



the dpsa

Department:
Public Service and Administration
REPUBLIC OF SOUTH AFRICA

PUBLIC SERVICE VACANCY CIRCULAR

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1. Introduction

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

2. Directions to candidates

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

3. Directions to departments

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

4 SMS pre-entry certificate

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

AMENDMENT

: **DEPARTMENT OF PUBLIC WORKS:** Kindly take note that the post of Senior Manager: Enterprise Architecture with reference number 060821/01 advertised in the Public Service Vacancy Circular 26 dated 30 July 2021, the correct requirements for the position is as follows: A B Degree (NQF level 7) qualification in ICT. This position calls for a hands-on Enterprise Architect who will be directly responsible for the development and maintenance of the DWS

Enterprise Architecture with Three (3) to Five (5) years hands-on experience in the development and maintenance of Enterprise Architectures (EA) based on TOGAF framework, Five (5) years' experience in the middle / senior managerial level in EA field. Latest TOGAF certification is required. Knowledge of business transformation and optimization models, operating models, cost-benefit analysis, and risk management. Business acumen, analytical, results.

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DEPARTMENT OF AGRICULTURE, LAND REFORM AND RURAL DEVELOPMENT
DALRRD is an equal opportunity and affirmative action employer. It is our intention to promote representivity in DALRRD through the filling of posts. The Department reserves the right not to fill a position.

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

MANAGEMENT ECHELON

- POST 27/01** : **DEPUTY DIRECTOR-GENERAL: RURAL DEVELOPMENT REF NO: 3/2/1/2021/007**
Branch: Rural Development
Re-advertised, applicants who previously applied are encourage to reapply if still interested.
- SALARY** : R1 521 591 per annum (Level 15), (All-inclusive package), the package includes a basic salary (70% of package), and a flexible portion that may be structured in accordance with the rules for Senior Management Services (SMS).
- CENTRE** : Pretoria
- REQUIREMENTS** : Successful completion of Pre-entry Certificate for SMS as endorsed by the National School of Government (NSG). Bachelor's Degree or Advanced Diploma (NQF Level 7) in Rural Development / Sociology / Political Science / Economics / Statistics and Honours Degree or Post Graduate Diploma (NQF Level 8) in Rural Development / Sociology / Political Science / Economics / Statistics. Postgraduate qualification in Built Environment Professions e.g. Engineering / Town Planning / Architecture / Quantity Surveying / Sustainable Agriculture / Project Management and registered as a Built Environment Professional will be an added advantage. 8 - 10 years' experience at a senior managerial level in relevant environment. Job Related Knowledge: An understanding in the Public Service environment. Thorough knowledge of Public Finance Management Act (PFMA) and related Treasury Regulations, Practice Notes, Instructions, Circulars. Understanding of the South African economy with respect to rural development, growth, equity and empowerment. Sound understanding of the interconnectedness of Government policies and strategies. Knowledge of Rural Development Programme (RDP) / Integrated Sustainable Rural Development Strategy (ISRDS) / Comprehensive Rural Development Programme (CRDP). Job Related Skills: Communication skills. Motivational and influential skills. Strong networking and interpersonal skills. Good presentation skills. Negotiation skills. Project management skills. Computer literacy. Planning and organising skills. Problem solving skills. Conflict management skills. A valid driver's licence. Ability to work proactively and under pressure.
- DUTIES** : Provide social organisation and development towards economic upliftment. Facilitate community mobilisation and institution building to reduce household poverty in accordance with Comprehensive Rural Development Programme (CRDP). Facilitate national project implementation. Monitor, manage and mainstream youth development programmes. Facilitate skills development. Provide National Rural Youth Service Corps (NARYSEC) support services. Facilitate Community credit self-reliance. Provide oversight of the Recruitment targets and sites of the NARYSEC Programme. Provide strategic direction and policy monitoring and advice in supporting the NARYSEC Programme recruitment. Develop a recruitment plan for NARYSEC aligned to priorities. Coordinate and facilitate infrastructure development services. Facilitate the development of infrastructure projects. Facilitate the process of packaging identified infrastructure projects for all identified sites. Manage infrastructure budgets allocations per province. Monitor the implementation of infrastructure plans per province. Mobilise and influence government and external resources. Coordinate stakeholders for technical support in the identified areas. Coordinate the funds of all Sector Departments to facilitate the implementation of projects. Access private sector funding e.g. corporate social investments. Coordinate and facilitate infrastructure development services to all Agri-Parks sites. Develop and adapt innovative and appropriate technologies. Promote indigenous knowledge systems and environment and natural resource utilisation within rural areas. Conduct research of innovative technology and development focused on rural innovations and natural resources. Liaise with relevant organisations regarding technology, research and development programmes / projects. Manage the maintenance of a database of existing initiative of programmes in rural areas. Liaise with authorities on the progress and status of rural initiative and implementation programmes. Manage the liaison, coordination and control of initiatives and programmes. Provide financial and administrative support services. Render financial administration services. Coordinate supply chain management services. Render human resource and auxiliary support services. Render cashier services. Manage the

projects across the Provincial Offices. Initiate projects and develop project teams. Create project plans and gain endorsement. Execute the projects and manage change. Provide specialised advice on technical matters on infrastructure development. Facilitate the mainstreaming of rural women, youth and persons with disabilities in Branch. Facilitate alignment of corporate policies and programmes to support implementation of rural women, youth and persons with disabilities transformation imperatives. Manage and monitor rural women, youth and persons with disabilities transformation and diversity strategies and plans. Facilitate the implementation of diversity management programmes focused on branch initiatives for rural women, youth and persons with disabilities. Monitor the implementation of equity plans and achievement of targets. Facilitate equity capacity building initiatives.

**ENQUIRIES
APPLICATIONS**

: Ms K Kgang Tel No: (012) 319 7333
 : Please ensure that you email your application to: post007@dalrrd.gov.za before the closing date as no late applications will be considered. Applications and supporting documents sent to email addresses that are not specified in the advertisement for the post that you are applying for will not be accepted. Failure to do this will result in the application being disqualified.

NOTE

: The Minister of Agriculture, Land Reform and Rural Development, in terms of section 4(3) and 4(4) of the Restitution of Land Rights Act No. 22 of 1994, hereby invites nominations from the general public for the appointment of a Deputy Chief Land Claims Commissioner for the Commission on Restitution of Land Rights. The person so nominated should meet the requirements for the position. Nominations must include a signed nomination letter and be accompanied by an updated CV, certified copies of qualifications and form Z83 completed by the nominated candidate. The appointment will be made in compliance with the Restitution of Land Rights Act 22 of 1994 read with the Public Service Regulations, 2016.

POST 27/02

: **DEPUTY CHIEF LAND CLAIMS COMMISSIONER REF NO: 3/2/1/2021/009**
 (5-year contract post)
 Branch: Restitution

SALARY

: R1 251 183 per annum (Level 14), (All-inclusive package), the package includes a basic salary (70% of package), and a flexible portion that may be structured in accordance with the rules for Senior Management Services (SMS).

**CENTRE
REQUIREMENTS**

: National Office: Pretoria
 : Successful completion of Pre-entry Certificate for SMS as endorsed by the Successful completion of Pre-entry Certificate for SMS as endorsed by the National School of Government (NSG). Master's Degree / Postgraduate Degree in Development Studies. 3 - 5 years' working experience as executive manager. Job related knowledge: Project management. Budgetary planning. Expenditure reporting. Monitoring and evaluation. Infrastructure planning and implementation. Strategic planning. Human / resource planning. Financial management. Job related skills: Networking. Project management. Team management. Interpersonal relations. Budget forecasting. Computer literacy. Resource planning. Problem solving and decision-making. Time management. Business. Communication. Organisation. Information Communication Technology (ICT) background will be advantageous. A valid drivers' licence.

DUTIES

: Advise the Minister of Agriculture, Land Reform and Rural Development (DALRRD), the Director-General of the DALRRD and the Chief Land Claims Commissioner on matters of policy regarding the restitution process. Develop memoranda / policies / appropriate documentation for the Minister and the Chief Land Claims Commissioner consideration. Coordinate input / matters for consideration by the Minister or Chief Land Claims Commissioner. Brief Minister and the Chief Land Claims Commissioner on all restitution required matters when required. Serve as a Deputy Head of the Commission on Restitution of Land Rights. Lead and manage to Commission in the Chief Land Claims Commissioner absence. Act as Deputy Head of the Commission. Act as Chief Land Claims Commissioner in his/her absence. Coordinate programme management support for the Commission and create linkages with other government programmes and initiatives. Lead and coordinate programme management support of the Commission. Coordinate monitoring and evaluation of the Restitution programme. Create links with other government programmes and initiatives. Provide sector collaboration support to the Commission at National Office and Provincial Office. Provide provincial

coordination support to the Chief Land Claims Commissioner. Provide provincial support (planning, monitoring and evaluation, sector engagement, programme management, managerial) to Restitution Provincial Offices. Coordinate Provincial roll out of Restitution related initiatives. Coordinate and support provincial coordination across Provinces. Support sector collaboration across sectors, spheres of government and Provinces. Develop and coordinate Restitution Policy, including drafting of standard operating procedures, ensuring alignment with government wide policy objectives as well as ensuring interface with broader processes around land reform. Develop and coordinate Restitution Policy development. Participate and advise on all land reform related policies. Review, advice and facilitate coordination with government wide objectives. Develop, update and maintain Land Restitution Strategic Framework. Engage with various stakeholders in the development and update of Restitution or related policies. Liaise and foster working relationships with relevant stakeholders, Parliamentary Committees, Government Departments, Statutory bodies, Public entities, Academic and Private sector institutions. Liaise, foster and promote sector collaboration with relevant stakeholders, Parliamentary Committees, Government Departments, Statutory bodies, Public entities, academic and private sector institutions. Promote the development of sector participation frameworks. Provide advice and support to land claims across different sectors.

ENQUIRIES : Ms Nomfundo Ntloko–Gobodo Tel No: (083) 578 9057
APPLICATIONS : Please ensure that you email your application to: post009@dalrrd.gov.za before the closing date as no late applications will be considered. Applications and supporting documents sent to email addresses that are not specified in the advertisement for the post that you are applying for will not be accepted. Failure to do this will result in the application being disqualified.

POST 27/03 : **SURVEYOR-GENERAL REF NO: 3/2/1/2021/010**
 Office of the Surveyor General

SALARY : R1 251 183 per annum (Level 14), (All-inclusive package), the package includes a basic salary (70% of package), and a flexible portion that may be structured in accordance with the rules for Senior Management Services (SMS).

CENTRE : North West (Mahikeng)
REQUIREMENTS : Successful completion of Pre-entry Certificate for SMS as endorsed by the National School of Government (NSG). An NQF level 8 Degree recognised by the South African Geomatics Council as satisfying section 8(1)(d)(iii), (v), (v) of Geomatics Professions Act 2013, specifically a four (4) year B Degree in Geomatics/Land Surveying. Registered as a Professional Land Surveyor with the South African Geomatics Council (SAGC). Registered as a Sectional Titles Practitioner in terms of Section 5(2) of the Sectional Titles Act, 1986. Five (5) years' experience at Senior Managerial level in a land surveying environment. Appropriate post registration experience in cadastral surveying. Job related knowledge: Cadastral Survey. Technical System. Cadastral Spatial Information. Knowledge of Land Information Systems, Land Administration Systems and Geographical Information Management. Knowledge of advances in technology useful to Cadastral Survey System. Performance management and monitoring. Public finance management. Government systems and structures. Government decision making processes. Programme setting process. Understanding of the management information and formal reporting system. Dealing with misconduct. Internal control and risk management. Project management principles and tools. The political landscape of South Africa. Job related skills: Project management. Team management. Interpersonal relations. Budget forecasting. Computer literacy. Resource planning. Problem solving and decision making. Time management. Business. Communication. The ability to work efficiently and effectively at all times.

DUTIES : Approval of diagrams, general plans and Sectional Plans in compliance with legislation and provide tenure security and sustainable rural and urban development. Examine for approval all cadastral documents for the purpose of registration at the Deeds Office prepared in accordance with the land Survey Act, Sectional Titles Act and all applicable statutory consents. Examine for approval all cadastral documents for the purpose of registration at the Deeds Office prepared in accordance with the Land Survey Act, Sectional Titles Act and all applicable statutory consents. Examine for approval all cadastral documents prepared for registration at the Mineral and Petroleum Titles

Registration Office in accordance with the Mining Titles Registration Act or any other law requiring the approval of the Surveyor-General. Ensure the compilation of a complete, accurate, current and correct Cadastral Spatial Information dataset. Update the Cadastral Geo-spatial database through the addition of every approved cadastral land parcel. Ensure that management information systems are created to provide timely and accurate management information constantly. Train Professional Land Surveyors, Geomatics Technologists, Survey Technicians and Geomatics Officers. Train Professional Land Surveyors, Technologists, Survey Technicians and Geomatics Officers. Provide support to various programmes including Land and Tenure Reform, Restitution and Agricultural Programmes and the Land Administration Institutions. Provide technical support and advice as well as information as time to time. Provide professional support and advice as well as information as required. Manage the implementation of the Land Survey Act, the Sectional Titles Act, and all other land administration and land information systems laws in so far as they apply to cadastral surveys. Ensure that all surveys lodged with the Surveyor-General for approval are compliant with the Land Survey Act, the Sectional Titles Act and all other land administration and land information systems laws in so far as they apply to cadastral surveys. Maintain an archive of all approved cadastral documents under the jurisdiction of the Surveyor-General. Comply with the custodianship responsibilities of Cadastral Spatial Information as directed by the South African Spatial Data Infrastructure Act and the Committee on Spatial Information established thereunder.

**ENQUIRIES
APPLICATIONS**

: Ms K Kgang Tel No: (012) 319 7333
 : Please ensure that you email your application to: post010@dalrrd.gov.za before the closing date as no late applications will be considered. Applications and supporting documents sent to email addresses that are not specified in the advertisement for the post that you are applying for will not be accepted. Failure to do this will result in the application being disqualified.

POST 27/04

: **CHIEF DIRECTOR: CADASTRAL ADVISORY AND RESEARCH SERVICES**
REF NO: 3/2/1/2021/011
 Chief Directorate: Cadastral Advisory and Research Services

SALARY

: R1 251 183 per annum (Level 14), (All-inclusive package), the package includes a basic salary (70% of package), and a flexible portion that may be structured in accordance with the rules for Senior Management Services (SMS).

**CENTRE
REQUIREMENTS**

: Gauteng (Pretoria)
 : Successful completion of Pre-entry Certificate for SMS as endorsed by the National School of Government (NSG). An NQF level 8 Degree recognised by the South African Geomatics Council as satisfying Section 8(1)(d)(iii), (v), (v) of the Geomatics Professions Act 2013, specifically a four (4) year B Degree in Geomatics / Land Surveying. Registered as a Professional Land Surveyor with the South African Geomatics Council (SAGC). Registered as a Sectional Title Practitioner in terms of Section 5(2) of the Sectional Titles Act, 1986. Five (5) years' experience at a senior managerial level in Land Surveying environment. Appropriate post registration experience in cadastral surveying. Job related knowledge: Cadastral survey. Technical system. Cadastral spatial information. Land Information Systems, Land Administration Systems and Geographical Information Management. Knowledge of advances in technology useful to Cadastral Survey System. Performance management and monitoring. Government systems and structures. Government decisions making processes. Programme setting process. Understanding of management information and formal reporting system. Dealing with misconduct. Internal control and risk management. Project management principles and tools. The political landscape of South Africa. Job related skills: Project management. Team management. Interpersonal relations. Budget forecasting. Computer literacy. Resource planning. Problem solving and decision-making. Time management. Business. Communication. The ability to work efficiently and effectively at all times.

DUTIES

: Manage and oversee Special Cadastral Services for the State, Land Tenure Reform and Rural Development. Render management and research for State Surveys, Rural Development and Land Tenure Reform Projects in accordance with relevant legislation, terms of reference, pre-determined standards and treasury instructions. Provide professional services to Public Departments in the Surveys of State and Trust Lands and State Domestic Facilities undertaken

by the private sector (Public-Private Partnerships). Manage and oversee cadastral research and development. Research ways of transforming, improving and rationalising South Africa Cadastral and Tenure Systems. Study world trends, legislative framework, compare with other systems, propose amendments and report on findings. Research and investigate ways of improving South Africa Rural Development and Tenure Reform. Liaise / investigate concerns, proposals for amendment and streamlining of legislation. Manage and oversee the provision of internal and external professional advisory and support services. Research, compile reports and supply information in respect of internal and external cadastral matters and requests from State organs, Parastatals, Courts and Private Sector in accordance with relevant legislation and timeframes, client's request as well as within targets set by Service Delivery Improvement Plan. Manage and oversee the administration of international boundaries. Manage the administration of South Africa international boundaries in compliance with South Africa and international legislation. Manage the research, investigation and finding solutions to anomalies in the Republic of South Africa international boundaries in conjunction with representatives from the neighbouring states. Manage advisory services on Republic of South Africa international boundaries issues affecting State Organs and Parastatals. Participate in the physical delineation of international borders. Provide support to the South African Geomatics Council (SAGC) in their mandate to oversee the registration of Professional Land Surveyors, Professional Surveyors and Technical Surveyors. Monitor the Surveyor-General Practical Training Program (PLS-30 days) in accordance with SAGC training schedule. Monitor examination for registration in compliance with SAGC requirements, including moderating. Manage and oversee the registration of Sectional Title Practitioners. Monitor Sectional Title Practical Training Programme in accordance with the Sectional Titles Act and training schedule. Implement examination for registration of Sectional Title Practitioners in compliance with requirements of the Sectional Titles Act, including ensuring moderation thereof. Manage and oversee the preparation of technical procedures and standards. Assist the Chief Surveyor-General in management of updating of Surveyor-General procedures and standards in compliance with legislation and in consultation with profession/stakeholders. Investigate effects of technological advancement on technical procedures and standards and transform accordingly. Manage the preparation and implementation of new legislation and review of regulations in terms of the Land Survey Act and any other relevant legislation. Manage the implementation of new legislation. Manage the administration and the Survey Regulations Board (SRB) for review of regulations framed under the Act. Assist the Chief Surveyor-General with administration and control of the SRB and provide secretariat thereto.

- ENQUIRIES** : Ms K Kgang Tel No: (012) 319 7333
- APPLICATIONS** : Please ensure that you email your application to: post011@dalrrd.gov.za before the closing date as no late applications will be considered. Applications and supporting documents sent to email addresses that are not specified in the advertisement for the post that you are applying for will not be accepted. Failure to do this will result in the application being disqualified.
- POST 27/05** : **CHIEF DIRECTOR: NATIONAL GEO-SPATIAL INFORMATION REF NO: 3/2/1/2021/012**
Chief Directorate: National Geo-Spatial Information
- SALARY** : R1 251 183 per annum (Level 14), (All-inclusive package), the package includes a basic salary (70% of package), and a flexible portion that may be structured in accordance with the rules for Senior Management Services (SMS).
- CENTRE** : Western Cape
- REQUIREMENTS** : Successful completion of Pre-entry Certificate for SMS as endorsed by the National School of Government (NSG). An NQF Level 8 Degree recognised by the South African Geomatics Council as satisfying Section 8(1)(d)(iii), (v) and (vi) of the Geomatics Professions Act, 2013, specifically a Four (4) year B Degree in Geomatics / Land Surveying / Geoinformatics. Registered as a Geomatics Professional with the South African Geomatics Council (SAGC). Five (5) years' experience at a senior managerial level in a Cadastral, Geodetic, Topographic, Photogrammetric or Cartographic Survey environment. Job related knowledge: Geo-spatial information management.

Topographic framework information. Photogrammetry. Remote sensing. Imagery interpretation and analysis. Geo-spatial data models. Geo-spatial information science and systems. Cartography and geo-spatial visualisation. Map design. Map production. Digital photogrammetry. Geodesy. Topographic surveying. Spatial data infrastructures. Technical system knowledge. Cadastral spatial information knowledge. Land Information Systems, Land Administration Systems and Geographical Information Management. Knowledge of advances in technology useful to the Geodetic, Topographic, Photogrammetric and Cartographic Survey Systems. Performance management and monitoring. Government systems and structures. Government decision making processes. Programme setting process. Understanding of the management information and formal reporting system. Dealing with misconduct. Internal control and risk management. Project management principles and tools. The political landscape of South Africa. Job related skills: Project management. Team management. Interpersonal relations. Budget forecasting. Computer literacy. Resource planning. Problem solving and decision-making. Time management. Business. Communication. Customer focus and responsiveness. Innovation and creativity. Planning and organising. Negotiation. Conflict management. Data and information management. Data search. Facilitation. Analytical. Contract management. The ability to work efficiently and effectively at all times.

DUTIES : Promote and control all matters connected with National geodetic and topographical surveying and geo-spatial information services. Determine policy and standards for National Spatial Referencing System. Ensure compliance with international standards and reference frameworks. Oversee the collection of related geo-spatial data. Oversee client relations and marketing, including promotion of map literacy. Undertake development projects. Manage the acquisition of earth imagery and the production of geo-spatial data. Determine policy and standards for national aerial imagery and national topographic surveying. Collect and maintain earth imagery and related geo-spatial data. Process topographical, land cover and land use data and maintenance of Integrated Topographic Information System. Undertake development projects. Manage preparation, compilation and updating of the national mapping dataset and other cartographic representations of geo-spatial information. Determine policy and standards for national mapping and related products. Produce line maps. Produce ortho-photo images, maps and elevation data. Undertake development projects. Manage the provision of all associated geo-spatial information and professional support. Determine policy and standards for dissemination of products. Provide all associated geo-spatial information products and services. Provide professional support and advisory services. Provide technical training. Maintain the National Control Survey System. Establish and maintain the National Integrated Spatial Reference Framework. Ensure the continual operation of permanent Global Navigation Satellite System (GNSS) receivers and reference stations. Maintain the static network of Trigonometrical Beacons, Town Survey Marks and Benchmarks. Oversee quality assurance. Provide management information and reporting. Oversee the preservation of records of all geodetic and topographical surveys, maps and aerial photography or other remotely sensed imagery. Ensure the preservation of geomatics records of the Chief Directorate: National Geo-Spatial information.

ENQUIRIES : Ms K Kgang Tel No: (012) 319 7333
APPLICATIONS : Please ensure that you email your application to: post012@dalrrd.gov.za before the closing date as no late applications will be considered. Applications and supporting documents sent to email addresses that are not specified in the advertisement for the post that you are applying for will not be accepted. Failure to do this will result in the application being disqualified.

POST 27/06 : **DIRECTOR: LEGAL SUPPORT REF NO: 3/2/1/2021/013**
 Directorate: Legal Support

SALARY : R1 057 326 per annum (Level 13), (All-inclusive package), the package includes a basic salary (70% of package), and a flexible portion that may be structured in accordance with the rules for Senior Management Services (SMS).

CENTRE : Limpopo (Polokwane)
REQUIREMENTS : Successful completion of Pre-entry Certificate for SMS as endorsed by the National School of Government (NSG). A Law Degree (LLB or Broc) (NQF level

7) Admission as Attorney or Advocate (who is a member of the Bar Council) is required. Eight (8) years' post qualification experience in a legal environment. At least Five (5) years' middle management experience. Litigation experience will be an added advantage. Job related knowledge: Thorough knowledge and understanding and / or experience in Land Reform or Rural Development. Knowledge of legal prescripts related to Restitution of Land. Thorough knowledge of Restitution of Land Rights Act 22 of 1994. Knowledge of Budgeting process. Basic knowledge of financial administration systems. Knowledge and implementation of Public Financial Management Act and Division of Revenue Act. Expenditure reporting. Monitoring and evaluation. Strategic planning. Human resource management. Financial management. Supply chain management. Job related skills: Communication (excellent verbal and written communication). Negotiation and conflict resolution. Strategic management and leadership. Contract drafting. Law interpretation. Presentation. Project management. Computer literacy. Negotiation. Client relations. Networking. Team management. Interpersonal relations. A valid drivers' licence.

DUTIES

: Provide legal support towards effective settlement of claims, implementation thereof, and effective expenditure management. Support the Chief Land Claims Commissioners' office in terms of award implementation, arrange and attend workshops. Ensure establishment and development of Terms of Reference for joint Coordinating Committee. Manage litigation and alternative dispute resolution processes in the Commission of Restitution of Land Rights. Ensure that the State Attorney is briefed on all Restitution matters accordingly. Manage, update and monitor the National Litigation monitors from 9 Provinces (monthly and quarterly). Draft or vet contracts and other legal documents. Ensure compliance to Section 42D agreements with legal prescripts as and when required by Commissioners. Ensure compliance with all received sale agreements. Manage the provision of legal representation to indigent parties as the expense of the Commission on Restitution of Land Rights. Recommend to the Chief Land Claims Commissioner all received Section 29(4) applications. Participate and sit as an Executive Committee member for Land Rights Management Facility (LRMF) as chaired by the Chief Director: Legal National Office. Administer enquiries made in terms of the Promotion of Access to Information Act of 200 in the Commission of Restitution of Land Rights. Recommend approval or rejection of information on settled claims. Ensure that the Chief land Claims Commissioner as Information Officer to approve all memos.

ENQUIRIES

APPLICATIONS

: Mr Tele Maphoto Tel No: (071) 853 9948
 : Please ensure that you email your application to: post013@dalrrd.gov.za before the closing date as no late applications will be considered. Applications and supporting documents sent to email addresses that are not specified in the advertisement for the post that you are applying for will not be accepted. Failure to do this will result in the application being disqualified.

DEPARTMENT OF BASIC EDUCATION

The employment decision shall be informed by the Employment Equity Plan of the Department. It is the Department's intention to promote equity (race, gender and disability) through the filling of this post(s) with a candidate whose transfer / promotion / appointment will promote representatively in line with the numerical targets as contained in our Employment Equity Plan. The Department reserves the right to withdraw posts, if by doing so, the interests of the Department will be best served.

- APPLICATIONS** : Submitted via post to: Private Bag X895, Pretoria, 0001 or hand-deliver to: The Department of Basic Education, 222 Struben Street, Pretoria. Please visit the Department of Education's website at www.education.gov.za
- FOR ATTENTION** : Ms M Mahape/ Ms N Sathege
- CLOSING DATE** : 23 August 2021
- NOTE** : Applications must be submitted on Form Z83 obtainable from any Public Service; Department and must be accompanied by a comprehensive CV, ID and qualifications. All required documents attached need not be certified when applying for a post, only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview following communication from HR. Applicants who do not comply with the above mentioned requirements will not be considered. Applications received after the closing date, e-mailed or faxed applications will not be considered. (Drivers' License and registration certificate must be attached if required).

OTHER POSTS

- POST 27/07** : **DEPUTY DIRECTOR: DIGITAL COMMUNICATION MANAGEMENT REF NO: DBE/47/2021**
Branch: Office of the Director-General
Chief Directorate: Media Liaison and National and Provincial Communication
- SALARY** : R869 007 per annum, (All-Inclusive remuneration package)
- CENTRE** : Pretoria
- REQUIREMENTS** : Three year relevant (NQF level 6) post matric qualification or equivalent qualification in IT or Digital Marketing or a qualification in Communication Science or related field will serve as an advantage; Four years (4) years relevant experience as a Website Manager and Four years as a Social Media Manager, at supervisory level; At least Four years as an Expert knowledge of Adobe Suite, Content Management Systems (DNN), and W3C Web standards; Highly proficient in HTML, CSS design understanding of Search Engine Optimization (SEO) and Google Analytics; Strong attention to detail with an analytical mind and outstanding problem-solving skills; Excellent content creation; Writing and proofreading/editing skills; Highly creative and innovative; Ability to multi-task.
- DUTIES** : The successful candidate will be responsible for: Digital Communications Strategy development: Manage the website (including the intranet) of the department; Maintain general appearance of department's websites and ensure the ongoing development and upgrades in line with best practices; Manage the content of the websites, ensuring it is aligned with the Department's strategy and updated on a regular basis; Manage the website user access control; Manage the matric results database associated with accessing individual results from the website; Conduct content audits to eliminate redundant and/or duplicate information; Optimise website usage and improve SEO through the use of Google analytics; Liaise with GITO regarding the management of SLA for website maintenance and hosting with SITA; Digital content development for Department's various digital media channels: Writing and proofreading messages; Create/source engaging multimedia content for various social media platforms; Oversee, plan and deliver content across different platforms, adapting content to suit different channels; Manage and facilitate social media communities by responding to social media posts, enquiries and comments; Monitor, track, analyse and report on performance on social media platforms; Stakeholder engagement and customer service management via digital platforms: Manage comments and enquiries received from social media inboxes; Manage enquiries received in dedicated mailbox; Execute various direct marketing campaigns including SMS, MMS, Email: Manage the bulk SMS and bulk email service; Manage stakeholder lists; Develop and design content for online portal and sms/email campaigns;

- Translation of business opportunities into campaign briefs: Work with various directorates to identify marketing opportunities; Plan, execute and manage digital campaign proposals to achieve set objectives.
- ENQUIRIES NOTE** : Ms M Mahape Tel No: (012) 357 3291
 : All shortlisted candidates will be expected to demonstrate their skills in a short task as part of the interview and will be subjected to a security clearance. Shortlisted candidates may perform competency assessment. The successful candidate will have to sign an annual performance agreement, annually disclose his/ her financial interests and be subjected to a security clearance.
- POST 27/08** : **DEPUTY DIRECTOR REF NO: DBE/48/2021**
 Branch Delivery and Support
 Chief Directorate: Provincial Monitoring
 Directorate: School and District Incident Management and Support
- SALARY CENTRE REQUIREMENTS** : R869 007 per annum, (All-Inclusive remuneration package)
 : Pretoria
 : Three year relevant (NQF level 6) post matric qualification or equivalent qualification; Four years at supervisory level; Knowledge of general education legislation and applicable policies; Customer relations skills; Communication (written and verbal) skills; Coordination and organising skills; Planning and problem solving skills; General knowledge of research methods and tools; Team player; Work independently with minimal supervision; Computer literacy and Financial management.
- DUTIES:** : The successful candidate will be responsible for: Management of the Call Centre, Presidential Hotline and Website enquiries; Provide support for the development of the public school calendars in consultation with all role players; Deal appropriately with correspondence referred by the office of the Director-General; Monitor progress for the issues raised through the school readiness visits; Conduct research and ensure that correct information is reflected in the answers provided to parliamentary questions on education related issues involving provinces; Management of budget; Perform all other duties delegated by the appropriate authority.
- ENQUIRIES NOTE** : Ms M Mahape Tel No: (012) 357 3291
 : All shortlisted candidates will be expected to demonstrate their skills in a short task as part of the interview and will be subjected to a security clearance. Shortlisted candidates may perform competency assessment. The successful candidate will have to sign an annual performance agreement, annually disclose his/ her financial interests and be subjected to a security clearance.

DEPARTMENT OF COOPERATIVE GOVERNANCE

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

- APPLICATIONS** : Applications may be submitted electronically via email: cogta88@ursonline.co.za or via fax: 086 415 5709.
- FOR ATTENTION** : URS Response Handling, Tel No. (012) 811 1900.
- CLOSING DATE** : 27 August 2021
- NOTE** : Applicants are advised that a new application for employment (Z83) has been in effect since 1 January 2021. The new application for employment form can be downloaded at www.dpsa.gov.za-vacancies. Applications submitted using the old Z83 form will not be accepted. Applications must be accompanied by (1) a comprehensive CV, with specific starting and ending dates in all relevant positions and clarity on the levels and ranks pertaining to experience as compared to the Public Service, as well as at least 2 contactable references, (2) a copy of the applicant's South African ID Document, (3) a copy of the applicant's driver's license, (4) a copy of Grade 12 Certificate as well as all qualifications mentioned in the CV and (5) a SAQA verification report for foreign qualifications. (Only shortlisted candidates will be required to submit certified documents/ copies on or before the day of the interviews). It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation. Incomplete applications, applications received after the closing date or applications without SAQA verification reports for foreign qualifications will not be considered. The successful candidate will be appointed subject to positive results of the security clearance process and the verification of educational qualification certificates. It is important to note that it is the applicant's responsibility to ensure that all information and attachments in support of the application are submitted by the due date. Due to the large number of responses anticipated, correspondence will be limited to short-listed candidates only. If you have not been contacted within three months of the closing date of the advertisement, please accept that your application has been unsuccessful

OTHER POST

- POST 27/09** : **ASSISTANT DIRECTOR: MUNICIPAL INFRASTRUCTURE GRANT ADMINISTRATION (NC, WC AND LP) REF NO: 29933/01**
- SALARY** : R376 596 per annum (Level 09)
- CENTRE** : Pretoria
- REQUIREMENTS** : A three-year Bachelor's degree or a three-year National diploma in Economic Sciences/Development Studies/Humanities or equivalent qualifications. A minimum of 3 to 5 years' experience in a related field. A valid driver's licence. The successful candidate is expected to travel extensively. Generic competencies: Planning and organising. Coordination. Problem solving and decision making. Project management. People management and empowerment. Client orientation and customer focus. Team leadership. Diversity management. Communication (verbal and written). Technical competencies: Service delivery through grant administration. Administration of a grant to municipalities in terms of policy and legislation. Application of technical norms and standards. Poverty eradication and job creation.
- DUTIES** : The successful candidate will perform the following duties: Maintain the MIG fund administration system and implementation thereof, including: scheduling, transferring, monthly expenditure reporting and analysis, withholding, stopping and reallocation. Consolidate the financial and non-financial reports by municipalities as per legislative requirements through the utilisation of MIG MIS. Coordinate projects site visits and assist with the evaluation of site visit reports. Assess the project management unit business plans in line with the funding criteria of MIG and monitor the functionality of the unit. Assess the

ENQUIRIES

project business plans of municipalities to meet the general and specific sector requirements.
: Mr S. Mahlangu Tel No: (012) 334 5833

DEPARTMENT OF EMPLOYMENT AND LABOUR

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

CLOSING DATE

: 23 August 2021

NOTE

NB: All attachments for on line application must including Z83 be in PDF and in one (1) file, indicate the correct job title and the reference number of the post on the subject line of your email. Use the correct email address associated with the post. Failure to do so, your application will be disqualified. Applications quoting the relevant reference number must be submitted on the new form Z83, obtainable from any Public Service Department or on the internet at www.gov.za/documents. Received applications using the incorrect application for employment (old Z83) will not be considered. Each application for employment form must be fully completed, duly signed and initialled by the applicant. Failure to sign this form may lead to disqualification of the application during the selection process. A recently updated comprehensive CV as well as copies of all qualification academic transcripts including Senior Certificate, ID-document and a Driver's license where applicable should accompany a fully completed, initialled and signed new form Z83. Applicants must submit copies of qualifications, ID document and other relevant documents as indicated. Such copies need not be certified when applying for a post. The communication from the HR of the Department regarding the requirements of the certified documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview following the communication from HR. Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of their Permanent Residence Permits to their applications. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. The Department does not accept applications via fax. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within eight (8) weeks after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification). The Department reserves the right not to make any appointment(s) to the above post. A pre-entry certificate obtained from National School of Government (NSG) is required for all SMS applicants. The course is available at the NSG under the name Certificate for entry into SMS and the full details can be obtained by following the below link: <https://www.thensg.gov.za/training-course/sms-pre-entryprogramme/>. All shortlisted candidates for SMS posts will be subjected to a technical competency exercise that intends to test relevant technical elements of the job, the logistics of which be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend generic managerial competencies using the mandated DPSA SMS competency assessment tools. The successful candidate will be expected to sign an Internship performance agreement. The Department is an equal opportunity affirmative action employer. The Employment Equity Plan of the Department shall inform the employment decision. It is the Department's intention to promote equity (race, gender and disability) through the filling of this post(s)

ERRATUM: Kindly note that post of Director Deputy Director: BCEA Administration-Referenced-HR4/20/09/11HO, published on DPSA PSVC number 22 of 2020, posted on 18 September 2020 with a closing date of 05 October 2020 at the Directorate NMW Policy and BCEA Administration, Head Office is withdrawn. DeL is sorry for inconvenience. Enquires: Mr F Thengwayo Tel No: 012 309 4497.

OTHER POSTS

POST 27/10 : **DEPUTY DIRECTOR: PUBLIC EMPLOYMENT SERVICES REF NO: HR4/4/6/61**

SALARY CENTER REQUIREMENTS : R869 007 per annum, (all-inclusive package)
: Provincial Office, Limpopo
: Three-years relevant tertiary qualification in Social Sciences (Psychology; Public/Business Administration), Two years management experience and Three years' functional experience in Public Employment / Public Administration / Management Services. Knowledge: ILO Conventions, Financial Management, Human Resource Management, Recruitment and Selection, Immigration Act, Employment Service Act, Unemployment Insurance Act, Compensation for Occupational Injuries and Diseases Act, Public Financial Management Act, Public Service Act. Skills: Planning and Organizing, Communication, Computer, Analytical, Presentation, Interpersonal, Leadership, Networking, Report writing, Information management.

DUTIES : Manage work seeker registration within the Province. Manage employer services within the Province. Manage employment counselling within the Province. Manage operation, financial and personnel resources of the PES Business Unit. Manage, monitor and evaluate the implementation of policies, legislation, standards and regulations.

ENQUIRIES APPLICATIONS : Ms Lebogo SM Tel No: (015) 290 1662
: Chief Director: Provincial Operations: Private Bag X 9368, Polokwane, 0700 Or hand deliver at 42a Schoeman Street, Polokwane.

FOR ATTENTION : Sub-directorate: Human Resources Management, Polokwane Email: Job-LP@labour.gov.za

POST 27/11 : **DEPUTY DIRECTOR: DEPUTY DIRECTOR: BCEA ADMINISTRATION REF NO HR/21/08/08HO**
(Re-advertisement, applicants who previously applied must re-apply)

SALARY CENTRE REQUIREMENTS : R869 007 per annum, (all inclusive)
: Head Office, Pretoria
: Three (3) years tertiary qualification in Labour Relations / Human Resource Management / Public Management and Admin / B Com Management / Law. Two (2) years managerial experience. Three (3) years functional experience in Employment Standards / Labour Relations. A Valid driver's licence. Knowledge: Public Service Transformation and Management issues, White Paper on Transformation of Public Service, Public Service Act, Public Service Regulations and relevant prescripts, Departmental policies and procedures, Corporate governance, Batho Pele principles, Public Finance Management Act, Employment Equity Act. Skills: Administration and financial management, Verbal and written communication, Interpersonal, Computer literacy, Project management, Strategic management, Economic analysis, Research, Conflict management, Problem solving.

DUTIES : Manage the implementation of the Child Labour Programme of Action (CLPA). Manage and advocate conditions of employment to protect vulnerable workers. Manage the Ministerial Determinations and National Minimum Wage exemption application processes. Manage stakeholder interaction pertaining to all BCEA related matters, applications for Ministerial Determinations and NMW exemptions. Manage all resources of the Sub – Directorate.

ENQUIRIES APPLICATIONS : Mr T Mkalipi Tel No: (012) 309 4123
: Chief Director: Human Resources Management: Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street. Email: Jobs-HQ7@labour.gov.za

FOR ATTENTION : Sub-directorate: Human Resources Operations, Head Office

POST 27/12 : **CLAIMS CREDIT OFFICER REF NO: HR 4/4/4/07/02**

SALARY CENTRE REQUIREMENTS : R208 584 per annum
: Gauteng Provincial Office but stationed at Kempton L/C
: Grade 12/ Senior Certificate with Zero (0) to Six (6) months experience. Knowledge: Unemployment Insurance Act (UIA), Unemployment Insurance Contributions Act (UICA), Generally Recognized Accounting Principles (GRAP), Generally Accepted Accounting Principles (GAAP), Financial

Systems Departmental policies and procedures, Public Finance Management Act, Treasury Regulations, Financial Management Processes and Procedures. Skills: Financial Management, Communication (verbal & written) Computer literacy, Time Management, Planning and organizing, Analytical, Numeracy, Interpersonal.

DUTIES : Collect outstanding Overpayments balance. Keep all Overpayment Debtors Records manually and electronically. Monitor the payments of benefits to clients.

ENQUIRIES APPLICATIONS : Mr PP Godongwane Tel No: (011) 853 0300
: Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001 or hand deliver at 77 de Korte Street, Braamfontein Email:Jobs-GP@labour.gov.za

POST 27/13 : **REGISTRY CLERK REF NO: HR4/4/5/72**

SALARY CENTRE REQUIREMENTS : R173 703 per annum
: Provincial Office: KZN
: Grade 12/ Matriculation/ Senior Certificate. Knowledge: National Archives guidelines and Records Management prescripts, Departmental Policies and procedures, Batho Pele Principles, Departmental Registry Procedures, Public Financial Management Act. Skills: Communication, Interpersonal relations, Problem solving, Organising, Computer literacy.

DUTIES : Maintain the filing system within a Provincial Office according to the Archives and Records Management prescripts (Daily). Handle all the correspondences for the Provincial Office and maintain records thereof (Daily). Operate the franking machine and ensure availability of funds (Daily). Clear suspense account and unallocated accounts before month closure (Monthly).

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

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

POST 27/14 : **SENIOR ADMINISTRATION CLERK: RISK MANAGEMENT REF NO: HR4/4/5/80**

SALARY CENTRE REQUIREMENTS : R173 703 per annum
: Provincial Office, KZN
: Grade 12 Certificate. No experience. Knowledge: Batho Pele Principles, Public Service Regulations Act, Public Financial Management Act. Skills: Communication, Listening, Computer literacy, Time Management, Report Writing, and Planning and organising.

DUTIES : Handle orders, receive and distribution of materials to the official in the section. Handle and record incoming and outgoing of mails for the section. Administer risk management activities. Manage information system in the section. Provide logistical support functions.

ENQUIRIES APPLICATIONS : Mr S Mpanza Tel No: (031) 366 2186.
: Chief Director: Provincial Operations: PO Box 940, Durban, 4000 or hand deliver at 267 Anton Lembede Street, Durban.

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

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.

<u>APPLICATIONS</u>	:	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.
<u>FOR ATTENTION</u>	:	Ms M Kotelo
<u>CLOSING DATE</u>	:	27 August 2021
<u>NOTE</u>	:	Applicants with disabilities are encouraged to apply. The old prescribed application for employment form Z83 was withdrawn with effect from 31 December 2020. As per the Government Gazette No: 43872, any applicant who submits an application on or after 1 January 2021 must do so on the new prescribed Z83 form, obtainable from any Public Service Department or on the internet at www.gov.za/documents . The fully completed and signed Z83 form should be accompanied by a recently updated, comprehensive CV as well as originally certified copies of all academic qualification(s) including the matric certificate, ID-document and drivers licence where required. 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 expiration. By submitting the employment application form, you agree and consent in terms of section 11 (1) of the Protection of Personal Information Act, 2013 (POPIA), to your personal information which you provide to the Government Communication and Information System ("GCIS") being processed by the GCIS and its employees, agents, cabinet committees, and sub-contractors for recruitment purposes, in accordance with the Protection of Personal Information Act, 2013

OTHER POSTS

<u>POST 27/15</u>	:	<u>ASSISTANT DIRECTOR: REGIONAL IT SUPPORT ADMINISTRATOR REF NO: REF NO 3/1/5/1-21/56</u> Directorate: Information Technology
<u>SALARY CENTRE</u>	:	R376 596 per annum (Level 09) Pretoria
<u>REQUIREMENTS</u>	:	A relevant IT related Diploma (NQF Level 6) or Degree (NQF Level 7) equivalent. A MCSA or MCSE is desirable. Three years relevant IT hardware and software experience, of which one year should be at salary level seven or eight. The candidate should have hands on experience in Desktop and Server support in a Microsoft Windows environment and in networking, TCP/IP and DNS with some knowledge of interfacing with UNIX and Apple Macintosh platforms. Exposure to Open Source Software and security tools will be an

added advantage. An understanding of remote support tools will be advantageous. Good interpersonal skills, Ability to work well within a team and independently. Good problem solving, communications and documentation skills. A valid code 8 driver's license is essential because this post involves extensive traveling. Applicants must be able to plan and manage his/her regional schedules effectively. The successful applicant will be based in Pretoria while servicing designated GCIS provincial offices, and will be travelling extensively to these provinces.

DUTIES : Provide general and specialized support for all desktops, servers and network equipment in GCIS, Head Office, Provincial Offices and Thusong Centres. Set up and configure remote connectivity (support remote users). Assist with the installation, testing and maintaining server hardware and software, including applying patches and software upgrades. Responsible for Backup schedule, restoration and testing. Assist with the disaster recovery and planning process, maintenance, monitoring and implementation of appropriate security measures, including anti-virus and security applications. Assist with developing hardware and software Standards and Guidelines, IT policies, maintain system documentation /diagrams/processes and procedures. Work with the Helpdesk providing general and specialist desktop support and assistance to users and other IT staff. Maintain an updated IT asset database of the provinces. Provide assistance and support on Audio Visual and Video collaboration systems. Maintain good working relationships with vendors and service providers while monitoring service level agreements.

ENQUIRIES : Mr Ndumiso Kunene Tel No: (012) 473 0227

NOTE : Preference will be given to Coloured, White and Indian Male/Female. People with disabilities will be given preference regardless of Race.

POST 27/16 : **STATE ACCOUNTANT REF NO: 3/1/5/1-21/54**
Directorate: Finance

SALARY : R257 508 per annum (Level 07)
CENTRE : Pretoria

REQUIREMENTS : Applicants must be in possession of a three-year Degree (NQF level 7) in commerce with Accounting as subject or a National Diploma (NQF level 6) in Public Finance. Two (2) years relevant experience. Ability to work under pressure. Good communication and writing skills. Knowledge of the Budget process in the Public Service, the Basic Accounting System (BAS), National Treasury Regulations and understanding of the Public Finance Management Act (PFMA). Computer literacy in Microsoft Excel and Word.

