



the dpsa

Department:
Public Service and Administration
REPUBLIC OF SOUTH AFRICA

PUBLIC SERVICE VACANCY CIRCULAR

PUBLICATION NO 14 OF 2020

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1. Introduction

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

2. Directions to candidates

- 2.1 Applications on form Z83 with full particulars of the applicants' training, qualifications, competencies, knowledge and experience (on a separate sheet if necessary or a CV) must be forwarded to the department in which the vacancy/vacancies exist(s).
- 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.

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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. Candidature of persons whose appointment/ transfer/ promotion will promote representivity will therefore receive preference.

<u>CLOSING DATE</u>	:	19 June 2020
<u>NOTE</u>	:	All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. The successful candidate will be appointed subject to positive results of the security clearance process and the verification of educational qualification certificates. Applications must be submitted on a signed Z.83 form (application form), obtainable from any Public Service department, and should be accompanied by a comprehensive CV, with specific starting and ending dates in all relevant positions and clarify the levels and ranks pertaining to experience as compared to the Public Service, certified copies of ID and qualifications, as well as 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 or applications received after the closing date or applications without SAQA verification reports for foreign qualifications will not be considered. It is important to note that it is the applicant's responsibility to ensure that all information and attachments in support of the application are submitted by the due date. Due to the large number of responses anticipated, correspondence will be limited to short-listed candidates only. If you have not been contacted within three months of the closing date of the advertisement, please accept that your application has been unsuccessful. Thank you for the interest shown in the Department. The below posts are senior management posts. Candidates should therefore possess strong managerial and financial management skills and a Certificate for entry into the Senior Management Service which can be sourced using the following link: https://www.thensg.gov.za/training-course/sms-pre-entry-programme/ Candidates, who are shortlisted, could expect to undergo management competency assessments: Management competencies: Strategic capacity and leadership. People management and empowerment. Advanced programme and project management. Change management. Financial management. Knowledge management. Service Delivery Innovation. Advanced problem solving and analysis. Client orientation and customer focus. Advanced communication skills (written and verbal). Advanced presentation/public speaking skills.

MANAGENT ECHELON

<u>POST 14/01</u>	:	<u>DEPUTY DIRECTOR-GENERAL: CORPORATE SERVICES REF.NO: 27931/01</u>
<u>SALARY</u>	:	R1 521 591 per annum. (An all-inclusive remuneration package) The package includes a basic salary (70% of package), and a flexible portion that may be structured in terms of the applicable guidelines.
<u>CENTRE REQUIREMENTS</u>	:	Pretoria An undergraduate qualification with preference in either Public Administration or Business Management and a postgraduate qualification (NQF Level 8) as recognized by SAQA. Eight (8) to ten (10) years relevant experience at senior management level. Certificate for entry into the Senior Management Service. Technical Competencies: Comprehensive knowledge of the Public Service Act and Public Service Regulations, Government Systems and Structures, Information Systems Operations, Management of Information Security Systems and Human Capital Management.
<u>DUTIES</u>	:	As the Deputy Director-General, the incumbent will perform the following duties: Provide strategic leadership and guidance on Human Capital

Management services in the Department. Provide strategic leadership and guidance on Communication and Marketing in the Department. Provide strategic leadership and guidance on Information Communication Technology in the Department. Provide strategic leadership and guidance on Legal Services in the Department. Provide strategic leadership and guidance on Corporate Planning, Internal Monitoring, Reporting and Evaluation in the Department. Provide strategic leadership and guidance on Facilities and Security Management in the Department.

- ENQUIRIES** : Ms L.Y. Bothma, Tel.No: (012) 334 0725
- APPLICATIONS** : Applications may be submitted electronically via email to URS Response Handling: cogta66@ursonline.co.za or via fax: 086 415 5709
- FOR ATTENTION** : URS Response Handling, Tel No: (012) 811 1900
- POST 14/02** : **DEPUTY DIRECTOR-GENERAL: INSTITUTIONAL DEVELOPMENT REF.NO: 27931/02**
Re-advertisement and candidates who had previously applied are encouraged to re-apply).
- SALARY** : R1 521 591 per annum. (Level 15) The package includes a basic salary (70% of package), and a flexible portion that may be structured in terms of the applicable guidelines.
- CENTRE** : Pretoria
- REQUIREMENTS** : An undergraduate qualification with preference in either Public Management/Economics or Development Studies and a postgraduate qualification (NQF Level 8) as recognised by SAQA. Senior Management Service pre-entry certificate. Eight (8) to ten (10) years relevant experience at senior management level. A strategic thinker with background on municipal operations. Applicants who have a legal background will have an added advantage. Technical Competencies: Knowledge of Provincial and Local Government systems. Knowledge of the Local Government Municipal Finance Management Act. Knowledge of the Local Government Municipal Property Rates Act. Understanding of Cooperative Governance.
- DUTIES** : As the Deputy Director-General, the incumbent will perform the following duties: Oversee the management and facilitate the development of sound human resource management systems for Municipalities. Oversee the coordination of municipal service partnerships as well as develop and implement revenue enhancement programmes in Municipalities. Ensure the implementation of the Municipal Property Rates Act. Ensure the development and implementation of citizen engagement programmes. Receive corruption, investigate and ensure consequences for fraud and corruption in local Government. Promote good governance and support municipal establishment processes.
- ENQUIRIES** : Ms M.G. Mahlangu, Tel.No: (012) 334 0517
- APPLICATIONS** : Applications may be submitted electronically via email: cogta67@ursonline.co.za or via fax: 086 415 5709.
- FOR ATTENTION** : URS Response Handling, Tel No: (012) 811 1900.

DEPARTMENT OF ENVIRONMENT, FORESTRY AND FISHERIES

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

- APPLICATIONS** : May be submitted electronically via an email: recruitment@environment.gov.za or forwarded for the Director-General, Department of Environment, Forestry and Fisheries, Private Bag X447, Pretoria, 0001 or hand-delivered to: Environment House, Erf 1563 Arcadia Extension 6, Cnr Soutpansberg and Steve Biko Road, Arcadia, Pretoria or alternatively Private Bag X4390, Cape Town 8000 Or hand-deliver to: 14th Loop Street, Cape Town, marked for the attention: Human Resources Management.
- CLOSING DATE** : 22 June 2020
- NOTE** : Application must be submitted on a signed Z83 form obtainable from any Public Service Department and must be completed in full accompanied by certified copies of qualifications (Matric Certificate must also be attached) ID document, a valid Driver's License (all attached documentation must not be older than 6 months) 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). 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.

MANAGEMENT ECHELON

- POST 14/03** : **DEPUTY DIRECTOR-GENERAL: ENVIRONMENTAL PROGRAMMES REF NO: EP01/2020**
- SALARY** : R1 521 591. per annum (An all-inclusive annual remuneration package)The remuneration package includes a basic salary (70% of package), State's contribution to the Government Employee Pension Fund (13% of basic salary) and a flexible portion which can be structured according to the individual's personal needs.
- CENTRE REQUIREMENTS** : Cape Town and Pretoria
: An undergraduate qualification in Natural Sciences/Development Studies and a post graduate qualification (NQF level 8) as recognised by SAQA. Extensive experience in the relevant field. Applicants must have 8-10 years of experience at senior management level. Knowledge of Programme-based natural resource operational planning Research and development, Public Service Regulations, Wetland ecology and statistical analysis. Ability to negotiate with high-level executives in public and private sector, to secure Government's investments and opportunities. Programme and Project Management skills. Service orientated. Sound organising, planning and leadership skills. Knowledge of HR management practices. Ability to develop, interpret and implement policies, strategies and legislation. Excellent communication,

		analytical, innovative, problem solving, and interpersonal skills. Knowledge of the Public Finance Management Act (PFMA) and Treasury Regulations Ability to work under pressure and long hours.
<u>DUTIES</u>	:	Manage the implementation of the Branch's programmes (Inland and Coastal). Oversee the ongoing development of the WfW, WoF programmes and Wetlands. Oversee the management of the provincial implementation of WfW programme through regional clusters, according to best management practices. Oversee monitoring and evaluation requirements. Oversee operations through a well-developed data-management system and ensure regular reporting against approved plans. Ensure strategic leadership and overall management for Bio-Security Control. Manage the development and provision of data management, monitoring and evaluation of bio-security. Manage and co-ordinate the development and deployment of biosecurity interventions at ports of entry in order to prevent the entry of invasive alien species into the country. Co-ordinate the environment and culture sector of the EPWP, reporting, and to provide monitoring and evaluation and information management systems support to the programmes funded by the branch. Manage and implement an effective monitoring protocol for the Branch. Manage the evaluation function for Branch activities. Prepare and circulate framework documents to programme managers. Ensure focused value and resourcing as well as monitoring and evaluation. Co-ordinate research, planning, quality assurance, and establishment and review of norms and standards for the programmes funded by the branch. Manage and control prioritised non- plant invasive species eradicated. Coordinate the Branch administration services.
<u>ENQUIRIES</u>	:	Mr G. Ntshane, Tel No: (012) 3998628 / cell: 079 879 9656
<u>POST 14/04</u>	:	<u>DEPUTY DIRECTOR-GENERAL: CLIMATE CHANGE AND AIR QUALITY MANAGEMENT REF NO: CCAQ01/2020</u>
<u>SALARY</u>	:	R1 521 591.per annum. (An all-inclusive annual remuneration package) The remuneration package includes a basic salary (70% of package), State's contribution to the Government Employee Pension Fund (13% of basic salary) and a flexible portion which can be structured according to the individual's personal needs.
<u>CENTRE REQUIREMENTS</u>	:	Pretoria
	:	An undergraduate qualification in Environmental Science/Management and a post graduate qualification (NQF level 8) as recognised by SAQA. Extensive experience in the relevant field. Applicants must have 8-10 years of experience at senior management level. Knowledge of international environmental and development issues (globally, regionally, and locally). Experience in international liaison and coordination, an awareness of SA and government's priorities. Ability to manage Units and plan for activities, including projects and policy matter. Ability to negotiate with high-level executives in public and private sector, to secure Government's investments and opportunities. Ability to develop, interpret and apply policies, strategies and legislation. Programme and Project Management skills. Service orientated. Sound organising, planning and leadership skills. Knowledge of HR management practices. Ability to develop, interpret and implement policies, strategies and legislation. Excellent communication, analytical, innovative, problem solving, and interpersonal skills. Knowledge of the Public Finance Management Act (PFMA) and Treasury Regulations Ability to work under pressure and long hours.
<u>DUTIES</u>	:	Monitor and evaluate national climate change responses in order to ensure informed climate change response decision-making and lead and/or support, inform, monitor and report efficient and effective national, provincial and local climate change mitigation responses. Lead and/or support, inform, monitor and report efficient and effective national, provincial and local climate change adaptation responses. Ensure that reasonable legislative and other measures are developed, implemented and maintained in such a way as to protect and defend the right of all to air and atmospheric quality that is not harmful to health and well-being. Prepare for, negotiate and inform the implementation of multi-lateral, mini-lateral and bilateral climate change agreements and reporting. Effectively manage, facilitate and coordinate the department's international relations, engagements and cooperation agreements. Development, implementation and management of an efficient and knowledge management system provides high-level advocacy for sustainable consumption and production. Manage environmental sector performance and facilitate the development and implementation of the strategic and operational plans for the sector.
<u>ENQUIRIES</u>	:	Mr G. Ntshane, Tel No: (012) 3998628 / cell: 079 879 9656

POST 14/05 : **DEPUTY DIRECTOR-GENERAL: FISHERIES MANAGEMENT REF NO: FM01/2020**

SALARY : R1 521 591.per annum (An all-inclusive annual remuneration package) the remuneration package includes a basic salary (70% of package), State's contribution to the Government Employee Pension Fund (13% of basic salary) and a flexible portion which can be structured according to the individual's personal needs.

CENTRE REQUIREMENTS : Cape Town
: An undergraduate qualification in Natural Science and a post graduate qualification (NQF level 8) as recognised by SAQA. Extensive experience in the relevant field. Applicants must have 8-10 years of experience at senior management level. Knowledge of the Marine Living Resources Act. Knowledge and understanding of the fishing industry, aquaculture and marine living resource management issues. Knowledge and understanding of international laws, agreements and commitments and their impact on fisheries. Knowledge and understanding of Government imperatives and priorities. Experience in international liaison and coordination, an awareness of SA and government's priorities. Ability to manage Units and plan for activities, including projects and policy matter. Ability to negotiate with high-level executives in public and private sector, to secure Government's investments and opportunities. Ability to develop, interpret and apply policies, strategies and legislation. Programme and Project Management skills. Service orientated. Sound organising, planning and leadership skills. Knowledge of HR management practices. Ability to develop, interpret and implement policies, strategies and legislation. Excellent communication, analytical, innovative, problem solving, and interpersonal skills. Knowledge of the Public Finance Management Act (PFMA) and Treasury Regulations Ability to work under pressure and long hours.

DUTIES : Provide strategic and policy leadership with regards to the development of the aquaculture industry, to enhance economic opportunities and growth, and sustainable resource management. Guide and promote ongoing research into fisheries-related resources and ecosystems, to enable resource protection, management and development. Ensure strategic and operational management of South Africa's marine living resources, through sound allocation, permitting, and management of resources. Ensure monitoring, control and surveillance of living marine resources. Coordinate the Department's participation in national, regional and international structures for the purpose of promoting and managing aquaculture and sustainable marine resources management, and ensuring sector transformation. Provide strategic direction and guidance with regards to the management of resources within the Branch.

ENQUIRIES : Mr G. Ntshane, Tel No: (012) 3998628 / cell: 079 879 9656

POST 14/06 : **DEPUTY DIRECTOR-GENERAL: FORESTRY MANAGEMENT REF NO: FM02/2020**

SALARY : R1 521 591.per annum (An all-inclusive annual remuneration package) The remuneration package includes a basic salary (70% of package), State's contribution to the Government Employee Pension Fund (13% of basic salary) and a flexible portion which can be structured according to the individual's personal needs.

CENTRE REQUIREMENTS : Pretoria
: An undergraduate qualification in Forest Science/Natural Sciences and a post graduate qualification (NQF level 8) as recognised by SAQA. Extensive experience in the relevant field. Applicants must have 8-10 years of experience at senior management level. Knowledge and understanding of the State Forests Act, the Subdivision of Agricultural Land Act, the Conservation of Agricultural Resources Act (CARA), the National Forests Act (NFA) and the National Veld and Forest Fire Act (NVFFA). Ability to manage Units and plan for activities, including projects and policy matter. Ability to negotiate with high-level executives in public and private sector, to secure Government's investments and opportunities. Ability to develop, interpret and apply policies, strategies and legislation. Programme and Project Management skills. Service orientated. Sound organising, planning and leadership skills. Knowledge of HR management practices. Ability to develop, interpret and implement policies, strategies and legislation. Excellent communication, analytical, innovative, problem solving, and interpersonal skills. Knowledge of the Public Finance Management Act (PFMA) and Treasury Regulations Ability to work under pressure and long hours.

DUTIES : Provide strategic and policy leadership with regards to sustainable forestry production and woodlands management. Oversee the administration of national forestry production and woodland regulatory services. Promote risk

management to ensure sustainable forestry production, and woodlands management. Provide strategic direction and guidance with regards to the management of resources within the Branch. Oversee the management of forestry operations, transfers and land management. Oversee the Department's participation in national, regional and international structures for purposes of promoting and managing sustainable forestry production, and woodland management.

ENQUIRIES

: Mr G. Ntshane, Tel No: (012) 3998628 / cell: 079 879 9656

INDEPENDENT POLICE INVESTIGATIVE DIRECTORATE

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

- CLOSING DATE** : 12 June 2020
- NOTE** : Applications must be submitted on form Z83, obtainable from any Public Service Department accompanied by a fully completed and signed form Z83 and a recently updated, comprehensive CV as well as copies of all qualification(s) including a Senior Certificate and ID-document (uncertified documents during the lockdown period are accepted) (Driver's license where applicable). 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. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) weeks after the closing date of this advertisement, please accept that your application was unsuccessful. The successful candidate will have to undergo security vetting. His/her character should be beyond reproach. The appointment is subject to security clearance, verification of qualifications and competency assessment (criminal record, citizenship, credit record checks, qualification verification and employment verification). All shortlisted candidates for SMS posts will be subjected to a technical competency exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend competency assessment using the mandated DPSA SMS competency assessment tools. The successful candidates will be appointed on a probation period of 12 months and will be required to sign a performance agreement. The suitable candidate will be selected with the intention of promoting representivity and achieving affirmative action targets as contemplated in the Department's Employment Equity Plan

MANAGEMENT ECHELON

- POST 14/07** : **PROVINCIAL HEAD (X2 POSTS)**
- SALARY CENTRE** : R1 273 710 per annum (Level 14)
: Mpumalanga (Nelspruit) Ref No: Q9/2020/04
: Northern Cape (Kimberly) Ref No: Q9/2020/05
- REQUIREMENTS** : A Bachelor's Degree in law or equivalent qualification as recognised by SAQA, coupled with 5 years' experience at senior management level. Pre-entry certificate for the successful completion of the Senior Management Pre-entry programme as endorsed by the National School of Government. Thorough knowledge and understanding of criminal law, Project management, investigative system and procedures, human rights and government's broad transformation objectives and initiatives are essential, Sound knowledge in compliance practices and requirements, a good track record of managing strategic programmes and projects, Strategic thinker who is able to work with individual and teams at both management and operational level., Skills and Competencies: Strategic capacity and leadership, Analytical thinking, problem solving and decision making skills, Innovative and creative, Project management at strategic level, People development and empowerment, Honesty and Integrity
- DUTIES** : Appointment and performance of management of staff, Facilitate investigations of cases and to perform any other function incidental to such investigations, Control and monitor active cases, refer matters investigated by the Provincial Office under the Independent Police Investigative Directorate to the National or relevant prosecuting authority for criminal prosecution, Report to the Executive Director on matters investigated, Refer disciplinary matters to the Provincial Commission, Facilitate cooperation between the Provincial Head and the Provincial Civilian Secretariat of Police and SAPS, Keep proper financial records and prepare financial statements, Monitor and review service delivery against strategic objectives, Participation in the Management Committee, Maintain discipline and sound labour relations, Ensure compliance with administrative guidelines issued by the Executive Director.
- ENQUIRIES** : Mr T Keefelakae Tel No: (012) 399 0178

APPLICATIONS : Email: Recruitment01@ipid.gov.za

OTHER POSTS

POST 14/08 : **DEPUTY DIRECTOR: MANAGEMENT ACCOUNTING REF NO: Q9/2020/06**

SALARY : R733 257. per annum (level 11)
CENTRE : Pretoria (National Office)
REQUIREMENTS : A relevant tertiary qualification in Financial Management which will encompass (Accounting, Economics, Public Finance) at NQF level 7 as recognized by SAQA. 3 years relevant experience in management accounting at supervisory/management level (ASD). Thorough knowledge of PFMA, SCOA, Public Service Act and Regulations. Prescriptions Act. Treasury Regulations. MTEF. Economic Classifications Departmental accounting structure. Financial Accounting Handbook for public sector. BAS Rules and processes, GRAP Standards. Annual Financial Statements, Template, Interim Financial Statement Template, Delegation of Authority. Departmental Policies and Procedures. Knowledge in terms of BAS, LOGIS and PERSAL. Good interpersonal skills. Accuracy, ability to work under pressure and prepared to work irregular hours. Ability and willingness to drive. Analytical skills. Problem solving skills.

DUTIES : Manage the financial management, budgeting and reporting sub directorate. Provide advice and guidance to role players on the use of forecasting methods and tools. Undertake financial planning, budgeting and reporting work as requires. Manage the roll-over, adjustment estimates (ENE), and virement process.

ENQUIRIES : Mr M Gqalane Tel No: (012) 399 0103
APPLICATIONS : Email: Recruitment01@ipid.gov.za

POST 14/09 : **ASSISTANT DIRECTOR: KNOWLEDGE MANAGEMENT REF NO: Q9/2020/07**

SALARY : R376 596 per annum (level 09)
CENTRE : Pretoria (National Office)
REQUIREMENTS : Degree/National Diploma /NQF 6 in Criminology, Policing, Law and Social Science. 3-5years experience in research environment. Computer literacy. Thorough knowledge of both qualitative and quantitative research methodologies, IBM SPSS or SAS and Microsoft Excel. Understanding of police environment. IPID Act and Regulations and Monitoring and Evaluation. Good interpersonal skills, Accuracy, ability to work under pressure and prepared to work irregular hours. Strong communication and networking skill. Ability and willingness to drive. Analytical and Research skills. Data interpretation and analysis. Problem solving skills.

DUTIES : Identify Investigative Research Projects. Conduct Feasibility studies. Conduct Research. Monitor OPSC Cases.

ENQUIRIES : Ms L Chaba Tel No: (012) 339 0067
APPLICATIONS : Email: Recruitment01@ipid.gov.za

POST 14/10 : **PRINCIPAL INVESTIGATOR REF NO: Q9/2020/08 (X4 POSTS)**

SALARY : R467 208 per annum
CENTRE : Gauteng (Johannesburg)
REQUIREMENTS : A minimum of Grade 12 certificate or a diploma or degree in law or policing will be added advantage. Five (5) years' experience in criminal investigations. Previous supervisory experience. Driver's license. Knowledge and understanding of Criminal Law, Criminal Procedure and Law of Evidence and the IPID Act. Knowledge of Policies and procedures. Knowledge of investigative system and procedures. Knowledge of the constitution. Analytical thinking, Competent in interviewing, Problem solving and decision making skills, Communication (verbal and written) skills. Report writing skills, Client orientation, Customer focus, Results-driven. Computer Literate.

DUTIES : Supervise Senior Investigators by providing guidance on the investigation of complaints in line with the IPID's legislative imperative and Standard Operating Procedure. Receive, register and allocate cases. Attend crime scenes and post mortems. Collect, safeguard and process exhibits at the crime scene. Conduct interviews with suspects and witnesses and obtaining affidavits. Advise the victims or their next of kin and other relevant stakeholders regarding progress of the investigation. Stakeholder management. Conduct investigations of cases of alleged criminality and misconduct against members of the police as stipulated in Section 28 of the IPID Act. Conduct searches, seizures and collection of evidence etc. Compile investigation reports and memoranda with

recommendations to the Director of Public Prosecutions and the SAPS for consideration to prosecute or take appropriate disciplinary action. Draft and type investigation report at the conclusion of each investigation. Update electronically the status of each case on the database.

ENQUIRIES : Ms M Tshabalala Tel No: (011) 220 1500
APPLICATIONS : Email: RecruitmentGP@ipid.gov.za

POST 14/11 : **PRINCIPAL INVESTIGATOR AND PROTECTION OFFICER (NATIONAL SPECIALIZED INVESTIGATION TEAM) REF NO: Q9/2020/09**

SALARY : R467 208 per annum
CENTRE : Pretoria (National Office)
REQUIREMENTS : A minimum of Grade 12 with experience in law or law enforcement or a relevant Diploma (NQF 6) OR undergraduate degree (NQF 7) in law or Policing. Six (6) to Ten (10) years proven experience in the criminal investigations of which three years were specialized/ high profile investigation (with Grade 12 only). Training in advanced driving skills. Training in self-defense and hand to hand combat. Should have undergone firearm competency training and willing to carry a firearm. Experience and training in Special Weapons and Tactics Financial Auditing/investigations experience will be added advantage. Forensic auditing/investigations experience will be added advantage. Knowledge of Criminal Law, Criminal Procedure and Law of Evidence. The IPID's legislative imperative and Standard Operative Procedure. Competency literacy, the ability to work under pressure, Competent in interviewing, willing to be on standby and perform overtime duties, analytical thinking, Problem solving and decision making skills, Client orientation and customer focus, Results-driven Highly skilled investigation, Highly skilled firearm usage.

DUTIES : Conduct investigations which may require the official to be away from the office for extended period, especially where: Investigation of cases of a specialized nature where normal investigative measures and techniques are insufficient. Collection of evidence relating to specialized investigations. Investigation of cases associated with high profile/media related cases. Investigation of cases of corruption involving the police. Investigation of cases involving major crime syndicates. Making of recommendations to the National prosecution Authority and and SAPS, where criminal, departmental recommendations are warranted and ensure that the case is brought before a court of law. Ensuring the safety of witnesses where safety of the witness are in doubt due to the nature of the investigation (suspect being a high profile person/crime syndicate related/ value associated with the corruption might mean that attempts might be made on witnesses lives) and Witness protection where and when needed. Update electronic cases on the database.

ENQUIRIES : Mr J Baloyi Tel No: (012) 339 0067
APPLICATIONS : Email: Recruitment01@ipid.gov.za

POST 14/12 : **SENIOR INVESTIGATOR REF NO: Q9/2020/10 (X2 POST)**

SALARY : R370 908. per annum
CENTRE : Kwa-Zulu Natal (Durban)
REQUIREMENTS : To be considered for this position, a candidate must be in possession of a Grade 12 or a relevant diploma/degree, and should at least have three (3) years' experience in criminal investigations. Driver's license. Thorough knowledge and understanding of Criminal Law, Criminal Procedure and Law of Evidence and the IPID Act, PFMA and other relevant legislation. Knowledge of statistical information. Knowledge of investigative system and procedures knowledge of Human rights and Government's broad transformation objectives and initiatives. Sound knowledge of compliance practices and requirements. Skills and competencies: Analytical skills, Planning and organising, Problem solving and decision making skills, Innovative and creative, Legal court administration skills, strategic planning management skills, Logical thinking, Communication (verbal and written) skills, Detective skills, Honesty and Integrity, Formal training skills, ability to work under pressure.

DUTIES : Receipt, registration and allocation of complaints, attendances of crime scenes and post mortems; collection, safeguarding and processing of exhibits at the crime scene; Conducting interviews with suspects and witnesses and obtaining affidavits; conducting investigations of complaints of alleged criminality and advising the complainant or his/her next of kin and other relevant stakeholders regarding progress of the investigation; Investigate misconduct against members of the police; Searches, seizures and collection of evidence etc. Compiling investigation reports and memoranda with recommendations to SAPS and referrals to the National Prosecuting Authority (NPA) for consideration to prosecute or take appropriate disciplinary action. Draft and

types investigation reports at the conclusion of each investigation. Electronically update the status of each case on the database. Supervision of investigators.

ENQUIRIES : Ms Van Der Sandt Tel No: (031) 310 1300
APPLICATIONS : Email: RecruitmentKN@ipid.gov.za

POST 14/13 : **INVESTIGATOR REF NO: Q9/2020/11**

SALARY : R295 905 per annum
CENTRE : Western Cape (Bellville)
REQUIREMENTS : A Grade 12 or a relevant diploma/degree. Any other relevant experience. Driver's license. Thorough knowledge and understanding of Criminal Law, Criminal Procedure and Law of Evidence and the IPID Act, PFMA and other relevant legislation. Knowledge of statistical information. Knowledge of investigative system and procedures. Sound knowledge of compliance practices and requirements. Skills and competencies Analytical skills, Planning and organising, Problem solving and decision making skills, Innovative and creative, Legal court administration skills, strategic planning management skills, Logical thinking, Communication (verbal and written) skills, Report writing skills, Negotiations skills, Project management skills, Detective skills , Honesty and Integrity, Financial management skills, ability to work under pressure.

DUTIES : Receive, register and allocate cases, Attend crime scenes and post mortems, Collect, safeguard and process exhibits at the crime scene, Conduct interviews with suspects and witnesses and obtaining affidavits, Advise the next of kin or victims and other relevant stakeholders regarding progress of investigations, Manage stakeholders, Conduct investigations of cases of alleged criminality and misconduct against members of the police, as stipulated in Section 28 of the IPID Act, Conduct searches, seizures and collection of evidence, and etcetera, Compiling investigation reports and memoranda with recommendations to the Director of Public Prosecutions and the SAPS for consideration to prosecute or take appropriate disciplinary action. Draft and type investigations reports at the conclusion of each investigation, Electronic update the status of each case on the database. Engage stakeholders on a National Level on matters that affects Investigations.

ENQUIRIES : Mr GJ Trussell Tel No: (021) 941 4800
APPLICATIONS : Email: RecruitmentWC@ipid.gov.za

POST 14/14 : **HUMAN RESOURCE PRACTITIONER REF NO: Q9/2019/12**

SALARY : R257 508 per annum (Level 7)
CENTRE : Pretoria (National Office)
REQUIREMENTS : A Grade 12 certificate or equivalent with 3-5 years HR experience. Knowledge of registry duties, practices as well as the ability to capture data and operate computer. Working knowledge understanding of the legislative framework governing the Public Service. Knowledge of storage and retrieval procedures in terms of the working environment. Understanding of work in registry. Skills and competencies Job knowledge, communication, interpersonal relations, flexibility and teamwork, computer skills, planning and organization, language and good verbal and written communication skills.

DUTIES : Supervise and undertake the implementation and maintenance of human resource administration practices. (HR Provisioning: Recruitment and Selection, Appointment, Transfer, verification of qualifications, secretariat functions at interviews, absorptions probationary periods etc.). Implementation conditions of service benefits (Leave, Housing, Medical, Injury on Duty. Long Services Recognition, overtime relocation, pension allowances, etc. Performance Management. Termination of service. Approve (recommend) transactions on PERSAL according to delegations. Prepare reports on human resource administration issues and statistics. Handle human resource administration enquiries. Supervise human resource/staff.

