



**the dpsa**

Department:  
Public Service and Administration  
REPUBLIC OF SOUTH AFRICA

## **PUBLIC SERVICE VACANCY CIRCULAR**

**PUBLICATION NO 16 OF 2020**

**DATE ISSUED: 26 JUNE 2020**

### **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](http://www.thensg.gov.za).

### **AMENDMENTS**

**EASTERN CAPE: DEPARTMENT OF ECONOMIC DEVELOPMENT, ENVIRONMENTAL AFFAIRS AND TOURISM:** Kindly note that the following X7 posts were advertised in Public Service Vacancy Circular 44 dated 20 December 2019, The Requirements have been amended as follows (1) Control Environmental Officer: Compliance & Enforcement: (Sarah Baartman Region) with Ref No: DEDEA/2019/10/14; A Senior Certificate, plus an appropriate relevant NQF Level 7+8 (Honours) or equivalent post graduate qualification, in natural or environmental science fields. A minimum of 6 years post qualification experience of which three years must include experience in environmental compliance monitoring and enforcement. The following skills, knowledge and attributes are required: Policies and procedures of the directorate/department; Environmental legislation, administrative law, criminal law, EMI (Environmental Management Inspectorate) Operating Manual; Correct interpretation and application of legislation; Principles of environmental management, working knowledge of Environmental Law; Completed Environmental Management Inspector training course. A valid driver's license (2) Environmental Officer: Specialised Production: Enforcement:

(Sarah Baartman (X2 Posts) with Ref No: DEDEA/2019/10/15; A Senior Certificate, plus an appropriate relevant NQF Level 7+8 (Honours) or equivalent post graduate qualification, in natural or environmental science fields. A minimum of 3 years relevant post qualification experience in environmental management, The following skills, knowledge and attributes are required: Policies and procedures of the directorate / department; Environmental legislation, administrative law, criminal law, EMI (Environmental Management Inspectorate) Operating Manual; Correct interpretation and application of legislation; Principles of environmental management, working knowledge of Environmental Law; Completed Environmental Management Inspector training course. A valid driver's license (3) Environmental Officer: Specialised Production: Enforcement (Joe Gqabi) with Ref No: DEDEA/2019/10/16; A Senior Certificate, plus an appropriate relevant NQF Level 7+8 (Honours) or equivalent post graduate qualification, in natural or environmental science fields. A minimum of 3 years relevant post qualification experience in environmental management, The following skills, knowledge and attributes are required: Policies and procedures of the directorate / department; Environmental legislation, administrative law, criminal law, EMI (Environmental Management Inspectorate) Operating Manual; Correct interpretation and application of legislation; Principles of environmental management, working knowledge of Environmental Law; Completed Environmental Management Inspector training course. A valid driver's license (4) Environmental Officer: Specialised Production: Enforcement: (OR Tambo) with Ref No: DEDEA/2019/10/17; A Senior Certificate, plus an appropriate relevant NQF Level 7+8 (Honours) or equivalent post graduate qualification, in natural or environmental science fields. A minimum of 3 years relevant post qualification experience in environmental management, The following skills, knowledge and attributes are required: Policies and procedures of the directorate / department; Environmental legislation, administrative law, criminal law, EMI (Environmental Management Inspectorate) Operating Manual; Correct interpretation and application of legislation; Principles of environmental management, working knowledge of Environmental Law; Completed Environmental Management Inspector training course. A valid driver's license (5) Environmental Officer: Specialised Production: Enforcement (Alfred Nzo) with Ref No: DEDEA/2019/10/18; A Senior Certificate, plus an appropriate relevant NQF Level 7+8 (Honours) or equivalent post graduate qualification, in natural or environmental science fields. A minimum of 3 years relevant post qualification experience in environmental management, The following skills, knowledge and attributes are required: Policies and procedures of the directorate / department; Environmental legislation, administrative law, criminal law, EMI (Environmental Management Inspectorate) Operating Manual; Correct interpretation and application of legislation; Principles of environmental management, working knowledge of Environmental Law; Completed Environmental Management Inspector training course. A valid driver's license (6) Environmental Officer: Specialised Production: Enforcement: (Chris Hani) with Ref No: DEDEA/2019/10/19; A Senior Certificate, plus an appropriate relevant NQF Level 7+8 (Honours) or equivalent post graduate qualification, in natural or environmental science fields. A minimum of 3 years relevant post qualification experience in environmental management, The following skills, knowledge and attributes are required: Policies and procedures of the directorate / department; Environmental legislation, administrative law, criminal law, EMI (Environmental Management Inspectorate) Operating Manual; Correct interpretation and application of legislation; Principles of environmental management, working knowledge of Environmental Law; Completed Environmental Management Inspector training course. A valid driver's license (7) Legal Administration Officer (2 Posts): (Head Office) with Ref No: DEDEA/2019/10/20; A Senior Certificate, plus an appropriate law degree (NQF level 7) qualification majoring in Legal practice as recognized by SAQA. In addition, 3 years' relevant experience of which 1 year must be a supervisory experience. Admission as an Attorney/Advocate will serve as an advantage. The following skills, knowledge and attributes are required: Clear understanding of litigation procedures especially that of Organs of State, clear understanding of Corporate Governance Requirements, Disciplinary Procedures in line with the Public Service Act as well as procedure for drafting policy and legislation and adoption thereof. Knowledge or all legislation relevant to the Department and specialised skills in Environmental Affairs as well as Strategic capability & leadership, Programme & Project Management, Financial Management, Problem Solving & Analysis, Client Orientation & Customer Focus, Communication, Computer literacy, Investigation. Valid driver's license required. The closing date has been extended to 10 July 2020.

**EASTERN CAPE: DEPARTMENT OF ECONOMIC DEVELOPMENT, ENVIRONMENTAL AFFAIRS AND TOURISM** Kindly note that the following posts were advertised in Public Service Vacancy Circular 11 dated 20 March 2020, The closing date has been extended to 10 July 2020 (1) General Manager: Economic Development: (King Williamstown) with Ref No: DEDEA/2020/03/01, (2) Director: Trade & Investment Promotion (King Williamstown) Re-advertisement with Ref No: DEDEA/2020/03/02, (3) Regional Director: (Chris Hani Region) with Ref No: DEDEA/2020/03/03, (4) Deputy Director: Tourism Development (King Williamstown) with Ref No: DEDEA/2020/03/04, (5) Assistant Director: Consumer Protection (Joe Gqabi Region) with Ref No: DEDEA/2020/03/05. **OFFICE OF THE CHIEF JUSTICE:** Kindly note that the post of Office Manager (Office of the Judge President) with Ref No: 2020/66/OCJ, advertised in Public Service Vacancy Circular 15 dated 12 June 2020 and on [www.judiciary.org.za/ocj/vacancies](http://www.judiciary.org.za/ocj/vacancies) with the closing date of 30 June 2020 has

amendments as follows: Requirements: A three-year National Diploma/ Bachelor's Degree in Office Management or relevant equivalent qualification. 3 - 5 years' relevant experience in an Office Administration environment. A valid driver's license. An LLB will serve as an added advantage. The closing date has been extended until 10 July 2020. The completed and signed application 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). Failure to submit all the requested documents will result in the application not being considered. Applicants who have already applied need not to re-apply, as their applications will be considered. Application received after the closing date will not be considered. We apologise for any inconvenience caused. Enquiries: Mr S Mponzo or Ms P Biko Tel No: (043) 726 5217.

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**DEPARTMENT OF COMMUNICATIONS AND DIGITAL TECHNOLOGIES**

*The Department is an equal opportunity department and the Department's intention is to promote equity through the filling of these posts.*

- APPLICATIONS** : Ngalemako cc has been retained to handle all responses for this advertisement. Please forward your application, quoting the relevant reference number and the name of the publication in which you saw this advertisement, to email: [fiona@i-resourcing.co.za](mailto:fiona@i-resourcing.co.za).
- CLOSING DATE** : 10 July 2020
- NOTE** : Applications must be submitted on a Z83 Form, obtainable from any Public Service department and should be accompanied by a recently updated comprehensive CV and certified copies not older than six (6) months of all qualification(s), and ID document. The successful candidates must disclose particulars of all registrable financial interests and sign employment contracts within one month from the date of assumption of duty. Performance Agreements must be concluded and signed within three months from the date of assumption of duty. Note: Applications received after the closing date will not be considered. Faxed or e-mailed applications will be considered. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualifications Authority (SAQA). Failure to submit the requested documents will result in your application not being considered. All qualifications are subject to verification. Due to the large volumes of responses anticipated, receipt of applications will not be acknowledged, and correspondence will be limited to short-listed candidates only. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment using the mandated DPSA SMS competency assessment tools. All shortlisted candidates will be subjected to personnel suitability checks and the successful candidate will have to undergo a full security vetting. All applicants must declare any conflict or perceived conflict of interest and must disclose membership of Boards and directorships associated with. The successful candidate also has to disclose annually his/her financial interest. If you have not been contacted within three (3) months of the closing date, please accept that your application was unsuccessful. Please note that CV's submitted will be destroyed after the three (3) months period. The Department reserves the right not to make appointment(s) to the advertised post(s). Candidates, whose appointment/promotion/transfer will promote the achievement of employment equity within the Department, will receive preference.

**MANAGEMENT ECHELON**

- POST 16/01** : **HEAD OF PROJECT MANAGEMENT OFFICE (PMO) – PRESIDENTIAL COMMISSION ON 4IR REF NO: DDG: PMO/09/19**  
(3 year contract)
- SALARY** : R1 521 591 per annum (the all-inclusive remuneration package consists of a basic salary, the State's contribution to the Government Employees Pension Fund, a medical fund and a flexible portion in terms of applicable rules).
- CENTRE REQUIREMENTS** : Pretoria  
A Bachelor's degree or equivalent qualification (NQF level 7) and a post graduate qualification (NQF level 8) in Project management or Business Management as recognized by SAQA. A Master's degree will be an added advantage. Experience: 8 to 10 years of experience at senior management level. Job Knowledge: Project management, Understanding of policy environment, Understanding of ICT environment, Knowledge of applicable legislations, Public Finance Management Act, Treasury Instructions, Public Service Act, and Public Service Regulations Electronic and Communication Act, Broadcasting Act, Independent Communication Authority of South Africa. Broad knowledge of key 4IR technologies (Artificial Intelligence, Robotics, Internet of Things, Data Science, Cloud Computing, Cybersecurity, Block-chain, Nano-technology, Precision medicine, etc.), Knowledge of information management and practices, monitoring, evaluation and research

- methodologies. Competencies Required: Strategic capability and leadership, financial management, problem solving and analysis, people management and empowerment, project management, knowledge management, change management, service delivery innovation.
- DUTIES** : Reporting to the Director-General and the Minister, the successful candidate will be responsible for managing the activities of the PMO in the development of an Integrated Country Strategy on the Fourth Industrial Revolution (4IR) by the Presidential Commission on 4IR and its supporting structures. Providing leadership and facilitation of research for the Fourth Industrial Revolution Presidential Commission and its supporting structures. Development of the socio economic impact assessment and Fourth Industrial Revolution indicators in relation to public policy development. Managing and monitoring the implementation of 4IR interventions and programs. Establishing and managing partnerships in the implementation of 4IR interventions and programs. Managing resources allocated to the PMO, and lead a team of staff that is able to collectively deliver on agreed deliverables.
- ENQUIRIES** : Ms Mathope Thusi Tel No: +27 12 421 7100  
Ms Tania Beukes Tel No +27 12 427 8284  
Ms Louisa Kgang Tel No +12 421 7006
- POST 16/02** : **CHIEF DIRECTOR: COMMUNICATIONS AND MARKETING**
- SALARY** : R1 251 183 per annum an all-inclusive package
- CENTRE** : Pretoria, Hatfield
- REQUIREMENTS** : A relevant undergraduate qualification at NQF level 7 in Communications/Marketing/Journalism as recognised by the South African Qualifications Authority (SAQA) and 5-7 years of relevant experience at a senior managerial level in the Communications and Marketing environment. The successful completion of the Public Service Senior Management Leadership Programme as endorsed by the National School of Government available as an online course on [www.thensg.gov.za](http://www.thensg.gov.za). A post graduate degree will be an added advantage. Skills And Competencies: At an advanced level required in the following: Strategic capability and leadership, programme and project management, financial management, service delivery and innovation, problem-solving and analysis, change management, knowledge of Applicable legislations, Public Finance Management Act, Treasury Instructions, Public Service Act, and Public Service Regulations Electronic and Communication Act, Broadcasting Act, Independent Communication Authority of South Africa Act, functioning of national, provincial and local government, structure and functioning of the Department, Parliamentary protocol processes, linkages with government clusters, Media and marketing industry, cross cultural knowledge, client relations. Knowledge of applicable legislations, norms and standards related to the built environment industry, including the Public Finance Management Act, Treasury Instructions, Public Service Act, and Public Service Regulations Electronic and Communication Act, Functioning of national, provincial and local government, Structure and functioning of the Department, Parliamentary protocol processes, Linkages with government clusters, Media and marketing industry, Cross Cultural Knowledge, Client relations, ICT Industry. Must have excellent skills in communication (both written and verbal), digital marketing with deep understanding of web culture, social media platforms and channels, knowledge management, people management, client orientation and customer focus, diversity management, risk management, corporate governance.
- DUTIES** : The successful candidate will oversee the management of the Department image and provide communication and marketing activities. Oversee the department's image in the digital space. This includes traditional media (print, electronic etc.) BUT more importantly all social media channels such as Facebook, Twitter, Google, YouTube etc. Develop and implement digital marketing, online communication and all new forms of digital marketing. Position the department favourably within the ICT sector and public through the development of strategic objectives (Build The department presence in the digital ecosystem, Reposition the Department to be number one digital organisation in SA, the department must be present in all digital channels, Monitor internet and digital platforms and be able to respond within seconds). Oversee the development of strategies in support of the DTPS, ICT sector and government programmes in order to encourage the accelerated use of ICT as a tool of social economic development (Protect the Department in the digital

space, Listen on behalf of the department, engage all platforms that publish Transparency).Oversee the provision of marketing and communications support to the DTSP and its stakeholders to build a shared vision of the national ICT agenda (Conduct Web analytics on behalf of the department, curate Place all Departments content in the digital ecosystem).Oversee the development and implementation of an annual communications strategy and provide support for departmental projects. Build communications networks with stakeholders in the ICT sector in order to improve the stakeholder's participation and involvement in DTSP programmes (Design the Department digital marketing and internet communications strategy. Daily, weekly and monthly provide Google analytics about the department activities and mention online, liaise on behalf of the Department with all social media platforms, provide Department Twitter analytics daily, weekly and monthly, provide Department Facebook analytics daily weekly and monthly, build capacity such as Google Analytics, Twitter Developer and Facebook Developer skills within the team members. Oversee the development and participation of marketing and communications policies within the DTSP and manage participation of Intergovernmental communications forums. Oversee resources within the Media and Communications Chief Directorate in line with relevant legislation in order to reach the strategic objectives of the Department of Telecommunications and Postal Services (Responsible for all department's digital assets). Design and find Providers of digital training for members of the department.

- ENQUIRIES** : Ms Mathope Thusi Tel No: +27 12 421 7100  
Ms Tania Beukes Tel No +27 12 427 8284  
Ms Louisa Kgang Tel No +12 421 7006
- POST 16/03** : **RESEARCH EXPERT - ECONOMETRICS REF NO: EC/09/19**  
(3 year contract)
- SALARY** : R1 057 326 per annum (the all-inclusive remuneration package consists of a basic salary, the State's contribution to the Government Employees Pension Fund, a medical fund and a flexible portion in terms of applicable rules).
- CENTRE REQUIREMENTS** : Pretoria  
: A Bachelor's degree or equivalent qualification (NQF level 7) in Bachelor's degree in Economics or Econometrics and/or Finance as recognized by SAQA. An Honours degree will be an added advantage. Experience: At least 5 years' middle experience in an economic environment. Job Knowledge: Understanding of policy environment. Understanding of ICT environment. Knowledge of project management practices. Knowledge of Electronic and Communication Act. Knowledge of computer systems in relation to artificial intelligence (AI), robotics, Internet of Things (IoT), Cloud Computing, etc.). Competencies Required: Strategic capability and leadership, financial management, problem solving and analysis, people management and empowerment, project management, knowledge management, change management, service delivery innovation.
- DUTIES** : Reporting to the Senior Research Expert on 4IR, the successful candidate will be responsible for conducting research on identified economic sectors to be advanced for global competitiveness through 4IR and econometrics. Coordinating and monitoring the implementation of 4IR interventions and programs with a focus on econometrics. Participating in international and regional discussions and conferences on 4IR matters. Development of the socio economic impact assessment and Fourth Industrial Revolution indicators in relation to public policy development.
- ENQUIRIES** : Ms Mathope Thusi Tel No: +27 12 421 7100  
Ms Tania Beukes Tel No: +27 12 427 8284  
Ms Louisa Kgang Tel No: +12 421 7006
- POST 16/04** : **RESEARCH EXPERT - DIGITAL TRANSFORMATION SPECIALIST REF NO: DTS/09/19**  
(3 year contract)
- SALARY** : R1 057 326 per annum (the all-inclusive remuneration package consists of a basic salary, the State's contribution to the Government Employees Pension Fund, a medical fund and a flexible portion in terms of applicable rules).
- CENTRE REQUIREMENTS** : Pretoria  
: A Bachelor's degree or equivalent qualification (NQF level 7) in Science or equivalent in computer science, computer engineering or a technically related

field as recognized by SAQA. An Honours degree will be an added advantage. Experience: At least 5 years' middle experience in conducting research in block-chain, cybersecurity and related fields. Job Knowledge: Understanding of policy and ICT environment. Knowledge of commercial hardware platforms (particularly IBM, SUN and HP). Knowledge of project management practices. Knowledge of Electronic and Communication Act. Knowledge of block-chain and cybersecurity Competencies Required: Strategic capability and leadership, financial management, problem solving and analysis, people management and empowerment, project management, knowledge management, change management, service delivery innovation.

**DUTIES** : Reporting to the Senior Research Expert on 4IR, the successful candidate will be responsible for identifying gaps in the current digital transformation initiatives and conducting related research. Analyzing trends on digital transformation and compile reports to inform strategies, policies and programs. Communicating findings to stakeholders using visualization and other means. Coordinating and monitoring the implementation of 4IR interventions and programs with a focus on digital transformation. Participating in international and regional discussions and conferences on 4IR matters. Development of the socio economic impact assessment and Fourth Industrial Revolution indicators.

**ENQUIRIES** : Ms Mathope Thusi Tel No: +27 12 421 7100  
Ms Tania Beukes Tel No +27 12 427 8284  
Ms Louisa Kgang Tel No +12 421 7006

**POST 16/05** : **RESEARCH EXPERT - STATISTICS REF NO: ST/09/19**  
(3 year contract)

**SALARY** : R1 057 326 per annum (the all-inclusive remuneration package consists of a basic salary, the State's contribution to the Government Employees Pension Fund, a medical fund and a flexible portion in terms of applicable rules).

**CENTRE** : Pretoria

**REQUIREMENTS** : A Bachelor's degree or equivalent qualification (NQF level 7) in Statistics, Geography and or Market Analysis as recognized by SAQA. An Honours degree will be an added advantage. Experience: At least 5 years' middle management experience in an economic environment. 5 years combined expertise on the use of geospatial analysis, social sciences, and statistical social science software. Job Knowledge: Knowledge economic policy environment, Economic impact analysis, Industrial development analysis Knowledge of integrating geospatial analysis and behavioural science expertise, to include but not limited to conducting multivariate analysis and predictive modelling for population segmentation, data cleaning and missing data identification, scale analyses. Knowledge of predictive and statistical modelling. Knowledge of project management practices. Knowledge of business practices and processes Competencies Required: Strategic capability and leadership, financial management, problem solving and analysis, people management and empowerment, project management, knowledge management, change management, service delivery innovation.

**DUTIES** : Reporting to the Senior Research Expert on 4IR, the successful candidate will be responsible for conducting research on identified economic sectors to be advanced for global competitiveness through 4IR and statistics. Coordinating and monitoring the implementation of 4IR interventions and programs with a focus on statistics. Participating in international and regional discussions and conferences on 4IR matters. Development of the socio economic impact assessment and Fourth Industrial Revolution indicators in relation to public policy development.

**ENQUIRIES** : Ms Mathope Thusi Tel No: 27 12 421 7100  
Ms Tania Beukes Tel No +27 12 427 8284  
Ms Louisa Kgang Tel No +12 421 7006

#### **OTHER POST**

**POST 16/06** : **MULTIMEDIA STRATEGIST REF NO: MS/09/19**  
(3 year contract)

**SALARY** : R733 257 per annum (the all-inclusive remuneration package consists of a basic salary, the State's contribution to the Government Employees Pension Fund, a medical fund and a flexible portion in terms of applicable rules).



- CENTRE** : Pretoria
- REQUIREMENTS** : A Bachelor's degree or equivalent qualification (NQF level 7) in Visual Communication and Design as recognized by SAQA. Experience: At least 3-5 years' experience in communication design. Job Knowledge: In-depth knowledge of Adobe Creative Cloud Suite. In-depth knowledge of print, audio and video media design. Knowledge of 3D design and printing and videography. Knowledge of media business practices and processes. Knowledge of social media processes. Skills Required: Image editing, Website software, HTML5, Social media, Photography and Videography, Audio and Video editing.
- DUTIES** : Developing and designing creative and interactive content for video, print, website, advertisements, and social media platforms. Developing and designing animations, motion graphics and 3D design for use on various communication platforms. Creating engaging presentations of images and information on 4IR for various communication platforms. Planning, shooting and editing high quality video content and photographs on 4IR initiatives including the Presidential Commission on 4IR. Managing subordinates to strategically deliver compelling digital media content and to deliver strategic social media content effectively and timeously.
- ENQUIRIES** : Ms Mathope Thusi Tel No: +27 12 421 7100  
Ms Tania Beukes Tel No +27 12 427 8284  
Ms Louisa Kgang Tel No +12 421 7006

**GOVERNMENT COMMUNICATIONS AND INFORMATION SYSTEM**

*The GCIS is an equal opportunity employer. In the filling of vacant posts, the objectives of section 195 (1) (i) of the Constitution of South Africa, 1996 (Act No: 108 of 1996), the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act No: 55 of 1998) and relevant Human Resources policies of the Department will be taken into consideration. People with Disabilities with disabilities will be accommodated within reasonable limits. Therefore preference will be given to candidates whose appointment will assist the department in achieving its Employment Equity targets in terms of the Department's Employment Equity Plan.*

- APPLICATIONS** : The DG of Government Communication and Information System, Private Bag X 745, Pretoria 0001, or hand deliver to Tshedimosetso House, 1035 cnr Francis Baard & Festival streets, Hatfield, Pretoria.
- FOR ATTENTION** : Mr S Matshageng
- CLOSING DATE** : 10 July 2020
- NOTE** : Applicants with disabilities are encouraged to apply. Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at [www.gov.za/documents](http://www.gov.za/documents). The completed and signed form Z83 should be accompanied by a recently updated, comprehensive CV as well as originally certified copies of all academic qualification(s) including the matric certificate and ID-document. The certification must be within six (6) months. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. No faxed, copied or e-mailed application will be considered. Where a driver's license is essential, such a license should be attached. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. The successful candidate must disclose to the DG particulars of all registrable financial interests, sign a performance agreement and employment contract with the DG within three months from the date of assumption of duty and obtain a top secret security clearance. All appointments are subject to the verification of educational qualifications, previous experience, citizenship, reference checks and security vetting. Following the interview and technical exercise, the selection panel will recommend candidates to attend generic managerial competency assessment. The department reserves the right to fill or not to fill the vacant post. The successful candidates will enter into an employment contract with the GCIS that will be reviewed based on performance.

**MANAGEMENT ECHELON**

- POST 16/07** : **DIRECTOR: RISK MANAGEMENT REF NO: 3/1/5/1 – 20/24**  
Directorate: Risk Management
- SALARY** : R1 057 326 per annum (Level 13) (All-inclusive salary package): of which 30% may be structured according to the individual's needs.
- CENTRE** : Pretoria
- REQUIREMENTS** : Applicants must be in possession of an appropriate Bachelor's degree (NQF level 7) in the field of Risk Management/Performance Management/Communication or equivalent qualification, with at least 5 years proven experience in a MMS/senior managerial position, Certificate in Public Service senior Management leadership, Process Competencies: Knowledge Management, Service Delivery Innovation, Problem Solving and Analysis, Client Orientation and Customer Focus, Communication. Required Core Competencies: Strategic Capacity and Leadership, People Management and Empowerment, Financial Management, Change Management, Programme and project Management. Technical competencies required: In depth knowledge and understanding of Strategic planning and performance management in the public service. High- level of understanding of risk management, fraud and corruption prevention and business continuity management. Sound knowledge of Government policies and key programmes and interest in Government affairs.
- DUTIES** : Manage the co-ordination and monitoring of risk management programs, Develop, review and implement risk management strategies, policies and

procedures and annual risk management plan, Manage, implement review and improve risk management framework, Facilitate the institutionalisation of risk management, Conduct risk management awareness and coordinate risk management meetings, Manage the maintenance of risk management systems and develop risk management plans, Monitor the head office and provincial offices progress on mitigations, Liaise with external stakeholders on risk management, Human Resource and Financial Management for the Directorate, Audit and Risk Management: Develop and implement mitigation plans. Report on progress on the implementation risk mitigation plans and upload evidence, Identify and review operational and fraud risks, Participate in the structures to plan, provide progress reports and discuss audit reports from AGSA and Internal Audit Provide source documents/assistance required in the performance audits by AGSA and Internal Audit, Provide responses to the queries/finding sheets issued by the auditors during the audit.

**ENQUIRIES**  
**NOTE**

: Ms Z Ngwenya Tel No: (012) 473 0472  
: EE Targets: Preference will be given to African male/female candidates

**POST 16/08**

: **DIRECTOR: CLUSTER COMMUNICATION (CLUSTERS: ECONOMIC SECTORS, INVESTMENT, EMPLOYMENT AND INFRASTRUCTURE DEVELOPMENT; JUSTICE CRIME PREVENTION AND SECURITY; INTERNATIONAL COOPERATION TRADE AND SECURITY) REF NO: 3/1/5/1 – 20/25**  
Directorate: Cluster Communication

**SALARY**

: R1 057 326 per annum (Level 13) (All-inclusive salary package) of which 30% may be structured according to the individual's needs.

**CENTRE**  
**REQUIREMENTS**

: Pretoria  
: Applicants must be in possession of an appropriate Bachelor's degree (NQF level 7) in communication, public relations, journalism, political science or other relevant field. A post graduate qualification in these fields will be an added advantage with at least 5 years proven experience in a MMS/senior managerial position. Certificate in Public Service senior Management leadership Process Competencies: Knowledge Management, Service Delivery Innovation, Problem Solving and Analysis, Client Orientation and Customer Focus, Communication. Required Core Competencies: Strategic Capacity and Leadership, People Management and Empowerment, Financial Management, Change Management, Programme and project Management. Sound knowledge of government policies and the communication implications thereof Solid insight into current socio-economic and political developments within South Africa, Africa and internationally Knowledge and understanding of the South African media landscape and its operations Ability to plan, execute, present and report on communications campaigns in a team or individual setting, or as an expert Good knowledge of all the subject areas of Project Management Experience in the application of project management An ability to effectively lead and manage project teams Must have a minimum of five years in supervisory or managerial experience with a working knowledge of the Public Finance Management Act and government procurement policies Excellent written and verbal communication skills Good interpersonal skills including the ability to interface with various stakeholders at all levels, in both the public and private sectors Leadership qualities are essential along with a person who has a fine sense of attention to detail Computer literacy skills with competency in the use of Microsoft Office suite of applications Willingness to work extra hours including weekends and public holidays and an ability to work in a complex and highly pressurised environment are required. Driver's license is essential.

**DUTIES**

: Provide all-round, high level, effective and dedicated secretariat support to the Economic Sectors Investment Employment and Infrastructure Development (ESIEID), Justice Crime Prevention and Security (JCPS), and International Cooperation Trade and Security (ICTS) Clusters: Communication Committees, including meetings, communication campaigns, programmes / plans, projects, briefings and related initiatives. Develop, review and align the Cluster communication strategies and annual communication plans for the above-mentioned Clusters in line with the annual communication cycle. Provide and/or mobilise communication support and monitor the implementation of Cluster communication strategies, campaigns, and plans. Draft reports, and make presentations to various meetings and fora as necessary. Develop content base documents for Cluster media briefings and other Cluster

communication activities. Develop strategies and tactics to handle issues emanating from the communication and media environment. Research and develop high-level communication documents in support of policies emanating from the ESEID, JCPS and ICTS Clusters – including communication implications, recommendations and actions. Initiate engagements with stakeholders to extend the reach and impact of Cluster communication. Manage cross cutting communication projects. Facilitate consultation and approval of project documentation. Develop project plans / schedules as well as track, follow up on tasks and monitor progress. Prepare various types of project reports for management, Ministers and Inter-Ministerial Committees. Keep a complete record of all project documentation according to the GCIS file plan. Strive for excellence and continual improvement in building a performing team. Lead the team in creating a smarter, paperless and more sustainable office environment. Coordinate and lead all aspects required for regular sittings of the Government Communicators' Forum. Perform financial management, risk management and human resource management and development functions for the Directorate. Prevent and manage issues arising from audits. Compliance with all organisational policies. Manage a team of Cluster Coordinators, Project Managers, Project Administrator and Secretary in an efficient and effective manner with orientation towards directorate and organisational goals. Audit and Risk Management: Develop and implement mitigation plans. Report on progress on the implementation risk mitigation plans and upload evidence, Identify and review operational and fraud risks, Participate in the structures to plan, provide progress reports and discuss audit reports from AGSA and Internal Audit Provide source documents/assistance required in the performance audits by AGSA and Internal Audit, Participate in the structures to plan, provide progress reports and discuss audit reports from AGSA and Internal Audit, Provide responses to the queries/finding sheets issued by the auditors during the audit, Provide source documents/assistance required in the performance audits by AGSA and Internal Audit.

**ENQUIRIES**

: Mr David Jacobs Tel No: (012) 473 0055

**NOTE**

: The successful incumbent must be able to work under pressure without constant supervision and be willing to work overtime and travel as and when required. EE Targets: Preference will be given to African male/female candidates

**POST 16/09**

: **DIRECTOR: OFFICE OF THE DIRECTOR-GENERAL REF NO: 3/1/5/1 – 20/26**

**SALARY**

: R1 057 326 per annum (Level 13) (All-inclusive salary package) of which 30% may be structured according to the individual's needs

**CENTRE**

: Pretoria

**REQUIREMENTS**

: A SAQA recognized undergraduate or equivalent qualification (NQF Level 7); and a minimum of 5 years appropriate experience at middle/senior managerial level in the private or public sector. Certificate in Public Service senior Management leadership Process Competencies: Knowledge Management, Service Delivery Innovation, Problem Solving and Analysis, Client Orientation and Customer Focus, Communication. Required Core Competencies: Strategic Capacity and Leadership, People Management and Empowerment, Financial Management, Change Management, Programme and project Management. Key Competencies and Skills: Excellent writing skills Knowledge and understanding of public service policies and procedures. Working knowledge of the functioning of Government. Working knowledge of MS Word, Excel and PowerPoint. Have the ability to execute research and analyse complex information to compile documents. Co-ordinate and integrate the activities of the office. Work under pressure. Excellent interpersonal relations skills.

**DUTIES**

: Render administrative support services in the office of the DG. Set up and maintain systems that will contribute towards improving efficiency in the office. Oversee and advice on the effective flow of information, Incoming and outgoing documents. Summarise all incoming documents on behalf of the DG. Manage and maintain a well-functioning document record system. Develop presentations and briefing notes for the Director-General. Successful candidate must be able to write reports for DG. Manage secretariat services effectively, including coordination of Manco and EXCO meetings. Summarise content on Cabinet memos and FOSAD packs on behalf of the DG. Act as a direct point of contact for all external stakeholders including Cabinet office,

Portfolio committee, Ministry, Government Departments and entities. Ensure that all briefings on the departmental performance to all oversight bodies are managed effectively. Manager Financial, Human and Physical resources in the DG's office. Manage PMDS process for DG and Staff. Manage staff in the office of the DG. Ensure DG's compliance to statutory responsibilities in terms of PFMA and PSA.

**ENQUIRIES**  
**NOTE**

- : Ms Z Ngwenya Tel No: (012) 473 0472
- : Preference will be given to African male/female candidates

**GOVERNMENT TECHNICAL ADVISORY CENTRE (GTAC)**

- APPLICATIONS** : Potential candidates may apply online on the GTAC website at <https://www.gtac.gov.za/careers>. Please visit the GTAC website at [www.gtac.gov.za](http://www.gtac.gov.za) for more information. NB: only online applications will be acceptable.
- CLOSING DATE** : 10 July 2020 at 12h00 pm
- NOTE** : Only South African Citizens, and Permanent Residents need apply as per PSR 2016. Applications should be accompanied by a duly completed and signed Z83 form (obtainable from any Public Service department). The post title and reference number must be clearly indicated on the Z83 form. A recent comprehensive CV and originally certified copies of qualifications, pre-entry certificate into Senior Management Services (SMS), and ID should be submitted. Certification should be not older than 6 months from date of application. Short listed candidates must make themselves available for a panel interview on the date determined by the GTAC. All short-listed candidates will be subjected to personnel suitability checks and the successful candidate will undergo the SMS Competency Assessment and security vetting in order to confirm employment. Late applications, and those not meeting the requirements, will not be considered. If you have not received feedback from the GTAC within 1 month of the closing date, please regard your application as unsuccessful. Note: The GTAC reserves the right to fill or not fill the advertised posts. The DPSA Directive on Compulsory Capacity Development, Mandatory Training Days and Minimum requirements was amended with effective date of 01 April 2020. According to the directive requirement for appointment at SMS level will be the completion of the Senior Management Pre-entry programme as endorsed by the National School of Government. The applicant should therefore have a proof that they have registered for. The Pre-entry certificate and have completed the course before the interview. The cost of the pre-entry certificate is for the candidate's expense. To access the pre-certificate course, please visit: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>

**MANAGEMENT ECHELON**

- POST 16/10** : **DIRECTOR: PROFESSIONAL SERVICES PROCUREMENT REF NO: G004/2020**  
(36 Months Fixed Term Contract)
- SALARY CENTRE REQUIREMENTS** : R1 057 326 – R1 245 495 per annum all-inclusive package (Level 13)  
: Pretoria  
: A degree (NQF level 7 qualification) in Supply Chain Management or related field. Specialized procurement services or a Member of the Chartered Institute of Procurement and Supply (MCIPS) certificate will be an added advantage. A minimum of 6 – 8 years' experience in supply chain and contract management services of which at least 2 years should be in the Public Service. At least 5 years of experience at middle or senior managerial level. Experience in the public service supply chain environment across the SCM value chain is an added advantage. Competencies required: Administrative Operations; knowledge, capabilities and practices associated with the support of administrative and management activities to facilitate organisational and mission goals and objectives. This competency requires knowledge of the appropriate rules, regulations, processes and associated systems within various enabling functions which may include human resources management, resource management, employee support services, documentation, procurement and financial management as well as the proficiency in excel and report writing. Project Management; Knowledge of the principles, methods, or tools for developing, scheduling, coordinating, and managing projects and resources. Legislative knowledge; Knowledge of the Public Finance Management Act and related Treasury regulations pertaining to procurement and contract management, and the Public Service Act and related DPSA regulations pertaining to public services management. Client Service Orientation; Client-service orientation implies helping or serving others, to meet their needs. It means focusing on discovering those needs, figuring out how to best meet them as well as putting into practice the Batho Pele principle. The

term 'clients' refers to both internal and external clients. Concern for Quality and Order; Desire to see things done logically, clearly and well. It takes various forms: monitoring and checking work and information, insisting on the clarity of roles and duties, setting up and maintaining information system. Results Orientation; Concern for holding yourself and others accountable for achieving results or for surpassing a standard of excellence. It includes the process of setting measurable objectives, implementing change and then checking back to determine the effect of your efforts. Strategic Orientation; Strategic orientation is about taking a broad scale, long-term view, assessing options and implications. It demonstrates an intimate understanding of the capabilities, nature and potential of the department. It involves taking calculated risks based on awareness of social, economic, market and political issues, trends, processes and outcomes as they impact the strategic direction of the department and its linkages with the direction of government. Supply Chain Management; The design, planning, execution, control and monitoring of all activities involved in sourcing and procurement, conversion and logistics management to provide products, services and information that add value to the organization. Also includes coordination and collaboration with channel partners, which can be suppliers, intermediaries, third party service providers and customers. It integrates supply and demand management within and across the organization.

**DUTIES**

: To manage the strategic sourcing and acquisition of professional services on behalf of GTAC projects. Procurement and Supply Chain Planning and Operations Management; Contribute to the development of PSP business plan, and manage the development, implementation, maintenance and reporting on the PSSA (Professional Services Sourcing & Acquisition) annual workplans, budget and performance indicators. Manage and support the capacity, productivity and performance management of PSSA staff. Manage the PSSA office administration and assets management including planning utilization and auditing of office resources and assets, development and implementation of the PSP document management and filing plan. PSSA Governance and Performance Management; Managing the establishment of frameworks and internal controls for the management, in compliance with PFMA regulations, of professional services sourcing and acquisition. Managing the implementation, compliance and relevance of the PSSA frameworks and internal controls. Managing the continuous improvement of the PSSA services and processes. GTAC Professional Services Provider panel registers management; Managing the panel register databases. Managing the annual panel register audits and reporting on the use of services providers, EE profile of service providers and scarce skills. Managing the maintenance and updating of service provider information and compliance status as required. Managing the research, identification and reporting on scarce skill service providers not registered with GTAC. Managing the verification and registration of service providers. GTAC projects capacitation support and advice; manage the establishment and maintenance of stakeholder relationships and consultations with GTAC programme heads, and monitor and ensure the resolution of client queries. Managing the provision of inputs on standard project rates for GTAC service providers including historical cost analysis and future costs forecasting. Managing the costing, budgeting and charge out rate determination for GTAC advisors across the project environment. Professional Services Provider Sourcing; Managing the analysis and planning for GTAC projects capacitation. Manage the capturing of project capacitation agreements into PSP capacitation planning schedule. Managing the sourcing of professional service providers. Managing the processing of professional service provider proposals. Professional Services Provider Acquisition; Managing the coordination and administration of GTAC bid committees functions, bid evaluation and adjudication processes. Manage the provision of secretariat services to bid committees. Managing the preparation and distribution of notifications to non-successful bidders. Managing the consolidation of all bid documentation and preparation of summary reports. Managing the tracking, administration, filing and maintenance of all bid documents for auditing purposes. PSSA information management and reporting; Managing the administration and quality assurance of PSSA information and data. Managing the preparation and supply of PSSA information and documents for compliance checking and auditing purposes. Managing the preparation and submission of PSSA reports. Managing the provision of PSSA information for inclusion in the GTAC annual reports. Managing the knowledge and learnings resulting from the application

of PSSA methods, practices and approaches including submitting information for publishing on the GTAC website. Managing the preparation and provision of PSSA information and documents for, and implement decision of the GTAC committees.

**ENQUIRIES**  
**NOTE**

- : Kaizer Malakoane Tel No: (012) 315 5442
- : Only South African Citizens, and Permanent Residents need apply as per PSR 2016. Applications should be accompanied by a duly completed and signed Z83 form (obtainable from any Public Service department). The post title and reference number must be clearly indicated on the Z83 form. A recent comprehensive CV and originally certified copies of qualifications and ID that are not older than 6 months should be submitted. Short listed candidates must make themselves available for a panel interview on the date determined by the GTAC. All short-listed candidates will be subjected to personnel suitability checks and the successful candidate will undergo security vetting in order to confirm permanent employment. Late applications, and those not meeting the requirements, will not be considered. If you have not received feedback from the GTAC within 1 month of the closing date, please regard your application as unsuccessful. Note: The GTAC reserves the right to fill or not fill the advertised posts.

**OTHER POST**

**POST 16/11**

- : **ANALYST - CAPITAL PROJECTS APPRAISAL (GTAC) REF NO: G003/2020**  
(Permanent)

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

- : R733 257 per annum (Level 11) (All-inclusive package)
- : Pretoria
- : A postgraduate degree (NQF Level 8) in Economics or Finance. Masters will be an added advantage. 4-6 years' experience in investment appraisal and/or economic research. Sound understanding of applied microeconomics. Sound understanding of economic infrastructure sectors. Research, analysis and report writing skills, with the ability to interpret economic policy and its possible outcomes. Intermediate understanding of financial modelling techniques. Understanding of the Public Sector and knowledge of appropriate legislations and regulations. Competencies required: Problem Solving Analysis: The ability to understand a situation, issues, problems, etc., by breaking it into smaller pieces or tracing the implications of a situation in a step-by-step way. It includes organizing the parts of a problem, situation in a systematic way, making systematic comparisons of different features or aspects setting priorities on a rational basis, and identifying time sequences, casual relationships. Create timely and well-developed solutions by examining alternatives, risk and consequences. Team Participation: The ability to work co-operatively with others, to work together as opposed to working separately or competitively. Effective Communication: ability to transmit and receive information clearly and communicate effectively to others by considering their points of view in order to respond appropriately. This may involve listening, interpreting, formulating and delivering: verbal, non- verbal, written, and electronic messages. It includes the ability to convey ideals and information in a way that brings understanding to the target audience. Concern for Quality and Order: desire to see things done logically, clearly and well. It takes various forms: monitoring and checking work and information, insisting on the clarity of roles and duties, setting up and maintaining information system. Computer Literacy: Knowledge and ability to use computers and technology efficiently. Refers to the comfort level someone has with using computer programs and other applications associated with computers (MS Office, Internet, email). Economic Principles: basic knowledge and understanding of economics main concepts such as supply and demand, price marginalism. Financial Analysis: the application of financial modelling techniques as they apply to assessing capital projects, particularly in terms of their financial cost, viability, risks and comparison with alternatives. Project Management: knowledge of the principles, methods, tools for developing, scheduling, coordinating, and managing projects and resources, including monitoring and inspecting costs, work and contractor performance.