DUTIES : The successful candidate will be responsible for co-ordinating, analysing, consolidating and reporting in respect of the budget and expenditure information of GCIS; monitor the expenditure trend against allocated budgets of Programmes, Sub-programmes and Sections, ensures that records of financial transactions and expenditure are updated and allocated correctly according to the Standard Chart of Accounts (SCOA). These functions include, amongst others, duties regarding monthly projections, virement, Medium Term Expenditure Framework (MTEF), Estimates of National Expenditure (ENE), budget functions on the Basic Accounting System (BAS), etc. The successful candidate should also be able to evaluate the performance of planned activities as indicated in the business plan against the allocated budget. Provide an administrative support service to the component.

ENQUIRIES : Ms Kedibone Matlala Tel No: (012) 473 0127

NOTE : Preference will be given to Coloured, White and Indian Male/Female. People with disabilities will be given preference regardless of Race.

GOVERNMENT TECHNICAL ADVISORY CENTRE (GTAC)

The GTAC is an equal opportunity employer and encourages applications from women and people with disabilities in particular. Our buildings are accessible for people with disabilities.

- 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 for more information. NB only online applications will be acceptable.
- CLOSING DATE** : 23 August 2021 at 12pm
- 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 accompanied by copies of qualifications, pre-entry certificate into Senior Management Services (SMS), and ID should be submitted. Certification of qualifications (originally certified copies of qualifications will be limited to shortlisted candidates). 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 appointment. 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 27/17** : **DIRECTOR: PERFORMANCE AND EXPENDITURE REVIEWS PUBLIC EXPENDITURE & POLICY ANALYSIS REF NO: G07/2021**
(Term: Permanent)
- SALARY CENTRE REQUIREMENTS** : R1 057 326 - R1 245 495 per annum (Level 13), (all-inclusive package)
: Pretoria
: A Bachelor degree (NQF 7) qualification in Economics, Finance and/or Public Finance, with a specialisation in programme management an advantage. A public finance-related qualification is an added advantage. A minimum of 5 years in middle/senior managerial level. At least 6 -10 years' experience in the field of finance and/or economics. Experience in public finance management an advantage, with experience in programme management an added advantage. Competencies Required: Development Finance: Knowledge of development financing approaches and methods including the financing of long-term projects and public services based upon a non-recourse or limited recourse financial structure, in which project debt and equity used to finance the project are paid back from the cash flow generated by the project. Economic Development: Knowledge of South African economic development policies and programmes with a specific focus on approaches and methodologies to making markets work for the poor. Grant Management: Knowledge of government funding models including grant funding (non-repayable funds) approaches and methods and the regulatory environment governing the management of public funds. This includes knowledge of the South African grant funding reforms initiative and grant management systems. Financial and Fiscal Analytics: The ability to design, apply and work with numerical data modelling tools and methodologies for policy and public expenditure costing, funding, budgeting, spending, recording and reporting.

Mathematical Analytics: The ability to design, apply and work with calculus (including differential, integral and stochastic), linear algebra and differential equations, and probability and statistics in order to forecast future values and/or growth. Project Management: Knowledge of project management principles, methods, or tools for appraising, conceptualising, structuring, scheduling, coordinating, and managing projects and resources, including monitoring, evaluating and reporting on project impact, costs, work, and contractor performance. Public Finance Economics: Knowledge of field of economics that studies government activities and the alternative means of financing them. Quantitative Data Analytics: The ability to design and apply quantitative statistical techniques using financial data in order to calculate current costs, identify gaps and inefficiencies, determine trends and forecast future costs and risks. 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/or electronic messages. It includes the ability to convey ideas and information in a way that brings understanding to the target audience. 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. Legislative Knowledge: Knowledge of the regulatory environment and processes regarding the implementation of policies, legislation and services delivery programmes, and knowledge of the NT and/or DPSA and/or other regulatory prescripts regarding Public Finance Management Act, Preferential Procurement Act, and National Treasury Regulations amongst others. Problem Solving and Analysis: The ability to understanding a situation, issue, problem, etc., by breaking it into smaller pieces, or tracing the implications of a situation in a step-by-step way. It includes organising the parts of a problem, situation, etc., in a systematic way; making systematic comparisons of different features or aspects; setting priorities on a rational basis; and identifying time sequences, causal relationships, or if-then relationships. Create timely and well-developed solutions by examining alternatives, risks and consequences. Client Service Orientation: The ability to interact with and respond to internal and external client needs and expectations in a manner that puts into practice the Batho Pele spirit and meets and exceeds service delivery standards, with priority given to client satisfaction. 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). Includes the ability to learn new applications associated with the business.

DUTIES

: To manage the evaluation and provision of advice on the cost and expenditure efficiencies and effectiveness of government service delivery policies, programmes and institutions. Performance and Expenditure Review Projects Initiation and Inception Management: Manage, in collaboration with the Deputy Director-General: PEPA, the planning and scheduling of the annual project plan for the implementation of the 'strategic service delivery programmes performance and expenditure' review agenda of Government. Performance and Expenditure Review Projects Establishment Management: Manage the establishment of projects including the project number and budget codes allocation, project service level agreement and documents uploading and/or filing technical expertise identification, procurement and contracting (where necessary / with Professional Services). PER- Policy Landscape and Programme Elements Analysis Management: Manage the research and evaluation of the policy and programme elements. Manage the analysis and determination of policy and programme alignment. Manage the development, quality assurance and submission of the policy landscape and programme elements report. PER- Programme Chain of Delivery: Manage the analysis of the programme deliverables and identification of existing and possible data sources. Manage the development, quality assurance and submission of the chain of delivery and performance indicators report. PER- Programme Expenditure Analysis Management: Manage the identification, quality assurance and checking of programme expenditure source data and information. Manage the analysis of current flow of funds (PET exercise) and expenditure for each programme element per geographical location. Manage the development, quality assurance and submission of the programme

expenditure analysis report. PER- Programme Cost Modelling and Value Analysis Management: Manage the development of the live interactive costing model, including modelling techniques and scenarios. Manage the inputting of programme data, differentiation of capital, personnel, and other operational costs, and identification of main cost drivers. Manage the development, quality assurance and submission of the cost modelling and value analysis report. PER- Performance and Expenditure Reviews Reporting and Management: Manage the identification of opportunities and/or needs for enhancing efficacy and/or efficiencies and make recommendations. Manage the preparation and provision of tools and methodologies, for enhancing the efficacy and/or efficiencies of the programme costing, financing and expenditure management. Performance and Expenditure Review Projects Administration, Reporting and Closure: Manage and monitor the administration of projects including project logistics and arrangements administration, project progress reports, time sheets and invoices checking and approval, project budget and expenditure reports management and submission, project documentation filing and administration and client management processes.

ENQUIRIES

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

DEPARTMENT OF HEALTH

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

- APPLICATIONS** : The Human Resource Manager, National Department of Health, Private Bag X 2011, Dundee, 3000, Hand delivered applications may be submitted to Dundee Provincial Hospital, 121 McKenzie Street, Dundee, 3000 in a box next to switchboard.
- FOR ATTENTION** : Human Resource Manager
- CLOSING DATE** : 27 August 2021, 16:00 afternoon
- 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 certified copies of qualification certificates, Identity document and driver's licence (where appropriate) and any other relevant documents. Such copies need not be certified when applying for the post. The communication from the HR of the Department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview following communication from HR. Certification must be within 3 months. No faxed or e-mailed 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 post. 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. Employment Equity Target Is African Male.

OTHER POSTS

- POST 27/18** : **CLINICAL MANAGER (MEDICAL) REF NO: CLIN 01/2021**
- SALARY** : Grade 1: R1 173 900 – R1 302 849.per annum, Plus Benefits: Commuted overtime
(Subject to approval), All-inclusive salary package (This inclusive Package consist of 70% basic salary), Rural allowance (22% of basic Salary)
- CENTRE** : Dundee Provincial Hospital
- REQUIREMENTS** : Grade 12 or Senior Certificate, MBCHB or equivalent PLUS Minimum 3 years' experience as a Medical Practitioner after HPCSA registration PLUS Current registration with HPCSA as a Medical Practitioner (2021/2022),Certificate of service endorsed by HR as a proof of experience Computer literate – proficient in the MS package (Word, Excel, Outlook, Power Point),Sound clinical knowledge, competency and skills in a clinical domain Sound planning, negotiating and decision making, Information analysis, problem solving and policy (sop) formulation competency skills, Good communication, leadership, interpersonal and supervisory skills, Ability to supervise and manage allied health and clinical domains, Formulate policies and guidelines to improve quality of health care Ability to manage medical and allied health sub-components independently, diligently, responsibly and engage when necessary, Knowledge of relevant policies, legislative prescripts, programs and priorities, Ability to teach, guide, and mentor junior staff within the department, Competence in human resources management, financial management, conflict management and change management Recommendation: Computer Literacy, Supervisory experience Knowledge, Skills, Training And Competences Required: Computer literate – proficient in the MS package (Word, Excel, Outlook, Power Point) Sound clinical knowledge, competency and skills in a clinical domain. Sound planning, negotiating and decision making. Information analysis, problem solving and policy (sop) formulation competency skills. Good communication, leadership, interpersonal and supervisory skills. Ability to

		supervise and manage allied health and clinical domains Formulate policies and guidelines to improve quality of health care. Ability to manage medical and allied health sub-components independently, diligently, responsibly and engage when necessary. Knowledge of relevant policies, legislative prescripts, programs and priorities. Ability to teach, guide, and mentor junior staff within the department Competence in human resources management, financial management, conflict management and change management
<u>DUTIES</u>	:	Provision of clinical/medical services as per departmental requirements, Planning, Coordination and execution of tasks in the HAST component. Active participation (teaching) in General Anaesthesia , Conduct/participate quality improvement programs in pursuit of quality patient centred care, Operational plan development and implementation as well as development and implementation of policies and protocols within the department relevant Support and supervision for staff within the component as well as multidisciplinary team members, Participate in the training and teaching programs (students, interns, nurses), Provision of outreach programs within the referral drainage network and/or catchment, Deputize for the Manager: Medical Services.
<u>ENQUIRIES</u>	:	Dr. PP Dlamini Tel No: 034 212 1112 Ext 308
<u>POST 27/19</u>	:	<u>MEDICAL OFFICER - GRADE 1, 2 OR 3 REF NO: MO 01/2021</u>
<u>SALARY</u>	:	Grade 2: R938 964 – R1 026 693 per annum Grade 3: R1 089 693 – R1 362 366 per annum Plus 22% Inhospitable Allowance, 13 th Cheque, Medical Aid (Optional) and housing allowance (employee must meet prescribed requirements)
<u>CENTRE REQUIREMENTS</u>	:	Provincial Hospital
	:	Grade 12 or Senior Certificate. MBCHB degree or equivalent qualification plus Certificate of registration with Health Professions Council of South Africa (HPCSA) as Medical Practitioner. Proof of current registration as a Medical Practitioner with HPCSA. Persons in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA). Experience: Grade 1 No experience required, the appointment to grade 1 requires 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. Grade 2: Five years appropriate experience as a Medical Practitioner after registration with HPCSA as a Medical Practitioner. The appointment to Grade 2_requires a minimum of six years (6) 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. Certificate of service endorsed by HR as a proof of experience Grade 3: Ten year's registration experience as a Medical Officer after Registration with HPCSA as a Medical Practitioner. The appointment to Grade 3 _requires a minimum of eleven years (11) 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 Certificate of service endorsed by HR as a proof of experience Knowledge, Skills, Training And Competences Required: Sound clinical knowledge, competency and skills in general clinical domains. The ability to work under supervision as an efficient team member. Good communication, leadership, interpersonal, and supervisory skills. Ability to manage patients independently, diligently, responsibility and engage when necessary. Knowledge of current health policies, legislation, programmes and priorities within the domain. Ability to teach, guide and junior staff within the department. Behavioural Attributes: Stress tolerance, to work within a team, self-confidence and the ability to build and maintain good relationship
<u>DUTIES</u>	:	To execute duties and functions with proficiency, to support the aims and objectives of the Institution that consistent with standards of patient care. Accept responsibility for the management of patients admitted in a level 1 package of service facility. Assist in the preparation and implementation of guidelines and protocols. Participate in academic and training programmes. Sound clinical knowledge with regard to medicine. Ability to deal with all medical emergencies. Knowledge of ethical medical practice. Assist with clinical audits actively participate in continuous professional development.

ENQUIRIES

: Provide support to hospital management towards an efficient standard of patient care and services is maintained.
Dr. PP Dlamini Tel No: 034 212 1112 Ext 308

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

OTHER POSTS

<u>POST 27/20</u>	:	<u>ASSISTANT DIRECTOR – INFORMATION TECHNOLOGY (I.T) REF NO: CJC/10/2021</u>
<u>SALARY</u>	:	R376 596 per annum (Level 09) plus benefits as applicable in the Public Service
<u>CENTRE</u>	:	Central Johannesburg College, Central Office
<u>REQUIREMENTS</u>	:	Recognized National Diploma (NQF 6) in Information Technology or related qualification. At least 3 to 5 years relevant working experience in an IT environment and a valid driver's licence. Recommendations: Knowledge of computer hardware, software and programmes. Knowledge of policies and governance environment of TVET Colleges including knowledge of the annual reporting requirements by the Higher Education Institutions. Knowledge and understanding of Corporate ICT principles. Knowledge and understanding of the monitoring of performance management system. Knowledge and understanding of the ICT policies and relevant legislation. Skills relating to administering computer hardware, software and networks. Skills of planning and organizing, financial management, report writing, communication and interpersonal, problem solving, client orientation, project management.
<u>DUTIES</u>	:	Develop, review and monitor the implementation of Information Communication Technology (ICT) policies. Align to national and provincial policy framework, and relevant prescripts. Engage and support relevant stakeholders and service providers. Ensure that ICT policies are work shopped to staff. Ensure the implementation and adherence to appropriate Governance and ICT policies, frameworks and standards across all college sites. Ensure that appropriate policies and processes are put in place for risk management. Administer and monitor IT Security and Electronic access. Establish systems to safeguard hardware and data. Perform system backups. Research and develop specifications for LAN and WAN technologies according to the college's requirements. Procure LAN and WAN technologies. Distribute LAN and WAN access to students and staff according to college policy and needs. Set-up, manage and maintain WAN, LAN, E-mail and internet connections to all the colleges. Troubleshooting, resolving and documenting all ICT related issues. ICT software and hardware Maintenance. Research and develop plans for software and hardware products required for technologies and systems which will enable the college's core business, support functions and programs. Advise on Procurement of college software and hardware according to the college's needs. Distribute software and hardware for use by students and staff according to the college's policy and needs. Maintain and monitor the software and hardware system, reports on redundant hardware and software and advises on updating. Keep up to date with the latest developments of hardware and software in education. Manage all licensing of software that the college is using and ensure that they are valid and appropriate. Assist with the procurement of intranet and internet products and services according to the college's needs. Ensure access of intranet and internet in the colleges. Ensure that the college website is continuously updated with current information. Management of all Human, Financial and other resources of the unit.
<u>ENQUIRIES</u>	:	Mr MB Khakhu at Tel No: (011) 3516000 – Khakhum@cjc.edu.za
<u>APPLICATIONS</u>	:	All applications are to be sent via email to recruitment18@cjc.edu.za . Kindly quote name of the post you are applying for and its reference number in the subject line. Due to Covid-19 pandemic, no faxed, postal or hand delivery applications will be accepted.
<u>NOTE</u>	:	Scanned Applications must consist of: - a) a duly completed and signed Z83 form obtainable from any Public Service Department, stating the post you are applying for and the relevant reference number, b) a recently updated CV, as well as copies of all qualifications, including academic records/transcripts, and ID document). Please note that copies of qualifications, ID and drivers licence need not be certified. The communication from HR Department regarding the requirements for certified documents will be limited to shortlisted candidates. Incomplete applications or applications received after the closing date will not be considered. A complete set of application documents should be submitted

separately (on a separate subject line) for every post you wish to apply for. Failure to submit the requested documents will result in your application not being considered. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation. No faxed, posted or hand delivered applications will be considered. The college reserves the right to withdraw the posts at any time. Communication will only be entered into with the shortlisted and successful candidates. All shortlisted candidates may be subjected to qualification and citizen verification, etc. The Central Johannesburg TVET College is an equal opportunity employer.

- CLOSING DATE** : 27 August 2021
- POST 27/21** : **ASSISTANT DIRECTOR: MARKETING AND COMMUNICATION REF NO: CJC/11/2021**
- SALARY** : R376 596 per annum (Level 09), plus benefits as applicable in the Public Service
- CENTRE REQUIREMENTS** : Central Johannesburg College, Central Office
Recognised National Diploma or Bachelor's Degree in Communication or Marketing or equivalent qualification. Valid driver's licence Code EB. 3 – 5 years relevant experience in a communication/ marketing environment. Knowledge of policies and the governance environment of TVET Colleges including knowledge of the annual reporting requirements by the Higher Education Institutions. Knowledge and understanding of TVET Administration. Knowledge and understanding of the Higher Education sector, especially the policies relevant to legislation. Skills – Administrative, planning and organising, financial management, report writing, communication and interpersonal, problem solving, computer literacy, analytical, client oriented, project management, team leadership, people management. Values/Attributes – Client service focus, integrity, committed, proactive, loyal.
- DUTIES** : Manage and coordinate marketing, promotions and branding. Manage public relations and media liaison services. Regularly communicate College activities on social Media and on online communication. Regularly maintain the content, design and layout of the college website. Provide photographic services and write editorials for the college. Manage all human, financial and other resources of the unit.
- ENQUIRIES APPLICATIONS** : Mr MB Khakhu at Tel No: (011) 3516000 Khakhum@cjc.edu.za
All applications are to be sent via email to recruitment19@cjc.edu.za. Kindly quote name of the post you are applying for and its reference number in the subject line. Due to Covid-19 pandemic, no faxed, postal or hand delivery applications will be accepted.
- NOTE** : Scanned Applications must consist of: - a) a duly completed and signed Z83 form obtainable from any Public Service Department, stating the post you are applying for and the relevant reference number, b) a recently updated CV, as well as copies of all qualifications, including academic records/transcripts, and ID document). Please note that copies of qualifications, ID and drivers licence need not be certified. The communication from HR Department regarding the requirements for certified documents will be limited to shortlisted candidates. Incomplete applications or applications received after the closing date will not be considered. A complete set of application documents should be submitted separately (on a separate subject line) for every post you wish to apply for. Failure to submit the requested documents will result in your application not being considered. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation. No faxed, posted or hand delivered applications will be considered. The college reserves the right to withdraw the posts at any time. Communication will only be entered into with the shortlisted and successful candidates. All shortlisted candidates may be subjected to qualification and citizen verification, etc. The Central Johannesburg TVET College is an equal opportunity employer.
- CLOSING DATE** : 27 August 2021
- POST 27/22** : **HUMAN RESOURCE DEVELOPMENT SENIOR PRACTITIONER REF NO: CJC/12/2021**
- SALARY** : R316 791 per annum (Level 08), plus benefits as applicable in the Public Service

<u>CENTRE REQUIREMENTS</u>	: Central Johannesburg College, Central Office : A recognised National Diploma in Human Resource Management/ Development (NQF Level 6). 3 years' relevant experience as a Human Resource Development Practitioner. Knowledge and understanding of PMDS and IQMS. Experience of coordination and facilitation of training, understating of legislative framework governing the Public Services, Planning and organizing, Communication (Good verbal and written), Flexibility, Customer care services, Report writing, & Teamwork. Applicants must have knowledge of Microsoft packages, i.e. MS word, MS Excel, PowerPoint as well as Ms Outlook. Valid Driver's Licence. Relevant PERSAL Certificate will be an added advantage. A Certificate in facilitation/ Assessor/ Moderator will be an added advantage.
<u>DUTIES</u>	: Provide and facilitate the implementation of all training and development programmes approved by the college; Facilitate the development of Workplace Skills Plan; Manage the process of application and approval of bursaries. Coordinate Internship and Learnership Programmes. Provide, coordinate and Implement Performance Management and Development System, Integrated Quality Management System. Facilitate the development of job descriptions. Coordinate, develop and monitor the implementation of Employment Equity plan. Coordinate, develop, facilitate and monitor the implementation of human resource development strategy and plans. Conduct organisation review and redesign processes. Maintain a database of staff qualifications and skills, and conduct regular qualifications and skills audits.
<u>ENQUIRIES APPLICATIONS</u>	: Mr Khakhu at Tel No: (011) 3516000 – Khakhum@cjc.edu.za : All applications are to be sent via email to recruitment20@cjc.edu.za . Kindly quote name of the post you are applying for and its reference number in the subject line. Due to Covid-19 pandemic, no faxed, postal or hand delivery applications will be accepted.
<u>NOTE</u>	: Scanned Applications must consist of: - a) a duly completed and signed Z83 form obtainable from any Public Service Department, stating the post you are applying for and the relevant reference number, b) a recently updated CV, as well as copies of all qualifications, including academic records/transcripts, and ID document). Please note that copies of qualifications, ID and drivers licence need not be certified. The communication from HR Department regarding the requirements for certified documents will be limited to shortlisted candidates. Incomplete applications or applications received after the closing date will not be considered. A complete set of application documents should be submitted separately (on a separate subject line) for every post you wish to apply for. Failure to submit the requested documents will result in your application not being considered. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation. No faxed, posted or hand delivered applications will be considered. The college reserves the right to withdraw the posts at any time. Communication will only be entered into with the shortlisted and successful candidates. All shortlisted candidates may be subjected to qualification and citizen verification, etc. The Central Johannesburg TVET College is an equal opportunity employer.
<u>CLOSING DATE</u>	: 27 August 2021
<u>POST 27/23</u>	: <u>STUDENT SUPPORT OFFICER REF NO: CJC/13/2021</u>
<u>SALARY</u>	: R257 508 – R303 339 per annum (Level 07), plus benefits as applicable in the Public Service
<u>CENTRE REQUIREMENTS</u>	: Central Johannesburg College, Troyeville Campus : A matric plus a Recognised three (3) year National Diploma in Teaching or related qualification. 1 years in student support administration Education/Teaching and Learning environment / or related field. A degree with major's in Psychology or Social Work and Registration with the Professional Body will be an advantage. Computer Literacy (MS Office). A valid code 08 driver's license. Good Interpersonal Relations. Ability to effectively communicate in at least two or three dominant official languages of the region will be an advantage.
<u>DUTIES</u>	: Assist with the provisioning of student support services and placement assessment. Assist with the implementation of student work placement and Work Integrated Learning (WIL) policies. Assist with pre-entry assessments career guidance, counselling and academic support for students and examination administration. Assist with the coordination and maintenance of

sport, recreation, arts and culture activities for student. Assist with the facilitation of student governance and student leadership development and exit support programme. Assist with the provision of student financial aid services support. Provide counselling in accordance to the professional guidelines. Conduct work readiness training. Coordination of all student support needs. Develop quality electronic reports and statistics. Facilitate the implementation of and adherence to DHET policies and strategies.

- ENQUIRIES** : Ben Khakhu at Tel No: (011) 3516000 – Khakhum@cjc.edu.za
- APPLICATIONS** : All applications are to be sent via email to recruitment21@cjc.edu.za. Kindly quote name of the post you are applying for and its reference number in the subject line. Due to Covid-19 pandemic, no faxed, postal or hand delivery applications will be accepted.
- NOTE** : Scanned Applications must consist of: - a) a duly completed and signed Z83 form obtainable from any Public Service Department, stating the post you are applying for and the relevant reference number, b) a recently updated CV, as well as copies of all qualifications, including academic records/transcripts, and ID document). Please note that copies of qualifications, ID and drivers licence need not be certified. The communication from HR Department regarding the requirements for certified documents will be limited to shortlisted candidates. Incomplete applications or applications received after the closing date will not be considered. A complete set of application documents should be submitted separately (on a separate subject line) for every post you wish to apply for. Failure to submit the requested documents will result in your application not being considered. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation. No faxed, posted or hand delivered applications will be considered. The college reserves the right to withdraw the posts at any time. Communication will only be entered into with the shortlisted and successful candidates. All shortlisted candidates may be subjected to qualification and citizen verification, etc. The Central Johannesburg TVET College is an equal opportunity employer.
- CLOSING DATE** : 27 August 2021
- POST 27/24** : **STATE ACCOUNTANT: GENERAL PAYMENT AND CREDITORS REF NO: CJC/14/2021**
- SALARY** : R257 508 – R303 339 per annum (Level 07), plus benefits as applicable in the Public Service
- CENTRE** : Central Johannesburg College, Central Office
- REQUIREMENTS** : A matric plus a 3 (three) year Degree or Diploma in Accounting or Financial Management with 3 years' experience in Accounting or Auditing. Knowledge and good understanding of Accounting, systems and procedures, CET, PFMA, Treasury Regulations, GRAP Accounting Standards and any other legislations relating to Accounting and financial management. Good Communication skills (verbal and written; excellent leadership skills; ability to work within a team and independently, risk identification and risk mitigation skills, problem solving skills and interpersonal skills. Computer literacy (ITS will be advantageous).Willingness to learn and continuously develop your knowledge is imperative.
- DUTIES** : Timeously perform regular accounting recording functions for the purposes of review by the Financial Manager and the CFO for all college transactions, Ensure all recorded transactions have adequate supporting documentation. Ensure all recorded transactions are recorded in accordance with GRAP standards. Adhere to internal controls of the department in the functions of accounting. Ensure all finance cycles are executed in accordance with procedures agreed upon. Ensure that the average payments cycle is within 30 days. Implement and monitor policies, standard operating procedures as stipulated on the financial delegations as they apply to the unit. Report any specific identified risks to the Financial Manager. Assist Financial Manager in producing the College quarterly and yearly schedules for assisting in preparation of financial statements. Ensuring that all transactions captured in the general ledger are appropriate, valid, complete and accurate for monthly and quarterly reporting. Implement the audit implementation plan as agreed upon. Coordinate and collate information required for interim and annual financial statements as well as non-financial/compliance report including preparation and follow up of annexures and working papers. Perform other ad hoc tasks related to the relevant level and position.

- ENQUIRIES APPLICATIONS** : Ben Khakhu at Tel No: (011) 351 6000 – Khakhum@cjc.edu.za
 : All applications are to be sent via email to recruitment22@cjc.edu.za. Kindly quote name of the post you are applying for and its reference number in the subject line. Due to Covid-19 pandemic, no faxed, postal or hand delivery applications will be accepted.
- NOTE** : Scanned Applications must consist of: - a) a duly completed and signed Z83 form obtainable from any Public Service Department, stating the post you are applying for and the relevant reference number, b) a recently updated CV, as well as copies of all qualifications, including academic records/transcripts, and ID document). Please note that copies of qualifications, ID and drivers licence need not be certified. The communication from HR Department regarding the requirements for certified documents will be limited to shortlisted candidates. Incomplete applications or applications received after the closing date will not be considered. A complete set of application documents should be submitted separately (on a separate subject line) for every post you wish to apply for. Failure to submit the requested documents will result in your application not being considered. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation. No faxed, posted or hand delivered applications will be considered. The college reserves the right to withdraw the posts at any time. Communication will only be entered into with the shortlisted and successful candidates. All shortlisted candidates may be subjected to qualification and citizen verification, etc. The Central Johannesburg TVET College is an equal opportunity employer.
- CLOSING DATE** : 27 August 2021
- POST 27/25** : **LEARNERSHIP OFFICER REF NO: CJC/15/2021**
- SALARY** : R257 508 – R303 339 per annum (Level 07), plus benefits as applicable in the Public Service
- CENTRE REQUIREMENTS** : Central Johannesburg College, Central Office
 : A matric and a Degree/National Diploma (NQF 6) in Business Administration, Public Management, Marketing, Public Relations or equivalent qualification. 1-2 years' relevant experience in employment services /Administration environment. Knowledge in Employment service market, PSET and CET Act, Public Service prescripts, DHET Policies, Industrial operation. Identification of opportunities in the market, Labour Market, Opportunity linkages with industries, Skills, Excellent Communication (oral and written), Networking, Negotiation, Research, Interpersonal, Planning, Organising, Computer, Promotion, Placement. Values and Attitudes, Good interpersonal Relations, Always Professional and friendly, Always willing to assist clients, Team player, Reliability.
- DUTIES** : Facilitate the placement of student. Conduct job readiness training programmes. Liaison with commerce, industry and other relevant stakeholders. Maintain of employer and student placement database. Develop quality electronic report and statistics. Monitoring and evaluation of work placement practices. Conduct work based assessment for students
- ENQUIRIES APPLICATIONS** : Ben Khakhu at Tel No: (011) 3516000 – Khakhum@cjc.edu.za
 : All applications are to be sent via email to recruitment23@cjc.edu.za. Kindly quote name of the post you are applying for and its reference number in the subject line. Due to Covid-19 pandemic, no faxed, postal or hand delivery applications will be accepted
- NOTE** : Scanned Applications must consist of: - a) a duly completed and signed Z83 form obtainable from any Public Service Department, stating the post you are applying for and the relevant reference number, b) a recently updated CV, as well as copies of all qualifications, including academic records/transcripts, and ID document). Please note that copies of qualifications, ID and drivers licence need not be certified. The communication from HR Department regarding the requirements for certified documents will be limited to shortlisted candidates. Incomplete applications or applications received after the closing date will not be considered. A complete set of application documents should be submitted separately (on a separate subject line) for every post you wish to apply for. Failure to submit the requested documents will result in your application not being considered. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation. No faxed, posted or hand delivered applications will be considered. The college reserves the right to withdraw the

posts at any time. Communication will only be entered into with the shortlisted and successful candidates. All shortlisted candidates may be subjected to qualification and citizen verification, etc. The Central Johannesburg TVET College is an equal opportunity employer.
27 August 2021

CLOSING DATE

:

MUNICIPAL INFRASTRUCTURE SUPPORT AGENT

The Municipal Infrastructure Support Agent (MISA) is a Government Component within the Ministry for Cooperative Governance and Traditional Affairs. It is a Schedule 3 entity regulated in terms of the Public Service Act, 1994, as amended. MISA's primary function is to support municipalities in infrastructure planning implementation, operations and maintenance.

<u>CLOSING DATE</u>	:	23 August 2021
<u>NOTE</u>	:	For All Applications: All applicants must be SA citizens/ permanent residents. Applications must be submitted on new Z83 form obtainable from any public service department or on the internet at www.gov.za/documents and must be accompanied by a recently updated comprehensive CV (with contactable references and copies of all qualifications, Identity Document (ID) and Drivers' licence (where appropriate) and any other relevant documents. Such copies need not be certified when applying for the post. Communication by HR regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following the communication from HR. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA) and the evaluation certificate from SAQA must be attached. Failure to sign new Z83 and submit the requested documents will result in your application not being considered. Candidates whose appointments will promote representativity in terms of race, gender and disability will receive preference. Correspondence will only be entered into with short-listed applicants. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification). Note: all shortlisted candidates for Senior Management Service posts will be subjected to a technical exercise that intends to test relevant technical elements of the job. The successful candidate will be required to sign an annual performance agreement, disclose his/her financial interests and be subjected to competency assessment and security clearance. Applications will not be considered after the closing date.

OTHER POSTS

<u>POST 27/26</u>	:	<u>SENIOR ADMINISTRATIVE OFFICER: SECURITY AND FACILITIES MANAGEMENT REF NO: MISA/SAO-SFM/12</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R316 791 – R373 167 per annum MISA Head Office An appropriate 3-year National Diploma or Degree in Security / Facilities Management Field Discipline/Public Administration with 3-5 years' experience in the security and facilities field. Core Competencies: Planning and Organising. Problem Solving. Project Management. Development and Supervisor Skills. Change Management. Communication and Information Management. Technical competencies: Minimum Information Security Standard (MISS). Public Finance Management Act (PFMA). Contract and Property Management. Occupational Health and Security Act. Training in NIA Security Advisory.
<u>DUTIES</u>	:	The successful candidate will perform the following duties: Implement security and facilities management policies, procedures and systems. Assist in the provision of security services in the organisation including access control, vetting and designation of security zones. Assist in monitoring the physical security measures in line with the Minimum Physical Security Standards (MPSS). Assist in the provision of adequate facilities like transport, office space, building and maintenance, travel, accommodation, registry, reception, cleaning and refreshments within MISA. Coordinate and conduct vetting and screening services. Supervision of employees in the Security & Facilities Management unit including Registry and reception.
<u>ENQUIRIES</u>	:	Mr Jabulani Hadebe Tel No: (011) 763 1103/ Nommiselo Mtini/ Fulufhelo useisi Tel No: (012) 8485305/5379
<u>APPLICATIONS</u>	:	Please forward your application, quoting the relevant reference to: MISA-SAO-SFM-12@multilead.co.za

- POST 27/27** : **BID ADMINISTRATOR REF NO: MISA/BA-SCM/13**
- SALARY** : R257 508 – R303 339 per annum
- CENTRE** : MISA Head Office
- REQUIREMENTS** : An appropriate 3-year National Diploma or Degree in Supply Chain Management/Finance/ Commerce/public Management or equivalent relevant qualification at NQF level 6 with 1-2 years' experience in the related field. Core Competencies: Reliability. Time Management. Communication (written and verbal). Interpersonal Relations. Planning and organising. Teamwork. Client Orientation and customer Focus. Technical competencies: Understanding of Supply Chain Management Process. Understanding of Treasury Regulations, PFMA, PPPFA and BBBEE, Tender and Contract Administration.
- DUTIES** : The successful candidate will perform the following duties: Source quotation for goods and services. Prepare purchase orders for approval. Perform Bid Administration function including compiling of bid document, advertising of bid, administer closing of bids, accurate recording of bid received and render secretariat to the services to the bid committees. Maintain effective filing of bid document. Maintain electronic and manual filing of requisition received and purchase order issued. Perform other related function as directed by the manager.
- ENQUIRIES** : Mr Jabulani Hadebe Tel No: (011) 763 1103/ Nommmiselo Mtini/ Fulufhelo Museisi Tel No: 012 8485305/5379
- APPLICATIONS** : Please forward your application, quoting the relevant reference number to: MISA-BA-SCM-13@multilead.co.za
- POST 27/28** : **PERSONAL ASSISTANT TO THE DEPUTY DIRECTOR-GENERAL REF NO: MISA/PA-DDG/14**
- SALARY** : R257 508 – R303 339 per annum
- CENTRE** : MISA Head Office
- REQUIREMENTS** : An appropriate Diploma in Office Management/Public/Business Administration or equivalent relevant qualification at NQF level 6, with 3-5 years' experience in office management and administration Core Competencies: Computer literacy. Microsoft Office and Outlook. Interpersonal Skills. Programme and Project Management. Time Management. Client orientation and Customer focus. Technical competencies: in depth knowledge and understanding of: Office management and administration. Secretarial/Receptionist norms. Verbal and Written Communication. Organizational. Applicable legislative framework
- DUTIES** : The successful candidate will perform the following duties: Provide administrative support to the office. Managing the diary of the DDG. Ordering and maintaining stationery and equipment supplies for the office. Receive telephone calls for the office. Ensure that documents are signed by the DDG and distributed to the relevant stakeholder. Obtains inputs, collates and compiles reports e.g. progress, monthly and management reports. Make travel arrangement for the DDG. Provide secretariat services. Arrange meetings and events for the office. Identify venues, invite role players and organize refreshments. Compile attendance registers and agenda for meetings. Compile packs for meeting and distribute to relevant stakeholders. Take and compile minutes during meetings.
- ENQUIRIES** : Mr Jabulani Hadebe Tel No: 011 763 1103/ Ms Nommmiselo Mtini/Ms Fulufhelo Museisi Tel No: (012) 848 5305/5379
- APPLICATIONS** : Please forward your application, quoting the relevant reference number to: MISA-PA-DDG-14@multilead.co.za

**INTERNSHIP PROGRAMME/IN-SERVICE TRAINING FOR 2021/2023
(24 MONTHS)**

OTHER POSTS

- POST 27/29** : **HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT INTERNSHIP PROGRAMME REF NO: MISA/HRM&D/01 (X2 POSTS)**
Directorate Human Resources and Development
- STIPEND** : R6 083.70 per month
- CENTRE** : MISA Head Office, Centurion

REQUIREMENTS : N6 Certificate in Human Resources Management/Personnel Management, National Diploma/Degree in Employee/Labour/Industrial Relations.

APPLICATIONS CENTRE REQUIREMENTS : hr.md01@multilead.co.za

ENQUIRIES : Mr Jabulani Hadebe Tel No: 011 763 1103/ Mr Nkosikhona Zuma/Ms Zanele Mahlangu Tel No: (012) 485364/5340/5305/5379

POST 27/30 : **SECURITY AND FACILITIES MANAGEMENT SERVICES INTERN REF NO: MISA/SFMS/02 (X2 POSTS)**
Chief Directorate: Corporate Services

STIPEND CENTRE REQUIREMENTS : R6 083.70 per month
MISA Head Office, Centurion
National Diploma/Degree in Records Management/Information Management/Environmental Health/Safety Management/Facilities Management and Property Management.

APPLICATIONS ENQUIRIES : hr.sfms02@multilead.co.za
Mr Jabulani Hadebe Tel: 011 763 1103/ Mr Nkosikhona Zuma/Ms Zanele Mahlangu Tel No: (012) 485364/5340/5305/5379

POST 27/31 : **PROJECT MANAGEMENT INTERN REF NO: MISA/PM03 (X1 POST)**
Chief Directorate: Project Management

STIPEND CENTRE REQUIREMENTS : R6 083.70 per month
MISA Head Office, Centurion
National Diploma (NQF 6) /Degree (NQF 7) Build Environment/ Project Management.

APPLICATIONS ENQUIRIES : hr.pm03@multilead.co.za
Mr Jabulani Hadebe Tel: 011 763 1103/ Mr Nkosikhona Zuma/Ms Zanele Mahlangu Tel No: (012) 485364/5340/5305/5379

DEPARTMENT OF SCIENCE AND INNOVATION

The Department of Science and Innovation is an affirmative action employer and coloured people, white women and people with disabilities are encouraged to apply for these posts. te and resources for science, technology and innovation in support of South Africa's development. To assist us in achieving this, we wish to appoint dynamic individuals in the following positions:

<u>CLOSING DATE</u>	:	23 August 2021
<u>NOTE</u>	:	Applications must be accompanied by a newly prescribed and signed Z83 form and up-to-date curriculum vitae (including three contactable referees) as well as copies of all qualifications and the applicant's identity document. From 1 January 2021, a new application for employment (Z83) form will be effective, should an individual wish to apply for a post on or after 1 January 2021, he/she will be required to submit the new application for employment form which can be downloaded at http://www.dpsa.gov.za/dpsa2g/vacancies.asp . Applications submitted on the old forms will not be considered. Please email applications to the email addresses specified for the particular post. Shortlisted candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, previous employment verification, verification of qualification and credit worthiness). By submitting the employment application form, you agree and consent to your personal information which you provide to the Department of Science and Innovation ("DSI") being processed by DSI and its employees, agents, cabinet committees, and sub-contractors for recruitment purposes, in accordance with the Protection of Personal Information Act, 2013 (Act No. 4 of 2013). It is the responsibility of applicants to have any foreign qualifications verified by the South African Qualifications Authority. The Department will respond only to shortlisted candidates, who will be interviewed on a date and at a time specified by the Department. The Department reserves the right not to make any appointment. All candidates for Senior Management Service (SMS) positions will be subjected to a technical exercise intended to test relevant technical elements of the job, the logistics for which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment in compliance with the Department of Public Service and Administration (DPSA) directive on the implementation of competency-based assessments and using the mandated DPSA SMS competency-assessment tools. Successful SMS candidates will be required to complete a senior management leadership programme with either the National School of Governance (NSG) or a higher educational institution accredited by the NSG.

MANAGEMENT ECHELON

<u>POST 27/32</u>	:	<u>CHIEF AUDIT EXECUTIVE</u>
<u>SALARY</u>	:	R1 251 183 – R1 495 956 per annum, (All-inclusive remuneration package)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A postgraduate qualification (NQF level 7) in the field of accounting or auditing, chartered accountant or certified internal auditor will be an advantage. Minimum of 5 years' experience at a senior management level within auditing. Extensive knowledge of internal auditing and accounting principles and practices, and management principles and preferred business practices. Considerable knowledge of the International Standards for the Professional Practice of Internal Auditing and the Code of Ethics developed by the Institute of Internal Auditors. Sound knowledge of the Public Finance Management Act and Treasury Regulations, risk management standards and procedures, and corporate governance prescripts. Strategy capability and leadership. Skills in financial management, change management, service delivery and innovation, stakeholder management and communication. Innovative and creative. Ability to work under pressure, independently and as part of a team.
<u>DUTIES</u>	:	Oversee the execution of an annual audit plan by directing the conducting of internal audits, consulting engagements and project audits. Monitor external and internal audit to address Audit-General findings. Manage audit committee meetings, oversee revision of the audit committee charter, direct recruitment, appointment and induction of audit committee members. Ensure effective internal audit activity by maintaining effective relationships with key internal

audit stakeholders and overseeing the annual evaluation of the internal audit unit. Develop and implement fraud prevention and detection strategies. People management and empowerment. Financial management of the allocated budget.

ENQUIRIES : Ms Duduzile Magampa Tel No: (012) 843 6701
APPLICATIONS : Applications must be emailed to Recruit1a@dst.gov.za

OTHER POSTS

POST 27/33 : **ASSISTANT DIRECTOR: NETWORK ADMINISTRATOR**

SALARY : R376 596 per annum
CENTRE : Pretoria
REQUIREMENTS :

A tertiary qualification at NQF level 7 in Information Technology or Computer Science. Certificate in Microsoft Certified Solution Expert (MCSE). Any of A+, N+, or Virtualization Certificate will be an added advantage. 3 years' experience as a supervisor in IT network administration, of which a minimum of 1 year should be in Microsoft server and Office Support System application support. Broad IT knowledge, particularly in supporting an IT network environment. Knowledge and experience in Microsoft Windows operating system and Linux. Knowledge and experience in Exchange administration, Domain Name Service (DNS), Active Directory (AD), Dynamic Host Configuration Protocol (DHCP) and File Transfer Protocol (FTP). Knowledge and experience in Backup administration tools. Knowledge and experience in Network Time Protocol (NTP) server and Radius server. Knowledge of technical hardware and software. Keeping abreast of the latest information technology. Sound knowledge of various computer technologies and how they impact a business. Working knowledge and broad understanding of server virtualisation. Good knowledge and understanding of telecommunications infrastructure, i.e. ISDN, Analog, ADSL, PBX, PSTN, teleconferencing and video-conferencing, etc. Knowledge of Storage Area Network technology (SAN). The candidate must possess the following skills: Strong IT technical support skills; report writing and project management skills; interpersonal, problem solving and communication skills; telephone etiquette and customer service practices. The candidate must be a critical thinker, be able to take the initiative, have time management skills, be professional, have loyalty and business ethics, and be a team worker. The candidate must be client focused, have good verbal and written communication skills, and good telephone etiquette.

DUTIES : Provide maintenance of the Department's servers (DSI head office, NIPMO, NACI, Cape Town office and SITA). Support administration of hardware, software standards and guidelines. Conduct back-up recovery processes. Provide network support to end-users. Develop network administration plans, policies and procedures.

ENQUIRIES : Dolly Masuku Tel No: (012) 843 6692
APPLICATIONS : Applications must be emailed to Recruit1b@dst.gov.za

POST 27/34 : **ASSISTANT DIRECTOR: SYSTEM DEVELOPERS (X2 POSTS)**

SALARY : R376 596 per annum
CENTRE : Pretoria
REQUIREMENTS :

A tertiary qualification at NQF level 7 in Computer Science or Software Development/Engineering or Information Systems. Mobile application development would be an added advantage. Minimum of 3 years' experience as a supervisor in system development. Keeping abreast of the latest information technology. Data interpretation and analytics. Sound knowledge of various computer technologies and how they impact a business. Sound knowledge of at least one computer programming language. Good knowledge of database structures, theories, principles, and practices. Technical understanding in the areas of application programming, database and system design. Knowledge and understanding of the Public Service Regulations. The candidate must possess the following skills: software programming, documentation, development fundamentals and debugging skills; interpersonal, teamwork, problem solving, time management and communication skills. The candidate must be a critical thinker, have loyalty and business ethics, be able to work individually and as part of a team, be willing to assist people, have persistence and perseverance, and be willing to learn.

- DUTIES** : Develop and maintain applications/software. Acquire and implement business system solutions. Coordinate the utilisation of emerging technology to enhance the Department's information management and information systems. Implement and maintain applications.
- ENQUIRIES APPLICATIONS** : Dolly Masuku Tel No: (012) 843 6692
Applications must be emailed to Recruit1b@dst.gov.za
- POST 27/35** : **ASSISTANT DIRECTOR: AFRICA MULTILATERAL COOPERATION**
(One-Year contract)
- SALARY CENTRE REQUIREMENTS** : R376 596 per annum, (plus 37% in lieu of service benefits)
Pretoria
A tertiary qualification at NQF level 7 in international relations. At least a minimum of 3 years supervisory working experience in an international science and innovation oriented environment. Understanding of bilateral and multilateral cooperation and international relations (especially African politics). Understanding of science, technology and innovation (STI) and its impact on development and national system of innovation. Understanding of international science and innovation institutions, actors and systems. Knowledge of EU-Africa geo-political dynamics. Basic knowledge of the Public Finance Management Act, Public Service Regulation. Computer literacy, negotiation, organizational and administration skills. Strong verbal and written communication skills. Project and time management skills. Good interpersonal skills and ability to be proactive and assertive. Ability to work part of a team and under pressure. Ability to work with people of diverse cultures.
- DUTIES** : Facilitate the international resource leveraging engagement undertaken to specifically access funds for historically disadvantaged institutions. Conduct assessments of the efficiency and effectiveness of South Africa's strategic international STI partnerships. Provide support in the STI initiatives supported targeting objectives of Agenda 2063. Provide support to South African researchers and innovators supported through the DSI.
- ENQUIRIES APPLICATIONS** : Nontobeko Nkosi Tel No: (012) 843 6861
Applications must be emailed to Recruit3@dst.gov.za
- POST 27/36** : **SENIOR ADMINISTRATIVE ASSISTANT: OFFICE OF THE MINISTER**
(One-year contract)
- SALARY CENTRE REQUIREMENTS** : R316 791 per annum, (plus 37% in lieu of service benefits)
Pretoria
A National Diploma/Degree (minimum NQF level 6). At least a minimum of two years' experience in administration. Familiarity with performance standards and procedures. Knowledge of Public Service Regulations and the Public Financial Management Act (PFMA). Clear understanding of office administration activities and processes. Computer and information systems literacy. Strong verbal and written communication skills. Report writing, administration, listening and organising skills. Good interpersonal and initiative skills Ability to work independently and in teams. Ability to multitask and work with people.
- DUTIES** : The incumbent will be responsible for diary and correspondence management and coordination of events and meetings. He/ she will manage documents and information, monitor projects, critical work and expenditure and reporting.
- ENQUIRIES APPLICATIONS** : Ms Tshiamo Letswalo Tel No: (012) 843 6675
Applications must be emailed to Recruit1a@dst.gov.za
- POST 27/37** : **DRIVER/MESSENGER: OFFICE OF THE DIRECTOR GENERAL**
(One-year contract)
- SALARY CENTRE REQUIREMENTS** : R145 281 per annum, (plus 37% in lieu of service benefits)
Pretoria
A Grade 10 with a valid driver's licence. At least a minimum of six months driving experience. Knowledge of the procedures to operate a motor vehicle and prescripts for the correct utilisation of the motor vehicle. Familiarity with Asset Management Policy. Knowledge of procedures for the maintenance of the motor vehicle and geographical location. Good basic computer skills. Driving and sound interpersonal skills. Good organisational, numerical and communication skills. Ability to work under pressure and in teams. Ability to pay attention to details.