ENQUIRIES : Ms E Lethole Tel No: (012) 339 0040
APPLICATIONS : Email: Recruitment01@ipid.gov.za

OFFICE OF THE CHIEF JUSTICE

The President of the Republic of South Africa proclaimed, by Proclamation No 44 of 2010, the establishment of the Office of the Chief Justice (OCJ) as a national department on 23 August 2010 to support the Chief Justice as the Head of the Judiciary and the Head of the Constitutional Court. The services of the following dynamic person/s are required to capacitate the Office:

**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 or Email to applicationsNO@judiciary.org.za

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 or Email applicationsGAU@judiciary.org.za

Kwazulu-Natal: Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X54372, Durban, 4000. Applications can also be hand delivered to the Office of the Chief Justice, Human Resource Management, 1st floor, 2 Devonshire place, off Anton Lembede Street, Durban or Email to applicationsKZN@judiciary.org.za

North West: Quoting the relevant reference number, direct your application to: The OCJ Provincial Head, Office of the Chief Justice, Private Bag X 2033, Mmabatho, 2735 Applications can also be hand delivered to 22 Molopo Road, Ayob Gardens: Mafikeng or Email applicationsNW@judiciary.org.za

Eastern Cape: 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 or Email to applicationsEC@judiciary.org.za

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 or Email to applicationsMP@judiciary.org.za

Northern Cape: 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 Plaatjie Drive, Room B107, Kimberley or Email applicationsNC@judiciary.org.za

CLOSING DATE

: 12 June 2020

NOTE

: The Office of the Chief Justice is an equal opportunity employer. In the filling of vacant posts, the objectives of section 195(1)(i) of the Constitution of South Africa, 1996, the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act 55) of 1998) and the relevant Human Resources policies of the Department will be taken into consideration. Women and People with Disabilities are encouraged to apply Note: Shortlisted candidates must be willing to undergo normal vetting and verification processes. 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 entry requirements for SMS is the pre-entry certificate. For more details on the pre-entry course visit: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. No appointment on SMS level will be effected without proof of the completion of the pre-entry certificate. Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The completed and signed form should be accompanied by a recently updated CV as well as certified copies of all qualification/s and ID document (no copies of certified copies are allowed; certification should not be more than three months old). Failure to submit all the requested documents will result in the application not being considered. Please indicate the reference number and position you are applying for on your application form. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three (3) months after the closing date,

please accept that your application was unsuccessful. Applications received after the closing date, will NOT be considered or accepted.

MANAGEMENT ECHELON

POST 14/15 : **CHIEF DIRECTOR: HUMAN RESOURCES MANAGEMENT AND DEVELOPMENT REF NO: 2020/63/OCJ**

SALARY : R1 189 338. per annum. The successful candidate will be required to sign a performance agreement.

CENTRE REQUIREMENTS : National Office: Midrand
An appropriate qualification (NQF level 7) in Humanities, Social Sciences (emphasis on Human Resource Management, Public Administration or related qualifications); A relevant post graduate qualification will be an added advantage; 6 or more years' relevant experience of which 5 years' experience must be at a senior managerial level in a human resource management environment; Pre-entry certificate. For more details on the pre-entry course visit: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>; a valid driver's license; Willingness to travel; Excellent understanding and proven ability to implement the Public Service Human Resource Regulatory Framework, directives as well as the laws governing human resources management (Labour Relations Act, Employment Equity Act, Skills Development Act, Occupational Health and Safety Act); Excellent managerial and organisational skills; Innovative and self-driven professional with proven leadership skills; Excellent interpersonal skills; and ability to perform under pressure. Core Management Competencies: Capability and leadership; Financial management; Programme and project management; People management and empowerment; Change management; Service delivery innovation; Client orientation and customer focus; and Communication. Skills and Behavioural Competencies: Analysis, problem solving and sound judgment; Decision making; Managing complexity; Planning and organising; Accountability; Resilience; Customer service orientation; Business performance management; and Organizational resource management

DUTIES : As the Head of the Human Resource Management and Development Chief Directorate, the successful candidate will be responsible for providing overall strategic management and leadership in respect of the Human Resource Management and Development functions in the Office of the Chief Justice through: Managing the development of a strategic HR planning and policy framework that supports the objectives of the Department; Facilitating the development and maintenance of an organisational structure that is in line with and supporting the strategic objectives of the Department; Managing the promotion of the optimal recruitment, utilization and retention of human resources; Ensuring the provision of human resource support services to operational staff in line with business requirements and departmental strategy; Building capacity through human resource development and performance management; Maintaining an appropriate labour relations environment and relationships with organised labour and other key role-players; Ensuring a workforce that is equitably representative at all levels and compliance with the Employment Equity Act; Facilitating processes for ensuring that the Department has adequate human resource capacity; Promoting employee health and wellness in the Department; Undertaking a risk assessment, implementing and maintaining an effective risk management strategy; Ensuring compliance with the Public Service Act and all prescripts related to human resource management; and Managing resources allocated to the Human Resource Management and Development Unit and administer the performance management and development system.
Ms L Kwinika Tel No: (010) 493 2500

ENQUIRIES

OTHER POSTS

POST 14/16 : **STATE LAW ADVISOR, REF NO: 2020/47/OCJ**
Re-Advertisement Candidates Who Previously Applied, Need Not Reapply

SALARY : R763 212. per annum (LP7-LP8) (Salary will be in accordance with the Occupation Specific Dispensation Determination). Applicant must attach a service certificate/s for determination of their experience. The successful candidate will be required to sign a performance agreement.

CENTRE REQUIREMENTS : National Office: Midrand
An LLB or 4 years recognised legal qualification. At least 5 years' appropriate post qualification litigation or advisory experience. Admission as an advocate or attorney. A valid driver's licence. An understanding of the functioning of the

- Superior Courts would be an added advantage. Skills and Competencies: Legal Research and Analytical skills, problem solving and decision-making skills, Good communication skills (written and verbal). Computer literacy, Planning and organising skills, and report writing skills.
- DUTIES** : Conduct legal research on Judges ethics and conduct of Judicial Officers, Establish and maintain Complaints Register of complaints lodged against Judges; Provide legal advisory on complaints lodged against Judges, Provide Secretariat support to the Judicial Conduct Committee and other Committees of the Judicial Service Commission; and Manage litigation process for the Judicial Service Commission.
- ENQUIRIES** : Ms L Mothemane/Ms S Tshidino Tel No: (010) 493 2500
- POST 14/17** : **DEPUTY DIRECTOR HUMAN RESOURCE MANAGEMENT REF NO: 2020/48/OCJ**
- SALARY** : R733 257. per annum (All-inclusive remuneration package). The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : North West Provincial Service Centre
: A three (3) year National Diploma/Bachelor's Degree in Human Resource Management and/or Development or Public Administration. A minimum of 5 years' experience in Human Resource Management of which three years' must be at supervisory level and a Valid driver's licence. Technical knowledge competencies: Knowledge of Human Resource Administration as well as Recruitment and Selection. Knowledge of PERSAL, Knowledge and understanding of the current public service legislations, regulations and policies. Computer literacy in MS Office. Skills and competencies: Good verbal and written communication skills; Strong leadership and Project management skills; Good interpersonal relations skills, Problem solving, Presentation and Conflict Management skills; Self-disciplined and able to work under pressure with minimum supervision; People management and Supervisory skills; Policy Development and Report writing skills.
- DUTIES** : Develop and review HR administration related policies; Manage HR Provisioning (Recruitment & selection and appointments) in the Province; Manage staff Establishment of the Province; Manage HR administration, Training and HR Records in the Province; Manage the Performance Management and Development system; Manage conditions of service and benefits for all levels including OSD, MMS and SMS employees; Facilitate the process of Employee Relations in the Province; Provide expert advisory support to stakeholders; Responsible for the interpretation and implementation of OSD policies and resolutions; Give advice on Procedural and technical related matters in respect of Human Resource administration policies and strategies to ensure compliance with applicable prescripts and regulations governing Human Resource Management; Manage and administer policy and procedure in incapacity leave and ill-health retirement (PILIR) in the department.
- ENQUIRIES** : Mr OPS Sebatatso Tel No: (018) 397 7114
- POST 14/18** : **INFORMATION COMMUNICATION TECHNOLOGY PROJECT MANAGER REF NO: 2020/49/OCJ**
- SALARY** : R733 257 per annum (All-inclusive remuneration package). The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : National Office: Midrand
: A three (3) year Bachelor's degree with preference for a B Sc., B Sc (Eng), B Sc (Computers/IT) or equivalent. Project management diploma or Certificate i.e. PMP, Prince 2 or equivalent required. Five (5) years of relevant ICT project management experience. At least five (5) years of relevant ICT Project Management experience, preferably infrastructure and software development background. 5 or more years' experience in managing multiple teams across multiple projects and methodologies. Experience with traditional and agile projects. Exposure to Agile, alternative delivery methodologies and frameworks, PMO structures and functions. Exposure to business processes analysis, change management, system integration. Exposure to Active Directory. Group policies, services, and roles. Exposure in the management of Office 365 or other cloud-based solutions. Valid Driver's licence. Technical knowledge and competencies: Knowledge of Project Management Methodologies. A good understanding of the ICT industry, Project Governance and Government processes. Create and maintain fit for purpose project methodology, practices and tools in line with best practices and that will enable the efficient and effective delivery of projects. Ensure applicable project documentation is created in line with methodology. Behavioural Competencies:

Effective leadership, interpersonal and communication skills. Impact and influence. Good understanding of the procurement process including negotiation with third parties. Good knowledge of program and project management methods including MSP and PRINCE2 or PMBOK. Good knowledge of budgeting and resource allocation procedures. Sufficient seniority and credibility to advise project teams on their projects in relation to the program and also to resolve conflicts. The ability to find ways of solving or pre-empting problems.

DUTIES : Coordinate the development of Service Level Agreements and the Portfolio Management Frameworks and Methodologies. Develop project plan or relevant management and delivery approach OR Project management life cycle. Ensure that projects are delivered on time, in budget and to the required quality standard as per project schedule. Identify and manage project dependencies, risks, issues and impediments. Manage, monitor and evaluate the cross functional team assigned to the project.

ENQUIRIES : Ms S Tshidino/ Ms B Rakgotho Tel No: (010) 493 2500/2533

POST 14/19 : **COURT MANAGER, REF NO: 2020/50/OCJ**

SALARY : R733 257. per annum (All-inclusive remuneration package). The successful candidate will be required to sign a performance agreement.

CENTRE : High Court: Grahamstown

REQUIREMENTS : A three (3) year relevant qualification in management or administration. 6-8 years' experience in supervisory or junior management. A valid driver's licence, Technical knowledge and competencies: Knowledge of human resources, Financial, asset and supply chain management, Understanding of facilities and security management. Leadership capabilities. Behavioural Competencies: Effective communications skills, Good interpersonal skills, Problem solving skills, Conflict management skills, Time management and ability to work under pressure.

DUTIES : Provide strategic and operational leadership to the Division to optimally deliver on the, OCJ mandate, provide integrated human resource management and development services, overall financial, asset and supply chain management services in the Division, Coordinate and facilitate internal audit and risk management services. Provide administrative and technical support, Monitor the overall performance of the Court and enhance Judicial stakeholder relations, Provide effective and efficient management of facilities and security services to the Judiciary.

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

POST 14/20 : **CHIEF REGISTRAR, (RE-ADVERTISEMENT) REF NO: 2020/51/OCJ**
Re-advert Candidates who previously applied are encouraged to re-apply

SALARY : R473 820 per annum. (MR-6) (Salary will be in accordance with the Occupation Specific Dispensation Determination). Applicant must attach a service certificate/s for determination of their experience. The successful candidate will be required to sign a performance agreement.

CENTRE : Middelburg High Court

REQUIREMENTS : An LLB Degree or equivalent qualification. At least 8 years' appropriate post qualification legal experience and a valid driver's licence. Leadership and Managerial experience. Computer literacy. Skills and Competencies: Communication (Verbal and Non-verbal), Numerical Skills, Technical Expertise, Attention to detail, Planning, Organizing and Control, Problem solving and decision making skills, Customer service, interpersonal skills, conflict management, work ethic and motivation, Self-management, Professionalism appearance and conduct.

DUTIES : Mentor and advice on the tracking and management of the progression of all cases filed in Court. Management of time and events necessary to move cases from initiation through to disposition. Reporting to the Judge President, make input on amendments of Court rules. Practice Directives to improve efficiency at the High Court. Implement directives issued by the Judge President. Manage implementation of the Departmental Strategic Objectives relating to the processing of Cases within the Case Flow Management Framework at the High Court. Reporting, compile training manuals and provide training to Registrars. Support staff, Stakeholder Management, Human Resources Management, Court and Case-Flow Management/Quasi-Judicial Functions. Manage Service Level Agreement Framework. Managing Strategic Court Efficiency Projects and Best Practices, Information and Case/Court Documentation Management System. Safeguard case records in accordance with prescripts. Achieve excellence in delivering the planned Customer Service outcomes (i.e. Service levels and Standards) for the Department and monitoring the unit's Service

- Delivery in order to achieve the service delivery targets. Ensure the highest level of Customer Care and Customer satisfaction and Manage PMDS of staff.
Mr V Maeko Tel No: (013) 758 0000
- ENQUIRIES** :
- POST 14/21** : **ASSISTANT DIRECTOR: DEMAND MANAGEMENT, REF NO: 2020/52/OCJ**
- SALARY** : R376 596. per annum (The successful candidate will be required to sign a performance agreement.)
- CENTRE** : National Office: Midrand
- REQUIREMENTS** : An appropriate three (3) year qualification in Supply Chain Management or any equivalent qualification, 3 to 5 years' experience in Supply Chain Management, of which 2 years must be at supervisory level and a valid driver's licence. Three (3) years' experience in tenders will serve as an added advantage. Knowledge of relevant legislation, ability to meet deadlines, ability to work under pressure and preparedness to work overtime when required as well work independently, must be client orientated with client service experience (internal and external clients), excellent analytical, planning, project and organizational skills, good interpersonal relations and ability to work well in a team environment, effective communication skills (written and verbal) and the understanding of clients and the ability to work independently with minimal supervision.
- DUTIES** : Facilitate development of demand Management, facilitate development of procurement plan, facilitate bid administration and facilitate SCM reporting on bids.
- ENQUIRIES** : Ms L Mothemane/Ms S Tshidino 010 493 2500
- POST 14/22** : **REGISTRAR, REF NO: 2020/53/OCJ**
- SALARY** : R257 073.per annum (MR3 –MR5) (Salary will be in accordance with the Occupation Specific Dispensation Determination). Applicant must attach a service certificate/s for determination of their experience. The successful candidate will be required to sign a performance agreement.
- CENTRE** : High Court: Mthatha
- REQUIREMENTS** : An LLB Degree or a four (4) year Legal qualification. A minimum of 2–years' legal experience obtained after qualification. Superior Court or Litigation experience will be an added advantage. Skills and competencies: Excellent communication skills (verbal and written). Computer literacy. Numerical skills. Attention to detail. Planning, organizing and control. Problem solving and decision making skills. Customer service orientated. Interpersonal skills. Conflict management. Strong work ethics. Professionalism. Ability to work under pressure and meeting of deadlines.
- DUTIES** : Co-ordination of Case Flow Management support process to the Judiciary and prosecution. Manage the issuing of all processes initiating Court Proceedings. Co-ordinate, interpreting services, appeals and reviews. Process unopposed divorces and the facilitation of Pre-Trial conferences. Quality checks on Criminal Record Book. Authenticate signatures of Legal Practitioners, notaries and sworn translators. Supervision and management of staff. Provide practical training and assistance to the Registrars' Clerks. Ensure annotation of relevant publications, codes, acts and rules. Attend to and execute requests from the Judiciary in connection with cases and case related matters. Exercise control over the management and safekeeping of case records and the record room. Deal with the files in terms of the relevant codes and Legislation.
- ENQUIRIES** : Mr S Mponzo Tel No: (043 726 5217)
- POST 14/23** : **CONTRACT JUDGES SECRETARY (41 POSTS)**
(3 Year Contract)
- SALARY** : R257 508. per annum plus 37% in lieu benefits. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Gauteng: Division: Pretoria (22 Posts), Ref No: 2020/54/Ocj
Gauteng: Local Division: Johannesburg (16 Posts), Ref No: 2020/55/Ocj
Johannesburg: Labour And Labour Appeals Court: (1 Post),Ref No: 2020/56/Ocj
Randburg: Land Claims Court: Land Claims Court: (Post Based In Durban) (1 Post), Ref No: 2020/57/Ocj
Durban High Court: (1 Post), Ref No: 2020/58/Ocj
- REQUIREMENTS** : Grade (12), One (1) to three (3) years' Secretarial experience or as an Office Assistant and a valid driver's licence. An LLB Degree or a minimum of 20 modules completed towards an LLB, BA or BCom Law Degree will serve as an added advantage and results must accompany the application. Shortlisted candidates will be required to pass a typing test. Skills and Competencies: Proficiency in English; Good communication skills (verbal and written).

- Administration and organizational skills. Exceptional interpersonal skills. Ability to meet strict deadlines and to work under pressure. Attention to detail. Customer care service skills and excellent typing skills. Confidentiality and time management. Computer literacy (MS Word) and research capabilities.
- DUTIES** : Typing (or format) of draft memorandum decision; opinions or judgement entries written by or assigned by Judge; Provide general secretarial/administrative duties to the Judge; Manage and type correspondence; Judgements and orders for the Judge; Arrange and diarize appointments; meetings for official visits and make travel and accommodation arrangements; Safeguarding of all case files and the endorsement of case files with an order made by Judge; Update files, documents and provide copies of documents to the Registrar; Perform digital recording of Court proceedings on urgent court cases after hours and ensure integrity of such recordings; Store, keep and file Court records safely. Accompany the Judge to the Courts; Management of Judge's vehicle, logbook and driving thereof; Compile data and prepare reports and documents for assigned Judges as necessary; including expense reports, continuing legal hours, financial disclosure statements and case management; Arrange receptions for the Judge and his or her visitors and attend to their needs; Management of Judge's library and updating of documentation; Execute legal research as directed by the Judge and comply with Prescripts; Departmental policies, procedures and guidelines.
- ENQUIRIES** : Gauteng: Ms T Mbalekwa Tel No: (011) 335 0404
Durban: Ms L Marrie Tel No: (031) 372 3164
- POST 14/24** : **STATE ACCOUNTANT REF NO: 2020/59/OCJ**
- SALARY** : R257 508. per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : National Office: Midrand
- REQUIREMENTS** : A three (3) year National Diploma/Bachelor's Degree in Accounting. 3 years working experience as Accounting Clerk. Skills and Competencies: Understanding of Public Finance Management Act (PFMA), and treasury regulations, Analytical thinking, Planning and Organising, Diversity management, Human relations and communications skills, Knowledge of financial systems, e.g BAS, LOGIS, and PERSAL, Computer literacy (Word, Excel, PowerPoint), Ability to work under pressure, Administrative and organisational skills, Sound interpersonal relations, Accuracy and attention to detail.
- DUTIES** : Compile payment advices for payments processing and ensure all supporting documents are attached, verification of invoices from service providers, handle queries from officials, capturing of invoices on BAS and safety Web, identifying outstanding payments from the invoice register, reconciliation of relevant accounts, assists in attending Audit queries and provide copies of documents when necessary, safekeeping and filling of payments advices (batch processing), assist with the development and maintenance of Departmental expenditure policies and delegations. Prepare reconciliations of payments of accounts.
- ENQUIRIES** : Ms S Tshidino/ Ms B Rakgotho Tel No: (010) 493 2500/2533
- POST 14/25** : **LIBRARIAN, REF NO: 2020/60/OCJ**
- SALARY** : R257 508. per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Northern Cape High Court: Kimberley
- REQUIREMENTS** : A three-year National Diploma/Degree in Library Science/ Information Science or equivalent qualification. Minimum of two years' experience in Library and information systems. Experience in legal library will be an added advantage. Knowledge of Library and Information Science. Knowledge of library prescripts, legislation, procedure and processes. Skills and Competencies: Communication, Planning, Organising and control, Computer Literacy (Microsoft Office), Analytical thinking, Decision making skills, Ability to work under pressure, Language proficiency, Conflict management and supervisory skills.
- DUTIES** : Render an effective and efficient library and information service to the users of the library and chambers. Manage the Library and information systems. Assist with book selection for the library and chambers. Classify and catalogue the High Court library material. Render reference and information services for the High Court Library. Monitor the library budget and give inputs to the library budget. Market and promote library services. Perform administration and supervisory services.
- ENQUIRIES** : Ms S Ruthven Tel No: (053) 807 2733

- POST 14/26** : **REGISTRAR'S CLERK, REF NO: 2020/61/OCJ**
- SALARY** : R173 703 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Gauteng Local Division: Johannesburg
: Grade 12. Skills and Competencies: Computer skills, good communication skills (written and verbal), good interpersonal and Public Relation skills, good Administration and Organisational skills; Customer Service skills; Ability to work under pressure; Additional Competencies, which may be of advantage: paralegal qualification, knowledge of court process and procedures.
- DUTIES** : Render efficient and effective support services to the Court; Issuing of Court process at General Office, case management duties; render counter service duties /functions. Prepare, analyse and submit Court statistics; Maintain and keep all registers for Civil and Criminal matters; Filing and archiving of both Civil and Criminal process; Attending to case management and set down notices; Act as a liaison between Judges and Legal Practitioners; Requisitioning of accused persons from prison. Attend to correspondence and enquiries from the public and stakeholders. Prepare and send cases to transcribers for appeal and review purposes; attend to complaints from prisoners and members of the public; administrative duties in respect of mental health, petition, review and appeal matters; Act as a liaison between Registrar and Legal Practitioners, provide administrative support in general as requested by the Chief Registrar, Court Manager and Supervisor.
- ENQUIRIES** : Ms T Mbalekwa Tel No: (011) 335 0404
- POST 14/27** : **DRIVER, REF NO: 2020/62/OCJ**
- SALARY** : R122 595.00 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENT** : High Court: Durban
: Adult Basic Education and Training (ABET) or Grade 10 plus a minimum of 2 years' experience as a messenger or driver. A valid code 8 drivers licence plus Public Drivers permit (PDP) will be an added advantage. Skills and Competencies: Computer literacy (MS Office), Good communication skills (verbal and written), Attention to detail, Problem solving skills, Ability to liaise with team members and members of the public, Ability to work under pressure, Ability to work independently as well as in the team, Good organising, Good interpersonal relations, must be responsible and have good work ethics.
- DUTIES** : Collect and deliver mail, distribute mail to various offices, Collect post bag from the post office, Transport officials to various destinations, Daily delivery and collection of posts from post office, Distribution of urgent /hand delivered mail to various offices, Delivery of outgoing mail to post office, Maintenance of register of mail distribution and ensure safeguarding of all correspondence.
- ENQUIRIES** : Ms L Marrie Tel No: (031) 372 3164

OFFICE OF THE PUBLIC SERVICE COMMISSION

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

- APPLICATIONS** : Forward your application, stating the relevant reference number to: The Director-General, Office of the Public Service Commission, Private Bag X121, Pretoria, 0001 or hand-deliver at Commission House, Office Park Block B, 536 Francis Baard Street, Arcadia, Pretoria, or you can email your application to recruitment@opsc.gov.za.
- FOR ATTENTION** : Mr M Mabuza
- CLOSING DATE** : 19 June 2020, 15h45, 15h45
- NOTES** : Applications must be submitted on Form Z.83 obtainable from any Public Service department and should be accompanied by a recent updated comprehensive CV, certified copies of qualifications, Identity Document and driver's license. Should you be in possession of a foreign qualification(s), it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). The successful candidate will be required to obtain a confidential security clearance issued by the State Security Agency. The OPSC will verify the qualifications and conduct reference checking on short-listed candidates. Candidates will be subjected to Competency Assessment to determine their suitability for the post. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful. Please take note that late applications will not be accepted. All shortlisted candidates for SMS post will be subjected to a technical exercise that intends to test the relevant technical elements of the job, logistics of which will be communicated by the office of the Public Service Commission.

OTHER POSTS

- POST 14/28** **DEPUTY DIRECTOR: PUBLIC ADMINISTRATION INVESTIGATIONS REF NO: DD: PAI/05/2020**
- SALARY** : R869 007 per annum. (All-inclusive remuneration package)The package includes a basic salary (70% of package), State's contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion of 30% that may be structured in terms of applicable rules. The successful candidate will be required to enter into a performance agreement within three months after assumption of duty.
- CENTRE REQUIREMENTS** : Free State Provincial Office
: Ideal Candidate Profile: The Public Service Commission (PSC) requires the services of a technically experienced person to support it to fulfill its constitutional mandate and for this purpose she/he should have. An appropriate recognised Bachelor's Degree or equivalent qualification (NQF level 7) in Public Administration/Law/Labour Law/Auditing Forensic Investigations. A post graduate qualification will be an added advantage. At least five (5) years' experience in Public Administration Investigations/ Forensic Investigations/ Auditing/ Fraud and Anti-Corruption at supervisory level. Knowledge and experience of the Public Service legislation, including but not limited to: The Constitution of the Republic of South Africa, the Public Service Act, the Public Service Regulations, the Public Service Commission Act, the Public Finance Management Act, National Treasury regulations and Supply Chain Management prescripts. Proven investigative and analytical skills. An understanding of the Constitutional Values and Principles (CVPs) in section 195 and how these CVPs contribute towards effective public service delivery. An understanding of how this post supports the role of the PSC regarding the CVPs. Report Writing skills. Proven computer literacy in the Microsoft Office Suite. A Valid driver's license (with the exception of disabled applicants).
- DUTIES** : The successful candidate: Investigate complaints lodged through the PSC's Complaints Rules or of own accord into areas of Public Administration. Gather and analyse information obtained during investigations. Draft submissions, memoranda and letters emanating from investigations. Maintain the Integrated Grievance and Complaints Management System. Conduct investigative research/ evaluations on public administration practices. Draft reports with appropriate findings, recommendations/ advice / directions. Compile and make

presentations on reports. Participate in the promotion and evaluation of the CVPs in section 195 of the Constitution. Conduct monthly and quarterly monitoring of the implementation of the PSC's recommendations and directions, and update relevant databases. Perform other duties relating to labour relations improvement, professional ethics and research assigned by the Provincial Director. Provide support to the organization through participation in Office management related tasks.

ENQUIRIES

:

Mr S Mlisana Tel No: (051) 448 8696

DEPARTMENT OF PLANNING, MONITORING AND EVALUATION



- APPLICATIONS** : Applications must be sent to: The Department of Planning, Monitoring and Evaluation (DPME), Attention: Human Resource Admin & Recruitment, by email to HR@dpme.gov.za or hand delivered at 330 Grosvenor Street, Hatfield, Pretoria. WEBSITE www.dpme.gov.za
- CLOSING DATE** : 12 June 2020 @ 16:30 pm
- NOTE** : The relevant reference number must be quoted on all applications. The successful candidate will have to sign an annual performance agreement and will be required to undergo a security clearance. Applications must be submitted on a signed Z.83 accompanied by copies of all qualifications, Identity Document, valid driver's license (where driving/travelling is an inherent requirement of the job), proof of citizenship if not RSA citizen, and a comprehensive CV specifying all experience indicating the respective dates (MM/YY) as well as indicating three reference persons with the following information: name and contact number(s), email address and an indication of the capacity in which the reference is known to the candidate. Applicants will be required to meet vetting requirements as prescribed by Minimum Information Security Standards. Failure to submit the above information will result in the application not being considered. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Reference checks will be done during the selection process. Note that correspondence will only be conducted with the short-listed candidates. If you have not been contacted within six (6) months of the closing date of the advertisement, please accept that your application was unsuccessful. Shortlisted candidates must be available for interviews at a date and time determined by DPME. Applicants must note that pre-employment checks will be conducted once they are short-listed and the appointment is also subject to positive outcomes on these checks, which include security clearance, security vetting, qualification verification and criminal records. Shortlisted candidates will be required to complete a written test as part of the selection process. For salary levels 11 to 15, the inclusive remuneration package consists of a basic salary, the state's contribution to the Government Employees Pension Fund and a flexible portion in terms of applicable rules. SMS will be required to undergo a Competency Assessment as prescribed by DPSA. All candidates shortlisted for SMS positions will be required to undergo a technical exercise that intends to test the relevant technical elements of the job. The DPME reserves the right to utilise practical exercises/tests for non-SMS positions during the recruitment process (candidates who are shortlisted will be informed accordingly) to determine the suitability of candidates for the post(s). The DPME also reserves the right to cancel the filling/not to fill a vacancy that was advertised during any stage of the recruitment process. Entry level requirements for SMS posts: In terms of the Directive on Compulsory Capacity Development, Mandatory Training Days & Minimum Entry Requirements for SMS that was introduced on 1 April 2015, a requirement for all applicants for SMS posts from 1 April 2020 is the successful completion of the Snr Management Pre-Entry Programme as endorsed by the National School of Government (NSG). The course is available at the NSG under the name Certificate for entry into SMS and the full details can be obtained by following the below link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/> The successful candidate will be required to provide proof of completion of the NSG Public Service Senior Management Leadership Programme Certificate for entry into the SMS.

