



the dpsa

Department:
Public Service and Administration
REPUBLIC OF SOUTH AFRICA

PUBLIC SERVICE VACANCY CIRCULAR

PUBLICATION NO 33 OF 2021

DATE ISSUED 17 SEPTEMBER 2021

1. Introduction

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

2. Directions to candidates

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

3. Directions to departments

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

4 SMS pre-entry certificate

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

AMENDMENTS

: **DEPARTMENT OF AGRICULTURE, LAND REFORM AND RURAL DEVELOPMENT:** Kindly note that following post advertised in the Public Service Vacancy Circular no 31 of 2021 dated 3 September 2021 Has reference, The experience has been amended as follows: Director: Land Development Support (Cluster 2): (Pretoria) with Ref 3/2/1/2021/086. Minimum 5 years' experience at middle / senior managerial level in the relevant field. The

closing date has been extended to 27 September 2021 at 16:00. The Department apologises for any inconvenience caused. **GOVERNMENT PRINTING WORKS:** Kindly take note of the following changes on the posts that were advertised on PSVC 32 dated 10 September 2021 with a closing date of 27 September 12:00 noon. The closing date for the post of Artisan (Production) (Mechanised Binding) (GPW21/34) (x 2 posts) with Ref No: GPW21/17 and Artisan (Production) (Digital Printing) (GPW21/35) (X3 Posts) has been extended to 04 October 2021 12:00 noon. **DEPARTMENT OF TOURISM:** Kindly note that the following post that was advertised in Public Service Vacancy Circular 26 dated 30 July 2021, (1) Chief Financial Officer with reference number DT 12/2021 is withdrawn. We apologise for the inconvenience.

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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 or the Department of Public Service and Administration vacancy circulars at www.dpsa.gov.za
- FOR ATTENTION** : Ms J Masipa/Ms N Monyela
- 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. Drivers' License and registration certified must be attached if required. Required documents need not be certified when applying for post, only shortlisted candidates 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. NB as of 1st July 2006, all new appointments in the public service have to be part of the Government Employee Medical Scheme (GEMS) in order to qualify for a Government Medical Subsidy. Correspondence will only be entered into with shortlisted applicants.

MANAGEMENT ECHELON

- POST 33/01** : **CHIEF DIRECTOR: OFFICE OF THE DIRECTOR-GENERAL REF NO: 29724/02**
Branch: Office of the Director-General
Chief Director: Office of the Director-General Support Services
Re-advert Candidates who previously applied need not to re-apply.
- SALARY CENTRE REQUIREMENTS** : R1 251 183 per annum, (All-Inclusive remuneration package)
: Pretoria
: An appropriate recognised Bachelor's Degree or an undergraduate qualification (NQF level 7) as recognized by SAQA; At least 5 years' experience at Senior Managerial level. Management experience in the education sector and the communication field is essential. Process competencies: Knowledge Management, Service Delivery Innovation, Problem solving and analysis, Client orientation and Customer focus, Communication skills. Core Competencies: Strategic capacity and leadership, People Management and Empowerment, Financial Management, Change management. The candidate must be confident, trustworthy, accurate, adaptable and diplomatic. Applicants must have a valid driver's license and be willing to travel extensively.
- DUTIES** : The successful candidate will be responsible to oversee the administration of the office of the Director-General; Provide general support services to the Director-General; Support the Director-General in the execution of his duties, particularly with regards to FOSAD, government clusters, SMM, MMM, HEDCOM, CEM and Parliament; Manage the parliamentary offices in Pretoria and Cape Town during sessions. Manage business processes and workflow in the office of the Director-General including and efficient record keeping system; Liaise with the Ministry and other Branches within the Department; Support the Director-General in his monitoring and oversight role in the provinces; Provide strategic support for provincial interventions; Ensure effective liaison and system co-ordination of support services; Manage identified project for the Director-General.
- ENQUIRIES** : Ms J Masipa Tel No: 012 357 3295/Ms N Monyela Tel No: (012) 357 3294
- NOTE** : A Certificate for SMS pre-entry programme is required for all SMS appointments, the full details of the outlined requirements and course information can be sourced by following the link https://www.thensg.gov.za/training-course/sms-pre-entry_programme/. All shortlisted candidates for SMS posts will be subjected to a technical exercise

that intends to test relevant technical element of the job, the logistics of which will be communicated by the department. Following the interview and the technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. The incumbent will have to sign an annual performance agreement as well as annually disclose his/her financial interests and be subjected to a security clearance. NB: Applications are invited from appropriately qualified persons for this senior management position in the Department of Basic Education in Pretoria. The position requires a proactive person with strong conceptual, strategic and operational leadership skills as well as proven management ability to ensure the effective management of the Chief Directorate. The successful candidate will be responsible for the development and maintenance of policies, strategies and programmes aimed at promoting the health and wellness of learners in order to support quality teaching and learning.

CLOSING DATE : 04 October 2021

OTHER POST

POST 33/02 : **LEGAL ADMINISTRATION OFFICER (MR5) REF NO: DBE/55/2021**

Branch: Finance and Administration
Chief Directorate: Legal and Legislatives
Directorate: Legislative Services

SALARY CENTRE : R373 389 per annum
: Pretoria

REQUIREMENTS : An appropriate recognised LLB degree; Eight years' appropriate post-qualification legal experience in a legal environment; Verifiable skills in the drafting of legal documents; Knowledge of education law and admission as attorney or advocate will be an added advantage; Knowledge of the Public Service and of applicable legislation, including the Constitution of the Republic of South Africa, 1996, the PFMA, the PAIA, the PAJA, the POPI, and the Treasury Regulations; Knowledge of civil procedure; Good contract management skills; Good legal administration skills. Good problem-solving skills; Good presentation skills; Excellent communication skills (verbal and written) in, especially, English; Strong analytical skills; Skills in the interpretation of statutes and in conducting research; Above-average computer literacy; Willingness to work irregular hours.

DUTIES : The incumbent will be responsible to draft and/or amend legal documents including legislation that is administered by the Department, and pilot such legislation through Parliament; Comment on draft legislation of other departments, when requested; Provide legal advice, guidance and opinions on legal matters to the Minister, Senior Management and the rest of the Department; Provide legislative support to provincial education departments; Monitor, coordinate and evaluate the effective implementation of education legislation; Assist project managers with legal support in regard to contracts; Ensure compliance with PAIA, PAJA and POPI; Provide legal education to departmental officials; Conduct, analyse, interpret, and advise on research that will provide information and case law relevant to the legal matter at hand; Draft legal documents and advise on the drafting of legal documents that provide clear motivation/ justification for a particular position; Collect data and information, analyse and translate information into knowledge for planning, decision making or management reporting and to communicate and distribute to different audiences, using a variety of information and communication technologies (e.g. intranet, e-mail, videoconferencing, telecommunications, etc.) in order to provide and communicate information for decision making, reporting, document storage and planning; Carry out any other relevant duties as instructed.

ENQUIRIES : Ms J Masipa Tel No: (012) 3573295/ Ms N Monyela Tel No: (012) 357 3294
CLOSING DATE : 08 October 2021

DEPARTMENT OF COOPERATIVE GOVERNANCE

The vision of the Department of Cooperative Governance is service excellence for improving lives through cooperative governance. The Department intends to invest in human capital, increase integrated technical capacity directed at service delivery innovation and promote representivity in the Department through the filling of this post. Applicant whose appointment/transfer/promotion will promote representivity will therefore receive preference.

- CLOSING DATE** : 11 October 2011
- 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 <http://www.dpsa.gov.za/dpsa2g/vacancies.asp>. 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 drivers' license, (4) a copy of Grade 12 Certificate as well as all qualifications mentioned in the CV, (5) a SAQA verification report for foreign qualifications. (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. All shortlisted candidates will be subjected to a technical exercise (or exercises) that intends to test relevant technical elements of the job. Following the interview and technical exercise(s), 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. Core competencies: Strategic capacity and leadership. People management and empowerment. Advanced programme and project management. Change management. Financial management. Process Competencies: Knowledge management. Service Delivery Innovation. Advanced problem solving and analysis. Client orientation and customer focus. Advanced communication skills (written and verbal). The successful candidate will be appointed subject to positive results of a pre-employment screening process which includes criminal records and 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. 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. The below post is a senior management post. 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 submit proof that they have registered for the Pre-entry Certificate, which can be accessed using the following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. Shortlisted candidates must provide proof of successful completion of the course.

MANAGEMENT ECHELON

- POST 33/03** : **CHIEF DIRECTOR: INTERGOVERNMENTAL POLICY AND PRACTICE REF NO: CDIPP01/2021**
- SALARY** : R1 251 183 per annum (Level 14), (An all-inclusive remuneration package). The package includes a basic salary (70% of package) and a flexible portion that may be structured in terms of the applicable guidelines.
- CENTRE** : Pretoria
- REQUIREMENTS** : A Grade 12 certificate and an undergraduate qualification in Public Administration/Development Studies or equivalent qualification (at NQF level

7) as recognized by SAQA. 5 – 10 years' experience at senior management level in a related field. A Senior Management Pre-Entry Programme and a driver's license (Category B). Extensive travelling. Core competencies: Strategic Capacity and Leadership, People Management and Empowerment, Programme and Project Management, Financial Management, Change Management. Process competencies: Knowledge Management, Service Delivery Innovation, Problem Solving and Analysis, Client Orientation and Customer Focus, Communication. Technical competencies: Intergovernmental Planning Instruments. IGR relations and fiscal systems. Co-operative governance.

DUTIES : The incumbent will be expected to perform the following duties: Provide policy guidance on distribution and location of powers and functions within and across spheres of government. Oversee the development and monitor the implementation of various policy frameworks and legislation to promote and enhance intergovernmental planning. Develop and institutionalize an effective system of intergovernmental relations (IGR) across the three spheres of government.

ENQUIRIES : Mr TB Fosi Tel No: (012) 848 4655
APPLICATIONS : Applications may be submitted electronically via email to cogta12@basadzi.co.za

FOR ATTENTION : Mrs C Nyoni Tel No: 012 998 8953

POST 33/04 : **CHIEF DIRECTOR: URBAN DEVELOPMENT POLICY PLANNING REF NO: CDUP02/2021**

SALARY : R1 251 183 per annum. (Level 14), (An all-inclusive remuneration package) the package includes a basic salary (70% of package) and a flexible portion that may be structured in terms of the applicable guidelines.

CENTRE : Pretoria
REQUIREMENTS : A Grade 12 certificate and an undergraduate qualification in Development Planning/ Development Studies/Public Administration or equivalent qualification (at NQF level 7) as recognized by SAQA. 5 – 10 years experience at senior management level in the relevant field. A Senior Management Pre-Entry Programme and a drivers license (Category B). Extensive travelling. Technical competencies: Provincial Growth and Development Strategies. Integrated Development Plans. Local Economic Development.

DUTIES : The incumbent will be expected to perform the following duties: Provide guidelines and support to national sector departments on how best to support the development planning of provinces and municipalities. Facilitate integrated planning in the metros, intermediate and fast growing cities. Provide strategic leadership in the development and implementation of the urban development policy and related programmes in local government. Support sustainable development and shared economic growth in provinces and municipalities.

ENQUIRIES : Mr TB Fosi, Tel No: (012) 848 4655
APPLICATIONS : Applications may be submitted electronically via email: cogta13@basadzi.co.za

FOR ATTENTION : Mrs C. Nyoni Tel No: 012 998 8953

POST 33/05 : **DIRECTOR: LED POLICY AND PRACTICE REF NO: DLEDPP03/2021**

SALARY : R1 057 326 per annum (Level 13), (An all-inclusive remuneration package). The package includes a basic salary (70% of package) and a flexible portion that may be structured in terms of the applicable guidelines.

CENTRE : Pretoria
REQUIREMENTS : A Grade 12 certificate and an undergraduate qualification in Economic/ Development Studies (at NQF level 7) as recognized by SAQA. 5 – 10 years' experience at middle management level in the local economic development or related field. A Senior Management Pre-Entry Programme and a drivers license. Extensive travelling. Proficiency on Microsoft Word, PowerPoint and Project. Core competencies: Strategic Capacity and Leadership, People Management and Empowerment, Programme and Project Management, Financial Management, Change Management. Process competencies: Knowledge Management, Service Delivery Innovation, Problem Solving and Analysis, Client Orientation and Customer Focus, Communication. Technical competencies: Government and private sector infrastructure development approaches. The link between infrastructure development and economic development. Local Economic Development. Resource mobilization.

DUTIES : The incumbent will be expected to perform the following duties: Develop and implement policy framework for Local Economic Development. Foster linkages between macro-economic policy, micro economic reforms, sector specific policies with local economic policy. Support the co-ordination of economic development policy and strategies across government. Strengthen the IDP's and PGDS's with Local Economic initiatives. Ensure the provision of tools to improve programmes of municipalities.

ENQUIRIES : Mr M Rabothata Tel No: (012) 334 4882

APPLICATIONS : Applications may be submitted electronically via email: cogta14@basadzi.co.za

FOR ATTENTION : Mrs C. Nyoni Tel No: 012 998 8953

POST 33/06 : **DIRECTOR: PERFORMANCE MANAGEMENT (WESTERN CAPE) REF NO: DPM04/2021**

SALARY : R1 057 326 per annum (Level 13), (An all-inclusive remuneration package). The package includes a basic salary (70% of package) and a flexible portion that may be structured in terms of the applicable guidelines.

CENTRE : Pretoria

REQUIREMENTS : A Grade 12 certificate and an undergraduate qualification in Public Administration/ Local Government/ Development Management or equivalent qualification (at NQF level 7) as recognized by SAQA. 5 – 10 years' experience at middle management in a related field. A Senior Management Pre-Entry Programme and a drivers license. Extensive travelling. Core competencies: Strategic Capacity and Leadership, People Management and Empowerment, Programme and Project Management, Financial Management, Change Management. Process competencies: Knowledge Management, Service Delivery Innovation, Problem Solving and Analysis, Client Orientation and Customer Focus, Communication. Technical competencies: Advanced Project Coordination Skills. Advanced project/ programme management development. Planning and organizing. Project/Programme formulation. Project monitoring and evaluation.

DUTIES : The incumbent will be expected to perform the following duties: Coordinate and monitor implementation of performance plans in municipalities. Coordinate stakeholders within outside government in support of local government improvement plans. Collaborate and participate in provincial B2B coordinating structures to monitor and report municipality's performance. Management of complaint's and correspondence from parliament, presidency and citizens. Facilitate support action plans and intervention to address immediate performance challenges in municipalities.

ENQUIRIES : Ms SV Gelderblom Tel No: (012) 848 4653

APPLICATIONS : Applications may be submitted electronically via email: cogta15@basadzi.co.za

FOR ATTENTION : Mrs C. Nyoni Tel No: 012 998 8953

DEPARTMENT OF DEFENCE



- CLOSING DATE** : 06 October 2021 (Applications received after the closing date and faxed copies will not be considered).
- NOTE** : Applications must be submitted on the prescribed form Z83 (obtainable from any Public Service Department office i.e effective 01 January 2021. Should an application be received using incorrect application employment form Z83, it will be disqualified), which must be originally signed and dated by the applicant and which must be accompanied by a detailed CV (with full particulars of the applicants' training, qualifications, competencies, knowledge & experience) and clear copies of original educational qualification certificates, ID document and Driver's license (where applicable). Failure to comply with the above instructions will result in applications being disqualified. Applicants applying for more than one post must submit a separate form Z83 (as well as the documentation mentioned above) in respect of each post being applied for. If an applicant wishes to withdraw an application it must be done in writing. Should an application be received where an applicant applies for more than one post on the same applications form, the application will only be considered for the first post indicated on the application and not for any of the other posts. Under no circumstances will photostat copies or faxed copies of application documents be accepted. The successful candidates will be subjected to Personnel Suitability Checks (criminal record, citizenship & financial/asset record checks and qualification and employment verification). Successful candidates will also be subjected to security clearance processes. Applicants who do not receive confirmation or feedback within 3 (three) months after the closing date, please consider your application unsuccessful. Due to the large volume of responses anticipated, receipt of applications will not be acknowledged and correspondence will be limited to short-listed candidates only. For more information on the job description(s) please contact the person indicated in the post details. Successful candidates will be appointed on probation for the period of twelve (12) months in terms of the prescribed rules.

OTHER POSTS

- POST 33/07** : **DEPUTY DIRECTOR: AUDIT MANAGER REF NO: IAD/26/21/01**
This post is re-advertised in the DOD and broader Public Service. All applicants who previously applied for Advertisement REF: IAD/13/20/01 are encouraged to re-apply.
- SALARY CENTRE REQUIREMENTS** : R869 007 per annum (Level 12), (All-inclusive salary package)
: Pretoria
: Bachelor's Degree in Internal Auditing, Finance or related fields. (NQF Level 7). Job Related Work Experience: Five (5) years credible and applicable experience in Internal Audit of financial statements in Private and Public Sector. Three (3) years management experience of which it should have in middle management experience. Membership of the Institute of Internal Auditors is recommended. Special requirements (Skills needed): Auditing skills. Strategic management and strategic planning skills. Well-developed communication (written and verbal) skills. Problem solving, Financial Administration and networking skills. Computer literate. Organisational skills. Good inter-personal relations, Interviewing skills, analytical and research skills. Audit knowledge, Extensive knowledge of government policies, Modified Cash Standards, departmental policy, departmental decisions and activities as well as on the wider intra-departmental activities in government. Knowledge of government and the Department of Defence (DOD) strategic direction. Project Management and Total Quality Management.
- DUTIES** : The successful incumbent will amongst others be responsible for the following:
Review of financial statements, documents, data and accounting entries. Assess compliance with financial regulations and controls by testing the financial reporting systems, general ledger, accounting balances, cash flow statements, statement of financial performance, statement of financial position and internal controls systems. Identify areas of non-compliance, evaluating

manual and automated financial processes, identifying process weaknesses and inefficiencies and operational issues. Provides financial control information by collecting, analysing and summarizing data and trends. Provision of independent and objective internal audit service. Review DOD operations and systems and check compliance thereof. Ensure compliance with internal audit policies, procedures and applicable laws and regulations. Liaise with relevant stakeholders. Develop, monitor and manage the Department's audit universe. Identify and evaluate risk exposures relating governance, risk management and control processes. Participate in the development of a risk register. Coordinates a Risk Register upon which plans will be developed. Develop a risk-based annual audit plan to determine the priorities of the Department. Develop and record a plan for each engagement, including the scope, objective, timing and resource allocations. Track audit coverage and report on progress to the Director. Review and appraise the soundness, adequacy and the application of the accounting, financial and operational controls. Perform audits on projects. Develop and record a plan for each engagement, including the scope, objectives, timing and resource allocation. Developing and implementing of a three-year audit strategic plan. Provide consulting and advisory services as requested and as required. Examine the accuracy of internal records, information systems, management procedures and internal controls. Participate on systems implementation, and other information technology committees. Promote governance and a culture of professionalism. Train and develop staff, lead and guide audit teams on engagements. Perform Quality Assurance on all audit work carried out.

ENQUIRIES : Mrs Adri Rocher Tel No: (012) 649 1065 OR Mrs Siphwe Nkosi Tel No: (012) 643 1031.

APPLICATIONS : Department of Defence, Internal Audit Division, Private Bag X910, Pretoria, 0001 or hand-delivered at Armscor Building, c/o Nossob and Boeing Street, Erasmuskloof, Pretoria.

POST 33/08 : **ASSISTANT DIRECTOR: LOGISTICS REF NO: MO/21/01**

SALARY : R470 040 per annum (Level 10)
CENTRE : Office of the Military Ombud, Pretoria.
REQUIREMENTS : Bachelor's Degree or equivalent qualification in Logistics/Supply Chain Management/Logistics Management/Public Management and Administration. A Minimum of three years experiences in providing Supply Chain Management/Logistical Support. Knowledge of relevant legislation. Special requirements (Skills needed): Logistic / Supply Chain Management experience, OHS, Planning Skills, Computer Skills, and Project Management Skills.

DUTIES : Demand Management. Procurement Management. Logistic Management including transport management. Inventory and Asset Management. Disposal Management. Facility Management. Strategic Management with the SCM environment. Compilation of a Supply Chain Management and related elements Regulatory Framework.

ENQUIRIES : Mr BC Radebe/ Ms J Dicker Tel No: (012) 676 3842/41
APPLICATIONS : Department of Defence, Military Ombud, Private Bag X163 Centurion 0046, or may be hand-delivered to Block C4, 349 Witch Hazel Ave, Eco Origin, Highveld 0157.

POST 33/09 : **INVESTIGATOR REF NO: MO/21/02**

SALARY : R470 040 per annum (Level 10)
CENTRE : Office of the Military Ombud, Pretoria
REQUIREMENTS : A relevant Bachelor's Degree or equivalent qualification. Minimum of 5 years in Administrative, Audit experience at Middle Management or equivalent level. Investigations, Dispute Resolution and Complaints Management or legal experience. Possession of a code 8 Driver's licence will be an added advantage. Special requirements (Skills needed): Conciliation, mediation and negotiation skills Computer Literacy (essential), Alternative Dispute Resolution Skills, Research Skills, Case Management Skills, Report Writing, Language Proficiency, Interviewing Skills, Analytical and Interpretation Skills, Networking and Communication Skills, Conceptual Thinking and Problem Solving Skills, , Planning Skills, Organizing Skills, the ability to foster Interpersonal Relationships, Conflict Resolution, Analytical Thinking, and Decision Making Skills, Case Management, Written and Oral Communication skills, Report

writing, Facilitation, Network and Interpersonal Relationships, Leadership, Policy Analysis and Formulation, Impartial, Incisive and Decisive, Team Player, Adaptability. Well-developed knowledge and understanding of the administration and procedures relating to the specific working environment, including the Military Ombud Act, Constitution and other enabling legislation, and Public Finance Management Act. The candidate must be able to work under pressure.

DUTIES : Investigation and resolution of Complaints. Writing of reports upon conclusion of investigation. Presentation of reports during Quality Assurance. Adherence to Complaints Handling Manual. Maximize customer care satisfaction. Compliance with Managerial and Administrative responsibilities. Adherence to the Public Finance Management Act.

ENQUIRIES APPLICATIONS : Mr BC Radebe/ Ms J Dicker Tel No: (012) 676 3842/41
: Department of Defence, Military Ombud, Private Bag X163 Centurion 0046, or may be hand-delivered to Block C4, 349 Witch Hazel Ave, Eco Origin, Highveld 0157.

POST 33/10 : **ASSISTANT DIRECTOR: DEFENCE STRATEGY REF NO: DPSP/23/21/01**
Defence Policy, Strategy & Planning Division, Chief Directorate Strategic Management (Directorate Strategy and Plan),

SALARY CENTRE REQUIREMENTS : R470 040 per annum (Level 10)
: Defence Headquarters, Erasmuskloof, Pretoria
: NQF Level 6-7 (Diploma/Advanced Certificate or Bachelor's Degree/Advanced Diploma): A qualification related to management science, strategic studies or related field is required. A relevant post graduate NQF 7 tertiary qualification will be preferred. A minimum of two (2) years' experience in the environment of corporate strategy, planning, monitoring and evaluation is required. Five to ten (5 – 10) years related working experience is preferred. Special requirements (Skills needed): Good research, writing skills, analytical, communication, report writing and presentation skills. Understanding and interpretation of relevant Regulatory Frameworks, Acts, Regulations and Policies. Sound understanding of planning, risk management, monitoring and evaluation. Excellent end user computer skills in MS Word, MS Excel, MS PowerPoint. Astute programme and project management skills. Must be able to function under pressure and against deadlines. Experience in dealing with planning, monitoring and evaluation at least at Divisional level or corporate level in the Public Service. Must be able to comply with the security clearance processes of the Department of Defence.

DUTIES : Assist in analysing the Defence Strategic Environment. Analyse Government and departmental strategic direction and the impact on the department. Assist with the external environmental review processes of the DOD, which encapsulate the identification and management of strategic issues in the department. Assist with development of annual Defence Strategic Guidelines for Planning. Development of departmental policies, strategies and plans which entails conducting research into international best practices or benchmarking in respect of specific strategic issues that impact the DOD.

ENQUIRIES APPLICATIONS : Mr P. Ramsing Tel No: (012) 355-5967
: Department of Defence, Director Strategy and Planning, Private Bag X910, Pretoria, 0001 or may be hand delivered to Armscor Building, DOD HQ Reception Area, Corner of Nossob and Boeing Street, Erasmuskloof, Pretoria 0001.

NOTE : Applicants will be expected to undergo a competency test. Development of a report and a 10 minute presentation as part of the interview will be required.

POST 33/11 : **FOREMAN CLEANER REF NO: HQ/22/21/04 (X2 POSTS)**

SALARY CENTRE REQUIREMENTS : R122 595 per annum (Level 03)
: DOD HQ Unit, Armscor Building, Pretoria
: Grade 10 or ABET level 4. A minimum of 2 years' experience in cleaning services environment. Previous cleaning supervisory experience would be an advantage. Special Requirement (skills needed): Ability to communicate effectively (verbal) in English. Basic knowledge of health and safety procedures and regulations. Knowledge of special cleaning processes and aids. Knowledge of basic maintenance of machinery with low level of complexity in operating it. Ability to work in a team and individually. Basic numeracy and literacy skills.

- DUTIES** : Managing and ensuring maintenance of cleaning materials and equipment. Performing basic administrative and related functions. Providing guidance, advice to cleaners. Updating of the cleaning roster on a monthly basis. Operating cleaning machines, basic hand tools and to perform routine tasks. Ensuring maintenance and replacement of cleaning machines and equipment.
- ENQUIRIES** : Maj I.E. Chake Tel No: (012) 355 5258 and WO2 F.F. Sibubulume Tel No: (012) 355 5666.
- APPLICATIONS** : Department of Defence Headquarters Unit, Private bag X 161, Erasmuskloof, Pretoria, 0001, for hand delivery: Armscor Building C/O Nossob and Boeing Street, Erasmuskloof, Pretoria.
- POST 33/12** : **HANDYMAN REF NO: OMBUD/21/21/01**
SA Defence Intelligence College (SADIC)
- SALARY** : R122 595 per annum
CENTRE : Monument Park Pretoria
REQUIREMENTS : Grade 10 or ABET Levels 1-4. Applicants with prior handyman or general working experience in repair works will be an advantage. Special requirements (Skills needed): Good communication (verbal/written) and Interpersonal skills. Must be Creative. Basic literacy. Ability to perform routine tasks.
- DUTIES** : Attend to minor maintenance and repairs to facilities and equipment. Conduct regular inspections throughout the college and compile maintenance programme. Compile list of equipment required and hand it at QM. Execute the maintenance task per priority and requirements. Compile a report and hand in at QM. Create a maintenance register and keep up to date.
- ENQUIRIES** : Ms T.C. Nkopane Tel No: (012) 315-0508.or Ssgt S. Mokwebo Tel No: (012) 315-0907.
- APPLICATIONS** : Department of Defence, SA Defence Intelligence College (SADIC), Private Bag X3003, Monument Park or hand delivery to 0105, (208 Johann Rissik Drive, Water kloof Ridge).
- POST 33/13** : **GROUNDSMAN REF NO: SADIC/28/21/02**
- SALARY** : R122 595 per annum
CENTRE : SA Defence Intelligence College (SADIC), Monument Park Pretoria.
REQUIREMENTS : Grade 10 or ABET Levels 1-4. Applicants with appropriate experience in general garden maintenance will be an advantage. Special requirements (Skills needed): Communication and interpersonal skills. Must be physically healthy.
- DUTIES** : To perform general garden maintenance tasks as given by the supervisor, planting, pruning, watering, mowing and cut the grass. Remove all tree branches, as well as all garden waste from the street, sidewalks, open areas and general cleaning and sweeping of the sidewalk in the Unit. Remove garden refuse and Guesthouses refuse and load onto truck to be transported to dumping site. To assist your supervisor with general preparations of all regimental tasks that needs your assistance, functions parade that my take place inside the Unit or outside the Unit lines.
- ENQUIRIES** : Ms T.C. Nkopane Tel No: (012) 315-0508.or Ssgt S. Mokwebo Tel No: (012) 315-0907.
- APPLICATIONS** : Department of Defence, SA Defence Intelligence College (SADIC), Private Bag X3003, Monument Park or hand delivery to 0105, (208 Johann Rissik Drive, Waterkloof Ridge).
- POST 33/14** : **DRIVER REF NO: SADIC/28/21/03**
SA Defence Intelligence College (SADIC)
- SALARY** : R122 595 per annum
CENTRE : Monument Park Pretoria
REQUIREMENTS : Grade 10 or ABET Levels 1-4. Applicants with prior driving experience will be an advantage. Special requirements (Skills needed): Communication and interpersonal skills. Must be physically healthy. Valid code 14 driver's licence as well as a valid military licence will be an advantage.
- DUTIES** : Conduct the 10-task maintenance on the vehicles. Ensure that vehicles are clean and roadworthy. Utilise the vehicles according to prescripts and rules. Keep record of trips regularly and exact. Collect stores at the line warehouses. Ensure that freight is safe and secure on vehicles. Arrange for tollgate documentation when required. Transport personnel and students to and from base / port of 25 to 45 seated buses safely.

- APPLICATIONS** : Department of Defence, SA Defence Intelligence College (SADIC), Private Bag X3003, Monument Park or hand delivery to 0105, (208 Johann Rissik Drive, Waterkloof Ridge).
- ENQUIRIES** : Ms T.C. Nkopane Tel No: (012) 315-0508.or Ssgt S. Mokwebo Tel No: (012) 315-0907.
- POST 33/15** : **ACCOMODATION CLEANER REF NO: SADIC/28/21/04**
- SALARY CENTRE REQUIREMENTS** : R102 534 per annum (Level 02)
: SA Defence Intelligence College (SADIC), Monument Park Pretoria
: Grade 10 or ABET Levels 1-4. Applicants with prior driving experience will be an advantage. Special requirements (Skills needed): Communication and interpersonal skills. Must be physically healthy.
- DUTIES** : Provide cleaning services at the Unit. Cleaning of restrooms. Cleaning of kitchens and tea rooms. Cleaning of office, conference rooms, waiting rooms and cleaner rooms including store rooms. Cleaning of passages, fire escapes, entrance area and reception area of the building. Cleaning the area of the waste and shredded papers. Daily removal of rubbish bins from the offices.
- ENQUIRIES** : Ms T.C. Nkopane Tel No: (012) 315-0508.or Ssgt S. Mokwebo Tel No: (012) 315-0907.
- APPLICATIONS** : Department of Defence, SA Defence Intelligence College (SADIC), Private Bag X3003, Monument Park or hand delivery to 0105, (208 Johann Rissik Drive, Waterkloof Ridge).
- POST 33/16** : **FOOD SERVICE AID REF NO: SADIC/28/21/05**
- SALARY CENTRE REQUIREMENTS** : R102 534 per annum (Level 02)
: SA Defence Intelligence College (SADIC), Monument Park Pretoria.
: Grade 10 or ABET Levels 1-4. Applicants with prior cooking experience will be an advantage. Special requirements (Skills needed): Communication and interpersonal skills. Must be physically healthy.
- DUTIES** : Provide food handling and cleaning services to the guest housing section. Must be able to keep kitchens in a hygienic condition and ensure that all utensils and equipment are clean and food ready to be cooked. Must have the knowledge regarding laying up of tables according to protocol. Must be able to prepare food on a large scale. Ensure safety awareness with the use of all electrical equipment on all tasks. To assist in setting up functions. Help with the off-loading of rotations. Execute all ad hoc kitchen tasks as issued by order.
- APPLICATIONS** : Department of Defence, SA Defence Intelligence College (SADIC), Private Bag X3003, Monument Park or hand delivery to 0105, (208 Johann Rissik Drive, Waterkloof Ridge).
- ENQUIRIES** : Ms T.C. Nkopane Tel No: (012) 315-0508.or Ssgt S. Mokwebo Tel No: (012) 315-0907.
- POST 33/17** : **CLEARNER REF NO: HQ/22/21/05 (X13 POSTS)**
- SALARY CENTRE REQUIREMENTS** : R102 534 per annum (Level 02)
: DOD HQ Unit, Armscor Building, Pretoria
: A minimum of grade 10 or ABET 1-4. Previous cleaning experience would be advantage. Special Requirement (skills needed): Ability to communicate effectively (verbal) in English. Basic knowledge of health and safety. Knowledge of special cleaning processes and aids. Knowledge of basic maintenance of machinery with low level of complexity in operating it. Knowledge of basic hand tools and cleaning equipment. Ability to operate cleaning machines and to perform routine tasks. Ability to work in a team and individually. Basic numeracy and literacy skills. Must be physical fit to perform cleaning duties.
- DUTIES** : Perform cleaning related duties in offices and other facilities as determined by Supervisor i.e. sweeping, vacuuming, window cleaning, dusting, polishing furniture and floors. Clean ablution facilities. Report any defects in the work place to immediate supervisor.
- ENQUIRIES APPLICATIONS** : Maj I E Chake Tel No: 012 355 5666
: Department of Defence Headquarters Unit, Private bag X 161, Erasmuskloof, Pretoria, 0001, for hand delivery: Armscor Building C/O Nossob and Boeing Street, Erasmuskloof, Pretoria.

POST 33/18 : **TEA MAKER REF NO: HQ/22/21/06 (X2 POSTS)**

SALARY : R102 534 per annum (Level 02)

CENTRE : DOD HQ Unit, Armscor Building, Pretoria.

REQUIREMENTS : A minimum of Grade 10 or ABET 1-4. Previous experience will serve as an advantage. Special Requirement (skills needed): Communication skills (write and verbal ability) and must be physically healthy.

DUTIES : Ensure that kitchen utilised is at all times clean, no dirty dishes, cups, saucers and others thereof are lying around. Report any losses, damages and theft observed. Ensure safekeeping of cupboard keys for control of dish soap and other material used.

APPLICATIONS : Department of Defence Headquarters Unit, Private bag X 161, Erasmuskloof, Pretoria, 0001, for hand delivery: Armscor Building C/O Nossob and Boeing Street, Erasmuskloof, Pretoria.

ENQUIRIES : Maj I.E. Chake Tel No: (012) 355 5258 and WO2 F.F. Sibubulume Tel No: (012) 355 5666.

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** : 04 October 2021
- NOTE** : 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) 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.

MANAGEMENT ECHELON

- POST 33/19** : **DIRECTOR: EMPLOYMENT STANDARD- EMPLOYMENT EQUITY REF NO: HR/21/09/31HO (X2 POSTS)**
(2 years fixed term contract)
- SALARY CENTRE** : R1 057 326 per annum, (all inclusive)
: IES, Head Office, Pretoria

- REQUIREMENTS** : Four (4) year Law degree/ Advanced Diploma (NQF7 & SAQA recognized) in Law/ three (3) year ND in Labour Law. A valid drivers licence. Five (5) years middle management experience (DD level) / with three (3) years functional experience in legal/ Inspection and Enforcement Services. Knowledge: Public service transformation and management issues, Ability to convert policy into action, Public Service Act, Public Service Regulations and relevant prescripts, Treasury Regulations, Departmental policies and procedures, Batho Pele Principles, Corporate governance, PFMA, Accounting Systems and Internal Control, Labour Relations Act, Employment Standards, UIA, OHS Act, COIDA, Basic Condition of Employment Act. Skills: Verbal and written communication, Computer literacy, Administration and financial management, Good Interpersonal relations, Project Management, Innovative, Problem solving, Ability to build high-performance teams, Strong Leadership, strategic decision-making abilities, Analytical.
- DUTIES** : Develop strategy to render administration of EE. Manage and monitor the execution of EE strategy. Monitor, evaluate and report on the impact of EE programme. Manage the development of the policy and provide technical advice to relevant stakeholders. Develop and manage to implementation of capacity programmes on EE programmes.
- ENQUIRIES APPLICATIONS** : Adv. F Bede Tel No: 012 309 4896
- FOR ATTENTION** : Chief Director: Human Resources Management: Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street.
- FOR ATTENTION** : Sub-directorate: Human Resources Operations, Head Office EMAIL: Jobs-HQ9@labour.gov.za
- POST 33/20** : **DIRECTOR: IES BUSINESS ANALYSIS REF NO: HR/21/09/32HO**
(2 years fixed term contract)
- SALARY CENTRE REQUIREMENTS** : R1 057 326 per annum, (all inclusive)
: IES, Head Office, Pretoria
: Three (3) year undergraduate Degree (NQF7) in Computer Science. A postgraduate Qualification in Administration or Management. Business Analysis Certificate. Five (5) years Middle Management experience. Three (3) years functional experience in relevant IT environment with solid experience in the compliance environment in respect of Computers, Networks and Customer Services. Knowledge: Public Financial Management Act, Technical standards/ procedures, Business Analysis, HR matters, IES Processes/SOP, Training and development, Managerial functions, Financial Regulations, Public Service Act, Public Service Regulations. Skills: Communication, Analytical thinking, Process improvement, Strategic Management, Leadership.
- DUTIES** : Develop and manage the execution of the IES technical strategy. Manage the overall configuration and introduction of new ICT services. Provide operational management of ICT services. Identify and implement continuous service improvements. Establish and manage the process of requesting, assessing, authorizing and implementing ICT change throughout the life cycle of the change.
- ENQUIRIES APPLICATIONS** : Adv. F Bede Tel No: 012 309 4896
- FOR ATTENTION** : Chief Director: Human Resources Management: Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street.
- FOR ATTENTION** : Sub-directorate: Human Resources Operations, Head Office EMAIL: Jobs-HQ8@labour.gov.za
- POST 33/21** : **DIRECTOR: EMPLOYMENT STANDARD: BCEA& NMW REF NO: HR/21/09/33HO**
(2 years fixed term contract)
- SALARY CENTRE REQUIREMENTS** : R1 057 326 per annum, (all inclusive)
: IES, Head Office, Pretoria
: Four (4) year Law degree/ Advanced Diploma (NQF7 & SAQA recognized) in Law/ three (3) year ND in Labour Law. A valid drivers licence. Five (5) years middle management experience (DD level) / with three (3) years functional experience in legal/ Inspection and Enforcement Services. Knowledge: Public service transformation and management issues, Ability to convert policy into action, Public Service Act, Public Service Regulations and relevant prescripts, Treasury Regulations, Departmental policies and procedures, Batho Pele Principles, Corporate governance, PFMA, Accounting Systems and Internal Control, Labour Relations Act, Employment Standards, UIA, OHS Act, COIDA,

Basic Condition of Employment Act. Skills: Verbal and written communication, Computer literacy, Administration and financial management, Good Interpersonal relations, Project Management, Innovative, Problem solving, Ability to build high-performance teams, Strong Leadership, strategic decision-making abilities, Analytical.

- DUTIES** : Develop strategy to render administration of BCEA/NMW. Manage and monitor the execution of BCEA/NMW strategy. Monitor, evaluate and report on the impact of BCEA/NMW programme. Manage the development of the policy and provide technical advice to relevant stakeholders. Develop and manage to implementation of capacity programmes on BCEA/NMW programmes.
- ENQUIRIES APPLICATIONS** : Adv. F Bede Tel No: 012 309 4896
- FOR ATTENTION** : Chief Director: Human Resources Management: Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street.
Sub-directorate: Human Resources Operations, Head Office Email: Jobs-HQ7@labour.gov.za

OTHER POSTS

- POST 33/22** : **SAP ANALYST (CASE MANAGEMENT TECHNICAL SUPPORT) REF NO: HR/21/09/37HO (X3 POSTS)**
(2 years fixed term contract)

- SALARY** : R470 040 per annum, plus 37% in lieu of benefits
- CENTRE** : IES, Head Office, Pretoria
- REQUIREMENTS** : National Diploma (NQF6) Undergraduate Degree (NQF7) in Information Technology/Informatics/NDip in Information technology (Software development/Computer Science PLUS Microsoft and /or SAP Certificate (ASP K4+ or equivalent) +ITIL Foundation. Four (4) years functional/technical experience on CX projects OR equivalent experience in similar internal IT Team role i.e. as lead of SAP/ in terms of developing, implementing and sustaining SharePoint and workflow systems at a Group wide level-and/ or managing integration of API's in a multi-vendor IT landscape / business systems. Knowledge: Broad knowledge of SAP functional areas, Good experience of working on a highly customized SAP system, Technical standards/ procedures, Workflow Automation, Report writing using ALV and ABAP lists, SAP ECC and Insurance knowledge, Working knowledge of Solution Manager, Dialogue programming, Solutions Development Life Cycle. Skills: Application support, Maintenance, Software system analysis, End user training, Project management, User exists/ enhancements.

- DUTIES** : Document and develop technical design for IES SAP solutions. Analyse, specify and configure IES SAP Business Objects Module. Provide support and maintenance of SAP applications. Maintain authorization, organizational structure, CRM and reporting modules.

- ENQUIRIES APPLICATIONS** : Adv. F Bede Tel No: 012 309 4896
- FOR ATTENTION** : Chief Director: Human Resources Management: Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street.
Sub-directorate: Human Resources Operations, Head Office Email: Jobs-HQ5@labour.gov.za

- POST 33/23** : **PRINCIPAL INSPECTOR: EMPLOYMENT EQUITY REF NO: HR/21/09/34HO (X3 POSTS)**
(2 years fixed term contract)

- SALARY** : R376 596 per annum, plus 37% in lieu of benefits
- CENTRE** : IES, Head Office, Pretoria
- REQUIREMENTS** : Three (3) year tertiary qualification +plus Postgrad - in Labour Law/ Advanced Diploma in Labour Law/ 4-year degree in Law/ BCOM Law/ Diploma in Law. Valid driver's license. Four (4) years experience in IES/compliance/ legal services. Knowledge: Departmental policies and procedures, Batho Pele principles, Public Finance Management Act (PFMA), Public Service Regulations, Employment Equity Act (EEA), Compensation of Occupational and Injury Disease Act (COIDA), Basic Conditions of Employment Act (BCEA). Skills: Planning and organizing, Computer literacy, Communication Written and Verbal, Problem solving, Interviewing listening and observation, Presentation, Research, Project management, Analytical, Innovative.

- DUTIES** : Monitor and implement the EE Strategy. Manage and provide technical research to ensure the implementation of programmes, work plans and policies

for Employment Equity and Regulations. Monitor, evaluate and report on the impact of Employment Equity Act programmes. Provide technical advice on the sector specific to Employment Equity Act matters. Manage the resources in the unit.

ENQUIRIES : Adv. F Bede Tel No: 012 309 4896
APPLICATIONS : Chief Director: Human Resources Management: Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street.
FOR ATTENTION : Sub-directorate: Human Resources Operations, Head Office Email: Jobs-HQ7@labour.gov.za

POST 33/24 : **ASSISTANT DIRECTOR: STATUTORY SERVICES (NMWA,EE) REF NO: HR/21/09/35HO (X6 POSTS)**
(2 years fixed term contract)

SALARY : R376 596 per annum, plus 37% in lieu of benefits
CENTRE : IES, Head Office, Pretoria
REQUIREMENTS : Four- year Law Degree. Admitted attorney or Advocate. A valid driver's licence. Two (2) years functional experience in Inspection and Enforcement Services/ legal service environment. Knowledge: Public service transformation and management issues, Public Service Act, Treasury Regulations, Departmental policies and procedures, Corporate governance, Skills Development Act, Public Service Regulations, Skills Development Levy Act, Occupational Health and Safety Act, Unemployment Insurance Contribution Act. Skills: Facilitation, Planning and organizing, Computer literacy, Interpersonal, Problem solving, Interviewing, Presentation, Innovative Analytical, Verbal and written communication.

DUTIES : Manage the implementation of the legal enforcement processes for EE/ NMWA. Represent the Department in the Labour and Magistrate's court. Manage the information to provide legal advice and proceedings. Monitor the implementation of quality management system for EE/NMWA enforcement. Manage resources with the unit.

ENQUIRIES : Adv. Yabo Tel No: 012 309 8496
APPLICATIONS : Chief Director: Human Resources Management: Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street.
FOR ATTENTION : Sub-directorate: Human Resources Operations, Head Office Email: Jobs-HQ6@labour.gov.za

POST 33/25 : **PERSONAL ASSISTANT: DDG' OFFICE REF NO HR/21/09/20HO**

SALARY : R376 596 per annum
CENTRE : Head Office, Pretoria
REQUIREMENTS : Three- year relevant qualification in Office/ Information Management/ Public/ Business Administration. Two (2) years supervisory experience. Two (2) years functional experience in Office Administration/ Secretariat services. Knowledge: Basic Departmental policies and procedures, Administration procedures, Batho Pele Principles. Skills: Communication, Analytical, Computer literacy, Interpersonal, Organizing and Planning, Telephone etiquette.

DUTIES : Provide administrative support to the Deputy Director- General. Manage the Deputy Director- General's diary, including the events calendar, arrange meetings and workshops. Monitor the provision of secretariat services in the Deputy Director- General's office. Maintain confidentiality of documents and ensure that all strategic complex correspondence is properly filed including the management of those records thereof. Coordinate all the Deputy Director-General's Projects and monitors the Branch Budget. Supervise the Office Administrator.