**DUTIES**

- : Appraisal analysis and advice: Generate appraisal reports analysing the various impacts of specific infrastructure projects, both existing and proposed. Develop quantitative models to assess the expected impacts of specific



infrastructure projects on the fiscus, welfare, economy and the environment. Advise on project configuration, costing, funding and financing, procurement and implementation readiness. Propose alternative ways of delivering infrastructure in an effective and efficient manner. Conduct research and develop appraisal best practice: Conduct research on sectors developments, trends and topical issues related to infrastructure. Conduct research on specific technologies that affect how infrastructure is developed. Develop appraisal tools and methodologies that promote good appraisal practice. Participate in capacity building initiatives and knowledge sharing platforms. Input into policy discussions and advice on future policy developments and their impact on infrastructure. Monitor developments related to infrastructure development: Analysis on how to prioritise the most desirable projects and optimise the roll-out of national infrastructure to help maximise the economic benefits to society. Research and analysis of factors that drive demand for various types of infrastructure projects, and how that impacts the economy. Develop and maintain a database of relevant infrastructure related indicators for benchmarking and quantification of impacts. Project Management: Draft outline report and follow an effective project management plan. Interact and collaborate with internal and outside stakeholders on projects. Report on project updates and progress as well as drafting close out reports of project. Serve as a representative on various fora related to projects.

**ENQUIRIES**

:

Kaizer Malakoane Tel No: (012) 315 5442

## DEPARTMENT OF HEALTH

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

- APPLICATIONS** : The Director-General, National Department of Health, Private Bag X828, Pretoria. 0001. Application may be submitted through the e-mail at recruitment@health.gov.za or hand delivered applications may be submitted at Reception (Brown application Box), Civitas Building, corner of Thabo Sehume (formerly known as Andries) and Struben streets.Pretoria.
- FOR ATTENTION** : Ms T Moepi
- CLOSING DATE** : 13 July 2020 Time: 12h00 Midday
- NOTE** : Applications should be submitted on form Z83 obtainable from any Public Service Department, and should be accompanied by a CV (previous experience must be comprehensively detailed) and copies of qualification certificates (including Senior Certificate/Grade 12 certificate regardless of the qualification requirement indicated in the advert), service certificates, including ID and driver's license. No faxed applications will be considered. Applications received after the closing date and those that do not comply with the requirements will not be considered. It is the applicant's responsibility to have foreign qualifications and national certificates (where applicable) evaluated by the South African Qualification Authority (SAQA). The Department reserves the right not to fill the posts. The successful candidate will be subjected to personnel suitability checks and other vetting procedures. Applicants are respectfully informed that correspondence will be limited to short-listed candidates only. If notification of an interview is not received within three (3) months after the closing date, candidates may regard their application as unsuccessful. The Department will not be liable where applicants use incorrect/no reference number(s) on their applications.

## OTHER POSTS

- POST 16/12** : **DEPUTY DIRECTOR: ORGAN TRANSPLANT REF NO: NDOH 20/2020**  
Chief Directorate: Non-Communicable Diseases
- SALARY CENTRE REQUIREMENTS** : R733 257 per annum (All inclusive)  
: Pretoria  
: A Bachelors Degree/National Diploma/or equivalent NQF 6 qualification in Health Science preferably Nursing. At least three (3) years clinical experience in the organ transplant and renal dialysis environment at a junior management /supervisory level. Knowledge of National Health Act 2004, Human Resource policies, Public Finance Management Act (PFMA), Procurement policies, Treasury Regulations, budget, Public Service Regulations. Good communication (written and verbal) problem solving, planning, organizational, research as well as intersectoral collaboration, policy development, project management, leadership, team work, analytical and computer (Ms office package) skills. Ability to work under pressure, independently and in a team. A valid driver's license.
- DUTIES** : Manage the sub-directorate and coordinate organ transplant and renal dialysis services. Administrate all legislative obligations of the department regarding organ transplant and renal dialysis including processing applications for organ transplant to the Minister. Develop, review and monitor implementation of relevant regulations, policy, guidelines, norms and standards to standardize transplantation and renal dialysis practices. Provide oversight and support provinces on organ transplantation and renal dialysis activities. Develop and facilitate the implementation of organ donation and kidney awareness plan. Facilitate the implementation of the Ministerial Advisory Committee on organ transplant and renal dialysis. Ensure intersectoral, interdepartmental, intradepartmental and international liaison and collaboration. Manage risks and audit queries related to Organ Transplant and Renal Dialysis services.
- ENQUIRIES** : Ms E Mlutsi at Tel No: (012) 395 – 8044

**POST 16/13** : **ASISTANT DIRECTOR: CONDITIONAL GRANTS (PROVINCIAL BUDGET ANALYSTS) REF NO: NDOH 19/2020**

**SALARY CENTRE** : R376 596 per annum (plus competitive benefits)  
: Conditional Grants. Pretoria

**REQUIREMENTS** : A three-year Bachelor's Degree/ National Diploma or equivalent NQF 6 qualification in Accounting. At least two (2) years' experience in Financial Systems, Financial Management, Data Management and analysis, Conditional Grants of Donor Funding and Internal and Regulatory Audit. Knowledge of and understanding of government budgeting and planning processes as well as Conditional Grant Frameworks. Knowledge of Public Finance Management Act, Division of Revenue Act and Audit processes. Good communication (verbal and written), analytical, inter and intrapersonal, problem solving and computer skills (Advanced MS office packages). A valid driver's license.

**DUTIES** : Provide strategic leadership on the development of Frameworks and inputs into the Division of revenue Bill and ensure compliance. Consolidate the inputs and draft the submission for National Treasury. Render strategic policy advice to strengthen financial management reporting, tracking and decision making. Assist in reviewing conditional grant policies. Provide strategic leadership to ensure compliance with compliance with Division of Revenue Act by research on costing and allocation models for various conditional grants. Render strategic advice to strengthen provincial financial planning and budgeting in line with the Medium term Expenditure Framework (MTEF). Compile the MTEF allocation for all conditional grants. Ensure compliance with submission of monthly, quarterly and annual reports and enforce adherence to legislation and related policies.

**ENQUIRIES** : Mr H Nevhutalu at Tel No: (012) 395 9682

**POST 16/14** : **ASISTANT DIRECTOR: PROVINCIAL SUPPORT (PROVINCIAL BUDGET ANALYST) REF NO: NDOH 18/2020**

**SALARY CENTRE** : R376 596 per annum (plus competitive benefits)  
: Provincial Support, Pretoria

**REQUIREMENTS** : A three-year Bachelor's Degree/ National Diploma or equivalent NQF 6 qualification in Financial and Management Accounting. At least two (2) years experience in budget analysis environment. Experience in financial statements and supply chain management as well as experience in data management, databases and report writing. Knowledge of the King Reports, PFMA, Treasury Regulations, PPPFA, Public Service Act and Other prescripts. Knowledge of the government transversal systems. Understanding of public sector budget planning, budget analysis, auditing, financial accounting in terms of SCM and budgeting. Good communication (verbal and written), analytical, planning, interpersonal, people management, risk management and computer skills. A valid driver's license.

**DUTIES** : Conduct expenditure monitoring and reporting processes in line with Provincial Annual Performance Plan. Facilitate and consolidation of provincial budgets and annual performance plans. Strengthen financial management reporting, tracking and decision-making. Conduct constant assessment to check the approved provincial financial plans in line with relevance to the financial processes and prescripts. Analysis of provincial financial statements. Update provinces on changes and/ or additions in the financial statements compilation and reporting. Render supply chain processes to identify gaps and introduce reforms. Facilitate findings and engage provinces on action plans recommended by management on common challenges affecting service delivery due to supply chain inefficiencies. Coordination and monitoring of the provincial financial improvement plans to improve audit outcomes. Liaise with provincial health departments on audit improvement plans to address audit findings. Provide support to the chief directorate. Coordination of and submission of chief directorate operational plans and annual performance plans for the branch.

**ENQUIRIES** : Mr H Nevhutalu at Tel No: (012) 395 9682

**POST 16/15** : **LEGAL ADMINISTRATION OFFICER (MR5) REF NO: NDOH 17/2020 (X3 POSTS)**  
 (Contract Post Ending 31 March 2022)  
 Directorate: Legal Services

**SALARY CENTRE REQUIREMENTS** : R373 389 – R439 827 per annum (plus 37% in lieu of benefits)  
 : Pretoria  
 : A four year legal qualification, LLB or B Proc. Admission as an Advocate or Attorney will be an advantage. At least eight (8) years appropriate post qualification experience in providing legal advice and drafting of legal opinion, negotiating, scrutinizing, editing legal documents and or contracts as well as legislative drafting. Advanced knowledge of the South African Constitutional Law, Administrative Law, Law of Contract, Interpretation of Statutes, Civil Litigation and Intergovernmental Relations framework as well as procurement prescripts. Knowledge and understanding of legislative drafting process, rules of Parliament and all pieces of legislation administered by the Department. Excellent communication (verbal and written), interpersonal and computer skills. Willingness to travel frequently and work long and irregular hours. Ability to function under pressure. A valid driver's license.

**DUTIES** : Draft Legislation, Regulations, Executive Acts, International Agreement, Memoranda of Understanding and other legal instruments. Distribution of first draft to internal stakeholders and other government Departments. Drafting, editing and amending Service Level Agreement, contracts, Memoranda of Understanding and International Agreements. Provision of legal opinions to the departments and Ministry. Identify applicable legal principles, including case law and apply the law to facts. Management and co-ordination of litigation. Liaise with the State Attorney timeously to ensure compliance with Court Rules and proper representation of the Department.

**ENQUIRIES** : Adv LN Makhoshi at Tel No: (012) 395 8470  
**NOTE** : Copies of original certificates of service must be submitted with the application.

**DEPARTMENT OF HIGHER EDUCATION AND TRAINING  
FREE STATE: (MALUTI TVET COLLEGE)**

- APPLICATIONS** : All applications should be posted to: Human Resource Manager Maluti TVET College, Corporate Office, Private Bag X 33, Bethlehem 9700 or hand delivered to Maluti TVET College: Corporate Office, Corner High & Broster Street, Bethlehem 9700 No Faxed Or Emailed Applications Will Be Accepted
- CLOSING DATE** : 10 July 2020 at 13:00
- NOTE** : Applications must be submitted on a Z83 form obtainable from any Public Service department as well as Maluti TVET Corporate Office or from DHET Official website: [www.dhet.gov.za](http://www.dhet.gov.za) (and be signed) and should be accompanied by originally certified copies of formal qualifications, certified copy of academic transcript, certified copy of driver's licence and certified copy of ID not older than three months and detailed CV Immigrants should apply for work permits before assumption of duty. People with disability are encouraged to apply. NB: Please consider your application as unsuccessful should you not be contacted within 60 days from the closing date of this advertisement. Maluti TVET College reserves the right to withdraw the above mentioned position. Those who previously applied are encouraged to re-apply.

**OTHER POST**

- POST 16/16** : **HUMAN RESOURCE DEVELOPMENT OFFICER REF NO: MALUTI TVET/ CORP003/2020**
- SALARY** : R257 508 per annum (Level 07)
- CENTRE** : Corporate Office
- REQUIREMENTS** : National Senior Certificate/ Grade 12/ Standard 10 or NCV Level 4. National Diploma/Degree in Human Resource Development/Management. Minimum of three years administrative experience in a Human Resource Development/Management environment. Proven knowledge and experience in PERSAL. Excellent Computer Skills (MS Excel, MS Word and MS Power Point). Unendorsed Valid Driver's Licence. Recommendation: Ability to work under pressure. Be customer orientated. Attention to detail and excellent organizational skills. Knowledge of HRD Processes and Procedures. Good communication skills (written and orally).
- DUTIES** : Ensure coordination and administration of Human Resource Development functions. Assist with the placement of Lecturers with Employers/Industry. Compile and submit Annual Training Plan. Develop skills development programmes. Facilitate the provisioning of training and development programmes. Administration of the bursary programme. Compile and submit workplace skills plan. Compile and submit the employment equity plan. Maintain, monitor, co-ordinate and report on the implementation of the workplace skills plan. Assist with the identification of training and development needs of all staff members. Coordinate Performance Management and Development Processes. Train staff on HRD-policies. Attend to all HRD related enquiries. Supervision of junior staff in HRD section. Compile and present all work related reports for the sub unit. Develop and implement HRD policies in conjunction with other role players.
- ENQUIRIES** : Mr HT Basson Tel No: (058) 303 1732

## DEPARTMENT OF HOME AFFAIRS

- APPLICATIONS** : Applications must be sent in time to the correct address as indicated at the bottom of each post, on or before the closing date. Applications sent to a wrong address and/or received after the closing date or those that do not comply with the requirements, will not be taken into consideration.
- CLOSING DATE** : 10 July 2020
- NOTE** : Applications must be submitted on the Application for Employment Form (Z.83), obtainable from any Public Service department or at [www.gov.za](http://www.gov.za) and must be accompanied by a comprehensive CV, citing the start and end date (dd/mm/yr) of each employment period to be considered, including the details of at least two contactable referees (should be people who recently worked with the applicant) together with a certified copy of highest qualification. Shortlisted applicants who will be invited for interviews, will be requested to bring all other supporting documentation on the day of the interview. It is the responsibility of applicants in possession of foreign qualifications to submit evaluated results by South African Qualifications Authority. All shortlisted candidates for posts on Salary Level 9 and above will be subjected to a technical assessment that intends to test relevant technical elements of the job. Compulsory requirement for SMS posts, Nyukela Programme: Pre-entry Certificate to Senior Management Services as endorsed by DPSA which is an online course, endorsed by the National School of Government (NSG). The course is available at the NSG under the name Certificate for entry into the SMS and the full details can be sourced by the following link: <http://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. All identified candidates on Salary Level 11 and above will furthermore undergo a competency assessment, which applies transversally across the Public Service. All recommended candidates, irrespective of the Salary Level, will be subject to Employment Suitability Checks (Credit, Criminal, Citizenship, Employment Reference and Qualification Verification Checks). Kindly note that, for e-mailed applications, should you not receive an acknowledgement of receipt/ confirmation advice, this could mean that your application did not reach us due to the size of the attachments exceeding 2.5MB. Should this occur, we suggest you resend your application in 2 or 3 parts, splitting the attachments accordingly.

## MANAGEMENT ECHELON

- POST 16/17** : **DIRECTOR: FINGERPRINT VERIFICATION REF NO: HRMC 24/201**  
Branch: Civic Services  
Chief Directorate: ID Back Office Processing
- SALARY** : R1 057 326 - R1 245 495 per annum (Level 13), (An all-inclusive salary package) structured as follows: Basic salary – 70% of package; State contribution to the Government Employee Pension Fund – 13% of basic salary. The remaining flexible portion may be structured in terms of the applicable remuneration rules.
- CENTRE REQUIREMENTS** : Head Office, Pretoria  
: An undergraduate qualification in Public Management /Administration at NQF level 7 as recognized by SAQA. Pre-entry Certificate for SMS. A relevant post graduate qualification will be an added advantage. 5 years' experience in middle management level. Knowledge of the South African Constitution. Knowledge of the Public Service Act and Regulations. Sound knowledge and understanding of the Citizenship Act, Identification Act and Bill. Authority on fingerprint legislation, standards of fingerprint evidence and fingerprint development techniques. Demonstrated knowledge and understanding of workforce planning and optimization. Proven knowledge of the Public Finance Management Act (PFMA) and Treasury regulations as it relates to managing a business unit. Understanding of general departmental legislation and Human Resources legislation and prescripts. Service delivery, customer focus and people management. Strong Problem Solving and Analysis. Quality Orientation and interpersonal skills. A valid drivers' license, willingness to travel extensively and work extended hours occasionally.
- DUTIES** : The successful candidate will be responsible for, amongst others, the following specific tasks: Manage effective operations within the fingerprint verification

Unit. Provide guidance and leadership to the fingerprint verification Unit in the achievement of strategic and operational goals. Drive the implementation of Batho Pele Principles within the Unit in all interactions with internal and external customers. Monitor performance against service level agreements and ensure effective service delivery to internal and external requirements. Interpret and maintain statistical information regarding service level standards, bottlenecks, volumes, trends and error rates. Monitor the performance of the SLA between the Front Office and the Unit and take corrective action where required. Develop and implement quality assurance and data quality strategies and actions. Oversee the financial performance of the Unit including accurate financial accounting, monitoring and reporting within the Unit. Ensure the effective and uniform implementation of Standard Operating Procedures. Implement effective operational control measures to ensure quality of fingerprints, accuracy of records, prevention of corruption and limit non-financial losses. Ensure all fingerprints are accurately verified, captured and stored on relevant systems. Ensure efficient and effective application and utilisation of resources within the functional Unit. Implement effective talent management strategies including acquisition, retention and development of staff. Implement effective performance management practices with all staff reporting to this post. Manage leave and other Human Resources administration requirements within the Unit. Build and maintain an effective team to ensure the effective processing of all functions. Review and ensure effective annual workflow and capacity planning. Encourage, reward and propagate a culture of customer focus, empowerment, counter corruption and service delivery. Ensure the effective utilisation of technology and technology infrastructure within the Unit. Ensure accurate financial planning and control. Take ownership of the budget for the unit and ensure approval and review. Ensure successful business transformation within ID Back Office Processing Unit. Compile tactical plans aligned to business requirements to ensure effective strategy execution. Recommend and implement performance improvement initiatives. Revisit, review and streamline all processes to ensure accuracy and efficiency in operation execution. Oversee successful system and process enhancements, updates and amendments within the Unit. Monitor and participate in the implementation of efficiency improvement projects. Ensure effective risk and compliance management within ID Back Office Processing Unit. Coach and guide staff on compliance to all relevant regulatory, internal and external compliance requirements. Report on all risk and financial indicators including e.g. financial losses, overpayment, etc. according to required format. Interpret and implement all organisational circulars, policy and other communications that impact on the operation of the business Unit. Ensure effective compliance with all duties of the employer in terms of the Occupational Health and Safety Act.

- ENQUIRIES** : Mr P Williams Tel No: (012) 406 7009
- APPLICATIONS** : E-mail: [Civicsrecruitment@dha.gov.za](mailto:Civicsrecruitment@dha.gov.za)
- NOTE** : Quoting the relevant reference number, direct your CV, certified copy of highest qualification together with an Application for Employment form (Z83), obtainable from any Public Service Department or at [www.gov.za](http://www.gov.za), by the closing date.
- POST 16/18** : **DIRECTOR: STAKEHOLDER MANAGEMENT REF NO: HRMC 24/20/2**  
Branch: Immigration Services  
Chief Directorate: Asylum Seeker Management
- SALARY** : R1 057 326 - R1 245 495 per annum (Level 13), (An all-inclusive salary package) structured as follows: Basic salary – 70% of package; State contribution to the Government Employee Pension Fund – 13% of basic salary. The remaining flexible portion may be structured in terms of the applicable remuneration rules.
- CENTRE** : Head Office, Pretoria
- REQUIREMENTS** : An undergraduate qualification in Public Management and Administration or related field at NQF level 7 as recognized by SAQA. Pre-entry Certificate for SMS. A relevant post graduate qualification will be an added advantage. 5 years' experience in middle management level. Knowledge of the South African Constitution, Public Service Act and its Regulations. Knowledge of Immigration Act, Refugee Act and Public Finance Management Act. Understanding of Departmental legislation as well as Human Resources legislation and prescripts. Understanding of United Nations conventions and

protocol relating to refugees and OAU protocols relating to refugees. Understanding of DHA policies and legislations. Strategic capability and leadership. Client orientation and customer focus. Presentation and business report writing skills.

**DUTIES**

: The successful candidate will be responsible for, amongst others, the following specific tasks: Ensure stakeholder management operations in the Chief Directorate. Coordinate activities within the Chief Directorate and ensure integration with other related Business Units (Deportation). Consolidate monthly reports on performance and statistical reports from refugee reception offices. Facilitate refugee integration into society by providing enabling documentation and facilitating public awareness on refugee rights. Coordinate processing and issuance of ID's, UNCTD to recognised refugee. Coordinates policy analysis and strategic consultation on issues relating to refugees. Lead and support efforts to continually improve the business processes and practices within the Chief Directorate in order to achieve operational excellence. Oversee effective analysis and research within the Chief Directorate (including trends analysis, development of norms and standards, country information research and publication). Ensure that accurate statistics, information or data is kept regarding refugees and asylum seekers. Provide professional assistance and advice to officials within the Chief Directorate, including functional advice, project management support and legal enquiries. Ensure the development and effective implementation of systems, processes and procedures in each RRC. Assist Centre Managers in the implementation of administration, financial and other relevant processes. Ensure adherence to quality and service delivery standards by all Refugee Reception Centers. Act as a liaison and establish relationships with all stakeholders. Establish and nurture effective relationships with all stakeholders on matters relating to Refugee Affairs. Promote and ensure effective stakeholder identification, analysis and management. Ensure that there is effective communication between the Chief Directorate and all relevant stakeholders. Ensure that various stakeholders' enquiries or complaints are directed to relevant officials for resolution. Coordinate, support and track the resolution of various stakeholder enquiries or complaints. Manage and implement strategic objectives and innovation within the Directorate. Provide leadership and strategic direction within the directorate. Participate in the development of the strategy for the Department. Ensure the development of the Directorate business plans in order to meet the strategic objectives of the business Unit. Responsible for strategic guidance and advice in terms of the effective and efficient internal control, compliance with regulatory frameworks governing the profession of internal audit. Plan, coordinate and conduct relevant meetings, including team, management and stakeholder meetings. Ensure compliance with all communication requirements within the directorate. Effectively manage the performance of the directorate against agreed service level agreements, business requirements and targets. Determine resource required for the ensuing financial year to achieve business unit objectives. Develop and implementation of policy and procedure, directive acts and regulations. Establish and sustain an environment where behavior of staff demonstrates commitment, enthusiastic acceptance of responsibilities and high level of motivation and job satisfaction. Provide relevant, quality and user friendly product and service to our stakeholders. Develop and review communications policies and code of practice for the directorate. Create and build relationships and partnerships with various internal stakeholders in order to enhance service delivery. Build relationship with external auditors and other assurance providers. Ensure compliance with policies, procedures, and prescripts. Determine appropriate resources to achieve objectives. Ensure compliance with all audit requirements, quality and risk management frameworks, standards and procedures. Plan the production of annual reports in line with corporate strategy. Manage human, financial and physical, resources. Ensure that the preparations of the budget are in line with strategic plans & department objectives. Ensure proper implementation of the budget by monitoring, projecting & reporting on expenditure and ensuring that budget spending is maximized in line with strategic objective. Submit valid invoices certified to Finance. Co-ordinate memorandum of understanding, service level agreements and expenditure review. Ensure capacity and development of staff. Enhance and maintain employee motivation and cultivate a culture of performance management. Identify the directorate human resource requirements and ensure that the unit is adequately staffed. Improved



Recruitment turn-around times towards improved service delivery and under applicable vacancy rate is maintained. Manage the implementation of Performance Management and Development Framework within the Business Unit. Manage and monitor the implementation of Absenteeism Management framework within Business Unit. Ensure good governance and compliance within the Directorate. Develop and implement governance processes, frameworks and procedures within the Unit. Establish the Directorate risk register and develop the mitigation strategy and monitor the implementation thereof. Implement governance processes, frameworks and procedures. Monitor and ensure compliance with legislation, regulations, DHA policies and procedures within the unit. Ensure compliance with all audit requirements within the Unit, i.e. Implement Audit Action Plan and recommendations from Audit reports. Represent the unit at management and other government forums. Improved Recruitment turn-around times towards improved service delivery.

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

- : Mr M Madumisa Tel No: (012) 406 2543
- : E-mail: [imsrecruitment@dha.gov.za](mailto:imsrecruitment@dha.gov.za)
- : Quoting the relevant reference number, direct your CV, certified copy of highest qualification together with an Application for Employment form (Z83), obtainable from any Public Service Department or at [www.gov.za](http://www.gov.za), by the closing date.

**NATIONAL PROSECUTING AUTHORITY**

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

- APPLICATIONS** : All applications must be submitted to the relevant Recruitment Response E-mail as stated below.
- CLOSING DATE** : 13 July 2020
- NOTE** : For your application to be accepted: Applications must be submitted on a Z83, obtainable from any Public Service department or on [www.npa.gov.za](http://www.npa.gov.za) which must be fully completed as per the instructions on the form, signed and dated. If the Z83 is not completed as prescribed your application will not be accepted. CVs without a Z83 will not be accepted. Handwritten Z83 must be completed in Block Letters. Only copies of certified required qualifications, identity document and other listed documents as per the advert, must be included with your application. All applications must reach the NPA on/or before the closing date. No late applications will be accepted/processed. The NPA cannot be held responsible for server delays. Applicant's attention is drawn to the fact that the NPA uses an Electronic Response Handling System in terms of e-mailed applications. Please Do Not contact the NPA directly after you have e-mailed your applications to enquire if your application(s) have been received. If you have not received an acknowledgement of receipt within one week after the closing date then you can contact the NPA. The NPA reserves the right not to fill any particular position. If you do not hear from us within (3) three months from the closing date of the advert, please accept that your application was unsuccessful. Successful candidates will be subjected to a security clearance of at least confidential. Appointment to this position will be provisional, pending the issue of security clearance. Fingerprints will be taken on the day of the interview. The social media accounts of shortlisted applicants may be accessed. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency based assessments (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. **NB!** Applicants who are successful must please note that the NPA is not in a position to pay resettlement costs **NB!** All employees considered for appointment to the Investigating Directorate will be subject to a lifestyle audit and integrity vetting

**MANAGEMENT ECHELON**

- POST 16/19** : **CHIEF DIRECTOR: INVESTIGATING DIRECTORATE OPERATIONS REF NO: RECRUIT 2020/111**  
(Three Year Contract)  
Investigating Directorate
- SALARY CENTRE REQUIREMENTS** : R1 251 183 – R1 495 956 per annum (Level 14) (Total Cost Package)  
Pretoria: Head Office  
An appropriate B Honours degree/Post graduate Diploma (NQF 8). A minimum of 15 years' experience in the public sector environment of which at least ten (10) has to be at Senior Management level. Knowledge of legislation and regulations pertaining to public service administration. General computer skills in MS Office suite. General management skills as per the Senior Management Service competency framework. Information management abilities. Writing skills. Task/Time management skills. Strategic thinking. Conflict management. Interpersonal relations. Communication. Project management. Valid driver's license required. (Attach proof).
- DUTIES** : Provide strategic and management support for the Investigating Directorate by, for example preparing /reviewing inputs of the Investigating Directorate to the NPA's and/or DOJ&CD's strategic plans, annual performance plans and

operational plans as well as monthly/quarterly/annual reports. Oversee the programme and projects as well as system management of the Investigating Directorate by e.g. coordinating the expansion and continuous improvement of the Investigating Directorate's operational procedures and systems for the effective and efficient investigation, analysis and resolution of cases. Manage and coordinate stakeholder relations for the Investigating Directorate, inclusive of developing and maintaining a partner/stakeholder management strategy to leverage the support of partner organisations/individuals through required memoranda and/or agreements. Provide strategic direction and leadership in acquiring financial and human resources for the Investigating Directorate from both public and private sources. 5) Develop and implement approaches/techniques to promote a conducive culture in the Investigating Directorate among all staff, including embedding ethical values, integrity and a delivery mindset.

**ENQUIRIES**  
**APPLICATIONS**

: Jacques du Toit Tel No: (012) 845 6263  
: e mail [Recruit2020111@npa.gov.za](mailto:Recruit2020111@npa.gov.za)

**OFFICE OF THE VALUER-GENERAL**

*Office of the Valuer-General is an equal opportunity and affirmative action employer. It is our intention to promote representivity in Office of the Valuer-General through the filling of posts. We reserve the right not to fill a position.*

**CLOSING DATE** : 10 July 2020 at 16:00  
**NOTE** : Office of the Valuer-General requests applicants to apply by submitting applications on form Z83 obtainable from any Public Service department that should be accompanied by comprehensive CVs (previous experience must be expansively detailed) and copies of qualifications, service certificates (in case of an OSD post), identification document and permanent residency/work permit. Please ensure that you submit your application before the closing date as no late applications will be considered. It would be appreciated if you can only attach course certificates applicable to the post requirements. Failure to submit the requested documents may result in your application not being considered. If you apply for more than one post, submit separate applications for each post that you apply for. Correspondence will be entered into with short-listed candidates within three months after the closing date of the post. If by then you have not been contacted for an interview you were not successful in your application. All applicants must be SA Citizens/Permanent Residents or Non-SA Citizens with a valid work permit. Applicants will be expected to be available for selection interviews and/or competency assessments at a time, date and place as determined by Office of the Valuer-General. The Office of the Valuer-General reserves the right to conduct pre-employment security screening and the appointment is subject to a positive security clearance outcome. Applicants must declare any/pending criminal, disciplinary or any other allegations or investigations against them. Should this be uncovered during/ after the interview took place, note that the application will not be considered and in the unlikely event that the person has been appointed such appointment will be terminated.

**MANAGEMENT ECHELON**

**POST 16/20** : **SENIOR MANAGER: PROGRAMME MANAGEMENT OFFICE REF NO: 3/2/1/2020/091**

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

**CENTRE** : Office of the Valuer-General (Pretoria)

**REQUIREMENTS** : Bachelor's Degree or Advanced Diploma in Project Management/Business Administration (NQF L7). Registered with a professional body (PMSA, IPM) will be an added advantage. 5 years of middle/senior managerial experience in the Project Management environment. Certificate for entry into the Senior Management Service. Job Related Knowledge: Understanding of rural development programmes, including mandates of the department. Detailed knowledge of the factors that can affect property prices. Knowledge of principles and processes for providing customer and personal services. Knowledge of materials, methods, and the tools involved in the construction or repair of houses, buildings, or other structures. Knowledge of processing, managing files and records, stenography and transcription, designing forms, and other office procedures and terminology. Knowledge of economic and accounting principles and practices, the financial markets, banking and the analysis and reporting of financial data. Knowledge of laws, legal codes, court procedures, precedents, government regulations, executive orders, agency rules, and the democratic political process. Knowledge of Project Management best practice. Software tools for project management. Knowledge of PMBOK and/or Prince 2. Job Related Skills: Project Management. Planning and Organising. Policy Analysis and Interpretation. Report writing. Computer Literacy (MS Word, Excel, PowerPoint, Project). Interpersonal relations. Negotiations. Presentation Skills. Communication. Valid Driver's License.

**DUTIES** : Develops and implements the Project Management Framework. Oversee and ensure that current state assessment are conducted on all projects to ensure the level of maturity of projects in the organisation is understood. Oversee the levels of governance for different projects is clearly defined. Oversee the all projects are designed appropriately and include a simple lifecycle with stages

and gates. Oversee that project roles and responsibilities are clearly defined. Define reporting templates to be used for valuations. Oversee the walk through the framework with key stakeholders. Oversee the integration with other processes such as business planning, finance and procurement. Ensure a brand for the project management framework is created. Facilitates the implementation of project standardised practices and principles. Maintain awareness and knowledge of contemporary HR practices and providing suitable interpretation to manager and staff within the organization. Facilitate and implement policies and procedures relating to people and organisational development. Provide knowledge and insight on problem solving, dispute resolution, complying with regulations and avoiding litigation. Monitors and reports on project implementation procedures and adherence to standards. Monitor employee training of all operations on the HR policies and procedures. Communicate changes to all employees through communication platforms or communication sessions. Track and report on compliance to the business partner. Monitors and reports on project performance. Identify targets and milestones. Identify actions, timing and responsibilities for implementation. Monitor the design of informative analysis and management systems. Clarify and reassess budget. Monitor and report on design of a learning and feedback process. Oversee reporting on performance of the unit, department specific transformation programmes and regular recruitment and vacancy statistics as required. Provide reports on matters as specified by DPSA HRD unit. Manages, develops and sustains effective working relations with stakeholders. Advise COO on HR issues by providing council and recommending decisions. Represent OVG at relevant Corporate Services forums and committees. Develops appropriate strategies for the effective management of relationships with corporate stakeholders and partners. Set up and develop strategic relationships with key stakeholders in areas relevant to the product grouping where these stakeholders can influence business growth in the product grouping. Maintain these relationships, record and keep up to date all contact data and give input into stakeholder management plan. Implement stakeholder management plan and processes in product grouping. Analyse relationships with the client on all levels in the business. Review circumstances around disconnected clients, compile and implement action plans to ensure corrective and preventative action, improve responsiveness to client complaints/feedback and increase emphasis on client satisfaction. Develops engagement plans. Define engagement objectives. Define metrics of success. Determine project resourcing. Determine budget for engagement. Determine timeline for engagement. Prepare to manage risks and issues.

**ENQUIRIES** : Ms. RRM Noge Tel No: (012) 338 7238/ Mr. VM Makhubela Tel No: (012) 338 7211

**APPLICATIONS** : Applications must be e-mailed to [applications@ovg.org.za](mailto:applications@ovg.org.za)  
**NOTE** : Certificate for entry into the SMS and full details can be sourced by the following link: <http://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. Appointment is subject to a positive security clearance and the signing of a performance agreement. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. All Race and Gender groups and people with disabilities are encouraged to apply.

**POST 16/21** : **SENIOR MANAGER: INTERNAL AUDITOR REF NO: 3/2/1/2020/092**

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

**CENTRE** : Office of the Valuer-General (Pretoria)  
**REQUIREMENTS** : Bachelor's Degree or Advanced Diploma in Internal Auditing/Risk Management/Financial Management (NQF 7). 5 years of middle/senior managerial experience in the internal audit environment. Certificate for entry into the Senior Management Service. Job Related Knowledge: Knowledge of Project Management best practice. The Standards of the Institute of Internal Auditors. Risk based Internal Audit methodologies and procedures and

<b><u>DUTIES</u></b>	:	software. Job Related Skills: Planning and Organising. Policy Analysis and Interpretation. Report writing. Computer Literacy (MS Word, Excel, PowerPoint, Project). Interpersonal relations. Negotiations. Project Management. Presentation Skills. Communication. Valid Driver's License.
	:	Manage the performance of the internal audit function within the OVG. Establish, manage and promote the Internal Audit function. Develop and maintain Internal Audit policies and procedures. Develop and maintain strategic and operational risk-based audit plans. Develop and review the system documentation. Compile and review the audit programme. Coordinates and manages the outsourced audit services. Prepare audit files for Auditor-General annually. Build relationship with Auditor-General before the first audit and maintain relationship thereafter. Cooperate with Auditor-General in providing all documentation requested timeously during the audit. Maintain relationship with Auditor-General. Reports to the relevant committees. Compile report to the audit committee and present findings. Compile report for the risk committee and present findings. Compile report for the remuneration committee where necessary and present findings. Develops and implements audit plans. Compile and review the audit working papers. Gather and check whether the audit supports the audit findings. Discuss the audit findings during the audit. Finalise and review finding documents. Compile the draft audit report. Compile the audit file.
<b><u>ENQUIRIES</u></b>	:	Ms. RRM Noge Tel No: (012) 338 7238/ Mr. VM Makhubela Tel No: (012) 338 7211
<b><u>APPLICATIONS</u></b>	:	Applications must be e-mailed to <a href="mailto:applications@ovg.org.za">applications@ovg.org.za</a>
<b><u>NOTE</u></b>	:	Certificate for entry into the SMS and full details can be sourced by the following link: <a href="http://www.thensg.gov.za/training-course/sms-pre-entry-programme/">http://www.thensg.gov.za/training-course/sms-pre-entry-programme/</a> . Appointment is subject to a positive security clearance and the signing of a performance agreement. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. All Race and Gender groups and people with disabilities are encouraged to apply.
<b><u>POST 16/22</u></b>	:	<b><u>SENIOR MANAGER: SUPPLY CHAIN MANAGEMENT AND PROCURMENT</u></b> <b><u>REF NO: 3/2/1/2020/093</u></b>
<b><u>SALARY</u></b>	:	R1 057 326 per annum (Level 13) (All-inclusive package to be structured in accordance with the rules for SMS)
<b><u>CENTRE</u></b>	:	Office of the Valuer-General (Pretoria)
<b><u>REQUIREMENTS</u></b>	:	Bachelor's Degree or Advanced Diploma in Financial Management/Supply Chain Management/Commerce/Public Administration (NQF L7). 5 years of experience at middle/senior managerial level in the SCM and Procurement environment. Certificate for entry into the Senior Management Service. Job Related Knowledge: Public Finance Management Act. Supply Chain Management Framework. Treasury Regulations. Broad Based Black Economic Empowerment. Preferential Procurement Policy Framework Act (PPPFA). Departmental SCM procedures and policy. Job Related Skills: Planning and Organising. Policy Analysis and Interpretation. Report writing. Computer Literacy (MS Word, Excel, PowerPoint, Project). Interpersonal relations. Negotiations. Project Management. Presentation Skills. Communication. Valid Driver's License.
<b><u>DUTIES</u></b>	:	Manage procurement and supplier management policies and procedures. Manage the entire process in the planning of procurement and supply chain activities, ensuring effectively functioning processes to avoid costly delays and lost opportunities. Monitor the implementation of effective internal control, proper design and functioning of a client-oriented procurement management system for projects and related reporting requirements. Ensure effective use of internal Standard Operating Procedures in Procurement, control of workflows, continuous business processes monitoring and elaboration of improvements in systems and processes. Manage and monitor all transactional procurement including tendering processes, evaluation, contracting, contract management, legal considerations and payment conditions, contractors, performance

evaluation and risk assessment. Implement strategic procurement including sourcing strategy, supplier selection and evaluation, quality management, customer relationship management and performance measurement. Ensure timely preparation of procurement plans for projects and monitor their implementation by controlling processes including receipt of requisitions, organization of RFQ, ITB and RFP, receipt of quotations, bids and proposals, evaluation and negotiation of certain conditions of contracts in full compliance with the organisation's Procurement Manual. Monitor the Vendor Management process. Monitor the introduction of process improvement in the supply chain and identify new vendors/suppliers without jeopardizing quality and service delivery. Manage relationships with vendors, suppliers and contractors that facilitate smooth flow of services to the organisation. Provide oversight over various contract management processes and ensure transparency. Develop and implement systems for internal control that would ensure compliance with contractual terms and conditions. Provide oversight of the procurement of products and services required by the business to operate. Oversee the creation and development of policies and procedures related to procurement of products and services. Formulate, agree upon and maintain an appropriate Service Level Management (SLM) structure for the organisation. Develop and manage the rosters of suppliers, elaborate supplier selection and evaluation, quality and performance measurement mechanisms. Prepare monthly, quarterly and annual procurement plans and progress reports as required. Manage valuation contracting activities. Negotiate, within the terms and conditions of the contract, solutions to conflicts/problems arising in case of poor performance or non-compliance with contractual obligations and convene meetings with contractors to allow ample opportunity for the identification and early resolution of potential disputes. Monitor activities required by the contract including logistical support, accreditation, licensing, verification of goods, monitoring of activities and performance of subcontractors. Ensure the development of appropriate contract management tools, guidelines and manuals for standardization and knowledge sharing purposes. Oversee the preparation of Purchase Orders, Amendments, and requests for contract awards and/or waivers for accumulated procurement values ensuring that all specifications, terms and conditions are clear and correct.

**ENQUIRIES** : Ms. RRM Noge Tel No: (012) 338 7238/ Mr. VM Makhubela Tel No: (012) 338 7211

**APPLICATIONS** : Applications must be e-mailed to [applications@ovg.org.za](mailto:applications@ovg.org.za)  
**NOTE** : Certificate for entry into the SMS and full details can be sourced by the following link: <http://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. Appointment is subject to a positive security clearance and the signing of a performance agreement. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. All Race and Gender groups and people with disabilities are encouraged to apply

**OTHER POST**

**POST 16/23** : **SPECIALIST: LEGAL SERVICES REF NO: 3/2/1/2020/094**

**SALARY** : R376 596 per annum (Level 09)  
**CENTRE** : Office of the Valuer-General (Pretoria)  
**REQUIREMENTS** : National Diploma in Law/LLB/BProc. 3 years of experience in the legal environment. Job Related Knowledge: Knowledge of SA law. Interpretation of Acts and regulations. Departmental policies and procedures. Ability to interpret the law. Ability to research the law. Ability to apply the law to a set of facts. Job Related Skills: Planning and Organising. Policy Analysis and Interpretation. Report writing. Computer Literacy (MS Word, Excel, PowerPoint, Project). Interpersonal relations. Negotiations. Project Management. Presentation Skills. Communication. Valid Driver's License.

**DUTIES** : Develop and maintain the legal strategy for OVG. Develop and implement the strategic and operational policies of the Legal Services unit according to

legislation, policies and procedures. Ensure that policies and decisions of the Legal Services are implemented in the organisation. Initiate policies or procedures to deal with various legal issues, including new legislation to ensure sufficient notice and correct interpretation and implementation. Draft policies and procedures affecting the organisation and make recommendations to the organisation for improvements. Develop and maintain the legal framework, policies and procedures. Oversee the formulation, drafting, editing, and certification of departmental legislation. Oversee the drafting, amending and publication of the law and draft contract frameworks for the OVG. Scrutinise and provide comment on policy documents. Provide management with operational information that can inform improvement of frameworks, business processes, policies, procedures and systems that manage business operations. Monitor and coordinate compliance with relevant legislations. Monitor the implementation of and provide advice on the application of all pieces of legislation including administrative law, labour law, delicts and contract, within the administration to ensure that the OVG complies with all applicable legislation. Oversees the implementation of all administrative and legal prescriptions regarding valuation and compilation valuation of reports. Keep abreast of legislative changes and National Government requirements with respect to access to legal information and formulating methodologies/policies dictating procedural applications for consideration and approval. Determine practical resolutions to relevant legal problems through the application and knowledge of the law and where necessary, referring to legal reference documentation, publications, legislations, etc. and taking into account the legal implications of the problem/s and the alternative solutions to either OVG, the complainant or any other parties. Oversee the formulation of legal opinions and recommend guidelines to resolve issues, e.g. drafting agreements, contracts, undertakings, etc. Reports to the relevant committees on compliance and legal issues/concerns. Ensure the provision of legal guidance in the appointment of committees. Ensure the provision of procedural support, advice and support to the executive team and committees. Appear before the relevant committees as and when required. Ensure the provision of adequate support, to ensure awareness of and compliance with all legislative and statutory requirements relevant to the department. Ensure the maintenance of a registry of all applicable legislation and policies. Provide Legal Input into Contract Drafting. Provide legal assistance and advice in the drawing up and authorization of contracts by obtaining rudimentary information regarding intended contracts, drafting the contract according to information gained, verifying that the draft contract is water-tight in terms of OVG's possible liability, and authorization of contracts through submission of motivation to the relevant legal committee. Oversee the drafting, negotiating and reviewing of contracts. Monitor the contract life cycles. Interpret and explain contract clauses. Apply broader vocabulary for discussing contract terms. Provide litigation and dispute resolution advice. Obtain relevant approvals for litigation in a timely manner. Liaise with and instruct external legal counsel for litigation and its co-ordination. Ensure that OVG needs are understood and represented correctly in Court. Ensure that offences and criminal cases in the department are properly investigated and where appropriate prosecuted. Prepare litigation reports for submission to relevant forums addressing relevant matters, including status, outcomes and costs. Develop a communication method for liaising with external service providers. Communicate and provide feedback to the relevant external providers. Ensure that feedback from engagements is filtered back into the unit.

