, 0190.
- NOTE** : Applicants must submit on new Z83 form obtained from any Public Service Department. Applicants must submit copies of qualifications, identity document and driver's license (where appropriate) and any other relevant documents. Such copies need not be certified when applying for a post. The communication from HR of the department regarding the requirements for certified 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.
- CLOSING DATE** : 18 March 2022
- POST 08/190** : **PROFESSIONAL NURSE GRADE 1 – SPECIALTY NURSING (PN-B1) REF NO: CHBAH 542 (X8 POSTS)**
Child Nursing Science, Oncology, Critical Care, Nephrology
Directorate: Paediatrics
- SALARY CENTRE REQUIREMENTS** : R388 974 per annum, (plus benefits)
: Chris Hani Baragwanath Academic Hospital
: Basic R425 qualification (i.e. Diploma or Degree in Nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a professional Nurse. Current registration with the South African Nursing Council for 2022. A minimum of (4) years appropriate/ recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. A post basic qualification with a duration of at least 1 year, accredited with the SANC in one of the specialties referred to in the glossary of terms. Competencies/knowledge/skills: Demonstrate an understanding of nursing legislation and related legal and ethical nursing practice. Perform a clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility.
- DUTIES** : Provide optimal, holistic, specialised nursing care with set standards and within a professional/legal framework. Effective utilisation of resources. Participate in training and research. Provide support to nursing services. Maintain professional growth/ethical standards and self- development. Act as shift leader in the unit (where necessary). Demonstrate effective communication with patients, supervisors and other health professionals and junior colleagues. Implementation of ideal Hospital Framework.
- ENQUIRIES APPLICATIONS** : Mr NB Mulaudzi Tel No: (011) 933 0134/9779
: Applications should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808.
- NOTE** : No faxed or emailed applications will be considered. Applications must be submitted on the New Z83 Fully completed, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. According to Circular 5 of 2021, candidates must attach copies of all the necessary documents (qualifications) to the application including a valid identity document, relevant certificates and current proof of Council were necessary. Such copies need not be certified when applying for the post; only shortlisted candidates will receive communication from HR to submit certified copies not older than 6 months on or before the day of the interview. Smart ID card copy must show both sides of the ID card. Applications without proof of the necessary documents required by HR will be disqualified. The completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). Failure to submit all the requested documents will result in

the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). CHBAH also reserves the right to cancel the filling of Vacancy or not to fill a vacancy that was advertised during any stage of the recruitment process. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. People with disability are encouraged to apply.

- CLOSING DATE** : 18 March 2022
- POST 08/191** : **DIAGNOSTIC RADIOGRAPHER GRADE 1–3 (PRODUCTION) REF NO: DR/22/02/2022 (X15 POSTS)**
Directorate: Johannesburg Health District
- SALARY** : R322 746 per annum, (plus benefits)
- CENTRE** : Johannesburg Health District
- REQUIREMENTS** : National Diploma or Degree in Diagnostic Radiography Qualification. Proof of original registration & Current registration with HPCSA as an independent diagnostic radiographer. No experience required after registration with the HPCSA as an independent Diagnostic Radiographer. Must have completed community service as per requirements of the professional body (where applicable). Computer skills, excellent time management skills, written and verbal communication skills and report writing. Honesty, integrity and high work ethic. Good interpersonal skills. Knowledge of Public Service legislation, Policies and Procedures. Knowledge of current DoH guidelines and Policies governing the Health Sector and Radiography profession. Knowledge and relevant experience in radiographic procedures, Quality Control and Record keeping processes is essential. Willingness to rotate within the district as and when required.
- DUTIES** : Participate in providing 24-hour Radiographic services in the CHC and District. Be part of the stand-by allocation or roster. Advise the management in Radiographic policy planning and implementation for service improvement. To adhere to Batho Pele Principles, Regulated Norms and Standards and Ideal Clinic Realisation and Maintenance framework, Quality Assurance and other Public Service policies and Acts. Manage conflict and implement corrective measures as and when necessary. Carry out duties delegated by the Departmental Management. Must be a team player within the Department and Institution/District. Perform and ensure that prescribed Quality Assurance/Control protocols are adhered to. Perform any ad-hoc duties allocated by Management. Be actively involved in in-service training and CPD activities
- ENQUIRIES** : Ms. P. Mogomotsi Tel No: 011 472 7665
- APPLICATIONS** : Applications should be emailed to JhbHealth.DistrictJobApplications@gauteng.gov.za, please ensure that the reference number is quoted correctly.
- NOTE** : A fully completed new signed Z83 form should be accompanied by recent updated CV as well as all qualifications, ID document/ Smart ID and Driver's license copies must be double sided. All certificates attached should not be certified when applying for the post. Only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from HR. The Recommended candidates will be subjected to positive results of the security clearance process (criminal records), the verification of educational qualifications certificates and medical screening. Incomplete applications or applications received after closing date will not be considered. People with disabilities are encouraged to apply.
- CLOSING DATE** : 18 March 2022

POST 08/192 : **CLINICAL TECHNOLOGIST GRADE 1 REF NO: REFS/013362**
 Directorate: Clinical Technology (Pulmonology)

SALARY : R322 746 per annum, (plus benefits)
CENTRE : Chris Hani Baragwanath Academic Hospital
REQUIREMENTS : An appropriate degree or diploma in Clinical Technology in Pulmonology. Registration with relevant Health Professions Council of South Africa as a Clinical Technologist in Pulmonology. Proof of current HPCSA registration for April 2021/March 2022 Card or Receipt of current registration with HPCSA. Knowledge of and adherence to relevant legislation. Candidate should have an appropriate Clinical experience in Pulmonology and has a good understanding of public hospital operational systems. Competent in all Pulmonology procedures.

DUTIES : Provision of clinical service in compliance with policies, procedures and standard as set out by the institution, provincial and national authorities. Responsibility for continuous professional development and facilitation of all Clinical Technology Department [Pulmonology]. Supervision and training of Clinical Technologist students in pulmonology. Responsible for orientation of new Clinical Technologist in Respiratory Department. Participation in Research activities. Co-ordinate the maintenance and repair of all equipment in the Respiratory Dept. Perform all pulmonology tests and procedures as in line with standard set by HPCSA. Participate in provincial Clinical Technology activities.

ENQUIRIES : Mr. W. Madondo Tel No: (011) 933 9412
APPLICATIONS : Applications should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. Applications may also be uploaded online at www.gautengonline.gov.za or <http://professionaljobcentre.gpg.gov.za>

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

- CLOSING DATE** : 18 March 2022
- POST 08/193** : **PERSONNEL ASSISTANT REF NO: CHBAH 543**
Directorate: CEO's Office
- SALARY** : R261 372 - R307 890 per annum, (plus benefits)
- CENTRE** : Chris Hani Baragwanath Academic Hospital (CHBAH)
- REQUIREMENTS** : Matric/Grade 12 and three to five years secretary or secretarial related experiences. A relevant three-year National Diploma/Degree (NQF Level 6/7) will be added an advantage must have 2-3 years' experience in Office administration/Secretarial Services. Operational to advance knowledge of Microsoft Office Suite, including Word, Excel, PowerPoint, and Outlook. Skills and Competencies: Ability to communicate well with people at different levels and from diversified backgrounds. The prospective appointee should have sound verbal and written communication skills, sound organizational and planning skills. High level of reliability and ability to handle confidentiality. Sound knowledge of the public service regulations and public service acts. Ability to act with tact and discretion and handle conflict. Good telephone etiquette and interpersonal skills. Knowledge and application of the Batho Pele Principles Basic skills on report writing. Ability to work independently and in a team under pressure. Must be self-motivated. Ability to work with medium to large filing size systems is essential. A driver's license will be an added advantage (With exception to people with disabilities) Applicant should be prepared to undergo practical test and medical surveillance as an inherent job requirement.
- DUTIES** : The successful candidate will be responsible for administrative and secretarial support to the Executive Management and the Hospital Board. Administering office expenditure, submissions of subsistence and travel claims for Executives and Hospital Board Members. Administering/drafting and typing correspondence/documents including compiling of relevant reports Maintaining and managing the filing system for the Executive Management and the Hospital Board. Organising meetings, taking minutes during meetings, and communicating action items from meetings to various stakeholders. Organising office logistical matters including events of the Office of the CEO/ Hospital Board Liaising with internal and external stakeholders regarding office operations. Assisting managers with various administrative tasks. Manage reception area and attending to visitors. Screen and transfer calls and handle telephonic enquires as well as other enquiries from internal and external clients. Ensure the effective flow of information and documents to and from the office of CEO. Receive and direct correspondence to relevant Managers and Departments Ensure safekeeping of all documentation in the office. Compile reports and documentations, administer the filing system in line with the Departmental Records Management. Ordering of office consumables and arranging for refreshment for visitors Liaise with relevant Hospital department for procurement of office equipment and stationery. Assist with ad-hoc tasks as and when required.
- ENQUIRIES** : Ms S. Masote Tel No: (011) 933 0148
- APPLICATIONS** : Applications should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808.
- NOTE** : No faxed or emailed applications will be considered. Applications must be submitted on the New Z83 Fully completed, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. According to Circular 5 of 2021, candidates must attach copies of all the necessary documents (qualifications) to the application including a valid identity document, relevant certificates and current proof of Council were necessary. Such copies need not be certified when applying for the post; only shortlisted candidates will receive communication from HR to submit certified copies not older than 6 months on or before the day of the interview. Smart ID card copy must show both sides of the ID card. Applications without proof of the necessary documents required by HR will be disqualified. The completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was

unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). CHBAH also reserves the right to cancel the filling of Vacancy or not to fill a vacancy that was advertised during any stage of the recruitment process. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. People with disability are encouraged to apply.

- CLOSING DATE** : 18 March 2022
- POST 08/194** : **ADMIN OFFICER REF NO: SDHS2022/02/17 (X1 POST)**
Section: Mental Health
- SALARY CENTRE REQUIREMENTS** : R261 372 per annum (Level 07), (plus benefits)
: Sedibeng District Health Services
: Tertiary Qualification with working experience between 5 and 10 years in Health Sector. Sound knowledge of Office Management. Knowledge and understanding of Mental Health Care Act, regulations and other legal framework governing public services. Computer Literacy is essential – MS Office (Word, Excel, Outlook & PowerPoint). Skills in Planning and Organization, Good analytical skills. Good interpersonal relations, Problem solving and decision-making, relationship building and maintaining discipline in the workplace. Excellent interpersonal communication - verbal and written skills. Report writing skills. Understanding of Code of Conduct. Good facilitating/presentation skills. Ability to work independently and in a team, ability to work under pressure. Experience in working with Non-Governmental Organization will be an added advantage. Must have a valid drivers' license.
- DUTIES** : Perform administrative duties relating to office management. Provides relevant secretarial/receptionist support service to the Head of Unit and other Mental Health Unit Managers. Maintain the diary of the Head of Unit. Arrange meetings for the Unit Managers and the Staff. Process the travel and subsistence claims for the Unit. Process all invoices that emanate from the activities of the work of the Head of Unit. Record minutes of the meeting of Head of Unit. Perform administration duties regarding the control of leave, monthly rooster, attendance registers, PMDS and telephone account of the Unit. Receive records and distribute all incoming and outgoing documents. Collects all relevant documents to enable the Unit Manager to prepare for meetings. Ensure that all the prescripts and procedures are adhered to at all times. Plan and Organize work operations of subordinates. Manage performance of subordinates through PMDS system and other Departmental guidelines. Order of stock and other consumable for the Unit. Draft memo's, letters and other documents as requested by the Supervisor. Perform all other duties delegated by the Supervisor.
- ENQUIRIES APPLICATIONS** : Mr. N. Mbele Tel No: 016 950 6120/21
: Applicants should quote the relevant reference number, direct applications to the HR Manager: Sedibeng DHS, Private Bag x023 Vanderbijlpark, 1900 or hand deliver at 2nd Floor Frikkie Meyer & Pasteur Blvd, at the designated recruitment boxes. Should you be asked for a fee, please let the authorities know.
- NOTE** : 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 accompanied by a comprehensive CV; stating the requirements mentioned above, at-least 3 references must be on a CV; According to circular 5 of 2021, candidates must attach copies of all the necessary documents (qualifications) to the application including a valid identity document, relevant certificates and current proof of Council registration where applicable. Such copies need not be certified when applying for the post, only shortlisted candidates will receive communication from HR to submit certified copies not older than 6 months on or before the day of the interview. Applicants must indicate the post reference number on their applications. Failure to submit the required documents will result in the

application not being considered. Qualifications of candidates recommended for 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 not fill the position. Candidates will be expected to be available for selection interview on the date, time and place determined by the Department of which practical's may be part of the selection process. Applicants are respectfully informed that correspondence will be limited to short-listed candidates only. 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 your nearest police station.

- CLOSING DATE** : 18 March 2022
- POST 08/195** : **HUMAN RESOURCE SUPERVISOR REF NO: SDHS 2022/02/18 (X2 POSTS)**
Section: Human Resources
- SALARY CENTRE REQUIREMENTS** : R261 372 per annum (Level 07), (plus benefits)
: Sedibeng District Health Services
: Tertiary Qualification with working experience between 5 and 10 years in Human Resources. Extensive knowledge of staff establishment & HR information Management. Knowledge and experience of the PERSAL system, HR prescripts and knowledge of relevant HR prescripts and Acts. Computer literacy (MS Office including MS Excel). Must be able to plan, organize and coordinate activities of the HR section. Good understanding of PSCBC resolutions and implementation of OSD, leadership skills, planning and organizing skills, Good presentation skills. Must have a valid drivers' license.
- DUTIES** : Manage, control and maintain Staff establishment and HR information. Coordinate the institutional Human Resource plan in line with the allocated budget. Ensure that post filling plan is complied with. Do costing of post. Request, analyses, manipulate and Manage Persal reports and distribute to relevant stakeholder. Maintenance of staff establishment on HRM database. Develop Standard Operating Procedures in area of responsibility. Management of payroll for the entire District. Do BAS/PERSAL reconciliation. Ensure there's proper records management. Work with other HR supervisors on general functions. Ensure compliance to HR prescripts. Ensure accurate information is provided to customers including stake holders in relation to HR information. Ensure compliance to translations/grading. Compile monthly HR delegation. PILIR, retirements, appointment, terminations, Employment Equity, and other critical Human Resource reports. Backup all HR reports.
- ENQUIRIES APPLICATIONS** : Ms. D.C. Ndhleleni Tel No: (016) 950 6005
: Applicants should quote the relevant reference number, direct applications to the HR Manager: Sedibeng DHS, Private Bag x023 Vanderbijlpark,1900 or hand deliver at 2nd Floor Frikkie Meyer & Pasteur Blvd, at the designated recruitment boxes.Should you be asked for a fee, please let the authorities know.
- NOTE** : 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 accompanied by a comprehensive CV; stating the requirements mentioned above, at-least 3 references must be on a CV; According to circular 5 of 2021, candidates must attach copies of all the necessary documents (qualifications) to the application including a valid identity document, relevant certificates and current proof of Council registration where applicable. Such copies need not be certified when applying for the post, only shortlisted candidates will receive communication from HR to submit certified copies not older than 6 months on or before the day of the interview. Applicants must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. Qualifications of candidates recommended for 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 not fill the position. Candidates will be expected to be available for selection interview on the date, time and place determined by the Department of which practical's

may be part of the selection process. Applicants are respectfully informed that correspondence will be limited to short-listed candidates only. 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 your nearest police station.