ENQUIRIES : Mr S Morotoba Tel No: 012 309 4782
APPLICATIONS : Chief Director: Human Resources Management: Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street.
FOR ATTENTION : Sub-directorate: Human Resources Operations, Head Office Email: Jobs-HQ4@labour.gov.za

POST 33/26 : **SENIOR PERSONNEL OFFICER: HUMAN RESOURCE MANAGEMENT REF NO: HR 4/21/08/12**

SALARY : R316 791 per annum
CENTRE : SEE, East London

- REQUIREMENTS** : Three-year tertiary qualification in Human Resource Management (HRM), Two (2) years' functional experience in Human Resource management services. Knowledge: Departmental policies and procedures, HRM policies, Training and Development, Public service regulations, Public service Act, Knowledge of SDA, SDLA And EEA, Management and budgeting, Batho Pele Principles, Relevant HIV/AIDS related legislation, policies & regulations, National Strategic Plan on HIV, AIDS and STI Integrated Employee Health and Wellness Framework, Structure and Functions of the Department, EHWP Policies, Human Resource Development Strategy, National Skills Development Strategy, Human Resource Development policies and prescripts Skills: Planning and Organizing, Communication, Computer literacy, Analytical, Facilitation, Interpersonal, Leadership, Presentation, Report writing, Time management, Training and Development.
- DUTIES** : Conduct recruitment and selection process within the Sheltered Employment Factories. Facilitate the process of benefits administration in the Factories. Render Employee Wellness support within the Sheltered Employment Factories. Render Labour Relations administration support. Coordinate training and development initiatives and performance management system.
- ENQUIRIES APPLICATIONS** : Ms ME Msiza Tel No: 012 843 7409
- FOR ATTENTION** : Chief Director: Human Resources Management: Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street.
Sub-directorate: Human Resources Operations, Head Office Email: Jobs-SEE@labour.gov.za
- POST 33/27** : **OFFICE ADMINISTRATOR (EXECUTIVE SECRETARY) REF NO: HR 4/21/09/15HO**
- SALARY CENTRE REQUIREMENTS** : R257 508 per annum
: Head Office, Pretoria
: Three (3) year National Diploma (NQF6 and Undergraduate Degree (NQF7) in Office Management/ Information Communication Technology/ Public/ Business Administration / Management. One (1) year functional experience in office administration/ secretariat services. Knowledge: Departmental policies and procedures, Planning and organizing, Administration procedures, Batho Pele Principles, Interpersonal relations. Skills: Facilitation, Interpersonal relationship, Communication (verbal and written), Computer literacy, Telephone etiquette, Organising, Decision making, Analytical, Project Management.
- DUTIES** : Provide a receptionist support to the Branch/ Office/ Chief Directorate/ Directorate/ Directorate including dairy management for the DG/ DDG/ COO/ Chief Director/ Director. Render a Secretariat Service for the Office of the DG/ DDG/ COO/ Chief Director/ Director. Assist in Monitoring and maintaining the budget including the supply chain for the Chief Directorate/ Directorate. Facilitate and coordinate all logistical and resource requirements of the Chief Directorate/ Directorate. Provide Management Information and records management services in the Chief Directorate/ Directorate. Track and monitor projects tasks within the Chief Directorate/ Directorate.
- ENQUIRIES APPLICATIONS** : Adv M Ntleki Tel No: (012) 309 4052
- FOR ATTENTION** : Chief Director: Human Resources Management: Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street.
Sub-directorate: Human Resources Operations, Head Office Email: Jobs-HQ6@labour.gov.za
- POST 33/28** : **INSPECTOR (X2 POSTS)**
- SALARY CENTRE REQUIREMENTS** : R208 584 per annum
: Bloemfontein Labour Centre Ref No: HR 4/4/8/481
: Petrusburg Labour Centre Ref No: HR 4/4/8/482
: Three (3) years relevant qualification in Labour Relations/ BCOM Law/ LLB. A valid drivers licence. Zero experience. Knowledge: Departmental policies and procedures, Skills Development Act, Labour Relations Act, Basic Conditions of Employment Act, Unemployment Insurance Act, Unemployment Insurance Contributions Act. Skills: Facilitation skills, Planning and Organizing (Own work), Computing (Spread sheet, PowerPoint and word processing), Interpersonal skills, Problem Solving skills, Interviewing skills, Analytical, Verbal and written communication skills, Employment Equity Act.

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

ENQUIRIES : Mr M Ndlela Tel No: (051) 505 6200
Mr D Namane Tel No: (053) 574 0932

APPLICATIONS : Chief Director: Human Resources Management: Private Bag X 522, Bloemfontein, 9300 or hand deliver at Laboria House, 43 Charlotte Maxeke Street, Bloemfontein.

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

POST 33/29 : **UI CLAIMS OFFICER: UIF REF NO: HR4/1/1/15**

SALARY : R208 584 per annum
CENTRE : Gqeberha Labour Centre, Eastern Cape
REQUIREMENTS : Grade 12/Senior Certificate. 0 to 6 months' experience. Knowledge: Unemployment Insurance Act, Unemployment Insurance Contributions Act, Public Service Regulation, Public Service Act, Batho Pele Principles, Departmental policies and procedures, Customer care Skills: Communication (verbal & written), Listening, Computer literacy, Customer Relations, Decision making.

DUTIES : Receive and assess all the UI Claims on the relevant systems in line with the Standard Operating Procedure (SOP), Register all employers and verify the declaration of employees as per the relevant prescripts, Execute the payment of approved claims as per the set time frames, attend to enquiries relating to all processed claims or any other matter relating to the processing of claims, Perform Administrative duties within the section.

ENQUIRIES : Mr M Ngqolowa Tel No: 041 506 5000
APPLICATIONS : Deputy Director: Labour Centre Operations: P/BAG X 6045, Port Elizabeth, 6000

FOR ATTENTION : Deputy Director: Labour Centre Operations. Email: Jobs-EC@labour.gov.za

POST 33/30 : **CLIENT SERVICE OFFICER: REGISTRATION SERVICES REF NO: HR4/4/5/79**

SALARY : R208 584 per annum
CENTRE : Vryheid: KZN
REQUIREMENTS : Matriculation/ Grade 12/ Senior Certificate. Valid driver's license. Knowledge: All Labour Legislations and Regulations, Private Employment Agency regulations and related ILO conventions, Public Service Regulations, Public Service Act, Knowledge of the Departmental Policies, Procedures and Guidelines, Batho Pele principles Skills: Interpersonal, Telephone etiquette, Interviewing, Computer literacy, Communication, Ability to interpret legislation, Problem solving.

DUTIES : Render services at help desk as the first point of entry within the Registration Services. Render Employment Services to all the Clients who visit the Labour Centre. Resolve all complaints on all Labour Legislation received from Clients. Receive all Unemployment Insurance Benefits Applications and Employer declarations. Receive application forms in terms of Compensation for Injuries & Diseases Act (COIDA) and Employer registration forms for COIDA

ENQUIRIES : Mr F Dladla Tel No: (034) 980 8820
APPLICATIONS : Deputy Director: Vryheid Labour Centre, PO Box 430, Vryheid 3100 or hand deliver at 99 Landrose Street, Vryheid

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

POST 33/31 : **SENIOR PERSONNEL OFFICER REF NO: HR 4/4/8/484**

SALARY : R173 703 per annum
CENTRE : Provincial Office: Free State
REQUIREMENTS : Matriculation/ Grade 12/ Senior certificate plus Certificate in Human Resources Management field. No Experience required. Knowledge: Departmental policies and procedures, HR related systems (Persal), Batho Pele Principles,

DUTIES : Employment Equity Act, Public Service Regulations. Skills: Computer literacy, Analytical, Communication, Planning and organising.
 : Facilitate and provide administrative support for service benefit of employees. Provide support to the recruitment and selection process. Capture and update all personal data on PERSAL system. Attend to all enquiries.

ENQUIRIES : Mr S Segalo Tel No: (051) 505 6204
APPLICATIONS : Chief Director: Human Resources Management: Private Bag X 522, Bloemfontein, 9300 or hand deliver at Laboria House, 43 Charlotte Maxeke Street, Bloemfontein.

FOR ATTENTION : Sub-directorate: Human Resources Operations, Free State Email: Jobs-FS1@labour.gov.za

POST 33/32 : **OFFICE AID MANAGEMENT SUPPORT SERVICES HR4/4/5/95**

SALARY : R122 595 per annum
CENTRE : KZN Durban
REQUIREMENTS : Standard 8/ Grade 10. Knowledge: Cleaning Practices, Catering, Office Practice. Skills: Interpersonal relations, Verbal Communication, Listening.

DUTIES : Ensure a clean office environment at all times. Provide food services aid. Assist in distributing stock. Assist with messenger functions.

ENQUIRIES : Mr S Biyase Tel No: (031) 401 9424
APPLICATIONS : Deputy Director: Durban Labour Centre, PO Box 10047, Durban 4056 or hand deliver at Govt Buildings, Masonic Grove Durban

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

DEPARTMENT OF FORESTRY, FISHERIES AND THE ENVIRONMENT

- APPLICATIONS** : Director-General, Department of Forestry, Fisheries and the Environment, Private Bag X447, Pretoria, 0001 or hand-delivered to: Environment House, Erf 1563 Arcadia Extension 6, Cnr Soutpansberg and Steve Biko Road, Arcadia, Pretoria.
- FOR ATTENTION NOTE** : Human Resource Management
- NOTE** : Application must be submitted on a New signed Z83 form obtainable from any Public Service Department and must be completed in full, also accompanied by copies of all relevant qualifications (Matric Certificate must also be attached), ID document, a valid Driver's License (attached documentation need not be certified, certification will be requested when required) together with the recent Curriculum Vitae in order to be considered. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The National Department of Forestry, Fisheries and the Environment is an equal opportunity, affirmative action employer. Preference may be given to appointable applicants from the underrepresented designated groups in terms of the Department's equity plan. Persons with disabilities are encouraged to apply. Correspondence will be limited to successful candidates only. Short-listed candidates will be subjected to screening and security vetting to determine their suitability for employment, including but not limited to: Criminal records; Citizenship status; Credit worthiness; Previous employment (reference checks); and Qualification verification. Short-listed candidates will be expected to avail themselves at the Department's convenience. Entry level requirements for SMS posts: In terms of the Directive on Compulsory Capacity Development, Mandatory Training Days & Minimum Entry Requirements for SMS that was introduced on 1 April 2015, a requirement for all applicants for SMS posts from 1 April 2020 is a successful completion of the Senior Management Pre-Entry Programme as endorsed by the National School of Government (NSG). The course is available at the NSG under the name Certificate for entry into SMS and the full details can be obtained by following the below link:<https://www.thensg.gov.za/training-course/sms-pre-entryprogramme/> The successful candidate will be required to provide proof of completion of the NSG Public Service Senior Management Leadership Programme Certificate for entry into the SMS. Furthermore, candidates shortlisted for the SMS post will be subjected to a technical exercise that intends to test relevant technical elements of the job. Following the interview and the technical exercise, the Selection Panel will recommend candidates to attend a generic managerial competency assessment in compliance with the DPSA Directive on the implementation of competency based assessments. The person appointed to this position will be subjected to a security clearance, the signing of performance agreement and employment contract. The Department reserves the right not to make an appointment. If you have not been contacted within three 3 months after the closing date of the advertisement, please accept that your application was unsuccessful.

MANAGEMENT ECHELON

- POST 33/33** : **DEPUTY DIRECTOR-GENERAL: FORESTRY MANAGEMENT (REF NO: FM02/2020)**
- SALARY** : R1 521 591 per annum, (An all-inclusive annual remuneration package). The remuneration package includes a basic salary (70% of package), State's contribution to the Government Employee Pension Fund (13% of basic salary) and a flexible portion which can be structured according to the individual's personal needs.
- CENTRE REQUIREMENTS** : Pretoria
- : An undergraduate qualification and a post graduate qualification (NQF level 8) as recognised by SAQA. Extensive experience in the relevant field. Applicants must have 8 -10 years of experience at senior management level. Knowledge and understanding of the State Forests Act, the National Forests Act (NFA) and the National Veld and Forest Fire Act (NVFFA). Ability to manage Units and plan for activities, including projects and policy matter. Ability to negotiate with high-level executives in public and private sector, to secure Government's

investments and opportunities. Ability to develop, interpret and apply policies, strategies and legislation. Programme and Project Management skills. Service orientated. Sound organising, planning and leadership skills. Knowledge of HR management practices. Ability to develop, interpret and implement policies, strategies and legislation. Excellent communication, analytical, innovative, problem solving, and interpersonal skills. Knowledge of the Public Finance Management Act (PFMA) and Treasury Regulations. Ability to work under pressure and long hours. Proof of completion of the Senior Management Pre-entry Programme as endorsed by the National School of Government (NSG).

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

ENQUIRIES NOTE : Mr G. Ntshane Tel No: 012 3998628 / cell: 079 879 9656
Candidates who responded to the initial advertisement, which closed on 30 August 2021 are encouraged to re-apply.

CLOSING DATE : 04 October 2021

POST 33/34 : **CHIEF DIRECTOR: RISK AND ETHICS MANAGEMENT REF NO: ODG08/2021**

SALARY CENTRE REQUIREMENTS : R1 251 183 per annum, (An all-inclusive remuneration package)
: Pretoria

: An appropriate recognised undergraduate (NQF 7) in risk management, auditing, strategic management, public administration or equivalent relevant qualification as recognized by SAQA. Affiliation with relevant professional bodies (IRMSA, IIA, Ethics). Certification as a Fraud Examiner or Ethics Officer will be an advantage. Applicants must have 5 years of experience at senior management level. Proven extensive work experience in the fields of risk management, forensics, auditing and/or ethics management. Extensive knowledge of Public Sector Risk Management Framework, Public Service Anti-Corruption Strategy, Prevention and Combating of Corrupt Activities Act, Knowledge of professional standards of the Associations of Certified Fraud Examiners, Preferential Procurement Policy Framework Act, 5 of 2000, Public Service Regulatory Framework, Public Finance Management Act (PFMA) and Treasury Regulations. Proven Project and strategic management capability. An understanding of Government priorities, policies, legislation and principles and practice of Enterprise Risk Management. Excellent communication skills (both written and verbal), planning, facilitation and leadership skills. Ability to gather and analyse information, develop and apply policies. Ability to work under extreme pressure. Proof of completion of the Senior Management Pre-entry Programme as endorsed by the National School of Government (NSG).

DUTIES : Provide advice to enable the implementation and maintenance of systems to identify and mitigate risks threatening the attainment of objectives and the optimisation of opportunities that would enhance institutional performance. Develop, implement and maintain an Enterprise Risk Management framework and supporting policies and procedures. Develop and implement a strategic and annual Risk Management plan. Ensure the development and implementation of risk assessment methodologies, models and systems. Manage ethics and the fraud prevention strategy of the Department. Manage investigations of fraud and corruption allegations. Management of fraud risks. Provide governance oversight on ethics and fraud prevention processes. Conduct organisational awareness on risk management fraud and ethics processes. Facilitate and ensure adequate risk management. Facilitate and ensure adequate management of ethics and fraud prevention. Provide reports to Management and the Audit and Risk Committee; Manage human and financial resources within the Chief Directorate.

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

CLOSING DATE : 04 October 2021

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| <u>POST 33/35</u> | : | <u>DIRECTOR: DEMAND MANAGEMENT SERVICES (REF NO: CFO10/2021)</u> |
| <u>SALARY</u> | : | R1 057 326 per annum, (An all-inclusive annual remuneration package). The remuneration package includes a basic salary (70% of package), State's contribution to the Government Employee Pension Fund (13% of basic salary) and a flexible portion which can be structured according to the individual's personal needs. |
| <u>CENTRE</u> | : | Pretoria |
| <u>REQUIREMENTS</u> | : | Bachelor's Degree in Logistic or Supply Chain Management (NQF7) or Equivalent relevant qualification within the field plus 5 years of experience at middle/senior managerial level. Extensive relevant experience. Knowledge of Demand management, procurement and business practices. Ability to establish and manage asset management systems and controls. Knowledge of strategic planning and budgeting. Ability to develop, interpret and apply policies, strategies and legislation. Ability to control and manage the acquisition of services and assets of the department. Knowledge on Asset management; Financial accounting; Auditing; Forensic Accounting and Risk management. Knowledge of Public Service financial legislative frameworks Strategic Capability and Leadership; Programme and Project Management skills; Financial Management skills; Service orientation; Research skills; Sound organising; Stakeholder engagement. Excellent communication (written and Verbal), analytical, innovative, problem solving, and interpersonal skills. Ability to work under pressure and long hours. Proof of completion of the Senior Management Pre-entry Programme as endorsed by the National School of Government (NSG). |
| <u>DUTIES</u> | : | Development and implementation of demand management framework and strategies. Manage and consolidate the procurement requirements from Branches in line with the strategic plan of the department timeously. Manage a consolidated Procurement Plan for goods and services with critical delivery dates and the approval thereof on time and submission to National Treasury. Monitor and report on progress against the procurement plan. Manage the implementation of Central Supplier Database. Update and implement Central Supplier Database (CSD) in line with client/user requirements. Ensure compliant database with BEE targets and code of good. Facilitation of Bid Specification Committee meetings. Ensure that the specifications/terms of reference are in an unbiased manner to allow all potential bidders to offer their goods or services without favour or prejudice. Review and manage policies, instruction notes and supply chain performance. Monitor, analyse and implement SCM policies and National Treasury instruction notes. Review and implement sourcing strategy. Conduct supplier workshop and share the business opportunities available in the department (procurement plan) with potential service providers throughout the country. Oversee the audit findings and provide responses timeously. Ensure Sound corporate governance and improved compliance with SCM reporting requirements (Internal and external reporting). Ensure continuous improvements and controls. |
| <u>ENQUIRIES</u> | : | Ms M Lekota Tel No: 012 399 9897 |
| <u>CLOSING DATE</u> | : | 18 October 2021 |

OTHER POSTS

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|----------------------------|---|---|
| <u>POST 33/36</u> | : | <u>DEPUTY DIRECTOR: FORESTRY OPERATIONS REF NO: FOM13/2021</u> |
| <u>SALARY</u> | : | R733 257 per annum, (all-inclusive remuneration package) |
| <u>CENTRE</u> | : | Pretoria |
| <u>REQUIREMENTS</u> | : | A recognized three-year Bachelor's Degree/National Diploma in Public Management/ Forestry/ Development Studies (NQF6) or an equivalent three-year qualification within the related field plus a minimum of three-five (3-5) years' relevant experience. Ability to interpret and apply related legislation and policies, Public Service Act, PFMA and Treasury regulations. Proven experience in compliance and enforcement of environmental law. Experience in commercial forestry management and planning. Knowledge of FED and forestry charter. Knowledge of technical forestry matters. Extensive knowledge of procurement system. Knowledge and understanding of legal aspects relating to timber supply, contracts and National Veld and Forest fires act and National Forest Act and application thereof: Skills: Planning and organizing skills. Strategic and analytical skills. Leadership skills. Facilitation, negotiations skills |

and problem solving skills (verbal, presentation and report writing skills). The incumbent must be able to work efficiently with limited supervision. The applicant must have valid driver's license and a willingness to travel extensively and work extended hours.

DUTIES

: The incumbent will be required to render operational and technical support service to the Chief Directorate: Forestry Operation, coordinate services relating to planning, reporting and compliance, Timeous response to queries relating to operational and technical forestry operations issues; Assist in planning of operational activities within the Chief Directorate. Render support to ensure effective management of state forests, plantations and state nurseries according to industry norms and standards; Facilitate and consolidate insourcing and outsourcing inputs relating to biological assets for the commercial forestry functions. Coordinate the administration of multiple strategic projects in the Chief Directorate; Develop framework for the Chief Directorate on the implementation, coordination, administrative monitoring and evaluation of strategic project including Asset verification and Physical enumeration; Ensure that the Chief Directorate has an effective EPWP programme. Oversee collection, reporting and interpretation of complex data related information including statistical values. Provide advice and support regarding forestry operations issues or render liaison support services.

ENQUIRIES

: Morongoa Leseke Tel No: 012 309 5704

CLOSING DATE

: 04 October 2021

JUDICIAL INSPECTORATE FOR CORRECTIONAL SERVICES

The Judicial Inspectorate for Correctional Services (JICS) 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 JICS will be taken into consideration. People with Disabilities will be accommodated within reasonable limits. Therefore preference will be given to candidates whose appointment will assist the JICS in achieving its Employment Equity targets in terms of the JICS's Employment Equity Plan.

- APPLICATIONS** : The Judicial Inspectorate for Correctional Services, Private Bag X9177, Cape Town, 8000. Alternatively, applications may be handed in at Standard Bank Building, No. 1 Thibault Square, 9th Floor, Cnr Long Street & Hans Strijdom Avenue, Cape Town, 8000.
- CLOSING DATE** : 18 October 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 3 contactable references, (2) a copy of the applicant's South African ID Document, (3) a copy of the applicant's driver's license where required, (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. 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 Judicial Inspectorate for Correctional Services (JICS) being processed by the JICS and its employees, agents, cabinet committees, and sub-contractors for recruitment purposes, in accordance with the Protection of Personal Information Act, 2013. **ERRATUM:** Kindly note that post of Visitors Committee Coordinator (VCCO) – Western Cape with Ref No: JI – 76/2021 advertised in Public Service Vacancy Circular 29 dated 20 August 2021 with a closing date of 10 September 2021 has been withdrawn. We apologise for any inconvenience caused.

OTHER POSTS

- POST 33/37** : **DEPUTY DIRECTOR: COMMUNICATIONS REF NO: JI 94/2021**
(12 month contract appointment)
Office of the Inspecting Judge
- SALARY** : R733 257 per annum (Level 11), (CTC)
- CENTRE** : Pretoria
- REQUIREMENTS** : Applicant must be in possession of a senior certificate, National Diploma/ Degree NQF 6 as recognized by SAQA in Journalism/Marketing/Public Relations/Graphic Design or Media Studies plus at least 5 years' experience in a communication environment. Knowledge of discourse within Criminal Justice. Knowledge of latest trends in using social media for corporate benefit. Knowledge of GCIS guidelines for internal communications and website. Knowledge of Electronic Communication Act, Promotion of Access to Information Act, Public Service Act, PFMA and Financial Regulations,

Government Policies and Public Service Regulations. Interpersonal relations. People management, strategic management, diversity management and project management skills. Skilled in problem solving and analysis. Skilled in financial management, Change management and risk management. Skilled in online and internal communication systems. Computer literacy. Skilled in corporate governance. Client orientation and stakeholder engagement skills. Ability to work independently. Ability to working irregular hours and achieving deadlines. Able to work in a team. A valid driver's license.

DUTIES : Render internal and external communication services for the office of the Inspecting Judge. Develop internal communications strategy and align that strategy to all regions. Provide internal communication support. Assist in enhancing the corporate image of the JICS. Perform management, coordination and operational tasks to maintain and improve online, internal and social media operations and ensure that they integrate with the department's communication strategies and plans. Manage internal communication publication. Develop an internal staff newsletter. Source content and liaise with different branches for internal news. Develop a long-term news diary of events to support internal publications. Manage departmental notice boards, internal branding and provide communication support to departmental campaigns. Develop an internal branding strategy. Conceptualise and implement internal communication campaigns. Contribute to the development of operation plans and coordinate activities to support the outcomes of the Directorate's strategic outcomes. Application of the legislative and policy guidelines.

ENQUIRIES : Mr E Brewis Tel No: 012 321 0303

POST 33/38 : **LAW CLERK REF NO: JI 95/2021**
(12 month contract appointment)
Office of the Inspecting Judge

SALARY : R376 595 per annum (Level 09) + 37% in lieu of benefits.
CENTRE : Pretoria

REQUIREMENTS : The Judicial Inspectorate for Correctional Services (JICS) invites applications from suitable candidates seeking appointment as a Law Clerk for 2022-2023. The Inspecting Judge of JICS is assisted by a Law Clerk whose primary function is to carry out legal research and assist the Inspecting Judge with lectures, speeches, public presentations and publications. Appointments are made for the period January 2022 to December 2022. The JICS seeks to ensure these appointments, generally, broadly represent the South African population in terms of race, gender and background. Applicants should be in possession of an LLB degree (or an equivalent or post-graduate degree) or in the final year of study for that degree and should display an interest in subjects relating to criminal law, criminology, penology and human rights. Academic excellence and research experience is recommended. Successful applicants will be subjected to a vetting process. Further details about the position can be obtained from the Office of the Inspecting Judge. An example of written work between 6 – 12 pages in length, which demonstrates critical legal analysis and is written solely by the applicant; and letters of recommendation from two referees, together with their names and contact details (including but not limited to their email addresses).

DUTIES : Research for the Inspecting Judge, Report writing, Ad hoc tasks allocated by the Inspecting Judge. Consolidate and analyse monthly statistical reports for the Inspecting Judge. Preference will be given to all women and people with disabilities.

ENQUIRIES : Mr E Brewis Tel No: 012 321 0303

POST 33/39 : **VISITORS COMMITTEE COORDINATOR – VCCO REF NO: JI 96/2021**
Directorate: Management Regions

SALARY : R257 508 per annum (Level 07)
CENTRE : East London

REQUIREMENTS : Applicants must be in possession of a Senior Certificate/Grade 12, Degree/National Diploma in Public Administrations/ Public Management, NQF 6 as recognised by SAQA. 3 year Degree/National Diploma in Office Management or recognised relevant qualification on NQF 6 with equivalent qualification; a minimum of 3-5 years clerical experience within justice cluster environment; and 2 years supervisory experience ; Knowledge of the Public Finance Management Act, Public Service Act, Public Service Regulations and

National Treasury Regulations; A valid driver's licence. Skills and Competencies: Computer literacy (MS Office); Sound Interpersonal relations; Communication (verbal and written) skills; Planning and organizational skills; Able to work under pressure, independently and willingness to work extra hours; Problem solving and leadership skills; Ability to pay attention to detail. Good conflict resolution skills.

DUTIES : The successful candidate will be responsible to supervise the work of ICCV, provide support to the Independent Correctional Centre Visitors (ICCVs). Attend to Visitors Committee/Stakeholders meetings. Conduct performance audits/ assessments; arrange inductions/training and attend to disciplinary matter related to ICCV's. Monitor all mandatory complaints according to policy. Capture unresolved complaints from VC meeting on the system. Rendering of administrative support services to the ICCVs. Manage the relationship with stakeholders (good working relationships).

ENQUIRIES : Mr S Sani Tel No: (043) 722 2471

POST 33/40 : **SECRETARY REF NO: JI 97/2021**
(12 months contract appointment.)
Directorate: Management Regions

SALARY : R173 703 per annum + 37% in lieu of benefits
CENTRE : Pretoria
REQUIREMENTS : Applicants must be in possession of a Grade 12/Senior Certificate. Knowledge in administration/secretariat. Good communication and interpersonal skills. Computer literate with an excellent understanding of windows. MS Word, Excel, Outlook and PowerPoint. Ability to work under pressure and willingness to work overtime. All short-listed candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job.

DUTIES : The successful candidate will be responsible to serve as the secretary/administrator to the Directors. Answering and screening of telephone calls. Typing/compiling of memorandums and presentations. Execute office and general administrative duties. Manage filing and electronic documents tracking system. Maintain diary and manage appointments. Acknowledge receipt of documents. Record and issue minutes. Make all travelling arrangements. Ensure submission of travel claims for the Chief Executive Officer Judge.

ENQUIRIES : Mr. M Sello Tel No: (012) 321-0303

POST 33/41 : **ADMINISTRATION CLERK: SUPPLY CHAIN MANAGEMENT REF NO: JI 98/2021 (X2 POSTS)**
(12 months contract appointment)
Directorate Support Services

SALARY : R173 703 per annum (Level 05) + 37% in lieu of benefits
CENTRE : Cape Town
REQUIREMENTS : Applicants must be in possession of a Grade 12/Senior certificate. 1-3 years relevant working experience in a supply chain management environment. Computer literacy (MS Word, Excel, PowerPoint and Outlook). Numeric skills. Team player and strong organisational skills. Ability to work independently. Knowledge of SYSCON and LOGIS system will be an added advantage.

DUTIES : The successful candidate will be responsible for assisting with procurement of goods and services ad liaise with suppliers. Provide logistical support. Administer inventory, allocate assets in line with policies and guidelines. Perform physical asset verification, barcoding and updating of asset register. Maintain proper records and communication and reporting, handle asset disposal. Provide administrative support.

ENQUIRIES : Mr. A Fortuin Tel No: (021) 421 1012

POST 33/42 : **ADMINISTRATION CLERK: FINANCE REF NO: JI 99/2021 (X2 POSTS)**
(12 month contract appointment)
Directorate: Support Services

SALARY : R173 703 per annum (Level 05) plus 37% in lieu of benefits
CENTRE : Cape Town
REQUIREMENTS : Applicants must be in possession of a Grade 12/Senior certificate. Computer literate (Ms Word, Excel and Outlook).1-3 years relevant financial administration experience. Ability to communicate verbally and in writing.

- Ability to work independently and also as part of a team. Ability to multi-task and general administration capabilities. Proficiency in English and at least one other official language. Knowledge of PERSAL/ BAS and LOGIS system will be an added advantage.
- DUTIES** : The successful candidates will be responsible for assist with Debt administration. Follow-up on outstanding invoices. Assist with the BAS/LOGIS transactions. Compiling of finance payments. General administrative duties.
- ENQUIRIES** : Ms. R Thompson Tel No: 021 421 1012
- POST 33/43** : **HR PERSONNEL CLERK REF NO: JI 100/2021**
(12 month contract appointment)
Directorate: Support Services
- SALARY CENTRE REQUIREMENTS** : R173 703 per annum (Level 05) + 37% in lieu of benefits
: Cape Town
: Applicants must be in possession of a senior certificate or equivalent qualification. Experience in office administration. Computer literate (Word, Excel, PowerPoint, Outlook). Knowledge in HRM and Persal would be an advantage. Planning, organizing and negotiation skills. Ability to work independently and also as part of a team. Analytical and problem solving skills. Communication and listening skills. Time management skills. Conflict management skills. Knowledge of PERSAL system will be an added advantage.
- DUTIES** : The successful candidate will be responsible to provide human resources administrative support to the JICS by managing the leave. Capturing of staff grievances. Managing the process of appointments and resignations of staff members. Administration of staff benefits.
- ENQUIRIES** : Ms P. Luphuwana / Ms S Suliman Tel No: 021 421 1012.
- POST 33/44** : **ADMINISTRATION CLERK: AUXILIARY SERVICES REF NO: JI 101/2021**
(12 month contract appointment)
Directorate: Regional Management
- SALARY CENTRE REQUIREMENTS** : R173 703 per annum (Level 05) + 37% in lieu of benefits
: Cape Town
: Applicants must be in possession of a grade 12 /senior certificate. 1-3 years relevant working experience in administration. Ability to communicate verbally and in writing. Ability to work independently and also as part of a team. Ability to multi-task and general administrative capabilities including reception duties. Computer literate (Word, Excel, PowerPoint & Outlook). A valid driver's license is essential.
- DUTIES** : The successful candidate will be responsible for reception duties and office administration. Proper maintenance and implementation of approved filing system. Handling of incoming and outgoing mail and phone calls. Management of resources. Provide general administrative support to the Regional Offices (draft correspondence, manages calendars of senior team members and arrange trips etc.)
- ENQUIRIES** : Mrs J Gericke / Mr GP Wicomb Tel No: (021) 421 1012
- POST 33/45** : **ADMINISTRATION CLERK: INSPECTIONS & INVESTIGATIONS REF NO: JI 102/2021**
(12 month contract appointment)
Directorate: Legal Services
- SALARY CENTRE REQUIREMENTS** : R173 703 per annum (Level 05) + 37% in lieu of benefits
: Pretoria
: Applicants must be in possession of a Senior Certificate. Computer literate (MS Word, Excel) and exposure to Microsoft Outlook. Knowledge of office administration. Ability to communicate verbally and in writing. Ability to work independently and also as part of a team. Ability to multi-task and general admin capabilities. Driver's license and proficiency in English and at least one other official language an added advantage.
- DUTIES** : The successful candidate will be responsible for recording, organising, storing, capturing and retrieving correspondence and date. Update registers and handle routine enquiries. Make photocopies and receive and send facsimiles. Distribute document/packages to various stakeholders as required. Keep and

- maintain the filing system for the unit. Communicate with stakeholders. Make travel arrangements on short notice. Keep and
- ENQUIRIES** : Mr L de Souza, Tel No: 012 321 0303
- POST 33/46** : **ADMINISTRATION CLERK: AUXILIARY SERVICES REF NO: JI 103/2021**
Directorate: Regional Management
- SALARY** : R173 703 per annum (Level 05)
CENTRE : Bloemfontein
REQUIREMENTS : Applicants must be in possession of a grade 12 /senior certificate. 1-3 years relevant working experience in administration. Ability to communicate verbally and in writing. Ability to work independently and also as part of a team. Ability to multi-task and general administrative capabilities including reception duties. Computer literate (Word, Excel, PowerPoint & Outlook). A valid driver's license is essential.
- DUTIES** : The successful candidate will be responsible for reception duties and office administration. Proper maintenance and implementation of approved filing system. Handling of incoming and outgoing mail and phone calls. Management of resources. Provide general administrative support to the Regional Offices (draft correspondence, manages calendars of senior team members and arrange trips etc.)
- ENQUIRIES** : Mr M Prusent / Ms Y Mdlalose Tel No: (051) 430 1954

DEPARTMENT OF JUSTICE & CONSTITUTIONAL DEVELOPMENT

- CLOSING DATE** : 04 October 2021
- NOTE** : Interested applicants must submit their applications for employment to the email address specified to each post. The email must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za, a CV with a font size of 10 and Arial theme font, copy of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary. Attachments must be in a PDF format and limited to 10 megabytes. Emails that do not comply with the above specifications will bounce back without reaching the Department. Original/certified copies must be produced by only shortlisted candidates during the interview date. A SAQA evaluation report must accompany foreign qualifications. Applications that do not comply with the above mentioned requirements will not be considered. All shortlisted candidates for SMS posts will be subjected to a technical and competency assessment. A pre-entry certificate obtained from National School of Government (NSG) is required for all SMS applicants. Candidate will complete a financial disclosure form and also be required to undergo a security clearance. Foreigners or dual citizenship holder must provide the Police Clearance certificate from country of origin. The DOJ&CD is an equal opportunity employer. In the filling of vacant posts the objectives of section 195 (1) (i) of the Constitution of South Africa, 1996 (Act No: 108 of 1996), the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act No: 55 of 1998) and relevant Human Resources policies of the Department will be taken into consideration. Reasonable accommodation shall be applied for People with Disabilities including where driver's license is a requirement. Correspondence will be limited to short-listed candidates only. If you do not hear from us within 3 months of this advertisement, please accept that your application has been unsuccessful. The department reserves the right not to fill these positions. Women and people with disabilities are encouraged to apply and preference will be given to the EE Target.

MANAGEMENT ECHELON

- POST 33/47** : **CHIEF DIRECTOR: INTEGRATED CRIMINAL JUSTICE SYSTEM REF NO: 21/226/DG**
(5 Year Contract)
(Re-Advertisement)
- SALARY** : R1 251 183 – R1 495 956 per annum, (All inclusive remuneration package). The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : National Office: Pretoria
: An undergraduate legal qualification (NQF7) (LLB) or equivalent qualification; At least 10 years' experience in criminal justice system; 5 years' experience at a senior managerial level; Extensive knowledge and understanding of the criminal justice system; Knowledge of legislation, prescripts and policy frameworks; A valid driver's licence. Skills And Competencies: Strategic leadership capability; Programme and project management; Financial management; change management; Knowledge management; service delivery innovation; Problem solving and analysis; People management and empowerment; Client orientation and customer focus; Communication skills (verbal and written).
- DUTIES** : Key Performance Areas: Facilitate the Integrated Criminal Justice strategy; Facilitate legislative reform; Coordinate and manage Domestic Stability; Facilitate communication and public Awareness; Coordinate a victim centric Justice system; Coordinate Integrated Criminal Justice System activities; Facilitate modernization of the Criminal Justice services, monitor and evaluate various initiatives; Facilitate research on Criminal Justice Services; Provide effective people management.
- ENQUIRIES APPLICATIONS** : Mr M. Kekana Tel No: (012) 357 8023
: Quoting the relevant reference number, direct your application to: Postal address: The Human Resources: Department of Justice and Constitutional Development, Private Bag X81, Pretoria, 0001. OR Physical address:

Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.
People with disabilities are encouraged to apply.

NOTE

OTHER POSTS

POST 33/48 : **DEPUTY DIRECTOR: NON-GOVERNMENT/GOVERNMENT SECTOR COORDINATION (X2 POSTS)**
(18 Months Contract Appointment)

SALARY : R733 257 – R863 748 per annum, (All inclusive remuneration package). The successful candidate will be required to sign a performance agreement

CENTRE : National Office, Pretoria
Ref No: 21/227/CD, Non-Government
Ref No: 21/228/CD, Government

REQUIREMENTS : A Degree/National Diploma at NQF level 6 as recognized by SAQA in Social Science or Legal Sciences or equivalent; A minimum of 3 experience years of which 3 years should be on management level (Assistant Director); Valid driver's license. Skills And Competencies: Applied strategic thinking; Networking and building bonds; Project management; Managing interpersonal conflict and resolving problems; Impact and influence; Planning and organizing; Diversity management and Decision making; Problem solving and decision making; Developing others; Continuous improvement; Communication and information management.

DUTIES : Key performance areas: Promote participatory democracy in the country to implement the national commemorative programmes for the 25th anniversary of the Constitution; Provide guidance and manage various workloads/activities to ensure timescales and requirements are met; Undertake difficult and high-level negotiations with non-government/government stakeholders to deliver sound project outcomes; Provide expert advice on stakeholder engagement both within and externally to relevant parties; Provide effective people management.

ENQUIRIES APPLICATIONS : Ms M Kganyago Tel No: (012) 315 1844
Quoting the relevant reference number, direct your application to: Postal address: The Human Resources: Department of Justice and Constitutional Development, Private Bag X81, Pretoria, 0001. OR Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.

NOTE : Separate application must be make for each post by quoting relevant reference number

POST 33/49 : **ASSISTANT DIRECTOR: NON-GOVERNMENT SECTOR COORDINATION REF NO: 21/230/CD (X2 POSTS)**
(18 Months Contract Appointment)

SALARY : R376 596 + 37% per annum, (All inclusive remuneration package). The successful candidate will be required to sign a performance agreement.

CENTRE : National Office, Pretoria

REQUIREMENTS : A Degree/National Diploma at NQF level 6 as recognized by SAQA in Social Science or Legal Sciences or equivalent; A minimum of 3 years relevant supervisory experience in Human Rights and Community Liaison; knowledge and understanding of Public Service Regulations and Public Finance Management Act; Valid driver's license. Skills And Competencies: Applied strategic thinking; Networking and building bonds; Project management; Managing interpersonal conflict and resolving problems; Impact and influence; Planning and organizing; Diversity management and Decision making; Problem solving and decision making; Developing others; Continuous improvement; Communication and information management.

DUTIES : Key performance areas: Promote participatory democracy in the country to implement the national commemorative programmes for the 25th anniversary of the Constitution; Provide guidance and manage various workloads/activities to ensure timescales and requirements are met; Administer the process of negotiations with non-government stakeholders to deliver sound project outcomes; Provide advice on stakeholder engagement both within and externally to relevant parties.

ENQUIRIES : Ms M Kganyago Tel No: (012) 315 1844

- APPLICATIONS** : Quoting the relevant reference number, direct your application to: Postal address: The Human Resources: Department of Justice and Constitutional Development, Private Bag X81, Pretoria, 0001. OR Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.
- POST 33/50** : **ASSISTANT DIRECTOR: GOVERNMENT SECTOR COORDINATION REF NO: 21/229/CD (X2 POSTS)**
(18 Months Contract Appointment)
- SALARY** : R376 596 + 37% per annum, (All inclusive remuneration package). The successful candidate will be required to sign a performance agreement
- CENTRE** : National Office, Pretoria
- REQUIREMENTS** : A Degree/National Diploma at NQF level 6 as recognized by SAQA in Social Science or Legal Sciences or equivalent; A minimum of 3 years relevant supervisory experience in Human Rights and Community Liaison; knowledge and understanding of Public Service Regulations and Public Finance Management Act; Valid driver's license. Skills And Competencies: Applied strategic thinking; Networking and building bonds; Project management; Managing interpersonal conflict and resolving problems; Impact and influence; Planning and organizing; Diversity management and Decision making; Problem solving and decision making; Developing others; Continuous improvement; Communication and information management.
- DUTIES** : Key performance areas: Promote participatory democracy in the country to implement the national commemorative programmes for the 25th anniversary of the Constitution; Provide guidance and manage various workloads/activities to ensure timescales and requirements are met; Administer the process of negotiations with government stakeholders to deliver sound project outcomes; Provide expert advice on stakeholder engagement both within and externally to relevant parties.
- ENQUIRIES** : Ms M Kganyago Tel No: (012) 315 1844
- APPLICATIONS** : Quoting the relevant reference number, direct your application to: Postal address: The Human Resources: Department of Justice and Constitutional Development, Private Bag X81, Pretoria, 0001. OR Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.

DEPARTMENT OF MINERAL RESOURCES AND ENERGY

The Department of Mineral Resources and Energy (DMRE) is an equal opportunity; affirmative action employer and it is the intention to promote representivity in the Public Sector through the filling of these post. Persons whose transfer/promotion/appointment will promote representivity will therefore receive preference. An indication in this regard will be vital in the processing of applications. People with disabilities and women are encouraged to apply.

- APPLICATIONS** : Please forward your application, quoting reference, addressed to: The Director-General, Department of Mineral Resources and Energy, Private Bag X96, Pretoria, 0001. Application may also be hand delivered to Trevenna Campus, corner Meintjies and Francis Baard Street, (former Schoeman) alternatively to Matimba House Building 192 Visagie Street Corner Paul Kruger & Visagie Street Pretoria. General enquiries may be brought to the attention of Ms T Sibutha 012 444 3319 / Mr P Ndlovu 012 406 7506/ Mr Donald Mbhokota 012 406 7426
- CLOSING DATE** : 05 October 2021
- NOTE** : Applications must be submitted on the new Z83 form, obtainable online from www.gov.za and www.dpsa.gov.za. All sections of the Z83 must be completed (In full, accurately, legibly, honestly, signed and dated), accompanied by copies of qualification(s) including matric/grade 12 certificate, Identity Document, Proof of citizenship if not RSA citizen and a valid driver's licence (where required). The abovementioned copies need not be certified when applying for a post. Requirement for certified copies will only be limited to shortlisted candidates. Applicants are also expected to submit a comprehensive CV with three reference persons with the following information: name and contact numbers and indication of the capacity in which the reference is known to the candidate. Failure to provide accurate information on a job application will result in disqualification. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) on application. Failure to submit the copies mentioned above will result in the job application being disqualified. With regard to SMS positions, All shortlisted candidates for SMS posts will be subjected to a technical exercise(s) that intends to test relevant technical elements of the position, the logistics of which will be communicated by the Department. Following the interviews and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment. Note that correspondence will only be conducted with the short-listed candidates. If notification of an interview is not received within three (3) months after the closing date, please regard your application as unsuccessful. Requirements stated on the advertised posts are minimum inherent requirements; therefore, criterion for shortlisting will depend on the proficiency of the applications received. Applicants must note that personnel suitability checks will be conducted once they are short-listed and that their appointment is subject to positive outcomes of these checks, which include security screening, security vetting, qualification verification, criminal records and financial records checks. Reference checks will also be done during the selection process. For SMS posts in the Public Service, no appointment shall be effected without the recommended candidate producing a Certificate of completion for the SMS Pre-Entry Programme (Nyukela) offered by the National School of government which can be accessed via this link: <https://www.thensg.gov.za>. Applicants who do not comply with the above-mentioned requirements, as well as application received after the closing date will not be considered. If an applicant wishes to withdraw an application, He/ She must do so in writing. The Department reserves the right not to fill an advertised post at any stage of the recruitment process.

MANAGEMENT ECHELON

- POST 33/51** : **PRINCIPAL INSPECTOR OF MINES**
- SALARY** : R1 057 326 per annum (Level 13), (All-inclusive package)
- CENTRE** : Western Cape Regional Office, Cape Town
- REQUIREMENTS** : Bachelor's Degree in Mining/ Mechanical/ Electrical Engineering (NQF Level 7) PLUS Mine Manager's Certificate of Competency or Electrical or Mechanical Certificate of Competency with a valid driver's licence PLUS a minimum of 6-10 years' experience of which 5 years should be on a senior/middle

management level: Knowledge of: Mine Health & Safety Act, Extensive knowledge and experience of both underground and surface mining, Mine Health & safety hazards and risks practical and theoretical knowledge of mining, Legal knowledge, departmental directives. Personnel Code Directive, Public Service Act and Regulations. Skills: Good interpersonal relations, communication, verbal and oral, organizational ability control, interpretation and application of legal matters and policies, team work, Training, Management/ supervision of employees strategic planning & organising interpersonal relations conflict resolution & negotiation self-discipline, Thinking Demand: Receptive to suggestions and ideas, Quality control, Compliance with rules and regulations, Discipline work ethics, financial control, Self-confidence and acceptability, Tactfulness, Organisational ability, Intolerance to waste – money, Time, Honesty , ability to work under pressure, ability to analyse workload related challenges and continuous improve strategy. Recommendations/Note: No appointment shall be effected without the recommended candidate producing a Certificate of completion for the SMS Pre-Entry Programme (Nyukela) offered by the National School of government which can be accessed via this link: <https://www.thensg.gov.za>. Candidates will undergo a compulsory competency assessments and technical assessment. The Candidate will have to disclose her/ his financial Interest.

DUTIES

: Manage the Mine Health and Safety regional directorate. Ensure the conducting of and reporting on all underground, shaft and surface audits and inspections on matters relating to mine safety, mine equipment, occupational hygiene and medicine and to ensure that the necessary and appropriate enforcement action is taken where necessary. Ensuring the conducting of and reporting on all investigations into mine related accidents and diseases, contraventions and complaints as well as the analysis of mine accidents and trends to determine high risk mining operations and take appropriate action. Ensure the conducting, testing and licensing of equipment on mines i.e. winders, lifts, chairlifts, boilers and conduct statutory inspections. Ensure the holding of any necessary board of examiners. Provide the necessary reports on mine closures, prospecting rights, mining rights and permits, EMP's and township development. Provide regional reports, revision of mining legislation, guidelines and standard and applications of exemptions, permissions and approvals.