- DUTIES** : The incumbent will deliver and collect documents daily, provide driving services and manage record keeping of logbook for monitoring and compliance
- ENQUIRIES** : Ms Tshiamo Letswalo Tel No: (012) 843 6675
- APPLICATIONS** : Applications must be emailed to Recruit1a@dst.gov.za

DEPARTMENT OF SPORT, ARTS AND CULTURE (DSAC)

The Department of Sport, Arts and Culture is an equal opportunity affirmative action employer. It is our intention to promote representivity in the Public Service through the filling of posts and we reserve the right not to fill a position. Persons whose transfer/promotion/appointment will promote representatively will therefore receive preference. An indication in this regard will expedite the processing of applications.

- APPLICATIONS** : recruitment@dsac.gov.za Please quote the reference number in the heading/subject line. There will be no follow up emails to this address, correspondence will be limited to shortlisted candidates only. Please indicate the post title/reference number in the subject line of the email. Applications received after the closing date, as well as applications received via mail or hand delivery will NOT be considered or accepted.
- CLOSING DATE** : 26 August 2021 at 16:00
- NOTE** : Applications are hereby invited from suitably and qualified persons to apply for the following position. Applicants are advised that a new application for employment (Z83) has been in effect since 01 January 2021. The new application for employment form can be downloaded at www.dpsa.gov.za-vacancies. Applications submitted using the old Z83 form will not be considered. Ensure that you sign your Z83 before you scan it. Please use your signature or valid e-signature and not your name written in block/typed print. A Z83 not signed and initialled will be deemed a regret. All sections of the Z83 must be completed. The application form should be accompanied by a recent comprehensive CV; with three contactable referees (telephone numbers and email addresses must be indicated); Applicants must submit copies of qualifications (Matric certificate and other educational qualifications), Identity Document and Drivers licence (where required). Such copies need not be certified when applying for a post. Only send documents related to the requirements in the advert. Failure to submit the required documentation will automatically disqualify applications. Foreign qualifications must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). All non-SA citizens must attach a certified copy of proof of permanent residence in South Africa. If an applicant wishes to withdraw an application, it must be done in writing. Correspondence will be limited to shortlisted candidates only. Only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from the Department in that regard. Shortlisted candidates will be subjected to personnel suitability checks and the successful candidate will have to undergo full security vetting. The appointment will be subject to positive vetting results. We encourage all applicants to declare any criminal and or negative credits records. Short-listed candidates must avail themselves for an interview on a date, time at the venue/ method to be determined by the Department. Interviews will/ may be conducted via a virtual medium which will be discussed with each shortlisted applicant. The applicant should have the necessary data and equipment for this purpose. The successful candidate will be required to enter into an employment contract and sign an annual performance agreement. Since employees are encouraged to work remotely during the period of lockdown, the successful candidate will be required to enter into a remote working contractual agreement in order to manage accountability, performance and liabilities based on clearly agreed upon deliverables with the respective Supervisor/ Manager. If you have not been contacted within three months of the closing date of this advertisement, please accept that your application was unsuccessful. We thank all applicants for their interest. DSAC reserves the right not to make appointments.

OTHER POST

- POST 27/38** : **DEPUTY DIRECTOR: PROPERTY MANAGEMENT REF NO: DSAC-01/07/2021**
(Duration 6-month contract)
- SALARY** : R733 257 per annum, (An all-inclusive remuneration salary package consisting of a basic salary (70/75% of the total salary package), State's contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion that may be structured in terms of applicable rules Middle Management Services Guidelines)

**CENTRE
REQUIREMENTS**

: Pretoria
:
: An appropriate National Diploma or Degree (NQF 6) in Public Administration or related field; A qualification in Property Management will be an added advantage; 3-5 years' experience in managing Projects/programmes; Experience in monitoring and evaluation principles and practices on projects and programmes; Knowledge of Government programme policies, procedures, regulations and laws, including the Public Financial Management Act (PFMA); Valid driver's license; Experience in Stakeholder Management; Proven communication skills including report writing; Proficiency in MS Office (Word, Excel and PowerPoint); Ability to function independently and to perform under pressure.

DUTIES

: Reporting to Work Environment and Security services, the purpose of this position is to manage the property management budget and projects; Project Manage the Departments relocation process; Cost estimation and development of a budget; Analysing and managing project risk; Coordinate Change Management plan activities; Manage implementation phase of all projects; Issue procurement instructions to the implementing agent; Consultations with Institutions and viewing of project sites; Acceptance of execution plans and approval of budget where necessary; Liaise with public entities in relation to management public entities leases; Assist the entities in organizing new leases, renewal of leases and its termination; Review the physical aspects of the property for maintenance and repair; Manage the transfer of lease and municipal charges budget to entities; Reporting on the lease commitment within all the projects; Processing of all claims for office accommodation and other projects; Reconciling the expenditure of all DPWI projects and required for other special projects; Reporting on accruals and commitments of all projects.

ENQUIRIES

: Post-related: Ms P Almeida Tel No: (012) 441 3696
General: Ms J Boonzaaier Tel No: (012) 304 5007

DEPARTMENT OF TRADITIONAL AFFAIRS

The Department of Traditional Affairs is poised to play a key strategic role - not only in assisting the institution of traditional leadership to transform itself to be a central partner with Government in the development of traditional communities, including the Khoi-San communities - but also in coordinating the traditional affairs activities of this Department and those of other Government departments at National, Provincial and Local Government levels, so as to ensure that the needs of traditional and Khoi-San communities (of development, service delivery, governance, access to indigenous knowledge systems, traditional courts and indigenous law, traditional healers and indigenous languages, etc) are sufficiently met. In addition, the Department must ensure that sufficient resources (human, financial and infrastructural) are provided by the State to transform the landscape in the functional domain of the Department of Traditional Affairs. Candidature of persons whose appointment/ transfer/ promotion will promote representivity will therefore receive preference.

CLOSING DATE : 27 August 2021

NOTE : The successful candidate's appointment will be subject to a security clearance process and the verification of educational qualification certificates. Applications must be submitted on form Z.83 (application form) obtainable from any Public Service department and signed when submitted, and should be accompanied by a comprehensive CV, copies of qualifications, Identity document and driver's licence. Such copies need not be certified. Shortlisted candidates will be required to submit certified copies a day before the interview date. Persons with a disability are encouraged to apply. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation. Incomplete applications or applications received after the closing date will not be considered. It is important to note that it is the applicant's responsibility to ensure that all information and attachments in support of the application are submitted by the due date. Due to the large number of responses anticipated, correspondence will be limited to short-listed candidates only. If you have not been contacted within three months of the closing date of the advertisement, please accept that your application has been unsuccessful. Thank you for the interest shown in the Department.

OTHER POSTS

POST 27/39 : **SENIOR PERSONNER PRACTITIONER: RECRUITMENT REF NO: 2021/09**

SALARY : R316 719 per annum

CENTRE : Pretoria

REQUIREMENTS : A degree/national diploma in Human Resource Management or equivalent qualification on level NQF 6/7 plus at least 3-5 years' relevant experience recruitment and selection. Competencies: Knowledge and understanding of enabling legislation (BCEA, EEA, PSA, PSR, CORE, PFMA, etc). Ability to perform in a pressure driven environment. Proven strong and verbal written communication skills. Sound analytical, statistical, and problem-solving skills. Knowledge of PERSAL and Vulindlela. Computer literate. Driver's licence.

DUTIES : Facilitate and implement recruitment and selection processes. Create appointments on PERSAL. Prepare and submit vacancy and employment statistics reports to the Head of Human Resources. Ensure effective implementation and compliance with relevant legislative framework and policies. Provide support on recruitment and selection processes. Coordinate employee health and wellness programmes.

ENQUIRIES : Ms L Motlhala Tel No: (012) 3365824

POST 27/40 : **ADMIN ASSISTANT: STAKEHOLDER MANAGEMENT REF NO: 2021/10**
(12 months contract post)
Institutional Support Coordination

SALARY : R208 584 per annum, plus 37% in lieu of benefits

CENTRE : Pretoria

REQUIREMENTS : A grade 12 certificate OR a grade 10 certificate plus 5-10 years' experience in the institution of traditional leadership Understanding of the institution of traditional leadership and its protocols Integrity and discretion in dealing with secret and confidential matters Good computer literacy A valid South African driver's licence.

- DUTIES** : Provide support to promote the role of Traditional Leadership assist in enhancing unity and understanding among traditional communities Assist in promoting good working relationship within the structures of traditional leadership. Engage with relevant stakeholders in relation to the functionality within the Traditional Leadership sector. The successful candidate will be required to travel extensively.
- ENQUIRIES** : Ms T Shandu Tel No: (012) 334 0783
- APPLICATIONS** : Applications may be posted to: Human Resource Management, Department of Traditional Affairs, Private Bag X 22 Arcadia 0083 or Hand deliver to: 509 Pretorius Street, Arcadia, 2nd Floor Pencardia 1 Building or e-mail DTARecruitment@cogta.gov.za
- FOR ATTENTION** : Director: Human Resource Management

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

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

<u>APPLICATIONS</u>	:	Department of Sport, Arts Culture and Recreation, Attention Recruitment Division -Human Resource Management , Private Bag X20606, Bloemfontein 9300 or place applications in an application box, Ground Floor, Warden Building, Henry Street Bloemfontein
<u>CLOSING DATE</u>	:	27 August 2021
<u>NOTE</u>	:	Applications must be submitted on the application for employment form (Z.83) Quoting the relevant reference number, obtainable from any Public Service Department or in the internet at www.gov.za/documents . and must be accompanied a recently updated, comprehensive CV with copies of all qualification(s) academic records including a Senior certificate, ID document and Drivers' license where applicable as well as copy of Tax Registration Certificate that reflects a Tax Number. Non-RSA citizens/ Permanent Resident Permit Holder must attach a copy of their Permanent Residence Permits. Separate application must be submitted for every vacancy applied for. Applications received after the closing date and those that do not comply with these instructions will not be considered. The onus is on the applicants to ensure that their applications are posted or hand delivered timeously. Candidates in possession of a foreign qualifications and/or short courses certificates must take it upon themselves to have their qualifications evaluated by the South African Qualifications Authority (SAQA), and must please attach proof of the level of their qualifications after evaluation on all applications. Applicants are respectfully informed that shortlisted candidates are subjected to Personnel Suitability checks and submitting of certified copies of all qualification(s) academic records including Senior Certificate, ID document and Drivers' licence. If no notification of appointment is received within 4 months of the closing date, applicants must accept that their application was unsuccessful. Note: For all posts above on salary level 1 – 5 preference will be given to applicants who reside in area/ district where the post are advertised.

MANAGEMENT ECHELON

<u>POST 27/41</u>	:	<u>CHIEF DIRECTOR: LIBRARY AND ARCHIVE SERVICES REF NO: 3000/20</u> Re-advertisement – candidates who have previously applied need to re-apply
<u>SALARY</u>	:	R1 251 183 per annum. This all-inclusive remuneration package consists of a basic salary, the State's contribution to the Government Employees Pension fund and a flexible portion that may be structured in term of the applicable rules.
<u>CENTRE REQUIREMENTS</u>	:	Bloemfontein Applicants must be in possession of a NQF level 7 qualification (A qualification in a Library related study field will serve as an advantage) Extensive working experience of which at least an 5 years should have be in a Senior Management position. Completion of the Pre-Entry Certificate for the Senior management Service. Knowledge in sound management, planning, organization, policy development and strategic as well as financial planning. Good communication skills as communication with various stakeholders from different levels is required from the post Valid Driver's License.
<u>DUTIES</u>	:	Provide Strategic advice and direction to the Library and Archive Services Chief Directorate, to ensure development, promotion coordination en monitoring of provincial library and archives services. Policy development, analysis and implementation with reference to national and provincial policies including FS Growth and development strategies and other; legislation link to Library and Archive Services Participate in preparing and reviewing the departments' performance management system by setting key performance indicators (KPI's) aligned with the strategic and annual performance plan as well as regular monitoring and reporting on KPI as required. Plan, organise lead and control preparation and submission of an annual business plan for the Chief Directorate as well as risk management. Initiate plan, execute monitor

and control projects for which are assign to the chief Directorate. Ensure effective functioning of the provincial library information service board and the provincial archives council. Responsible for budget management (Voted as well conditional Grant Budget allocation), implementation of supply chain management system and practices, human resources management , knowledge management as well as contract management in respects of all Directorates, sub-directorates allocated under his/her span of control to ensure effective service delivery activities undertaken by the directorate.

**ENQUIRIES
NOTE**

: Ms Lerato Twala Tel No: 066 479 1247
 : 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.

POST 27/42

: **DIRECTOR: HUMAN RESOURCE MANAGEMENT REF NO: 1300/W6**

SALARY

: R1 057 326 per annum. This all-inclusive remuneration package consists of a basic salary, the State's contribution to the Government Employees Pension fund and a flexible portion that may be structured in term of the applicable rules.

**CENTRE
REQUIREMENTS**

: Bloemfontein
 : Applicants must be in possession of an appropriate recognised NQF level 7 Qualification Extensive working experience of which at least five (5) years should have be in a middle management position in a public sector environment. Completion of the Pre-Entry Certificate for the Senior Management Service. Knowledge of relevant legislation and policies link to key performance areas attached to the post. Ability to analyse and integrate in variety of work scenarios and data to solve problems and make appropriate decisions Competency in developing and implementing of policies, strategies and programs. Valid Driver's Licence.

DUTIES

: Provide Strategic advice and direction to the Human Resource Management Directorate which include Human Resource Practices & Administration, HR Utilization and capacity building with performance management, Employee Relations, Human Resource Planning and strategies as well as Employee Wellness programmes. Responsible for policy development, analysis and implementation related to various sub-directorates under his/her span of control. Participate in preparing and reviewing the departments' performance management system by setting key performance indicators (KPI's) aligned with the strategic and annual performance plan as well as regular monitoring and reporting on KPI as required. Ensure consistent compliance with national and provincial legislation, applicable to and affecting the directorate as well as advise to head of Department and EA in this regard. Plan, organise lead and control preparation and submission of an annual business plan for the Directorate as well as risk management. Responsible for budget management, implementation of supply chain management system and practices, human resources management, knowledge management as well as contract management in respects of all sub-directorates, divisions allocated under his/her span of control to ensure effective service delivery activities undertaken by the directorate.

**ENQUIRIES
NOTE**

: Ms Irene Ntulini Tel No: 066 474 7209
 : shortlisted candidates for above post 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

<u>POST 27/43</u>	:	<u>DIRECTOR: LIBRARY SERVICES REF NO: 3100/21</u> Re-advertisement – candidates who have previously applied need to re-apply
<u>SALARY</u>	:	R1 057 326 per annum. This all-inclusive remuneration package consists of a basic salary, the State's contribution to the Government Employees Pension fund and a flexible portion that may be structured in term of the applicable rules.
<u>CENTRE REQUIREMENTS</u>	:	Bloemfontein Applicants must be in possession of a NQF level 7 qualification in a Library and Information related study field. At least 5 years working experience at a middle managerial level, preferably in the public sector. Completion of the Pre Entry Certificate for the Senior Management Service. Knowledge in sound management, planning, organization, policy development and strategic as well as financial planning. Valid Driver's License.
<u>DUTIES</u>	:	Provide Strategic advice and direction to the Library Services Directorate, to ensure operational effectiveness of all public libraries within the province as well as the establishment of a professional support service including the creation of an enabling environment for the development, transformation and promotion of sustainable library and information services Policy development, analysis and implementation with reference to national and provincial policies including FS Growth and development strategies and other ;legislation link to Library Services Participate in preparing and reviewing the departments' performance management system by setting key performance indicators (KPI's) aligned with the strategic and annual performance plan as well as regular monitoring and reporting on KPI as required. Plan, organise lead and control preparation and submission of an annual business plan for the Chief Directorate as well as risk management. Initiate plan, execute monitor and control projects for which are assign to the chief Directorate. Initiate plan, execute monitor and control programs link to various project, program outcomes in respect of performance outcomes stated in annual performance plan Responsible for budget management (Voted as well conditional Grant Budget allocation), implementation of supply chain management system and practices, human resources management , knowledge management as well as contract management in respects of all Directorates, sub-directorates allocated under his/her span of control to ensure effective service delivery activities undertaken by the directorate.
<u>ENQUIRIES NOTE</u>	:	Ms Lerato Twala Tel No: 066 479 1247 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

OTHER POSTS

<u>POST 27/44</u>	:	<u>ASSISTANT DIRECTOR: BASOTHO CULTURAL VILLAGE REF NO 2210/16</u> Re-advertisement – candidates who have previously applied need to re-apply
<u>SALARY</u>	:	R470 040 per annum (Level 10), (A basic salary)
<u>CENTRE REQUIREMENTS</u>	:	Qwaqwa An Appropriate Qualification at NQF 7 level preferable in Museum / Heritage field and Tourism. Relevant experience in tourism, museum and or heritage administration/ management for a period not less than three (3) years. Competency in project management, computer literacy and communication skills Awareness in Public Finance Management act, Public Service Regulation and Public Service act. Knowledge of related Museum& heritage Legislation.
<u>DUTIES</u>	:	Develop and facilitate the implementation of Basotho Cultural Village programmes for the promotion of museum services to ensure public awareness. Ensure the effective management and development of museum services within the Museum. Management of resource eg finance, assets and human resources. Manage and facilitate the development, implementation and monitoring of policies, Collaborate within the department, as well as external stakeholders in the province and beyond to strengthen inter alia between

	:	museum and to ensure maintenance proper public relations with all relevant target audiences and role-players.
<u>ENQUIRIES</u>	:	Ms Tlaleng Modupe Tel No: 066 479 1443
<u>POST 27/45</u>	:	<u>ASSISTANT DIRECTOR (BOOKKEEPING & BANKING) REF NO: 1205/3</u>
<u>SALARY</u>	:	R376 596 per annum (Level 09), (A basic salary)
<u>CENTRE</u>	:	Bloemfontein
<u>REQUIREMENTS</u>	:	A relevant tertiary qualification eg financial management /accounting at NQF level 7. Intermediate experience with at least three (3) years in a supervisory capacity. Relevant Persal / BAS Certificates .Knowledge of governments' financial systems, regulation and legislation and PFMA prescript.
<u>DUTIES</u>	:	Manage and co-ordinate the banking and financial assets and liabilities accounts on the department manage including preparation and consolidations of financial reports. Manage and co-ordinate BAS payments journals and ensure correctness of payments statistic reports. Report on irregular and fruitless expenditure. Manage and report on transfer payments. Ensure the development and successful implementation of departmental and public service policies and procedures and monitor implementation of such policies/prescripts. Acts on behalf of department as Sub-system controllers of BAS and security thereof. Manage human resources within the Division.
<u>ENQUIRIES</u>	:	Ms Irene Ntulini Tel No: 066 474 7209
<u>POST 27/46</u>	:	<u>ASSISTANT DIRECTOR (EXTERNAL COMMUNICATION) REF NO: 1412/11</u>
<u>SALARY</u>	:	R376 596 per annum (Level 09), (A basic salary)
<u>CENTRE</u>	:	Bloemfontein
<u>REQUIREMENTS</u>	:	A relevant qualification at NQF level 7 with minimum of three (3) years' experience in Communication environment. Knowledge of government communication environment and protocol. Valid drivers' licence
<u>DUTIES</u>	:	Implement and Monitor external communication and marketing strategy and corporate identity programmes. Coordination of external events, printed materials for external clients etc. Develop, implement and monitor a media relations strategic and policy. Manage media queries, organize press conferences and issuing of media statement to the media. Monitor and analyse media coverage/ reports about the department. Provide assistance to line function with planning and arranging special events as well as conducting impact measures/ assessment at end of the event. Perform administrative duties attached to the post. Responsible for management of assets and human resources.
<u>ENQUIRIES</u>	:	Ms Irene Ntulini Tel No: 066 474 7209
<u>POST 27/47</u>	:	<u>CHIEF SECURITY INVESTIGATION REF NO: 1432/74</u>
<u>SALARY</u>	:	R376 596 per annum (Level 09), (A basic salary)
<u>CENTRE</u>	:	Bloemfontein
<u>REQUIREMENTS</u>	:	A relevant qualification in Security Management at NQF level 6 with minimum of three (3) years' experience in the security environment, Knowledge in the practice and principle as well related legislation. Valid Driver's Licence Security auditing with fraud and/or and anti-corruption experience will be an advantage.
<u>DUTIES</u>	:	Investigate fraud, theft corruption, nepotism, mal administration etc cases and prepare reports stating irregularities. Investigate the control procedures and measures to ensure that all officials in the Department adhere to it and that it is in line with prescribed security directives and policies. Responsible for the compilation of charged sheets when required and serve on tribunal including representing the department in court cases, attend disciplinary hearings etc Evaluation of security trends, evolving threats, risk, vulnerabilities' and apply tools to mitigate/ apply pro-active measuring to prevent such criminal activities . Responsible for policy development. Monitor adherence to control measures, policy directives and conduct fraud/corruption awareness campaigns. Responsible for administrative task attached to the post inter alia record keeping of all security related incidents Responsible for management of asset and human resources.
<u>ENQUIRIES</u>	:	Ms Irene Ntulini Tel No: 066 474 7209

<u>POST 27/48</u>	:	<u>PRINCIPAL LIBRARIAN REF NO: 3106/50</u>
<u>SALARY</u>	:	R316 791 per annum (Level 08), (A Basic Salary)
<u>CENTRE</u>	:	Bloemfontein (Information Management)
<u>REQUIREMENTS</u>	:	Relevant B Degree e.g. Library and Information Science or related equivalent NQF 7 Qualifications. Minimum of two (2) years' experience in a library environment. Driver's License. Computer literacy.
<u>DUTIES</u>	:	Manage and render a specialized library and Information services to ensure the provisioning of an effective library service within Free State School of Nursing. Liaise with clients to determine needs consequently develop, organize and maintain a need based collection of information resource that meets the needs of the customers. Responsibly for the management of assets and human resources
<u>ENQUIRIES</u>	:	Ms Lerato Twala Tel No: 066 479 1247
<u>POST 27/49</u>	:	<u>PRINCIPAL LIBRARIAN</u>
<u>SALARY</u>	:	R316 791 per annum (Level 08), (A basic salary)
<u>CENTRE</u>	:	Bethlehem (District Office) Ref No: 3450/57 Kroonstad (District Office) Ref No: 3630/67
<u>REQUIREMENTS</u>	:	Relevant B Degree e.g. Library and Information Science or related NQF 7 Qualifications. Driver's License. Minimum of two (2) years' experience in a library environment .Computer literacy, Good communication and presentation skills.
<u>DUTIES</u>	:	Provide training and professional guidance to library worker within scope of public libraries within allocated district. Develop and maintain collections to ensure Public Libraries have relevant material. Operationalize new libraries and maintain existing ones to ensure functional libraries within communities Responsible for store management and selection of library material. Management of budget, assets and human resources.
<u>ENQUIRIES</u>	:	Ms Lerato Twala Tel No: 066 479 1443
<u>POST 27/50</u>	:	<u>COLLECTION OFFICER REF NO: 2261/19</u> Re-advertisement – candidates who have previously applied need to re-apply
<u>SALARY</u>	:	R316 791 per annum (Level 08), (A basic salary)
<u>CENTRE</u>	:	Bloemfontein
<u>REQUIREMENTS</u>	:	An appropriate qualification preferable Museum / Heritage science at NQF level 7. Minimum of three (3) years' experience in a museum or heritage related environment. Drivers Licence. Computer Literacy. Knowledge in handling and conservation of artefact's, electronic documentation and store management as well as research methodology. Ability to maintain good public relations, report writing and administrative skills as well as competency to operate photography equipment.
<u>DUTIES</u>	:	Develop and maintain documentation systems and processing system for artefact within Provincial Museum. Develop and maintain administrative procedures to support the management and compliance of museum collections as well as preparation of condition reports and collection audits. Manage book collection within the museum. Conservation and preservation of artefacts. Expose communities to their heritage by making artefacts available for research, museum exhibitions, outreach programs and handle public enquiries, Responsible for management of resources e g financial planning, asset management and staff supervision.
<u>ENQUIRIES</u>	:	Ms Tlaleng Modupe Tel No: 066 479 1443
<u>POST 27/51</u>	:	<u>LIBRARIAN (X8 POSTS)</u>
<u>SALARY</u>	:	R257 508 per annum (Level 07), (A basic salary)
<u>CENTRE</u>	:	Fauresmith Public Library Ref No: 3209/37 Rouxville Public Library Ref No: 3222/39 Thabong I Public Library Ref No: 3503/42 Hobhouse Public Library Ref No: 3316/54 Van Stadensrus Public Library Ref No: 3323/55 Metsi Matsho School- Qwaqwa Ref No: 3450/58 Kopaneleng Dual Purpose Library Zamdela Ref No: 3630/68 Parys Public Library Ref No: 3609/48

<u>REQUIREMENTS</u>	:	Relevant B Degree e.g. Library and Information Science or related NQF 7 Qualifications. Computer literacy, Good communication and presentation skills.
<u>DUTIES</u>	:	Manage plan and coordinate the services and activities presented by the library. Ensure the establishment of community structure for consultation. Ensure the rendering of professional library and information services to the community (and/ or or School Environment where applicable). Manage Information Communication Technology systems and equipment. Develop and maintain library material collection. Promote the use of libraries and a culture of reading. Perform administrative duties in the Library. Responsible for management of resources e.g. Finance assets, infrastructure and human resources.
<u>ENQUIRIES</u>	:	Ms Irene Ntulini Tel No: 066 474 7209/Ms Tlaleng Modupe Tel No: 066 479 1443
<u>POST 27/52</u>	:	<u>LIBRARIAN REF NO: 3108/51</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R257 508 per annum (Level 07), (A basic salary) Bloemfontein (Development Services)
<u>DUTIES</u>	:	Relevant B Degree e.g. Library and Information Science or related NQF 7 Qualifications. Driver's License. Computer literacy, Good communication and presentation skills. Basic experience in events management. Plan organise and implement library related and departmental promotional projects. Research and assist with identification of new development projects for libraries to identify new developments in the field of library and information services Organise and implement toy libraries in Public Libraries. Assist with opening of new libraries. Develop and revise promotional projects and special service / events. Serve on the editorial board of the Free State Library in house journal.
<u>ENQUIRIES</u>	:	Ms Lerato Twala Tel No: 066 479 1247
<u>POST 27/53</u>	:	<u>INTERNAL AUDITOR REF NO: 1105/2</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R257 508 per annum (Level 07), (A basic salary) Bloemfontein
<u>DUTIES</u>	:	An appropriate NOF 7 Qualification (Internal Auditing of Financial Information systems) Valid Driver's Licence. Knowledge of the PFMA and Treasury Regulations Basic work Experience of Internal Audit Related activities with knowledge of the International Standard for the Professional Practice in Internal Audit will be an advantage. Conduct the compliance and performance audits in accordance with the Standards for Professional Practice of Internal Auditors (SPPIA).Ascertain the extent of compliance with PFMA, Treasury regulation and prepare internal audit procedures and working papers, providing evidence if findings and stating recommendations for each component audited. Prepare draft internal reports with reference to exceptions raised, the adequacy and effectiveness of systems activities audited recommend necessary improvements in the internal control system where controls have been found to be malfunctioning, insufficient or non-existent. Perform administrative duties attached to post.
<u>ENQUIRIES</u>	:	Ms Irene Ntulini Tel No: 066 474 7209
<u>POST 27/54</u>	:	<u>SCM PRACTITIONER REF NO: 1216/4</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R257 508 per annum (Level 07), (A basic salary) Bloemfontein
<u>DUTIES</u>	:	An Appropriate qualification at NQF 6 Level, Three (3) years' experience in an SCM Environment. Knowledge of LOGIS System as well as SCM legislation and directives. Certificates in SCM field will be an advantage. Drivers licence. Oversee the implementation and maintenance of Supply Chain Management practices and maintenance of Supply chain management processes in the department to contribute to the rendering of a Acquisitions service Address supply chain management enquiries to ensure the correct implementation of supply chain management practises. Inform, guide and advice Department/personnel on supply chain management matters to enhance the correct implementation of supply chain management practises and policies. Approve transactions on LOGIS / BAS according to delegations. Supervise the activities of the Supply Chain Management Clerks.
<u>ENQUIRIES</u>	:	Ms Irene Ntulini Tel No: 066 474 7209

<u>POST 27/55</u>	:	<u>ASSISTANT LIBRARIAN (X2 POSTS)</u>
<u>SALARY CENTRE</u>	:	R208 584 per annum (Level 06), (A basic salary) Phomolong Public Library Ref No: 3513/62 Phiritona Public Library Ref No: 3616/66
<u>REQUIREMENTS</u>	:	Relevant Diploma in Library and Information Studies/Science (NQF 6) or equivalent and related qualification. Knowledge in library administration, library materials as well a basic management and supervision. Planning .organizing, research skills with ability do to analysis. Basic experience in a library environment will serve as an advantage.
<u>DUTIES</u>	:	Plan, coordinate the services/activities of the library. Establish community structure eg library committees including consultation with such structures. Render professional library and information services eg check books in and out of library, assist variety of users to locate materials and use library resources. Catalogue and shelve library material. Promote the use of libraries and a culture of reading. Perform administrative duties in the Library. Responsible for management of resources eg budget, assets and human resources.
<u>ENQUIRIES</u>	:	Ms Tlaleng Modupe Tel No: (051) 066 479 1443
<u>POST 27/56</u>	:	<u>LIBRARY ASSISTANT (X8 POSTS)</u>
<u>SALARY CENTRE</u>	:	R173 703 per annum (Level 05), (A basic salary) Rouxville Public Library Ref No: 3222/40 Bethlehem Public Library Ref No: 3402/41 Hoopstad Public Library Ref No: 3531/46 Mangaung Public Library Ref No: 3303/52 (X2 Posts) Clocolan Public Library Ref No: 3415/56 Thabong I Public Library Ref No: 3503/59 Riebeeckstad Public Library Ref No: 350/60 Brandfort Public Library Ref No: 3520/44
<u>REQUIREMENTS</u>	:	Senior Certificate or equivalent qualification with computer literacy.
<u>DUTIES</u>	:	Render library and information services eg check books in and out of library, assist patrons to find materials and guide user how to use library resources and computers, inspect returned books for condition and due date status, manage reserve materials and removing out dated material, interfiling of books etc Promote the use of libraries and a culture of reading by assisting with displays of library materials and during promotional events and programs. Perform administrative duties in the Library eg handle enquiries, cashier duties, request stationary and other goods and services, maintaining of patrons particulars on the computer.
<u>ENQUIRIES</u>	:	Ms Irene Ntulini Tel No: 066 474 7209 / Ms Tlaleng Modupe Tel No: 066 479 1443
<u>POST 27/57</u>	:	<u>LIBRARY ASSISTANT REF NO 3106/49</u>
<u>SALARY CENTRE</u>	:	R173 703 per annum (Level 05), (A basic salary) Bloemfontein (Information Management)
<u>REQUIREMENTS</u>	:	Senior Certificate or equivalent qualification with computer literacy
<u>DUTIES</u>	:	Provide a helpdesk and maintenance support service to public libraries. Perform administrative tasks in the division to ensure the provisioning of an effective information and bibliographic service and customer care to contribute to improvement of service delivery. Asset control within office.
<u>ENQUIRIES</u>	:	Ms Lerato Twala Tel No: 066 479 1247
<u>POST 27/58</u>	:	<u>SENIOR COOK REF NO: 2221/17</u> Re-advertisement – candidates who have previously applied need to re-apply
<u>SALARY CENTRE</u>	:	R173 703 per annum (Level 05), (A basic salary) Basotho Cultural Village (Qwaqwa)
<u>REQUIREMENTS</u>	:	Senior Certificate or equivalent NQF 4 qualification. Three (3) years' experience in food preparation, hospitality field and supervision of staff. Skills to operate catering equipment and knowledge of food production standards including health and safety regulation for kitchen operations Computer literacy and drives licence will be an advantages.
<u>DUTIES</u>	:	Ensure adherence to Health and Safety regulations by maintaining a hygienic work environment. Menu planning which include the timeous requisition of

- stock and issuing thereof if and when needed by cooks. Oversee food preparation and serving thereof (Quality Control). Ensure effective functioning of all equipment and proper servicing/maintenance of these equipment Overall responsible for revenue collection within tea garden environment, staff supervision and stock control, including procurement of food and ingredients.
Ms Tlaleng Modupe Tel No: 066 479 1443
- ENQUIRIES** :
- POST 27/59** : **ADMINISTRATION CLERK REF NO: 3104/22**
Re-advertisement – candidates who have previously applied need to re-apply
- SALARY** : R173 703 per annum (Level 05), (A basic salary)
CENTRE : Bloemfontein
REQUIREMENTS : Senior Certificate or equivalent qualification as NQF 4 level. Drivers Licence, Computer Literacy.
- DUTIES** : Overall receiving of library materials from processing unit, record keeping thereof, packaging and distribution of new material to public libraries. Keep record of amount of lists printed, boxes packed, delivered and linked bar codes and bar codes printed for new books in warehouse. Check order detail against the invoices, certify correctness thereof and prepare invoices for payment, Asset control.
- ENQUIRIES** : Ms L Twala Tel No: 066 479 1247
- POST 27/60** : **MUSEUM ASSISTANT REF NO: 2213 / 35 (X2 POSTS)**
Re-advertisement – candidates who have previously applied need to re-apply
- SALARY** : R145 281 per annum (Level 04), (A basic salary)
CENTRE : Basotho Cultural Village (Qwaqwa)
EQUIREMENTS : ABET Qualification combined with detailed knowledge of the Basotho Culture (rituals, music, dance forms, music instruments etc. Willingness to work shifts (Weekend & Public Holidays).
- DUTIES** : Demonstrate cultural activities to visitors/ tourist (i.e. Chief /Head Man of the Village or 1st /2nd Wife) and provide information on related cultural matters to them. Handle the maintenance and neatness of the living museum according to the heritage of the Basotho. Ensure that artefact are kept safe and in good condition and where needed repair artefacts. Effective management of assets (tools, equipment, and museum collectables) assigned to the post .and report damages and/or losses.
- ENQUIRIES** : Ms Tlaleng Modupe Tel No: 066 479 1443
- POST 27/61** : **COLLECTION ASSISTANT REF NO: 2261/ 18**
Re-advertisement – candidates who have previously applied need to re-apply
- SALARY** : R122 595 per annum (Level 03), (A basic salary)
CENTRE : Bloemfontein
REQUIREMENTS : Grade 10 or equivalent NQF 2 level qualification with driver's License. Computer Literacy. One year experience in museum environment with knowledge in handling of artefacts will be an advantage. Skill to perform administrative tasks.
- DUTIES** : Assist with marking and documentation of artefacts. Maintain the storeroom to keep artefacts protected, clean and organised. Assist with handling objects during collection verification or audits. Expose communities to their heritage by making artefacts available for research, museum exhibitions and outreach programs.
- ENQUIRIES** : Ms Tlaleng Modupe Tel No: 066 479 1443
- POST 27/62** : **GENERAL WORKER (X7 POSTS)**
- SALARY** : R102 534 per annum (Level 02), (A basic salary)
CENTRE : Phillipolis Public Library Ref No: 3211/38
Theunissen Public Library Ref No: 3518/43
Winburg Public Library Ref No: 3522/45
Wesselsbron Public Library Ref No: 3535/47
Allanridge Public Library Ref No: 3509/61
Bronville Public Library Ref No: 3517/63
Makeleketla Public Library Ref No: 3523/64
- REQUIREMENTS** : ABET Qualification Working experience link to task attached to the post will be an advantage.

DUTIES

: Responsible for cleaning inside the library including kitchens, bathrooms etc as well as surrounding, areas outside library but within allocated premises. Assists with filing of library material. Upload and off load of goods, equipment and library material. Porter service within the library and assistance in delivering a messenger service.

ENQUIRIES

: Ms Irene Ntulini Tel No: 066 474 7209 / Ms Tlaleng Modupe Tel No: 066 479 1443

**PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT OF HEALTH**

OTHER POSTS

- POST 27/63** : **HEAD CLINICAL DEPARTMENT (DENTAL) GRADE 1 (OMP) REF NO: HCD-OMP01/07 (X1 POST)**
Directorate: Oral Medicine and Periodontology (OMP)
- SALARY CENTRE REQUIREMENTS** : R2 161 416 per annum, (inclusive package) excluding Commuted Overtime
: Wits Oral Health Centre
: Appropriate qualification that allows registration with the HPCSA as a Dental Specialist in a normal specialty or a recognized Sub-Specialty and current proof of registration. A minimum of 3 years' appropriate experience as a Dental Specialist after registration with the HPCSA as a Dental Specialist in a normal specialty or in a recognized Sub-Specialty. Supervision to completion of Registrars and MSc in Dentistry. Minimum of 3 years' experience in management and supervision of junior staff members. Experience in teaching of under and postgraduate and proven research record.
- DUTIES** : The incumbent will be responsible, inter alia, for the general management and administration of the Oral Medicine and Periodontology Department. The monitoring of service rendered to hospital patients in this discipline, undergraduate and postgraduate teaching and training, development and supervision of research projects, academic outreach.
- ENQUIRIES APPLICATIONS** : HR Manager- Mr. P.F Monama Pulankana.Monama@gauteng.gov.za
: applications must be send via email to pulankana.monama@gauteng.gov.za or via post to Wits Oral Health Centre, Private Bag X 15, Braamfontein, 2017. No faxed or hand delivery applications will be accepted.
- NOTE** : Prospective Applicants must please use the New Z83 which is effective as at 01 January 2021. Applicants to attach copies of all the necessary documents (qualifications) to the application including a valid identity document, CV with minimum of at least three (3) referees, relevant certificates and current proof of HPCSA. Such copies need not be certified when applying for the post. The communication from the HR department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. Applications without proof of the necessary documents will be disqualified.
23 August 2021
- CLOSING DATE** : 23 August 2021
- POST 27/64** : **HEAD CLINICAL UNIT (DENTAL) GRADE 1/2/3 (OMP) REF NO: HCU-OMP02/07 (X2 POSTS)**
Directorate: Oral Medicine and Periodontology (OMP)
- SALARY CENTRE REQUIREMENTS** : R1 728 807 per annum, (inclusive package) excluding Commuted Overtime
: Wits Oral Health Centre
: Registration with the HPCSA as Dental Specialist in Prosthodontics speciality. A minimum of 3 years' appropriate experience as a Dental Specialist after registration with the HPCSA as a Dental Specialist in a normal speciality or in a recognised speciality. Proven record of teaching at under and postgraduate levels. A track record of supervision or co-supervision of postgraduate research projects.
- DUTIES** : To manage and direct the activities of the department including education and training of under and post graduates, service rendering for referred cases. To conduct and publish research and to supervise others in research. Report to the HOD of Oral Medicine and Periodontology (OMP).
- ENQUIRIES APPLICATIONS** : HR Manager- Mr. P.F Monama Pulankana.Monama@gauteng.gov.za
: applications must be send via email to pulankana.monama@gauteng.gov.za or via post to Wits Oral Health Centre, Private Bag X 15, Braamfontein, 2017. No faxed or hand delivery applications will be accepted.
- NOTE** : Prospective applicants must please use the New Z83 which is effective as at 01 January 2021. Applicants to attach copies of all the necessary documents (qualifications) to the application including a valid identity document, CV with minimum of at least three (3) referees, relevant certificates and current proof of HPCSA. Such copies need not be certified when applying for the post. The

communication from the HR department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. Applications without proof of the necessary documents will be disqualified.

CLOSING DATE

:

23 August 2021

POST 27/65

:

HEAD OF CLINICAL UNIT: OBSTETRICS AND GYNAECOLOGY REF NO: TEMBI/2021/HCU/05

Directorate: Mother and Child

SALARY

:

R1 728 807 - R1 834 890 per annum, (all-inclusive package)

CENTRE

:

Tembisa Provincial Tertiary Hospital

REQUIREMENTS

:

Degree of Bachelor of Medicine and Bachelor of Surgery. Registration with the HPCSA (Health Professionals Council of South Africa) as a Medical Specialist in Obstetrics and Gynaecology. A subspecialist qualification and evidence of academic experience with scientific journal publications and/or scientific conference papers delivered will be an added advantage. Current annual registration with the HPCSA. At least 5 years' experience as a medical specialist after initial registration as a Medical Specialist in Obstetrics & Gynaecology. Extensive and appropriate experience in all aspects of clinical care, Teaching and Research. Certificates. Knowledge, skills and competencies: proven management ability, sound communication skills, leadership skills, decision making and interpersonal skills. Financial and Human Resource Management. Conflict resolution and problem-solving skills.

DUTIES

:

Overall supervision and management of the Obstetrics and gynecology discipline in the Hospital. Clinical Management of both in-patients (including Intensive Care and High Care) and out-patients. Ensuring that there are protocols for the management of common medical conditions and that there is compliance to the protocols and guidelines. Improving quality of service, safeguarding high standards of care and creating an environment in which excellence of care will flourish. Serve as the key liaison officer for the streaming of referrals within the cluster and pioneer a sub-cluster approach to ensure management of patients at the appropriate level of care and improve perinatal care. Foster a unit-based management approach to ensure that oversight of all staff members (doctors, nursing and supporting staff) is centralized. Be a key role player in the extension of academic platform at Tembisa Provincial Tertiary Hospital. Contribute to the functional transition of the unit from largely providing Primary and Secondary services to an increased proportion of tertiary services. Participate in clinical research and academic programme in the department Conduct or plan for operational (informal) research which will inform the planning of services to be responsive to the health needs of the community. Assist in the identification of areas for formal research to ensure that all research conducted by external stakeholders will be beneficial to the institution and the community at large. Report to office of the clinical manager and Head of Department (O&G). Perform any other duties delegated by the supervisor.

ENQUIRIES

:

Dr M.C Chisale Mabotja Tel No: (011) 923 2053/ 060 967 0111

APPLICATIONS

:

Applications to be addressed to: Tembisa Provincial Tertiary Hospital through email only at: TembisaHR2@gauteng.gov.za

NOTE

:

The Provincial Government of Gauteng is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender and disability. Applications must be submitted on form Z83, obtainable from any Public Service Department or from the website, which must be completed in full and attached your CV, certified copies of your Identity document and academic qualifications. The specific reference number of the post must be quoted; failure to comply with these instructions will disqualify applications from being processed. The successful candidate will be required to enter into a permanent employment contract and sign a performance agreement with the manager of the post.