- CLOSING DATE** : 18 March 2022
- POST 08/196** : **LOGISTICS SUPPORT OFFICER: ASSET REF NO: ODI/24/02/2022/01**
- SALARY** : R261 372 - R307 890 per annum (Level 07), (plus benefits)
- CENTRE** : Odi District Hospital
- REQUIREMENTS** : Grade 12 with 10 years' experience in Supply Chain Management of which 2 years MUST be in Asset Management or Grade12 with a recognised National diploma/Degree in Supply Chain Management/ Asset Management/ Logistics Management/ Purchasing Management/ Public Management, 4 years' experience in Supply Chain Management of which 2 years MUST be in Asset management. A valid driver's licence. Knowledge and understanding of Public Finance Management Act, Knowledge and understanding of Asset management related policies, computer literacy. Knowledge of SAP/SRM and BAS, Treasury Regulations and Guidelines .Knowledge and understanding of Human Resource Management, Policies, Procedures and Legislations. Public Service Anti-Corruption Strategy and anti-corruption and fraud prevention measures. Knowledge of clerical and administrative procedures and systems. Knowledge of departmental policies and procedures .Knowledge of principles and practice of financial accounting. Problem-solving and Analysis. People and Diversity Management. Client Orientation and Customer focus.
- DUTIES** : Monitor and review the capturing of all physical assets in the physical asset register. Monitor and review the allocation of assets to assets holders in accordance with the relevant Policies and Procedures. Promote correct implementation of sound asset management practices. Manage assets acquisition, assets operation and maintenance. Manage asset register and asset disposal. Implement policy on transfers and disposal of movable assets. Ensure optimum security of assets. Manage the tracking and recording of assets movement, categorization of assets into fixed or non-fixed assets, reflection of assets on the register and manage and execute annual asset verification. Dispose of economically obsolete assets. Monthly submission of asset reconciliation report. Supervise and train staff. Assist with audit queries. Any other duties as delegated by the management.
- ENQUIRIES** : Ms Dikeme M.M.D Tel No: 012 725 2437
- APPLICATIONS** : Kindly forward your application to: Odi District Hospital, Klipgat road, Mabopane, HR Section or posted to: Odi District Hospital Private Bag x509, Mabopane, 0190.
- NOTE** : Applicants must submit on new Z83 form obtained from any Public Service Department. Applicants must submit copies of qualifications, identity document and driver's license (where appropriate) and any other relevant documents. Such copies need not be certified when applying for a post. The communication from HR of the department regarding the requirements for certified 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.
- CLOSING DATE** : 18 March 2022
- POST 08/197** : **SECRETARY TO THE NURSING SERVICE MANAGER REF NO: ODI/24/02/2022/03**
- SALARY** : R176 310 per annum (Level 05), (plus benefits)
- CENTRE** : Odi District Hospital
- REQUIREMENTS** : Grade 12 with a minimum of 2 years recognisable experience as a secretary. Qualification in Secretarial Studies/ Office Management/Office Administration/Management Assistant, proof of computer literacy in Microsoft office suite. Proficient user of Microsoft package will be subjected to a test. Certificate of Microsoft package will be added as an advantage. Excellent communication and writing skills with good interpersonal relation. Be reliable, punctual, and professional. Be creative and able to use own initiative. Good telephone etiquette. Be able to prioritize and have exceptional attention to detail. Ability to handle variety of tasks, work under pressure and meet the tight

- deadlines. Be able to relieve in the CEO and Clinical Manager office. Be prepared to go an extra mile.
- DUTIES** : Making and receiving telephone calls. Typing of letters, monthly Nursing allocation, memos and taking of minutes during the Nursing directorate minutes. Capturing of those minutes, presentation for signatures and adoption during and post the meetings. Managing diaries of Deputy Manager Nursing and other Area Manager Nursing. Organize and manage Nursing events. Ensure office is equipped with necessary needs and stationery. Manage enquiries. Develop and implement an efficient filing system. Writing reports.
- ENQUIRIES APPLICATIONS** : Ms E.P Ntsie Tel No: 012 725 2312
- HR. Kindly forward your application to: Odi District Hospital, Klipgat road, Mabopane, HR Section or posted to: Odi District Hospital Private Bag x509, Mabopane, 0190.
- NOTE** : Applicants must submit on new Z83 form obtained from any Public Service Department. Applicants must submit copies of qualifications, identity document and driver's license (where appropriate) and any other relevant documents. Such copies need not be certified when applying for a post. The communication from HR of the department regarding the requirements for certified 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.
- CLOSING DATE** : 18 March 2022
- POST 08/198** : **ADMIN CLERK REF NO: ODI/24/02/2022/04**
- SALARY CENTRE REQUIREMENTS** : R176 310 per annum (Level 02), (plus benefits)
: Odi District Hospital
: Minimum Grade 12 (matric) certificate with 2 years' experience in Patient Administration in a Hospital environment, or Diploma in Administrative/ Public Management or equivalent Qualification coupled with 2 years' experience in Patient Administration in a Hospital environment. Must be computer literate & must be able to work under pressure. Be prepared to work shifts and/ or assist in other areas of patient admin (Records/ OPD/ wards) when requested. To provide effective and efficient service to patients by practicing Batho-Pele principle. Knowledge of PAAB/MEDICOM and must comply with relevant prescripts and regulations. Knowledge of Admission and discharge in terms of patient's classification manuals. Interpersonal relationship, Communication skills and telephone etiquette. Motivation must be attached as proof of working experience.
- DUTIES** : Daily registration of patients both manually and electronically. Classifying patient accurately according to UPFS. Capturing of Down time files and completion of Downtime registers as a downtime tool. Managing of waiting time in OPD. Compilation of statistics and timeous submission to relevant authorities. Perform all other duties delegated by Supervisor.
- ENQUIRIES APPLICATIONS** : Mr. R.N Sithole Tel No: (012) 725 2443
- HR. Kindly forward your application to: Odi District Hospital, Klipgat road, Mabopane, HR Section or posted to: Odi District Hospital Private Bag x509, Mabopane, 0190.
- NOTE** : Applicants must submit on new Z83 form obtained from any Public Service Department. Applicants must submit copies of qualifications, identity document and driver's license (where appropriate) and any other relevant documents. Such copies need not be certified when applying for a post. The communication from HR of the department regarding the requirements for certified 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.
- CLOSING DATE** : 18 March 2022
- POST 08/199** : **PROPERTY CARETAKER SUPERVISOR REF NO: REFS/013359**
Directorate: Logistics Department
- SALARY CENTRE REQUIREMENTS** : R176 310 per annum, (plus benefits)
: Charlotte Maxeke Johannesburg Academic Hospital
: Minimum of Abet level 4 / Grade 10 or Grade 12 with a minimum of 2 years' experience in a hospital exterior cleaning and garden service. A valid driver's license. Ability to read and write (as you will be expected to compile reports,

- attend meetings and compile incidents reports), ability to perform in a team and under pressure, must possess good communication skills.
- DUTIES** : Supervise staff. Ensure that staff wear PPE/ uniform at all times. Maintain hospital premises and surroundings, safekeeping and maintaining gardening equipment, follow the condemning procedure when equipment is beyond repair. Monitoring Team Performance and Development of staff. Identify and Solve Problems Affecting Services delivery. Compiling leave plan, record keeping and update leave register. Hold meetings with staff, liaise with internal and external stakeholders. Disciplinary Code and procedure, management of leave, compile RLS01 AND RLS02. Implemented PMDS for staff. Effective Communication and Writing of reports. Be willing to work shifts, take instruction from the management.
- ENQUIRIES** : Mr. E Sithole Tel No: 011 488 4116
- APPLICATIONS** : Applications should be submitted on a (PDF Format only) to the following email-address Supportthr.Cmjah@gauteng.gov.za Only online application will be considered. Please use the reference as the subject.
- NOTE** : Applications must be submitted on a new Z83 form (obtainable from any Public Service Department or on www.dpsa.gov.za/documents) with an updated, clear and concise C.V, with 3 contactable referees. Copies of I.D and Qualifications to be attached. Only shortlisted candidates will be required to submit certified documents on or before the day of the interview. Suitable candidate will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification), security clearance process and undergo medical screening test. Suitable candidates will have to disclose their financial interests. The Department of Health reserves the right to fill or not fill the position. Due to high volumes of anticipated applications, communication will be limited to the shortlisted candidates only. Should you not hear from us within 3 months after the closing date, please consider your application unsuccessful. The Department of Health is committed to the achievement and maintenance of diversity and equity employment, especially of race, gender, and disability. Coloured Males and females, Indian Males and Females and White Males and females are encouraged to apply.
- CLOSING DATE** : 18 March 2022
- POST 08/200** : **CLIENT INFORMATION CLERK REF NO: CHBAH 544 (X1 POST)**
Directorate: Quality Assurance
- SALARY** : R176 310 per annum (Level 05), (plus benefits)
- CENTRE** : Chris Hani Baragwanath Academic Hospital (CHBAH)
- REQUIREMENTS** : Matric/ Grade 12 Computer skills knowledge of Word, Excel and PowerPoint. Knowledge or experience in the quality assurance field will be added as advantage. Customer care experience will be an added advantage. Special requirements (Skills needed): Ability to communicate effectively in English (written and verbal) and the other commonly spoken local language. 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. Knowledge of statistics and organising. Maintaining discipline. Perform any other duties delegated by the supervisor. The applicant must have good communication skills, with the ability to interact with diverse stakeholders, health care users and givers. Report writing skills, Facilitation skills, Problem solving skills, Good interpersonal relations, ability to work under pressure.
- DUTIES** : To ensure that all complaints are correctly captured manually and electronically, with outcomes. To ensure that patient's ability to voice their perceptions/ opinion/ experience about the health establishment is practiced. To champion the safekeeping of all documents related to complaints and patient safety incidents, including patient's clinical records. To assist with the meetings relating to complaints and patient's safety incidents, including minute writing. Able to handle and solve minor complaints. Adhere to workplace policies and procedures and adhere to reporting timelines. Be up to date with the activities, services, and areas within the hospital to be able to direct customers. Be willing to undergo continuous training and development programs as required. Attend meetings and training as approved by supervisor.

		Comply with the Performance Management and Development System (Annual contracting, quarterly reviews and final assessment).
<u>ENQUIRIES</u>	:	Ms G M Matjila Tel No: (011) 933 -9695
<u>APPLICATIONS</u>	:	Applications should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808.
<u>NOTE</u>	:	No faxed or emailed applications will be considered. Applications must be submitted on the New Z83 Fully completed, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents . According to Circular 5 of 2021, candidates must attach copies of all the necessary documents (qualifications) to the application including a valid identity document, relevant certificates and current proof of Council were necessary. Such copies need not be certified when applying for the post; only shortlisted candidates will receive communication from HR to submit certified copies not older than 6 months on or before the day of the interview. Smart ID card copy must show both sides of the ID card. Applications without proof of the necessary documents required by HR will be disqualified. The completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). CHBAH also reserves the right to cancel the filling of Vacancy or not to fill a vacancy that was advertised during any stage of the recruitment process. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. People with disability are encouraged to apply.
<u>CLOSING DATE</u>	:	18 March 2022
<u>POST 08/201</u>	:	<u>STAFF NURSE REF NO: TRH 06/2022 (X4 POSTS)</u> Directorate: Nursing
<u>SALARY</u>	:	Grade 1: R173 952 – R302 292 per annum
<u>CENTRE</u>	:	Tshwane Rehabilitation Hospital
<u>REQUIREMENTS</u>	:	Qualifications that allows registration with SANC as Enrolled Nurse. Registration with South African Nursing Council. Experience in rehabilitation will be a recommendation. At least 1 or more years of experience as a Staff Nurse. Willing to work in a physical rehabilitation setting and rotate in all departments. Willing to workday and night shifts, weekend and holidays.
<u>DUTIES</u>	:	Responsible for total patient care to all patients in the hospital. Educate and advise patients including relatives and staff. Ensure efficient and effective management of resources. Rotate through service points as required. Willing to work over weekend and holidays and rotate in other units where the need arise. Maintain patient's hygiene e.g. bath patients, mouth care, bladder and bowel management. (Assist patients with elimination procedures). Assist with patient's mobility and continue with rehabilitation procedures. Monitor, interpret and record vital signs. Prepare patients for diagnostics procedures, Order stock and equipment as needed in a cost-effective manner. Assist Professional Nurses with clinical procedures. Quality nursing care and rehabilitation programme as directed by the Scope of Practise. Have knowledge of and interest of work in HCT and OPD. Able to act appropriately in an emergency situation. Be part of the team in managing the patients. Be able to work within the multidisciplinary health team. Demonstrate effective communication with patients, supervisors, other professionals and junior colleagues including report writing. Be able to work independently as a Staff Nurse.
<u>ENQUIRIES</u>	:	Ms MM Rakwena Tel No: (012) 354 – 6135

- APPLICATIONS** : Applications must be sent directly to: Tshwane Rehabilitation Hospital, P.O Box 23397, Gezina, 0031 OR hand deliver to Corner Dr Savage and Soutpansberg Road, Pretoria, 0001.
- NOTE** : No faxed or emailed applications will be considered. Applications must be submitted on new form Z83 fully completed, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The completed and signed form should be accompanied by a recently updated CV, ID, qualification and relevant council registration certificate and proof current registration. All required documents attached need not be certified, only shortlisted candidates for communication from HR. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, 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. 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. Males and people with disabilities are encouraged to apply.
- CLOSING DATE** : 18 March 2022
- POST 08/202** : **NURSING ASSISTANT GRADE 1 – (NA 1) REF NO: CHBAH 547 (X10 POSTS)**
Directorate: Nursing Services
- SALARY CENTRE REQUIREMENTS** : R134 514 per annum, (all-inclusive package)
: Chris Hani Baragwanath Academic Hospital (CHBAH)
: Qualification that allows registration with the SANC as Nursing Assistant. Registration with the SANC as Nursing Assistant and proof of current registration for 2022. No experience required after registration with the SANC as Nursing Assistant. Competencies/Knowledge/Skills: Demonstrate elementary understanding of nursing legislation and related legal and ethical nursing practices. Perform an elementary clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Promote quality of elementary nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility.
- DUTIES** : Assist patients with activities of daily living (physical care). Provide elementary clinical nursing care. Maintain professional growth/ethical standards and self-development.
- ENQUIRIES APPLICATIONS** : Mr. N.B. Mulaudzi Tel No: (011) 933 9779/0134
: Applications should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808.
- NOTE** : No faxed or emailed applications will be considered. Applications must be submitted on the New Z83 Fully completed, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. According to Circular 5 of 2021, candidates must attach copies of all the necessary documents (qualifications) to the application including a valid identity document, relevant certificates and current proof of Council were necessary. Such copies need not be certified when applying for the post; only shortlisted candidates will receive communication from HR to submit certified copies not older than 6 months on or before the day of the interview. Smart ID card copy must show both sides of the ID card. Applications without proof of the necessary documents required by HR will be disqualified. The completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must

be immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). CHBAH also reserves the right to cancel the filling of Vacancy or not to fill a vacancy that was advertised during any stage of the recruitment process. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. People with disability are encouraged to apply.

- CLOSING DATE** : 18 March 2022
- POST 08/203** : **AUXILIARY WORKER (QUEUE MARSHALL LEVEL 3) REF NO: CHBAH 545 (X3 POSTS)**
Directorate: Quality Assurance
- SALARY** : R124 434 per annum, (plus benefits)
CENTRE : Chris Hani Baragwanath Academic Hospital (CHBAH)
REQUIREMENTS : Grade 10/Abet level 3. Time Management skills. Proficiency in various official languages. Basic knowledge of the legislative framework and processes related to the quality assurance field. Ability to read and write. Ability to communicate in more than one official language. Ability to work under pressure. Ability to work independently and in a team. Ability to communicate well with people at different levels. Ability to organize and plan. Sound verbal and written communication skills. Ability to act with tact and discretion. Must be self-motivated. Ability to handle tasks of multidisciplinary nature. Must be prepared to work shifts which includes, fixed, after hours, weekends and public holidays. Knowledge and understanding of the Batho Pele Principles and Patients Right Charter and their application in the place of work. Knowledge and understanding of Labour Relations processes and its implication in the workplace.
- DUTIES** : Control and maintain order in waiting areas. Screen patients in the waiting area. Direct clients to appropriate clinics. Welcome patients and visitors. Be able to give health talks to waiting patients. Monitor, record and report the waiting time for patients in the different service areas as required. Provide clean water and cups. Check and report environmental issues affecting compliance with quality assurance principles, such as cleanliness and safety. Able to handle and solve minor complaints. Adhere to workplace policies and procedures and adhere to reporting timelines. Be up to date with the activities, services, and areas within the hospital to be able to direct customers. Perform other duties as allocated by the supervisor. Comply with the rotation roster. Be willing to undergo continuous training and development programs as required. Attend meetings and training as approved by supervisor. Comply with the Performance Management and Development System (Annual contracting, quarterly reviews and final assessment).
- ENQUIRIES** : Ms G M Matjila Tel No: (011) 933 -9695
APPLICATIONS : Applications should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808.
- NOTE** : No faxed or emailed applications will be considered. Applications must be submitted on the New Z83 Fully completed, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. According to Circular 5 of 2021, candidates must attach copies of all the necessary documents (qualifications) to the application including a valid identity document, relevant certificates and current proof of Council were necessary. Such copies need not be certified when applying for the post; only shortlisted candidates will receive communication from HR to submit certified copies not older than 6 months on or before the day of the interview. Smart ID card copy must show both sides of the ID card. Applications without proof of the necessary documents required by HR will be disqualified. The completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within

three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). CHBAH also reserves the right to cancel the filling of Vacancy or not to fill a vacancy that was advertised during any stage of the recruitment process. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. People with disability are encouraged to apply.