MANAGEMENT ECHELON

- POST 14/29** : **DEPUTY DIRECTOR-GENERAL: NATIONAL PLANNING COORDINATION REF NO 018/2020**
Branch: National Planning Coordination
Re-Advert Candidates who previously applied are encouraged to re-apply
- SALARY** : R1, 521,591.per annum (Level 15). (all-inclusive salary package) per annum
The 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 according to personal needs within the relevant framework.
- CENTRE** : Pretoria
- REQUIREMENTS** : An appropriate NQF 8 Qualification in Planning or Social Sciences or Economics or Development studies or equivalent. A Master's Degree (NQF 9)

and or registration with a professional institute will be an added advantage. A Minimum of 8 years' appropriate experience in the area of Planning or Programme/Project management at senior management (SMS) level. Competencies/Skills: Management skills including people management and empowerment. Programme/Project management and financial management. Ability to provide operational and strategic direction and leadership. Ability to manage multiple projects. Excellent interpersonal & communication skills (written & verbal). Problem solving, analysis, and knowledge management skills. Good computer literacy skills. Personal Attributes: The incumbent must be assertive and self-driven, innovative and creative, client orientated and customer focused solution orientated and able to work under stressful situations and have the ability to maintain high levels of confidentiality.

DUTIES : Reporting to the Director- General, the successful incumbent will be responsible to: Facilitate macro and transversal planning functions across government and in the department. Facilitate long-term planning and aligning of budget allocations to achieve NDP priorities across government. Developing and implementing of planning frameworks and coordinating of alignment of strategic plans and annual performance plans to MTSF priorities. Ensuring the Branch's compliance to statutory responsibilities in terms of PFMA and PSA.

ENQUIRIES : Mr N Nomlala, Tel No (012) 312-0452.

OTHER POST

POST 14/30 : **SPECIALIST: PLANNING ALIGNMENT REF NO: 019/2020**
Chief Directorate: Planning Alignment

SALARY : R869,007 per annum (Level 12). (All-inclusive salary package) The 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 according to personal needs within the relevant framework.

CENTRE REQUIREMENTS : Pretoria
: An appropriate 3-year tertiary qualification (NQF 6) in the areas of Social Sciences, Public Management, Economics or Commerce with at least 6 years' appropriate experience of which 3 years should be in the areas of strategic planning, M&E and/or budgeting frameworks and 3 years at ASD level. An NQF 7 qualification or specialised training/courses will serve as an added advantage. Competencies/Skills: The ideal candidate should have knowledge of Public Sector Strategic Planning Processes; Monitoring & Evaluation Frameworks; Basic Research Methodologies and Government Budgeting Frameworks. Should produce good quality of work, be reliable and take initiative. Should have good Interpersonal relations and communication skills, should be flexible and have the ability to work with the team. Planning and execution, leadership skills, the ability to delegate and empower subordinates. Should be willing travel across the country. Should have management skills and be able to control financial resources and supervise staff. Personal attributes: The incumbent must be assertive and self-driven, innovative and creative, client orientated and customer focused, solution orientated and able to work under stressful situations and the ability to maintain high levels of confidentiality.

DUTIES : A successful candidate will be responsible for providing oversight support, and direction on Strategic Planning, Annual Performance Planning, reporting and implementation programmes in government. This entails analysing the draft Strategic Plans and Annual Performance Plans of departments, liaise and report accordingly; reviewing and refining Frameworks and Guidelines for Strategic Plans, Annual Performance Plans, and Reporting; and providing administrative logistical support; and training w.r.t. medium term planning for provincial departments. Provide support to the Senior Specialist: Planning. Ensuring the Chief Directorate's statutory responsibilities in terms of the Public Finance Management Act (PFMA) and DPSA prescripts are adhered to and ensuring effective & efficient Human Resources planning, business/operational and performance annual planning as well as management of procurement within the Chief Directorate and ensuring sound corporate governance mechanisms for the Chief Directorate.

ENQUIRIES : Mr M Lehong, Tel No (012) 312-0540

DEPARTMENT OF PUBLIC SERVICE AND ADMINISTRATION

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

<u>APPLICATIONS</u>	:	E-mail to: advertisement@dpsa.gov.za
<u>CLOSING DATE</u>	:	12 June 2020
<u>NOTE</u>	:	<p>Applications must quote the relevant reference number and consist of: A fully completed and signed Z83 form; a recent comprehensive CV; contactable referees (telephone numbers and email addresses must be indicated); certified copies of qualifications and Identity Document. Foreign qualifications must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). All non-SA citizens must attach a certified copy of proof of permanent residence in South Africa. All shortlisted candidates for SMS posts will be subjected to (1) a technical exercise; (2) a generic managerial competency assessment; and (3) personnel suitability checks on criminal records, citizen verification, financial records, qualification verification and applicants could be required to provide consent for access to their social media accounts. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. The successful candidate will be expected to enter into an employment contract and a performance agreement with the Director-General within 3 months of appointment, as well as completing a financial interests declaration form within one month of appointment and annually thereafter. Requirement for All Posts!!! Nyukela Programme: Pre-entry Certificate to Senior Management Services as endorsed by DPSA which is an online course, endorsed by the National School of Government (NSG). The course is available at the NSG under the name Certificate for entry into the SMS and the full details can be sourced by the following link: https://www.thensg.gov.za/training-course/sms-pre-entry-programme/.</p> <p>Erratum: Kindly note that the post of Director: Supply Chain Management Ref. No. DPSA: 08/2020 Advertised in public service vacancy circular 12 dated 27 March and Government Recruitment Centre (www.ejob.gov.za) with closing date of 06 April 2020. The closing date has been extended until 09 June 2020. Applications can Only be submitted online at www.ejob.gov.za and it should be accompanied by a comprehensive Curriculum Vitae (CV) as well as certified copies of qualifications, Identity Document and valid driver's license (where driving/travelling is an inherent requirement of the job). Applicants who have already applied need not to re-apply, as their applications will still be considered. We apologise for any inconvenience caused. Enquiries: Mr. B.W. Malaza Tel No: (012) 336 1644</p>

MANAGEMENT ECHELON

<u>POST 14/31</u>	:	<u>DEPUTY DIRECTOR-GENERAL: NEGOTIATIONS, LABOUR RELATIONS AND REMUNERATION MANAGEMENT REF NO: DPSA19/021</u>
<u>SALARY</u>	:	R1,521,591 per annum (level 15), The all-inclusive remunerative package consists of basic salary (70% of the total remuneration package), the State's contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion that may be structured according to personal needs within a framework.
<u>CENTRE REQUIREMENTS</u>	:	<p>Pretoria.</p> <p>Qualifications: A Senior Certificate, a qualification in Labour Law or equivalent qualification at NQF level 8. Pre-entry Certificate for SMS. Minimum 10 years' experience in Labour Relations at Management level and a minimum of 8 years' experience at a Senior Management Level. Knowledge and Experience: Knowledge of the Constitution, Public Service Act and Related Regulations, Public Administration Management Act and Related Regulations, Government Planning and Reporting Frameworks, Medium Term Strategic Framework. Government's Labour Relations and Human Resources Prescripts, Intergovernmental relations. Skills: Problem solving, decision making, diversity management, communication and information management, interpersonal relations, negotiation, presentation, report writing, computer literacy and conflict management. Competencies: Strategic capability and leadership, programme and project management, financial management, change management, people management and empowerment</p>

DUTIES : Manage and oversee the development and implementation of prescripts (policies, norms and standards), strategies, processes and systems on Organizational Development, Job Grading, Organisational Design and Macro-Organising of Government, Remuneration Management, Employment Conditions of Service and Labour Relations. Manage and oversee Negotiations, Collective Bargaining and Dispute Management on Public Service Conditions of Service at the Public Service and the General Coordination and the General Public Service Sectorial Bargaining Councils. Manage all the operations, systems and processes of the branch. Provide strategic leadership and advice within the department and to external stakeholders. Oversee the planning, reporting and compliance matters of the Programme/Branch Negotiations, Labour Relations and Remuneration Management including the Strategic, Annual Performance and Operational Plans the related reporting requirements assess the risks to the department and ensure that the risks are managed and mitigated. Oversee the monitoring and evaluation of legislation administered or initiated by the Minister for the Public Service and Administration. Promote and Coordinate inter and intra-government relations: Participate and represent the department in various fora, Work collaboratively with entities within the Portfolio of the Ministry for Public Service and Administration (MPSA), other organs of state and all stakeholders, Liaise with, participate in, and co-ordinate with, governmental, non-governmental and international institutions, Participate in the Public Administration structures and other relevant for a Ensure effective utilisation and management of the resources of the Programme Branch including budgets, performance contracting, personal development and performance assessment of staff in line with the Performance Management and Development System.

ENQUIRIES : Ms. Karien Beckers Tel No: (012) 336 1570

POST 14/32 : **CHIEF DIRECTOR: ETHICS, INTEGRITY AND DISCIPLINARY TECHNICAL ASSISTANT UNIT REF NO: DPSA 19/022**

SALARY : R1, 251,183 per annum (level 14). The all-inclusive remunerative package consists of basic salary (70% of the total remuneration package), the State's contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion that may be structured according to personal needs within a framework

CENTRE REQUIREMENT: : Pretoria
: A Senior Certificate on NQF level 4, a qualification in the field of Labour Law/Labour Relations/Human Resources Management/Public Administration/Public Management or an appropriate equivalent qualification at NQF level 7. Pre-entry Certificate for SMS. At least 5 years' appropriate experience at Senior Management level and at least 6 years in the field of Labour Relations and/or Ethics Management. Sound knowledge of the Government legislative framework, Public Service legislative framework, Government programs such as the National Development Plan, Outcome 12, Key Strategic Priorities of Government, knowledge of public service policy framework and development processes, Strategic Management and Leadership, program and project management as well as written and verbal communication, analytical, research, problem-solving, conflict management and policy development skills. Knowledge of Human Resource Management, Stakeholder Management and intergovernmental Relation. The ability to interpret and communicate complex strategic matters. Technical (specialisation) skills: Labour relations, Ethics and anticorruption, policy development, analysis, monitoring and evaluation. Computer literacy. Financial and people management skills.

DUTIES : Manage and ensure the development of prescripts for integrity, ethics, conduct management and discipline management related to misconduct. Manage and ensure the implementation of interventions, build capacity and provision of technical assistance, support and advice. Manage and ensure monitoring, evaluation and impact assessment of the prescripts. Manage and ensure the strengthening of government's oversight of ethics, integrity and discipline management. Manage and ensure the undertaking of monitoring and evaluation, cooperation with relevant institutions and implementation of interventions. Manage all the operations, systems and processes the Chief Directorate.

ENQUIRIES : Ms. Baarata Motlhaoleng Tel No: (012) 336 1503

POST 14/33 : **DIRECTOR: LABOUR RELATIONS AND DISPUTE MANAGEMENT REF NO: DPSA 19/023**

SALARY : R1 057 326 per annum (Level13). The all-inclusive remunerative package consists of basic salary (70% of the total remuneration package), the State's contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion that may be structured according to personal needs within a framework.

CENTRE : Pretoria
REQUIREMENTS : A Senior Certificate on NQF level 4, a Bachelor Degree in Labour Relations or Human Resource Management or an appropriate equivalent qualification at NQF level 7. Pre-entry Certificate for SMS. Minimum of 5 years managerial experience at senior/middle management level and 10 years appropriate experience in the Labour Relations environment. Sound knowledge of the Public Service legislative framework, Government legislative framework, Government programs such as the National Development Plan, Outcome 12, and Key Strategic Priorities of Government, LRA and BCEA. A self-driven individual in a possession of the following technical skills and competencies: Collective Agreement, Dispute Management, Human Resource Management, Labour Relations/BCEA/Labour Law, Mediation, Conciliation and Arbitration, preparation of Affidavits and legal briefs, Case law, Evidence gathering and research skills, problem solving (conceptual thinking), decision making and conflict management, report writing and computer literacy.

DUTIES : Manage and ensure the development and review of Labour Relations and dispute management prescripts. Manage the support implementation of labour relations prescripts by national and provincial departments through the provision of technical advice, support and guidance. Provide support and advice on the management and resolution of disputes arising from implementation and interpretation of collective agreements and prescripts. Manage the monitoring of compliance by National and Provincial Departments. To manage the Evaluation and impact assessment of the prescripts. Manage and support the resolution of disputes. Manage the Provision of Implementation support to Departments. Manage the monitoring of implementation and compliance. To manage the operations, systems and processes of the Directorate.

ENQUIRIES : Mr. Modise Letsatsi Tel No: (012) 336 1274

POST 14/34 : **DIRECTOR: DISCIPLINE MANAGEMENT REF NO: DPSA 19/024**

SALARY : R1 057 326 per annum (Level13). The all-inclusive remunerative package consists of basic salary (70% of the total remuneration package), the State's contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion that may be structured according to personal needs within a framework.

CENTRE : Pretoria
REQUIREMENTS : A Senior Certificate on NQF level 4, a Degree in Labour Law or an appropriate equivalent qualification at NQF level 7. Pre-entry Certificate for SMS. Minimum of 5 years managerial experience at senior/middle management level and 6 years in the field of Ethics and/or Labour Relations and/or Anticorruption. Sound knowledge of the Public Service legislative framework, Government legislative framework, Government programs such as the National Development Plan, Outcome 12, and Key Strategic Priorities of Government, knowledge of public service policy framework and development processes. A self-driven individual in a possession of the following technical skills and competencies: policy development, analysis, Labour Relations, Program and project management, Monitoring and Evaluation, problem solving, decision making and conflict management, report writing and computer literacy.

DUTIES : Manage the development of prescripts for Discipline Management related to misconduct. Manage the provision of support for the implementation of Prescripts by National and Provincial Departments through the Provision of Technical Advice, Support and Capacity Building. Manage the Monitoring of compliance by National and Provincial Departments and other relevant institutions. Manage the undertaking of evaluation and impact studies. Manage the operations, systems and processes of the Directorate. Manage the development of Prescripts for Public Administration Ethics, Integrity and Conduct Disciplinary Matters relating to Misconduct. Conduct monitoring and evaluation and coordinated interventions to support the implementation of and compliance to the prescripts, norms and standards for disciplinary matters relating to misconduct in the public administration. Provide technical assistance, and institutional support and interventions. Manage the provision of support for the implementation of prescripts by National and Provincial Departments through the Provision of Technical Advice, Support and Capacity Building. Manage the monitoring of compliance by National and Provincial Departments and other relevant institutions. Manage the undertaking of

evaluation and impact studies. Manage the operations, systems and processes of the Directorate.

ENQUIRIES : Mr Salomon Hoogenraad-Vermaak Tel No: (012) 336 1281

POST 14/35 : **DIRECTOR: REMUNERATION MANAGEMENT REF NO: DPSA 19/025**

SALARY : R1 057 326 per annum (Level13). The all-inclusive remunerative package consists of basic salary (70% of the total remuneration package), the State's contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion that may be structured according to personal needs within a framework

CENTRE : Pretoria

REQUIREMENTS : A Senior Certificate on NQF level 4, a Degree in Economic Sciences/Human Resource Management or an appropriate equivalent qualification at NQF level 7. Pre-entry Certificate for SMS .Pre-entry Certificate for SMS. 5 years' experience at a senior/middle management level and 10 years' experience in Human Resources and Remuneration Management. Knowledge of Constitution of the Republic of South Africa, Government legislative framework with specific reference to employment legislation, Government programs such as the National Development Plan, Outcome 12, and Key Strategic Priorities of Government. Knowledge of Public Service legislative and policy framework. Managerial skills: Strategic thinking and Leadership, Program and Project Management, Human Resource Management, Stakeholder Management and coordination, Analytical skills as well as Planning and Organising skills.

DUTIES : Manage the development of prescripts on Remuneration. Manage the provision of implementation support to Departments. Manage the monitoring of implementation and compliance. Support the implementation of the prescripts by national and provincial departments through the provision of technical advice, support and capacity building. Manage the monitoring of, and compliance by, national and provincial departments with the prescripts. Manage the evaluation and impact. Manage the evaluation and impact assessment of the prescripts.

ENQUIRIES : Mr Cornel Uys Tel No: (012) 336 1171

THE DEPARTMENT OF SMALL BUSINESS DEVELOPMENT

- APPLICATIONS** : Applications can be submitted by post via email to: recruitment@dsbd.gov.za by quoting the relevant reference number provided for each post.
- CLOSING DATE** : 12 June 2020
- NOTE** : Applications must quote the relevant reference number and consist of: A fully completed and signed Z83 form; a recent comprehensive CV; contactable referees (telephone numbers and email addresses must be indicated); certificated copies of qualifications (if available or alternatively submitted at a later stage) and ID document. Foreign qualifications must be accompanied by an evaluation certificate from the South African Qualifications Authority (SAQA). All non-SA citizens must attach a certified copy of proof of permanent residence in South Africa. All shortlisted candidates for SMS posts will be subjected to (1) a technical exercise, (2) a generic managerial competency assessment and (3) personnel suitability checks on criminal record, citizenship verification, financial records check, qualification verification, reference checks. Applicants could be required to provide consent for access to their social media accounts. Correspondence will be limited to successful candidates only. If you have not been contacted within 3 months of the closing date of the advertisement, please accept that your application was unsuccessful. Shortlisted candidates will be subjected to a pre-employment screening and a Top-Secret security vetting to determine the suitability of a person for employment. The successful candidate will be required to enter into an employment contracts of five years and a performance agreement with the Minister for Small Business Development within 3 months of appointment, as well as completing a financial interests declaration form within one month of appointment and annually thereafter.

MANAGEMENT ECHELON

- POST 14/36** : **DIRECTOR-GENERAL REF NO: ODG 24/20**
(5 Year Contract)
- SALARY** : R1, 978,533 per annum (Level 16), (an all-inclusive remuneration package) comprising basic salary (70% of package), employer's contribution to the Government Employee Pension Fund (15% of basic salary) and a flexible portion. A non-pensionable allowance equal to 10% of the annual all-inclusive remuneration package is also payable.
- CENTRE** : Pretoria
- REQUIREMENTS** : Qualifications: A Senior Certificate, an undergraduate qualification (NQF 7) and postt-graduate qualification (NQF 8) in the field of either Economics, Business Development, Business Leadership, Entrepreneurship, Development Finance or Development Studies as recognised by SAQA. Must have 8 -10 years of senior management experience, of which, at least 3 years must be with any organ of state as defined in the Constitution, Act 108 of 1996. Knowledge and Experience: Knowledge of the Constitution, Public Service Act, 1994, Public Administration Management Act, 2014, Public Finance Management Act, 1999, and the National Development Plan. Experience in executive management, and possess strong leadership and strategic management capabilities. He/ she must also have an experience in monitoring and evaluation of government policies as well as thorough understanding of government policy and administrative processes. He/ she must have strong organizational abilities, good writing skills, good interpersonal skills and be computer literate.
- DUTIES** : Serve as the accounting officer of the department in line with the Public Finance Management Act (PFMA). Coordinate and organise the resources of the Department and its agencies to implement the National Development Plan (NDP) and Medium Term Strategic Framework (MTSF) priorities pertaining to Small Business Development. Provide strategic leadership and management of the department through providing strategic vision and direction, leading the formulation, execution, monitoring and evaluation of the strategic and annual operational plans. Strengthen the department's governance, compliance and organizational capacity to deliver on its mandate; which entails ensuring that the department has the appropriate organizational structure to deliver on its plans, has the required systems to track, monitor and report on its performance to the Minister and other oversight structures and control points including the Audit and Risk Committee, Parliament, etc. Profile and market the programmes of the department, and create a conducive environment to achieve higher levels of employee performance and engagement; to enable their ability to

develop and coordinate Small, Medium and Micro-sized Enterprises (SMME) development interventions geared towards an inclusive economy and general economic growth. Manage the development and delivery of the response to the needs of SMMEs and Co-operatives, informed by credible research, strategic diagnosis and the monitoring and evaluation thereof. Provide strategic and administrative support to the Minister in carrying out their responsibilities and mandate of the department. Coordinate the contribution of the agencies of the department towards the vision, goals and objectives of government with respect to SMME development and support.

ENQUIRIES : The recruitment office on Tel No: (012) 394 3097/5286/41440

POST 14/37 : **DIRECTOR: COMMUNICATION & MARKETING REF NO: COMM 01/20-21**

SALARY : R1, 057,326 per annum, (an all-inclusive remuneration package)
CENTRE : Pretoria

REQUIREMENTS : An undergraduate qualification (NQF level 7) in Marketing or Communication or International Relations as recognised by SAQA. A minimum of 5 years' experience at a middle/senior managerial level. Certificate for entry into the SMS (National School of Government). Possess excellent writing skills, including experience in writing press releases, annual reports, technical articles, advertisements and speeches. Knowledge of publishing programmes, be familiar with local and national media, possess experience with web management and social media trends. Be able to participate in a 24-hour, on call response service, particularly in emergencies or special circumstances.

DUTIES : Provide strategic direction, management and control of the Marketing and Communications Directorate. Be responsible for oversight, building and promoting the brand and programmes of the Department both to internal and external audiences. Drive key elements of the communications approach such as media planning, brand positioning, campaigns and events planning and management. Oversee relationship with key stakeholders across all spheres of government, locally and internationally, media organisations and general public on issues relating to the Department of Small Business Development. Drive the design, development and management of communication platforms and content provision across social media platforms, digital media, publications and photo journalism services for the department. Manage services delivered by the Directorate in line with set norms and standards and implement innovative opportunities to improve service delivery. Manage the financial, human and physical resources of the Directorate.

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

OTHER POST

POST 14/38 : **DEPUTY DIRECTOR: MONITORING & EVALUATION REF NO: ODG 02/20-21**

SALARY : R733, 257 per annum, (an all-inclusive remuneration package)
CENTRE : Pretoria

REQUIREMENTS : National Diploma/B. Degree (NQF 7) in Economics/Business Administration/Public Management/Developmental Studies/ Social Sciences. 5 years' relevant experience (of which 3 years must be at an Assistant Director Level) Experience in any of the following will be considered an added advantage: Public/ private sector in reporting, monitoring and evaluation environment. Possess experience in Knowledge Management; Programme and Project Management skills; knowledge of Policy implementation, advanced Monitoring and Evaluation skills; Communication skills (Writing and Verbal); Client orientation and customer focus; Strong analytical skills (mathematical and statistical knowledge) and Stakeholder Management.

DUTIES : Review Business Unit's performance reports and produce evidence-based quarterly performance reports for the DSBD against the approved Annual Performance Plan. Develop performance monitoring tools and manage the development of performance monitoring tools, guide and advise management on efficient and effective use of monitoring tools. Manage and report on the implementation of the programmes and Memorandum of Understanding and Memorandum of Agreements. Review the Department of Small Business Development's annual performance against the approved Annual Performance Plan and draft evidence-based Annual Performance Information and Annual Reports. Verify performance evidence from Business Units against targets and technical indicator description source. Receive, verify and document validated evidence information according to the department's performance information management policy. Report on the implementation progress of the Service Delivery Improvement Plan of the Department of Small Business Development.

Attend to all Audit findings, engage with Business Units to resolve Audit matters, report on progress of Audit findings. Manage the institutional performance and reporting. Conduct programme and policy implementation impact assessment. Develop Monitoring and Evaluation systems and framework. Communicate with management and colleagues. Draft general correspondence such as response letters, emails, status reports, presentations, memos and submissions. Provide detailed/in depth advice on procedural and technical related matters in respect of Monitoring and Evaluation policies and strategies to ensure compliance. Conduct formal presentations/information sessions.

ENQUIRIES

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

**PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT OF HEALTH**

OTHER POSTS

- POST 14/39** : **MEDICAL SPECIALIST GRADE 1- GRADE 3 REF NO: EHD2020/06/05 (2 POSTS)**
 Re-Advertisement Applicants who previously applied are advised to re-apply as their previous applicants will not be considered
 Directorate: Family Medicine
- SALARY** : Grade 1: R1 106 040 – R1 173 900 per annum (all-inclusive remunerative package)
 Grade 2: R1 264 623 – R1 342 230 per annum (all-inclusive remunerative package)
 Grade 3: R1 467 651 – R1 834 890 per annum (all-inclusive remunerative package)
- CENTRE REQUIREMENTS** : Ekurhuleni Health District
 : Appropriate qualification that allows registration with the Health Professionals Council of South Africa (HPCSA) as a Family Physician (medical specialist). **Grade 1:** Less than 5 years relevant experience as Medical Specialists in a normal Speciality. **Grade 2:** At least 5 years, but less than 10 years relevant experience as Medical Specialists in a normal **Speciality, Grade 3:** 10 years and more relevant experience as Medical Specialists in a normal Speciality. Current proof of registration with the HPCSA as a medical practitioner. Postgraduate degree in family medicine (MMed. fammed). Basic medical degree (MBCHB or equivalent). Teaching experience. Experience in health management, transformation and willingness to make a difference in the district health services. Joint appointment with department of Family Medicine University of the Witwatersrand (Wits) as a lecturer. Recommendations: Experience in district health service and general medical/family practice, PHC, HAST, EBM and current protocols. Clinical skills in terms of consultation, history taking, examination, clinical assessment, management procedures. Professional attitude, communication skills, ethics in relation to patients/families/community, referrals, consent for treatment, management, team work ability, medical records keeping. Willingness to work/participate in outreach programmes in any PHC facility in the district service.
- DUTIES** : Facilitate and support the provision of primary health care services in the district including clinics, Community health centres and district hospitals as part of DHS. Improve clinical quality of PHC services through direct patient care, mentoring and supervising health care professionals through integrated programmes. Participate in 24hour PHC services including Medico-legal and EMS. Improve clinical skills, protocols & guidelines usage and referrals in accordance with National and Provincial strategy. Support the development of the clinical department of family medicine and participate in academic teaching and learning in family medicine and PHC in the district. Support the provision of CPD/CME activities for medical officers, nurses, interns and community service doctors in the district. Support/participate in the development of district research projects.
- ENQUIRIES APPLICATIONS FOR ATTENTION NOTE** : Dr S Agbo. Tel No: (011) 878 8548 / Cell: (079) 877 4845
 : Should be Email to: Ekurhuleni.Hr@gauteng.gov.za
 : Human Resource Manager.
 : Applicant will be subject to medical surveillance screening No S&T claims and resettlement allowance will be paid.
- CLOSING DATE** : 15 June 2020
- POST 14/40** : **MEDICAL OFFICER GRADE 1- GRADE 3 REF NO: EHD2020/06/01 (1 POST)**
 Directorate: HAST
 Re-Advertisement Applicants who previously applied are advised to re-apply as their previous applicants will not be considered
- SALARY** : Grade 1: R821 205 – R884 670. per annum (all-inclusive remunerative package)
 Grade 2: R938 964 – R1 026 693 per annum (all-inclusive remunerative package)
 Grade 3: R1 089 693 – R1 362 366. per annum (all-inclusive remunerative package)
- CENTRE** : Ekurhuleni Health District

<u>REQUIREMENTS</u>	:	Appropriate qualification that allows registration with the Health Professionals Council of South Africa (HPCSA) as a Medical Officer. Current proof of registration with the HPCSA as a Medical Practitioner. Basic medical degree (MBCHB). Grade 1: Less than 5 years relevant experience as a medical Officer, Grade 2: At least 5 years, but less than 10 years relevant experience as Medical Officer, Grade 3: 10 years and more experience as a Medical Officer. Relevant experience. 3 years' experience in providing direct care and ARV treatment including the use of second and third line agents. Management of complex HIV and TB infections. A Diploma in HIV management is highly advantageous. A valid driver's license is essential.
<u>DUTIES</u>	:	Work with Department of health, City of Ekurhuleni and HIV Partners at SubDistrict and District Level. Provide clinical support to facilities for the effective management of HIV and AIDS,STI and TB. Provide on-site and distance support of good clinical practice to Clinicians in District, Hospitals, CHC and PHC facilities. Perform MMC in the high volume sites during the peak season. Train and monitor contracted VMMC doctors. Ensure quality VMMC services are rendered across the district. Responsible for contracting and sub-contracting of MMC doctors according to National Department of Health MMC within the District. Provide guidance for implementation of Department of Health HAST treatment protocols. Keep abreast of the developments in the TB/HIV programme areas. Perform all other duties delegated by Supervisor /Manager.
<u>ENQUIRIES</u>	:	Ms S. Motloug. Tel No: (011) 876 1820
<u>APPLICATIONS</u>	:	Should be Email to: Ekurhuleni.Hr@gauteng.gov.za
<u>FOR ATTENTION</u>	:	Human Resource Manager.
<u>NOTE</u>	:	Applicant will be subject to medical surveillance screening No S&T claims and resettlement allowance will be paid.
<u>CLOSING DATE</u>	:	15 June 2020
<u>POST 14/41</u>	:	<u>MEDICAL REGISTRAR REFS MR/06/CMJAH/2020</u> Directorate Public Health Department
<u>SALARY</u>	:	Grade 1: R821 205. per annum (All-inclusive package)
<u>CENTRE</u>	:	Charlotte Maxeke Johannesburg Academic Hospital
<u>REQUIREMENTS</u>	:	Appropriate qualification that allows for registration with HPCSA as a Medical Practitioner. Registration with the HPCSA as Medical Practitioner and proof of current registration. No experience required after registration with the HPCSA as Medical Practitioner
<u>DUTIES</u>	:	The registrar programme runs over a four-year period, and training includes work within institutes of the Gauteng Department of Health as part of experiential learning, the opportunity to perform overtime work in a clinical discipline; and further training with the Department of Community Medicine, School of Public Health (University of the Witwatersrand) to facilitate completion of a Masters of Medicine (MMed) and other requirements as laid out by the College of Medicine South Africa to become a specialist (Fellow) in the College of Public Health Medicine (FCPHM). Successful candidates will also be expected to participate in the department's academic program and in any research activities
<u>ENQUIRIES</u>	:	Dr. H Somaroo Tel No (012) 717 2612
<u>APPLICATIONS</u>	:	Applications should be submitted at Charlotte Maxeke Johannesburg Academic Hospital, Admin Building ground Help Desk, No. 17 Jubilee Road, Parktown 2193.
<u>NOTE</u>	:	The Department of Health is committed to the achievement and Maintenance of diversity and equity employment, especially of race, gender and disability. Applications must be submitted on a Z83 form with a C.V, Certified copies of I.D, and Qualifications to be attached. Suitable candidate will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification) Suitable candidates will also be subjected to security clearance processes. Suitable candidates will undergo a medical screening test.
<u>CLOSING DATE</u>	:	12 June
<u>POST 14/42</u>	:	<u>ASSISTANT DIRECTOR: THERAPEUTIC, DIAGNOSTIC AND OTHER RELATED ALLIED HEALTH PROFESSIONALS GRADE 1 REF NO: EHD2020/06/02 (01 POST)</u> Re-Advertisement Applicants who previously applied are advised to re-apply as their previous applicants will not be considered Directorate: Rehabilitation
<u>SALARY</u>	:	R517 326 – R574 158 per annum
<u>CENTRE</u>	:	Ekurhuleni Health District