CLOSING DATE

:

25 August 2021

POST 27/66

:

MEDICAL SPECIALIST GRADE 3 REF NO: CHBAH 445 – (OBSTETS AND GYNAE) (X2 POSTS)

SALARY

:

Grade 1: R1 467 651 per annum, (all-inclusive package)

CENTRE

:

Chris Hani Baragwanath Academic Hospital (CHBAH)

- REQUIREMENTS** : Appropriate qualifications that allow registration with HPCSA as Medical Specialist in normal Specialty Registration. HPCSA registration as Medical Specialist in a normal Specialty. A Minimum of 10 years appropriate experience as a Medical Specialist after registration with the HPCSA as a Medical Specialist in a normal specialty or a recognized foreign Health Professional Council in respect of foreign qualified. Proof of current registration with HPCSA (2021/2022).
- DUTIES** : The incumbent will be responsible to interview, investigate, diagnose and oversee the treatment of patient. Improve quality of care by providing appropriate clinical care Supervising of junior medical staff. Willing to do commuted overtime rendering of after-hour (night, weekend and public holiday) duties to provide continuous uninterrupted care of patients. Attendance of relevant administrative meetings like mortality meetings, near miss meetings and completing MEDICO Legal Documents timeously (e.g. Death certificate). Participation in the academic program in the hospital and all activities of the discipline in relation to teaching and research. Ensure proper and accurate record keeping as legally and ethically required. Reporting to the head of unit on service delivery, clinical audits and where necessary quality improvement plans. Assist the HOD to monitor, implement and adhere to the compliance to National Core Standards within the department. Rotate through related departments at various hospitals served in their specific outreach programs. Preparing and writing of reports. Assist the Clinical Head with Administration responsibilities.
- ENQUIRIES** : Dr S Mankupane Tel No: (011) 933 9154/8154
- APPLICATIONS** : Applications should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 3pm at Ground Floor, Main Admin Building Applications should be posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808.
- NOTE** : No faxed or emailed applications will be considered. Applications must be submitted on a new Z83 form and must completed in full, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). Documents to be attached are ID document, copies of qualification/s including matric and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor,(the Department shall reserve the right to conduct verification beyond names provided, where necessary); identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification).Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). The Department reserves the right to not make an appointment/fill the post. The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). CHBAH also reserves the right to cancel the filling of Vacancy or not to fill a vacancy that was advertised during any stage of the recruitment process. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. People with disabilities are encouraged to apply.
- CLOSING DATE** : 27 August 2021
- POST 27/67** : **MEDICAL SPECIALIST GRADE1 (ACCIDENT AND EMERGENCY) REF NO: TEMBI/2021/SPEC/06**
Directorate: Emergency Department
- SALARY CENTRE** : R1 106 040 - R1 173 900 per annum, (all-inclusive package)
Tembisa Provincial Tertiary Hospital

- REQUIREMENTS** : Basic Medical Degree (MBBCh or Equivalent). Evidence of Postgraduate qualification in Emergency medicine (FCEM SA) and evidence of submission of MMed or other University accredited masters research (Emergency Medicine) is required. Proof of current registration with the Health Professional Council of South Africa (HPCSA) as a Medical Specialist in Emergency Medicine (Independent Practice) or eligible for registration as such by January 2021. Level 1 point of care Ultrasound Accredited. Skills: Patient first mentality. Sound knowledge of government regulations and policies. Administrative and management knowledge. Project management skills. Team building and people skills and including good interpersonal relations. Communication skills (Verbal and written) complimented by computer literacy (MS Word, MS Excel and PowerPoint). Organizational, problem-solving and interventional skills. The prospective candidate should be highly motivated and enthusiastic in order to contribute positively to the Department of Emergency Medicine. Candidate should have the ability to work under pressure.
- DUTIES** : Clinical: Co-ordinate and supervise clinical care and treatment of patients in the Emergency Department. Assist in the supervision of Emergency Medicine Registrars, medical officers and Interns including but not limited to the relevant administration e.g. Tutorials ward Rounds, M+M as required. Assist with Clinical Governance, Quality Assurance and protocol development for the Emergency Department. Commuted overtime is mandatory. Academic: Participation in the academic duties of the University Of Pretoria Department Of Emergency Medicine. Performance of research within the Steve Biko Dept of Emergency Medicine. Supervision of research within the department and MMed students. Teaching: Training and supervision of Registrars, Medical Officers, Medical Interns and Medical students and paramedical student including tutorials, teaching ward rounds and skills development. Management: Assist with relevant managerial and administrative responsibilities within the Department of Emergency Medicine of Helen Joseph Hospital. Participation in management committees of Helen Joseph Hospital.
- ENQUIRIES** : Dr T. N. Socikwa Tel No: 011 923 2053/2171
- APPLICATIONS** : Applications to be addressed to: Tembisa Provincial Tertiary Hospital through email only at: TembisaHR2@gauteng.gov.za
- NOTE** : The Provincial Government of Gauteng is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender and disability. Applications must be submitted on new format form Z83, obtainable from any Public Service Department or from the website, which must be completed in full and attached your CV, certified copies of your Identity document and academic qualifications. The specific reference number of the post must be quoted; failure to comply with these instructions will disqualify applications from being processed. The successful candidate will be required to enter into a permanent employment contract and sign a performance agreement with the manager of the post.
- CLOSING DATE** : 25 August 2021
- POST 27/68** : **MEDICAL SPECIALIST GRADE1 (GENERAL SURGERY) REF NO: TEMBI/2021/SPEC/07**
- : Directorate: Surgery Department
- SALARY** : R1 106 040 - R1 173 900 per annum, (all-inclusive package)
- CENTRE** : Tembisa Provincial Tertiary Hospital
- REQUIREMENTS** : MBChB, MMed Surgery, FCS (SA). Proof of current registration with the Health Professional Council of South Africa (HPCSA) as a Medical Specialist in General Surgery. A valid registration with HPCSA as an independent Medical Practitioner. Skills: Patient first mentality. Sound knowledge of government regulations and policies. Administrative and management knowledge. Project management skills. Team building and people skills and including good interpersonal relations. Communication skills (Verbal and written) complimented by computer literacy (MS Word, MS Excel and PowerPoint). Organizational, problem-solving and interventional skills. The prospective candidate should be highly motivated and enthusiastic in order to contribute positively to the Department of Surgery. Candidate should have the ability to work under pressure.
- DUTIES** : To work as a General Surgery Specialist in the Department of Surgery. Responsibilities will include clinical/patient care, i.e. Outpatient consultations, operative surgery, ward rounds etc. Teaching of Medical Undergraduates, students and registrars. Involvement in research and research supervision of

	:	registrars. Involvement with the academic activities of the University of Pretoria in Surgery Department.
<u>ENQUIRIES APPLICATIONS</u>	:	Dr. B.L. Khulu Tel No: 011 923 2000
	:	Applications to be addressed to: Tembisa Provincial Tertiary Hospital through email only at: TembisaHR2@gauteng.gov.za
<u>NOTE</u>	:	The Provincial Government of Gauteng is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender and disability. Applications must be submitted on new format form Z83, obtainable from any Public Service Department or from the website, which must be completed in full and attached your CV, certified copies of your Identity document and academic qualifications. The specific reference number of the post must be quoted; failure to comply with these instructions will disqualify applications from being processed. The successful candidate will be required to enter into a permanent employment contract and sign a performance agreement with the manager of the post.
<u>CLOSING DATE</u>	:	25 August 2021
<u>POST 27/69</u>	:	<u>DENTAL SPECIALIST GRADE 1/2/3 (OMP) REF NO: DSOMP-03/07 (X1 POST)</u> Directorate: Oral Medicine and Periodontology
<u>SALARY</u>	:	R1 106 040 – R1 467 651 per annum, (inclusive package), excl commuted overtime
<u>CENTRE REQUIREMENTS</u>	:	Wits Oral Health Centre Appropriate qualification that allows registration with the HPCSA as Dental Specialist in Oral Medicine and Periodontology (OMP). Registration with HPCSA as a Dental Specialist within the relevant discipline Orthodontics. Appropriate Clinical experience as Specialist in Oral Medicine and Periodontology after registration with Health Professional Council of South Africa. Experience in teaching and training of undergraduate and postgraduate students after qualifying as a specialist will be an added advantage.
<u>DUTIES</u>	:	Implementation, monitoring and evaluation of academic dental services on the Oral Health Teaching platform. Supervisory and administrative role with regards to teaching and training of both undergraduate and postgraduate students. Responsible for quality assurance of teaching/training and clinical governance. Carry out own and supervise research. Participate in any other activity as directed by the Head of Department.
<u>ENQUIRIES APPLICATIONS</u>	:	HR Manager- Mr. P.F Monama Pulankana.Monama@gauteng.gov.za
	:	applications must be send via email to pulankana.monama@gauteng.gov.za OR via post to Wits Oral Health Centre, Private Bag X 15, Braamfontein, 2017. No faxed or hand delivery applications will be accepted.
<u>NOTE</u>	:	Prospective applicants must please use the New Z83 which is effective as at 01 January 2021. Applicants to attach copies of all the necessary documents (qualifications) to the application including a valid identity document, CV with minimum of at least three (3) referees, relevant certificates and current proof of HPCSA. Such copies need not be certified when applying for the post. The communication from the HR department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. Applications without proof of the necessary documents will be disqualified.
<u>CLOSING DATE</u>	:	23 August 2021
<u>POST 27/70</u>	:	<u>MEDICAL SPECIALIST GRADE 1 REF NO: CHBAH 444 – (OBSTETS AND GYNAE (X3 POSTS))</u> Re-advertisement: Applications who previously applied are advised to re-apply
<u>SALARY</u>	:	Grade 1: R1 106 040 per annum, (all-inclusive package)
<u>CENTRE</u>	:	Chris Hani Baragwanath Academic Hospital (CHBAH)
<u>REQUIREMENTS</u>	:	Appropriate qualification that allows registration with the HPCSA as Medical Specialist in a normal specialty. Registration with the HPCSA as Medical Specialist in a normal specialty and proof of current registration (2021/2022). No experience.
<u>DUTIES</u>	:	The incumbent will be responsible to interview, investigate, diagnose and oversee the treatment of patient. Improve quality of care by providing appropriate clinical care Supervising of junior medical staff. Willing to do commuted overtime rendering of after-hour (night, weekend and public holiday)

duties to provide continuous uninterrupted care of patients. Attendance of relevant administrative meetings like mortality meetings, near miss meetings and completing MEDICO Legal Documents timeously (e.g. Death certificate). Participation in the academic program in the hospital and all activities of the discipline in relation to teaching and research. Ensure proper and accurate record keeping as legally and ethically required. Reporting to the head of unit on service delivery, clinical audits and where necessary quality improvement plans. Assist the HOD to monitor, implement and adhere to the compliance to National Core Standards within the department. Rotate through related departments at various hospitals served in their specific outreach programs. Preparing and writing of reports. Assist the Clinical Head with Administration responsibilities.

**ENQUIRIES
APPLICATIONS**

: Dr S Mankupane Tel No: (011) 933 9154/8154
 : Should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 3pm at Ground Floor, Main Admin Building. Applications should be posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808.

NOTE

: No faxed or emailed applications will be considered. Applications must be submitted on a new Z83 form and must be completed in full, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. 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 are ID document, copies of qualification/s including matric and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, (the Department shall reserve the right to conduct verification beyond names provided, where necessary); identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). The Department reserves the right to not make an appointment/fill the post. The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). CHBAH also reserves the right to cancel the filling of Vacancy or not to fill a vacancy that was advertised during any stage of the recruitment process. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. People with disabilities are encouraged to apply.

CLOSING DATE

: 27 August 2021

POST 27/71

: **PRINCIPAL: EMS TRAINING COLLEGE REF NO: LEBO-PRINCIPAL/2021**

**SALARY
CENTRE
REQUIREMENTS**

: R871 590.per annum, (All inclusive package)
 : Lebone College of Emergency Care, Arcadia, Pretoria
 : Grade 12 certificate or equivalent qualification. Candidate must be in position of B-TECH Degree/ Bachelor of Health Sciences in Emergency Medical Care. Candidate must be registered with the HPCSA as Paramedic/ Emergency Care Practitioner for a minimum period of three (3) years. Candidate must have a minimum of five (5) years' experience as an EMS Course Coordinator. A minimum of 5 years in EMS training. A valid and current registration 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. Knowledge the incumbent of this post will be responsible to manage the EMS College to satisfy the demand for competent and compassionate EMS practitioners for the delivery of emergency services. The

- ideal candidate must: Possess in-depth knowledge and understanding of the emergency medical education environment and the NECET policy. Have expert knowledge of the legislative and policy framework informing the learning and teaching. Understand different types of learning and teaching method including online platform. Be able to perform moderation process.
- DUTIES** : Manage the development and application of Emergency Medical Care education programmes. Responsible for maintaining accreditation status with HPCSA and partners for all Courses offered by the College. Management and quality assurance of HEI Programmes, Rescue, AHA Courses and District Training centers. Revise and update all protocol and standard Operating Procedures of the College. Ensuring that all facets of training with the College complies with the relevant legislation, including but not limited to the Higher Education Qualification Sub-framework, the skills Development Act, the Public Finance Management Act, Supply Chain Management Act, Labour Relation Act. Liaise and communicate with various stakeholders of the College including HPCSA, the private sector and other Government institutions. Responsible for the development and implementation of the College Business Plan and Standardized Operational Plan/ college strategic work frame. 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 T.F Motimane Tel No: (011) 456 2013 (012) 356 8098
- 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** : 23 August 2021
- POST 27/72** : **MEDICAL OFFICER GRADE 1 REF NO: ODI/28/07/2021/01**
- SALARY** : R821 205 - R884 670 per annum, (plus benefits)
- CENTRE** : Odi District Hospital
- REQUIREMENTS** : Basic medical degree (MBCHB) or equivalent and currently registered with the Health Professional Council of South Africa (HPCSA) as a medical practitioner. **Grade 1:** Officer: less than 5 years appropriate experience as a Medical Officer. experience as a Medical Officer post Community Service. Recommendations: Experience working in District Health Services including clinics. Experience working in general medical practice, mental health, obstetrics, HAST, and emergency Unit and use of current national clinical protocols. Required clinical skills includes: Consultation, history taking, examination, clinical assessment, management procedures and ensuring continuity of patient care. Good professional attitude/ conduct, good communication skills, good professional ethics, teamwork and good medical record keeping.
- DUTIES** : Patient care, Attendance of relevant administrative meetings like mortality and mobility meetings and completion of MEDICO legal documents timeously (e.g. Death certificate, mental health forms, J88 forms and medical reports when requested by financial institutions. Reduce medical litigation by exercising good clinical ethos. Implement and monitor adherence to National Core Standards. Willing to do Commuted Overtime duties rendered after hours (night, weekend and public holiday) to provide continuous uninterrupted care of patients.
- ENQUIRIES** : Dr R.T 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** : Applicants must be submit copies of qualifications, identity document and driver's license (where appropriate) and any other relevant documents. Such copies need not be certified when applying for a post. The communication from HR of the department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR.
- CLOSING DATE** : 27 August 2021

<u>POST 27/73</u>	:	<u>DEPUTY DIRECTOR: FACILITY MANAGEMENT UNIT REF NO: REFS/011638 (X1 POST)</u> Directorate: Facility Management Unit
<u>SALARY</u>	:	R733 257 - R863 748 per annum, (all inclusive)
<u>CENTRE</u>	:	Dr George Mukhari Academic Hospital
<u>REQUIREMENTS</u>	:	A three (3) year relevant tertiary qualification in Built Environment, Construction project management, Public Management / Administration / Management or equivalent qualification. Ten (10) years relevant practical experience in Facilities Planning, maintenance and management. Practical experience in managing external service providers of which three (3) years should be Middle Management (Assistant Director Level). A valid driver's license. Computer literacy. Relevant short courses with certificates obtained from the National School of Government (NSG) will be an added advantage. Understanding of Fixed Asset Management and relevant policies, frameworks and acts. Knowledge and understanding of Government procurement process. Competencies in Strategic Capability and Leadership, People Management and Empowerment, Programme and Project Management, Financial Management and Change Management.
<u>DUTIES</u>	:	Responsible for overall facilities management for the hospital. Monitor and report on all Major projects undertaken in the hospital. Monitor proper implementation of Hospital Maintenance Plan as well as Day to Day Maintenance. Develop and implement a Facilities Management Improvement Programme in line with the operational requirements of a public health institution. Implement an improve problem resolution mechanism within the Facility Management environment to timeously address concerns. Draw, review and manage the institutional Maintenance Plan. Overall responsibility for statutory, preventative and day to day maintenance for the institution. Ensure efficient management of Service Level Agreements with the service providers. Manage both internal and external stakeholders to maximise relations to achieve departmental goals. Liaison with the Department of Infrastructure (DID) Development in terms of infrastructure management and work hand in hand with the resident DID staff. Oversee maintenance contract performance and management. Plan and ensure implementation of the allocation of accommodation utilization and monitor the compliance pertaining to Occupational Health and Safety Standards. Oversee garden grounds services of the institution. Contribute to the departments planning, budgeting and procurement processes as well as monitoring and evaluation. Manage staff development and performance (PDMS) against departmental and hospital objectives in line with Strategic, Operational and Turnaround plans. Compile and submit prescribed monthly, quarterly and annual reports. Perform any other duties delegated by Supervisor
<u>ENQUIRIES APPLICATIONS</u>	:	Mr DP Malahlela Tel No: (012) 529 3693 can be delivered to: Dr. George Mukhari Academic Hospital, 3111 Setlogelo Drive, Ga-Rankuwa, 0208 Nurses Home Block 13(HR Registry) or posted to: Dr. George Mukhari Academic Hospital, Private Bag X422, Pretoria 0001 or Apply online at www.gautengonline.gov.za .
<u>NOTE</u>	:	It is legislative requirement that all newly appointed staff members are subjected to Personnel Suitability Check (PSC) Verification, upon appointment within the department. The Provincial Government of Gauteng is committed to the achievement and maintenance of diversity in employment, especially of race, gender and disability. Applications must be submitted on a new updated Z83 form obtainable from any Public Service Department or from the website and must be completed in full, failure to do so will result in your application being not considered. Recently certified copies of qualifications, ID copy and a CV must be attached. The specific reference must be quoted. This verification processes entails reference checks, identity verification, qualification verification, criminal records checks. Successful candidates will be subjected to OHS medical surveillance as required by HBA regulations within OHS Act 85 of 1993.
<u>CLOSING DATE</u>	:	23 August 2021 @ 12h00
<u>POST 27/74</u>	:	<u>OPERATIONAL MANAGER (SPECIALTY UNIT): (PN-B3) REF NO: CHBAH-446 (X1 POST)</u> Directorate: Obstetrics and Gynaecology (Nursing)
<u>SALARY</u>	:	R562 800 – R633 432 per annum, (plus benefits)

- CENTRE REQUIREMENTS** :
- Chris Hani Baragwanath Academic Hospital (CHBAH)
- :
- Basic R425 qualification (i.e. Diploma or Degree in Nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post basic Nursing Qualification, with a duration of at least 1 year in Midwifery and Neonatal Science (Advanced Midwifery) accredited 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/recognizable experience in the Midwifery and Neonatal Science filed after obtaining the 1-year post-basic qualification in the Midwifery and Neonatal Science (Advanced Midwifery). A post basic qualification in Nursing Administration will be an added advantage. Current registration with the South African Nursing Council for 2021. Ability to take charge and make appropriate independent decisions. Display empathy for patients, promoting advocacy and Facilitate holistic treatment and Nursing care. Competencies/ Knowledge/ Skills: Computer literacy i.e. (Ms Word, Power Point). Knowledge of administrative policies, institutional policy framework and Guidelines. Knowledge of legal prescripts that regulate nursing and health services. Ability to work independently and innovatively. Ability to take charge and make appropriate independent decisions. Decision making and problem solving abilities within the limit of the public sector and institutional policy framework. Skills: Leadership, Ward management/ ward administration planning, organizing, co-ordination and communication skills. Facilitation and presentation skills, problem solving and decision-making skills. Personal: Responsiveness, reactivity, professionalism, accuracy, flexibility, initiative, cooperation, team player, supportive, assertive. Applicant should be prepared to undergo medical surveillance as an inherent job requirement.
- DUTIES** :
- Supervise and evaluate quality of nursing care as directed by Professional scope of practice and set nursing standards within a professional/legal framework. Implement nursing legislation and related frame work and ethical nursing practices. Manage resources effectively and efficiently in the unit. Compile and analyse reports to improve quality of patient care. Participate in training, research and self-development. Be allocated to work night shifts, Weekends, public holidays and relieve the supervisor when required. Perform as an Operational Manager in accordance with the scope of practice demonstrate effective Communication with patients, supervisor and other health professionals and junior colleagues. Implementation of ideal Hospital Framework.
- ENQUIRIES APPLICATIONS** :
- Mr. NB. Mulaudzi Tel No: (011) 933 0134/9779
- :
- Should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 3pm at Ground Floor, Main Admin Building. Applications should be posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808.
- NOTE** :
- No faxed or emailed applications will be considered. Applications must be submitted on a new Z83 form and must completed in full, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). Documents to be attached are ID document, copies of qualification/s including matric and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor,(the Department shall reserve the right to conduct verification beyond names provided, where necessary); identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification).Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). The Department reserves the right to not make an appointment/fill the post. The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment

process to determine the suitability of candidates for the post(s). CHBAH also reserves the right to cancel the filling of Vacancy or not to fill a vacancy that was advertised during any stage of the recruitment process. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. People with disabilities are encouraged to apply.

- CLOSING DATE** : 27 August 2021
- POST 27/75** : **OPERATIONAL MANAGER (SPECIALTY UNIT): (PN-B3) REF NO: CHBAH-447 (X1 POST)**
Directorate: Obstetrics and Gynaecology (Nursing)
- SALARY** : R562 800 –R633 432 per annum, (plus benefits)
- CENTRE** : Chris Hani Baragwanath Academic Hospital (CHBAH)
- REQUIREMENTS** : Basic R425 qualification (i.e. Diploma or Degree in Nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post basic Nursing Qualification, with a duration of at least 1 year in Critical care or Child Nursing Science accredited 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 the Critical care or Child Nursing Science filed after obtaining the 1-year post-basic qualification in the Critical care or Child Nursing Science. A post basic qualification in Nursing Administration will be an added advantage. Current registration with the South African Nursing Council for 2021. Ability to take charge and make appropriate independent decisions. Display empathy for patients, promoting advocacy and Facilitate holistic treatment and Nursing care. Competencies/ Knowledge/ Skills: Computer literacy i.e. (Ms Word, Power Point). Knowledge of administrative policies, institutional policy framework and Guidelines. Knowledge of legal prescripts that regulate nursing and health services. Ability to work independently and innovatively. Ability to take charge and make appropriate independent decisions. Decision making and problem solving abilities within the limit of the public sector and institutional policy framework. Skills: Leadership, Ward management/ ward administration planning, organizing, co-ordination and communication skills. Facilitation and presentation skills, problem solving and decision-making skills. Personal: Responsiveness, reactivity, professionalism, accuracy, flexibility, initiative, cooperation, team player, supportive, assertive. Applicant should be prepared to undergo medical surveillance as an inherit job requirement.
- DUTIES** : Supervise and evaluate quality of nursing care as directed by professional scope of practice and set nursing standards within a professional/legal frame work. Implement nursing legislation and related frame work and ethical nursing practices. Manage resources effectively and efficiently in the unit. Compile and analyse reports to improve quality of patient care. Perform as an operational manager in accordance with the scope or practice. Demonstrate effective communication with patients, supervisors and other health professionals and junior colleagues. Implement of National Core Standards Manage and monitor effective utilization and supervision of human, financial and physical resources. Co-ordination and provision of effective training and research. Maintain professional growth/ethical standards and self-development. Participate in the analysis, formulation and implementation of nursing guidelines, practices, standards and procedures. Maintain constructive working relationships with nursing and other stake holders. Demonstrate in depth understanding of nursing legislations and related ethical nursing practices. Participate in training, research and self-development. Management of personnel performance and review thereof.
- ENQUIRIES** : Mr. NB. Mlaudzi Tel No: (011) 933 0134/9779
- APPLICATIONS** : Should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 3pm at Ground Floor, Main Admin Building. Applications should be posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808.
- NOTE** : No faxed or emailed applications will be considered. Applications must be submitted on a new Z83 form and must completed in full, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents.

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

CLOSING DATE

: 27 August 2021

POST 27/76

: **OPERATIONAL MANAGER GRADE 1 NURSING REF NO: CHBAH-448 (X1 POST)**
 Directorate: Palliative Care (Nursing)

SALARY CENTRE REQUIREMENTS

: R444 276 - R500 031 per annum, (plus benefits)
 : Chris Hani Baragwanath Academic Hospital (CHBAH)
 : Basic R425 qualification (i.e. Diploma or Degree in Nursing) or equivalent qualification that allows registration with the South African Nursing Council. A minimum of nine (7) years appropriate/recognizable experience in nursing after registration as a Professional Nurse with the South African Nursing Council (SANC) in General Nursing. Post basic training in Palliative Care or Oncology Nursing will be add advantage. A Postgraduate Diploma in Palliative Care and. Diploma/Degree in Nursing Administration will be of added advantage. At least five (5) years of the period referred to above must be appropriate/recognizable experience in Palliative Care after obtaining Palliative Care or Oncology training. Current registration with South African Nursing Council for 2021. Knowledge of Nursing Care processes and procedures, nursing strategy, nursing statutes, Core Standards and other relevant frameworks such as Nursing Act, OHS Act, Patient Right Charter, Batho Pele Principles, Public Service Regulations, Labour Relations Act, Disciplinary Code and Procedure, Grievance Procedure, etc. Financial and budgetary knowledge pertaining to the relevant resources under management. Insight into the procedures and policies pertaining to nursing care. Demonstrate effective communication with patients, supervisors, other health professionals and junior colleagues. Work effectively and amicably as part of the multidisciplinary team, with persons of diverse intellectual, cultural, racial, or religious differences. Demonstrate good understanding of the National Policy Framework and Strategy for Palliative Care and its priorities. Ability and experience in training health care professionals. Demonstrate basic computer literacy as a support to enhance service delivery. Understanding of Nursing Core Values, National Core Standards, Ideal Hospital Realization and Maintenance Framework, Occupational Health and Safety and Infection Prevention and Control. Competencies/ Knowledge/ Skills: Computer literacy i.e. (Ms Word, Power Point). Ability to work independently and innovatively. Knowledge of legal prescripts that regulate nursing and health services. Ability to take charge and make appropriate independent decisions. Decision making and problem solving abilities within the limit of the public sector and institutional policy framework. Display empathy for patients, promoting advocacy and facilitating

holistic treatment and care. Skills: Leadership, Ward management/ ward administration planning, organizing, co-ordination and communication skills. Facilitation and presentation skills, problem solving and decision-making skills. Personal: Responsiveness, reactivity, professionalism, accuracy, flexibility, initiative, cooperation, team player, supportive, assertive.

DUTIES : Supervise and evaluate quality of nursing care as directed by professional scope of practice and set nursing standards within a professional/legal frame work. Implement nursing legislation and related frame work and ethical nursing practices. Manage resources effectively and efficiently in the unit. Compile and analyse reports to improve quality of patient care. Perform as an operational manager in accordance with the scope or practice. Demonstrate effective communication with patients, supervisors and other health professionals and junior colleagues. Implement of National Core Standards Manage and monitor effective utilization and supervision of human, financial and physical resources. Co-ordination and provision of effective training and research. Maintain professional growth/ethical standards and self-development. Participate in the analysis, formulation and implementation of nursing guidelines, practices, standards and procedures. Maintain constructive working relationships with nursing and other stake holders. Demonstrate in depth understanding of nursing legislations and related ethical nursing practices. Participate in training, research and self-development. Management of personnel performance and review thereof.

ENQUIRIES : Dr Mpho Ratshikana Tel No: (011) 933 0051
APPLICATIONS : Should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 3pm at Ground Floor, Main Admin Building. Applications should be posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808.

NOTE : No faxed or emailed applications will be considered. Applications must be submitted on a new Z83 form and must completed in full, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). Documents to be attached are ID document, copies of qualification/s including matric and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor,(the Department shall reserve the right to conduct verification beyond names provided, where necessary); identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification).Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). The Department reserves the right to not make an appointment/fill the post. The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). CHBAH also reserves the right to cancel the filling of Vacancy or not to fill a vacancy that was advertised during any stage of the recruitment process. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. People with disabilities are encouraged to apply.

CLOSING DATE : 27 August 2021

POST 27/77 : **PMTCT PROGRAMME COORDINATOR PNA-6 REF NO: ODI/28/07/2021/02 (X1 POST)**
Re-Advertisement those who previously applied are encouraged to re-apply

SALARY : R444 276 per annum, (plus benefits)
CENTRE : Odi District Hospital

- REQUIREMENTS** : Basic R425 qualification (i.e. Diploma/ Degree in nursing) or equivalent qualification that allows registration with SANC as a Professional Nurse. A minimum of 7 years appropriate/ recognisable experience in nursing after registration as a Professional Nurse with SANC in General Nursing, current proof of registration with SANC, PMTCT certificate / Nurse-initiation and Management of (NIMART) certificate required. Diploma/ Degree in Nursing Management / Administration required will be an added advantage. Knowledge of relevant legal frame works and infection prevention and control measures, good communication and interpersonal skills, knowledge of nursing care processes and procedures, demonstrate a basic understanding of HR and financial policies and practices, willing to work with Mother and Child. 5 years' experience in mother and child woman's health (MCWH).
- DUTIES** : Facilitate and oversee the development of operational/ business plans to give strategic guidelines, provide professional and technical support for the provision of quality patient care through proper management or relevant programme, maintain the standard and norms of nursing to promote the health status of health care users, Develop and implement quality assurance programme, guidelines, protocols, norm and standards, utilize information for the enhancement of service delivery. Establish, maintain and participate in inter-professional and multi-disciplinary teamwork that promotes effective health care, manage and utilise resources in accordance with relevant directives and legislation. Oversee data elements of the programme and compile monthly statistics, report writing of activities of the programme.
- 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** : Applicants must be submit copies of qualifications, identity document and driver's license (where appropriate) and any other relevant documents. Such copies need not be certified when applying for a post. The communication from HR of the department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR.
- CLOSING DATE** : 27 August 2021
- POST 27/78** : **PNA4 PROFESSIONAL NURSE GRADE 3 (GENERAL NURSING)**
Directorate: Nursing Services
- SALARY** : R383 226 – R485 475 per annum, (Plus benefits)
- CENTRE** : Sterkfontein Hospital
- REQUIREMENTS** : Diploma/Degree in Nursing or equivalent qualification in nursing that allows registration with SANC as a Professional Nurse. Must have a post basic qualification in Psychiatric Nursing (Advanced Psychiatry). A post basic qualification in Nursing Education will be an added advantage. Proof of current registration with SANC. A minimum of 20 years' experience in nursing after registration as a Professional Nurse, 4 years of the period must be recognizable experience in Psychiatric or Mental Health Nursing. Must have a minimum of one-year experience in clinical teaching or staff development setting. Must be computer literate (Microsoft word, power point and excel as well as good presentation sills), effective communication skills, problem solving and program development. Must have a valid driver's license. Knowledge of the Mental Health Care Act, Child Justice Act, Criminal Procedure Act and Ideal hospital framework.
- DUTIES** : Facilitate, co-ordinate and assess nursing personnel learning needs in both theory and practice to promote sustainable growth and skills development. Take leadership in evidence-based to practice. Development and facilitation of skills development program for all nursing categories. Active participation in hospital committee's e.g Skills Development and Employment Equity. Collaboration with Nursing Educational Institutions and active participation in nursing education stakeholders' forums and multidisciplinary settings. Exercise control over students' allocation and movements. Co-ordination of student nurses' activities in the hospital. Champion the ethics and skills development program within the institution. Assist with strategies of reducing ethical cases in Nursing. Orientation and induction of newly employed personnel, ensuring of a sustainable coaching and mentoring program. Implement and monitor compliance with Gauteng Continuous Professional Development Model. Active

		participation in the training of nurses on psychiatric rehabilitation groups and other skills needed for management of Mental Health Care Users.
<u>ENQUIRIES</u>	:	Ms M. Sono Tel No: (011) 951-8202
<u>APPLICATIONS</u>	:	Sterkfontein Hospital, Private Bag X2010, Krugersdorp, 1740, or hand delivered to the application box at the entrance.
<u>NOTE</u>	:	Applications must be submitted on fully completed new format Z83 (81/971431 www.dpsa.gov.za) fully completed CV, ID and Qualification such copies need not be certified when applying for a post. The department of Health is committed to the achievement and maintenance of diversity and equity employment especially of race, gender and disability, 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. Candidate will be subjected to personnel suitability checks (PSC) verification (reference checks – provide at least 3 of which one must be your immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification), recommended candidate may be subjected to medical surveillance as required by occupational health and safety act 5/1993. Sterkfontein hospital reserves the right to utilise practical exercises/tests for non-SMS positions during the recruitment process to determine the suitability of candidates for the posts.
<u>CLOSING DATE</u>	:	23 August 2021 Time: 12h00
<u>POST 27/79</u>	:	<u>ASSISTANT DIRECTOR: HUMAN RESOURCE REF NO: SDHS/2021/08/02 (X2 POSTS)</u> Directorate: Human Resource Management
<u>SALARY CENTRE</u>	:	R376 596 per annum, (plus benefits)
	:	Sedibeng District Health Services
	:	District Office (X1 Post)
	:	Emfuleni HR Sub-District (X1 Post)
<u>REQUIREMENTS</u>	:	Grade 12 or equivalent. A national diploma / degree in Human Resource Management / Public Administration or appropriate qualification (NQF-level 6/7) with minimum 5 years relevant experience in HR environment (3 years of the above should be as HR Supervisor) or Grade 12 certificate/ equivalent with more than 10 years' relevant experience as HR generalist (3 years of the above should be as HR Supervisor). Extensive knowledge of PERSAL and Knowledge of the Public Service Act, Public Finance Management Act and other legislative prescripts that govern Human Resource Management. Computer literacy (MS Word, MS Excel and PowerPoint). Good understanding of PSCBC resolutions. Skills: leadership, Planning, organizing skills, Problem solving, presentation and communication skills (verbal and written) and financial management skills. Ability to work under pressure. Knowledge and understanding of Human Resource Delegation. Adhere to timelines on projects and Good interpersonal relations. Leadership and basic financial management skills. Knowledge of Staff Performance Management System. Ability to work independently. Ability to deal with conflict. Computer skills (MS Office, Excel and Power Point). Ability to work in a high volume and highly pressurized environment. Must have a valid drivers license.
<u>DUTIES</u>	:	Lead, plan, organise and control HR resources and activities in the sub-district. Manage HR budget. Implement and interpretes policies/directives and guidelines. Implement and maintain sound quality management system, including applicable legislations, policies, good practice and standard. Manage Recruitment & Selection processes and report accordingly. Provide training, guidance and support to HR staff, line Managers and staff. Approve and quality assure all mandates and transactions related to OSD and non-appointments, transfers, terminations, salary administration and management of conditions of service etc. Manage Grading of all staff that is (OSD and non OSD). Advice managers on HR delegation. Ensure that Persal related transactions and mandate are forwarded timeously to Gauteng Department of Finance (GDF) and verification is done for all submitted mandates. Manage sub district staff Establishment, post filling. Draw up a Post filling plan and liaise with Management. Manage sub district payroll. Manage Policy and Procedure on Incapacity leave and Ill Health Retirement (PILIR). Provide operational support to all staff and line managers. Manage the Performance Management and Development system (PMDS) of all staff in the sub district and staff under supervision. Manage and support the sub-district. Lead and Manage audit

queries of the sub district, comply to the Audit action plan and eliminate any audit finding. Manage and implement RWOPS/ORW, Declaration of Financial Disclosures/e-Disclosures. Monitor Overtime for all staff. Specimen signatures. Develop and monitor Operational Plans, SOP's related to HR. Attend relevant meetings and trainings after approval by Head of Department. Perform other duties as delegated by the Head of Department.

- ENQUIRIES** : Mr. J. Kubheka Tel No: (016) 950 6000
- APPLICATIONS** : Please quote the relevant number, direct applications to the Human Resource DHS, Private Bag X023, Vanderbijlpark, 1900 or hand deliver at designated recruitment boxes next to security officers, Cnr Frikkie Meyer & Pasteur BLVD.
- NOTE** : Prospective applicants must please use the New Z83 which is effective as at 01 January 2021 with relevant reference number. Applicants must attach comprehensive curriculum vitae with minimum (3) three references. The CV must have the current and previous employer with position and experience accumulated and respective dates (DD/MM/YY). According to Circular 5 of 2021, candidates must attach copies of all the necessary documents (qualifications) to the application including a valid identity document, relevant certificates and current proof of Council were necessary. Such copies need not be certified when applying for the post, only shortlisted candidates will receive communication from hr to submit certified copies not older than 6 months on or before the day of the interview. Smart ID card copy must show both sides of the ID card. Applications without proof of the necessary documents required by HR will be disqualified. Successful candidates will undergo a medical screening and will be expected to do verifications which entails reference checks, identity verification, qualifications verification, Personnel suitability check, criminal records check, citizenship check as well as a credit/ financial suitability check. People with disabilities are welcome to apply. The Department reserves the right to not make an appointment/fill the post. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department taking into account covid-19 protocols. If you do not receive any response within 3 months, please accept that your application was not successful. Sedibeng District Health District is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference. No S & T and resettlement allowance will be paid. Candidates will be expected to rotate within the District as per service delivery needs. Applications received after closing date will not be accepted: No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to presentation and competency test.
- CLOSING DATE** : 27 August 2021
- POST 27/80** : **ASSISTANT DIRECTOR (FACILITY MANAGEMENT UNIT) REF NO: REFS/011664 (X1 POST)**
Directorate: Facility Management Unit
- SALARY** : R376 596 - R443 601 per annum, (plus benefits)
- CENTRE** : Dr George Mukhari Academic Hospital
- REQUIREMENTS** : A three (3) year relevant tertiary qualification in Built Environment, Construction project management, Facilities Management, Property Management/Real Estate, Public Management / Administration / Management or equivalent qualification. Seven (7) years relevant experience in Facility Management in the public sector of which three (3) years must be at Supervisory Level (on a salary level 7/8). A valid driver's license. Computer literacy. Knowledge of Horticultural processes/regulations, Supply Chain Management Framework and Government budget procedure. Understanding of relevant policies, frameworks and acts. Relevant short courses with certificates obtained from the National School of Government (NSG) will be an added advantage. Knowledge and understanding of Government procurement process. Competencies in Strategic Capability and Leadership, People Management and Empowerment, Programme and Project Management, Financial Management and Change Management.
- DUTIES** : Overall management of Facility Management Unit (FMU), Accommodation, Garden and Grounds Services, Fleet Management and liaison with both resident and external Department of Infrastructure Development (DID). Keep track of all maintenance projects and processes which includes preparation of the sectional procurement plans, budget inputs and management of related registers. Manage day to day maintenance through monitoring of call registers,

updating it at predetermined intervals and report such to the Deputy Director. Conduct spontaneous checks on infrastructure status. Management of FMU budget utilization which includes procurement of goods and services, stock control and capital and day to day expenditure registers. Communicate and liaise with resident DID inspectors and external DID staff in matters relating to infrastructure maintenance and development. Ensure the implementation of all FMU practices, guidelines and policies. Responsible for the implementation of Occupational Health and Safety Act. Participate in the development, monitoring and review of operational plans of the unit. Manage staff development and performance (PDMS) against departmental and hospital objectives in line with Strategic, Operational and Turnaround plans. Compile and submit prescribed monthly, quarterly and annual reports. Perform any other duties delegated by Supervisor.

ENQUIRIES APPLICATIONS : Mr DP Malahlela Tel No: 012 529 3693
: can be delivered to: Dr. George Mukhari Academic Hospital, 3111 Setlogelo Drive, Ga-Rankuwa, 0208 Nurses Home Block 13(HR Registry) or posted to: Dr. George Mukhari Academic Hospital, Private Bag X422, Pretoria 0001 or Apply online at www.gautengonline.gov.za.

NOTE : It is legislative requirement that all newly appointed staff members are subjected to Personnel Suitability Check (PSC) Verification, upon appointment within the department. This verification processes entails reference checks, identity verification, qualification verification, criminal records checks. Successful candidates will be subjected to OHS medical surveillance as required by HBA regulations within OHS Act 85 of 1993. The Provincial Government of Gauteng is committed to the achievement and maintenance of diversity in employment, especially of race, gender and disability. Applications must be submitted on a new updated Z83 form obtainable from any Public Service Department or from the website and must be completed in full, failure to do so will result in your application being not considered. Recently certified copies of qualifications, ID copy and a CV must be attached. The specific reference must be quoted.

CLOSING DATE : 23 August 2021 @ 12h00

POST 27/81 : **ORAL HYGIENIST GRADE 1/2/3 REF NO: OH04-07**
Directorate: Oral Hygiene and Auxiliary Training (OHAT)

SALARY CENTRE REQUIREMENTS : R317 976 – R431 164 per annum, plus benefits
: Wits Oral Health Centre

DUTIES : Registration as an Oral Hygienist with the Health Professional Council of South Africa. Basic qualification accredited with the HPCSA and proof of current registration. A minimum experience of at least 5 years post undergraduate qualification is a requirement. Postgraduate qualification will be an advantage. Perform clinical functions as stipulated in the HPCSA Scope of Practice (2013) for Oral Hygienists. Provide service delivery to patients at the Wits Oral Health Centre. Plan and supervise oral health education and oral health promotion activities and outreach programmes. Compile monthly and/or weekly reports of community outreach programmes, academic matters and clinical service delivery relating to patients. Be involved in theoretical (tutorial and lectures) and clinical sessions with dental and oral hygiene students. Conduct research and participate in research activities in the Department.

ENQUIRIES APPLICATIONS : HR Manager- Mr. P.F Monama Pulankana.Monama@gauteng.gov.za
: must be send via email to pulankana.monama@gauteng.gov.za OR via post to Wits Oral Health Centre, Private Bag X 15, Braamfontein, 2017. No faxed or hand delivery applications will be accepted.

NOTE : Prospective applicants must please use the New Z83 which is effective as at 01 January 2021. Applicants to attach copies of all the necessary documents (qualifications) to the application including a valid identity document, CV with minimum of at least three (3) referees, relevant certificates and current proof of HPCSA. Such copies need not be certified when applying for the post. The communication from the HR department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. Applications without proof of the necessary documents will be disqualified.

CLOSING DATE : 23 August 2021

- POST 27/82** : **DIETICIAN GRADE 1 REF NO: CHBAH-457 (X1 POST)**
Directorate: Dietetics
- SALARY** : R317 976 – R361 872 per annum, (plus benefits)
CENTRE : Chris Hani Baragwanath Academic Hospital
REQUIREMENTS : Dietetics Degree. Completed community service year as a Dietician. Registration with the Health Profession Council of South African (HPCSA) as a Dietician with independent practitioner status, plus renewed HPCSA card/membership for 2021/2022.
- DUTIES** : Assess and treat all patients within allocated clinical load. Partake in allocated administrative duties. Adhere to provincial, hospital and departmental policies, procedures, guidelines and regulations. Participate in quality assurance methods. Oversee allocated officials. Participate in CPD activities. Supervise and train Dietetic students. Exercise care with all consumables and equipment. Communicate with relevant stakeholders. Undergo training and development programs. Train all relevant personnel. Attend relevant meetings. Implement policies, guidelines and protocols relevant to dietetics services. Comply with standards and ethical requirements as set out by the HPCSA and the Public Sector Code of Conduct. Carry out duties as delegated to ensure patient care and excellent service delivery.
- ENQUIRIES** : Ms. N. Mongoezi Tel No: (011) 933 9016
APPLICATIONS : Should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 3pm at Ground Floor, Main Admin Building Applications should be posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808
- NOTE** : No faxed or emailed applications will be considered. Applications must be submitted on a new Z83 form and must be completed in full, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. 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 are ID document, copies of qualification/s including matric and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, (the Department shall reserve the right to conduct verification beyond names provided, where necessary); identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). The Department reserves the right to not make an appointment/fill the post. The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). CHBAH also reserves the right to cancel the filling of Vacancy or not to fill a vacancy that was advertised during any stage of the recruitment process. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. People with disabilities are encouraged to apply.
- CLOSING DATE** : 27 August 2021
- POST 27/83** : **OCCUPATIONAL THERAPIST PRODUCTION LEVEL GRADE 1 REF NO: CHBAH-458 (X1 POST)**
Directorate: Occupational Therapy
- SALARY** : R317 976 – R361 872 per annum, (plus benefits)
CENTRE : Chris Hani Baragwanath Academic Hospital
REQUIREMENTS : National Senior Certificate and Degree in Occupational Therapy. Successful completion of community service year as an Occupational Therapist. Registration with the Health Professions Council of South Africa (HPCSA) as

an Occupational Therapist with independent practitioner status. Current annual HPCSA registration for the period 2021/2022. Computer literacy (Ms Word, Ms Excel). Knowledge of the public service legislations, policies, and procedures. Good written and verbal communication skills. Ability to work as a member of a multidisciplinary team. Analytical thinking, independent decision-making and problem-solving skills.

DUTIES : Assess and treat all adult neurological patients within allocated clinical load. Assist with other clinical loads as needed. Work experience or further training in the adult neuro-rehabilitation field would be advantageous. Partake in allocated administrative duties. Adhere to provincial, hospital and departmental policies, procedures, guidelines and regulations. Participate in quality assurance methods. Communicate effectively with all stakeholders. Follow the correct channels of communication. Oversee allocated officials. Participate in CPD activities. Supervise OT students. Exercise care with all consumables and equipment.

ENQUIRIES : Ms L. Soulsby Tel No: (011) 933 8187
APPLICATIONS : Applications should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 3pm at Ground Floor, Main Admin Building. Applications should be posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808.

NOTE : No faxed or emailed applications will be considered. Applications must be submitted on a new Z83 form and must be completed in full, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. 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 are ID document, copies of qualification/s including matric and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, (the Department shall reserve the right to conduct verification beyond names provided, where necessary); identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). The Department reserves the right to not make an appointment/fill the post. The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). CHBAH also RESERVES the right to cancel the filling of Vacancy or not to fill a vacancy that was advertised during any stage of the recruitment process. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. People with disabilities are encouraged to apply.

CLOSING DATE : 27 August 2021

POST 27/84 : **DENTAL THERAPIST GRADE 1/2/3 REF NO: DT05-07**
Directorate: Oral Hygiene and Auxiliary Training (OHAT)

SALARY : R317 976 – R431 164 per annum, plus benefits
CENTRE : Wits Oral Health Centre
REQUIREMENTS : Registration as a Dental Therapist with the Health Professional Council of South Africa. Basic qualification accredited with the HPCSA and proof of current registration. A minimum of at least 5 years' experience post undergraduate qualification is a requirement. A postgraduate Masters qualification will be an advantage.

DUTIES : Perform clinical functions as stipulated in the HPCSA Scope of Practice for Dental Therapists. Provide service delivery to patients at the Wits Oral Health Centre and other sites available for training and teaching. Plan and supervise oral health education and oral health promotion activities and outreach

programmes. Compile monthly and/or weekly reports of community outreach programmes, academic matters and clinical service delivery relating to patients. Be involved in theoretical (tutorial and lectures) and clinical sessions with dental and oral hygiene students. Conduct research and participate in research activities in the Department.

ENQUIRIES : HR Manager- Mr. P.F Monama [Pulankana.Monama@gauteng.gov.za](mailto:Monama@gauteng.gov.za)
APPLICATIONS : applications must be send via email to pulankana.monama@gauteng.gov.za
OR via post to Wits Oral Health Centre, Private Bag X 15 Braamfontein 2017.No faxed or hand delivery applications will be accepted.

NOTE : Prospective applicants must please use the New Z83 which is effective as at 01 January 2021. Applicants to attach copies of all the necessary documents (qualifications) to the application including a valid identity document, CV with minimum of at least three (3) referees, relevant certificates and current proof of HPCSA. Such copies need not be certified when applying for the post. The communication from the HR department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. Applications without proof of the necessary documents will be disqualified.