ENQUIRIES

: Mr T Ngwenya Tel No: (012) 4443756

DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE

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



- APPLICATIONS** : May Be Forwarded To The Correct Regional Office/Centre: Applications May Be Forwarded To: **Head Office Applications:** Post: The Director-General, Department of Public Works and Infrastructure, Private Bag X65, Pretoria, 0001 or Hand-delivery: The CGO Building, Corner Bosman and Madiba Streets, Pretoria. For Attention: Ms. N.P. Mudau.
Pretoria Regional Applications: The Regional Manager, Department of Public Works, Private Bag x 229, Pretoria, 0001 or Hand deliver to AVN Building corner Andries and Skinner Street, Pretoria. For Attention: Ms. M Masubelele
Cape Town Regional Office: The Regional Manager, Department of Public Works, Private Bag X9027, Cape Town, 8000. Or Hand Deliver at Ground floor, Customs House, Lower Heerengracht Street, Cape Town. Register the application in the book. For Attention: Ms. C Rossouw
- CLOSING DATE** : 04 October 2021 at 16H00
- NOTE** : Kindly take note that with effect from 01 January 2021, DPSA approved the new Z83 Application Form (obtainable from any Public Service department); applicants are requested to use the new application form as failure to do so will result in their application being disqualified. The Z83 form must be signed when submitted, however for purpose of certification of documents HODs are referred to circular 35 of 2019 and circular 10 of 2020. To streamline the recruitment process to be more responsive to the public, as well as to create more protective measures during the pandemic by avoiding over-crowding and curb the costs incurred by applicants such measures should include the following regarding certification: Advertisement and accompanying notes must clearly capture the requirements for the certification to reflect that applicants must submit copies of qualifications, identity document and driver's licence (where applicable) and any other relevant documents, such copies need not be certified when applying for the post. The communication from the HR of the department regarding requirements of certified documents will be limited to shortlisted candidates. Therefore only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. The application for employment Form (Z83) provides under the sectional "additional information" that candidates who are selected for interviews will be requested to furnish additional certified information that may be requested to make final decision. It must be borne in mind that when a document is certified as a true copy of an original, the certifier only confirms it being a true copy of the original presented. Therefore, the certification process does not provide validation of the authenticity of the original document. The validation occurs when the documents is verified for authenticity. Regulation 67 (9) requires the executive authority to ensure that he or she is fully satisfied of the claims being made and these read with Regulations (57) (c) which requires the finalisation of Personnel Suitability Checks in order to verify claims and check the candidate for purpose of being fit and proper for employment. Applications not complying with the above will be disqualified. Should you not have heard from us within the next months, please regard your application as unsuccessful. Note: It is the responsibility of all applicants to ensure that foreign and other qualifications are evaluated by SAQA. Recognition of prior learning will only be considered on submission of proof by candidates. Kindly note that appointment will be subject to verification of qualifications and a security clearance. Faxed or late applications will NOT be accepted. Shortlisted candidates must be willing to undergo normal vetting and verification processes. Should you not have heard from us within the next months, please regard your application as unsuccessful. Entry level requirements for SMS posts: In terms of the Directive on Compulsory Capacity

Development, Mandatory Training Days and Minimum Entry Requirements for SMS that was introduced on 1 April 2015; a requirement for appointment into SMS posts from 1 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 at the NSG under the name Certificate for entry into SMS and the full details can be obtained by accessing the below link: <https://www.thensg.gov.za/training-course/sms-pre-entryprogramme/>.NB: All short-listed candidates will be subjected to a compulsory competency-based assessment as part of the interview process. It will be expected of the successful candidate to undergo a competency assessment and sign a performance agreement and be subjected to security clearance. Application Enquiries: URS Response Handling Tel: (012) 811 1900

MANAGEMENT ECHELON

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| <u>POST 33/52</u> | : | <u>DEPUTY DIRECTOR-GENERAL: INTER-GOVERNMENTAL RELATIONS REF NO: 2021/304</u> |
| <u>SALARY</u> | : | R1 521 591 per annum, (All-inclusive package), (Total package to be structured in accordance with the rules of the Senior Management Services) the successful candidate will have to enter into an annual performance agreement and annually disclose his/her financial interests |
| <u>CENTRE REQUIREMENTS</u> | : | Head Office (Pretoria) An undergraduate degree (NQF Level 7) in Public Management or equivalent qualification plus a postgraduate qualification (NQF Level 8) qualification as recognised by SAQA. A Master's degree will serve as an advantage. Experience: 8 to 10 years' experience in senior management services or at senior management level. Willingness to adapt to a work schedule in accordance with professional requirements. Knowledge: Strategic leadership, Knowledge of IGR and Fiscal systems. Cooperative Governance, Cultural diversity management, Performance management and development of public servants, Employment Equity, Public Service Transformation, Public Service Act, Political environment, Skills and Human Resources Development. Skills: Leadership, management and decision making, Diplomacy, Project management, Change management, Capacity building, Analytical thinking, Strategic management, Effective communication, Conflict management, Interpersonal relations, Policy formulation, Motivational skills, Integration management. Personal Attributes: Creative, Resourceful, People orientated, Trustworthy, Assertive, and Hard-working, Self-motivated. Other: Ability to work independently as well as effectively and efficiently under pressure, Ability to communicate at all levels as well as participate at an executive level. |
| <u>DUTIES</u> | : | Provide strategic leadership in the development and implementation of legislation, strategies and policies for IGR commission researches on latest trends. Ensure the development and implementation of effective and efficient Acts, strategies and policies. Ensure that all IGR policies contribute to the Department's strategic objectives. Determine and develop strategic intervention mechanisms where there are problems/challenges to implement efficient, effective and uniform procedures and policies. Ensure that the budget framework is in line with the Medium Term Expenditure Framework. Provide leadership and coordination support to the Department on IGR and Parliament services: Provide relevant Political, Social and Economic perspective to key clients. Advise Entities on the constitutional and legislative imperatives related to Parliament services and IGR. Provide Parliamentary support to the Department, Ministry and Entities under DPWI. Ensure constant analysis of the Parliamentary, Cabinet and IGR structures as well as the Department of Public Works and Infrastructure National Intergovernmental Forums (DPWINIF) decisions to facilitate implementation by the Department. Provide procedural and administrative advice to the Department on Parliamentary Matters. Provide leadership in the coordination and oversight over Public Entities and provincial Departments of Public Works and Infrastructure. Advice on the constitutional and legislative imperatives related to Parliament services and IGR. Provide support services to the DPWI Ministry and provincial Departments of Public Works and Infrastructure on concurrent mandate and related matters. Facilitate the implementation of decisions on concurrent mandate and related matters emanating from IGR structures and DPWI Intergovernmental Forums. Oversee the management and provision of services to prestige clients, nationally. Oversee the development and implementation of norms and standards to guide |

prestige services within Departments. Oversee the provision of furnished office and residential accommodation to Prestige Clients, which includes related infrastructure maintenance services. Ensure provision of infrastructure at State events. Manage the Branch through the establishment and maintenance of appropriate internal controls and reporting systems in order to meet performance expectations. Develop and manage the operational plans of the Branch and report on progress, as required. Manage the performance and development of employees.

ENQUIRIES : Mr S.C. Zaba Tel No: (012) 406 1544
APPLICATIONS : must be sent via email to URS Response Handling: dpwi26@ursonline.co.za

POST 33/53 : **CHIEF DIRECTOR: FACILITIES PROGRAMME MANAGEMENT REF NO: 2021/305**

SALARY : R1 251 183 per annum, (All-inclusive package), (Total package to be structured in accordance with the rules of the Senior Management Services)

CENTRE : Head Office (Pretoria)
REQUIREMENTS : An undergraduate qualification (NQF Level 7) in Property Management, Facilities Management, Programme Management or equivalent qualification plus 5 years senior management experience in the relevant field. Knowledge: Framework for supply chain management, Structure and functioning of the Department. Business functions and processes of the Department, Supply Chain Management, GIAMA, IDMS, Asset Management. Public Finance Management Act. Treasury Regulations. Public Service Act and its Regulations. Skills: Strategic capability and leadership. Programme and project management. Information and knowledge management, Policy analysis and development. Client orientation and customer focus, Stakeholder management, Planning and coordination, Presentation and facilitation, Quality management. Other: Ability to handle confidential information. Ability to work independently and under pressure. A valid driver's licence.

DUTIES : Lead the development of facilities management contracts: Oversee the development of facilities contract management guidelines, norms and standards, policies and strategies to ensure compliance with procurement procedures and legislation. Oversee the preparation, analysis, negotiation and review of contracts for facilities management services. Oversee the development of service level agreements and key performance indicators for facilities management contracts. Lead the development of technical specifications and standards for technical contracts: Oversee the development of User Asset Management Plans (UAMP). Oversee the development of strategies, policies and master portfolios. Ensure liaison with external service providers with regard to new technologies. Oversee the development of templates and forms for regional offices, training manuals, engineering procedures and standards and engineering specifications. Ensure the development and implementation of systems for management of maintenance. Lead the implementation of facilities management and maintenance services: Ensure the development and implementation of policies and strategies. Oversee the implementation of facilities management on minor and major maintenance projects. Ensure the development, implementation and monitoring of quality standards of all projects. Develop and coordinate the implementation schedule for ongoing planned maintenance across asset portfolios.

ENQUIRIES : Mr N. Kubeka Tel No: (012) 406 1504
APPLICATIONS : must be sent via email to URS Response Handling: dpwi27@ursonline.co.za

POST 33/54 : **DIRECTOR: FINANCE REF NO: 2021/306**

SALARY : R1 057 326 per annum, (All-inclusive package), (Total package to be structured in accordance with the rules of the Senior Management Services)

CENTRE : Johannesburg Regional Office
REQUIREMENTS : An undergraduate qualification (NQF Level 7) in Accounting/Financial Management or equivalent qualification. 5 years middle/senior management experience in Finance or relevant field. Financial Management. Financial Accounting. Change Management. Essentials of budget formulation. Willingness to adapt to a work schedule in accordance with office requirements. Knowledge: Public Finance Management Act. Public Service Regulations. National Treasury regulations, guidelines and directives (MTEF, ENE). Preferential procurement policy. Government supply chain management

framework, Government Budget systems and procedures. Government Financial Systems (PERSAL, PMIS, WCS, LOGIS, BAS, SAGE). Financial prescripts (GAAP and GRAP). Skills: Planning and organising, Problem solving, Analytical thinking, Interpersonal relations and diplomacy, Ability to conduct research and gather information, Report writing, Management skills, Numeric, Advanced computer skills. Personal Attributes: Creative, Dedicated, Approachable, Hard-working, And Trustworthy. Other: Ability to work within specific time-frames, Ability to communicate at all levels.

DUTIES

: Manage the implementation and monitoring of financial guidelines, processes, standards and strategies: Make recommendations for changes and improvements to existing financial guidelines, standards, policies and procedures. Manage the implementation of financial guidelines, standards, policies, procedures and strategies and related treasury prescripts. Ensure the development and implementation of support tools. Provide advice and guidance at various fora in relation to the financial guidelines. Monitor, evaluate and report on the implementation progress. Manage financial accounting and reporting. Manage accounts receivable and accounts payable. Prepare financial statements. Manage bookkeeping and financial accounting services. Manage and coordinate client billing and collection of revenue. Manage, monitor and report on clients' billing system. Manage the budget and planning function for the region. Manage the collection and collation of budget inputs for budget planning and control. Undertake detailed researches on matters pertaining to budget management. Analyse inputs related to the Medium Term Expenditure Framework. Monitor fund transfers from National Treasury. Oversee allocation of budgets according to components and financial years. Undertake quarterly reviews on the management of budget allocated to components. Ensure that Regional expenditure is in accordance with its budget allocations. Ensure that operational plans are aligned to the budget and strategic objectives. Manage and regularly report on budget and cash flow. Identify financial trends and opportunities for businesses processes improvement. Ensure month-end procedures are performed within required deadlines, including clearing of suspense accounts, submission of compliance certificates and 30 day payments reports. Ensure timeous financial reporting. Maintain sound financial governance and processes: Prevent and detect irregular, fruitless, wasteful and unauthorised expenditure. Ensure that sound internal controls and reporting systems are in place. Provide secretariat support to the Technical Advisory Committee. Update the register for all reported cases of irregular, fruitless and unauthorised expenditure as well as lost, stolen and damaged assets. Ensure compliance to the Public Finance Management Act through audit plans and spot-checks. Monitor adherence to all internal policies and practices. Regularly interact with role-players on an individual basis to emphasise compliance. Ensure that all financial records are in compliance with financial policies, regulations, manuals, directives, Acts, etc. and accounting standards before any transaction can be effected, either manually or online. Effective management of the Directorate. Manage all resources allocated to the Directorate. Develop and maintain continuous communication with stakeholders. Ensure good performance through performance reviews. Ensure that staff are fully trained to achieve good performance. Ensure timeous responses to client needs/requests/queries. Design, implement and maintain the Directorate's strategic plan. Develop detailed strategic action plans. Establish, implement and maintain performance measures.

ENQUIRIES APPLICATIONS

: Adv. J.M. Monare Tel No: (011) 713 6051
 : must be sent via email to URS Response Handling: dpwi28@ursonline.co.za

POST 33/55

: **DIRECTOR: FACILITIES MAINTENANCE REF NO: 2021/307**

SALARY

: R1 057 326 per annum, (All-Inclusive package), (Total package to be structured in accordance with the rules of the Senior Management Services)

CENTRE REQUIREMENTS

: Head Office (Pretoria)
 : An undergraduate qualification (NQF Level 7) in Facilities Management, Property Management or the Built Environment plus 5 years middle/senior management experience in Property/Facilities Management or the Built Environment. Willingness to adapt to a work schedule in accordance with office requirements and work abnormal hours. Knowledge: Electrical, Civil and Mechanical Engineering Industry. Construction Industry. National Building Regulations and Standards, Facilities and Property Management. Skills:

Planning and organising. Problem solving. Decision making. Advanced communication. Interpersonal relations, Time management, Motivational skills, Project Management, Facilities Management IT systems. Personal Attributes: Highly motivated, Trustworthy, Hardworking. Other: Ability to work under stressful situations and independently. A valid driver's licence and the willingness to travel.

DUTIES : Make recommendations for changes and improvements to existing Facilities Management standards, policies, and procedures. Manage the implementation of approved Facilities Management policies and procedures. Monitor Technical work activities to ensure compliance with established policies and procedures control of reactive and preventative maintenance services in a timely and cost efficient manner. Ensure that all stakeholders are given timely and appropriate information about maintenance programmes and projects. Prepare documents for equipment procurement and prepare job specifications. Establish schedules and methods for providing facilities maintenance services. Identify resource needs. Review needs with appropriate management staff. Allocate resources accordingly. Manage the conduction and documentation of regular facilities inspections. Ensure compliance with health and safety standards. Implement best practice processes to increase efficiency. Provide reports on Human Resources Management performance. Oversee development of staff. Monitor the budget and expenditures within the Directorate.

ENQUIRIES : Mr N. Kubeka Tel No: (012) 406 1504
APPLICATIONS : must be sent via email to URS Response Handling: dpwi29@ursonline.co.za

POST 33/56 : **DIRECTOR: REAL ESTATE MANAGEMENT SERVICES (X6 POSTS)**

SALARY : R1 057 326 per annum, (All-inclusive package), (Total package to be structured in accordance with the rules of the Senior Management Services)

CENTRE : Johannesburg Regional Office Ref No: 2021/308 A
 Kimberley Regional Office Ref No: 2021/308 B
 Mmabatho Regional Office Ref No: 2021/308 C
 Mthatha Regional Office Ref No: 2021/308 D
 Nelspruit Regional Office Ref No: 2021/308 E
 Polokwane Regional Office Ref No: 2021/308 F

REQUIREMENTS : An undergraduate qualification (NQF Level 7) in Real Estate Management/Property Management or related qualification plus 5 years relevant experience on middle/senior management level in Asset/Property/Facilities Management. Willingness to adapt to a work schedule in accordance with professional requirements. Knowledge: Public Finance Management Act, Financial administration, Procurement directives and procedures, Programme and project planning, Market research, Property economics and Reporting procedures. Skills: Advanced report writing, Computer literacy, Policy analysis and development. Presentation. Other: Ability to work under pressure. Ability to communicate at all levels, Analytical thinking. A valid driver's licence and the willingness to travel.

DUTIES : Effective management of the Department's property: Provide guidelines and inputs on drafting plans regarding immovable assets. Manage and control property rights and vesting of state land. Ensure compliance to property legislations. Ensure that economic efficiency in the Department's leasehold portfolio are in line with market trends. Interact with facilities management to ensure effective cleaning, gardening and security services of the Department's property. Manage capturing of revenue and expenditure of all state owned and leased property in property information. Management and administration of leased property: Ensure effective maintenance and function ability of leased properties. Ensure effective administration and performance of buildings for client satisfaction. Administrate property portfolios. Ensure that buildings are user-friendly and accessible. Manage and maintain client relationships. Manage and maintain a comprehensive and accurate property asset register. Ensure timeous payments of all services rendered to state properties. Management of private tenants: Manage private tenants occupying State-owned property. Supervise preparation processes of rental agreements. Ensure timeous collection of rates. Manage grievance related to rentals. Management of property payments and revenues: Effective implementation of the property expenditure management system. Manage property revenues. Ensure effectiveness of the Property Asset Register. Authorise creditors' payments. Authorise the creditors and customer master file. Manage litigation and/or arbitration related to property payments and revenue. Effective

management of procured and leased accommodation: Manage and facilitate the process of identifying superfluous properties to be disposed. Manage the prioritisation of assets to be disposed. Develop and implement strategies to guide the disposal of state immovable properties. Establish the ownership of properties to be disposed. Ensure that all property disposal does not infringe with the National Land Reform Programme. Manage the transfer of ownership of immovable assets disposed. Management of State Properties: Ensure effective and efficient utilisation of State property. Ensure proper maintenance of State property. Responsible for the performance of risk management functions on the property. Direct preparation of financial reports on the status of the property, e.g. Occupancy rates. Manage the employment of contractors for services of security, grounds keeping and maintenance personnel. Ensure completeness of contractual documentation for contractors. Monitor and ensure property compliance with local regulations and laws. Effective management of the component. Manage employment related processes. Manage the budget and expenditure.

**ENQUIRIES
APPLICATIONS**

: Ms N. Makhubele Tel No: (012) 406 1623/1916
 : must be sent via email to URS Response Handling, for the respective Regional Office, as follows: Johannesburg: dpwi30@ursonline.co.za
 Kimberley: dpwi31@ursonline.co.za
 Mmabatho: dpwi32@ursonline.co.za
 Mthatha: dpwi33@ursonline.co.za
 Nelspruit: dpwi34@ursonline.co.za
 Polokwane: dpwi35@ursonline.co.za

OTHER POSTS

POST 33/57

: **DEPUTY DIRECTOR: USER DEMAND MANAGEMENT: BCOCC & OTHERS
REF NO: 2021/309**

SALARY

: R869 007 per annum, (All-inclusive salary package), (total package to be structured in accordance with the rules of the Middle Management Service)
 : Head Office (Pretoria)

**CENTRE
REQUIREMENTS**

: A three year tertiary qualification (NQF level 6) in Business Management, Marketing & Communication, Public Administration, Client Relationship Management, Project Management and or Built Environment discipline. Appropriate experience in client relationship management within the Public Services will serve as an advantage. Strong supervisory ability with an emphasis on strong strategic planning and reporting, programme management, diversity management, sound budgeting and financial management. Knowledge: Client Relationship Management (CRM), Government Immovable Asset Management Act (GIAMA), Infrastructure Management Development System (IDMS), Service Level Agreement (SLA), Memorandum of Understanding (MOU), Works Control System (WCS); Property Management Information System (PMIS), Public Finance Management Act (PFMA), Treasury Regulations, Financial Management and Administration, Technical knowledge of the Built Environment, Programme and Project Management, Property and Facilities Management, Occupational Health and Safety Act (OHSA), Construction Regulations, Procurement & Supply Chain Management Processes and Systems, Human Resource Development and Management (HRDM). Skills: Drafting Service Level Agreements, Memorandums of Understanding (MOU), Performance Development & Management, Research, Analysis, Report and Minutes Writing, Presentation (Power-Point, Excel, Word, etc.), Verbal Communication, Advanced Numeracy & Computer Literacy, Ability to Work Under Pressure, Perform Training Workshops (Research, Organize, Coordinate & Present) to DPWI Staff and Clients, Willingness to adapt work schedule in accordance with office requirements. Dispute and Conflict Management.

DUTIES

: Manage the strategic accommodation requirements of the Border Management Authority and Other Departments (clients) portfolio in alignment with GIAMA. Assist and train clients in the compilation of User Asset Management Plans (U-AMP) and provide guidance on the Custodial Asset Management Plans (C-AMP) supported by Property Performance and management (PP&M) unit. Obtain and verify the strategic accommodation requirements (U-AMP) of clients to determine correctness. Attend budget planning and (re)allocation meetings. Liaise with relevant internal stakeholders (i.e. Regional Offices, Finance, Property Performance and Management, Town Planning Services,

Portfolio Analysis, Technical Services, Real Estate Management, Construction Project Management, Facilities Management, Precinct Planning and Development, etc.) to ensure proper planning, implementation and management of the client requirements. Liaise with the clients, Finance (Budget Planning and Financial Accounting) to ensure availability of funding for the client strategic accommodation requirements, and ensure alignment to the Medium Term Expenditure Framework (MTEF). Issue general information requests, Pre-Design Information Requests (PDIR) and Procurement Instructions (PI) requests to relevant internal stakeholders. Liaise with internal and external stakeholders on all matters relating to the strategic requirements of the client. Verify data integrity on the Works Control System (WCS) and the Property Management Information System (PMIS). Control and monitor project budgets with MTEF allocation for Capital Works, Planned Maintenance and Lease projects. Compile and develop quality client specific portfolio reports and distribute to clients monthly. Co-ordinate, convene and chair management meetings (i.e. Client Liaison Forums, Joint Task Teams, Infrastructure Sub-Task Team, Special Project Steering Committees, Directorate Operations Management, etc.) and develop meeting agenda, minutes and reports. Co-ordinate and attend progress site meetings with relevant internal and external stakeholders. Provide excellent management support to the Director User Demand Management with general office functions including the accommodation portfolio of the clients. Manage the Sub-Directorate User Demand Management (Sub-Directorate) and undertake all administrative functions required with regards to Financial Management and Human Resource Administration. Establish, implement and maintain efficient and effective Communication and Client Relationship Management networks with clients. Develop and manage the Sub-Directorate's Financial Plan, Annual Performance Plan, Operational Plan, Work-plan, Performance Development Plan and report on progress ad-hoc/monthly/ quarterly/ annually where applicable as required. Develop, implement and maintain administrative processes to ensure proper control of work. Compile and submit all required administrative reports. Chair and serve on task teams as and when required. Manage the procurement and utilisation of asset functions for the Sub-Directorate. Plan, allocate, monitor, report and ensure quality control of all work performed by employees in the Sub-Directorate.

- ENQUIRIES** : Mr S. Ngcobo Tel No: (012) 406 1935/ 1264
- POST 33/58** : **DEPUTY DIRECTOR: USER DEMANAD MANAGEMENT (UDM) REF NO: 2021/310**
- SALARY** : R869 007 per annum, (All-inclusive salary package), (total package to be structured in accordance with the rules of the Middle Management Service)
- CENTRE** : Cape Town Regional Office
- REQUIREMENTS** : A three year tertiary qualification (NQF level 6) in Public Administration/ Real Estate Management or in the relevant field. Appropriate working experience at an ASD level in the relevant field. Knowledge of Works Control System (WCS); Basic Accounting System (BAS); Public Finance Management Act (PFMA); Treasury Regulations; Financial management and administration; Technical knowledge of the built environment; project management; construction regulations; occupational health and safety; Emerging Contractor Development Programme; Financial administration processes and systems; maintenance of databases and procurement processes and systems. **SKILLS:** Advanced numeracy; organising; interpersonal skills; diplomacy; ability to follow a pro-active and creative problem; solving approach; communication and advanced computer literacy.
- DUTIES** : To coordinate the accommodation portfolio for client Departments. Develop, review and maintain user demand management policies and procedures: Undertake research on current best practices in relation to property management. Develop, implement and maintain user demand management policies, procedures and frameworks in line with applicable prescripts. Ensure compliance with related prescripts, delegations and procedures. Communicate all property user demand management policies and procedures to relevant stakeholders. Establish proper user demand governance processes and internal control measures. Coordinate the provision of accommodation to client departments: Manage the verification of accommodation particulars to determine correctness. Manage the assessment and analysis of accommodation requirements. Ensure that procurement instructions or pre-

designed information requests are issued to relevant service providers. Liaise with client departments regarding leasing issues, facilities management and maintenance. Liaise and interact with service providers on regular basis. Assist client with request for funding of accommodation needs. Extract reports and data on request of the client and submit to confirm alternative accommodation arrangements. Manage the co-ordination and monitoring of the budget and expenditure levels for Client Departments -: Oversee the analysis of budget on WCS and PACE. Monitor expenditure levels. Manage the verification of funds which are deposited in client departments' suspense account. Verify if deposited funds are accounted for and allocated to the correct services. Conduct the monthly reconciliation of the suspense account. Prepare cost analyses for the development and leasing of accommodation. Align cash flows, project plans and quality reports per services on a monthly basis. Compile client specific reports of expenditure and distribute reports to client departments. Manage the sub-directorate.

- ENQUIRIES** : Ms PP Penxa Tel No: (021) 402 2028
- POST 33/59** : **CHIEF ARTISAN: WORKSHOP (WELDING) REF NO: 2021/311**
- SALARY** : R386 487 per annum, (OSD)
CENTRE : Pretoria Regional Office
REQUIREMENTS : Proof of having passed a Trade Test and Ten (10) years post qualification experience required as an Artisan/ Artisan Foreman. Knowledge of the PFMA and the OHSA. Knowledge of Project Management, Technical design and analysis. Knowledge: Computer-aided technical applications, knowledge of legal compliance, Technical report writing, Technical consulting, Production, process knowledge and skills. A valid driver's License.
- DUTIES** : Effective supervision of day to day activities of the workshop, conduct regular site inspections and ensure that all sites comply with the relevant statutory regulations. Receive, attend to and follow up on outstanding job cards, supervise the maintenance of government properties, safeguard and oversee the maintenance of workshop equipment and vehicles, attend maintenance related meetings with client departments. Assist with financial and procurement administration process of workshops. Manage staff according to the PMDS. Compile reports on Workshop activities.
- ENQUIRIES** : Mr. J. de Wit Tel No: 082 889 0283
- POST 33/60** : **ASSISTANT DIRECTOR: PROVISIONING AND LOGISTICS (SCM) REF NO: 2021/312**
- SALARY** : R376 596 per annum
CENTRE : Cape Town Regional Office
REQUIREMENTS : A three year tertiary qualification (NQF level 6) in Supply Chain Management/ Public Administration/ Public Management/ Logistics and Transport Management. Appropriate supervisory experience in Provisioning and Logistics Management. Sound knowledge and understanding of pertinent policies related to procurement of goods and services, National Treasury Regulations, Supply Chain Management, PFMA, PPPFA Act and Regulations, and Code of Conduct. Knowledge: Thorough knowledge and understanding of Standard Charts of Accounts (SCOA) and applicable financial business systems (LOGIS and BAS). Skills: Excellent verbal and written communication skills, Problem Solving, Analytical skills and Computer literacy. An ability to handle confidential information. A valid driver's license. Personal Attributes: Clientele/ customer relation's skills, good interpersonal skills; decision making skills; presentations skills (including report writing), hard-working and highly motivated. Ability to work effectively and efficiently under pressure; willing to adapt to work schedule in accordance with directorate's requirements.
- DUTIES** : Ensuring effective operation of Provisioning and Logistics Unit. Ensure effective placement of procurement orders for miscellaneous goods and services, Transport, Fleet, and including Travel and Accommodation. Manage the maintenance of a proper invoice tracking system and payment process thereof. Assist with preparation of Interim and Annual Financial Statements. Assist with maintenance and registration of new supplier's banking details on LOGIS/ SAGE systems. Tracking and monitoring of directorate's budget. Ensure compliance with applicable National Treasury prescripts with regards to procurement of goods and services, Travel and Accommodation management. Assist with monitoring of the Unit's devices, labour saving

devices, courier services. Management of Registry and Switchboard operations. Ensure adherence to prescripts/ policies and provide advice to all Regional Units with regards to provisioning of goods and services as well as logistics services. Manage the sub directorate's office administration and as well as human resources.

ENQUIRIES : Ms. N Poswa Tel No: (021) 402 2198.

POST 33/61 : **SENIOR ADMINISTRATIVE OFFICER: USER DEMAND MANAGEMENT: BCOCC & OTHERS REF NO: 2021/313**

SALARY : R316 791 per annum
CENTRE : Head Office (Pretoria)

REQUIREMENTS : A three year tertiary qualification (NQF level 6) in Finance, Public Administration, Marketing, Real Estate Management or Built Environment. An appropriate relevant work experience. Knowledge: Works Control System (WCS), Property Management Information System (PMIS) and ARCHIBUS System; Public Finance Management Act (PFMA); National Treasury Regulations; User Asset Management Plan (U-AMP); Financial Systems e.g. BAS and LOGIS. Must be committed to designated tasks and willing to adapt to work schedule in accordance with office requirements. A valid vehicle driver's license. Skills: Communication (verbal and written), planning, coordinating, presenting, supervising, managing online meetings/conferences/workshops and minute taking, problem solving and interpersonal relationship skills. Time and conflict management skills. Computer literacy (Word, Excel, PowerPoint, etc.). Ability to work under pressure, meet tight deadlines and work independently and be part of the team.

DUTIES : You will be required to apply space and cost norms for client accommodation requests for the Directorate: User Demand Management (BCOCC & OTHERS). Assess and analyse Client/ User strategic infrastructure/ accommodation requirements for correctness. Register and ensure programming of projects on the WCS system. Drafting of procurement instructions (PI) to executing units at Head Office and regional level. Compilation of Pre-design Information Requests (PDIR) for feasibility studies and site clearance process to Professional Services. Liaise with clients regarding lease, facilities and maintenance administration. Prepare preliminary cost analyses for leased accommodation. Obtain project cash flows and project execution plans and monitor expenditure against allocation. Compile quality client specific reports on leased accommodation, project progress and expenditure and circulate to client departments. Interfacing with internal and external stakeholders. Assist with project administration of projects e.g. Capital and Planned Maintenance projects. Develop, update, manage and submit Work-plan and Performance Assessment as per HRM guideline. Manage and assist with the monitoring of the Units administration budget. Render administrative and office support services, manage travel and accommodation arrangements for the Director. Provide logistical and procurement support services, for the provision of goods and services. Manage petty cash, travelling and S&T arrangements. Make logistical arrangements for meetings/conferences/workshops. Ensure the effective flow of information and documentation to and from the office of the Director. Ensure the safekeeping of all documentation, in line with relevant legislation and policies.

ENQUIRIES : Mr. S. Ngcobo Tel No: (012) 406 1935/ 1264

POST 33/62 : **CHIEF WORKS MANAGER (BUILDING): FACILITY MANAGEMENT REF NO: 2021/314**

SALARY : R316 791 per annum
CENTRE : Cape Town Regional Office

REQUIREMENTS : A three year tertiary qualification (NQF level 6) (T/N/S Streams) in Buildings or related with three (3) years relevant experience or N3 and a passed trade test in the built environment field with five (5) Years relevant experience. Broad based buildings maintenance experience and ability to implement proactive/preventative maintenance system. A valid unendorsed driver's license is compulsory. Knowledge and Skills: Good management and interpersonal skills. Computer literacy. Understanding of Occupational Health and Safety Act (OHS) Act. Conflict management skills. Client orientation and customer focus skills, Self-management, Report writing skills. Knowledge of Building regulations. Knowledge of quality control and relevant South African Bureau of

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| <u>DUTIES</u> | : Standard standards. Quality control of all Construction Works. Management of people, risk, change and the promotion of teamwork. : Manage the process for the identification of needs, new services and requirements for minor new work and repairs to existing work by ensuring that customer complaints are investigated and follow up. Ensure that the outputs are aligned to departmental strategic goals and objective and satisfy client's needs. Maintain policy for standard 62 construction, maintenance operation specifications for all buildings services rendered on behalf of the department and client departments. Evaluate installation activities to ensure that the designs and specifications are executed and performed to acceptable standards. Monitor the performance and management of building inspectorate in terms of time, cost, quality and socio-economic objectives. Design and develop documentation for in-house projects as and when required. Travel and visit construction sites on a regular basis for control inspections. Monitor building programmes and report to management on a regular basis for control inspections. Be prepared to travel and overnight within the Western Cape as and required in the course of duty. Supervise the performance and conduct of subordinates through inter alia: Enter into agreements with sub-ordinates in terms of the PMDS policy. Identify skills development needs and provide training and development opportunities of subordinates. Provide advice and guidance on the interpretation and application of legislation, policies and procedures. |
| <u>ENQUIRIES</u> | : Mr. C Solomons Tel No: (021) 402 2062 |
| <u>POST 33/63</u> | : <u>CHIEF WORKS MANAGER (MECHANICAL) FACILITY MANAGEMENT REF NO: 2021/315 (X2 POSTS)</u> |
| <u>SALARY CENTRE REQUIREMENTS</u> | : R316 791 per annum : Cape Town Regional Office : A three year tertiary qualification (NQF level 6) (T/N/S Streams) in Mechanical engineering with three (3) years relevant experience or N3 and a passed trade test in the built environment Mechanical field Millwright, Fitter, Boiler Maker, Air-conditioning, Refrigeration, Pumps, and Automation with five (5) Years relevant experience. Broad based buildings maintenance experience and ability to implement proactive/preventative maintenance system. A valid driver's license is compulsory. Knowledge And Skills: Good management and interpersonal skills. Computer literacy. Understanding of Occupational Health and Safety Act (OHS) Act. Conflict management skills. Client orientation and customer focus skills. Self-management. Report writing skills Knowledge of Building regulations. Knowledge of quality control and relevant South African Bureau of Standard standards. Quality control of all Construction Works. Management of people, risk, change and the promotion of teamwork. |
| <u>DUTIES</u> | : Manage day-to-day breakdowns, site inspections, conditioning assessments, report writing, costing, manage and compilation of term contracts, financial reporting and administrative duties related to facilities management. Manage the process for the identification of needs, new services and requirements for minor new work and repairs to existing work by ensuring that customer complaints are investigated and follow up. Ensure that the outputs are aligned to departmental strategic goals and objective and satisfy client's needs. Maintain policy for standard construction, maintenance operation specifications for all buildings services rendered on behalf of the department and client departments. Evaluate installation activities to ensure that the designs and specifications are executed and performed to acceptable standards. Monitor the performance and management of building inspectorate in terms of time, cost, quality and socio-economic objectives. Design and develop documentation for in-house projects as and when required. Travel and visit construction sites on a regular basis for control inspections. Monitor building programmes and report to management on a regular basis for control inspections. Be prepared to travel and overnight within the Western Cape as and required in the course of duty. Supervise the performance and conduct of subordinates through inter alia: Enter into agreements with sub-ordinates in terms of the PMDS policy. Identify skills development needs and provide training and development opportunities of subordinates. Provide advice and guidance on the interpretation and application of legislation, policies and procedures. |
| <u>ENQUIRIES</u> | : Mr. R Majal Tel No: (021) 402 2300 |

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** : 07 October 2021 at 16:00
- NOTE** : Applications are hereby invited from suitably and qualified persons to apply for the following positions. 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. Employment Equity_It is the Department's intention to promote equity (race, gender and disability) through the filling of this position with candidates whose transfer / promotion / appointment will promote representivity. Therefore, African Males, Coloured Males, Indian Males, Coloured Females and Indian Females and people with disabilities are encouraged to apply.

OTHER POST

- POST 33/64** : **INTERNAL AUDITOR (X4 POSTS)**
(X1 Position-Permanent)
(X3 Positions-12 Month Contract)
- SALARY** : R257 508 per annum
CENTRE : Pretoria
(Permanent Post) Ref No: DSAC-01/09/2021
(Contract Posts)Ref No: DSAC-02/09/2021
- REQUIREMENTS** : A National Diploma/ BTech / Bachelor of Commerce Degree (NQF6) in Auditing and Accounting; A minimum of 2 years' practical experience in the auditing field; Must be a member of the Institute of Internal Auditors of South Africa (IIA SA); Knowledge of relevant prescripts and Acts relevant to the Internal Audit environment and the public sector in general; Knowledge of computer programmes/software applicable in Internal Audit (eg. Teammate); Advanced communication Skills; People Management Skills; Project Management Skills; Effective Report Writing Skills; Proactive and creative problem-solving Skills; Ability to work under pressure and meet deadlines.
- DUTIES** : The purpose of this position is to provide management with an independent appraisal of the adequacy, effectiveness and the efficiency of corporate, financial operations and compliance with laws and regulations. (Performance, Regularity and Compliance Audits/Administration function); Planning of all allocated internal audit assignments as per the annual audit coverage plan; Prepare Internal Audit Notification Letter for commencement of each allocated internal audit project; Schedule, Attend/conduct entrance opening (audit entrance) meetings with relevant auditees; Develop proposals to determine the scope of allocated internal audits i.e. compile Audit Planning Memorandum for each allocated audit; Collect, analyse and interpret data for purposes of documenting a system description; Execution of all allocated internal audits assignments as per the annual audit coverage plan; Compile audit working papers as per the approved DSAC Internal Audit Methodology; Compile Audit working paper file and reference and cross reference all relevant documents; Build and maintain client relations; Monitor progress / Follow-up on the implementation of agreed upon action plans; Reporting and concluding on all assigned audit assignments as per the annual audit coverage plan; Develop findings (informal queries) as per the deviations noted from the audit procedures performed and recommendations for the enhancement of controls/processes; Compile draft internal audit reports for each allocated internal audit assignment; Schedule, Attend/conduct closing (audit exit) meetings with relevant auditees; Maintain the internal audit findings tracker database for all completed internal audit projects.
- ENQUIRIES** : Post-related: Ms R Ismail Tel No: (012) 441 3724
General: Ms J Boonzaaier Tel No: (012) 441 3230

DEPARTMENT OF TRANSPORT

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

- APPLICATIONS** : Department of Transport, Private Bag X193, Pretoria, 0001 or hand deliver at the 159 Forum Building, Cnr Struben and Bosman Street, Pretoria for attention Recruitment Unit. Room 4034 or email to: Recruitment@dot.gov.za. (Applicants are encouraged to send one set of document when their apply i.e. Z83, CV, ID and qualifications)
- CLOSING DATE** : 04 October 2021.
- NOTE** : Applications must be accompanied by new Z83 form, obtainable from any Public Service Department, (or obtainable at www.gov.za) and a recent updated comprehensive CV (previous experience must be comprehensively detailed, i.e. positions held and dates), as well as certified copies of all qualifications and ID document. Failure to submit the requested documents/information will result in your application not being considered. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The Department reserves the right not to fill the post. All shortlisted candidates will be subjected to undertake a technical exercise that intends to test relevant technical elements of the job; the logistics will be communicated to candidates prior to the interviews. Recommended candidates will also be required to attend a generic managerial competency assessment after the interviews also take a note that National School of Governance (NSG) has introduced compulsory SMS pre-entry certificate with effect from 01 April 2020 as Minimum Entry Requirements for Senior Management Services and can be accessed through the following link: <http://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. The successful candidate must disclose to the Minister particulars of all registrable financial interests, sign a performance agreement and employment contract with the Minister within three months from the date of assumption of duty. The successful candidate must be willing to sign an oath of secrecy with the Department. Applicants will be expected to be available for selection interviews and assessments at a time, date and place as determined by the Department. An offer letter will only be issued to the successful candidate once the following has been verified educational qualifications, previous experience, citizenship, reference checks and security vetting. Please Note: Correspondence will only be entered into with short-listed candidates.

MANAGEMENT ECHELON

- POST 33/65** : **DIRECTOR-GENERAL: TRANSPORT REF NO: DOT/HRM/2021/70**
- SALARY** : R1 978 533 – R2 228 820 per annum, (All-inclusive salary package) of which 30% can be structured according to individual needs.
- CENTRE** : Pretoria
- REQUIREMENTS** : Applicants must be in possession of an appropriate Bachelor Degree in Public Administration /Management /Engineering /Transport Economics/ Transport Planning or an equivalent qualification at NQF level 7 and an appropriate postgraduate qualification at NQF level 8 (honours) as recognized by SAQA plus eight to ten (8-10) years' relevant experience at a Senior Management and leadership position of which five (5) years must be with any organ of State. An appropriate Master's Degree will be an added advantage. The candidate must have extensive knowledge and experience in transport management: including transport policy, legislation, systems and operations. Additional requirements: Strong and strategic and leadership abilities Extensive knowledge of Public Service Regulatory Frameworks and the Public Finance Management Act, Supply Chain Management and other relevant prescripts ; Financial management skills; Understanding of change management ; Knowledge of management of service delivery innovations; Problem solving skills and analysis Client and customer orientation ; Excellent communication

skills, both verbal and written Interpersonal and good networking skills; Analytical thinking and research skills ; Computer literacy. Note: The following will serve as strong recommendations: Ability to interact at both strategic and operational levels; The candidate must be; an effective manager and leader with a proven track record of managing a complex portfolio consisting of all modes of transport (Road, Rail, Maritime, Civil Aviation and Public Transport) ; The ability to manage strategic risks in the field of transport planning, regulation and policy development in order to provide safe, reliable, sustainable and fully integrated transport systems and infrastructure across all modes of transport in South Africa; S/he must be conversant with current global and national trends as well as research issues and debates and have ability to convert policy into action; The ability to build and lead high performance teams to drive the national transport policy, strategy and implementation plans that respond to the overall developmental objectives of our country; S/he must have the ability to promote good relations with stakeholders, social partners and civil society; Strong governance and administration skills to ensure effective performance and service delivery with regard to the Department's obligations in Cabinet Clusters, Parliament, State Owned Entities and the sector as a whole.

DUTIES

: The successful candidate will: Render an effective, efficient strategic support and administrative services through the delivery of the Department's strategic goals by applying an integrated management programme approach which also includes the provision of international relation support to the DoT and its Agencies as well as ensuring corporate governance support and monitoring mechanisms for public entities; Oversee the integration of cross-modal transport planning and facilitate the development and transformation of the transport sector to maximise Transport's role in economic growth through conduct effective research; monitor the performance and impact of modal transport policies and strategies; manage macro sector planning within national and provincial governments; and coordinate the formulation of environmental policies and strategies for all modes of transport; Manage the facilitation and coordination of the development and implementation of a safe, reliable and efficient integrated rail network; develop rail legislation, regulatory frameworks, policies and strategies which are aligned to DoT strategic objectives and international norms and standards, as well as providing guidance on the development of an integrated transportation system network; develop, maintain and implement rail infrastructure network; explore funding mechanisms and coordinate funding needs of rail public entities informed by the Department's strategic objectives; Provide leadership in the development and implementation of safe, reliable integrated road infrastructure network and passenger transport systems through the development and implementation of policies, strategies, norms and standards, road engineering standards that will result in the creation of an efficient transport system by extending access to transport services, reducing travel times and cost, improving transport service quality, and promoting greater integration and co-ordination with other transport modes; Ensure the regulation of road safety and traffic management through the implementation of sustainable and consistent road safety education programmes and traffic law enforcement operations; Ensure an effective civil aviation industry through planning and development of integrated aviation infrastructure network and operations with an effective international and regional regulatory framework and monitoring and evaluating the impact of aviation safety, security and environmental regulatory frameworks; Oversee the development and alignment of maritime legislation, policies and strategies with DoT strategic objectives and international norms to ensure the development and promotion of an integrated maritime infrastructure and industry through the effective implementation and management of project "Operation Phakisa"; Ensure the achievement of government objectives through building and strengthening relationships with other delivery partners, spheres of government and transport public entities; Actively participate in government clusters and interdepartmental structures aimed at facilitating and promoting the achievement of an integrated approach to delivery on government objectives and strategies; Support Cabinet and the Minister in the execution of the government's programme of action; Compliance with all applicable legislation and in particular, the provisions of the Public Finance Management Act, Public Service Act and its Regulations and the Preferential Procurement Policy Framework. Championing transformation in the department as well as in the transport sector.

ENQUIRIES
NOTE

- : Adv Adam Masombuka Tel No: 012 309 3888
- : Candidates must quote name of the post for the abovementioned position on the subject line when applying i.e. "Deputy General: Transport"

DEPARTMENT OF WATER AND SANITATION

- CLOSING DATE** : 04 October 2021
- NOTE** : Interested applicants must submit their applications for employment to the e-mail address specified on each post. Applications must be submitted using the newly implemented Z83 form obtainable on the Department of Water and Sanitations website, under career opportunities or the DPSA website, under vacancies in the Public Service (point 4) and should be accompanied by a comprehensive CV as well as copies of qualifications, identity document and a valid driver's license (where applicable) which need not to be certified when applying for a post. Original/certified copies must be produced by only shortlisted candidates during the interview date. All required information on Form Z83 must be provided. Failure to complete or disclose all required information will automatically disqualify the applicant. All documents must be submitted in one email in a PDF format. The attachment/s, may not exceeding 5mb) Subject title on the email must clearly display the reference number of the post applied for. Applicants should forward applications to the correct email address of the post as wrong emailed applications will not be considered. No late, applications will be accepted. A SAQA evaluation certificate must accompany foreign qualification/s. Applications that do not comply with the above mentioned requirements will not be considered. All shortlisted candidates pertaining to Senior Management Services (SMS) posts will be subjected to a technical and competency assessment and a pre-entry certificate obtained from the National School of government is required prior to the appointment. (Individuals who have completed the course already, and who are therefore in possession of a certificate are welcome to submit such, however it is not required that an applicant submit such when applying for the post prior to the closing date. The link for the completion of the course for the certificate for the pre-entry into SMS can be found on <http://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. Candidates will be required to complete a financial disclosure form and undergo a security clearance. Foreigners or dual citizenship holders must provide a police clearance certificate from country of origin. The Department of Water Sanitation is an equal opportunity employer. In the filling of vacant posts, the objectives of section 195 (1) (i) of the Constitution of South Africa, 1996 (Act No: 108 of 1996) the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act No: 55 of 1998) and relevant Human Resources policies of the Department will be taken into consideration. Correspondence will be limited to short-listed candidates only. If you do not hear from us within two (2) months of this advertisement, please accept that your application has been unsuccessful. The department reserves the right not to fill these positions. Women and persons with disabilities are encouraged to apply and preference will be given to the EE Targets.
- ERRATUM:** The post of Administration Clerk advertised as post number 31/67 and ref number: 170921/15 advertised in the Public Service Vacancy Circular 30 dated 03 September 2021 has been withdrawn, The post of Control Water Control Officer advertised as post number 31/61 and Ref No: 170921/09 has been amended with requirements as a National Diploma or Degree in Water Quality Management / Production / Operational Management.