**ENQUIRIES**

: Ms. RRM Noge Tel No: (012) 338 7238/ Mr. VM Makhubela Tel No: (012) 338 7211

**APPLICATIONS**

: Applications must be e-mailed to [applications@ovg.org.za](mailto:applications@ovg.org.za)

**NOTE**

: All Race and Gender groups and people with disabilities are encouraged to apply.



## 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](mailto:HR@dpme.gov.za) or hand delivered at 330 Grosvenor Street, Hatfield, Pretoria. Website: [www.dpme.gov.za](http://www.dpme.gov.za)
- CLOSING DATE** : 10 July 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.

## OTHER POST

- POST 16/24** : **DEPUTY DIRECTOR: ADMINISTRATION REF NO: 020/2020**  
Office of the Director-General
- SALARY** : R733 257 per annum (Level 11) (all-inclusive salary package) The remuneration package consists of a basic salary, the State's contribution to the

**CENTRE  
REQUIREMENTS**

Government Employees Pension Fund and a flexible portion that may be structured according to personal needs within the relevant framework.

: Pretoria  
: A 3-year tertiary qualification (NQF 6) in Office Administration /Public Administration/Management/ Secretariat or equivalent with at least 6 years experience in an Executive Office support environment and 3 years at ASD/Middle Management Level. An NQF 7 qualification will serve as an added advantage. Valid driver's license is required. Competencies / Skills: Should produce good quality of work, be reliable and take initiative. Should have good Interpersonal relations and communication skills, language 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 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**

: The successful candidate will be responsible to effectively manage the administrative functions in the Office of the Director-General. This entails monitoring secretarial/administrative support service to head of the office and administering clerical support services to the head of the office. Management of finance in the unit; coordinate external executive engagements and supervision of staff. Monitoring/recommending of the Office of the DG's statutory responsibilities in terms of PSA and PFMA. Ensuring effective and efficient business/operational and performance annual planning for the Office of the DG and providing effective and efficient management/supervision of staff, procurement, equipment and facilities within the Office of the DG in a supportive role.

**ENQUIRIES**

: Ms J Mchunu Tel No: (012) 312-0462

**DEPARTMENT OF TOURISM**

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

- APPLICATIONS** : Applications, quoting the relevant reference number must be forwarded to the attention of Chief Director: HR Management and Development at Department of Tourism, Private Bag X424, Pretoria, 0001 or hand deliver at Tourism House, 17 Trevenna Road, Sunnyside, Pretoria. Applicants may alternatively submit by email to [recruitment@tourism.gov.za](mailto:recruitment@tourism.gov.za) (Maximum size of 5 MB)
- CLOSING DATE** : 10 July 2020 at 16:30 (Late applications will not be considered)
- NOTE** : In order to be considered, applications must be submitted on a fully completed signed Z83 form, accompanied by all required copies (Uncertified copies will be accepted when submitting your application, but candidates invited to the interviews must ensure they bring along certified copies) of qualifications, Identity Document, proof of citizenship/permanent residence if not a RSA citizen and a comprehensive CV (including three contactable references). It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). All instructions on the application form and this advert must be adhered to. Failure to comply with these requirements will result in the candidate being disqualified. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three months of the closing date of this advertisement, please accept that your application was unsuccessful. The Department reserves the right not to make an appointment. Short-listed candidates will be subjected to screening and security vetting to determine the suitability of a person for employment. Shortlisted candidates may further be subject to a job related test.
- ERRATUM:** Kindly note that the following X2 posts that were advertised in Public Service Vacancy Circular 41 dated 15 November 2019, (1) Deputy Director: Human Resource Strategy, Planning and Information Management with Ref No: DT 07/2019; (2) Branch Coordinator: Corporate Management with Ref No: DT06/2019; and the post of Branch Coordinator: Destination Development with Ref No: DT19/2019 advertised in Vacancy Circular No 35 of 2019 have been withdrawn.

**MANAGEMENT ECHELON**

- POST 16/25** : **CHIEF DIRECTOR: TOURISM SECTOR HUMAN RESOURCE DEVELOPMENT REF NO: DT06/2020**  
Re-advertisement, persons who previously applied should re-apply.
- SALARY** : R1 251 183 per annum (Level 14) (all-inclusive remuneration package consisting of a basic salary, the state's contribution to the Government Employees Pension fund and a flexible portion that may be structured.
- CENTRE REQUIREMENTS** : Pretoria  
A SAQA recognised B-degree (NQF7) or equivalent qualification plus proven strategic management and leadership skills, minimum 5-10 years' experience in a Senior Management position in the tourism environment. Thorough understanding of stakeholder management dynamics within the tourism industry at all levels. Knowledge and understanding of the tourism sector, Human resource development, Community facilitation, Skills development Act, Tourism Act, Public service and departmental procedures and prescripts related to HRD, Programme and project management, People management and Financial management, Sound organisation and planning skills, Facilitation and Communication skills, Change management, Client orientation and customer focus, Writing Skills, and problem solving and analysis, Policy formulation, analysis and implementation. Knowledge of the Public Finance Management Act and Treasury Regulations, Computer Literacy. Possession of a valid driver's license and willingness to travel. 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/>
- DUTIES** : Reporting to the Deputy Director-General: for Tourism Sector Support Services, the successful candidate will be responsible for the following key functions: Provide leadership and strategic direction in the Chief Directorate.

Coordinate efficient management of tourism sector HRD governance, provide efficient and effective planning and implementation of Tourism Sector HRD Initiatives, coordinate and manage the execution of the tourism sector human resource development, manage the establishment of partnerships with institutions of learning and the tourism sector for purposes of skills development and formulate and manage the components resources against its strategic objectives.

**ENQUIRIES  
NOTE**

: Adv MA Mafanele Tel No: (012) 444 6135  
: All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job. Some of the interviewed candidates will be subjected to a 2-day competency assessment that will test generic managerial competencies. Appointment will be subject to the signing of the performance agreement, employment contract and annual financial disclosure. EE Preference will be given to African Female and Coloured Female Candidates.

**POST 16/26**

: **DIRECTOR: TOURISM SECTOR HUMAN RESOURCE DEVELOPMENT (HRD) AND GOVERNANCE REF NO: DT07/2020**

**SALARY**

: R1 057 326 per annum (Level 13) (all-inclusive remuneration package consisting of a basic salary, the state's contribution to the Government Employees Pension fund and a flexible portion that may be structured.

**CENTRE  
REQUIREMENTS**

: Pretoria  
: A SAQA recognised B-degree (NQF7) in Human Resource Development/ Tourism or related equivalent qualification plus proven strategic management and leadership skills, minimum 5 years' experience in a middle Management position. Experience in coordinating efficient sector specific Human Resource Development Governance. Knowledge and understanding: Tourism sector and policies; SETA landscape; HR Development; Skills Development Act; Tourism Act. Skills: Programme and project management; Financial management, People management, Strategic Management; Stakeholder management; Problem solving; Policy development skills; Communication skills. Possession of a valid driver's license and willingness to travel extensively. 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/>

**DUTIES**

: Reporting to the Chief Director: Tourism Sector HRD, the successful candidate will be responsible for the following key functions: Provide strategic direction which is aligned to the departments strategic objectives; Implement and monitor strategic and business plans; Oversee the development of operational plans to give strategic direction to the component; Align individual performance to strategic business objectives; Implement and report on strategic frameworks in the area of functional responsibility; Compile management reports as prescribed; Assess HRD implications for strategic priority areas in the sector; Develop and implement a framework for monitoring and evaluation of HRD initiative in the sector; Facilitate education and skills straining system; establish structures and bodies to enhance synergy amongst role player; create a platform to engage with universities and universities of technology on tourism sector offerings; enhance learning and career paths in tourism industry from school level through post graduate education; improve articulation and progression in relation to tourism industry courses; facilitate the establishment of a dedicated bursary scheme for students studying tourism related courses at university; facilitate the creating of work readiness programme for the unemployed in collaboration with stakeholder; implement advocacy and awareness capacity building initiatives; Ensure effective implementation of budgets by monitoring, projecting and reporting on expenditure; Coordinate memorandums of understanding, service level agreements and expenditure reviews; Manage and monitor performance standards as per departmental objectives; Effectively execute any Human Resource related responsibilities.

**ENQUIRIES  
NOTE**

: Adv MA Mafanele Tel No: (012) 444 6135  
: All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job. Some of the interviewed candidates will be subjected to a 2-day competency assessment that will test generic managerial competencies. Appointment will be subject to the signing of the performance agreement, employment contract and annual financial disclosure. EE: Preference will be given to African Female and Coloured Female Candidates.

<b><u>POST 16/27</u></b>	:	<b><u>DIRECTOR: TOURISM INTEGRATION REF NO: DT08/2020</u></b>
<b><u>SALARY</u></b>	:	R1 057 326 per annum (Level 13) (all-inclusive remuneration package consisting of a basic salary, the state's contribution to the Government Employees Pension fund and a flexible portion that may be structured.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Pretoria A SAQA recognised B-degree (NQF7) or equivalent qualification plus proven strategic management and leadership skills, minimum 5 years' experience in a middle Management position. Sound knowledge and understanding of the tourism sector and associated industries, Ability to interact with stakeholders at all levels, project management and contracting experience, interactive and a holistic concept of the tourism economy, and extensive experience in product, infrastructure route and experience development. Knowledge of the Public Finance Management Act and other Government acts, policies and prescripts (National Development Plan, NTSS etc.), policy formulation and implementation, Strategic and Analytic Thinking and Conceptual Problem solving, Programme and Project Management, Leadership and Management, Communication skills, Financial Management skills, Asset Management skills, Stakeholder management skills, and High level of Computer Literacy. Possession of a valid driver's licence and willingness to travel extensively. One of the minimum entry requirements for SMS is the <u>pre-entry certificate</u> . For more details on the pre-entry course visit: <a href="https://www.thensg.gov.za/training-course/sms-pre-entry-programme/">https://www.thensg.gov.za/training-course/sms-pre-entry-programme/</a>
<b><u>DUTIES</u></b>	:	Reporting to the Chief Director: Tourism Enhancement, the successful candidate will be responsible for the following key functions: Provide strategic direction which is aligned to the departments strategic objectives; Manage and coordinate the integration of tourism with other related sectors (including transport and creative industries) for the integration of tourism to ensure benefit and impact for the sector; Provide policy and strategy alignment of the departments priorities with those of the stakeholder; Manage the facilitation of synergy in departmental programmes and those of stakeholders; Establish effective collaboration and partnerships with stakeholders; Manage and monitor the implementation of the strategic and business plans; Oversee the development of operational plans; Prepare budgets that are aligned to strategic and departmental objectives; Ensure effective implementation of budgets by monitoring, projecting and reporting on expenditure; Coordinate memorandums of understanding , service level agreements and expenditure reviews; Ensure the alignment of individual performance to the strategic business objectives; Oversee the implementation and reporting of strategic framework in the area of functional responsibility; Manage and monitor performance standards as per departmental objectives; Effectively execute any Human Resource related responsibilities.
<b><u>ENQUIRIES NOTE</u></b>		Dr T Manetsi Tel No: (012) 444 6557 All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job. Some of the interviewed candidates will be subjected to a 2-day competency assessment that will test generic managerial competencies. Appointment will be subject to the signing of the performance agreement, employment contract and annual financial disclosure. EE Preference will be given to African Female and Coloured Female Candidates.
<b><u>POST 16/28</u></b>	:	<b><u>DIRECTOR: BILATERAL RELATIONS AND COOPERATION REF NO: DT09/2020</u></b>
<b><u>SALARY</u></b>	:	R1 057 326 per annum (Level 13) (all-inclusive remuneration package consisting of a basic salary, the state's contribution to the Government Employees Pension fund and a flexible portion that may be structured)
<b><u>CENTRE REQUIREMENTS</u></b>	:	Pretoria A SAQA recognised B-degree (NQF7) in Political Science/Economics/Tourism Management or related equivalent qualification and minimum 5 years' relevant experience in a middle Management position. Knowledge and understanding: International relations and politics; Tourism management; Tourism legislation and policies; Diplomatic Protocols; Public Service Legislative Frameworks relating to International Relations; Intergovernmental Relations Framework Act; International agreements, treaties, resolutions, commitments and outcomes of major global development conferences; PFMA; South African

Government policies, objectives and strategies. Skills required: Strategic Management; Strategic Planning; Cross-cultural management; Client orientation; Problem solving; Good communication; Excellent negotiation; Project and financial management; People Management; Stakeholder management; Policy Development. Possession of a valid driver's license and willingness to travel extensively. 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/>

**DUTIES** : Reporting to the Chief Director: International Relations and Cooperation, the successful candidate will be responsible for the following key functions: Drive South Africa's national priorities through bilateral relations and cooperation with prioritised countries on Tourism; Negotiate and implement international tourism agreements with prioritised countries; Stakeholder engagement to identify and resolve international tourism related barriers; Provide advice and support for engagements at bilateral forums; Facilitate capacity building initiatives as a contribution to regional integration; Develop tourism through strategic interventions and the formation of partnerships.

**ENQUIRIES** : Ms N Moolla Tel No: (012) 444 6528  
**NOTE** : All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job. Some of the interviewed candidates will be subjected to a 2-day competency assessment that will test generic managerial competencies. Appointment will be subject to the signing of the performance agreement, employment contract and annual financial disclosure. EE Requirements Preference will be given to African Female and Coloured Female Candidates.

**POST 16/29** : **DIRECTOR: STRATEGIC SECTOR PARTNERSHIPS REF NO: DT10/2020**

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

**CENTRE** : Pretoria  
**REQUIREMENTS** : A SAQA recognised B-degree (NQF7) or equivalent qualification. Minimum of 3 to 5 years' working experience at Middle Management. Knowledge and understanding of engagement at a community level, local government level. A thorough understanding and experience of high level stakeholder management and its various dynamics. Knowledge of strategic planning. Knowledge of government planning and reporting. Knowledge of the Framework for Strategic Plans. Knowledge of the Government Wide Monitoring and Evaluation Framework. Understanding contract management and change management. Financial management skills. Good interpersonal skills. Excellent written and verbal communication skills. Conflict management skills. 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/>

**DUTIES** : The successful candidate will be reporting to the Director-General and will be responsible for the following key functions; Managing intergovernmental relations; Ensuring that strategic issues are deliberated at a national and private forums; Identifying and proposing areas for government intervention, norms and standards, guidelines and codes of practice; Establishing, convening and maintaining institutional arrangements for engagements with relevant stakeholders at National Level; Tracking and developing a schedule for external stakeholder activities including relevant stakeholder forums, meetings, events and conferences to ensure participation by the Department; Overseeing the establishment of partnerships and linkages with relevant sector Departments, private sector and other relevant Agencies; Identifying and proposing national tourism stakeholder engagement platforms to address pertinent issues with an impact on tourism; Managing the development and implementation of the department's stakeholder relations management strategy for the public and private sectors; Managing the development of a comprehensive and reliable stakeholder contact management system in the Department; Overseeing the development and maintenance of a stakeholder database for the Department; Managing the development and periodic review of the stakeholder engagement framework; Monitoring the provision of internal support to various components to effectively consult and engage on relevant projects.

**ENQUIRIES** : Mr P Tshabane Tel No: (012) 444 6195  
**NOTE** : All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, some of the interviewed candidates will be subjected to a 2 days' competency assessment that will test generic managerial competencies. Appointment will be subject to the signing of the performance agreement, employment contract and annual financial disclosure. EE Requirements: Preference will be given to African Female and Coloured Female Candidates.

**OTHER POSTS**

**POST 16/30** : **DEPUTY DIRECTOR: PROGRAMME PLANNING AND IMPLEMENTATION**  
**REF NO: DT 15/2020**

**SALARY** : R869 007 per annum (Level 12) (All-inclusive remuneration package consisting of a basic salary, the State's contribution to the Government Employees Pension Fund and a flexible portion that may be structured according to personal needs within a framework)

**CENTRE** : Pretoria  
**REQUIREMENTS** : An appropriate recognised three-year Degree in Tourism Management/ relevant qualification and NQF level 6/above in Project Management. At least 4-5 years' experience in the field of project management environment, coupled with tourism and knowledge and experience. Knowledge and Experience of Expanded Public Works (EPWP) will be an added advantage. (Valid driver's license: willingness to travel extensively and work flexible hours). Requisite skills: Project management, stakeholder management, financial management, contract management, research and analytical skills, sound planning and organising skill, human resource management, strategic management, client orientation and customer focus, report writing, computer literacy (MS word, excel, power point etc.), information presentation. Key competencies: Knowledge and understanding of Public Service Acts, departmental procedures and prescripts, Skills Development Act, Public Finance Management Act (PFMA), Project management. Relevant knowledge and understanding of contract management, assessments and moderation of training programmes in line with CATHSSETA framework.

**DUTIES** : Manage Community participation in project planning according to sector priority: foster good relations and conduct engagement sessions with critical stakeholders; identify and prioritise needs; develop project proposal / plan on consensus facilitated; manage a selection criteria for training providers , Conduct needs analysis to identify and address skills gaps: Identify the existing skills gaps, conduct research training interventions to keep abreast of developments that may affect the socio-economic imperatives in response to national priorities, Manage the implementation of training projects to improve sector performance; determine training objectives of each programme, manage selection criteria for training participants, Manage the performance of implementing agents/ training providers and enforce compliance in accordance with the governing prescripts, manage project finance in accordance with approved business plans, conduct due diligence, project monitoring and submit reports on the outcomes within the required reporting timelines, monitor project deliverables including risk management, manage the coordination and progress reporting of project advisory committee meetings, attend to project queries, manage the database of all training beneficiaries, ensure that closing reports are submitted, Develop quality reports to strategically advise management on projects implemented in line with the departmental mandate, manage submission of accurate, valid, authentic and reliable project information to avoid audit queries in line departmental reporting standards. Support the Director to manage the Directorate's budget. Supervise and manage staff in the unit.

**ENQUIRIES** : Ms P Molokoza Tel No: (012) 444 6636  
**NOTE** : EE Requirements Preference will be given to African Male, Coloured Male and White Male Candidates.

**POST 16/31** : **DEPUTY DIRECTOR: KNOWLEDGE SYSTEMS IDENTIFICATION AND**  
**SUPPORT REF NO: (DT 03/2020)**

**SALARY** : R869 007 per annum (All-inclusive remuneration package consisting of a basic salary, the State's contribution to the Government Employees Pension Fund

**CENTRE  
REQUIREMENTS**

and a flexible portion that may be structured according to personal needs within a framework)

: Pretoria  
: A recognised Bachelor's Degree/National Diploma (NQF6) in Computer Science/ Information Management or a related field. At least 3-5 years' relevant experience in the field of software development and knowledge/ information management. Experience in software development (C#, net, MS Sharepoint), mobile application development (Xamarin), Data Analytics (Big Data, Business Intelligence) and quality assurance of content for various information dissemination platforms. Strong technical skills in database development (MS Access, SQL, Oracle etc.) and management are essential. Working knowledge of Geographical Information Systems (GIS), web technology and mobile technology. Experience in project management, stakeholder engagement, information dissemination and interpretation of knowledge management frameworks and strategies. Knowledge of tourism and other relevant policies such as the Public Finance Management Act. Ability to interpret policies, strategies and legislation. Good communication skills. Good negotiation and advocacy skills. Ability to control the budget of the component. Good computer literacy and use of standard packages. Ability to work under pressure. A valid driver's license. Willingness to travel.

**DUTIES**

: The successful candidate will be responsible for ensuring information is always up to date and accurate on the central information repository; Conducting analysis to implement systems using work standards and best practices; Facilitating content rewriting and uploading; Facilitating updates of tourism knowledge portal modules for different sub-sectors including information sourcing, quality assurance and capturing of information; Developing new tourism knowledge portal pages; Conducting assessments for improved design and re-engineering of knowledge systems; Implementing strategies for updates, maintenance and management of knowledge systems; Maintaining and quality assuring the national tourism database and other related databases; Identifying and developing knowledge management databases and systems; Distributing information through different communication channels; Implementing content and communication strategies on tourism sector information needs for the tourism portals; Interfacing with stakeholder relations management units to align knowledge management activities to other departmental initiatives; Collating, organising and hosting tourism information for presentation on various platforms; Implementing search engines and performance optimisation on knowledge platforms; Coordinating the development and maintenance of knowledge management systems; Monitoring and analysing performance of knowledge systems; Managing the development of knowledge information dissemination techniques; Developing knowledge systems frameworks and reports for planning and decision making; Developing concepts for the design of systems for knowledge management; Perform administrative tasks and support the directorate in achieving its plans.

**ENQUIRIES  
NOTE**

: Mr T Mothoagae Tel No: (012) 444 6383  
: EE: Requirements Preference will be given to African Male, Coloured Male and White Male Candidates.

**POST 16/32**

: **DEPUTY DIRECTOR: ENTITY OVERSIGHT REF NO: (DT 13/2020)**

**SALARY**

: R733 257 per annum (Level 11) (All-inclusive remuneration package consisting of a basic salary, the State's contribution to the Government Employees Pension Fund and a flexible portion that may be structured according to personal needs within a framework)

**CENTRE  
REQUIREMENTS**

: Pretoria  
: A SAQA recognised three-year B-degree (NQF7) / National Diploma (NQF6) qualification. Minimum of 3 years' relevant experience at Assistant Director Level within the public service and preferably in an entity oversight environment. Practical exposure to corporate governance processes and government planning and reporting mechanisms. Drivers' license. Knowledge and understanding: Applicable legislations and prescripts governing public entity oversight; Protocols on Corporate Governance; PFMA; Treasury Regulations; Framework for Strategic Plans and Annual Performance Plans 2010; Framework for Managing Programme Performance Management 2007; King Report and Code of Corporate Governance; Parliamentary tabling legislations and processes; M&E processes; Planning guideline and cycles. Skills required: Proven minute taking and report writing; Interpersonal and



- Stakeholder liaison; Organisational, coordination and planning; decision making; supervisory. Ability to work independently under constant pressure in a strict deadline driven environment in a meticulous manner; Willingness to travel and work irregular hours.
- DUTIES** : Reporting to the responsibility manager, the successful candidate will be responsible for the following key functions: Provide Public Entity's governance and regulatory compliance framework shareholder oversight support; Coordinate the appointment of members of the public entity's board; Facilitate the evaluation of the strategic and annual plans, budgets and mandatory performance reports; Coordinate the process for amendment, approval and tabling of the strategic plans, annual performance plans and annual reports including general parliamentary support; Facilitate stakeholder interface, including meetings between the department and public entity as well meeting between the Executive Authority and the Board.
- ENQUIRIES** : Mr P Tshabane Tel No: (012) 444 6195
- NOTE** : EE: Requirements Preference will be given to African Male, Coloured Male and White Male Candidates.
- POST 16/33** : **DEPUTY DIRECTOR: PLANNING AND STRATEGY REF NO: DT 04/2020**
- SALARY** : R733 257 per annum (All-inclusive remuneration package consisting of a basic salary, the State's contribution to the Government Employees Pension Fund and a flexible portion that may be structured according to personal needs within a framework)
- CENTRE** : Pretoria
- REQUIREMENTS** : An appropriate three-year Degree/National Diploma (NQF Level 6) in Social Science/Business Administration/Public Administration. A minimum of 3-5 years' working experience in strategic and business planning. Knowledge of Government Planning (legislation and cycle). Knowledge of the Framework for Strategic Plans and Annual Performance Plans. Understanding of the country's developmental agenda. Knowledge of policy development, analysis and implementation. Knowledge of Treasury Regulations of 2005 as amended. Knowledge of the Policy Framework for Government-Wide Monitoring and Evaluation System. Good communication skills (verbal and written). Project Management skills. Ability to develop and apply policies. Ability to work long hours voluntarily. Ability to gather and analyse information. Ability to work individually and in a team. Ability to work under pressure. Attention to details.
- DUTIES** : The successful candidate will be responsible for researching and reviewing organisational performance management guidelines; Continuous communication and consultation with stakeholders; Preparing presentations on planning matters for discussions and information sharing; Preparing documents for branch planning sessions including guidelines, presentations and templates. Attending branch planning sessions as per invitations; Providing advisory services during planning sessions; Coordinating and facilitating development of the strategic plan and the annual performance plan; Quality assure and comply with National Treasury and DPSA requirements; Reviewing departmental Makgotla framework; Facilitating the approval of the departmental Makgotla framework; Consolidating branch business plans into the Departmental business plan; Quality assuring the Departmental business plan; Analysing the alignment of the Departmental business plan with the strategic plan and the annual performance plan; Coordinating and facilitating approval of the departmental business plan; Providing support with the compilation of performance agreements for DDG's; Compiling DG's performance agreements; Aligning DG and DDG's performance agreements to the strategic plan and the annual performance plan; Coordinating and facilitating approval and signing of DG's and DDG's performance plans; Receiving Adjusted Estimates for National Expenditure (AENE) Guidelines and understanding the requirements; Coordinating and facilitating the development of AENE; Analysing the alignment of the ENE with the strategic plan and the annual performance plan; Coordinating and facilitating development of draft ENE chapters and facilitating approval of the chapters; Developing an annual calendar for the sub-directorate; Performing other ad hoc related duties as may be assigned by the Director: Strategy Management, Monitoring and Evaluation.
- ENQUIRIES** : Mr I Rabotapi Tel No: (012) 444 6734/ 071 407 5892
- NOTE** : EE: Requirements Preference will be given to African Male, Coloured Male and White Male Candidates.

**POST 16/34** : **DEPUTY DIRECTOR: CLAIMS- CAPITAL INCENTIVES REF NO: DT 14/2020**

Re-advertisement, persons who previously applied should re-apply

**SALARY** : R733 257 per annum (Level 11) (All-inclusive remuneration package consisting of a basic salary, the State's contribution to the Government Employees Pension Fund and a flexible portion that may be structured according to personal needs within a framework)

**CENTRE REQUIREMENTS** : Pretoria  
: An appropriate recognized (NQF6) qualification in Finance/Economics/ Commerce/ law or related field. 3-5 years' working experience in a relevant environment such as financial support, incentive programmes, enterprise development or contract management. Key Requirements: Experience in drafting financial support/incentive programme guidelines. Experience in project management, contract management, people management and empowerment, financial management, report writing and stakeholder management. Experience in developing, reviewing and managing of administrative processes for financial support/incentive programmes. Analytical skills, communications skills (verbal and written), research skills, presentation skills, knowledge and information skills, conflict management, problem solving skills, contract management skills and planning and organising. Knowledge and understanding of Public Service Regulations, Public Service Act, PFMA and Treasury Regulations. Proficient in MS Office packages.

**DUTIES** : The successful candidate will be responsible for: Reviewing proposals or concept documents; Ensuring alignment of financial support/ incentive programmes to the department's policies; Drafting guidelines for new and revised financial support/ incentive programmes for approval; Ensuring that inputs from stakeholders are incorporated in guidelines; Facilitating the process of approval of guidelines and obtaining of all relevant signatures; Developing and reviewing contracts for the implementation of programmes by external service providers; Managing the implementation of programmes by external service providers; Developing project plans to manage current, and introduce new financial support/ incentive programmes; Identifying relevant stakeholders and convene project teams; Developing performance indicators and managing the process of developing financial support/ incentive programmes; Reporting on implementation progress and ensuring that milestones are achieved; Managing and reviewing administration processes for programmes to ensure implementation is in line with the requirements and provisions of the guidelines; Reporting on performance on a monthly and quarterly basis; Contributing to the development of the unit's operational plan on an annual basis; Performing technical analysis to determine financial resources required to implement programmes; Overseeing the financial management of financial support/ incentive programmes including monitoring and reporting on budgets and expenditure; Monitoring the development and maintenance of a stakeholder database; Liaising with key stakeholders relating to the development and implementation of financial support/ incentive programmes; Developing and implementing a marketing plan for programmes; Marketing financial support/ incentive programmes of the Department to relevant stakeholders; Ensuring that minutes and reports are developed for all meetings and actions are followed up; Overseeing the filing system for the relevant programmes.

**ENQUIRIES NOTE** : Mr Cassim Nakkooda Tel No: (012) 444 6582  
: EE Requirements: Preference will be given to African Male, Coloured Male and White Male Candidates.

**POST 16/35** : **DEPUTY DIRECTOR: FINANCIAL ACCOUNTING AND REPORTING REF NO: (DT 18/2020)**

**SALARY** : R733 257 per annum (Level 11) (All-inclusive remuneration package consisting of a basic salary, the State's contribution to the Government Employees Pension Fund and a flexible portion that may be structured according to personal needs within a framework)

**CENTRE REQUIREMENTS** : Pretoria  
: An appropriate recognized Degree/National Diploma (NQF6) in Financial Management/ Accounting or Economic Sciences. A minimum of 5 years' work experience in the appropriate field and in a supervisory role. Knowledge of the

Public Finance Management Act (PFMA), National Treasury Regulations, Modified Cash Standards (MCS), Accounting Manual for Departments (AMD) and Financial Management. Knowledge of the other Public Service procedures and prescripts applicable to your area of work. Ability to interpret and apply financial policies. Computer literacy (Microsoft Excel and Word). Sound organising and planning skills. Good communication skills (written and verbal). Knowledge of BAS, Safety Web, LOGIS and PERSAL systems. Strong ability to manage a diverse group of individuals.

**DUTIES** : Manage the financial accounting and bookkeeping functions. Compile the Annual and Interim Financial Statements. Assist with coordination of audit activities including responses to audit queries, audit requests and audit findings. Maintain the ledger accounts including the management, reconciliation and clearing of all suspense accounts. Responsible for the reconciliation and management of the Department's bank accounts, including the PMG account. Cash flow management and reporting. Perform the month-end and year-end closure processes and reporting requirements. Manage the entity maintenance function. Manage the maintenance of financial batches. Manage the safekeeping of reserve stock of face value forms. Perform the PERSAL system controller and assistant BAS system controller duties. Assist with public entity oversight in respect of financial matters. Manage processes related to donor funding, and giving and receiving of gifts and sponsorships. Manage and supervise staff in the sub-directorate, which includes performance management and development in accordance with the approved PMDS system. Training and skilling of staff. Assist in developing, implementing, monitoring and reviewing departmental accounting policies, procedures and processes relating to your area of responsibility.

**ENQUIRIES NOTE** : Mr M Maharaj Tel No: (012) 444-6238  
 : EE Requirements: Preference will be given to African Male, Coloured Male and White Male Candidates.

**POST 16/36** : **ASSISTANT DIRECTOR: SPATIAL MAPPING & DATABASE MANAGEMENT REF NO: (DT 12/2020)**

**SALARY CENTRE REQUIREMENTS** : R470 040 per annum (Level 10) excluding service benefits  
 : Pretoria  
 : A SAQA recognised Bachelor of Science Degree in GIS/ Informatics/ Computer Science or related studies. 2-3 years' work experience in Tourism planning/ policy/development. Good knowledge of GIS, Information Management and IT. Knowledge and skills in geographical information systems. Ability to formulate sound policies through analytical and innovative thinking. Good computer literacy and use of standard packages within the GIS and database environment. High proficiency in developing databases (Ms Access/Ms Excel/SQL) and managing geographic information systems. Certificates in GIS and database development and management courses will be an added advantage. Good stakeholder engagement, interpersonal and personal skills. Candidates will be expected to meet Occupational Specific Dispensation (OSD) requirements.

**DUTIES** : The successful candidate will be responsible to assist in developing and maintaining spatial mapping integrated systems and services; Establish operating policies and approaches for computing and information technology; Review contracts for computing and information technology services and equipment; Analyse, recommend and design GIS components and solutions to integrate with the larger, complex department-wide internal/external facing enterprise GIS environment; Retrieve and maintain large quantities of data; Support all database systems; Coordinate the development to production workflows; Create the tourism infrastructure system to support and guide the department in computing and information technology efforts. Actively participate in, and support various projects, including the mapping of the department's district development model.

**ENQUIRIES NOTE** : Dr N Sefoko Tel No: (012) 444 6363  
 : EE: Requirements Preference will be given to African Male, Coloured Male and White Male Candidates.

**POST 16/37** : **ASSISTANT DIRECTOR: BILATERAL RELATIONS AND COOPERATION REF NO: (DT 19/2020)**

**SALARY** : R470 040 per annum (Level 10) excluding service benefits.

<b><u>CENTRE REQUIREMENTS</u></b>	:	Pretoria
	:	A SAQA recognised three-year B-degree (NQF7)/National Diploma (NQF6) in International Relations/ Economics/ Tourism or related field. Minimum of 2 years' relevant experience. Knowledge and understanding: International relations and politics; Tourism management; Tourism legislation and policies; Diplomatic Protocols; Public Service Legislative Frameworks relating to International Relations; Intergovernmental Relations Framework Act; International agreements, treaties, resolutions, commitments and outcomes of major global development conferences; South African Government policies, objectives and strategies. Skills required: Client orientation; Problem solving; Good communication; Project and financial management; People Management. Stakeholder management; A valid driver's license and willingness to travel.
<b><u>DUTIES</u></b>	:	Reporting to the Deputy Director, the successful candidate will be responsible for the following key functions: Participate in identifying and directing national priorities through bilateral relations with priority countries; Assist in the implementation of international tourism agreements with priority countries; Facilitate the stakeholder engagements to identify and resolve international tourism related barriers; Provide inputs at the bilateral forums; Assist in facilitation of capacity building initiatives as a contribution to regional integration; Support strategic interventions and the formation of partnerships for tourism development and growth.
<b><u>ENQUIRIES</u></b>	:	Ms N Moolla Tel No: (012) 444 6528
<b><u>NOTE</u></b>	:	EE: Requirements Preference will be given to African Male, Coloured Male and White Male Candidates.
<b><u>POST 16/38</u></b>	:	<b><u>ASSISTANT DIRECTOR: STATISTICAL ANALYSIS REF NO: (DT20/2020)</u></b> Re-advertisement, persons who previously applied should re-apply.
<b><u>SALARY</u></b>	:	R470 040 per annum (Level 10) excluding service benefits.
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	An appropriate recognised three-year Degree/ National Diploma or equivalent qualification (NQF6) in Statistics/ Economics or related field. 3-5 years' experience in data analytics or related environment. Sound knowledge of data management, data analysis and statistical skills. Good understanding of the tourism sector will be an added advantage. Good writing skills, project management and coordination skills.
<b><u>DUTIES</u></b>	:	The successful candidate will be responsible for gathering, organising and verifying tourism related data. Assist with the analysis of tourism trends and patterns as well as report writing. Use statistical and data analysis programmes to analyse quantitative and qualitative data and information. Assist with the identification of tourism data sources and verify the quality of data. Conduct consistent checks to ensure data integrity and accuracy. Facilitate access to tourism statistics and information produced by the Directorate. Assist in identifying relevant platforms to disseminate tourism statistics and information, initiate and compile draft dissemination plans, organise and coordinate the dissemination of tourism statistics to tourism stakeholders. Assist in coordinating stakeholder engagement meetings for the Directorate. Perform administrative tasks and support the directorate in achieving its plans.
<b><u>ENQUIRIES</u></b>	:	Ms L Machitje Tel No: (012) 444 6317
<b><u>POST 16/39</u></b>	:	<b><u>ASSISTANT DIRECTOR: ASSET MANAGEMENT REF NO: (DT16/2020)</u></b>
<b><u>SALARY</u></b>	:	R376 596 per annum (Level 09) excluding service benefits
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	A SAQA recognised Bachelor's Degree or National Diploma (NQF 6) in Supply Chain Management. A minimum of 4 years' work experience in appropriate field of Supply Chain Management. Supervisory experience. Knowledge of asset policies. Knowledge of government policies and procedures. Knowledge of departmental policies and legislations. Good communication and interpersonal skills. Good computer literacy and use of standard packages. Good negotiation skills. Good verbal and written communication skills. A valid driver's license. Knowledge or experience in accounting will be an added advantage.
<b><u>DUTIES</u></b>	:	The successful candidate will be responsible to Maintain the asset register; Verify monthly updating of personnel inventories; Authorise losses on the system (BAAT); Coordinate and conduct annual asset verifications and

updating of LOGIS system; Authorise corrections on asset register; Dispose redundant/obsolete furniture and equipment; Make logistical arrangements for meetings as and when necessary; Authorise disposals on the system; Check and verify thefts and losses; Draft submissions for write offs; Manage transfers and movements of assets; Ensure that assets are correctly located; Ensure correct and accurate capturing of receipts and barcodes; Ensure that movements are captured timeously on the system; Ensure that proper in transfer of assets is followed.

**ENQUIRIES** : Mr M Mohlabeng Tel No: (012) 444 6222  
**NOTE** : EE Requirements: Preference will be given to African Male, Coloured Male and White Male Candidates.

**POST 16/40** : **DOMESTIC TOURISM FACILITATION OFFICER REF NO: (DT 05/2020)**

**SALARY** : R316 791 per annum (Level 08) excluding service benefits.  
**CENTRE** : Pretoria

**REQUIREMENTS** : A recognised Bachelor's Degree/National Diploma (NQF6) in Tourism Management or Social Studies. 2-3 years' working experience in a related field. Knowledge of the domestic tourism environment. Understanding of Social Tourism as a tourism concept. Knowledge of project management/ event management. Strong networking and stakeholder management. Knowledge of public sector governance instruments. Knowledge of supply chain/ procurement policies. Knowledge of inter-governmental relations. Knowledge of strategic partners in social tourism. Ability to do desktop research. Good communication skills.

**DUTIES** : The successful candidate will be responsible for coordinating the alignment of domestic tourism strategies and tourism sectoral strategies; Assisting in identifying the implementation mechanisms of tourism sector strategies; Developing progress reports on the implementation of tourism strategies; Conducting and facilitating impact assessment workshops; Contributing to the implementation of Domestic Tourism Growth Strategy to track and advice on the implications; Facilitating continuous reporting on the progress of the Social Tourism Growth Programme; Participating in the implementation of the department's stakeholder relations management strategy for the public and private sectors; Facilitating the development of a comprehensive and reliable stakeholder contact management system for the department; Conducting stakeholder engagements; Facilitating the development and maintenance of a stakeholder database for the department; Participating in the identification of relevant sector departments for collaboration in support of social tourism; Facilitating the schedule for external stakeholder activities including relevant stakeholder forums, meetings, events and conferences to ensure participation of identified partners; Contributing to the drafting of a stakeholder consultation framework with regard to Social tourism development interventions; Conducting the dissemination of tourism information to the public including the relevant policies and regulatory frameworks; Updating of tourism information database to validate the information provided to the general public; Follow up on the requests for information to ensure satisfactory responses; Arranging and providing secretariat support for management and other meetings in the branch; Compiling and submitting minutes and agenda; Ensuring the implementation of decisions; Reporting on the progress of implementation and/or projects.

**ENQUIRIES** : Mr T Sibeko Tel No: (012) 444 6477  
**NOTE** : EE: Requirements Preference will be given to Coloured Male, Asian Male and White Male Candidates.

**POST 16/41** : **CHIEF REGISTRY CLERK REF NO: DT 02/2020)**

**SALARY** : R257 508 per annum (Level 07) excluding service benefits.  
**CENTRE** : Pretoria

**REQUIREMENTS** : Grade 12 (Matric)/ a SAQA recognised National Diploma or an equivalent qualification. At least 3-5 years' working experience in Registry. A certificate in Records Management offered by National Archives. Knowledge of registry duties, mailing, courier services as well as the ability to capture data and operate a computer. Knowledge of filing of documents, storage and retrieval procedures in terms of the working environment. Working knowledge and understanding of legislative framework governing the Registry work such as NARS Act, Public Service Act, etc. Ability to interpret and apply policies,

- directives and relevant prescripts. Understanding of the work in Registry. Good verbal and writing skills. Good leadership skills.
- DUTIES** : The successful candidate will be responsible for supervising the opening and closing of files according to the applicable record classification system; Filing, storing, tracing and retrieving documents and pending files; Ensuring that index cards are completed; Helping with the allocation of filing numbers; supervising the usage of the franking machine by delegated registry clerks; Franking mail items, recording items of monetary values received through the post and updating the control registers on a daily basis; Do spot checks on postal articles in order to ensure that no private postal articles are franked by mistake; Locking mail in the postal bag for messengers/drivers to deliver to the Post Office; Maintaining remittance register; Recording all valuable articles as prescribed by the applicable laws and policies; Sending wrong remittances received back to senders through registered post and recording reference numbers in the register; Keeping daily record of amount of letters franked; Handling all courier related enquiries; Supervising the sorting and dispatching of mail; Distributing notices on registry issues; Attending to clients; Handling telephonic enquiries on Registry related work; Receiving and registering hand delivered mail and files; Scanning files electronically; Sorting and packaging files for archiving and distribution; Compiling list of documents to be archived and submitting the list to the supervisor; Keeping record of the archived documents; Providing supervisory duties to Registry Clerks, assessing staff performance and applying discipline.
- ENQUIRIES** : Mr M Tihako Tel No: (012) 444 6096
- NOTE** : EE: Requirements Preference will be given to Coloured Male, Asian Male and White Male Candidates.
- POST 16/42** : **PERSONAL ASSISTANT: DDG DESTINATION DEVELOPMENT REF NO: (DT 11/2020)**
- SALARY** : R257 508 per annum (Level 07) excluding service benefits
- CENTRE** : Pretoria
- REQUIREMENTS** : A recognised Bachelor's Degree/National Diploma (NQF6). 3-5 years' working experience.
- DUTIES** : The successful candidate will be responsible to manage the diary and efficiently run the office daily; Prepare and maintain year plan and calendar; Provide secretarial/receptionist support services to the senior manager; Receive telephone calls in an environment where, in addition to the calls for the senior manager, discretion is required to decide to whom the calls should be forwarded; Perform advanced typing work; Utilise discretion to decide whether to accept/decline or refer to other employees' request for meetings, based on the assessed importance and urgency of the matter; Render administrative support services; Ensure the effective flow of information and documents to and from the office of the manager; Ensure safekeeping of all documentations in the office of the manager in line with the relevant legislations and policies; Scrutinize routine submissions/reports and make notes and/or recommendations for the manager; Responds to enquiries received from internal and external stakeholders; Draft documents as and when required; Filing of documents for the manager and unit as and when required; Manage leave register for the unit; Coordinate logistical arrangements for meetings as and when required; Make bookings of flights, accommodations and car rental as per departmental policy and procedures for manager; Support the manager with the administration of the budget; Manage telephone accounts for the unit; Handle the procurement of standard items for the activities of the manager and the unit like stationery, refreshments etc.
- ENQUIRIES** : Ms S Chettiar Tel No: (012) 444 6349
- NOTE** : EE: Requirements Preference will be given to Coloured Male, Asian Male and White Male Candidates.
- POST 16/43** : **ADMINISTRATIVE ASSISTANT: FINANCIAL MANAGEMENT REF NO: (DT17/2020)**
- SALARY** : R208 584 per annum (Level 06) excluding service benefits
- CENTRE** : Pretoria
- REQUIREMENTS** : Grade 12 certificate or equivalent other training course/qualifications. 0-1 year working experience.