CLOSING DATE : 23 August 2021

POST 27/85 : **ADMINISTRATIVE OFFICER REF NO: ODI/28/07/2021/03**

SALARY : R257 508 per annum (Level 07), (plus benefits)
CENTRE : Odi District Hospital
REQUIREMENTS : National Senior Certificate with passed trade test in mechanical or N3 certificate with passed trade in mechanical. 3 years relevant experience in Facility Management. Diploma in mechanical will be an added advantage. Knowledge of project management, presentation skills, conflict management and report writing. Knowledge of supply chain management, financial management and HR management. Good communication skill both verbal and writing. Must be computer literate, valid driver's license.

DUTIES : Perform project management duties, supervisor and coordinating work contractors. Oversee FMU (including parking), accommodation and gardening services. Supervisor of day-to-day maintenance budget, maintenance planning, maintenance of capital and minor projects within the institution. Responsible for compiling specification as required by the end user. Ensure that all works orders from the end-users are loaded on Gauteng Department of Infrastructure Development (GDID) e-maintenance system. Admin officer must capture and update electronic data daily. Ensure that all defects are reported, monitored, completed, and assigned to GDID- Chief Artisan and Control Workers Inspector. To render support and assistance with hospital equipment maintenance and stock control. Provide support Occupational Health and Safety in the workplace. Ensure user friendly access to facilities and improve standards of physical conditions of all buildings on the premises. Accreditation-signage according to prescribed regulation and ensures that the building meets the Health and Safety requirements standards. Participates regularly in contractors site meetings and inspections to monitor quality work standards performed by contractors on building, electrical and mechanical infrastructure projects. Monitor and supervise the implementation of the performance management and development system for FMU and Garden staff. Responsible for building and facility infrastructure and monitor cleanliness for the hospital surrounding areas. Ensure that Afrox service provider always deliver the required number of oxygens as required at the institution. Liaison with internal and external stakeholders. Perform any other duties requested by management.

ENQUIRIES : Mr. Malatji M.A Tel No: (012) 725 2416
APPLICATIONS : Kindly forward your application to: Odi District Hospital, Klipgat road, Mabopane, HR Section or posted to: Odi District Hospital Private Bag x509, Mabopane.0190.

NOTE : Applicants must be submit copies of qualifications, identity document and driver's license (where appropriate) and any other relevant documents. Such copies need not be certified when applying for a post. The communication from HR of the department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR.

- CLOSING DATE** : 27 August 2021
- POST 27/86** : **PROFESSIONAL NURSES (2) REF NO: TRH 3 / 2021**
Directorate: Nursing
- SALARY** : Grade 1: R256 905 per annum, (plus benefits)
Grade 2: R315 963 per annum, (plus benefits)
Grade 3: R383 226 per annum, (plus benefits)
- CENTRE** : Tshwane Rehabilitation Hospital
- REQUIREMENTS** : Diploma in General Nursing & Midwifery Basic R425 qualification i.e. Diploma/
Degree in Nursing or equivalent qualification that allows registration with South
African Nursing Council as a Professional Nurse. Currently Registered with
South African Nursing as a Professional Nurse. Experience in Rehabilitation
will be a recommendation at least 1-4 years as a registered nurse. Problem
solving, Facilitation skill, liaison skill, knowledge management, planning and
organisation, be able to lead shift. Multi/ trans-cultural skill, communication
skill. Nursing advocacy skill.
- DUTIES** : Responsible for total patient care to all patients in the Hospital. Educate and
advise patients, including relatives and staff. Ensure efficient and effective
management of resources. Rotate through service points as required. Willing
to work over weekends and holidays and rotate in other units where the need
arises. Willing to work day and night shifts. Quality nursing care and
rehabilitation programme as directed by the Scope of Nursing practice. Ensure
proper staff allocation for shifts in the unit. Manage staff performance. Be a
team leader. Be able to work within the multidisciplinary health team.
Demonstrate effective communication with patients, supervisors, other
professionals and junior colleagues, including report writing.
- ENQUIRIES** : Ms MM Rakwena Tel No: 012 354 - 6135
- APPLICATIONS** : must be sent 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 new form Z83 fully completed, obtainable from any Public Service
Department or on the internet at www.dpsa.gov.za/documents. The completed
and signed form should be accompanied by a recently updated CV, ID,
qualifications and relevant council registration certificate and proof of current
registration. All required documents attached need not be certified when, only
shortlisted candidates for the post will be required to submit certified
documents on or before the day of the interview following communication from
HR. Failure to submit all the requested documents will result in the application
not being considered. If you have not been contacted within three (3) months
after the closing date, please accept that your application was unsuccessful.
Candidates will be subjected to Personnel Suitability Checks (PSC) –
Verification (Reference checks- Provide at least 3 off which one must be
immediate supervisor, qualifications verification, criminal checks and
credit/financial stability checks). Shortlisted candidates will be required to
submit proof of Criminal Verification obtainable from the South African Police
Service. The recommended candidate/s may be subjected to medical
surveillance as required by the Occupational Health and Safety Act, Act
5/1993. The Gauteng Department of Health is guided by the principles of
Employment Equity; therefore, all the appointments will be made in accordance
with the Employment Equity target of the department.
- CLOSING DATE** : 27 August 2021
- POST 27/87** : **PROFESSIONAL NURSE (GENERAL) REF NO: CHBAH-449 (X4 POSTS)**
Directorate: Obstetrics and Gynaecology
- SALARY** : R256 905 - R297 825 per annum, (plus benefits)
- CENTRE** : Chris Hani Baragwanath Academic Hospital
- REQUIREMENTS** : Basic R425 qualification or equivalent qualification that allows registration with
the SANC as a Professional Nurse. Registration with the SANC as Professional
Nurse and proof of current registration for 2021. No experience required after
registration with the SANC as Professional Nurse.
- DUTIES** : Render a nursing service within the scope of practice of a Professional Nurse.
Provide direction and supervision for the implementation of the nursing plan
(clinical practice and quality patient care). Implement standards, practices,
criteria and indicators for quality nursing. Practice nursing and health care in

accordance with the laws and regulations relevant to nursing and health care. Maintain a constructive working relationship with nursing and other stakeholders. Utilize human, material and physical resources efficiently and effectively. Implement and maintain the quality assurance and National Core Standard and norms at departmental level. Adhere to provincial, hospital and departmental policies, procedures, guidelines and regulations.

**ENQUIRIES
APPLICATIONS**

: Mr NB Mulaudzi Tel No: (011) 933 9779/8154
: Should be posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. No hand delivery.

NOTE

: No faxed or emailed applications will be considered. Applications must be submitted on a new Z83 form and must be completed in full, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. 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 are ID document, copies of qualification/s including matric and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor,(the Department shall reserve the right to conduct verification beyond names provided, where necessary); identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). The Department reserves the right to not make an appointment/fill the post. The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). CHBAH also reserves the right to cancel the filling of Vacancy or not to fill a vacancy that was advertised during any stage of the recruitment process. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. People with disabilities are encouraged to apply.

CLOSING DATE

: 27 August 2021

POST 27/88

PROFESSIONAL NURSE (GENERAL) REF NO: CHBAH-450 (X4 POSTS)

Directorate: Paediatrics

**SALARY
CENTRE
REQUIREMENTS**

: R256 905 - R297 825 per annum, (plus benefits)
: Chris Hani Baragwanath Academic Hospital
: Basic R425 qualification or equivalent qualification that allows registration with the SANC as a Professional Nurse. Registration with the SANC as Professional Nurse and proof of current registration for 2021. No experience required after registration with the SANC as Professional Nurse.

DUTIES

: Render a nursing service within the scope of practice of a Professional Nurse. Provide direction and supervision for the implementation of the nursing plan (clinical practice and quality patient care). Implement standards, practices, criteria and indicators for quality nursing. Practice nursing and health care in accordance with the laws and regulations relevant to nursing and health care. Maintain a constructive working relationship with nursing and other stakeholders. Utilize human, material and physical resources efficiently and effectively. Implement and maintain the quality assurance and National Core Standard and norms at departmental level. Adhere to provincial, hospital and departmental policies, procedures, guidelines and regulations.

**ENQUIRIES
APPLICATIONS**

: Mr NB Mulaudzi Tel No: (011) 933 9779/8154
: Should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 3pm at Ground Floor, Main Admin Building Applications should be Posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808.No faxed or emailed applications will be considered.

- NOTE** : Applications must be submitted on a new Z83 form and must be completed in full, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. 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 are ID document, copies of qualification/s including matric and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 of which one must be immediate supervisor, (the Department shall reserve the right to conduct verification beyond names provided, where necessary); identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). The Department reserves the right to not make an appointment/fill the post. The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). CHBAH also reserves the right to cancel the filling of Vacancy or not to fill a vacancy that was advertised during any stage of the recruitment process. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. People with disabilities are encouraged to apply.
- CLOSING DATE** : 27 August 2021
- POST 27/89** : **PROFESSIONAL NURSE (GENERAL) REF NO: CHBAH-451 (X4 POSTS)**
Directorate: Surgery and Ophthalmology
- SALARY** : R256 905 - R297 825 per annum, (Plus benefits)
- CENTRE** : Chris Hani Baragwanath Academic Hospital
- REQUIREMENTS** : Basic R425 qualification or equivalent qualification that allows registration with the SANC as a Professional Nurse. Registration with the SANC as Professional Nurse and proof of current registration for 2021. No experience required after registration with the SANC as Professional Nurse.
- DUTIES** : Render a nursing service within the scope of practice of a Professional Nurse. Provide direction and supervision for the implementation of the nursing plan (clinical practice and quality patient care). Implement standards, practices, criteria and indicators for quality nursing. Practice nursing and health care in accordance with the laws and regulations relevant to nursing and health care. Maintain a constructive working relationship with nursing and other stakeholders. Utilize human, material and physical resources efficiently and effectively. Implement and maintain the quality assurance and National Core Standard and norms at departmental level. Adhere to provincial, hospital and departmental policies, procedures, guidelines and regulations.
- ENQUIRIES** : Mr NB Mulaudzi Tel No: (011) 933 9779/8154
- APPLICATIONS** : Should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 3pm at Ground Floor, Main Admin Building Applications should be Posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. No faxed or emailed applications will be considered.
- NOTE** : Applications must be submitted on a new Z83 form and must be completed in full, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. 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 are ID document, copies of qualification/s including matric and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after

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

- CLOSING DATE** : 27 August 2021
- POST 27/90** : **PROFESSIONAL NURSE (GENERAL) REF NO: CHBAH-452 (X3 POSTS)**
Directorate: Clinical Support
- SALARY** : R256 905 - R297 825 per annum, (plus benefits)
- CENTRE** : Chris Hani Baragwanath Academic Hospital
- REQUIREMENTS** : Basic R425 qualification or equivalent qualification that allows registration with the SANC as a Professional Nurse. Registration with the SANC as Professional Nurse and proof of current registration for 2021. No experience required after registration with the SANC as Professional Nurse.
- DUTIES** : Render a nursing service within the scope of practice of a Professional Nurse. Provide direction and supervision for the implementation of the nursing plan (clinical practice and quality patient care). Implement standards, practices, criteria and indicators for quality nursing. Practice nursing and health care in accordance with the laws and regulations relevant to nursing and health care. Maintain a constructive working relationship with nursing and other stakeholders. Utilize human, material and physical resources efficiently and effectively. Implement and maintain the quality assurance and National Core Standard and norms at departmental level. Adhere to provincial, hospital and departmental policies, procedures, guidelines and regulations.
- ENQUIRIES** : Mr NB Mulaudzi Tel No: (011) 933 9779/8154
- APPLICATIONS** : Should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 3pm at Ground Floor, Main Admin Building. Applications should be posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808.
- NOTE** : No faxed or emailed applications will be considered. Applications must be submitted on a new Z83 form and must be completed in full, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents.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 are ID document, copies of qualification/s including matric and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor,(the Department shall reserve the right to conduct verification beyond names provided, where necessary); identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification).Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). The Department reserves the

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

CLOSING DATE

: 27 August 2021

POST 27/91

: **PROFESSIONAL NURSE (GENERAL) REF NO: CHBAH-453 (X3 POSTS)**

Directorate: Medicine and Psychiatry

SALARY

: R256 905 - R297 825 per annum, (plus benefits)

CENTRE

: Chris Hani Baragwanath Academic Hospital

REQUIREMENTS

: Basic R425 qualification or equivalent qualification that allows registration with the SANC as a Professional Nurse. Registration with the SANC as Professional Nurse and proof of current registration for 2021. No experience required after registration with the SANC as Professional Nurse.

DUTIES

: Render a nursing service within the scope of practice of a Professional Nurse. Provide direction and supervision for the implementation of the nursing plan (clinical practice and quality patient care). Implement standards, practices, criteria and indicators for quality nursing. Practice nursing and health care in accordance with the laws and regulations relevant to nursing and health care. Maintain a constructive working relationship with nursing and other stakeholders. Utilize human, material and physical resources efficiently and effectively. Implement and maintain the quality assurance and National Core Standard and norms at departmental level. Adhere to provincial, hospital and departmental policies, procedures, guidelines and regulations.

ENQUIRIES

: Mr NB Mulaudzi Tel No: (011) 933 9779/8154

APPLICATIONS

: Should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 3pm at Ground Floor, Main Admin Building. Applications should be posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808.

NOTE

: No faxed or emailed applications will be considered. Applications must be submitted on a new Z83 form and must be completed in full, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. 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 are ID document, copies of qualification/s including matric and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor,(the Department shall reserve the right to conduct verification beyond names provided, where necessary); identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). The Department reserves the right to not make an appointment/fill the post. The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). CHBAH also reserves the right to cancel the filling of Vacancy or not to fill a vacancy that was advertised during any stage of the recruitment process. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the

		Employment Equity target of the department. People with disabilities are encouraged to apply.
<u>CLOSING DATE</u>	:	27 August 2021
<u>POST 27/92</u>		<u>PROFESSIONAL NURSE (GENERAL) REF NO: CHBAH-454 (X2 POSTS)</u> Directorate: Out Patient Department
<u>SALARY</u>	:	R256 905 - R297 825 per annum, (plus benefits)
<u>CENTRE</u>	:	Chris Hani Baragwanath Academic Hospital
<u>REQUIREMENTS</u>	:	Basic R425 qualification or equivalent qualification that allows registration with the SANC as a Professional Nurse. Registration with the SANC as Professional Nurse and proof of current registration for 2021. No experience required after registration with the SANC as Professional Nurse.
<u>DUTIES</u>	:	Render a nursing service within the scope of practice of a Professional Nurse. Provide direction and supervision for the implementation of the nursing plan (clinical practice and quality patient care). Implement standards, practices, criteria and indicators for quality nursing. Practice nursing and health care in accordance with the laws and regulations relevant to nursing and health care. Maintain a constructive working relationship with nursing and other stakeholders. Utilize human, material and physical resources efficiently and effectively. Implement and maintain the quality assurance and National Core Standard and norms at departmental level. Adhere to provincial, hospital and departmental policies, procedures, guidelines and regulations.
<u>ENQUIRIES</u>	:	Mr NB Mulaudzi Tel No: (011) 933 9779/8154
<u>APPLICATIONS</u>	:	Should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 3pm at Ground Floor, Main Admin Building. Applications should be posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808.
<u>NOTE</u>	:	No faxed or emailed applications will be considered. Applications must be submitted on a new Z83 form and must be completed in full, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents . 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 are ID document, copies of qualification/s including matric and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, (the Department shall reserve the right to conduct verification beyond names provided, where necessary); identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). The Department reserves the right to not make an appointment/fill the post. The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). CHBAH also reserves the right to cancel the filling of Vacancy or not to fill a vacancy that was advertised during any stage of the recruitment process. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. People with disabilities are encouraged to apply.
<u>CLOSING DATE</u>	:	27 August 2021
<u>POST 27/93</u>		<u>WARD CLERK REF NO: CHBAH-459 (X6 POSTS)</u> Directorate: Obstetrics and Gynaecology (Nursing)
<u>SALARY</u>	:	R173 703 – R204 612 per annum, (plus benefits)
<u>CENTRE</u>	:	Chris Hani Baragwanath Academic Hospital

- REQUIREMENTS** : Grade 12 or Accredited Equivalent with no experience. Computer literate (Ms Office). Ability to handle conflict. Ability to work under pressure. Ability to work independently and in teams. Ability to communicate well with people at different levels. Ability to organise and plan. Sound verbal and communication skills. Ability to act with tact and discretion. Must be self-motivated. Good customer care skills and competencies. Knowledge and application of Batho Pele Principles. Must be prepared to rotate and work shifts which include weekends and public holidays. Knowledge of Medicom System will be added as advantage. Applicant should be prepared to undergo Medicals surveillance as an inherent job requirement.
- DUTIES** : Ensure effective reception services. Handle telephone enquiries in the ward. Patient registration (admission, transfer and discharging) and filling of documents. Booking of appointments for patients on the Medicom System. Assist in Compilation of statistics and timeous submission to relevant authority. Render administrative support to the Operational Manager (Ordering, Stock counting, typing and aiding of patient's records) Comply with the Performance Management and Development system contracting quarterly reviews and final assessment.
- ENQUIRIES APPLICATIONS** : Mrs N.F Ramela Tel No: (011) 933 8148
Should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 3pm at Ground Floor, Main Admin Building. Applications should be posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808.
- NOTE** : No faxed or emailed applications will be considered. Applications must be submitted on a new Z83 form and must be completed in full, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. 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 are ID document, copies of qualification/s including matric and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor,(the Department shall reserve the right to conduct verification beyond names provided, where necessary); identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification).Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). The Department reserves the right to not make an appointment/fill the post. The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). CHBAH also reserves the right to cancel the filling of Vacancy or not to fill a vacancy that was advertised during any stage of the recruitment process. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. People with disabilities are encouraged to apply.
- CLOSING DATE** : 27 August 2021
- POST 27/94** : **CLIENT INFORMATION CLERK REF NO: CHBAH-460 (X1 POST)**
Directorate: Health Information Management Department
- SALARY CENTRE REQUIREMENTS** : R173 703 - R204.612 per annum, (plus benefits)
Chris Hani Baragwanath Academic Hospital
Matric/Grade 12 certificate or equivalent. Computer literate (Ms Word, Ms Excel, Ms PowerPoint and Internet). Sound Knowledge of health programme strategies, priorities, data element and indicator will be an added advantage. Ability to work under pressure and be prepared to rotate within Health Information Management (HIM) Department. Knowledge or regulations and the legislative framework related to health information management and the ability

to interpret them. Ability to handle tasks of multidisciplinary nature. Ability to liaise with internal external stakeholders. Excellent interpersonal and organizational skill. Good written and verbal communication skills. Ability to work independently and in a team. Ability to communicate well with people at different levels. Ability to organize and plan. Must be self- motivated. Knowledge of the Batho Pele Principles and Labour Relations processes. Applicant should be prepared to undergo Medicals surveillance as an inherent job requirement. Shortlisted candidates will be subjected to a competency test.

DUTIES

: Capture data on the DHIS database and update Institutional Health Information Management (HIM) database. Conduct rapid data quality assessment on primary sources before capturing. Follow up any discrepancies with relevant service point/health care provider. Compile and submit routine report. Complete and sign a weekly summary forms for use in monthly reports. Assist in timely preparation and submission of required reports based on the Work Plan of the HIM unit. Source data from both electronic (HIS) and manuals system. Ensure that data is received regularly and follow-up on non-submission. Safe keeping or records. Maintain electronic and manual records of all data used for reporting. Ensure that the primary sources of data are available and ready for audit. Conduct rapid data quality on registers and ensure data quality improvement plans are developed and implemented to address poor data quality. Escalate poor quality data challenges to the supervisor. Perform any delegated tasks. Comply with Performance Management and Development System. Perform any other delegated tasks.

ENQUIRIES

: Ms R Letsoalo Tel No. (011) 933-8137

APPLICATIONS

: Should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 3pm at Ground Floor, Main Admin Building. Applications should be posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808.

NOTE

: No faxed or emailed applications will be considered. Applications must be submitted on a new Z83 form and must completed in full, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). Documents to be attached are ID document, copies of qualification/s including matric and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor,(the Department shall reserve the right to conduct verification beyond names provided, where necessary); identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification).Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). The Department reserves the right to not make an appointment/fill the post. The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). CHBAH also reserves the right to cancel the filling of Vacancy or not to fill a vacancy that was advertised during any stage of the recruitment process. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. People with disabilities are encouraged to apply.

CLOSING DATE

: 27 August 2021

POST 27/95

: **FINANCE CLERK REF NO: ODI/28/07/2021/05**

SALARY CENTRE

: R173 703 per annum (Level 05), (Plus benefits)
: Odi District Hospital

REQUIREMENTS

: Grade 12 certificate with 2 year’s relevant experience in Finance/Revenue collection or N6 in Financial management with 18 months experience in

finance/Revenue or a minimum of 3 years National Diploma/ Degree in accounting, internal auditing, cost accounting and finance management with 1 year experience in Finance/Revenue. Must have knowledge of PFMA, Treasury Regulation. Thorough knowledge of PAAB/ MEDICOM system and UPFS. Experience in the field of hospital financial environment, policies and cash management would be an added advantage. Good communication skills (verbal, written & reporting). Must be computer literate and be able to work under pressure. Must be willing to work shifts, weekends, public holidays, and nights.

DUTIES : The appointee will be responsible for: Billing and submission of patient account to debtors, tracing all outstanding debts. Capturing EFT payment on PAAB and updating of patient's information. Perform sub-cashier's functions within the hospital. Capture manual receipts or account book when the system is down. Update the cash up hand over register daily. Perform any duties related to finance assigned by supervisor.

ENQUIRIES APPLICATIONS : Mr. P.M Chaba Tel No: (012) 725 2404
: Kindly forward your application to: Odi District Hospital, Klipgat road, Mabopane, HR Section or posted to: Odi District Hospital Private Bag x509, Mabopane.0190.

NOTE : Applicants must submit copies of qualifications, identity document and driver's license (where appropriate) and any other relevant documents. Such copies need not be certified when applying for a post. The communication from HR of the department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR.

CLOSING DATE : 27 August 2021

POST 27/96 : **EMERGENCY CARE OFFICER GRADE1 REF NO: EMS/OPS/2021 (X120 POSTS)**

SALARY : R143 613 per annum, (plus benefits)
CENTRE : Gauteng Emergency Medical Services Various Districts
REQUIREMENTS : Grade 12 certificate (Preferably with a pass in English, Mathematics or Mathematic Literacy, Physical science, Life Science or Biology), Basic Ambulance Assistant certificate, current BLS clinical practice guidelines (CPG) update. Current compliance with HPCSA individual CPD – CEUs Activity record. Minimum of 2 years' experience in an operational Emergency Care environment. Current and valid registration with HPCSA as a Basic Ambulance Assistant, valid driver's license code 10 and PDP. Previous experience in an Emergency Care environment will be an added advantage.

DUTIES : Responsible for the treatment of patient within the scope of practice of Basic Ambulance Assistant. Transport patients as part of Planned Patient Transport and inter-facility transfer system under Emergency Medical Services. Provide emergency medical care and related assistance during special events. Responsible for care and proper management of Emergency Medical Services resources. Provide emergency medical assistance and other duties required by Directorate. Perform any other duties as delegated by the supervisor. Candidates are expected to work shift.

ENQUIRIES APPLICATIONS : Mr. CV Mokobodi Tel No: (011) 564 2054
: must be delivered directly to: Emergency Medical Services, Continuity SA, Growth Point Business Park, Corner Old Pretoria Road and Tonnetti Street, Midrand or posted to P.O Box 8311 Halfway House 1685

CLOSING DATE : 23 August 2021

POST 27/97 : **CLEANER REF NO: ODI/28/07/2021/04**

SALARY : R102 534 per annum (Level 02), (plus benefits)
CENTRE : Odi District Hospital
REQUIREMENTS : Grade 10 or Abet level 4 with two years' experience working in the hospital. Good communication and interpersonal skills. Motivated and willingness to work under pressure and work shifts, including weekends, night shift and public holidays. Able to work in a team. Must be willing to learn and use different cleaning equipment's and detergents. Have knowledge in waste management and infection control will be an added advantage. Motivation must be attached as proof of work experience.

- DUTIES** : Perform routine cleaning services. Cleaning of offices, windows, empty dustbins, wash and strip the floors and apply polish. Be prepared to rotate within the scope of work. Adherence to separation of waste and infection control practice. Packing of clean linen in the wards. Clean all refrigerators. Cleaning equipment's after used collection of waste containers. Perform any other lawful/legal duties delegated by supervisor.
- ENQUIRIES APPLICATIONS** : Ms. Mahlangu TR Tel No: (012) 725 2472
: Kindly forward your application to: Odi District Hospital, Klipgat road, Mabopane, HR Section or posted to: Odi District Hospital Private Bag x509, Mabopane.0190.
- NOTE** : Applicants must be submit copies of qualifications, identity document and driver's license (where appropriate) and any other relevant documents. Such copies need not be certified when applying for a post. The communication from HR of the department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR
- CLOSING DATE** : 27 August 2021

DEPARTMENT OF HUMAN SETTLEMENTS (GDHS)

- CLOSING DATE** : 27 August 2021 No late applications will be considered.
- NOTE** : Requirement of applications: No late applications will be considered. No faxed or emailed applications will be accepted. People with disabilities are encouraged to apply. It is our intention to promote representivity (race, gender and disability) in the Public Service through the filling of these posts. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Applications should be submitted strictly online at <http://professionaljobcentre.gpg.gov.za> and it should be accompanied by a Z83, comprehensive Curriculum Vitae (CV) as well as copies of qualifications, Identity and valid driver's license (where driving/travelling is an inherent requirement of the job). Correspondence will only be limited to shortlisted candidates. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful. Following the interview and exercise, the selection panel will recommend candidates to attend a generic management competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic management and development for SMS posts. The Department reserves the right not to make appointment(s) to the advertised post(s).

OTHER POSTS

- POST 27/98** : **DEPUTY DIRECTOR: MARKETING & EVENTS REF NO: REFS/011540**
- SALARY CENTRE REQUIREMENTS** : R733 257 per annum
: Johannesburg
: BA Degree in Communications and/or BA Degree in Corporate Communications and/or National Diploma in Public Relations or Marketing or associated disciplines related to communications. At least 4-6 years' relevant experience in communications and or public relations industry with post-graduate qualification as an added advantage or 12-15 years' work experience in a corporate communications environment at an Assistant Director level. Track record in managing marketing campaigns. Must demonstrate understanding of government communications, strategic management and leadership within the corporate communications, marketing or events management industry, knowledge of the principle and practices of administration, personnel management and budget management.
- DUTIES** : Develop concept documents for marketing initiatives and Departmental events. Manage the implementation of marketing campaigns across different platforms. Coordinate and implement Departmental Outreach Campaigns which include Focus Month campaigns. Manage and implement departmental events and marketing events. Identify and coordinate the department's participation in strategic exhibition opportunities. Develop and maintain an updated Calendar of Events for the Department. Manage the performance and development of the sub-business unit. Develop and manage the operational,

quarterly, and monthly plans of the sub-business unit. Compile and submit performance and administrative reports.

ENQUIRIES : Ms. Alinah Mogaswa Tel No: 072 313 8052
APPLICATIONS : Please apply online at <http://professionaljobcentre.gpg.gov.za>

POST 27/99 : **DEPUTY DIRECTOR: PROJECT QUALITY ASSURANCE REF NO: REFS/011541 (X2 POSTS)**
 Re-advertisement

SALARY : R733 257 per annum
CENTRE : Johannesburg
REQUIREMENTS : Matric plus Degree/ National Diploma/NQF Level 6 qualification in the Built Environment. Proven 4 - 5 years' relevant functional experience in construction quality assurance and construction technical support. A postgraduate qualification in the built environment and training in management development courses will be an added advantage. Knowledge: Human Settlements policies and procedures, Planning, Organising and Administration procedures, Batho Pele principles, Project stakeholder relations management, NHBRC and NBR frameworks. Skills: Coordination and consolidation of reports from multiple teams, reporting, interpersonal relationship, Communication (both verbal and written), computer literacy, Problem solving Strategies as a Manager in the Public Service. Organising, Decision making, Analytical, Project Management and Team leadership. Competencies: Middle Management skills, Leadership skills, Human resource management, writing skills, results/quality management, innovation/continuous improvement, emotional intelligence, project management environment and/or support, reporting and coordination of multifunctional teams in the infrastructure and built environment.

DUTIES : The incumbent of the position will be responsible for a wide variety of tasks which include, but not limited to the following: To manage inspectors as they inspect and report on the quality of workmanship and material on behalf of Project Managers by assessing reports and undertaking random visits and ensuring that efficient administration practice is taking place in processing inspection requests and final inspection reports for payment. To attend site meetings to resolve technical issues and non-compliance on building sites. To coordinate and monitor the construction of show house together with all role players (Engineer, Professional Regional Teams (PRT), Contractor, Municipality & NHBRC) benchmarking quality standards for the entire project. To examine projects Architectural & Engineering drawings and specifications for compliance to ensure design and site risk are minimized and ensure that all projects are enrolled with NHBRC before construction starts. To conduct alternative building technology (ABT) technical assessments based on building regulations & CSIR Agreement stipulations. To manage/gather technical information relevant for inspection from Project Managers and file them to be accessed by project inspectors. Visits to housing construction sites and Interpretation of Engineer & Architectural Drawings, Building Regulation, By-Laws & NHBRC Building Manual & the Departmental Norms & Standards. Interpretation of Geotechnical, Engineering & Architectural information for compliance to NHBRC technical requirements.

ENQUIRIES : Ms. Miyelani Tshabalala Tel No: 063 691 4046
APPLICATIONS : Please apply online at <http://professionaljobcentre.gpg.gov.za>

POST 27/100 : **ASSISTANT DIRECTOR: ETHICS REF NO: REFS/011539**

SALARY : R376 596 per annum
CENTRE : Johannesburg
REQUIREMENTS : BA Degree in Public Management/ Governance/ Compliance and Risk/Ethics Management or equivalent qualifications. A relevant 3-5 years' experience within Ethics, Integrity or compliance. A valid driver's licence and membership with Ethics institute as Certified Ethics Officer will be an added advantage. Competencies: Ethical reasoning and decision-making. Ability to prioritise, support and perform ethics functions. Highest level of personal and professional integrity. Experience in successfully managing projects. The ability to identify ethics risks, trends and monitoring skills. The ability to engage with various internal and external stakeholders. Well organised and good time management. Excellent written and verbal communication and interpersonal skills. The ability to work well with the team and alone. Responsible and reliable and diligent with work ethic. Self-motivated and proactive. Skills: Sound

administration skills. Computer literacy and MS proficiency at an advanced level. Ability to Develop Ethics tools, posters, and write articles. Ability to negotiate and work under pressure. Ability to manage projects. Communications and Writing skills. Problem solving and initiative. Good understanding and interpretation of Public sector legislation. Experience in conducting benchmarking exercise, workshops and campaigns. Perform all administration work that relates to the unit whenever required to do so.

DUTIES

Implement all Ethics programmes namely: Financial Disclosure, Gift and Hospitality and other Remunerative Work outside Public Service and Conflict of interest. Conduct Ethics Awareness campaigns to promote the Code of Conduct within the Department. Investigate the Auditor General and Gauteng Audit Services findings reports and report on the outcomes. Coordinate Ethics committee meetings. Manage Ethics Helpdesk and report on the ethical violations received. Submit monthly and quarterly reports to the Deputy Director on all Ethics Programmes.

**ENQUIRIES
APPLICATIONS**

: Miyelani Tshabalala Tel No: 063 691 4046
: Please apply online at <http://professionaljobcentre.gpg.gov.za>

POST 27/101

: **ASSISTANT DIRECTOR: INTERGRITY MANAGEMENT REF NO: REFS/011668**

**SALARY
CENTRE
REQUIREMENTS**

: R376 596 per annum
: Johannesburg
: Matric plus NQF level 6/ National Diploma in Security Management, any related qualification, extensive security experience of which 7 years should be in supervisory level. A security certificate offered by the State Security Agency (SSA) will be an added advantage. Competencies: excellent communication and report writing skills, presentation skills, conflicting resolution and problem-solving skills. Candidates must have the knowledge of the following: Project management as well as extensive knowledge of security legislation such as Minimum Information Security Standards (MISS), Minimum Physical Security Standards (MPSS), the Protection of Personal Information (POPI) Act and Criminal Procedure Act 51 of 1977. Furthermore, candidates are required to have clear knowledge of Public Finance Management Act 1 of 1999. A valid driver's license is a must.

DUTIES

: Draft and develop vetting procedures, assist in development of security policies, Vetting Administration, vetting of companies and Background checks (pre-screening) of short listed candidate for employment. As well as vetting awareness. Ensure conducting of Threat and Risk Assessment within the Department, Coordinate vetting and screening of Departmental officials and contractors. Conduct security investigations, report breaches and or suspected breaches of security to Security Management and to law enforcement agencies (SAPS). Report leakage or suspected leakage of sensitive information to the State Security Agency (SSA) for investigations. Coordinate information security audits, conduct after hours' inspections and enforce information security compliance within the Department. Compile and submit information security audit reports to the SSA on monthly basis or when required to do so. Ensure provisioning and implementation of relevant storage facilities as to enhance information security. Provide security support and assistance to events management committee as well as to ensure proper coordination of security planning before and during the MEC events.

**ENQUIRIES
APPLICATIONS**

: Miyelani Tshabalala Tel No: 063 691 4046
: Please apply online at <http://professionaljobcentre.gpg.gov.za>

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

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

OTHER POSTS

<u>POST 27/102</u>	:	<u>DISTRICT CLINICAL SPECIALIST (HEAD: CLINICAL UNIT) FAMILY MEDICINE REF NO: UTHUK /12/2021 (X1 POST)</u>
<u>SALARY</u>	:	Grade 1: R1 728 807 - R1 834 890 per annum, All-inclusive package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules, plus commuted overtime which is subject to the needs of the department (Incumbent will have to sign the relevant contract formal annually)
<u>CENTRE REQUIREMENTS</u>	:	Uthukela District Office Appropriate specialist qualification registrable with the Health Professions Council of South Africa (HPCSA); PLUS Current registration with the relevant professional statutory body; PLUS At least 5 (five) years as a specialist. It would be required of the successful candidate to sign a performance agreement. Non-South African citizens who are not permanent residents will be considered for an annual renewable contract. Unendorsed valid Code B driver's licence (Code 08). A one year renewable contract is offered to all retired medical specialists. (Including academics, private and public specialists). The ideal candidate must have: Own clinical discipline. Relevant legislation, regulations and policies. Quality assurance and improvement programmes .Programme planning, and evaluation. Information management Human resources and financial management Skills. Leadership. Communication. Problem solving. Computer literacy. Behavioural Attributes: Stress tolerance. Self-confidence. Objective. Ethical Emphatic.
<u>DUTIES</u>	:	Represent own specialist discipline as a member of a District Clinical Specialist Team responsible for the delivery of quality health care for mothers, new-born and children at all levels within the a health district. Promote equitable access to an appropriate level of care for all mothers, new-born and children throughout the district. Maintain personal competency in own clinical discipline whilst ensuring that no more than 10-20% of time is spent on clinical care at the regional or tertiary hospital. At least 80% of time to be spent on activities within the district. Overtime in local regional and tertiary hospitals is optional. B. Support Service Delivery: Support clinics, community health centres and district hospitals with all aspects of service delivery related to own specialist discipline. Promote clinical effectiveness in all facilities through supporting outreach programmes and development, dissemination or implementation of clinical protocols and standard treatment guidelines aligned with national norms and standards. C. Provide Education and Training: Facilitate and participate in the development, training and mentorship under post-graduate medical, nursing and allied health professionals; this may require involvement with local academic training institutions. D. Support Health Systems and Logistics: Work with the district management team to establish and maintain systems including surveillance, health information, communication and referral guidelines and process to support the delivery of services. Provide support to ensure appropriate infrastructure, equipment, resources and sundries for the provision of quality clinical care. E. Monitor and Evaluate Services Initiate, support and participate in risk management activities for patients (e.g. critical event analysis, morbidity and mortality meeting) practitioner (e.g. infection control) and the organization (e.g. performance reviews). Initiate, support and participate in the clinical audits and quality improvement cycles. Implement effective monitoring and evaluation processes, effective use of data and appropriate reporting on outputs and health outcomes Initiate support and participation in relevant research: this may require involvement with local academic training institutions: F. Collaborate, Communicate and Report Effectively: Foster effective teamwork and collaborate within the district specialist team. Enable engagement with the local community and relevant non-government organizations. Facilitate and ensure effective communication with all management structures within the district, the regional and tertiary

hospitals as relevant as well as the provincial Department of Health. Present regular reports on activities, health services and programmes. G. Support Organisational Activities: Assist with strategic and operational planning of services in the district and/or catchment area of the regional. Assist with the co-ordination and supervision of discipline related services with the district. Assist with the recruitment and management of relevant human resources

ENQUIRIES : Ms. N.C Ndhlovu Tel No: 036 631 2202
APPLICATIONS : All applications should be forwarded to: The Human Resources Manager Uthukela Health District office, Private Bag X 9958 Ladysmith 3370, OR Hand Delivered to HR Officer (Room 20) 32 Lyell Streets, Ladysmith 3370.

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

CLOSING DATE : 31 August 2021

POST 27/103 : **MEDICAL SPECIALIST GRADE 1/2/3: SURGERY DEPARTMENT REF NO: MED 28/2021 (X2 POSTS)**

SALARY : Grade 1: R1 106 040 – R1 173 900 per annum
Grade 2: R1 264 623 - R1 342 230 per annum
Grade 3: R1 467 651 – R1 834 890 per annum
(All-inclusive remuneration package) PLUS 18% Inhospitable Area Allowance, Commuted Overtime, Medical Aid: Optional (Employee must meet Prescribed Requirements)

CENTRE : Edendale Hospital
REQUIREMENTS : Grade 12 Certificate, Appropriate qualification in Health Science (MBCbB degree or equivalent) Registration certificate with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Surgery Appropriate academic qualification registerable with Health Professions Council of South Africa as a Specialist Surgeon, Current practice with the HPCSA as a Medical Specialist (2021-2022). Experience: **Grade1:** Appropriate Qualification in the relevant discipline that allows registration as a Medical Specialist with HPCSA. Foreign candidates require 1 year relevant experience after registration with a recognized Foreign Health Professional Council, of whom it is not required to perform Community Service. **Grade2:** Appropriate Qualification in the relevant discipline that allows registration as a Medical Specialist with HPCSA plus 5 years after registration with the HPCSA as a Medical Specialist. Foreign candidates require 6 years relevant experience after registration with a recognized foreign health professional council, of whom it is not required to perform Community Service. A certificate of service obtained from the HR Department must be attached. **Grade3:** Appropriate Qualification in the relevant discipline that allows registration as a Medical Specialist with HPCSA plus 10 years after registration with the HPCSA as a Medical Specialist. Foreign candidates require 11 years relevant experience after registration with a recognized foreign health professional

DUTIES

council, of whom it is not required to perform Community Service. A certificate of service obtained from the HR Department must be attached.

: Participate in the delivery of a 24 hour in-patient and out-patient general surgery service within the Pietermaritzburg Metropolitan Hospitals Complex based at Edendale or Grey's hospital. Undertake teaching of undergraduate medical students, postgraduate general surgery trainees and allied health care personnel. Develop management protocols for the general surgery service in accordance with the Hospital and Department policies. Provide appropriate surgical care to general surgery patients. Maintain the effective and efficient utilisation of human resources in respect of: overseeing and supervising general surgery staff in the execution of their duties, training staff and promoting ongoing staff development in accordance with their individual and departmental development needs, recruiting and selecting staff in accordance with government prescripts, assessing performance of general surgery staff, allocating general surgery personnel to respective wards and call roster. Provide measures and guidance on quality assurance to comply with set quality standards. Provide general surgery outreach services in the Pietermaritzburg Metropolitan Hospitals Complex and Area 2. Foster collaboration with other hospitals within and outside the district. Exercise cost control over the activities of the department in line with the allocated budget. Participate in all academic and clinical meetings of the general surgery Department. Participate in departmental research activities. Accept responsibility for continuous professional development to keep up to date with new developments in the field of expertise and related fields. Any other duties as assigned by the Head of Department. Knowledge of appropriate specialist level procedures and protocols within the field of general surgery. Sound knowledge of Human Resource management. Ability to supervise and teach junior staff. Good communication, interpersonal and management skills. Sound professional and ethical values and a concern for excellence. Information management and quality assurance. Knowledge of current Health and Public Servants legislation, regulation and policy. Leadership and decision making abilities as well as problem solving and conflict management.

ENQUIRIES

: Dr. R. Ranjan Tel No: 033 395-4165

APPLICATIONS

: All applications to be posted to: The Chief Executive Officer, Edendale Hospital, Private Bag X 509, Plessislaer, 3216.

FOR ATTENTION

: Mr. T.C. Manyoni or hand delivered to the box main gate behind the security office

NOTE

: Applications must be submitted on the new prescribed application form Z.83 of the Public Service Act form only, (i.e. application for employment form), obtainable from any Public Service Department or any Public Service and Administration website or Recruitment Office within the Secretariat for Police Service. Advertisements and accompanying notes must clearly capture the requirements for certification to reflect that applicants must submit copies of qualifications, identity documents and drivers licence (where appropriate) and any other relevant documents. Such copies need not be certified when applying for a post. The communication from the HR of the department regarding requirements for certified documents will be limited to shortlisted candidates. Therefore only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. Failure to comply with this requirement will result in the candidate being disqualified. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three months of the closing date of this advertisement, please accept that your application was unsuccessful. All shortlisted candidates posts will be subjected to a technical competency exercise that intends to test relevant technical elements of the job, the logistics of which be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend the most suitable candidate. Short-listed candidates will be subjected to a security clearance. The Secretary of Police Service has the right not to fill the post. All posts are based in Pretoria. Preference will be given to youth, people with disability and women in accordance with our employment equity. NB: Please ensure that your application reaches this office not later than 16h00 on weekdays NB: Employment Equity: Preference will be given to the following candidates as per Employment Equity target: Any person with disability regardless of race and gender, African Male, Coloured Male.

CLOSING DATE

: 31 August 2021

<u>POST 27/104</u>	:	<u>DEPUTY MANAGER NURSING (LEVEL 1 & 2 HOSPITALS) REF NO: KCHC/DMN/03/2021</u>
<u>SALARY</u>	:	R843 618 - R949 482 per annum, (All-inclusive package - Consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules) Other Benefits: In Hospitable Allowance 8%
<u>CENTRE REQUIREMENTS</u>	:	Kwa-Mashu Community Health Centre Basic R425 qualifications (Degree/Diploma in Nursing) or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse. Current registration with SANC as a Professional Nurse (2021 SANC receipt). A minimum of 9 years appropriate experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least 4 years of the period referred to must be appropriate and recognizable experience at Management Level. Proof of experience should be attached to the application. (Certificates of service or official letters of service from previous/current employers signed and stamped by HR). Applicants in possession of a foreign qualification must attach the evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Recommendation: Diploma in Clinical Nursing Science (Health assessment, Treatment and Care [PHC]), Diploma in Midwifery and Neonatal Nursing Science (ADM). Computer literacy Knowledge, Training, Skills & Competencies' required Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal framework such as: Nursing Act, Health Act, Skills Development Act, Public Service Regulations, Labour relations Act, Occupational Health and Safety act, Patients' Rights, Batho Pele Principles, etc. Mentorship and supervisory skills. Leadership, Management, Planning, Organizing and coordinating skills. Clinical competencies and policy formulation skills. Knowledge of nursing care delivery approaches. Good verbal and written communication skills. Conflict management / sound labour management skills. Mentorship and supervisory skills. Knowledge and understanding of Human Resource and Financial practices.
<u>DUTIES</u>	:	Provide leadership a strategic direction in the Nursing Component. Delegate, supervise & coordinate the provision of effective and efficient patient care through adequate nursing care. To execute duties and functions with proficiency, in support of aims and strategic objectives of the CHC, satellite clinics and of the Department of Health. To contribute toward strategic planning process of the CHC and satellite clinics. Represent Nursing Component in the Senior Management Team. To demonstrate CHC's commitment to quality nursing care and ensure compliance with Norms and Standards and Ideal CHC prescripts. Advocate and ensure the promotion of nursing ethos and professionalism. To manage and ensure efficient utilization of allocated human resources, financial and non-financial resources Deal with disciplinary and grievance matters. To ensure provision of effective and efficient infection control services in the CHC satellite clinics and integrate primary health care services. Monitoring and evaluation of patient care delivery in the CHC and satellite clinics. Initiate and participate in health promotion to ensure consistent communication of Relevant, accurate & comprehensive information on health care. Development/establish and maintain constructive working relationship between nursing staff & other stakeholders (i.e. Inter-professional, inter-sectoral & multidisciplinary teamwork) Formulation and implementation of nursing guidelines, practices, standards & procedure). To have a strong understanding of Clinical Governance and Quality Improvement and to ensure sound clinical governance practice. Manage and supervise clinical programs ensuring that the CHC and satellite clinics achieve set targets.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr. F.S. Matibela Tel No: 031 504 8895 All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the entrance at P61 Mkhivane Road, Kwa-Mashu, 4360 or posted to Private Bag X013, Kwa-Mashu, 4360
<u>NOTE</u>	:	An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za . The applicants must submit copies of qualification, identity documents, certificates of service, professional registration certificates, driver's license and any other documents with your CV. Such copies need not be certified when applying for the post, the communication from the HR of the department regarding the requirements for certified documents will be limited

to shortlisted candidates. Therefore only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. 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 KCHC/DMN/03/2021. 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. NB: Candidates to be subjected to a technical exercise/competency assessment as part of selection process intended to test relevant competencies of the job due severe budgetary constraints that the CHC is currently facing, candidates are respectfully advised that the following cost cutting measures will apply: Subsistence & Travelling (S&T) allowance claims will not be processed. Resettlement and/or relocation claims will not be paid. The CHC has a limited accommodation; therefore incumbents appointed for the post should arrange their own private accommodation prior to the assumption of duty. Interim accommodation in a form of Bed and Breakfast or Hotel Accommodation will not be provided. Applicants are requested to apply with a new Z83 Application Form obtainable at any Government Department or the website www.kznhealth.gov.za (effective from 01.01.2021)

- CLOSING DATE** : 23 August 2021
- POST 27/105** : **MEDICAL OFFICER: OPHTHALMOLOGY SERVICES MCCORD PEH M/O/07/2021 (X1 POST)**
- SALARY** : Grade 1: R821 205 – R884 670 per annum, (all inclusive package) plus appropriate qualification and registration with the HPCSA as a Medical Practitioner
Grade 2: R938 964 – R1 026 693 per annum, (all Inclusive package) plus appropriate qualification
Grade 3: R1 089 693 – R1 362 366 per annum, (all inclusive package) plus appropriate qualification
- CENTRE REQUIREMENTS** : McCord Provincial Eye Hospital, Overport
: **Grade 2:** 5 years' experience after registration as a Medical Practitioner. **Grade 3:** 10 years' experience after registration with HPCSA as a Medical Practitioner. No commuted overtime payment. Senior Certificate, MBCHB or equivalent qualification. Registration certificate with the HPCSA. Annual fees renewal registration with HPCSA. Minimum of 3 years doing anterior segment surgery. (Attach Proof). Ability to do a minimum of 20 cataract surgeries per day. Phaco-emulsification. ECCE + IOL. Ability to deal with all medical emergencies. Knowledge of ethical medical practice. Ability to assess, diagnose and manage patients. Sound clinical knowledge within the discipline.
- DUTIES** : Perform clinical ward duties and management of post-op patients and any complications. Good record keeping and clinical audits. Perform outreach duties at other institutions attached to the Department of Ophthalmology, if required. To work in the eye clinic managing all Ophthalmology problems presenting with minimum supervision. To perform basic eye surgery and cataract extraction unaided. To admit, manage, discharge and follow-up all Ophthalmology cases requiring admission. Diagnose and evaluate patients state of health. Examination and treatment of patients physiological and physical condition. Undertake ongoing care of individual patients. Deal with emotional, social and physical aspects of disease for patients and their relatives. To attend all Departmental training sessions and meetings, as required.
- ENQUIRIES APPLICATIONS** : Dr Kr Modley Tel No: 031268 5700
: can be posted to McCord PEH, PO Box 37587, Overport, 4067 or can be dropped off at the hospital at the entrance of the Hr Department at Sinikithemba building in the vacancy box
- FOR ATTENTION NOTE** : HR Recruitment
: Should be submitted on form Z83 from any Public Service. Department Human Resource Department or from the website www.kznhealth.gov.za. Copies of ID, Matric, highest educational qualifications and HPCSA registration –Copies

of documents need not be certified. Only shortlisted candidates will be requested to bring along certified copies on or before the interview. Current registration with HPCSA 2020. Updated Curriculum Vitae. Certificate of service endorsed by Human Resource. The reference number must be indicated in the column provided on form Z83 e.g. HR 01/2020. Faxed documents will not be accepted. **NB:** Failure to comply with the above instructions will result in disqualification. Please note that if you are not contacted within 3 months of the closing date, your application is unsuccessful. Every shortlisted applicant will be advised of the outcome of their application in due course. Please note that the successful candidate will be subjected to a pre-employment screening and verification process including CIPC (Companies Intellectual Property Commission) screening. Due to financial constraints no S & T or relocation costs will be paid for attending interviews.