- CLOSING DATE** : 18 March 2022
- POST 08/204** : **WARD ATTENDANTS REF NO: CHBAH 546 (X6 POSTS)**
Directorate: Nursing (Internal Medicine and OPD & HAST)
- SALARY CENTRE REQUIREMENTS** : R104 073 per annum, (plus benefits)
: Chris Hani Baragwanath Academic Hospital (CHBAH)
: Adult education and training (AET/ABT) level 3 equivalent Grade 8 good. Physical and mental health, ability to write and read, good listener, ability to carry out instructions, ability to enquire for clarity on assigned tasks ability to give feedback on assigned tasks and good interpersonal relation skills.
- DUTIES** : Clean and create and orderly environment: in ward, Prepare disinfectant solution for the day's use. Carbonise and make beds after patient has demised, discharged or transferred. Prepare boxes/ bins for disposal of medical waste and place red plastic bag inside Label boxes /bins and place them in the designated area for collection. Provide and change refuse bags in the ward. Ensure and maintain cleanliness in all areas in the ward. Clean equipment and furniture used in the ward. Clean medical equipment under supervision e.g. vital monitors, drip stands. Replenish toilet paper, hand towels and soap in the toilet, bathrooms and hand basins. Receive, count, record and store clean linen from the laundry. Sorting and sealing of contaminated linen. Adhere to policies and procedures. Proper utilization of cleaning materials. Adhere to recommended dress code (protective clothing). Ensure waste is sorted accordingly. Assist with messaging when necessary. Replenish /supply linen/draw sheets. Ensure a clean environment in the kitchen. Provide the patients with water, ice, water bottles and glasses. Cleaning of food utensils. Care for and cleaning of the kitchen floor, cupboards and walls. Controlling of crockery and stock in the unit kitchen and report to supervisor. Prepare food trolley and serve. Help with feeding of patients under supervision of nursing staff. Remove leftovers and clean. Wash baby bottles (for lodger babies). Defrost and cleaning of fridges in the unit once a week ensure a clean environment in the sluice room clean and tidy sluice room. Clean urinals, bedpans, wash basins and small bowls. Disinfect, bedpans, urinals, washbasin and small bowls provide a support role for the nursing personnel to ensure a quality health care Updated inventory available. Assist supervisor with inventory count. Availability of cleaning material.
- ENQUIRIES APPLICATIONS** : Mr NB Mulaudzi Tel No: (011) 933 0134/9779
: Applications should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808.
- NOTE** : No faxed or emailed applications will be considered. Applications must be submitted on the New Z83 Fully completed, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. According to Circular 5 of 2021, candidates must attach copies of all the necessary documents (qualifications) to the application including a valid identity document, relevant certificates and current proof of Council were necessary. Such copies need not be certified when applying for the post; only shortlisted candidates will receive communication from HR to submit certified copies not older than 6 months on or before the day of the interview. Smart ID card copy must show both sides of the ID card. Applications without proof of the necessary documents required by HR will be disqualified. The completed and

signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). CHBAH also reserves the right to cancel the filling of Vacancy or not to fill a vacancy that was advertised during any stage of the recruitment process. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. People with disability are encouraged to apply.

CLOSING DATE : 18 March 2022

PROVINCIAL TREASURY

It is the department's intention to promote equity through the filling of all numeric targets as contained in the Employment Equity Plan. To facilitate this process successfully, an indication of race, gender and disability status is required.



APPLICATIONS : Application should be submitted at Gauteng Provincial Treasury: Ground Floor, Imbumba House, 75 Fox Street, Marshalltown, Johannesburg, or posted to: Private Bag X12, Marshalltown, 2107. 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

CLOSING DATE : 18 March 2022

NOTE : Applications must be submitted on a duly New signed Z83 form, comprehensive CV only shortlisted candidates will submit certified documents. Applications must be submitted on new z83 form, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The Completed and signed form should be accompanied by a recently updated CV specifying all experience indicating the respective dates (MM/YY) as well as indicating three reference persons with the following information: name and contact number(s), email address and an indication of the capacity in which the reference is known to the candidate. The copies of qualifications, ID, drivers' licence and relevant certificates need not be certified when applying for the post. Only shortlisted candidates will be required to submit certified documents on or before the interview date following communication from HR. Suitable candidates will be subjected to Personnel Suitability Checks (criminal record, citizen, credit record checks, qualification and employment verification). Confirmation of final appointment will be subject to a positive security clearance. All non-SA citizens must attach a certified proof of permanent residence in South Africa. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Failure to submit all the requested documents will result in the application not being considered. The persons appointed to this position will be subjected to a security clearance. SMS candidates will be required to undergo a Competency Assessment as prescribed by the DPSA. All shortlisted candidates for SMS positions will be required to undergo a technical exercise that intends to test the relevant technical elements of the job. Gauteng Provincial Treasury (GPT) reserves the right to utilise practical exercises / tests for non-SMS positions and during the recruitment process (candidates who are shortlisted will be informed accordingly) to determine the suitability of candidates for the post(s). GPT also reserves the right to cancel the filling / not to fill a vacancy that was advertised during any stage of the recruitment process. Prospective applicants must please use the new Z83 which is effective as at 01 January 2021, should

an application be received using the incorrect application for employment (Z83) form, it will not be considered. You need to fill in all sections of this form completely, accurately and legibly.

OTHER POSTS

POST 08/205 : ASSISTANT DIRECTOR: OPEN TENDER REF NO: GPT/2022/03/01 (X6 POSTS)

Directorate: Provincial Supply Chain Management
 Re-advertisement. Those that have applied previously should not re-apply as their applications will be considered.

**SALARY
CENTRE
REQUIREMENTS**

R382 245 per annum, (plus benefits)
 Johannesburg
 A three-year tertiary qualification (NQF level 7) as recognised by SAQA in Supply Chain Management or Business Administration or Financial Management or Public Administration. 3 -5 years functional experience in Supply Chain Management Policy Development. Valid driver's licence.

DUTIES

Provide oversight on the implementation of the open tender system in Gauteng Provincial Government. Contribute to the development of Frameworks, Circulars, Instructions, Process Flows, Standard Operating Procedures, Reporting Template, Project Plan for open tender system in the Province. Monitor and report on the implementation of procurement planning in Gauteng Province. Maintain effective reporting and monitoring system for procurement planning in the Province. Provide advice, guidance and support on implementation of Supply Chain Management prescripts. Enforce compliance with the open tender legislation. Facilitate the adjudication in public for open tender projects. Perform research, analyse, review and improve Supply Chain Management policies as informed by National and Provincial priorities. Coordinate and conduct training on open tender system. Provide guidance to departments and entities on SCM policies and open tender framework.

ENQUIRIES

Ms. Baleseng Sedibe Tel No: (011) 227 9000

POST 08/206 : GAUTENG PROVINCIAL GOVERNMENT AUDIT COMMITTEE REF NO: GPT/AC/2022

SALARY

GPG Audit Committee Members will be remunerated in accordance with SAICA rate. Members will be remunerated for preparation and attendance of meetings.

**CENTRE
REQUIREMENTS**

Johannesburg
 An NQF 7 qualification and 5 years' Senior Management experience in any of the following fields: Accounting; Auditing; Risk Management; Information and Communication Technology or Legal. Knowledge and experience of the PFMA, its Regulations and Public Sector. Membership of a public Sector Audit Committee or experience as an Audit Committee Member in the public sector will serve as an advantage. Required Attributes and Skills: Independence, integrity, reliability, good communication and interpersonal skills and leadership skills.

DUTIES

Advise the Accounting Officer and Management on audit-related and governance matters. Independent adviser to all GPG Departments on matters relating to, inter alia, internal audit; internal control; risk management; accounting policies; financial and non-financial information; effective governance and compliance with applicable legislation and prescripts. To attend meet as often as required but at least five (5) times a year and be flexible with time. Perform duties in accordance with the approved AC Charter. Review the adequacy and effectiveness of the Department's internal controls. Review financial and non-financial reports as well as Annual Financial Statements prior to submission to Auditor-General and make recommendations where necessary. Review the scope and results of internal; external and compliance reviews and audits. Review any reports released by the internal and external auditors and Management's response thereto. Ensure that a combined assurance model is applied to provide a coordinated approach to all assurance activities. Direct and assess the Internal Audit Activity. Term of office: The appointment is for a period of three (3) years subject to renewal at the discretion of the Department. The appointment will be supported by the Audit Committee Charter and signing of a contract.

ENQUIRIES

: Mr. Jafta Mhlongo/ Mr. Lazarus Raseasala on Tel No: 082 256 0860/ 066 240 3626

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

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

OTHER POSTS

<u>POST 08/207</u>	:	<u>HEAD CLINICAL UNIT: FETAL-MATERNAL MEDICINE REF NO: HCUPAEDS/01/2022</u> Department: Obstetrics and Gynaecology
<u>SALARY</u>	:	R1 754 739 per annum, (all-inclusive salary package), (excluding commuted overtime)
<u>CENTRE</u>	:	Inkosi Albert Luthuli Central Hospital
<u>REQUIREMENTS</u>	:	MBCHB. Five (5) years post registration experience as a Specialist in Obstetrics and Gynaecology. Current registration with HPCSA as a Subspecialist in Fetal-Maternal Medicine. Managerial experience. Strong leadership abilities. A valid driver's license.
<u>DUTIES</u>	:	Render services in Fetal medicine by providing Level 3 Fetal ultrasound and in high risk obstetrics at IALCH. Be able to perform first and second trimester screening and invasive procedures for prenatal screening, diagnosis and therapy. Provide consultative service to other general specialists and referral hospitals. Responsible for the administration, management and audit of the Fetal Ultrasound services. Liaison with other disciplines including neonatology, paediatric surgery and cardiology Participate in the department teaching program for undergraduates and postgraduate registrars. Responsible for the training of subspecialists in Fetal-Maternal Medicine and in the training of junior specialists for capacity building. Participate in department administrative services. Participate in the provision of after-hours consultant support as per departmental duty roster. Responsible for outreach in the metropolitan area. Liaison with HOD and hospital management regarding infrastructural needs in terms of financial, physical, equipment, staff, support and training. Undertake appropriate clinical research and support the research of junior staff. Perform management duties as required in the Department.
<u>ENQUIRIES</u>	:	Dr S Ramphal Tel No: 031- 2402407
<u>APPLICATIONS</u>	:	All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the entrance to the Management Building at IALCH or posted to Private Bag X03, Mayville, 4058.
<u>NOTE</u>	:	An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za . Copies of ID documents, Std 10, educational qualifications, certificates of service and professional registration certificates need not be certified as only shortlisted candidates will be requested to supply certified copies and proof of current registration must be submitted together with your CV. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g. ref APRO/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. Please note that the selected candidate It is the applicant's responsibility to have the foreign qualification, which is the requirement of the post, evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation on application. Failure to comply will result in the application not being considered will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Please note that due to financial constraints, there will be no payment of S&T claims.
<u>CLOSING DATE</u>	:	18 March 2022

- POST 08/208** : **MEDICAL OFFICER REF NO: MONEUROSURG/1/2022 (X3 POSTS)**
 Department: Neurosurgery
- SALARY** : Grade 1: R833 523 per annum, (all Inclusive salary package), excluding commuted overtime
 Grade 2: R953 049 per annum, (all-inclusive salary package), excluding commuted overtime
 Grade 3: R1 106 037 per annum, (all-inclusive salary package), excluding commuted overtime
- CENTRE REQUIREMENTS** : Inkosi Albert Luthuli Central Hospital
 : MBChB Degree. Current registration with the Health Professions Council of SA as an Independent Medical Practitioner. Completion of Community Service. Experience **Grade 1**: No experience required from South African qualified employees. One (1) year relevant experience after registration as a Medical Practitioner with a recognised foreign health professional council in respect of foreign qualified employees of whom it is not required to perform Community Service as required in South Africa. Experience **Grade 2**: Five (5) years appropriate experience as a Medical Practitioner after registration with HPCSA as a Medical Practitioner. Six (6) 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. Experience **Grade 3**: Ten (10) years appropriate experience as a Medical Practitioner after registration with HPCSA as a Medical Practitioner. Eleven (11) 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 Training And Competencies Required: Candidates must be able to perform a detailed clinical assessment of patients with neurosurgical disorders and provide ongoing care of individual patients. Ability and knowledge of basic trauma resuscitation, including endotracheal intubation of patients is a requirement. Candidates with basic surgical experience and skills will be at an advantage. Previous surgical experience in a Neurosurgery environment will be an advantage. Good communication skills and decision making. Demonstrate the ability to work as part of a team.
- DUTIES** : Active participation in ward rounds and care of individual patients. Conduct patient management in the wards including both High Care and Intensive Care Unit and ensuring set standards are maintained. Participation in the academic programme of the Department of Neurosurgery. Operating theatre and outpatient clinic duties. The successful applicant will be required to perform after hours duties. Candidates are expected, when on call, to field many calls from referring doctors and after discussion with the senior to advise the referring doctors appropriately. They must be able to carry out resuscitation of patients using ATLS principles. Candidates are required to participate in outreach activities of the department. Candidates are expected to perform administrative functions as directed by the Head of Department. Clerk all admissions and compile discharge summaries. Adhere to departmental treatment guidelines and policies. Maintain medical records, including morbidity and mortality presentations.
- ENQUIRIES APPLICATIONS** : Dr BC Enicker Tel No: 031 240 1134/ 031 240 1133
 : All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the entrance to the Management Building at IALCH or posted to Private Bag X03, Mayville, 4058.
- NOTE** : An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za. Copies of ID documents, Std 10, educational qualifications, certificates of service and professional registration certificates need not be certified as only shortlisted candidates will be requested to supply certified copies and proof of current registration must be submitted together with your CV. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g. ref APRO/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. Please note that the selected candidate It is the applicant's responsibility to have the foreign

qualification, which is the requirement of the post, evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation on application. Failure to comply will result in the application not being considered will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Please note that due to financial constraints, there will be no payment of S&T claims.

- CLOSING DATE** : 18 March 2022
- POST 08/209** : **CLINICAL PROGRAMME CO-ORDINATOR – (HCBC) REF NO: ILE/02/2022 (X1 POST)**
Component: HIV, AID, STI, ARV& VCT
- SALARY** : R450 939 per annum. Office Benefits: 13th Cheque, home owner's allowance, and Medical aid optional (Employee must meet prescribed conditions)
- CENTRE** : Ilembe Health District
- REQUIREMENTS** : Grade 1: Grade 12 (Senior certificate) Standard 10/or (Vocational National Certificate) Degree/Diploma in General Nursing & Midwifery, Current registration with SANC as General Nurse. A minimum of 7 years appropriate/recognizable nursing experience as a General Nurse. Valid Driver's License (Code 8). Proof of Computer Literacy Ms Office (Word, Excel, Outlook & PowerPoint). N.B Proof of previous and current work experience (certificate/s of service) endorsed and stamped by HR Office must be attached. Report writing abilities, financial management skills, empathy and counseling skills, strong interpersonal, communication and presentation skills, project management skills, ability to make independent decisions, an understanding of the challenges facing the public health sector. Ability to translate transformation objectives into practical plans, ability to prioritize issues and other work related matters and to comply with time frames, proven initiative, decisiveness and the ability to acquire new knowledge swiftly, computer literacy with a proficiency in MS Office Software applications.
- DUTIES** : Facilitate the implementation of the Community Based Model.Coordinate community outreach preventive services for all health programmes including services for key populations. Strengthen partnership with District, local and ward AIDS council. Coordinate skills development for Community Health Workers, Ward Based Outreach Teams, Chaplains and Traditional Health Practitioners. Facilitate linkage of ward based services to fixed PHC facilities. Monitor indicators which measure preventive and promotive health practices in the District, provide support and report on findings to district health management. Network with other provincial departments and NGO's to maintain a referral service for community members inclusive of community based services thereby supporting the broader health care provision in the district.Analyse emerging health practices and trends and introduce remedial action in conjunction with health care specialists.Plan, organise and conduct community rallies and events that convey health messages and practices which support health programme strategies. Manage all resources allocated to the community outreach programme.Keep and update database of NGOs and other stakeholders rendering community outreach services. Promote activities aimed at fully integrating HIV and AIDS programmes to main stream of PHC services. Ensure that community outreach teams render integrated health services, e.g. Community HIV and TB testing, COVID 19 vaccinations, contact tracing .Ensure that outreach teams contribute to the positive health outcomes of the district. Facilitate the establishment of support groups. Promote preventive and promotive health services through community structures and organizations.
- ENQUIRIES** : Ms TM Banda (Deputy District Director: IDHSD) Tel No: 032 – 437 3500
- APPLICATIONS** : All applications should be forwarded to: The District Director: Human Resource Management Services, I Lembe Health District Office, Private Bag X10620, KwaDukuza, 4450 OR Hand delivered to: 1 King Shaka Street, Kinga Shaka Centre, and KwaDukuza, 4450
- NOTE** : Directions to Candidates: The following documents must be submitted, Application for employment form (Z83), which is obtainable at any Government Department or form website-www.kznhealth.gov.za Originally signed Z83 must be accompanied by a detailed CV and highest educational qualification/s

copies of required educational qualifications set out in the advertisement plus I.D Copy, Updated Curriculum Vitae. Applications must be submitted on or before the closing date. The reference number must be indicated in the column provided on the form Z83 e.g. ILE/01/2022 NB: The abovementioned documents need not be certified when applying for the post. HR department will inform only shortlisted candidates to submit certified documents on or before the day of the interview. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Further, respective successful candidate will be required to enter into a permanent employment contract with the Department of Health and a Performance Agreement with his/her immediate supervisor. Persons with disabilities should feel free to apply for any of the advertised posts. Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Non- RSA Citizens/Permanent Residents/ Work Permit holders must submit documentary proof together with their applications. This Department is an equal opportunity, affirmative employer, whose aim is to promote representivity in all levels of all occupational categories in the Department. Persons with disabilities should feel free to apply for the post. The Department Reserves the Right to or not to make appointment(s) to the advertised post(s)

- CLOSING DATE** : 25 March 2022
- POST 08/210** : **CHIEF ARTISAN REF NO: G14/2022 (X1 POST)**
Cluster: Regional Laundry Northern Natal
- SALARY** : R392 283 – R448 518 per annum. Other Benefits: 13th Cheques, Medical Aid (Optional), Housing Allowance: Employee must meet prescribed requirements.
- CENTRE** : Umzinyathi Health District Office
- REQUIREMENTS** : Senior Certificate (Grade 12). N3 equivalent certificate in Appropriate Trade Test Certificate in terms of section 13(2) (h) of the Manpower Act of 1981 as amended. Valid drivers' license. Ten years post qualification experience required as an Artisan/Artisan Foreman. Project management, Technical design and analysis knowledge, Computer literacy, Knowledge of legal compliance, Technical report writing, Technical consulting, Problem solving and analysis, Team work and Proactive. Recommendations Knowledge, Skills, Training And Competencies Required: - The incumbent of this post will be responsible to ensure that all plumbing, electrical and carpentry works, including basic furniture repairs, all new installations done by contractors in all Regional Laundry Northern Natal and all air –conditioning maintenance in all Regional Laundry Northern Natal are carried out effectively and efficiently. The ideal candidate must: Have technical analysis knowledge. Have analytical skills.
- DUTIES** : To manage all aspects of technical design, production, operation and maintenance activities. Manage technical services and support in conjunction with Technicians / Artisans and associates in field, workshop and 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; and ensure quality assurance in line with specification. Manage administrative and related functions: Provide inputs into the budgeting process; Compile and submit specifications and reports as required; provide and consolidate inputs to the technical operational plan; update databases; and manage artisans and related personnel and assets. Financial Management: Control and monitor expenditure according to budget to ensure efficient cash flow management; and manage the commercial value add of the discipline-related activities and services. Prepare briefs, schedule/plan of work to be done. People management: Manage the development, motivation and utilization of human resources 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 on technical/engineering technology to improve expertise; Liaise with relevant bodies/councils on technical/engineering-related matters. Perform standby/ emergency work. Ensure adherence to safe working practices (in accordance with OH&S Act 85/1993). Responsible for overall maintenance of the laundry, equipment and the boiler.