**DUTIES**

: The successful candidate will be responsible for calendar management in the Chief Directorate; Arrange directorate's meetings, workshops, catering, conferences and departmental entertainment; Administer safekeeping of goods delivered and received; Receiving clients from reception area and direct them to the relevant boardroom, venue or office; Make flight bookings, accommodation and car rental as per departmental policy and procedures; Binding of documents for management meetings; Administer telephone accounts, salary slips, sundry payments, mail register, receiving of documents, registering documents and disseminate to the relevant officials; Keep and maintain leave records, asset register, procurement of assets/equipment; Compile quarterly delegation report on all approval done by Directors; Manage printer contracts; Process S&T, cellphone and other claims and submit for approval and forward to finance for payment; Manage petty cash according to policy and procedures; Ensure safekeeping of information, documents, order forms, invoices; Adhere to the record management policy and procedure; Filing of all documents according to the departmental file plan and central filing system.

**ENQUIRIES**

: Mr M Maharaj Tel No: (012) 444 6238

**NOTE**

: EE Requirements: Preference will be given to Coloured Male, Asian Male and White Male Candidates.

**PROVINCIAL ADMINISTRATION: GAUTENG  
DEPARTMENT OF HEALTH**

**OTHER POSTS**

<b><u>POST 16/44</u></b>	:	<b><u>HEAD CLINICAL DEPARTMENT MEDICAL (PSYCHIATRY) GRADE 1/ PROFESSOR/ ASSOCIATE PROFESSOR/ ADJUNCT PROFESSOR REF NO: REFS/005536</u></b> Directorate: Psychiatry
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R2 161 416 per annum (All-inclusive package)
	:	Weskoppies Hospital
	:	Proven registration with the HPCSA as a Specialist Psychiatrist or recognised sub-specialty. Also: A MD, PhD or equivalent academic degree that allows for supervising doctoral-level research. A minimum of 5 years appropriate experience in Psychiatry after registration as a Psychiatrist with the HPCSA. In addition: experience in the management of an academic specialist unit and a recognised research output; experience in teaching, training and supervising research for academic purposes. Evidence of postgraduate completed student supervision. Proven track of accredited publications. The post is a joint appointment (at professional level) between Weskoppies Hospital and the School of Medicine of the University of Pretoria. Recommendations: Adjunct Professor: Associate Professor: Professor: Responsible for academic administration in your capacity as head/ senior of a section/division/ department .Important role in the training of undergraduate and/or postgraduate and/ or scientist education with portfolio or student/ peer evaluation in his/her capacity as any of the following: block chairperson, departmental year-guardian lecturer, coordinator/ head of firm, curriculum development. At least 14 accredited publications; at least 3 postgraduate dissertations supervised (Master's); evidence of being an established researcher; conference papers delivered internationally; 6 years' teaching experience; peer recognition as exceptional in field of clinical expertise. At least 20 accredited publications; at least 7 postgraduate dissertations/theses supervised (master's & PhDs); evidence of being an established researcher; conference papers delivered internationally; 9 years' teaching experience; peer recognition as exceptional in field of clinical expertise.
<b><u>DUTIES</u></b>	:	Management: Work as a manager in the Public Service and University of Pretoria. The development and management of specialist psychiatry patient services, personnel performance as well as the budget of the Department of Psychiatry. Manage teaching, training and research in the Department of Psychiatry. Administration: Do administration related to management, clinical service work and research. Clinical service delivery: The evaluation, management and treatment of mental health care users, as well as outreach services where appropriate. Teaching & training: Do teaching and training of undergraduate and postgraduate students, as well as outreach services where appropriate. Research: Supervising and engaging in research where appropriate to the field.
<b><u>ENQUIRIES</u></b>	:	Mr. MA Motaung (CEO) Tel No: (012) 319 9799; Prof PM Joubert Tel No: (012) 319 9744
<b><u>APPLICATIONS</u></b>	:	Apply on line at <a href="http://www.professionaljobcentre.gpg.gov.za">www.professionaljobcentre.gpg.gov.za</a> Applications without proof of the necessary documents will be disqualified. Only online applications.
<b><u>NOTE</u></b>	:	No S & T claims and resettlement allowance will be paid. Weskoppies Hospital is committed to the pursuit of diversity, redress and will promote representation in terms of race, disability and gender. Candidates will be subjected to security screening and vetting processes. Candidates could be required to perform practical exercises/tests during the recruitment process. The recommended candidate may be subjected to medical surveillance as required by OHS Act 5/1993.Applications should include Z83, CV, certified copies of ID, Qualifications & registration.
<b><u>CLOSING DATE</u></b>	:	10 July 2020



- POST 16/45** : **MEDICAL SPECIALIST GRADE 1 REF NO: REFS/005517**  
Directorate: Psychiatry
- SALARY** : R1 106 040 per annum (all inclusive) (Grade of post and remuneration package will be determined by years of experience after registration at HPCSA as a Medical Specialist according to OSD guidelines)
- CENTRE REQUIREMENTS** : Weskoppies Hospital  
M MED (PSYCH) or FCPSYCH (SA) or equivalent. Registration with the HPCSA as a Medical Specialist Psychiatrist. Relevant experience in general adult Psychiatry will be a requirement. For joint appointment with the University of Pretoria: proof of at least one publication in a journal approved by the Department of Higher Education.
- DUTIES** : The post is a joint appointment specialist psychiatrist post with Weskoppies Hospital/Gauteng and the Medical School of the Faculty of Health Sciences of the University of Pretoria. The main tasks of the post will be the management and treatment of general adult psychiatric patients, including the related administrative and medico-legal work. Doing criminal forensic psychiatric observations and testify in a court of law if needed. Training of undergraduate and postgraduate students including medical officers and other health care workers. Supervising registrars in psychiatry. Doing research and supervising research. General management and administration appropriate to the post, including involvement in hospital and medical school committees. The incumbent is expected to become involved in outreach services.
- ENQUIRIES APPLICATIONS** : Dr. JM Pooe Tel No: (012) 319 9619  
Apply on line at [www.professionaljobcentre.gpg.gov.za](http://www.professionaljobcentre.gpg.gov.za) Applications without proof of the necessary documents will be disqualified. Only online applications. No S & T claims and resettlement allowance will be paid. Weskoppies Hospital is committed to the pursuit of diversity, redress and will promote representation in terms of race, disability and gender. Candidates will be subjected to security screening and vetting processes. Candidates could be required to perform practical exercises/ tests during the recruitment process. The recommended candidate may be subjected to medical surveillance as required by OHS Act 5/1993. Applications should include Z83, CV, certified copies of ID, Qualifications & registration.
- NOTE** :
- CLOSING DATE** : 10 July 2020
- POST 16/46** : **MEDICAL SPECIALIST – GRADE 1 – GRADE 3 (MENTAL HEALTH) REF NO: EHD2020/06/05**  
Directorate: Mental Health
- 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 District Health  
MBBCh/MBChB plus FC Psych or MMed (Psychiatry). Registration with HPCSA as a Medical Specialist and proof of current registration. Appropriate experience in Clinical psychiatry and Mental Health. **Grade 1:** Less than 5 years relevant experience as Medical Specialists in a normal Specialty. **Grade 2:** At least 5 years, but less than 10 years relevant experience as Medical Specialists in a normal Specialty, **Grade 3:** 10 years and more relevant experience as Medical Specialists in a normal Specialty.
- DUTIES** : Management of services within the Mental Health Unit both clinical and administrative. Provide effective and efficient outpatient mental health care in the District including assessment, treatment and monitoring of psychiatric patients. Development and implementation of evidence-based clinical protocols and guidelines. Partake in clinical audits. Implement and monitor adherence to national core standard (norms and standards). Rendering of afterhours services including weekends (commuted overtime). Provide outreach to facilities/services in the catchment area including, but not restricted, to participation in the multidisciplinary team discussions of patients in surrounding hospitals' psychiatric wards and provision of mental health care and support to patients in those wards. Completion of relevant medico-legal documents timeously and reduce medical litigation by exercising good clinical ethos. Liaise with referral centers for patients who need further care and

investigations. Training of undergraduate students and other health care professionals. Supervision and training of Psychiatric registrars and medical officers. Represent the University of Wits' Department of Psychiatry in hospital and university committees. Initiate own research and supervision of postgraduate research. Assist the Ekurhuleni Mental Health Care Unit address issues of equity and quality of services in previously disadvantaged areas. Assist the Ekurhuleni Mental Health Care Unit participate in the development of a comprehensive mental health service at all levels of care in the District so as to ensure that mental health services are available and accessible to the community as close to their homes as possible. Adopt and implement the principles of Batho Pele.

- ENQUIRIES** : Dr K.S Maaroganye Tel No: (011) 876 1717/063 607 3796
- APPLICATIONS** : 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** : 10 July 2020
- POST 16/47** : **PRINCIPAL PSYCHOLOGIST GRADE 1/ SENIOR LECTURER/ LECTURER**  
**REF NO: REFS/005518**  
Directorate: Psychology
- SALARY** : R1 025 316 per annum (all inclusive) (Grade of post and remuneration package will be determined by years of experience after registration at HPCSA as a Principal Psychologist to OSD guidelines)
- CENTRE** : Weskoppies Hospital
- REQUIREMENTS** : Master's degree in Clinical Psychology. Registration with the HPCSA as a Clinical Psychologist. A minimum of 3 years' experience in Clinical Psychology. Experience working in a Psychiatric setting. Minimum of 2 years' experience on a managerial level. Knowledge of Mental Health Act and other relevant Government acts, strategies and policies. Minimum 3 accredited publication; 3 years of teaching experience, course/block coordinator of students; curriculum development/innovation; good teaching evaluation; clear clinical focus area in teaching. Community engagement recommended.
- DUTIES** : Management of the Clinical Psychology Unit - overseeing the daily operations of the unit within the hospital ensuring that government and hospital policies and protocols are upheld and followed. Act as liaison between the Psychology Unit and hospital management and the University of Pretoria. Administrative duties assigned to post. Draft policy and develop strategies required to meet the aims set out in the operational plan of the Clinical Psychology unit including budget management and procurement processes for the Unit. Overseeing job performance evaluations of the Psychology Unit staff. Ensure that RWOPS is conducted according to the official policies of the Gauteng Health Department. Supervision of Intern Psychologists. Planning and management of training programmes for Intern Psychologists. Clinical Psychologist as part of a multi-disciplinary team providing assessment, evaluation and appropriate treatment of mental health care users including attending ward rounds, providing psychotherapy and conducting psychometric and medico-legal assessments. Provision of forensic psychology services, including the evaluation of alleged offenders/victims and attending court cases. Academic and clinical work for the Faculty of Health Science at the University of Pretoria including the development and provision of lectures, group-work, research and publications.
- ENQUIRIES** : Prof. PM Joubert Tel No: (012) 319 9744
- APPLICATIONS** : Apply on line at [www.professionaljobcentre.gpg.gov.za](http://www.professionaljobcentre.gpg.gov.za) Applications without proof of the necessary documents will be disqualified. Only online applications.
- NOTE** : No S & T claims and resettlement allowance will be paid. Weskoppies Hospital is committed to the pursuit of diversity, redress and will promote representation in terms of race, disability and gender. Candidates will be subjected to security screening and vetting processes. Candidates could be required to perform practical exercises/tests during the recruitment process. The recommended candidate may be subjected to medical surveillance as required by OHS Act 5/1993. Applications should include Z83, CV, certified copies of ID, Qualifications & registration. Note: The post for Principal Psychologist is a joint appointment with Weskoppies Psychiatric Hospital/ Gauteng Department of Health and the Medical School of the Faculty of Health Sciences of the University of Pretoria.
- CLOSING DATE** : 10 July 2020

**POST 16/48** : **PRINCIPAL: EMS TRAINING COLLEGE REF NO: LEBO-PRINCIPAL/2020**

**SALARY** : R871 590 per annum (All inclusive package)

**CENTRE** : Lebone College of Emergency Care, Arcadia, Pretoria

**REQUIREMENTS** : Grade 12 certificate or equivalent qualification. Candidate must be B-TECH Degree in Emergency Medical Care. Candidate must be registered with the HPCSA as Emergency Care Practitioner for a minimum period of three (3) years. Must have three (3) years' experience on Management level. Candidate must have a minimum of three (3) years' experience as an EMS Course Coordinator. A valid and current registration as an Emergency Care Practitioner with the Health Professions Council of South Africa is mandatory. Computer literacy in MS Word, Excel and Power Point is essential. Good interpersonal and management skills. Sound knowledge of financial Management Policies and Labour Relation Prescripts is essential A Valid Code C1 driver's license with PDP is essential.

**DUTIES** : Responsible for maintaining accreditation status with HPCSA for all Courses offered by the College. This may involve courses at more than one site. Management and quality assurance of District Training centers. Ensuring that all facets of training with the College complies with the relevant legislation, including but not limited to the Hospital Ordinance Act, the Higher Education Qualification Sub-framework, the skills Development Act, the Public Finance Management Act , Supply Chain Management Act, Labour Relation Act. Responsible for the development and implementation of the College Business Plan and Standardized Operational Plan. Efficient management of all College resources including human resource, allocated budget, assets and advice the Director: EMS Operations on matters pertaining to EMS Training. This will involve representation at the Directorate meetings. Manage the overall budget of the College and must provide reports to the Director when required.

**ENQUIRIES** : Mr K Malebana Tel No: (011) 456 2002/2013

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

**CLOSING DATE** : 10 July 2020

**POST 16/49** : **DEPUTY MANAGER NURSING REF NO: EHD2020/06/06**  
Directorate: PHC

**SALARY** : R843 618 – R949 482 per annum (Inclusive remunerative package)

**CENTRE** : Ekurhuleni Health District: NSDR

**REQUIREMENTS** : Basic R425 qualification (i.e. an appropriate Degree/Diploma in Nursing) or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse. Registration with SANC as a Professional Nurse Minimum of 9 years appropriate/recognizable experience after registration as Professional nurse with SANC in General Nursing. At least 4 years of the period referred to must be appropriate experience as Assistant Manager Primary Health Care Nursing. Computer Certificate, literacy and Driver's license is essential. A management Qualification is essential. Skills: Presentation and report writing skills, Leadership skills, Planning and organizing skills. Problem solving and communication skills and financial management skills. Ability to work under pressure.

**DUTIES** : Provide guidance and leadership towards the realization of strategic goals and objectives of the Sub-district: Establish the strategic direction of the component to ensure alignment with its business plans by participating in the development of the District and sub-district plan. Facilitate and oversee the development of PHC operational/business plans and demand plans to give strategic direction to the division by managing and coordinating the activities of the division. Implement all priority programs in the sub-district. Provide professional, technical and management support for the provision of quality patient care through proper management of Primary Health Care programs. Advocate and ensure the promotion of nursing ethos and professionalism. Conduct staff meetings to disseminate information such as new developments on policies, circulars. Participate and respond to queries and questions from relevant structures with regard to complaints on staff conduct on patients. Develop and monitor the implementation of policies, programs, regulations, practices, procedures and standards pertaining to health care. Participate in multi-disciplinary quality assurance task teams at various levels. Develop a good

working relationship within the department and relevant stakeholders. (City of Ekurhuleni & Partners). Participate with members of the health team in decision making pertaining to health care delivery. Participate in the development of DHP and DHER. Ensure facilities are accredited with the Ideal clinic status and national core standards by ensuring that status determination is done at least twice in a year. Human Resource: Analyze staffing needs and develop a plan to meet the needs. Initiate the recruitment and retention of competent personnel. Manage and monitor the implementation of the PMDS. Manage grievances and labour relations issues in terms of the laid down policies/procedures i.e. manage workplace discipline. Manage the licensing of all staff with relevant professional bodies. Finance: Ensure that budget spending is maximized in line with strategic Objectives. Manage and control material resources and assets.

**ENQUIRIES** : Mrs E Mashigo Tel No: (011) 876-1814  
**APPLICATIONS** : Applications should be Email to: Ekurhuleni.Hr@gauteng.gov.za  
**NOTE** : Applicant will be subject to medical surveillance screening. No S&T claims and resettlement allowance will be paid. Driving skills will be evaluated.  
**CLOSING DATE** : 10 July 2020

**POST 16/50** : **ASSISTANT MANAGER NURSING (NIGHT DUTY) REF NO: ODI/11/06/2020/01**

**SALARY** : R562 800 per annum (plus benefits)  
**CENTRE** : Odi District Hospital  
**REQUIREMENTS** : Basic R425 qualification (D4 Diploma/Degree in nursing or equivalent) that allows registration with SANC as a Professional Nurse. Diploma in Midwifery required. Registration with the SANC as a Professional Nurse. Proof of current registration with the SANC Diploma/Degree in nursing administration is an added advantage. A minimum of 8 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with SANC in General nursing. At least 2 years of the period referred to above must be appropriate recognizable experience at management level (less 1 year from experience for candidates appointed from outside the public services after complying with registration requirements). Experience as a night supervisor will be an added advantage. 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.

**DUTIES** : Delegate, supervise and co-ordinate the provision of effective and efficient patient care through adequate nursing care. Initiate and participate in health promotion to ensure consistent communication of relevant, accurate comprehensive on health care. Develop/establish and maintain constructive working relationships with nursing and other stakeholders (i.e inter-professional, inter-sectoral and multidisciplinary teamwork). Manage, monitor and ensure proper utilization of human, financial and physical resources. Participate in the analysis, formation and implementation of nursing guideline, practices, standards and procedure. Expected to work night duty as a supervisor and assist on day duty where there is a need. Participate in the nursing management team for both day/night. To be part of the nursing management team. Act on behalf of Nursing Service Manager (Day/Night) and all other managers especially on night and after hours. Communication skill is highly expected. Expected to recommend, advice, give in form of report, letters and memos. General and strategic advices, nursing and management support. Maintain professional growth/ethical standards and self -development: SANC, Nurses day involvement, promoting the image of both nursing and hospital.

**ENQUIRIES** : Ms. EP Ntsie Tel No: (012) 725 2312  
**APPLICATIONS** : Kindly forward your application to: Odi District Hospital, Klipgat road, Mabopane, HR Section or posted to: Odi District Hospital Private Bag x509, Mabopane.0190.

**NOTE** : Applications must be submitted on form Z83, obtained from any Public Service Department. The completed and signed forms should be accompanied by a recently CV as well as certified copies of all qualifications and ID document (no copies of copies allowed. Certified copies should not be more that than six months old.

**CLOSING DATE** : 10 July 2020

**POST 16/51** : **OPERATIONAL MANAGER NURSING (SPECIALTY UNIT) REF NO: ODI/11/06/2020/02**

**SALARY** : R562 800 per annum (plus benefits)  
**CENTRE** : Odi District Hospital  
**REQUIREMENTS** : Basic R425 qualification (D4 Diploma/Degree in nursing or equivalent) and Basic R254 (Diploma in Neonatal Nursing/Advanced Midwifery and Neonatology). R254 post basic nursing qualification in Neonatal Nursing/Advanced Midwifery and Neonatology Diploma with a duration of at least one year accredited with SANC. Qualification in Management and Administration will be an added advantage. Registration with the SANC as a Professional Nurse is a statutory requirement. Current proof of registration with SANC. A minimum of 9 years appropriate/recognisable experience in nursing after registration as Professional nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/ recognisable experience in specific specialty after obtaining the 1-year post-basic qualification in the relevant specialty. Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices and how this impacts on service delivery. Ensure that the clinical nursing practices by the nursing team (area/ facility) is rendered in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Demonstrate a basic understanding of the legislative of HR, labour relations issues, financial and material resources issues. Demonstrate effective communication with patients, supervisors, other health professionals and junior colleagues, including more complex report writing when required. Display a concern for patients' safety, promoting, advocating and facilitating proper treatment and care and ensuring that the unit adheres to the principles of Batho Pele. Demonstrate basic computer literacy as a support tool to enhance service delivery.

**DUTIES** : Coordinate all clinical and nursing activities as executed by various members of the multidisciplinary team at Unit level. Manage and redress complaints received in the Unit. Conflict management and problem solving in the Unit. Willing to work after hours. Relieve/ act on behalf of the Assistant Manager.

**ENQUIRIES** : Ms. EP Ntsie Tel No: (012) 725 2312  
**APPLICATIONS** : Kindly forward your application to: Odi District Hospital, Klipgat road, Mabopane, HR Section or posted to: Odi District Hospital Private Bag x509, Mabopane.0190.

**NOTE** : Applications must be submitted on form Z83, obtained from any Public Service Department. The completed and signed forms should be accompanied by a recent CV as well as certified copies of all qualifications and ID document (no copies of copies allowed. Certified copies should not be more than six months old.

**CLOSING DATE** : 10 July 2020

**POST 16/52** : **PROFESSIONAL NURSE (SPECIALTY) GRADE 1 REF NO: ODI/11/06/2020/03**

**SALARY** : R383 226 per annum (plus benefits)  
**CENTRE** : Odi District Hospital  
**REQUIREMENTS** : Basic R425 qualification or equivalent (i.e Diploma/ Degree in nursing) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Diploma in Midwifery as qualification needed. One year post basic qualification in Child nursing science. A minimum of four years appropriate/recognisable experience in nursing after registered as a Professional Nurse with SANC in general nursing. At least one year of the period referred to above must be appropriate experience in the specified specialty after obtaining the one-year post basic qualification in the relevant specialty.

**DUTIES** : Knowledge of Nursing care procedures and nursing statutes and other relevant legal framework such as: Nursing Act, OHS, Patients' rights charter and Batho Pele Principles. Provision of optimal, holistic specialized nursing care with set standards and within a professional/ legal framework. Effective utilization of resources. Participate in training and research. Provision of support in nursing services. Maintain professional growth/ ethical/ standards and self-development (CPD). Maintain constructive working relations with other stakeholders. Multidisciplinary teamwork. Labour relations principle. Be able to work shift Day/Night. Act on behalf of Operational Manager.

- ENQUIRIES APPLICATIONS** : Ms. EP Ntsie Tel No: (012) 725 2312  
 : Kindly forward your application to: Odi District Hospital, Klipgat road, Mabopane, HR Section or posted to: Odi District Hospital Private Bag x509, Mabopane.0190.
- NOTE** : Applications must be submitted on form Z83, obtained from any Public Service Department. The completed and signed forms should be accompanied by a recently CV as well as certified copies of all qualifications and ID document (no copies of copies allowed. Certified copies should not be more than six months old.
- CLOSING DATE** : 10 July 2020
- POST 16/53** : **ASSISTANT DIRECTOR: HAST REF NO: EHD2020/06/07 (X1 POST)**  
 Directorate: Finance
- SALARY CENTRE REQUIREMENTS** : R376 596 – R443 601 per annum (plus benefits)  
 : Ekurhuleni Health District  
 : Grade 12 certificate, Accounting as a passed subject, with 5 years' experience at salary level 7, working with Conditional Grants or Financial Management. Diploma or Degree in Financial Management with a minimum of 3 years' experience at salary level 7, working with Conditional Grants or Financial Management. Knowledge of BAS, SAP, SRM and business processes management systems. Knowledge of GRAP and Financial Management processes within the public sector. Computer literacy in Ms Excel, Ms Word and Ms PowerPoint. Sound knowledge of relevant of financial prescripts (PFMA, Treasury Regulations, DoRA and any finance policy). Ability to work in a team and also independently. Good planning, organizing, presentation and communication skills (Verbal and Written). Budget forecasting skills, problem solving, decision making and ability to work effectively and efficiently at all times. Human resource management skills. Internal control and risk management skills.
- DUTIES** : Annual Conditional Grant budget preparation, MTEF forecasting, presentation and submission to key Stakeholders. Oversee the compilation and costing of HAST Business and Operational Plans. Oversee the capturing of the HAST annual Budget on the BAS system. Utilization of correct HAST SCOA allocations. Monthly and quarterly reporting to relevant stakeholders in terms of the PFMA and DoRA. Ensure compliance of Hospitals with the financial prescripts. Ensure that personnel are correctly linked under the HAST programme. Monitor the implementation of Business Plan by the Programme and Hospitals within Ekurhuleni District. Mentor and monitor hospitals on the management of HAST budget and expenditure. Offer support and training on Finance HAST operational activities. Perform scheduled and unscheduled visits to Hospitals to ensure continuity and sustainability in the management of annual HAST allocation. Give finance related support to HAST programme managers and hospitals. Effective and efficient management of transfer payment/ subsidies to contracted NPOs. Mentor and monitor NPOs' spending as per signed MoA for HAST and Mental Health programmes. Analyse the NPOs Annual Financial Statements (AFS) for HAST and Mental Health programmes. Adjudication of NPOs' funding applications as submitted to Gauteng Departments of Health. Management of reconciliations (BAS/ SAP/ Medsas/ Persal, Parking and Accommodation). Manage Human Resource of Finance, including planning and allocation of work, maintenance of discipline and the quality of work delivered by employees.
- ENQUIRIES APPLICATIONS FOR ATTENTION** : Mr. T. Musi Tel No: (011) 876 – 1700  
 : Applications 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** : 10 July 2020
- POST 16/54** : **ASSISTANT DIRECTOR: HRM REF NO: EHD2020/06/08**  
 Directorate: Human Resource Management
- SALARY CENTRE REQUIREMENTS** : R376 596 - R443 601 per annum (plus benefits)  
 : Ekurhuleni Health District: ESDR  
 : Relevant Bachelor's degrees/National Diploma with 5 years' supervisory or grade 12 with 10 years' experience in HRM. Extensive knowledge of PERSAL and HR prescripts. Computer literacy and driver's license is essential. Good

- understanding of PSCBC resolutions especially the implementation of OSD. Skills: leadership skills, Planning and organizing skills, Problem solving and communication skills and financial management skills. Ability to work under pressure. Good interpersonal relations.
- DUTIES** : Lead and manage the ESDR HR unit services. Supervise and empower the HR Staff at the sub district. Provide guidance and support to the staff. Approve and Quality assure all the transactions related to appointments, salary administration, Leave, overtime, terminations, transfer, housing allowance. Management of PILLIR for the sub district. Ensure there is good filing system at the sub district. Management of PMDS, RWOPS and payroll. Develop and implement action plans for all Auditor General Queries. Manage and coordinate the implementation of grade progression. Advice staff on all HR related issues. Manage the Recruitment and Selection for the sub district.
- ENQUIRIES APPLICATIONS FOR ATTENTION NOTE** : Ms. M Zwane Tel No (011) 876 1766  
: Applications should be Email to: [Ekurhuleni.Hr@gauteng.gov.za](mailto: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. The candidate will be indirectly reporting to the Deputy Manager Nursing of the Sub District. No S&T and resettlement allowance will be paid.
- CLOSING DATE** : 10 July 2020
- POST 16/55** : **SPEECH THERAPIST AND AUDIOLOGIST GRADE 1 REF NO: ODI/11/06/2020/04**
- SALARY CENTRE REQUIREMENTS** : R317 976 per annum (plus benefits)  
: Odi District Hospital  
: Appropriate qualification that allows for registration with HPCSA as Speech Therapist and Audiologist. Current registration with HPCSA as Speech Therapist and Audiologist.
- DUTIES** : Provide effective Speech Therapist plus Audiology services for patient's external stakeholders. In adherence of scope of practice, assessing, diagnosis and treating patients within a multidisciplinary team. Planning and problem solving appropriately. Provide counselling to patients, family and care giving, selecting, issuing and training in the appropriate use of assistive devices.
- ENQUIRIES APPLICATIONS** : Dr. R.T Motsepe Tel No: (012) 725 2439  
: Kindly forward your application to: Odi District Hospital, Klipgat road, Mabopane, HR Section or posted to: Odi District Hospital Private Bag x509, Mabopane.0190.
- NOTE** : Applications must be submitted on form Z83, obtained from any Public Service Department. The completed and signed forms should be accompanied by a recently CV as well as certified copies of all qualifications and ID document (no copies of copies allowed. Certified copies should not be more than six months old.
- CLOSING DATE** : 10 July 2020
- POST 16/56** : **DIAGNOSTIC RADIOGRAPHER- GRADE 1 REF NO: ODI/11/06/2020/05**
- SALARY CENTRE REQUIREMENTS** : R317 976 per annum (plus benefits)  
: Odi District Hospital  
: National diploma or Degree in Diagnostic Radiographer Qualification. Current registration with HPCSA as an independent diagnostic Radiographer. Grade 1: No experience required after registration with HPCSA in relevant profession. Must have completed community service as per requirements of the professional body. Computer literacy essential. Good interpersonal skills. Knowledge of Public Service legislation, policies and procedures. Knowledge of current DOH guidelines and policies governing the Health sector and Radiography profession.
- DUTIES** : Diagnostic Radiography in a 24-hour department. To participate in 24-hour roster. To produce x-ray images according to prescribed protocols, radiation control measures and medico-legal requirements. Assist in the training of Community Service Radiographers and students. Assist in the quality assurance of images. Supervise and participate in departmental quality assurance test. Participate and facilitate in CPD as required by the HPCSA. To adhere to Batho Pele principles, National core standards, quality assurance and other public service policies and act. Perform administrative duties

- including compiling statistics and performing any other duties as delegated by the supervisor.
- ENQUIRIES** : Ms. ML Mthombeni Tel No: (012) 725 2429
- APPLICATIONS** : Kindly forward your application to: Odi District Hospital, Klipgat road, Mabopane, HR Section or posted to: Odi District Hospital Private Bag x509, Mabopane.0190.
- NOTE** : Applications must be submitted on form Z83, obtained from any Public Service Department. The completed and signed forms should be accompanied by a recently CV as well as certified copies of all qualifications and ID document (no copies of copies allowed. Certified copies should not be more than six months old.
- CLOSING DATE** : 10 July 2020
- POST 16/57** : **HUMAN RESOURCE DEVELOPMENT OFFICER REF NO: ODI/11/06/2020/06**
- SALARY** : R257 508 per annum (Level 07) (plus benefits)
- CENTRE** : Odi District Hospital
- REQUIREMENTS** : A three-year Diploma/Degree in HRM/HRD with 2year's experience in HRM/HRD or related qualification with a minimum of five years' experience in training and development. Knowledge of Skill Development Act, PSA, SKLA, SAQA, NQF, NSDS, EEA, PERSAL knowledge with certificates, good communication skills, facilitation and presentation skills, problem solving and analytical skills, report writing skills and be computer literate.
- DUTIES** : Coordinate orientation and induction programme. Coordinate skills audit and training needs analysis process. Coordinate, develop and implement the workplace skill plan (WSP) and liaise with training providers. To ensure effective coordination of internal and external training programmes. To ensure effective Human Resource Development Administration such as up to date training database, management of the training budget, compile the quarterly and annual reports. Coordinate the AET programme. Submit the approved WSP/ATR for the organisation. Implement internship and experiential learnership programme. Compile and submit training report to management. Serve as a secretary and advisor during training committee meeting. Monitor implementation of PMDS system. Advice management and staff on new PMDS system. Facilitate the implementation of Employment Equity and perform any other task delegated by the relevant manager.
- ENQUIRIES** : Mr. LR Sekwele Tel No: (012) 725 2460
- APPLICATIONS** : Kindly forward your application to: Odi District Hospital, Klipgat road, Mabopane, HR Section or posted to: Odi District Hospital Private Bag x509, Mabopane.0190.
- NOTE** : Applications must be submitted on form Z83, obtained from any Public Service Department. The completed and signed forms should be accompanied by a recently CV as well as certified copies of all qualifications and ID document (no copies of copies allowed. Certified copies should not be more than six months old.
- CLOSING DATE** : 10 July 2020
- POST 16/58** : **ADMINISTRATION OFFICER: RISK MANAGEMENT REF NO: EHD2020/06/09 (X1 POST)**  
Directorate: Corporate Services
- SALARY** : R257 508 – R303 339 per annum (plus benefits)
- CENTRE** : Ekurhuleni Health District
- REQUIREMENTS** : Grade 12 certificate with 5 years' experience in Risk management, or Tertiary qualification in Risk Management, Internal Auditing, Public Management or Public Administration with 3 years' functional experience in Risk Management or auditing. Knowledge: Public Sector Risk Management Framework. Driver's license and Computer literacy essential. Written communication skills, assertiveness and presentation capabilities. One (1) years functional experience in Risk Management or auditing. Knowledge: Public Sector Risk Management Framework. The ability to create and manage a risk database. Written communication skills, assertiveness and presentation capabilities.
- DUTIES** : The incumbent will assist in monitoring and implementation of Risk Management Framework. Develop and maintain a risk and risk incident database including risk registers for the District. Extract risk information and develop risk profiles for the District and graphical reports for integrated



reporting. Assist in Monitoring and evaluate of risk movement and performance action plans trends and warning signals by maintaining key risk indicator registers for line function. Assist with secretariat functions for the risk management Committee. Assist in the marketing and publicity initiatives of the unit on risk awareness, fraud, anti-corruption, and ethics and integrity programmes. Perform all other duties that are delegated by the supervisor/manager.

**ENQUIRIES** : Ms P. Moraba Tel No (011) 876-1738  
**APPLICATIONS** : Applications should be Email to: [Ekurhuleni.Hr@gauteng.gov.za](mailto: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** : 10 July 2020

**POST 16/59** : **PROFESSIONAL NURSE GRADE 1 (GENERAL NURSING) - HPV**  
**CAMPAIGN REF NO: EHD2020/06/10**  
 (2 Months Contract)  
 Directorate: PHC

**SALARY** : Grade 1: R256 905 per annum  
**CENTRE** : Ekurhuleni Health District  
**REQUIREMENTS** : Basic R425 qualification (i.e. diploma/degree in Nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse and Midwife. Registration with the SANC as Professional Nurse and proof of current registration. Grade 1: less than 10 years relevant experience as a Professional Nurse after registration with SANC Driver's license is essential. Current proof of registration with SANC.

**DUTIES** : Provision of Health education to learners and parents about the importance of Immunizations. Conducting health screening of learners according to the integrated School Health Policy. Provision of School Based Immunization (HPV, Tetanus Toxoid) and deworming of learners. Recording and capturing of all the immunized Grade 5 and other learners.

**ENQUIRIES** : Ms K.R Monyanyedi Tel No: (011) 876 1810  
**APPLICATIONS** : Applications should be Email to: [Ekurhuleni.Hr@gauteng.gov.za](mailto: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** : 10 July 2020

**POST 16/60** : **SECRETARY TO THE CLINICAL MANAGER REF NO: ODI/11/06/2020/07**

**SALARY** : R173 703 per annum (plus benefits)  
**CENTRE** : Odi District Hospital  
**REQUIREMENTS** : Candidate must be in a possession of Grade 12 certificate. Diploma or Degree in secretarial Studies/Office Management/Office Administration and minimum 1 year recognized experience will be an advantage. Computer literacy. Good communication and writing skills with good interpersonal relation. Proficient user of Microsoft office suites and may be subjected to a test. Certificate of Microsoft package will be added advantage. Be reliable, punctual and professional. Be creative and able to use own initiative. Good telephone etiquette. Be able to prioritize and have exceptional attention to detail. Ability to handle variety of task, work under pressure and meet the tight deadlines. Prepared to go extra mile.

**DUTIES** : Overall management of the office administration function. Provide secretarial/receptionist support serves to the Clinical Manager/Family physicians. Compliance to Batho-Pele and customer care practice. Take minutes during the meetings and compile minute's files. Coordinate logistical arrangements for meetings when required. Consolidate the reports for the Clinical Directorate. Managing the office diary and arranging appointments. Receiving visitors and office management. Assist with relevant procurement of goods and service. Handle and maintain office records. Management of the Clinical Manager's to do list. Photocopying, binding and scanning of the documents.

**ENQUIRIES** : Dr. RT Motsepe Tel No: (012) 725 2436  
**APPLICATIONS** : Kindly forward your application to: Odi District Hospital, Klipgat road, Mabopane, HR Section or posted to: Odi District Hospital Private Bag x509, Mabopane.0190.

- NOTE** : Applications must be submitted on form Z83, obtained from any Public Service Department. The completed and signed forms should be accompanied by a recently CV as well as certified copies of all qualifications and ID document (no copies of copies allowed. Certified copies should not be more than six months old.
- CLOSING DATE** : 10 July 2020
- POST 16/61** : **DATA CAPTURER REF NO: ODI/11/06/2020/08**
- SALARY** : R173 703 per annum (Level 05) (plus benefits)  
**CENTRE** : Odi District Hospital  
**REQUIREMENTS** : Grade 12/Matric or equivalent with minimum of two years data capturing experience in Health environment. Minimum of six months DHIS data capturing experience. Computer literacy with extensive knowledge and proficiency in Ms Word, Ms Excel, PowerPoint, Outlook and Internet is compulsory. A valid driver's license is compulsory.
- DUTIES** : Administration, monitoring and evaluation of data: Collection, collation and analysis of data. Communicate with and guide data clerks on daily basis. Ensure that mid-night census corresponds with all patients' registers. Daily. Verify submitted data with data sources on daily, weekly and monthly basis. Prepare monthly and quarterly reports. Capturing of quality clients data and management: Capturing data on the computer (Excel Database, Web-DHIS and Easy count). Effective SOP implementation to improve data quality and completeness. Daily filing (storage) of data and information sheets. Prepare and ensure occurrence of Health Information on monthly meetings.
- ENQUIRIES** : Mr. NL Setheni Tel No: (012) 725 2489  
**APPLICATIONS** : Kindly forward your application to: Odi District Hospital, Klipgat road, Mabopane, HR Section or posted to: Odi District Hospital Private Bag x509, Mabopane, 0190.
- NOTE** : Applications must be submitted on form Z83, obtained from any Public Service Department. The completed and signed forms should be accompanied by a recently CV as well as certified copies of all qualifications and ID document (no copies of copies allowed. Certified copies should not be more than six months old. All candidates will be subjected to mandatory competency test. All candidates who previously applied are encouraged to re- apply.
- CLOSING DATE** : 10 July 2020
- POST 16/62** : **PORTER SUPERVISOR REF NO: TRH 4 /2020**  
 Directorate: Admin/Support  
 Re-Advert: Candidates who previously applied are encouraged to re-apply
- SALARY** : R145 281 per annum (Level 04)  
**CENTRE** : Tshwane Rehabilitation Hospital  
**REQUIREMENTS** : Grade 12 Certificate with 3 years' experience as a Porter or Grade 10 with more than 5 years' experience as a Porter. Basic computer literacy, Good verbal and written communication skills. Ability to work effectively in a team. Ability to work under pressure. Good communication and interpersonal skills. Meeting deadlines and setting goals. Must be physically fit to handle repetitive work.
- DUTIES** : Supervision of Porter services which includes duty scheduling, leave planning and discipline. Loading and off-loading patients from ambulances and private cars. Regular walk about to assess the state of portering services. Compile statistics for portering services, placing orders for uniforms and also ensure that all porters wear it. Monitor and ensure that oxygen gas cylinders are replaced as needed. Deal with all Porters issues that needs attention. Transporting of patients between various departments within the hospital. Ensure appropriate management of wheelchairs and stretchers. Ensure that all employees under your supervision comply with HR prescripts i.e. leave management, PMDS, Signing of attendance register. Attend meetings and give regular feedback to colleagues. Ensure that support service complies with the national core standard/ ideal hospital tool. Implement and comply with OHS prescripts and infection control in the portering services.
- ENQUIRIES** : Mr G Nkosi Tel No: (012) 354 – 6735  
**APPLICATIONS** : Applications must be send directly to: Tshwane Rehabilitation Hospital, P.O Box 23397, Gezina, 0031 OR hand deliver to Cnr Dr Savage and Soutpansberg Road, Pretoria 0001.

**NOTE**

: No faxed or emailed applications will be considered. Applications must be submitted on form Z83 fully completed, obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents). The completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). Documents to be attached is certified ID document, certified copies of qualifications, relevant council registration certificate and proof of current registration (Where applicable). (Certification should not be more than six (6) months old). Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, qualifications verification, criminal checks and credit/financial stability checks). Shortlisted candidates will be required to submit proof of Criminal Verification obtainable from the South African Police Service. The recommended candidate/s may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. Males and people with disability are encouraged to apply.

**CLOSING DATE**

: 10 July 2020

**PROVINCIAL ADMINISTRATION: KWAZULU-NATAL**  
**DEPARTMENT OF COOPERATIVE GOVERNANCE AND TRADITIONAL AFFAIRS**  
*The Department is an equal opportunity, affirmative action employer and is committed to empowering people living with disability.*



- APPLICATIONS** : To be posted to: The Chief Director, Human Resource Management and Development, Department of Cooperative Governance and Traditional Affairs, Private Bag X9078, Pietermaritzburg, 3200 Or Hand Delivered To: 330 Langalibalele Street, Pietermaritzburg.
- FOR ATTENTION** : Mr LA Nyilenda
- CLOSING DATE** : 10 July 2020 (Applications received after this date will not be accepted).
- NOTE** : Applications must be submitted on the Application for Employment Form (Z83) available from any Public Service Department and should be accompanied by a comprehensive CV together with originally certified copies of qualifications, driver's license and ID. Applicants who possess a qualification which was obtained from a non-South African University must produce SAQA evaluations when submitting their applications. Failure to comply with any instruction will disqualify applicants. Appointment is subject to a positive outcome obtained from the NIA on the following checks (Security Clearance, Qualification verification, criminal records, credit records and previous employment). Faxed or late applications will not be accepted. Should applicants not receive any response from the Department within three months of the closing date, please accept that your application was unsuccessful. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and the technical exercise, the selection committee will recommend the candidates to attend a generic management competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment tests generic management competencies using the mandated DPSA SMS competency assessment tools. The following posts are being re-advertised: Director: Disaster Management; Civil Engineer: Water (2 Posts), Civil Engineer: Mechanical/ Civil (2 posts), Deputy Director: Prosecutions and Senior Legal Administration Officer. All applicants who applied previously need to re-apply if they wish their applications to be considered.