MANAGEMENT ECHELON

- POST 33/66** : **DIRECTOR-GENERAL: WATER AND SANITATION REF NO: 081021/01**
(Five Year Contract)
- SALARY** : R1 978 533 per annum, An all-inclusive remuneration package, consisting of a basic salary (70% of the total remuneration 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 and guidelines.
- CENTRE** : Pretoria (Head Office)
- REQUIREMENTS** : An undergraduate qualification as well as an appropriate post-graduate qualification (NQF level 8) as recognised by SAQA, in Science and Engineering with preferred specialization in Water Engineering. At least eight (8) to ten (10) years proven experience in a senior managerial and leadership position of which three (3) years must be with any organ of State as defined in the

Constitution, Act 108 of 1996. A pre-entry certificate obtained from the National School of Government (NSG) is required prior to the appointment serving before Cabinet. The following are essential requirements: A broad understanding of the water sector; experience in managing large infrastructure projects; in-depth knowledge of government legislation, policies and the National Programme of Action; strategic understanding of the National Development Plan imperatives as it relates to economic growth and social redress; legislation, policies and strategies, a high level of financial and people management skills; the ability to inspire staff and communicate effectively in a wide range of situations; change and knowledge management skills; programme management and service delivery innovation; problem-solving and analytical skills; client orientation and customer focus; strong strategic and leadership abilities; good communication and interpersonal skills and good networking skills. Specialist knowledge of the latest international and national theory and developments in respect of water resource management and modern techniques. Knowledge of water resource management and sanitation issues (globally, regionally, locally), Experience and knowledge in applied policy development pertaining to water resource utilisation and sanitation management and an awareness of SA and government's priorities in this regard.

DUTIES

: As the Accounting Officer and Head of the Department, the Director-General will be responsible for ensuring that the department delivers on its mandate, including the following: Forecasting and balancing of water demand and supply through the implementation of the four river system plans. Ensuring adequate information and knowledge to sustain water resources and sanitation. Ensuring improvement of water resources quality as well as protecting the water resource quality and quantity. Ensuring that the Department builds, operates and maintains the water resources infrastructure and availability of sanitation. Developing a sustainable strategic plan for the implementation of sanitation programmes and ensuring that such programmes are executed within the department's mandate. Developing & implementing integrated plans to ensure efficient management of water resource programs in the Department. Evaluating the performance of the department on a continuous basis against pre-determined key measurable objectives and standards with relevant legislation and prescripts. Providing strategic leadership and direction on the implementation of departmental programmes on research, training and other advisory services programmes within the department. Ensuring proper reporting to PICC and the department's full participation in FOSAD clusters and other Interdepartmental Forums. Representing the Department at the Portfolio Committee, Cabinet and its Committees. Spearheading the department's compliance with governance related activities e.g. promote sound financial management and reporting including GRAP and GAAP. Lead the department's international engagements on SADC, AU and all global water related engagements/co-operation.

ENQUIRIES

APPLICATIONS

FOR ATTENTION

NOTE

: Mr. C Greve Tel No: 012 336 7985
 : Head Office (Pretoria): Please email your applications quoting the relevant reference number to Recruitment@dws.gov.za
 : Mr. Mark Ramsing
 : Interested applicants must submit their applications for employment to the e-mail address specified on each post. Applications must be submitted using the newly implemented Z83 form obtainable on the Department of Water and Sanitations website, under career opportunities or the DPSA website, under vacancies in the Public Service (point 4) and should be accompanied by a comprehensive CV as well as copies of qualifications and Identity document (all documents must be submitted in one email in a PDF format. The attachment/s, may not exceeding 10mb) Subject title on the email must clearly display the reference number of the post applied for. Applicants should forward applications to the correct email address of the post as wrong emailed applications will not be considered. No late, applications will be accepted. Original/certified copies must be produced by only shortlisted candidates during on or before the interview date. A SAQA evaluation report must accompany foreign qualifications. Applications that do not comply with the above mentioned requirements will not be considered. All shortlisted candidates for SMS posts will be subjected to a technical and competency assessment. A pre-entry certificate obtained from the National School of Government (NSG) is required for all SMS prior to appointment being approved. Candidates will be required to complete a financial disclosure form

and undergo a security clearance. The applicant must be a South African citizen or a person with permanent residence status. The Department of Water Sanitation is an equal opportunity employer. In the filling of vacant posts, the objectives of section 195 (1) (i) of the Constitution of South Africa, 1996 (Act No: 108 of 1996), the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act No: 55 of 1998) and relevant Human Resources policies of the Department will be taken into consideration. Correspondence will be limited to short-listed candidates only. If you do not hear from us within two (2) months of this advertisement, please accept that your application has been unsuccessful. The department reserves the right not to fill these positions. Women and persons with disabilities are encouraged to apply and preference will be given to the EE Targets.

CLOSING DATE : 04 October 2021

OTHER POSTS

POST 33/67 : **ENGINEER PRODUCTION GRADE A-C (CIVIL) REF NO: 041021/01**
Branch: Infrastructure Management Southern Operations

SALARY : R718 059 – R1 090 458 per annum, (All-Inclusive OSD Salary Package) (Offer will be based on proven years of experience)

CENTRE : Bellville

REQUIREMENTS : An Engineering degree (B Eng / BSC (Eng) or relevant qualification. Three (3) years post qualification engineering experience required. Compulsory registration with ECSA as a Professional Engineer. (Attach a copy) A valid driver's license (Attach a copy). Knowledge of the following fields will be an added advantage: Water infrastructure maintenance management, Flood Hydrology, Engineering Economics, Project Management, Water resources system operation, Environmental management, General Conditions of Contract for Construction Works, the National Water Act and the Public Finance Management Act.

DUTIES : Condition assessment of bulk raw water infrastructure. Risk based programming of infrastructure maintenance and rehabilitation. Planning of infrastructure projects. Designing rehabilitation solutions to infrastructure failure. Preparing drawings and tender documentation for infrastructure maintenance and rehabilitation projects. Managing procurement of service providers to do rehabilitation and maintenance work. Serving as Client's Agent in construction contracts. Managing maintenance and rehabilitation projects and programmes including planning, cost management and progress reporting. Inputs into the development of annual performance plans and budget for the sub-directorate Technical Support Services. Management of staff under his/her supervision. Capacity building and technical assistance on bulk raw water infrastructure to stake holders. Mentoring of graduates and technicians.

ENQUIRIES : Mr. G Daniell Tel No: 041 508 9706

APPLICATIONS : Bellville: Please email your application quoting the relevant reference number on the subject line to SORrecruitment3@dws.gov.za

FOR ATTENTION : Ms. B Gqokoma

NOTE : Preference will be given to African, Indian, Coloureds, white females and persons with disabilities.

POST 33/68 : **ASSISTANT DIRECTOR: REVENUE MANAGEMENT REF NO: 041021/02**
Branch: Infrastructure Management Southern Operations

SALARY : R376 596 per annum (Level 09)

CENTRE : Port Elizabeth

REQUIREMENTS : A relevant tertiary qualification in Financial Management at NQF level 7. Three (3) years relevant supervisory experience. A valid driver's license (Attached a copy). Knowledge and understanding on Human Resource Management Legislation, policies, practices and procedures. Knowledge and application of the Water Act. Knowledge and application of International Financial Reporting Standards applicable to revenue, SA Generally Accepted Accounting Practice (GAAP), Treasury Regulations and guidelines and the Public Finance Management Act (PFMA), Treasury Regulations and guidelines, Generally Recognized Accounting Practice (GRAP) Division of Revenue Act (DORA). Public Service Anti-Corruption Strategy and anti-corruption and fraud prevention measures. Knowledge of departmental policies and procedures. Knowledge of any ERP system with preference for SAP. Framework for

managing performance information and Problem solving and analysis. Good verbal and written communication skills. Client orientation and Customer focus. The incumbent must be willing to travel extensively. Accountability and Ethical Conduct.

DUTIES : Implement and monitor billing and debt management policies, strategies and procedures. Manage the billing process for the Western Cape and Eastern Cape Province and ensure that all billable water users are billed regularly and accurately. Understanding and knowledge of the revenue value chain and billing processes. Manage the collection of revenue in the Cluster. Manage the accounts of strategic users and ensure that customers are billed accurately (in line with contractual agreements) and on time. Attend monthly and ad hoc meetings with strategic customers as part of managing Revenue Management contracts. Manage the customer relations office and ensure that all customer issues raised are resolved speedily and that invoices and statements are sent to customers on time. Assist with the tariff determination process in the Cluster. Provide monthly age analysis reports on debtor's accounts. Be able to provide all Revenue Management reports that are required on ad hoc basis and perform account reconciliations and adjustments. Attend to audit queries from internal and external auditors. Manage the allocated resources of the section in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives. Maintain high standards by ensuring that the team/section produces excellent work in terms of quality/quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Supervision of employees and the delegation of functions to staff based on individual potential, provide the necessary guidance and support and afford staff adequate training and career development opportunities. Ensure timeously development of job description and implementation of Work Plans (Performance Agreements) and Personal Development Plans (PDP's) for all employees in the sub - Directorate. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets.

ENQUIRIES : Mr. N Khan Tel No: 041 508 9725
APPLICATIONS : Port Elizabeth: Please email your application quoting the relevant reference number on the subject line to SORecruitment4@dws.gov.za
FOR ATTENTION : Ms. B Gqokoma
NOTE : Preference will be given to African, Indian, Coloureds, White Females and Persons with Disabilities.

POST 33/69 : **ASSISTANT DIRECTOR: FINANCIAL ACCOUNTING REF NO: 041021/03**
Branch: Provincial Coordination and International Cooperation: Free State
Dir: Financial Management

SALARY : R376 596 per annum (Level 09)
CENTRE : Bloemfontein
REQUIREMENTS : A relevant tertiary qualification in Financial Management at NQF Level 7. Three (3) three years 'experience at supervisory level. A valid driver's license (attach a copy). Knowledge of Public Finance Management Act, Treasury Regulations and other financial guidelines and procedures. Practical knowledge of government financial systems. Good written and verbal communication. Computer literacy. Good problem solving and analytical skills, People and Diversity management. Client Orientation and Customer Focus. Accountability and Ethical Conduct.

DUTIES : Management of the payroll, accounts payable, cash and debt functions. Oversee creditor's reconciliations and ensure correct and timeous processing of invoices. Oversee quality assurance and verification of transactions on BAS/LOGIS. Manage the processing of staff related payments and disallowances. Review and analyze reports including accruals, commitments, 30 days' reports etc. Render professional advice and guidance to regional line functionaries on the interpretation and implementation of financial procedures and policies. Perform internal financial inspections and prepare for audits. Ensure safeguarding of source documents. Address audit queries and implement corrective measures. Prepare monthly and quarterly reports. Supervision of employees.

ENQUIRIES : Ms. B. Keele Tel No: (051) 405 9000
APPLICATIONS : Free State (Bloemfontein): Please email your applications quoting the relevant reference number: FSRecruitment@dws.gov.za

FOR ATTENTION : Ms L. Wymers

POST 33/70 : **ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: 041021/04**
Branch: Provincial Coordination And International Cooperation: Western Cape
Div: Supply Chain Management

SALARY CENTRE REQUIREMENTS : R376 596 per annum (Level 09)
: Bellville
: A relevant tertiary qualification at NQF level 7. Three (3) years working experience in supply chain acquisition, logistic and demand management at supervisory level. A valid driver's license (copy must be attached). Excellent communication skills both written and verbal. Good planning and organising skills. Be computer literate and have sound knowledge of Microsoft Office, i.e. MS Word, MS Excel, MS Outlook, MS PowerPoint and Internet Explorer. Knowledge of the Public Finance Management Act (PFMA), Treasury Regulations and Broad Based Black Economic Empowerment Act 53 of 2003. Knowledge of contract management. Knowledge of strategic sourcing. Public sector supply chain management models and processes. Programme and project management. Problem solving and analysis. People and diversity management. Client orientation and customer focus. Accountability and ethical conduct. Knowledge of Supply Chain Management Regulations, practice notes, circulars and policy frameworks. Must be able to work on BAS and LOGIS systems. Excellent Interpersonal relations.

DUTIES : Manage and supervise acquisition, logistic and demand management. Ensure full compliance to all acquisition, logistic and demand management prescripts, policies, practice notes and delegations of authority. Develop and maintain internal control measures for procurement. Coordinate inputs in the Demand Management Plan. Ensure that procurement is in line with the approved demand plan. Ensure effective utilisation of the CSD. Compilation/verification of all monthly SCM reports. Manage the process of sourcing of quotations between R0 –R1 000 000. Ensure that documents submitted to logistics for order creation are fully compliant with acquisition management prescripts. Provide regular feedback to clients with regards to quotations finalisation. Management of the bid processes in the region and ensure effective functioning of all Bid Committees. Management and effective utilisation of Transversal Contracts. Ensure implementation and compliance of the Instruction Notes as issued by National Treasury as well as Departmental SCM Policy. Identify and mitigate risks within the unit. Ensure that all administrative matters, correspondence and complex enquiries are attended to promptly. Assist in the compiling of monthly SCM performance reports. Perform human resources and administrative activities relating to the SCM. Supervision of staff.

ENQUIRIES APPLICATIONS : Mr. GA Leak Tel No: (021) 941 6007
: Western Cape (Bellville): Please email your applications quoting the relevant reference number to WCrecruitment@dws.gov.za

FOR ATTENTION : Ms K Melelo

**PROVINCIAL ADMINISTRATION: FREE STATE
DEPARTMENT OF HEALTH**

CLOSING DATE
NOTE

- : 04 October 2021
- : Applications must be submitted on new Z83 form. "Applicants are advised that until 31 December 2020 the current application for employment (Z83) form will be applicable, however 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 www.dpsa.gov.za/vacancies. From 1 January 2021 should an application be received using the incorrect application for employment (Z83), it will not be considered." The fully completed and signed form Z83 should be accompanied by a recently updated, comprehensive CV as well as all qualification(s), academic records including a Senior certificate and 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. The Department does not accept applications via fax or email. Failure to submit all the requested documents will result in the application not being considered. 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 representatively in line with the numerical targets as contained in our Employment Equity Plan. Advertisement and accompanying notes must clearly capture the requirements for certification to reflect that applicants must submit copies of qualifications, Identify document 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 the requirements for certified documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR.

OTHER POSTS

POST 33/71

- : **OPERATIONAL MANAGER NURSING: (OPERATING THEATRE/ ADULT CATHLAB) PNB3: REF NO: H/O/44 (X2 POSTS)**

SALARY
CENTRE
REQUIREMENTS

- : R562 800 per annum
- : Universitas Academic Hospital: Bloemfontein
- : Diploma/Degree in nursing or equivalent qualification that allows registration with the South African Nursing Council. Registration with the SANC as Professional Nurse plus a post-basic nursing qualification in Operating Theatre/ Adult Cathlab with a duration of at least 1 year, accredited with SANC. A minimum of 9 years appropriate/recognizable experience in nursing after registration with SANC as a Prof Nurse. At least 5 years of the period referred to above must be appropriate / recognizable experience after obtaining the 1-year post – basic qualification. Current registration with the South African Nursing Council (SANC). Proof of current registration with SANC (2021/2022). Attach proof of working experience Endorsed By Human Resource. Knowledge and Skills: A qualification in Health Care Management is added advantage.

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|-----------------------------|---|---|
| | | Ability to work under pressure, manage own time, function as an effective leader of the nursing team. Communication effectively with stakeholders. Implement and manage change, willingness to work shifts and standby in accordance with the requirements of the unit and nursing services. Demonstrate basic understanding of HR, Financial Policies, nursing, legal and ethical practices. Good interpersonal relations skills and computer literacy. |
| <u>DUTIES</u> | : | Provision of safe Patient Care. Maintenance of accurate patient's records. Management of stock and equipment in accordance with clinical and economical imperative. A concern for the continuing development of own clinical skills and those co-workers, ensure clients satisfaction. |
| <u>ENQUIRIES</u> | : | Me BE Molisapoli Tel No: (051) 405 3415/7 |
| <u>APPLICATIONS</u> | : | TO: The Chief Executive Officer, Universitas Academic Hospital, Private Bag X 20660, Bloemfontein, 9300 or hand delivered @ Room 1102, First Floor, Universitas Hospital, 1 Logeman Street, Universitas, Bloemfontein, 9301 |
| <u>FOR ATTENTION</u> | : | Ms DA Duiker |
| <u>POST 33/72</u> | : | <u>OPERATIONAL MANAGER NURSING: (PAEDS CARDIOLOGY/ HIGH CARE): PNB3: REF NO: H/O/45</u> |
| <u>SALARY</u> | : | R562 800 per annum |
| <u>CENTRE</u> | : | Universitas Academic Hospital: Bloemfontein |
| <u>REQUIREMENTS</u> | : | Diploma/Degree in nursing or equivalent qualification that allows registration with the South African Nursing Council. Registration with the SANC as Professional Nurse plus a post-basic nursing qualification in Paeds Cardiology/ High Care with a duration of at least 1 year, accredited with SANC. A minimum of 9 years appropriate/recognizable experience in nursing after registration with SANC as a Prof Nurse. At least 5 years of the period referred to above must be appropriate / recognizable experience after obtaining the 1-year post – basic qualification. Current registration with the South African Nursing Council (SANC). Proof of current registration with SANC (2021/2022). Attach proof of working experience endorsed by Human Resource. Knowledge and Skills: A qualification in Health Care Management is added advantage. Ability to work under pressure, manage own time, function as an effective leader of the nursing team. Communication effectively with stakeholders. Implement and manage change, willingness to work shifts and standby in accordance with the requirements of the unit and nursing services. Demonstrate basic understanding of HR, Financial Policies, nursing, legal and ethical practices. Good interpersonal relations skills and computer literacy. |
| <u>DUTIES</u> | : | Provision of safe Patient Care. Maintenance of accurate patient's records. Management of stock and equipment in accordance with clinical and economical imperative. A concern for the continuing development of own clinical skills and those co-workers, ensure clients satisfaction. |
| <u>ENQUIRIES</u> | : | Me BE Molisapoli Tel No: (051) 405 3415/7 |
| <u>APPLICATIONS</u> | : | To The Chief Executive Officer, Universitas Academic Hospital, Private Bag X 20660, Bloemfontein, 9300 or hand delivered @ Room 1102, First Floor, Universitas Hospital, 1 Logeman Street, Universitas, Bloemfontein, 9301 |
| <u>FOR ATTENTION</u> | : | Ms DA Duiker |
| <u>POST 33/73</u> | : | <u>OPERATIONAL MANAGER NURSING: (CARDIOTHORACIC ICU) PNB3: REF NO: H/O/46</u> |
| <u>SALARY</u> | : | R562 800 per annum |
| <u>CENTRE</u> | : | Universitas Academic Hospital: Bloemfontein |
| <u>REQUIREMENTS</u> | : | Diploma/Degree in nursing or equivalent qualification that allows registration with the South African Nursing Council. Registration with the SANC as Professional Nurse plus a post-basic nursing qualification in Cardiothoracic ICU with a duration of at least 1 year, accredited with SANC. A minimum of 9 years appropriate/recognizable experience in nursing after registration with SANC as a Prof Nurse. At least 5 years of the period referred to above must be appropriate / recognizable experience after obtaining the 1-year post – basic qualification. Current registration with the South African Nursing Council (SANC). Proof of current registration with SANC (2021/2022). Attach proof of working experience endorsed by Human Resource. Knowledge and Skills: A qualification in Health Care Management is added advantage. Ability to work under pressure, manage own time, function as an effective leader of the nursing team. Communication effectively with stakeholders. Implement and manage change, willingness to work shifts and standby in accordance with the |

requirements of the unit and nursing services. Demonstrate basic understanding of HR, Financial Policies, nursing, legal and ethical practices. Good interpersonal relations skills and computer literacy.

DUTIES : Provision of safe Patient Care. Maintenance of accurate patient's records. Management of stock and equipment in accordance with clinical and economical imperative. A concern for the continuing development of own clinical skills and those co-workers, ensure clients satisfaction.

ENQUIRIES : Me BE Molisapoli, Tel No: (051) 405 3415/7

APPLICATIONS : To The Chief Executive Officer, Universitas Academic Hospital, (Attention: Ms DA Duiker), Private Bag X 20660, Bloemfontein, 9300 or hand delivered @ Room 1102, First Floor, Universitas Hospital, 1 Logeman Street, Universitas, Bloemfontein, 9301

POST 33/74 : **OPERATIONAL MANAGER NURSING: (ONCOLOGY) PNB3: REF NO: H/O/47**

SALARY : R562 800 per annum

CENTRE : Universitas Academic Hospital: Bloemfontein

REQUIREMENTS : Diploma/Degree in nursing or equivalent qualification that allows registration with the South African Nursing Council. Registration with the SANC as Professional Nurse plus a post-basic nursing qualification in Oncology with a duration of at least 1 year, accredited with SANC. A minimum of 9 years appropriate/recognizable experience in nursing after registration with SANC as a Prof Nurse. At least 5 years of the period referred to above must be appropriate / recognizable experience after obtaining the 1-year post – basic qualification. Current registration with the South African Nursing Council (SANC). Proof of current registration with SANC (2021/2022). Attach proof of working experience endorsed by Human Resource. Knowledge and Skills: A qualification in Health Care Management is added advantage. Ability to work under pressure, manage own time, function as an effective leader of the nursing team. Communication effectively with stakeholders. Implement and manage change, willingness to work shifts and standby in accordance with the requirements of the unit and nursing services. Demonstrate basic understanding of HR, Financial Policies, nursing, legal and ethical practices. Good interpersonal relations skills and computer literacy.

DUTIES : Provision of safe Patient Care. Maintenance of accurate patient's records. Management of stock and equipment in accordance with clinical and economical imperative. A concern for the continuing development of own clinical skills and those co-workers, ensure clients satisfaction.

ENQUIRIES : Me BE Molisapoli Tel No: (051) 405 3415/7

APPLICATIONS : To The Chief Executive Officer, Universitas Academic Hospital, Private Bag X 20660, Bloemfontein, 9300 or hand delivered @ Room 1102, First Floor, Universitas Hospital, 1 Logeman Street, Universitas, Bloemfontein, 9301

FOR ATTENTION : Ms DA Duiker

POST 33/75 : **OPERATIONAL MANAGER NURSING: (OPHTHALMOLOGY) PNB3: REF NO: H/O/48**

SALARY : R562 800 per annum

CENTRE : Universitas Academic Hospital: Bloemfontein

REQUIREMENTS : Diploma/Degree in nursing or equivalent qualification that allows registration with the South African Nursing Council. Registration with the SANC as Professional Nurse plus a post-basic nursing qualification in Ophthalmology with a duration of at least 1 year, accredited with SANC. A minimum of 9 years appropriate/recognizable experience in nursing after registration with SANC as a Prof Nurse. At least 5 years of the period referred to above must be appropriate / recognizable experience after obtaining the 1-year post – basic qualification. Current registration with the South African Nursing Council (SANC). Proof of current registration with SANC (2021/2022). Attach proof of working experience endorsed by Human Resource. Knowledge and Skills: A qualification in Health Care Management is added advantage. Ability to work under pressure, manage own time, function as an effective leader of the nursing team. Communication effectively with stakeholders. Implement and manage change, willingness to work shifts and standby in accordance with the requirements of the unit and nursing services. Demonstrate basic understanding of HR, Financial Policies, nursing, legal and ethical practices. Good interpersonal relations skills and computer literacy.

DUTIES : Provision of safe Patient Care. Maintenance of accurate patient's records. Management of stock and equipment in accordance with clinical and economical imperative. A concern for the continuing development of own clinical skills and those co-workers, ensure clients satisfaction.

ENQUIRIES APPLICATIONS : Me BE Molisapoli Tel No: (051) 405 3415/7
 : To The Chief Executive Officer, Universitas Academic Hospital, (Private Bag X 20660, Bloemfontein, 9300 or hand delivered @ Room 1102, First Floor, Universitas Hospital, 1 Logeman Street, Universitas, Bloemfontein, 9301

FOR ATTENTION : Ms DA Duiker

POST 33/76 : **OPERATIONAL MANAGER NURSING: (RENAL UNIT) PNB3: REF NO: H/O/49**

SALARY CENTRE REQUIREMENTS : R562 800 per annum
 : Universitas Academic Hospital: Bloemfontein
 : Diploma/Degree in nursing or equivalent qualification that allows registration with the South African Nursing Council. Registration with the SANC as Professional Nurse plus a post-basic nursing qualification in Renal Unit with a duration of at least 1 year, accredited with SANC. A minimum of 9 years appropriate/recognizable experience in nursing after registration with SANC as a Prof Nurse. At least 5 years of the period referred to above must be appropriate / recognizable experience after obtaining the 1-year post – basic qualification. Current registration with the South African Nursing Council (SANC). Proof of current registration with SANC (2021/2022). Attach proof of working experience endorsed by Human Resource. Knowledge and Skills: A qualification in Health Care Management is added advantage. Ability to work under pressure, manage own time, function as an effective leader of the nursing team. Communication effectively with stakeholders. Implement and manage change, willingness to work shifts and standby in accordance with the requirements of the unit and nursing services. Demonstrate basic understanding of HR, Financial Policies, nursing, legal and ethical practices. Good interpersonal relations skills and computer literacy.

DUTIES : Provision of safe Patient Care. Maintenance of accurate patient's records. Management of stock and equipment in accordance with clinical and economical imperative. A concern for the continuing development of own clinical skills and those co-workers, ensure clients satisfaction.

ENQUIRIES APPLICATIONS : Me BE Molisapoli Tel No: (051) 405 3415/7
 : To: The Chief Executive Officer, Universitas Academic Hospital, Private Bag X 20660, Bloemfontein, 9300 or hand delivered @ Room 1102, First Floor, Universitas Hospital, 1 Logeman Street, Universitas, Bloemfontein, 9301

FOR ATTENTION : Ms DA Duiker

POST 33/77 : **OPERATIONAL MANAGER NURSING: (ANTE AND POST-NATAL CARE) PNB3: REF NO: H/O/50**

SALARY CENTRE REQUIREMENTS : R562 800 per annum
 : Universitas Academic Hospital: Bloemfontein
 : Diploma/Degree in nursing or equivalent qualification that allows registration with the South African Nursing Council. Registration with the SANC as Professional Nurse plus a post-basic nursing qualification in Ante and Post-natal care with a duration of at least 1 year, accredited with SANC. A minimum of 9 years appropriate/recognizable experience in nursing after registration with SANC as a Prof Nurse. At least 5 years of the period referred to above must be appropriate / recognizable experience after obtaining the 1-year post – basic qualification. Current registration with the South African Nursing Council (SANC). Proof of current registration with SANC (2021/2022). Attach proof of working experience endorsed by Human Resource. Knowledge and Skills: A qualification in Health Care Management is added advantage. Ability to work under pressure, manage own time, function as an effective leader of the nursing team. Communication effectively with stakeholders. Implement and manage change, willingness to work shifts and standby in accordance with the requirements of the unit and nursing services. Demonstrate basic understanding of HR, Financial Policies, nursing, legal and ethical practices. Good interpersonal relations skills and computer literacy.

DUTIES : Provision of safe Patient Care. Maintenance of accurate patient's records. Management of stock and equipment in accordance with clinical and

economical imperative. A concern for the continuing development of own clinical skills and those co-workers, ensure clients satisfaction.

ENQUIRIES : Me BE Molisapoli Tel No: (051) 405 3415/7
APPLICATIONS : To The Chief Executive Officer, Universitas Academic Hospital, Private Bag X 20660, Bloemfontein, 9300 or hand delivered @ Room 1102, First Floor, Universitas Hospital, 1 Logeman Street, Universitas, Bloemfontein, 9301
FOR ATTENTION : Ms DA Duiker

POST 33/78 : **OPERATIONAL MANAGER: PNB-3 REF NO: H/O/56 (X7 POSTS)**
 Re-Advertisement (Those who previously applied are encouraged to apply)

SALARY : R562 800 per annum, (OSD)
CENTRE : Free State Psychiatric Complex, Bloemfontein
REQUIREMENTS : Diploma/Degree in nursing or equivalent qualification that allows registration with the South African Nursing Council. Registration with the SANC as Professional Nurse plus a post-basic nursing qualification with a duration of at least 1-year in Advanced Child/Adult Psychiatry, accredited with SANC. A minimum of 9 years appropriate/recognizable experience in nursing after registration with SANC as a Prof Nurse. At least 5 years of the period referred to above must be appropriate / recognizable experience after obtaining the 1-year post – basic qualification
 Knowledge and Skills: Knowledge of Public Service Act and Regulations and Public Finance Management Act (PFMA). Knowledge of OSD for Nurses. Driver's license. Nursing Administration will be an added advantage.

DUTIES : Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices and how this impacts on service delivery. Ensure clinical nursing practice by the nursing team (unit) in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Ensure that a comprehensive nursing treatment and care service is delivered to patients in a cost effective, efficient and equitable manner by the specialty unit. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Demonstrate a basic understanding of HR and financial policies and practices.

ENQUIRIES : Mr. NA Mnyakama Tel No: (051) 407 9207
APPLICATIONS : To The Chief Executive Officer, FSPC Private Bag X20607, Bloemfontein, 9300

FOR ATTENTION : Me N V Mokopanele

POST 33/79 : **CHIEF RADIOGRAPHER REF NO: H/C/59**
 Re-Advertisement (Those who previously applied are encouraged to apply)

SALARY : R466 119 – R517 326 per annum
CENTRE : Bongani Regional Hospital: Welkom
REQUIREMENTS : Diploma/Degree in Diagnostic Radiography. Registration with the Health Professions Council of South Africa (HPCSA) as a Diagnostic Radiographer. A minimum of 3 year's appropriate experience in the relevant profession after registration with HPCSA. Proof of registration with HPCSA for the year 2021/2022. Attach proof of working experience endorsed by Human Resource
 Knowledge and Skills: Good communication skills, computer literacy.

DUTIES : Exercise clinical responsibility to ensure optimal service delivery. Ensure patient care during imaging diagnostic of more advanced or specialized nature. Apply the correct protocols to obtain optimal imaging. Practice radiation protection to minimize radiation dose to staff, patients and general public. Develop and implement quality system in line with national and international standards. Implement quality assurance programs for quality service delivery. Formulate, implement and monitor the execution of policies and protocols at institution level. Management of resources to ensure optimal service delivery at institution level. Management of resources to ensure optimal service delivery at institution level. Supervision and evaluation of subordinates for effective and efficient workflow in the department. Organization of staff to provide efficient and effective service delivery. Training of a more advanced nature of subordinates. Identify skills development needs. Monitor proper utilization of equipment, store and expenditure.

ENQUIRIES : Me SN Landman Tel No: (057) 916 8000
APPLICATIONS : To: The Chief Executive Officer, Bongani Regional Hospital, Private Bag X 29, Welkom.

FOR ATTENTION : T Tsoho

POST 33/80 : **OPERATIONAL MANAGER GENERAL (DIABETIC): (PNA5) REF NO: H/O/51**

SALARY : R444 276 per annum
CENTRE : Universitas Academic Hospital: Bloemfontein
REQUIREMENTS : Diploma/Degree in Nursing or equivalent qualification that allows registration with SANC as Professional Nurse. A minimum of 7 years appropriate/recognizable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. Current registration with the South African Nursing Council (SANC). Proof of registration for 2021/2022. Offer will be based on proven years of experience. Attach proof of working Experience Endorsed by Human Resource. Knowledge and Skills: A qualification in Health Care Management is added advantage. Ability to work under pressure, manage own time, function as an effective leader of the nursing team. Communication effectively with stakeholders. Implement and manage change, willingness to work shifts and standby in accordance with the requirements of the unit and nursing services. Demonstrate basic understanding of HR, Financial Policies, nursing, legal and ethical practices. Good interpersonal relations skills and computer literacy.

DUTIES : Provision of safe Patient Care. Maintenance of accurate patient's records. Management of stock and equipment in accordance with clinical and economical imperative. A concern for the continuing development of own clinical skills and those co-workers, ensure clients satisfaction.

ENQUIRIES : Me BE Molisapoli Tel No: (051) 405 3415/7
APPLICATIONS : To The Chief Executive Officer, Universitas Academic Hospital, Private Bag X 20660, Bloemfontein, 9300 or hand delivered @ Room 1102, First Floor, Universitas Hospital, 1 Logeman Street, Universitas, Bloemfontein, 9301.

FOR ATTENTION : Ms DA Duiker

POST 33/81 : **OPERATIONAL MANAGER GENERAL (VASCULAR): (PNA5) REF NO: H/O/52**

SALARY : R444 276 per annum
CENTRE : Universitas Academic Hospital: Bloemfontein
REQUIREMENTS : Diploma/Degree in Nursing or equivalent qualification that allows registration with SANC as Professional Nurse. A minimum of 7 years appropriate/recognizable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. Current registration with the South African Nursing Council (SANC). Proof of registration for 2021/2022. Offer will be based on proven years of experience. Attach proof of working experience endorsed by Human Resource. Knowledge and Skills: A qualification in Health Care Management is added advantage. Ability to work under pressure, manage own time, function as an effective leader of the nursing team. Communication effectively with stakeholders. Implement and manage change, willingness to work shifts and standby in accordance with the requirements of the unit and nursing services. Demonstrate basic understanding of HR, Financial Policies, nursing, legal and ethical practices. Good interpersonal relations skills and computer literacy.

DUTIES : Provision of safe Patient Care. Maintenance of accurate patient's records. Management of stock and equipment in accordance with clinical and economical imperative. A concern for the continuing development of own clinical skills and those co-workers, ensure clients satisfaction.

ENQUIRIES : Me BE Molisapoli Tel No: (051) 405 3415/7
APPLICATIONS : To The Chief Executive Officer, Universitas Academic Hospital, Private Bag X 20660, Bloemfontein, 9300 or hand delivered @ Room 1102, First Floor, Universitas Hospital, 1 Logeman Street, Universitas, Bloemfontein, 9301

FOR ATTENTION : Ms DA Duiker

POST 33/82 : **OPERATIONAL MANAGER GENERAL (CARDIOTHORACIC): (PNA5) REF NO: H/O/53**

SALARY : R444 276 per annum
CENTRE : Universitas Academic Hospital: Bloemfontein
REQUIREMENTS : Diploma/Degree in Nursing or equivalent qualification that allows registration with SANC as Professional Nurse. A minimum of 7 years appropriate/recognizable experience in nursing after registration with the SANC as

Professional Nurse in General Nursing. Current registration with the South African Nursing Council (SANC). Proof of registration for 2021/2022. Offer will be based on proven years of experience. Attach proof of working experience endorsed by Human Resource. Knowledge and Skills: A qualification in Health Care Management is added advantage. Ability to work under pressure, manage own time, function as an effective leader of the nursing team. Communication effectively with stakeholders. Implement and manage change, willingness to work shifts and standby in accordance with the requirements of the unit and nursing services. Demonstrate basic understanding of HR, Financial Policies, nursing, legal and ethical practices. Good interpersonal relations skills and computer literacy.

DUTIES : Provision of safe Patient Care. Maintenance of accurate patient's records. Management of stock and equipment in accordance with clinical and economical imperative. A concern for the continuing development of own clinical skills and those co-workers, ensure clients satisfaction.

ENQUIRIES : Me BE Molisapoli, Tel No: (051) 405 3415/7

APPLICATIONS : To The Chief Executive Officer, Universitas Academic Hospital, Private Bag X 20660, Bloemfontein, 9300 or hand delivered @ Room 1102, First Floor, Universitas Hospital, 1 Logeman Street, Universitas, Bloemfontein, 9301.

FOR ATTENTION : Ms DA Duiker

POST 33/83 : **OPERATIONAL MANAGER GENERAL (NIGHT DUTY): (PNA5) REF NO: H/O/54**

SALARY : R444 276 per annum

CENTRE : Universitas Academic Hospital: Bloemfontein

REQUIREMENTS : Diploma/Degree in Nursing or equivalent qualification that allows registration with SANC as Professional Nurse. A minimum of 7 years appropriate/recognizable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. Current registration with the South African Nursing Council (SANC). Proof of registration for 2021/2022. Offer will be based on proven years of experience. Attach proof of working experience endorsed by Human Resource. Knowledge and Skills: A qualification in Health Care Management is added advantage. Ability to work under pressure, manage own time, function as an effective leader of the nursing team. Communication effectively with stakeholders. Implement and manage change, willingness to work shifts and standby in accordance with the requirements of the unit and nursing services. Demonstrate basic understanding of HR, Financial Policies, nursing, legal and ethical practices. Good interpersonal relations skills and computer literacy.

DUTIES : Provision of safe Patient Care. Maintenance of accurate patient's records. Management of stock and equipment in accordance with clinical and economical imperative. A concern for the continuing development of own clinical skills and those co-workers, ensure clients satisfaction.

ENQUIRIES : Me BE Molisapoli Tel No: (051) 405 3415/7

APPLICATIONS : To The Chief Executive Officer, Universitas Academic Hospital, Private Bag X 20660, Bloemfontein, 9300 or hand delivered @ Room 1102, First Floor, Universitas Hospital, 1 Logeman Street, Universitas, Bloemfontein, 9301.

FOR ATTENTION : Ms DA Duiker

POST 33/84 : **PROGRAMME COORDINATOR CLINICAL PROGRAM COORDINATOR (PNA5) QUALITY ASSURANCE REF NO: H/P/72**

SALARY : R444 276 per annum

CENTRE : Universitas Academic Hospital: Bloemfontein

REQUIREMENTS : Diploma/Degree in Nursing or equivalent qualification that allows registration with SANC as Professional Nurse. A minimum of 7 years appropriate/recognizable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. Current registration with the South African Nursing Council (SANC). Proof of registration for 2021/2022. Offer will be based on proven years of experience. Attach proof of working Experience Endorsed by Human Resource. Knowledge and Skills: A post basic qualification in Health Care Management and Quality Assurance or equivalent will be an added advantage. Computer literacy and statistics. Knowledge of the relevant Health Legislation and policies. Ability to collect and analyse data. Leadership in planning, organizing, co-ordination and communication skills.

| | | |
|-----------------------------|---|---|
| | | Ability to take charge and make appropriate independent decisions. Research skills to advise Hospital Management. |
| <u>DUTIES</u> | : | Responsible for management and administration of Outreach, In Reach programs and Interprovincial transfers. Clinical governance matters including but not limited to Morbidity and Mortalities. Management and Coordination of Medico legal cases and clinical audit systems. Manage and Coordination of clinical risks, adverse events and high level complaints. Maintain constructive working relationships with outreach and in reach managers and other stakeholders (i.e. inter-professional, inter-sectorial, multi-disciplinary team work and interprovincial stakeholders) Management of the clinical and therapeutic & medical support services Health Standard Compliance matters, including Mental Health Review Standards. Event management for clinical and therapeutic management services. Develop a Training Programme to encourage compliance with the Provincial and National norms and standards clinical and therapeutic & medical support services. Report writing, presentation and timeous submission thereof. Detailed key performance areas can be obtained from the contract person. |
| <u>ENQUIRIES</u> | : | Dr R Nathan Tel No: (051) 405 3498 |
| <u>APPLICATIONS</u> | : | To The Chief Executive Officer, Universitas Academic Hospital, Private Bag X 20660, Bloemfontein, 9300 or hand delivered @ Room 1102, First Floor, Universitas Hospital, 1 Logeman Street, Universitas, Bloemfontein, 9301. |
| <u>FOR ATTENTION</u> | : | Ms DA Duiker |
| <u>POST 33/85</u> | : | <u>OCCUPATIONAL HEALTH AND SAFETY PRACTITIONER (PNA5) REF NO: H/O/55</u> |
| <u>SALARY</u> | : | R444 276 per annum |
| <u>CENTRE</u> | : | Dihlabeng Regional Hospital: Bethlehem |
| <u>REQUIREMENTS</u> | : | Diploma/Degree in Nursing or equivalent qualification that allows registration with SANC as Professional Nurse. A minimum of 7 years appropriate/recognizable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. Current registration with the South African Nursing Council (SANC). Proof of registration for 2021/2022. Offer will be based on proven years of experience. Attach proof of working experience endorsed by Human Resource. Knowledge and Skills: Post basic qualifications in Occupational Health and Safety. Ability to provide holistic care. Nursing Administration. N additional post basic qualification of one-year duration. Knowledge of the management of people, financial and conflict management. Computer Literacy. |
| <u>DUTIES</u> | : | Manage and coordinate the activities of Occupational Health and Safety. Develop, facilitate, analyses and identify hazards and potential risks. Conduct and coordinate the implementation and maintenance of a comprehensive occupational health and safety program. Review Health and Safety measures in the workplace accordance to the policy. Conduct post-accident investigations. Plan, monitor and coordinate the implementation measures for disaster management. |
| <u>ENQUIRIES</u> | : | Me DE Masheane Tel No: (058) 307 1053 |
| <u>APPLICATIONS</u> | : | To The Chief Executive Officer, Dihlabeng Regional Hospital, PO Box X3, Bethlehem, 9700 or hand delivered Dihlabeng Regional Hospital, Bethlehem, 9700. |
| <u>FOR ATTENTION</u> | : | Me S Mpanza |
| <u>POST 33/86</u> | : | <u>CLINICAL PROGRAM COORDINATOR: PNA-5: TRAINING REF NO: H/C/60</u> |
| <u>SALARY</u> | : | R444 276 per annum, (OSD) |
| <u>CENTRE</u> | : | Free State Psychiatric Complex, Bloemfontein |
| <u>REQUIREMENTS</u> | : | Diploma/Degree in Nursing or equivalent qualification that allows registration with SANC as Professional Nurse. Qualification in Nursing Education and Psychiatry Nursing Science. A minimum of 7 years appropriate/recognizable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. Current registration with the South African Nursing Council (SANC). Knowledge And Skills: Ability to work independently under pressure. Knowledge of Information Management systems. Knowledge of legislation pertaining to Skills Development and training procedures. Knowledge of Infection Control procedures. |
| <u>DUTIES</u> | : | Coordinate and promote implementation of Training and Development. Facilitate and oversee the development of operational or business plans to give |

strategic guidelines. Provide professional and technical support for the provision of quality patient care through proper management of relevant programmes. Maintain standards and norms of nursing practices to promote the healthcare status of healthcare use. Develop and implement quality assurance programmes, guidelines, protocols, norms and standards. Utilise Information Technology (IT) and other management information systems to manage information for the enhancement of service delivery. Establish, maintain and participate in inter professional and multi – disciplinary teamwork that promotes effective and efficient healthcare. Manage and utilize resources in accordance with relevant directives and legislations.

ENQUIRIES : Me JM Seboko Tel No: (051) 051 409230 /236
APPLICATIONS : To be send to: The Chief Executive Officer, FSPC, Private Bag X20607, Bloemfontein, 9300
FOR ATTENTION : Me N V Mokopanele

POST 33/87 : **PROFESSIONAL NURSE SPECIALTY PNB1-PNB-2: (OPERATING THEATRE AND CATHLABS) GRADE 1-2: REF NO: H/P/73 (X11 POSTS)**

SALARY : Grade 1: R383 226 – R444 276.per annum
 Grade 2: R471 333 - R579 696.per annum

CENTRE : Universitas Academic Hospital: Bloemfontein
REQUIREMENTS : Diploma/Degree in nursing or equivalent qualification that allows registration with the South African Nursing Council as Professional Nurse plus a post-basic nursing qualification in Operating Theatre and Cathlabs with a duration of at least 1 year, accredited with SANC. Current registration with the South African Nursing Council. Proof of registration for 2021/2022. Offer will be based on proven years of experience. Attach proof of working experience endorsed by Human Resource **Grade 1:** A minimum of 4 years appropriate/recognizable experience in nursing after registration with SANC as a Prof Current registration with the South African Nursing Council (SANC) as Professional Nurse. **Grade 2:** A minimum of 14 years appropriate/recognizable experience in nursing after registration with SANC as a Prof Nurse. At least 10 years of the period referred to above must be appropriate / recognizable experience after obtaining the 1-year post – basic qualification of the period referred to above. Attach proof of working experience endorsed by Human Resource Department/ Employer. Knowledge And Skills: Good communication and interpersonal skills, knowledge of key priority health programs, computer literacy.

DUTIES : Provide quality elementary peri operative nursing care services to all surgical patients. Supervise and ensure the provision of an effective and efficient patient care through adequate nursing care in the ward/unit. Coordinate and monitor the implementation of nursing care plan and evaluation thereof. Maintain constructive relationships with Nursing and other stakeholders. Participate in the analysis, formulation of nursing guidelines, practices, standards and procedures. Manage and monitor proper utilization of human, financial and physical resources. Provide relevant health information to health care users to assist in achieving optimal health care and rehabilitation of patients.