- REQUIREMENTS** : A bachelor's degree or equivalent qualification in Speech Therapy and Audiology, Speech Therapy, Optometry, Physiotherapy, Occupational Therapy, Podiatry and Radiography .Appropriate Qualification which allows you to register with HPCSA or relevant professional body. Approximately 8 years' experience as independent practitioner of which 5 years must be appropriate experience in management (Chief/ Therapeutic Coordinator). Good communication, report writing and problem-solving skills. Valid registration with HPCSA or relevant professional body. Knowledge in the relevant policies, protocols and guidelines. Relevant experience in management and Primary Health Care services. Valid driver's license is essential. Must possess ability to work under pressure. Computer literacy (power point and Microsoft excel). Must be proactive, innovative and independent leader
- DUTIES** : Provide leadership at Ekurhuleni Health District and management of Allied Rehabilitation Services. Give input and ensure adherence to District, provincial and national legislation. Implement and contribute to the proper utilization of allocated financial and physical resources. Submission of weekly, monthly, quarterly and annual Rehab reports, stats and other administrative duties to District and Provincial managers for Rehab services. Establish good working relationship with other stakeholders within the District E.g. Mental Health, NGO's, Organisation for People with Disability, etc. Coordinate and ensure health promotion, prevention and community intervention activities are rendered in the District. Ensure continuous professional development activities. Implement quality assurance policies and develop appropriate quality improvement plan for the rehab unit. Attend all relevant meetings at District and Provincial levels. Provide support to the Sub District Rehab services.
- ENQUIRIES APPLICATIONS FOR ATTENTION NOTE** : Dr M.E Tipoy Tel No: (011) 876 1802
: Should be Email to: Ekurhuleni.Hr@gauteng.gov.za
: Human Resource Manager.
- CLOSING DATE** : Applicant will be subject to medical surveillance screening No S&T claims and resettlement allowance will be paid.
: 15 June 2020
- POST 14/43** : **ASSISTANT DIRECTOR RADIOGRAPH (ULTRA SOUND) REFS ADR/06/CMJAH/2020**
: Directorate Ultra Sound Department
- SALARY CENTRE REQUIREMENTS** : R517 326. per annum (plus benefits)
: Charlotte Maxeke Johannesburg Academic Hospital
: Appropriate qualification that allows registration with the HPCSA as Ultra Sound Radiography. A minimum of 3 years appropriate experience after registration with HPCSA in the Ultra Sound of which 5 years must be experience in management.
- DUTIES** : Plan and organize the radiography department/ultrasound section. Sound knowledge of legislative framework in the health department. Basic condition of employment Act, Code of Conduct, PFMA, Hazardous substance Act, Public Service regulations, Employment Equity Act , Labour Relation Act, Radiation Control guideline, HPCSA policy/guideline. Patients Right Acts, Batho Pele. Knowledge and implementation of National Core Standards / Ideal hospital tools, procurement procedures, ordering, assets management, repairs, condemning etc. Do needs analysis, compile budget and submit the needs for the department ahead of time. Provision and supervise of the effective and efficient quality radiographic / ultrasound services. Liaise with supplier of x-ray equipment and consumables. Ensure availability of human and material resource. Ensure staff are remunerated. Motivate for resources required to function proactively. Ensure radiographers are registered with HPSA and practice within the scope as required. Plan staff leave and monitor utilization of overtime and RWOPS. Ensure performance management of staff is done, developments, and assessments implemented on time. Ensure radiation protection for patients, staff and the public. Good team spirit. Compile department Operational Plan in keeping with Strategic Plan of the institutional and the department at large. Commitment to developing and training of staff, students and community service. Ensure participation in the institutional events. Ensure staff is motivated, encourage, trained, developed and kept abreast with the institutional developments. Participate in recruitment processes. Delegate supervisors where necessary. Ensure roster allocation is done, staff are competently trained on modalities, rotated through different sections. Communicate well with all stakeholders. Attend institutional meetings and other relevant meetings
- ENQUIRIES** : Dr. I.O Ubogu Tel No: (011) 488 3225

- APPLICATIONS** : Applications should be submitted at Charlotte Maxeke Johannesburg Academic Hospital, Admin Building ground Help Desk, No. 17 Jubilee Road, Parktown 2193.
- NOTE** : The Department of Health is committed to the achievement and Maintenance of diversity and equity employment, especially of race, gender and disability. Applications must be submitted on a Z83 form with a C.V, Certified copies of Current HPCSA registration, I.D, and Qualifications to be attached. Suitable candidate will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification) Suitable candidates will also be subjected to security clearance processes. Suitable candidates will undergo a medical screening test.
- CLOSING DATE** : 12 June 2020
- POST 14/44** : **ADMINISTRATIVE OFFICER REF NO: EHD2020/06/03 (1 POST) –**
Re-Advertisement Applicants who previously applied are advised to re-apply as their previous applicants will not be considered
Directorate: Facility Management Unit
- SALARY CENTRE REQUIREMENTS** : R257 508 – R303 339 per annum
: Ekurhuleni Health District (Ssdr)
: An appropriate Technical qualification in Electrical/mechanical/Building. Minimum experience of 5 years in Facility management. A valid driver's license is essential. Qualification in project management will be an added advantage. Knowledge of PFMA, OHS Act, Project Management. Knowledge and experience in the implementation National building regulations will be an added advantage. Good financial management, skills and conflict management. Must be computer literate (MS EXCEL and PowerPoint). Excellent time management, presentation, analytical and organizational skills. Good communication skills9verbal and non-verbal, report writing skills, negotiation, teambuilding, problem solving, conflict resolution) and ability to work under pressure.
- DUTIES** : Monitor the credibility of technical data and information for infrastructure planning and assist with the implementation of infrastructure projects. Monitor the implementation of maintenance and infrastructure projects in the institution. Draft reports, monitoring contractors from the appointment date to completion date, plan and execute inspections on infrastructure projects (building, electrical and mechanical)0. Implement condition assessments, prepare and be able to analyse other specifications, develop bill of quantities, develop proposals and associated costs. Implement inspections on projects (maintenance and infrastructure projects). Facilitate and resolve problems. Supervise and monitor performance of staff in FMU and property caretaker departments. Log calls on the E-Maintenance and make follow up on a regular basis. Communicate with DID on identified defects and attend to emergencies with DID. Perform any other relevant duties as delegated by the manager.
- ENQUIRIES APPLICATIONS FOR ATTENTION NOTE** : Mr D. Barnard Tel No: (011) 876 1754
: Should be Email to: Ekurhuleni.Hr@gauteng.gov.za
: Human Resource Manager.
- NOTE** : Applicant will be subject to medical surveillance screening No S&T claims and resettlement allowance will be paid.
- CLOSING DATE** : 15 June 2020
- POST 14/45** : **HUMAN RESOURCE OFFICER REF NO: EHD2020/06/04 (1 POST)**
Re-Advertisement Applicants who previously applied are advised to re-apply as their previous applicants will not be considered
Directorate: Human Resource
- SALARY CENTRE REQUIREMENTS** : R257 508 – R303 339. per annum (plus benefits)
: Ekurhuleni Health District
: Grade 12 with a National Diploma/Degree in Public Management/Human Resources Management. The applicant must have 5 years' experience in HR Administration. Extensive knowledge of PERSAL and HR prescripts. Computer literacy is essential. Drivers licence is essential. Good understanding of PSCBC resolutions especially the implementation of OSD. Skills: leadership skills, Planning and organising skills, Problem solving and communication skills and financial management skills. Ability to work under pressure. Good interpersonal relations.
- DUTIES** : Responsible for Recruitment and Selection for Ekurhuleni Health District, Quality check the Shortlisting and Interview submission for HR Clerks. Coordinate the verification of new and existing employees. Approve transaction on Persal when a need. Advice staff on all HR related issues.

ENQUIRIES : Mr A Mdunyelwa Tel No: (011) 876 1766
APPLICATIONS : Should be Email to: Ekurhuleni.Hr@gauteng.gov.za
FOR ATTENTION : Human Resource Manager.
NOTE : Applicant will be subject to medical surveillance screening No S&T claims and resettlement allowance will be paid.

CLOSING DATE : 15 June 2020

POST 14/46 : **ADMIN CLERK (CASHIER PARKING OR CLINIC) REFS AC/06/CMJAH/2020**
Directorate: Cash Management – Finance Department

SALARY : R173 703. per annum (plus benefits)
CENTRE : Charlotte Maxeke Johannesburg Academic Hospital
REQUIREMENTS : Qualification: Grade 10 or equivalent, or a Grade 12 or equivalent. Knowledge: of work procedures and elementary clerical duties such as; Administration, Finance, Data capturing. Administration procedures relating to specific working environment including norms and standards. Planning and organising. Reporting procedures. How to do basic research/gather information. Procurement directives and procedures. Knowledge of statistics. Computer. Skills: Mathematics, Organising. Ability to perform routine tasks. Ability to operate computer (Microsoft Package). Basic interpersonal relationship. Problem solving. Maintaining discipline. Formulation and editing. The following will be an added advantage: 1 year of experience in Cash management, Good writing and verbal communication, time management skills, Conflict management skills, Ability to work under pressure. Be able to deal with confidential information and apply good judgement, Ability to work independently and be able to meet deadlines. Knowledge of Batho Pele principles, MEDICOM, BAS, SAP, EXCEL AND MS word.

DUTIES : Validate money with money detector, issuing of receipts and attend to cancellation of receipts, ensure that cash collected is banked daily, Maintain and manage Down-Time, do filing, Replenishment and issue petty cash, Safekeeping of patient 's valuables, Compiling and submitting monthly cash management recons, Willing to rotate.

ENQUIRIES : Ms. R. Mashikinya Tel No: (011) 488 3430
APPLICATIONS : Applications should be submitted at Charlotte Maxeke Johannesburg Academic Hospital, Admin Building ground floor, Room 7, No. 17 Jubilee Road, Parktown 2193.

NOTE : The Department of Health is committed to the achievement and Maintenance of diversity and equity employment, especially of race, gender and disability. Applications must be submitted on a Z83 form with a C.V, Certified copies of I.D (for smart card, please copy both sides of the ID), and Qualifications to be attached. Suitable candidate will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification) Suitable candidates will also be subjected to security clearance processes. Suitable candidates will undergo a medical screening test.

CLOSING DATE : 12 June 2020

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

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

OTHER POSTS

- POST 14/47** : **HEAD CLINICAL UNIT (MEDICAL) GR 1 REF NO: GS 29/20**
Re- Advertisement
Component – Cardiology
- SALARY** : R1 728 807 per annum. All inclusive package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules Plus Commuted overtime which is subject to the needs of the Department. Employee must sign the commuted overtime contract form annually
- CENTRE REQUIREMENTS** : Greys Hospital, Pietermaritzburg
: MBCHB Or Equivalent Plus Three years post registration experience as a Medical Specialist Certificate in Cardiology (SA) or equivalent qualification (if not trained in South Africa) Registered HPCSA qualification as a Medical Specialist in Internal medicine, PLUS Current Registration with the Health Professions Council of South Africa as a Cardiologist Recommendation Experience in managing cardiology unit Knowledge, Skills, Training and Competency Required Sound clinical Cardiology and patient management skills A working knowledge of human resource management; information management; quality assurance programs; current health and public service legislation, regulations and policy; medical ethics; financial management. Teaching and research experience
- DUTIES** : Key Performance Areas: Incumbent to be based at Greys Hospital. Clinical Responsibilities: Participation in Tertiary Cardiology Services (both In-patient and Out-patient) in the Pietermaritzburg Metropolitan Area including Outreach Programs Clinical responsibility in the discipline of cardiology with after-hours participation (based on departmental operational need) Performance of procedures in the cardiac catheterization theatre that include coronary angiography, stent insertion, pacemaker insertion, intra-aortic balloon counter-pulsation and other procedures as may be developed. Performance of procedures in non-invasive cardiology including two dimensional and Doppler echocardiography, tilt testing and stress ECGs. Presentation of adequately worked up cases at the Department of Cardiothoracic Surgery, Inkosi Albert Luthuli Hospital for surgical intervention. Management Responsibilities: Development and support of Specialist Cardiology Services in the Tertiary Drainage area of Greys Hospital. Oversight and management of clinical and allied staff (clinical technologists) in the Cardiology Unit Oversight and management of infrastructure, equipment and consumables in the Cardiology Unit Liaison with Institutional Management in hospitals in PMB Metro, the uMgungundlovu District and the Tertiary Drainage area. Liaison with the Head Clinical Department in Internal Medicine in Pietermaritzburg and Head of Cardiology in the University of Kwa-Zulu Natal. Participation and support of quality control activities in the PMB Department of Cardiology and Medicine Training and Research Responsibilities Support of Staff Training and Development in Specialist Cardiology Services in the PMB Metro and in the Tertiary Drainage area, including subspecialty Cardiology training under the auspices of the Department of Cardiology at the Medical School Participation in and support of the Medical Undergraduate and Postgraduate Training Programs in the PMB Departments of Cardiology and Internal Medicine Participation in and support of clinical research and quality control activities in the PMB Departments of Cardiology and Medicine
- ENQUIRIES APPLICATIONS** : Dr K. Rasmussen Tel No: (033) 897 3289
: Applications to be forwarded to: The Human Resources Department, Greys Hospital Private Bag x 9001, Pietermaritzburg, 3200
- FOR ATTENTION NOTE** : Mrs. M. Chandula
: Directions To Candidates: The following documents must be submitted: a) Application for employment form (Z83) which is obtainable at any Government Department OR website b) Certified copies of highest educational qualifications and professional registration certificate- not copies of certified copies. c) Curriculum Vitae and certified ID copy NB: Failure to comply with the above instructions will disqualify applicants. 2. The circular minute number/reference must be indicated in the column provided on the form Z83 e.g GS 29/20 Please note due to large numbers of applications we envisage to receive, applicants will not be acknowledged. Communication will only be

entered into with candidates that have been short-listed. If you have not heard from us two months after the closing date, please consider your application as being unsuccessful. The appointment is subject to positive outcome obtained from the State security Agency (SSA) to the following checks (security clearance, credit records, qualifications, citizenship and previous employment verifications and verification from the Company Intellectual Property (CIPC). African Males Are Encouraged to apply.

- CLOSING DATE** : 17 July 2020
- POST 14/48** : **MEDICAL SPECIALIST – (Grade1, 2, 3) - (CARDIOLOGY) REF NO: GS 30/20**
Re-Advert
Component – Internal Medicine
- SALARY** : Grade 1: R1 106 040. per annum, all inclusive package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules Plus Commuted overtime which is subject to the needs of the Department. Employee must sign the commuted overtime contract form
Grade 2: R1 264 623 per annum, all inclusive package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules Plus Commuted overtime which is subject to the needs of the Department Employee must sign the commuted overtime contract form.
Grade 3: R1 467 651 per annum package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules Plus Commuted overtime which is subject to the needs of the Department Employee must sign the commuted overtime contract form.
- CENTRE REQUIREMENTS** : Greys Hospital, Pietermaritzburg
: MBCHB or Equivalent Plus Registered HPCSA qualification as a specialist in internal medicine, PLUS Certificate in Cardiology (SA) or equivalent qualification (if not trained in South Africa) Current Registration with the Health Professions Council of South Africa as a Cardiologist Recommendation One year experience as a subspecialist cardiologist Knowledge, Skills, Training and Competency Required: Sound clinical Cardiology and patient management skills A working knowledge of human resource management; information management; quality assurance programs; current health and public service legislation, regulations and policy; medical ethics; financial management. Teaching and research experience. **Grade 1** Experience: Not applicable; Registration with the HPCSA as a Medical Specialist. **Grade 2** Experience: 5 Years appropriate experience as a Medical Specialist after registration with the HPCSA as a Medical Specialist. **Grade 3** Experience: 10 Years appropriate experience as a Medical Specialist after registration with the HPCSA as a Medical Specialist
- DUTIES** : Key Performance Areas: Incumbent to be based at Greys Hospital. Clinical Responsibilities: Participation in Tertiary Cardiology Services (both In-patient and Out-patient) in the Pietermaritzburg Metropolitan Area including Outreach Programs Clinical responsibility in the discipline of cardiology with after-hours participation (based on departmental operational need) Performance of procedures in the cardiac catheterization theatre that include coronary angiography, stent insertion, pacemaker insertion, intra-aortic balloon counterpulsation and other procedures as may be developed. Performance of procedures in non-invasive cardiology including two dimensional and Doppler echocardiography, tilt testing and stress ECGs. Presentation of adequately worked up cases at the Department of Cardiothoracic Surgery, Inkosi Albert Luthuli Hospital for surgical intervention. Management Responsibilities – To support the HCU of Greys Cardiology with respect to the following Development and support of Specialist Cardiology Services in the Tertiary Drainage area of Greys Hospital. Oversight and management of clinical and allied staff (clinical technologists) in the Cardiology Unit Oversight and management of infrastructure, equipment and consumables in the Cardiology Unit Liaison with Institutional Management in hospitals in PMB Metro, the uMgungundlovu District and the Tertiary Drainage area. Liaison with the Head Clinical Department in Internal Medicine in Pietermaritzburg and Head of Cardiology in the University of KwaZulu Natal. Participation and support of quality control activities in the PMB Department of Cardiology and Medicine Training and Research Responsibilities Support of Staff Training and Development in Specialist Cardiology Services in the PMB Metro and in the Tertiary Drainage area, including subspecialty Cardiology training under the auspices of the Department of Cardiology at the Medical School Participation in and support of the Medical Undergraduate and Postgraduate Training Programs in the PMB Departments of Cardiology and Internal Medicine

Participation in and support of clinical research and quality control activities in the PMB Departments of Cardiology and Medicine

ENQUIRIES : Dr K. Rasmussen Tel No: (033) 897 3289

APPLICATIONS : Applications to be forwarded to: The Human Resources Department, Greys Hospital Private Bag x 9001, Pietermaritzburg, 3200

FOR ATTENTION : Mrs. M. Chandulal

NOTE : Directions To Candidates: The following documents must be submitted: a) Application for employment form (Z83) which is obtainable at any Government Department or website b) Certified copies of highest educational qualifications and professional registration certificate- not copies of certified copies. c) Curriculum Vitae and certified ID copy NB: Failure to comply with the above instructions will disqualify applicants. 2. The circular minute number reference must be indicated in the column provided on the form Z83 e.g GS 30/20. Please note due to large numbers of applications we envisage to receive, applicants will not be acknowledged. Communication will only be entered into with candidates that have been short-listed. If you have not heard from us two months after the closing date, please consider your application as being unsuccessful. The appointment is subject to positive outcome obtained from checks (security clearance, credit records, qualifications, citizenship and previous employment verifications and verification from the Company Intellectual Property (CIPC). African Males are encouraged to apply.

CLOSING DATE : 17 July 2020

POST 14/49 : **PNA8 DEPUTY MANAGER NURSING (LEVEL 1 & 2 HOSPITALS REF NO: PHO 03/2020)**

SALARY : R843 618. per annum (All-inclusive package) Plus 8% rural allowance

CENTRE : Pholela Community Health Centre

REQUIREMENTS : Grade 12 /Standard 10/National Senior Certificate. Plus Diploma/ Degree in General Nursing and Midwifery Plus Certificate of registration with SANC as General Nurse and Midwife plus minimum of 9 years recognizable experience in nursing after registration as Professional Nurse with SANC in General Nursing plus at least four (4) years of the period referred to above must be appropriate/recognizable experience at management level plus current registration with South African Nursing Council (2020 SANC receipt). It is a recommendation to possess valid driver's license, National Diploma in Nursing Administration, proof of computer literacy in Microsoft packages, exposure in a primary health care environment. Proof of experience endorsed by Human Resource component providing detailed information on promotions and key performance areas of previous and current experience is required. The incumbent will be required to possess knowledge, skills and competencies in planning and organizing, leadership, decision making, presentation, project management, knowledge of legislative prescript concerning Public Service Nursing, Financial Management, Conflict management skills, Computer literate, Human Resource Management, Problem solving skills, good communication and interpersonal skills, procurement procedures, change management.

DUTIES : The applicant will be expected to establish the strategic direction of the nursing component to ensure alignment with its business plan. To manage and control budget in accordance with PFMA Act no: 1 of 1999 by ensuring effective and efficient control of medical supplies, equipment and miscellaneous store. Effectively manage and utilize human resource in the nursing component. Manage and formulation of policies and procedure for nursing services. Maintain discipline in all labour related issues, grievances in terms of the laid down procedure and policies. Give clear and effective communication to relevant stakeholders allowing for efficient service delivery within the multidisciplinary approach. Execute duties and functions with proficiency, support of the aim and strategic objectives of the department of health and perform duties/functions within the prescripts of all applicable legislation. Ensure proper planning of leave for supervisees. Ensure effective employee performance management. Identify training needs and implement intervention strategies. Ensure all records are maintained and updated regularly. Conduct clinical audits and develop QIP on identified gaps. Investigation and management of complaints. Mitigation and management of risks / adverse events. Ensure implementation of NCS, IPC and Quality in the nursing component.

ENQUIRIES : Mrs. GLL Zuma: District Director Tel No: (039)-834 8200

APPLICATIONS : Attention: Mrs ZR Dladla: Deputy Director: HRM, Harry Gwala Health District Office, Private Bag x 502, IXOPO, 3276, or maybe hand delivered to Harry Gwala Health District Office, 111 Main Street, IXOPO, 3276, (under KFC

NOTE

building). Scanned or emailed applications must be directed to zilungile.dladla@kznhealth.gov.za.

: Applications must be submitted on the prescribed form Z83 (obtainable from any Public Service department), 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 certified copies of original educational qualification certificates, ID document and Driver's license (where applicable). Proof of current and previous experience endorsed by human resource component. Must be a South African citizen. Failure to comply with the above instructions will result in applications being disqualified. If an applicant wishes to withdraw an application it must be done in writing. Faxed or emailed applications will be accepted due to current COVID-19 disaster status for candidates working outside the district. 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. Potential candidates, declared in excess must indicate their excess status on Z83. 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. The Department reserves the right not to make appointment(s) to the advertised post(s). The certification date of your bar coded ID must not be older than 6 months and the copy must be of very good quality. The employment equity target for the post is an African male. (Applications received after the closing date will not be considered).

CLOSING DATE

: 12 June 2020

POST 14/50

: **MEDICAL OFFICER GRADE 1, 2&3 REF NO: APP/ 01/2020 (2 POSTS)**
Component: Medical

SALARY

: Grade 1: R821 205 – R884 670 per annum
Grade 2: R938 964 – R938 964 per annum
Grade 3: R1 089 693 –R1 362 366 per annum Consist of 70% basic salary and salary and 30% flexible portion that may be structured in terms of the applicable rules Other Benefits 18 % in hospitable Allowance. Commuted overtime (as per departmental need) Appointment

REQUIREMENTS

: for the posts an appropriate qualification that allow registration with HPCSA as a Medical Practitioner. Registration certificate with HPCSA as a Medical Practitioner Proof of current registration (annual registration card). Proof service from previous/current employers signed and stamped by Human Resource. Applicants in possession of foreign qualification must attached the evaluation certificate from the South African Qualifications Authority) to the applications. **Grade 1:** No experience required **Grade 2:** Minimum of 5 years relevant experience after registration with HPCSA as a Medical Officer **Grade 3:** Minimum of 10 years relevant experience after registration with as a Medical Officer Knowledge, Skills, Training, and Competencies Required A sound working knowledge in the basic medical disciplines to allow accurate diagnosis and appropriate management of clinical problem with specific emphasis on surgery. Broad knowledge of medicine and surgery as well as Obstetrics & Gynaecology, Paeditrics, trauma. Ability to function in a multidisciplinary team Good communication and interpersonal skills.

DUTIES

: Key Performance Areas: Examine, investigate and oversee treatment of patients. Ensure effective, early and correct and cost effective, investigation and follow up treatment of patients. Provide a holistic patient care, inclusive of examining and formulation of patient treatment plans Maintain accurate and appropriate patient records in accordance with legal/ethical considerations and continuity of patient care. Provide preventative health interventions. Perform operating theatre work on an elective and emergency basis e.g. Caesarean section, minor surgical procedures etc. Participate in emergency after hour's services (Commuted overtime) .Actively participates in quality improvement programme (morbidity and mortality meetings, clinical audits and risk management Perform medico legal duties. Facilitate staff training and continuous medical education. Assist with the development of District hospital services. Supervise and assist junior peers. Provide support to Head of department and ensure that efficient standards of patient care and services in maintenance

ENQUIRIES

: DR EH Edwards: Medical Manager Tel No: (032) 2948000

APPLICATIONS : Should Be Forwarded To: The Chief Executive Officer, P/Bag x 215 Ozwathini, 3242
FOR ATTENTION : Human Resource Manager
NOTE : Equity Target: African Male
CLOSING DATE : 05 June 2020

POST 14/51 : **DENTIST REF NO: MONT 06/2020**

SALARY : R797 109 per annum (Level 12) OSD
CENTRE : Montebello Hospital
REQUIREMENTS : Senior Certificate or equivalent qualification. Appropriate qualification that allows registration with the HPCSA as a Dentist. Current registration with the HPCSA as a Dentist. Current annual practicing certificate (2020 Receipt). Grade 1: No experience after registration with the HPCSA as Dentist. Grade 2: Minimum of 7 years' experience after registration with the HPCSA as a Dentist. Grade 3: Minimum of 12 years' experience after registration with the HPCSA as a Dentist. Proof of current and previous experience endorsed by the Human Resource Department must be attached.

DUTIES : To execute duties and functions with proficiency within the prescripts of all applicable legislation and to support the aim and objectives of the institution. Assist management with strategic planning for the institution in line with the MTEF. Develop a mission statement and objectives for the Dental Unit that supports the overall objectives of the institution. Communicate with members of the health care team and dental services to meet patient needs and to adopt a multidisciplinary approach. To determine priority targets for dental health education and preventative programmes by utilizing epidemiological data. Manage human resources effectively and optimally. Ensure that the policies and activities of the dental unit subscribe to the professional, ethical framework. Utilize resources and equipment optimally. Provide consultative dental services to patients in accordance with legal and ethical guidelines. Maintain accurate and relevant health records and patient reports. To be responsible for promotive and preventative health education on dental care.

ENQUIRIES : DR CS Govender Tel No: (033)- 506 7000
APPLICATIONS : Should Be Forwarded To: The Chief Executive Officer: Montebello Hospital, P/Bag x506, Dalton, 3236

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

CLOSING DATE : 16 June 2020

POST 14/52 : **DEPUTY MANAGER: FINANCE REF NO: DMF/FINANCE/2020 (X1 POST)**
Finance

SALARY : R733 257 per annum (Level 11) Plus 13th Cheque, Medical Aid: Optional, Housing Allowance (Employee must meet minimum requirements)

CENTRES : Addington Hospital: Kwazulu Natal
REQUIREMENTS : Degree/National diploma in one of the following:- Accounting, Cost and Management Accounting or Financial Management .Three (3) to five (5) years junior management experience in Financial Management. Computer Literacy-certificates required. Endorsed valid Code B (Code 08) driver's license. Knowledge, Skills, Training And Competence Required: The incumbent of this

post will report to the Chief Executive Officer, and will be responsible to provide Financial Management in order to ensure that resources are managed in such a way that the Institution delivers sustainable, co-ordinated and integrated patient health care, and as such the Ideal candidate must: - Possess thorough knowledge of Laws, Regulations, Policies, Instructions, Practice Notes. Know Public Finance Management Act, Treasury Regulations and Treasury Guidelines. Possess in-depth knowledge of budget procedures, Assets Management, Persal, Vulindlela and BAS. Have the ability to perform independently and under pressure. Have good communication and interpersonal relation skills. Be computer literate with a proficiency in Excel and PowerPoint Software applications and a computerized financial management system. Possess knowledge of and ability to implement Human Resource Management policies. Good leadership, organizational, analytical and planning skills. Be able to develop/implement policies and financial practices. Possess knowledge of procurement procedures and directives.