- ENQUIRIES APPLICATIONS** : Mr E Ndlovu Tel No: 033 940 2497
- FOR ATTENTION NOTE** : All applications should be forwarded to: Human Resource Management Services: KZN Department of Health, P/bag X2052, Dundee, 3000 OR Hand delivered to: 34 Wilson Street Dundee, 3000.
- Mr N Shezi Tel No: 034 299 9100
- Applications must be submitted on the prescribed Application for Employment form (Z83) which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, copies of certificates, Identity Document and Driver's License. The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. **NB:** Failure to comply with the above instructions will disqualify applicants. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Non- RSA Citizens/Permanent Residents/ Work Permit holders must submit documentary proof together with their applications.
- CLOSING DATE** : 18 March 2022
- POST 08/211** : **CONTROL LAUNDRY MANAGER REF NO: G16/2022 (X1 POST)**
Cluster: Regional Laundry Northern Natal
- SALARY** : R261 372 per annum (Level 07). Other Benefits: 13th Cheques, Medical Aid (Optional), Housing Allowance: Employee must meet prescribed requirements.
- CENTRE REQUIREMENTS** : Umzinyathi Health District Office
- Grade 12 Certificate; PLUS A degree/ diploma in Public Administration/ Public Management/ Business Management; PLUS 3 – 5 years appropriate industrial laundry experience. Recommendations: Knowledge, Skills, Training and Competencies Required: The incumbent of this post will report to the Deputy Director Laundry Service: Regional Laundry Northern Natal. The ideal candidate must possess: extensive knowledge of Laundry Operations. Expert knowledge on the legislative and policy framework regarding laundry operations and management. Good understanding of policies. Excellent verbal and written communication skills. Service delivery oriented. An ability to inspire confidence is important.
- DUTIES** : To co – ordinate various functional areas in the Laundry factory in order to promote an efficient service delivery. Exercise overall control production units. Facilitate the implementation of the departmental policies in line with the National and Provincial policy guidelines on Laundry services. Align all the factory floor operations with the strategic objectives of the laundry. Provide control over the resource within the Laundry factory. Manage all operations and processes of the regional laundry; Identify development needs and address. Monitor laundry and personnel performance.
- ENQUIRIES APPLICATIONS** : Mr E Ndlovu Tel No: 033 940 2497
- FOR ATTENTION NOTE** : All applications should be forwarded to: Human Resource Management Services: KZN Department of Health, P/bag X2052 Dundee 3000 OR Hand delivered to: 34 Wilson Street, Dundee, 3000
- Mr N Shezi Tel No: 034 299 9100
- Applications must be submitted on the prescribed Application for Employment form (Z83) which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, copies of certificates, Identity Document and Driver's License. The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. **NB:** Failure to comply with the above instructions will disqualify applicants. Persons

with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Non- RSA Citizens/Permanent Residents/ Work Permit holders must submit documentary proof together with their applications.

- CLOSING DATE** : 18 March 2022
- POST 08/212** : **CHIEF LAUNDRY MANAGER REF NO: G17/2022 (X2 POSTS)**
Cluster: Regional Laundry Northern Natal
- SALARY** : R211 713 per annum (Level 06). Other Benefits: 13th Cheques, Medical Aid (Optional), Housing Allowance: Employee must meet prescribed requirements.
- CENTRE** : Umzinyathi Health District Office
- REQUIREMENTS** : Grade 12 Certificate; Plus A minimum of 1-2 years Laundry and supervisory experience. Recommendations: Knowledge, Skills, Training And Competencies Required: The incumbent of this post will report to the Control Laundry Manager Regional laundry Northern Natal, must possess: knowledge of the functions and regulations applicable to the laundry/linen management; Applicable public service policies, legislation and procedures. Knowledge of office procedures and laundry practices. Report writing. Staff supervising. Have advanced written communication and language skills. Have good telephone etiquette and peoples skills. Have sound organizational skills. Have the ability to act with tact and discretion. Have a high level of reliability. Have the ability to prioritise issues and other work related matters and adhere to timeframes. Be able to operate independently. Be computer literate with proficiency in MS Word, Excel, Outlook and PowerPoint applications. Be willing to work extra hours.
- DUTIES** : To control the activities within each specific functional area of the laundry factory in order to ensure that services relating to that function are rendered and efficiently. Supervise Laundry and linen operational processes. Supervise & Operate machinery and equipment; Supervise personnel, HR and general administration; Supervise maintenance of equipment; Monitor quality control, dispatch, health and safety; Required to work in soiled and clean areas of the laundry. Apply the correct procedures of handling, sorting, washing, sluicing, ironing, pressing, dispatching, counting, and storage of linen and maintain hygiene. Perform supervisory duties for manual labour for long hours including weekends and public holidays and perform relief duties within the laundry/linen management.
- ENQUIRIES** : Mr E Ndlovu Tel No: 033 940 2497
- APPLICATIONS** : All applications should be forwarded to: Human Resource Management Services: KZN Department of Health, P/bag X2052, Dundee, 3000 OR Hand delivered to: 34 Wilson Street, Dundee, 3000.
- FOR ATTENTION** : Mr N Shezi Tel No: 034 299 9100
- NOTE** : Applications must be submitted on the prescribed Application for Employment form (Z83) which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, copies of certificates, Identity Document and Driver's License. The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their

applications. Non- RSA Citizens/Permanent Residents/ Work Permit holders must submit documentary proof together with their applications.

CLOSING DATE : 18 March 2022

POST 08/213 : **ARTISAN REF NO: G15/2022 (X1 POST)**
Cluster: Regional Laundry Northern Natal

SALARY : R193 512 – R214 770 per annum. Other Benefits: 13th Cheques, Medical Aid (Optional), Housing Allowance: Employee must meet prescribed requirements

CENTRE : Umzinyathi Health District Office

REQUIREMENTS : Grade 10 Certificate; Plus Appropriate Trade Test Certificate under Manpower Training Act of 1981 as amended; PLUS Five (5) years post- qualification experience as an Artisan; PLUS Unendorsed valid Code B driver's license (Code 08). Recommendations Knowledge, Skills, Training And Competencies Required: The incumbent of this post will be responsible to ensure that all plumbing, electrical and carpentry works, including basic furniture repairs, all new installations done by contractors in Regional Laundry Northern Natal and all air –conditioning maintenance in Regional Laundry Northern Natal are carried out effectively and efficiency. The ideal candidate must have: Project management; Technical design and analysis knowledge; Computer-aided technical applications; Knowledge of legal compliance; Technical report writing; Technical consulting; Production, process knowledge and skills; Have analytical skills.

DUTIES : To render technical design, production, operation and maintenance services. Ensure all electrical, plumbing and carpentry maintenance work for Regional Laundry Northern Natal is done according to SABS and safety standards to ensure a safe work environment for all staff. Control and order stock for all maintenance work that needs to be undertaken. Keep accurate records of work records and materials for auditing purposes. Front line supervision of all workshop staff i.e. Artisans, Handymen and Tradesman Aids while developing and improving skills of these staff; Produce designs & objects with material and equipment according to job specification and recognized standards; Inspect equipment and/or facilities for technical faults; Service & Repair equipment and facilities according to standards; Compile and submit reports; Provide inputs on the compilation of technical reports.

ENQUIRIES : Mr E Ndlovu Tel No: 033 940 2497

APPLICATIONS : All applications should be forwarded to: Human Resource Management Services: KZN Department of Health, P/bag X2052 Dundee 3000 OR Hand delivered to: 34 Wilson Street, Dundee, 3000

FOR ATTENTION : Mr N Shezi Tel No: 034 299 9100

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

CLOSING DATE : 18 March 2022

POST 08/214 : **BOIL OPERATOR REF NO: G18/2022 (X1 POST)**
Cluster: Regional Laundry Northern Natal

SALARY : R147 459 per annum (Level 04). Other Benefits: 13th Cheques, Medical Aid (Optional), Housing Allowance: Employee must meet prescribed requirements.

CENTRE : Umzinyathi Health District Office

- REQUIREMENTS** : Standard eight 8 / grade 10 and equivalent recognised National Steam Certificate; Plus 1-2 years' Semi – skilled manual experience
Recommendations: Knowledge, Skills, Training and Competencies Required:
- The incumbents of these posts will report to the Artisan: Regional Laundry Northern Natal, and will be responsible to provide day to day work in terms of the standard safety operating procedures in operating coal fired boilers. The ideal candidates must: Possess Basic knowledge of coal fired boilers and have the ability to operate elementary machine and equipment and interpersonal skills.
- DUTIES** : To operate boiler to ensure steam delivery on a 24 hour basis. Ensure correct usage and flow of chemicals. Monitoring boiler pressure in accordance with demand. Monitoring the boiler including water/ fuel level in boiler. Maintain safe working procedures and ensure adherence and compliance with Occupational and Health Standards Occupational Health and Safety Act. Perform administrative functions. Undertake routine maintenance of boilers and associated machinery. Provide cost effective and efficient continuous steam supply to the institution.
- ENQUIRIES** : Mr E Ndlovu Tel No: 033 940 2497
- APPLICATIONS** : All applications should be forwarded to: Human Resource Management Services: KZN Department of Health, P/bag X2052 Dundee 3000 OR Hand delivered to: 34 Wilson Street, Dundee, 3000.
- FOR ATTENTION** : Mr N Shezi Tel No: 034 299 9100
- NOTE** : Applications must be submitted on the prescribed Application for Employment form (Z83) which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, copies of certificates, Identity Document and Driver's License. The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. **NB:** Failure to comply with the above instructions will disqualify applicants. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Non- RSA Citizens/Permanent Residents/ Work Permit holders must submit documentary proof together with their applications.
- CLOSING DATE** : 18 March 2022
- POST 08/215** : **LINEN ORDERLY REF NO: G19/2022 (X10 POSTS)**
Cluster: Regional Laundry Northern Natal
- SALARY** : R124 434.per annum (Level 03). Other Benefits: 13th Cheques, Medical Aid (Optional), Housing Allowance: Employee must meet prescribed requirements.
- CENTRE** : Umzinyathi Health District Office
- REQUIREMENTS** : Basic education – ABET (below standard 8 / grade 10) Recommendations: Knowledge, Skills, Training And Competencies Required: - Ability to apply the correct procedures of handling, sorting, washing, counting, ironing, pressing, folding, packing, storing & dispatching linen and maintain general hygiene in the laundry.
- DUTIES** : To provide linen services to the institution to ensure that all linen is maintained efficiently and effectively in terms of laundry prescripts. Collect soiled linen, empty soiled laundry, sort and count. Load and offload trucks, washing machine, conveyers and tumble dryers. Apply hygiene & Occupational health and safety directives. Maintain equipment and work with chemicals. Monitor quality of linen, pack, seal and stack linen bags and deliver to/from institutions. Handle soiled linen, sort, wash and sluice linen using correct procedures. Wash, dry, press, iron, fold, count, store and dispatch linen and required to work in soiled and clean areas of the laundry. Perform stocktaking of laundry items e.g. linen, linen cleaning agents and machines.
- ENQUIRIES** : Mr E Ndlovu Tel No: 033 940 2497
- APPLICATIONS** : All applications should be forwarded to: Human Resource Management Services: KZN Department of Health, P/bag X2052, Dundee, 3000 OR Hand delivered to: 34 Wilson Street, Dundee, 3000

FOR ATTENTION NOTE : Mr N Shezi Tel No: 034 299 9100
: Applications must be submitted on the prescribed Application for Employment form (Z83) which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, copies of certificates, Identity Document and Driver's License. The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. **NB:** Failure to comply with the above instructions will disqualify applicants. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Non- RSA Citizens/Permanent Residents/ Work Permit holders must submit documentary proof together with their applications.

CLOSING DATE : 18 March 2022

POST 08/216 : **LAUNDERER REF NO: G20/2022 (X16 POSTS)**
Cluster: Regional Laundry Northern Natal

SALARY : R124 434.per annum (Level 03). Other Benefits: 13th Cheques, Medical Aid (Optional), Housing Allowance: Employee must meet prescribed requirements.

CENTRE REQUIREMENTS : Umzinyathi Health District Office
: Basic Education (below standard 8/grade 10) Recommendations: Knowledge, Skills, Training And Competencies Required: - Ability to apply the correct procedures of handling, sorting, washing, counting, ironing, pressing, folding, packing, storing & dispatching linen and maintain general hygiene in the laundry.

DUTIES : To provide laundry services to the institution to ensure that all linen is maintained efficiently and effectively in terms of laundry prescripts. Collect soiled linen, empty soiled laundry, sort and count. Load and offload trucks, washing machine, conveyers and tumble dryers. Apply hygiene & Occupational health and safety directives. Maintain equipment and work with chemicals. Monitor quality of linen, pack, seal and stack linen bags and deliver to/from institutions. Handle soiled linen, sort, wash and sluice linen using correct procedures. Wash, dry, press, iron, fold, count, store and dispatch linen and required to work in soiled and clean areas of the laundry. Perform stocktaking of laundry items e.g. linen, linen cleaning agents and machines.

ENQUIRIES APPLICATIONS : Mr E Ndlovu Tel No: 033 940 2497
: All applications should be forwarded to: Human Resource Management Services: KZN Department of Health, P/bag X2052, Dundee, 3000 OR Hand delivered to: 34 Wilson Street Dundee, 3000

FOR ATTENTION NOTE : Mr N Shezi Tel No: 034 299 9100
: Applications must be submitted on the prescribed Application for Employment form (Z83) which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, copies of certificates, Identity Document and Driver's License. The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. **NB:** Failure to comply with the above instructions will disqualify applicants. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Non- RSA Citizens/Permanent Residents/ Work Permit holders must submit documentary proof together with their applications.