**MANAGEMENT ECHELON**

- POST 16/63** : **CHIEF DIRECTOR: COMMUNICATIONS REF NO: 1/2020 (CC)**  
Directorate: Corporate Communications
- SALARY** : R1 251 183 - R1 495 956 per annum (All inclusive remuneration package to be structured in accordance with the rules of the Senior Management Service)
- CENTRE** : Pietermaritzburg
- REQUIREMENTS** : The ideal candidate must be in possession of an undergraduate (NQF level 7) qualification as recognised by SAQA in Communication, Public Relations, Journalism or a related qualification coupled with 5 years' experience at a senior management level in a communications environment. Furthermore the recommended candidate will be required to produce his/her SMS Pre-entry certificate as offered by the National School of Government (NSG) prior to the appointment being made. Essential Knowledge, Skills And Competencies Required: The successful candidate must have:- Knowledge of legislation (MPRA, MFMA and Municipal Systems Act) as well as relevant municipal policies and by-laws, Knowledge in interpretation, research and development of legislation, Knowledge of Public Service Act/ Regulations, Knowledge of monitoring and evaluation processes and systems, Knowledge of policy analysis, Awareness and understanding of the municipal environment, Knowledge of project management, Knowledge of Labour Relations Act, Knowledge of public administration communication strategy, Knowledge of communication with public and media, Excellent communication skills (verbal & written), Computer literacy in MS office, A valid code 8 driver's license.

- DUTIES** : The successful candidate will be required to manage communication services for the Department of Cooperative Governance and Traditional Affairs with the following key responsibilities:-Manage the communication strategy of the Department, Manage corporate communication services, Administer media management and planning, Manage a stakeholder management programme, Manage the resources of the Chief Directorate.
- ENQUIRIES** : Mr Tubane at Tel No: (033) 3952035
- POST 16/64** : **DIRECTOR: MUNICIPAL GOVERNANCE REF NO: 1/2020 (MAG)**  
Chief Directorate: Municipal Administration and Governance  
Directorate: Municipal Governance
- SALARY** : R1 057 326 - R1 245 495 per annum (All inclusive remuneration package to be structured in accordance with the rules of the Senior Management Service)
- CENTRE** : Pietermaritzburg
- REQUIREMENTS** : The ideal candidate must be in possession of an undergraduate (NQF level 7) qualification as recognised by SAQA in Law or related qualification coupled with 5 years' experience at a middle management/ senior management level in the local government environment. Furthermore the recommended candidate will be required to produce his/her SMS Pre-entry certificate as offered by the National School of Government (NSG) prior to the appointment being made. Essential Knowledge, Skills And Competencies Required: The successful candidate must have:-Knowledge of legislation, Knowledge of Legal framework of Local Government, Awareness and understanding of the municipal environment, Knowledge of conflict resolution and policy analysis, Knowledge of project management, Knowledge of research and development of legislation, Planning, conflict resolution and negotiation skills, Team development, decision making and problem solving skills, Time management and management of finance skills, Good communication skills (verbal & written), Computer literacy in MS Office, A valid code 8 driver's license.
- DUTIES** : The successful candidate will be required to regulate, monitor and support municipal governance and ensure compliance with the following key responsibilities:- Manage the establishment of municipal institutions, Ensure governance compliance, Manage informal and formal interventions and conflict resolution at municipalities, Support municipalities in respect of legal matters, Facilitate the compilation of the legislative framework, Management of resources.
- ENQUIRIES** : Mr S Duma at Tel No: (033) 3556314
- POST 16/65** : **DIRECTOR: OFFICE OF THE HOD REF NO: 1/2020 (OHOD)**  
Head of Department  
Directorate: Office Of The Head Of Department
- SALARY** : R1 057 326 - R1 245 495 per annum (All inclusive remuneration package to be structured in accordance with the rules of the Senior Management Service)
- CENTRE** : Pietermaritzburg
- REQUIREMENTS** : The ideal candidate must be in possession of an undergraduate (NQF level 7) qualification as recognised by SAQA in Public Management/ Public Administration/ Business Administration or a related qualification coupled with 5 years' experience at a middle management/ senior management level in the administrative environment. Furthermore the recommended candidate will be required to produce his/her SMS Pre-entry certificate as offered by the National School of Government (NSG) prior to the appointment being made. Essential Knowledge, Skills And Competencies Required: The successful candidate must have: Knowledge of interpretation of relevant legislation, Knowledge of municipal functions and applicable legislation, Knowledge of departmental policies and guidelines, Knowledge Public of Service Legislation, Research and policy formulation and interpretation skills, Project management and strategic planning skills, Financial management skills, Facilitation skills, Influencing & motivational skills, Generic processes skills, Good communication skills (verbal & written), Computer literacy in MS Office, A valid code 8 driver's licence.
- DUTIES** : The successful candidate will be required to provide management support to the Head of Department with the following key responsibilities: -Coordinate the strategic alliance between the Office of the HoD and the Branches to ensure service delivery, Coordinate the alignment of the Department's strategy with the activities of all the units within the Department, Monitor and ensure,

compliance with the strategic plan of the Department by the branches, Ensure the provision of executive assistance and administrative support to the HoD, Manage relationships between all stakeholders and the Office of the HoD, Manage the resources of the unit.

**ENQUIRIES** : Mr T Tubane at Tel No: (033) 3952035

**POST 16/66** : **DIRECTOR: HUMAN CAPITAL DEVELOPMENT REF NO: 1/ 2020 (HRMD)**  
Chief Directorate: Human Resource Management & Development  
Directorate: Human Capital Development

**SALARY** : R1 057 326 - R1 245 495 per annum (All inclusive remuneration package to be structured in accordance with the rules of the Senior Management Service)

**CENTRE** : Pietermaritzburg

**REQUIREMENTS** : The ideal candidate must be in possession of an undergraduate (NQF level 7) qualification as recognised by SAQA in Human Resource Management/ Human Resource Development or related qualification coupled with 5 years' experience at a middle management/ senior management level in the human resource management/ human resource development environment. Furthermore the recommended candidate will be required to produce his/her SMS Pre-entry certificate as offered by the National School of Government (NSG) prior to the appointment being made. Essential Knowledge, Skills And Competencies Required: The successful candidate must have, Understanding of relevant legislation, Understanding of Human Resource Development strategies in the public service, skills development, skills audit as well as facilitation of skills development competencies, Knowledge of project management, Awareness and understanding of cultural climate within the Public Service, Knowledge of Public Service legislation, Knowledge of health and wellness programmes, Organisational and Development as well as management skills, Leadership skills, Decision making and problem solving skills, Organizing ability, Good communication skills (written and verbal), Financial management and strategic management skills, Computer literacy in MS Office, A valid code 8 driver's license.

**DUTIES** : The successful candidate will be required to develop and implement Human Capital Development Strategies with the following key responsibilities:- Develop, implement and monitor HRD systems, Coordinate management development programmes, Manage training and development, Manage performance management and development systems, Manage the provision of employee health and wellness programmes, Manage the resources of the directorate.

**ENQUIRIES** : Adv. KL Janse van Rensburg at Tel No: (033) 3952305

**POST 16/67** : **LOCAL GOVERNMENT SPECIALIST REF NO: 1/2020 (MSDS)**  
Chief Directorate: Municipal Service Delivery Support  
Directorate: Local Government Champions

**SALARY** : R1 057 326 - R1 245 495 per annum (All inclusive remuneration package to be structured in accordance with the rules of the Senior Management Service)

**CENTRE** : Pietermaritzburg

**REQUIREMENTS** : The ideal candidate must be in possession of an undergraduate (NQF level 7) qualification as recognised by SAQA in the field of Public Administration, Municipal Governance/Administration, Social Sciences or a related qualification coupled with 5 years at a middle /senior-management level in the local government environment. Furthermore the recommended candidate will be required to produce his/her SMS Pre-entry certificate as offered by the National School of Government (NSG) prior to the appointment being made. Essential Knowledge, Skills And Competencies Required: The successful candidate must have:- Sound knowledge of relevant local government legislation and enabling prescripts, Knowledge of functioning of municipalities, Knowledge of intergovernmental and internal relations, Knowledge of Project Management principles, Ability to articulate and implement the Intergovernmental Relations Framework Act (IGFA), Municipal Finance Management Act (MFMA) and all other relevant local government legislation, Ability to nurture relationships with strategic partners (especially municipalities) within and outside of the government sector, Good planning and management skills, Strategic analysis and conflict resolution skills, Decision making and team development skills, Problem solving and project management skills, Presentation and facilitation skills, Good communication

- skills (verbal & written), Computer literacy in MS Office, A valid code 8 drivers licence.
- DUTIES** : The successful candidate will be required to manage and coordinate municipal support and COGTA programmes within the Districts with the following key responsibilities:- Implement predetermined municipal support programme objectives, Manage departmental projects regarding municipalities facing service delivery problems (Back to Basics), Provide and facilitate hands on specialist support to municipalities on local government issues and municipal support programmes (Municipal administration, governance and finance), Facilitate the planning and coordination of appropriate interventions, Refer high profile queries/ complaints regarding service delivery problems to HOD/ MEC, Compile reports on service delivery issues within the districts, Convene meetings and provide support to municipalities on municipal support service programmes, Oversee municipal performance and service delivery improvement programmes within municipalities, Manage the implementation of the MEC's activity plan, campaign plans and ministerial visits to municipalities to launch campaigns, Provide support with the development of MEC's project plans, Monitor the implementation of the municipal support programmes and campaign plans within municipalities, Ensure the compilation of reports on affected municipalities by obtaining relevant evidence, Provide feedback to all stakeholders, Liaise with relevant stakeholders with regard to municipal support programme launches/ campaigns, Provide support in facilitating the visits by MEC's to municipalities within the district, Support the MEC's during the visits by briefing them on the status of the municipal support programmes and challenges faced by municipalities, Manage administrative support functions pertaining to municipal support programmes, Provide reports timeously on status of service delivery issues, Develop and implement policies, frameworks, guidelines and toolkits, Analyse and interpret legislation and existing frameworks in respect of service delivery imperatives, Development of effective municipal performance and service delivery policies, strategies, guidelines and toolkit, Develop best practices in respect of policy matters, Ensure implementation of policies and strategies, Provide advice and guidance to management and municipalities regarding the interpretation and implementation of policies, strategies, guidelines and toolkits, Monitor and evaluate compliance with implemented policies, Report on any discrepancies with regard to compliance with all relevant stakeholders, Manage the resources of the directorate.
- ENQUIRIES** : Ms B Ally at Tel No: (033) 355 6554
- POST 16/68** : **DIRECTOR: DISASTER MANAGEMENT OPERATIONS REF NO: 2/ 2020 (DM)**  
Chief Directorate: Disaster Management  
Directorate: Disaster Management Operations
- SALARY** : R1 057 326 - R1 245 495 per annum (All inclusive remuneration package to be structured in accordance with the rules of the Senior Management Service)
- CENTRE** : Pietermaritzburg
- REQUIREMENTS** : The ideal candidate must be in possession of an undergraduate (NQF level 7) qualification as recognised by SAQA in Disaster Management/Fire Technology/ Emergency Management or a related qualification coupled with 5 years' experience at a middle management/ senior management level in the disaster management environment. Furthermore the recommended candidate will be required to produce his/her SMS Pre-entry certificate as offered by the National School of Government (NSG) prior to the appointment being made. Essential Knowledge, Skills And Competencies Required: The successful candidate must have: Sound knowledge of relevant legislation & policies, Knowledge in terms of interpretation of relevant and related legislation, Knowledge of service delivery policy, Knowledge of structure & functioning of Government, Awareness and understanding of cultural climate within the Public Service, Awareness & understanding of service delivery environment, Knowledge of project management, Team development and problem solving skills, Decision making and public participation skills, Good communication skills (verbal & written), Computer literacy in MS Office, A valid code 8 driver's licence.
- DUTIES** : The successful candidate will be required to facilitate disaster management interventions at provincial and municipal levels with the following key responsibilities: Facilitate disaster management awareness, preparedness and

capacity building, Facilitate volunteerism in all spheres of government, Facilitate disaster management emergency responses, Establish and maintain communication links between all spheres of government, manage the resources of the unit.

**ENQUIRIES** : Ms B Mgutshini at Tel No: (033) 8469003

**POST 16/69** : **DIRECTOR: INFRASTRUCTURE DEVELOPMENT REF NO: 2/2020 (MID)**  
Chief Directorate: Municipal Infrastructure  
Directorate: Infrastructure Development

**SALARY** : R1 057 326 - R1 245 495 per annum (All inclusive remuneration package to be structured in accordance with the rules of the Senior Management Service)

**CENTRE** : Pietermaritzburg

**REQUIREMENTS** : The ideal candidate must be in possession of an undergraduate (NQF level 7) qualification as recognised by SAQA in Engineering coupled with 5 years' experience at a middle/ senior management level in engineering and/or project and construction management. Furthermore the recommended candidate will be required to produce his/her SMS Pre-entry certificate as offered by the National School of Government (NSG) prior to the appointment being made. Essential Knowledge, Skills And Competencies Required: The successful candidate must have:- Knowledge and understanding of the structure and functioning of government, Knowledge of budget and cash flow management, Knowledge of project life cycle costing and cash flow management, Knowledge of infrastructure investment planning, Knowledge of relevant policies (municipal grant, infrastructure development and public service), Knowledge of supply chain management, Knowledge of labour intensive construction methodologies, Financial management skills, Decision making and team leadership skills, Conflict management, problem solving and analysis skills, Planning, presentation and leadership skills, Project management skills, Analytical and problem solving skills, Information management and reporting skills, Good communication skills (verbal & written), Computer literacy in MS Office, A valid code 8 driver's license.

**DUTIES** : The successful candidate will be required to manage and co-ordinate municipal infrastructure development with the following key responsibilities:-, Manage and facilitate municipal infrastructure development programmes and project management, Administer sustainable service delivery, Manage infrastructure finance, Manage the development and implementation of policies, Manage the resources of the Directorate.

**ENQUIRIES** : Ms A Dipa at Tel No: (033) 355 6188

**POST 16/70** : **DIRECTOR: SECTOR CO-ORDINATION AND PLANNING REF NO: 3/2020 (MID)**  
Chief Directorate: Municipal Infrastructure  
Directorate: Sector Co-Ordination And Planning

**SALARY** : R1 057 326 - R1 245 495 per annum (All inclusive remuneration package to be structured in accordance with the rules of the Senior Management Service)

**CENTRE** : Pietermaritzburg

**REQUIREMENTS** : The ideal candidate must be in possession of an undergraduate (NQF level 7) qualification as recognised by SAQA in Infrastructure Development or the built environment coupled with 5 years' experience at a middle/ senior management level in an infrastructure environment. Furthermore the recommended candidate will be required to produce his/her SMS Pre-entry certificate as offered by the National School of Government (NSG) prior to the appointment being made. Essential Knowledge, Skills And Competencies Required: The successful candidate must have:- Knowledge of service delivery & indigents policy, Knowledge of structure & functioning of departments & government, Knowledge of water and sanitation, Knowledge of energy sector, Knowledge of relevant legislation & policies, Awareness and understanding of service delivery environment, Financial management skills, Project management skills, Analytical and problem solving skills, Information management and reporting skills, Planning, presentation and leadership skills, Decision making and team leadership skills, Innovation skills, Strategic planning skills, Research skills, Good communication skills (verbal & written), Computer literacy in MS Office, A valid code 8 driver's license.

**DUTIES** : The successful candidate will be required to foster sector alignment, infrastructure planning and delivery with the following key responsibilities:-



Manage and co-ordinate water services planning support on behalf of the Department, Manage energy services planning support, Research, develop and implement water and energy strategies, new and alternative technology, Manage the reporting on water and energy services, Manage the resources of the Directorate.

**ENQUIRIES** : Ms A Dipa at Tel No: (033) 355 6188

#### **OTHER POSTS**

**POST 16/71** : **PROJECT MANAGER: PROJECT MANAGEMENT REFNO: 4/2020 (MID) (X3 POSTS)**

Chief Directorate: Municipal Infrastructure  
Directorate: Infrastructure Development

**SALARY** : R869 007 - R1 023 645 per annum (All inclusive remuneration package to be structured in accordance with the rules of the Middle Management Service)

**CENTRE** : Pietermaritzburg

**REQUIREMENTS** : The ideal candidate must be in possession of an undergraduate (NQF level 7) qualification as recognised by SAQA in built environment disciplines of Engineering or Project Management, coupled with 3 years' junior management experience in the build environment. Essential Knowledge, Skills And Competencies Required: The successful candidate must have:- Knowledge and understanding of the structure and functioning of government, Project life cycle costing and cash flow management, Knowledge of relevant (municipal grant and infrastructure development) policies, Knowledge of supply chain management, Knowledge of labour intensive construction methodologies, Financial management skills, Analytical and problem solving skills, Information management and reporting skills, Planning, presentation and leadership skills, Innovation skills, Strategic planning skills, Research skills, Good communication skills (verbal & written), Computer literacy in MS Office, A valid code 8 driver's license.

**DUTIES** : The successful candidate will be required to manage infrastructure development programmes and projects with the following key responsibilities:- Manage implementation and co-ordination of municipal infrastructure development programmes, Support municipal project management, Infrastructure project business planning, Monitoring and evaluation of infrastructure development projects, Support financial management of infrastructure development programmes, Support reporting on infrastructure development programmes, Manage district capacity building programmes, Manage the resources of the component.

**ENQUIRIES** : Ms A Dipa Tel No: (033) 355 6188

**POST 16/72** : **DEPUTY DIRECTOR: STRATEGIC RELATIONS (TRAD AFFAIRS) REF NO: 3/2020 (OHOD)**

Directorate: Office Of The Head Of Department

**SALARY** : R869 007 - R1 023 645 per annum (All inclusive remuneration package to be structured in accordance with the rules of the Middle Management Service)

**CENTRE** : Pietermaritzburg

**REQUIREMENTS** : The ideal candidate must be in possession of a National Diploma or NQF level 6 qualification as recognised by SAQA in Public Management/ Public Administration/ Business Management or a related qualification coupled with 3 years junior management experience in the administration environment. Essential Knowledge, Skills And Competencies Required: The successful candidate must have:- Knowledge of relevant legislation, Knowledge of research and development of legislation, Knowledge of legal framework of traditional institutions, Good report writing and awareness and understanding of the traditional institutions environment, Knowledge of conflict resolution, policy analysis and project management, Good report writing and secretariat skills to provide service to Exco and Manco meetings, Good communication skills (verbal & written), Good planning, conflict resolution and team development skills, Decision making, problem solving and time management skills, Good financial management skills, Computer literacy in MS Office, A valid code 8 drivers licence.

**DUTIES** : The successful candidate will be required to co-ordinate all functions of the traditional affairs branch with the following key responsibilities:- Provide strategic support and linkage between the traditional affairs branch and the Office of the

HOD, Facilitate reporting framework for all Directorates and Sub-Directorates in the Traditional Affairs Branch, Facilitate strategic alliances between the Traditional Affairs Branch and all relevant strategic partners within and outside of government, Co-ordinate outputs and outcomes of the Traditional Affairs Branch and other programmes within the Province and National level, Manage strategic meetings between the Office of the HOD and the Traditional Affairs Branch, Represent the office of the HOD in Branch strategic activities, Facilitate strategic partnerships between the Department and private sector partners, Represent the Office of the HOD in strategic forums, Seek new partnerships, Manage good communication between the Department and private partners, Provide assistance to the Branch in interactions with external stakeholders and partners, Manage follow up matters between the local government branch and all key stakeholders, Manage all correspondence relating to Traditional Institutions, to and from Cabinet, Municipal Manager's forum, Cabinet clusters, MinMec, PCC, inter-sphere and inter-departmental, Facilitate responses to and from various stakeholders, Ensure positive communication of the successes of the Branch, Facilitate the flow of information to the Branch from all stakeholders and partners via the HOD's Office, Follow up on matters emanating from traditional institutions and service providers impacting on the Department, Ensure quarterly reporting by the Traditional Affairs Branch, Monitor the performance of the Traditional Affairs Branch, Attend and provide support to the Branch MANCO, Provide assistance to the Branch in interactions with external stakeholders and partners.

- ENQUIRIES** : Mr T Tubane at Tel No: (033) 3952035
- POST 16/73** : **DEPUTY DIRECTOR: PROVINCIAL HOUSE REF NO: 3/2020 (TRA)**  
Chief Directorate: Traditional Resource Administration  
Directorate: Provincial House Secretariat Support
- SALARY** : R869 007- R1 023 645 per annum (All inclusive remuneration package to be structured in accordance with the rules of the Middle Management Service)
- CENTRE REQUIREMENTS** : Pietermaritzburg  
The ideal candidate must be in possession of a National Diploma or NQF level 6 qualification as recognised by SAQA in Public Management/ Public Administration/ Business Administration or related qualification coupled with 3 years junior management experience in the traditional institutional environment. Essential Knowledge, Skills And Competencies Required: The successful candidate must have:- Knowledge of financial management, Knowledge of relevant legislation and policies, Knowledge of programme management, Knowledge of integrated approach to service delivery, Understanding of Traditional institutional Governance, Knowledge of financial management prescripts that guide Traditional Councils, Knowledge of prescripts that guide Public sector, Planning and analytical skills, Team development and decision making skills, Presentation and leadership skills, Community development and networking skills, Organising and controlling skills, Research skills, Good communication skills (verbal & written), Computer literacy in MS Office, A valid code 8 driver's licence.
- DUTIES** : The successful candidate will be required to manage the provision of administrative and financial support to the Provincial House with the following key responsibilities:- Manage the overall functioning of the Provincial House, including all resources, Manage the provision of logistical, transport and auxiliary support services to the Provincial House, Assist in advising Municipalities on customary law, customs, traditional leadership and traditional communities within the District Municipalities, Assist in advising the District Municipalities on the development of planning frameworks and by-laws that will impact on traditional communities, Provide support to Traditional Councils, Ensure effective and efficient management of resources.
- ENQUIRIES** : Ms P Mtshali at Tel No: (033) 8975601/ 033 8975687
- POST 16/74** : **DEPUTY DIRECTOR: PROSECUTIONS REF NO: 2/2020 (MAG)**  
Chief Directorate: Municipal Administration & Governance  
Directorate: Municipal Investigations
- SALARY** : R733 257 - R863 748 per annum (All inclusive remuneration package to be structured in accordance with the rules of the Middle Management Service)
- CENTRE** : Pietermaritzburg

- REQUIREMENTS** : The ideal candidate must be in possession of a Bachelor's Degree or NQF level 7 qualification as recognized by SAQA in Law or Policing coupled with 3 years' junior management experience in prosecution of criminal and civil cases as well as National Security Clearance. Essential Knowledge, Skills And Competencies Required: The successful candidate must have:- Extensive knowledge and understanding of the Criminal Procedure Act, Prevention of Organised Crime Act, Public Service Act, Law of Evidence, the Municipal Finance Management Act and Local Government Legislation, Interpretation and application of legislation and policy skills, Decision making and problem solving skills, Skills in giving evidence in criminal, civil proceedings or litigation and disciplinary enquiries as well as commissions of enquiry, Communication skills (both written and verbal), Computer literacy in MS Office, A valid code 8 driver's license.
- DUTIES** : The successful candidate will be required to ensure implementation of forensic investigation recommendations within municipalities with the following key responsibilities: Facilitate and coordinate criminal prosecutions, Facilitate and coordinate civil recovery processes, Facilitate and coordinate disciplinary matters, Liaise with SAPS, National Prosecuting Authority and other law enforcement agencies, Analyse trends and develop policies and guidelines.
- ENQUIRIES** : Ms S Govender at Tel No: (033) 355 6234
- POST 16/75** : **ENGINEER: WATER REF NO: 5/2020 (MID) (X2 POSTS)**  
Chief Directorate: Municipal Infrastructure  
Directorate: Infrastructure Development
- SALARY CENTRE REQUIREMENTS** : R718 059 – R1 090 458 per annum (OSD)  
: Pietermaritzburg  
: The ideal candidate must be in possession of an undergraduate (NQF level 7) qualification as recognised by SAQA in Engineering or a related qualification coupled with 3 years post qualification engineering experience and a valid code 8 drivers licence. Registration with ECSA as Professional Engineer is a prerequisite. Essential Knowledge, Skills And Competencies Required: The successful candidate must have:- Sound knowledge and understanding of policy analysis, Knowledge of legislation (MPRA, MFMA, Municipal Systems Act), Knowledge of engineering design and analysis, Knowledge of research and development, Knowledge of computer-aided engineering applications, Knowledge of legal compliance, Knowledge of technical report writing, Knowledge of creating a high performance culture, Good professional judgement, Decision making and team leadership skills, Conflict management, problem solving and analysis skills, Planning, organising and presentation skills, Innovation, analytical and creativity skills, Self management and financial management skills, Customer focus and responsiveness skills, People and change management skills, Programme and project management skills, Information management and reporting skills, Good communication skills (verbal & written), Computer literacy in MS Office.
- DUTIES** : The successful candidate will be required to perform all aspects of varied innovative and complex engineering and facilitate municipal infrastructure development programmes and projects with the following key responsibilities:- Design new systems to solve practical engineering challenges, improve efficiency and enhance safety, Conduct research and development, Perform office administration and budget planning, Manage the effective utilization of resources.
- ENQUIRIES** : Ms A Dipa at Tel No: (033) 355 6188
- POST 16/76** : **ENGINEER: MECHANICAL /CIVIL REF NO: 6/2020 (MID) (X2 POSTS)**  
Chief Directorate: Municipal Infrastructure  
Directorate: Infrastructure Development
- SALARY CENTRE REQUIREMENTS** : R718 059 – R1 090 458 per annum (OSD)  
: Pietermaritzburg  
: The ideal candidate must be in possession of an undergraduate (NQF level 7) qualification as recognised by SAQA in Engineering or a related qualification coupled with 3 years post qualification engineering experience and a valid code 8 drivers licence. Registration with ECSA as Professional Engineer is a prerequisite. Essential Knowledge, Skills and Competencies Required: The successful candidate must have:- Sound knowledge and understanding of policy analysis, Knowledge of legislation (MPRA, MFMA, Municipal Systems Act), Knowledge of engineering design and analysis, Knowledge of research and

development, Knowledge of computer-aided engineering applications, Knowledge of legal compliance, Knowledge of technical report writing, Knowledge of creating a high performance culture, Good professional judgement, Decision making and team leadership skills, Conflict management, problem solving and analysis skills, Planning, organising and presentation skills, Innovation, analytical and creativity skills, Self management and financial management skills, Customer focus and responsiveness skills, People and change management skills, Programme and project management skills, Information management and reporting skills, Good communication skills (verbal & written), Computer literacy in MS Office.

**DUTIES** : The successful candidate will be required to perform all aspects of varied innovative and complex engineering and facilitate sustainable service delivery with the following key responsibilities:- Design new systems to solve practical engineering challenges and improve efficiency and enhance safety, Conduct research and development, Perform office administration and budget planning, Manage the effective utilization of resources.

**ENQUIRIES** : Ms A Dipa at Tel No: (033) 355 6188

**POST 16/77** : **SENIOR LEGAL ADMINISTRATION OFFICER REF NO: 2/2019 (LS) (X2 POSTS)**  
Directorate: Legal Services

**SALARY** : R473 820 – R1 140 828 per annum (MR6)

**CENTRE** : Pietermaritzburg

**REQUIREMENTS** : The ideal candidate must be in possession of a Bachelor's Degree or NQF level 7 qualification as recognised by SAQA in Law coupled with 8 years' appropriate post qualification legal experience in the criminal and civil courts, law of evidence, legislative drafting and knowledge of labour law. Essential Knowledge, Skills And Competencies Required: The successful candidate must have: Knowledge of English Language and legal terminology, Wide knowledge of legal subjects and fields, for example the law of contracts and delict, Knowledge of Resolution 1 of 2003, Knowledge of internet research ability, Knowledge of legislative drafting, Analytical ability to grasp context of problem skills, Ability to observe human behaviour to discern between truthfulness and lies, Drafting, training and presentation skills, Interpretation of statutes skills, Management skills, Good communication skills (verbal, written & negotiating), Computer literacy in MS Office with the ability to conduct research, A valid code 8 driver's licence.

**DUTIES** : The successful candidate will be required to render legal support services to the Department with emphasis on Traditional Affairs matters, with the following key responsibilities:- Render legal advisory services, Render legal drafting services, Render dispute resolution services, Render legal administrative services.

**ENQUIRIES** : Mr S Zondi at Tel No: (033) 395 2942

**POST 16/78** : **ASSISTANT DIRECTOR: BATHO PELE REF NO: 1/2020 (MESP)**  
Business Unit: Monitoring Evaluation and Strategic Planning  
Directorate: Strategic Planning And Service Delivery

**SALARY** : R376 396 - R454 920 per annum

**CENTRE** : Pietermaritzburg

**REQUIREMENTS** : The ideal candidate must be in possession of a National Diploma or NQF level 6 qualification as recognised by SAQA in Public Management/ Business Administration/ Human Resource Management or a related qualification coupled with 2 -3 years supervisory experience in the service delivery environment. Essential knowledge, skills and competencies required: The successful candidate must have: Knowledge of policy development and analysis, Knowledge of Batho Pele principles and project management, Knowledge of co-ordination, monitoring and evaluation mechanisms, systems and processes, Knowledge of contents of SDIPs, Good planning, facilitation and project management skills, Negotiation skills, problem solving and consultation skills, Effective organisational skills with strong leadership and management skills, Ability to communicate ideas and issues to a variety of audiences in a tactful, influential manner, Good communication skills (verbal & written), Computer literacy in MS Office, A valid code 8 drivers licence.

**DUTIES** : The successful candidate will be required to facilitate and monitor the implementation of Batho Pele/service delivery improvement initiatives with the following key responsibilities:- Facilitate and coordinate the implementation of

the Service Delivery Improvement Plans (Branch and lower), Promote awareness of the Batho Pele Principles and service standards, Participate in the Batho Pele Co-ordination Forums, Facilitate the implementation and maintenance of the Departmental and Premier's Service Excellence Awards, Facilitate the compilation and maintenance of Service Delivery Charters for business units.

**ENQUIRIES** : Ms N Mshengu at Tel No: (033) 3952644

**POST 16/79** : **PROJECT OFFICER: PROJECT IMPLEMENTATION REF NO: 1/2020 (MLEDS)**  
Chief Directorate: Municipal Local Economic Development Support  
Directorate: Project Implementation and Institutional Support

**SALARY** : R316 791 – R373 167 per annum  
**CENTRE** : Durban

**REQUIREMENTS** : The ideal candidate must be in possession of a National Diploma or NQF level 6 qualification as recognised by SAQA in Project Management/ Public Management/ Development Studies or related field coupled with 3 years' experience in the project management or local economic development environment. Essential Knowledge, Skills And Competencies Required: The successful candidate must have:- Knowledge of policy development, research and analysis, Knowledge of local government legislation, Knowledge of interpretation of relevant and related legislation, Awareness and understanding of local development programmes, Knowledge of research and analysis of data, Knowledge of monitoring and evaluation processes and systems, Knowledge of PFMA, MFMA, PSR and PSA, Project planning skills, Organizational skills including ability to prioritize work and handle multiple tasks simultaneously, Ability to conduct research, Good oral and written communication skills, Reasoning and problem solving skills as well as analytical skills, Good report writing skills, Problem solving and presentation skills, Ability to self-motivate, Time management skills to meet deadlines, People management skills, Relationship Management skills, Good communication skills (verbal & written), Computer literacy in MS Office, A valid code 8 driver's licence.

**DUTIES** : The successful candidate will be required to provide support in the implementation of LED projects/ programmes with the following key responsibilities:- Provide support to municipalities with the development, refinement, implementation and monitoring of Municipal LED policies and implementation plans, Provide support with the implementation of interventions at municipal level for the region in line with Provincial Programs and Objectives (e.g. Red Tape Reduction, RASET, Operation Phakisa), Assess implementation progress in municipalities, Provide administrative support services.

**ENQUIRIES** : Ms N Buthelezi at Tel No: (033) 8975891

**POST 16/80** : **PROJECT OFFICER: LED INSTITUTIONAL DEVELOPMENT REF NO: 2/2020 (MLEDS) (X4 POSTS)**  
Chief Directorate: Municipal Local Economic Development Support  
Directorate: Project Implementation and Institutional Support

**SALARY** : R316 791 – R373 167 per annum  
**CENTRE** : Pietermaritzburg

**REQUIREMENTS** : The ideal candidate must be in possession of a National Diploma or NQF level 6 qualification as minimum as recognised by SAQA in Town Planning /Development Planning/Development Studies/Tourism/Agriculture/Project Management or related field coupled with minimum of 2 years' experience in the urban/rural development and project management with administrative and research experience. Essential Knowledge, Skills And Competencies Required: The successful candidate must have:- Knowledge of policy preparation, research and analysis, Knowledge of local government legislation, Knowledge of Organizational skills including ability to prioritize work and handle multiple tasks simultaneously, Ability to conduct research, Good report writing skills, Problem solving and presentation skills, Self-motivated and driven skills, Skills of meeting deadlines, People management skills, Relationship Management skills, Good communication skills (verbal & written), Computer literacy in MS office, A valid code 8 driver's license.

**DUTIES** : The successful candidate will be required to render planning, monitoring, administrative support and research functions to LED Institutions Development activities of the Directorate with the following key responsibilities:- Monitor the

implementation of LED Framework in municipalities taking into account priority sectors of the Province (e.g. Agriculture, Tourism, Manufacturing, etc.) as well as potential for public private sector partnerships, Provide support in the roll out of LED support programmes in DDAs and municipalities, Assess programme implementation progress in DDAs/ Municipalities, Render administrative functions and support to the Deputy Director and the Directorate.  
Ms N Buthelezi at Tel No: (033) 8975891

**ENQUIRIES**

:

**POST 16/81**

:

**PROJECT OFFICER (CSC) REF NO: 3/2020 (MLEDS)**

Chief Directorate: Municipal Local Economic Development Support  
Directorate: Community Service Centres

**SALARY  
CENTRE  
REQUIREMENTS**

:

R316 791 – R373 167 per annum

:

Pietermaritzburg

:

The ideal candidate must be in possession of a National Diploma or NQF level 6 qualification as recognised by SAQA in Project Management/ Public Management / Built Environment or related field coupled with 3 years' experience in project management/ community development/infrastructure. Essential Knowledge, Skills And Competencies Required: The successful candidate must have:- Knowledge of business planning, Knowledge of monitoring & evaluation systems, Knowledge of CSC programmes and electronic filing, Knowledge of project management, Knowledge of interpretation of relevant and related legislation, Knowledge of research and analysis of data, Knowledge of PFMA, PSR and PSA, Analytical & innovative thinking skills, Research & facilitation skills, Strategy development skills, Report writing and presentation skills, People management skills, Relationship Management and decision making skills, Good communication skills (verbal & written), Computer literacy in MS Office, A valid code 8 driver's license.

**DUTIES**

:

The successful candidate will be required to provide technical support on community service centres infrastructure development with the following key responsibilities:- Facilitate improved community access to government centres, Facilitate the rehabilitation and maintenance of community service centres, Facilitate the operation of community service centres, Monitor and evaluate performance of Programme implementation, Manage project administration system, Apprise Project Managers on Programme progress.

**ENQUIRIES**

:

Mr D Badul at Tel No: (033) 3556480

**POST 16/82**

:

**CHIEF ACCOUNTING CLERK REF NO: 1/2019 (SCM)**

Chief Directorate: Finance  
Directorate: Financial Accounting

**SALARY  
CENTRE  
REQUIREMENTS**

:

R257 508 – R303 339 per annum

:

Pietermaritzburg

:

The ideal candidate must be in possession of a minimum National Diploma or NQF level 6 qualification as a minimum as recognised by SAQA in Asset Management or Supply Chain Management coupled with 1 years' experience in a Supply Chain Management Environment or a Senior Certificate coupled with 3 years' experience in a Supply Chain Management Environment Essential Knowledge, Skills And Competencies Required: The successful candidate must have: Sound knowledge of procurement and payments systems, policies and procedures, Sound knowledge of PFMA and Treasury Regulations, SCM and other prescripts, Functional knowledge of BAS, Good planning, decision making and problem solving skills, Ability to develop the unit into a team, Numeracy skills, Good communication skills (verbal & written), Computer literacy in MS Office, A valid code 8 drivers license.

**DUTIES**

:

The successful candidate will be required to provide credit management services with the following key responsibilities:., Verify documents for payment, Administer the processing of payments, Administer creditors control registers, Facilitate the financial reconciliation and reporting thereof, Exercise control of staff.

**ENQUIRIES**

:

Ms Y Joyi at Tel No: (033) 355 3085

## DEPARTMENT OF HEALTH

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

### OTHER POSTS

- POST 16/83** : **HEAD: CLINICAL UNIT (ANAESTHESIA) GRADE 1 REF NO: HCUANESTH/1/2020**
- SALARY** : R1 728 807 per annum (An all-inclusive flexible remuneration package) is payable to the successful candidate who will be required to enter into a permanent employment contract, as well as complete a Performance' Agreement with the Manager of the post. The incumbent must be prepared to do commuted overtime.
- CENTRE REQUIREMENTS** : Inkosi Albert Luthuli Central Hospital  
: Tertiary Qualification equivalent to MBChB. Registration with HPCSA as Medical Specialist in Anaesthesia plus current registration with the HPCSA as a Medical Specialist - Anaesthesia. Five years post registration experience as a Medical Specialist – Anaesthesia. Evidence of administrative and management experience in academic and clinical roles in an anaesthetic department. Knowledge, Skills, Training and Competence Required: An in-depth knowledge of the functioning of the Anaesthesia Department. The applicant will be expected to manage anaesthesia in a wide range of areas including areas of their special interest, as well as areas of need. Ability to perform appropriate specialised procedures, such as ultrasound guided regional blocks and vascular access, fiberoptic intubations, and front of neck access for airways management. Preoperative assessment, intra-operative management and postoperative care of patients undergoing anaesthesia. Proven academic capabilities and training experience Sound knowledge of management and human resources. Sound knowledge of current health and Public Service legislation and policy. Ability to work within a team, to supervise teams and junior staff, and be supervised. Stress tolerance. Ability to adapt and to respond timeously to changing work environments. Self-confidence. Capacity to build and maintain relationships Good communication skills. Leadership and decision making skills. Knowledge of conflict resolution and disciplinary procedures. To be a professional and promote professionalism in the field of anaesthesia
- DUTIES** : Assist the acting Head of Anaesthesia with the overall administration and management of the anaesthetics department, conducting of clinics, operating theatre lists and consultations with other disciplines. Drawing up of protocols and guidelines for perioperative patient management. Performance of procedures relevant to anaesthesia. Supervision and/or participation in post and undergraduate training. Participation in the academic programs of the department of Anaesthesia. Conducting and supervising relevant local research including regular audits and quality improvement projects, and participation in national and international collaborative trials. Liaising with the hospital management and other agencies to ensure the efficient provision of clinical Anaesthesia services at IALCH. Providing consultative/support services to peripheral institutions as part of the department's outreach program.
- ENQUIRIES APPLICATIONS** : Dr S Bechan Tel No: (031) 240 1798/ 1804/1762  
: All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the entrance to the Management Building at IALCH or posted to Private Bag X03, Mayville 4058.
- NOTE** : An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website [www.kznhealth.gov.za](http://www.kznhealth.gov.za). Certified copies of ID documents, matric certificate, educational qualifications, certificates of service and professional registration certificates (not copies of certified copies) and proof of current registration must be submitted together with your CV. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g. ref APRO/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. Please note that the selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual

Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Please Note That Due To Financial Constraints, There Will Be No Payment Of S&T Claims.

- CLOSING DATE** : 10 July 2020
- POST 16/84** : **HEAD CLINICAL UNIT (UROLOGY) GRADE 1 REF NO: MAD 07/2020 (X1 POST)**
- SALARY** : Grade 1: R1 728 807 – R1 834 890 per annum. The all-inclusive package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules, 18% inhospitable of basic salary plus fixed commuted overtime.
- CENTRE REQUIREMENTS** : Madadeni Provincial Hospital  
: MBCHB degree or equivalent qualification PLUS FC (Urology) and MMed Urology, Registration certificate with HPCSA as a Medical Specialist (Urology), Current registration with HPCSA as a Medical Specialist (2020 Receipt), A minimum of 3 years' experience after registration with HPCSA as a Medical Specialist (Urology), Proof of current and previous work experience endorsed by HR (Certificate of service). Knowledge, Skills and Competencies required: - Knowledge of appropriate specialist procedures and protocols within the field of expertise, Knowledge of legislative prescripts governing the public service, Human Resource management, financial management and general administrative skills, control of budget, monitoring expenditure and project management. Computer literacy in MS Outlook, Excel, Word and PowerPoint. Report writing, Presentation and teaching skills. Strategic capability and leadership skills. Problem solving, Project management and change management. Concern for Excellency, courtesy and interpersonal skills. Awareness of cross-cultural differences.
- DUTIES** : Render efficient and cost effective Urology clinical services to patients managed by Madadeni Hospital and its drainage sites. Support all other disciplines to render quality Intensive Care Unit clinical services. Deliver effective and efficient administration of the Urology department. Plan and partake in the training of staff including Nurses, Clinical Support relevant clinical research and clinical trials. Provide clinical leadership, guidance and expertise in management of urology theatre cases. Conduct out –patient specialist clinics and in-patient consultation services and provide expert opinion where required. Provide vision, strategic direction and inspire employees to deliver excellent quality health services. Manage the performance of allocated human resources. Ensure that working environment complies with Health and Safety Act, Staff adheres to the safety precautions and that staff is maintained to attain optimal productivity. Formulate and manage protocols in accordance with Department of Health policies that will have a positive impact on staff and ensure that staff is aware and adhere to protocols. Compile medium and long term expenditure framework and implement fiscal control measures on an on-going basis. Provide measures and guidance on quality assurance to comply with set quality standards as laid out in the legislated norms and standards, including clinical protocols, clinical audits, patient safety incidents, mortality and morbidity reports. Generate reports, plan, presentations, and perform other administrative duties attached to this position. Improve management of referrals. Maintain clinical, Professional and ethical standards.
- ENQUIRIES APPLICATIONS** : Dr H.A Hlela Tel No: (034) 328 8007  
: All applications should be posted to: The Recruitment Officer, Madadeni Hospital, Private Bag x6642, Newcastle, 2940.
- FOR ATTENTION NOTE** : The Recruitment Officer  
: The contents of this Circular Minute must be brought to the notice of all eligible officers and employees on your establishment of all Institutions. Institutions must notify all candidates who qualify for post in this circular minute even if they are absent from their normal places of work to apply. Direction to Candidates: the following documents must be submitted: Application for Employment form (Z83) which is obtainable from any Government Department OR from the website - [www.kznhealth.gov.za](http://www.kznhealth.gov.za). The application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of Qualifications and Identity document – not copies of certified copies. The reference number must be indicated in the column provided on the form Z83



and on the back of the envelope, e.g. MAD 01/2016. NB: Failure to comply with the above instructions will be disqualify applicants. Person with disabilities should feel free to apply for the post. The appointment is subject to positive outcome obtained from the NIA the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verification). Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualification Authority (SAQA) to their applications. Non –RSA Citizens /Permanent Residents/Work permits holders must submit documentary proof together with their Applications. Due to the large number of applications, receipt of applications will not be acknowledged. However, correspondence will be limited to shortlisted candidates only. Please note that due to financial constraint no S&T claims will be considered for payment to the candidates that are invited for an interview.