DUTIES

: Key Performances Areas: Implement and Manage functionality of all Finance & Supply Chain Management components (Budget, Expenditure, Revenue, Assets) Manage potential risks and develop mitigation strategies. Maintain adequate availability and efficient utilization of staff, Employee Performance Management and Development systems, training, discipline and manage grievances of staff in the component. Ensure clearance of suspense accounts and proper debt management for the Hospital. Ensure proper voucher control and payroll certification. Identify risks and institute control measures to minimize risks in all areas/sections that deal with financial matters. Conduct analysis on expenditure trends and do budget estimated and ensure alignment with service delivery outcomes. Manage and implement efficient, cost effective and integrated Supply Chain Management throughout the Hospital. Analyze, Audit, Interpret and consolidate financial data as contained in Accounting Records for financial year, in accordance with accounting procedures and provide financial information that is accurate, concise, reliable and timely to facilitate effective decision making. Draw, analyze, interpret BAS reports for cash flow purposes and ensure availability of funds, Process journals and perform debt management, staff linking and suspense account procedures. Ensure proper management of assets and liabilities. Develop and implement controls to ensure good audit outcomes. Take effective and appropriate steps to ensure maximum collection of revenue due to the Hospital. Hours Of Duty: 40 Hours per week.

ENQUIRIES

: Dr M Ndlangisa Tel No: (031) 327 2970

APPLICATIONS

: All applications to be posted to: The Human Resource Dept, Addington Hospital, P O Box 977 Durban, 4000 Or dropped off in the Application Box at Security, Staff Entrance, Prince Street, South Beach, Durban.

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, certified copies (not copies of previously certified copies) of degree/diploma certificates, Identity Document, Driver's license, Computer literacy certificates. Certificates of service stamped and endorsed by Human Resource Department the Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Faxed and e-mailed applications will not be accepted. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Please note that due to the large financial constraints no S & T and settlement claims will be considered for payment to candidates that are invited for the interview Employment Equity: Preference will be given to the following candidates as per Employment Equity target: Any person with disability regardless of race and gender. African Male.

CLOSING DATE

: 12 June 2020

POST 14/53

: **ASSISTANT MANAGER NURSING SPECIALITY REF NO: ITSH 05/ 2020 (1 POST)**

SALARY

: R614 991 - R692 166 per annum, other benefit: 13th cheque, Housing Allowance (employee must meet the prescribed requirement) 12% Rural allowance and Medical Aid (optional)

REQUIREMENTS

: National Senior Certificate grade 12 or standard 10. Current registration with SANC as a General Nurse and Midwifery (proof of payment must be attached) E-register or salary advise. A minimum of 10 years appropriate/recognizable experience in nursing after registration as a professional nurse with SANC as a general nurse and midwifery. At least 6 years of the period referred to above must be appropriate/ recognizable experience after obtaining 1 year post basic qualification in the relevant specialty (Diploma in Operational Theatre Technique)/Trauma. At least 3 years of the period referred to above must be appropriate or recognizable experience at management level. NB: Proof of work experience signed by Human Resource section must be attached. Recommendations: Diploma/Degree in Nursing administration and Nursing Management. Proof of computer literacy with proficiency in MS Office software application (certificate must be attached). Valid driver's license. Knowledge, Skills And Competencies Required: advanced knowledge and skills of nursing care procedures, nursing statutes and other relevant legal framework Nursing Act, Health Act, Occupational Health and Safety Act, Labour relations Act, Public Service Regulations, Patient's Right Charter, Batho Pele Principles, etc. Strong communication (written and verbal) leadership and interpersonal skills, problem skills, conflict management, decision making skills and presentation skills. Sound knowledge of Nursing Management. Knowledge on SANC rules and regulations. Knowledge and experience in implementation of Batho Pele Principles, Patients Right's Charter and code of conduct. Computer skills in basic programmes. Human Resources Management and Basic financial management skills. High level of accuracy, initiative and innovation. Ability to prioritize issues and other work related matters and to comply with time frames. Insight into the public health sector, strategies and priorities including nursing strategy, standard procedure and policies pertaining to nursing care. Conflict management, mentorship, supervisory and change management skills

DUTIES

: Key Performance Areas: To support and supervise the delivery of quality nursing care to patients in nursing units and to facilitate the implementation of health programs in OPD/ Causality & Operational Theatre. Manage resources allocated to the nursing units in an economically, efficient and effective manner. Supervise formulation standard procedures for nursing services. Coordinate the activities and projects of the multidisciplinary health team in provision of safe practices in managing theatre and trauma cases. Develop Standard Operating Procedures that guide towards sterilization and disinfection in line with the current infection prevention and control practices. Develop Standard Operating Procedures specific to Operation Theatre and Trauma units. Develop / establish and maintain constructive working relationship with nursing and other stakeholders. Participate in the analysis, formulation and implementation of nursing guidelines, practices, standards and procedures. Ensure adherence to prescribed policies and procedures. Monitor and implement EPMDS. Improve quality of care through reduction of patient complaints, public complaints and waiting times. Ensure that accurate, reliable statistics and reports are generated. Monitor and evaluate effectiveness of the nursing staff development, infection control, quality control and information management practices in the hospital against set standards with view to identify gaps and address problems timeously. Investigate adverse events and develop action plans for gaps identified. Conduct nursing audits in order to monitor the quality of care. Deal with labour relations issues pertaining to the unit.

ENQUIRES APPLICATION

: Mrs T.G Msibi Tel No: (034) 413 4000
: All applications must be addressed to Itshelejuba Hospital Private Bag x0047 Pongola 3170 and also emailed to elliot.simelane@kznhealth.gov.za (due to COVID 19)

NOTE

: An application for employment form (z83) must be completed and forwarded. This is obtainable from any Public Department or from the website www.kznhealth.gov.za. Certified copies of ID documents, STD10, educational qualifications, certificate of service and professional registration certificates (not copies of certified copies) and proof of current registration must be submitted together with your C.V. original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations for the advert. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the z83, e.g. ref ITSH 4/2020. Please note that failure to comply with the above instruction will be disqualify applicants. Please note that the selected candidate will be subjected to pre-employment screening and verification process. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as

unsuccessful .please note that due to financial constraints, there will be no payments of S & T claims.

- CLOSING DATE** : 12 June 2020
- POST 14/54** : **OPERATIONAL MANAGER NURSING (PHC) REF NO: ITSH 07/ 2020 (1 POST)**
- SALARY** : R562 800 - R633432. per annum, other benefit: 13th cheque, Housing Allowance (employee must meet the prescribed requirement) 12% Rural allowance and Medical Aid (optional)
- REQUIREMENTS** : National Senior Certificate grade 12 or standard 10. Degree/National diploma in General nursing and Midwifery plus 1 year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care (PHC). Current registration with SANC as a General Nurse and Midwifery/proof of payment must be attached (E- register/salary advice. A minimum of 7 years appropriate/recognizable experience in nursing after registration as a professional nurse with SANC as general nurse and midwifery. At least 5 years of the period referred to above must be appropriate/ recognizable experience after obtaining 1 year post basic qualification in the relevant specialty. NB: Proof of work experience signed by Human Resource Manager must be attached. Recommendations: A valid driver's license. Proof of computer literacy (certificate must be attached Knowledge, Skills and Competencies Required: Good management and analytical skills. Good communication leadership and interpersonal skills, problem solving skills, conflict management and decision making skills. Ability to work in a team. Knowledge of Public service acts, regulations and policies. Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal frameworks. Knowledge and experience in implementation of Batho Pele Principles, Patients Right's Charter and code of conduct. Computer skills in basic programmes. Human Resources Management and Basic financial management skills.
- DUTIES** : Key Performance Areas: Assist in planning, organising and monitoring of objectives of the facility. Manage all resources within the unit effectively to ensure optimum service delivery. Ability to plan and organize own work and that of support personnel to optimum service delivery. Monitor provision of quality comprehensive service delivery. Work as part of multidisciplinary team to ensure good nursing care. Demonstrate effective communication with patients, community and multidisciplinary team. Monitor safe patient service and improve client satisfaction. Participate in the attainment of National Core Standard. Contribute to the realization of ideal clinic (ICRM) status norms and standards. Participate in the analysis and formulation of SOP for the facility. Provide direct and indirect supervision of all staff within the unit and give guidance. Demonstrate an understanding of Human Resource and Finance Management policies and procedures. Monitor and evaluate the care and management of all patients through clinical audits. Supervise and monitor implementation and performance of PHC Re- Engineering/ Community based model. Monitor implementation and performance of indicators on daily, weekly, and monthly basis, provide feedback to management, analyses data and draw quality improvement plan and implementation thereof. Exercise control of discipline and any other Labour related issues in terms of the laid down procedures. Ensure complaint management is functional in the clinic. Ensure functionality of the clinic committee programme so that community involvement and participation is achieved. Conduct clinic open days. Monitor and evaluate employee's performance through EPMS for relevant staff. Ensure data management is done as per prescripts, daily capturing and monthly report. Ensure proper and optimal utilization of resources and exercise care over government property. Incumbent will be expected to work extended hours (overtime) including after hour on call. Demonstrate knowledge of clinical programme i.e. MCWH, HAST and NCD including all monitoring systems attached to each programme. Ability to access retrieves electronic report, analyse and use them to improve clinical care.
- ENQUIRES** : Mrs T.G Msibi Tel No: (034) 413 4000
- APPLICATION** : All applications must be addressed to Itshelejuba Hospital Private Bag x0047 Pongola 3170 and also emailed to [elliott.simelane@kznhealth .gov.za](mailto:elliott.simelane@kznhealth.gov.za) (due to COVID 19)
- NOTE** : An application for employment form (z83) must be completed and forwarded. This is obtainable from any Public Department or from the website www.kznhealth.gov.za. Certified copies of ID documents, STD10, educational qualifications, certificate of service and professional registration certificates (not copies of certified copies) and proof of current registration must be submitted together with your C.V. original signed letter from your current employer, confirming current and appropriate work experience related to the

requirements and recommendations for the advert. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the z83, e.g. ref ITSH 4/2020. Please note that failure to comply with the above instruction will be disqualify applicants. Please note that the selected candidate will be subjected to pre-employment screening and verification process. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful .please note that due to financial constraints, there will be no payments of S & T claims.

- CLOSING DATE** : 12 June 2020
- POST 14/55** : **OCCUPATIONAL HEALTH NURSE PRACTITIONER) GRADE 1/GRADE 2 REF NO: OH/5/2020**
 Job Purpose: To ensure optimal health for all employees in the Institution and clinics by providing holistic health care and support.
- SALARY** : Grade 1: R383 226. per annum
 Grade 2: R471 333. per annum Other Benefits; 13th Cheque Medical Aid (Optional), Housing Allowance Employee must meet prescribed. Requirements and Rural Allowance 12%.
- CENTRE** : Edumbe Community Health Centre
- REQUIREMENTS** : Senior Certificate (Grade 12).Diploma/Degree in General Nursing and Midwifery/Achoucheur. Current registration with SANC as a Professional Nurse. Post basic qualification in Occupational Health Nursing (Certification or Diploma). Current proof of registration with SANC 2020. Certificate of service stamped by HR Department. Proof of current and previous experience endorsed and stamped by HR must be attached. Knowledge, Skills, Training And Competencies Required:- Primary Health Care and Occupational Health Care, Knowledge of nursing care processes and procedures, nursing statutes, and other relevant legal frameworks such as Nursing Act, Health Act, Occupational Health and Safety Act, Patient Rights, Charter, Batho Pele Principles, Public Service Regulations, Labour Relations Act, Disciplinary Code and Procedure, Grievance Procedure, etc. Good and sound Knowledge of Compensation for Occupational Health and Safety Act no. 85 of 1993.Good communication both verbal written. Coordination and liaison. Problem solving. Report writing. Computer literacy.
- DUTIES** : Key Performance Area: Provide support and assistance to ensure optimal health status for all employees in the Institution and Clinics. Roll – out Occupational Health Programs for the CHC and Clinics. Conduct Medical Surveillance programme to employees. Execute all duties, functions and responsibilities in compliance with the OHS Act 85 of 1993, COID Act 130 of 1993 and other relevant legislation. Manage Occupational Health statistics and reports to Manager. Develop Occupational Health and Safety Training program for employees (involve stakeholders with relevant experience. Manage HIV/Aids in the workplace (HAST) Management of Employee Health and Wellness program at the facility. Initiate and manage Compensation claims for affected staff. Conduct Risk Assessment in all workplaces. Record keeping.
- ENQUIRIES** : Mrs. LT Msibi Tel No: (034) 995 8500.
- APPLICATIONS** : All applications should be forwarded to: The Human Resource Manager, Edumbe community Health Centre, P/Bag x 322 Paulpietersburg, 3180, or hand delivered to: The Human Resource Office, Stand No 463 eDumbe Main Street, Paulpietersburg, 3180. Human Resource Management Edumbe Main Street Paulpietersburg, for the attention of: Mrs. EP Mdlalose.
- NOTE** : Applications must be submitted on the prescribed Application for Employment form (Z83) which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of certificates, Identity Document and Driver's Licence (not copies of previously certified copies). The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Faxed and e-mailed applications will not be accepted. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African

Qualifications Authority (SAQA) to their applications. Non- RSA Citizens/Permanent Residents/Work Permit holders must submit documentary proof together with their applications. All employees in the Public Service that are presently on the same salary level but on a notch/package above of the advertised post are free to apply

- CLOSING DATE** : 17 June 2020
- POST 14/56** : **PROFESSIONAL NURSE- SPECIALITY: MATERNITY: REF NO: MONT 05/2020**
- SALARY** : Grade 1: R383 226 per annum
Grade 2: R471 333 per annum (Level 9/10) OSD
- CENTRE** : Montebello Hospital
- REQUIREMENTS** : Senior Certificate/Grade 12 or equivalent qualification, Degree/Diploma in General Nursing and Midwifery. A Post Basic qualification with a duration of at least one year accredited with SANC in Advanced Midwifery and Neonatal Nursing Science. Current registration with SANC as a General Nurse and Midwife. 2020 SANC Annual practicing certificate (2020 receipt). Proof of current and previous experience endorsed by Human Resource Department. Experience: **Grade 1:** A minimum of 04 years appropriate/recognizable experience in nursing after registration as professional nurse with SANC in General Nursing. **Grade 2:** A minimum of 14 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least ten years of the period referred to above must be appropriate/recognizable experience in the Maternity after obtaining the 1-year post basic qualification in Midwifery and Neonatal Nursing Science. Certificates of service must be attached as proof of experience.
- DUTIES** : Perform clinical nursing in accordance with the scope of practice and nursing standards. To execute duties and functions with proficiency in support of the aims and strategic objectives of the institution and to perform duties/functions within the prescripts of all applicable legislation. Maintain client satisfaction through quality service, innovation and professional nursing care by upholding the principles of Batho Pele and the standards set by the accreditation process. Ensure provision of educational services to clients. Ensure proper utilization of resources and exercise care of the Government Property. Plan and organize services to ensure cost effective use of resources. Assess staff requirements based on workload. Compile and analyze monthly statistics and use the information for future planning. Maintain clinical competence by ensuring that specific principles of nursing care are within the legal requirements. To provide holistic nursing care to patients in a speciality unit in a cost effective, efficient and equitable manner. Maintain clinical competence by ensuring that scientific principles of nursing care are implemented. Execute duties and functions with proficiency, in support of the vision, mission, nursing objective and strategic objectives of the institution and to perform duties within prescripts of all applicable legislation. Ensure ongoing education and staff training in PMTCT, BFHI, etc. Provision of quality maternal and neonatal care through setting of standards. Maintain accurate and complete patient records. Participate in Health Promotion and illness prevention initiatives. Participate in the formulation and analysis of Policies and Procedures and ensure that these are in accordance with current statutory regulations and guidelines. Assist unit manager with overall management and support for effective functioning of the unit. Attend sub district perinatal. Conduct clinical audit and compile summary report. Ability to work independently in all sections of the unit. Ensure utilization of maternity and neonatal guidelines and protocols. Participate in the implementation of priority programs and strategies to reduce morbidity and mortality rates to take charge of the unit during the absence of Operational Manager in charge and to manage the unit accordingly
- ENQUIRIES** : MS N Ngceza Tel No: (033) 506 7000
- APPLICATIONS** : Should Be Forwarded To: The Chief Executive Officer: Montebello Hospital, P/Bag x506, Dalton, 3236
- FOR ATTENTION** : Human Resource Manager)
- 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, certified copies of certificates, Identity Document and Driver's License (not copies of previously certified copies). The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Faxed and e-mailed applications will not be accepted. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting),

criminal clearance, credit records, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Non- RSA Citizens/Permanent Residents/ Work Permit holders must submit documentary proof together with their applications. All employees in the Public Service that are presently on the same salary level but on a notch/package above of the advertised post are free to apply.

CLOSING DATE

16 June 2020

POST 14/57

: **CLINICAL NURSE PRACTITIONER) GRADE 1/GRADE 2 REF NO: OP/1/202**
Job Purpose: To provide effective and efficient health care services to the community.

SALARY

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

CENTRE REQUIREMENTS

: Edumbe Community Health Centre (Ophuzane Clinic)
: Senior Certificate (Grade 12). Diploma/Degree in General Nursing and Midwifery or equivalent qualification that allow registration with SANC as a Professional Nurse. Post basic qualification with the duration of at least 1 year qualification in Curative skills in Primary Health Care accredited with SANC. Registration certificate with SANC as a general Nurse, Midwifery and Clinical Nursing Science. Current proof of registration with SANC 2020. Certificate of service stamped by HR Department. Proof of current and previous experience endorsed and stamped by HR must be attached. Knowledge, Skills, Training And Competencies Required:- Knowledge of nursing care processes and procedure. Knowledge of Nursing Act, Health Act, Occupational and Safety Act. Display a concern for patients, promoting and advocating proper treatment. Sound understanding of legislations and ethical nursing practices within a primary health care environment. Report writing skills.

DUTIES

: Key Performance Area: Perform a clinical nursing science in accordance with the scope of practice and standards as determined for a primary health care facility. Promote quality of nursing care directed by the professional scope of practice and standards as determined for a primary health care facility. Demonstrate a basic understanding of nursing legislation and related ethical nursing practices within a primary health care environment. Work effectively and amicably at a supervisory level, with person of diverse intellectual, cultural race or religious differences. Able to manage own work, time and that of junior colleagues to ensure services in a unit. Develop contacts, build and maintain a network of professional relations in order to enhance services delivery.

ENQUIRIES APPLICATIONS

: Mrs. LT Msibi Tel No: (034) 995 8500.
: All applications should be forwarded to: The Human Resource Manager, Edumbe community Health Centre, P/Bag x 322 Paulpietersburg, 3180, or hand delivered to: The Human Resource Office, Stand No 463 eDumbe Main Street, Paulpietersburg, 3180. Human Resource Management Edumbe Main Street Paulpietersburg, for the attention of: Mrs. EP Mdlalose.

NOTE

: Applications must be submitted on the prescribed Application for Employment form (Z83) which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of certificates, Identity Document and Driver's Licence (not copies of previously certified copies). The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Faxed and e-mailed applications will NOT be accepted. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Non- RSA Citizens/Permanent Residents/ Work Permit holders must submit documentary

proof together with their applications. All employees in the Public Service that are presently on the same salary level but on a notch/package above of the advertised post are free to apply

- CLOSING DATE** : 17 June 2020
- POST 14/58** : **ASSISTANT DIRECTOR: HUMAN RESOURCE MANAGER REF NO: APP/02/2020 (01 POSTS)**
- SALARY** : R376 596 per annum Other Benefit: 13TH Cheque, Medical Aid (Optional) and Housing Allowance (candidate must meet prescribed requirements)
- CENTRE** : Appelsbosch Hospital
- QUIREMENTS** : Senior Certificate STD 10/Grade 12, Degree/National Diploma in Human Resource Management/Public Management or Equivalent Qualification. A minimum of 3-5 years must be in Supervisory experience in Human Resource Component. Proof of current and previous work experience endorsed and stamped by Human Resource Manager. Recommendations: A valid driver's license code EB or C1. Computer literacy: MS Office Package. Persal Certificate. Knowledge, Skills, Competencies Required: Good knowledge of Human Resource Management. Good sound knowledge of departmental Legislation, prescripts and policies. Good Listening, Writing and Communication skills. Computer literacy. Good Decision making
- DUTIES** : Key Performance Areas: The incumbent will be expected to perform the following Key Performance Areas covering the entire uMshwathi sub-District i.e. Appelsbosch Hospital and Primary Health Care. Manage Human Resource Planning, development and EPMDs in support of service delivery imperatives. Ensure the development and implementation of human resource employment equity and workplace skills plan for the Institution and PHC in consultation with all stakeholders. Participate in and provide inputs in sub-District strategic and operational planning and reporting sessions. Coordinate all HRD programs and activities. Manage Human Resource Provisioning and practices in line with prevailing legislation prescripts and policies. Monitor human resource records and document management system. Ensure effective leave management system. Manage Labour Relations matters to ensure effective employment relations. Ensure the coordination of Institutional Management Labour Committee meetings. Ensure training of staff on Labour Relations. Create awareness of Labour relations within the Institution and PHC. Ensure compliance with grievance, mediation and arbitration proceedings. Manage the Employee Health and Wellness Programme in order to enhance employee productivity, safety and morale. Ensure coordination of Employee Health and Wellness Committee Meeting (EHWCM). Ensure training of staff on Employee Health and Wellness Programme within the Institution. Supervise staff and manage Human Resource Risk areas and assets. Manage EPMDs and staff development. Management of staff leaves utilization. Ensure the effective utilization of resources including assets allocated to human resource component. Provide advice and guidance to all officials in the Institution and PHC. Ascertain/substantiate possible discipline.
- ENQUIRIES** : Mr. T.L. Gwele: Chief Executive Officer, Tel No: (032) 2948000
- APPLICATION** : should be forwarded to: Human Resource Department, Appelsbosch hospital, Private Bag x 215, Ozwathini 3242.
- NOTE** : Equity Target: African Male
- CLOSING DATE** : 19 June 2020
- POST 14/59** : **CLINICAL NURSE PRACTITIONER GRADE 1 REF NO: ITSH 08/2020 (2 POST)**
- SALARY** : Grade 1: R383 226. per annum
Grade 2: R471 333 other benefit: 13 cheque, 12% rural allowance, home owners allowance (employee must meet prescribed requirements), Medical Aid (optional)
- CENTRE** : Itshelajuba Hospital (Tobolsk Clinic and Pongola Clinic)
- REQUIREMENTS** : Grade 12(Senior certificate) Standard 10 or vocational certificate plus, Degree/Diploma in Nursing , General Nurse and Midwifery plus (1) year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care(PHC).Current registration with SANC as a General Professional Nurse and Primary Health Care plus A minimum of for (Current registration with SANC as a General Professional Nurse and Primary Health Care plus A minimum of for () years appropriate/recognisable nursing experience as a General Nurse. NB: Certificate of service must be attached Experience **Grade 1**: A minimum of four () years appropriate/recognisable experience as General Nurse. **Grade 2**: A minimum of fourteen (14) years appropriate/recognisable experience as a General Nurse. At least ten (10) years of this period must be

		appropriate/ recognisable experience in PHC after obtaining the relevant 1 year post basic qualification for the relevant speciality. NB: Certificate of service must be attached as proof of experience.
<u>DUTIES</u>	:	Key Performance Areas: Provide quality comprehensive Primary care by promoting preventative, curative and rehabilitative services for the clients and community in line with PHC engineering. Perform clinical nursing practise in accordance with the scope of practise and nursing standard for primary health care. Provide administrative services such as providing accurate statistics for evaluation, future planning, identifying needs for financial planning and indirect control of expenditure as an integral part of planning and organization. Motivate staff regarding development in order to increase level of expertise and assist patients and families to develop a sense of self-care. Provide safe and therapeutic environment as laid down by the Nursing Act, Occupational Health and Safety Act and all other applicable prescripts. Plan and Organise own work and that of support personnel to ensure proper nursing care. Able to implement the institutional major incident (disaster) plan as required. Work as part of a multidisciplinary team to ensure good nursing care. Demonstrate effective communication with patients, supervisors and other clinicians including report writing when required. Participate in the analysis and formulation of nursing policies and procedures Provide direct and indirect supervision of all staff within the unit and guidance in support of the Operational Manager. Order and monitor appropriate levels of consumables. Participate in clinical records audits and act on GAPS identified. Work effectively, co-operatively and amicably with persons of diverse intellectual, culture, racial or religious differences. Display a concern for patients, promoting and advocating proper treatment and care including willingness to respond to patient's needs and expectations according to Batho Pele Principles. Promote quality of nursing care as directed by standards at primary health care facilities. Manage all resources within the unit effectively and efficiently to ensure optimum service delivery. The incumbent will be expected to work extended hours: After hour on call services.
<u>ENQUIRIES</u>	:	Mrs TG Msibi Tel No: (034) 4134000
<u>APPLICATIONS</u>	:	All applications must be addressed to Itshelejuba Hospital Private Bag x0047 Pongola 3170 and also emailed to Elliot.simelane@kznhealth.gov.za (due to COVID 19)
<u>NOTE</u>	:	An application for Employment Form (z83) must be completed and forwarded. This is obtainable from any Public Department or from the website www.kznhealth.gov.za Certified copies of ID documents, Std10, educational qualifications, certificates of service and professional registration certificates (not copies of certified copies) and proof of current registration must be submitted together with your CV. Original signed letter from your current employer ,confirming current and appropriate work experience related to the requirements and recommendations for the advert. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the z83, e.g. ref ITSH 1/2018.Please note that failure to comply with the above instructions will disqualify applicants. Please note that the selected candidate will be subjected to pre-employment screening and verification process. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Please note that due to financial constraints, there will be no payments of S&T claims.
<u>CLOSING DATE</u>	:	12 June 2020
<u>POST 14/60</u>	:	<u>PROFESSIONAL NURSE SPECIALITY MARTENITY ADVANCED MIDWIFERY REF NO: ITSH 9/2020</u>
<u>SALARY</u>	:	Grade 1: R383 226 per annum Grade 2: R471 333.per annum other benefit: 13 cheque, 12% rural allowance, home owners' allowance (employee must meet prescribed requirements), Medical Aid (optional)
<u>CENTRE</u>	:	Itshelejuba Hospital
<u>REQUIREMENTS</u>	:	Senior Certificate/Grade 12 or Equivalent qualification, Degree/National Diploma in general Nursing and Midwifery, A Post Basic qualification with a duration of at least one year accredited with SANC in Advanced Midwifery and Neonatal Nursing Science, Current registration with SANC as a General Nurse and Midwife, 2020 SANC Annual practising certificate (2020 receipt), proof current and previous experience endorsed by Human Resources Department. Experience: Grade 1: A minimum of 4 years appropriate/ recognizable experience in nursing after registration as professional nurse with SANC in General Nursing. Grade 2: A minimum of 14 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC

in General Nursing. At least ten years of the period referred to above must be appropriate/recognizable experience in the Maternity after obtaining the 1 year post basic qualification in Midwifery and Neonatal Nursing Science. Certificate of service must be attached as proof of experience. Knowledge, Skills and Competences Required: Knowledge of nursing care process and procedures, nursing statutes and other relevant legal framework. Good communication skills-verbal and written, leadership, interpersonal, problem solving, conflict management and decision making skills. Co-ordination and liaison skills. Knowledge of Public Service Policies Act, and Regulations. Knowledge of Labour Relations Act, disciplinary and grievances procedures. Knowledge of Nursing Act, Occupational Health and Safety Act of 1995. Knowledge and implementation of Batho principles, Patients' Rights Charter and Code of Conduct.

DUTIES

: Key Performance Areas: Perform clinical nursing in accordance with the scope of practice and nursing standards. To execute duties and functions with proficiency in support of the aims and strategic objectives of the institution and to perform duties/functions within the prescripts of all applicable legislation. Maintain client satisfaction through quality service, innovation and professional nursing care by upholding the principles of Batho Pele and the standards sets by the accreditation process. Compile and analyse monthly statistics and use the information for future planning. Maintain clinical competence by ensuring that scientific principles of nursing care are within the legal requirement. Maintain. Ensure ongoing education and staff training in ESMOE, CARMA, PMTCT, MBFHI etc. Provision of quality maternal and neonatal care through setting of standards. Participate in the implementation of National Priorities clinical guidelines and protocol e.g. IPC, Quality Assurance etc. Maintain accurate and complete patient records. Participate in Health Promotion and illness prevention initiatives. Participate in the formulation and analysis of standard operating procedures and ensure that these are in accordance with the current statutory regulations and guidelines. Assist unit manager with overall management and support for effective functioning of the unit. Attend sub district and district perinatal meetings. Conduct clinical audit and compile summary report in order to monitor implementation of guidelines and protocols. Ability to work independently in all sections of the unit. Participate in the implementation of priority programs and strategies to reduce morbidity and mortality rates. To take charge of the unit during the absence of Operational Manager in charge and to manage the unit accordingly.