CLOSING DATE : 18 March 2022

<u>POST 08/217</u>	:	<u>DRIVER (HEAVY DUTY) REF NO: G21/2022 (X2 POSTS)</u> Cluster: Regional Laundry Northern Natal
<u>SALARY</u>	:	R124 434.per annum (Level 03). Other Benefits: 13th Cheques, Medical Aid (Optional), Housing Allowance: Employee must meet prescribed requirements
<u>CENTRE REQUIREMENTS</u>	:	Umzinyathi Health District Office NQF Level 3 (Grade 10 Certificate or equivalent); Plus Code C1 (Code 10) Plus; PDPF for transport of patients. Recommendations: Knowledge, Skills, Training and Competencies Required: - The ideal candidate must possess: Basic knowledge of the Public Service, Knowledge of Transport policies, prescripts, rules and regulations, Knowledge of National Road Regulations & Road Traffic Act and Driving skills. Batho Pele.
<u>DUTIES</u>	:	To render heavy duty transport and driving services. Drive heavy motor vehicle/buses to transport goods and services as directed. Undertake routine maintenance and checks vehicles. Inspect vehicles/equipment for defects. Ensure the safe keeping of vehicle. Keep accurate records and log sheets with regards to vehicles and goods/passengers. Delivery and collection of clean and soiled linen to/from institutions. Load and off-load trucks and count laundry bags. Ensure that the basic maintenance and cleaning of vehicles. Maintaining transport specific clerical duties.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr E Ndlovu Tel No: 033 940 2497 All applications should be forwarded to: Human Resource Management Services: KZN Department of Health, P/bag X2052 Dundee 3000 OR Hand delivered to: 34 Wilson Street Dundee, 3000
<u>FOR ATTENTION NOTE</u>	:	Mr N Shezi Tel No: 034 299 9100 Applications must be submitted on the prescribed Application for Employment form (Z83) which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, copies of certificates, Identity Document and Driver's License. The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. <u>NB:</u> Failure to comply with the above instructions will disqualify applicants. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Non- RSA Citizens/Permanent Residents/ Work Permit holders must submit documentary proof together with their applications.
<u>CLOSING DATE</u>	:	18 March 2022
<u>POST 08/218</u>	:	<u>MEDICAL SPECIALIST – RADIOLOGY REF NO: RADSESSIONS/01/2022 (X1 POST)</u> Department: Radiology
<u>SALARY</u>	:	Grade 1: R532.00 Grade 2: R608.00 Grade 3: R706.00 Hourly rate per session. No of sessions per week: 5 Hours Nature of appointment:sessional – Not exceeding 12 months; subject to annual review
<u>CENTRE REQUIREMENTS</u>	:	Inkosi Albert Luthuli Central Hospital Specialist qualification in Diagnostic Radiology with additional subspecialty qualification in interventional radiology. Current registration with the Health Professions Council of South Africa as a Specialist Radiologist. Fellowship certificate in interventional radiology. Knowledge, Skills, Training And Competencies: Sound knowledge and experience in Diagnostic Radiology and Interventional Radiology. Interventional Radiology Experience Necessary. Ability to work independently with vascular and non-vascular interventional radiology procedures. Ability to work with multidisciplinary team. Ability to teach interventional radiology skill and supervise junior staff. General radiology skills (MRI, CT, US, Xray, Fluoroscopy, Mammogram reporting and procedures). Middle management skills. Research principles. Good administrative, leadership, decision making and communication skills. Computer Literacy.

Experience: **Grade 1-** The appointment to Grade I requires appropriate qualification plus registration with the Health Professions Council of South Africa as a Medical Specialist in a normal speciality (Radiology). 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 as Medical Specialist – Radiology. **Grade 2:** Five (5) years post registration experience as a Medical Specialist -Radiology with Health Professions Council of South Africa. **Grade 3:** requires Ten (10) years post registration experience after registration as Medical Specialist – Radiology with Health Professions Council of South Africa.

DUTIES : Provide subspecialty service of vascular and non-vascular interventional radiology at Inkosi Albert Luthuli Central Hospital. Teaching and training radiology registrars how to perform interventional procedures. Provide general specialist radiology services, including perform, interpret and report radiological procedures and studies in the following modalities; MRI, CT, US, Xray, Fluoroscopy, Mammogram at Inkosi Albert Luthuli Central Hospital. Maintain clinical, professional and ethical standards related to these services. Training and supervision of medical officers and registrars in radiology working in the general radiology department. Provide expert opinion where required and consult with specialists on radiological procedures. Participate in the Quality Improvement Programmes of the Department. Conduct, participate and assist in research.

ENQUIRIES : Dr N. Dlamini. Tel No. (031) 240 2294/5

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

NOTE : An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za. Copies of ID documents, Std 10, educational qualifications, certificates of service and professional registration certificates need not be certified as only shortlisted candidates will be requested to supply certified copies and proof of current registration must be submitted together with your CV. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g. ref APRO/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. Please note that the selected candidate It is the applicant's responsibility to have the foreign qualification, which is the requirement of the post, evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation on application. Failure to comply will result in the application not being considered will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Please note that due to financial constraints, there will be no payment of S&T claims.

CLOSING DATE : 18 March 2022

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

This Department is an equal opportunity, affirmative action Employer. It is our intention to promote representatively (race, gender and disability) in the Department through the filling of these posts. All candidates whose transfer/promotion/appointment will promote representatively will receive preference.

- APPLICATIONS** : Applications quoting the relevant reference should be forwarded as follows:
The Head of the Department, Department of Economic Development and Tourism P/Bag X6108, Kimberley, 8300 or hand deliver To MetLife Towers, (Post Office Building), 13th Floor (Registry Office), Kimberley.
- FOR ATTENTION** : Ms. M. Musa
- CLOSING DATE** : 22 March 2022
- NOTE** : Applications must be submitted on a new dully completed Z83 form, obtainable from any Public Service department, which must be originally signed (an unsigned or scanned Z83 form will disqualify an application). The application should be accompanied by a recently updated comprehensive CV as well as copies of all qualifications (matric certificate must also be attached) as well as an ID Document and Driver's license. Non-RSA citizens/Permanent residents permit holders must attach a copy of their Permanent Residence Permit to their application. Should you be in a possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). The specific reference number of the post must be quoted; Failure to submit all the requested documents will result in the application not being considered. All applications, including those submitted via registered mail must reach the department before 16:00 on the day of the closing date. Incomplete applications, faxed applications, scanned applications, e-mailed applications, or applications received after the closing date will be disqualified. 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 department reserves the right not to make appointments to the advertised posts. Please note suitable candidates will be subjected to a technical assessment as well as satisfactory personnel suitability checks (criminal record check, citizenship verification, financial-asset record check, qualification/study verification and previous employment verification. Successful candidates will also be subjected to a security clearance process. Women and persons with disabilities are encouraged to apply. The successful candidate will be required to sign a performance agreement. Interviews may be conducted via a virtual medium which will be discussed with each shortlisted applicant. Kindly note that copies of qualification, certificate, ID and driver's license etc, such copies need not be certified when applying for a post. The communication from the HR of the department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR.

OTHER POSTS

- POST 08/219** : **EXECUTIVE ASSISTANT: HOD OFFICE REF NO: NCDEDAT/2022/01**
- SALARY** : R382 245 – R450 255 per annum (Level 09), (inclusive package)
- CENTRE** : Kimberley Office
- REQUIREMENTS** : Three year recognized National Diploma in Public or Business Administration or equivalent qualification with 3 – 5 years relevant experience. A valid driver's license.
- DUTIES** : Ensure the effective and efficient management of the HODs Office in terms of all relevant acts. Ensure Public Management Act (PFMA) is adhered to through Financial Management responsibilities. Manage and monitor budget, compile Quarterly Reports, manage irregular, fruitless and wasteful expenditure. Manage resources, monitor the calendar and diary of the HOD and prepare and file itinerary for the trip/journey. Render line administrative support services functions and ensure effective flow of information and documents. Conduct research for meetings. Analyze complex submissions/reports, prepare documents and take/transcribe minutes/decisions during design/maintain follow up & reminder systems. Manage stakeholder relations on behalf of the

		HOD. Ensuring that goods and services are procured in terms of supply chain management system of the department Skills & Knowledge: Relevant Public Service and departmental prescripts, Computer literacy, Verbal and written communication skill, Interpersonal skill, project management skill and working relations with other departments (National and Provincial), Private sector and colleagues.
<u>ENQUIRIES</u>	:	Ms. K.S Mazimba Tel No: (053) 839 4081
<u>POST 08/220</u>	:	<u>ASSISTANT MANAGER: DEMAND & ACQUISITIONS REF NO: NCDEDAT/2022/02</u>
<u>SALARY</u>	:	R382 245 - R450 255.per annum, (inclusive package)
<u>CENTRE</u>	:	Kimberley Office
<u>REQUIREMENTS</u>	:	An appropriate 3-year Bachelor's Degree/National Diploma in Logistics/ Supply Chain Management or an equivalent relevant qualification. A minimum of two years supervisory experience in Supply Chain Management under Logistics/Acquisitions Management. Good understanding and experience of PFMA, PPPFA, Treasury Regulations and B-BBEE. Knowledge of demand management, acquisition and business practices. Ability to maintain database management systems and controls, Ability to interpret and apply policies, strategies and legislation. Good communications and interpersonal skills. Computer Literacy (Excel and MS Word). Ability to work under pressure and sense of responsibility. Demonstrate good work ethics. A valid driver's license.
<u>DUTIES</u>	:	Develop, implement and maintain the supply chain management system and manage the supply chain management operations, including: demand, acquisition, performance and risk management. Ensure an effective quotation process is implemented and maintained in accordance with departmental policies and procedures and compliant with applicable legislative. Develop an effective SCM performance management system and implement it in accordance with departmental policies and procedures and applicable legislative. Ensure LOGIS is effectively utilized for provisioning and reporting in compliance with user and legislative requirements. Ensure correct identification and development of sourcing strategies in line with SCM in order to ensure economies of scale. Assess and verify the demand management plan. Administer an effective and efficient Demand Management. Ensure the consolidation of the procurement plans into the demand management plan in line with the strategic plan of the Department. Manage administration of the Central Supplier Database (CSD). Monitor and review chief user's activities on the service provider database. Ensure that BEE certificates/Sworn affidavits are properly verified. Ensuring the validation of tax compliance with SARS. Maintain the database's user profiles. Provide training and database awareness to the chief users. Ensure monthly reporting and compliance is accurately adhered to. Ensure reporting staff are evaluated per the Departmental EPMDS policy. Skills & Knowledge: Relevant Public Service and departmental prescripts and systems, Computer literacy, Verbal and written communication skill and Interpersonal skill.
<u>ENQUIRIES</u>	:	Mr. T. Raboikanyo Tel No: (053) 839 4047
<u>POST 08/221</u>	:	<u>SUPPLY CHAIN MANAGEMENT CLERK REF NO: NCDEDAT/2022/03 (X2 POSTS)</u>
<u>SALARY</u>	:	R176 310 – R207 381 per annum (Level 05)
<u>CENTRE</u>	:	Kimberley Office
<u>REQUIREMENTS</u>	:	A senior/grade 12 Certificate. A minimum of one year experience in Supply Chain Management under Logistics/Acquisitions Management. Knowledge of BAS and LOGIS will be an added advantage. Computer literacy (MS Word and Excel). Good communication skills (verbal and writing). Sense of responsibility and ability to work under pressure. Demonstrate good work ethics. A valid driver's license.
<u>DUTIES</u>	:	Identify prospective service providers on the Central Supplier Database and then procure goods and services in line with the approved requisition and procurement prescripts and thresholds. Compile comparative schedule for all quotations received including due diligence to ensure value for money and transparency. Verify and capture source documents and place the order with the supplier. Receive goods, check and reconcile with respective orders in accordance with departmental policies and procedures and compliant with applicable legislative requirements. Capture accurately on the financial and

procurement systems. Skills & Knowledge: Relevant Public Service and departmental prescripts and systems, Computer literacy, Verbal and written communication skill and Interpersonal skill.
Mr. T. Raboikanyo Tel No: (053) 839 4047

ENQUIRIES

:

OFFICE OF THE PREMIER

APPLICATIONS

:

Please forward the applications for the post quoting the relevant reference number to: Senior Manager, Human Resources Administration, Private Bag X5016, Kimberley, 8300 or hand deliver at JW Sauer Building, Office of the Premier, Ground Floor (Security). Or email to: hrarecruitment@ncpg.gov.za

FOR ATTENTION

:

Mr. V. Fredericks

CLOSING DATE

:

18 March 2022

NOTE

:

The NC Provincial Government is an equal opportunity, affirmative action employer and aims to achieve gender and disability representivity at SMS level. Therefore, we specifically call for suitably qualified women and persons with disability to apply. Applications must be submitted on the new application for employment form (Z83). The new form can be downloaded at www.dpsa.gov.za-vacancies or obtainable from any Public Service Department and should be accompanied by copies of qualifications (only shortlisted applicants will be required to produce certified copies of qualifications) as well as a comprehensive CV in order to be considered. Applications submitted using the old Z83 form will not be accepted. Each application for employment form must be duly signed and initialled by the applicant. Failure to comply with these pre-conditions will disqualify applications from being processed. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Online applications such as emails with the relevant supporting documents e.g. comprehensive CV and qualifications will be accepted via electronic format e.g. Word, pdf, scanned images, etc. 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 accordingly 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 the competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tool. All shortlisted and candidates will further be subjected to a personnel suitability check which includes criminal record checks, verification of qualifications, financial and asset record checks, previous employment verification and citizenship verification. The successful candidate will be required to enter into an annual performance agreement and will have to disclose his/her financial interests annually. If you have not been contacted within six (6) weeks after the closing date of this advertisement, kindly accept that your application was unsuccessful.

OTHER POSTS

POST 08/222

:

DISTRICT COORDINATOR REF NO: DC/PCA/2022

Unit: Provincial Council on Aids Secretariat

SALARY

:

R382 245 per annum

CENTRE

:

Kimberley

REQUIREMENTS

:

Applicants should be in possession of an appropriate Degree in Public Health/ Social Science/ Business or Public Administration coupled with 2-3 years practical experience in Monitoring and Evaluation and Partnership Development. Knowledge of Research Methodology and experience in field work. Knowledge and understanding of public service policies and procedures. Competencies Well-developed knowledge of Monitoring and Evaluation, Research methodology and exposure to field work to gather data. Knowledge on the relevant legislature/policies/prescripts and procedures; Management skills; Computer literacy; Good written and verbal communication; ability to develop written reports and action plans; sound organizational skills; Ability to do research and analyze documents and situations in order to compile documents and draft submissions; Conflict resolution skills.

DUTIES : The successful candidate will be responsible for the following main functions:
Coordinate a comprehensive multi- sectoral response to the challenges of HIV and AIDS; Mobilise communities through relevant structures in the implementation of the multi-sectoral response to HIV and AIDS; Implement an HIV and AIDS Communication plan to ensure dialogue and participation of communities; Collate data indicators as per the National Strategic Plan; Collate district HIV and AIDS related response reports; Maintain data base of programmes and sectors in the province.

ENQUIRIES : Ms. K. Makatesi Tel No: 053 838 2474

POST 08/223 : **ASSISTANT DIRECTOR: ADMINISTRATION REF NO: AD/PCA/2022**
Unit: Provincial Council on Aids Secretariat

SALARY : R382 245 per annum
CENTRE : Kimberley

REQUIREMENTS : Applicants should be in possession of a National Diploma or Degree in Public or Business Administration coupled with 2-3 years managerial experience. Knowledge and understanding of public service policies and procedures. Competencies: Strategic Leadership Capability. Programme and Project Management. Change Management and Digital Transformation. Financial Management. People Management, Empowerment and interpersonal skills. Knowledge Management. Service Delivery Innovation (SDI); Client orientation and customer focus; Good verbal and written communication skills; Honesty and integrity; Problem solving, Analytical thinking and Strategic thinking; Knowledge of the functioning of the Provincial Government; Knowledge of Information Technology policy research, analysis and development; Knowledge and understanding of Government priorities; Good understanding of legislative frameworks governing Information Technology; Computer literacy a valid driver's license are further prerequisites.

DUTIES : The successful candidate will be responsible for the following main functions:
Provide secretariat support function to the Provincial AIDS Council Secretariat; Develop reports, presentations and memoranda; Conduct preliminary discussions to proactively resolve and address the needs of both internal and external clients; Organize and attend meetings, conferences, workshops and summits; Ensure the effective and efficient functioning of the Office of the Provincial AIDS Secretariat in terms of all acts and delegations including Human Resource Management Development and Office Management.

ENQUIRIES : Ms. K. Makatesi Tel No: 053 838 2474

POST 08/224 : **ADMINISTRATION CLERK REF NO: AC/PCA/2022**
Unit: Provincial Council on Aids Secretariat

SALARY : R176 310 per annum
CENTRE : Kimberley

REQUIREMENTS : Applicants should be in possession of a Senior Certificate or an appropriate equivalent qualification. Have knowledge of clerical duties, practices as well as the ability to capture data, computer literacy and collecting statistics. Applicant must have knowledge and understand the legislative framework governing the Public Service.

DUTIES : The successful candidate will be responsible for the following main functions:
Render general clerical support services; Record, organize, store, capture and retrieve correspondence and data; 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 correspondence as and when required; Keep and maintain the incoming and outgoing documents register of the component; Provide supply chain clerical support services within the component; Complete all relevant documentation (requisition forms) and send to Finance for processing; Stock control of office stationary; 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.

ENQUIRIES : Ms. K. Makatesi Tel No: 053 838 2474

**PROVINCIAL ADMINISTRATION: NORTH WEST
DEPARTMENT OF COMMUNITY SAFETY AND TRANSPORT MANAGEMENT**

This Department is an Equal Opportunity Affirmative Action Employer. It is our intention to promote representivity (race, gender and disability) in the Department through the filling of these posts and candidates whose transfer/promotion/appointment will promote representivity will receive preference. An indication in this regard will facilitate the processing of applications.

APPLICATIONS

The Head of Department, Department of Community Safety and Transport Management, Private Bag x19, Mmabatho, 2735 Office No. 105, 1st Floor, Tirelo Building, Cnr Albert Luthuli Drive and Dr. James Moroka Drive.