- CLOSING DATE** : 17 July 2020
- POST 16/85** : **MEDICAL SPECIALIST NEUROLOGY REF NO:**  
**MEDSPECNEUROLOGY/1/2020 (X1 POST)**  
Department: Neurology Dept.
- SALARY** : Grade1: R1 106 040 per annum (all-inclusive salary package) excluding Commuted Overtime.  
Grade 2: R1 264 623 per annum (all-inclusive salary package) excluding commuted overtime  
Grade 3: R1 467 651 per annum (all-inclusive salary package) excluding commuted overtime
- CENTRE REQUIREMENTS** : Inkosi Albert Luthuli Central Hospital  
: Current registration as a Specialist in Neurology with the Health Professions Council of South Africa. Must be in possession of an FCN (Neurology) qualification. Academic Experience Required – **Grade 1:** The applicant will have completed his/her training, obtained the specialist examination and be registered with the Health Professions Council of South Africa as Medical Specialist. Experience: Not applicable. **Grade 2:** Five (5) years appropriate experience as a Medical Specialist after Registration with HPCSA as a Medical Specialist in a normal speciality (Neurology). **Grade 3:** Ten (10) years appropriate experience as a Medical Specialist after registration with HPCSA as a Medical Specialist in a normal speciality (Neurology). Curriculum Vitae stating teaching and research experience as well as listing publications must be provided.
- DUTIES** : The duties will include the care of both inpatients and outpatients, training registrars, training undergraduates and postgraduate students (bedside teaching and formal lectures), on-call duty providing expert opinion when required, maintaining necessary discipline over staff under one's control and conducting, assisting and stimulating research. The incumbent has to maintain satisfactory clinical, professional and ethical standards related to all services provided. Duties also include participating in the Outreach Programme which will require travel to other hospitals in the province. Administrative duties will include participation in the day-to-day running of the ward, outpatient clinics, neurophysiology laboratory, registrar guidance in preparation of case presentation and liaison with other departments in work-related matters. The successful candidate will be expected to develop a special interest. Attendance and participation in the academic programme of the department is a requirement. Participate in overtime services as required by the Department.
- ENQUIRIES APPLICATIONS** : Prof Bhigjee at Tel No: (031) 240 2359  
: All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the entrance to the Management Building at IALCH or posted to Private Bag X03, Mayville 4058.
- NOTE** : An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website [www.kznhealth.gov.za](http://www.kznhealth.gov.za). Certified copies of ID documents, matric certificate, educational qualifications, certificates of service and professional registration certificates (not copies of certified copies) and proof of current registration must be submitted together with your CV. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g. ref APRO/1/2006. Please note

that failure to comply with the above instructions will disqualify applicants. Please note that the selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Please Note That Due To Financial Constraints, There will be no payment of S&T Claims.

- CLOSING DATE** : 10 July 2020
- POST 16/86** : **MEDICAL SPECIALIST – RADIOLOGY REF NO: MEDSPECRAD/1/2020 (X1 POST)**  
Department: Radiology
- SALARY** : Grade1: R1 106 040 per annum (all-inclusive salary package) excluding Commuted Overtime.  
Grade 2: R1 264 623 per annum (all-inclusive salary package) excluding commuted overtime.  
Grade 3: R1 467 651 per annum (all-inclusive salary package) excluding commuted overtime.
- CENTRE REQUIREMENTS** : Inkosi Albert Luthuli Central Hospital  
Specialist qualification in Diagnostic Radiology. Current registration with the Health Professions Council of South Africa as a Specialist Radiologist. **Grade 1** Grade I requires appropriate qualification plus registration with the Health Professions Council of South Africa as a Medical Specialist in a normal Speciality (Radiology). Registrars who have completed their training may also apply on condition that their appointment will be subject to them submitting documentary evidence of registration with the Health Professions Council of South Africa. **Grade 2:** Five (5) years' experience after registration with the Health Professions Council of South Africa as a Medical Specialist in a normal Speciality (Radiology). **Grade 3:** Ten (10) years' experience after registration with the Health Professions Council of South Africa as a Medical Specialist in a normal Speciality (Radiology). Eighteen months post registration experience as a Specialist Radiologist will be an advantage. Knowledge, Skills, Training and Competencies: Sound knowledge and experience in Diagnostic Radiologist.-Mammography Experience Necessary. Ability to teach and supervise junior staff. Middle management skills. Research principles. Good administrative, leadership, decision making and communication skills. Computer Literacy. The incumbent must be prepared to do commuted overtime.
- DUTIES** : Provide specialist radiology including mammography service to all departments at Inkosi Albert Luthuli Central Hospital. Maintain clinical, professional and ethical standards related to these services. To perform, interpret and report radiological procedures and studies. Provide after hour care in accordance with the commuted overtime contract. Training and supervision of medical officers and registrars in radiology working in the department. Provide expert opinion where required and consult with specialists on radiological procedures. Participate in the Quality Improvement Programmes of the Department. Conduct, Participate and assist in research.
- ENQUIRIES APPLICATIONS** : Dr K Amod Tel No: 031) 240 1960  
All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the entrance to the Management Building at IALCH or posted to Private Bag X03, Mayville 4058.
- NOTE** : An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website [www.kznhealth.gov.za](http://www.kznhealth.gov.za). Certified copies of ID documents, matric certificate, educational qualifications, certificates of service and professional registration certificates (not copies of certified copies) and proof of current registration must be submitted together with your CV. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g. ref APRO/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. Please note that the selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual

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

- CLOSING DATE** : 10 July 2020
- POST 16/87** : **MEDICAL SPECIALIST REF NO: MEDSPECPLAST/1/2020 (X1 POST)**  
Department: Plastics and Reconstructive Surgery
- SALARY** : Grade1: R1 106 040 per annum (all-inclusive salary package) excluding Commuted Overtime.  
Grade 2: R1 264 623 per annum (all-inclusive salary package) excluding commuted overtime  
Grade 3: R1 467 651 per annum (all-inclusive salary package) excluding commuted overtime)
- CENTRE REQUIREMENTS** : Inkosi Albert Luthuli Central Hospital  
: Applicants must be registered as a Specialist Plastic & Reconstructive Surgeon with the Health Professions Council of South Africa with prior surgical experience **Grade 1:** No experience required. **Grade 2** Five (5) Years appropriate experience as a Medical Specialist after registration with the HPCSA as a Medical Specialist (Plastic & Reconstructive Surgeon). **Grade 3:** Ten (10) Years appropriate experience as a Medical Specialist after registration with the HPCSA as a Medical Specialist (Plastic & Reconstructive Surgeon). Knowledge, Skills, Training and Competencies: The following will serve as an advantage: Clinical knowledge and experience of treating plastic surgery patients. Knowledge of current health and public service legislation, regulations and policy. Good communication, decision making and clinical skills. In addition, you should have one of the following Advanced Trauma Life Support (ATLS) Advanced Cardiac Life Support (ACLS) Advanced Paediatric Life Support (APLS).
- DUTIES** : The appointee will be required to perform plastic & reconstructive surgery operations expected of a junior specialist, attend to administration matters, outpatient duty and "on call duties when he/she will field urgent referrals and be required to take the appropriate action regarding these. He/she would also do ward rounds and teaching of undergraduate and postgraduate Medical Students.
- ENQUIRIES APPLICATIONS** : Prof A Madaree Tel No: (031) 2401171  
: All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the entrance to the Management Building at IALCH or posted to Private Bag X03, Mayville 4058.
- NOTE** : An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website [www.kznhealth.gov.za](http://www.kznhealth.gov.za). Certified copies of ID documents, matric certificate, educational qualifications, certificates of service and professional registration certificates (not copies of certified copies) and proof of current registration must be submitted together with your CV. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g. ref APRO/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. Please note that the selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Please note that due to financial constraints, there will be no payment of S&T claims.
- CLOSING DATE** : 10 July 2020
- POST 16/88** : **MEDICAL SPECIALIST REF NO: MEDSPECOPHTHALM/1/2020 (X2 POSTS)**  
Department: Ophthalmology
- SALARY** : Grade1: R1 106 040 per annum (all-inclusive salary package) excluding Commuted Overtime.

		Grade 2: R1 264 623 per annum (all-inclusive salary package) excluding Commuted Overtime.
		Grade 3: R1 467 651 per annum (all-inclusive salary package) excluding Commuted Overtime.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Inkosi Albert Luthuli Central Hospital
	:	Tertiary Qualification in an appropriate Health Science. Applicants must be currently registered as a Specialist Ophthalmologist with the Health Professions Council of South Africa. Registrars who have completed their training may also apply on condition that their appointment will be subject to them submitting documentary evidence of registration with the Health Professions Council of South Africa. <b>Grade 1:</b> Experience: Not applicable. <b>Grade 2:</b> 5 years appropriate experience as a Medical Specialist after registration with HPCSA as a Medical Specialist in a normal speciality (Ophthalmology). <b>Grade 3:</b> Experience: 10 years appropriate experience as a Medical Specialist after registration with HPCSA as a Medical Specialist in a normal speciality (Ophthalmology Knowledge Skills, Training and Competencies Required Broad knowledge of working in an Ophthalmology Department. Good communication and supervisory skills. Appropriate specialist procedures and protocol within the field of expertise. Assessment, diagnosis and management of patients within field of expertise. HR management skills. Stress tolerance. Ability to work within a team. Self-confidence. Capacity to build and maintain relationships.
<b><u>DUTIES</u></b>	:	Manage designated areas of responsibility of the ophthalmology department. Conduct general ophthalmology clinics and perform ophthalmic surgery. Supervision of post graduate and undergraduate training. Participate in the academic programme & perform research of the Department Ophthalmology, Nelson R Mandela Medical School.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Dr Linda Visser, Dept of Ophthalmology Tel No: (031)-2604341
	:	All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the entrance to the Management Building at IALCH or posted to Private Bag X03, Mayville 4058.
<b><u>NOTE</u></b>	:	An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website <a href="http://www.kznhealth.gov.za">www.kznhealth.gov.za</a> . Certified copies of ID documents, matric certificate, educational qualifications, certificates of service and professional registration certificates (not copies of certified copies) and proof of current registration must be submitted together with your CV. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g. ref APRO/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. Please note that the selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Please note that due to financial constraints, there will be no payment of S&T claims.
<b><u>CLOSING DATE</u></b>	:	10 July 2020
<b><u>POST 16/89</u></b>	:	<b><u>ASSISTANT DIRECTOR: PHARMACEUTICAL SERVICES REF NO: PCHC 04/2020</u></b>
<b><u>SALARY</u></b>	:	R897 936 per annum. Benefits: All inclusive package (This package consists of 70% basic salary and 30% flexible portion)
<b><u>CENTRE REQUIREMENTS</u></b>	:	KZN Health -Phoenix Community Health Centre
	:	Standard10/Senior certificate/Grade 12 plus Bachelor Degree in Pharmacy, Registration certificate with South African Pharmacy Council(SAPC) as a Pharmacist, Proof of current registration with SAPC as a pharmacist(registration card plus proof of payment of annual fees for 2020/2021 receipt),Minimum of five years(5) experience after registration with SAPC as a Pharmacist, Certificate of service to prove current and previous work experience endorsed by Human Resource, Recommendations: Computer Literacy, Valid Drivers License: Knowledge, Skills, Training, attributes and abilities: Knowledge of public sector pharmacy, as well as

relevant acts, regulations, District Health System, EML, good pharmacy practice, policies and procedures, the national Drug policy, Sound understanding of procurement reforms and the CCMDD program, Sound knowledge of legislation relating to pharmaceutical practice in South Africa, Sound knowledge of the District Health System and National Drug Policy, Good communication, leadership, motivational, decision-making, team building, ethical, operational, professional and supervisory skills, Knowledge of the principles, functioning and operation of a PTC and Anti-microbial stewardship, Knowledge of Human Resource Management, staff training and development and financial management, Commitment to service excellence, together with innovative and analytical thinking based on sound ethical and legal principles, Effective, planning, organizational, managerial and interpersonal skills, Computer literacy,(MS WORD,MS EX CEL,MS POWER POINT and MS Outlook) as well as knowledge and experience in RX Solution.

**DUTIES**

: Provision of pharmaceutical services in accordance with legislation and provisions of the national drug policy, Dispense pharmaceuticals as well as ARV medicines and perform standby/on-call when necessary, Implementation of good pharmacy Practice Rules, Ensure optimal utilization and sound management of human resources as well ensure optimal safety and security of pharmaceuticals in the institution, Management of procurement, storage, distribution and use of pharmaceuticals In the institution to ensure that stock out of essential medication is avoided. Ensure extensive control of pharmaceutical services in all depth of the CHC including drug supply management to attached clinics and outreach programs. Ensure formulation of standard operating procedures and protocols and monitor adherence by staff. Ensure that the institution has a functional drug and therapeutic committee together with the medical manager. Ensure that the institution has a functional antibiotic stewardship committee and participation by all pharmacy staff together with the medical manage. Identify training needs of the pharmacy staff and facilitate access to appropriate training and development. Identify and facilitate the procurement of pharmaceutical equipment as per the standard operational norms of a CHC. Development and implementation of quality improvement projects in pharmacy. Participate in all institutional committee meetings as per appointment by the institutional manager.

**ENQUIRIES APPLICATIONS**

: Dr B.C Badripersad Tel No: (031)-538 0806  
 : Application to be forwarded to: The Human Resource Manager, Phoenix Community Health Centre, Private Bag x007, Mt Edgecombe, 4300.

**FOR ATTENTION NOTE**

: Mr VS Mtshali  
 : Direction to candidate: The following documents must be submitted, Application for employment form (Z83), which is obtainable as any Government Department or from website – www.kznhealth.gov.za. Original signed Z83 must be accompanied by a detailed CV and originally recently certified copies of highest educational qualification/s (not copies of certified copies) of required educational qualifications set out in the advertisement plus certified I.D copy, Updated Curriculum Vitae. Application must be submitted on or before closing date. The reference number must be indicated in the column provided on the form Z83 e.g. PCHC 03/2019. Failure to comply with the above instruction will disqualify applications. Please note that due to the number anticipated, applications will not acknowledge. Correspondence will be limited to short listed candidate only. NB: African Male are encouraged to apply

**CLOSING DATE**

: 10 July 2020

**POST 16/90**

: **DEPUTY MANAGER NURSING REF NO: PCHC 03/2020**

**SALARY**

: R843 618 per annum. Benefits: All inclusive package (This package consists of 70% basic salary and 30% flexible portion)

**CENTRE REQUIREMENTS**

: KZN Health -Phoenix Community Health Centre  
 : Standard10/Senior certificate/Grade 12 plus Basic R425 qualification – Diploma/Degree in Nursing or equivalent qualification that allows registration with South African Nursing Council (SANC) as a Professional Nurse. Certificate of registration with SANC as a Professional Nurse. Current registration with SANC as a Professional Nurse (2020 SANC receipt). Experience: A minimum of 9 years appropriate/recognizable experience in nursing after registration as Professional Nurse with SANC in General Nursing. At least 4 years of the period referred to above must be appropriate/recognizable experience at managerial level. Certificate of service stamped by HR and proof of current/previous employers stamped and signed by HR must be attached.

Recommendations: One year post basic qualification in in Clinical Nursing Science, Health Assessment, Treatment and Care (PHC). Degree or Diploma in Nursing Administration / Management accredited with SANC. Knowledge, Skills, Training, attributes and abilities: Demonstrate in depth knowledge and understanding of health related Acts, nursing statutory regulations and guidelines, and other relevant legal framework i.e. Nursing Act and Regulations, Code of Ethics, Professional Practice of the South African Nursing Council, Mental Health Act, Occupational Health & Safety Act, Patients Right Charter, Batho Pele Principles, Public Service Regulations, Grievance and Disciplinary Procedure. Good communication, report writing and facilitation, leadership, analytical skills, organizational decision making and problem solving skills, interpersonal skills, diplomacy, etc. Good human relations displaying a concern for patients, promoting and advocating proper treatment and care. Including willingness and awareness to respond to patients needs. Good Financial and Human Resource management.

**DUTIES**

: To provide Leadership and facilitate Strategic Planning, Policy Planning, Develop and implementation. To exercise overall control over Nursing Care, including information and implementation of Nursing Programs, Execution and Evaluation thereof. To execute duties and function with proficiency, in support of aims and strategic objectives of this facility and of the Department of Health. To demonstrate facility's commitment to quality nursing care and ensure compliance with National Core Standards. Facilitate and oversee the development of nursing operational/business plans to give strategic direction by managing and coordinating the activities of the component. To ensure control of the selection recruitment and development Nursing Staff. To ensure control of Disciplinary matters, grievances and Labour issues in the nursing department. Advocate and ensure the promotion of nursing ethos and professionalism. Plan, manage, coordinate, monitor and evaluate service delivery. Facilitate cost control in the utilization of both human and material resources. Advise CHC Manager and Management team on norms and standards of Nursing Practices. Ensure Systems and Processes are in place to support implementation of objectives. Facilitate clinical workshops and meeting to update Nursing Staff. Ensure compliance with relevant legislation legislations including OHS Act. Submit verbal and written reports timeously to the CHC Manager. Coordinate, Facilitate and implement Quality Improvement Initiatives and Good Governance Ensure compliance with statistics collection and adherence to data management principles of the KZN DOH by the nursing component. Provide professional, technical and management support for the provision of quality patient care through proper management of nursing care programs.

**ENQUIRIES APPLICATIONS**

: Dr B.C Badripsad Tel No: (031) 538 0806  
 : Application to be forwarded to: The Human Resource Manager, Phoenix Community Health Centre, Private Bag x007, Mt Edgecombe 4300

**FOR ATTENTION NOTE**

: Mr VS Mtshali  
 : Direction to candidate: The following documents must be submitted, Application for employment form (Z83), which is obtainable as any Government Department or from website – www.kznhealth.gov.za. Original signed Z83 must be accompanied by a detailed CV and originally recently certified copies of highest educational qualification/s (not copies of certified copies) of required educational qualifications set out in the advertisement plus certified I.D copy, Updated Curriculum Vitae. Application must be submitted on or before closing date. The reference number must be indicated in the column provided on the form Z83 e.g. PCHC 03/2019. Failure to comply with the above instruction will disqualify applications. Please note that due to the number anticipated, applications will not acknowledge. Correspondence will be limited to short listed candidate only. NB: African Male are encouraged to apply

**CLOSING DATE**

: 10 July 2020

**POST 16/91**

: **MEDICAL OFFICER (PSYCHIATRIC) (GRADE 1-3) REF NO: MAD 06/2020 (X2 POSTS)**

**SALARY**

: Grade 1: R821 205 – R884 670 per annum  
 Grade 2: R938 964 – R1 026 693 per annum  
 Grade 3: R1 089 693 – R1 362 366 per annum  
 The all-inclusive package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules, 18% inhospitable of basic salary plus fixed commuted overtime.

<b><u>CENTRE</u></b>	:	Madadeni Provincial Hospital
<b><u>REQUIREMENTS</u></b>	:	MBChB degree or equivalent qualification plus, proof of current registration with HPSCA (2020 Receipt). Certificate of current registration with HPCSA as a Medical Practitioner. Proof of current and previous work experience endorsed by HR (Certificate of Service). Experience: Medical Officer <b>Grade 1</b> : No experience required from South African qualified employees. One (1) year relevant experience after registration as a Medical Practitioner with a recognized foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Medical Officer <b>Grade 2</b> : Five (5) years' relevant experience as Medical Officer after registration with the HPCSA as a Medical Practitioner. Six (6) years' relevant experience after registration as a Medical Practitioner with a recognized foreign health professional council in respect of foreign-qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Medical Officer <b>Grade 3</b> : Ten (10) years' relevant experience as Medical Officer after registration with the HPCSA as a Medical Practitioner. Eleven (11) years' relevant experience after registration as a Medical Practitioner with a recognized foreign health professional council in respect of foreign-qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Knowledge, Skills and Competencies required: Sound broad knowledge of general psychiatric principles and practice, knowledge of basic ethical principles, knowledge of Mental Health Care Act No.17 of 2000, Knowledge of National Core Standards, Knowledge of Batho Pele principles.
<b><u>DUTIES</u></b>	:	Perform ward rounds in Mental Health Care wards, Participate in overtime activities of the department, Participate actively in departmental teaching meetings and hospital CPD meetings, Supervise interns and junior colleagues, Assist with collection of clinical data and participate in clinical audits and morbidity and mortality meetings, Participate in research, Knowledge to provide care and rehabilitation in relation to the relevant section of MHCA in the general psychiatric, forensic and prisoners with mental illness. Use of bi-psychosocial knowledge and skills in assessment, care and treatment of MHCU.
<b><u>ENQUIRIES</u></b>	:	Dr. V.N Khanyile Tel No: (034) 328 8000
<b><u>APPLICATIONS</u></b>	:	All applications should be posted to: The Recruitment Officer, Madadeni Hospital, Private Bag x6642, Newcastle, 2940.
<b><u>FOR ATTENTION</u></b>	:	The Recruitment Officer
<b><u>NOTE</u></b>	:	The contents of this Circular Minute must be brought to the notice of all eligible officers and employees on your establishment of all Institutions. Institutions must notify all candidates who qualify for post in this circular minute even if they are absent from their normal places of work to apply. Direction to Candidates: the following documents must be submitted: Application for Employment form (Z83) which is obtainable from any Government Department OR from the website - <a href="http://www.kznhealth.gov.za">www.kznhealth.gov.za</a> . The application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of Qualifications and Identity document – not copies of certified copies. The reference number must be indicated in the column provided on the form Z83 and on the back of the envelope, e.g. MAD 01/2016. NB: Failure to comply with the above instructions will be disqualify applicants. Person with disabilities should feel free to apply for the post. The appointment is subject to positive outcome obtained from the NIA the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verification). Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualification Authority (SAQA) to their applications. Non –RSA Citizens /Permanent Residents/Work permits holders must submit documentary proof together with their Applications. Due to the large number of applications, receipt of applications will not be acknowledged. However, correspondence will be limited to shortlisted candidates only. Please note that due to financial constraint no S&T claims will be considered for payment to the candidates that are invited for an interview.
<b><u>CLOSING DATE</u></b>	:	17 July 2020
<b><u>POST 16/92</u></b>	:	<b><u>MEDICAL OFFICER (ORTHOPAEDICS) (GRADE 1-3) REF NO: MAD 05/2020 (X3 POSTS)</u></b>
<b><u>SALARY</u></b>	:	Grade 1: R821 205 – R884 670 per annum Grade 2: R938 964 – R1 026 693 per annum

Grade 3: R1 089 693 – R1 362 366 per annum

The all-inclusive package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules, 18% inhospitable of basic salary plus fixed commuted overtime.

**CENTRE  
REQUIREMENTS**

: Madadeni Provincial Hospital  
: MBChB degree or equivalent qualification plus, proof of current registration with HPSCA (2020 Receipt). Certificate of current registration with HPCSA as a Medical Practitioner. Proof of current and previous work experience endorsed by HR (Certificate of Service). Experience: Medical Officer **Grade 1**: No experience required from South African qualified employees. One (1) year relevant experience after registration as a Medical Practitioner with a recognized foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Medical Officer **Grade 2**: Five (5) years' relevant experience as Medical Officer after registration with the HPCSA as a Medical Practitioner. Six (6) years' relevant experience after registration as a Medical Practitioner with a recognized foreign health professional council in respect of foreign-qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Medical Officer **Grade 3**: Ten (10) years' relevant experience as Medical Officer after registration with the HPCSA as a Medical Practitioner. Eleven (11) years' relevant experience after registration as a Medical Practitioner with a recognized foreign health professional council in respect of foreign-qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Knowledge, Skills and Competencies required: Sound knowledge of clinical and patient management skills, human resource management, information management and quality assurance programs. Current health and public service legislation, regulation and medical ethics, Good communication skills.

**DUTIE**

: Clinical/and administrative duties/ responsibilities for the respective sections. Implement quality standards and practices and treatment protocol to ensure correct and effective Management of patients. Examination, Diagnosis and Treatment of patients in Orthopaedic clinic and wards. To identify health care needs and communicate these to seniors for development of policies, methods and procedures. Facilitation of staff training and on-going medical education, after hour's participation in call rosters. Active involvement in the pre-operative assessment of patients, assist senior doctors during operations, Active participation in handling of minor orthopaedic procedures.

**ENQUIRIES  
APPLICATIONS**

: Dr. SPB Khetsi Tel No: (034) 328 8000  
: All applications should be posted to: The Recruitment Officer, Madadeni Hospital, Private Bag x6642, Newcastle, 2940.

**FOR ATTENTION  
NOTE**

: The Recruitment Officer  
: The contents of this Circular Minute must be brought to the notice of all eligible officers and employees on your establishment of all Institutions. Institutions must notify all candidates who qualify for post in this circular minute even if they are absent from their normal places of work to apply. Direction to Candidates: the following documents must be submitted: Application for Employment form (Z83) which is obtainable from any Government Department OR from the website - [www.kznhealth.gov.za](http://www.kznhealth.gov.za). The application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of Qualifications and Identity document – not copies of certified copies. The reference number must be indicated in the column provided on the form Z83 and on the back of the envelope, e.g. MAD 01/2016. NB: Failure to comply with the above instructions will be disqualify applicants. Person with disabilities should feel free to apply for the post. The appointment is subject to positive outcome obtained from the NIA the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verification). Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualification Authority (SAQA) to their applications. Non –RSA Citizens /Permanent Residents/Work permits holders must submit documentary proof together with their Applications. Due to the large number of applications, receipt of applications will not be acknowledged. However, correspondence will be limited to shortlisted candidates only. Please note that due to financial constraint no S&T claims will be considered for payment to the candidates that are invited for an interview.

**CLOSING DATE**

: 17 July 2020



**POST 16/93** : **MEDICAL OFFICER (ACCIDENT & EMERGENCY DEPARTMENT INCORPORATING THE THUTHUZELA CARE CENTRE) (GRADE 1-3) REF NO: MAD 08/2020 (X1 POST)**

**SALARY** : Grade 1: R821 205 – R884 670 per annum  
Grade 2: R938 964 – R1 026 693 per annum  
Grade 3: R1 089 693 – R1 362 366 per annum  
The all-inclusive package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules, 18% inhospitable of basic salary plus fixed commuted overtime.

**CENTRE REQUIREMENTS** : Madadeni Provincial Hospital  
: MBChB degree or equivalent qualification plus, proof of current registration with HPSCA (2020 Receipt). Certificate of current registration with HPCSA as a Medical Practitioner. Proof of current and previous work experience endorsed by HR (Certificate of Service). Experience: Medical Officer **Grade 1**: No experience required from South African qualified employees. One (1) year relevant experience after registration as a Medical Practitioner with a recognized foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Medical Officer **Grade 2**: Five (5) years' relevant experience as Medical Officer after registration with the HPCSA as a Medical Practitioner. Six (6) years' relevant experience after registration as a Medical Practitioner with a recognized foreign health professional council in respect of foreign-qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Medical Officer **Grade 3**: Ten (10) years' relevant experience as Medical Officer after registration with the HPCSA as a Medical Practitioner. Eleven (11) years' relevant experience after registration as a Medical Practitioner with a recognized foreign health professional council in respect of foreign-qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Knowledge, Skills and Competencies required: Sound clinical skills and knowledge in General Medicine especially Emergency Medicine/ Management of gender-based violence and sexual assault, Sound knowledge of legal framework surrounding GBV and sexual assault/ Forensic investigation and documentation of such cases. Candidates are advised to have a working knowledge on the integrated training manuals regarding GBV and sexual assault. Basic of emergency medicine, Good interpersonal skills, Sound Assessment, Diagnostic and Management skills, Knowledge and skills care.

**DUTIES** : Clinical/and administrative duties/ responsibilities for the respective sections. Implement quality standards and practice and treatment protocol to ensure correct and effective management of patients. Examination, Diagnosis and Treatment of patients in Thuthuzela Care Centre, and the emergency department as per workload demands. Perform medico-legal/forensic examinations on victims of gender- based violence and assault. Application of general medical principles of care to patients and relatives. Facilitation of staff training and on-going Medical Education. Ability to work with people outside of the medical sphere, such as police, NPA and NGO's involved in the holistic care of this subset of patients. After hours participation in call roster.

**ENQUIRIES APPLICATIONS** : Dr. Y Mahomed Tel No: (034) 328 8000  
: All applications should be posted to: The Recruitment Officer, Madadeni Hospital, Private Bag x6642, Newcastle, 2940.

**FOR ATTENTION NOTE** : The Recruitment Officer  
: The contents of this Circular Minute must be brought to the notice of all eligible officers and employees on your establishment of all Institutions. Institutions must notify all candidates who qualify for post in this circular minute even if they are absent from their normal places of work to apply. Direction to Candidates: the following documents must be submitted: Application for Employment form (Z83) which is obtainable from any Government Department OR from the website - [www.kznhealth.gov.za](http://www.kznhealth.gov.za). The application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of Qualifications and Identity document – not copies of certified copies. The reference number must be indicated in the column provided on the form Z83 and on the back of the envelope, e.g. MAD 01/2016. NB: Failure to comply with the above instructions will be disqualify applicants. Person with disabilities should feel free to apply for the post. The appointment is subject to positive outcome obtained from the NIA the following checks (security clearance, credit records, qualification, citizenship and previous experience employment

verification). Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualification Authority (SAQA) to their applications. Non –RSA Citizens /Permanent Residents/Work permits holders must submit documentary proof together with their Applications. Due to the large number of applications, receipt of applications will not be acknowledged. However, correspondence will be limited to shortlisted candidates only. Please note that due to financial constraint no S&T claims will be considered for payment to the candidates that are invited for an interview.

- CLOSING DATE** : 17 July 2020
- POST 16/94** : **MEDICAL OFFICER GRADE 1/2/3 REF NO: HRM 23/2020 (X1 POST)**  
Directorate: Dept. of Paediatrics
- SALARY** : Grade 1: R821 205 – R884 670 per annum (All inclusive salary package)  
Grade 2: R938 964 – R1 026 693 per annum (All-inclusive package)  
Grade 3: R1 089 693 – R1 362 366 per annum (all inclusive package)
- CENTRE REQUIREMENTS** : King Edward VIII Hospital (KEH)  
: MBCHB degree or equivalent qualification PLUS registration certificate with the HPCSA as an Independent Medical Practitioner PLUS current registration with the HPCSA (2020/2021). **Grade 1:** None to less than 5 years after registration with the HPCSA as an Independent Medical Practitioner. **Grade 2:** 5 years to less than 10 years' experience after registration with the HPCSA as an Independent Medical Practitioner. **Grade 3:** 10 years or more after registration with the HPCSA as a Medical Practitioner. Recommendation: Computer Literacy Knowledge, Skills, Training And Competencies Required: Proven clinical care for Pediatrics and neonatology and after hours care, Undertake procedures as well as supervising and assisting medical officers and interns, To train and guide fellow Medical officers, Interns and Students, Assist with the maintenance of the standards of care and implementation of the Quality Improvement Program through clinical audits, clinical case presentations and attend clinical meeting, Ability to ensure that the national and provincial protocols are adhered to.
- DUTIES** : Diagnose and initiate management of Pediatric patients and neonates, Provide care for inpatients and outpatients in the Pediatrics, Diagnostic and therapeutic procedures, Supervise junior medical staff and assist in administrative tasks, Participate in representative meetings with the relevant unit, Participate in academic training programs aligned to the Department of Pediatrics and Child Health, University of Kwa Zulu Natal, Perform after-hours service with overtime duties, Be aware of the District referral system.
- ENQUIRIES APPLICATIONS** : Dr. S. Ramji Tel No: (031) 360 3854  
: All applications must be addressed to the Human Resources Manager, and should be placed in the red application box situated next to the ATM in the Admin building or posted to Private Bag X02, Congella, 4013.
- NOTE** : An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website [www.kznhealth.gov.za](http://www.kznhealth.gov.za). Certified copies of ID documents, Std 10, educational qualifications, certificates of service and professional registration certificates (not copies of certified copies) and proof of current registration must be submitted together with your CV. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g. ref APRO/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. Please note that the selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. This Hospital is an equal opportunity, affirmative action employer whose aim is to promote representatively in all levels of all occupational categories in the Hospital. Persons with disabilities and African males are encouraged to apply. Please note that other race groups are also not restricted from applying) Please note that due to financial constraints, there will be no payment of S&T Claims.
- CLOSING DATE** : 10 July 2020

<b><u>POST 16/95</u></b>	:	<b><u>MEDICAL OFFICER REF NO: MO GERIATICS/1/2020 (X1 POST)</u></b> Department: Geriatrics
<b><u>SALARY</u></b>	:	Grade 1: R821 205 per annum (All Inclusive Salary Package) excluding Commuted Overtime. Grade 2: R938 964 per annum (All-inclusive Salary Package) excluding Commuted Overtime. Grade 3: R1 089 693 per annum (All-inclusive Salary Package) excluding Commuted Overtime.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Inkosi Albert Luthuli Central Hospital and DFR MBCHB Degree Registration with the Health Professions Council of South Africa as Medical Practitioner. Current registration as Medical Practitioner with HPCSA. Completion of Community Service. Experience: <b>Grade 1:</b> No Experience required from South African qualified employees. Must be registered as an independent medical practitioner with the HPCSA. One year relevant experience after registration as a Medical Practitioner with a recognised foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. <b>Grade 2:</b> 5 years appropriate experience as a Medical Officer after Registration with HPCSA as a Medical Practitioner. Six years relevant experience after registration as a Medical Practitioner with a recognised foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. <b>Grade 3:</b> 10 year's appropriate experience as a Medical Officer after Registration with HPCSA as a Medical Practitioner. Eleven years relevant experience after registration as a Medical Practitioner with a recognised foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Knowledge Skills And Experience Required: Sound clinical knowledge in Internal medicine with ability to manage medical emergencies. Knowledge of ethical medical practice, including the assessment of competence, advanced directives and elder abuse. Ability to assess, diagnose and manage older in-patients and out-patients in geriatric medicine with a special emphasis on the assessment of cognitive and physical function, management of chronic non-communicable diseases, multimorbidity and prevention and rehabilitation.
<b><u>DUTIES</u></b>	:	Examination, diagnosis and management of patients and discharge planning. Performance of commuted overtime. Facilitation of staff and undergraduate training and on-going medical education. Participation in quality improvement imperatives (morbidity and mortality meetings, clinical audits). Performance of research. Contribution to the Department's academic program. Be part of a multi-disciplinary team. Participate in outreach programs.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Prof B Cassim Tel No: (031) 2604246/4537 All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the entrance to the Management Building at IALCH or posted to Private Bag X03, Mayville 4058.
<b><u>NOTE</u></b>	:	An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website <a href="http://www.kznhealth.gov.za">www.kznhealth.gov.za</a> . Certified copies of ID documents, matric certificate, educational qualifications, certificates of service and professional registration certificates (not copies of certified copies) and proof of current registration must be submitted together with your CV. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g. ref APRO/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. Please note that the selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Please note that due to financial constraints, there will be no payment of S&T claims.
<b><u>CLOSING DATE</u></b>	:	10 July 2020

<b><u>POST 16/96</u></b>	:	<b><u>ASSISTANT MANAGER NURSING (CRITICAL CARE, TRAUMA, RENAL UNIT AND BURNS REF NO: NGWE 23/2020)</u></b>
<b><u>SALARY</u></b>	:	R614 991 – R633 432 per annum. 8% Rural Allowance, 13 <sup>th</sup> cheque, Housing Allowance (Employee must meet prescribed requirements) Medical Aid (Optional)
<b><u>CENTRE REQUIREMENTS</u></b>	:	Ngwelezana Tertiary Hospital Senior Certificate (Grade 12), National Diploma or Degree in General Nursing. A post basic qualification in Critical Care or Trauma Nursing. A minimum of 10 years appropriate or recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. A minimum of 6 years of the period referred above must be appropriate/ recognizable experience in critical care, trauma, renal unit and burns after obtaining post basic qualification in critical care, trauma nursing. A minimum of 3 years recognizable working experience at management level. Proof of working experience endorsed by Human Resource Department. Advanced knowledge and skills of nursing care processes and procedures, nursing statutes and other relevant legal framework. Strong interpersonal, communication and presentation skills. Ability to make independent decisions, problem solving and conflict resolution. Ability to prioritize issues and other work related matters and to comply with time frames. High level of accuracy. Insight into the public health sector strategies and priorities including nursing strategy, standard procedure and policies pertaining to nursing care. Basic computer skills.
<b><u>DUTIES</u></b>	:	Provide effective and professional leadership in clinical governance to ensure clinical accountability and quality patient care. Provide a safe therapeutic environment that allows for the practice of safe nursing care as laid by the Nursing Act, Occupational Health and Safety Act and all other applicable prescripts. Demonstrate effective communication with patients supervisors other health professionals and junior colleagues including complex report writing as required. Display a concern for patients, promoting, advocating and facilitating proper treatment and care and ensuring that the unit adheres to the principles of Batho Pele. Develop and implement quality assurance programs, policies, operational plan, standard operating procedures and guidelines for the unit. Improve quality care through reduction of patient complaints and waiting times. Promote quality of nursing care as directed by the professional scope practice and standards as determined by the institution and other regulating bodies. Develop/ establish and maintain constructive working relationship with nursing and other stakeholders. Ensure that infection control and prevention policies are implemented in the unit. Manage and supervise effective utilization of all the resources e.g. human, financial material. Develop, monitor and evaluate staff in terms of EPMDS. Exercise control over discipline, grievance and all labour relations issues. Perform both clinical and administrative duties as required. Attend to meetings and workshop as directed. Serve as a paymaster for unit pay point. Adhere to correct channels of communication as per the hospital organogram. Perform other duties as assigned by the supervisor and hospital management. Ensure implementation of NCS, Ideal hospital and other departmental initiatives including provincial priorities.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms R.M Sithole Tel No: (035) 901 7258
<b><u>FOR ATTENTION NOTE</u></b>	:	Please forward application quoting the reference number to The Human Resource Department, Ngwelezana Hospital, Private Bag X20021, Empangeni, 3880 or hand delivered to Ngwelezana Hospital, Human Resource Department, 1 <sup>st</sup> Floor Admin Block Mr MP Zungu Application must be submitted on the Application for Employment Form (Form Z.83), which is obtainable at any Government Department or from the website – <a href="http://www.kznhealth.gov.za">www.kznhealth.gov.za</a> must accurately completed and signed. Reference Number must be indicated in the column provided on the form Z.83, Comprehensive Curriculum vitae, certified copies of identity document, educational qualifications and professional registration certificates - not copies of certified copies. Persons with disabilities should feel free to apply for the post. Applicants in possession of a foreign qualification must attach an evaluation/verification certificate from the South African Qualifications Authority (SAQA) or other regulating bodies to their applications. Non- RSA Citizens/Permanent Resident/ Work Permit holders must submit a documentary proof together with their applications. This Department is an equal opportunity, affirmative action employer, whose aim is to promote

representatively in all levels of all occupational categories in the Department. The appointment is subject to positive outcome obtained from the NIA to the following checks: security clearance, credit records, qualification, citizenship and previous experience verifications. Failure to comply with the aforementioned instructions will result to your application being disqualified. 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.

- CLOSING DATE** : 10 July 2020 (Late applications will not be accepted)
- POST 16/97** : **OPERATIONAL MANAGER NURSING: SPECIALTY NURSING STREAM PN-B3- HEMATOLOGY REF NO: OPMAN (SPEC NUBS) HAEM/1/2020**  
Department: Hematology
- SALARY** : R562 800 per annum plus 13<sup>th</sup> cheque, Housing Allowance: Employee must meet prescribed requirements. Medical Aid: optional.
- CENTRE** : Inkosi Albert Luthuli Central Hospital
- REQUIREMENTS** : Degree/Diploma in General Nursing (R425 qualification or equivalent) plus 1 year post basic qualification (R212) as required above. Current registration with SANC as General Nurse and Midwife and in required field as indicated above. A minimum of 9 years appropriate recognizable experience in nursing after registration as a Professional Nurse with the SANC in General nursing is required. At least 5 years of this period must be appropriate/recognizable experience in the specific specialty after obtaining the 1-year post- basic qualification in the Hematology Nursing specialty. Knowledge, Skills, Training and Competencies Required: Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices. Possess communication skills for dealing with patients, supervisors and other members of the multi-disciplinary team including the writing of reports when required. Good human relations; displaying a concern for patients, promoting and advocating proper treatment and care including a willingness and awareness to respond to patient's needs and expectations. Demonstrate ability to provide support and guidance within the unit. Basic understanding of HR and Financial policies and practices. Demonstrate working knowledge of the hospital information system to enhance quality in the service delivery. Demonstrate basic computer literacy as a support tool to enhance service delivery. Ability to plan and organize own work, time and that of support personnel to ensure proper nursing care in the unit. Demonstrate high aptitude in working in stressful environment.
- DUTIES** : Work as part of a multi-disciplinary team to ensure good nursing care. Provide guidance and support in management of Hematology patients in various sub-specialties. Ensure that all programs related good child-health are implemented. Ensure cost -effective, equitable and efficient high quality patient care. Perform a quality comprehensive clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the legislative framework and National Core Standards. Ensures compliance with ideal hospitals outputs and Office of Health Standard Compliance. Perform duties within the ambit of legal framework as required by the profession. Ensure compliance to professional and ethical practice. Work effectively and amicably at supervisory level with persons of diverse intellectual, cultural, racial or religious differences. Perform duties as delegated by the supervisor and relief duties of the Assistant Manager-Nursing's office as requested.
- ENQUIRIES** : Miss NO Mkhize Tel No: (031) 240 1063
- APPLICATIONS** : All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the entrance to the Management Building at IALCH or posted to Private Bag X03, Mayville 4058.
- NOTE** : An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website [www.kznhealth.gov.za](http://www.kznhealth.gov.za). Certified copies of ID documents, matric certificate, educational qualifications, certificates of service and professional registration certificates (not copies of certified copies) and proof of current registration must be submitted together with your CV. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g. ref APRO/1/2006. Please note

that failure to comply with the above instructions will disqualify applicants. Please note that the selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Please note that due to financial constraints, there will be no payment of S&T claims.