- CLOSING DATE** : 23 August 2021 at 15h00
- POST 27/106** : **MEDICAL OFFICER REF NO: MOCARD/1/2021 (X2 POSTS)**
Department: Cardiology
- SALARY** : 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
- CENTRE REQUIREMENTS** : 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: **Grade 1:** 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. **Grade 2:** 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. **Grade 3:** 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, Training and Competency Required: Knowledge and skills in clinical medicine, including acute emergency medicine. Demonstrate the ability to work as part of a multidisciplinary team. Sound communication, negotiating, and planning, organizing and interpersonal skills.
- DUTIES** : Provision of Cardiology services based at IALCH. Management of patients in the Ward, CCU and Cardiac Clinics. Provision of afterhours (nights, weekends, public holidays) call for the department at IALCH. Manage designated areas of responsibility in the Cardiology Department. Active involvement in the administration of Cardiac Clinics and Wards to optimize patient care. Assist in the implementation of guidelines, protocols and clinical audits. Involvement in the teaching of Paramedical staff in the Department. Participate in the academic programme, including research.
- ENQUIRIES APPLICATIONS** : Dr D R Naidoo Tel No: (031)240 1521
: All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the entrance to the Management Building at IALCH or posted to Private Bag X03 Mayville 4058.
- NOTE** : An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za. Copies of ID documents, Std 10, educational qualifications, certificates of service and professional registration certificates need not be certified as only shortlisted candidates will be requested to supply certified copies and proof of current registration must be submitted together

with your CV. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g. ref APRO/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. Please note that the selected candidate It is the applicant's responsibility to have the foreign qualification, which is the requirement of the post, evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation on application. Failure to comply will result in the application not being considered will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Please Note That Due To Financial Constraints, There Will Be No Payment Of S&T Claims.

- CLOSING DATE** : 27 August 2021
- POST 27/107** : **MEDICAL OFFICER GRADE 1, 2&3 REF NO: APP/ 16/2021 (X3 POSTS)**
Component: Medical
- SALARY** : Grade 1: R821 205 – R884 670 per annum
Grade 2: R938 964 – R938 964 per annum
Grade 3: R1 089 693 – R1 362 366 per annum
Consist of 70% basic salary and salary and 30% flexible portion that may be structured in terms of the applicable rules. Other Benefits 18 % in hospitable Allowance. Commuted overtime (as per departmental need)
- CENTRE REQUIREMENTS** : Appelsbosch Hospital
: An appropriate qualification that allow registration with HPCSA as a Medical Practitioner. Registration certificate with HPCSA as a Medical Practitioner Proof of current registration (annual registration card). Proof service from previous/current employers signed and stamped by Human Resource. Applicants in possession of foreign qualification must attached the evaluation certificate from the South African Qualifications Authority) to the applications.
Grade 1: No experience required **Grade 2:** Minimum of 5 years relevant experience after registration with HPCSA as a Medical Officer **Grade 3:** Minimum of 10 years relevant experience after registration with as a Medical Officer Knowledge, Skills, Training, and Competencies Required A sound working knowledge in the basic medical disciplines to allow accurate diagnosis and appropriate management of clinical problem with specific emphasis on surgery. Broad knowledge of medicine and surgery as well as Obstetrics & Gynaecology, Paeditrics, trauma. Ability to function in a multidisciplinary team Good communication and interpersonal skills.
- DUTIES** : Examine, investigate and oversee treatment of patients. Ensure effective, early and correct and cost effective, investigation and follow up treatment of patients. Provide a holistic patient care, inclusive of examining and formulation of patient treatment plans Maintain accurate and appropriate patient records in accordance with legal /ethical considerations and continuity of patient care. Provide preventative health interventions. Perform operating theatre work on an elective and emergency basis e.g. Caesarean section, minor surgical procedures etc. Participate in emergency after hour's services (Commuted overtime) .Actively participates in quality improvement programme (morbidity and mortality meetings, clinical audits and risk management Perform medico legal duties. Facilitate staff training and continuous medical education. Assist with the development of District hospital services. Supervise and assist junior peers. Provide support to Head of department and ensure that efficient standards of patient care and services in maintenance.
- ENQUIRIES APPLICATIONS** : Dr EH Edwards Tel No: 032-2948000EXT 263
: Should be forwarded to: The Chief Executive Officer, P/Bag x 215, Ozwathini, 3242.
- FOR ATTENTION NOTE** : Human Resource Manager
: Equity Target: African Female.
- CLOSING DATE** : 27 August 2021

POST 27/108 : **ASSISTANT MANAGER NURSING (SPECIALITY) REF NO: VRH 15/2021**

SALARY : R614 991 per annum. Other Benefits: 12% Rural Allowance, 13th Cheque, Medical Aid (Optional) and Housing Allowance (Employee must meet prescribed requirements)

CENTRE : Vryheid District Hospital (Theatre, CSSD & Trauma Services)

REQUIREMENTS : Diploma/B degree in nursing or equivalent qualification that allows registration with the SANC as a Professional Nurse and Midwifery. Registration certificates with the SANC as Professional Nurse and Midwifery. Registration certificates in Operating Theatre Nursing/Critical Care Nursing/Trauma & Emergency/. Minimum of 10 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 6 years of the period referred to above must be appropriate/recognisable experience in the specific specialty after obtaining the 1-year post-basic qualification in the relevant specialty. At least 3 years of the period referred to above must be appropriate/recognisable experience at management level. Proof of current registration with the SANC. Proof of current/previous work experience endorsed and stamped by the employer(s) must be attached. Recommendation: Registration certificate with SANC in Nursing Administration Valid Driver's license. Proof of computer literacy. The Employment Equity Target is an African Male. Knowledge, Skills, Training and Competencies Required: Knowledge of nursing care processes and procedures, nursing statutes, and other relevant legal frameworks. Knowledge of labour relations. Good verbal and written communication skills. Financial and budgetary knowledge pertaining to the relevant resources under management. Leadership, organizational, decision making and problem solving abilities within the limit of the public sector and institutional policy framework.

DUTIES : Coordination of optimal, holistic specialized nursing care provided within the set standards and professional/legal framework. Manage nursing staff development and implementation of all relevant policies and prescripts relevant to the Nursing division. Ensure accurate and reliable statistics and reports are generated through the information management section. Monitor and evaluate the effectiveness of nursing staff development, infection control, and quality control and information management practices in the hospital against set standard with a view to identify and address problem areas timeously. Exercise control functions to meet medical/legal obligations i.e. weekly schedule drugs control and medication used. Ensure the effective, efficient and economical use of all allocated resources, including human resources. Delegate, supervise and co-ordinate the provision of effective, efficient and economical use of all allocated resources including human resources. Plan for the provision, orientation, induction and mentoring of all nursing staff. Execute disciplinary code and grievance procedure up to a certain level then refer to the Nursing Manager. Assist with the relief duties of the supervisors. Planning of the allocation/change list, day and night duty roster and inputs for leave. Do readjustments as required on the shift to provide adequate nursing cover. Monitor and ensure proper utilization of financial and physical resources. Initiate and participate in health promotion to ensure consistent communication of relevant, accurate and comprehensive information on health care. Work as part of multi-disciplinary team to ensure good nursing within the institution. Work effectively and amicably, at the management / supervisory level, with a person of diverse intellectual culture, racial or religious differences. Participate in all initiatives which aim to achieve quality service provision. Ensure that units comply with National Core Standards, Batho Pele Principles to meet need and demands of the clients.

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

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

FOR ATTENTION : Mr SP Nene

NOTE : The contents of this Circular Minute must be brought to the notice of all eligible officers and employees on your establishment of all Institutions. Institutions must notify all candidates who qualify for post in this circular minute even if they are absent from their normal places of work to apply. Direction to Candidates: The following documents must be submitted: Application for Employment form (Z83) which is obtainable from any Government Department OR from the website - www.kznhealth.gov.za. The applicants must submit copies of qualifications and Identity document – not copies of certified copies, Identity document and driver's license (where appropriate) and any other

relevant documents. Such copies need not be certified when applying for a post. The communication from the HR of the department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. Curriculum Vitae. The reference number must be indicated in the column provided on the form Z83 and on the back of the envelope, e.g. Ref 13/2018. NB: Failure to comply with the above instructions will be disqualify applicants. Person with disabilities should feel free to apply for 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. African Male are encouraged to apply.

- CLOSING DATE** : 23 August 2021
- POST 27/109** : **OPERATIONAL MANAGER NURSING – PHC - NIGHT DUTY SERVICES REF NO: EB 10/2021 (X1 POST)**
- SALARY** : R562 800 – R633 432 per annum. Additional Benefits 13th Cheque, Medical Aid (optional), home owners allowance (employees must meet prescribed requirements)
- CENTRE** : East Boom Community Health Centre
- REQUIREMENTS** : Matric /Senior certificate/ grade 12. Basic R425 qualification (i.e. Diploma/degree in Nursing) or equivalent qualification that allows registration with the SANC as a professional Nurse.1 year post-basic nursing qualification in Clinical Nursing Science, Health Assessment, Treatment and Care (PHC). A minimum of 9 years appropriate / recognisable experience in nursing after registration as a Professional nurse with SANC in General Nursing and midwifery. A minimum of 5 years appropriate / recognisable experience after attaining diploma in Clinical Nursing Science, Health Assessment, Treatment and Care (PHC). Current registration with SANC (2021). Certificate of service from previous / current employer is compulsory and must be stamped by HR. Please include verification of employment from current employer. Recommendations: At least 1 year of the period of working in the PHC speciality must be at supervisory level Knowledge, Skills, Trainings and Competencies Required: Knowledge in nursing care processes and procedures. Knowledge of nursing regulations and legal framework. Knowledge of human resource and financial management policies. Knowledge of nursing care and service delivery approach. Good communication, interpersonal relations, problem solving, conflict management skills. Operational management, co-ordination, networking liaison skills. Planning, organizing and report writing skills.
- DUTIES** : Manage and monitor the night duty service in the facility. Delegate, supervise and ensure the provision of an effective and efficient patient care through adequate nursing care. Co-ordinate and monitor the implementation of quality comprehensive service delivery. Demonstrate effective communication with patients, community and multi-disciplinary team. Manage and monitor proper utilization of human, financial and material resources. Monitor safe patient service and improve client satisfaction. Manage patient safety incidents and complaints. Ability to participate in and supervise medical and surgical emergencies and refer appropriately. Ensure implementation, monitoring and evaluation of EPMDS of staff under your supervision. Participate and contribute to the attainment of Ideal Clinic (ICRM) status and Office of the Health Standards Compliance. Flexibility to work and supervise in all sectors of the nursing component.
- ENQUIRIES** : Mrs. S. Gopichand Tel No: (033) 2644 902
- APPLICATIONS** : To be submitted, East Boom CHC Private Bag X4018, Willowton, Pietermaritzburg 3201.
- FOR ATTENTION** : Mr. S Ngcobo

NOTE : NB: Employment Equity Target for this post is: African Male
CLOSING DATE : 27 August 2021

POST 27/110 : **ASSISTANT MANAGER NURSING REF NO: APP/15/2021 (X1 POST)**

SALARY : R562 800 per annum. Other Benefits 13th cheque, 8% Rural Allowance, Medical Aid: Optional, Housing Allowance: employee must meet prescribed requirements.

CENTRE : Appelsbosch Hospital
REQUIREMENTS : Basic R425 i.e. Diploma/ Degree in Nursing or equivalent qualification that allows registration with the SANC as a Professional Nurse. Current registration with SANC 2021 receipt. A minimum of eight (8) years appropriate/ recognizable experience in nursing after registration as Professional Nurse with the South African Nursing Council in General Nursing. At least three (03) years of experience referred to above must be appropriate/recognizable experience at management level. Certificate of service endorsed by HR. Proof of previous and current work experience endorsed and stamped by HR .Recommendations Degree/Diploma in administration. Valid Driver's licence code EB or C1, Computer literacy. And experience in medical & surgical ward.Knowledge &Skills: Knowledge and experience of Public Services Policies Acts and Regulation. Knowledge of SANC rules and regulations. Sound working knowledge of Nursing Management. Knowledge of Code of Conduct and Labour Relations. Knowledge of human resource management policies and practice including recruitment, conditions of service, performance management training and development and labour relations including disciplinary, grievance and abscondments processes/procedures. Computer literacy and information Management. Ability to function well within the team. Organizational and supervision skills. Knowledge of Batho Pele and Patient Right. Excellent human relations, communication skills (written and verbal) leadership, interpersonal problem solving and team building skills. Ability to develop policies, sound negotiation, planning, organizing, decision making and conflict management skills. Basic financial management skills.

DUTIES : Ensure the provision of the highest possible nursing care through adequate supervision in the medical ward and surgical ward. Ensure the efficient and effective control of surgical sundries, pharmaceuticals equipment and miscellaneous stores. Ensure that all nursing staff is aware and adhere to the relevant Act/prescripts. Applicable within the nursing environment and that staff welfare is maintained. Participate in the analysis, formulation and implementation of nursing policies and procedures. Ensure that nursing standards, Ethics and practice is observed as stipulated by the South African Nursing Council. Facilitate and ensure that internal and external disaster management policies and procedures are adhered to. Support and educate staff to assess the quality and effectiveness of nursing service and develop plans for continuous improvement. Monitor the work environment to ascertain whether conditions and practices are conducive to qualify patient care and where this is not being active to institute corrective action. To deploy all nursing resources, within area of control, to the best effect to ensure the higher standards of nursing care Conduct performance appraisal on nursing and support staff and institute necessary developmental interventions Ensure that policies and practices governing condition of service nursing staff. Including leave are adhered to. Ensure that all Financial Management and Human Resources Management policies, processes and practices are adhered to. Promote positive team with other stakeholders and engage in the problem solving and conflict management for quality services delivery. Deal with grievance and labour relations issues in terms of the laid policies/ procedures i.e. manage workplace discipline. Knowledge of data management.

ENQUIRIES : Mr SM Ntuli Tel No: 032 294 8000 Ext: 116
APPLICATIONS : Should Be Forwarded To: The Chief Executive Officer, P/Bag x 215 Ozwathini, 3242

FOR ATTENTION : Human Resource Manager
NOTE : Equity Target: African Male.
CLOSING DATE : 27 August 2021

POST 27/111 : **OPERATIONAL MANAGER (PHC) EFAYE CLINIC GRADE 1 REF NO: APP/17/2021**

SALARY : R562 800 - R633 432 per annum. Benefits: 13TH cheque, medical aid (optional) and 8% rural allowance.

CENTRE REQUIREMENTS : Gcumisa Clinic under Appelsbosch hospital
Grade 12 (Senior Certificate) Degree/Diploma in General Nursing and Midwifery. A post basic qualification with a duration of (01) year accredited with SANC in Clinical Nurse Science, Assessment, Diagnosis, Treatment and Care (PHC). Proof of current registration with SANC (2021 receipt). Experience: A minimum of 09 years appropriate/ recognizable experience after registration as a Professional Nurse with SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognizable experience after obtaining the 1 year post basic qualification in the relevant specialty. Proof of previous and current work experience endorsed and stamped by Human resource department (Certificate of service) Recommendations: valid Code8 or 10 driver's license. Proof of computer literacy Knowledge, Skills: Ability to interact with diverse stakeholders and health care users and givers. Training And Good verbal, writing and communication skills. Facilitation and coordination Competences skills. Problem solving skills. Knowledge of SANC Rules and Regulations Ability to plan, organize and manage conflicts. Basic financial management skills knowledge of human resource management personal Attitude, Responsive, professionalism, Supportive, Assertive and Team player role leadership and supervisory skills.

DUTIES : Planning, organizing and monitoring of objective of the facility. Manage all resources within the unit effectively and efficiently to ensure optimum service. Ability to plan and organize own work and that of support personnel to ensure proper nursing care. Display a concern for patients, promoting and advocating proper treatment and care. Monitor provision of quality comprehensive service delivery at emergency room. Participate actively in Operation Sukuma Sakhe programme. Work as part of the multidisciplinary team to ensure good nursing care. Demonstrate effective communication with patients, community and multidisciplinary team. Monitor safe patient service and improve client satisfaction. Participate in the attainment of National Core Standards. Contribute to the realization of Ideal Clinic (ICRM) status. Participate in the analysis and formulation of nursing policies and procedures. Provide direct and indirect supervision of all staff within the unit and give guidance. Demonstrate an understanding of Human Resource and Financial Management Policies and procedures. Monitor and evaluate the care and management of all patients through clinical audits Ability to supervise Medical and surgical emergencies and refer appropriately. Supervise and Monitor implementation of PHC Re-Engineering Monitor implementation and performance on indicators on daily, weekly and monthly basis, provide feedback to management, analyze data and draw up quality improvement plan and implementation plan. Exercise control of discipline and any other labour related Issues in terms of laid down procedures. Ensure complaint management is functional in the clinic Ensure functionality of the clinic committee programme so that community involvement and participation is achieved Conduct Clinic Open days Monitor and evaluate HR performance through EPMDS for all relevant staff.

ENQUIRIES : Mr. M Zele Tel No: (032) 2948000 ext. 103
APPLICATIONS : Appelsbosch Hospital, P/Bag x 215, Ozwathini, 3242
FOR ATTENTION : Human Resource Manager
NOTE : Equity Target: African Male.
CLOSING DATE : 27 August 2021

POST 27/112 : **OPERATIONAL MANAGER NURSING: SPECIALTY NURSING STREAM PN-B3- PAEDIATRICS REF: OPMAN (SPEC NURS STREAM) PAEDS/2/2021**

Department: Paediatric-Medical ward

SALARY : R562 800 per annum plus 13th cheque, Housing Allowance: Employee must meet prescribed requirements. Medical Aid: optional

CENTRE REQUIREMENTS : Inkosi Albert Luthuli Central Hospital
Degree/Diploma in General Nursing (R425 qualification or equivalent) plus 1 year post basic qualification (R212) (Paediatric/Child Nursing Science) as required above. Current registration with SANC as General Nurse and Paediatric / Child Nurse Specialist. A minimum of 9 years appropriate

/recognisable 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/recognisable experience in the specific speciality after obtaining the 1-year post-basic qualification in the Paediatric Nursing speciality. 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 organise own work, time and that of support personnel to ensure proper nursing care in the unit.

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

CLOSING DATE : 27 August 2021

POST 27/113 : **ASSISTANT DIRECTOR: RADIOGRAPHY GRADE 1 REF NO: AD-RADIODIAGIMAG/1/2021**
 Department: Radiography

SALARY : R517 326 per annum, plus 13th Cheque, Medical Aid – Optional. Plus Housing Allowance – employee must meet prescribed requirements

CENTRE : Inkosi Albert Luthuli Central Hospital
REQUIREMENTS : An appropriate three year National Diploma/Degree in Diagnostic Radiography. Current registration with the Health Professions Council of South Africa as a Diagnostic Radiographer. (Independent practice). A minimum of 3

years' experience in Diagnostic Radiography of which 2 years must be must be at a supervisory level within the radiology department after registration with HPCSA as a Diagnostic radiographer. Original signed letter from your current employer, confirming current and appropriate supervisory experience related to the requirements and recommendations of the advert. Knowledge, Skills Training and Competencies Required: Working knowledge and experience of radiography principles, systems and procedures performed within the radiology department. Working knowledge and experience of radiography management. Sound knowledge of radiation safety regulations. Sound knowledge of diagnostic radiography equipment and protocols. Computer literacy. Knowledge of relevant public service policies, acts and regulations. Comprehensive knowledge of OHS Act and other relevant Health Acts. Knowledge of HR related policies and procedures. Working knowledge and experience of EPMS. Knowledge of quality assurance policies Knowledge of basic supply chain processes. Human resource management skills. Sound interpersonal and problem solving skills. Good verbal and written communication skills.

DUTIES : Supervise and participate in the provision of clinical radiographic services by implementation of departmental policies & procedures, performance of imaging examinations whilst adhering to radiography protocols, practices, and techniques. Participate in the radiation protection program in a completely digital radiology department and ensure that radiation safety protocols in compliance with the Department of Health Radiation Control Directorate are adhered to. Participate in the training & development program for radiographers, by the implementation of appropriate training and development programs for radiography and assume specific trainer roles when delegated to oversee specific imaging areas within radiology. Participate and coordinate the training of radiography students while liaising with the training institution. Ensure an efficient and effective control and usage of surgical sundries, pharmaceuticals, equipment, and miscellaneous stores items in the radiology facility. Ensure procurement of consumables by leading, controlling and monitoring the replenishment of stock levels for the radiology department with the guidance of the manager. Ensure that all administrative functions required in the component and subcomponents are performed to the required standard, including employee performance, management and development systems. Ensure IPC compliance/training in the department by leading controlling and monitoring the implementation of IPC protocols and policies.

ENQUIRIES : Ms BV Mfeka Tel No: (031) 2401950
APPLICATIONS : All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the entrance to the Management Building at IALCH or posted to Private Bag X03, Mayville, 4058.

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

CLOSING DATE : 27 August 2021

POST 27/114 : **CHIEF RADIOGRAPHER (GRADE 1) (DIAGNOSTIC) X 1 REF NO: CHIEFRADDIAGL1/2021**

SALARY : R466 119 per annum Plus 13th Cheque, Medical Aid- Optional and Housing Allowance- Employee must meet prescribed requirement

CENTRE : IALCH

REQUIREMENTS : An appropriate three year National Diploma/Degree in Diagnostic Radiography. Current registration with the Health Professions Council of South Africa as a Diagnostic Radiographer (Independent practice). A minimum of three (3) years appropriate experience in Diagnostic Radiography (independent practice) after registration with the HPCSA as a Diagnostic Radiographer. Recommendations: Experience In Ct Scanning Is Preferred. Knowledge, Skills Training and Competencies Required: Working knowledge and experience in radiography principals, systems and procedures performed within the radiology department which include CT scanning and Fluoroscopy. Sound supervisory skills. Sound knowledge of radiation safety regulations Sound knowledge of diagnostic radiography equipment and protocols. Ability to train junior radiography staff. Knowledge of relevant public service policies, acts and regulations. Knowledge of HR related policies and procedures. Knowledge of the Employee Performance, Management and Development System. Knowledge and experience in quality assurance policies. Good verbal and written communication skills. Sound interpersonal skills and Human resource management skills.

DUTIES : Provide a clinical radiographic service by implementation of departmental policies & procedures, performance of imaging examinations, supervision of junior staff, whilst adhering to radiography protocols, practices, and techniques in a 24 hour diagnostic imaging department. Participate in the radiation protection and quality assurance program, in a completely digital radiology and central hospital environment, ensuring that safety protocols and quality standards in compliance with the Department Of Health policies and procedures are adhered too. Perform all delegated departmental tasks with limited supervision, and having the ability to deal with crisis situations independently. Perform overtime duties as required.

ENQUIRIES : Ms BV Mfeka Tel No: (031) 2401950

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

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

CLOSING DATE : 27 August 2021

POST 27/115 : **CLINICAL PROGRAMME COORDINATOR GRADE1: HIV & AIDS & TB REF NO: UTHUK /13/2021 (X1 POST)**

SALARY : R444 276 – R500 031 per annum. Other Benefits: 13th Cheque, Home Owner's Allowance, And Medical Aid Optional [Employee Must Meet Prescribed Policy Requirements]. Rural Allowance (Conditions apply)

CENTRE REQUIREMENTS : Uthukela District Office
: Senior Certificate (Grade 12). Bachelor's Degree/National Diploma in General Nursing. Current registration with the South African Nursing Council (SANC 2021 Receipt).A minimum of 7 years appropriate / recognizable nursing experience as a General Nurse. Proof of current work experience endorsed and stamped by Human Resource. Valid Driver's License. Computer literacy. .Recommendation One year post basic qualification in Primary Health Care/ PHC Diploma:. The ideal candidate must have: Knowledge of lifestyle diseases and how they impact negatively on clinical outcomes. Ability to implement innovative strategies to bring about desired behavioural changes. Ability to effectively communicate with a wide range of stakeholders. Project management skills. Strong interpersonal, communication and presentation skills. Basic financial management. An understanding of the challenges facing the Public Health Sector. Report writings abilities.

DUTIES : Analyse the National policy imperatives and other baseline information regarding the management of TB, with a view to determine Departmental policy gaps and assist with the development of an integrated TB policy framework, inclusive of treatment protocols and guidelines. Plan, organize and conduct community dialogues and events that convey health messages and practices which support health programme strategies. Participate in the development of norms and standards for implementation of TB policy framework, inclusive of monitoring and evaluation arrangements. Provide technical advice to the different health institutions, within the District to ensure the effective and efficient roll-out of the DS/DR TB framework .Lase with all relevant stakeholders with a view to innovative solutions for identified policy barriers. Monitor and evaluate the impact of the policy framework and implementation of protocols and guidelines. Monitor indicators which measure the health practices, provide support and guidance to health facilities and report findings to the District management team. Ensure programme integration into Operation Sukuma Sakhe objectives. Maintain a constructive working relationship with the multi-disciplinary team.

ENQUIRIES APPLICATIONS : Ms. L. S Phungula Tel No: 036 631 2202
: All applications should be forwarded to: The Human Resources Manager Uthukela Health District office, Private Bag X 9958 Ladysmith, 3370, OR Hand Delivered to HR Officer (Room 20) 32 Lyell Streets, Ladysmith, 3370.

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

CLOSING DATE : 31 August 2021

POST 27/116 : **CLINICAL PROGRAMME COORDINATOR GRADE1: HEALTHY LIFESTYLE PROMOTION, WARD BASED PRIMARY HEALTH CARE OUTREACH TEAMS (WBPHCOTS) & SCHOOL HEALTH REF NO: UTHUK/14/2021 (X1 POST)**

SALARY : R444 276 – R500 031.per annum. Other Benefits: 13th Cheque, Home Owner’s Allowance, And Medical Aid Optional (Employee Must Meet Prescribed Policy Requirements). Rural Allowance (Conditions apply)

CENTRE REQUIREMENTS : Uthukela District Office
 : Senior Certificate (Grade 12). Bachelor’s Degree/National Diploma in General Nursing. Current registration with the South African Nursing Council (SANC 2021 Receipt).A minimum of 7 years appropriate / recognizable nursing experience as a General Nurse. Proof of current work experience endorsed and stamped by Human Resource. Valid Driver’s License. Computer literacy. .Recommendation One year post basic qualification in Primary Health Care/ PHC Diploma. The ideal candidate must have: Knowledge of lifestyle diseases and how they impact negatively on clinical outcomes. Ability to implement innovative strategies to bring about desired behavioural changes. Ability to effectively communicate with a wide range of stakeholders. Project management skills. Strong interpersonal, communication and presentation skills. Basic financial management. An understanding of the challenges facing the Public Health Sector. Report writings abilities.

DUTIES : Ensure implementation of WBPHCOTs and the Integrated School Health Programme policy (ISHP) in line with the PHC re -engineering framework and the National Health Insurance (NHI). Coordinate Covid 19 Health promotion strategy within the District and monitor the output while ensuring sustainability of the strategy. Monitor indicators which measure health outcomes, provide support and report on findings to District Health management team. Monitor and Evaluate implementation of the Outreach Programmes, School Health and Healthy Lifestyle. Provide technical advice to the multi- disciplinary team on the Programme implementation. Facilitate implementation of Health Promotion Programmes at community level. Ensure implementation and supervision of the \ Community Health Care workers (CHWs) Programmes. Plan, organize and conduct community awareness and events to convey health messages and practices which support healthy lifestyle programme strategies. Network with other government departments, community structures and partners for broader health care provision in the District in line with Operation Sukuma Sake (OSS). Develop schools to meet the criteria required to become health promoting schools and ensure that the status is sustained. Coordinate the HPV campaign and support the sub districts pre, during and post the campaign, for monitoring purposes. Support the oral health teams in providing comprehensive oral health services. Support and form part of the DOE Covid 19 steering committees and offer health related guidance. Form part of the She conquers, safeguard the young, Dreams, PMTCT/MCWH & N, HAST, MMC, etc. programmes, within the district Ensure implementation of educational drives, campaigns and advocacy initiatives to effectively and efficiently communicate the need to change unhealthy lifestyle/maintain healthy lifestyle to the community and target groups Facilitate implementation of Health Promotion Programmes in schools, Primary health care facilities and at community level(e.g. Health promoting clinic, Health promoting school).

ENQUIRIES APPLICATIONS : Ms. L. S Phungula Tel No: 036 631 2202
 : All applications should be forwarded to: The Human Resources Manager Uthukela Health District office, Private Bag X 9958 Ladysmith, 3370, OR Hand Delivered to HR Officer (Room 20) 32 Lyell Streets, Ladysmith, 3370.

FOR ATTENTION NOTE : Mrs. C.G.K Hadebe
 : Applications must be submitted on the prescribed Application for Employment form (Z83) which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, copies of certificates, Identity Document and Driver’s License (Only shortlisted candidates will submit certified copies). The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Faxed and emailed applications will not be accepted. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, citizenship),

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

- CLOSING DATE** : 31 August 2021
- POST 27/117** : **CLINICAL PROGRAMME COORDINATOR GRADE1: PMTCT REF NO: UTHUK /15/2021 (X1 POST)**
- SALARY** : R444 276 – R500 031 per annum. Other Benefits: 13th Cheque, Home Owner’s Allowance, And Medical Aid Optional (Employee Must Meet Prescribed Policy Requirements). Rural Allowance (Conditions apply)
- CENTRE** : Uthukela District Office
- REQUIREMENTS** : Senior Certificate (Grade 12). Bachelor’s Degree/National Diploma in General Nursing. Current registration with the South African Nursing Council (SANC 2021 Receipt).A minimum of 7 years appropriate / recognizable nursing experience as a General Nurse. Proof of current work experience endorsed and stamped by Human Resource. Valid Driver’s License. Computer literacy. Recommendation: One (1) year post basic qualification in Advanced Midwifery: The ideal candidate must have: Report writing abilities. Financial management skills. Empathy and counselling skills. Strong interpersonal, communication and presentation skills. Project management skills. Ability to make independent decisions. An understanding of the challenges facing the public health sector. Ability to translate transformation objectives into practical plans. Ability to prioritize issues and other work related matters and to comply with time frames. Proven initiative, decisiveness and the ability to acquire new knowledge swiftly. Computer literacy with a proficiency in MS Office Software applications.
- DUTIES** : Plan, organize and conduct community dialogues and events that convey health messages and practices which support health programme strategies .Develop the PMTCT plan in line with the District and project strategic plans .Monitor indicators which measure the health practices, provide support and guidance to health facilities and report findings to the District Management Team .Ensure programme integration into Operation Sukuma Sakhe (OSS) objectives. In hospitals and PHC level. Participate in quality improvement programmes and clinical audits. Attend the monthly mortality meetings and ensure that avoidable factors are addressed. Ensure ongoing education and in service training of EMTCT, BFHI and ESMOE. Ensure the use of maternal and child updated protocols and guidelines. Implement and coordinate the 5 plan contraceptive. Improve availability of PMTCT.
- ENQUIRIES** : Ms. L. S Phungula Tel No: (036) 631 2202
- APPLICATIONS** : All applications should be forwarded to: The Human Resources Manager Uthukela Health District office, Private Bag X 9958 Ladysmith, 3370, or Hand Delivered to HR Officer (Room 20) 32 Lyell Streets, Ladysmith, 3370.
- FOR ATTENTION** : Mrs. C.G.K Hadebe
- NOTE** : Applications must be submitted on the prescribed Application for Employment form (Z83) which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, copies of certificates, Identity Document and Driver’s License (Only shortlisted candidates will submit certified copies). The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Faxed and emailed applications will not be accepted. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no

notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Non-RSA Citizens/Permanent Residents/ Work Permit holders must submit documentary proof together with their applications. All employees in the Public Service that are presently on the same salary level but on a notch/package above of the advertised post are free to apply. Please note that no S&T payments will be considered for payment to candidates that are invited for interview.

- CLOSING DATE** : 31 August 2021
- POST 27/118** : **CLINICAL PROGRAMME COORDINATOR GRADE 1: NON COMMUNICABLE AND EYE HEALTH REF NO: UTHUK/16/2021 (X1 POST)**
- SALARY** : R444 276 – R500 031 per annum. Other Benefits: 13th Cheque, Home Owner's Allowance, And Medical Aid Optional (Employee Must Meet Prescribed Policy Requirements). Rural Allowance (Conditions apply)
- CENTRE REQUIREMENTS** : Uthukela District Office
 : Senior Certificate (Grade 12). Bachelor's Degree/National Diploma in General Nursing. Current registration with the South African Nursing Council (SANC 2021 Receipt). A minimum of 7 years appropriate/recognizable nursing experience as a General Nurse. Proof of current work experience endorsed and stamped by Human Resource. Valid Driver's License. Computer literacy. Recommendation one year post basic qualification in Primary Health Care/ PHC Diploma: The ideal candidate must have: Report writing abilities. Financial management skills. Empathy and counselling skills. Strong interpersonal, communication and presentation skills. Project management skills. Ability to make independent decisions. An understanding of the challenges facing the public health sector. Ability to translate transformation objectives into practical plans. Ability to prioritize issues and other work related matters and to comply with time frames. Proven initiative, decisiveness and the ability to acquire new knowledge swiftly. Computer literacy with a proficiency in MS Office Software applications.
- DUTIES** : Plan, organize and conduct non-communicable and eye community and in facility services, and events that convey health messages and practices which support health programme strategies. Ensure the alignment of all district non-communicable and eye health plans to the National development plan. Support the eye and the chronic diseases teams, in providing comprehensive health services. Ensure that all the non-communicable plus eye services are well coordinated within the District. Ensure that community chronic and eye outreach campaigns are well coordinated within the District. Work together with the schools and ward based outreach teams, at household and school levels, to render chronic and eye services. Monitor indicators which measure health outcomes, provide support and report on findings to District Health management team, including the hospitals eye operation waiting lists. Monitor the non-communicable disease and eye health budget and ensure timeous procurement of all required resources. Network with other Provincial departments, NGOs and district Municipalities to maximize resources and to provide quality chronic and eye health services, in the District. Work together with the rehabilitation teams in hospitals and partners at community level, to providing the care for terminally ill clients (hospice). Monitor the services that are rendered by the community partners in the care of all the chronic clients at a household level. Ensure that our staff including partners, are capacitated in the management of the terminally ill clients. Ensure that the different chronic clubs are formulated and managed, accordingly. Ensure service integration, with all the other programmes, within the Department.
- ENQUIRIES** : Ms. L. S Phungula Tel No: (036) 631 2202
- APPLICATIONS** : All applications should be forwarded to: The Human Resources Manager Uthukela Health District office, Private Bag X 9958 Ladysmith, 3370, or Hand Delivered to HR Officer (Room 20) 32 Lyell Streets, Ladysmith, 3370.
- FOR ATTENTION NOTE** : Mrs. C.G.K Hadebe
 : Applications must be submitted on the prescribed Application for Employment form (Z83) which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, copies of certificates, Identity Document and Driver's License (Only shortlisted candidates will submit certified copies). The Reference Number must be

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

- CLOSING DATE** : 31 August 2021
- POST 27/119** : **OPERATIONAL MANAGER NURSING (GENERAL) REF NO: VRH 16/2021**
- SALARY** : R444 276 per annum. Other Benefits: 12% Rural Allowance, 13th Cheque, Medical Aid (Optional) and Housing Allowance (Employee must meet prescribed requirements)
- CENTRE REQUIREMENTS** : Vryheid District Hospital (Night Duty Services)
 : Diploma/B degree in nursing or equivalent qualification that allows registration with the SANC as a Professional Nurse and Midwifery. Registration certificates with the SANC as Professional Nurse and Midwifery. Minimum of 7 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Proof of current registration with the SANC. Proof of current/previous work experience endorsed and stamped by the employer(s) must be attached. Recommendation: Registration certificate with SANC in Nursing Administration. Proof of computer literacy. The Employment Equity Target is an African Male. Knowledge, Skills, Training and Competencies Required: Knowledge of nursing care processes and procedures. Knowledge of SANC rules and regulations and other relevant legal framework. Knowledge of Quality Assurance programme. Ability to formulate unit policies. Human resource management and basic financial management skills. Leadership, supervisory and report writing skills. Good communication, counselling, interpersonal relations, conflict management, decision making and problem solving skills. Good interpersonal relations.
- DUTIES** : Provide effective management and professional leadership by ensuring that the unit is organized to provide quality nursing care. Ensure implementation of Department policies. Ensure monitoring and evaluation of care and management of all patients and the maintenance of accurate and complete patient records. Participate in the analysis, formulation and implementation of the nursing policies and procedures. Supervise the implementation of health care delivery policies, clinical guidelines, protocols, Operational and Strategic plans aimed at improving service delivery. Ensure implementation of National Core Standards, evaluate and monitor progress. Promote implementation of Batho Pele Principles, Patient's Rights Charter and acceptable professional ethical standards within the applicable legal framework. Evaluate patient care programs from time to time and make proposals for improvement that is supported by a strong work ethic. Ensure efficient data flow and information management. Ensure reporting and management of Patient Safety Incidents. Ensure effective implementation of infection Prevention and Control practices by all staff including support services and cleaning staff. Exercise control over discipline, grievance and labour issues in the Hospital during night duty. Monitor the implementation of EPMDS for all staff. Formulate in-service training programmes and participates in the training and development of staff. Manage and monitor proper utilization of Human, Financial and Physical resources. Maintain constructive working relationship with the nursing and multidisciplinary team. Fulfil the oversight role of the institution in the absence of executive management. Treat complex health conditions presented at health

care facilities. Collaborate with other members of the health care teams to identify actual and potential areas for nursing and health research in order to improve or maintain quality care.

- ENQUIRIES** : Mrs Khumalo NJ Tel No: (034) 9822111 Ext 5916/11
- APPLICATIONS** : All applications should be posted to: The Human Resource Management, Vryheid District Hospital, Private Bag x 9371, Vryheid, 3100
- FOR ATTENTION** : Mr SP Nene
- NOTE** : The contents of this Circular Minute must be brought to the notice of all eligible officers and employees on your establishment of all Institutions. Institutions must notify all candidates who qualify for post in this circular minute even if they are absent from their normal places of work to apply. Direction to Candidates: The following documents must be submitted: Application for Employment form (Z83) which is obtainable from any Government Department OR from the website - www.kznhealth.gov.za. The applicants must submit copies of qualifications and Identity document – not copies of certified copies, Identity document and driver's license (where appropriate) and any other relevant documents. Such copies need not be certified when applying for a post. The communication from the HR of the department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. Curriculum Vitae. The reference number must be indicated in the column provided on the form Z83 and on the back of the envelope, e.g. Ref 13/2018. NB: Failure to comply with the above instructions will be disqualify applicants. Person with disabilities should feel free to apply for 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. African Male are encouraged to apply.
- CLOSING DATE** : 23 August 2021
- POST 27/120** : **OPERATIONAL MANAGER NURSING (GENERAL) REF NO: VRH 17/2021**
- SALARY** : R444 276 per annum. Other Benefits: 12% Rural Allowance, 13th Cheque, Medical Aid (Optional) and Housing Allowance (Employee must meet prescribed requirements)
- CENTRE** : Vryheid District Hospital (Surgical Services)
- REQUIREMENTS** : Diploma/B degree in nursing or equivalent qualification that allows registration with the SANC as a Professional Nurse and Midwifery. Registration certificates with the SANC as Professional Nurse and Midwifery. Minimum of 7 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Proof of current registration with the SANC. Proof of current/previous work experience endorsed and stamped by the employer(s) must be attached. Recommendation: Registration certificate with SANC in Nursing Administration. Proof of computer literacy. The Employment Equity Target is an African Male. Knowledge, Skills, Training and Competencies Required: Knowledge of nursing care processes and procedures. Knowledge of SANC rules and regulations and other relevant legal framework. Knowledge of Quality Assurance programme. Ability to formulate unit policies. Human resource management and basic financial management skills. Leadership, supervisory and report writing skills. Good communication, counselling, interpersonal relations, conflict management, decision making and problem solving skills. Good interpersonal relations.
- DUTIES** : Provide effective management and professional leadership by ensuring that the unit is organized to provide quality nursing care. Ensure implementation of Department policies. Ensure monitoring and evaluation of care and management of all patients and the maintenance of accurate and complete patient records. Participate in the analysis, formulation and implementation of

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

- ENQUIRIES** : Mrs Khumalo NJ Tel No: 034 9822111 Ext 5916/11
- APPLICATIONS** : All applications should be posted to: The Human Resource Management, Vryheid District Hospital, Private Bag x 9371, Vryheid, 3100
- FOR ATTENTION** : Mr SP Nene
- NOTE** : The contents of this Circular Minute must be brought to the notice of all eligible officers and employees on your establishment of all Institutions. Institutions must notify all candidates who qualify for post in this circular minute even if they are absent from their normal places of work to apply. Direction to Candidates: The following documents must be submitted: Application for Employment form (Z83) which is obtainable from any Government Department OR from the website - www.kznhealth.gov.za. The applicants must submit copies of qualifications and Identity document – not copies of certified copies, Identity document and driver's license (where appropriate) and any other relevant documents. Such copies **need not** be certified when applying for a post. The communication from the HR of the department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. Curriculum Vitae. The reference number must be indicated in the column provided on the form Z83 and on the back of the envelope, e.g. Ref 13/2018. NB: Failure to comply with the above instructions will be disqualify applicants. Person with disabilities should feel free to apply for 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. African Male are encouraged to apply.
- CLOSING DATE** : 23 August 2021
- POST 27/121** : **RADIATION ONCOLOGY RADIOGRAPHER (RADIOTHERAPIST) REF NO: RAD RADIOONCO /2/2021 (X2 POSTS)**
Department: Radiation Oncology
- SALARY** : Grade 1: R395 703 per annum, Plus 13th cheque, Medical Aid - Optional & Housing Allowance: Employee must meet prescribed requirements.
Grade 2: R466 119 per annum Plus 13th Cheque, Medical Aid optional and Housing Allowance- Employee must meet prescribed requirements
Grade 3: R549 066 per annum Plus 13th Cheque, Medical Aid optional and Housing Allowance- Employee must meet prescribed requirements.