FOR ATTENTION

: Kegomoditswe Makaota

CLOSING DATE

: 18 March 2022 at 15H30

NOTE

: Applications must be submitted on the improved Z83 (Employment application form) which must be fully completed and compulsory to be signed and dated. Note that it is compulsory to complete all fields on the prescribed Z83 form for the Applicant to be considered. Should the applicant/s use incorrect application form for employment (Z83) approved to be utilized with effect 01 January 2021, the application/s will not be considered for selection purposes (disqualified). Applications should be accompanied by a recent updated comprehensive CV with at least three (3) names of referees with current contact details, copies of your educational qualifications. Such copies need not be certified when applying for the post. Only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interviews. The employment application form (Z83) is obtainable at any National or Provincial Department, and it is accessible on the DPSA web-site, www.dpsa.gov.za. ure to submit or comply with the requested documents will result in the application not being considered. Should the applicant fail to submit or not comply with the requested documents, or not meet minimum requirements of the job as per the post advertised, this will result in the employment application not being considered. All qualifications will be verified. Persons in possession of a foreign qualification must furnish this Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Positions requiring tertiary qualification/s must be accompanied by copies of academic record/ transcript(s). Candidates must indicate the number of the post/reference number in their applications. Candidates requiring additional information regarding an advertised post must direct their queries to the person reflected as enquiries below the post applied for. Applications should be forwarded in time to the department since applications received after the closing date indicated below will as a rule not be accepted. Faxed and emailed applications are not accepted. It will be expected of candidates to be available for selection interviews on a date, time and place as determined by the Department. The Department reserves the right not to make appointments and correspondence will be limited to shortlisted candidates only. Personnel suitability check records will be verified. Applicants must disclose if she/he is not a Director/Shareholder of a company or conducting any Business with organ of State. They must also disclose or inform whether he/she is performing any additional remunerative work outside his /her normal duties. All appointments are subjected to a positive qualifications verifications as well as security clearance and vetting. SMS appointments are also subjected to SMS competency assessment as a DPSA requirement. All shortlisted candidates for SMS posts and positions with requisite skills will be subjected to a technical exercise that intends to test relevant technical elements of the job. Certificate for PRE - entry into Senior Management Services (SMS) is a mandatory requirement. The appointee to SMS post must be in possession of such, prior to taking up the post. Further details are obtainable at the link:<https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>.

OTHER POSTS**POST 08/225**

: **DEPUTY DIRECTOR: TRANSPORT POLICY AND RESEARCH REF NO: 15/2021/22**
Directorate: Transport Planning & Policy Development

SALARY

: R882 042 per annum, (remuneration package). The inclusive remuneration package consists of a basic salary, Contribution to the Government Employee

		Pension Fund, medical aid fund and a flexible portion in terms of applicable rules. The successful candidate must enter into a performance agreement and sign employee contract.
<u>CENTRE REQUIREMENTS</u>	:	Head Office - Mahikeng
	:	Grade 12 or equivalent plus three year's National Diploma or Bachelor's Degree in Transport Management environment /Bachelor of Law or related. Five (05) to Ten (10) years relevant work experience in Transport Management of which three (03) years must be at Junior Management level (Assistant Director) in Transport Management environment. Project Management will be an added advantage. A valid Code EB (08) Driving License. Computer Literacy (Microsoft, Excel and PowerPoint). Knowledge: Extensive knowledge of National Land Transport Act, Act No. 5 of 2009, White Paper on Transport Policy, 1996. Knowledge of Public Service Act and Regulations, Public Finance Management Act and Treasury Regulations (PFMA).Skills: General Management skills. Project Management skills. Communication Skills (writing and verbal). Negotiation skills. Writing Reports and Presentation skills. Economic and Financial analysis skills about Transport Legislations and Policies. Ability to manage Personnel as well as Government Resources. Problem solving skills. Ability to maintain positive interpersonal relations and to work well as part of the team and as individual. Ability to work under pressure. Willingness to travel and work irregular hours.
<u>DUTIES</u>	:	Manage the Facilitation and Coordination for the development of Provincial Transport Legislation, Policy and Strategies. Manage the implementation and monitoring of Transport Legislations, Policies and Strategies. Manage the liaison with internal and external stakeholders for the purpose of developing, monitoring and evaluating Transport Legislations, Policies and Strategies. Represent the Sub-Directorate on various Committees and Task Teams in relation to development, implementation and monitoring Transport Legislations, Policies and Strategies. Provide support to the Department in the compilation of all specific reports and presentations. Prepare operational budgets needs, monitor and report expenditure of the Sub-Directorate: Transport Policy and Research. Management of projects, with specific reference to transport needs Planning, Organizing, Leading, Monitoring and Evaluation. Written and Verbal reporting. Manage the Sub-Directorate: Transport Policy and Research. Act as Director in the absence of the Director. Mr. J Methikge Tel No: 018 200 8205
<u>ENQUIRIES</u>	:	
<u>POST 08/226</u>	:	<u>DEPUTY DIRECTOR-ETHICS AND INTEGRITY MANAGEMENT REF NO: 16/2021/22</u> Directorate: Risk and Integrity Management
<u>SALARY</u>	:	R744 255 per annum, (remuneration package). The inclusive remuneration package consists of a basic salary, Contribution to the Government Employee Pension Fund, medical aid fund and a flexible portion in terms of applicable rules. The successful candidate must enter into a performance agreement and sign employee contract.
<u>CENTRE REQUIREMENTS</u>	:	Head Office - Mahikeng
	:	Grade 12 or equivalent plus NQF level 6/Three years (3) National Diploma/or Bachelors' Degree Qualification in Risk Management or Auditing. Five (5) to ten (10) years relevant Experience in Risk Management / Ethics Management or Internal/External auditing of which Three (3) years must be at Junior Management level (Assistant Director). Affiliation with relevant professional bodies (IRMSA, IIA, Ethics SA, ACFE). Valid driver's License. Knowledge: Knowledge of the relevant legislations such as the PFMA, Treasury Regulations, Protection of Personal Information Act, 2013 (Act 4 of 2013) (POPIA), Public Service Regulations, 2016 (PSR, 2016), Public Administration Management Act, 2014 (Act No 11 of 2014 (PAMA), Public Service Act, 1994 (Proclamation No 103 of 1994). Skills: Verbal and written communication. Presentation Skill. Computer literacy. Report writing. Planning and organizing. Interpersonal relations. Team working and good communication Self-driven and Assertiveness. Policy development and interpretation of policies.
<u>DUTIES</u>	:	Develop and facilitate fraud prevention plan and anti- corruption strategy. Manage and conduct employee educational and awareness programmes. Facilitate and manage e-disclosure for other designated employees. Conduct risk-based e-disclosure verification and advise on the appropriate action to be taken, where necessary. Establish investigations mechanism and referral to

		law enforcement agency, where necessary. Manage the Sub- directorate: Integrity Management.
<u>ENQUIRIES</u>	:	Ms. M.G Mothibedi, Tel N.: 018 200 8005/7
<u>POST 08/227</u>	:	<u>ASSISTANT DIRECTOR: TRANSPORT PLANNING AND COORDINATION REF NO: 17/2021/22</u> Directorate: Transport Planning and Policy Development
<u>SALARY CENTRE REQUIREMENTS</u>	:	R477 090 per annum (Level 10) DR. Kenneth Kaunda District Grade 12 certificate or equivalent plus Three years National Diploma/Bachelors 'Degree in Transport Economics/Transport Management environment. Three (03) to five (05) years' experience in Land Transport Planning Processes, Legislation and Policy Development environment of which two (2) years must be at supervisory level in Land Transport Planning, Legislation and Policy Development environment. Project Management Course will be an added advantage. Valid Driving License Code EB (08) Driving License. Computer Literacy. Knowledge: Knowledge of National Land Transport Act 5 of 2009. Knowledge of White Paper on National Transport Policy, 1996. Understanding of minimum requirements of Transport Planning Processes. Knowledge of Transport Planning and related process of developing the Integrated Transport Plans (ITPs), Integrated Public Transport Network (IPTN) and Provincial Land Transport Framework (PLTF). Knowledge of Public Service Act and Regulations. Understanding of Public Finance Management Act. Skills: Basic research and data analysis skills. Ability to interpret Policies. Facilitation and Good presentation skills. Interpersonal and report writing skill. Good verbal and written communication. Computer Literacy (Microsoft, Excel and PowerPoint). Ability to function independently and as a team. Willingness to travel and work irregular hours. Problem solving skills and decision making.
<u>DUTIES</u>	:	Manage and coordinate Transport Planning processes within Provincial and Municipal development planning processes. To coordinate, update and implementation of the Provincial Land Transport Framework (PLTF). Participate in the Provincial, District and Local Municipalities Transport Forums. Manage migration of Integrated Transport Plans into Municipal Integrated Development Plans. Manage integration of Transport Planning and Land-use planning and management. Participate in Municipal Strategic planning structures. Liaise with external and internal stakeholders and represent the Sub-Directorate on various Committees and Task Teams related to planning and co-ordination. Project Management for assisting with internal projects, with specific reference to Transport Planning needs assessment, Strategy and Project planning, Project monitoring, evaluation and Municipality regarding all issues of transport. Support the Directorate on Administration and Management of the Division: Transport Planning and Coordination responsible for Dr. Kenneth Kaunda District Municipality, through periodic development, monitoring and assessment of the managed. Coordinate Transport Planning projects within the Sub-Directorate. Perform and guide any other function related to Transport Planning. Manage the allocated Budget of the Projects.
<u>ENQUIRIES</u>	:	Mr. J. Methikge Tel No: 018 200 8205
<u>POST 08/228</u>	:	<u>ASSISTANT DIRECTOR: INTEGRITY MANAGEMENT REF NO: 18/2021/22</u> Directorate: Risk and Integrity Management
<u>SALARY CENTRE REQUIREMENTS</u>	:	R382 245 per annum (Level 09) Head Office -Mahikeng Grade 12 or equivalent plus NQF level 6/Three years (3) National Diploma/or Bachelors' Degree Qualification in Risk Management or Auditing. Three (3) to Five (5) years relevant experience in Risk Management / Ethics Management or Internal / External auditing of which two (2) years must be at supervisory level. Affiliation with relevant professional bodies (IRMSA, IIA, Ethics SA, ACFE) will be an added advantage. Valid driver's License. Knowledge: Knowledge of the relevant legislations such as the PFMA, Treasury Regulations, Protection of Personal Information Act, 2013 (Act 4 of 2013) (POPIA), Public Service Regulations, 2016 (PSR, 2016), Public Administration Management Act, 2014 (Act No 11 of 2014 (PAMA), Public Service Act, 1994 (Proclamation No 103 of 1994). Skills: Verbal and written communication. Presentation Skill. Computer literacy. Report writing. Planning and organizing.

Interpersonal relations. Team working and good communication, Self-driven and Assertiveness.

DUTIES : Administer and facilitate fraud prevention plan and anti- corruption strategy. Conduct employee educational and awareness programmes. Assist with management and risk-based verifications of e-disclosures. Assist with the investigations mechanism and referral to law enforcement agency, where necessary. Conduct investigations on reported cases and report outcomes.

ENQUIRIES : Ms. M.G Mothibedi Tel No: 018 200 8005/7

POST 08/229 : **SENIOR ADMINISTRATIVE OFFICER: TRANSPORT PLANNING AND COORDINATION REF NO: 20/2021/22**
Directorate: Transport Planning and Policy Development

SALARY CENTRE REQUIREMENTS : R321 543 per annum (Level 08)
: Head Office - Mahikeng
: Grade 12 Certificate or equivalent plus three years National Diploma/Bachelors Degree in Transport Economics/Transport management environment. Three (03) to Five (05) years' experience in Land Transport Planning, Legislation and Policy Development environment. Valid Code EB (08) Driving License. Computer Literacy (Microsoft, Excel, Power Point and E-Mail. Project Management Course will be an added advantage. Knowledge: Knowledge of National Land Transport (NLTA) Act 5 of 2009. Knowledge of White Paper on National Transport Policy, 1996. Knowledge of Transport Legislation and Policy Development and related researches. Knowledge of Public Service Act and Regulations. Understanding of Public Finance Management Act. Skills: Basic research and data analysis skills. Ability to interpret Legislations and Policies. Facilitation and Good presentation skills. Interpersonal and report writing skill. Good verbal and written communication. Problem solving skills and decision making. Computer Literacy (Microsoft, Excel, PowerPoint and E-Mail). Ability to function independently and as a team. Willingness to travel and work irregular hours. Code EB (08) Driving License.

DUTIES : Coordinate Transport Legislation and Policy development and research processes. Participate in the National and Provincial Legislation and Policy development processes. Liaise with internal and external stakeholders and represent the Sub-Directorate: Research and Policy Development on various Committees and Task Teams. Assist the Department on performance of internal projects, with specific reference to Legislation, Policy and Strategy development processes, Project monitoring, evaluation regarding all issues of Transport.

ENQUIRIES : Mr. J. Methikge Tel No: 018 200 8205

POST 08/230 : **INFORMATION COMMUNICATION TECHNOLOGY SYSTEM ADMINISTRATOR REF NO: 21/2021/22**
Directorate: Information Communication Technology

SALARY CENTRE REQUIREMENTS : R321 543 per annum (Level 08)
: Head Office - Mahikeng
: Grade 12 or equivalent plus, Three (3) years Tertiary qualification in IT / Computer System Engineering/Information Systems or related. Two (02) to five (5) years' experience in Information Technology Environment using Share Point Systems, Share Point administration and server support. Valid Driver's license. Knowledge: ICT Policy interpretation. Good understanding of different ICT (Hardware and Software) Protocols and implementation. Implementation of ICT (Hardware and Software) Security Measures. Conversant with ICT technical terminology. Good understanding of Microsoft technologies Service delivery driven. Understanding of ICT legislative prescripts. Good understanding on administration of ICT Systems. Skills: Technical support skills. Resource management (Time, Cost, Human and Technology) skills. Team player. Good communication (written and verbal).Policy implementation. Negotiation skills. Excellent interpersonal relations. Good customer relations. Attributes: Ability to work abnormal hours. Ability to adhere to response time and deadlines. Ability to work under pressure. Ability to work independently.

DUTIES : Ensure departmental Systems administration. Apply best practice to Share-Point sites. Implementing ICT System governance in the department. Documenting database configuration and architecture. Liaise with internal and external stakeholders to provide technical support. Monitor, analyse and report on systems performance . Identify system risks and opportunities. Contribute

to building capacity within ICT technical stream and system users. Maintain integrity of the network, server deployment, and security. Installation and management of servers. Provide support on software issues. Create and verify backup. Facilitate training for users. Ensure policy alignment. Perform System assessment and review.

ENQUIRIES : Mr O. Gabonnwe Tel No: (018) 388 5685/3697

POST 08/231 : **ARTISAN FOREMAN GRADE A REF NO: 22/2021/22**
Directorate: Government Motor Fleet

SALARY : R308 826 per annum, (OSD Notches)
CENTRE : Dr. Kenneth Kaunda –Government Fleet
REQUIREMENTS : Grade 10 plus Trade Test Certificate in Motor Mechanic. Two (2) to Three (3) years post qualification experience required as an Artisan in Fleet Management. Valid driver's license code 10 and PDP. NB: Grade 12 will be added as an advantage. Knowledge: Technical analysis knowledge. PMFA, Knowledge of Road Transport Quality System (R.T.Q.S) Technical report writing and production process knowledge and skills. Knowledge of Public Service Regulation. The incumbent must have knowledge of transport policies and circulars, including amongst others the PFMA, PMDS policy, Transport Handbook, Disciplinary code. Skills: People management skills and management of technical services.

DUTIES : The incumbent will be responsible for the administration and technical management of Government garage, as well as responsible for the repairs and maintenance of government Motor fleet (RT46 maintenance and repairs transversal contract). Verification of all repairs and subsequent quality control. Responsible for the assessment and quotations of vehicles involved in accidents and breakdowns. Liaise with clients and service providers with regard to Fleet maintenance and availability. Responsible for supervision of personnel and maintenance of discipline in the workplace.

ENQUIRIES : Ms Abdool Gany Tel No: 018 293 9876

POST 08/232 : **ADMINISTRATIVE OFFICER: TRANSPORT PLANNING AND COORDINATION REF NO: 23/2021/22 (X2 POSTS)**
Directorate: Transport Planning and Policy Development

SALARY : R261 372 per annum (Level 07)
CENTRE : Ngaka Modiri Molema and Bojanala District
REQUIREMENTS : Grade 12 Certificate or equivalent plus National Diploma/Bachelors Degree in Transport Economics/Transport Management environment. Two (02) to three (03) years' experience in Land Transport Planning, Legislation and Policy Development environment. Valid Code EB (08) Driving License. Project Management Course will be an added advantage. Knowledge: Knowledge of National Land Transport (NLTA) Act 5 of 2009. Knowledge of White Paper on National Transport Policy, 1996. Knowledge of Transport Legislation and Policy Development and related researches. Knowledge of Public Service Act and Regulations. Understanding of Public Finance Management Act. Skills: Basic research and data analysis skills. Ability to interpret Legislations and Policies. Facilitation and Good presentation skills. Interpersonal and report writing skill. Good verbal and written communication. Problem solving skills and decision making. Computer Literacy (Microsoft, Excel, PowerPoint and E-Mail). Ability to function independently and as a team. Willingness to travel and work irregular hours. Code EB (08) Driving License.