- CLOSING DATE** : 10 July 2020
- POST 16/98** : **OPERATIONAL MANAGER (MOPD, ACUTE DISEASE AND OPHTHALMIC) (GRADE 1) REF NO: PCHC 05/2020**
- SALARY** : R562 800 per annum. Benefits: 13<sup>th</sup> Cheque, home owner allowance, and Medical aid optional (Employee must meet prescribed policy requirements)
- CENTRE** : Phoenix Community Health Centre
- REQUIREMENTS** : Senior certificate/Matric or equivalent plus Degree/Diploma in General Nursing and Midwifery plus 1 year post basic qualification in Primary Health Care. Current registration with SANC as a General Nurse, Midwifery and Primary Health Care Nursing. Current SANC receipt (2020) as Professional & PHC Nurse. A minimum of 9 years appropriate/recognizable experience in nursing after registration as Professional nurse with SANC in General nursing at least 5 years must be appropriate/recognizable experience after obtaining the one year post basic qualification in PHC. Proof of experience and certificate of service from current/previous employers must be stamped, signed and endorsed by Human Resource must be attached. Recommendations: Computer literacy. Skills, Attributes and Abilities required: Knowledge of nursing care processes and procedures nursing statures and other relevant legal frameworks such as: occupational Health and safety, Patients right charter, Batho Pele Principles, Labour Relations Act, Grievance Procedure etc. Financial and budgetary knowledge pertaining to the relevant resources under management. Insight into procedures and policies pertaining to nursing care. Leadership, organizational, decision making and solving abilities within the limit of the public sector and institutional policy framework. Interpersonal skills including public relations, negotiating, conflict handling and counselling skills.
- DUTIES** : Ensure implementation of comprehensive Primary Health Care package and quality nursing services. Participate actively NSC and ideal Clinic committees and ensure implementation of standards. Work as a part of multidisciplinary team to ensure good nursing care. Ensure effective control of financial, material and human resources. Demonstrate effective communication with patients, community and with multidisciplinary team. Participate in the analysis and formulation of nursing policies and procedures. Provide direct and indirect supervision of all staff within the institution. Monitor implementation and performance of NCD's indicators on daily, weekly and monthly basis. Participate in mortality and morbidity committee and ensure improvement in patient care. Ensure that all staff is orientated, mentored and developed to provide quality patient care. Ensure monitoring, management and control of absenteeism. Ensure that all patients are nursed in a safe and therapeutic environment. Ensure that discipline and professionalism is instilled and maintained. Participate in activities aimed at fully integrating all services to the main stream of health care services within the sub district.
- ENQUIRIES** : Ms PN Ngcobo (Assistant Manager Nursing) Tel No: (031)-538 0808
- APPLICATIONS** : Application to be forwarded to: The Human Resource Manager, Phoenix Community Health Centre, Private Bag x007, Mt Edgecombe, 4300
- FOR ATTENTION** : Mr VS Mtshali
- NOTE** : Direction to candidate: The following documents must be submitted, Application for employment form (Z83), which is obtainable as any Government Department or from website – [www.kznhealth.gov.za](http://www.kznhealth.gov.za). Original signed Z83 must be accompanied by a detailed CV and originally recently certified copies of highest educational qualification/s (not copies of certified copies) of required educational qualifications set out in the advertisement plus certified I.D copy, Updated Curriculum Vitae. Application must be submitted on or before closing date. The reference number must be indicated in the column provided on the form Z83 e.g. PCHC 02/2018. Failure to comply with the above instruction will disqualify applications. Please note that due to the number anticipated, applications will not be acknowledged. Correspondence will be limited to short listed candidate only. NB: African Male are encouraged to apply.

**CLOSING DATE** : 17 July 2020

**POST 16/99** : **OPERATIONAL MANAGER NURSING (PHC) GR1 REF NO: GLEN 02 /2020 (X1 POST)**  
Component: Glenhills Clinic

**SALARY** : R562 800 per annum Plus 8% rural allowance. Benefits 13<sup>th</sup> Cheque, home owner's allowance, and Medical aid optional (Employee must meet prescribed conditions)

**CENTRE** : Ilembe Health District Office

**REQUIREMENTS** : Grade 12 (Senior certificate) Standard 10/or (Vocational National Certificate), Degree/Diploma in General Nursing Plus (1) year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care (PHC) plus current registration with SANC as General Nurse and Primary Health Care plus a minimum of 9 years appropriate/ recognizable nursing experience after registration as General Nurse of which 5 years must be appropriate/ recognizable experience after obtaining the one year post basic qualification in Primary Health Care. Good report writing and time management skills, understanding of nursing legislation, ethical nursing practices and how these impacts on service delivery. Ability to provide mentorship, team building, supervisory skills and coaching to his/her subordinates. Good communication, interpersonal relations, counseling, conflict management skills and decision making. Knowledge of all applicable legislations such as Nursing Acts, Mental Act, OH&S Act, Batho Pele Principles and Patients' Rights Charter, Labour Relations Act, Grievance Procedures and Finance policies etc. Leadership, organizational, decision making and problem solving skills, conflict handling and counseling. Co-ordination and planning skills, Ability to assist in formulation of patient care related policies. Proof of previous and current work experience (certificate/s of service) endorsed and stamped by HR Office must be Attached. Recommendation Valid Code EB Driver's license (Code8).

**DUTIES** : Implementation of Quality Improvement Plan. Conduct patient satisfaction survey and waiting times for the clinics. Ensure adequate control and allocation of Human and Material resources. Facilitate that the clinic has functional clinic committee and ensures community participation. Plan and monitor utilization of budget to ensure that the clinic functions within the allocated budget. Supervise and monitor staff performance according to EPMDs. Deal with disciplinary and grievance matters including monitoring and managing absenteeism. Facilitate provision of clinical services, educational services and be involved in medical research. Evaluate and monitor compliance with clinical protocols norms and standards within the clinic. Analyze and interpret statistic including PHC Programme indicators. Participate in Operation Sukuma Sakhe Programme. Facilitate the realization and maintenance of Ideal Clinic Programme and National Core Standards in the facility. Support PHC re-engineering by ensuring that outreach teams are functional. Coordinate and manage the provision of the services to manage COVID 19 pandemic.

**ENQUIRIES** : Mrs R. Bhagwandin (Operational Manager: PHC Supervisor) Tel No: (032) 437 3600

**APPLICATIONS** : Please forward applications for the attention of: Human Resource Department: The District Director, Ilembe Health District Office, Private Bag X10620, Stanger, 4450.

**NOTE** : Directions to Candidates: The following documents must be submitted, Application for employment form (Z83), which is obtainable at any Government Department or form website-[www.kznhealth.gov.za](http://www.kznhealth.gov.za) Originally signed Z83 must be accompanied by a detailed CV and originally recently certified copies of highest educational qualification/s (not copies of certified copies) of required educational qualifications set out in the advertisement plus certified I.D Copy, Updated Curriculum Vitae. Applications must be submitted on or before the closing date. The reference number must be indicated in the column provided on the form Z83 e.g. SHAK 01/2019.NB: Failure to comply with the above instruction will disqualify applicants. Please note that due to the number of applications anticipated, applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not been contacted within two months after the closing date of the advertisement, please accept that your application was unsuccessful. The appointment is subject to positive outcome obtained from NIA to the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verifications and verification from the company Intellectual

Property (CIPC). The Department reserves the right not to fill the post (s). This Department is an equal opportunity, affirmative employer, whose aim is to promote representivity in all levels of all occupational categories in the Department. Persons with disabilities should feel free to apply for the post.

**CLOSING DATE**

: 17 July 2020

**POST 16/100**

: **ASSISTANT MANAGER NURSING (GENERAL WARDS) REF NO: MS/11/2020 (X1 POST)**  
Re-Advertisement

**SALARY**

: R562 800 per annum. Other benefits plus 13<sup>th</sup> cheque (Medical Aid (Optional) Home Owner Allowance (Employee must meet prescribed requirements) & 12% Rural Allowance

**CENTRE REQUIREMENTS**

: Mseleni Hospital  
: Matric certificate/Grade 12 Diploma/Degree in Nursing or equivalent qualification that allows registration with SANC as a Professional Nurse and Midwifery Minimum of eight (08) years appropriate/recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing and Midwifery. At least three (3) years of the period referred above must be appropriate/recognizable experience at management level. NB Proof of previous and current work experience (Certificate of Service/s) endorsed and stamped by HR must be attached. Knowledge, Skills and Competencies Knowledge of South African Nursing Council (SANC) rules and regulations Decision making and problem solving skills Conflict Management and negotiation skills Demonstrate effective communication with patients, supervisors, other health professionals and junior colleagues including more complex report writing when required. Work as part of a multi-disciplinary team at unit level to ensure good nursing care by nursing team. Leadership, organizational, decision making and problem solving skills Report writing skills, and time management skills, Good communication, interpersonal relations, counseling and conflict management skills. Ability to formulate patient care related policies Knowledge of Public Service Policies, Acts and Regulation Knowledge on HIV/AIDS plus TB programmes.

**DUTIES**

: Ensure co-ordination of various clinical and support services that so that functions are performed within a multi-disciplinary approach to allow for total patient care. Contribute to the development of clinical management guidelines and protocols for management of patients and ensure acceptable level of care within available resources Formulate and monitor operational plan which is online with the strategic plan of the hospital and department Assist in the implementation of priority programmes e.g National Core Standards Monitor and maintain standards set by accreditation bodies Formulate programmes and projects and ensure implementation thereof Executes duties and functions with proficiency within the prescripts of all applicable legislation and support the aims and objectives of the institution Monitor and maintain standards set by the accreditation bodies Evaluate patients care programmes from time to time and make proposals for improvement that is supported by strong work ethics Ensure effective and efficient utilization of all resources allocated to in the unit Ensure implementation and maintenance of clinical competencies and to ensure that scientific principles of nursing processes are maintained Provide expert advices concerning clinical management of patients.

**ENQUIRIES APPLICATIONS**

: Mrs. T.R Sibisi Tel No: (035) 574 1004  
: should be forwarded to: The Assistant Director HRM Mseleni Hospital, P.O Sibhayi, 3967.

**NOTE**

: The following documents must be submitted: Application for employment form (Z.83) which is obtainable from any government Department or from website- [www.kznhealth.gov.za](http://www.kznhealth.gov.za) Certified copy of highest educational qualifications – not copies of certified copies Curriculum Vitae Certified ID copy The reference number must be indicated in the column provided on the form Z.83 e.g. reference number MS/01/2018 NB: Failure to comply with above instructions with disqualify applicants The appointment is subject to positive outcome obtained from the NIA to the following checks: (security checks, credit records, qualification, citizenship and previous experience verifications) Please note that due to the large number of applications anticipated, applicants will not be acknowledge, however, they will be advised of the outcome of their applicants, in due course If notification of an interview is not received within three (3) months after the closing date, candidates my regards their application an unsuccessful. The Department will not be liable where applicants use incorrect



/no reference Number (s) on their applications. (This Department of an interview is an equal opportunity, affirmative action employer, whose, aim is to promote representatively in all levels of all occupational categories in the Department).

- CLOSING DATE** : 16 July 2020
- POST 16/101** : **OPERATIONAL MANAGER NURSING: SPECIALTY NURSING STREAM PN-B3- ONCOLOGY NURSING SCIENCE REF NO: OPMAN (SPEC NURS) OPTHAL/1/2020**  
Department: Ophthalmology
- SALARY** : R562 800 per annum plus 13<sup>th</sup> cheque, Housing Allowance: Employee must meet prescribed requirements. Medical Aid: optional
- CENTRE** : Inkosi Albert Luthuli Central Hospital
- REQUIREMENTS** : Degree/Diploma in General Nursing (R425 qualification or equivalent) plus 1 year post basic qualification (R212) as required above. Current registration with SANC as General Nurse and Midwife and in required field as indicated above. A minimum of 9 years appropriate recognizable experience in nursing after registration as a Professional Nurse with the SANC in General nursing is required. At least 5 years of this period must be appropriate/recognizable experience in the specific specialty after obtaining the 1-year post- basic qualification in the Ophthalmology Nursing specialty. Knowledge, Skills, Training and Competencies Required: Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices. Possess communication skills for dealing with patients, supervisors and other members of the multi-disciplinary team including the writing of reports when required. Good human relations; displaying a concern for patients, promoting and advocating proper treatment and care including a willingness and awareness to respond to patient's needs and expectations. Demonstrate ability to provide support and guidance within the unit. Basic understanding of HR and Financial policies and practices. Demonstrate working knowledge of the hospital information system to enhance quality in the service delivery. Demonstrate basic computer literacy as a support tool to enhance service delivery. Ability to plan and organize own work, time and that of support personnel to ensure proper nursing care in the unit. Demonstrate high aptitude in working in stressful environment.
- DUTIES** : Work as part of a multi-disciplinary team to ensure good nursing care. Provide guidance and support in management of Ophthalmology patients. Ensure that all programs related oncology and palliative care are implemented. Ensure cost -effective, equitable and efficient high quality patient care. Perform a quality comprehensive clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the legislative framework and National Core Standards. Ensures compliance with ideal hospitals outputs and Office of Health Standard Compliance. Perform duties within the ambits of legal framework as required by the profession. Ensure compliance to professional and ethical practice. Work effectively and amicably at supervisory level with persons of diverse intellectual, cultural, racial or religious differences. Perform duties as delegated by the supervisor and relief duties of the Assistant Manager-Nursing's office as requested.
- ENQUIRIES** : Miss NO Mkhize Tel No: (031) 240 1063
- APPLICATIONS** : All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the entrance to the Management Building at IALCH or posted to Private Bag X03, Mayville 4058.
- NOTE** : An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website [www.kznhealth.gov.za](http://www.kznhealth.gov.za). Certified copies of ID documents, matric certificate, educational qualifications, certificates of service and professional registration certificates (not copies of certified copies) and proof of current registration must be submitted together with your CV. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g. ref APRO/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. Please note that the selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual

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

- CLOSING DATE** : 10 July 2020
- POST 16/102** : **ULTRASONOGRAPHER GR 1, 2 & 3 REF NO: MS/10/2020 (X1 POST)**  
Re-Advertisement
- SALARY** : Grade 1: R395 703 per annum  
Grade 2: R466 119 per annum  
Grade 3: R549 006 per annum  
Other benefits plus 13<sup>th</sup> cheque (Medical Aid (Optional) Home Owner Allowance (Employee must meet prescribed requirements) &12% Rural Allowance
- CENTRE REQUIREMENTS** : Mseleni Hospital  
: Matric /Grade 12 certificate National Diploma/Degree in Radiography (Ultrasound) Registration certificate with HPCSA as independent Practitioner Current HPCSA Registration 2020 **Grade 1:** Experience: None after registration with the HPCSA in respect of RSA qualified employees who performed community service, as required in South Africa. One(1) year relevant experience after registration with the Health Professional Council of South Africa in the Relevant profession (where applicable) in respect of foreign qualified employees, of whom it is not required to perform community service, as required in South Africa **Grade 2:** Minimum of 10 years relevant experience after registering with HPCSA in the relevant profession (where applicable) in respect of RSA qualified employees who performed community service, as required in South Africa. Minimum of 11 years relevant experience after registering with the Health Professional Council of South Africa (HPCSA) in the relevant profession(where applicable) in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. **Grade 3:** Minimum of 20 years relevant experience after registration with HPCSA in the relevant profession (where applicable) in respect of RSA qualified employees who performed Community Service, as required in South Africa. Minimum of 21 years relevant experience after registration with Health Professional Council of South Africa (HPCSA) in the relevant profession(where applicable) in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. NB Proof of previous and current work experience (Certificate of Service/s) endorsed and stamped by HR must be attached. Knowledge, Skills and Competencies Sound Knowledge of Ultrasound diagnostic procedures and equipment. Clinical competency Procedures and dexterity. Knowledge of relevant Health and Safety Acts. Knowledge of current health and public service Legislations, regulations and policy. Good communication and interpersonal skill. Good Leadership, decision making, communication, problem solving and conflict management skills Team building and diversity Management skills.
- DUTIES** : Provide high quality ultrasound service. Give factual information to patients. Execute all clinical procedures competently to complications. Inspect and use equipment to ensure compliance with safety standards. Compile reports and statistics. Provide education on parent's conditions whilst upholding patients' rights. Participate in Quality Assurance programme. Participate in EPMDS. Promote Batho Pele Principles in the execution of duties for effective service delivery. Assist with ultrasound patient bookings. Provide training, guidance and supervision to junior staff. Perform other duties as per delegation by radiography management.
- ENQUIRIES APPLICATIONS** : Mr. M.Z Magwaza Tel No: (035) 574 1004  
: should be forwarded to: The Assistant Director: HRM, Mseleni Hospital, P.O Sibhayi, 3967.
- NOTE** : The following documents must be submitted: Application for employment form (Z.83) which is obtainable from any government Department or from website-[www.kznhealth.gov.za](http://www.kznhealth.gov.za) Certified copy of highest educational qualifications – not copies of certified copies Curriculum Vitae Certified ID copy The reference number must be indicated in the column provided on the form Z.83 e.g. reference number MS/01/2018 NB: Failure to comply with above instructions with disqualify applicants The appointment is subject to positive outcome

obtained from the NIA to the following checks: (security checks, credit records, qualification, citizenship and previous experience verifications) Please note that due to the large number of applications anticipated, applicants will not be acknowledge , however , they will be advised of the outcome of their applicants , in due course If notification of an interview is not received within three (3) months after the closing date, candidates my regards their application an unsuccessful. The Department will not be liable where applicants use incorrect /no reference Number (s) on their applications. (This Department of an interview is an equal opportunity, affirmative action employer, whose, aim is to promote representatively in all levels of all occupational categories in the Department).

- CLOSING DATE** : 16 July 2020
- POST 16/103** : **CLINICAL NURSE PRACTITIONER (PHC) REF NO: NKAH 06/2020 (X1 POST)**  
Department: Primary Health Care
- SALARY** : Grade 1: R383 226 – R444 276.per annum  
Grade 2: R471 330 – R579 696 per annum  
Other Benefits: 13<sup>th</sup> Cheque, Medical Aid, (Optional), Housing Allowance (employee must meet the prescribed requirements), 8% Rural Allowance.
- CENTRE REQUIREMENTS** : Chwezi Clinic  
Senior Certificate (Grade 12). Degree/National Diploma in nursing that allows Registration with the SANC as a Professional Nurse and Midwifery. A post-basic nursing qualification, with a duration of at least 1(one) year accredited with SANC in Clinical Nursing Science, Health Assessment, Treatment and Care). Current SANC receipt (2020). Proof of current and previous work experience endorsed and stamped by Human Resource Department i.e. (Certificate of Service). Applicants must submit confirmation letter of relevant experience from their supervisors in an official letterhead of the employer when they apply. **Grade 1:** A minimum of four (4) years appropriate/recognizable nursing experience after registration as a Professional Nurse with SANC in General Nursing. **Grade 2:** A minimum of fourteen (14) years appropriate/recognizable nursing experience after registration as Professional Nurse with SANC in General Nursing. At least ten (10) years of the period referred to above must be appropriate / recognizable after obtaining one (01) year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care Knowledge, Skills, Attributes and Abilities Excellent communication skills, human relations and ability to teach and train staff within a team. Ability to work and maintain meaningful relationship within a diverse community. Knowledge of health and public service legislation, regulations and policies. Appropriate understanding of nursing scope of practice and nursing standards as determined by Primary Health Care. Basic computer literacy to enhance service delivery. Effective communication with patients, supervisors and other health professionals. Ability to work as part of multi-disciplinary team at all levels and work effectively to maintain a high level of service delivery. Knowledge of labour relations and disciplinary procedures. Basic understanding of HR and financial policies and practices. Planning, organising, leading, controlling, delegation, supervisory, communication, motivation, decision-making, problem-solving, disciplinary and co-ordination skills.
- DUTIES** : Perform a clinical nursing practice in accordance with the scope of practice and nursing standards as determined for a primary health care facility. Provide quality comprehensive community health care. Provide educational Services. Evaluate and follow-up patients during clinic visits. Initiate treatment, implementation of programmes and evaluations of patient’s clinical conditions. Promote scientific quality nursing care. Administrate and control medication. Responsible for individual consultation sections and identification of community needs. Render ANC Services and conduct deliveries.
- ENQUIRIES APPLICATIONS** : Mrs. SJ Nguse Tel No: (035) 833 5047  
Applications should be directed to: The Human Resource Manager – Nkandla District Hospital, Private Bag X 102, Nkandla, 3855 OR Hand Delivered to: Human Resource Department, Nkandla District Hospital, 491 Mbatha Lane, Nkandla, 3855.
- FOR ATTENTION NOTE** : Mrs. SG Masikane  
Applications must be submitted on the prescribed Application for Employment form (Z83) obtainable from any Public Service Department or from the website

[www.kznhealth.gov.za](http://www.kznhealth.gov.za) which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of qualifications/certificates, Professional Registration 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. 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. Due to cost-cutting measures, S&T Claims will not be paid to candidates who will be attending interview. African males are encouraged to apply.

- CLOSING DATE** : 10 July 2020
- POST 16/104** : **CLINICAL NURSE PRACTITIONER (PHC STREAM) REF NO: GLEN 03/2020 (X1 POST)**  
Component: Glenhills Clinic
- SALARY** : Grade 1: R383 226 per annum Plus 8% rural allowance  
Grade 2: R471 333.per annum Plus 8% rural allowance  
Benefits: 13<sup>th</sup> Cheque, home owner's allowance, and Medical aid optional (Employee must meet prescribed conditions]
- CENTRE** : Ilembe Health District Office
- REQUIREMENTS** : **Grade 1:** Grade 12 (senior certificate) Standard 10/or (Vocational National Certificate), Degree/Diploma in Nursing Science and Midwifery Plus (1) year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care (PHC) plus; Current registration with SANC as General Nurse with Midwifery plus Clinical Nursing Science, Health Assessment, Treatment and Care (PHC).A minimum of 4 years appropriate/recognizable nursing experience as a General Nurse. **Grade 2:** Grade 12 (senior certificate) Standard 10/or (Vocational National Certificate) Degree/Diploma in Nursing Science and Midwifery Plus (1) year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care (PHC),Current registration with SANC as General Nurse and Midwifery, plus Clinical Nursing Science, Health Assessment, Treatment and Care (PHC).A minimum of 14 years appropriate/recognizable nursing experience after registration as a General Nurse with SANC of which 10 years must be appropriate/recognizable PHC experience after obtaining a one year basic qualification in Primary Health Care. Knowledge, skills and competencies: Knowledge of all applicable legislations such as Nursing Acts, Mental Act, OH&S Act, Batho Pele Principles and Patients' Rights Charter, Labour Relations Act, Grievance Procedures etc. Leadership, organizational, decision making and problem solving, conflict handling and counseling. Good listening and communication skills, Co-ordination and planning skills, Team building and supervisory skills, Good interpersonal relationship skill, Good insight of procedures and policies pertaining to nursing care. Ability to assist in formulation of patient care related policies. NB: Proof of previous and current work experience endorsed and stamped by HR Office must be attached. Recommendations:
- DUTIES** : Provide quality comprehensive Primary Health Care by providing promotive, preventative, curative and rehabilitative services for the clients and community. Ensure proper utilization and safekeeping of basic medical equipment, surgical pharmaceutical and stock. Assist in orientation, induction and monitoring of all nursing staff. Provide direct and indirect supervision of all nursing staff and to give guidance. To provide nursing care that leads to improved health service delivery by upholding principles of Batho Pele. Execute duties and functions with proficiency and perform duties according to scope of practice. Implement

infection control standards and practices to improve quality of nursing care. Ensure proper implementation of National Core Standards, quality and clinical audits. Improve the knowledge of staff and patients through health education and in service training. Implement standards, practices criteria for quality nursing. Maintain a constructive working relationship with nursing and other stakeholders. Ensure supervision of patients' reports and intervention, keeping a good valid record on all client interventions. Ensuring proper utilization of human, material and financial resources and keeping up to date records of resources. Ability to plan and organize own work and that of support personnel to ensure proper nursing care in the clinic. Motivate junior staff regarding development in order to increase level of expertise and assists patients to develop a sense of self-care. Support the realization and maintenance of Ideal Clinic Programme in the facility. Ensure data management and record keeping management for the clinic. Coordinate and manage the provision of the services to manage COVID 19 pandemic.

- ENQUIRIES** : Mrs R. Bhagwandin (Operational Manager: PHC Supervisor) Tel No: (032) 437 3600
- APPLICATIONS** : Please forward applications for the attention of: Human Resource Department: The District Director, Ilembe Health District Office, Private Bag X10620, Stanger, 4450.
- NOTE** : Directions to Candidates: The following documents must be submitted, Application for employment form (Z83), which is obtainable at any Government Department or form website-[www.kznhealth.gov.za](http://www.kznhealth.gov.za) Originally signed Z83 must be accompanied by a detailed CV and originally recently certified copies of highest educational qualification/s (not copies of certified copies) of required educational qualifications set out in the advertisement plus certified I.D Copy, Updated Curriculum Vitae. Applications must be submitted on or before the closing date. The reference number must be indicated in the column provided on the form Z83 e.g. SHAK 01/2019.NB: Failure to comply with the above instruction will disqualify applicants. Please note that due to the number of applications anticipated, applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not been contacted within two months after the closing date of the advertisement, please accept that your application was unsuccessful. The appointment is subject to positive outcome obtained from NIA to the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verifications and verification from the company Intellectual Property (CIPC). The Department reserves the right not to fill the post (s). This Department is an equal opportunity, affirmative employer, whose aim is to promote representivity in all levels of all occupational categories in the Department. Persons with disabilities should feel free to apply for the post.
- CLOSING DATE** : 17 July 2020
- POST 16/105** : **PROFESSIONAL NURSE SPECIALTY (GRADE 1 OR GRADE 2 ADVANCED MIDWIFERY AND NEONATAL REF NO: OTH CHC 10/2020 (X1 POST)**
- SALARY** : Grade 1: R383 226 per annum  
Grade 2: R471 333 per annum  
Other Benefits: 13th Cheque. 12 % Rural allowance, Medical Aid (Optional), Home owner's allowance (employee must meet prescribed Requirements)
- CENTRE REQUIREMENTS** : Othobothini Community Health Centre (Jozini)  
Matric/Grade 12. Degree/National Diploma in nursing or equivalent qualification that allows registration with SANC as Professional Nurse, Current registration with SANC (2020). NB: Proof of current and previous work experience endorsed and stamped by Human Resource Manager (Certificate of service) must be attached. **Grade 1:** A Minimum of 4 years appropriate/recognizable experience in nursing after registration as professional nurse with SANC in General Nursing. A 1 year post graduate qualification in Advanced Midwifery and Neonatal Nursing Science accredited with SANC. **Grade 2:** a minimum of 14 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognizable experience in maternity after obtaining a 1 year post graduate qualification in Advanced Midwifery and Neonatal Nursing Science Accredited with SANC. Knowledge, Skills, Training and Competencies Required: Knowledge of Public Service Acts, regulations and policies.

Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal frameworks. Demonstrate an in-depth understanding of Nursing Legislation and related legal and ethical practices. Good communication, verbal, written, leadership, interpersonal, problem solving, conflict management and decision making skills. Knowledge and experience in implementation of Batho Pele Principles and Patient's right charter and code of conduct. Planning and organizing skills. Team building and diversity management skills. Empathy and counselling skills. Willingness to work shifts, night duty, week-ends and public holidays; including extended hours where need arises.

**DUTIES** : Perform specialized clinical nursing practice in accordance with the scope of practice and nursing standards. Implement advanced knowledge and skills in managing high risk patients in the maternity and MCWH units. Participate in the implementation of service delivery policies and procedures in relation to health programmes to ensure that they conform to the District Health Services Delivery strategies. Improved perinatal mortality and morbidity through implementation of priority programmes, participating in quality improvement programmes. Support and facilitate the implementation of strategies that reduce morbidity and mortality and strengthen implementation MCWH Programme as per national and provincial guidelines. Diagnose and manage obstetric emergencies and work with the medical team to manage these emergencies e.g. Eclampsia, APH etc. Identify high risk clients during ante-partum and post-partum periods, manage them or refer them according to policies and protocols. Work effectively, co-operatively and amicably with persons of diverse intellectual, cultural, racial or religious differences. Work effectively, co-operatively and amicably with persons of diverse intellectual, cultural, racial or religious differences. Work as part of the multi-disciplinary team to ensure quality healthcare for clients visiting the facility. 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 and Patient rights Charter. Create and maintain complete and accurate patient records and registers and actively participate in institutional quality improvement initiatives e.g NCS, ICRM, PEC etc. Provide adequate health education, awareness and be involved in campaigns. Utilise and manage cost effectively all resources allocated to the unit for optimum service delivery. Advocate for the nursing profession by promoting professionalism and nursing ethics within and without the institution. Collect, analyse and interpret data use to improve quality service delivery. Maintain clinical and professional growth by attending trainings and workshops so that scientific principles of nursing are implemented, assisting with training, mentoring and coaching staff to impart skills and knowledge for approved quality of care. Kindly attach certificate of Service/ Proof of work experience endorsed by HR.

**ENQUIRIES** : Mr. B.K. Mpupa (HR Supervisor) Tel No: (035) 5721327  
**APPLICATIONS** : Please forward applications quoting reference number to: Human Resource Management Service, Othobothini CHC, Private Bag X 12, JOZINI, 3969 OR hand deliver to Othobothini CHC HR Department.

**NOTE** : Applications must be submitted on the Application for Employment Form (Z83), which is obtainable at any Government Department or from website- [www.kzhealth.gov.za](http://www.kzhealth.gov.za) . Certified copies of ID, Std 10 certificate, educational qualifications, certificate of service / proof of experience signed by HR office must be submitted together with your CV. People with disabilities should feel free to apply. Reference numbers must be indicated on the space provided. Please note that appointment will be subject to positive outcome obtained from NIA on the following checks: security clearance, credit record, qualifications, citizenship, and previous experience verification. Should you not hear from us three months after the closing date, please accept that your application was not successful.

**CLOSING DATE** : 24 July 2020

**POST 16/106** : **CLINICAL NURSE PRACTITIONER (PHC) REF NO: NKAH 07/2020 (X1 POST)**  
 Department: Primary Health Care: School Health Services

**SALARY** : Grade 1: R383 226 – R444 276.per annum  
 Grade 2: R471 330 – R579 696.per annum

**CENTRE  
REQUIREMENTS**

Other Benefits: 13<sup>th</sup> Cheque, Medical Aid, (Optional), Housing Allowance (employee must meet the prescribed requirements), 8% Rural Allowance Nkandla Hospital

Senior Certificate (Grade 12). Degree / National Diploma in nursing that allows Registration with the SANC as a Professional Nurse and Midwifery. A post-basic nursing qualification, with a duration of at least 1(one) year accredited with SANC in Clinical Nursing Science, Health Assessment, Treatment and Care). Current SANC receipt (2020). Proof of current and previous work experience endorsed and stamped by Human Resource Department i.e. (Certificate of Service). Applicants must submit confirmation letter of relevant experience from their supervisors in an official letterhead of the employer when they apply. **Grade 1:** A minimum of four (4) years appropriate/recognizable nursing experience after registration as a Professional Nurse with SANC in General Nursing. **Grade 2:** A minimum of fourteen (14) years appropriate/recognizable nursing experience after registration as Professional Nurse with SANC in General Nursing. At least ten (10) years of the period referred to above must be appropriate/recognizable after obtaining one (01) year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care Knowledge, Skills, Attributes And Abilities Excellent communication skills, human relations and ability to teach and train staff within a team. Ability to work and maintain meaningful relationship within a diverse community. Knowledge of health and public service legislation, regulations and policies. Appropriate understanding of nursing scope of practice and nursing standards as determined by Primary Health Care. Basic computer literacy to enhance service delivery. Effective communication with patients, supervisors and other health professionals. Ability to work as part of multi-disciplinary team at all levels and work effectively to maintain a high level of service delivery. Knowledge of labour relations and disciplinary procedures. Basic understanding of HR and financial policies and practices. Planning, organising, leading, controlling, delegation, supervisory, communication, motivation, decision-making, problem-solving, disciplinary and co-ordination skills.

**DUTIES**

Provide comprehensive Primary Health Care services to all learners in their catchment population. Attend to assessment and immunisation campaign required by the Department of Health. Treat, screen, educate and refer the learners accordingly. Attend to administrative duties and supervision. Conduct programmes and monthly statistics. Responsible for smooth running of the programmes in the schools.

**ENQUIRIES  
APPLICATIONS**

Mrs. SJ Nguse Tel No: (035) 833 5047

Applications should be directed to: The Human Resource Manager – Nkandla District Hospital, Private Bag X 102, Nkandla, 3855 OR Hand Delivered to: Human Resource Department - Nkandla District Hospital, 491 Mbatha Lane, Nkandla, 3855.

**FOR ATTENTION  
NOTE**

Mrs. SG Masikane

Applications must be submitted on the prescribed Application for Employment form (Z83) obtainable from any Public Service Department or from the website [www.kznhealth.gov.za](http://www.kznhealth.gov.za) which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of qualifications/certificates, Professional Registration 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. 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. Due to cost-

cutting measures, S&T Claims will not be paid to candidates who will be attending interview. African males are encouraged to apply.  
10 July 2020

**CLOSING DATE**

:

**POST 16/107**

:

**CLINICAL NURSE PRACTITIONER (PHC) REF NO: NKAH 08/2020 (X1 POST)**

Department: Primary Health Care: School Health Services

**SALARY**

:

Grade 1: R383 226 – R444 276 per annum  
Grade 2: R471 330 – R579 696 per annum  
Other Benefits: 13<sup>th</sup> Cheque, Medical Aid, (Optional), Housing Allowance (employee must meet the prescribed requirements), 8% Rural Allowance

**CENTRE**

:

Vumanhlamvu Clinic

**REQUIREMENTS**

:

Senior Certificate (Grade 12). Degree/National Diploma in nursing that allows Registration with the SANC as a Professional Nurse and Midwifery. A post-basic nursing qualification, with a duration of at least 1(one) year accredited with SANC in Clinical Nursing Science, Health Assessment, Treatment and Care). Current SANC receipt (2020). Proof of current and previous work experience endorsed and stamped by Human Resource Department i.e. (Certificate of Service). Applicants must submit confirmation letter of relevant experience from their supervisors in an official letterhead of the employer when they apply. **Grade 1:** A minimum of four (4) years appropriate/recognizable nursing experience after registration as a Professional Nurse with SANC in General Nursing. **Grade 2:** A minimum of fourteen (14) years appropriate/recognizable nursing experience after registration as Professional Nurse with SANC in General Nursing. At least ten (10) years of the period referred to above must be appropriate/recognizable after obtaining one (01) year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care Knowledge, Skills, Attributes And Abilities Excellent communication skills, human relations and ability to teach and train staff within a team. Ability to work and maintain meaningful relationship within a diverse community. Knowledge of health and public service legislation, regulations and policies. Appropriate understanding of nursing scope of practice and nursing standards as determined by Primary Health Care. Basic computer literacy to enhance service delivery. Effective communication with patients, supervisors and other health professionals. Ability to work as part of multi-disciplinary team at all levels and work effectively to maintain a high level of service delivery. Knowledge of labour relations and disciplinary procedures. Basic understanding of HR and financial policies and practices. Planning, organising, leading, controlling, delegation, supervisory, communication, motivation, decision-making, problem-solving, disciplinary and co-ordination skills.

**DUTIES**

:

Provide comprehensive Primary Health Care services to all learners in their catchment population. Attend to assessment and immunisation campaign required by the Department of Health. Treat, screen, educate and refer the learners accordingly. Attend to administrative duties and supervision. Conduct programmes and monthly statistics. Responsible for smooth running of the programmes in the schools.

**ENQUIRIES**

:

Mrs. SJ Nguse Tel No: (035) 833 5047

**APPLICATIONS**

:

Applications should be directed to: The Human Resource Manager – Nkandla District Hospital, Private Bag X 102, Nkandla, 3855 OR Hand Delivered to: Human Resource Department - Nkandla District Hospital, 491 Mbatha Lane, Nkandla, 3855

**FOR ATTENTION**

:

Mrs. SG Masikane)

**NOTE**

:

Applications must be submitted on the prescribed Application for Employment form (Z83) obtainable from any Public Service Department or from the website [www.kznhealth.gov.za](http://www.kznhealth.gov.za) which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of qualifications/certificates, Professional Registration 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. 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. Due to cost-cutting measures, S&T Claims will not be paid to candidates who will be attending interview. African males are encouraged to apply.

- CLOSING DATE** : 10 July 2020
- POST 16/108** : **ASSISTANT DIRECTOR: SYSTEMS REF NO: NKAH 09/2020**  
Department: Systems Component
- SALARY** : R376 596 – R443 601 per annum. Other Benefits: 13<sup>th</sup> Cheque, Medical Aid, (Optional), Housing Allowance (employee must meet the prescribed requirements)
- CENTRE** : Nkandla District Hospital
- REQUIREMENTS** : Senior Certificate (Grade 12). Bachelor’s Degree/National Diploma in Public Management/Administration plus 3 years’ supervisory experience in systems management. Proof of current and previous work experience endorsed and stamped by human resource (certificate of services). Valid code EB driver’s license. Applicants must submit confirmation letter of relevant experience from their supervisors in an official letterhead of the employer when they apply Knowledge, Skills, Attributes and Abilities Knowledge of relevant acts and regulations inclusive of PFMA and treasury regulations. Good verbal and written communication skills. Computer literacy in MS Word and Excel. Conflict Resolution and Negotiating skills. Supervisory skills. Decision making, financial management and problem solving skills. Strong leadership skills. Ability to multi task and manage change.
- DUTIES** : Management, supervision and monitoring of: Gardening services, catering services, security services, mortuary services, laundry and linen services, cleaning services, outpatient administrative services, maintenance services, switchboard, registry and transport, waste management services and information Technology. Ensure effective co-ordination, management and quality of work of all functional components of the systems department within the institution. Ensure the effective, efficient and economical utilisation of resources allocated to the institution including staff development. Ensure that all hospital information systems are maintained in order to provide reliable, valid and timeous processing of information. Ensure compliance with all statutory regulations. Ensure that standby and emergency facilities are properly maintained. Oversee the provision of all services provided by private companies to ensure compliance with service level agreement. Implement and monitor effective hospital policies, protocols, practices within the day to day operation areas. Analyse alternatives for performing work needed, including contracting out of services and evaluate and recommend procedures/practices/protocols to improve operational efficiency. Ensure compliance with Health and Safety and Disaster Management requirements by all staff members
- ENQUIRIES** : Dr. JN Ikwegbue Tel No: (035) 833 5001
- APPLICATIONS** : Applications should be directed to: The Human Resource Manager – Nkandla District Hospital, Private Bag X 102, Nkandla, 3855 OR Hand Delivered to: Human Resource Department - Nkandla District Hospital, 491 Mbatha Lane, Nkandla, 3855
- FOR ATTENTION** : Mrs. SG Masikane
- NOTE** : Applications must be submitted on the prescribed Application for Employment form (Z83) obtainable from any Public Service Department or from the website [www.kznhealth.gov.za](http://www.kznhealth.gov.za) which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of qualifications/certificates, Professional Registration 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. 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. Due to cost-cutting measures, S&T Claims will not be paid to candidates who will be attending interview. African males are encouraged to apply.

- CLOSING DATE** : 10 July 2020
- POST 16/09** : **PHYSIOTHERAPY TECHNICIAN GRADE 1/2 REF NO: EMP23/2020 (X1 POST)**  
Component: Professionals Aligned To Medical Services (PAMS)
- SALARY** : Grade 1: R210 567 – R240 762 per annum  
Grade 2: R248 034 – R301 005 per annum  
Other Benefits: 8% In-Hospitable Allowance, 13<sup>TH</sup> Cheque, home owners (Employee must meet prescribed requirement), medical aid (optional)
- CENTRE REQUIREMENTS** : Empangeni  
Appropriate qualification as a Physiotherapy Technician, registration with the Health Professional Council of South Africa (HPCSA) as a Physiotherapy Technician. Knowledge, Skills, Attributes and Abilities: Basic knowledge of Physiotherapy diagnostic & therapeutic procedures, Good knowledge on use and care of equipment. Knowledge on scope of practice, ethical codes & relevant legislation. Ability to work within a multidisciplinary team. Good organisation and time management skills. Excellent communication and interpersonal skills. Good teaching and training skills. Skills in management of patients with cerebral palsy/ neurological conditions would be an advantage.
- DUTIES** : Conduct basic assessments and carry out treatment in consultation with registered Physiotherapist and per scope of practice. Assist physiotherapists with patient treatment sessions. Follow clinical/treatment protocols in a professional manner. Train and educate patients on use of assistive devices. Inform physiotherapist about patient progress. To document treatment carried out. Participate in health promotion activities through education of individuals and the community. Assist with the relevant clinics. Prepare treatment areas and physiotherapy equipment. Compile daily and monthly statistics. Attend monthly staff meetings. Serve as representative on committees such as IPC, OHS, resuscitation etc. as allocated by supervisor Participate in quality assurance audits. Attend and present topics for continued education sessions. Participate in staff development activities. Participate in CPD activities.
- ENQUIRIES APPLICATIONS** : Mrs NL Mbatha Tel No: (035) 907 7247  
All applications must be forwarded to: Human Resources Offices at Queen Nandi Regional Hospital Private Bag X20005, Empangeni, 3880, Physical Address: 21 Union Street, Empangeni, 3880.
- FOR ATTENTION NOTE** : Deputy Director Human Resources Mr SM Ndabandaba Tel No: 035 907 7011  
All Applications must be submitted on the prescribed Application for Employment form (Z83) obtainable from any Public Service Department or from the website [www.kznhealth.gov.za](http://www.kznhealth.gov.za) .The Z83 form must be completed in full and page 2 duly signed. Clear indication of the post and reference number that is being applied for must be indicated on Z83. A recent, comprehensive CV, specifying all qualifications and experience, with respective date and certified copies of qualifications and ID must be attached. General information: General information: Short-listed candidates must available for interviews at a date and time determine by the KZN Department of Health. 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). People with disabilities should feel free to apply. Males are encouraged to apply for this post.