ENQUIRIES : Me BE Molisapoli Tel No: (051) 405 3415/7
APPLICATIONS : To The Chief Executive Officer, Universitas Academic Hospital, Private Bag X 20660, Bloemfontein, 9300 or hand delivered @ Room 1102, First Floor, Universitas Hospital, 1 Logeman Street, Universitas, Bloemfontein, 9301

FOR ATTENTION : Ms DA Duiker

POST 33/88 : **PROFESSIONAL NURSE SPECIALTY PNB1-PNB-2: GRADE 1-2 REF NO: H/P/74 (X2 POSTS)**

SALARY : Grade 1: R383 226 – R444 276 per annum
 Grade 2: R471 333 - R579 696 per annum

CENTRE : Parys District Hospital: Parys
REQUIREMENTS : Diploma/Degree in nursing or equivalent qualification that allows registration with the South African Nursing Council as Professional Nurse plus a post-basic nursing qualification in Advanced Maternity Technics with a duration of at least 1 year, accredited with SANC. Current registration with the South African Nursing Council. Proof of registration for 2021/2022. Offer will be based on proven years of experience. Attach proof of working experience endorsed by Human Resource. Must be willing to work shifts **Grade 1:** A minimum of 4 years appropriate/recognizable experience in nursing after registration with SANC as

a Prof Current registration with the South African Nursing Council (SANC) as Professional Nurse. **Grade 2:** A minimum of 14 years appropriate/recognizable experience in nursing after registration with SANC as a Prof Nurse. At least 10 years of the period referred to above must be appropriate / recognizable experience after obtaining the 1-year post – basic qualification of the period referred to above. Knowledge And Skills: Ability to communicate issues in a tactful manner. Problem solving skills. Numeracy skills. Communication. Professionalism. Loyal and confident. Computer skills, ability to take charge and make appropriate independent decisions.

DUTIES : Supervise and ensure the provision of an effective and efficient patient care through adequate nursing care in the Maternity ward. Coordinate and monitor the implementation of nursing care plan and evaluation thereof. Provide relevant health information to health care users to assist in achieving optimal health care and rehabilitation of patients. Maintain constructive relationships with Nursing and other stakeholders (i.e. Interprofessional, Inter-sectoral and Multi-disciplinary teamwork).

ENQUIRIES : Mr MJ Molete Tel No: (056) 8162114/5
APPLICATIONS : To The Chief Executive Officer, Parys District Hospital, Private Bag X5, Parys, 9585 or hand delivered

FOR ATTENTION : Mr MJ Molete

POST 33/89 : **PROFESSIONAL NURSE; SPECIALITY PNB1-PNB2: (NEONATAL, ICU, TRAUMA, ADVANCED MIDWIFERY, PAEDETRICS, NEPHROLOGY & THEATER): GRADE 1-2 REF NO: H/P/75 (X8 POSTS)**
 Re-Advertisement (Those who previously applied are encouraged to apply)

SALARY : Grade 1: R383 226 – R444 276 per annum
 Grade 2: R471 333 - R579 696 per annum

CENTRE : Bongani Regional Hospital: Welkom
REQUIREMENTS : Diploma/Degree in nursing or equivalent qualification that allows registration with the South African Nursing Council as Professional Nurse plus a post-basic nursing qualification in Neonatal, ICU, Trauma, Advanced Midwifery, Paediatrics, Nephrology & Theater with a duration of at least 1 year, accredited with SANC. Current registration with the South African Nursing Council. Proof of registration for 2021/2022. Offer will be based on proven years of experience. Attach proof of working experience endorsed by Human Resource. **Grade 1:** A minimum of 4 years appropriate/recognizable experience in nursing after registration with SANC as a Professional Nurse. **Grade 2:** A minimum of 14 years appropriate/recognizable experience in nursing after registration with SANC as a Prof Nurse. At least 10 years of the period referred to above must be appropriate / recognizable experience after obtaining the 1-year post – basic qualification of the period referred to above. Attach proof of working experience endorsed by Human Resource Department/ Employer. Knowledge And Skills: Good communication and interpersonal skills. Knowledge of key priority health programs. Computer literacy.

DUTIES : Provide comprehensive nursing treatment and care to patients in a specialty unit in a cost effective, efficient and equitable manner. Be able to plan and organize own work and that of support personnel to ensure proper nursing care. Demonstrate effective communication with patients, supervisor and other clinicians. Be able to provide report in writing when required. Work as part of the multi- disciplinary team to ensure good nursing care. Display concern for patients, promote and advocate proper treatment and care including awareness to respond to patient's needs, requirements and expectations.

ENQUIRIES : Mr T Tsoho Tel No: (057)9168000
APPLICATIONS : To The Chief Executive Officer, Bongani Regional Hospital, Private Bag X 29, Welkom

FOR ATTENTION : Mr T Tsoho

POST 33/90 : **PROFESSIONAL NURSE: PNB-1: OCCUPATIONAL HEALTH REF NO: H/P/76**

SALARY : R383 226 per annum, (OSD)
CENTRE : Free State Psychiatric Complex, Bloemfontein
REQUIREMENTS : Diploma/Degree in nursing or equivalent qualification that allows registration with the South African Nursing Council. A minimum of 4 years appropriate/recognizable experience in nursing after registration with the SANC as Professional Nurse in General Nursing and Midwifery. Registration with the

South African Nursing Council (SANC) as Professional Nurse. 1 Year post basic qualification in Occupational Health Nursing Science. Knowledge And Skills Ability to work independently under pressure. Knowledge of Occupational health nursing science. Knowledge of legislation pertaining to Occupational Health & Safety Act and COIDA. Dispensing certificate.

- DUTIES** : Conducts physical assessments to diagnose common medical conditions and chronic ill health presented at the occupational health facility. Conducts a health surveillance to identify and evaluate health needs of workers in the workplace. Identifies and analyses hazards and evaluates their effects on workers and the workplace. Facilitate and oversee the development of occupational health programs. Provide professional and technical support for the provision of quality client care through proper management of relevant programmes. Maintain standards and norms of Nursing practices to promote the healthcare status of healthcare workers. Plans and manages healthcare within the occupational health environment to provide care within ethical norms. Promotes health communication and health literacy for behaviour change. Designs programmes that support a positive lifestyle and individual efforts to lower the risk of disease and injury. Plans, implements and evaluates health promotion campaigns within a team approach. Compiles/Conducts Occupational Risk Exposure Profiles (OREP) at pre-employment, periodic and exit levels of interventions. Manages occupational injuries and diseases in order to minimise residual deficit. Utilise Information Technology (IT) and other management information systems to manage information for the enhancement of service delivery. Identifies the need for EAP for the following health related issues: HIV, STI, alcoholism, substance abuse, chronic diseases, psychosocial conditions, shift work, vulnerable groups such as healthcare workers, violence and executive health management and advises on or refers employees to EAP. Manage and utilize resources in accordance with relevant directives and legislations
- ENQUIRIES** : Mr. NA Mnyakama Tel No: (051) 407 9207
- APPLICATIONS** : To be send to: The Chief Executive Officer, FSPC, Private Bag X20607, Bloemfontein, 9300
- FOR ATTENTION** : Me N V Mokopanele

OFFICE OF THE PREMIER

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

- APPLICATIONS** : Posted to: Mr. Mokgosi Jonas, Office of the Premier, Human Resources Advice, Co-ordination and Management Directorate, PO Box 517, Bloemfontein, 9300 or Hand delivered to: Mokgosi Jonas, Room 10, Ground floor, OR Tambo House, Bloemfontein or e-mail Mokgosi.jonas@fspremier.gov.za. Kindly note that applicants needs to verify @ 051 4054754 whether application is received due to problems experience with our e-mails)
- CLOSING DATE** : 04 October 2021
- NOTE** : Applications must be submitted on form Z83, obtainable from any Public Service Department and must be accompanied by copies of qualifications; driver's license, identity document and a C.V. Such copies need not be certified when applying for the post. The communication from the HR of the department regarding the requirements for certified document will be limited to shortlisted candidates. Applicants are requested to complete the Z83 form properly and in full. If a Z83 could not be obtained, a comprehensive CV should be submitted as application. The following information should be included in the CV: Personal information – Surname, Name, ID number, Driver's License, Race, Gender, Disability, Nationality and an indication of criminal offences; Contact details; Language Proficiency; Qualifications; Work experience and References. (Separate application for every vacancy should be submitted). Applications without a reference number or a clear indication of the post for which you apply will not be considered. Applications received after the closing date and those that do not comply with these requirements will not be considered. The onus is on the applicants to ensure that their applications are posted or hand delivered timeously. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The successful candidate will be subjected to the verification of

qualifications, employee reference checks, criminal record check as well as vetting where necessary. Applicants are respectfully informed that if no notification on appointment is received within 4 months of the closing date, they must accept that their application was unsuccessful. Applications from people with disabilities are welcomed

OTHER POST

- POST 33/91** : **DEPUTY DIRECTOR: FINANCIAL MANAGEMENT REF NO: 02/2021**
- SALARY** : R733 257 per annum (Level 11), (An all-inclusive salary package). The remuneration package includes a basic salary, Annual Service Bonus, the Employer's contribution to the Government Employee Pension Fund and a flexible portion which may be structured in terms of the rules for the structuring of the flexible portion; and may include Medical Aid contribution, 13th cheque, motor car allowance, housing allowance and non-pensionable cash allowance.
- CENTRE REQUIREMENTS** : Bloemfontein
: An undergraduate qualification (NQF Level 7), as recognized by SAQA in Finance or Management. 3 years relevant experience in Financial Accounting at supervisory/management (ASD) level.
- DUTIES** : It will be expected of the successful candidate to perform the following duties: Manage the financial revenue, expenditure management and accounting sub directorate. This entails inter alia the following: Monitor the policy and legislative framework to ensure that cognizance is taken of new developments. Develop and maintain policies and processes; Monitor revenue collected and expenditure incurred and submit reports and plans as required; Monitor compliance with financial prescripts; Provide advice and guidance to role players on revenue and expenditure procedures. Undertake revenue, expenditure management and accounting work as required. This entails inter alia the following: Revenue management - Ensure that cashier, banking, debt management, monitoring and reporting services are rendered. Expenditure management – Ensure that payment for compensation of employees, goods and services, transfers, subsidies and reporting are efficiently and effectively performed.; Accounting – To provide financial administration and accounting services (legers/journals, accounting and reporting (interim and annual financial statements).Manage the sub-directorate revenue, expenditure management and accounting This entails inter alia the following: aintenance of discipline; Management of performance and development; Undertake Human Resource and other related administrative functions.; Establish implement and maintain efficient and effective communication arrangements; Develop and manage the operational plan of the sub-directorate and report on progress as required; Develop implement and maintain processes to ensure proper control of work. Compile and submit all required administrative reports; Serve on transverse task teams as required; Procurement and asset management for the sub directorate; Planning and allocate work; Quality control of work delivered by employees; and Functional technical advice and guidance.
- ENQUIRIES** : Mr. S. Tsunke Tel No: (051) 4054202

**PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT OF HEALTH**

ERRATUM: Odi District Hospital Kindly note that the post for PMTCT Program Coordinator PNA-6 (X1 Post) Ref No: Odi/28/07/2021/02 Advertised in Public Service Vacancy Circular 28 dated 13 August 2021 had an error on level of the post. The level of the post has been revised as follows: PMTCT Program Coordinator PNA-5 Ref No: ODI/10/09/2021/02. Those who previously applied are encouraged to re-apply. Enquiries: Ms NTSIE EP Tel No: 012 725 2312. Closing Date: 08 October 2021.

OTHER POSTS

- POST 33/92** : **HEAD CLINICAL UNIT (FAMILY MEDICINE GRADE 1) REF NO: HOU/FM/09/2021**
Directorate: (Family Medicine Grade 1)
- SALARY CENTRE REQUIREMENTS** : R1 728 807 per annum, (all-inclusive package)
Johannesburg Health District Service
The appointment to Head Clinical Unit (Medical): Grade I, requires appropriate qualification (Specialist in Family Medicine: MPrax MED /MFAMMED/MCFP (SA)/ FCFP (SA)/MMED or equivalent) Registration certificate with the Health Professions Council of South Africa as a specialist Family Physician, with proof of current registration (annual registration card) At least 3 years' experience after registration with HPCSA as a Medical Specialist in Family Medicine Since this is a joint appointment with the University of the Witwatersrand Division of Family Medicine, the candidate must possess both strong clinical management and academic leadership qualities. Extensive knowledge of the South African district health and primary health care (PHC) system. Significant undergraduate and postgraduate teaching experience, including experience with supervision of post graduate research. At least three (3) relevant publications in peer-reviewed journals.
- DUTIES** : Co-ordinate comprehensive medical services in the District. Implement quality improvement processes to identify and address problems related to patient care and the health system, in consultation with other stakeholders. Ensure Family Physicians implement performance management for themselves as well as for their subordinates: medical officers, registrars, medical interns, etc. Participate in District Management structures, especially supporting the District Management team in the implementation of the District Health plan. In liaison with other stakeholders, provide leadership in the implementation of Primary Health Care re-engineering, school health and ward base PHC outreach teams. Coordinate and roll out a structured, continued professional development programme to optimise the knowledge and skills of clinicians in the District (Medical interns, Medical officers, PHC Nurses and Registrars). Physically render specialist Family Medicine services to patients across district healthcare facilities and rotate through all service points. Participate in commuted overtime in the District. There may be additional clinical responsibilities in the functioning of the Department, including the establishment of clinical protocols and oversight of these. Develop, coordinate and supervise the six-month Family Medicine rotation for medical interns across the District. Lead and actively participate in the undergraduate and postgraduate teaching and training programmes of the Division of Family Medicine, University of Witwatersrand. Conduct high quality primary care research and disseminate findings (including in peer review publications) that are relevant to improve the safety and quality of clinical services. Perform any other duties as may be determined by the Director and /or the Head of the Clinical Department (Family Medicine)
- ENQUIRIES** : Mrs. M.L Morewane (and/or Prof Laurel Baldwin-Ragaven/ Prof Olufemi Omole) Tel No: 011 694 3705 (to add our phone numbers/e-mail addresses).
- APPLICATIONS** : Applications should be emailed to JhbHealth.District.JobApplications@gauteng.gov.za
- NOTE** : Please ensure that the reference number is quoted correctly. The recommended candidates will be subjected to positive results of the security clearance process (criminal records) and the verification of educational qualifications certificates. Incomplete applications or applications received

after closing date will not be considered. Preference will be given to white candidates. This is a joint appointment position between JHB Health District (GDOH) and the University of the Witwatersrand (Division of Family Medicine) as outlined in the MOU between the Universities of the Province. The fully completed and signed new Z83 form should be accompanied by a recent updated CV as well as copies of all qualifications and ID document (Smart Card must both sided). Proof of training and experience should be attached to the application (certificates of service or official letters of service from previous/current employer(s) Documents need not to be certified when applying, only shortlisted candidates will be required to submit certified documents prior to interviews

CLOSING DATE

: 04 October 2021

POST 33/93

: **CLINICAL MANAGER REF NO: PWH/CM/24/21**
Directorate: Medical Department

SALARY

: R1 173 900 – R1 302 849 per annum

CENTRE

: Pretoria West District Hospital

REQUIREMENTS

: Appropriate qualification that allows registration with the HPCSA as Medical Practitioner and proof of current registration. A minimum of six (6) years' experience as a Medical Officer after registration with HPCSA as a Medical Practitioner. An additional Hospital Management qualification will be an added advantage. Good communication, Leadership and writing skills.

DUTIES

: Overall clinical leadership and Management of allocated cluster of departments. Offer a comprehensive quality level hospital services to patients. Optimally supervise departments, mentor and coach junior medical staff. Support district health services. Participate and network with other hospitals and in the cluster. Perform clinical audits and provide support to other department/disciplines to ensure effective and comprehensive clinical services regarding patient care and treatment. Lead and drive CPD and M&M programmes. Implement cost containment measures, analyse budget and ensure effective and efficient use of resources. Conduct patient redress and compile reports for medico-legal cases. Monitor commuted overtime and ensure adherence to RWOPS Policy. Maintain discipline and deal with grievances and labour relations issues in terms of laid down policies and procedures. NB: Commuted overtime is compulsory.

ENQUIRIES

: Ms. NL Madiba Tel No: (012) 380 1206

APPLICATIONS

: All Applications can be delivered to Pretoria West Hospital, HR Department, 380 Sytze Wierda Avenue, Philip Nel Park, Pretoria West or posted to Pretoria West Hospital, HR Department, Private Bag X02, Pretoria West 0117.

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. Drivers' License and registration certificate must be attached if required. Required documents need not be certified when applying for a post, only shortlisted Candidates will be required to submit certified documents on or before the day of the interview following Communication from HR. Applicants who do not comply with the above-mentioned requirements will not be considered.

CLOSING DATE

: 15 October 2021

POST 33/94

: **MEDICAL SPECIALIST GRADE 1 REF NO: CHBAH 470 (X2 POSTS)**
Directorate: Internal Medicine (Cardiology)

SALARY

: R1 106 040 - R1 173 900 per annum, (all inclusive)

CENTRE

: Chris Hani Baragwanath Academic Hospital (CHBAH)

REQUIREMENTS

: Appropriate qualifications that allow registration with HPCSA as Medical Specialist in Cardiology. Proof of current HPCSA registration for April 2021/March 2022. No experience required. Good leadership skills, excellent communication (verbal and written) skills, conflict resolution and good interpersonal skills. The successful candidate must be adaptable, disciplined and self-confident. The candidate must be able to work independently and under pressure and beyond normal working hours and work with diverse team. Ability to work in a multi-disciplinary team. Knowledge of legislation, policies and procedure pertaining to mental health care users Computer Literacy. A valid driver's license. Experience in the public sector would be an advantage.

DUTIES

: Provision of a comprehensive clinical service for patients at Chris Hani Baragwanath Academic Hospital; provision of undergraduate and

postgraduate medical student teaching; provision of supervision and training of Medical Registrars and Fellows in Cardiology. Ability to initiate and conduct research will be an advantage. Appointed candidate will be expected to strengthen the regional and district health systems by providing outreach programmes. Be a role model for students and staff. Participate in all divisional, departmental and faculty meetings in order to facilitate effective teaching and research as well as to enhance continuing professional development. Perform duties assigned by the Head of Department of Health. Maintain quality assurance standards and other Departmental policies. To assist in teaching programme of both undergraduates and postgraduates. Attend meetings and training as approved by HOU. Comply with the Performance Management and Development System (contracting, quarterly reviews and final assessment).

**ENQUIRIES
APPLICATIONS**

: Prof MR Nethononda Tel No: (011) 933 8197
 : Applications should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. No faxed or emailed applications will be considered.

NOTE

: Applications must be submitted on the New Z83 Fully completed, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. According to Circular 5 of 2021, candidates must attach copies of all the necessary documents (qualifications) to the application including a valid identity document, relevant certificates and current proof of Council were necessary. Such copies need not be certified when applying for the post; only shortlisted candidates will receive communication from HR to submit certified copies not older than 6 months on or before the day of the interview. Smart ID card copy must show both sides of the ID card. Applications without proof of the necessary documents required by HR will be disqualified. The completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). Documents to be attached is certified ID document, certified copies of qualification/s including matric, certified 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, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). CHBAH also reserves the right to cancel the filling of Vacancy or not to fill a vacancy that was advertised during any stage of the recruitment process. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. People with disability are encouraged to apply.

CLOSING DATE

: 04 October 2021

POST 33/95

: **MEDICAL SPECIALIST GRADE 1 REF NO: CHBAH 471 (X 2 POSTS)**
 Directorate: Internal Medicine

**SALARY
CENTRE
REQUIREMENTS**

: R1 106 040 - R1 173 900 per annum, (all inclusive)
 : Chris Hani Baragwanath Academic Hospital (CHBAH)
 : Appropriate qualifications that allow registration with HPCSA as Medical Specialist in Internal Medicine. Proof of current HPCSA registration for April 2021/March 2022. No experience required. Good leadership skills, excellent communication (verbal and written) skills, conflict resolution and good interpersonal skills. The successful candidate must be adaptable, disciplined and self-confident. The candidate must be able to work independently and under pressure and beyond normal working hours and work with diverse team. Ability to work in a multi-disciplinary team. Knowledge of legislation, policies

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|----------------------------|---|--|
| <u>DUTIES</u> | : | and procedure pertaining to mental health care users Computer Literacy. A valid driver's license. Experience in the public sector would be an advantage. Provision of a comprehensive clinical service for patients at Chris Hani Baragwanath Academic Hospital; provision of undergraduate and postgraduate medical student teaching; provision of supervision and training of Medical Registrars and Fellows in Cardiology. Ability to initiate and conduct research will be an advantage. Appointed candidate will be expected to strengthen the regional and district health systems by providing outreach programmes. Be a role model for students and staff. Participate in all divisional, departmental and faculty meetings in order to facilitate effective teaching and research as well as to enhance continuing professional development. Perform duties assigned by the Head of Department of Health. Maintain quality assurance standards and other Departmental policies. To assist in teaching programme of both undergraduates and postgraduates. Attend meetings and training as approved by HOU. Comply with the Performance Management and Development System (contracting, quarterly reviews and final assessment. |
| <u>ENQUIRIES</u> | : | Dr Tsitsi Tel No: (011) 933 8940 |
| <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 or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. No faxed or emailed applications will be considered. |
| <u>NOTE</u> | : | Applications must be submitted on the New Z83 Fully completed, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents . According to Circular 5 of 2021, candidates must attach copies of all the necessary documents (qualifications) to the application including a valid identity document, relevant certificates and current proof of Council were necessary. Such copies need not be certified when applying for the post; only shortlisted candidates will receive communication from HR to submit certified copies not older than 6 months on or before the day of the interview. Smart ID card copy must show both sides of the ID card. Applications without proof of the necessary documents required by HR will be disqualified. The completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). Documents to be attached is certified ID document, certified copies of qualification/s including matric, certified 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, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). CHBAH also reserves the right to cancel the filling of Vacancy or not to fill a vacancy that was advertised during any stage of the recruitment process. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. People with disability are encouraged to apply. |
| <u>CLOSING DATE</u> | : | 04 October 2021 |
| <u>POST 33/96</u> | : | <u>MEDICAL SPECIALIST GRADE 1 REF NO: CHBAH 472 (X2 POSTS)</u> Directorate: Anaesthetics |
| <u>SALARY</u> | : | R1 106 040 - R1 173 900 per annum, (all inclusive) |
| <u>CENTRE</u> | : | Chris Hani Baragwanath Academic Hospital (CHBAH) |
| <u>REQUIREMENTS</u> | : | Appropriate qualifications that allow registration with HPCSA as Medical Specialist in Anaesthetics. Proof of current HPCSA registration for April 2021/March 2022. No experience required. Good leadership skills, excellent communication (verbal and written) skills, conflict resolution and good |

interpersonal skills. The successful candidate must be adaptable, disciplined and self-confident. The candidate must be able to work independently and under pressure and beyond normal working hours and work with diverse team. Ability to work in a multi-disciplinary team. Knowledge of legislation, policies and procedure pertaining to mental health care users Computer Literacy. A valid driver's license. Experience in the public sector would be an advantage.

DUTIES

: Provision of a comprehensive clinical service for patients at Chris Hani Baragwanath Academic Hospital; provision of undergraduate and postgraduate medical student teaching; provision of supervision and training of Medical Registrars and Fellows in Anaesthetics Ability to initiate and conduct research will be an advantage. Appointed candidate will be expected to strengthen the regional and district health systems by providing outreach programmes. Be a role model for students and staff. Participate in all divisional, departmental and faculty meetings in order to facilitate effective teaching and research as well as to enhance continuing professional development. Perform duties assigned by the Head of Department of Health. Maintain quality assurance standards and other Departmental policies. To assist in teaching programme of both undergraduates and postgraduates. Attend meetings and Development System (contracting, quarterly reviews and final assessment.

ENQUIRIES

: Dr P Mogane Tel No: (011) 933 9335

APPLICATIONS

: should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. No faxed or emailed applications will be considered.

NOTE

: Applications must be submitted on the New Z83 Fully completed, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. According to Circular 5 of 2021, candidates must attach copies of all the necessary documents (qualifications) to the application including a valid identity document, relevant certificates and current proof of Council were necessary. Such copies need not be certified when applying for the post; only shortlisted candidates will receive communication from HR to submit certified copies not older than 6 months on or before the day of the interview. Smart ID card copy must show both sides of the ID card. Applications without proof of the necessary documents required by HR will be disqualified. The completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). Documents to be attached is certified ID document, certified copies of qualification/s including matric, certified 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, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). CHBAH also reserves the right to cancel the filling of Vacancy or not to fill a vacancy that was advertised during any stage of the recruitment process. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. People with disability are encouraged to apply.

CLOSING DATE

: 04 October 2021

POST 33/97

: **MEDICAL SPECIALIST GRADE 1 REF NO: CHBAH 473 (X1 POST)**
Directorate: Paediatrics Surgery

SALARY CENTRE

: R1 106 040 - R1 173 900 per annum, (inclusive package)
: Chris Hani Baragwanath Academic Hospital (CHBAH)

REQUIREMENTS

: Appropriate qualifications that allow registration with HPCSA as Medical Specialist in Paediatrics Surgery. Proof of current HPCSA registration for April 2021/March 2022. No experience required. Good leadership skills, excellent communication (verbal and written) skills, conflict resolution and good interpersonal skills. Experience in the public sector would be an advantage. The successful candidate must be adaptable, disciplined and self-confident. The candidate must be able to work independently and under pressure and beyond normal working hours and work with diverse team. Ability to work in a multi-disciplinary team. Knowledge of legislation, policies and procedure pertaining to mental health care users Computer Literacy. A valid driver's license.

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

: Prof JA Loveland and Mrs A. Welthagen Tel No: 011 933 8138

APPLICATIONS

: should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. No faxed or emailed applications will be considered.

NOTE

: Applications must be submitted on the New Z83 Fully completed, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. According to Circular 5 of 2021, candidates must attach copies of all the necessary documents (qualifications) to the application including a valid identity document, relevant certificates and current proof of Council were necessary. Such copies need not be certified when applying for the post; only shortlisted candidates will receive communication from HR to submit certified copies not older than 6 months on or before the day of the interview. Smart ID card copy must show both sides of the ID card. Applications without proof of the necessary documents required by HR will be disqualified. The completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). Documents to be attached is certified ID document, certified copies of qualification/s including matric, certified 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, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). CHBAH also reserves the right to cancel the filling of Vacancy or not to fill a vacancy that was advertised during any stage of the recruitment process. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. People with disability are encouraged to apply.

CLOSING DATE

: 04 October 2021

- POST 33/98** : **MEDICAL SPECIALIST GRADE 1 REF NO: CHBAH 474 (X1 POST)**
 Directorate: Paediatrics (Division of Neonatology)
- SALARY** : R1 106 040 - R1 173 900 per annum, (inclusive package)
- CENTRE** : Chris Hani Baragwanath Academic Hospital (CHBAH)
- REQUIREMENTS** : Appropriate qualifications that allow registration with HPCSA as Medical Specialist in Paediatrics. Proof of current HPCSA registration for April 2021/March 2022. No experience required. Good leadership skills, excellent communication (verbal and written) skills, conflict resolution and good interpersonal skills. The successful candidate must be adaptable, disciplined and self-confident. The candidate must be able to work independently and under pressure and beyond normal working hours and work with diverse team. Ability to work in a multi-disciplinary team. Aptitude for increasing the “footprint” Paediatric services across the CHBAH hospital cluster. Clinical skillset to manage high volume patient numbers, have clinical experience to help with any subspecialty clinic work, as determined by the needs of the department of Paediatrics at Chris Hani Baragwanath Academic Hospital. A valid driver’s license.
- DUTIES** : Supervising the management of and managing neonatal patients, and coordinate any services required for patient care. To provide clinical care/ services in the Division of Neonatology (including neonates rooming-in with their mothers, inpatients and outpatients services). To assist in providing clinical services in general paediatrics as determined by the department of Paediatrics. To participate and assist in teaching/ training programme of both undergraduates and post graduates. To conduct clinical research/ audits and/or participate in the research program in the Division/ Department, including supervising MMed students. Attend meetings and training as approved by Head of Unit and/or Head of Department. Comply with the Performance Management and Development System (contracting, quarterly or semester reviews and final assessment).
- ENQUIRIES** : Prof Velaphi Tel No: (011) 933 8400/ 8416
- APPLICATIONS** : Applications should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. No faxed or emailed applications will be considered.
- NOTE** : Applications must be submitted on the New Z83 Fully completed, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. According to Circular 5 of 2021, candidates must attach copies of all the necessary documents (qualifications) to the application including a valid identity document, relevant certificates and current proof of Council were necessary. Such copies need not be certified when applying for the post; only shortlisted candidates will receive communication from HR to submit certified copies not older than 6 months on or before the day of the interview. Smart ID card copy must show both sides of the ID card. Applications without proof of the necessary documents required by HR will be disqualified. The completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). Documents to be attached is certified ID document, certified copies of qualification/s including matric, certified 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, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). CHBAH also reserves the right to cancel the filling of Vacancy or not to fill a vacancy that was advertised during any stage of the recruitment process. The Gauteng Department of Health is guided by the principles of Employment Equity;

therefore, all the appointments will be made in accordance with the Employment Equity target of the department. People with disability are encouraged to apply.

- CLOSING DATE** : 04 October 2021
- POST 33/99** : **MEDICAL REGISTRAR REF NO: CHBAH 475 (X1 POST)**
Directorate: Paediatrics Surgery
- SALARY** : R821 205 per annum, (inclusive package)
- CENTRE** : Chris Hani Baragwanath Academic Hospital
- REQUIREMENTS** : Appropriate qualification that allows registration with the HPCSA as Medical Practitioner, HPCSA registration as an Independent Medical Practitioner and must be post Community Service. Must have Primaries, ATLS and BSS in relevant department. Must be a South African citizens or permanent residents.
- DUTIES** : The incumbent will be responsible to interview, investigate, diagnose and oversee the treatment of patient related administrative duties, participating in all activities of the discipline in relation to teaching and research, participating in departmental audit activities, preparing and writing of reports, liaison and communication services and community liaison. Supervising junior doctors (undergraduate students, interns and community service doctors). Willing to do commuted overtime. Attendance of relevant administrative meetings like mortality meetings, near miss meetings and completing MEDICO Legal Documents timeously (e.g. 120 Death certificate). Improve quality of care by providing appropriate clinical care. Reduce medical litigation by exercising good clinical ethos. Implement and monitor adherence to National Core Standards (norms and standards). Participate in multidisciplinary team to the management of patients. Performance of practical procedures relevant to the care of patients. Participation in departmental meetings, journal clubs, case presentations, lectures and ward rounds. Ensure that administration and record keeping is done in the department. Rendering of after hour (night, weekend and public holiday) duties to provide continuous uninterrupted care of patients. Registrars will inter alia be responsible for rendering of clinical services, assessment and treatment of patients, Registrars will be rotated through related departments at various hospitals, comprising hospitals served in their specific outreach programmes. Registrars will be appointed jointly between the Gauteng Provincial Government and the following tertiary institutions: University of the Witwatersrand (WITS).
- ENQUIRIES** : Prof JA Loveland or Mrs A Welthagen Tel No: 011 933 8138
- APPLICATIONS** : should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. No faxed or emailed applications will be considered.
- NOTE** : Applications must be submitted on the New Z83 Fully completed, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. According to Circular 5 of 2021, candidates must attach copies of all the necessary documents (qualifications) to the application including a valid identity document, relevant certificates and current proof of Council were necessary. Such copies need not be certified when applying for the post; only shortlisted candidates will receive communication from HR to submit certified copies not older than 6 months on or before the day of the interview. Smart ID card copy must show both sides of the ID card. Applications without proof of the necessary documents required by HR will be disqualified. The completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). Documents to be attached is certified ID document, certified copies of qualification/s including matric, certified 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, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational

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

- CLOSING DATE** : 04 October 2021
- POST 33/100** : **MEDICAL OFFICER GRADE 1 REF NO: REFS/006555 (X1 POST)**
Directorate: Medical
- SALARY** : R821 205 – R884 670 per annum, (plus benefits)
CENTRE : Gauteng Dr Yusuf Dadoo Hospital
REQUIREMENT : Appropriate qualification that allows registration with HPCSA as Medical Practitioner. Registration with the HPCSA as a Medical Practitioner and proof of current registration. No experience after registering with HPCSA as a Medical Practitioner.
- DUTIES** : Co-ordinate and manage clinical care and treatment. Be rotated through different units of the hospital according to the needs of the hospital. Manage and handle all patients depending on the units to which the doctor is allocated. Manage other patients in other units to which the doctor may be delegated on temporary basis at the discretion of the clinical manager. Supervision and training of interns and medical students.
- ENQUIRIES** : Dr. P Molamu, Tel No: 011 951 6181
APPLICATIONS : must be delivered to the following address: HR Department, Dr Yusuf Dadoo Hospital, Cnr Memorial and Hospital Road, Krugersdorp or posted to Dr Yusuf Dadoo Hospital, Private Bag X2006, Krugersdorp, 1740.
- NOTE** : Please attach the following in your application: Z83 fully completed (Only New Z83 Will Be Accepted) and signed, CV, copies of ID (Smart ID card copy must show both sides of the ID card) and qualifications. Failure to do so will lead to disqualification of application. If you have not been contacted within 3 months after the closing date, please accept that your application was unsuccessful. Verification (reference check, identity verification and qualification verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act5/1993. People with disability are encouraged apply. Employment equity profile will be taken into consideration.
- CLOSING DATE** : 04 October 2021
- POST 33/101** : **MEDICAL REGISTRAR REF NO: CHBAH 476 (X5 POSTS)**
Directorate: Paediatrics
- SALARY** : R821 205 per annum, (inclusive package)
CENTRE : Chris Hani Baragwanath Academic Hospital
REQUIREMENTS : Appropriate qualification that allows registration with the HPCSA as Medical Practitioner, HPCSA registration as an Independent Medical Practitioner and must be post Community Service. Proof of current HPCSA registration for April 2021/March 2022 .Must be a South African citizens or permanent residents.
- DUTIES** : The incumbent will be responsible to interview, investigate, diagnose and oversee the treatment of patient related administrative duties, participating in all activities of the discipline in relation to teaching and research, participating in departmental audit activities, preparing and writing of reports, liaison and communication services and community liaison. Supervising junior doctors (undergraduate students, interns and community service doctors). Willing to do commuted overtime. Attendance of relevant administrative meetings like 73 mortality meetings, near miss meetings and completing MEDICO Legal Documents timeously (e.g. Death certificate). Improve quality of care by providing appropriate clinical care. Reduce medical litigation by exercising good clinical ethos. Implement and monitor adherence to National Core Standards (norms and standards). Participate in multidisciplinary team to the management of patients. Performance of practical procedures relevant to the care of patients. Participation in departmental meetings, journal clubs, case presentations, lectures and ward rounds. Ensure that administration and record keeping is done in the department. Rendering of after-hour (night,

weekend and public holiday) duties to provide continuous uninterrupted care of patients. Registrars will inter alia be responsible for rendering of clinical services, assessment and treatment of patients, Registrars will be rotated through related departments at various hospitals, comprising hospitals served in their specific outreach programmes. Registrars will be appointed jointly between the Gauteng Provincial Government and the following tertiary institutions: University of the Witwatersrand (WITS).

ENQUIRIES
APPLICATIONS

: Mrs Karen Marshall Tel No: 011 470 9284
: should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. No faxed or emailed applications will be considered.

NOTE

: Applications must be submitted on the New Z83 Fully completed, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. According to Circular 5 of 2021, candidates must attach copies of all the necessary documents (qualifications) to the application including a valid identity document, relevant certificates and current proof of Council were necessary. Such copies need not be certified when applying for the post; only shortlisted candidates will receive communication from HR to submit certified copies not older than 6 months on or before the day of the interview. Smart ID card copy must show both sides of the ID card. Applications without proof of the necessary documents required by HR will be disqualified. The completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). Documents to be attached is certified ID document, certified copies of qualification/s including matric, certified 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, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). CHBAH also reserves the right to cancel the filling of Vacancy or not to fill a vacancy that was advertised during any stage of the recruitment process. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. People with disability are encouraged to apply.

CLOSING DATE

: 04 October 2021

POST 33/102

: **MEDICAL REGISTRAR 1 REF NO: CHBAH 477 (X3 POSTS)**

Directorate: Psychiatry

SALARY
CENTRE
REQUIREMENTS

: R821 205 per annum, (inclusive package)
: Chris Hani Baragwanath Academic Hospital
: Appropriate qualification that allows registration with the HPCSA as Medical Practitioner, HPCSA registration as an Independent Medical Practitioner and must be post Community Service. Proof of current HPCSA registration for April 2021/ March 2022 .Must be a South African citizens or permanent residents.

DUTIES

: The incumbent will be responsible to interview, investigate, diagnose and oversee the treatment of patient related administrative duties, participating in all activities of the discipline in relation to teaching and research, participating in departmental audit activities, preparing and writing of reports, liaison and communication services and community liaison. Supervising junior doctors (undergraduate students, interns and community service doctors). Willing to do commuted overtime. Attendance of relevant administrative meetings like 73 mortality meetings, near miss meetings and completing MEDICO Legal Documents timeously (e.g. Death certificate). Improve quality of care by providing appropriate clinical care. Reduce medical litigation by exercising

good clinical ethos. Implement and monitor adherence to National Core Standards (norms and standards). Participate in multidisciplinary team to the management of patients. Performance of practical procedures relevant to the care of patients. Participation in departmental meetings, journal clubs, case presentations, lectures and ward rounds. Ensure that administration and record keeping is done in the department. Rendering of after-hour (night, weekend and public holiday) duties to provide continuous uninterrupted care of patients. Registrars will inter alia be responsible for rendering of clinical services, assessment and treatment of patients, Registrars will be rotated through related departments at various hospitals, comprising hospitals served in their specific outreach programmes. Registrars will be appointed jointly between the Gauteng Provincial Government and the following tertiary institutions: University of the Witwatersrand (WITS).

**ENQUIRIES
APPLICATIONS**

: Prof Y Jeenah Tel No: (011) 933 9236
 : should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. No faxed or emailed applications will be considered.

NOTE

: Applications must be submitted on the New Z83 Fully completed, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. According to Circular 5 of 2021, candidates must attach copies of all the necessary documents (qualifications) to the application including a valid identity document, relevant certificates and current proof of Council were necessary. Such copies need not be certified when applying for the post; only shortlisted candidates will receive communication from HR to submit certified copies not older than 6 months on or before the day of the interview. Smart ID card copy must show both sides of the ID card. Applications without proof of the necessary documents required by HR will be disqualified. The completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). Documents to be attached is certified ID document, certified copies of qualification/s including matric, certified 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, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). CHBAH also reserves the right to cancel the filling of Vacancy or not to fill a vacancy that was advertised during any stage of the recruitment process. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. People with disability are encouraged to apply.

CLOSING DATE

: 04 October 2021

POST 33/103

: **MEDICAL REGISTRAR REF NO: CHBAH 478 (X9 POSTS)**
 Directorate: Orthopaedics

**SALARY
CENTRE
REQUIREMENTS**

: R821 205 per annum, (inclusive package)
 : Chris Hani Baragwanath Academic Hospital
 : Appropriate qualification that allows registration with the HPCSA as Medical Practitioner, HPCSA registration as an Independent Medical Practitioner and must be post Community Service. Proof of current HPCSA registration for April 2021/March 2022 .Must be a South African citizens or permanent residents.

DUTIES

: The incumbent will be responsible to interview, investigate, diagnose and oversee the treatment of patient related administrative duties, participating in all activities of the discipline in relation to teaching and research, participating in departmental audit activities, preparing and writing of reports, liaison and

communication services and community liaison. Supervising junior doctors (undergraduate students, interns and community service doctors). Willing to do commuted overtime. Attendance of relevant administrative meetings like 73 mortality meetings, near miss meetings and completing MEDICO Legal Documents timeously (e.g. Death certificate). Improve quality of care by providing appropriate clinical care. Reduce medical litigation by exercising good clinical ethos. Implement and monitor adherence to National Core Standards (norms and standards). Participate in multidisciplinary team to the management of patients. Performance of practical procedures relevant to the care of patients. Participation in departmental meetings, journal clubs, case presentations, lectures and ward rounds. Ensure that administration and record keeping is done in the department. Rendering of after-hour (night, weekend and public holiday) duties to provide continuous uninterrupted care of patients. Registrars will inter alia be responsible for rendering of clinical services, assessment and treatment of patients, Registrars will be rotated through related departments at various hospitals, comprising hospitals served in their specific outreach programmes. Registrars will be appointed jointly between the Gauteng Provincial Government and the following tertiary institutions: University of the Witwatersrand (WITS).

**ENQUIRIES
APPLICATIONS**

: Prof Ramokgopa Tel No: (011) 933 8914
 : should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. No faxed or emailed applications will be considered.

NOTE

: Applications must be submitted on the New Z83 Fully completed, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. According to Circular 5 of 2021, candidates must attach copies of all the necessary documents (qualifications) to the application including a valid identity document, relevant certificates and current proof of Council were necessary. Such copies need not be certified when applying for the post; only shortlisted candidates will receive communication from HR to submit certified copies not older than 6 months on or before the day of the interview. Smart ID card copy must show both sides of the ID card. Applications without proof of the necessary documents required by HR will be disqualified. The completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). Documents to be attached is certified ID document, certified copies of qualification/s including matric, certified 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, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). CHBAH also reserves the right to cancel the filling of Vacancy or not to fill a vacancy that was advertised during any stage of the recruitment process. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. People with disability are encouraged to apply.

CLOSING DATE

: 04 October 2021

POST 33/104

: **MEDICAL REGISTRAR REF NO: CHBAH 479 (X8 POSTS)**
 Directorate: Internal Medicine

**SALARY
CENTRE
REQUIREMENTS**

: R821 205 per annum, (inclusive package)
 : Chris Hani Baragwanath Academic Hospital
 : Appropriate qualification that allows registration with the HPCSA as Medical Practitioner, HPCSA registration as an Independent Medical Practitioner and

DUTIES

must be post Community Service. Proof of current HPCSA registration for April 2021/March 2022 .Must be a South African citizens or permanent residents.

: The incumbent will be responsible to interview, investigate, diagnose and oversee the treatment of patient related administrative duties, participating in all activities of the discipline in relation to teaching and research, participating in departmental audit activities, preparing and writing of reports, liaison and communication services and community liaison. Supervising junior doctors (undergraduate students, interns and community service doctors). Willing to do commuted overtime. Attendance of relevant administrative meetings like 73 mortality meetings, near miss meetings and completing MEDICO Legal Documents timeously (e.g. Death certificate). Improve quality of care by providing appropriate clinical care. Reduce medical litigation by exercising good clinical ethos. Implement and monitor adherence to National Core Standards (norms and standards). Participate in multidisciplinary team to the management of patients. Performance of practical procedures relevant to the care of patients. Participation in departmental meetings, journal clubs, case presentations, lectures and ward rounds. Ensure that administration and record keeping is done in the department. Rendering of after-hour (night, weekend and public holiday) duties to provide continuous uninterrupted care of patients. Registrars will inter alia be responsible for rendering of clinical services, assessment and treatment of patients, Registrars will be rotated through related departments at various hospitals, comprising hospitals served in their specific outreach programmes. Registrars will be appointed jointly between the Gauteng Provincial Government and the following tertiary institutions: University of the Witwatersrand (WITS).

**ENQUIRIES
APPLICATIONS**

: Dr Tsitsi Tel. No (011) 933 8940
: should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. No faxed or emailed applications will be considered.

NOTE

: Applications must be submitted on the New Z83 Fully completed, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. According to Circular 5 of 2021, candidates must attach copies of all the necessary documents (qualifications) to the application including a valid identity document, relevant certificates and current proof of Council were necessary. Such copies need not be certified when applying for the post; only shortlisted candidates will receive communication from HR to submit certified copies not older than 6 months on or before the day of the interview. Smart ID card copy must show both sides of the ID card. Applications without proof of the necessary documents required by HR will be disqualified. The completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). Documents to be attached is certified ID document, certified copies of qualification/s including matric, certified 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, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). CHBAH also reserves the right to cancel the filling of Vacancy or not to fill a vacancy that was advertised during any stage of the recruitment process. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. People with disability are encouraged to apply.

CLOSING DATE

: 04 October 2021

- POST 33/105** : **MEDICAL REGISTRAR 1 REF NO: CHBAH 480 (X1 POST)**
Directorate: Accident and Emergency
- SALARY** : R821 205 per annum, (inclusive package)
CENTRE : Chris Hani Baragwanath Academic Hospital
REQUIREMENTS : Appropriate qualification that allows registration with the HPCSA as Medical Practitioner, HPCSA registration as an Independent Medical Practitioner and must be post Community Service. Proof of current HPCSA registration for April 2021/March 2022 .Must be a South African citizens or permanent residents.
- DUTIES** : The incumbent will be responsible to interview, investigate, diagnose and oversee the treatment of patient related administrative duties, participating in all activities of the discipline in relation to teaching and research, participating in departmental audit activities, preparing and writing of reports, liaison and communication services and community liaison. Supervising junior doctors (undergraduate students, interns and community service doctors). Willing to do commuted overtime. Attendance of relevant administrative meetings like 73 mortality meetings, near miss meetings and completing MEDICO Legal Documents timeously (e.g. Death certificate). Improve quality of care by providing appropriate clinical care. Reduce medical litigation by exercising good clinical ethos. Implement and monitor adherence to National Core Standards (norms and standards). Participate in multidisciplinary team to the management of patients. Performance of practical procedures relevant to the care of patients. Participation in departmental meetings, journal clubs, case presentations, lectures and ward rounds. Ensure that administration and record keeping is done in the department. Rendering of after-hour (night, weekend and public holiday) duties to provide continuous uninterrupted care of patients. Registrars will inter alia be responsible for rendering of clinical services, assessment and treatment of patients, Registrars will be rotated through related departments at various hospitals, comprising hospitals served in their specific outreach programmes. Registrars will be appointed jointly between the Gauteng Provincial Government and the following tertiary institutions: University of the Witwatersrand (WITS).
- ENQUIRIES** : Dr Z Mahomed Tel No: (011) 933 0339
APPLICATIONS : should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. No faxed or emailed applications will be considered.
- NOTE** : Applications must be submitted on the New Z83 Fully completed, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. According to Circular 5 of 2021, candidates must attach copies of all the necessary documents (qualifications) to the application including a valid identity document, relevant certificates and current proof of Council were necessary. Such copies need not be certified when applying for the post; only shortlisted candidates will receive communication from HR to submit certified copies not older than 6 months on or before the day of the interview. Smart ID card copy must show both sides of the ID card. Applications without proof of the necessary documents required by HR will be disqualified. The completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). Documents to be attached is certified ID document, certified copies of qualification/s including matric, certified 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, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). CHBAH also reserves the right to cancel the filling of Vacancy or not to fill a vacancy that was advertised during any stage of the recruitment process. The Gauteng

Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. People with disability are encouraged to apply.