DUTIES : Coordinate Transport Legislation and Policy development and research processes. Participate in the National and Provincial Legislation and Policy development processes. Liaise with internal and external stakeholders and represent the Sub-Directorate: Transport planning and Policy Development on various Committees and Task Teams. Assist the Department on performance of internal projects, with specific reference to Legislation, Policy and Strategy development processes, Project monitoring, evaluation regarding all issues of Transport.

ENQUIRIES : Mr. J. Methikge Tel No: 018 200 8205

POST 08/233 : **PRINCIPAL FIREMAN REF NO: 24/2021/22 (X2 POSTS)**
Directorate: Transport Terminals

SALARY : R261 372 per annum (Level 07)

**CENTRE
REQUIREMENTS**

: GD Montshioa, and Pilanesberg Airport
: Grade 12 certificate or equivalent. Southern Africa Emergency Services Institute (SAESI) Higher Certificate or equivalent. 5 years' experience in fire fighting of which two (2) years should be in a supervisory role. Fire-fighter 1 and Fire-fighter 2, National Fire Protection Association (NFPA) Certificates. Hazmat Awareness and Hazmat Operations. Valid Driver's Licence – Code EC. Certified Aviation related Fire Service Courses. Valid First Aid Level 3 or higher. Knowledge: Mechanical aptitude; ability to understand and carry out complex oral and written instructions; ability to operate an emergency vehicle or other service vehicles as required; working knowledge of first aid methods and the ability to apply them. The sound interpretation and operations of: Aircraft fire, Aircraft construction, Aircraft technical overview, Fire and Rescue procedures, Aircraft Rescue, Emergency First Aid Procedures, General Airport Procedures, Sound knowledge of public service legislations and framework. Skills: Computer skills (Ms Word, Excel, Power Point). Good communication skills (Verbal and Written), Ability to accept, issue and interpret directives. Ability to work under pressure. Ability to work in a team and independently. Ability to resolve workplace conflicts.

DUTIES

: Maintain safety in Airport. Maintain Airport compliance in line South African Civil Aviation Authority (SACAA) and International Civil Aviation Organisation (ICAO) Regulations. Preservation of life and protection of property. To keep abreast of aviation fire-fighter work methodologies and comply with South African Civil Aviation Authority (SACAA) Regulations. Maintain equipment and facility in a state of readiness. Perform maintenance to prolong the useful life of the equipment and facility. Supervision of personnel on shift.

ENQUIRIES

: Mr J Matlaopane Tel No: (014) 552 1261

**PROVINCIAL ADMINISTRATION: WESTERN CAPE
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.
ERRATUM: Kindly note that the post of Clinical Programme Co-Ordinator: Grade 1 (Unit for Infection Prevention and Control) with Ref Post 7/131, advertised in Public Service Vacancy Circular 07, dated 25 February 2022 has been withdrawn.

OTHER POSTS

POST 08/234 : **MEDICAL SPECIALIST GRADE 1 TO 3 (OCCUPATIONAL MEDICINE SPECIALIST)**
Directorate: Assurance

SALARY : Grade 1: R1 122 630 per annum
Grade 2: R1 283 592 per annum
Grade 3: R1 489 665 per annum
(A portion of the package can be structured according to the individual's personal needs)

CENTRE REQUIREMENTS : Head Office, Cape Town
Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Occupational Medicine. Registration with a professional council: Current registration with the HPCSA as a Medical Specialist in Occupational Medicine. Experience: **Grade 1:** None after registration with the HPCSA as Occupational Medicine Specialist. **Grade 2:** A minimum of 5 years' appropriate experience as Medical Specialist after registration with the HPCSA (or recognised foreign Health Professional Council in respect of foreign qualified employees) as Medical Specialist in Occupational Medicine. **Grade 3:** A minimum of 10 years' appropriate experience as Medical Specialist after registration with the HPCSA (or recognised foreign Health Professional Council in respect of foreign qualified employees) as Medical Specialist in Occupational Medicine. Inherent requirements of the job: Valid (Code B/EB) driver's license and mobility in order can provide support throughout the Western Cape. Willingness to travel and work overtime. Competencies (knowledge/skills): Good inter-personal skills and ability to collaborate and work in teams. Computer literacy (Windows/Word/Excel, Power Point and Outlook). Good written and verbal communication skills in at least two of the three official languages of the Western Cape. Good presentation and communication skills. Good analytical and problem-solving skills. Knowledge of occupational health policies, services and programmes. Experience in occupational health setting in the public or private health sector is recommended.

DUTIES : OHS Policy development and implementation support to ensure staff safety; compliance with relevant OHS legislation; occupational health risk management; provision of medical surveillance programmes; establishment and oversight of OHS systems and service delivery models; optimal information management and monitoring and evaluation systems for OHS; and supporting OHS training and research programmes. Ensuring provincial coordination of OHS interventions and activities. Provision of technical expertise and support related to OHS. Participate in provision of OHS services where appropriate.

ENQUIRIES APPLICATIONS : Mr N Mavela Tel No: (073) 875-8343
Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")

NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates could be subjected to a practical test. 'Candidates, who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with the relevant council and proof of payment of the

prescribed registration fees to the relevant council are submitted with their job application / on appointment. Please note that the afore-said concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (this includes individuals who must apply for change in registration status).

CLOSING DATE

: 18 March 2022

POST 08/235

: **DEPUTY MANAGER NURSING (LEVEL 1 AND 2 HOSPITAL)**

Chief Directorate: Metro Health Services

SALARY

: R856 272 per annum (PN-A8) (A portion of the package can be structured according to the individual's personal needs)

SALARY

: Mitchells Plain District Hospital

REQUIREMENTS

: Minimum educational qualification: Basic R425 qualification (i.e Degree/diploma in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: A minimum of 9 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 4 years of the period referred to above must be appropriate/recognisable experience at management level. Inherent requirements of the job: Valid (Code B/EB) driver's license. Ability to be on call and availability for Emergency situations. Competencies (knowledge/skills): Skilled nurse clinician able to lead and manage the nursing department with conflict. management, complexed problem solving, conflict management, negotiation and decision- making skills, ability to facilitate training. Excellent communication skills (written and verbal) in at least two of the three languages of the Western Cape In depth knowledge and understanding of Nursing and Healthcare related Acts, regulations and policies governing Nursing Education and practice; National Health Insurance, Sustainable Development Goals; Public Service code of conduct, Total Quality. management (National Health Standard compliance, Ideal Hospital Framework) Sound Financial management. Basic computer literacy (MS Word, Excel, and PowerPoint).

DUTIES

: Clinical governance – Facilitate and provide strategic direction, supervision, and leadership towards realization of strategic goals and objectives of the nursing division, strategic planning. Service delivery – plan, coordinate and ensure supervision of nursing department 24 hours. Assist with meeting Department and institutions service delivery targets, goals and objectives in line with the Annual Operational and strategic plans. Effective management of Nursing care programs. Total Quality Management – Provide professional and technical support; develop, coordinate, and ensure implementation of policies, procedures, regulations, compliance to quality assurance. Programs and improvement, IPC and OHS programs; develop, audit and monitor clinical outcomes and client's service experience. Resource planning and management (human, health technology, financial and physical). Promote and maintain a network of constructive professional working relationships to enhance service delivery efficiency. Sound management of the allocated nursing budget. Manage resources in accordance with relevant directives and legislation. Information management - utilization of information technology – data collection, review, analysis, and appropriate action taking. Complex report writing. Professional ethics – Advocate and promote Nursing ethos and professionalism, protect nursing image, and ensure professional, legal nursing conduct and practices in line with the Nursing Act.

ENQUIRIES

: Mr E Swart Tel No: (021) 377-4305/6

APPLICATIONS

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

NOTE

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

CLOSING DATE

: 28 March 2022

POST 08/236

: **OPERATIONAL MANAGER NURSING (SPECIALTY: ONCOLOGY)**

Groote Schuur Hospital

SALARY

: R571 242 per annum (PN-B3)

CENTRE

: Groote Schuur Hospital

REQUIREMENTS

: Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration

with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing qualification with duration of at least one year, accredited with the SANC in Medical and Surgical Nursing Science: Oncology Nursing. Registration with a professional council: Registration with the SANC as a Professional Nurse. Experience: A minimum of 9 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience in Oncology after obtaining the one-year post-basic qualification as mentioned above. Inherent requirements of the job: Perform after-hour and weekend duties for the department and the hospital. Competencies (knowledge/skills): Leadership and the principles of Management: Supervisory, problem solving, conflict resolution and interpersonal skills. Extensive knowledge in Oncology Nursing Science. and knowledge of Nursing legislation, related legal and ethical nursing practices and framework. Labour relations legislation and relevant public sector policies and protocols. Human Resources and Financial Management, including communication and computer literacy (i.e. Ms Word, Excel, PowerPoint and Outlook.

DUTIES : Responsible for the co-ordination and delivery of quality nursing care within the relevant department. Participate in formulation, monitoring and implementation of policies, guidelines, standards, procedures and regulations pertaining to nursing care within the relevant Department. Provide effective support and management of human, material and financial resources, as well as Functional Business FBU management principles. Manage staff performance, training and personal development of self and subordinates including management of underperformance and grievances. Participate and encourage nursing research and collate, interpret, provide and use relevant information for the enhancement of quality service delivery.

ENQUIRIES : Ms G Jefftha Tel No: (021) 404-2074

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

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

CLOSING DATE : 28 March 2022

POST 08/237 : **CHIEF ARTISAN GRADE A**

SALARY : Grade A: R392 283 per annum

CENTRE : Western Cape College of Nursing (based on the grounds at Stikland Hospital, Bellville)

REQUIREMENTS : Minimum educational qualification: Appropriate Trade Test Certificate. Experience: 10 years' appropriate post-qualification experience in the post of Artisan/Artisan Foreman. Familiarity with electrical systems, tools, equipment, codes and safety procedures. Inherent requirements of the job: Valid Code B/EB driver's license. Willingness and ability to perform standby duties after-hours and over weekends/public holidays when the need arises. Competencies (knowledge/skills): Appropriate supervisory/managerial experience. Appropriate building management experience. Good computer literacy skills. Organising and project management skills. Ability to communicate in at least two of the three official languages of the Western Cape. Knowledge of the relevant legislative prescripts, policies and procedures.

DUTIES : Effective and efficient management of the Workshop, including People Management/Supply Chain Management/Finance Management and other resources. Strategic planning and management of hospital maintenance needs and infrastructure projects. Render sound quality and risk management practices. Implement strategies to ensure continuous adherence to OHSA and other legislative frameworks. Provide input and assistance with technical specifications. Draft monthly reports and perform other relevant administrative tasks.

ENQUIRIES : Mr CC Brown Tel No: (021) 831-5817

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

NOTE : No payment of any kind is required when applying for this post. Short listed candidates may be subject to competency testing. CV's should address experience and knowledge extensively with regard to duties above.

CLOSING DATE : 18 March 2022

POST 08/238 : **PROFESSIONAL NURSE: GRADE 1 TO 2 (SPECIALTY: IPC, QA AND OHS)**
Garden Route District

SALARY : Grade 1: R388 974 (PN-B1) per annum
Grade 2: R478 404 (PN-B2) per annum

CENTRE : Knysna Hospital
REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Post-basic qualification with duration of at least 1 year in Occupational Health Nursing Science. Registration with the professional council: Registration with the SANC as Professional Nurse and proof of current registration. Experience: **Grade 1:** A minimum of 4 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. **Grade 2:** A minimum of 14 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognizable experience in the specific specialty after obtaining the 1-year post-basic qualification as mentioned above. Inherent requirement of the job: Valid (Code B/EB) driver's license and willingness to travel. Competencies (knowledge/skills): Experience in management. Ability to analyse and interpret Health systems information, compile reports and present the data to direct planning. Knowledge of Project- and Financial management. Good organisational, interpersonal, creative problem-solving and research skills. Computer literacy (MS Office). Ability to communicate effectively (both written and verbal) in at least two of the three official languages of the Western Cape.

DUTIES : Support the Health Establishments (HE) staff meet the Ideal Clinic Realisation and Maintenance (ICRM) and Ideal Hospital Realisation and Maintenance (IHRM). Ensure the maintenance of the Infection Prevention and Control (IPC) standards. Establish measures that will ensure health and safety of staff and users. Support the addressing of healthcare risks. Help build the competency of staff by identifying, planning and addressing Quality Improvement (QI), Infection Prevention & Control (IPC) and Occupational Health and Safety (OHS) training needs and maintaining and updating of the Health Establishment training data base. Monitor data quality in the Health Establishment.

ENQUIRIES : Ms GA Llyod Tel No: (044) 302-8440
APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")

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

CLOSING DATE : 28 March 2022

POST 08/239 : **ASSISTANT DIRECTOR: INFORMATION MANAGEMENT (HEALTH)**
(Contract Post until 30 September 2022)
Directorate: Service Priorities Coordination

SALARY : R382 245 per annum plus 37% in lieu of service benefits.
CENTRE : Emergency and Clinical Services Support
REQUIREMENTS : Minimum educational qualification: An appropriate Degree/Diploma in an Information Management or Health Science related field. Experience: Appropriate experience in Health Sector HIV/Aids, Primary Health Care Systems, local and National Health management. Appropriate experience in Data Quality Management, Interpretation and Analysis. Appropriate experience in the Monitoring and Evaluation of Programmes. Inherent requirement of the job: Valid Driver's license. Willingness to travel to the

districts and national office (DOH) Competencies (knowledge/skills): Be familiar with the legal, policy, managerial and clinical aspects of public health programmes/interventions and services Advanced computer literacy in MS Office.

- DUTIES** : Assist with planning, developing, and implementing strategies and frameworks and refining a dashboard to track and trend performance towards 909090 in WCDOH. Ensure monthly and quarterly reporting and monitoring and Evaluation of SPC programmes inclusive of 909090. Ensure effective inter-sectoral collaboration and Linkage between DoH and Non-Profit Organisations. Participate as key member of the Service Priority Coordination Team as required to give effect to a health systems response. Providing Health Information Systems Technical Support. Coordinate and ensure updating of SPC Data Technical Support for WC Department of Health (DOH).
- ENQUIRIES** : Dr H Goeiman Tel No: (021) 483-5751
- APPLICATIONS** : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
- NOTE** : No payment of any kind is required when applying for this post.
- CLOSING DATE** : 18 March 2022

POST 08/240 : **ARTISAN FOREMAN GRADE A**
Chief Directorate: Metro Health Services

- SALARY** : R369 606 per annum
- CENTRE** : Alexandra Hospital
- REQUIREMENTS** : Minimum educational qualification: An appropriate Trade Test Certificate. Experience: 5 years' experience as an Artisan after obtaining the trade test certificate. Inherent requirements of the job: Valid Code (B/EB) drivers' license. Physically fit to perform duties. Work overtime should the need arise, day or night and perform standby duties. Competencies (knowledge/skills): Conversant with the requirements of the Machinery and Occupational Health and Safety Act (Act 85.). Ability to fault-find and repair down to component level. Competent with hands-on practical work. Proven supervisory skills. Fluency in at least two of the three official languages of the Western Cape.

- DUTIES** : Control over equipment, tools, plant and materials and provide in service training to subordinates. Do quality assurance on all maintenance and repair work performed, keep registers of all work done and maintain control of job cards. Compile and submit reports as required and provide input on the operational plan of the workshop. Performance manage and Supervise the workshop staff, perform related administrative duties and mentor technical staff in the application of new technologies and procedures. Assist the Chief Artisan in ordering, procurement and control of maintenance material and equipment. Assist with the executing of engineering projects and manage all maintenance of plant and equipment in Hospital and service area.

- ENQUIRIES** : Mr G Adams Tel No: (021) 503-5036
- APPLICATIONS** : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
- NOTE** : No payment of any kind is required when applying for this post. Shortlisted candidates will be subject to a practical test.
- CLOSING DATE** : 28 March 2022

POST 08/241 : **ARTISAN FOREMAN: GRADE A (PAINTING)**
Directorate: Engineering and Technical Support Services (Bellville Mobile Workshop)

- SALARY** : Grade A: R308 826 per annum
- CENTRE** : Head Office, Cape Town
- REQUIREMENTS** : Minimum educational qualification: Appropriate Trade Test Certificate in Painting. Experience: Five years post qualification experience as an Artisan in the relevant field. Inherent requirement of the job: A valid (Code B/EB) driver's license. Competencies (knowledge/skills): Be conversant with the requirements of the Machinery and Occupational Health and Safety Act. Good communication skills.

- DUTIES** : Produce objects with material and equipment according to job specifications and standards. Repair and service of equipment at facilities, plants and buildings according to standards. Do quality assurance on all maintenance and repair work performed and keep register of all work done and keep control of job cards. Compile and submit reports as required and provide input on the

operational plan of the workshop. Supervise the workshop staff and perform related administrative duties. Assist the Chief Artisan in ordering, procurement and control of maintenance material and equipment.