Applicants are respectfully informed that, if no notification is received within 3 months after the closing date, they must consider their applications 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. Due to cost-cutting measures, S&T, Resettlement & relocation claims will not be processed.

**CLOSING DATE**

: 10 July 2020

**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 16/110** : **HEAD CLINICAL UNIT: GRADE 1 (MEDICAL: PSYCHIATRY)**

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

**CENTRE REQUIREMENTS** : Tygerberg Hospital, Parow Valley  
Minimum educational qualifications: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Sub-Specialist in Psychiatry. Registration with a professional council: Registration with the HPCSA as Medical Sub-Specialist in Psychiatry. Experience: A minimum of 3 years appropriate experience after registration with the HPCSA as Medical Sub-Specialist in Psychiatry. Inherent requirements of the job: Valid (Code B/EB) drivers license and willingness to travel to meet service needs. Willingness to work overtime. Competencies (knowledge/skills): Fluency in at least two of the three official languages of the Western Cape. Must have strong record of clinical expertise and clinical governance, and extensive experience in teaching training and supervision at both under- and post- graduate levels. Strong people management skills, analytical thinking, problem-solving, decision-making and ability to lead a multi-disciplinary team. Demonstrated experience of engagement at all levels of care. Extensive appropriate management experience of clinical services as well as supervisory experience. Extensive experience in conducting and supervising research. Recognised academic achievement and leadership as demonstrated in further qualifications, publication and teaching portfolio.

**DUTIES** : Head the Clinical Adult Psychiatric services of Tygerberg Hospital and provide clinical leadership (strategic planning, monitoring and evaluation) and supervisory management of the Department. Responsible for the development and maintenance of high quality, evidence-based psychiatric assessment, and treatment programmes. Provide an effective psychiatric consultation service and outreach to the sub-districts that form part of the Tygerberg catchment area service platform. Responsible to the Executive Head of Department of Psychiatry of the University of Stellenbosch (SU) for academic activities at Tygerberg Hospital including training and supervision of students and post graduates affiliated to the university. Accountable to the CEO of Tygerberg Hospital for the performance of clinical services and the management of human and financial resources, as a Functional Business Unit Manager at the Hospital. Perform appropriate clinical operational review and conduct and supervise research activities.

**ENQUIRIES** : Dr G Marinus Tel No: (021) 938-6267

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

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

**CLOSING DATE** : 10 July 2020

**POST 16/111** : **HEAD CLINICAL UNIT: GRADE 1 (MEDICAL: PAEDIATRIC CRITICAL CARE)**

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

**CENTRE REQUIREMENTS** : Red Cross Memorial Childrens Hospital, Rondebosch  
Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Sub-Specialist in Paediatric Critical Care. Registration with a professional council: Registration with the HPCSA as Medical Sub-specialist in

Paediatric Critical Care. Experience: A minimum of 3 years appropriate experience after registration as Medical Sub-Specialist in Paediatric Critical Care. Inherent requirement of the job: The successful incumbent will be required to work overtime. Competencies (knowledge/skills): Excellent team player. Strong record of clinical expertise, clinical governance, research, teaching and training at under and postgraduate levels in Paediatric Critical Care. Excellent managerial, interpersonal, leadership, administrative, communication, analytical and problem-solving skills. Ability to supervise clinical training and teaching. Post specialisation experience in Paediatric Intensive Care including cardiac patients, transplant donors and recipients, neurointensive care.

**DUTIES** : In charge of Paediatric Critical Care services, including the adjacent Neonatal High Care Unit, at Red Cross War Memorial Childrens Hospital reporting to the Head of the Department of Paediatrics of the University of Cape Town. Liaise with paediatric specialities to provide comprehensive critical care services. Responsible for the teaching and training program of under and postgraduate students in paediatric Critical Care. Responsible for all management activities, including the Functional Business Unit, in order to maintain the quality of outputs while ensuring optimum utilisation of fiscal and human resources. Supervision and leadership of the Paediatric Critical Care Unit to provide excellent clinical service delivery, a strong teaching and training program and relevant research. Initiate, undertake and supervise relevant research in paediatric Critical Care including the supervision of MMED mini-dissertations.

**ENQUIRIES** : Prof AC Argent Tel No: (021) 6585369 or Dr M Mukosi Tel No: (021) 658-5091

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

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

**CLOSING DATE** : 10 July 2020

**POST 16/112** : **MANAGER: MEDICAL SERVICES: GRADE 1**  
Garden Route Health District

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

**CENTRE** : Mossel Bay Hospital

**REQUIREMENTS** : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Practitioner. Registration with professional council: Registration with the HPCSA as Medical Practitioner. Experience: A minimum of 3 years appropriate experience after registration with the HPCSA as Medical Practitioner. Inherent requirements of the job: Willingness and skills to do after hours work. Valid (Code B/EB) drivers license. Competencies (knowledge/skills): Ability to communicate in at least two of the three official languages of the Western Cape. Strong business orientation with proven skills and abilities in the clinical management of a health service. Proven management competencies specific to a health-care environment. Computer literacy (MS Word, Excel, PowerPoint, Internet and email). Knowledge of managing clinical services.

**DUTIES** : Strategic and operational management of all health service platforms in the Mossel Bay Sub-district, including PHC and district hospital services. Ensure safe clinical services and practices that comply with professional laws of the country and compatible with acceptable clinical practices. Set up systems to manage quality assurance in Mossel Bay Sub District to ensure support of the patient centred experience, compliance to national core standards, Ideal clinic standards and improved information management. Provide operational support to the office of the Director by effective and efficient use of allocated human, financial, infrastructure and health technology resources and to support service delivery of all the health service platforms in the Mossel Bay Sub District. Develop internal and external key partnerships in the sub-district to ensure a WOSA to address the BoD and move to a wellness approach.

**ENQUIRIES** : Mr VZ Brickles Tel No: (044) 803 2700/08

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

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

**CLOSING DATE** : 10 July 2020

**POST 16/113** : **PHARMACY SUPERVISOR: GRADE 1**  
Chief Directorate: Metro Health Services

**SALARY** : R821 205 per annum (A portion of the package can be structured according to the individual's personal needs)

**CENTRE** : Lotus River Community Day Centre, Southern/Western Sub-Structure

**REQUIREMENTS** : Minimum educational qualification: Basic qualification accredited with the South African Pharmacy Council (SAPC) that allows registration with the SAPC as a Pharmacist. Registration with a professional council: Registration with the South African Council (SAPC) as Pharmacist. Experience: A minimum of 3 years appropriate experience after registration as a Pharmacist with the SAPC. Inherent requirement of the job: Willingness to register as a Responsible Pharmacist. Competencies (knowledge/skills): Knowledge of National and Provincial Health Policies and Pharmaceutical Acts and Laws. Ability to work accurately under pressure and maintain a high standard of professionalism. Ability and willingness to supervise, tutor and train staff. Good communication, interpersonal skills and computer literacy.

**DUTIES** : Ensure quality provision of pharmaceutical care by implementing and monitoring work procedure, policies and guidelines in keeping with Batho Pele, SAPC and the National Drug Policy and national and provincial ARV treatment guidelines. Manage and ensure effective medicine supply management (Procurement, storage, control and distribution of pharmaceuticals) for all pharmaceuticals for the facility and linked services in the community based platform. Implement and monitor security measures to ensure safekeeping of all pharmaceutical within the pharmacy and CHC. Manage, compile and monitor pharmacy budget and expenditure. Provide professional advisory services to other health workers and manage the pharmacy staff including training and development. Represent the pharmacy department at management level (meetings, strategic planning) and allocate pharmacy resources for research when required.

**ENQUIRIES** : Ms G Jones Tel No: (021) 703-3131

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

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

**CLOSING DATE** : 10 July 2020

**POST 16/114** : **PHARMACIST SUPERVISOR: GRADE 1 (X2 POSTS)**  
(Chief Directorate: Metro Health Services)

**SALARY** : R821 205 per annum (A portion of the package can be structured according to the individual's personal needs)

**CENTRE** : Goodwood Community Day Centre (X1 post)  
Bishop Lavis Community Day Centre (X1 post)

**REQUIREMENTS** : Minimum educational qualification: Basic qualification accredited with the South African Pharmacy Council (SAPC) that allows registration with the SAPC as a Pharmacist. Registration with the professional council: Registration with the South African Council (SAPC) as Pharmacist. Experience: A minimum of 3 years appropriate experience after registration as a Pharmacist with the SAPC. Inherent requirements of the job: Valid (Code B/EB) drivers license. To be registered as Responsible Pharmacist with the SAPC when appointed. Preparedness to be registered as a tutor with the South African Pharmacy Council. Competencies (knowledge/skills): Knowledge of National and Provincial Health Policies and Pharmaceutical acts and laws. Ability to work accurately under pressure and maintain a high standard of professionalism. Sound Management, communication and conflict handling skills. Computer literacy.

**DUTIES** : Take leadership in the pharmacy to establish a value driven pharmacy service and implement policies and guidelines in keeping with Batho Pele, SAPC and National Drug policy and National and Provincial treatment guidelines. Ensure adherence to minimum standards for dispensing as well as accessibility to medication and pharmaceutical care to patients. Manage, assess and monitor compliance wrt Good Pharmacy Practice, Ideal Clinic and National Core Standards. Effective monitoring of pharmaceutical expenditure, implementation and evaluation of budgetary control measures. Human Resource Management which includes tutoring of Pharmacist's Assistants as well as development of pharmacy staff. Maintain and improve the quality of

patient care as a member of the multi-disciplinary team within the primary healthcare setting.

**ENQUIRIES** : Mr C E Malan, Tel No: (021) 815-8876

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

**NOTE** : No payment of any kind is required when applying for this post. Candidates to clearly indicate which facility they apply for. Candidates may be subject to a competency test as part of the selection process.

**CLOSING DATE** : 10 July 2020

**POST 16/115** : **ASSISTANT MANAGER NURSING (PRIMARY HEALTH CARE) (X3 POSTS)**  
Chief Directorate: Metro Health Services

**SALARY** : R614 991 per annum (PN-B4)

**CENTRE** : Lotus River CDC with Geographic coverage (X1 Post)  
Vanguard CHC (X1 Post)  
District Six CDC with Geographical coverage (X1 Post)

**REQUIREMENTS** : Minimum educational qualification: Basic R425 qualification (i.e. degree/diploma in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse. Post-basic qualification with duration of at least 1 year in Clinical Nursing Science: Health Assessment, Treatment and Care. Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: A minimum of 10 years appropriate/recognisable experience in nursing after registration as Professional Nurse in General Nursing. At least 6 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1-year post-basic qualification reflected as in the requirements above. At least 3 years of the period referred to above must be appropriate/recognisable experience at management level. Inherent requirements of the job: Valid (Code B/EB) drivers license. Attend to community needs after hours. Competencies (knowledge/skills): Computer literacy (MS office). Prove leadership abilities. Good interpersonal and people management skills. Knowledge of Public Sector legislation.

**DUTIES** : Leadership, Guidance and Support to overall management to achieve strategic goals and objectives. Oversight and support to Operational Managers using information to enhance service delivery and priority programs as co-ordination of Nursing Students. Ensure that prescribed policies and procedures are implemented and contribute to quality assurance and quality improvement. Responsible for People Management, Supply Chain and Financial Management, Strategy and Health. Responsible for the enhancement of Community Governance. Monitoring of Facilities Management, Maintenance and Infrastructure.

**ENQUIRIES** : Lotus River CDC with Geographic coverage: Ms LM Appolis Tel No: (021) 202-0933  
Vanguard CHC: Ms LM Appolis, Tel No: (021) 202-0933  
District Six CDC with Geographical coverage: Ms LM Appolis Tel No: (021) 202-0933

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

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

**CLOSING DATE** : 10 July 2020

**POST 16/116** : **ASSISTANT MANAGER NURSING (HEAD OF NURSING SERVICES)**  
Chief Directorate: Rural Health Services

**SALARY** : R562 800 per annum (PN-B1) (Plus a non-pensionable rural allowance of 12% of basic annual salary)

**CENTRE** : Nelspoort 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. Registration with a professional council: Registration with the SANC as a Professional Nurse. Experience: A minimum of 8 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 3 years of the period referred to above must be appropriate/recognisable experience. Inherent requirements of the job: Valid (Code B/EB) drivers license. Work

overtime, day or night should the need arise. Competencies (knowledge/skills): Good conflict management and communication (writing and verbally) skills. Ability to work effectively and amicably, at management level with people of diverse backgrounds and beliefs. Basic computer literacy. Knowledge of legislation relative to the Health Care Service and policies of the Department of Health. Ability to manage own work, and that of the units which report to the post, and to ensure appropriate interventions to enhance all services at the institution. Skilled nurse clinician able to lead the nursing service within the scope of practice and accepted nursing standards. Proficiency in at least two of the three official languages of the Western Cape.

- DUTIES** : Co-ordinate, supervise and delegate the provision of effective and efficient patient care through quality care within set standards and legal framework within the service framework of COPC, Primary healthcare and the acute hospital. Participate in analysis, formulation and implementation of all guidelines, practices, standards and procedures. Manage and monitor the cost-effective utilisation of human, financial and physical resources. Co-ordinate the provision of effective training and research. Provide effective support to Nursing services, Administration services and Support services and maintain professional self-development. Co-ordinate, monitor and participate clinically in the COPC, Primary Health Care Clinic and the Acute Hospital.
- ENQUIRIES** : Dr A J Muller Tel No: (023) 414-8202
- APPLICATIONS** : Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")
- NOTE** : No payment of any kind is required when applying for this post.
- CLOSING DATE** : 10 July 2020

**POST 16/117** : **ASSISTANT MANAGER NURSING (HEAD OF NURSING SERVICES)**  
Chief Directorate: Rural Health Services

- SALARY** : R562 800 per annum (PN-B1)
- CENTRE** : Laingsburg Hospital
- REQUIREMENTS** : Minimum educational qualifications: 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. Registration with a professional council: Registration with the SANC as a Professional Nurse. Experience: A minimum of 8 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 3 years of the period referred to above must be appropriate/recognisable experience at management level. Inherent requirement of the job: Work overtime, day or night should the need arise. Competencies (knowledge/skills): Good conflict management and communication (writing and verbally) skills. Ability to work effectively and amicably, at management level with people of diverse backgrounds and beliefs. Basic computer literacy. Knowledge of legislation relative to the Health Care Service and policies of the Department of Health. Ability to manage own work, and that of the units which report to the post, and to ensure appropriate interventions to enhance all services at the institution. Skilled nurse clinician able to lead the nursing service within the scope of practice and accepted nursing standards. Proficiency in at least two of the three official languages of the Western Cape.

- DUTIES** : Co-ordinate, supervise and delegate the provision of effective and efficient patient care through quality care within set standards and legal framework within the service framework of COPC, Primary healthcare and the acute hospital. Participate in analysis, formulation and implementation of all guidelines, practices, standards and procedures. Manage and monitor the cost-effective utilisation of human, financial and physical resources. Co-ordinate the provision of effective training and research. Provide effective support to Nursing services, Administration services and Support services and maintain professional self-development. Co-ordinate, monitor and participate clinically in the COPC, Primary Health Care Clinic and the Acute Hospital.
- ENQUIRIES** : Dr A J Muller Tel No: (023) 414-8202
- APPLICATIONS** : Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")
- NOTE** : No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a practical test.
- CLOSING DATE** : 10 July 2020



- POST 16/118** : **CHIEF OCCUPATIONAL THERAPIST: GRADE 1**  
Chief Directorate: Metro Health Services
- SALARY** : R466 119 per annum  
**CENTRE** : Stikland Hospital  
**REQUIREMENTS** : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as an Occupational Therapist. Registration with a professional council: Registration with the HPCSA as an Occupational Therapist. Experience: A minimum of 3 years appropriate experience as an Occupational Therapist after registration with the HPCSA. Inherent requirement of the job: Valid Code B (EB) driver's license. Competencies (knowledge/skills): Appropriate Mental Health Experience. Fluency in at least two of the three official languages of the Western Cape. Good organising and planning abilities. Knowledge of applicable health legislation, relevant acts and public service policies and procedures. Understanding of evidence based-practice and knowledge of PSR model in a Mental Health Environment.
- DUTIES** : Administration related to clinical service delivery. Ensure Good Corporate Governance. Ensure progress and development of the OT services rendered to the Psychogeriatric and Work Assessment Units. Provide evidence based Clinical Service in the Vocational Rehabilitation Unit. Support to the HOD.
- ENQUIRIES** : Ms Y Louw Tel No: (021) 940 4590  
**APPLICATIONS** : Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")
- NOTE** : No payment of any kind is required when applying for this post.  
**CLOSING DATE** : 10 July 2020
- POST 16/119** : **OPERATIONAL MANAGER NURSING: GRADE 1 (GENERAL: WARDS)**  
Garden Route Health District
- SALARY** : R444 276 per annum (PN-A5) (Plus, a non-pensionable rural allowance of 8% basic annual salary)  
**CENTRE** : Oudtshoorn Hospital  
**REQUIREMENTS** : Minimum educational qualification: Basic R425 qualification (i.e. Degree/Diploma in Nursing) or equivalent qualification that allows registration with the South African Council (SANC) as a Professional Nurse. Registration with a professional council: Registration with the 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. Inherent requirements of the job: Willingness to work shifts, weekends and public holidays, as required. Valid (Code B/EB) drivers license and willingness to travel. Competencies (knowledge/skills): Ability to promote quality patient care through the setting, implementation and monitoring of standards. Knowledge and insight of legislation and policies, relevant to current nursing practice within the public sector. Good organisational, interpersonal, leadership, decision-making and conflict resolution skills. Basic computer skills, MS Office.
- DUTIES** : Effective and efficient coordination of required nursing care which is compliant with the standards set by the service and professional framework. Participate in management and utilise physical, financial and Human Resources to fulfil operational and developmental functions in accordance with legislation and policies. Manage stock and equipment in accordance with legislation and policies. Participate in health promotion and illness prevention initiatives and contribute to their evaluation. Maintain and promote ethical standards and the core values of the department. Ensure that participation in research related activities are evident in the practice.
- ENQUIRIES** : Ms H Human Tel No: (044) 203-7203  
**APPLICATIONS** : Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")
- NOTE** : No payment of any kind is required when applying for this post.  
**CLOSING DATE** : 10 July 2020
- POST 16/120** : **SENIOR ADMINISTRATIVE OFFICER: HUMAN RESOURCE MANAGEMENT**  
West Coast District
- SALARY** : R316 791 per annum

- CENTRE REQUIREMENTS** : Vredenburg Hospital  
 : Minimum educational qualification: Appropriate three-year National Diploma/Degree in Human Resources Management. Experience: Appropriate Human Resource Administration, supervisory and PERSAL experience. Inherent requirement of the job: Valid (code B/EB) driver's license. Competencies (knowledge/skills): Ability to ensure compliance and identify irregularities in the application of human resource policies and practices by means of analytical and innovative thinking. Computer skills (MS Office, Word, Excel and PowerPoint). Good verbal, as well as written communication skills in at least two of the three official languages of the Western Cape to ensure effective report-writing. Sound practical knowledge and experience of the PERSAL system, knowledge of the Public Service Act and regulations, various OSD's, Human Resource Policies, Resolutions and Agreements. Ability to ensure compliance and identify irregularities in the application of human resource
- DUTIES** : Adherence to and correct application of all transversal personnel practices, policies and procedures, including all employment practices, Conditions of Service and Terminations, SPMS, Establishment Administration and Recruitment and Selection. Co-ordinate Labour relations and People Development (HRD) functions. Ensure HR compliance and rectification of Auditor-General reports, Internal Auditors reports, as well as HRM Advisory Services Compliance Reports. Identify training areas of need and implement training programmes and information sessions on existing and new policies. Manage and supervise the general staff office including the development of HR Officials. Monitor compliance to HR policies. Render a support and advisory service with regard to Personnel Administration and Human Resource Management.
- ENQUIRIES APPLICATIONS** : Mr RS Liedeman Tel No: (022) 487-9278  
 : Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")
- NOTE CLOSING DATE** : No payment of any kind is required when applying for this post.  
 : 10 July 2020
- POST 16/121** : **COMMUNITY LIASON OFFICER**  
 Garden Route District
- SALARY CENTRE REQUIREMENTS** : R316 791 per annum  
 : Garden Route District Office, George  
 : Minimum educational qualification: Appropriate three-year National Diploma or Degree. Experience: Appropriate experience with community development, project management or NPO sector. Inherent requirements of the job: Valid (Code B/EB) drivers license. Willingness to travel. Willingness to perform overtime duties when required. Competencies (knowledge/skills): Good written and verbal communication skills in at least two of the three official languages of the Western Cape. Good communication and presentation skills, to be able to work independently and as part of team. Good coordination skills, project management skills and training skills. Computer literacy Ms Word, PowerPoint and Excel).
- DUTIES** : Liaise with all relevant stakeholders to ensure effective communication and collaboration between the communities and the health department to strengthen community participation in Health related issues. Overall coordination and monitoring of the on-going activities within the communities and community structures within the Garden Route District. Assist and support with the establishment and implementation of clinic committees/statuary structures. Facilitate community dialogues. Consolidate and prepare all relevant reports.
- APPLICATIONS** : Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")
- NOTE CLOSING DATE** : No payment of any kind is required when applying for this post.  
 : 10 July 2020
- POST 16/122** : **SENIOR ADMINISTRATIVE OFFICER: INFORMATION MANAGEMENT**  
 Chief Directorate: Metro Health Services
- SALARY CENTRE** : R316 791 per annum  
 : Southern/Western Sub-structure Office

<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Appropriate three-year National Diploma/Degree. Experience: Appropriate experience in Health Information Management and Monitoring and Evaluation of health programmes. Inherent requirement of the job: Valid (Code B/EB) drivers license. Competencies (knowledge/skills): Ability to communicate effectively (verbal and written) in at least two of the three official languages of the Western Cape. Knowledge of Information management processes and procedures, including data collation, processing, analysis, presentations, and reporting. Knowledge of Information systems used in health. Knowledge and understanding of HAST programme and data tools. Advanced computer literacy in: MS Office (Word, Excel, PowerPoint and Outlook). Ability to facilitate and promote training.
<b><u>DUTIES</u></b>	:	Facilitate compliance to Information management procedures and policies in the Southern and Western substructure. Enable effective data transformation and information system maintenance. Data Analysis, Presentation, Communication and Feedback. Administrative functions and line management. Capacity development in information management. Willingness to work extended hours and weekends when needed. Willingness to travel in the Southern/Western Geographic area to support health facilities.
<b><u>ENQUIRIES</u></b>	:	Ms I Zimri Tel No: (021) 202-0932
<b><u>APPLICATIONS</u></b>	:	Applicants apply online: <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications")
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post. Short-listed candidates may be subjected to a practical assessment.
<b><u>CLOSING DATE</u></b>	:	10 July 2020
<b><u>POST 16/123</u></b>	:	<b><u>SENIOR ADMINISTRATIVE OFFICER: FINANCE (PATIENT ADMINISTRATION)</u></b> Chief Directorate: Metro Health Services
<b><u>SALARY</u></b>	:	R316 791 per annum
<b><u>CENTRE</u></b>	:	Helderberg Hospital, Somerset West
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Appropriate 3-year National Diploma/Degree. Experience: Appropriate experience in Patient Administration, Revenue, and Medical Records. Appropriate Supervisor Experience. Inherent requirement of the job: Valid Code B/EB drivers license. Competencies (knowledge/skills): Good communication skills in at least two of the three official languages of the Western Cape. Ability to plan, organise and prioritise responsibilities. Computer literacy. Knowledge of UPFS and Hospital Memorandum Chapter 18. Practical knowledge of Clinicom and Accounts Receivable Systems (AR).
<b><u>DUTIES</u></b>	:	Supervise Patient Administration, Medical Records and Revenue Departments. Ensure an effective Patient Service delivery to staff and patients. Ensure an effective Medical Records Service to staff and patients. Responsible for People Management functions within the sections. Ensure sound labour practices are executed and implemented. Act as Manager of the Patient Administration Component if and when required. Support to Supervisor and Staff.
<b><u>ENQUIRIES</u></b>	:	Ms SD Leo Tel No: (021) 850-4704
<b><u>APPLICATIONS</u></b>	:	Applicants apply online: <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications")
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post.
<b><u>CLOSING DATE</u></b>	:	10 July 2020
<b><u>POST 16/124</u></b>	:	<b><u>SENIOR STATE ACCOUNTANT</u></b> Directorate: Management Accounting
<b><u>SALARY</u></b>	:	R316 791 per annum
<b><u>CENTRE</u></b>	:	Head Office, Cape Town
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Appropriate three-year National Diploma or Degree in a financial field. Experience: Appropriate experience in a financial environment. Inherent requirement of the job: Valid Code (EB/B) drivers license. Competencies (knowledge/skills): Advanced computer literacy (MS Excel and Word). Excellent interpersonal skills and the ability to interact with a broad range of users at all levels of authority but also to work independently and unsupervised. Problem solving and lateral thinking skills. Ability to work under pressure, overtime and to travel if required. Sound understanding of accounting principles. Knowledge of In-Year monitoring (IYM). Knowledge of

- Annual Financial Statements (AFS) reporting. Knowledge of BAS, LOGIS and budgeting process. Knowledge of the PFMA, National and Provincial Treasury Regulations. Ability to analyse information and work with figures.
- DUTIES** : (key result areas/outputs): Compile monthly expenditure projections, in particular experience with the IYM tool. Detect and correct incorrect accounting entries. Experience in managing Standard Chart of Accounts (SCOA). Experience with Budget Management (e.g. Budget Management Instrument) analysis. Apply management accounting techniques to analyse, project and report on expenses. Apply accrual accounting principles to the extent required by accounting statements. Reporting on expenditure to applicable users/entities. Compiling, analyse and check loaded budget on accounting systems (eg BAS). Extensive experience in extracting information/reports from systems (e.g. BAS and Vulindlela) for analysis. Extensive experience in creating of Excel spreadsheets and pivot tables. Supervise and in-house training of sub-ordinates and peers.
- ENQUIRIES** : Mr E Pennings Tel No: (021) 815 8604
- APPLICATIONS** : Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")
- NOTE** : No payment of any kind is required when applying for this post.
- CLOSING DATE** : 10 July 2020
- POST 16/125** : **SENIOR ADMINISTRATIVE OFFICER: SUPPLY CHAIN MANAGEMENT**  
Overberg District
- SALARY** : R316 791 per annum
- CENTRE** : Overberg District Office
- REQUIREMENTS** : Minimum educational qualification: Appropriate three-year National Diploma or Degree. Inherent requirement of the job: Valid (Code B/EB) drivers license. Experience: Appropriate experience in Supply Chain, Contract and Asset Management. Appropriate experience in Compliance Management and Reporting. Appropriate proven supervisory experience. Competencies (knowledge/skills): Extensive knowledge and practical experience in Logis and Integrated Procurement Solutions (IPS) as well as good organisational, managerial, leadership skills and an aptitude for working with financial figures. Extensive knowledge of relevant financial prescripts, departmental policies, delegations and procedures and Strong people management skills, ability to work in a team context and motivate team members. Computer literacy and thorough knowledge of computer systems (LOGIS, BAS and IPS). Excellent communication skills (verbal and written) in at least two of the three official languages of the Western Cape. Knowledge of the Public Financial Management Act (PFMA), National and Provincial Treasury Regulations.
- DUTIES** : Responsible for overall management for all Supply Chain Management functions and ensure the effective and efficient application of procurement policies and processes. Responsible for Inventory control, warehouse management and Asset Management processes. Responsible for the monitoring and evaluation of Contract Management. Accurate and timeous preparation of reports and assist with the compilation of the Annual and Interim Financial statements.
- ENQUIRIES** : Ms J Honeyball Tel No: (028) 214-5855
- APPLICATIONS** : Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")
- NOTE** : No payment of any kind is required when applying for this post.
- CLOSING DATE** : 10 July 2020
- POST 16/126** : **PROFESSIONAL NURSE GRADE 2 TO 3 (GENERAL: HIV/AIDS)**  
Chief Directorate: Metro Health Services
- SALARY** : Grade 2: R315 963 per annum (PN-B1)  
Grade 3: R383 226 per annum (PN-B2)
- CENTRE** : Valkenberg 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. Registration with a professional council: Proof of registration with the SANC as Professional Nurse for 2020/2021. Experience: **Grade 2:** A minimum of 10 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. **Grade 3:** A minimum

of 20 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Competencies (knowledge/skills): Additional courses in HIV care will be an advantage. Basic computer literacy skills. Good communication skills in at least two of the three official languages of the Western Cape. Knowledge in HIV/ARV and/or TB Care.

**DUTIES** : Assist in the management of an ambulatory clinic for HIV infected patients with focus on ARV care and TB. Coordinate the HIV Counselling and Testing (HCT) campaign. Effectively maintain professional growth and participate in training of staff, patients and families. Effectively manage and utilise physical, financial and human resources. Record-keeping and administrative activities, including completing ARV register (in the absence of the Clerk). TB screening and management of prophylaxis treatment.

**ENQUIRIES** : Mr M Photo Tel No: (021) 826-5801  
**APPLICATIONS** : Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")

**NOTE** : No payment of any kind is required when applying for this post.  
**CLOSING DATE** : 10 July 2020

**POST 16/127** : **ARTISAN PRODUCTION: GRADE A TO C**  
**(GENERAL/ELECTRICAL/PLUMBING)**  
 Chief Directorate: Metro Health Services

**SALARY** : Grade A: R190 653 per annum  
 Grade B: R 224 574 per annum  
 Grade C: R 262 176 per annum

**CENTRE** : Mitchells Plain District Hospital  
**REQUIREMENTS** : Minimum educational qualification: Appropriate Trade Test Certificate. Experience: **Grade A:** No experience required. **Grade B:** At least 18 years appropriate/recognisable experience in the area after obtaining the relevant Trade Test Certificate. **Grade C:** At least 34 years appropriate/recognisable experience in the area after obtaining the relevant Trade Test Certificate. Inherent requirements of the job: A valid (Code B/EB) drivers license. Willing to perform standby duties when necessary and attend to emergency breakdowns after hours. Competencies (knowledge/skills): Conversant with the requirements of the machinery and Occupational Health and Safety Act (Act 85 of 1993). Ability to speak in at least two of the three official languages of the Western Cape. Computer literacy.

**DUTIES** : (key result areas/outputs): Ensure an effective plumbing service to the institution. Responsible for new installations. Repairs and standby duties. Render assistance to supervisor and colleagues.

**ENQUIRIES** : Mr N Neethling Tel No: (021) 377-4307  
**APPLICATION** : Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")

**NOTE** : No payment of any kind is required when applying for this post.  
**CLOSING DATE** : 10 July 2020

**POST 16/128** : **ADMINISTRATION CLERK: SUPPLY CHAIN MANAGEMENT (ASSETS)**

**SALARY** : R173 703 per annum  
**CENTRE** : Western Cape College of Nursing

**REQUIREMENTS** : Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accountancy as a passed subject and/or Senior Certificate (or equivalent) with experience/ competencies that focuses on the Key Performance Areas (KPA's) of the post. Experience: Appropriate experience in Supply Chain Management and Asset Management, including acquisitions and disposals. Competencies (knowledge/skills): Working knowledge of and the ability to interpret and apply the Public Finance Management Act (PFMA), Treasury Regulations and Instructions, and Departmental Accounting Officer's System and SCM delegations, policies, procedures and prescripts. Working knowledge of computerised Financial systems (BAS/LOGIS), the Integrated Procurement Solution (IPS), WCSEB and CSD related to procurement. Computer literate in MS Office, especially Excel, Word and PowerPoint. Analytical thinking, good planning and organisational skills, an aptitude for accurate mathematical calculations and to compile reports and submissions.

**DUTIES** : (key result areas/outputs): Procurement of assets and maintenance of the asset register regarding assets purchased, donated, transfers and disposals.

Receipting, barcoding, controlling and tracking of assets. Perform annual asset count and verification and regular spot checks on assets. Assist and partake in the condemning/disposal process of obsolete and unserviceable assets. Perform and report on monthly asset recons (additions/donations/disposals/movements). Assist with inputs to the Interim and Annual Financial Statements related to assets.

**ENQUIRIES** : Mr N Rhode Tel No: (021) 684-139  
**APPLICATIONS** : Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")  
**NOTE** : No payment of any kind is required when applying for this post.  
**CLOSING DATE** : 10 July 2020

**POST 16/129** : **ADMINISTRATION CLERK: SUPPLY CHAIN MANAGEMENT (PROCUREMENT)**

**SALARY** : R173 703 per annum  
**CENTRE** : Western Cape College of Nursing  
**REQUIREMENTS** : Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accountancy as a passed subject and/or Senior Certificate (or equivalent) with experience/ competencies that focuses on the Key Performance Areas (KPA's) of the post. Experience: Appropriate experience in Supply Chain Management (SCM), LOGIS and the Integrated Procurement Solution (IPS). Competencies (knowledge/skills): Working knowledge of and the ability to interpret and apply the Public Finance Management Act (PFMA), Treasury Regulations and Instructions, and Departmental Accounting Officer's System and SCM delegations, policies, procedures and prescripts. Working knowledge of computerised Financial systems (BAS/LOGIS), the Integrated Procurement Solution (IPS), WCSEB and CSD related to procurement. Computer literate in MS Office, especially Excel, Word and PowerPoint. Analytical thinking, good planning and organisational skills, an aptitude for accurate mathematical calculations and to compile reports and submissions.

**DUTIES** : (key result areas/outputs): Procurement of buy-out goods and services including preparation of procurement templates. Capture request for quotations, authorisation of PAs, placing of orders and receipting of goods and services. Ensure accurate inventory control of kitchen perishables and the payment of invoices in line with the prescripts. Report on Procurement planning progress, outstanding orders and on unauthorised Pas. Execute compliance controls related to Supply Chain Management and procurement. Assist with inputs to the Interim and Annual Financial Statements.

**ENQUIRIES** : Mr N Rhode Tel No: (021) 684-1397  
**APPLICATIONS** : Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")  
**NOTE** : No payment of any kind is required when applying for this post.  
**CLOSING DATE** : 10 July 2020

**POST 16/130** : **HEALTH PROMOTER**  
 Chief Directorate: Metro Health Services

**SALARY** : R145 281 per annum  
**CENTRE** : Scottsdene Community Day Centre  
**REQUIREMENTS** : Minimum educational qualification: General Education and Training Certificate (GETC)/Grade 9 (Std 7). Experience: Appropriate experience in working in communities and informal settlements. Inherent requirement of the job: 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. Computer literacy.

**DUTIES** : (key result areas/outputs): Render a high standard of health education and support service to clients. Plan and implement health projects in facilities, schools, and communities to meet health objectives. Assist and strengthen COPC in the community. Liaise with community's health co-ordinating structures, departments, local government and other stakeholders to promote integrated approach to health care. Monitor, evaluate, develop and implement service delivery programmes. Ensure effective and efficient utilisation of all available resources. Keep effective record of activities and consumables. Ensure a purposeful integration of health education and promotion service provision with services provided (health facility, stakeholders and other community-based services). Support to Manager at Facility.

**ENQUIRIES** : Mr K Mabuda Tel No: (021) 444-8126  
**APPLICATIONS** : The People Management Manager: Metro Health Services:  
Northern/Tygerberg Sub-structure: Bellville, Private Bag X 99, Bellville 7535.  
**FOR ATTENTION** : Ms P Louw  
**NOTE** : No payment of any kind is required when applying for this post.  
**CLOSING DATE** : 10 July 2020

**POST 16/131** : **PNEUMATIC TUBE OPERATOR**

**SALARY** : R122 595 per annum  
**CENTRE** : Groote Schuur Hospital, Observatory  
**REQUIREMENTS** : Minimum educational qualification: General education and training Certificate (GETC)/Grade 9 (Std 7). Inherent requirement of the job: Willingness to work shifts and ability to report for duty at 6:30 (weekends included). Competencies (knowledge/skills): Knowledge of the Tube distribution service. Ability to communicate (verbal and script) in at least two of the three official languages of the Western Cape.

**DUTIES** : Responsible for the operational function of the Pneumatic Tube System, the dispatch of tubes and telephonic queries/requests. Responsible for reporting defective specimens. Responsible for transporting specimens from various wards to various laboratories. Responsible for receipt/dispatch of specimens, postal forms, medical reports and other related documents.

**ENQUIRIES** : Mr L Terblanche Tel No: (021) 404-5037  
**APPLICATIONS** : 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. Shortlisted candidates may be required to do a competency test as part of the interview process.

**CLOSING DATE** : 10 July 2020

**POST 16/132** : **PORTER**

**SALARY** : R102 534 per annum  
**CENTRE** : Groote Schuur Hospital, Observatory  
**REQUIREMENTS** : Minimum requirement: Basic numeracy and literacy. Inherent requirements of the job: Willingness to work shifts, weekends and on public holidays. Ability to perform tasks such as lifting patient's from/onto beds, trolleys and wheelchairs. Willingness to work in a team. Must be of sober habits. Competencies (knowledge/skills): Ability to communicate in at least two of the three official languages of the Western Cape. Good interpersonal and communication skills.

**DUTIES** : Safe transport of patients on trolleys and wheelchairs, within various areas in the hospital. Check and replace gas cylinders in wards and assist with shifting of medical equipment. Ensure a safe and hygienic work environment as well as collecting and cleaning of equipment. Assist with the removal of bodies from wards and perform relevant duties. Respond to requests from wards and departments. Assist with ambulatory patients as well as greeting and directing patients to various areas in the hospital.

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

**FOR ATTENTION** : Mr MS Benjamin  
**NOTE** : No payment of any kind is required when applying for this post.

**CLOSING DATE** : 10 July 2020

**POST 16/133** : **MESSENGER**

**SALARY** : R102 534 per annum  
**CENTRE** : Groote Schuur Hospital, Observatory  
**REQUIREMENTS** : Minimum requirement: Basic numeracy and literacy skills. Experience: Appropriate experience. Inherent requirements of the job: Must be physically fit and able to be on your feet for long periods. Must have the ability to lift heavy loads. Competencies (knowledge/skills): Knowledge of folder management procedures. Good communication skills in at least two of the three official languages of the Western Cape. Good Interpersonal skills. Basic computer literacy skills.

**DUTIES** : Collecting and delivery of folders, x-rays, case notes and any other documentation Assist Ward Clerks with regards to locating patient folders

throughout the entire Hospital. Deliver and collect blood specimens, blood hampers, or any other blood related products (i.e. Plasma), etc. Collect medication at Pharmacy as well as assisting with the collection of Folders from Medical Records department. Perform relief duties as well as basic record-keeping of all documentation.

**ENQUIRIES** : Mr L Terblanche Tel No: (021) 404-5037  
**APPLICATIONS** : The Chief Executive Officer: Groote Schuur Hospital, Private Bag X4, Observatory, 7935.  
**FOR ATTENTION** : Mr MS Benjamin  
**NOTE** : No payment of any kind is required when applying for this post.  
**CLOSING DATE** : 10 July 2020

**POST 16/134** : **HOUSEHOLD AID**  
Chief Directorate: Rural Health Services

**SALARY** : R102 534 per annum  
**CENTRE** : Vredendal Hospital  
**REQUIREMENTS** : Minimum requirement: Basic numeracy and literacy skills. Experience: Appropriate cleaning experience. Inherent requirements of the job: Incumbent must be prepared to work shifts (night and day) and overtime which include weekends and public holidays. The incumbent must have the ability to do hard physical work (lift and move heavy objects), handle industrial cleaning machines and be on their feet the entire day. Competencies (knowledge/skills): Ability to perform routine household functions. Ability to operate machines and equipment in a cost-effective way. Ability to accept accountability and responsibility. Ability to read, speak and write in at least two of the three official languages of the Western Cape.

**DUTIES** : Renders effective, efficient and safe hygiene and domestic services in hospital. Contributes to effective management of domestic responsibilities. Contributes to effective utilisation and functioning of apparatus, equipment and stock. Follow and adhere to Health and Safety prescripts. Follow and adhere to elementary control measures and standard operating procedures.

**ENQUIRIES** : Mr D Snell Tel No: (027) 213-2039  
**APPLICATIONS** : The Manager: Medical Services, Vredendal Hospital, Private Bag X21, Vredendal, 8160.

**FOR ATTENTION** : Ms ME Tangayi  
**NOTE** : No payment of any kind is required when applying for this post.  
**CLOSING DATE** : 10 July 2020

**POST 16/135** : **CLEANER**

**SALARY** : R102 534 per annum  
**CENTRE** : Groote Schuur Hospital, Observatory  
**REQUIREMENTS** : Minimum requirement: 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** : 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  
**APPLICATIONS** : The Chief Executive Officer: Groote Schuur Hospital, Private Bag X4, Observatory, 7935.

**FOR ATTENTION** : Mr MS Benjamin  
**NOTE** : No payment of any kind is required when applying for this post.  
**CLOSING DATE** : 10 July 2020

**POST 16/136** : **CLEANER**  
Overberg District

**SALARY** : R102 534 per annum  
**CENTRE** : Caledon Clinic, Theewaterskloof Sub-district



- REQUIREMENTS** : Minimum requirement: Basic numeracy and literacy. Experience: Appropriate experience as a cleaner/general worker. Competencies (knowledge/skills): Good communication and interpersonal skills in at least two of the three official languages of the Western Cape. The ability to function independently and/or as part of a team. The ability to work under pressure.
- DUTIES** : General cleaning which include dusting, sweeping vacuuming, polishing, cleaning of windows and toilets scrubbing and mopping, removal of rubbish bags and cleaning of mobile clinics according to the day/weekly program of the Operational Manager in charge. Relief work at other clinics when necessary. Render an effective, efficient and safe hygiene service in and around the clinic. Adhering to Infection Prevention Control Principles. Effective management of equipment and stock control.
- ENQUIRIES** : Ms E Fourie Tel No: (028) 212-1572
- APPLICATIONS** : The District Director: Overberg District Office, Private Bag X07, Caledon, 7230.
- FOR ATTENTION** : Ms A Kriel
- NOTE** : No payment of any kind is required when applying for this post.
- CLOSING DATE** : 10 July 2020