- CENTRE** : EThekweni Oncology complex (Inkosi Albert Luthuli Central Hospital and Addington Hospital)
- REQUIREMENTS** : Diploma or Bachelor degree in Radiography. Current registration with the Health Professions Council of South Africa as a Radiographer (Radiotherapy Oncology). Four (4) years 'appropriate experience after registration with Health Profession Council of South Africa (HPCSA) as Diagnostic Radiographer. Experience: **Grade 1:** Four (4) years 'appropriate experience after registration with Health Profession Council of South Africa (HPCSA) as Diagnostic Radiographer. Applicants with a four (4) year Radiography speciality qualification (not in possession of Diagnostic Radiography qualification) who do not have experience as Diagnostic Radiographer may apply and will be appointed as Diagnostic Radiographer and will be paid a Diagnostic Radiographer salary. Current Community Service workers can apply on condition that their appointment will be subject to them submitting documentary evidence of registration with the Health Professions Council of South Africa as Radiation Oncology Radiographer. **Grade 2:** Minimum 14 years relevant experience after registration with the HPCSA as a Diagnostic Radiographer of which 10 years must be after registration as a Radiation Oncology Radiographer. **Grade 3:** Minimum 24 years relevant experience after registration with the HPCSA as a Diagnostic Radiographer of which 20yrs must be after registration as a Radiation Oncology Radiographer. Knowledge, Skills, Training and Competences Required: Knowledge of radiotherapy standard techniques, dose protocols, equipment and accessories associated with relevant techniques and including specialised techniques. Knowledge of basic quality assurance in Radiotherapy, radiation effects & Radiation protection on patients. Anatomy vs. tumor treatment vs. effects on physiology care patterns for patients. Taking and evaluating of Portal images / C.T. scans and MRI scans for treatment planning purposes. Knowledge of Radiotherapy Planning. Good interpersonal skills and basic supervisory skills. Must have the ability to perform effectively in a team. Knowledge of basic patient care.
- DUTIES** : Undertake all basic radiation planning and treatment preparation including the tumor localisation, graphic planning, radiation dose calculation and the necessary data preparation needed for treatment accessory construction. Undertake Brachytherapy Planning and treatment procedure. Liase with the Physicist, Oncologist, Oncology nurses, relatives and the patient. Safely operate, care and construct accessories and immobilization devices used in the planning and treatment of the patient. Dosimetry checks done before delivery of treatment. Ensure accurate records kept of the course of Radiotherapy treatment delivered. Serve as Health and Safety Representative. Provide afterhours duties and rotate between Inkosi Albert Luthuli Central Hospital Radiotherapy department and Addington Hospital Radiotherapy department when needed.
- ENQUIRIES** : Ms. T.Hlengwa Tel No: (031) 2401857
- APPLICATIONS** : All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the entrance to the Management Building at IALCH or posted to Private Bag X03, Mayville, 4058.
- NOTE** : An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za. Copies of ID documents, Std 10, educational qualifications, certificates of service and professional registration certificates need not be certified as only shortlisted candidates will be requested to supply certified copies and proof of current registration must be submitted together with your CV. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g. ref APRO/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. Please note that the selected candidate It is the applicant's responsibility to have the foreign qualification, which is the requirement of the post, evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation on application. Failure to comply will result in the application not being considered will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60

days of the closing date, kindly consider your application as unsuccessful. Please Note That Due To Financial Constraints, There Will Be No Payment Of S&T Claims.

- CLOSING DATE** : 27 August 2021
- POST 27/122** : **PROFESSIONAL NURSE (SPECIALTY) GRADE 1 & 2 REF NO: VRH 18/2021 (X2 POSTS)**
- SALARY** : Grade 1: R383 226 per annum
Grade 2: R471 333 per annum
Plus 12% Rural Allowance, 13th Cheque, Medical Aid (Optional) and Housing Allowance (Employee must meet prescribed requirements)
- CENTRE** : Vryheid District Hospital (Orthopaedic Medical Services)
- REQUIREMENTS** : An appropriate B degree/National Diploma in General nursing and Midwifery or equivalent qualification that allows registration with SANC as a Professional Nurse. Registration certificates with SANC in General Nurse, Midwifery and Orthopaedic Nursing Science. Proof of current registration with the SANC. Proof of current/previous work experience endorsed and stamped by the employer(s) must be attached. **Grade 1:** A minimum of 4 years appropriate / recognizable nursing experience after registration as a Professional Nurse with the SANC in General Nursing. **Grade 2:** A minimum of 14 years appropriate / recognizable nursing experience e after registration as a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred above must be appropriate / recognizable experience after obtaining the 1-year post-basic qualification in the relevant specialty. Knowledge, Skills, Training And Competencies Required: Knowledge of Public Service Policies, Acts and Regulations. Knowledge of code of conduct, Labour Relations, Conflict Management and negotiation skills. Ability to function within a team. Skills in organizing, planning and supervising. Knowledge of Batho Pele principles and patients' rights charter.
- DUTIES** : Provision of quality nursing care through the implementation of standard. To develop and ensure implementation of nursing care plans. To participate in quality improvement programmes and clinical audit. To uphold the Batho Pele and patients' rights charter principles. Maintain accurate and complete patient records according to legal requirements. Participate in staff, student and patient teaching. Exercise control over discipline, grievance and Labour Relations issues according to laid down policies and procedures. Manage and supervise effective utilization of all resources e.g. human, financial, material. Accepts the increased responsibility and accountability of an advanced nurse practitioner. Takes personal accountability for decisions made an actions taken and /or omissions in the course of care delivery. Implement orthopaedic nursing care and maintains ethical codes of the profession for quality assurance while practising within the provision of relevant legislation. Participate effectively in the implementation of the health policies and advocate for the rights of the health care users as related to orthopaedic nursing. Promote health and safety in the work place by employing and initiating appropriate risk management strategies to prevent incidents. Assesses e surgically compromised patient physiologically, psychologically and socially to arrive at an orthopaedic nursing intervention.
- ENQUIRIES** : Mrs Khumalo NJ Tel No: 034 9822111 Ext 5916/11
- APPLICATIONS** : All applications should be posted to: The Human Resource Management, Vryheid District Hospital, Private Bag x 9371, Vryheid, 3100
- FOR ATTENTION** : Mr SP Nene
- NOTE** : The contents of this Circular Minute must be brought to the notice of all eligible officers and employees on your establishment of all Institutions. Institutions must notify all candidates who qualify for post in this circular minute even if they are absent from their normal places of work to apply. Direction to Candidates: The following documents must be submitted: Application for Employment form (Z83) which is obtainable from any Government Department OR from the website - www.kznhealth.gov.za. The applicants must submit copies of qualifications and Identity document – not copies of certified copies, Identity document and driver's license (where appropriate) and any other relevant documents. Such copies need not be certified when applying for a post. The communication from the HR of the department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following

communication from HR. Curriculum Vitae. The reference number must be indicated in the column provided on the form Z83 and on the back of the envelope, e.g. Ref 13/2018. NB: Failure to comply with the above instructions will be disqualify applicants. Person with disabilities should feel free to apply for 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. African Male are encouraged to apply. Recommendation: The Employment Equity Target is an African Male. 23 August 2021

CLOSING DATE

:

POST 27/123

:

CLINICAL NURSE PRACTITIONER-(GRADE 1, 2) REF NO: INA 01//2021 (X2 POSTS)

SALARY

:

Grade 1: R383 226 per annum
Grade 2: R471 333 per annum
Benefits: 13th Cheque, home owner allowance, and Medical aid optional (Employee must meet prescribed policy requirements)

CENTRE

:

REQUIREMENTS

:

KZN Health Inanda Community Health Centre
Senior certificate/Matric or equivalent plus, Basic R425 qualification Degree / Diploma in in General Nursing that allows registration with the SANC as Professional Nurse Plus Diploma in General Nursing Science, Health Assessment, Treatment and Care Accredited by SANC. Proof of current registration with SANC as General nursing and Primary Health Care (2021 receipt). Experience: **Grade 1:** A minimum of 4 years appropriate/ recognizable nursing experience after registration as a Professional Nurse with the SANC in General nursing plus one year post basic qualification in PHC. **Grade 2:** A minimum of 14 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing of which 10 years must be experience after obtaining the 1 year post basic qualification in Clinical Nursing Science, Health assessment, Treatment and care certificate of service from current / previous employers stamped by HR must be attached. Recommendations: A valid Driver's Licence (Code 08/ Code 10), Computer Literacy Knowledge, Skills, Attributes and Abilities required: Knowledge of all applicable legislations such as Nursing Acts, Mental Health Act, Occupational Health & Safety Act, Knowledge of nursing care processes and procedure Batho Pele Principles and Patients' Rights Charter, Labour Relations Act, Grievance Procedures etc. Display a concern for patients, promoting and advocating proper treatment, Report writing skills, Time management skills, Good listening and communication skills, Co-ordination and planning skills, Team building and supervisory skills, Good interpersonal relationship skills, Good insight of procedures and policies pertaining to nursing care, Ability to assist in formulation of patient care related policies, Basic computing skills. Key Performance Areas: Provide quality comprehensive primary health care by promoting preventative, curative and rehabilitative services for the clients and the community, Provide administrative services such as compiling accurate statistics for evaluation and future planning, identifying need for financial planning and direct control of expenditure as integral part of planning and organisation. Motivate staff regarding development in order to increase level of expertise and assist patients and families to develop a sense of self care. Ensure that Batho-pele Principles and patient rights are implemented. Ensuring proper utilisation and safe keeping of basic medical equipment. Encourage research by assisting in regional and departmental projects, always making sure that the community needs are taken into account. Ensure implementation of Primary Health Care re-engineering. Ensure implementation of National Core Standards/Regulated Norms and Standards. Ensure patient care through the utilisation Primary Health Care indicators. Ensure monitoring of the facility targets for programs in the facility. Ensure implementation, monitoring and evaluation of EPMDS in the operational area. Strengthen and ensure implementation of Ideal clinic strategies.

- ENQUIRIES** : Mr. Ntshontshwana (Deputy Manager Nursing) Tel No 031-519 0455
- APPLICATIONS** : Application to be forwarded to: The Human Resource Manager, Inanda Community Health Centre, Private Bag x04, Phoenix, 4080
- NOTE** : Direction to candidate: The following documents must be submitted, Application for employment form (New Z83), which is obtainable at any Government Department or from website – www.kznhealth.gov.za. Due to the National lockdown implementation application are required to submit their application copies of Highest educational qualification, ID document, driver's license (where applicable) and any other relevant qualifications without being certified. In addition all shortlisted candidates will be requested to bring originals. Faxed will not be accepted. The reference number must be indicated in the column provided on the form Z83 e.g. INA CNP 01/2021. Failure to comply with the above instruction will disqualify applicants. Please note that due to the number anticipated, applications will not be acknowledged. If you are not contacted three months after the closing date please regard your application as being unsuccessful. The appointment are subject to a positive outcome obtained from the State Security Agency (SSA) to the following check (criminal clearance, credit records and citizenship), verification of Educational Qualification by SAQA, verification of previous experience from Employers and verification from Company Intellectual Property Commission (CIPC). Non- RSA Citizens/ Permanent Residents/Work permit holders must submit documentary proof together with their applications. NB: African Male are encouraged to apply. Application must be submitted on or before closing date.
- CLOSING DATE** : 23 August 2021
- POST 27/124** : **CLINICAL NURSE PRACTITIONER - SCHOOL HEALTH SERVICES REF NO: DANCHC 18/2021 (X1 POST)**
(Re-Advertisement)
- SALARY** : Grade 1: R383 226 – R444 276 per annum
Grade 2: R471 333 – R579 276 per annum
Other benefits: 13th Cheque, Medical Aid (Optional) and Housing allowance:
Prescribed requirements to be met
- CENTRE** : Verdriet Clinic
- REQUIREMENTS** : Grade 12(Senior Certificate), Standard 10/ or National Certificate plus basic R 425 qualification i.e. Degree/Diploma in Nursing or equivalent qualification that allows registration with SANC as a Professional Nurse. Post Basic qualification with the duration of at least 1 year in Curative Skills in Primary Health Care accredited with the SANC .Current registration with SANC as Professional Nurse and Primary Health Care and a minimum of 4 years appropriate /recognisable experience after registration as Professional Nurse in General Nursing. **Grade 1:** A minimum of 4 years appropriate /recognisable experience in nursing after registration as Professional Nurse with SANC in General Nursing **Grade 2** A minimum of 14 years appropriate /recognisable experience in nursing after registration as Professional Nurse with SANC in General nursing, of which at least 10 years must be Appropriate /recognisable experience after obtaining the one year post basic qualification in Primary Health Care Knowledge, Skills, Training And Competencies Required For The Post Relevant legal framework such as Nursing Acts, Occupational Health and Safety Act, Batho Pele and Patient's Rights Charter, Labour Relations etc. Disciplinary code, human resources policies, hospital generic and specific policies. Sound knowledge of the National Core Standards (OHSC) and Data Management. Sound knowledge of the health programmes run at the PHC level. Ability to relieve in the service areas. Co-ordination and planning skills. Team building and supervisory skills. Good communication and problem solving skills. Knowledge of all applicable legislation guidelines and policies related to nursing principles. Good interpersonal relationship and listening skills.
- DUTIES** : Provide preventive and promotive services that address the health needs of school going children. Facilitate referrals to health facilities where school children will be attended comprehensively. Support, involve and ensure sustainable co-ordination for school health community and multi-sectoral teams in improving health in school premises. Assisting and educating schools to reach and be accredited as health promoting schools. Mobilise resources and conduct capacity building for the implementation of the schools health policy. Monitor and evaluate schools health services rendered i.e. collecting and validating school health data and reporting thereof. Conduct HPV yearly

as required by National department of health. Effective utilisation of human resources, materials and physical resources efficiently and effectively. Provide direct and indirect supervision of all staff under his/her supervision.

ENQUIRIES
APPLICATIONS

: Mrs M Ntseki Tel No: (034) 621 6119
: All applications should be forwarded to Assistant Director: HRM; KZN: Department of Health; Private Bag X1008; Dannhauser; 3080 OR Hand delivery to: Dannhauser Community Health Centre; No 7 Durnacol Road; Dannhauser: 3080

FOR ATTENTION
NOTE

: Mrs DBP Buthelezi
: Applications must be submitted on the prescribed application for employment form (Z83) which must be originally signed and dated. The application form (Z83) must be accompanied by detailed Curriculum Vitae, Copies of Certificates, Identity Document and Driver's License. Such copies need not be certified when applying for a post. Only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Faxed and e-mailed applications will NOT be accepted. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks security clearance (vetting), criminal clearance, credit records and citizenship, verification of Educational qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Applicants in possession of 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. NB: Applicants are required to submit proof of current and previous work experience endorsed and stamped by Human Resources (Certificate of service and service record) must be attached. Preference will be given to African Male.

CLOSING DATE

: 23 August 2021

POST 27/125

: **PROFESSIONAL NURSE SPECIALITY (OPD AND EYE CLINIC) REF NO: EMS/ 16 /2021)**

SALARY

: Grade 1: R383 226 – R444 276.per annum
Grade 2: R471 333 – R579 696 per annum
Plus 13th Cheque, Plus Rural allowance (8%). Plus Housing Allowance (employee must meet prescribed requirements), Plus Medical Aid (Optional)

CENTRE
REQUIREMENTS

: Emmaus Hospital
: Matric Certificate(Grade 12).Degree/Diploma in General Nursing or equivalent qualification that allows registration with SANC as a Professional Nurse .A post basic Nursing qualification in Ophthalmology Nursing science with duration of at least 1 year, accredited with SANC. Current registration with South African Nursing Council 2021 (SANC Receipt-2021). A minimum of 5 years appropriate/recognizable nursing experience after registration as professional Nurse with SANC in General Nursing. NB: Certificate of service from previous employers is compulsory, please include verification of employment from current employer, which must be endorsed and signed by Human Resource Management. Knowledge & Skills: Knowledge of nursing care processes, procedures, nursing statuses, and other relevant legal frameworks, such as Nursing Act, Health Act, Patient Right Charter, Batho Pele Principles, Public service regulations Disciplinary Code and Procedure in the Public service. Skills, Leadership, organizational, decision making, problem solving abilities within the limits of the public sector, interpersonal, including basic computer skills. Personal attributes responsiveness, professionalism, supportive, assertive and must be a team player.

DUTIES

: Audit patient's records. Monitoring of environmental survey. To delegate duties and support staff in the execution of patient care delivery. Assist with the change list day and night duty roster and inputs for leaves. To do re-adjustments as required on the shift to provide adequate nursing cover. To assess suitability of equipment and consumables for the specialized areas .Daily emergency cart control .To assist in orientation and induction of all

nursing staff and other staff .To assist in the planning and co-ordination of training and promote learning opportunity for all nursing categories .To complete patient related data and partake in research .To assist with the relief duties of the supervisor .Act as a junior shift leader for both day and night shift .To partake in overall specialized unit functions i.e team building .To maintain the code of conduct for public service and Professional body .Seek learning opportunities and in-service training.

ENQUIRIES : Ms T.M Nkabinde Tel No: 036 488 1570 EXT: 8315
APPLICATIONS : Please forward the application quoting the reference number to the Department of Health, Private Bag X16, Winterton, 3340. Hand delivered applications may be submitted at Human Resource Registry (Ms. A.N Ngubane) Emmaus Hospital.

FOR ATTENTION : Human Resource Manager
NOTE : Application should be submitted on form Z83 obtainable from any Public Service Department and should be accompanied by a comprehensive detailed CV and copies of qualification certificates, service certificate including ID and No faxed or e-mailed 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 successful candidate will be subjected to personnel suitability checks and other vetting procedures. If notification of an interview is not received within three (3) months after the closing date, candidates may regard their application as unsuccessful. NB: No Subsistence and Travelling Allowance will be paid for interview attendance.

CLOSING DATE : 2021 August 23

POST 27/126 : **PROFESSIONAL NURSE (SPECIALTY) GRADE 1 & 2 REF NO: VRH 19/2021 (X3 POSTS)**

SALARY : Grade 1: R383 226 per annum
 Grade 2: R471 333 per annum
 Plus 12% Rural Allowance, 13th Cheque, Medical Aid (Optional) and Housing Allowance (Employee must meet prescribed requirements)

CENTRE : Vryheid District Hospital (Labour Ward Services)
REQUIREMENTS : An appropriate B degree/National Diploma in General nursing and Midwifery or equivalent qualification that allows registration with SANC as a Professional Nurse. Registration certificate with SANC in General Nurse, Midwifery and Post-Basic Midwifery & Neonatal Nursing Science Proof of current registration with the SANC. Proof of current/previous work experience endorsed and stamped by the employer(s) must be attached. **Grade 1:** A minimum of 4 years appropriate/recognizable nursing experience after registration as a Professional Nurse with the SANC in General Nursing. **Grade 2:** A minimum of 14 years appropriate / recognizable nursing experience after registration as a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred above must be appropriate / recognizable experience after obtaining the 1- year post-basic qualification in the relevant specialty. Recommendation: The Employment Equity Target is an African Male. Knowledge, Skills, Training And Competencies Required: Knowledge of Public Service Policies, Acts and Regulations. Knowledge of code of conduct, Labour Relations, Conflict Management and negotiation skills. Ability to function within a team. Skills in organizing, planning and supervising. Knowledge of Batho Pele principles and patients' rights charter.

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

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

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

FOR ATTENTION : Mr SP Nene

NOTE : The contents of this Circular Minute must be brought to the notice of all eligible officers and employees on your establishment of all Institutions. Institutions must notify all candidates who qualify for post in this circular minute even if they are absent from their normal places of work to apply. Direction to Candidates: The following documents must be submitted: Application for Employment form (Z83) which is obtainable from any Government Department OR from the website - www.kznhealth.gov.za. The applicants must submit copies of qualifications and Identity document – not copies of certified copies, Identity document and driver's license (where appropriate) and any other relevant documents. Such copies need not be certified when applying for a post. The communication from the HR of the department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. Curriculum Vitae. The reference number must be indicated in the column provided on the form Z83 and on the back of the envelope, e.g. Ref 13/2018. NB: Failure to comply with the above instructions will be disqualify applicants. Person with disabilities should feel free to apply for 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. African Male are encouraged to apply.

CLOSING DATE : 23 August 2021

POST 27/127 : **PROFESSIONAL NURSE (SPECIALTY) GRADE 1 & 2 REF NO: VRH 20/2021**

SALARY : Grade 1: R383 226 per annum
Grade 2: R471 333 per annum
Plus 12% Rural Allowance, 13th Cheque, Medical Aid (Optional) and Housing Allowance (Employee must meet prescribed requirements)

CENTRE : Vryheid District Hospital (Paediatric & Neonatal Services)

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

DUTIES : Provide holistic nursing care to patients in a speciality unit in a cost effective, efficient and equitable manner. Assist in planning/ organizing and monitoring of the objectives of the specialized unit in consultation with subordinates. Provide direct and indirect supervision of all nursing staff/ housekeeping staff and give guidance. To execute duties and functions with proficiency within prescript of applicable legislation. Provision of quality patient care through

setting of standards, policies and procedures. To participate in quality improvement programmes and clinical audits. Uphold Batho Pele and patients' rights principles. Provide a safe, therapeutic environment as laid down by the Nursing act. Maintain accurate and complete patient records according to legal requirements. Exercise control over discipline, grievance and labour relations issues. Manage and supervise effective utilization of all resources e.g. Human, Financial, material etc. Implementation and management of infection control and prevention protocols. Assist with performance reviews i.e. EPMDS as well as student progress reports. Maintain a plan to improve the quality of Nursing and health care in Paediatric ward.

- ENQUIRIES** : Mrs Khumalo NJ Tel No: 034 9822111 Ext 5916/11
- APPLICATIONS** : All applications should be posted to: The Human Resource Management, Vryheid District Hospital, Private Bag x 9371, Vryheid, 3100
- FOR ATTENTION** : Mr SP Nene
- NOTE** : The contents of this Circular Minute must be brought to the notice of all eligible officers and employees on your establishment of all Institutions. Institutions must notify all candidates who qualify for post in this circular minute even if they are absent from their normal places of work to apply. Direction to Candidates: The following documents must be submitted: Application for Employment form (Z83) which is obtainable from any Government Department OR from the website - www.kznhealth.gov.za. The applicants must submit copies of qualifications and Identity document – not copies of certified copies, Identity document and driver's license (where appropriate) and any other relevant documents. Such copies need not be certified when applying for a post. The communication from the HR of the department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. Curriculum Vitae. The reference number must be indicated in the column provided on the form Z83 and on the back of the envelope, e.g. Ref 13/2018. NB: Failure to comply with the above instructions will be disqualify applicants. Person with disabilities should feel free to apply for 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. African Male are encouraged to apply. Recommendation: The Employment Equity Target is an African Male.
- CLOSING DATE** : 23 August 2021
- POST 27/128** : **PROFESSIONAL NURSE (SPECIALTY) GRADE 1 & 2 REF NO: VRH 21/2021 (X2 POSTS)**
- SALARY** : Grade 1: R383 226 per annum
Grade 2: R471 333 per annum
Plus 12% Rural Allowance, 13th Cheque, Medical Aid (Optional) and Housing Allowance (Employee must meet prescribed requirements)
- CENTRE** : Vryheid District Hospital (Theatre & CSSD Services)
- REQUIREMENTS** : An appropriate B degree/National Diploma in General nursing and Midwifery or equivalent qualification that allows registration with SANC as a Professional Nurse. Registration certificate with SANC in General Nurse, Midwifery and Operating Theatre Nursing. Proof of current registration with the SANC. Proof of current/previous work experience endorsed and stamped by the employer(s) must be attached. **Grade 1:** A minimum of 4 years appropriate / recognizable nursing experience after registration as a Professional Nurse with the SANC in General Nursing. **Grade 2:** A minimum of 14 years appropriate / recognizable nursing experience after registration as a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred above must be appropriate / recognizable experience after obtaining the 1- year post-basic qualification in the relevant specialty. Knowledge, Skills, Training And Competencies Required: Knowledge of Public Service Policies, Acts and

Regulations. Knowledge of code of conduct, Labour Relations, Conflict Management and negotiation skills. Ability to function within a team. Skills in organizing, planning and supervising. Knowledge of Batho Pele principles and patients' rights charter.

DUTIES

: Provide holistic nursing care to patients in a speciality unit in a cost effective, efficient and equitable manager. Assist in planning/ organizing and monitoring of the objectives of the specialized unit in consultation with subordinates. Provide direct and indirect supervision of all nursing staff/ housekeeping staff and give guidance. To execute duties and functions with proficiency within prescript of applicable legislation. Provision of quality patient care through setting of standards, policies and procedures. To participate in quality improvement programmes and clinical audits. Uphold Batho Pele and patients' rights principles. Provide a safe, therapeutic environment as laid down by the Nursing act. Maintain accurate and complete patient records according to legal requirements. Exercise control over discipline, grievance and labour relations issues. Manage and supervise effective utilization of all resources e.g. Human, Financial, material etc. Implementation and management of infection control and prevention protocols. Assist with performance reviews i.e. EPMDS as well as student progress reports. Maintain a plan to improve the quality of Nursing and health care in operating theatre.

ENQUIRIES

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

APPLICATIONS

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

FOR ATTENTION

: Mr SP Nene

NOTE

: The contents of this Circular Minute must be brought to the notice of all eligible officers and employees on your establishment of all Institutions. Institutions must notify all candidates who qualify for post in this circular minute even if they are absent from their normal places of work to apply. Direction to Candidates: The following documents must be submitted: Application for Employment form (Z83) which is obtainable from any Government Department OR from the website - www.kznhealth.gov.za. The applicants must submit copies of qualifications and Identity document – not copies of certified copies, Identity document and driver's license (where appropriate) and any other relevant documents. Such copies **need not** be certified when applying for a post. The communication from the HR of the department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. Curriculum Vitae. The reference number must be indicated in the column provided on the form Z83 and on the back of the envelope, e.g. Ref 13/2018. NB: Failure to comply with the above instructions will be disqualify applicants. Person with disabilities should feel free to apply for 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. African Male are encouraged to apply. Recommendation: The Employment Equity Target is an African Male.

CLOSING DATE

: 23 August 2021

POST 27/129

: **CLINICAL NURSE PRACTITIONER (PHC) REF NO: VRH 22/2021**

SALARY

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

CENTRE

: Vryheid District Hospital (Bhekuzulu Clinic)

REQUIREMENTS

: An appropriate B degree/National Diploma in General nursing and Midwifery or equivalent qualification that allows registration with SANC as a Professional Nurse. Post basic qualification with the duration of at least 1- year qualification in Curative Skills in Clinical Nursing Science, Health Assessment, Treatment

and Care accredited with the SANC. Registration certificates with SANC as a General Nurse, Midwifery and Clinical Nursing Science. Current proof of registration with SANC for 2020. Proof of current/previous work experience endorsed and stamped by the employer(s) must be attached. Current proof of registration with SANC (2020 receipt). Proof of current/previous work experience endorsed and stamped by the employer(s) must be attached.

Grade 1: A minimum of 4 years appropriate / recognizable nursing experience after registration as a Professional Nurse with the SANC in General Nursing.

Grade 2: A minimum of 14 years appropriate / recognizable nursing experience after registration as a Professional Nurse with the SANC in General Nursing.

At least 10 years of the period referred above must be appropriate / recognizable experience after obtaining the 1- year post-basic qualification in the relevant specialty. Knowledge, Skills, Training and Competencies Required: Knowledge of nursing care processes and procedure. Knowledge of Nursing Act, Health Act, Occupational Health and Safety Act. Display a concern for patients, promoting and advocating proper treatment. Sound understanding of legislations and related ethical nursing practices within a primary health care environment. Report writing skill.

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

ENQUIRIES : Mrs ATS Sibiyi Tel No: 034 9822111 Ext 5918

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

FOR ATTENTION : Mr SP Nene

NOTE : The contents of this Circular Minute must be brought to the notice of all eligible officers and employees on your establishment of all Institutions. Institutions must notify all candidates who qualify for post in this circular minute even if they are absent from their normal places of work to apply. Direction to Candidates: The following documents must be submitted: Application for Employment form (Z83) which is obtainable from any Government Department OR from the website - www.kznhealth.gov.za. The applicants must submit copies of qualifications and Identity document – not copies of certified copies, Identity document and driver's license (where appropriate) and any other relevant documents. Such copies need not be certified when applying for a post. The communication from the HR of the department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. Curriculum Vitae. The reference number must be indicated in the column provided on the form Z83 and on the back of the envelope, e.g. Ref 13/2018. NB: Failure to comply with the above instructions will 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. African Male are encouraged to apply. Recommendation: The Employment Equity Target is an African Male.

CLOSING DATE : 23 August 2021

<u>POST 27/130</u>	:	<u>CLINICAL NURSE PRACTITIONER (PHC) REF NO: VRH 23/2021 (X2 POSTS)</u>
<u>SALARY</u>	:	Grade 1: R383 226 per annum Grade 2: R471 333 per annum Plus 12% Rural Allowance, 13th Cheque, Medical Aid (Optional) and Housing Allowance (Employee must meet prescribed requirements)
<u>CENTRE REQUIREMENTS</u>	:	Vryheid District Hospital (Mondlo Clinic)
	:	An appropriate B degree/National Diploma in General nursing and Midwifery or equivalent qualification that allows registration with SANC as a Professional Nurse. Post basic qualification with the duration of at least 1- year qualification in Curative Skills in Clinical Nursing Science, Health Assessment, Treatment and Care accredited with the SANC. Registration certificates with SANC as a General Nurse, Midwifery and Clinical Nursing Science. Current proof of registration with SANC for 2020. Proof of current/previous work experience endorsed and stamped by the employer(s) must be attached. Current proof of registration with SANC (2020 receipt). Proof of current/previous work experience endorsed and stamped by the employer(s) must be attached. Grade 1: A minimum of 4 years appropriate / recognizable nursing experience after registration as a Professional Nurse with the SANC in General Nursing. Grade 2: A minimum of 14 years appropriate / recognizable nursing experience after registration as a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred above must be appropriate / recognizable experience after obtaining the 1- year post-basic qualification in the relevant specialty. Knowledge, Skills, Training and Competencies Required: Knowledge of nursing care processes and procedure. Knowledge of Nursing Act, Health Act, Occupational Health and Safety Act. Display a concern for patients, promoting and advocating proper treatment. Sound understanding of legislations and related ethical nursing practices within a primary health care environment. Report writing skill.
<u>DUTIES</u>	:	Perform a clinical nursing science in accordance with the scope of practice and nursing standards as determined for a primary health care facility. Promote quality of nursing care as directed by the professional scope of practice and standards as determined for a primary health care facility. Demonstrate a basic understanding of nursing legislation and related legal and ethical nursing practices within a primary health care environment. Work effectively and amicably at a supervisory level, with person of diverse intellectual, cultural race or religious differences. Able to manage own work, time and that of junior colleagues to ensure proper nursing service in a unit. Develop contacts, build and maintain a network of professional relations in order to enhance service delivery.
<u>ENQUIRIES APPLICATIONS</u>	:	Mrs ATS Sibiyi Tel No: 034 9822111 Ext 5918
	:	All applications should be posted to: The Human Resource Management, Vryheid District Hospital, Private Bag x 9371, Vryheid, 3100
<u>FOR ATTENTION NOTE</u>	:	Mr SP Nene
	:	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 . The applicants must submit copies of qualifications and Identity document – not copies of certified copies, Identity document and driver's license (where appropriate) and any other relevant documents. Such copies need not be certified when applying for a post. The communication from the HR of the department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. Curriculum Vitae. The reference number must be indicated in the column provided on the form Z83 and on the back of the envelope, e.g. Ref 13/2018. NB: Failure to comply with the above instructions will be disqualify applicants. Person with disabilities should feel free to apply for 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. African Male are encouraged to apply. Recommendation: The Employment Equity Target is an African Male.
23 August 2021

CLOSING DATE

:

POST 27/131

:

CLINICAL NURSE PRACTITIONER (PHC) REF NO: VRH 24/2021

SALARY

:

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

CENTRE REQUIREMENTS

:

Vryheid District Hospital (Siloah Clinic)
n appropriate B degree/National Diploma in General nursing and Midwifery or equivalent qualification that allows registration with SANC as a Professional Nurse. Post basic qualification with the duration of at least 1- year qualification in Curative Skills in Clinical Nursing Science, Health Assessment, Treatment and Care accredited with the SANC. Registration certificates with SANC as a General Nurse, Midwifery and Clinical Nursing Science. Current proof of registration with SANC for 2020.Proof of current/previous work experience endorsed and stamped by the employer(s) must be attached. Current proof of registration with SANC (2020 receipt).Proof of current/previous work experience endorsed and stamped by the employer(s) must be attached.
Grade 1: A minimum of 4 years appropriate / recognizable nursing experience after registration as a Professional Nurse with the SANC in General Nursing.
Grade 2: A minimum of 14 years appropriate / recognizable nursing experience after registration as a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred above must be appropriate / recognizable experience after obtaining the 1- year post-basic qualification in the relevant specialty. Recommendation: The Employment Equity Target is an African Male. Knowledge, Skills, Training and Competencies Required: Knowledge of nursing care processes and procedure. Knowledge of Nursing Act, Health Act, Occupational Health and Safety Act. Display a concern for patients, promoting and advocating proper treatment. Sound understanding of legislations and related ethical nursing practices within a primary health care environment. Report writing skill.

DUTIES

:

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

ENQUIRIES APPLICATIONS

:

Mrs ATS Sibiyi Tel No: 034 9822111 Ext 5918

:

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

FOR ATTENTION NOTE

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Mr SP Nene

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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.The applicants must submit copies of qualifications and Identity document – not copies of certified copies, Identity document and driver's license (where appropriate) and any other relevant documents. Such copies need not be certified when applying for a post. The communication from the HR of the department regarding the requirements for certified documents will be limited to shortlisted candidates.

Therefore only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. Curriculum Vitae. The reference number must be indicated in the column provided on the form Z83 and on the back of the envelope, e.g. Ref 13/2018. NB: Failure to comply with the above instructions will be disqualify applicants. Person with disabilities should feel free to apply for 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. African Male are encouraged to apply.

- CLOSING DATE** : 23 August 2021
- POST 27/132** : **PROFESSIONAL NURSE: SPECIALTY NURSING STREAM – ORTHOPAEDIC WARD REF NO: PN (SPEC NURS) ORTHOPAEDIC /2/2021 (X1 POST)**
- SALARY** : Grade 1: R383 226 per annum
Grade 2: R471 333 per annum
Other Benefits: 13th cheque, Housing Allowance: employee to meet prescribed requirements. Medical Aid: optional
- CENTRE** : Inkosi Albert Luthuli Central Hospital
- REQUIREMENTS** : Degree/Diploma in General Nursing and 1 year post basic qualification in Orthopaedic Nursing (R212). Registration with SANC as Professional Nurse and Orthopaedic Nurse. Current registration with SANC as General Nurse and Orthopaedic Nurse. A minimum of 4 years appropriate/recognisable post registration experience as a General Nurse. **Grade1:** Experience: A minimum of 4 years appropriate/recognizable experience in Nursing after registration as Professional Nurse with SANC in General Nursing is required. **Grade 2:** Experience: A minimum of 14 years appropriate/recognisable experience in Nursing after registration as Professional Nurse with SANC in General nursing is required. At least 10 years of the period referred to above must be appropriate/recognisable experience in the Orthopaedic Nursing Speciality after obtaining the 1 year post basic qualification in the relevant speciality. Knowledge, Skills, Training and Competencies Required: Demonstrate a comprehensive 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, requirements and expectations (Batho Pele). Ability to plan and organise own work and that of support personnel to ensure proper nursing care.
- DUTIES** : Work as part of a multi-disciplinary team to ensure good nursing care that is cost effective, equitable and efficient. Perform a quality comprehensive clinical nursing practice in accordance with the scope of practice and nursing standards determined by IALCH and relevant prescripts. Implementation of all programs that promote good health outcomes in surgical; trauma and orthopaedic nursing. Internal rotation of staff within the relevant speciality will be exercised according to patient's needs. Night duty will be implemented. Acts as shift leader in Unit when necessary. Perform duties as delegated by the supervisor of the area.
- ENQUIRIES** : Mrs 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. Copies of ID documents, Std 10, educational

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

- CLOSING DATE** : 27 August 2021
- POST 27/133** : **PROFESSIONAL NURSE SPECIALTY GRADE 1&2 REF NO: HRM 52/2020 (X10 POSTS)**
Directorate: Paediatrics and Neonatal
- SALARY** : Grade 1: R383 226 – R444 276 per annum
Grade 2: R471 333 – R579 696 per annum
- CENTRE** : King Edward VIII Hospital
- REQUIREMENTS** : Senior Certificate / Grade 12 or equivalent qualification PLUS Degree/Diploma in General Nursing with midwifery PLUS Registration with South African Nursing Council as a general nurse and specialty in Child Nursing Science, Critical Care (Paed/Neonatal ICU) or Advanced midwifery (ADM) PLUS Post registration degree/diploma in relevant specialty plus 4 years appropriate/recognizable experience as a General nurse, Proof of current registration with SANC 2021 **Grade 1** A minimum of 4 years Appropriate/recognizable experience in Nursing after registration as Professional Nurse with SANC in General Nursing plus 1 year post basic qualification in Nursing Science **Grade 2** A minimum of 4 years appropriate/recognizable experience in Nursing after registration as Professional Nurse with SANC in General Nursing, of which 10 years must be appropriate/recognizable experience after obtaining the one year post basic qualification in advanced midwifery recommendation: Computer Literacy knowledge, skills, training, and competencies required: Knowledge of child Nursing, Knowledge and insight into nursing processes and procedures, Knowledge of public service acts, regulations, prescripts and policies, Knowledge of SANC rules and regulations, Knowledge of Code of Conduct for Public Service employees, Decision making and problem solving skills, Skills in organizing, planning and supervising, Knowledge of Batho Pele principles and Patients Right Charter, Knowledge of National core standards, Ability to supervise, teach and manage staff, an understanding of the challenge facing Public health sector.
- DUTIES** : Assist in planning/organizing and monitoring of objectives of the , specialized unit, Provide a therapeutic environment for staff, patients and public, Provide comprehensive, quality nursing care, Provide direct and indirect supervision of all Nursing staff/housekeeping staff and to give them guidance and ensure continuity of patient care on all level, Demonstrate effective communication to patient and families with the multi-disciplinary team and other departments within the hospital, Assist with allocation/change list, day and night duty rosters and inputs for leave, Assist in record keeping and provide statistical information on training and staffing, To assist in EPMDS evaluation of staff and implement EAP, Assist in orientation, induction and monitoring of all nursing staff, To complete patient related data and partake in research, Promote quality specialized nursing care as directed by scope of practice and standards determined by the relevant specialty, To assist with relief duties of the supervisor and act as junior shift-leader on both day and night shift, To partake

		in overall specialized unit functions, i.e. team building and effective and efficient management of all resources.
<u>ENQUIRIES</u>	:	Ms. N.P. Ngcobo Tel No: 031 360 3026
<u>APPLICATIONS</u>	:	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.
<u>NOTE</u>	:	An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za . uncertified copies of ID documents, Std 10, educational qualifications, certificates of service and professional registration certificates 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.
<u>CLOSING DATE</u>	:	23 August 2021
<u>POST 27/134</u>	:	<u>PROFESSIONAL NURSE SPECIALTY GRADE 1&2 REF NO: HRM 53/2020 (X8 POSTS)</u> Directorate: Theatre
<u>SALARY</u>	:	Grade: 1: R383 226 – R444 276 per annum Grade 2: R471 333 – R579 696 per annum
<u>CENTRE</u>	:	King Edward VIII Hospital
<u>REQUIREMENTS</u>	:	Matric/Senior Certificate or equivalent qualification, Degree / Diploma in General Nursing Registration with S.A.N.C. as a General Nurse and Specialty Nurse, One year Post registration Degree/Diploma in relevant specialty plus 4 years appropriate / recognizable, registration experience as a General Nurse, Proof of current registration with SANC Grade 1 A minimum of 4 years Appropriate/recognizable experience in Nursing after registration as Professional Nurse with SANC in General Nursing plus 1 year post basic qualification in Nursing Science Grade 2 A minimum of 4 years appropriate/recognizable experience in Nursing after registration as Professional Nurse with SANC in General Nursing, of which 10 years must be appropriate/recognizable experience after obtaining the one year post basic qualification in advanced midwifery Recommendation: Computer Literacy Knowledge, Skills, Training, And Competencies Required: Knowledge of nursing care processes and procedures, nursing statutes, and other relevant legal framework, Good communication skills-verbal and written, Co-ordination and liaison skills, Problem solving skills.
<u>DUTIES</u>	:	Assist in planning/organizing and monitoring of objectives of the specialized unit, Provide a therapeutic environment for staff, patients and public, Provide comprehensive, quality nursing care, Provide direct and indirect supervision of all Nursing Staff/Housekeeping and support staff and to give them guidance and ensure continuity of patient care on all level, Demonstrate effective communication patient and families with the multi-disciplinary team, other department within the hospital, Assist with allocation/change list, day and night duty rosters and inputs for leave, Assist in record keeping and provide statistical information on training and staffing, To assist in EPMDS evaluation of staff and implement EAP, Assist in orientation, induction and monitoring of all nursing staff, To complete patient related data and partake in research, Promote quality specialized nursing care as directed by scope of practice and standards determined by the relevant specialty, To assist with relief duties of the supervisor and act as junior shift-leader on both day and night shift, To partake in overall specialized unit functions, i.e. team building, Effective and efficient management of all resources.
<u>ENQUIRIES</u>	:	Ms. N.P. Ngcobo Tel No: 031 360 3026

- APPLICATIONS** : 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. Uncertified copies of ID documents, Std 10, educational qualifications, certificates of service and professional registration certificates 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** : 23 August 2021
- POST 27/135** : **PROFESSIONAL NURSE: TRAUMA (SPECIALTY NURSING STREAM)**
REF NO: PN: TRAUMA (SPEC NURS STREAM) /2/2021 (X2 POSTS)
Department: Trauma department
- SALARY** : Grade 1: R383 226 per annum plus 13th cheque: Housing Allowance-Employee to meet prescribed requirements: Medical Aid: optional
Grade 2: R471 333 per annum 13th cheque: Housing Allowance-Employee to meet prescribed requirements: Medical Aid: optional
- CENTRE REQUIREMENTS** : Inkosi Albert Luthuli Central Hospital
: Basic R425 Degree/ Diploma in Nursing or equivalent qualification that allows registration with the SANC as a professional nurse. A post basic nursing qualification diploma in Trauma and Emergency Nursing of at least One (1) year, accredited with the SANC. Experience **Grade 1:** A minimum of 4 years appropriate/recognizable experience in Nursing after registration as Professional Nurse with SANC in General nursing is required. Experience **Grade 2:** A minimum of 14 years appropriate/recognizable experience in Nursing after registration as Professional Nurse with SANC in General nursing is required. At least 10 years of the period referred to above must be appropriate/recognizable experience in the specific Specialty after obtaining the 1 year post basic qualification in the relevant specialty. Registration with SANC as a Professional Nurse. Proof of current year registration/ receipt with SANC (2021) Certificate of Service from previous and current employer endorsed and stamped by HR must be attached. Knowledge, Skills, Training and Competencies Required: Demonstrate a comprehensive understanding of nursing legislation and related legal and ethical nursing practices. In-depth knowledge on procedures and guidelines related to trauma and emergency nursing care. 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, requirements and expectations (Batho Pele). Ability to plan and organize own work and that of support personnel to ensure proper nursing care Skills: Leadership, organizational, decision making, problem solving abilities within the limits of the public sector and interpersonal skills. Personal attributes: responsiveness, communication skills for dealing with patients, professionalism, supportive, assertive, writing of reports when required and must work within multi-disciplinary team. Demonstrate resuscitation skills.
- DUTIES** : Work as part of a multi-disciplinary team to ensure good nursing care that is cost effective, equitable and efficient. Perform a quality comprehensive clinical nursing practice in accordance with the scope of practice and nursing standards determined by IALCH. Effective utilization of resources. Triage and manage medical and surgical emergencies effectively. Be well versed with disaster management procedure. Display competency in resuscitation and actively involved in in-service education. Participate in quality cycles and quality improvement projects to improve patient outcomes. Be cognisant of

		measures to prevent clinical risks and litigation. Assume shift leader role when necessary or as delegated by supervisor.
<u>ENQUIRIES</u>	:	Ms. NO Mkhize Tel No: (031) 240 1063
<u>APPLICATIONS</u>	:	All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the entrance to the Management Building at IALCH or posted to Private Bag X03, Mayville, 4058.
<u>NOTE</u>	:	An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za . Copies of ID documents, Std 10, educational qualifications, certificates of service and professional registration certificates need not be certified as only shortlisted candidates will be requested to supply certified copies and proof of current registration must be submitted together with your CV. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g. ref APRO/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. Please note that the selected candidate. It is the applicant's responsibility to have the foreign qualification, which is the requirement of the post, evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation on application. Failure to comply will result in the application not being considered will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Please note that due to financial constraints, there will be no payment of S&T Claims.
<u>CLOSING DATE</u>	:	27 August 2021
<u>POST 27/136</u>	:	<u>PROFESSIONAL NURSE: OPERATING THEATRE (SPECIALTY NURSING STREAM) REF NO: PN THEATRE (SPEC NURS STREAM) /2/2021 (X4 POSTS)</u> Department: Theatre
<u>SALARY</u>	:	Grade 1: R383 226 per annum plus 13th cheque: Housing Allowance-Employee to meet prescribed requirements: Medical Aid: optional Grade 2: R471 333 per annum 13th cheque: Housing Allowance-Employee to meet prescribed requirements: Medical Aid: optional
<u>CENTRE</u>	:	Inkosi Albert Luthuli Central Hospital
<u>REQUIREMENTS</u>	:	R245 Degree/ Diploma in Nursing and 1 year post basic qualification in Operating Theatre Nursing Science. Current registration with SANC as Professional Nurse and Operating Theatre specialist. A minimum of 4 years appropriate/recognizable post registration experience as a General Nurse. Experience Grade 1: A minimum of 4 years appropriate/recognizable experience in Nursing after registration as Professional Nurse with SANC. Experience Grade 2: A minimum of 14 years appropriate/recognizable experience in Nursing after registration as Professional Nurse with SANC. At least 10 years of the period referred to above must be appropriate/recognizable experience in the specific Specialty after obtaining the 1 year post basic qualification in the Operating Theatre specialty. Knowledge, Skills, Training and Competencies Required: Demonstrate a comprehensive 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. Must possess good human relations and displaying high concern for patients, promoting and advocating proper treatment and care including a willingness and awareness to respond to patient's needs, requirements and expectations (Batho Pele). Ability to plan and organize own work and that of support personnel to ensure proper nursing care. Ensure that national Core standards and Ideal hospital guidelines are adhered to.
<u>DUTIES</u>	:	Work as part of a multi-disciplinary team to ensure good nursing care that is cost effective, equitable and efficient. Perform a quality comprehensive clinical nursing practice in accordance with the scope of practice and nursing standards determined by IALCH. Provision of nursing care in operating theatre

- and adhere to all theatre nursing protocols. Internal rotation of staff within the relevant specialty will be exercised according to patients need. The incumbent will also be expected to do night duty. Participate in quality improvement projects that will improve the patient-care outcomes. Act as shift leader in Unit when necessary. Perform duties as delegated by the supervisor of the area.
- ENQUIRIES** : Miss NO Mkhize Tel No: (031) 241063
- APPLICATIONS** : All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the entrance to the Management Building at IALCH or posted to Private Bag X03, Mayville, 4058.
- NOTE** : An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za. Copies of ID documents, Std 10, educational qualifications, certificates of service and professional registration certificates need not be certified as only shortlisted candidates will be requested to supply certified copies and proof of current registration must be submitted together with your CV. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g. ref APRO/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. Please note that the selected candidate. It is the applicant's responsibility to have the foreign qualification, which is the requirement of the post, evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation on application. Failure to comply will result in the application not being considered will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Please note that due to financial constraints, there will be no payment of S&T Claims.
- CLOSING DATE** : 27 August 2021
- POST 27/137** : **ASSISTANT DIRECTOR: SYSTEMS REF NO: POM 14/2021**
- SALARY** : R376 596 - R443 601 per annum (Level 09). Other benefits: 13th cheque. Medical aid (Optional). Home Owner's allowance: Employee must meet prescribed requirements.
- CENTRE** : Pomeroy CHC.
- REQUIREMENTS** : Senior Certificate (Grade 12). Bachelor's Degree/National Diploma in Public Administration and Management/Public Management/Business Management or relevant Diploma. Minimum of three years supervisory experience in Systems Management. Valid driver's license. Proof of current and previous work experience endorsed and stamped by Human Resource (certificate of service). Knowledge; Skills; Training and Competencies Required: Decision Making Skills; Problem Solving Skills; Leadership Skills; Human Resource Management and Communication Skills. Knowledge of relevant acts and regulations inclusive of PFMA and Treasury regulations. Conflict resolution and negotiations skills. Ability to multitask and manage change. Computer literacy MS word and Excel.
- DUTIES** : Manage day to day functioning of System's unit both at the CHC and Clinics. Manage the following services to endure optimal usage and cost effectiveness in the entire institution Cleaning Services; Telecommunication; Registry; Maintenance Services; Catering; Gardening services; Patient Administration; Security Services; Laundry Services; Transport Services; Waste Management Services and Health and Safety. Management of Contract services. Oversee risk management matters and ensure an effective; up to date; disaster and major incident management plans are maintained. Render expert advice to management on matters relating to systems administration and ensure compliance with statutory regulations. Ensure that all CHC and Clinics information systems are maintained in order to provide reliable; valid and timeous processing of information. Implementation and monitoring effective instructional policies; protocols; practices within day to day operation area. Analyze alternatives for performing needed work including contracting out services and evaluate and recommends procedures/practices to improve

operational efficiency. Oversee the provisioning of all hotel services provided by private companies to ensure compliance with service level agreement. Ensure that safety program requirements are adhered to by all staff. Ensure that safety program requirements are adhered to by staff. Ensure effective co-ordination; management and quality of work of all the functional components of the systems department within the CHC and Clinics.