**ENQUIRIES
APPLICATIONS**

: Mrs TG Msibi Tel No: (034) 4134000
: All applications must be addressed to Itshelejuba Hospital Private Bag x0047 Pongola 3170 or hand delivered to the Human Resources Office at Itshelejuba Hospital

NOTE

: An application for Employment Form (z83) must be completed and forwarded. This is obtainable from any Public Department or from the website www.kznhealth.gov.za Certified copies of ID documents, Std10, educational qualifications, certificates of service and professional registration certificates (not copies of certified copies) and proof of current registration must be submitted together with your CV. Original signed letter from your current employer ,confirming current and appropriate work experience related to the requirements and recommendations for the advert. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the z83, e.g. ref ITSH 1/2018. Please note that failure to comply with the above instructions will disqualify applicants. Please note that the selected candidate will be subjected to pre-employment screening and verification process. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Please note that due to financial constraints, there will be no payments of S&T claims.

CLOSING DATE

: 12 June 2020

POST 14/61

: **ASSISTANT DIRECTOR-FINANCE & SCM REF NO: ITSH 06/ 2020 (1 post)**

SALARY

: R376 596 per annum, other benefit: 13th cheque, Housing Allowance (employee must meet the prescribed requirement) and Medical Aid (optional)

REQUIREMENTS

: Senior Certificate STD 10/ grade 12. Degree/National diploma in Financial Management Accounting Science/Costs and Management Accounting. 3-5 years in finance/Supply Chain, of which three (03) must Supervisory level. A valid driver's license code 08 and above. NB proof of work experience signed by human resource section must be attached. Knowledge, Skills and Competence Requires: Management and organisational skills. Good listening, writing and communication skills. Computer skills: MS office proficiency in

Microsoft excel, certificate must be attached. Knowledge of current Health and Public Service Legislation, regulations and policies including medical ethics, epidemiology and statistics. Extensive knowledge of BAS and knowledge of Peral system. Good leadership, management and decision making skills.

DUTIES

: Key Performance Areas: Improve financial management for the hospital and clinics attached to hospital. Compile and present regular reports to the Hospital management on expenditure, financial projections and any variations from budget and prepare detailed budget reports for the approval of Chief Financial Officer (CFO). Ensure that facility has approved procurement plan and improve Supply Chain Management. Ensure that the department meets its strategic objectives and budget is aligned to DOP and APP. Ensure the approval & functionality of Finance and SCM committees. Ensure implementation of the total quality management framework and compliance to National Core Standard. Ensure clearance of suspense account and proper debt management timeously. Ensure that goods and services are procured in a cost effective manner. Ensure that facility is conducting stock take and timeously do submission of report to Provincial SCM. Conduct analysis on expenditure trends and do budget estimates and link service delivery outcomes. Conduct internal audit and risk management. Ensure that adequate policies, systems and procedures are in place to enable prudent management of financial resources, planning of financial resource mobilization. Develop, implement and monitor measures designated to optimize the collection of revenue and eliminating risk. Ensure revenue reconciliation statements are reported monthly. Ensure submission of all returns to Head Office monthly. Ensure proper management of assets.

ENQUIRES APPLICATION

: Mrs T.M Vilakazi Tel No: (034) 413 4000
: All applications must be addressed to Itshelejuba Hospital Private Bag x0047 Pongola 3170 and also emailed to fikile.simelane@kznhealth.gov.za (due to COVID 19)

NOTE

: An application for employment form (z83) must be completed and forwarded. This is obtainable from any Public Department or from the website www.kznhealth.gov.za. Certified copies of ID documents, STD10, educational qualifications, certificate of service and professional registration certificates (not copies of certified copies) and proof of current registration must be submitted together with your C.V. original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations for the advert. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the z83, e.g. ref ITSH 4/2020. Please note that failure to comply with the above instruction will be disqualify applicants. Please note that the selected candidate will be subjected to pre-employment screening and verification process. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful .please note that due to financial constraints, there will be no payments of S & T claims.

CLOSING DATE

: 12 June 2020

**PROVINCIAL ADMINISTRATION: LIMPOPO
PROVINCIAL TREASURY**

The Limpopo Provincial Treasury is an equal opportunity and affirmative action Employer. Suitable women and persons with disabilities remain the target group and are encouraged to apply in line with the Employment Equity Act No. 55 of 1998



- APPLICATIONS** : All Applications should be submitted to: Director: Human Resource Management, Private Bag X 9486, Polokwane, 0700 Or Hand delivered to: Ismini Towers Building, Office No. GOO2 (Ground Floor) Registry, 46 Hans van Ransburg Street, Polokwane, 0700.
- ENQUIRIES** : All General enquiries should be directed to Messrs Mathoma Reuben, Lukheli Packson, Mesdames, Kgadima Conny and Moremi Hilda @ (015) – 298 7000.
- CLOSING DATE** : Friday the 31st July 2020 at 16H00
- NOTE** : Applications must be submitted on Z83 forms obtainable from all Government Departments or can be downloaded from www.dpsa.gov.za. Applications must be completed in full, accompanied by certified copies of educational qualifications, identity documents, Valid vehicle driver's License (where required) and a Comprehensive Curriculum Vitae or Resume. Applications without attachments will not be considered. A specific reference number for the post applied for must be quoted in the space provided on form Z83. Applicants with foreign qualifications remain responsible for ensuring that their qualifications are evaluated by the South African Qualifications Authority (SAQA) and therefore must attach certified copies of certificates of evaluation by the SAQA. Successful incumbents will be expected to sign a performance agreement within one month after assumption of duty and also be required to disclose their financial interests in accordance with the prescribed regulations. All shortlisted candidates for SMS posts will be subjected to 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. In order to ensure that potential SMS members have a background on processes and procedures linked to the SMS, a further requirement for appointment at SMS level will be the successful completion of the Senior Management Pre-entry Programme as endorsed by the National School of Government with effect from 1st April 2020. This is a Public Service specific training programme which will be applicable for appointments at SMS post. The link is as follows: www.thensg.gov.za/training-course/sms-pre-entry-programme. All shortlisted candidates will be subjected to a security clearance and verification of qualifications. Shortlisted applicants will be required to provide their original qualification certificates and ID on the day of the interviews for verification purposes. The recommended candidates for appointments will be subjected to Personnel Suitability Check (criminal records, credit records check and security reasons). NB: Those who previously applied for posts indicated as "re-advert" must submit a new application/s if they are still interested in those posts. Late applications, emails or faxed applications will not be considered. Failure to comply with the above requirements will result in the disqualification of the application. Correspondence will be limited to short-listed candidates only due to the large number of applications we envisage to receive and if you have not heard from us within 90 days of the closing date, please accept that your application has been unsuccessful. However, should there be any dissatisfaction, applicants are hereby advised to, within 90 days, request reasons from the Department for any administrative action which has adversely affected them in terms of section 5, sub-section 1 and 2 of the Promotion of Administrative Justice Act 3 of 2000. The Department reserves the right not to make any appointment to the posts advertised. The employment decision shall be informed by the Employment Equity Plan of the Department.

MANAGEMENT ECHELON

- POST 14/62** : **DEPUTY DIRECTOR GENERAL: FINANCIAL GOVERNANCE REF NO: LPT/379**
Branch Financial Governance
Re-Advertisement

SALARY : R1 521 591 per annum (Level 15) (to be structured according to individual needs)

CENTRE : Head Office - Polokwane

REQUIREMENTS : An undergraduate qualification (NQF level 7) and a post graduate qualification (NQF level 8) as recognized by SAQA in Accounting/Financial Management /Auditing or related fields. 8-10 years' of working experience at a senior managerial level. Experience in the Public Sector financial environment and engagements with oversight structures at Senior Management Level and a CA qualification will be an added advantage. Valid vehicle driver's license (with exception of persons with disabilities). Competencies: Strategic Capacity and Leadership. People Management and Empowerment. Programme and Project Management. Financial Management and Change Management. Knowledge Management, Service Delivery Innovation (SDI) and Communication. Problem-solving and analysis, Client orientation and Customer focus. Computer Literacy (MS Office Package at Advanced level). Honesty and Integrity. Knowledge And Skills: Knowledge and sound understanding of HR and financial management practices. Results-driven and service-orientated. The ability to liaise with internal and external stakeholders and network widely. Exceptional ability to apply innovative thought, vision, drive and strong leadership. Extensive knowledge of the Public Finance Management Act (PFMA), Treasury Regulations, Treasury Instructions, Broad Based Black Economic Empowerment (BBBEE), Preferential Procurement Policy Framework Act (PPPFA), Financial Management of Parliament and Provincial Legislatures Act (FMPLA) and other related prescripts and regulations. Extensive knowledge of GRAP and modified cash standards. Sound knowledge of the Public Audit Act, a good understanding of Supply Chain Management, Procurement Strategies and government financial systems including BAS, LOGIS and PERSAL. Ability to Manage and oversee project implementation processes and activities. The ability to work successfully under pressure and to partner with a dynamic leadership team.

DUTIES : The successful candidate will report to the Head of the Department and will be required to: Provide support on the implementation of appropriate accounting practices and to build Financial Management Capacity in all Provincial Departments and Public Entities. Managing the implementation and provide support on financial information management systems and other relevant transversal systems. Monitoring and provide support on the implementation of Risk Management, including relevant Enterprise Resource Planning systems in all Provincial Departments and Public Entities. Monitor and Provide support on compliance in all Provincial Departments and Public Entities with the provisions of Public Finance Management Act (PFMA), Preferential Procurement Policy Framework Act (PPPFA), Financial Management of Parliament and Provincial Legislatures Act (FMPLA), GRAP, Modified cash standards and other related Acts, regulations and prescripts. Participate in oversight structure engagements and co-ordinate audit committee meetings. Improving audit outcomes and developing audit strategies and financial management policies. Oversee and co-ordinate the preparation of consolidated annual financial statements for departments and public entities. Oversee financial management capacity building programmes for provincial departments and public entities.

ENQUIRIES : Ms Conny Kgadima Tel No: (015) 298 7000

POST 14/63 : **CHIEF DIRECTOR: FINANCIAL MANAGEMENT INFORMATION SYSTEMS**
REF NO: LPT/ 439
Branch Financial Governance

SALARY : R1 251 183 per annum (Level 14) (to be structured according to individual needs)

CENTRE : Head Office - Polokwane

REQUIREMENTS : An undergraduate qualification (NQF Level 7) as recognised by SAQA in Financial Management/Accounting/Information Systems/Commerce or related fields. 5 years' of working experience at a senior managerial level. Membership of relevant professional body will be an added advantage. Valid vehicle driver's license (with exception of persons with disabilities). Competencies: Strategic Capacity and Leadership. People Management and Empowerment. Programme and Project Management. Financial Management and Change Management. Knowledge Management, Service delivery Innovation (SDI) and Communication. Problem-solving and analysis, client orientation and Customer focus. Ability to work successfully under pressure and to partner with a dynamic leadership team. Honesty and Integrity. Knowledge And Skills: Knowledge in ICT operations, systems development, ICT governance and programme/project management. Knowledge of the PFMA and key legislative

frameworks. Knowledge and sound understanding of financial management information systems environment. Executive report writing skills. Demonstrated resourcefulness in setting priorities and guiding investment in people and systems. Results-driven and service-orientated Ability to persuade and negotiate at all levels. Ability to liaise with internal and external stakeholders and network widely. Exceptional ability to apply innovative thought, vision, drive and strong leadership.

DUTIES : The successful candidate will report to the Deputy Director General: Financial Governance and lead the Chief Directorate: Financial Management Information Systems. The incumbent will be required to ensure continuous business process improvements in the financial management information systems environment. Evaluate new systems proposals and provide recommendations. Ensure the implementation of financial management information systems in Provincial Departments. Ensure user support and data management. Provide cross organizational support. Develop and implement systems policies and procedures. Ensure effective and efficient systems support and user capacity building. Evaluate information systems infrastructure and recommend updates. Management of the system computer mainframe and support contractors. Manage the system/upgrade testing and implementation. Participate in national financial system development and implementation fora. Manage the resources of the Chief Directorate. Manage the relationship between the department and the stakeholders.

ENQUIRIES : Ms Conny Kgadima Tel No: (015) 298 7000

POST 14/64 : **CHIEF DIRECTOR: CORPORATE SERVICES REF NO: LPT/26**
Branch Corporate Management Services

SALARY : R1 251 183 per annum (Level 14) (to be structured according to individual needs)

CENTRE : Head Office - Polokwane

REQUIREMENTS : An undergraduate qualification (NQF Level 7) as recognised by SAQA in Human Resource Management/Public Administration/Management or related fields. 5 years' of working experience at a senior managerial level. Valid vehicle driver's license (with exception of persons with disabilities). Competencies: Strategic Capacity and Leadership. People Management and Empowerment. Programme and Project Management. Financial Management and Change Management. Knowledge Management, Service Delivery Innovation (SDI) and Communication. Problem-solving and Analysis, Client Orientation and Customer focus. Honesty and Integrity. Knowledge and Skills: Knowledge of Human Resources, Transformation and Security services policies and legislation governing Human Resources within the Public Service and SMS handbook. Knowledge of the PFMA. Knowledge and sound understanding of corporate services. Demonstrated resourcefulness in setting priorities and guiding investment in people and systems. Results-driven and service-orientated. Ability to persuade and negotiate at all levels. Ability to liaise with internal and external stakeholders and network widely. Exceptional ability to apply innovative thought, vision, drive and strong. Ability to work successfully under pressure and to partner with a dynamic leadership team.

DUTIES : The successful candidate will report to the Deputy Director General: Corporate Management Services and lead Corporate Services internal operations of the Provincial Treasury. The incumbent will be required to: - Interpret and translate both current and future business needs into effective talent management plans. Perform business and budget planning. Implement organisational development models to support positive performance and a learning culture that promotes effective people management solutions. Conceptualise and implement talent management models that attract and retain productive teams for the Department. Drive and convene key institutional structures including the Local Consultative Forum, Employment Equity Forum, Skills Development Forum etc. Drive and facilitate the development of an effective HR information system that enhances decision making and informs the design of strategic interventions. Manage and oversee the human resource function, including: Recruitment; hiring and compensation; benefits administration and oversight as well as the provision of Labour Relations. Manage and oversee the employee utilization and capacity building directorate including the implementation of the Performance Management Development System. Ensure the management and administration of Bursaries, Learnerships and Internships. Ensure the management of the Resource Centre and provide In-service Training. Develop and oversee Work Skills Plan in accordance with the Sector Skills Plan. Oversee and manage training reports as required and as prescribed by SETA. Ensure the provision of Security Services including the implementation of MISS, provision of physical security and rendering of

investigative services. Ensure the management of Transformation Services including the change management and service delivery improvement, gender focus and diversity management and the coordination of Employment Equity. Ensure coordination of Employee Wellness programmes and Safety Health Environment Risk and Quality (SHERQ). Ensure implementation of Service Standards. Oversee all administrative functions within Corporate Services to ensure smooth daily operations.

ENQUIRIES : Ms Conny Kgadima Tel No: (015) 298 7000

POST 14/65 : **DIRECTOR: MUNICIPAL FINANCE GOVERNANCE - WATERBERG DISTRICT REF NO LPT/300**
Chief Directorate Municipal Finance & Governance

SALARY : R1 057 326 per annum (Level 14) (to be structured according to individual needs) Centre Head Office - Polokwane

REQUIREMENTS : An undergraduate qualification (NQF level 7) as recognized by SAQA in Financial Management/Accounting/Economics/Auditing or related fields will be an added advantage. 5 years' of working experience at a middle/senior managerial level. Valid vehicle driver's license (with exception of persons with disabilities). Competencies: Strategic Capacity and Leadership. Programme and Project Management. Financial Management and Change Management. People Management and Empowerment. Knowledge Management, Service Delivery Innovation (SDI) and Communication. Problem-solving and Analysis, Client Orientation and Customer focus. Honesty and Integrity. Knowledge And Skills: Knowledge of the Public Finance Management Act (PFMA) and Municipal Finance Management Act (MFMA), Public Service Act and Regulations and other relevant government Human Resource policies and prescripts. Ability to Manage and oversee project implementation processes and activities. The ability to work successfully under pressure and to partner with a dynamic leadership team. Knowledge and sound understanding of HR practices. Results-driven and service-orientated. The ability to liaise with internal and external stakeholders and network widely. Exceptional ability to apply innovative thought, vision, drive and strong leadership

DUTIES : Provide strategic expertise in municipal National Treasury Internal Audit Framework and Risk Management Framework at a provincial level (Municipalities) and implementation of all MFMA related functions at the allocated district. Monitor and review municipalities' compliance with MFMA on internal audit (IA) and risk management (RM). Provide guidance on the alignment of Internal Audit and Risk management process to the budget processes. Design assessment tools for monitoring IA and RM. Advise municipalities on the interpretation of relevant legislative prescripts, regulations and related circulars. Monitor that the budget time-table is prepared and tabled within the regulated time frame. Assist municipalities in preparation of budgets in the regulated formats. Monitor and support municipalities on municipal budget planning and implementation, Risk Management, Internal Audit, Revenue and debt management, mSCOA, SCM, Accounting related functions, Municipal Internship programme and general compliance with MFMA, its related regulations and circulars. Manage human resources, financial resources and administrative activities relating to the allocated district.

ENQUIRIES : Ms Conny Kgadima Tel No: (015) 298 7000

OTHER POSTS

POST 14/66 : **DEPUTY DIRECTOR: MUNICIPAL FINANCE GOVERNANCE (SEKHUKHUNE DISTRICT) REF NO: LPT/288**
Directorate Municipal Finance Governance

SALARY : R733 257 per annum (Level 11) (to be structured according to individual needs) **CENTRE**
Head Office - Polokwane

REQUIREMENTS : An undergraduate qualification (NQF Level 6) as recognized by SAQA. Qualification in Financial Management/Accounting/Economics/Auditing or related fields will be an added advantage. A postgraduate degree or registration with a professional body will be an added advantage. Three (3) years' relevant working experience of which three (3) years' must be at Junior Management level within Financial Management/Accounting. Valid vehicle driver's license (with exception of persons with disabilities). Competencies: Strategic Capability and Leadership. Programme and Project Management. Financial Management. People Management and Empowerment. Change Management. Honesty and Integrity. Knowledge And Skills: Knowledge of the Public Finance Management Act (PFMA) and Municipal Finance Management Act (MFMA), Public Service Act and Regulations and other relevant

		government Human Resource. Knowledge and sound understanding of HR practices. Ability to Manage and oversee project implementation processes and activities. The ability to work successfully under pressure and to partner with a dynamic leadership team. Risk Management Policies and practices. Problem-solving skills and innovative capabilities. People management skills. Results-driven and service-orientated. The ability to liaise with internal and external stakeholders and network widely. Exceptional ability to apply innovative thought, vision, drive and strong leadership.
<u>DUTIES</u>	:	Monitor and support municipalities on compliance with SCM regulation and other legislative reforms. Perform audits or reviews on SCM compliance, effectiveness of internal audit, risk management and other MFMA compliance matters in line with guiding tools. Participate in IGR structures. Monitor and support municipalities in implementation of MSCOA project. Participate in tabled budget and mid-year engagement sessions. Monitor systems, policies, procedures and processes relating to Supply Chain Management, Internal Audit and Risk Management. Provide feedback on MFM status to National Treasury and other stakeholders.
<u>ENQUIRIES</u>	:	Ms Conny Kgadima Tel No: (015) 298 7000
<u>POST 14/67</u>	:	<u>DEPUTY DIRECTOR: GOVERNANCE, MONITORING & COMPLIANCE (LEGISLATURE OVERSIGHT) REF NO: LPT/ 391</u> Directorate Governance, Monitoring & Compliance
<u>SALARY</u>	:	R733 257 per annum (Level 11) (to be structured according to individual needs)
<u>CENTRE</u>	:	Head Office (Polokwane)
<u>REQUIREMENTS</u>	:	An undergraduate qualification (NQF Level 6) as recognized by SAQA. Qualification in Commerce/Internal Audit/Public Administration or related fields will be an added advantage. Three (3) years' relevant working experience of which Three (3) years' must be at Junior Management level in Advising the Standing Committee on Public Accounts and or Governance, Monitoring including Compliance. Valid vehicle driver's license (with exception of persons with disabilities). Competencies: Networking and building bonds. Planning and organising. People Management and Empowerment. Problem solving and analysis. Decision making. Financial Management. Honesty and Integrity Organisational communication effectiveness. Self-management. Knowledge And Skills: Legislation, Regulations and policies. Supply Chain Management Policies and practices. Financial Accounting. Risk Management and Asset Management Policies and practices. Budget submission. Information Technology Systems and support. Economic and business models and tools. Conduct project appraisals. Corporate communication.
<u>DUTIES</u>	:	Execute oversight on the implementation of SCOPA resolutions and support SCOPA during sittings and draft resolutions based on recommendations of committees. Prepare quarterly reports for HOD's forum, Audit committee and EXCO. Review audit annual financial statements to detect occurrence of unauthorised expenditure. Document motivation to the Legislature on consideration of the unauthorised expenditure. Undertake the promulgation of the Provincial Finance Act (Unauthorized Expenditure Bill), subject to House resolutions. Monitor departments on the implementation of unauthorized expenditure act. Perform oversight on all public institution on matters of unwanted expenditures. Facilitate the condonement of irregular expenditure by the relevant authority. Monitor compliance with payment of service providers within 30 days or as per contract. Monitor complaints received from service providers on non-payment of services and goods delivered. Monitor progress reports on cases of financial misconduct reported. Perform supervision of staff members within the sub-unit.
<u>ENQUIRIES</u>	:	Ms Conny Kgadima Tel No: (015) 298 7000
<u>POST 14/68</u>	:	<u>DEPUTY DIRECTOR: TRANSPORT MANAGEMENT REF NO: LPT/204</u> Directorate Supply Chain Management
<u>SALARY</u>	:	R733 257 per annum (Level 11) (to be structured according to individual needs)
<u>CENTRE</u>	:	Head Office - Polokwane
<u>REQUIREMENTS</u>	:	An undergraduate qualification (NQF Level 6) as recognized by SAQA. Qualification in Public Administration/Economics/Public Finance / Accounting / Logistics / Financial Management or related fields will be an added advantage. Three (3) years' relevant working experience of which three (3) years must be at Junior Management level within Logistics/Fleet Management. Valid vehicle driver's license (with exception of persons with disabilities). Competencies: People Management and Empowerment. Problem solving and analysis.

		Honesty and Integrity. Planning and organizing. Problem solving and decision making. Financial management. Self-management. Team membership. Client orientation and customer focus. Knowledge And Skills: Knowledge of the Public Finance Management Act (PFMA) and Supply Chain Management Policies, Public Service Act and Regulations and other relevant government Human Resource. Knowledge and sound understanding of HR practices. Good understanding of applicable Logistics, Transport Management, Supply Chain Management prescripts, Asset Management Framework, Public Finance Management Act and Treasury Regulations. Computer literacy. Excellent command in Microsoft Excel
<u>DUTIES</u>	:	Manage Departmental Fleet (Both subsidized and State vehicles). Ensure that State vehicles in operation are maintained regularly. Attend to applications for Scheme A and B, MMS and SMS Schemes. Monitor and facilitate payment of fuel claims for SMS and MMS schemes. Monitor and facilitate payment of fuel claims for scheme A and B. Monitor and conduct monthly inspection on subsidized vehicles. Handle cases of under and over utilization of fleet. Conduct quarterly inspection on Scheme A vehicles (Subsidized motor vehicles). Update Asset registers for Scheme A and B, MMS and SMS vehicles. Assist officials with documents as requested by SARS.
<u>ENQUIRIES</u>	:	Ms Conny Kgadima Tel No: (015) 298 7000
<u>POST 14/69</u>	:	<u>ASSISTANT DIRECTOR: MUNICIPAL FINANCE GOVERNANCE (CAPRICORN DISTRICT) REF NO: LPT/278</u> Directorate Municipal Finance Governance
<u>SALARY CENTRE REQUIREMENTS</u>	:	R376 596 per annum (Level 9) Head Office - Polokwane An undergraduate qualification (NQF Level 6) as recognized by SAQA. Qualification in Financial Management/Accounting/Economics or related fields will be an added advantage. An undergraduate degree or registration with a professional body will be an added advantage. Three (3) years' relevant working experience within Administration/Financial Management/Accounting /Audit. Valid vehicle driver's license (with exception of persons with disabilities). Competencies: Planning and organising. Effective Organisational communication. Financial Management. People Management and Empowerment. Honesty and Integrity. Knowledge And Skills: Basic knowledge of the Public Finance Management Act (PFMA) and Municipal Finance Management Act (MFMA), Public Service Act and Regulations and other relevant government Human Resource. Ability to implement processes and activities. The ability to work successfully under pressure and meet deadlines. Ability to partner with a dynamic leadership team. Basic understanding of financial management, supply chain risk management and internal audit. Results-driven and service-orientated. The ability to liaise with internal and external stakeholders and network widely.
<u>DUTIES</u>	:	Monitor the submission of MFMA related reports. Review implementation of the Internship programme in line with the National Treasury Regulations. Review compliance with s75 of the MFMA. Co-ordinate Municipal fora/workshops in terms of venues and facilities. Provide administrative support.
<u>ENQUIRIES</u>	:	Ms Conny Kgadima Tel No: (015) 298 7000
<u>POST 14/70</u>	:	<u>ASSISTANT DIRECTOR: REVENUE, DEBT & BANK RECONCILIATION (SYSCON) REF NO: LPT/179</u> Directorate Financial Accounting Re-advertisement
<u>SALARY CENTRE REQUIREMENTS</u>	:	R376 596 per annum (Level 9) Head Office – Polokwane An undergraduate qualification (NQF Level 6) as recognized by SAQA. Qualification in Financial Management/Financial Accounting or related fields will be an added advantage. Three (3) year's relevant working experience within Financial Management/Financial Systems. BAS Training Certificates. Valid vehicle driver's license (with exception of persons with disabilities). Competencies: Planning and Organizing. Client service orientation. Organizational communication effectiveness. Self-management. Change management. People Management and Empowerment Problem solving and analysis. Financial Management. Honesty and Integrity. Knowledge And Skills: Extensive knowledge of Public Finance Management Act (PFMA), National Treasury Regulations and guidelines. Knowledge of Economic Reporting Framework, Standard Chart of Accounts and Government Accounting

<u>DUTIES</u>	:	Standards (GRAP). Understanding of Departmental processes, policies and procedures. Knowledge of Basic Accounting System. Computer literacy.
	:	Ensure that the BAS System is effectively maintained, including transaction processing rules, item processing rules, item function rules, parameters and linking users to printers and the facilitation of 3 rd party interfaces. Provide access control for users in functional areas such as security profiles, group profiles and resetting of passwords. Setting up of the security process which include the creation of functional groups, User IDs and workflow groups. Preparation of Conversions from the previous financial system to the new one. Create and maintain user accounts in the Department. Monitor and facilitate the clearing of interface exceptions, control and suspense accounts. Provide system, technical, functional and other support to users, investigating issues experienced and consult National Treasury or Provincial help desk where required. Support the system provider in user acceptance testing. Identify and provide both informal and formal training of users. Provide support in the compilation and maintenance of departmental procedure manuals. Adherence to the latest BAS notices as published on the BAS website to ensure procedures are adhered to. Report on system controller activity. Ensure monthly, year-end closure and clearing of suspense accounts. Monitoring user activities daily. Prepare financial reports. Assist with all book-keeping functions.
<u>ENQUIRIES</u>	:	Ms Conny Kgadima Tel No: (015) 298 7000
<u>POST 14/71</u>	:	<u>ASSISTANT DIRECTOR: SCM GOVERNANCE & COMPLIANCE REF NO: LPT/348</u> Directorate SCM Governance & Compliance
<u>SALARY CENTRE REQUIREMENTS</u>	:	R376 596 per annum (Level 9)
	:	Head Office - Polokwane
	:	An undergraduate qualification (NQF Level 6) as recognized by SAQA. Qualification in Supply Chain Management/Logistics/Purchasing Management / Financial Management or related fields will be an added advantage. Three (3) years' relevant working experience within Supply Chain Management. Valid vehicle driver's license (with exception of persons with disabilities). Competencies: People Management and Empowerment. Problem solving and analysis. Honesty and Integrity. Planning and organizing. Problem solving and decision making. Financial management. Self-management. Team membership. Client orientation and customer focus. Knowledge and Skills: Supply Chain Management Policies, Legislation, Regulations and Supply Chain Management Policies and Practices. Extensive knowledge of Public Finance Management Act (PFMA), National Treasury Regulations and guidelines, Preferential Procurement Policy Framework Act (PPPFA).
<u>DUTIES</u>	:	Conduct Research. Assist in the development of SCM Policies (Practice Notes, Guidelines and Circulars). Conduct SCM Compliance Assessments (Monitoring Visits & Assessment of bid documents). Provide advice to institutions. Conduct Workshops (in-house capacity building workshops). Arrange SCM Forums. Management and publication of the Provincial Tender Bulletin and eportal. Advertisement of bids Bulletin and eportal. Analyse procurement plans and deviation reports. Preparation of various reports. Conduct assessment of bid documents prior advertisement. Assisting in the development of Supply Chain Management Policies (Practice Notes, guidelines and Circulars).
<u>ENQUIRIES</u>	:	Ms Conny Kgadima Tel No: (015) 298 7000
<u>POST 14/72</u>	:	<u>SENIOR ADMINISTRATION OFFICER SCM CLIENT SUPPORT CAPRICORN SUPPLY CHAIN MANAGEMENT SERVICE REF NO LPT/365</u> Directorate SCM Client Support
<u>SALARY CENTRE REQUIREMENTS</u>	:	R316 791 per annum (Level 8)
	:	Head Office - Polokwane
	:	An undergraduate qualification (NQF Level 6) as recognized by SAQA. Qualification in Public Administration/Public Management/or related fields will be an added advantage. Two (2) years' relevant working experience within Supply Chain Management support. Valid vehicle driver's license (with exception of persons with disabilities). Competencies: Good communication skills, verbal and written. Presentation skills. Computer literacy in Ms-Excel and Word. Interpersonal relations. Organizing skills. Reporting skills. Conflict management. Leadership skills. Knowledge and Skills: Knowledge of Supply Chain Management Framework, PPPFA of 2000, its accompanying regulations, BBBEE Act and its Codes and Treasury Regulations.