- CLOSING DATE** : 04 October 2021
- POST 33/106** : **MEDICAL REGISTRAR REF NO: CHBAH 481 (X3 POSTS)**
Directorate: Anaesthetics
- SALARY** : R821 205 per annum, (inclusive package)
CENTRE : Chris Hani Baragwanath Academic Hospital
REQUIREMENTS : Appropriate qualification that allows registration with the HPCSA as Medical Practitioner, HPCSA registration as an independent medical practitioner and must be post Community Service. Proof of current HPCSA registration for April 2021/March 2022. No experience required. Must be a South African citizens or permanent residents.
- DUTIES** : The incumbent will be responsible to interview, investigate, diagnose and oversee the treatment of patient related administrative duties, participating in all activities of the discipline in relation to teaching and research, participating in departmental audit activities, preparing and writing of reports, liaison and communication services and community liaison. Supervising junior doctors (undergraduate students, interns and community service doctors). Willing to do commuted overtime. Attendance of relevant administrative meetings like 73 mortality meetings, near miss meetings and completing MEDICO Legal Documents timeously (e.g. Death certificate). Improve quality of care by providing appropriate clinical care. Reduce medical litigation by exercising good clinical ethos. Implement and monitor adherence to National Core Standards (norms and standards). Participate in multidisciplinary team to the management of patients. Performance of practical procedures relevant to the care of patients. Participation in departmental meetings, journal clubs, case presentations, lectures and ward rounds. Ensure that administration and record keeping is done in the department. Rendering of after-hour (night, weekend and public holiday) duties to provide continuous uninterrupted care of patients. Registrars will inter alia be responsible for rendering of clinical services, assessment and treatment of patients, Registrars will be rotated through related departments at various hospitals, comprising hospitals served in their specific outreach programmes. Registrars will be appointed jointly between the Gauteng Provincial Government and the following tertiary institutions: University of the Witwatersrand (WITS).
- ENQUIRES** : Dr P Mogane Tel No: 011 933 9335
APPLICATIONS : should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. No faxed or emailed applications will be considered.
- NOTE** : Applications must be submitted on the New Z83 Fully completed, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. According to Circular 5 of 2021, candidates must attach copies of all the necessary documents (qualifications) to the application including a valid identity document, relevant certificates and current proof of Council were necessary. Such copies need not be certified when applying for the post; only shortlisted candidates will receive communication from HR to submit certified copies not older than 6 months on or before the day of the interview. Smart ID card copy must show both sides of the ID card. Applications without proof of the necessary documents required by HR will be disqualified. The completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). Documents to be attached is certified ID document, certified copies of qualification/s including matric, certified 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, identity verification, qualifications verification, criminal record checks, credit/financial

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

- CLOSING DATE** : 04 October 2021
- POST 33/107** : **MEDICAL OFFICER GRADE 1 REF NO: CHBAH 482 (X2 POSTS)**
Directorate: Paediatrics Surgery
- SALARY** : R821 205 per annum, (inclusive package)
- CENTRE** : Chris Hani Baragwanath Academic Hospital
- REQUIREMENTS** : Appropriate qualification that allows registration with the HPCSA as Medical Practitioner, HPCSA registration as an independent medical practitioner and must be post Community Service. Proof of current HPCSA registration for April 2021/March 2022. No experience required.
- DUTIES** : The incumbent will be responsible to interview, investigate, diagnose and oversee the treatment of patient. Supervising junior doctors (undergraduate students, interns and community service doctors). Attendance of relevant administrative meetings like mortality meetings, near miss meetings and completing MEDICO Legal Documents timeously (e.g. Death certificate). Improve quality of care by 116 providing appropriate clinical care. Reduce medical litigation by exercising good clinical ethos. Implement and monitor adherence to National Core Standards (norms and standards). Participating in all activities of the discipline in relation to teaching and research. Participate in multidisciplinary team to the management of patients. Performance of practical procedures relevant to the care of patients. Ensure that administration and record keeping is done in the department. Willing to do commuted overtime rendering of after-hour (night, weekend and public holiday) duties to provide continuous uninterrupted care of patients.
- ENQUIRIES** : Prof JA Loveland and Mrs A.Welthagen Tel No: 011 933 8138
- APPLICATIONS** : should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. No faxed or emailed applications will be considered.
- NOTE** : Applications must be submitted on the New Z83 Fully completed, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. According to Circular 5 of 2021, candidates must attach copies of all the necessary documents (qualifications) to the application including a valid identity document, relevant certificates and current proof of Council were necessary. Such copies need not be certified when applying for the post; only shortlisted candidates will receive communication from HR to submit certified copies not older than 6 months on or before the day of the interview. Smart ID card copy must show both sides of the ID card. Applications without proof of the necessary documents required by HR will be disqualified. The completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). Documents to be attached is certified ID document, certified copies of qualification/s including matric, certified 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, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical

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

- CLOSING DATE** : 04 October 2021
- POST 33/108** : **MEDICAL OFFICER GRADE 1 REF NO: CHBAH 483 (X11 POSTS)**
Directorate: Paediatrics
- SALARY** : R821 205 per annum, (inclusive package)
CENTRE : Chris Hani Baragwanath Academic Hospital
REQUIREMENTS : Appropriate qualification that allows registration with the HPCSA as Medical Practitioner, HPCSA registration as an independent medical practitioner and must be post Community Service. Proof of current HPCSA registration for April 2021/March 2022. No experience required. Must be a South African citizens or permanent residents.
- DUTIES** : The incumbent will be responsible to interview, investigate, diagnose and oversee the treatment of patient related administrative duties, participating in all activities of the discipline in relation to teaching and research, participating in departmental audit activities, preparing and writing of reports, liaison and communication services and community liaison. Supervising junior doctors (undergraduate students, interns and community service doctors). Willing to do commuted overtime. Attendance of relevant administrative meetings like 73 mortality meetings, near miss meetings and completing MEDICO Legal Documents timeously (e.g. Death certificate). Improve quality of care by providing appropriate clinical care. Reduce medical litigation by exercising good clinical ethos. Implement and monitor adherence to National Core Standards (norms and standards). Participate in multidisciplinary team to the management of patients. Performance of practical procedures relevant to the care of patients. Participation in departmental meetings, journal clubs, case presentations, lectures and ward rounds. Ensure that administration and record keeping is done in the department. Rendering of after-hour (night, weekend and public holiday) duties to provide continuous uninterrupted care of patients. Registrars will inter alia be responsible for rendering of clinical services, assessment and treatment of patients, Registrars will be rotated through related departments at various hospitals, comprising hospitals served in their specific outreach programmes. Registrars will be appointed jointly between the Gauteng Provincial Government and the following tertiary institutions: University of the Witwatersrand (WITS).
- ENQUIRIES** : Mrs Karen Marshall Tel No: 011 470 9284
APPLICATIONS : should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. No faxed or emailed applications will be considered.
- NOTE** : Applications must be submitted on the New Z83 Fully completed, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. According to Circular 5 of 2021, candidates must attach copies of all the necessary documents (qualifications) to the application including a valid identity document, relevant certificates and current proof of Council were necessary. Such copies need not be certified when applying for the post; only shortlisted candidates will receive communication from HR to submit certified copies not older than 6 months on or before the day of the interview. Smart ID card copy must show both sides of the ID card. Applications without proof of the necessary documents required by HR will be disqualified. The completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). Documents to be attached is certified ID document, certified copies of qualification/s including matric, certified 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, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). CHBAH also reserves the right to cancel the filling of Vacancy or not to fill a vacancy that was advertised during any stage of the recruitment process. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. People with disability are encouraged to apply.

- CLOSING DATE** : 04 October 2021
- POST 33/109** : **MEDICAL OFFICER GRADE 1 REF NO: CHBAH 484 (X1 POST)**
Directorate: Internal Medicine (Cardiology)
- SALARY** : R821 205 per annum, (inclusive package)
- CENTRE** : Chris Hani Baragwanath Academic Hospital
- REQUIREMENTS** : Appropriate qualification that allows registration with the HPCSA as Medical Practitioner, HPCSA registration as an independent medical practitioner and Proof of current registration for 1 April 2021 – 31 March 2022. Must be a South African citizens or permanent residents. No experience.
- DUTIES** : The incumbent will be responsible to on a daily basis review CCU patients and update their clinical records and treatment on appropriate charts or files; attend daily CCU ward rounds with the on call Fellow and/ or Consultant; perform all investigations on patients and ensure that same is recorded and kept up to date in the patient 's inpatient charts; performance of practical procedures relevant to the care of patients; attend to all outpatients clinics as allocated by the head of the department; and attend to any other clinical, teaching or research as may be assigned by the head of the departments. Furthermore the incumbent is expected to attend all relevant administrative departmental meetings and to complete MEDICO Legal Documents timeously (e.g. Death certificate); Reduce medical litigation by exercising good clinical ethos; Implement and monitor adherence to National Core Standards (norms and standards): and be willing to do commuted overtime rendering of after-hour (night, weekend and public holiday) duties to provide continuous uninterrupted care of patients. The incumbent will be responsible to interview, investigate, diagnose and oversee the treatment of patient related administrative duties, participating in all activities of the discipline in relation to teaching and research, participating in departmental audit activities, preparing and writing of reports, liaison and communication services and community liaison. Supervising junior doctors (undergraduate students, interns and community service doctors). Willing to do commuted overtime.
- ENQUIRES** : Prof MR Nethononda Tel No: (011) 933 8197
- APPLICATIONS** : should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. No faxed or emailed applications will be considered.
- NOTE** : Applications must be submitted on the New Z83 Fully completed, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. According to Circular 5 of 2021, candidates must attach copies of all the necessary documents (qualifications) to the application including a valid identity document, relevant certificates and current proof of Council were necessary. Such copies need not be certified when applying for the post; only shortlisted candidates will receive communication from HR to submit certified copies not older than 6 months on or before the day of the interview. Smart ID card copy must show both sides of the ID card. Applications without proof of the necessary documents required by HR will be disqualified. The completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). Documents to be attached is certified ID document, certified copies of qualification/s including

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

- CLOSING DATE** : 04 October 2021
- POST 33/110** : **MEDICAL OFFICER GRADE 1 REF NO: CHBAH 485 (X8 POSTS)**
Directorate: Psychiatry
- SALARY** : R821 205 per annum, (inclusive package)
- CENTRE** : Chris Hani Baragwanath Academic Hospital
- REQUIREMENTS** : Appropriate qualification that allows registration with the HPCSA as Medical Practitioner, HPCSA registration as an independent medical practitioner and Proof of current registration for 1 April 2021 – 31 March 2022. Must be a South African citizens or permanent residents. No experience.
- DUTIES** : The incumbent will be responsible to on a daily basis review CCU patients and update their clinical records and treatment on appropriate charts or files; attend daily CCU ward rounds with the on call Fellow and/ or Consultant; perform all investigations on patients and ensure that same is recorded and kept up to date in the patient 's inpatient charts; performance of practical procedures relevant to the care of patients; attend to all outpatients clinics as allocated by the head of the department; and attend to any other clinical, teaching or research as may be assigned buy the head of the departments. Furthermore the incumbent is expected to attend all relevant administrative departmental meetings and to complete MEDICO Legal Documents timeously (e.g. Death certificate); Reduce medical litigation by exercising good clinical ethos; Implement and monitor adherence to National Core Standards (norms and standards): and be willing to do commuted overtime rendering of after-hour (night, weekend and public holiday) duties to provide continuous uninterrupted care of patients. The incumbent will be responsible to interview, investigate, diagnose and oversee the treatment of patient related administrative duties, participating in all activities of the discipline in relation to teaching and research, participating in departmental audit activities, preparing and writing of reports, liaison and communication services and community liaison. Supervising junior doctors (undergraduate students, interns and community service doctors). Willing to do commuted overtime.
- ENQUIRES** : Prof Y Jeenah Tel No: (011) 933 9236
- APPLICATIONS** : should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. No faxed or emailed applications will be considered.
- NOTE** : Applications must be submitted on the New Z83 Fully completed, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. According to Circular 5 of 2021, candidates must attach copies of all the necessary documents (qualifications) to the application including a valid identity document, relevant certificates and current proof of Council were necessary. Such copies need not be certified when applying for the post; only shortlisted candidates will receive communication from HR to submit certified copies not older than 6 months on or before the day of the interview. Smart ID card copy must show both sides of the ID card. Applications without proof of the necessary documents required by HR will be

disqualified. The completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). Documents to be attached is certified ID document, certified copies of qualification/s including matric, certified 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, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). CHBAH also reserves the right to cancel the filling of Vacancy or not to fill a vacancy that was advertised during any stage of the recruitment process. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. People with disability are encouraged to apply.

- CLOSING DATE** : 04 October 2021
- POST 33/111** : **MEDICAL OFFICER GRADE 1 REF NO: CHBAH 486 (X3 POSTS)**
Directorate: Accident and Emergency
- SALARY CENTRE REQUIREMENTS** : R821 205 per annum, (inclusive package)
: Chris Hani Baragwanath Academic Hospital
: Appropriate qualification that allows registration with the HPCSA as Medical Practitioner, HPCSA registration as an independent medical practitioner and Proof of current registration for 1 April 2021 – 31 March 2022. Must be a South African citizens or permanent residents. No experience.
- DUTIES** : The incumbent will be responsible to on a daily basis review CCU patients and update their clinical records and treatment on appropriate charts or files; attend daily CCU ward rounds with the on call Fellow and/ or Consultant; perform all investigations on patients and ensure that same is recorded and kept up to date in the patient 's inpatient charts; performance of practical procedures relevant to the care of patients; attend to all outpatients clinics as allocated by the head of the department; and attend to any other clinical, teaching or research as may be assigned buy the head of the departments. Furthermore the incumbent is expected to attend all relevant administrative departmental meetings and to complete MEDICO Legal Documents timeously (e.g. Death certificate); Reduce medical litigation by exercising good clinical ethos; Implement and monitor adherence to National Core Standards (norms and standards): and be willing to do commuted overtime rendering of after-hour (night, weekend and public holiday) duties to provide continuous uninterrupted care of patients. The incumbent will be responsible to interview, investigate, diagnose and oversee the treatment of patient related administrative duties, participating in all activities of the discipline in relation to teaching and research, participating in departmental audit activities, preparing and writing of reports, liaison and communication services and community liaison. Supervising junior doctors (undergraduate students, interns and community service doctors). Willing to do commuted overtime.
- ENQUIRIES APPLICATIONS** : Dr Z Mahomed Tel No: (011) 933 0339
: should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. No faxed or emailed applications will be considered.
- NOTE** : Applications must be submitted on the New Z83 Fully completed, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. According to Circular 5 of 2021, candidates must attach copies of all the necessary documents (qualifications) to the application including a valid identity document, relevant certificates and current proof of Council were necessary. Such copies need not be certified when

applying for the post; only shortlisted candidates will receive communication from HR to submit certified copies not older than 6 months on or before the day of the interview. Smart ID card copy must show both sides of the ID card. Applications without proof of the necessary documents required by HR will be disqualified. The completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). Documents to be attached is certified ID document, certified copies of qualification/s including matric, certified 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, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). CHBAH also reserves the right to cancel the filling of Vacancy or not to fill a vacancy that was advertised during any stage of the recruitment process. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. People with disability are encouraged to apply.

- CLOSING DATE** : 04 October 2021
- POST 33/112** : **MEDICAL OFFICER GRADE 1 REF NO: CHBAH 487 (X5 POSTS)**
Directorate: Internal Medicine
- SALARY** : R821 205 per annum, (inclusive package)
- CENTRE** : Chris Hani Baragwanath Academic Hospital
- REQUIREMENTS** : Appropriate qualification that allows registration with the HPCSA as Medical Practitioner, HPCSA registration as an independent medical practitioner and Proof of current HPCA registration for April 2021/ March 2022. Must be a South African citizens or permanent residents. No experience.
- DUTIES** : The incumbent will be responsible to on a daily basis review CCU patients and update their clinical records and treatment on appropriate charts or files; attend daily CCU ward rounds with the on call Fellow and/ or Consultant; perform all investigations on patients and ensure that same is recorded and kept up to date in the patient 's inpatient charts; performance of practical procedures relevant to the care of patients; attend to all outpatients clinics as allocated by the head of the department; and attend to any other clinical, teaching or research as may be assigned buy the head of the departments. Furthermore the incumbent is expected to attend all relevant administrative departmental meetings and to complete MEDICO Legal Documents timeously (e.g. Death certificate); Reduce medical litigation by exercising good clinical ethos; Implement and monitor adherence to National Core Standards (norms and standards): and be willing to do commuted overtime rendering of after-hour (night, weekend and public holiday) duties to provide continuous uninterrupted care of patients. The incumbent will be responsible to interview, investigate, diagnose and oversee the treatment of patient related administrative duties, participating in all activities of the discipline in relation to teaching and research, participating in departmental audit activities, preparing and writing of reports, liaison and communication services and community liaison. Supervising junior doctors (undergraduate students, interns and community service doctors). Willing to do commuted overtime.
- ENQUIRIES** : Dr Tsitsi Tel No (011) 933 8940
- APPLICATIONS** : should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. No faxed or emailed applications will be considered.
- NOTE** : Applications must be submitted on the New Z83 Fully completed, obtainable from any Public Service Department or on the internet at

www.dpsa.gov.za/documents. According to Circular 5 of 2021, candidates must attach copies of all the necessary documents (qualifications) to the application including a valid identity document, relevant certificates and current proof of Council were necessary. Such copies need not be certified when applying for the post; only shortlisted candidates will receive communication from HR to submit certified copies not older than 6 months on or before the day of the interview. Smart ID card copy must show both sides of the ID card. Applications without proof of the necessary documents required by HR will be disqualified. The completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). Documents to be attached is certified ID document, certified copies of qualification/s including matric, certified 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, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). CHBAH also reserves the right to cancel the filling of Vacancy or not to fill a vacancy that was advertised during any stage of the recruitment process. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. People with disability are encouraged to apply.

- CLOSING DATE** : 04 October 2021
- POST 33/113** : **MEDICAL OFFICER GRADE 1 REF NO: CHBAH 488 (X7 POSTS)**
Directorate: Orthopaedics
- SALARY** : R821 205 per annum, (inclusive package)
- CENTRE** : Chris Hani Baragwanath Academic Hospital
- REQUIREMENTS** : Appropriate qualification that allows registration with the HPCSA as Medical Practitioner, HPCSA registration as an independent medical practitioner and Proof of current HPCA registration for April 2021/ March 2022. Must be a South African citizens or permanent residents. No experience.
- DUTIES** : The incumbent will be responsible to on a daily basis review CCU patients and update their clinical records and treatment on appropriate charts or files; attend daily CCU ward rounds with the on call Fellow and/ or Consultant; perform all investigations on patients and ensure that same is recorded and kept up to date in the patient 's inpatient charts; performance of practical procedures relevant to the care of patients; attend to all outpatients clinics as allocated by the head of the department; and attend to any other clinical, teaching or research as may be assigned buy the head of the departments. Furthermore the incumbent is expected to attend all relevant administrative departmental meetings and to complete MEDICO Legal Documents timeously (e.g. Death certificate); Reduce medical litigation by exercising good clinical ethos; Implement and monitor adherence to National Core Standards (norms and standards); and be willing to do commuted overtime rendering of after-hour (night, weekend and public holiday) duties to provide continuous uninterrupted care of patients. The incumbent will be responsible to interview, investigate, diagnose and oversee the treatment of patient related administrative duties, participating in all activities of the discipline in relation to teaching and research, participating in departmental audit activities, preparing and writing of reports, liaison and communication services and community liaison. Supervising junior doctors (undergraduate students, interns and community service doctors). Willing to do commuted overtime.
- ENQUIRES** : Prof Ramokgopa Tel No (011) 933 8914
- APPLICATIONS** : should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani

Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. No faxed or emailed applications will be considered.

NOTE

: Applications must be submitted on the New Z83 Fully completed, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. According to Circular 5 of 2021, candidates must attach copies of all the necessary documents (qualifications) to the application including a valid identity document, relevant certificates and current proof of Council were necessary. Such copies need not be certified when applying for the post; only shortlisted candidates will receive communication from HR to submit certified copies not older than 6 months on or before the day of the interview. Smart ID card copy must show both sides of the ID card. Applications without proof of the necessary documents required by HR will be disqualified. The completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). Documents to be attached is certified ID document, certified copies of qualification/s including matric, certified 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, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). CHBAH also reserves the right to cancel the filling of Vacancy or not to fill a vacancy that was advertised during any stage of the recruitment process. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. People with disability are encouraged to apply.

CLOSING DATE

: 04 October 2021

POST 33/114

: **MEDICAL OFFICER GRADE 1 REF NO: CHBAH 489 (X17 POSTS)**
Directorate: Intensive Care Unit (ICU)

SALARY

: R821 205 per annum, (inclusive package)

CENTRE

: Chris Hani Baragwanath Academic Hospital

REQUIREMENTS

: Appropriate qualification that allows registration with the HPCSA as Medical Practitioner, HPCSA registration as an independent medical practitioner and must be post Community Service. Proof of current HPCSA registration for April 2021/March 2022. No experience required. Must be a South African citizens or permanent residents.

DUTIES

: The incumbent will be responsible to interview, investigate, diagnose and oversee the treatment of patient related administrative duties, participating in all activities of the discipline in relation to teaching and research, participating in departmental audit activities, preparing and writing of reports, liaison and communication services and community liaison. Supervising junior doctors (undergraduate students, interns and community service doctors). Willing to do commuted overtime. Attendance of relevant administrative meetings like 73 mortality meetings, near miss meetings and completing MEDICO Legal Documents timeously (e.g. Death certificate). Improve quality of care by providing appropriate clinical care. Reduce medical litigation by exercising good clinical ethos. Implement and monitor adherence to National Core Standards (norms and standards). Participate in multidisciplinary team to the management of patients. Performance of practical procedures relevant to the care of patients. Participation in departmental meetings, journal clubs, case presentations, lectures and ward rounds. Ensure that administration and record keeping is done in the department. Rendering of after-hour (night, weekend and public holiday) duties to provide continuous uninterrupted care of patients. Registrars will inter alia be responsible for rendering of clinical services, assessment and treatment of patients, Registrars will be rotated through related departments at various hospitals, comprising hospitals served in their

specific outreach programmes. Registrars will be appointed jointly between the Gauteng Provincial Government and the following tertiary institutions: University of the Witwatersrand (WITS).

ENQUIRIES
APPLICATIONS

: Prof Mathivha or Dr Brown Tel No: (011) 933 0270
: should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. No faxed or emailed applications will be considered.

NOTE

: Applications must be submitted on the New Z83 Fully completed, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. According to Circular 5 of 2021, candidates must attach copies of all the necessary documents (qualifications) to the application including a valid identity document, relevant certificates and current proof of Council were necessary. Such copies need not be certified when applying for the post; only shortlisted candidates will receive communication from HR to submit certified copies not older than 6 months on or before the day of the interview. Smart ID card copy must show both sides of the ID card. Applications without proof of the necessary documents required by HR will be disqualified. The completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). Documents to be attached is certified ID document, certified copies of qualification/s including matric, certified 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, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). CHBAH also reserves the right to cancel the filling of Vacancy or not to fill a vacancy that was advertised during any stage of the recruitment process. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. People with disability are encouraged to apply.

CLOSING DATE

: 04 October 2021

POST 33/115

: **MEDICAL OFFICER GRADE 1 REF NO: CHBAH 490 (X3 POSTS)**
Directorate: Anaesthetics

SALARY
CENTRE
REQUIREMENTS

: R821 205 per annum, (inclusive package)
: Chris Hani Baragwanath Academic Hospital
: Appropriate qualification that allows registration with the HPCSA as Medical Practitioner, HPCSA registration as an independent medical practitioner and must be post Community Service. Proof of current HPCSA registration for April 2021/March 2022. No experience required. Must be a South African citizens or permanent residents.

DUTIES

: The incumbent will be responsible to interview, investigate, diagnose and oversee the treatment of patient related administrative duties, participating in all activities of the discipline in relation to teaching and research, participating in departmental audit activities, preparing and writing of reports, liaison and communication services and community liaison. Supervising junior doctors (undergraduate students, interns and community service doctors). Willing to do commuted overtime. Attendance of relevant administrative meetings like 73 mortality meetings, near miss meetings and completing MEDICO Legal Documents timeously (e.g. Death certificate). Improve quality of care by providing appropriate clinical care. Reduce medical litigation by exercising good clinical ethos. Implement and monitor adherence to National Core Standards (norms and standards). Participate in multidisciplinary team to the management of patients. Performance of practical procedures relevant to the

care of patients. Participation in departmental meetings, journal clubs, case presentations, lectures and ward rounds. Ensure that administration and record keeping is done in the department. Rendering of after-hour (night, weekend and public holiday) duties to provide continuous uninterrupted care of patients. Registrars will inter alia be responsible for rendering of clinical services, assessment and treatment of patients, Registrars will be rotated through related departments at various hospitals, comprising hospitals served in their specific outreach programmes. Registrars will be appointed jointly between the Gauteng Provincial Government and the following tertiary institutions: University of the Witwatersrand (WITS).

**ENQUIRIES
APPLICATIONS**

: Dr P Mogane Tel No: 011 933 9335
 : should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. No faxed or emailed applications will be considered.

NOTE

: Applications must be submitted on the New Z83 Fully completed, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. According to Circular 5 of 2021, candidates must attach copies of all the necessary documents (qualifications) to the application including a valid identity document, relevant certificates and current proof of Council were necessary. Such copies need not be certified when applying for the post; only shortlisted candidates will receive communication from HR to submit certified copies not older than 6 months on or before the day of the interview. Smart ID card copy must show both sides of the ID card. Applications without proof of the necessary documents required by HR will be disqualified. The completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). Documents to be attached is certified ID document, certified copies of qualification/s including matric, certified 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, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). CHBAH also reserves the right to cancel the filling of Vacancy or not to fill a vacancy that was advertised during any stage of the recruitment process. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. People with disability are encouraged to apply.

CLOSING DATE

: 04 October 2021

POST 33/116

: **DEPUTY DIRECTOR: ADMIN AND SUPPORT SERVICES REF NO: HRM/2021/09/40 (X1 POST)**
 Directorate: and Support

**SALARY
CENTRE
REQUIREMENTS**

: R733 257 - R863 748 per annum, TCE
 : Mamelodi Regional Hospital
 : National Senior Certificate and Three years National Diploma/Degree in Public Administration or Health Service Management. Minimum of Seven years' experience as an Administration Officer, of which Three years must be at managerial level preferably in a hospital or health department. Extensive experience in integrated patient admin and support management (patient affairs, revenue generation and support services) sphere. Advanced patient admin and support management acumen. Must have knowledge of Departmental policies, hospital prescripts, and sound knowledge of PMFA prescripts. Project management skills would be an added advantage. Good leadership skills, excellent communication (verbal and written) skills, resolution

and good interpersonal relationship skills. Good resource management, problem solving and decision-making skills. The successful candidate must be adaptable, disciplined, self-confident. The candidate must be able to work independently and under pressure and beyond normal working hours, and work with a diverse team. Sound computer literacy (Microsoft packages) capabilities and presentation skills.

DUTIES :
Oversee and manage Patient Administration and Support services component, IT, FMU and HIM departments. Provide administration planning and formulate policies and standard operating procedure in line with departmental priorities and institutional annual performance plans. Formulate internal control measures to identify potential risks that can prohibit compliance on systems, processes and procedure. Manage finances and resource in line with the Public service Administration, Departmental and institutional Policy and Strategy. Manage Patient admission, statistics, patient accounts and receipts units. Manage and monitor hospital medico systems. Consistent process of revenue generation must be in line with departmental requirements, to be sustained at all at timed and meet the targets. Management and monitoring of patient records, filling and registry. Manage and address patient waiting time in admin unit. Ensure availability and efficient use of cleaners and porter services and be in line with the clinical services. Oversee and control the hospital mortuary services. Ensure identification and development of training needs of subordinates in patient administration and support services unit. Provide advice to other directorate and managers. Ensure management of cash and accounts in patient administration is in line with PFMA. Monitor budget levels by analysing financial data and formulate cost saving measure from the unit. Monitor and evaluate all performance in patient administration and support services in line with quality assurance standards.

ENQUIRIES :
APPLICATIONS :
Mr. MH Hlophe Tel No: (012) 841 8490/8329
To be sent to Human Resources, Mamelodi Hospital, Private Bag X 0032, Rethabile, Mamelodi East, 0122 or hand deliver to 19472 Serapeng Street, Tsamaya Road, Mamelodi East.

FOR ATTENTION :
APPLICATIONS :
Recruitment Section
Must be completed fully on a New Z83 form, CV. All required documents under requirements must be attached: ID (smart card both sides) and all required documents i.e., Qualifications (academic records), certificates. Only shortlisted candidates will be required to submit certified copies of all the required attachments. If you did not hear from us within three months, consider your application unsuccessful. The Hospital reserves the right to appoint or not to appoint. Successful candidates will be required to undergo Police clearance, OHS Medical Surveillance and Physical verification at Home Affairs. The specific reference number must be correctly quoted, failure to comply with the instruction will disqualify an application from being fairly processed.

CLOSING DATE : 04 October 2021

POST 33/117 : **PHARMACIST GRADE 1 REF NO: CHBAH 491 (X1 POST)**
Directorate: Pharmacy

SALARY : R693 372 - R735 918 per annum (all-inclusive package)
CENTRE : Chris Hani Baragwanath Academic Hospital
REQUIREMENTS :
Basic qualification accredited with the South African Pharmacy Council (SAPC) that allows registration with the SAPC as a Pharmacist. Registration with the SAPC as Pharmacist and proof of current registration. Proof of current payment of the SAPC annual fee. Computer literacy. Good team building and leadership skills. An understanding of the policies and legal framework applicable to the public sector. Ability to work under pressure. Good problem-solving skills.

DUTIES :
The provision of pharmaceutical care by taking responsibility for the patient's medicine-related needs; including cytotoxic mixing and chemotherapy dispensing. Providing comprehensive patient counselling, liaising with clinicians with regards to patient therapy. Monitoring patient adherence and therapeutic outcomes. Compliance with the provisions of the relevant prescribed Acts and the PFMA to the extent applicable to the official. Development and implementation of relevant Standard Operating Procedures. Plan and coordinate rosters or scheduled work for the unit. Overall responsibility and accountability for drug supply management to ensure the safe and reliable procurement, storage, control, and distribution of quality pharmaceuticals. Project management and project support as required. Coordination of training and development of pharmacy personnel including

Performance Management of staff under their supervision. Ensure the provision of quality, effective and efficient clinical pharmaceutical services. The role also involves the promotion of public health and compliance with the Batho-Pele Principles. Providing in-service training and promoting the rational medicine use. Supervising pharmacist assistants on dispensing activities. Also required to be available for on call and after-hours work.

**ENQUIRIES
APPLICATIONS**

: Mr L Maswabi Tel No: (011) 933 8843/9255
: should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. No faxed or emailed applications will be considered.

NOTE

: Applications must be submitted on the New Z83 Fully completed, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. According to Circular 5 of 2021, candidates must attach copies of all the necessary documents (qualifications) to the application including a valid identity document, relevant certificates and current proof of Council were necessary. Such copies need not be certified when applying for the post; only shortlisted candidates will receive communication from HR to submit certified copies not older than 6 months on or before the day of the interview. Smart ID card copy must show both sides of the ID card. Applications without proof of the necessary documents required by HR will be disqualified. The completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). Documents to be attached is certified ID document, certified copies of qualification/s including matric, certified 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, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). CHBAH also reserves the right to cancel the filling of Vacancy or not to fill a vacancy that was advertised during any stage of the recruitment process. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. People with disability are encouraged to apply.

CLOSING DATE

: 04 October 2021

POST 33/118

: **OPERATIONAL MANAGER SPECIALTY GRADE 1 (ACCIDENT & EMERGENCY) REF NO: REFS/006556**

Directorate: Nursing

**SALARY
CENTRE
REQUIREMENTS**

: R562 800 - R633 432 per annum (OSD), (plus benefits)
: Gauteng Dr Yusuf Dadoo Hospital
: Basic R425 qualification accredited with the South African Nursing Council in terms of Government Notice R425 (i.e. Degree/ Diploma in Nursing) or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse plus a post basic nursing qualification with a duration of at least 1 year in Trauma & Emergency Nursing Science with SANC in terms of Government Notice R212. A minimum of 9 years appropriate/recognizable experience in Nursing after registration as a Professional Nurse with SANC in general Nursing. At least 5 years of period referred to above must be appropriate/recognizable experience in the specific specialty after obtaining the one year post basic qualification in the relevant specialty. Valid driver's license.

DUTIES

: To plan /organize and monitor the objectives of the specialized unit in consultation with subordinates. To provide a therapeutic environment for staff, patients and the public. To provide a comprehensive, quality nursing care as a

member of the multi-disciplinary team according to the identified needs of the patients, based on scientific principles. To delegate duties and support staff in the execution of patient care delivery. To provide direct and indirect supervision of all nursing staff/ housekeeping and to give guidance. To ensure continuity of patient care on all levels i.e. work book, handover rounds. To liaise and communicate with the multi-disciplinary team as well as other departments within the hospital i.e. during operational meetings with nursing supervisor and subordinates. Knowledge of Ideal Hospital Realisation and management of Patient Safety Incidence. Utilize all resources effectively and efficiently in a specialty department. Coordination of the provision of effective training and research.

- ENQUIRIES APPLICATIONS** : Ms. DS Ngwenya Tel No: 011 951 6045
 : must be delivered to the following address: HR Department, Dr Yusuf Dadoo Hospital, Cnr Memorial and Hospital Road, Krugersdorp or posted to Dr Yusuf Dadoo Hospital, Private Bag X2006, Krugersdorp, 1740.
- NOTE** : Please attach the following in your application: Z83 fully completed (Only New Z83 Will Be Accepted) and signed, CV, copies of ID (Smart ID card copy must show both sides of the ID card) and qualifications including matric, SANC registration as a certificate and proof of current registration, relevant service certificates (where applicable). Failure to do so will lead to disqualification of application. If you have not been contacted within 3 months after the closing date, please accept that your application was unsuccessful. Verification (reference check, identity verification and qualification verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act5/1993. People with disability are encouraged apply. Employment equity profile will be taken into consideration.
- CLOSING DATE** : 04 October 2021
- POST 33/119** : **OPERATIONAL MANAGER NURSING SPECIALTY REF NO: REFS/011975**
 Directorate: Nursing Department – Postnatal ward
- SALARY CENTRE REQUIREMENTS** : R562 800 per annum, (plus benefits)
 : Charlotte Maxeke Johannesburg Academic Hospital
 : Basic R425 qualification (diploma/ degree in nursing) that allows registration with the South African Nursing Council as a Professional Nurse. Registration with SANC and proof of current registration. The post basic nursing qualification of the duration of 1 year, accredited with SANC in Post basic midwifery and neonatal nursing. Have a minimum of 9 years appropriate / recognizable experience in nursing after registration as a 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 specific area of speciality after obtaining the 1year post-basic nursing qualification. Computer literacy will be added advantage.
- DUTIES** : To apply nursing legislation and related legal and ethical nursing practices to improve and maintain service delivery. To ensure clinical nursing practice by the nursing team (unit) in accordance with the scope of practice and nursing standards as determined by the relevant health facility. To promote quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. To apply basic HR and financial policies when coordinating care to our patients and other stakeholders. To do hospital departmental calls as required by the service. To demonstrate effective communication with patients and relatives, supervisors, other health professionals and junior colleagues including more complex report writing when required. To work as part of the multi- disciplinary team on a supervisory level to ensure good nursing care by the nursing team. To work effectively and amicably at a supervisory level, with persons of diverse intellectual, cultural, racial or religious differences and able to manage own work, time and that of junior colleagues to ensure proper nursing service in the unit. To provide support and advice to health and educational institutions within the cluster and catchment area. Control the provision of nursing care through staff scheduling and supervision. To ensure that the environment complies with the Health and Safety Act and Infection and Prevention Control Policies. See in-service training as part of the daily duties. Ensure effective and efficient budget control and assets control for the department.
- ENQUIRIES** : Ms MJ Rikhotso Tel No: 011 488 3916

- APPLICATIONS** : Applications should be submitted strictly online at <https://professionaljobcentre.gpg.gov.za/>
- NOTE** : Applications should be accompanied by a new Z83 form (obtainable from any Public Service Department, with a comprehensive Curriculum Vitae (CV), applications must include three (3) contactable references as well as copies of qualifications and Identity (no postal or hand delivery applications will be accepted. Therefore, only the shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview. Suitable candidate will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification verification and previous employment verification and financial Suitability) Suitable candidates will also be subjected to security clearance processes. Suitable candidates will undergo a medical screening test. The Department of Health reserves the right to fill or not to fill the position. Due to high volumes of anticipated applications, communication will be limited to the shortlisted candidates only. Should you not hear from us within 3 months after the closing date, please consider your application unsuccessful. The Department of Health is committed to the achievement and Maintenance of diversity and equity employment, especially of race, gender and disability. African Males, Coloured Males and females, Indian Males and Females and White Males and females are encouraged to apply.
- CLOSING DATE** : 04 October 2021
- POST 33/120** : **ASSISTANT DIRECTOR: DIAGNOSTIC RADIOGRAPHY REF NO: SDHS/2021/09/01 (X1 POST)**
Directorate: X- Ray Department
- SALARY** : R517 326 per annum, (plus benefit)
- CENTRE** : Sedibeng District Health Services
- REQUIREMENTS** : A recognised National Diploma or Bachelor's degree in Diagnostic Radiography qualification that allows for required registration with the Health Professions Council of South Africa (HPCSA). A minimum of eight (8) years appropriate experience in Diagnostic Radiography, of which five (5) years must be of appropriate managerial/supervisory experience after registration with HPCSA as an independent practitioner. Proof of original registration and current registration with the HPCSA as an independent practitioner. A post-graduate qualification in Management will be an added advantage. Computer literacy and associated software programs. Valid Driver's licence. Knowledge of PFMA, Public Service legislations, Policies and Procedures. Knowledge of current DoH guidelines and Policies governing the Health Sector and Radiography profession. Knowledge of legal compliance requirements for the safe use of Hazardous substance in all spheres of Radiography and OHS Act. Knowledge of HIM Policy, National Core Standards, Quality Assurance programme and strategic Management. Knowledge and experience of Supply Chain Management Process, Finance Management and Human Resource issues. Computer skills, excellent time management skills, written and verbal business skills, report writing and presentation skills. Be proactive and initiative in problem solving and decision making. Must demonstrate honesty, integrity, high work ethic and ability to work independently and in a team. Good interpersonal skills, strategic planning and leadership skills. Ability to develop the standard of the profession in all spheres related.
- DUTIES** : Manage the Radiography services in the Health District and sub-regions in the District. Assist and support the Radiography supervisors at all levels of care in the District. Develop and monitor implementation strategies of relevant policies and guidelines. Conduct training needs analysis and workshops for all the professionals. Facilitate the CPD programmes as per year planner and as needs arises. Conduct Quality Assurance assessments in various institutions/facilities to ensure compliance to safety regulations and quality assurance for Radiography, accreditation standards, equipment. Conduct support visits to the various facilities for guidance and service delivery monitoring. Drive innovation and integration of services across all levels of care. Foster partnership with HPCSA, SAHPRA/RCD & other relevant statutory bodies for service delivery efficiency and patient safety. Monitor the Radiation Compliance rate continuously and provide assistance through use of PIDS reports. Work with other Directorates such as HRD& HRD for training related matters. Encourage, facilitate, and monitor Research and Development within the District. Facilitate and Coordinate the readiness for student training.

Coordinate and manage procurement process for equipment and consumables. Perform ad-hoc duties allocated by management team. Coordinate and manage the referral pathways across the District. Must be a team player with the Clinic and District. Ensure recommended maintenance of the X-Ray equipment in all facilities. Conduct and attend relevant meetings and trainings as prescribed. Perform and ensure that prescribed SAHPRA Quality Assurance protocols are adhered to. Management of allocated Human, Physical and Financial Resources in the District. Liaise Radiography service-related issues with other stakeholders (internal and external). Ensure timely submission of monthly cost centre reports, budget expenditure and performance report to the relevant authorities.

**ENQUIRIES
APPLICATIONS**

: Ms. M. Madolo Tel No: 016 950 6000
 : Please: Quote the relevant reference number, direct applications to the HR Manager- Sedibeng DHS, Private Bag X023 Vanderbijlpark, 1900 or hand deliver at designated recruitment boxes next to security 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

: 08 October 2021

POST 33/121

: **OPERATIONAL MANAGER GENERAL NURSING REF NO: REFS/011977**

Directorate: Nursing Division: (Folateng) Night Duty
 (Re-Advertisement)

**SALARY
CENTRE
REQUIREMENTS**

: R444 276 per annum, (plus benefits)
 : Charlotte Maxeke Johannesburg Academic Hospital
 : Basic R425 qualification (diploma/ degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Registration with SANC as a Professional Nurse and proof of current registration. Have a minimum of 7 years appropriate / recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. Computer literacy, supervisory experience and computer literacy will be added advantages.

DUTIES

: Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices and how this impact on Service delivery. Ensure clinical nursing practice by the nursing team (unit) in accordance with the scope of practice and nursing standards as determined by the institution. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the institution. Demonstrate a basic understanding of HR and financial policies. Demonstrate effective communication with

patients and relatives, supervisors, other health professionals and junior colleagues including more complex report writing when required. Work as part of the multi-disciplinary team on a supervisory level to ensure good nursing care by the nursing team. Work effectively and amicably at a supervisory level, with persons of diverse intellectual, cultural, racial or religious differences. Able to manage own work, time and that of junior colleagues to ensure proper nursing service in the unit. Provide support and advice to health and educational institutions within the cluster and catchment area. Ensure that the environment complies with the Health and Safety Act and Infection and Prevention Control Policies. See in-service training as part of the daily duties. Ensure effective and efficient budget control and assets control for the department.