ENQUIRIES : Mr. S.L Majozi Tel No. (034) 662 3319
APPLICATIONS : All applications should be posted on: Human Resource Manager; Pomeroy CHC; Private Bag X529; Pomeroy; 3020 or Hand Deliver at Pomeroy CHC Human Resource Management Offices; Office Number 16-114.

NOTE : The following documents must be submitted and if not submitted the applicant will be disqualified forthwith: Applications must be submitted on the prescribed Application for Employment form (Z83) which is obtainable at any Government Department OR from the website-www.kznhealth.gov.za and must be originally signed and dated. The application form (Z83) form must be accompanied by a detailed Curriculum Vitae; copy of Identity Document; qualifications and drivers licence and any other relevant documents. Such copies need not be certified when applying for the post. The communication from the HR of the department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. The reference number must be indicated in the column provided on form Z83; e.g. Reference Number (POM 14/2021). Failure to comply with the above instructions will disqualify the applicants. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA); the following checks (security clearance vetting); criminal clearance; credit records; Verification of Educational Qualifications by SAQA; verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). (This institution is an equal opportunity; affirmative action employer; whose aim is to promote representatively at all levels of different Occupational categories in the institution and Persons with disabilities should feel free to apply for the post/s).
CLOSING DATE : 27 August 2021

POST 27/138 : **PROFESSIONAL NURSE GENERAL (MMC) REF NO: EMS/ 20 /2021**

SALARY : Grade 1: R256 905 per annum, Plus Rural allowance (8%). Plus Housing Allowance (employee must meet prescribed requirements), Plus Medical Aid (Optional)

CENTRE : Emmaus Hospital
REQUIREMENTS : Matric Certificate(Grade 12).Degree/Diploma in General Nursing and Midwifery Current registration with SANC as a General Nurse and Midwifery. NB: Certificate of service from previous employers is compulsory, please include verification of employment from current employer, which must be endorsed and signed by Human Resource Management. Knowledge & Skills Knowledge of nursing care processes, procedures, nursing statuses, and other relevant legal frameworks, such as Nursing Act, Health Act, Patient Right Charter, Batho Pele Principles, Public service regulations Disciplinary Code and Procedure in the Public service. Skills, Leadership, organizational, decision making, problem solving abilities within the limits of the public sector, interpersonal, including basic computer skills. Personal attributes responsiveness, professionalism, supportive, assertive and must be a team player.

DUTIES : Assist in planning, organizing and monitoring of objectives of the unit, Provide a therapeutic environment for patients, staff and relatives, Monitor the implementation of the triage system and fast tracking patients, Monitor the implementation of record keeping according to legal requirements, Assist with orientation and induction of all new staff within the component, Provide direct and indirect supervision of the units in the absence of Operational manager, Promote patient care and standard, providing guidance and ensure that patients receive optimal care, Provide leadership and overall supervision and standards, Ensure that policies and procedures are adhered too, Ensure IPC Guidelines are available and known to staff, Effective utilization of all resources, Provide in-service training to team.

ENQUIRES : T. Vilakazi (ANM) Tel No: 036 488 1570 EXT: 8314
APPLICATIONS : Please forward the application quoting the reference number to the Department of Health, Private Bag X16, Winterton, 3340. Hand delivered applications may

be submitted at Human Resource Registry (Ms. A.N Ngubane) Emmaus Hospital.

FOR ATTENTION NOTE : Human Resource Manager
: Application should be submitted on form Z83 obtainable from any Public Service Department and should be accompanied by a comprehensive detailed CV and copies of qualification certificates, service certificate including ID. No faxed or e-mailed 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 successful candidate will be subjected to personnel suitability checks and other vetting procedures. If notification of an interview is not received within three (3) months after the closing date, candidates may regard their application as unsuccessful. NB: No Subsistence and Travelling allowance will be paid for interview attendance.

CLOSING DATE : 23 August 2021

POST 27/139 : **PROFESSIONAL NURSE GENERAL (OPD) REF NO: EMS/ 19 /2021**

SALARY : Grade 1: R256 905 per annum
Grade 2: R315 963 per annum
Grade 3: R383 226 per annum
Plus 13th Cheque, Plus Rural allowance (8%). Plus Housing Allowance (employee must meet prescribed requirements), Plus Medical Aid (Optional)

CENTRE REQUIREMENTS : Emmaus Hospital
: Matric Certificate(Grade 12).Degree/Diploma in General Nursing and Midwifery Current registration with SANC as a General Nurse and Midwifery. NB: Certificate of service from previous employers is compulsory, please include verification of employment from current employer, which must be endorsed and signed by Human Resource Management. Knowledge & Skills Knowledge of nursing care processes, procedures, nursing statuses, and other relevant legal frameworks, such as Nursing Act, Health Act, Patient Right Charter, Batho Pele Principles, Public service regulations Disciplinary Code and Procedure in the Public service. Skills, Leadership, organizational, decision making, problem solving abilities within the limits of the public sector, interpersonal, including basic computer skills. Personal attributes responsiveness, professionalism, supportive, assertive and must be a team player.

DUTIES : Assist in planning, organizing and monitoring of objectives of the unit, Provide a therapeutic environment for patients, staff and relatives, Monitor the implementation of the triage system and fast tracking patients, Monitor the implementation of record keeping according to legal requirements, Assist with orientation and induction of all new staff within the component, Provide direct and indirect supervision of the units in the absence of Operational manager, Promote patient care and standard, providing guidance and ensure that patients receive optimal care, Provide leadership and overall supervision and standards, Ensure that policies and procedures are adhered too, Ensure IPC Guidelines are available and known to staff, Effective utilization of all resources, Provide in-service training to team.

ENQUIRES APPLICATIONS : Mr P Sayeeda Tel No: 036 488 1570 EXT: 8312
: Please forward the application quoting the reference number to the Department of Health, Private Bag X16, Winterton, 3340. Hand delivered applications may be submitted at Human Resource Registry (Ms. A.N Ngubane) Emmaus Hospital.

FOR ATTENTION NOTE : Human Resource Manager
: Application should be submitted on form Z83 obtainable from any Public Service Department and should be accompanied by a comprehensive detailed CV and copies of qualification certificates, service certificate including ID. No faxed or e-mailed 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 successful candidate will be subjected to personnel suitability checks and other vetting procedures. If notification of an interview is not received within three (3) months after the closing date, candidates may regard their application as unsuccessful. NB: No Subsistence and Travelling Allowance will be paid for interview attendance.

CLOSING DATE : 23 August 2021

POST 27/140 : **PROFESSIONAL NURSE GENERAL (COVID) REF NO: (EMS/ 18/2021)**

SALARY : Grade 1: R256 905 per annum
Grade 2: R315 963 per annum
Grade 3: R383 226 per annum
Plus 13th Cheque, Plus Rural allowance (8%). Plus Housing Allowance (employee must meet prescribed requirements), Plus Medical Aid (Optional)

CENTRE REQUIREMENTS : Emmaus Hospital
Matric certificate (Grade 12), Degree/Diploma in General Nursing and Midwifery, Current registration with SANC as a General Nurse and Midwifery. NB: Certificate of service from previous employers is compulsory, please include verification of employment from current employer, which must be endorsed and signed by Human Resource Manager. Knowledge & Skills: Knowledge of nursing care processes, procedures, nursing statuses, and other relevant legal frameworks, such as Nursing Act, Health and Procedures in the Public service, Skills: Leadership, organizational, decision making, problem solving abilities within the limits of the public sector, interpersonal, including basic computer skills, Personal attributes responsiveness, professionalism, supportive, assertive and must be a team player

DUTIES : Assist in planning ,organizing and monitoring of objectives of the unit, Provide a therapeutic environment for patients, staff and relatives, Monitor the implementation of the triage system and fast tracking patients, Monitor the implementation of record keeping according to legal requirements, Assist with orientation and induction of all new staff within the component, Provide overall supervision of the staff and the unit, Provide direct and indirect supervision of the unit in the absence of Operational Manager, Promote patient care and standard ,providing guidance and ensue that patients receive optimal care, Provide leadership and overall supervision and standards, Ensure that policies and procedures are adhered too, Ensure IPC Guidelines are available and known to staff, Provide in –service training to team.

ENQUIRIES APPLICATIONS : Mr P.Sayeeda Tel No: 036 488 1570 ext 8313
Please forward the application quoting the reference number to the Department of Health, Private Bag X16, Winterton, 3340. Hand delivered applications may be submitted at Human Resource Registry (Ms. A.N Ngubane) Emmaus Hospital.

FOR ATTENTION NOTE : Human Resource Manager
Application should be submitted on form Z83 obtainable from any Public Service Department and should be accompanied by a comprehensive detailed CV and copies of qualification certificates, service certificate including ID .No faxed or e-mailed 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 successful candidate will be subjected to personnel suitability checks and other vetting procedures. If notification of an interview is not received within three (3) months after the closing date, candidates may regard their application as unsuccessful. NB: No Subsistence and Travelling Allowance will be paid for interview attendance.

CLOSING DATE : 23 August 2021

POST 27/141 : **PROFESSIONAL NURSE: GENERAL STREAM WITH MIDWIFERY GRADE 1, 2 & 3 REF NO: EGUM 12/2021**

SALARY : Grade 1: R256 905 – R297 825 per annum
Grade 2: R315 963 – R362 865 per annum
Grade 3: R383 226 – R485 475 per annum
Plus 13th cheque/service bonus plus Rural allowance 8% plus Home owners allowances: Employee must meet prescribed requirements plus Medical Aid (Optional)

CENTRE REQUIREMENTS : E G & Usher Memorial Hospital
Senior/Matric certificate. Diploma/Degree in General Nursing and Midwifery or equivalent qualification that allows registration with the SANC as a Professional Nurse and Midwifery. Registration with SANC as a General Nurse and Midwifery. Current South African Nursing Council receipt (2021).Proof of current and previous experience endorsed and stamped by Human Resource

(Service Certificate) must be attached. **Grade 1:** No experience required. **Grade 2:** A minimum of ten (10) years appropriate/recognizable experience in Nursing after registration as Professional Nurse with SANC in General Nursing. **Grade 3:** A minimum of twenty (20) years appropriate/recognizable experience in Nursing after registration as professional Nurse with SANC in General Nursing. Knowledge, Skills, Training and Competencies Required: Knowledge of nursing care processes and procedures. Basic knowledge of Public Service regulations. Disciplinary code, Human Resource policies, Hospital generic and specific policies. Leadership, supervisory and good communication skills. Team building, cross awareness and problem solving skills. Recommendation: Nirmart certificate/competency.

DUTIES

: To provide Nursing care that leads to improved health service delivery by upholding principles of Batho Pele. To execute duties and functions with proficiency and perform duties according to scope of practice. Ensuring supervision and provision of basic needs patients and safe and therapeutic environment. Implement infection control standards and practices to improve quality of nursing care. To ensure proper implementation of National Core Standards, Quality and Clinical Audits. Maintain a constructive working relationship with Nursing and other Stakeholders. To implement policies, guidelines and nursing care standards. To improve the knowledge of staff and patients including giving of prescribed medications and doing ongoing observation to patients. Supervision of patient reports and interventions, keeping a good valid record on all clients interventions. Ensuring proper utilization of Human, Material and Financial resources and keep accurate records. Initiation, Monitoring and Management of ART patients including pediatrics.

ENQUIRIES APPLICATIONS

: Mr. MJ Mbali Tel No: 039 - 797 8100
 : Please forward/deliver applications quoting the reference number to Human Resource Department, EG & Usher Memorial Hospital, Private Bag X 506, Kokstad, 4700. Hand delivered application may be submitted at Security Office (Application box available). Please note due to large number of applications received, applications will not be acknowledged. If you are not contacted by us three months after the closing date please regard your application as being unsuccessful. Persons with disabilities should feel free to apply for these posts. Applicants that applied before must re-apply for the post.

FOR ATTENTION NOTE

: Human Resource Department
 : The following documents must be submitted: Application for Employment Form (New Z83), which is obtainable at any Government Department or from the Website - www.kznhealth.gov.za. Due to the National Level 4 Lockdown implementation, applicants are required to submit their applications copies of highest educational qualifications, Identity document, Drivers License (where applicable) and any other relevant qualifications without being certified. In addition, all shortlisted applicants will be requested to bring originals. Faxed applications will not be accepted. The reference number must be indicated in the column provided on the form Z83 e.g. EGUM 05/2017.NB: Failure to comply with the above instructions will disqualify applicants. Please note due to large number of applications received, applications will not be acknowledged. If you are not contacted by us three months after the closing date please regard your application as being unsuccessful. The appointments are subject to a positive outcome obtained from the State Security Agency (SSA) to the following checks (criminal clearance, credit records and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applications in possessions of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Non-RSA / Permanent Residents / Work permit holders must submit documentary proof together with their applications. Please note that due to large number of applications received, applications will not be acknowledged. However, every applicant will be advised of the outcome of his or her applications in due course. If you have not heard from us within three months from the closing date, Please accept that your application has been unsuccessful. Please note that the target group in terms of the Employment Equity Target for this post is as follows: African Male, People with disabilities should feel free to apply NB: Due to financial constraints, No S&T will be paid to candidates when attending the interviews
 : 23 August 2021 at 16H00 afternoon

CLOSING DATE

POST 27/142 : **PROFESSIONAL NURSE IN MATERNITY GRADE 1 REF NO: EMS/17/2021 (X2 POSTS)**

SALARY : Grade 1: R256 905 – R297 825 per annum 13th cheque. PLUS 8% rural allowance, Medical Aid optional, Housing Allowance (employee must meet prescribed requirements).

CENTRE REQUIREMENTS : Emmaus Hospital
: Matric certificate. Degree Diploma in general with midwifery, proof of current registration with 2021 SANC as professional nurse with midwifery. Certificate of service endorsed by human resource Department as proof of experience. Recommendation: One (1) year experience. Knowledge & Skills Demonstrate and understand of nursing legislation and related legal and ethical nursing practices. Perform a clinical nursing practice in accordance with the scope of practice and nursing standards as determine by the relevant health facility. Demonstrate effective communication with patients, supervisors and other clinical including report writing when required. Proper and effective reporting of patient safety incidents. Working as part of multi -disciplinary team to ensure good nursing care. Work effectively, co-operatively with persons of diverse intellectual, cultural, racial or religious differences. Able to plan and organize own work and that of support personnel to ensure proper nursing care. Display a concern for patients promoting and advocating proper treatment and care including awareness and willingness to respond to patients need, requirements and expectations. Knowledge of national core standards. Effective, efficient utilization and management of resources. Demonstration knowledge of COVID-19 guidelines and protocols.

DUTIES : Manage patients during pregnancy, labour and puerperium. Maintains accurate and complete patient records according to legal prescripts. Participate in perinatal mortality and morbidity meeting and the implementation of quality improvement projects. Support mother – baby friendly initiatives. Conduct audits and supervise effective utilization of resources. Be able to identify and report patient safety incidents. Be able to handle patients complaints. Demonstration adequate knowledge of Covid -19 protocols. Assistant in the provision of a safe, therapeutic and hygienic environment for patients Co-ordinating daily activities of the unity from antenatal, labour, nursing and postnatal.

ENQUIRIES APPLICATIONS : Ms T Vilakazi Tel No: 036 488 1570 (ext. 8315)
: Please forward the application quoting the reference number to the Department of Health, Private Bag X16, Winterton, 3340. Hand delivered applications may be submitted at Human Resource Registry (Ms. A.N Ngubane) Emmaus Hospital. NB: No Subsistence and Travelling Allowance will be paid for interview attendance

FOR ATTENTION NOTE : Human Resource Manager
: Application should be submitted on form Z83 obtainable from any Public Service Department and should be accompanied by a comprehensive detailed CV and copies of qualification certificates, service certificate including ID. No faxed or e-mailed 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 successful candidate will be subjected to personnel suitability checks and other vetting procedures. If notification of an interview is not received within three (3) months after the closing date, candidates may regard their application as unsuccessful.

CLOSING DATE : 23 August 2021 at 16:00

**PROVINCIAL ADMINISTRATION: NORTHERN CAPE
DEPARTMENT OF HEALTH**

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

- APPLICATIONS** : Please forward all applications, clearly stating the post for which you are applying, Northern Cape Department of Health Private Bag X5049, Kimberley 8300 or 144 Du Toitspan Road Kimberley Hospital Complex, James Exum Building
- FOR ATTENTION** : Ms L. Fritz Acting Director: Human Resource Management
- CLOSING DATE** : 23 August 2021
- NOTE** : Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.gov.za/documents. The fully completed and signed form Z83 should be accompanied by a recently updated, comprehensive CV, qualification(s), academic records including ID-document [Driver's license where applicable]. Non RSA Citizens/Permanent Resident Permit Holders must attach a copy of their Permanent Residence Permits to their applications. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within eight (8) weeks after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record, qualification verification and employment verification). Where applicable, candidates will be subjected to a skills/knowledge test. Successful candidates will be appointed on a probation period of 12 months. The Department reserves the right not to make any appointment(s) to the above post. The successful candidate will be expected to sign a performance agreement. The Department of Health is an equal opportunity affirmative action employer. The employment decision shall be informed by the Employment Equity Plan of the Department. It is the Department's intention to promote equity (race, gender and disability) through the filling of this post(s) with a candidate whose transfer / promotion / appointment will promote representivity in line with the numerical targets as contained in our Employment Equity Plan. SMS (Senior Management Service) will be required to undergo a Competency Assessment as prescribed by DPSA. Entry level requirements for SMS Posts – In terms of the Directive on Compulsory Capacity Development, Mandatory Training Days and Minimum Entry Requirements for SMS introduced the 01st April 2015, a requirement for all participants for SMS posts from 01st April 2020 is the successful completion of the Senior Management Pre-entry programme as endorsed by the National School of Government (NSG). The course is available on the NSG under the name Certificate for entry into SMS. 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. The required copies need not be certified when applying for a post. The request for certified documents will be limited to shortlisted candidates. The Human Resource of the Department will inform shortlisted candidate for a post to submit certified documents on or before the day of the interview.

MANAGEMENT ECHELON

- POST 27/143** : **CHIEF EXECUTIVE OFFICER TERTIARY HOSPITAL REF NO: NCDOH 11/2021**
(Re Advertisement)
- SALARY** : R1 251 183 per annum, (All-inclusive package)
- CENTRE** : Robert Mangaliso Sobukwe Hospital
- REQUIREMENTS** : Degree or Advanced Diploma in health related field is a Prerequisite. Degree/Diploma in management is an added advantage. A minimum of 5 years' management experience in health sector is a requirement. A valid B (08) driver's licence is an inherent requirement.

DUTIES : To plan, direct, co-ordinate and manage the efficient and effective delivery of clinical and administrative hospital services. To provide strategic leadership to improve operational efficiency of the hospital service and improve health outcomes. Prepare and execute a strategic plan for the hospital to ensure that it is in line with the 10 Point Plan, National and Provincial, Regional and District Health Plans. Maximise revenue through collection of all income due to the Hospital. Ensure that the Hospital is managed within budget in line with PFMA and relevant guidelines. Ensure that adequate policies, systems and procedures are in place to enable prudent management of financial resources, planning of financial resource mobilisation, monitoring and evaluation and asset and risk management. Ensure that systems and procedures are in place to ensure effective infrastructure planning and maintenance, as well as availability of essential equipment and maintenance. Develop, implement and maintain human resource management policies and guidelines, systems and procedures that will ensure effective and efficient utilisation of human resources. Promote a safe and healthy working environment through compliance with relevant legislation including occupational health and safety commitments. Implement a procurement and provisioning system that is fair, transparent, competitive and cost effective in terms of provincial delegated authority and in line with the PFMA, ensure that goods and services are procured in a cost effective and timely manner. Oversee clinical governance to ensure a high standard of patient care. Establish strong and viable community networks; and ensure a functional Hospital Board. Responsible for good corporate governance. Improve quality of services through compliance with all domains of the National Core Standards for the prevention of Medico-legal hazards and the promotion of a positive patient experience at the hospital. Manage the hospital's risks to ensure optimal achievement of health outcomes, the safety of all staff, patients and visitors, environmental safety, and proper management of buildings and other assets.

ENQUIRIES : Ms Z. Kiti Tel No: 053-8302103

POST 27/144 : **DIRECTOR: LEGAL SERVICES REF NO: NCDOH 12/2021**

SALARY CENTRE REQUIREMENTS : R1 057 326 per annum, (All-inclusive package)
 : Provincial Office, Kimberley
 : Bachelor's (NQF 7) as in LLB Degree and 5 (five) years' experience in Middle Management Level. Admission as an Attorney or Advocate will be an added advantage. Knowledge of the South African legal system, legal practices and related spheres. Valid driver's licence. SMS pre-entry certificate as offered by the National School of Government (NSG). Competence to be able to provide a vision, give direction and inspire others in order to deliver on the organizational mandate. Must be able to manage and encourage people, optimize their outputs and effectively manage relationships in order to achieve organizational goals. Must be able to develop, implement, evaluate and adjust plans to achieve the desired objectives, while ensuring the optimal use of resources. Must be able to compile and manage budgets, control cash flow, institute risk management and administer tender procurement processes in accordance with generally recognized financial practices in order to ensure the achievement of organizational objectives. Must be able to initiate and support organizational transformation and change in order to successfully implement new initiatives and deliver on service delivery commitments.

DUTIES : To provide sound legal advice and litigation support to the Department. Provide legal opinions. Execute all administrative legal actions to ensure compliance. Manage litigation matters including medico-legal specialist services. Draft and amend legislation and legal instruments. Monitor legal compliance with national instruments. Advice on the drafting and monitoring of the service level agreements.

ENQUIRIES : Ms L. Fritz Tel No: 053 8300 601

OTHER POSTS

POST 27/145 : **SENIOR LEGAL ADMINISTRATION OFFICER (MR-6) REF NO: NCDOH 13/2021**

SALARY CENTRE : R763 212 per annum, (all inclusive package), (OSD)
 : Provincial Office, Kimberley

- REQUIREMENTS** : Bachelor's (NQF 7) in LLB Degree and 8(eight) years 'appropriate proven post qualification in legal experience. An admission as an attorney or para-legal training/experience. Display knowledge and understanding of drafting legal documents. Understand and have advanced knowledge of legal research principles. Display an understanding of case law relevant to the legal matter at hand and be guided in presenting motivation or proposals on how the specific case should be approached to obtain desirable/justifiable outcome. Knowledge of Litigation, Advocacy, Legal Research, Legal Drafting, Dispute resolution and Case Flow Management. Experience in Medico Legal Law. Skills in problem solving, communication, honesty, integrity, research and computer literacy. Valid Driver's licence.
- DUTIES** : Manage service level agreements, contracts and vendor performance. Draft legal documents and advise on and or mentor juniors on the drafting of legal documents that provide clear motivation/justification for particular position pertaining to the case, also proposing the approach to be followed to ensure success in this regard. Successfully conduct an interview in order to determine the departments goals and objectives and advise the department on possible courses of action during the consultation process, in relation to legal entitlements and departments instructions. Document interview and all advice given during legal consultation in writing. Provide advice and guidance to lower level production employees on advanced interview techniques to address more sensitive or complicated issues as well as guide employees on the advice that should be rendered to the department's interview techniques to address more sensitive or complicated issues. Provide medico-legal services (litigation and legal advisory services).
- ENQUIRIES** : Mr J.L. Steyn Tel No: 053 8300 511
- POST 27/146** : **LEGAL ADMINISTRATION OFFICER (MR1-5) REF NO: NCDOH 14/2021**
- SALARY** : R198 411 – R533 772 per annum, (OSD)
CENTRE : Provincial Office, Kimberley
REQUIREMENTS : LLB Degree. Display knowledge and understanding and drafting of legal documents. Understand and have advanced knowledge of legal and research principles. Display and understanding of case law relevant to the legal matter at hand and be guided in presenting motivation or proposals on how the specific case should be approached to obtain desirable/justifiable outcome. Knowledge of Litigation, Advocacy, Legal research, Legal drafting, dispute resolution and cash flow management. Experience in Medico Legal Law. Skills in problem solving analysis, communication, honesty and integrity, research and computer literacy.
- DUTIES** : Conduct, analyse, interpret, advise and mentor juniors on research that will provide information and case law relevant to the legal matter at hand. Present on and advise and mentor juniors on motivation/proposals on how the specific case should be approached to obtain a desirable/justifiable outcome/result. Draft legal documents and advise on and or mentor juniors on the drafting of legal documents that provide clear motivation/justification for a particular position pertaining to the case, also proposing the approach to be followed to ensure success in this regard. Successfully conduct an interview in order to determine the client's goals and objectives. Advise the department on possible courses of acting during the consultation process, in relation to legal entitlements and client's instructions. Document interview and all advice given during legal consultation in writing and provide advice and guidance to lower level production employees on advanced interview techniques to address more sensitive or complicated issues and guide employees on the advice that should be rendered to the client. Provide support on medico-legal services (litigation and legal advisory services).
- ENQUIRIES** : Mr J.L. Steyn Tel No: 053 8300 511
- POST 27/147** : **ADMINISTRATION CLERK REF NO: NCDOH 15/2021**
- SALARY** : R173 703 per annum
CENTRE : Provincial Office, Kimberley
REQUIREMENTS : Grade 12 certificate or equivalent with 2-5 years' experience. A valid driver's licence will serve as an added advantage. Good organizing skills, ability to perform routine tasks, ability to operate a computer and basic interpersonal skills.

DUTIES

: Render general clerical support – record, organize, store, capture and retrieve correspondence and data, update registers and statistics, handle routine enquiries, keep and maintain the filing system, distribute documents, type letters and/or other correspondence when required, keep and maintain the incoming and outgoing register. Provide supply chain clerical support services, liaise with internal and external stakeholders in relation to procurement services, stock control of office stationary, keep and maintain the asset register. Provide personnel administration clerical support services – keep and maintain records. Provide financial administration support services.

ENQUIRIES

: Mr J.L. Steyn Tel No: 053 8300 511

**PROVINCIAL ADMINISTRATION: WESTERN CAPE
DEPARTMENT OF CULTURAL AFFAIRS AND SPORT**

- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- CLOSING DATE** : 23 August 2021
- NOTE** : Only applications submitted online at: www.westerncape.gov.za/jobs or <https://westerncapegov.erecruit.co> will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16.00. Should you experience any difficulties with your online application you may contact the helpline at 0861 370 214. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POST

- POST 27/148** : **ADMINISTRATION CLERK: LIBRARY SERVICES (WORCESTER REGION)**
REF NO: CAS 18/2021
- SALARY** : R173 703 per annum (Level 05)
- CENTRE** : Department of Cultural Affairs and Sport, Western Cape Government
- REQUIREMENTS** : Grade 12 (Senior Certificate or equivalent qualification); A valid code B driving license. Recommendation: Relevant exposure/experience in Office administration; Computerised Library Management System (SLIMS); Stock/Asset management. Competencies: Knowledge and understanding of the following: Computerised library systems; Financial systems; Proven computer literacy in MS Office (MS Excel); Stock/Asset management/building; Filing; Planning and organising; Verbal and written communication skills.
- DUTIES** : Manage the following: The facilitation of disputes; Stakeholder engagement; Coordination of the sport federations activities; Transform and deal with disputes within Federations; Talent identification and development; Create: Awareness around marginalised groups in sport; A fair and equitable funding system and System of building a capacity customers; Capacitate sport clubs from the community and provide relevant support to the sport clubs; Financial and Human resource management of the directorate.
- ENQUIRIES** : Mr Y Herbst at Tel No: (023) 347 5053

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 27/149** : **PRIMARY HEALTH CARE MANAGER**
Garden Route District
- SALARY** : R869 007 per annum, (A portion of the package can be structured according to the individual's personal needs).
- CENTRE** : Knysna / Bitou Sub-district
- REQUIREMENTS** : Minimum educational qualification: An appropriate tertiary degree/diploma or equivalent qualification that allows Registration with the Health Professional Council (HPCSA) and/or Nursing Council of South Africa and/or Pharmacy Council. Experience: Appropriate experience in District Health Services / Management. Inherent requirements of the job: Valid (Code B/EB) drivers' license. Willingness to attend to community needs after-hours. Competencies (knowledge/skills): Computer literacy (MS Word, Excel, PowerPoint, Outlook,

Internet). Ability to communicate effectively (both written and verbal) in at least two of the three official languages of the Western Cape Good organisational, interpersonal, creative problem solving and research skills. Knowledge and understanding of the District Health System and Comprehensive Service Plan. Basic knowledge and experience in office administration, financial and procurement administration.

DUTIES : Overall strategic management of the PHC facilities in the sub-district. Manage the implementation of the COPC approach and support the external and internal interface, with all the appropriate Health Programme. Manage/support the Health establishment staff to meet the Ideal Clinic Realisation and Maintenance (ICRM). Ensure efficient financial planning, control and the effective use of all resources. Participate in Human Resource Management and Skills Development Planning and Labour relations of PHC staff within the Sub-district. Ensure that prescribed policies and procedures are implemented and adhered to

ENQUIRIES : Dr A Brink Tel No: (044) 302- 8405

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

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

CLOSING DATE : 27 August 2021

POST 27/150 : **DEPUTY MANAGER NURSING (LEVEL 1 AND 2 HOSPITALS)**

Chief Directorate: Metro Health Services

SALARY : R843 618 per annum, (A portion of the package can be structured according to the individual's personal needs).

CENTRE : Victoria Hospital

REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse. Registration with a professional council: Registration with the SANC as a Professional Nurse. Proof of current registration i.e. annual licensing receipt for 2021. Experience: A minimum of 9 years appropriate /recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 4 years of the period referred to above must be appropriate/recognisable experience at management level. Inherent requirement of the job: Valid (Code B/EB) driver's license. Competencies (knowledge/skills): Computer literacy (MS Word, Excel, Power Point). Excellent verbal and written communication skills in at least two of the three official languages of the Western Cape. Sound knowledge of financial management, application and implementation of regulations policies and standards pertaining to nursing practises and care regimes. Ability to work effectively in a management and multi-disciplinary team, work under pressure, meet deadlines and solve complex problems.

DUTIES : Provide leadership that is aligned to the Department's leadership behaviours charter. Ensure innovative approaches are adopted to realise the strategic goals and objectives of the hospital. Promote effective and efficient management of human and material resources as well as financial governance. Establish, maintain and participate in inter-professional and multidisciplinary teamwork that promotes efficient, effective and quality patient care and upholds nursing professional standards. Promote and implement change management strategies within nursing governance.

ENQUIRIES : Mr J Vaughan Tel No: (021) 799 1201, email: Jonathan.Vaughan@westerncape.gov.za

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

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

CLOSING DATE : 27 August 2021

POST 27/151 : **OPERATIONAL MANAGER NURSING GRADE 1 GENERAL (OUTPATIENTS DEPARTMENT) (X2 POSTS)**

Groote Schuur Hospital

SALARY : R444 276 per annum (PN-A5)

CENTRE : Groote Schuur Hospital

- REQUIREMENTS** : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Registration with a professional council: Registration with the SANC as 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 requirement of the job: Perform after-hour and weekend duties for the department and the hospital. Competencies (knowledge/skills): Principles of Management: Supervisory, problem solving, conflict resolution and interpersonal skills. Leadership, communication skills and computer literacy. Knowledge of Nursing legislation, related legal and ethical nursing practices and framework. Labour relations legislation and relevant public sector policies and protocols. Human Resources and Financial Management, including computer literacy (i.e. Ms Word, Excel, PowerPoint and Outlook).
- DUTIES** : Provide innovative leadership in the allocated area to realise the strategic goals and objectives of the Nursing Division. Responsible for the co-ordination and delivery of quality nursing care within the relevant department. Participate in formulation, monitoring and implementation of policies, guidelines, standards, procedures and regulations pertaining to nursing care within the relevant Department. Provide effective support and management of human, material and financial resources, as well as Functional Business FBU management principles. Manage staff performance, training and personal development of self and subordinates including management of underperformance and grievances. Collect, provide and use relevant information for the enhancement of service delivery. Participate in and encourage nursing research.
- ENQUIRIES** : Mr A Mohamed Tel No: (021) 404-2071
- APPLICATIONS** : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
- NOTE** : No payment of any kind is required when applying for this post.
- CLOSING DATE** : 27 August 2021
- POST 27/152** : **PROFESSIONAL NURSE: GRADE 1 TO 2: (SPECIALTY: MATERNITY) (X3 POSTS)**
(Chief Directorate: Metro Health Services)
- SALARY** : Grade 1: R383 226 per annum (PN-B1)
Grade 2: R471 333 per annum (PN-B2)
- CENTRE** : Du Noon Community Health Centre
- 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 and Midwife. Post-basic qualification with duration of at least 1 year, accredited with the SANC in Midwifery and Neonatal Nursing Science. Registration with a Professional Council: Registration with SANC as Professional Nurse and Midwife. Experience: **Grade 1:** A minimum of 4 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. **Grade 2:** A minimum of 14 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in the specific specialty after obtaining the 1-year post-basic qualification as mentioned above. Inherent requirement of the job: Willingness to work shifts and after hours (weekends, public holidays and night duty). Competencies (knowledge/skills): Sound knowledge and understanding of nursing and health service-related acts, legislation and policies and ability to facilitate and promote training. Computer literacy (MS Word, Outlook and Excel). Communication skills (both written and verbal) in at least two of the three official languages of the Western Cape. Ability to facilitate and promote training. Analytical thinking, independent decision making and problem-solving skills.
- DUTIES** : Render an effective and continuous comprehensive nursing treatment care to patients. Ensure that services are rendered in a cost-effective manner. Work as part of the multi-disciplinary team to ensure good nursing care. Promote and perform a clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the relevant health facility.
- ENQUIRIES** : Ms J Rabele Tel No: (021) 200-4500

- APPLICATIONS** : Applicants apply online: www.westerncape.gov.za/health-jobs (click “online applications”)
- NOTE** : No payment of any kind is required when applying for this post. “Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted with their job application/on appointment. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)”
- CLOSING DATE** : 27 August 2021
- POST 27/153** : **PROFESSIONAL NURSE: GRADE 1 TO 2 (SPECIALTY: ADVANCED MIDWIFERY AND NEONATAL)**
Garden Route District
- SALARY** : Grade 1: R383 226 (PN-B1) per annum
Grade 2: R471 333 (PN-B2) per annum
(Plus, non-pensionable rural allowance of 8% of your annual basic salary)
- CENTRE** : Oudtshoorn Hospital
- REQUIREMENTS** : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Council (SANC) as a Professional Nurse and Midwife. A post-basic nursing qualification with a duration of at least 1 year in Advanced Midwifery and Neonatology Nursing Science. Registration with a professional council: Registration with the SANC as Professional Nurse and Midwife. Experience: **Grade 1:** A minimum of 4 years appropriate/recognisable experience in nursing after registration with the SANC as a Professional Nurse in General Nursing. **Grade 2:** A minimum of 14 years’ appropriate/recognisable experience in nursing after registration with the SANC as a Professional Nurse in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in Midwifery. Inherent requirement of the job: Willingness to work shifts and after hours (weekends, public holidays and night duty). Competencies (knowledge/skills): Ability to communicate effectively (both written and verbal) in at least two of the three official languages of the Western Cape. Knowledge of policies and legislation regarding Midwifery and Neonatal Nursing Science and ability to implement it. Leadership and interpersonal skills. Computer skills.
- DUTIES** : Provide and supervise holistic Institutional nursing care regarding the identification of nursing care needs, the planning and implementation of nursing care plans. Direct and educate members of the multi-disciplinary team regarding nursing programs and regulate/co-ordinate the execution of the program in conjunction with the unit manager. Ensure overall quality of the nursing care is facilitated cost effectively, efficiently and equitable whilst at the same time ensuring compliance to the requirements of professional and ethical practice. Maintain professional growth/ethical standards and self-development, compliance to.
- ENQUIRIES** : Ms H Human Tel No: (044) 203-7203
- APPLICATIONS** : Applicants apply online: www.westerncape.gov.za/health-jobs (click “online applications”)
- NOTE** : No payment of any kind is required when applying for this post. “Candidates who are not in possession of the required qualifications will be appointed into the general stream, and they will be required to obtain the necessary qualifications within a predetermined period of time. “Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted with their job application/on appointment. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)”
- CLOSING DATE** : 27 August 2021

<u>POST 27/154</u>	:	<u>SENIOR ADMINISTRATIVE OFFICER: FINANCE</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R316 791 per annum
<u>CENTRE</u>	:	Lentegeur Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate three- year National Diploma or Degree. Experience: Appropriate experience in Finance and Supply Chain Management. Appropriate experience in Budget and Expenditure control including the procurement of Goods and Services, Warehouse Management, in a health care environment. Appropriate experience in the management of Asset and Liability Accounts. Appropriate proven Supervisory experience. Inherent requirement of the job: A valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Appropriate knowledge and practical experience in Logis/BAS and Integrated Procurement Solutions (IPS) as well as organisational, managerial, leadership skills and an aptitude for working with financial figures. Appropriate 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 Microsoft Package with knowledge of (LOGIS, BAS and IPS/EPG). Knowledge of PFMA, Finance instructions, Provincial and National Treasury regulations, Preferential Procurement Policy Framework Act 5 of 2000 (PPPFA) as well as Accounting Officer System. Good verbal and written communication skills in at least two of the three official languages of the Western Cape.
<u>DUTIES</u>	:	Responsible for the overall management for all Supply Chain Management functions. Ensure the effective and efficient application of procurement policies and process. Responsible for the Inventory control, Warehouse Management and Asset Management. Responsible for the clearance of Asset and Liabilities accounts, Sundry payments, Budgeting vs expenditure and timeous preparation of reports and assist with Annual and Interim Financial Statements. Ensure sound Labour practices are executed and implemented. Effective and efficient Financial Management- process payments, journals, SCOA and BMI. Effective & Efficient Management of Creditor Payments.
<u>ENQUIRIES</u>	:	Mr. M Mmodeni Tel No: (021) 370 1125
<u>APPLICATIONS</u>	:	Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Short listed candidates will be subject to competency testing. CV's should address experience and knowledge extensively with regard to duties above.
<u>CLOSING DATE</u>	:	27 August 2021
<u>POST 27/155</u>	:	<u>ARTISAN PRODUCTION GRADE A TO C (ELECTRICAL)</u> Central Karoo District
<u>SALARY</u>	:	Grade A: R190 653 per annum Grade B: R224 574 per annum Grade C: R262 176 per annum
<u>CENTRE</u>	:	Central Karoo District (Stationed at Laingsburg Hospital)
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate Trade Test Certificate (Electrical). Experience: Grade A: No experience required. Grade B: At least 18 years appropriate/recognisable experience in the area after obtaining the relevant Trade Test Certificate. Grade C: At least 34 years appropriate/recognisable experience in the area after obtaining the relevant Trade Test Certificate. Inherent requirement of the job: Physically fit to perform duties and work at high places and roofs. Work overtime should the need arise, day or night, and standby duties. Valid (Code B/EB) driver's license. Willingness to travel throughout the Western Cape. Competencies (knowledge/skills): Conversance with the requirements of the Machinery and Occupational Health and Safety Act (Act 85). Knowledge of laundry equipment, Refrigeration systems and other hospital equipment. Good Electrical, welding and plumbing skills and knowledge and willing perform these duties. Ability to communicate in at least two of the three official languages of the Western Cape.
<u>DUTIES</u>	:	Major repairs of equipment and plant. Plan and design of new installations and perform alterations. Do Installations of specialised systems and equipment. Perform preventative maintenance tasks on critical and specialised equipment. Mentor other technical staff in the application of new technologies and

procedures. Perform administrative and related functions with regard to the workshop. Control over equipment, tools, plant and materials. Supervise Handyman and Tradesman aids. Manage the entire Workshop and staff when needed, in absence of Foreman.

ENQUIRIES : Mr F H du Toit Tel No: (023) 414-8235
APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 27 August 2021

POST 27/156 : **ARTISAN PRODUCTION: GRADE A TO C (ELECTRICAL)**

SALARY : Grade A: R190 653 per annum
Grade B: R224 574 per annum
Grade C: R262 176 per annum

CENTRE : Tygerberg Hospital, Parow Valley
REQUIREMENTS : Minimum educational qualification: An appropriate Trade Test Certificate. Experience: **Grade A:** No experience after obtaining the relevant Trade Test Certificate. **Grade B:** At least 18 years appropriate/recognisable experience in the area after obtaining the relevant Trade Test Certificate. **Grade C:** At least 34 years appropriate/recognisable experience in the area after obtaining the relevant Trade Test Certificate. Inherent requirements of the job: Valid (Code B/EB) drivers' licence and willingness to travel. Willingness to be available after hours. Willingness to be on standby and work overtime. Competencies (knowledge/skills): Conversance with the requirements of the Machinery and Occupational Health and Safety Act (Act 85).

DUTIES : General maintenance and repair of electrical items and equipment. Manage the control of tools, equipment and stock. Ability to maintain mechanical and electrical installations, as well as all General Maintenance work. Render assistance to the chief artisan and effective supervision and training of subordinates. The ability to perform basic duties and record-keeping.

ENQUIRIES : Mr I D Fortuin Tel No. (021) 938-4235
APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 27 August 2021

POST 27/157 : **LINEN STORES ASSISTANT**
(Chief Directorate: Metro Health Services)

SALARY : R102 534 per annum
CENTRE : Lentegeur Hospital

REQUIREMENTS : Minimum requirement: Basic literacy and numeracy skills. Experience: Appropriate experience in handling of clean and dirty linen within a health environment. Inherent requirements of the job: Willingness to do manual labour and assist in other departments when required. Must be able to count well. Valid Code B/EB driver's licence. Competencies (knowledge/skills): Basic knowledge in the correct methods of handling, sorting and counting of linen. Basic knowledge in washing and sluicing of linen. Ability to communicate effectively in at least two of the three official languages of the Western Cape.

DUTIES : Collect dirty linen from wards. Receive clean linen, count and issue clean linen to wards. Counting of linen. Keep linen area and storeroom clean and tidy. Washing of patient's clothes.

ENQUIRIES : Mr J Wessels Tel No: (021) 370 -1344
APPLICATIONS : To the Chief Executive Officer: Lentegeur Hospital, Private Bag X4, Lentegeur, Mitchell's Plain, 7785.

FOR ATTENTION : Mr T Twalo
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 27 August 2021