- DUTIES** : Provide tendering advisory support services to SMMEs. On-line registration of suppliers on the National Central Supplier Database. Keep and maintain internal control registers.
- ENQUIRIES** : Ms Conny Kgadima Tel No: (015) 298 7000
- POST 14/73** : **TRANSPORT OFFICER REF NO: LPT/209**
Directorate Supply Chain Management
- SALARY CENTRE REQUIREMENTS** : R316 791 per annum (Level 8)
: Head Office - Polokwane
: An undergraduate qualification (NQF level 6) as recognised by SAQA. Qualification in Transport Management/Logistics or related fields will be an added advantage. Two (2) years' relevant working experience within Logistics /Fleet Management. Valid vehicle driver's license (with exception of persons with disabilities). Competencies: Planning and organizing. Problem solving and decision making. Financial management. Self-management. Team membership. Client orientation and customer focus. Knowledge And Skills: Knowledge of the Public Finance Management Act (PFMA) and Supply Chain Management Prescripts, Assets Management Framework and other relevant government Human Resource. Computer Literacy. Good understanding of applicable Logistics, Transport Management, Supply Chain Management prescripts, Asset Management Framework, Public Finance Management Act and Treasury Regulations.
- DUTIES** : Plan, co-ordinate allocation and utilization of fleet within the Department. Facilitate the licensing and registration of State Vehicles. Facilitate for the maintenance and repairs of State Vehicles. Attend to applications for authority to drive State Vehicles. Allocate and inspect State vehicles. Prepare payments for running costs, maintenance, transits costs and car wash services for State vehicles. Prepare monthly reports for the usage of fleet. Handle accident related matters on State Vehicles. Ensure that all registers are kept up to date (e.g. asset register, accident register, disposal register).
- ENQUIRIES** : Ms Conny Kgadima Tel No: (015) 298 7000
- POST 14/74** : **CLEANER REF NO: LPT/133**
Directorate Records & Auxiliary Services
- SALARY CENTRE REQUIREMENTS** : R102 534 per annum (Level 2)
: Head Office - Polokwane
: AET Certificate (Adult Education Training) or Grade 10. Relevant working experience in Cleaning Environment. Certificate in cleaning will be added advantage. Competencies: Ability to operate cleaning machines e.g. vacuum cleaner. Ability to work under pressure, good communication and inter-personal skills. Ability to read and write.
- DUTIES** : Perform cleaning services of routine nature. Perform cleaning tasks e.g. sweeping, scrubbing and mopping of floors. Cleaning of offices, passage/ corridors and windows; Cleaning, dusting and polishing of furniture in offices. Cleaning of carpets in offices, passages/corridors and boardrooms. Cleaning of the building's exterior/surroundings i.e. cleaning parking bays and related external areas etc. Checking and emptying of dustbins in offices, corridors and other related areas within the departmental complexes. Refilling of water bottles (i.e. Aqua- coolers and Urns) placed in various areas within departmental complexes. Taking care of equipment's like microwaves and fridges in kitchens and offices in the department and report dysfunctionality of such equipment's.
- ENQUIRIES** : Ms Conny Kgadima Tel No: (015) 298 7000

**PROVINCIAL ADMINISTRATION: NORTHERN CAPE PROVINCE
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),
- FOR ATTENTION** : Mr. V. Fredericks
- CLOSING DATE** : 12 June 2020
- NOTE** : The NC Provincial Government is an equal opportunity, affirmative action employer, and women and persons with Disabilities are encouraged to apply. During appointment the Office of the Premier will consider its Employment Equity Plan. Applications must be submitted on form Z83, obtainable from any Public Service Department and should be accompanied by originally certified copies (date not later than three (3) months of qualifications as well as a comprehensive CV in order to be considered, failure to comply with these instructions will disqualify applications from being processed. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). In light of Covid-19 and the current restrictions pertaining to level 4 all applications may also be electronically sent to rbooyesen@ncpg.gov.za. The successful candidates will be subject to a process of security vetting and verification of qualification. All applicants should please note that correspondence will be limited to successful candidates only, if you have not been contacted within six (6) weeks after the closing date of this advertisements, please accept that your application was unsuccessful. The Office of the Premier reserves the right not to fill the posts.

OTHER POST

- POST 14/75** : **ASSISTANT DIRECTOR: HEALTH & WELLNESS REF NO: AD/EHW/2020**
- SALARY** : R376 596 per annum
- CENTRE** : Kimberley
- REQUIREMENTS** : A Diploma in Clinical Healthcare or a Diploma in Occupational Health plus 3-5 years practical experience. Knowledge and Experience: The following key competencies will serve as a strong recommendation: Implement an Occupational Health Risk Management System. Implement a Health and Productivity Management Behaviour Change, Communication Programme for the Department. Develop management reports on workplace health trends. Set up an administrative system for Health and Productivity in the workplace.
- DUTIES** : The successful candidates will be responsible for the following: Manage and Occupational Health Care Service capability; Implement plans for on-site clinic, establish network based services and wellness programmes; Formulate departmental and government-wide health sector solutions for purposes of implementing a medical surveillance programme on behalf of the Office of the Premier; Facilitate implementation of measures to assist managers and employees with identifying, eliminating, controlling and minimizing risks in the workplace while promoting health and wellness in the workplace; Assist with health promotion programmes; Implement health information systems in order to report periodically on workplace health trends; Ensure compliance with all legislative and administrative standards on behalf of the Office of the Premier.
- ENQUIRIES** : Mr. B. Thekisho

**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.

OTHER POSTS

POST 14/76 : **HEAD CLINICAL UNIT GRADE 1 (ANAESTHESIA AND PERI- OPERATIVE MEDICINE)**

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

CENTRE : Groote Schuur Hospital, Observatory

REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Anaesthesiology. Registration with a professional body: Registration with the HPCSA as a Medical Specialist in Anaesthesiology. Experience: A minimum of 3 years' appropriate experience as a Medical Specialist after registration with the HPCSA as Medical Specialist in Anaesthesiology. Competencies (knowledge/skills): Proven record of effective leadership and organisational ability in clinical Anaesthesia and Perioperative Medicine. Transoesophageal echocardiography skill with an international certification would be advantageous, as would experience in advanced thoracic airway management techniques, paediatric cardiothoracic anaesthesia and the cardiology catheterisation laboratory. Experience in heart and lung transplantation, ECMO and TAVI's will also be beneficial. Comprehensive skills and experience in leadership, administration and management related to anaesthesia and peri-operative medicine. Computer literacy, good communication, analytic and problem-solving skills. Insight into challenges in Health Care in South Africa and Africa, as well as diversity, transformation and equity. Ability to function well in a team environment, with good inter-personal skills. Strong educational or teaching background in both the under and post-graduate domains. Significant research involvement. Additional experience in cardio-thoracic anaesthesia is required.

DUTIES : (key result areas/outputs): Provide comprehensive clinical services. This would include taking on a leadership position in the Cardio-Thoracic Anaesthesia portfolio, which also includes taking a leadership role in the cardiac catheterisation laboratory and developing the Hybrid Laboratory Services at Groote Schuur Hospital. Taking a leading role in developing and growing a strong combined pre-operative consultation and assessment programme. Play an active role in expanding other services such as the Heart- and Lung-Transplant, and ECMO programmes. Collaborative engagement with Cardiology, Pulmonology, Cardiothoracic and Vascular Surgery, Perfusion Services, and Critical Care Services is essential. Provide academic leadership and development in the areas of under- and postgraduate teaching, training, and trainee assessment. Developing and driving cardiothoracic and vascular research as well as participating in registrar research supervision. Manage and provide leadership for the departmental human resource requirements, and contribute significantly to the administrative duties of the combined department including staff appointments, assessments and performance management. Build and maintain Departmental team spirit and development.

ENQUIRIES : Dr S Peters Tel. No: (021) 404-5195

APPLICATION : 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 : 12 June 2020

POST 14/77 : **MANAGER: DENTAL SERVICES**
Chief Directorate: Metro Health Services

SALARY : R1 173 900 per annum (A portion of the package can be structured according to the individual's personal needs)

CENTRE : Oral Health Centres

<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Dentist. Registration with a professional council: Registration with the HPCSA as a Dentist (independent practice). Experience: A minimum of 3-year appropriate experience as a Dentist after registration with the HPCSA as a Dentist. Inherent requirement of the job: A valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Ability to communicate in at least two of the three official languages of the Western Cape. Computer literacy (MS Word, Excel, PowerPoint, Internet and Email). Good interpersonal and problem solving skills. Knowledge of managing clinical dental services within an academic environment. Strong business orientation with proven skills and abilities in the clinical management of a dental service.
<u>DUTIES</u>	:	(key result areas/outputs): Assist with delivery of clinical services within scope of clinical knowledge and skills. Comprehensive strategic and operational management of all service areas and support services of the institution in terms of relevant acts and delegations. Effective, efficient and sustainable Human Resource Management and planning. Ensure the seamless integration and service delivery activities on the clinical dentistry platform. Liaison/collaboration with the Academic Dean of the UWC Faculty of Dentistry. Provide strategic management and leadership
<u>ENQUIRIES APPLICATION</u>	:	Dr Gio Perez, Tel. No: (021) 815-8668
<u>APPLICATION</u>	:	Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>CLOSING DATE</u>	:	12 June 2020
<u>POST 14/78</u>	:	<u>CLINICAL MANAGER (MEDICAL): GRADE 1</u> Garden Route District
<u>SALARY</u>	:	R1 173 900 per annum (A portion of the package can be structured according to the individuals personal needs)
<u>CENTRE REQUIREMENTS</u>	:	Knysna Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Practitioner. Registration with a professional council: Registration with the HPCSA as a Medical Practitioner. Experience: A minimum of 3 years appropriate experience as Medical Officer after registration with HPCSA as Medical Practitioner. Inherent requirement of the job: Valid (Code B/EB) drivers licence and willingness to travel throughout the Sub-district/s. Competencies (knowledge/skills): Ability to communicate effectively (verbal and written) in at least two of the three official languages of the Western Cape. Management experience at a Health Facility.
<u>DUTIES</u>	:	(key result areas/outputs): Quality clinical, non-clinical and medico-legal patient care as required by the various programmes of the Department of Health. Supervise, Support, transfer of knowledge to, training, coaching and mentoring of the clinical staff and auxiliary staff. Drive the CPD and M and M Programs as well as other Clinical related programmes. Provide and efficient administration service regarding all clinical and non-clinical matters and medico-legal work. Provide guidance and leadership towards the realisation of strategic goals and objectives of the division. Promote COPC and Dr adopt a Clinic on the PHC Platform. Ensure a cost efficient service at clinical level with regards to laboratory services, blood, medicine, consumables and equipment
<u>ENQUIRIES APPLICATION</u>	:	Dr A Brink, Tel No: (044) 302-8405
<u>APPLICATION</u>	:	Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
<u>CLOSING DATE</u>	:	12 June 2020
<u>POST 14/79</u>	:	<u>MEDICAL SPECIALIST GRADE 1 TO 3 (GENERAL SURGERY: MEDICAL)</u> Chief Directorate: Rural Health Services
<u>SALARY</u>	:	Grade 1: R1 106 040 per annum Grade 2: R1 264 623 per annum Grade 3: R1 467 651 per annum (A portion of the package can be structured according to the individual's personal needs)
<u>CENTRE REQUIREMENTS</u>	:	George Regional Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Specialist in General Surgery. Registration with a professional council: Registration with the HPCSA as a Medical Specialist in General Surgery. Experience: Grade 1: None after registration with the HPCSA as Medical Specialist in General Surgery. 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 employee) as Medical Specialist in General Surgery. **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 a foreign qualified employee) as Medical Specialist in General Surgery. Inherent requirements of the job: Commuted overtime contract is compulsory. Valid (Code B/EB) drivers' license. Competencies (knowledge/skills): Good verbal and written communication skills in at least two of the three official languages of the Western Cape.

DUTIES : (key result areas/outputs): Render an efficient and cost-effective General Surgery service to patients managed by the institution and District Health Care Services in the District by balancing throughput with quality. Assist with Effective and efficient administration of the General Surgery Department. Ensure the rational use of resources (medical/surgical sundries and equipment). Assist the Head of the department with Antibiotic stewardship, patient audits and Clinical Governance. Assist with the training of all clinical staff, including 6th year UCT medical students and elective students. Partake in Outreach and Support services to the district and sub-district (PHC).

ENQUIRIES : Dr AH Stark, Tel. No: (044) 802 4504, Dr ZM North, Tel. No: (044) 802 4535
APPLICATION : Applicants apply online: [www.westerncape.gov.za/health-jobs_\(click "online applications"\)](http://www.westerncape.gov.za/health-jobs_(click%20online%20applications)))

NOTE : No payment of any kind is required when applying for this post. "Candidates, who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration 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 : 12 June 2020

POST 14/80 : **DIRECTOR: INFORMATION MANAGEMENT**
 Directorate: Information Management

SALARY : R1 057 326 per annum (A portion of the package can be structured according to the individual's personal needs).

CENTRE : Head Office, Cape Town
REQUIREMENTS : Minimum educational qualification: An undergraduate qualification (NQF Level 7) as recognised by SAQA in Health Informatics and/or Information Technology. Plus Pre-entry Certificate for the Senior Management Services (Candidates not in possession of this entry requirement can still apply but is requested to register for the course and complete as such as no appointment can be made in the absence thereof. The course is available at the NSG under the name Certificate for entry into the SMS and the full details can be sourced by following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. All costs associated hereof will be the responsibility of the applicant). Experience: At least 5-years' experience at a middle/senior managerial level in Health Information and Information Technology Systems. Inherent requirement of the job: A valid driver's licence (Code B/EB). Competencies (knowledge/skills): Strong business orientation with broad experience in managing Information Management and Information Technology related activities. Skilled at identifying and evaluating new technological developments and determining their appropriateness for application and the re-engineering of business processes. Ability to implement internal systems and controls. Ability to prepare and align Information Management and Information Technology to Business priorities. Sound knowledge of current operational Health Information Systems. A high level of computer literacy. Excellent interpersonal and communication skills (written and verbal). Ability to work co-operatively with colleagues and stakeholders at all levels of authority. Ability to analyse and interpret Health and other related data and information relevant to health services

DUTIES : (key result areas/outputs): Line Management: Leadership, oversight and accountability in respect of the provisioning of a departmental Information Technology service in support of departmental service delivery, which includes the following: Establishing and maintaining a well-functioning IT governance system within the national and provincial prescripts. Understanding and documenting the corporate and service needs by developing user and functional specifications for IT solutions. Oversight of in-house or outsourced development of IT solutions to address service and corporate needs.

Implementing and providing of continued technical support with regard to Service and Corporate IT projects. Ensure efficient and effective engagement with other sections within the Department including Services, Supply Chain Mx, Infrastructure as well as with external partners such as CEI and SITA to enable a responsive IT service to the Department. Provisioning of policy frameworks, norms and standards for records management. Oversee the management of Registry at head Office and Designated Medical Records Warehouses in the Department. Ensure compliance with PAIA. Strategic Management: Drive and coordinate the Directorate's strategic planning process in a seamless and integrated manner in alignment with the departmental strategic processes. Define and review on a continual basis the purpose, objective, priorities and activities of the Directorate. Active involvement in the development and management of the strategic and business plans for the Directorate. Evaluate the performance of the Directorate on a continuous basis against pre-determined key measurable objective and standards. Report to the Chief Director on a regular basis on the activities of the Directorate, and on matters of substantial importance to the administration. Monitor and ensure compliance with relevant legislation and prescripts in respect of adequate and appropriate record keeping of the activities of the Directorate, and of the resources employed by it. Develop constructive, collaborative relationships with other sections within the Department as well as external partners where relevant. Support the Chief Director and collaborate with the other directorates within the Chief Directorate to strengthen the overall functioning of the team within the Chief Directorate: Strategy. People Management: Oversee the recruitment of staff in the numbers and grades appropriate to ensure achievement of the Directorate's Business Plan. Motivate, train and guide staff within the Directorate, to achieve and maintain excellence in service delivery. Actively manage the performance, evaluation and rewarding of staff within the Directorate. Monitor information capacity building within the Directorate. Active involvement in the compilation of the people management plan, a service delivery improvement programme, and an information resources plan for the Directorate. Promote teamwork and sound employee relations within the Directorate. Actively manage and promote the maintenance of discipline within the Directorate. Financial Management: Active participation in the budgeting process at Directorate level. Preparing of the Annual and Adjustment Budgets for the Directorate. Assume direct responsibility for the efficient, economic and effective control and management of the Directorate's budget and expenditure. Assume direct responsibility for ensuring that the correct tender and procurement procedures are in adhered to in respect of purchases for the Directorate's finance. Report to the Chief Director on all aspects of the Directorates finances. Assume overall responsibility for the management, maintenance and safekeeping of the Directorate's assets. Ensure that full and proper records of the financial affairs of the Directorate are kept in accordance with any prescribe norms and standards.

- ENQUIRIES** : Dr K N Vallabhjee, Tel. No: (021) 483-6933
- APPLICATION** : 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. The person appointed to this position will be subjected to a security clearance and possibly a competency assessment test. Appointment will be subjected to the signing of a performance agreement and an employment contract
- CLOSING DATE** : 12 June 2020
- POST 14/81** : **VICE PRINCIPAL OF NURSING COLLEGE: ACADEMIC GOVERNANCE**
- SALARY** : R949 482 per annum (A portion of the package can be structured according to the individual's personal needs).
- CENTRE** : Western Cape College of Nursing
- REQUIREMENTS** : Minimum education qualification: Basic R425 qualification accredited with the SANC (i.e. diploma/degree in nursing) or equivalent qualification that allow registration with the South African Nursing Council (SANC) as a Professional Nurse. Post-basic Diploma in Nursing Education registered with SANC. Master's Degree (NQF L 9). Registration with a Professional Council: Registration with the South African Nursing Council as Professional Nurse. Experience: A minimum of 11 years appropriate/recognisable nursing experience after registration as Professional Nurse with SANC in General Nursing. At least 7 years of the period referred to above must be appropriate/recognisable experience in Nursing Education after obtaining the 1 year post basic qualification. Inherent requirement of the job: Valid (code B/EB) drivers licence. Competencies (knowledge/skills): Appropriate Supervisory and Management experience. Ability to communicate effectively

(verbal and written) in at least two of the three official languages in Western Cape Province. Good interpersonal skills. Deep knowledge of higher education qualifications framework and understanding of higher education environment. Adaptable: Manage uncertainty; demonstrate resilience, resolve, and flexibility in face of change. Critical thinker and decision-maker: Analyse information and organize thinking to solve problems.

DUTIES : (key result areas/outputs): Strategic and Operational planning and Management of Western Cape College of Nursing (WCCN) in terms of delegations, relevant Acts and Annual Performance Plans. Coordinate curriculum and instructional content, coaches' teachers, assesses student performance, and coordinates professional development. Manage Quality Assurance systems of WCCN in accordance with CHE and SANC guidelines, relevant Acts and departmental policies. Develop and lead implementation of new nursing curriculum. Create a positive teaching and learning environment to ensure that students' learning experiences are exciting and rigorous. Coordinate and facilitate research initiatives. Collaborate with stakeholders (internal/external). Co-ordinate student's affairs within a multi campus setting. Corporate governance, including aspects of Human Resources Management and Financial Management.

ENQUIRIES : Dr T Mabuda, Tel. No: (021) 684-1203

APPLICATION : 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 : 12 June 2020

POST 14/82 : **DEPUTY DIRECTOR: QUALITY ASSURANCE**
Directorate: Health Impact Assessment

SALARY : R733 257 per annum (A portion of the package can be structured according to the individual's personal needs)

CENTRE : Head Office, Cape Town

REQUIREMENTS : Minimum educational qualification: Appropriate 3-year Health related National Diploma or Degree registrable with a South African Statutory Health Professions Council of South Africa (HPCSA) or the South African Nursing Council (SANC). Experience: Extensive experience in health science practice, quality assurance and health service management. Inherent requirement of the job: Valid (Code B/EB) drivers licence. Willingness to travel. Competencies (knowledge/skills): Knowledge of quality assurance and the quality improvement cycle. Knowledge of National Department of health legislation and quality improvement programmes. Good communication and interpersonal skills. Ability to analyse and interpret data and write reports. Computer literacy: Microsoft Office Package.

DUTIES : (key result areas/outputs): Effective and efficient management of the Sub-directorate Quality Assurance. Development and management of a departmental quality assurance strategy. Coordinate the implementation of quality assurance initiatives and programmes. Monitor levels of compliance with regulated norms and standards and service risks. Provision of technical support to facilities, districts and head office components with regard to improving the patient experience, technical quality and quality improvement. Analysis and interpretation of quality assurance data and compile reports.

ENQUIRIES : Mr N Mavela, Tel No: (021) 483-3316

APPLICATION : 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. The selection process includes a technical competency test. This post does not form part of the OSD.

CLOSING DATE : 12 June 2020

POST 14/83 : **CLINICAL PROGRAMME COORDINATOR: GRADE 1**
Chief Directorate: Metro Health Services

SALARY : R444 276 per annum (PN-A5)

CENTRE : Metro TB Hospital (DP Marais 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 (SANC) Council as Professional Nurse. (This dispensation is only applicable for posts of Clinical Programme Coordinator where it is applicable for posts of Clinical Programme Coordinator where inherent requirement of the post, incumbent to maintain registration with the SANC). Registration with a professional council: Current registration with the South African Nursing Council (SANC) as a Professional Nurse. Experience:

A minimum of 7 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Competencies (knowledge/skills): Ability to analyse health systems information, conducting research or surveys and compiling comprehensive reports, Project management skills and computer literacy. Appropriate knowledge in IPC/OHS. Good interpersonal relations, leadership and communication skills (verbal and written) in at least two of the three official languages of the Western Cape. Knowledge of the management of the operations of CSSD and Infection prevention and control (NCS and Ideal Clinic requirement). Understanding of Occupational Health and Safety Act, regulations and policies. Understanding of OHS Act, regulations and related policies.

DUTIES : (key result areas/outputs): Effective management of occupational health and safety. Effective prevention, management and implementation of IPC practices. Initiate and participate in training, development and research within the nursing department. Participation in human resources management.

ENQUIRIES : Ms M Dankers, Tel. No: (021) 508-7420

APPLICATION : 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 : 12 June 2020

POST 14/84 : **CHIEF ARTISAN PRODUCTION GRADE A TO B (ELECTRICAL)**

SALARY : Grade A: R386 487 per annum

Grade B: R469 017 per annum

CENTRE : Groote Schuur Hospital, Observatory

REQUIREMENTS : Minimum educational qualification: Appropriate trade test certificate in the Electrical Engineering Environment. Experience: 10 years appropriate post-qualification experience as Artisan/Artisan Foreman. Inherent requirements of the job: Valid (Code B/EB) driver's licence. A wireman's licence 3 (Phase). MV Switching. Willingness to do standby duties. Competencies (knowledge/skills): Appropriate knowledge to supervise and manage the electrical divisions and be conversant with the requirements of the Machinery and Occupational Health and Safety Act. Knowledge of treasury regulations, HR policies, procedures and practices. Excellent communication, interpersonal, conflict management and Computer literacy skills. Proficiency in at least two of the three official languages of Western Cape Province.

DUTIES : (key result areas/outputs): Effectively supervise, train and development of staff in the Electrical department by ensuring that the different systems are operational and that the preventative maintenance program is followed. Efficiently manage the administrative tasks and ensure effective requisition management system within in the department. Perform switching of the Hospital MV (11 000v) and assist in the perplexing incident investigations and inform the institution's management of any hazards and/or recall and act on notifications. Liaise with all relevant personal to ensure that Groote Schuur Hospital is within regulations and with service providers and agents to negotiate quotations and maintenance projects. Ensure that an up to date record on equipment information system regarding the maintenance costs, frequency of maintenance and service history is maintained and evaluate, investigate, monitor and advise on suitability of equipment. Draw up tender specifications against the needs of the institution as guided by the Supply Chain Management Act and treasury regulations.

ENQUIRIES : Mr D Smith/Mr G Slater, Tel. No: (021) 404-620/3300

APPLICATION : 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 : 12 June 2020

POST 14/85 : **PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: OPERATING THEATRE) (2 POSTS)**

Chief Directorate: Metro Health Services

SALARY : Grade 1: R383 226 (PN-B1) per annum

Grade 2: R477 333 (PN-B2) per annum

CENTRE : Victoria 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 nursing qualification with the duration of at least 1 year accredited with SANC in Medical and Surgical Science: Operating Theatre Nursing.

Registration with a professional council: Registration with the SANC as Professional Nurse and proof of annual registration with the SANC (2020). Experience: **Grade 1:** A minimum of 4 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. **Grade 2:** A minimum of 14 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in an Operating Theatre Unit after obtaining the 1 year post-basic qualification referred to above. Inherent requirement of the job: Willingness to work shifts and week-ends. Competencies (knowledge/skills): Good verbal and written communication skills in at least two of the three official languages of the Western Cape. Knowledge of relevant legislation and policies of the Department of Health Western Cape. Leadership towards realisation of strategic goals and objectives of the theatre with regards to emergency and non-emergency operating nursing, as well as day patient care.

DUTIES : (key result areas/outputs): Deliver a support service to the Nursing Service and the institution. Effective utilisation of Human and Material Resources. Order medication and stock control. Participate in training, development and research. Practice Nursing and health care in accordance with the laws and regulations relevant to nursing and health care. Provide an optimal, holistic, specialised Nursing Care within set standards and within a professional, legal framework as a Professional Nurse in an Operating Theatre. Supervise and assist Staff Nurses and Nursing Assistants

ENQUIRIES : Mr P Jeftha, Tel. No: (021) 799-1125

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

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

CLOSING DATE : 12 June 2020

POST 14/86 : **PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: CHILD HEALTH) RURAL HEALTH SERVICES**

SALARY : Grade 1: R383 226 (PN-B1) per annum

Grade 2: R471 333 (PN-B2) per annum

CENTRE : George Regional Hospital

REQUIREMENTS : Minimum educational qualifications: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Council (SANC) as a Professional Nurse. A post-basic nursing qualification with a duration of at least 1 year in Child Health Nursing Science. Registration with a professional council: Registration with the SANC as a Professional Nurse. Experience: **Grade 1:** A minimum of 4 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. **Grade 2:** A minimum of 14 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in Child Health Nursing after obtaining the 1-year post-basic qualification in the relevant specialty. Inherent requirement of the job: Willingness to work shifts, day and night duty, weekends and public holidays to meet the operational requirements. Competencies (knowledge/skills): Good verbal and written communication skills in at least two of the three official languages of the Western Cape. Knowledge of relevant legislation and policies of the Department of Health Western Cape. Leadership towards the realisation of strategic goals and objectives of the Paediatric Department.

DUTIES : (key result areas/outputs): Ensure quality patient care regarding the identification of nursing care needs, the planning and implementation of nursing care plans and the education of nursing personnel as a Professional Nurse in a Paediatric service. Render and supervise specialised clinical nursing care and support clinical staff with surgical and medical procedures.

Utilise human, material and physical resources efficiently and effectively. Maintain and promote professional growth/ethical standards and development of self and others. Display of core values of the Department of Health WCG in the execution of duties.

ENQUIRIES APPLICATION : Ms J Ehlers, tel. no. (044) 802-4356/7
: Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")

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

CLOSING DATE : 12 June 2020

POST 14/87 : **PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: COMMUNITY MENTAL HEALTH)**
Garden Route District

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

CENTRE REQUIREMENTS : George Sub-district
: 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 with midwifery. A post-basic nursing qualification with a duration of at least 1 year accredited with the SANC in Advanced Psychiatric Nursing Science. Registration with a professional council: Registration with the SANC as a Professional Nurse. Experience: **Grade 1:** A minimum of 4 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. **Grade 2:** A minimum of 14 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in Psychiatry after obtaining the 1 year post-basic qualification in Advanced Psychiatric Nursing Science. Inherent requirement of the job: A valid (Code B/EB) drivers licence. Competencies (knowledge/skills): Good psychosocial-and health assessment skills. Knowledge of Mental Health Legislation and Psychopharmacology. Good problem-solving, communication, interpersonal, planning and organisational skills. Fluency in at least two of the three official languages of the Western Cape. Knowledge in the use of clinical equipment and control of budget levels.

DUTIES : (key result areas/outputs): Actively participate as a specialist nurse in the provision of acute and chronic mental health care to clients of all age groups at Primary Health Care facilities in the George Sub District. Make bio-psychosocial health assessments that are culturally sensitive. Design and implement treatment plans and critically evaluate outcomes. Engage in case management activities such as organising, accessing, negotiating, coordinating and integrating services. Promote and maintain mental health and manage the effects of mental illness through education, counselling and psycho-social rehabilitation. Participate in the training and clinical supervision of other health care providers.