- ENQUIRIES** : Ms. N Mtalana Tel No: (011) 488 4324
- APPLICATIONS** : Applications should be submitted strictly online at <https://professionaljobcentre.gpg.gov.za/>
- NOTE** : Applications should be submitted strictly online at <https://professionaljobcentre.gpg.gov.za/> and it should be accompanied by a new Z83 form (obtainable from any Public Service Department, with a comprehensive Curriculum Vitae (CV), applications must include three (3) contactable references as well as copies of qualifications and Identity (no postal or hand delivery applications will be accepted. Therefore, only the shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview. Suitable candidate will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification verification and previous employment verification and financial Suitability) Suitable candidates will also be subjected to security clearance processes. Suitable candidates will undergo a medical screening test. The Department of Health reserves the right to fill or not to fill the position. Due to high volumes of anticipated applications, communication will be limited to the shortlisted candidates only. Should you not hear from us within 3 months after the closing date, please consider your application unsuccessful. The Department of Health is committed to the achievement and Maintenance of diversity and equity employment, especially of race, gender and disability. African Males, Coloured Males and females, Indian Males and Females and White Males and females are encouraged to apply.
- CLOSING DATE** : 04 October 2021
- POST 33/122** : **QUALITY ASSURANCE: COORDINATOR REF NO: HRM/2021/39 (X1 POST)**
Directorate: Nursing
- SALARY** : Grade 1: R444 276 – R500 031 per annum, (OSD)
Grade 2: R515 040 – R579 696 per annum, (OSD)
- CENTRE** : Mamelodi Regional Hospital
- REQUIREMENTS** : National Senior Certificate and a basic qualification accredited with SANC in terms of Government Notice. R425 Qualification (I.e. Diploma/Degree in Nursing as a Professional Nurse plus Midwifery. A Minimum of Seven (7) years appropriate recognizable experience in Nursing after registration as a Professional Nurse. A management qualification will be an added advantage. Two (2) years' experience and knowledge of Quality Assurance including National Core Standards for health establishment and related legislation and Ideal Hospital Realisation and Maintenance. Basic Computer literacy is essential. Familiar with Code of Good Practice in the public sector and labour relations practices. Ability to collect and analyse data. Evidence of current registration with SANC. Competencies: Able to perform under pressure. Initiative, motivated and reliable and a team player. Good decision making, communication and presentation skills are essential.
- DUTIES** : Development and maintenance of quality patient care environment that promote optimum patient experience of care. Provide leadership to quality assurance committee in the hospital. Manage the clinical audits system. Ensure proper management of Complaints, Compliments & Suggestions and Patients Safety Incidents in the hospital. Ensure implementation of National Core Standards. Manage clinical audits system. Coordinate the development and implementation of institutional guidelines in line with legislation. Ensure adherence to quality assurance norms and standards in the institution. Coordinate compilation of quality improvement plans and communicate with external and internal stakeholders. Provide leadership in quality assurance

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| | | unit, staff and customer training. Perform other duties that are delegated by the Supervisor/Manager. |
| <u>ENQUIRIES</u> | : | Ms. S. Mahlangu Tel No: (012) 841 8363 |
| <u>APPLICATIONS</u> | : | must be submitted to: Mamelodi Regional Hospital, Human Resource Department, Private Bag X0032 Rethabile, 0122, hand delivery to: Human Resource, 19472 CNR Tsamaya Road and Serapeng Street, Mamelodi Regional Hospital. |
| <u>FOR ATTENTION</u> | : | HR Recruitment Section |
| <u>NOTE</u> | : | Must be completed fully on a New Z83 form, CV. All required documents under requirements must be attached: ID (smart card both sides) and all required documents i.e., Qualifications (academic records), certificates. Only shortlisted candidates will be required to submit certified copies of all the required attachments. If you did not hear from us within three months, consider your application unsuccessful. The Hospital reserves the right to appoint or not to appoint. Successful candidates will be required to undergo Police clearance, OHS Medical Surveillance and Physical verification at Home Affairs. The specific reference number must be correctly quoted, failure to comply with the instruction will disqualify an application from being fairly processed. |
| <u>CLOSING DATE</u> | : | 04 October 2021 |
| <u>POST 33/123</u> | : | <u>LECTURER PND 1/2 PROFESSIONAL NURSE: ORTHOPEDICS NURSING REF NO: ORP/09/2021 (X2 POSTS)</u> |
| <u>SALARY</u> | : | PND1 R383 226 - R444 276 per annum, (plus benefits) PND2: R471 333 - R614 991 per annum, (plus benefits) |
| <u>CENTRE</u> | : | Rahima Moosa Campus (GCON) |
| <u>REQUIREMENTS</u> | : | PND1 minimum of 4 years appropriate/ recognizable Nursing experience after registration as a Professional Nurse. PND2 minimum of 14 years appropriate/ recognizable nursing experience after registration as a Professional Nurse; at least 10 years of the period must be appropriate experience in Nursing Education. Minimum of 2 years appropriate experience in Orthopedic Nursing after having obtained the specialist qualification, Registered with SANC as a General Nurse and Midwife, Degree in Nursing Education and Administration, Diploma in Orthopedic Nursing Science. A code 8 drivers' license. Proof of computer literacy is required (Word, PowerPoint, Excel). Post is allocated at Rahima Moosa Nursing Campus. The successful candidate will be subject to a Medical surveillance. Applicable Master's degree will be an advantage. |
| <u>DUTIES</u> | : | Be able to: Develop curricula and all supporting documents; Plan and manage academic programs; Employing a variety of teaching strategies to reach the required outcomes; Develop clinical tools; Accompany students in clinical areas where they are placed for Work Integrated Learning (WIL); Implement PMDS for postgraduate students where applicable, develop, review and evaluate policies and circulars, implement a variety of clinical assessment strategies to determine student competence; Efficient and effective record – keeping. The officer should keep abreast of current trends in nursing, nursing education and applicable legislation. Be able to utilize electronic technology for effective communication, teaching and learning. Be able to implement appropriate problem-solving strategies. Participate in professional activities. Participate in continuing education and Research activities. Adhere to the Public Service Code of Conduct. Be knowledgeable about current nursing education legislation. |
| <u>ENQUIRIES</u> | : | Mrs. J. Gassiep Tel No: (011) 247- 3303/ 3300 |
| <u>APPLICATIONS</u> | : | All applications must be delivered to: Rahima Moosa Nursing College, Fuel & Riversdale Road Gate 4, Coronationville, 2093. Human Resource Department, Private bag x116 Melville 2109 |
| <u>NOTE</u> | : | All applications must be submitted on the new Z 83 form. Include a CV stating all your competencies, training and knowledge. Employment history must reflect the complete calendar date (e.g. 01 April 2017 to 30 May 2020). Include copies of your matric certificate, ID document, driver's licence, proof of computer literacy, current SANC receipt and certificates of all qualifications. Driver's license and smart card must be copied both sides. The successful candidates will be subjected to security clearance processes (citizenship, criminal records and financial records) and the verification of educational qualification certificates. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The successful candidate will be subjected to Pre-employment medical surveillance conducted by the Occupational Health Nurse Practitioner (OHNP). |

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| | | Incomplete applications or applications received after the closing date will not be considered. |
| <u>CLOSING DATE</u> | : | 04 October 2021 |
| <u>POST 33/124</u> | : | <u>LECTURER/STUDENT COUNSELLOR REF NO: LSC/09/2021</u> |
| <u>SALARY</u> | : | PND1: R383 226 – R444.276 per annum (plus benefits) PND2: R47333 – R614 991 per annum (plus benefits) |
| <u>CENTRE</u> | : | Rahima Moosa Campus |
| <u>REQUIREMENTS</u> | : | PND1 minimum of 4 years appropriate/ recognizable Nursing experience after registration as a Professional Nurse. PND2 minimum of 14 years appropriate/ recognizable nursing experience after being registered as a Professional Nurse; at least 10 years of the period must be appropriate experience in Nursing Education. Registered with the SANC as a General Nurse and Midwife (R.425 programme or have an additional qualification is Psychiatric Nursing), Diploma in any SANC R.212 or R.48 programme, Degree in Nursing Education and Administration. Experience as a Student Counsellor would be an advantage. Applicable Master's degree will be an advantage. A valid Code 8 manual driver's license. Sound communication, counselling, report writing and presentation skills. Proof of computer literacy is required (Ms. Word, PowerPoint and Excel). The ability to work in a team and under pressure. |
| <u>DUTIES</u> | : | The successful candidate will be responsible for; amongst others, the following specific tasks: Plan, implement and manage the student counselling and support program; Implement life and study skills for students; Assess and refer individual students with personal and social problems; Promotion of general welfare, personal and professional development of students; Support and guidance of Student Representative Council and class representatives; Orientation of newly appointed learners; Conduct classroom presentation to improve academic performance. The Officer will also provide counselling and support to academic and administrative staff in emergencies, assist with the provision of employee wellness services. Plan, implement and manage the provision of the English program, Policy development, review and evaluation. The officer must ensure personal Continuing education in Student Counselling and Nursing Education and participation in professional activities. Participate in continuing education, Research and Community Engagement activities. Adhere to the Public Service Code of Conduct including dress code. Be knowledgeable about current nursing education legislation. |
| <u>ENQUIRIES</u> | : | Mrs. MS Matlala Tel No: (011) 247- 3304-3300 |
| <u>APPLICATIONS</u> | : | All applications must be delivered to: Rahima Moosa Nursing College, Fuel & Riversdale Road Gate 4, Coronationville, 2093. Human Resource Department, Private bag x116 Melville, 2109. |
| <u>NOTE</u> | : | All applications must be submitted on the new Z 83 form. Include a CV stating all your competencies, training and knowledge. Employment history must reflect the complete calendar date (e.g. 01 April 2017 to 30 May 2020). Include copies of your matric certificate, ID document, driver's licence, proof of computer literacy, current SANC receipt and certificates of all qualifications. Driver's license and smart card must be copied both sides. The successful candidates will be subjected to security clearance processes (citizenship, criminal records and financial records) and the verification of educational qualification certificates. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The successful candidate will be subjected to Pre-employment medical surveillance conducted by the Occupational Health Nurse Practitioner (OHNP). Incomplete applications or applications received after the closing date will not be considered. |
| <u>CLOSING DATE</u> | : | 04 October 2021 |
| <u>POST 33/125</u> | : | <u>PROFESSIONAL NURSE (SPECIALTY) ACCIDENT AND EMERGENCY REF NO: REFS/006557 (X1 POST)</u> Directorate: Nursing |
| <u>SALARY</u> | : | R383 226 - R444 276 per annum, (OSD) |
| <u>CENTRE</u> | : | Gauteng Dr Yusuf Dadoo Hospital |
| <u>REQUIREMENTS</u> | : | 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 and Midwife. Registration with the SANC as Professional Nurse and proof of current registration. A post basic nursing |

qualification (Trauma & Emergency Nursing Science) with duration of at least one year, accredited with the SANC in the speciality. A minimum of 4 year appropriate & recognizable experience in Nursing after registration as Professional Nurse with the SANC in General Nursing. (Less one year from experience for candidates appointed from outside the public service after complying with registration requirements).

DUTIES : Provision of quality Clinical Nursing care in area of Speciality within legal and ethical framework. Implement cost-containment measures to ensure efficient utilization of human material and financial. Ability to work Accident and emergency unit within the set standards. Maintain environment that promote patient's rights and maintain the Batho Pele Principles. Prevention and management of serious adverse events. Maintain 6 ministerial priorities. Has an excellent understanding realization of ideal hospital framework? Ability to maintain the professional growth. Participate in the departmental administration duties and be able to lead a shift.

ENQUIRIES : Ms D.S. Ngwenya Tel No: 0111 961 6045
APPLICATIONS : must be submitted to Dr Yusuf Dadoo Hospital, The Human Resource Department, Cnr Memorial and Hospital Road, Krugersdorp 1740 or posted to, Dr Yusuf Dadoo Hospital, Private bag x2006, Krugersdorp, 1740.

NOTE : Applications must be submitted on a new Z83 form (Only New Z83 Will Be Accepted) and it must be completed in full, copy of CV, copies of ident ID (Smart ID card copy must show both sides of the ID card) and qualifications must be attached. Certification should not be more than six (6) months old. Smart ID card copy must show both sides of the ID card. Failure to do so will lead into disqualification. The employer reserves the right to fill or not to fill the post. People with disabilities are encouraged to apply.

CLOSING DATE : 04 October 2021

POST 33/126 : **LECTURER PND 1/2 PROFESSIONAL NURSE: MIDWIFERY AND NEONATAL NURSING SCIENCE REF NO: LMN/09/2021 (X2 POSTS)**

SALARY : PND1: R383 226 – R444 276 per annum, (plus benefits)
 PND2: R471 333 – R614 991 per annum, (plus benefits)

CENTRE : Rahima Moosa Campus
REQUIREMENTS : **PND1:** minimum of 4 years appropriate/ recognizable Nursing experience after registration as a Professional Nurse. **PND2:** minimum of 14 years appropriate and recognizable nursing experience after registration as a Professional Nurse. At least 10 years of the period must be appropriate experience in Nursing Education. Registered with SANC as a General Nurse and Midwife, Diploma/ degree in General nursing and Midwifery (R.425) Degree in Nursing Education and Administration. Diploma in Midwifery and Neonatal nursing Science. Minimum of 2 years appropriate experience in Midwifery and Neonatal Nursing post obtaining the specialist qualification. A code 8 drivers' license. Proof of computer literacy is required (Word, PowerPoint, Excel.). Post is allocated at Rahima Moosa Nursing Campus. The successful candidate will be subject to a Medical surveillance. Applicable Master's degree will be an advantage. If no Mater's Degree you must have committed to doing it.

DUTIES : Be able to: Develop curricula and all supporting documents; Plan and manage academic programs; Employing a variety of teaching strategies to reach the required outcomes; Develop clinical tools; Accompany students in clinical areas where they are placed for Work Integrated Learning (WIL); Implement PMDS for postgraduate students where applicable, develop, review and evaluate policies and circulars, implement a variety of clinical assessment strategies to determine student competence; Efficient and effective record – keeping. The officer should keep abreast of current trends in nursing, nursing education and applicable legislation. Be able to utilize electronic technology for effective communication, teaching and learning. Be able to implement appropriate problem-solving strategies. Participate in professional activities. Participate in continuing education, Research and Community Engagement activities. Adhere to the Public Service Code of Conduct. Be knowledgeable about current nursing education legislation.

ENQUIRIES : Ms. KE Mashamba Tel No: (011) 247- 3307

APPLICATIONS : All applications must be delivered to: Rahima Moosa Nursing College, Fuel & Riversdale Road Gate 4, Coronationville, Private Bag x116, Melville, 2109.

NOTE : All applications must be submitted on the new Z 83 form. Include a CV stating all your competencies, training and knowledge. Employment history must reflect the complete calendar date (e.g. 01 April 2017 to 30 May 2020). Include

copies of your matric certificate, ID document, driver's licence, proof of computer literacy, current SANC receipt and certificates of all qualifications. Driver's license and smart card must be copied both sides. The successful candidates will be subjected to security clearance processes (citizenship, criminal records and financial records) and the verification of educational qualification certificates. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The successful candidate will be subjected to Pre-employment medical surveillance conducted by the Occupational Health Nurse Practitioner (OHNP). Incomplete applications or applications received after the closing date will not be considered.

- CLOSING DATE** : 04 October 2021
- POST 33/127** : **LECTURER PND 1/2 PROFESSIONAL NURSE: STUDENT AFFAIRS PROFESSIONAL OFFICER REF NO: SAPO/09/2021 (X1 POST)**
- SALARY** : PND1: R383 226 – R444 276 per annum, (plus benefits)
PND2: R471 333 – R614 991 per annum, (plus benefits)
- CENTRE REQUIREMENTS** : **PND1:** minimum of 4 years appropriate/ recognizable Nursing experience after registration as a Professional Nurse. **PND2:** minimum of 14 years appropriate/ recognizable nursing experience after being registered as a Professional Nurse; at least 10 years of the period must be appropriate experience in Nursing Education. Registered with the SANC as a General Nurse and Midwife, Diploma in any SANC R.212 or R.48 programme, Degree in Nursing Education and Administration. A minimum of 2 years Nursing Education experience. Experience as a Student Affairs Professional Officer would be an advantage. Applicable Master's degree will be an advantage. A code 8 drivers' license. Proof of computer literacy is required (Word, PowerPoint and Excel). Post is allocated at Rahima Moosa Nursing Campus. The successful candidate will be subject to a Medical surveillance.
- DUTIES** : Develop and maintain relevant documents for the management of students theoretical and clinical teaching and learning according to legislative requirements. Provide quality, effective, up to date implementation of Student Affairs matters related to recruitment, selection and admission of students. Manage the record keeping of all student matters pertaining to their education and training programmes. Collaborate with all stakeholders and build sound relationships within the college as well as with all stakeholders. Supervise administrative staff. Monitor and evaluate student progress. Communication with the SANC, DHET, CHE and GCON regarding all student matters. Submit relevant documents and statistics. Assist with planning and implementation of graduation. Develop and update student policies/ guides, develop and coordinate block programmes and allocation of classrooms, plan of orientation programmes and implementation thereof, preparation for and management of the processes of formative and summative assessments, preparation of invigilation lists. Knowledgeable regarding current health policies and priorities as well as current issues in Nursing Education. Knowledgeable regarding content of Postgraduate Regulations/Acts and recent developments in the field of Student Affairs. Effective and efficient utilization of technology. Implement appropriate problem-solving strategies. Participate in curriculum development activities Participation in professional activities. Participate in continuing education and Research and Community engagement activities. Adhere to the Public Service Code of Conduct including dress code.
- ENQUIRIES APPLICATIONS** : S. Matlala Tel No: (011) 247- 3320-3300
All applications must be hand delivered to: Rahima Moosa Nursing College, Fuel & Riversdale Road Gate 4, Coronationville or posted to Rahima Moosa Nursing College, Private Bag x 116, Melville, 2109. Human Resource Department
- NOTE** : All applications must be submitted on the new Z 83 form. Include a CV stating all your competencies, training and knowledge. Employment history must reflect the complete calendar date (e.g. 01 April 2017 to 30 May 2020). Include copies of your matric certificate, ID document, driver's licence, proof of computer literacy, current SANC receipt and certificates of all qualifications. Driver's license and smart card must be copied both sides. The successful candidates will be subjected to security clearance processes (citizenship, criminal records and financial records) and the verification of educational qualification certificates. It is the applicant's responsibility to have foreign

qualifications evaluated by the South African Qualification Authority (SAQA). The successful candidate will be subjected to Pre-employment medical surveillance conducted by the Occupational Health Nurse Practitioner (OHNP). Incomplete applications or applications received after the closing date will not be considered.

- CLOSING DATE** : 04 October 2021
- POST 33/128** : **LECTURER PND 1/2 PROFESSIONAL NURSE: CHILD NURSING SCIENCE REF NO: LCN/09/2021 (X2 POSTS)**
- SALARY** : PND1: R383 226 – R444 276 per annum, (plus benefits)
PND2: R471 333 – R614 991 per annum, (plus benefits)
- CENTRE** : Rahima Moosa Campus
- REQUIREMENTS** : **PND1:** minimum of 4 years appropriate/ recognizable Nursing experience after registration as a Professional Nurse. **PND2:** minimum of 14 years appropriate and recognizable nursing experience after registration as a Professional Nurse. At least 10 years of the period must be appropriate experience in Nursing Education. Registered with SANC as a General Nurse and Midwife, Diploma/ degree in General nursing and Midwifery (R.425) Degree in Nursing Education and Administration. Diploma in Child Nursing Science. Minimum of 2 years appropriate experience in Child Nursing post obtaining the specialist qualification. A code 8 drivers' license. Proof of computer literacy is required (Word, PowerPoint, Excel,). Post is allocated at Rahima Moosa Nursing Campus. The successful candidate will be subject to a Medical surveillance. Applicable Master's degree will be an advantage. If no Master's Degree you must have committed to doing it.
- DUTIES** : Be able to: Develop curricula and all supporting documents; Plan and manage academic programs; Employ a variety of teaching strategies to reach the required outcomes; Develop clinical tools; Accompany students in clinical areas where they are placed for Work Integrated Learning (WIL); Implement PMDS for postgraduate students where applicable, develop, review and evaluate policies and circulars, implement a variety of clinical assessment strategies to determine student competence; Efficient and effective record – keeping. The officer should keep abreast of current trends in nursing, nursing education and applicable legislation. Be able to utilize electronic technology for effective communication, teaching and learning. Be able to implement appropriate problem-solving strategies. Participate in professional activities. Participate in continuing education, Research and Community engagement activities. Adhere to the Public Service Code of Conduct. Be knowledgeable about current nursing education legislation.
- ENQUIRIES** : Mrs. ND. Buthelezi Tel No: (011) 247- 3304-3300
- APPLICATIONS** : All applications must be delivered to: Rahima Moosa Nursing College, Fuel & Riversdale Road Gate 4, Coronationville, Private Bag x116
- NOTE** : All applications must be submitted on the new Z 83 form. Include a CV stating all your competencies, training and knowledge. Employment history must reflect the complete calendar date (e.g. 01 April 2017 to 30 May 2020). Include copies of your matric certificate, ID document, driver's licence, proof of computer literacy, current SANC receipt and certificates of all qualifications. Driver's license and smart card must be copied both sides. The successful candidates will be subjected to security clearance processes (citizenship, criminal records and financial records) and the verification of educational qualification certificates. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The successful candidate will be subjected to Pre-employment medical surveillance conducted by the Occupational Health Nurse Practitioner (OHNP). Incomplete applications or applications received after the closing date will not be considered.
- CLOSING DATE** : 04 October 2021
- POST 33/129** : **LECTURER PND 1/2 PROFESSIONAL NURSE: TRAUMA AND EMERGENCY NURSING SCIENCE REF NO: LTE/09/2021**
- SALARY** : PND1: R383 226 – R444 276 per annum, (plus benefits)
PND2: R471 333 – R614 991 per annum, (plus benefits)
- CENTRE** : Rahima Moosa Campus
- REQUIREMENTS** : **PND1:** minimum of 4 years appropriate/ recognizable Nursing experience after registration as a Professional Nurse. **PND2:** minimum of 14 years appropriate

and recognizable nursing experience after registration as a Professional Nurse. At least 10 years of the period must be appropriate experience in Nursing Education. Registered with SANC as a General Nurse and Midwife, Diploma/degree in General nursing and Midwifery (R.425) Degree in Nursing Education and Administration. Diploma in Trauma and Emergency Nursing Science. Minimum of 2 years appropriate experience in Trauma and Emergency Nursing post obtaining the specialist qualification. A code 8 drivers' license. Proof of computer literacy is required (Word, PowerPoint, Excel,). Post is allocated at Rahima Moosa Nursing Campus. The successful candidate will be subject to a Medical surveillance. Applicable Master's degree will be an advantage. If no Master's Degree you must have committed to doing it.

DUTIES : Be able to: Develop curricula and all supporting documents; Plan and manage academic programs; Employ a variety of teaching strategies to reach the required outcomes; Develop clinical tools; Accompany students in clinical areas where they are placed for Work Integrated Learning (WIL); Implement PMDS for postgraduate students where applicable, develop, review and evaluate policies and circulars, implement a variety of clinical assessment strategies to determine student competence; Efficient and effective record – keeping. The officer should keep abreast of current trends in nursing, nursing education and applicable legislation. Be able to utilize electronic technology for effective communication, teaching and learning. Be able to implement appropriate problem-solving strategies. Participate in professional activities. Participate in continuing education, Research and Community Engagement activities. Adhere to the Public Service Code of Conduct. Be knowledgeable about current nursing education legislation.

ENQUIRIES : Mrs. C. Isaacs Tel No: (011) 247- 3300/3306
APPLICATIONS : All applications must be delivered to: Rahima Moosa Nursing College, Fuel & Riversdale Road, Gate 4, Coronationville, 2093. Human Resource Department, Private bag x116 Melville 2109

NOTE : All applications must be submitted on the new Z 83 form. Include a CV stating all your competencies, training and knowledge. Employment history must reflect the complete calendar date (e.g. 01 April 2017 to 30 May 2020). Include copies of your matric certificate, ID document, driver's licence, proof of computer literacy, current SANC receipt and certificates of all qualifications. Driver's license and smart card must be copied both sides. The successful candidates will be subjected to security clearance processes (citizenship, criminal records and financial records) and the verification of educational qualification certificates. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The successful candidate will be subjected to Pre-employment medical surveillance conducted by the Occupational Health Nurse Practitioner (OHNP). Incomplete applications or applications received after the closing date will not be considered.

CLOSING DATE : 04 October 2021

POST 33/130 : **LECTURER PND 1/2 PROFESSIONAL NURSE: NEPHROLOGY NURSING SCIENCE REF NO: LNP/09/2021 (X1 POST)**

SALARY : PND1: R383 226 – R444 276 per annum, (plus benefits)

PND2: R471 333 – R614 991 per annum, (plus benefits)

CENTRE : Rahima Moosa Campus

REQUIREMENTS : **PND1:** minimum of 4 years appropriate/ recognizable Nursing experience after registration as a Professional Nurse. **PND2:** minimum of 14 years appropriate and recognizable nursing experience after registration as a Professional Nurse. At least 10 years of the period must be appropriate experience in Nursing Education. Registered with SANC as a General Nurse and Midwife, Diploma/degree in General nursing and Midwifery (R.425) Degree in Nursing Education and Administration. Diploma in Nephrology Nursing Science. Minimum of 2 years appropriate experience in Nephrology Nursing post obtaining the specialist qualification. A code 8 drivers' license. Proof of computer literacy is required (Word, PowerPoint, Excel,). Post is allocated at Rahima Moosa Nursing Campus. The successful candidate will be subject to a Medical surveillance. Applicable Master's degree will be an advantage. If no Master's Degree you must have committed to doing it.

DUTIES : Be able to: Develop curricula and all supporting documents; Plan and manage academic programs; Employing a variety of teaching strategies to reach the required outcomes; Develop clinical tools; Accompany students in clinical

areas where they are placed for Work Integrated Learning (WIL); Implement PMDS for postgraduate students where applicable, develop, review and evaluate policies and circulars, implement a variety of clinical assessment strategies to determine student competence; Efficient and effective record – keeping. The officer should keep abreast of current trends in nursing, nursing education and applicable legislation. Be able to utilize electronic technology for effective communication, teaching and learning. Be able to implement appropriate problem-solving strategies. Participate in professional activities. Participate in continuing education, Research and Community Engagement activities. Adhere to the Public Service Code of Conduct. Be knowledgeable about current nursing education legislation

ENQUIRIES APPLICATIONS

: Ms. C Isaacs Tel No: (011) 247- 3300
 : All applications must be delivered to: Rahima Moosa Nursing College, Fuel & Riversdale Road Gate 4, Coronationville, Private Bag X116, Melville, 2109.

NOTE

: All applications must be submitted on the new Z 83 form. Include a CV stating all your competencies, training and knowledge. Employment history must reflect the complete calendar date (e.g. 01 April 2017 to 30 May 2020). Include copies of your matric certificate, ID document, driver's licence, proof of computer literacy, current SANC receipt and certificates of all qualifications. Driver's license and smart card must be copied both sides. The successful candidates will be subjected to security clearance processes (citizenship, criminal records and financial records) and the verification of educational qualification certificates. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The successful candidate will be subjected to Pre-employment medical surveillance conducted by the Occupational Health Nurse Practitioner (OHNP). Incomplete applications or applications received after the closing date will not be considered.

CLOSING DATE

: 04 October 2021

POST 33/131

: **LECTURER PND 1/2 PROFESSIONAL NURSE: ONCOLOGY NURSING SCIENCE REF NO: ONC/09/2021 (X1 POST)**

SALARY

: PND1: R383 226 – R444 276 per annum, (plus benefits)
 PND2: R471 333 – R614 991 per annum, (plus benefits)

CENTRE

: Rahima Moosa Campus

REQUIREMENTS

: **PND1:** minimum of 4 years appropriate/ recognizable Nursing experience after registration as a Professional Nurse. **PND2:** minimum of 14 years appropriate and recognizable nursing experience after registration as a Professional Nurse. At least 10 years of the period must be appropriate experience in Nursing Education. Registered with SANC as a General Nurse and Midwife, Diploma/ degree in General nursing and Midwifery (R.425) Degree in Nursing Education and Administration. Diploma in Oncology Nursing Science. Minimum of 2 years appropriate experience in Oncology Nursing post obtaining the specialist qualification. A code 8 drivers' license. Proof of computer literacy is required (Word, PowerPoint, Excel,). Post is allocated at Rahima Moosa Nursing Campus. The successful candidate will be subject to a Medical surveillance. Applicable Master's degree will be an advantage. If no Master's Degree you must have committed to doing it.

DUTIES

: Be able to: Develop curriculum and all supporting documents; Plan and manage academic programs; Employing a variety of teaching strategies to reach the required outcomes; Develop clinical tools; Accompany students in clinical areas where they are placed for Work Integrated Learning (WIL); Implement PMDS for postgraduate students where applicable, develop, review and evaluate policies and circulars, implement a variety of clinical assessment strategies to determine student competence; Efficient and effective record – keeping. The officer should keep abreast of current trends in nursing, nursing education and applicable legislation. Be able to utilize electronic technology for effective communication, teaching and learning. Be able to implement appropriate problem-solving strategies. Participate in professional activities. Participate in continuing education, Research and Community Engagement activities. Adhere to the Public Service Code of Conduct. Be knowledgeable about current nursing education legislation.

ENQUIRIES APPLICATIONS

: Ms. N. Buthelezi - (011) 247- 3304-3300.3304
 : All applications must be delivered to: Rahima Moosa Nursing College, Fuel & Riversdale Road Gate 4, and Coronationville 2093, Private bag x 116, Melville, 2109

- NOTE** : All applications must be submitted on the new Z 83 form. Include a CV stating all your competencies, training and knowledge. Employment history must reflect the complete calendar date (e.g. 01 April 2017 to 30 May 2020). Include copies of your matric certificate, ID document, driver's licence, proof of computer literacy, current SANC receipt and certificates of all qualifications. Driver's license and smart card must be copied both sides. The successful candidates will be subjected to security clearance processes (citizenship, criminal records and financial records) and the verification of educational qualification certificates. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The successful candidate will be subjected to Pre-employment medical surveillance conducted by the Occupational Health Nurse Practitioner (OHNP). Incomplete applications or applications received after the closing date will not be considered.
- CLOSING DATE** : 04 October 2021
- POST 33/132** : **LECTURER PND 1/2 PROFESSIONAL NURSE: OPHTHALMOLOGY NURSING SCIENCE REF NO: LO/09/2021 (X2 POSTS)**
- SALARY** : PND1: R383 226 – R444 276 per annum, (plus benefits)
PND2: R471 333 – R614 991 per annum, (plus benefits)
- CENTRE** : Rahima Moosa Campus
- REQUIREMENTS** : **PND1:** minimum of 4 years appropriate/ recognizable Nursing experience after registration as a Professional Nurse. **PND2:** minimum of 14 years appropriate and recognizable nursing experience after registration as a Professional Nurse. At least 10 years of the period must be appropriate experience in Nursing Education. Registered with SANC as a General Nurse and Midwife, Diploma/ degree in General nursing and Midwifery (R.425) Degree in Nursing Education and Administration. Diploma in Ophthalmology Nursing Science. Minimum of 2 years appropriate experience in Ophthalmology Nursing post obtaining the specialist qualification. A code 8 drivers' license. Proof of computer literacy is required (Word, PowerPoint, Excel,). Post is allocated at Rahima Moosa Nursing Campus. The successful candidate will be subject to a Medical surveillance. Applicable Master's degree will be an advantage. If no Master's Degree you must have committed to doing it.
- DUTIES** : Be able to: Develop curricula and all supporting documents; Plan and manage academic programs; Employing a variety of teaching strategies to reach the required outcomes; Develop clinical tools; Accompany students in clinical areas where they are placed for Work Integrated Learning (WIL); Implement PMDS for postgraduate students where applicable, develop, review and evaluate policies and circulars, implement a variety of clinical assessment strategies to determine student competence; Efficient and effective record – keeping. The officer should keep abreast of current trends in nursing, nursing education and applicable legislation. Be able to utilize electronic technology for effective communication, teaching and learning. Be able to implement appropriate problem-solving strategies. Participate in professional activities. Participate in continuing education, Research and Community Engagement activities. Adhere to the Public Service Code of Conduct. Be knowledgeable about current nursing education legislation.
- ENQUIRIES** : Mrs. N. Buthelezi Tel No: (011) 247- 3304-3300
- APPLICATIONS** : All applications must be delivered to: Rahima Moosa Nursing College, Fuel & Riversdale Road Gate 4, Coronationville 2093, Private Bag x116, Melville, 2109. Human Resource
- NOTE** : All applications must be submitted on the new Z 83 form. Include a CV stating all your competencies, training and knowledge. Employment history must reflect the complete calendar date (e.g. 01 April 2017 to 30 May 2020). Include copies of your matric certificate, ID document, driver's licence, proof of computer literacy, current SANC receipt and certificates of all qualifications. Driver's license and smart card must be copied both sides. The successful candidates will be subjected to security clearance processes (citizenship, criminal records and financial records) and the verification of educational qualification certificates. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The successful candidate will be subjected to Pre-employment medical surveillance conducted by the Occupational Health Nurse Practitioner (OHNP). Incomplete applications or applications received after the closing date will not be considered.

- CLOSING DATE** : 04 October 2021
- POST 33/133** : **ASSISTANT DIRECTOR: CEO'S OFFICE REF NO: REFS/011987**
Directorate: Office of the CEO
(Re-advertisement)
- SALARY** : R376 596 per annum, (plus benefits)
- CENTRE** : Charlotte Maxeke Johannesburg Academic Hospital
- REQUIREMENTS** : Qualifications & Experience: Matric and appropriate 3 years Degree/ National Diploma or equivalent (three year) qualification in secretarial/ office management/public administration/cooperate governance recognised by SAQA. A minimum of 5 to 10 years' experience as a Personal Assistant/Secretary, 3 years of which should be at supervisory. Skills: Excellent organizational skills, ability to multi-task, excellent communication and report writing skills, excellent computer skills in Microsoft packages (MS office 365, Ms Word, Ms Excel, Ms Outlook and PowerPoint). Knowledge: Knowledge of PAIA, Health Act and Public Finance Management Act (PFMA). Maintain confidentiality in the office. Ability to act with tact and discretion using prescripts/policies and circulars as guidelines. Ability to work under pressure following strict processes and procedures, professional etiquette to present the CEO's office. High level of reliability and ethics. Commitment to work beyond the call of duty. Following will be an added advantage: a minimum of 3-5 years' experience in managing the senior Managers office and in the public hospital environment.
- DUTIES** : Provide support to the CEO: Efficient and effective planning of the CEO's daily schedule in such a way that meetings do not clash. Prioritise appointments by ensuring that all urgent and important meetings are scheduled as per the CEO's requirement. Prioritize daily tasks and ensure that duties are completed at a specific time. Compile reports / submission and ensure that the deadline is met. Supervise and training of support staff: Monitor and evaluate the performance of the staff in the office. Manage the human resource aspects related to the staff in the office. Ensure punctuality and staff attendance. Promote skills development, career pathing, manage staff training. Initiate team work and strategic alignment for the unit. Ensuring duly completion of tasks. Leave management by ensuring delivery of service in absence of any staff. Conduct quarterly leave audits. Motivation and mentoring of staff. Ensuring equitable distribution of work. Manage general support services in the office of the CEO: Establish implement and maintain effective processes / procedures for information and documents flow to and from the office. Ensure safekeeping of all documentation in the office. Compliance to the ideal hospital requirements. Undertake line function tasks. Compile memorandum as required. Scrutinize submissions from other directorates and screen for omissions/mistakes/gaps prior to forwarding to the CEO for signature. Request for information to compile reports/submissions and quality check of information before the CEO can sign off. Co-ordinate, follow-up and compile reports of a transverse nature for the CEO. Compile presentations for the CEO.
- ENQUIRIES** : Ms L.P. Mngomezulu Tel No: 011 488 4777 / 072 584 7367
- APPLICATIONS** : Applications should be submitted strictly online at <https://professionaljobcentre.gpg.gov.za/>
- NOTE** : Applications Should be accompanied by a new Z83 form (obtainable from any Public Service Department, with a comprehensive Curriculum Vitae (CV), applications must include three (3) contactable references as well as copies of qualifications and Identity (no postal or hand delivery applications will be accepted. Therefore, only the shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview. Equivalent qualifications must include SAQA confirmation of three-year study. Candidates are encouraged to be explicitly clear about the experience on the application. Candidates that applied previously are encouraged to re-apply. Suitable candidate will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification) Suitable candidates will also be subjected to security clearance processes. Suitable candidates will undergo a medical screening test. The Department of Health reserves the right to fill or not to fill the position. Due to high volumes of anticipated applications, communication will be limited to the shortlisted candidates only. Should you not hear from us within 3 months after the closing date, please consider your application unsuccessful.

CLOSING DATE : 04 October 2021

POST 33/134 : **ASSISTANT DIRECTOR: HUMAN RESOURCE REF NO: MSD2021/09/01**
Directorate: Human Resource

SALARY CENTRE REQUIREMENTS : R376 596 per annum (Level 09), plus benefits
: Medical Supplies Depot
: A National Diploma / Degree in Human Resource Management / Public Administration or appropriate qualification (NQF-level 6/7) with a minimum of 5 - 10 years relevant experience in HR environment (5 years of the above should be as HR Supervisor). Competencies: Extensive knowledge of PERSAL and knowledge of the Public Service Act, Public Finance Management Act, Public Service Regulations, PSCBC resolutions, BCEA, LRA, SDA, OHSA & COIDA and other Human Resource regulatory frameworks. Computer literacy (MS Word, MS Excel and PowerPoint). Good understanding of Collective Bargaining processes and PSCBC resolutions. Skills: Leadership, Planning, Organizing, Problem solving, Presentation and Communication skills (verbal and written) and Financial Management skills. Ability to work under pressure. Ability to build and sustain an effective team. 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 PowerPoint). Ability to work in a high volume and highly pressurized environment. Must have a valid driver's license.

DUTIES : Overall management of Human Resources general administration in human resource management division which includes amongst others, service benefits, recruitment & selection, effective management of staff establishment and leave management including incapacity leave management. Interpersonal relations. Lead, plan, organize and control HR resources. Manage HR budget. Implement and interprets policies/directives and guidelines. Implement and maintain a sound quality management system, including applicable legislation, policies, good practice and standard. Manage Recruitment & Selection processes and report accordingly. Provide training, guidance and support to HR staff, line managers and employees. Authorize and quality assure all mandates and transactions related to OSD and non-OSD appointments, transfers, terminations, salary administration and management of conditions of service etc. Manage grading of all staff that is OSD and non-OSD. Advise managers on HR delegation. Manage staff Establishment and post filling. Draw up a post filling plan and liaise with management. Manage 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 institution and staff under supervision. Manage audit queries, comply with the Audit Action Plan and eliminate audit findings. Manage and implement RWOPS / ORW, Declaration of Financial Disclosures / e-Disclosures. Monitor overtime for all staff. Develop and monitor Operational Plans and SOPs related to HR. Attend relevant meetings and trainings. Perform other duties as delegated by the Head of Department.

ENQUIRIES APPLICATIONS : Mrs G. Mbokazi Tel No: (011) 628-9012
: Applications must be submitted to: Medical Supplies Depot, Human Resource Department, Private Bag X2, Auckland Park, 2006. Hand Delivery at Medical Supplies Depot, 35 Plunkett Street, Hursthill at the Registration Department and sign in the register book.

NOTE : A curriculum vitae with a detailed description of duties and the names of two referees, Certified copies of ID and qualification should also be attached (certification should not be more than six months old). Smart ID must be photocopied on both sides and must accompany your application for employment (New Z83 form). It will be required of the successful candidate to undergo an appropriate security clearance. It is the applicant's responsibility to have foreign qualifications evaluated by the South African qualification authority (SAQA). Shortlisted candidates might be subjected to competency assessment. Correspondence will be limited to shortlisted candidates only.

CLOSING DATE : 04 October 2021

- POST 33/135** : **DIAGNOSTIC RADIOGRAPHER GRADE 1 REF NO: REFS/006558 (X1 POST)**
 Directorate: Allied
- SALARY** : R317 976 - R361 872 per annum, (plus benefits)
CENTRE : Gauteng Dr Yusuf Dadoo Hospital
REQUIREMENTS : B-degree or three years National Diploma in Radiography that allows registration with HPCSA.
- DUTIES** : To undertake radiographic procedures efficiently, produce diagnostic radiographs and render excellent service delivery in accordance with prescribed competencies whilst adhering to ALARA principles, radiation control measures and medico legal requirements. Provide high standard of patient care, safety and radiation protection measures. Ability to learn the latest technical innovation and health legislation. Advice on bookings and procedures and provide hygienic environment for patients. Report faults in terms of radiology equipment. Participate in continuous personnel development programme.
- ENQUIRIES** : Mr. JK Mahlangu Tel No: 011 951 6068/69
APPLICATIONS : must be delivered to the following address: HR Department, Dr Yusuf Dadoo Hospital, Cnr Memorial and Hospital Road, Krugersdorp or posted to Dr Yusuf Dadoo Hospital, Private Bag X2006, Krugersdorp, 1740.
- NOTE** : Please attach the following in your application: Z83 fully completed (Only New Z83 Will Be Accepted) and signed, CV, copies of ID (Smart ID card copy must show both sides of the ID card) and qualifications. Failure to do so will lead to disqualification of application. If you have not been contacted within 3 months after the closing date, please accept that your application was unsuccessful. Verification (reference check, identity verification and qualification verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act5/1993. People with disability are encouraged apply. Employment equity profile will be taken into consideration.
- CLOSING DATE** : 04 October 2021
- POST 33/136** : **ENGINEERING TECHNICIAN GRADE A REF NO: ENGTEC/09/CMJAH2021**
 Directorate: Medical Workshop
- SALARY** : Grade A: R311 859 per annum
CENTRE : Charlotte Maxeke Johannesburg Academic Hospital
REQUIREMENTS : National Diploma in Engineering or relevant qualification. Three years post qualification technical (Engineering) experience. Valid driver's license. Compulsory registration with ECSA as an Engineering Technician.
- DUTIES** : Repairs and maintain all medical equipment, keep electronic records of repairs. Condemning of medical equipment, training of clinical engineering students and training of end user.
- ENQUIRIES** : Mr. L Van Rensburg Tel No: (011) 488 3127
APPLICATIONS : Applications should be submitted on a (PDF Format only) to the following email address: Medicalhr.Cmjah@gauteng.gov.za. Please Use The Reference As The Subject.
- NOTE** : The Department of Health is committed to the achievement and Maintenance of diversity and equity employment, especially of race, gender and disability. Applications must be submitted on a new Z83 form (obtainable from any Public Service Department or on www.dpsa.gov.za/documents) with a C.V, applications must include three (3) contactable references, Copies of I.D, ECSA and Qualifications to be attached. Therefore, only the shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview. Suitable candidate will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification) Suitable candidates will also be subjected to security clearance processes. Suitable candidates will undergo a medical screening test. Suitable candidates will have to disclose his / her financial interest. The Department of Health reserves the right to fill or not to fill the position. Due to high volumes of anticipated applications, communication will be limited to the shortlisted candidates only. Should you not hear from us within 3 months after the closing date, please consider your application unsuccessful. Coloured Males and females, Indian Males and Females and White Males and females are encouraged to apply.
- CLOSING DATE** : 04/10/2021

- POST 33/137** : **ADMIN/RISK MANAGEMENT REF NO: PWH/RM/01/21**
Directorate: Administration Department
- SALARY** : R257 508 – R303 339 per annum, (plus benefits)
CENTRE : Pretoria West District Hospital
REQUIREMENTS : Grade 12, with 3 years' experience in Risk management or Degree /Diploma, in Risk Management, Finance or Public Administration. Knowledge of Risk Management Framework, Analytical skills, Internal control skills, Report writing skills, Computer literate and proficient in English. Knowledge and Understanding PFMA, Treasury Regulation, PSR, PSA and SCM prescripts.
- DUTIES** : Ensure the implementation of Enterprise Risk management (ERM), implementation Plan, policy and Strategy, co-ordinate risk management activities among various Structures and provide guidance to management. Provide technical guidance to the Risk management committee on the integration of risk management with Business processes. Facilitate yearly identification and assessment of risk. Compile a risk register. Update the Register on quarterly basis. Compile and submit Auditor general reports monthly. Compile and present risk profiles and ensures Quarterly monitoring and Reporting of Risk mitigation measures. Prepare a quarterly Report on status of risk management in the institution to the departmental Risk Committee. Compile a report on status of internal Controls and consolidated Progress report, on the Implementation controls. Complete and submit the Monthly Incident and emergency Risk report. Coordinate the AG Audit Action Plan Internal administrative performance Indicators monitoring and control.
- ENQUIRIES** : Ms. NL Madiba Tel No: (012) 380 1206
APPLICATIONS : All Applications can be delivered to Pretoria West Hospital, HR Department, 380 Sytze Wierda Avenue, Philip Nel Park, Pretoria West or posted to Pretoria West Hospital, HR Department, Private Bag X02, Pretoria West 0117.
- 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. Drivers' License and registration certificate must be attached if required. Required documents need not be certified when applying for a post, only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from HR. Applicants who do not comply with the above-mentioned requirements will not be considered. Re-advertisement: Those who previously applied are encouraged to apply.
- CLOSING DATE** : 15 October 2021
- POST 33/138** : **FINANCIAL CONTROLLER REF NO: SDHS/2021/09/02 (X1 POST)**
Directorate: Finance
- SALARY** : R257 592 – R303 339 per annum, (plus benefits)
CENTRE : Sedibeng Health District
REQUIREMENTS : Applicants must be in possession of a recognized three-year tertiary qualification in Accounting/Finance with at least 3 years' experience in budget management or Grade12 with 5 years' experience in Finance - at-least 2 years should be experience in budget management. Computer Literacy (MS Word, MS Excel, MS PowerPoint). Must have experience in SAP, SRM, E-invoicing, e-journal and BAS system. Knowledge and understanding of PFMA; Treasury Regulation; Public Service Act. Report Writing skills; interpersonal skills; Communication skills; Ability to maintain confidentially; must be able to plan; organize and Coordinate the activities of the unit; Ability to work under pressure and to handle conflict; Team leadership; Strategic thinking; Be create and innovative.
- DUTIES** : Management of suspense account and misallocation. Provide correct SCOA allocation. Releasing of RLS 01. Compile and update commitment register. Management of Accruals. Clearing of web cycle. Compilation of monthly financial reports. Perform various Expenditure monthly reconciliations. Ensure that suppliers are paid within 30 days. Attend to all supplier's related queries. Assist on preparation and allocating of budget. Training of staff on expenditure related matters. Expenditure management. Supervision and mentoring of staff. Attend to auditors and develop and monitor audit action plan. Effective risk management. Evaluate performance of subordinates quarterly and annually. Perform any other relevant administrative duties delegated by manager.
- ENQUIRIES** : Ms. A. Moisi Tel No: 016 950 6160

- APPLICATIONS** : Please: Quote the relevant reference number, direct applications to the HR Manager- Sedibeng HS, 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** : 08 October 2021
- POST 33/139** : **LOGISTICS SUPPORT OFFICER: ASSET REF NO: ODI/10/09/2021/01**
- SALARY CENTRE REQUIREMENTS** : R257 508 - R303 339 per annum, (plus benefits)
: Odi District Hospital
: Grade 12 with a recognised National diploma in Supply Chain Management/ Asset Management/ Logistics Management/ Purchasing Management, Three-five (3-5) years' experience in Supply Chain Management of which 2 years must be under Asset management or Grade 12 with 5 years' experience in Supply Chain Management of which 2 years must be in Asset Management. A driver's licence. Knowledge and understanding of Public Finance Management Act, knowledge and understanding of Asset Management related policies, computer literacy. Knowledge of SAP/SRM and BAS, Treasury Regulations and guidelines. Knowledge and understanding of Human Resource Management policies, procedures and legislations. Public Service and Anti-Corruption Strategy and anti-corruption and fraud prevention measures. Knowledge of clerical and administrative procedures and systems. Knowledge of departmental policies and procedures. Knowledge of principles and practice of financial accounting. Problem solving and analysis. People and diversity management. Client orientation and customer focus.
- DUTIES** : Monitor and review the capturing of all physical assets in the physical asset register. Monitor and review the allocation of assets-to-assets holders in accordance with relevant policies and procedures. Promote correct implementation of sound asset management practices. Manage asset acquisition, assets operation and maintenance. Manage asset register and asset disposal. Implement policy on transfers and disposal of movable assets. Ensure optimum security of assets. Manage the tracking and recording of assets movement, categorization of assets into fixed or non-fixed assets, reflection of assets on the register and manage and execute annual asset verification. Dispose of economically absolute assets. Monthly submission of asset reconciliation report. Supervise and train staff. Asset with audit queries. Any other duties as delegated by the manager.