ENQUIRIES : Mr JP Louw Tel No: (021) 830-3771
APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 28 March 2022

POST 08/242 : **PHARMACIST ASSISTANT GRADE 1 TO 3 (POST-BASIC)**

SALARY : Grade 1: R211 509 per annum
Grade 2: R245 466 per annum
Grade 3: R265 998 per annum

CENTRE : Directorate: Pharmacy Services, Oudsthoorn Medical Depot
REQUIREMENTS : Minimum educational qualification: As required by the training facility and the South African Pharmacy Council (SAPC) plus Post-Basic Pharmacist Assistant qualification that allows registration with SAPC as a Pharmacist Assistant (Post-Basic). Registration with a professional council: Current registration with the SAPC as a Post Basic Pharmacist Assistant. Experience: **Grade 1:** None after registration with the SAPC as Pharmacist Assistant (Post-Basic). **Grade 2:** A minimum of 5 years appropriate experience as Pharmacist Assistant after registration as a Pharmacist Assistant (Post-Basic) with the SAPC. **Grade 3:** A minimum of 13 years appropriate experience as Pharmacist Assistant after registration as a Pharmacist Assistant (Post-Basic) with the SAPC. Competencies (knowledge/skills): Knowledge and/or experience in handling pharmaceutical supplies particularly in a warehouse environment, including Cold Chain Practices. Knowledge of Drug Supply Management Principles. Good knowledge of wholesale warehouse practices and procedures. Proficiency in at least two of three official languages of Western Cape. Good numeric skills. Meticulous and attention to detail.

DUTIES : Assist with the receiving and storage of pharmaceutical products from suppliers. Assist with the control of pharmaceutical stock. Assist with the Issuing of stock against orders from health facilities within the scope of practice of a Post Basic Pharmacist Assistant. Assist with the efficient and secure packaging of pharmaceutical products for delivery. Assist with the effective control and distribution of completed pharmaceutical orders to facilities. Compliance with good pharmacy practice and good warehouse practice. Support and assist the Pharmacy Supervisor with collating statistics.

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

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

CLOSING DATE : 28 March 2022

POST 08/243 : **ARTISAN PRODUCTION GRADE A TO C (ELECTRICAL)**
Directorate: Engineering and Technical Support Services (Bellville Mobile Workshop)

SALARY : Grade A: R193 512 per annum
Grade B: R227 943 per annum
Grade C: R266 109 per annum

CENTRE : Head Office, Cape Town
REQUIREMENTS : Minimum educational qualification: Appropriate Trade Test Certificate (Electrical). Experience: **Grade A:** No experience required. **Grade B:** At least 18 years appropriate/recognisable experience in the area after obtaining the relevant Trade Test Certificate. **Grade C:** At least 34 years appropriate/recognisable experience in the area after obtaining the relevant Trade Test Certificate. Inherent requirements of the job: A valid driver's licence (Code B/EB) and willing to travel throughout the Western Cape. Competencies

- (knowledge/skills): Be conversant with the requirements of the Machinery and Occupational Health and Safety Act.
- DUTIES** : Perform standby duties. Perform necessary administrative functions. Control over tools and materials. Train and supervision of subordinates. Assist with the execution of engineering projects/repairs at hospital and the institution. Maintain and repairs of electrical installations and equipment at health institutions within the Western Cape Province Assist Artisan Foremen/Chief Artisan with their duties.
- ENQUIRIES** : Mr L Semono Tel No: (021) 830-3770
- APPLICATIONS** : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
- NOTE** : No payment of any kind is required when applying for this post.
- CLOSING DATE** : 28 March 2022
- POST 08/244** : **ARTISAN PRODUCTION: GRADE A TO C**
- SALARY** : Grade A: R193 512 per annum
Grade B: R 227 943 per annum
Grade C: R 266 109 per annum
- CENTRE** : Western Cape College Nursing, based on the grounds of Stikland Hospital, Bellville
- REQUIREMENTS** : Minimum educational qualification: Appropriate Trade Test Certificate. Experience: **Grade A:** No experience required. **Grade B:** At least 18 years appropriate / recognisable experience in the area after obtaining the relevant trade test certificate. **Grade C:** At least 34 years appropriate / recognisable experience in the area after obtaining the relevant trade test certificate. Inherent requirements of the job: Valid (Code B/EB) driver's license Willingness to work irregular hours (e.g. overtime, after hours, standby duties and weekends) and attend to emergencies when required. Competencies (knowledge/skills): Excellent (written and verbal) communication skills in at least two of the three official languages of the Western Cape. Computer literacy (MS Word and Excel). Conversant with the requirements of the Machinery and Occupational and Safety Act. Mechanical, electrical, plumbing skills and experience.
- DUTIES** : Repairs and maintenance on all four (4) Campus grounds. Control and supervision of workshop staff. Compile specifications and assist in managing projects. Assist with the procurement of spares and control over tools and material. Personnel evaluation and training of subordinates. Liaison with engineering management and private sector to co-ordinate and facilitate completion of ad-hoc projects.
- ENQUIRIES** : Mr CC Brown Tel No: (021) 831-5817
- APPLICATIONS** : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
- NOTE** : No payment of any kind is required when applying for this post.
- CLOSING DATE** : 18 March 2022
- POST 08/245** : **STERILIZATION OPERATOR SUPERVISOR (CSSD)**
Red Cross War Memorial Hospital
- SALARY** : R176 310 per annum
- CENTRE** : Red Cross War Memorial Hospital
- REQUIREMENTS** : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate recent, relevant experience working in a decontamination and sterilisation unit within a hospital. Inherent requirement of the job: Willingness to work shifts, day/night, weekends, and public holidays. Ability to handle heavy equipment and perform heavy duty functions, e.g., transport of heavy stock and trolleys. Competencies (knowledge/skills): Ability to communicate effectively (verbal and written) in at least two of the three official languages of the Western Cape. Good interpersonal relations skills and ability to work in a co-operative way within a team context. Basic/Intermediate/Advanced Foundation courses in sterilization and decontamination is recommended. Understanding of disinfection, decontamination, and sterilisation. Knowledge of applicable safety standards and appropriate stock control/management. Knowledge of Infection prevention and control principles. Knowledge of instrumentation, cleaning, decontamination, testing and packing of sterilized equipment/instruments.

- DUTIES** : Effective supervision and management of CSSD staff utilizing sound people management principles and practices (e.g., innovative motivational management, disciplinary and grievance procedures, performance management, training, and development). Implement and adhere to Quality Assurance practices (i.e., infection prevention and control, risk management to ensure and maintain a clean and safe environment). Implement and adhere to stock control policies, principles, and prescripts. Participate in the development of and implement basic standard operating procedures. Liaise with internal and external stakeholders. Assist and support the CSSD Manager.
- ENQUIRIES** : Ms T Nqola Tel No: (021) 658-5082
- APPLICATIONS** : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
- NOTE** : No payment of any kind is required when applying for this post. Shortlisted candidates may be expected to undergo competency testing.
- CLOSING DATE** : 28 March 2022
- POST 08/246** : **ADMINISTRATION CLERK: INFORMATION MANAGEMENT**
Central Karoo District
- SALARY** : R176 310 per annum
- CENTRE** : Murraysburg Hospital
- REQUIREMENTS** : Minimum educational qualification: Grade 12 (or equivalent). Experience: Appropriate experience in Information Management in a health environment. Inherent requirements of the job: Valid (Code B/EB) driver's license. Advance computer literacy (Ms Office: Word, Excel, and PowerPoint). Competencies (knowledge/skills): Knowledge of and experience in health information management systems (PHCIS/CLINICOM/Sinjani/ Tier.net) will be to your advantage. Training Skills. Proficiency in at least two of the three official languages of the Western Cape. Ability to function independently and within a team context.
- DUTIES** : Collect, verify, and validate data (incl. data auditing), with submission to District Information Office in prescribed format, within set time frames and according to Information Management Policy. Responsible for health information management trainings and monitor data trends in Sub-district. Implement Information Management Policies and Guidelines. Engagement with stakeholder's, i.e., verbal, telephonic and written correspondence. Data administration and maintenance of accurate filing systems (hard copy/electronic). DITCOM processes and IT assistance(locally) in conjunction with provincial office.
- ENQUIRIES** : Mr O Scaffers Tel No: (023) 414-8200
- APPLICATIONS** : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
- NOTE** : No payment of any kind is required when applying for this post.
- CLOSING DATE** : 28 March 2022
- POST 08/247** : **HANDYMAN**
- SALARY** : R147 459 per annum
- CENTRE** : Western Cape College of Nursing (Artisan Services, based on the grounds at Stikland Hospital, Bellville)
- REQUIREMENTS** : Minimum educational qualification Grade 10 (or equivalent). Experience: Appropriate experience with tasks performed in a workshop environment. Appropriate work experience with handyman related tasks (i.e. painting, building, electrical and mechanical, etc.). Inherent requirement of the job: Willingness to work overtime when requested. Capability to do strenuous physical labour. Ability to communicate in at least two of the three official languages of the Western Cape. Valid Code B driver's license. Ability to do standby duties. Competencies (knowledge/skills): Basic knowledge of carpentry, electrical, mechanical, light current, Air-con & refrigeration, plumbing, painting, tiling and other related basic functions for a Handyman. Knowledge of Occupational Health and Safety Act.
- DUTIES** : Elementary maintenance, installation and repair works in the building service as well as exterior works on the premises at Handyman level. Effective support to Supervisor/ Artisan. Maintenance and unblocking sewer systems and repairs in plumbing. Elementary maintenance, installation, repair, modify and manufacture items, equipment and machines in the mechanical field under supervision of an Artisan. Elementary maintenance, repair and installations of

equipment and electrical items, and repairs in the light current field. Responsible for basic administration work as well as completing job cards.

ENQUIRIES : Mr CC Brown Tel No: (021) 831-5817

APPLICATIONS : The Director: People Practices and Administration, Department of Health, PO Box 2060, Cape Town, 8000.

FOR ATTENTION : Ms C Dawood

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

CLOSING DATE : 18 March 2022

POST 08/248 : **TELKOM OPERATOR**
Red Cross War Memorial Children's Hospital

SALARY : R147 459 per annum

CENTRE : Red Cross War Memorial Children's Hospital

REQUIREMENTS : Minimum educational qualification: General Education and Training Certificate (GETC) /grade 9 (Std 7). Experience: Appropriate experience in operating an electronic switchboard/PABX, a messaging and paging system. Inherent requirement of the job: Willingness to work shifts, night shifts, weekends and public holidays. Work overtime when required by operational needs. Physically able to hear and speak clearly. Competencies (knowledge/skills): Ability to operate an electronic switchboard. Excellent listening skills and telephone etiquette. Computer literacy in Microsoft Packages (Word, Excel and Outlook). Ability to communicate effectively (verbal and written) in at least two of the three official languages of the Western Cape.

DUTIES : Handle all outgoing and incoming calls. Manage switchboard, answer telephonic queries and deliver messages. Ensure that switchboard and telephone equipment is in working order. Handling of PABX system. Monitor, place and record all cellular, national and international calls made. Page and SMS all staff who carries pagers and speed dial. Check that the pager system and broadcasting system is functioning properly. Send and receive calls via the 2-way radio. Broadcast staff and information via broadcast system. Report all faults to Supervisor.

ENQUIRIES : Ms M Coetzee Tel No: (021) 658-5407

APPLICATIONS : The Chief Executive Officer: Red Cross War Memorial Children's Hospital, Private Bag X5, Rondebosch, 7700.

FOR ATTENTION : Ms T Nqola

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

CLOSING DATE : 28 March 2022

POST 08/249 : **TELKOM OPERATOR**
Chief Directorate: Metro Health Services

SALARY : R147 459 per annum

CENTRE : Lentegeur Hospital

REQUIREMENTS : Minimum educational qualification: General Education and Training Certificate (GETC)/Grade 9 (Std. 7). Experience: Appropriate experience in the operating of a high-volume switchboard and a messaging system. Competencies (knowledge/skills): Ability to communicate effectively (verbal and written) in at least two of the three official languages of the Western Cape. Good interpersonal skills. Excellent telephone etiquette. Computer literacy (MS Office: Word, Excel and PowerPoint).

DUTIES : Deliver effective and efficient telephone service to LGH and its clients. Deliver effective and efficient billing system. Deliver and effective and efficient reception and security service for Administrative Building Support to Supervisor and Support Service Sections scheduling meetings and minute taking. Provide effective secretarial relief services to Deputy Director's and CEO office.

ENQUIRIES : Ms C Peters, Tel No: (021) 370-1197

APPLICATIONS : The Chief Executive Officer: Lentegeur Hospital, Private Bag X4, Lentegeur, Mitchell's Plain, 7785.

FOR ATTENTION : Mr Twalo

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

CLOSING DATE : 28 March 2022

POST 08/250 : **HOUSEKEEPING SUPERVISOR**
Chief Directorate: Rural Health Services

SALARY : R147 459 per annum
CENTRE : Paarl Hospital
REQUIREMENTS : Minimum educational qualification: General Education and Training Certificate (GETC) /Grade 9 (Std. 7) Experience: Appropriate supervisory and practical/applicable experience in a cleaning/housekeeping setting within a health environment. Inherent requirement of the job: Willingness to work shifts, including weekends, night duty, public holidays and standby duty. Competencies (knowledge/skills): Knowledge of infection prevention and control, hospitality, safety and hygiene standards. Proficient (verbal and written) in at least two of three official languages of the Western Cape. Ability to work in a team environment, independently and self-driven. Computer literacy (Microsoft Word and Excel).

DUTIES : Responsible for overall planning, control, organising, performing and coordinating tasks related to household, food serving and hygiene services. Ensure the effective use, maintenance, ordering, safe-keeping and monitoring of supplies and equipment. Supervise and manage personnel in their performance, as well as all other human resource related duties (i.e., staff performance and discipline). Implement and monitor policies, programmes, regulations, practices, procedures and standards. Provide an effective relief, coordination and support service to management. Support, guide and direct personnel under his/her supervision. Maintain a high standard of cleanliness and hygiene within the hospital ward.

ENQUIRIES : Mr CB Olivier Tel No: (021) 860-2522
APPLICATIONS : The Chief Executive Officer: Paarl Hospital, Private Bag X3012, Paarl, 7620.
FOR ATTENTION : Mr KN Cornelissen
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 28 March 2022

POST 08/251 : **TRADESMAN AID (X4 POSTS)**

SALARY : R124 434 per annum
CENTRE : Western Cape College of Nursing (Artisan Services, based on the grounds at Stikland Hospital, Bellville)
REQUIREMENTS : Minimum educational qualification Grade 10 (or equivalent). Experience: Appropriate experience in tasks performed in a maintenance workshop within a Campus setting. Appropriate experience with workshop tools. Inherent requirement of the job: Willingness to travel. Capability to do strenuous physical labour. Competencies (knowledge/skills): Ability to handle tools, parts and materials. Ability to work in a team and independently. Ability to communicate in at least two of the three official languages of the Western Cape. Knowledge of Occupational Health and Safety.

DUTIES : (key result areas/outputs): Carry out minor maintenance tasks. Assist with repairs and emergency breakdowns (including after hour repairs). Assist with the installation of plant, equipment, and alterations. Clear areas where work has been carried out. Ensure that tools and materials are available when needed. Assist the Artisans in the execution of their duties.

ENQUIRIES : Mr CC Brown Tel No: (021) 831-5817
APPLICATIONS : The Director: People Practices and Administration, Department of Health, PO Box 2060, Cape Town, 8000.
FOR ATTENTION : Ms C Dawood
CLOSING DATE : 18 March 2022
NOTE : No payment of any kind is required when applying for this post. Short listed candidates may be subject to competency testing. CV's should address experience and knowledge extensively with regard to duties above.

POST 08/252 : **TRADESMAN AID**
 Chief Directorate: Metro Health Services

SALARY : R124 434 per annum
CENTRE : False Bay Hospital
REQUIREMENTS : Minimum educational qualification Grade 10 (or equivalent). Experience: Appropriate Hospital experience within the maintenance field. Appropriate experience with Workshop tools. Inherent requirement of the job: Willingness to travel. Physically fit to do manual labour. Competencies (knowledge/skills): Ability to handle tools, parts and materials. Good interpersonal skills. Ability to

- speak effectively in at least two of the three official languages of the Western Cape. Knowledge of Occupational Health and Safety.
- DUTIES** : Carr out minor maintenance tasks. Assist with repairs and emergency breakdowns (including after hour's repairs). Assist with the installation of plant, equipment and alterations. Clear areas where work has been carried out. Ensure that tools and material are available when needed. Assist the Handyman in the execution of their duties.
- ENQUIRIES** : Ms L Shoosmith Tel No: (021) 832-5211, Email: linda.shoosmith@westerncape.gov.za
- APPLICATIONS** : The Manager: Medical Services: False Bay Hospital, PM Office, Bag X1, Vallyland, Fish Hoek, 7978
- FOR ATTENTION NOTE** : Ms L Shoosmith
 : No payment of any kind is required when applying for this post. Interns appointed in terms of the Assistant to Artisan (ATAS) are invited to apply.
- CLOSING DATE** : 28 March 2022