ENQUIRIES APPLICATION : Ms M Marthinus, Tel No: (044) 814 1100
: Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")

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

a specific category with the relevant council (including individuals who must apply for change in registration status)”

- CLOSING DATE** : 12 June 2020
- POST 14/88** : **PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALITY: OPHTHALMOLOGY)**
Garden Route District
- SALARY** : Grade 1: R383 226 per annum (PN-B1)
Grade 2: R471 333 per annum (PN-B2)
- CENTRE REQUIREMENTS** : Knysna/Bitou Sub-district
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 Ophthalmic Nursing. Experience: **Grade 1:** A minimum of 4 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. **Grade 2:** A minimum of 14 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in the specific specialty after obtaining the 1-year post-basic qualification as mentioned above. Registration with the South African Nursing Council: Registration with the SANC as Professional Nurse and proof of current registration. Inherent requirement of the job: Valid (Code B/EB) drivers licence and willingness to travel. Competencies (knowledge/skills): Computer literacy (MS Office). Ability to function independently, as well as in a multi-disciplinary team to ensure good patient care. Proficiency in Ophthalmic Clinical practice. Ability to communicate effectively (both written and verbal) in at least two of the three official languages of the Western Cape.
- DUTIES** : (key result areas/outputs): Responsible for operational management of Sub-district Ophthalmic Health Services, (i.e. Hospital; CDC's, clinics, mobiles and satellites). Ensure that all prescribed health policies are implemented. Ensure efficient planning, control and the effective use of all resources. Liaise with all role-players within the Knysna/Bitou sub-district to ensure appropriate service delivery.
- ENQUIRIES APPLICATION** : Ms L Ziervogel, Tel No: (044) 302-8400
Applicants apply online: www.westerncape.gov.za/health-jobs (click “online applications”)
- NOTE** : No payment of any kind is required when applying for this post. “Candidates who are not in possession of the required qualifications will be appointed into the general stream, and they will be required to obtain the necessary qualifications within a predetermined period of time. “Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted with their job application/on appointment. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)”.
- CLOSING DATE** : 12 June 2020
- POST 14/89** : **PROGRAMME CO-ORDINATOR (CLINICAL TRAINING) (2 POSTS)**
Head Office, Cape Town, Based at Plumstead
- SALARY** : R376 596 annum
- CENTRE** : Directorate: People Development (Clinical Training)
- REQUIREMENTS** : Minimum requirements: Health related qualification, registrable with South African Nursing Council (SANC) or Health Professions Council of South Africa (HPCSA). Experience: Appropriate experience in public health sector and/or private health sector. Appropriate experience at management level. Appropriate experience in adult education and curriculum design. Inherent requirements of the job: Valid code (B/EB) drivers licence. Willingness to travel and work overtime. Competencies (knowledge/skills): In-depth knowledge and understanding of the public health sector and adult education practices. Ensure that clinical training design, framework and educational pathway of health care workers are delivered as determined by service training needs and service design. Ability to communicate in at least two of the three official languages of the Western Cape. Good interpersonal and communication skills. Ability to work independently, under pressure, unsupervised and in a team context.

DUTIES : (key result areas/outputs): Facilitate the development of in-service clinical training strategy for all categories of DOH health professionals. Develop appropriate clinical training courses to meet identified skills gap. Facilitate the implementation of clinical training courses. Monitor, evaluate and report on training interventions. Effective stakeholder engagement. Effective and efficient use of resources.

ENQUIRIES : Ms E Joubert, Tel. No: (021) 763-5320

APPLICATION : 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 : 12 June 2020

POST 14/90 : **SENIOR ADMINISTRATIVE OFFICER: SUPPLY CHAIN MANAGEMENT (PROCUREMENT AND BID ADMINISTRATION)**

SALARY : R316 791 per annum

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

REQUIREMENTS : Minimum educational qualification: Appropriate National Diploma/Degree. Experience: Appropriate supervisory and management experience in a Supply Chain Management environment. Appropriate supervisory experience in the procurement of goods and services, Bids and Contract management. Inherent requirement of the job: Valid (Code B/EB) drivers licence. Competencies (knowledge/skills): Extensive knowledge of and practical experience in Logis and or Syspro and the Integrated Procurement Solutions (IPS). Good verbal and written communication skills in at least two of the three official languages of the Western Cape. Computer literacy in MS Word, MS Excel, Outlook. Good organisational skills. Excellent managerial and leadership skills. Extensive knowledge and experience of the Bids and contract management process. Knowledge of Asset and Inventory (warehouse) Management procedures. Knowledge of PFMA, Finance instructions, Provincial and Treasury regulations Knowledge of the Preferential Procurement Policy Framework Act 5 of 2000 (PPPFA). Ability to apply the Disciplinary code. Knowledge of Accounting officer system and 16B.

DUTIES : (key result areas/outputs): Effective and efficient management of the Procurement in a Logis and Integrated Procurement Solutions (IPS) environment. Perform the duties as an Approver on IPS. Manage an effective and efficient Demand and acquisition process. Management of Non supplier performance. Manage an effective and efficient Bid/quotation process and provide support to the QC and CBAC. Ensure efficient and effective Contract management and procurement component. Accurate and timeous reporting of information to Head Office and other stakeholders. Assist with the compilation of the Annual and Interim Financial statements. Develop, implement and adhere to internal control measures to ensure compliance. Liaise with end users, service providers and other Governmental departments regarding Supply Chain matters. Developing and training staff in Supply Chain Management. Effectively organise and perform of administrative tasks expected of a supervisor/manager. Performance and development of own staff. Manage all relevant Human management functions in the component, including discipline, Grievances and SPMS.

ENQUIRIES : Mr S Ntsonkotha, Tel. No: (021) 658-5892

APPLICATION : 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 : 12 June 2020

POST 14/91 : **SENIOR ADMINISTRATIVE OFFICER: LABOUR RELATIONS**
Chief Directorate: Metro Health Services

SALARY : R316 791 per annum

CENTRE : Office of the Director: Metro Health Services

REQUIREMENTS : Minimum educational qualification: Appropriate three-year National Diploma/Degree in Labour Relations/ Human Resource Management/ Law. Experience: Appropriate experience in Labour Relations (LR). Inherent requirement of the job: A valid Code (B/EB) drivers licence. Competencies (knowledge/skills): Extensive knowledge of Public Service Act, Public Service Regulations, prescript, Labour Relations, Human Resource Management and Conflict Management. Knowledge of appropriate labour legislation and of the relevant disciplinary and grievance procedures. Communication (verbal and written) skills in at least two of the three official languages of the Western Cape. Proven computer literacy in MS Office.

DUTIES : (key result areas/outputs): Handle misconduct matters and grievances matters. Implement measures in order to prevent labour unrest. Render advice on misconduct and grievance matters. Render a support service and represent the employer in dispute matters. Conduct investigations (misconduct, queries and disputes). Draft submissions for mandates and represent the employer in disciplinary hearings and arbitrations.

ENQUIRIES : Ms R Mohamed, Tel .No: (021) 815-8693
APPLICATION : 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 : 12 June 2020

POST 14/92 : **SENIOR ADMINISTRATIVE OFFICER: SUPPLY CHAIN MANAGEMENT (ASSET MANAGEMENT)**
Chief Directorate: Metro Health Services

SALARY : R316 791 per annum
CENTRE : Regional Hospital
REQUIREMENTS : Minimum educational qualifications: Appropriate three-year National Diploma or Degree. Experience: Appropriate experience in procurement processes and systems, asset management, contract management, Warehouse and Inventory management and financial accounting. Appropriate experience of the LOGIS system. Proven experience in Supply Chain Management in a Health Department. Supervisory experience in a Supply Chain Management environment. Inherent requirement of the job: Valid driver's licence (Code B/EB). Willingness to work overtime when required. Competencies (knowledge/skills): Ability to draft specifications for bid documents. Ability to function independently. Ability to write documents according to prescripts and standards. Computer literacy (Logis, MS Word, Excel, PowerPoint). Excellent managerial and leadership skills. Good organisational skills. Knowledge of Contract Management and administration. Knowledge of the bidding process, application of delegations and compilation of bidding documents. Knowledge of the Public Finance Management Act (PFMA), National, Provincial Treasury Regulations and the Accounting Officer's System of the Department of Health including delegations, IPS (integrated procurement solution). Sound understanding of Accounting Principles.

DUTIES : (key result areas/outputs): Act as component Head if and when required. Assist and guide institutions with the compilation of a Demand Management Plan as well as effective contract management and administration. Assist Institutions within the Chief Directorate with Supply Chain Management processes and related queries, provide guidance and identify shortcomings within institutions and provide the necessary support. Ensure accurate and timeous reporting as per requirements, and assist with the compilation and verification of the Annual Financial Statements. Ensure that all items within Bellville Health Park are sourced and procured in terms of Supply Chain Management Framework, Provincial Treasury instructions and Practice Notes. Manage all relevant Human management functions in the component, including discipline, Grievances and SPMS. Management of the SCM Component, Support staff, performance and development of Staff at the Metro Health Services Office. The ability to take a leading role in guiding institutions when drafting specifications for bids as well as evaluating the bidding documents and proposals tabled to the Chief Directorate Quotation Committee.

ENQUIRIES : Ms T Hendricks, Tel No: (021)-8158718 / 0732470881
APPLICATION : 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 : 12 June 2020

POST 14/93 : **SENIOR ADMINISTRATIVE OFFICER: FINANCE (PATIENT ADMINISTRATION)**
Chief Directorate: Rural Health Services

SALARY : R316 791 per annum
CENTRE : Worcester Regional Hospital
REQUIREMENTS : Minimum educational qualification: Appropriate 3-year National Diploma/Degree. Experience: Appropriate experience in Revenue and/or Patient Administration environment. Inherent requirement of the job: Valid (Code B/EB) drivers licence. Willingness to travel and work after-hours when required. Appropriate proven Supervisory experience. Competencies (knowledge/skills): Computer literacy in Microsoft (MS Word, Excel, Outlook) and practical workable knowledge of AR (Accounts Receivable), BAS (Basic

Accounting System) and Hospital information systems. Good organisational and administrative skills and the ability to function in a team and under pressure. Good supervisory, interpersonal, leadership and communication skills and strong sense of responsibility. Knowledge of the PFMA, Hospital Fees Memorandum Chapter 18, including patient administrative related policies, handling of state monies and receipts, procedures, practices and (UPFS) Uniform Patient Fee Schedule.

DUTIES : (key result areas/outputs): Conduct and attend meetings and forums with stakeholders. Drive quality service in the Patient Administrative and Revenue Department. Minimise financial risk and effectively manage revenue debt and budget control and complete and submit monthly reports and provide strategic inputs. Ensure effective Human Resources Management: disciplinary procedures as well as supervision and evaluation of personnel under your control. Manage overall performance of Patient Administration Services and Fees Department. Responsible to interpret, communicate, implement finance instructions, revenue notices, standard operating procedures and Public Finance Management Act.

ENQUIRIES : Ms GE Barnardt, Tel. No: (023) 348-6458
APPLICATION : 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 : 12 June 2020

POST 14/94 : **COMMUNICATION OFFICER**
Chief Directorate: Metro Health Services

SALARY : R316 791 per annum
CENTRE : Northern Tygerberg Sub-structure, Stationed at Bellville Health Park
REQUIREMENTS : Appropriate three-year qualification (Degree/National Diploma) in Journalism, Communication, or Public Relations. Experience: Appropriate experience in Communication or Public Relations. Inherent requirements of the job: A valid Code (B/EB) driver's licence. The ability to work independently. Competencies (knowledge/skills): Excellent verbal and written communication skills. Strong interpersonal skills. Good time management skills. Well-developed writing and editing skills in English and Afrikaans or Xhosa. Computer literacy (MS Word, Excel, PowerPoint, Internet, e-mail and desktop programmes, i.e. MS Publisher, Adobe InDesign, etc). Operational management capability. Analytical and problem-solving abilities.

DUTIES : (key result areas/outputs): Draft and implementation of communication plans, programmes and campaigns. Reputation Management (handle media queries, write media releases, media monitoring, identification of risks). Internal Communication and brand management. Project and Event Management. Response handling, updating of website, and developing social.

ENQUIRIES : Ms M Lesch, Tel No: (021) 483 3245
APPLICATION : 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 : 12 June 2020

POST 14/95 : **SENIOR ADMINISTRATIVE OFFICER: LABOUR RELATIONS**
Chief Directorate: Metro Health Services

SALARY : R316 791 per annum
CENTRE : Alexandra Hospital
REQUIREMENTS : Minimum educational qualification: Appropriate three-year National Diploma/Degree. Experience: Appropriate experience in Labour Relations (LR). Competencies (knowledge/skills): Ability to analyse data in order to compile management reports, detailing relevant trend analysis. Computer literacy in Ms Office and Internet. Conflict Management Skill. Excellent report writing and presentation skills. Knowledge and implementation of Labour Relations and people development and training standards and prescripts. The ability to communicate in at least two of the three official languages of the Western Cape. The ability to work under pressure and meet deadlines and to work as part of a team and independently as required. Understanding of relevant legislation pertaining to Labour Relations.

DUTIES : (key result areas/outputs): Administer grievance and disciplinary cases and maintain a database to generate monthly reports for labour relations and all training interventions. Assist in the development, implementation and evaluation of a Work Place Skills Plan. Consult and advise management and Line management on all labour relations and people development policies, procedures and interventions. Interpret LR and HRD and Training policies and

prescripts and manage/monitor the implementation thereof. Manage the coordination induction training and the coordination of all Interns. Render a service to the Institutional Management and Labour Committee (IMLC) as well as the HRD and Training Committee. Represent the hospital at all Labour Relations, HRD and Training forums, and other appropriate platforms and provide feedback/advice accordingly.

ENQUIRIES : Ms G Engelbrecht, Tel. No: (021) 503-5017
APPLICATION : 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 : 12 June 2020

POST 14/96 : **PRINCIPAL PERSONNEL OFFICER**
Head Office, Cape Town

SALARY : R257 508 per annum
CENTRE : Directorate: People Practices and Administration
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in a HR environment. Competencies (knowledge/skills): Sound knowledge of Persal. Computer Literacy (MS Word, Excel, Powerpoint, Outlook). Good written and verbal communication skills. Ability to think and plan pro-actively. Very good organisational and time management skills. Sound knowledge of applicable Human Resource policies, legislative guidelines, standards, procedures and applicable practices.

DUTIES : (key result areas/outputs): The successful candidate will be responsible for the following: Supervise HR clerks to ensure effective functioning of the section. All aspects of Personnel and Salary Administration such as appointments, probation, transfers, OSD matters, allowances, RWOEE applications and declarations and assisting staff with completing of E-Disclosure. Assist with grievances/auditing of HR files, approve transactions on PERSAL, writing of submissions on HR matters and ensure that the HR matters are addressed according to HR instructions. Monitoring and evaluation of staff in terms of the Staff Performance Management Systems (SPMS). Administer discipline and oversee development and training of staff.

ENQUIRIES : Ms C Campher, Tel. No: (021) 483-4835
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 : 12 June 2020

POST 14/97 : **ADMINISTRATIVE OFFICER: SUPPORT SERVICES (REPROGRAPHICS)**

SALARY : R257 508 per annum
CENTRE : Tygerberg Hospital, Parow Valley
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in respect of printing and photocopy processes. Appropriate supervisory experience. Competencies (knowledge/skills): Advanced computer literacy (Ms Word, MS Excel and PowerPoint). Basic knowledge and experience in support services environment.

DUTIES : (key result areas/outputs): Develop and compile specific correspondence in terms of memorandums, reports, letters as well as develop and maintain registers in terms of inventory, statistics and calculation of printing costs. Ensuring effective Human Resource Management: - disciplinary procedures as well as supervision and evaluation of personnel under your control in line with SPMS. Overall Management of the component, including but not limited to procedural matters, budget control, expenditure procurement processes, liaising with outside companies for required repairs/upgrading of equipment. Provide efficient assistance and support to clients, personnel, management and supervisors

ENQUIRIES : Ms CB Johnson, Tel No: (021) 9385327
APPLICATION : 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 : 12 June 2020

POST 14/98 : **ADMINISTRATION CLERK: ADMISSIONS (RECEPTION)**

SALARY : R173 703 per annum
CENTRE : Orthotic and Prosthetic Centre, Pinelands

REQUIREMENTS : Minimum educational qualifications: Senior Certificate (or equivalent). Experience: Appropriate Clinicom, Patient Administration, Medical Records and Cashier experience in an Out-patient Clinic Services. Inherent requirement of the job: Willingness to relieve colleagues within Medical Records/Registry. Competencies (knowledge/skills): Ability to accept accountability, responsibility and work independently. Computer literacy (MS Word, Excel). Good interpersonal skills, the ability to maintain confidentiality and excellent communication skills. Good numerical skills. Knowledge of UPFS Manual, Hospital Memorandum Chapter 18, PFMA (Public Finance Management Act). Proficiency in at least two of the three official languages of the Western Cape.

DUTIES : (key result areas/outputs): Assess patients and Registering of new patients in accordance with complete relevant Clinicom System transactions, Hospital Memorandum 18 and UPFS manual. Effective co-operation and support to Supervisor, Colleagues and members of the Management team and Filing, Drawing of folders and any ad-hoc admin duties. Handle telephonic and personal enquiries with regard to patients. Render an effective and efficient Patient Administration service at the Reception Point according to DOH policy and ensure accurate assessment of patients according to the means test and billing of patient accounts. Render support to ensure an effective service with regard to patients and clients, admissions, registration, assessment, opening of folders and raising of invoices. Responsible for sound cash management, that of state custody and record keeping of state monies.

ENQUIRIES APPLICATION : Ms C Links, Tel.No: (021) 531 5300
: 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 : 12 June 2020

POST 14/99 : **PERSONNEL OFFICER: HUMAN RESOURCE MANAGEMENT**
Chief Directorate: Metro Health Services

SALARY : R173 703 per annum
CENTRE : Office of the Chief Director: Metro Health Services
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in Human Resource Management within salary and service benefit administration. Appropriate PERSAL experience (certificate/s must be attached). Inherent requirement of the job: A valid (Code B/EB) drivers licence. Certificate of completion of Persal introduction course. Willingness to travel to institutions within the Chief Directorate. Competencies (knowledge/skills): Ability to work under pressure and to meet deadlines. Computer literacy. Good written and communication skills in at least two of the three official languages of the Western Cape.

DUTIES : (key result areas/outputs): Assisting staff, supervisor, management and members of the public with regard to Human Resource and Personnel matters. Auditing of personnel and leave records. Handling all personnel enquiries and correspondence (written and verbal). Perform all administrative duties pertaining to the personnel administration section e.g. appointments, service terminations, transfers, pension administration, Pillir, salary administration, leave, housing, injury on duty, distribution of monthly pay slips, debt management, verify documents, qualifications, etc. Responsible for capturing transactions on PERSAL. Will be required to work in the HR administration and Compliance Management section with various HR related tasks.

ENQUIRIES APPLICATION : Ms L Du Plessis, Tel No: (021) 815-8752
: 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 : 12 June 2020

POST 14/100 : **TELKOM OPERATOR**
Chief Directorate: Metro Health Services

SALARY : R 145 281 per annum
CENTRE : Victoria Hospital
REQUIREMENTS : Minimum educational qualification: General education and training certificate (GETC)/Grade 9 (Std7). Experience: Appropriate experience. Inherent requirement of the job: Shift work including weekends and public holidays. Competencies (knowledge/skills): Sound communication skills in at least two of the three official languages of the Western Cape. Computer literacy. Sound knowledge of a switchboard in a hospital environment. Ability to work effectively in a team. Ability to work under pressure. Ability to work independently. The

ability to maintain sound interpersonal relations. Sound communication skills. Knowledge of VOIP system.

DUTIES : (key result areas/outputs): Operate PABX Telephone System. Operate VOIP system. Report telephone faults. Maintain internal telephone directory. Operate Public Address System.

ENQUIRIES APPLICATION : Ms J Van Der Riel, Tel. No: (021) 799-1270

NOTE : Chief Executive Officer: Victoria Hospital, Private Bag X2, Plumstead, 7801

CLOSING DATE : No payment of any kind is required when applying for this post.
12 June 2020

POST 14/101 : **OPERATOR: (REPROGRAPHICS)**

SALARY : R122 595 per annum

CENTRE : Tygerberg Hospital, Parow Valley

REQUIREMENTS : Minimum requirement: Basic literacy and numeracy. Experience: Appropriate experience in respect of printing and photocopying processes. Competencies (knowledge/skills): Ability to prioritise work Ability to communicate effectively (verbal and written) in at least two of the three official languages of the Western Cape.

DUTIES : (key result areas/outputs): Ability to prioritise work, handle confidential documents, take and issue photos/ID tags as well as ad-hoc duties. Compile reports, letters as well as develop and maintain registers in terms of inventory, statistics and calculation of printing costs. Operate and control equipment as well as liaise with outside companies for required repairs/upgrading of equipment. Provide efficient assistance and support to clients, personnel, management and supervisors.

ENQUIRIES APPLICATION : Ms CB Johnson, Tel. No: (021) 938-5327

NOTE : The Chief Executive Officer: Tygerberg Hospital, Private Bag X3, Tygerberg, 7505

CLOSING DATE : No payment of any kind is required when applying for this post.
12 June 2020

POST 14/102 : **SECURITY OFFICER**
Chief Directorate: Metro Health Services

SALARY : R122 595 per annum

CENTRE : Lentegeur Hospital

REQUIREMENTS : Minimum educational qualification: General Education and Training Certificate (GETC)/Grade 9 (Std 7). Registration with a professional council: Registration with the Security Board of South Africa for 2006 in terms of the Security Industry Regulations Act (Act 56 of 2001) PSIRA. Experience: Appropriate experience as a Security Officer in a Psychiatric environment. Inherent requirements of the job: Willingness to work shifts, public holidays, weekends, and to be rotated. Perform delegated duties in all units on a rotation basis. Competencies (knowledge/skills): A genuine interest to work in Psychiatric and Forensic units. A strong sense of responsibility and the ability to function independently in challenging situations. Knowledge of Management of aggression and violence. Self-discipline, self-motivated and the ability to work under pressure. Good listening, writing reports, conflict and group handling skills. Good Communication in at least two of the three official languages of the Western Cape.

DUTIES : (key result areas/outputs): Access/Egress control also Escort patients on/off hospital premises. Assistance to personnel with the handling of aggressive/violent and uncontrolled patients. Delivery of a supportive security service to allocated areas with the aim to prevent injuries, abscondment of patients, litigation and adverse incidents. Effective application of service delivery and efficient support to the Operational Manager. Control/monitor surveillance cameras to identify and prevent any unlawful entry, suspicious, dangerous objects and adverse incidents. Reporting and recording of all incidents/patient movements/patient related activities.

ENQUIRIES APPLICATION : Ms JJ King/B McKay, Tel No: (021) 370-123 / 1248

CLOSING DATE : The Chief Executive Officer: Lentegeur Psychiatric Hospital Ward 2, c/o Highlands and AZ Berman Drive, Mitchel Plain, 7785.
12 June 2020

POST 14/103 : **FOOD SERVICES AID**
Chief Directorate: Metro Health Services

SALARY : R102 534 per annum

CENTRE : Stikland Hospital

REQUIREMENTS : Minimum requirement: Basic numeracy and literacy skills (ABET Level 1). Experience: Appropriate experience in a large scale, Food Service Unit. Inherent requirements of the job: Ability to work shifts which include weekends and public holidays. Incumbent must be physically fit to lift heavy objects and be on their feet the entire day. Competencies (knowledge/skills): Knowledge of production for normal and therapeutic diets in an Industrial Food Service Unit on a large scale. Knowledge of hygiene, Occupational Health, HACCP and safety principles. Ability to read, speak and write in two of the three official languages of the Western Cape.

DUTIES : (key result areas/outputs): Assist in the receipt and storage of all provisions and stock in the foodservice unit. Pre-preparation and production of all normal and therapeutic diets. Weighing, dishing and distribution of food to various wards. Cleaning of all areas, utensils and equipment in the Food Service Department. Adhere to Health and Safety prescripts, elementary control measures and standard operational procedures.

ENQUIRIES : Ms J Walters, Tel. No: (021) 940-4575

APPLICATION : The Chief Executive Officer: Stikland Hospital, Private Bag X13, Bellville, 7530

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

CLOSING DATE : 12 June 2020

POST 14/104 : **FOOD SERVICES AID**
Overberg District

SALARY : R102 534 per annum

CENTRE : Hermanus Hospital

REQUIREMENTS : Minimum requirement: Basic reading, writing and numerical skills. Experience: Appropriate experience in a large scale food service environment. Appropriate experience of therapeutic diets, food groups, preparation and cooking methods, quality portion control of food according to standardised recipes. Inherent requirements of the job: Incumbent must be prepared to work shifts and overtime which include weekends and public holidays. Incumbent must be healthy, strong enough to lift heavy objects and be on their feet the entire day. Must be willing to enter hospital wards. Ability to do work of physical natures (Lifting Heavy Objects). Competencies (knowledge/skills): Knowledge of production for normal and therapeutic diets in an industrial food service unit on a large scale. Knowledge of hygiene, occupational health, hazard analysis and critical control points (HACCP) and safety principles. Ability to read, speak and write in at least two of the three official languages of the Western Cape. Ability to maintain good interpersonal skills.

DUTIES : (key result areas/outputs): Assist in the receipt and storage of all provisions and stock in the foodservice unit. Pre-prepare and produce all normal and therapeutic diets. Weigh, dish and distribute food to various wards. Follow and adhere to Health and Safety prescripts. Follow standardised PAWC Receipts and menus. Follow and adhere to elementary control measures and standard operational procedures.

ENQUIRIES : Mr NK Adams, Tel. No: (028) 313 5204

APPLICATION : The Director: Overberg District Office, Private Bag X025, Caledon, 7230

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

CLOSING DATE : 12 June 2020

POST 14/105 : **TRADESMAN AID**
Chief Directorate: Metro Health Services

SALARY : R102 534 per annum

CENTRE : Valkenberg Hospital

REQUIREMENTS : Minimum requirement: Basic Literacy and numeracy. Experience: Appropriate experience in tasks performed in a maintenance workshop within a hospital setting. Appropriate experience of workshop tools. Inherent requirements of the job: Willingness to travel. Physically fit to do manual labour. Competencies (knowledge/skills): Ability to handle tools, parts and materials. Ability to work in a team and independently. Ability to speak effectively 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's repairs). Assist with the installation of plant, equipment and alterations. Clear areas where work has been carried out. Ensure that tools and material are available when needed. Assist the Artisans in the execution of their duties.

ENQUIRIES : Mr K Poggenpoel, Tel. No: (021) 440-3192

APPLICATION : The Chief Executive Officer: Valkenberg Hospital, Private Bag X1, Observatory, 7935.

NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 12 June 2020

POST 14/106 : **TRADESMAN AID**
Cape Winelands Health District

SALARY : R102 534 per annum
CENTRE : Brewelskloof Hospital
REQUIREMENTS : Minimum requirement: Basic literacy and numeracy skills. Inherent requirements of the job: Valid (Code B/EB) drivers licence. Valid Professional Driving Permit (PDP). Physically able to lift heavy equipment and goods. Competencies (knowledge/skills): Ability to communicate in at least two of the three official languages of the Western Cape. Good interpersonal skills.

DUTIES : (key result areas/outputs): Assist with all applicable duties within the technical workshop. Assist with messenger services in ensuring safe handling and transporting of specimens, medication, handling and delivering of all documents. Cleaning of specific equipment including management of Medical Gas. Daily assistance to Mobile Clinic staff with cleaning of mobiles and loading/unloading of folders, consumables and medication. Perform relief driver duties when necessary with Mobile Clinics, transport of patients and staff, as well as transport of goods between hospital and clinics.

ENQUIRIES : Mr GFW Scanlen, Tel. No: (023) 348-1347 or 348 1320
APPLICATION : The Director, Cape Winelands Health District Office, Private Bag X3079, Worcester, 6849.

NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 12 June 2020

POST 14/107 : **CLEANER**

SALARY : R102 534 per annum
CENTRE : Groote Schuur Hospital, Observatory
REQUIREMENTS : Minimum requirements: Ability to read and write. Inherent requirements of the job: Render a shift service on weekends and public holidays, on day and night duty when required. Must be physical fit to handle industrial cleaning equipment. Competencies (knowledge/skills): Ability to communicate effectively in at least two of the three official languages of the Western Cape.

DUTIES : (key result areas/outputs): Responsible for cleaning duties, including sweeping, dusting, mopping, scrubbing, polishing, refuse handling and maintenance of general neatness and hygiene of the area. Effective utilisation of cleaning materials and equipment. Ensure that cleaning equipment is clean after usage and securely stored. Effectively use cleaning agents and stock as well as elementary stock control. Responsible for general hygienic and safe environment in terms of standards and procedures. Optimal support to supervisor and colleagues.

ENQUIRIES : Mr E Cassiem, Tel. No: (021) 404-3237
APPLICATION : The Chief Executive Officer: Groote Schuur Hospital, Private Bag X4, Observatory, 7935

NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 12 June 2020