- APPLICATIONS** : Kindly forward your application to: Odi District Hospital, Klipgat road, Mabopane, HR Section or posted to: Odi District Hospital Private Bag x509, Mabopane.0190.
- NOTE** : Applicants must submit 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.
- ENQUIRIES** : Ms M.M.D Dikeme Tel No: 012 725 2437
- CLOSING DATE** : 08 October 2021
- POST 33/140** : **FINANCIAL CONTROLLER REF NO: CHBAH 492 (X1 POST)**
Directorate: Finance (Revenue)
- SALARY** : R257 508 per annum, (plus benefits)
- CENTRE** : Chris Hani Baragwanath Academic Hospital
- REQUIREMENTS** : Grade 12 with 3-5 years' experience within Revenue Department. Computer literacy (Ms Office). Knowledge and experience of the Revenue Collection Management Section, MEDICOM and BAS systems. Knowledge, understanding and interpretation of relevant Acts, Regulations and prescripts (PFMA, Treasury Regulations, Uniform Patient Fee Schedule and Public Service Act etc.). Ability to communicate well with people at different levels and from different backgrounds. Sound organizational skills. Ability to handle information confidentially. Sound verbal and written communication skills. Ability to act with tact and discretion. Good telephone etiquette and interpersonal relations skills. Must be self-motivated. Ability to work under pressure and be prepared to rotate and operate as a reliever to other sections within Finance Department. Ability to handle tasks of multidisciplinary nature. Knowledge and application of the Batho Pele Principles. Applicant should be prepared to undergo Medical surveillance as an inherent job requirement.
- DUTIES** : Responsible for billing, debt management, write offs and payment allocation. Billing of subsidized, private and externally funded patients in accordance with UPFS system. Ensure patients are billed correctly and accurately. Follow official procedures according to billing guide documents. Prevent within area of responsibility any under collection of revenue. Understanding and adherence to patient billing policies and procedures. Ensure that all source documents (e.g. bed letters, outpatient visit cards and G111) are collected on time from different points, for billing purposes. Ensure that more bills are generated with minimal reversal of incorrect entries or cancellations. Ensure that authorization is given before any cancellation or adjustment of bills. Allocation of receipts against patient accounts. Debt management and collection of patient fees. Write-off of irrecoverable debt according to procedures. Resolving queries relating to account receivable, patient billing and auditing. Attend to enquires in a professional manner, give guidance, advice and handle information confidentially. Record, organize, control, store and retrieve information and perform administrative functions related to the work in the revenue field. Ensure safekeeping of all documentation in the office, administer the filing system and follow correspondence up. Adhere to departmental business plan in order to meet monthly & annual revenue targets. Comply with the Performance Management and Development System (contracting, mid-year reviews and final assessment). Attend meeting and training as approved by supervisor. Maintain a user-friendly office. Perform any other reasonable tasks.
- ENQUIRIES** : Ms D Hlongwane and Ms TC Mbabama Tel No. (011) 933-8541/8973
- APPLICATIONS** : Applications should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. No faxed or emailed applications will be considered.
- NOTE** : Applications must be submitted on the New Z83 Fully completed, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. According to Circular 5 of 2021, candidates must attach copies of all the necessary documents (qualifications) to the application including a valid identity document, relevant certificates and current proof of Council were necessary. Such copies need not be certified when applying for the post; only shortlisted candidates will receive communication

from HR to submit certified copies not older than 6 months on or before the day of the interview. Smart ID card copy must show both sides of the ID card. Applications without proof of the necessary documents required by HR will be disqualified. The completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). Documents to be attached is certified ID document, certified copies of qualification/s including matric, certified 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, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). CHBAH also reserves the right to cancel the filling of Vacancy or not to fill a vacancy that was advertised during any stage of the recruitment process. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. People with disability are encouraged to apply.

CLOSING DATE

: 04 October 2021

POST 33/141

: **ICT TECHNICIAN REF NO: ICT/09/2021**
Directorate: Management and Support

SALARY

: R257 508 per annum, (plus benefits)

CENTRE

: Rahima Moosa Campus

REQUIREMENTS

: Degree/Diploma in Information Technology (IT) with a minimum of 3 years' experience in the Public Service ICT environment OR a Grade 12 with a minimum of 5 and above years' experience in the Public Service ICT environment. A+ and N+ Certificates or having done it as a subject in a different program, MCSA or MCSE certificate will be advantageous. Knowledge and experience in Desktop, LAN and WAN Support. Knowledge of BAS, PERSAL, SAP, SRM and Microsoft package. Ability to work under pressure. Client orientation and customer focus. Good problem solving and analytical skills. Ability to handle and manage confidential information. Valid driver's license. Proof of computer literacy (MS Word, Excel, and PowerPoint etc.). Good telephone etiquette and excellent computer skills. Good communication (verbal & written), organizational & problem-solving skills. Ability to work under pressure. Sound interpersonal relations and conflict management skills. Understanding of legislative frameworks in Public services.

DUTIES

: Manage and install, configure and upgrade operating systems and software, using standard business and administrative packages. Install, assemble and configure computers, monitors, network infrastructure and peripherals, such as cables and printers. Maintain departmental LAN. Act as a technical resource in assisting users to resolve problems with equipment and data. Analyze and monitor the ICT connectivity environment. Advise on technical changes in the ICT environment. Manage overall ICT systems security and disaster recovery. Liaise between management and users. Anticipate and manage ICT risks e.g. virus threats, power outages, leakage of information, etc. Manage and maintain all ICT equipment at the College. Provide first line technical support and maintain WAN / LAN and desktop for all College users. Minimize service disruption by operating, supporting and maintaining day to day operational issues of the College. Attend to user complaints. Install and update software of all systems. Ensure that all backups are done on monthly basics. Record keeping, provide specifications for IT equipment's. Manage telecommunications / telephone management system. Manage subordinates. Manage employee's performance evaluations (PMDS Attend meetings and submit reports as requested. Participate in activities that will promote the institutional ICT integrity e.g. develop policies to ensure the safe legal usage of all ICT equipment. Adhere to the Code of Conduct.

- ENQUIRIES APPLICATIONS** : Mr. J Machaba Tel No: 011 247 3345/00 / AT Tsoke Tel No: 011 247 3321
 : All applications must be hand delivered to: Rahima Moosa Nursing College, Fuel & Riversdale Road Gate 4, Coronationville or posted to Rahima Moosa Nursing College, Private Bag x 116, Melville, 2109. Human Resource Department
- NOTE** : State all your competencies, training and knowledge in your C.V. Driver's license and smart card must be copied both sides. Employment history must reflect the complete calendar date (e.g. 01 April 2017) on the C.V. The successful candidates will be subjected to security clearance processes (citizenship, criminal records and financial records) and the verification of educational qualifications certificates. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The successful candidate will be subjected to Pre-employment medical surveillance conducted by the Occupational Health Nurse Practitioner (OHNP). Incomplete applications or applications received after the closing date will not be considered.
- CLOSING DATE** : 04 October 2021
- POST 33/142** : **SECRETARY REF NO: SEC/09/2021**
 Directorate: Administration and Support Service
- SALARY CENTRE REQUIREMENTS** : R173 703 per annum, (plus benefits)
 : Rahima Moosa Campus
 : A Grade 12 with a minimum of 1-2 years' experience as a secretary. Qualification in Office administration. `PROOF OF Computer literacy in Microsoft Office suite. Excellent communication and good interpersonal skills. Ability to work independently and under pressure. Business writing skills. Proficiency in all secretarial/ Office administration duties. Have to be a self-driven individual with flexible approach to work duties. Good time management skills and the ability to juggle multiple responsibilities.
- DUTIES** : Making and receiving telephone calls, typing of letters, memos and taking accurate minutes. Managing the diaries of responsible manager(s). Plan and organize meetings. Plan, organize and manage events. Ensure office is equipped with necessary needs and stationery. Manage enquiries. Develop and implement an efficient filing system. Writing reports.
- ENQUIRIES APPLICATIONS** : Mr AT Tsoke Tel No: 011 247 3321
 : All applications must be hand delivered to: Rahima Moosa Nursing College, Fuel & Riversdale Road Gate 4, Coronationville or posted to Rahima Moosa Nursing College, Private Bag x 116, Melville, 2109. Human Resource Department
- NOTE** : State all your competencies, training and knowledge in your C.V. Driver's license and smart card must be copied both sides. Employment history must reflect the complete calendar date (e.g. 01 April 2017) on the C.V. The successful candidates will be subjected to security clearance processes (citizenship, criminal records and financial records) and the verification of educational qualifications certificates. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The successful candidate will be subjected to Pre-employment medical surveillance conducted by the Occupational Health Nurse Practitioner (OHNP). Incomplete applications or applications received after the closing date will not be considered.
- CLOSING DATE** : 04 October 2021
- POST 33/143** : **ASSETS CLERK REF NO: ASC/09/2021**
 Directorate: Supply Chain
- SALARY CENTRE REQUIREMENTS** : R173 703 per annum, (plus benefits)
 : Rahima Moosa Campus
 : Grade 12 with 2 years relevant experience in Assets Management. Degree/National Diploma in logistics/public management/ finance or SCM qualification will be an added Advantage. Proof of Computer Literacy. Knowledge of PFMA, SCM, ASSETS Management POLICY and Treasury Regulations. Experience on Baud and Bas will be an added advantage. Good Communication (verbal & written), organisational and problem solving skills. Good computer skills (MS Word, Excel, etc.). Ability to work under pressure. Valid driver's licence.
- DUTIES** : Control assets within the College. Ensure that all assets of the College are correctly captured on BAUD system. Ensure that all information on BAUD

system is updated every month. Monthly reconciliation of financial data between SAP, BAS and BAUD. Control the movements of assets. Ensure that inventory lists are accurately updated at all times. Ensure that all assets are marked/ bar-coded. Perform periodic physical verification. Participate in preparation of annual financial statements. Ensure that the College has proper control of assets going out of the premises. Regular asset counts and verify results against Asset Register. Manage Asset Registers of the College. Ensure a seamless and well-co-ordinated Asset Register. Adhere to regular asset management reporting requirements by preparing, analyzing and submitting asset management reports, utilising the appropriate system within the Department. Ensure officials are sufficiently trained on asset management systems, processes, procedures and policies. Prepare monthly reconciliation between Asset Register and annual reconciliation of the Register, Annual Financial Statements and Ledger.

- ENQUIRIES APPLICATIONS** : Ms P Thithi Tel No: 011 247 3316 / AT Tsoke Tel No: 011 247 3321
 : All applications must be hand delivered to: Rahima Moosa Nursing College, Fuel & Riversdale Road Gate 4, Coronationville or posted to Rahima Moosa Nursing College, Private Bag x 116, Melville, 2109. Human Resource Department
- NOTE** : State all your competencies, training and knowledge in your C.V. Driver's license and smart card must be copied both sides. Employment history must reflect the complete calendar date (e.g. 01 April 2017) on the C.V. The successful candidates will be subjected to security clearance processes (citizenship, criminal records and financial records) and the verification of educational qualifications certificates. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The successful candidate will be subjected to Pre-employment medical surveillance conducted by the Occupational Health Nurse Practitioner (OHNP). Incomplete applications or applications received after the closing date will not be considered.
- CLOSING DATE** : 04 October 2021
- POST 33/144** : **WARD CLERK REF NO: CHBAH 493 (X2 POSTS)**
 Directorate: Surgery & Ophthalmology FBU (Nursing Services)
- SALARY CENTRE REQUIREMENTS** : R173 703 – R204 612 per annum (Level 05), (plus benefits)
 : Chris Hani Baragwanath Academic Hospital (CHBAH)
 : Grade 12 with no experience. Computer literacy (Ms Office). Ability to handle conflict. Ability to work under pressure. Ability to work independently and in a team. Ability to communicate well with people at different levels. Ability to organize and plan. Sound verbal and written communication skills. Ability to act with tact and discretion. Must be self-motivated. Good customer skills and competencies. Knowledge and application of the Batho Pele Principles. Must be prepared to rotate and work shifts, which includes, weekends and public holidays. Applicant should be prepared to undergo Medical 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** : Ms IN Motloung Tel No: (011) 933 8048
 : should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. No faxed or emailed applications will be considered.
- NOTE** : Applications must be submitted on the New Z83 Fully completed, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. According to Circular 5 of 2021, candidates must attach copies of all the necessary documents (qualifications) to the application including a valid identity document, relevant certificates and current proof of Council were necessary. Such copies need not be certified when applying for the post; only shortlisted candidates will receive communication

from HR to submit certified copies not older than 6 months on or before the day of the interview. Smart ID card copy must show both sides of the ID card. Applications without proof of the necessary documents required by HR will be disqualified. The completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). Documents to be attached is certified ID document, certified copies of qualification/s including matric, certified 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, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). CHBAH also reserves the right to cancel the filling of Vacancy or not to fill a vacancy that was advertised during any stage of the recruitment process. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. People with disability are encouraged to apply.

- CLOSING DATE** : 04 October 2021
- POST 33/145** : **MATERIAL RECORDING CLERK REF NO: MSD2021/09/02**
Directorate: Warehouse
- SALARY** : R173 703 per annum (Level 05), plus benefits
CENTRE : Medical Supplies Depot
REQUIREMENTS : Grade 12 or equivalent with 2 years' experience in a Warehouse environment or Grade 12 with relevant Certificate in Supply Chain Management, Logistics, Transport Management or as a qualified Basic Pharmacist Assistant. Computer literacy. Understanding stock management, PFMA and Supply Chain Management will be an added advantage. Good communication skills are essential.
- DUTIES** : Ensure accurate receiving of invoices (data capturing) at the Receiving Department. Completion of Laboratory form (AP1) for the sampling of various batches. Daily recording of all Receiving Vouchers. Compiling of monthly statistics regarding the receiving for the month. Accurate posting of invoices. Daily preparation and submission of invoices for penalties and payments. Management of all documentation at the Receiving Department. Ensure effective communication between the data capturing office and personnel from the various stores. Assist the staff at the Receiving Department with all queries for effective receiving of stock. Communication with Suppliers and Demanders. Ensure compliance with the Pharmacy and related Legislations, SOP's and Policies. Attend meetings within the Warehouse and undergo training when nominated. Be willing to rotate within the Warehouse. Execute all work-related instructions given by the Supervisor.
- ENQUIRIES** : Ms K Dheda Tel No: (011) 628 9183
APPLICATIONS : Applications must be submitted to: Medical Supplies Depot, Human Resource Department, Private Bag X2, Auckland Park, 2006. Hand Delivery at Medical Supplies Depot, 35 Plunkett Street, Hursthill at the Registration Department and sign in the register book.
- NOTE** : A curriculum vitae with a detailed description of duties and the names of two referees, Certified copies of ID and qualification should also be attached (certification should not be more than six months old). Smart ID must be photocopied on both sides and must accompany your application for employment (New Z83 form). It will be required of the successful candidate to undergo an appropriate security clearance. It is the applicant's responsibility to have foreign qualifications evaluated by the South African qualification authority (SAQA). Shortlisted candidates might be subjected to competency assessment. Correspondence will be limited to shortlisted candidates only.
- CLOSING DATE** : 04 October 2021

- POST 33/146** : **STAFF NURSE GRADE 1 REF NO: REFS/006559 (X7 POSTS)**
Directorate: Nursing
- SALARY** : R171 381 - R192 879 per annum, (plus benefits)
CENTRE : Gauteng Dr Yusuf Dadoo Hospital
REQUIREMENTS : Qualification that allow registration with SANC as a Staff Nurse. Current registration with SANC as a Staff Nurse.
- DUTIES** : Execute nursing care plan for patients. Monitor vital signs and observe reactions to medication and treatments. Promote and maintain hygiene, comfort and re-assurance of patients' administration of oral medication and carry out other procedure according to scope of practice. Supervise and maintain fluid balance, oxygen and sensory promote healing of wounds, fractures and protection of skills. Prepare for and assist with ward specific therapeutic acts performed by registered person. Prepare for and assist with ward specific procedures. Work as part of the multi-disciplinary team to ensure good nursing care. Work effectively, cooperatively, amicably with persons of diverse intellectual, cultural, racial or religious differences. Display a concern for patient, promoting and advocating basic care including awareness and willingness to respond to patients need, requirement and expectation. Knowledge of Batho Pele Principle, Nursing Values and 6 Ministerial Priorities.
- ENQUIRIES** : Ms. DS Ngwenya Tel No: 011 951 6045
APPLICATIONS : must be delivered to the following address: HR Department, Dr Yusuf Dadoo Hospital, Cnr Memorial and Hospital Road, Krugersdorp or posted to Dr Yusuf Dadoo Hospital, Private Bag X2006, Krugersdorp, 1740.
- NOTE** : Please attach the following in your application: Z83 fully completed (Only New Z83 Will Be Accepted) and signed, CV, copies of ID (Smart ID card copy must show both sides of the ID card) and qualifications including matric, SANC registration as a certificate and proof of current registration. Failure to do so will lead to disqualification of application. If you have not been contacted within 3 months after the closing date, please accept that your application was unsuccessful. Verification (reference check, identity verification and qualification verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act5/1993. People with disability are encouraged apply. Employment equity profile will be taken into consideration.
- CLOSING DATE** : 04 October 2021
- POST 33/147** : **BASIC PHARMACIST ASSISTANT REF NO: MSD2021/09/03**
Directorate: Pre-pack
- SALARY** : R166 689 per annum, (plus benefits)
CENTRE : Medical Supplies Depot
REQUIREMENTS : Grade 12 Certificate and qualification as a Basic Pharmacist Assistant. Registration as a Basic Pharmacist Assistant with the South African pharmacy council and Proof of payment of the annual fee for the current financial year. Knowledge and experience in Warehousing, the Hospital Pharmacy sector as well as computer literacy will be an added advantage.
- DUTIES** : Receiving stock from the warehouse using FIFO and FEFO principle, Batch and expiry date management, packing stock appropriately, receiving bulk pharmaceutical items before re-packaging, re-packaging of bulk pharmaceutical items into patient ready-packs, perform production line clearance and cleaning of the line prior and post packaging. Packaging, weighing, sealing and recording of the shipper pack weights in the masterbatch document, consolidation of the masterbatch document post packaging, ensuring the smooth process flow of the re-packaging process, temperature and humidity monitoring. Ensure that medicine is received, stored, packaged and dispatched as per Pharmacy council regulations. Must be willing to undergo training as per legislation.
- ENQUIRIES** : Ms S Khosa Tel No: (011) 628 9102
APPLICATIONS : Applications must be submitted to: Medical Supplies Depot, Human Resource Department, Private Bag X2, Auckland Park, 2006. Hand Delivery at Medical Supplies Depot, 35 Plunkett Street, Hursthill at the Registration Department and sign in the register book.
- NOTE** : A curriculum vitae with a detailed description of duties and the names of two referees, Certified copies of ID and qualification should also be attached (certification should not be more than six months old). Smart ID must be

photocopied on both sides and must accompany your application for employment (New Z83 form). It will be required of the successful candidate to undergo an appropriate security clearance. It is the applicant's responsibility to have foreign qualifications evaluated by the South African qualification authority (SAQA). Shortlisted candidates might be subjected to competency assessment. Correspondence will be limited to shortlisted candidates only.
04 October 2021

CLOSING DATE

POST 33/148

AUXILIARY WORKER REF NO: MSD2021/08/04 (X10 POSTS)

Directorate: Warehouse

**SALARY
CENTRE
REQUIREMENTS**

R145 281 per annum (Level 04), plus benefits
Medical Supplies Depot
Grade 12 certificate or equivalent with Mathematics as a subject. Certificate in Logistics, Transport, Supply Chain Management or any related studies in Warehouse. Computer literacy will be an added advantage.

DUTIES

Receiving stock from suppliers: offloading trucks and moving stock into the appropriate quarantine area, moving of stock to stores and packing stock on correct shelves. Assist with collecting rolltainers and moving them to the dispatch area.

**ENQUIRIES
APPLICATIONS**

Ms K Dheda Tel No: (011) 628 9183
Applications must be submitted to: Medical Supplies Depot, Human Resource Department, Private Bag X2, Auckland Park, 2006. Hand Delivery at Medical Supplies Depot, 35 Plunkett Street, Hursthill at HR Department and sign in the register book.

NOTE

A curriculum vitae with a detailed description of duties and the names of two referees, Certified copies of ID and qualification should also be attached (certification should not be more than six months old). Smart ID must be photocopied on both sides and must accompany your application for employment (New Z83 form). It will be required of the successful candidate to undergo an appropriate security clearance. It is the applicant's responsibility to have foreign qualifications evaluated by the South African qualification authority (SAQA). Shortlisted candidates might be subjected to competency assessment. Correspondence will be limited to shortlisted candidates only.
04 October 2021

CLOSING DATE

POST 33/149

OPERATOR REF NO: REFS/006560 (X1 POST)

Directorate: Nursing

**SALARY
CENTRE
REQUIREMENTS**

R122 595 – R206 0612 per annum, (plus benefits)
Gauteng Dr Yusuf Dadoo Hospital
Grade 10, be able to read and write. Good communication skills. Experience in CSSD and theatre will be an added advantage. Be prepared to work under pressure. Shift work compulsory.

DUTIES

able to read infection prevention and control, knowledge of the principle of infection control in the working area and differentiate between a clean and dirty area. Be able to operate autoclaves, operating of instrument washer, packing of theatre packs and linen according to the principles. Dispose waste according to internal policy. Perform any other duties delegated by the supervisor.

**ENQUIRIES
APPLICATIONS**

Ms. TA Montshiwa, Tel No: 011 951 6115
must be delivered to the following address: HR Department, Dr Yusuf Dadoo Hospital, Cnr Memorial and Hospital Road, Krugersdorp or posted to Dr Yusuf Dadoo Hospital, Private Bag X2006, Krugersdorp, 1740.

NOTE

Please attach the following in your application: Z83 fully completed (Only New Z83 Will Be Accepted) and signed, CV, copies of ID (Smart ID card copy must show both sides of the ID card) and qualifications. Failure to do so will lead to disqualification of application. If you have not been contacted within 3 months after the closing date, please accept that your application was unsuccessful. Verification (reference check, identity verification and qualification verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act5/1993. People with disability are encouraged apply. Employment equity profile will be taken into consideration.

CLOSING DATE

04 October 2021

- POST 33/150** : **PROPERTY CARE TAKER REF NO: CHBAH 494 (X1 POST)**
Directorate: Logistics Department
- SALARY** : R102 534 - 120 780 per annum (Level 02), (Plus Benefits)
- CENTRE** : Chris Hani Baragwanath Academic Hospital (CHBAH)
- REQUIREMENTS** : Abet Level 4 or equivalent Grade 9. Basic knowledge of the legislative framework and processes related to gardening and pest control. Ability to work under pressure. Ability to work independently and in a team. Ability to communicate well with people at different levels. Ability to organize and plan. Sound verbal and written communication skills. Ability to act with tact and discretion. Must be self-motivated. Ability to handle tasks of multidisciplinary nature. Must be prepared to work shifts, which includes, fixed, after hours, weekends and public holidays. Knowledge of the Batho Pele Principles. Must be able to work with garden machines. Knowledge/experience in gardening and pest control will be an advantage. Applicant should be prepared to undergo Medical surveillance as an inherent job requirement.
- DUTIES** : Attend to minor maintenance activities in the hospital, e.g. Plumbing blockage i.e. sinks, hand wash basins, bath tubs, Shower taps, toilets, replacement of tap washers, carpentry, road making, glazing and etc. e.g Floods and plumbing. Report on any other activity performed by you given by supervisor. Adhere to any legal instruction that you are given by your immediate supervisor in accordance to your work. Taking daily readings of (Afrox), water, diesel and coal. Assist in taking monthly water and electricity meter readings. Accompany the diesel delivery trucks whenever there are deliveries. Make sure day-to-day maintenance is carried out according to building required standard. Assist in daily walk- about to identify risk/hazard within our hospital, to ensure that defects are attended to. Submit job card to the supervisor. Adhere to OHS prescripts. Report all identified defects. Adhere to code of Conduct within the department/section. The officer will be asked to perform any other duty if needs arises which warrant assistance. Adhere to time lines. Attend meetings and training as approved by the supervisor. Carrying out any lawful and reasonable instruction as instructed by the supervisors. Comply with the Occupational Health and Safety Act. Comply with the rotation roster. Be willing to undergo continuous training and development programs. Attend meetings and training as approved by supervisor. Comply with the Performance Management and Development System (Contracting, quarterly reviews and final assessment). Management of personnel performance and review thereof in the sub-division.
- ENQUIRIES** : Mr B. Mokonyane Tel No: (011) 933 9825
- APPLICATIONS** : should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. No faxed or emailed applications will be considered.
- NOTE** : Applications must be submitted on the New Z83 Fully completed, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. According to Circular 5 of 2021, candidates must attach copies of all the necessary documents (qualifications) to the application including a valid identity document, relevant certificates and current proof of Council were necessary. Such copies need not be certified when applying for the post; only shortlisted candidates will receive communication from HR to submit certified copies not older than 6 months on or before the day of the interview. Smart ID card copy must show both sides of the ID card. Applications without proof of the necessary documents required by HR will be disqualified. The completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). Documents to be attached is certified ID document, certified copies of qualification/s including matric, certified 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, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational

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

- CLOSING DATE** : 04 October 2021
- POST 33/151** : **FOOD SERVICE AID REF NO: REFS/006561 (X1 POST)**
Directorate: Support
- SALARY** : R102 534 - R120 780 per annum, (plus benefits)
- CENTRE** : Gauteng Dr Yusuf Dadoo Hospital
- REQUIREMENTS** : Abet/ equivalent, ability to read and write and be prepared to work under pressure. Must have sound interpersonal relations. Food Service experience will be added advantage.
- DUTIES** : perform specific duties regarding receiving, storage, preparation, cooking, dishing up, deliveries and serving of food, snack and beverage to patients. Loading and off-loading of food containers/plates from the food trolley. Operate and care for equipment's and also report broken equipment. Responsible for general neatness and hygiene with regards to cleaning tasks. wear appropriate uniform and protective clothing. Work according to duty roster and leave procedures. Act as a messenger when necessary. Perform all general work related to food service as delegated by the supervisor, expected to work as a team, work shifts and public holidays.
- ENQUIRIES** : Ms. PE Mantjane, Tel No: 011 951 6036
- APPLICATIONS** : must be delivered to the following address: HR Department, Dr Yusuf Dadoo Hospital, Cnr Memorial and Hospital Road, Krugersdorp or posted to Dr Yusuf Dadoo Hospital, Private Bag X2006, Krugersdorp, 1740.
- NOTE** : Please attach the following in your application: Z83 fully completed (Only New Z83 Will Be Accepted) and signed, CV, copies of ID (Smart ID card copy must show both sides of the ID card) and qualifications. Failure to do so will lead to disqualification of application. If you have not been contacted within 3 months after the closing date, please accept that your application was unsuccessful. Verification (reference check, identity verification and qualification verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act5/1993. People with disability are encouraged apply. Employment equity profile will be taken into consideration.
- CLOSING DATE** : 04 October 2021

OFFICE OF THE PREMIER

It is the department's intention to promote equity by achieving all numeric targets as contained in the Department's Employment Equity Plan by targeting the required race/gender for appointment. To promote equity, males of all races are encouraged to apply.

- APPLICATIONS** : Applications may be directed to: The Director: Internal Human Resources Management, Ms Merles Motlhabane, Office of the Premier, 65 Ntemi Piliso Street, Turbine Hall, Johannesburg 2001 or by Email Recruitment.Premier@gauteng.gov.za or online at www.gautengonline.gov.za, (GPG Professional Job Centre) (Please do not send applications to 30 Simmonds street)
- CLOSING DATE** : 04 October 2021
- NOTE** : Applications must be submitted on the new Z83 Form available on www.dpsa.gov.za, accompanied by copies of qualification(s), identity document, proof of citizenship if not RSA citizen, a comprehensive CV, indicating three reference persons: Name and Contact Numbers, A relationship with reference, Reference checks will be done on nominated candidate(s). Note: Failure to submit these documents will result in the application not being considered. Please do not send any original certificates, diplomas or testimonials. Applicants must note that further checks will be conducted once they are short-listed and that their appointment is subject to the outcome of these checks include security clearance, security vetting, qualification verification and criminal checking (It is the applicant's responsibility to have

foreign qualifications evaluated by the South African Qualifications Authority-SAQA). Note that correspondence will only be conducted with the short-listed candidates. If you have not been contacted by the Gauteng Office of the Premier within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. NOTE: Requirement for all SMS posts, Nyukela Programme: Pre-entry Certificate to Senior Management Services as endorsed by DPSA which is an online course, endorsed by the National School of Government (NSG). The course is available at the NSG under the name Certificate for entry into the SMS and the full details can be sourced by the following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme>. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by department. Following the interview and the technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS Competency assessments tools. Gauteng Office of the Premier reserve the right to utilise practical exercise / test for non-SMS positions and during the recruitment process (candidates who are shortlisted will be informed accordingly) to determine the suitability of candidates for the post(s). Gauteng Office of the Premier reserves the right to cancel the filling / not fill a vacancy that was advertise during any stage of the recruitment process. We thank all applicants for their interest.

MANAGEMENT ECHELON

- POST 33/152** : **HEAD OF DEPARTMENT (HOD): GAUTENG DEPARTMENT OF ROADS AND TRANSPORT REF NO: 011844**
(3-year performance-based contract, renewable for a further period of 2 years, dependent on performance)
- SALARY** : R1 978 533 – R2 228 820 per annum, (all-inclusive remuneration package) plus a 10% non-pensionable allowance applicable to Heads of Department.
- CENTRE** : Johannesburg
- REQUIREMENTS** : An appropriate undergraduate qualification (NQF level 7) and post graduate qualification (NQF level 8) in Public Management, Business Administration or any other relevant field. 8 to 10 years' experience at Senior Managerial level of which 5 years must be at SMS level in the Public Service. Key Competencies: Proven ability to operationalize and ensure compliance with legislation and policy development at national, provincial and local level. Demonstrable experience in management at an executive level, with a multi-billion-rand budget as well as a good understanding of and competency in Financial Management Systems including cost containment, budgeting, expenditure control, revenue collection and revenue generation. Knowledge and understanding of government priorities. Insight into Government's Outcomes Based Approach, including performance monitoring and evaluation. Strategic leadership change management and project management. Capabilities should include service delivery innovation, exceptional reporting skills as well as the ability to communicate eloquently, compliance with the Public Finance Management Act (PFMA) and financial regulatory frameworks underpinning good governance in South Africa. Excellent co-ordination, communication, networking, negotiation, corporate governance and multi-tasking skills. Ability to work under pressure and willingness to work long and irregular hours and travel extensively.
- DUTIES** : Serve as Accounting Officer of the Department in accordance with the provisions of the PFMA. Providing strategic leadership to the Department; Overseeing the development, implementation and monitoring of organisational programmes in line with organisational policies. Ensuring sound financial management and application of good corporate governance principles. Driving the implementation of the Growing Gauteng Together [GGT] 2030 Plan of Action and work closely with the Gauteng City Region (GCR) Executives, Accounting Officers, Oversight committees, stakeholders and business on implementing the Premier's vision of a 'smart province. Over-seeing the development, implementation and monitoring of Departmental programmes and projects; structures, systems and processes to deliver on mandates and

contributing to the broader strategic environment of Gauteng. Specific focus areas include the following: The Head of Department will be directly accountable to the Member of the Executive Council for the strategic direction, monitoring and evaluation of the performance of the department. Support the Member of the Executive Council in his/her duties as the political head and represent the department at various intergovernmental fora. Overall management of the Departments programmes by aligning all departmental plans with the National Development Plan, National and Provincial Government Strategic Objectives, Transformation, Modernisation and Reindustrialisation [TMR] Programme and Growing Gauteng Together 2030. Development of a modern integrated transport system that provides high quality, accessible, efficient, safe, affordable and environmentally sound transport services. Contribution to the overall achievement of economic growth by investing in the development of road infrastructure systems, thereby improving Gauteng to be a competitive city region. Building the technical capacity of the Department to ensure good governance. Give effect to the Provincial Priorities by implementing all the GPG Apex projects of the Department. Provision of a sustainable transport infrastructure that will improve the quality of life by minimizing environmental hazards. Implement enabling mechanisms to improve service times at the Integrated Transport Customer Service Centres in operationalising the e-smart services. Restructure the Subsidised Road Based Public Transport System to leverage possible commercialisation opportunities. Increase budget spend towards socio-economic development that supports and sustain economically active population which in turn supports the creation of an integrated transport system for citizens of Gauteng.

ENQUIRIES : Ms Sylvia Mtshali Tel No: (011) 355 6280 or Ms Gugulethu Mdhuli Tel No: (011) 355 6178

NOTE : All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection committee will recommend candidates to attend a generic managerial competency assessment. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. The successful candidate will be required to enter into an employment contract with the Premier of Gauteng and conclude an annual performance agreement with the Member of the Executive Council within three (3) months upon commencement of duty and will be appointed on 12 calendar months probation. The appointment of the successful candidate is subject to the issuing of a positive security clearance at the level of Top Secret by the State Security Agency. The incumbent will be required to disclose her/his financial interest in accordance with the prescribed regulations.

DEPARTMENT OF SPORT, ARTS, CULTURE AND RECREATION

APPLICATIONS : applications should be submitted through to: <http://professionaljobcentre.gpg.gov.za> website or forwarded to 35 Surrey House, Rissik Street Johannesburg 2000.

FOR ATTENTION : Ms. Vivien Khanye Tel No: 011 355 2606

CLOSING DATE : 04 October 2021

NOTE : Applications should be accompanied by new Z83 form, CV and copies of qualifications, Identity documents and any other relevant documents. Driver's license (where applicable). Such copies need not be certified when applying for a post. Certified documents will be required from shortlisted candidates. Please note that due to a large number of applications expected, applications will therefore not be acknowledged in writing. Be assured that your applications are acknowledged with appreciation.

OTHER POSTS

POST 33/153 : **DEPUTY DIRECTOR: FINANCIAL ACCOUNTING REF NO: REFS/011989**
(12-Months Contract)
Directorate: Financial Accounting

SALARY CENTRE : R733 257 per annum, (all-inclusive package)
Johannesburg

- REQUIREMENTS** : successful candidate should have a Matric Certificate plus a 3-year tertiary qualification in Financial Management at NQF level 6/ 7. 3 years relevant experience in Financial Accounting at supervisory/management (ASD) level. Knowledge: To manage the sub-directorate, develop, review and implement financial Accounting systems and procedures in line with relevant legislation, regulations, frameworks and departmental policies and procedures. Skills: Good understanding of the principles and best practices application of budget administration cash management, internal control, risk management, PFMA, DORA and Treasury Regulations. Knowledge of Finance, reporting procedures, risk management, internal control and HR matters. Good interpersonal skills. Accuracy, ability to work under pressure and prepared to work irregular hours, ability and willingness to drive. Analytical skills. Problem solving skills.
- DUTIES** : Process all valid invoices within 30 days. Ensure that cashier, banking, debt management, monitoring and reporting services are rendered. Accounting to provide financial administration and accounting services (legers/journals, accounting and reporting (interim and annual financial statements. Compile Section 40 reports and 15/30 day report. Monitor the policy and legislative framework to ensure that cognizance is taken of new developments. Develop and maintain policies and processes. Monitor revenue collected and expenditure incurred and submit reports and plans as required. Monitor compliance with financial prescripts. Develop and manage the operational plan of the sub-directorate and report on progress as required. Develop implement and maintain processes to ensure proper control of work. Compile and submit all required administrative reports.
- ENQUIRIES** : Ms. Vivien Khanye Tel No: 011 355 2606
- POST 33/154** : **ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT (ACQUISITIONS) REFS/012003**
(12-Month Contract)
Directorate: Supply Chain Management
- SALARY CENTRE REQUIREMENTS** : R376 596 per annum, (plus 37% lieu of benefits)
: Johannesburg
: The successful candidate should have Grade 12 certificate plus a relevant three-year tertiary qualification at NQF level 7 as recognized by SAQA. 3-year related supply chain experience at supervisory level. Thorough knowledge and understanding of procurement-related legislation including; Public Finance Management Act; Framework for Supply Chain Management; Framework for Minimum Training and Deployment; Code of Conduct for Supply Chain Management Practitioners; Treasury Regulations; Preferential Procurement Policy Framework Act; Broad Based Black Economic Empowerment Act, State Information Technology Act; Public Service Act; Public Service Regulations, Promotion of Access to Information Act; government procurement systems and processes Understanding and interpretation of applicable systems and Central Supplier Database (CSD). Practical knowledge and experience of managing the three bid committees. This position requires a dynamic individual with practical expertise in supply chain management, strategic sourcing and reporting. Further skills and competency requirements relates to strategic capability and leadership, problem solving and analysis, technical proficiency, quality management, communication, people management and empowerment. The incumbent must be service delivery orientated, customer focused, maintain high integrity and be able to perform in a team environment. Candidates must be willing to travel, work irregular hours and be committed to meet deadlines within a tight timeframe. A valid driver's license and willingness to travel. Required Skills: Management skills; Analytical thinking; Language proficiency; Report writing skills; Numeracy; Research skills; Organizing and planning; Computer literacy; Advanced interpersonal and diplomacy skills; Decision making; Project management skills; Effective communication; Report writing, Interpersonal relations. Personal Attributes: Innovative; Creative; Resourceful; Energetic; Helpful; Ability to work effectively and efficiently under sustained pressure; Ability to meet tight deadlines; Ability to communicate at all levels; People orientated; Trustworthy/Reliable; Assertive; Hard working; Highly motivated; Ability to work independently; Ability to work under stressful situations.
- DUTIES** : Coordinate (synergise), review and execute the bidding process, provide secretariat services to the Bid Evaluation Committee and Bid Adjudication

Committee (includes obtaining approval. Compile bid documents. Publish tender invitations. Receiving and opening of bid documents. Coordinate, review, and compile the list of prospective providers for quotations. Compile terms of reference to invite service providers for an expression of interest. Receive, evaluate, and adjudicate the expressions of interest. Compile a database of approved suppliers. Coordinate review, and source quotations from database according to the threshold values determined by the National Treasury. Supervise employees to ensure an effective acquisition management service and undertake all administrative functions required with regard to financial and HR administration. This would, inter alia, entail the following: General supervision of employees. Allocate duties and perform quality control on the work delivered by supervisees. Advise and lead supervisees with regard to all aspects of the work. Manage performance, conduct and discipline of supervisees. Ensure that all supervisees are trained and developed to be able to deliver work of the required standard efficiently and effectively. Develop, implement and monitor work systems and processes to ensure efficient and effective functioning.

ENQUIRIES :

Ms. Vivien Khanye Tel No: 011 355 2606

POST 33/155 :

SUPPLY CHAIN CLERK REF NO: REFS/012005
(12-Month Contract)
Directorate: Supply Chain Management

SALARY :
CENTRE :
REQUIREMENTS :

R173 703 per annum, (plus 37% lieu of benefits)
Johannesburg
The successful candidate should have a Matric Certificate. No experience required. Knowledge: Basic knowledge of supply chain duties, practices as well as the ability to capture data, operate computer and collecting statistics. Basic knowledge and understanding of the legislative framework governing the Public Service. Basic knowledge of work procedures in terms of the working environment. Skills: Computer Skills. Planning and organization. Good Communication skill. Interpersonal relations. Good verbal and written communication skills. Teamwork. Flexibility.

DUTIES :

Render asset management clerical support: Compile and maintain records (e.g asset records/databases). Check and issue furniture, equipment and accessories to components and individuals. Identify redundant, non-serviceable and obsolete equipment for disposal. Verify asset register. Render demand and acquisition clerical support: Update and maintain a supplier (including Contractors) database. Register suppliers on Logis or similar system. Request and receive quotations. Capture specification on the electronic purchasing system. Place orders. Issue and receive bid documents. Provide secretariat or logistical support during the bid consideration and contracts conclusion process. Compile draft documents as required. Render logistical support services: Place orders for goods. Receive and verify goods from suppliers. Capture goods in registers databases. Receive request for goods from end users. Issue goods to end users. Maintain goods register. Update and maintain register of suppliers.

ENQUIRIES :

Ms. Vivien Khanye Tel No: 011 355 2606

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

Department of Health is an equal opportunity, affirmative action employer, whose aim is to promote representativeness in all occupational categories in the department.

OTHER POSTS

- POST 33/156** : **HEAD - CLINICAL UNIT (TRAUMA/BURNS) REF NO: CUTRAUMA-BURNS/1/2021**
- SALARY** : R1 728 807 per annum, (All-inclusive salary package) excluding commuted overtime
- CENTRE** : Inkosi Albert Luthuli Central Hospital
- REQUIREMENTS** : Degree in medicine MBCHB. Registration with HPCSA as a Medical Specialist Surgery: Current registration with the Health Professions Council of South Africa as a Medical Specialist Surgery Plus Five (5) years' experience after registration with HPCSA as a Medical Specialist (Surgery). Have completed training (eligible for exam) or be registered as a Sub-specialist in Trauma Surgery (Cert Trauma [SA]). Knowledge, Skills, Training and Competence Required: Sound knowledge of and experience in Trauma, Critical Care, disaster management and Burns management including: Intensive care, nutrition of severely injured and burns patients. Technical expertise regarding surgical techniques of trauma surgery, ICU bed-side procedures, wound management, dressings, wound infection, sepsis, and surgery for burns. Knowledge of current health and public service legislation, regulation and policy including medical ethics, epidemiology and statistics. Good communication and leadership skills. Decision making and clinical competency in trauma / burns management skills and knowledge are essential. Ability to teach and supervise junior staff. Undergraduate teaching and Research principles. Outreach to surrounding facilities.
- DUTIES** : Control and management of clinical services as delegated (80% Trauma / 20% burns). Maintain satisfactory clinical, professional and ethical standards related to these services. Provide after hour care in accordance with the commuted overtime contract. Participate in the Quality Improvement Programmes of the department. Attend to administrative matters as they pertain to the unit. Conduct, assist and stimulate research. Train undergraduate and postgraduate medical students and allied health personnel and participate in formal teaching as required by the department. Promote community orientated services and development of outreach programme for trauma and burns management in KZN. Conduct outpatient clinics and provide expert opinion where required.
- ENQUIRIES** : Prof TC Hardcastle Tel No: 0312 402389
- 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 candidates will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. 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** : 08 October 2021
- POST 33/157** : **MEDICAL SPECIALIST X 1 OTORHINOLARYNGOLOGY REF NO: MED SPEC OTORHINOLARYNGOLOGY/2/2021**
Department: Otorhinolaryngology
- SALARY** : Grade 1: R1 106 040 per annum, (all-inclusive salary package) excluding commuted overtime
Grade 2: R1 264 623 per annum, (all-inclusive salary package) excluding commuted overtime
Grade 3: R1 467 651 per annum, (all-inclusive salary package) excluding commuted overtime
- CENTRE REQUIREMENTS** : Inkosi Albert Luthuli Central Hospital
Specialist qualification in Otorhinolaryngology – Head and Neck Surgery. Current registration with the Health Professions Council of South Africa as a specialist in Otorhinolaryngology. Experience – **Grade 1**. No experience. **Grade 2**: Five (5) Years appropriate experience as a Medical Specialist after registration with the HPCSA as a Medical Specialist Otorhinolaryngologist. **Grade 3**: Ten (10) Years appropriate experience as a Medical Specialist after registration with the HPCSA as a Medical Specialist Otorhinolaryngologist. Knowledge, Training, Skills & Competencies required: Sound knowledge and experience in Otorhinolaryngology. Ability to teach and supervise junior staff. Middle Management Skills. Postgraduate MMed qualification. Good administrative, leadership, decision making and communication skills.
- DUTIES** : Provide specialist otorhinolaryngology – head and neck surgery service to all departments at Inkosi Albert Luthuli Hospital as well as in the relevant Durban Metropolitan State Hospital. Control and management of these services as delegated. Maintain clinical, professional and ethical standards related to these services. Provide after hour care in accordance with the commuted overtime contract. Training and supervision of registrars in otorhinolaryngology working in the department Provide expert opinion where required and consult with specialists on ENT procedures. Provide clinical outreach and training and assistance to DOH hospitals around the province. Participate in the Quality Improvement Programmes of the Department. Maintain necessary discipline over staff under his/her control. Attend to administrative matters as pertains to the unit. Conduct, assist and stimulate research. The successful candidate will be expected to perform duties as needed in any of the Durban Functional region ENT Department, as delegated by the Head of Department.
- ENQUIRIES APPLICATIONS** : Dr A Sibiyi/Dr W Kuhn Tel No: 031 240 1754
: 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 candidates will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. 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** : 08 October 2021
- POST 33/158** : **MEDICAL SPECIALIST GRADE 1/2/3: INTERNAL MEDICINE DEPARTMENT REF NO: MED 40/2021 (X1 POST)**
- 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 REQUIREMENTS** : Edendale Hospital
: Grade 12 Certificate, MBCHB OR equivalent qualification, Registration certificate with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Internal Medicine, Current practice with the HPCSA as a Medical Specialist (2020-2021). 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. **Grade 2:** 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 council, of whom it is not required to perform Community Service. A certificate of service obtained from the HR Department must be attached. Sound knowledge of general internal medicine, including relevant technical skills and diagnostic procedures. Strong interpersonal skills to lead and coordinate multi-disciplinary patient care. Management and administrative skills.
- DUTIES** : Clinical care: Management of medical inpatients, outpatients and emergencies. Scholarship: On-going medical education and professional development, including participating in academic meetings, developing and implementing research projects, and teaching undergraduate and postgraduate students. Professionalism: Oversight and leadership of medical staff and medical students. Governance: Participation in reporting and analysis of patient safety incident reports, coordination of morbidity and mortality meetings, and development of standard operating procedures. Administration and management: Participation in administrative systems including audits, equipment management, roster making and leave management. Projects: Development and oversight of specific projects within the institution.
- ENQUIRIES APPLICATIONS** : Dr. D.P.K. Wilson Tel No: 033-395 4146
: All applications to be posted to: The Chief Executive Officer, Edendale Hospital, Private Bag X 509, Plessislaer, 3216.
- FOR ATTENTION NOTE** : Mr. T.C. Manyoni
: 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 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

: 08 October 2021

POST 33/159

: **MEDICAL OFFICER (GRADE 1, 2, 3) REF NO: GS 51/21 (X5 POSTS)**
Component: Radiology

SALARY

Grade 1: R821 205 per annum
Grade 2: R938 964 per annum
Grade 3: R1 089 693 per annum
All inclusive package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules, Plus Commuted Overtime which is subject to the needs of the department. Incumbents will have to sign the relevant commuted overtime contract form annually.

CENTRE REQUIREMENTS

: Greys Hospital, Pietermaritzburg
: Senior Certificate or Equivalent MBChB degree PLUS Current Registration certificate with the HPCSA as a Medical Practitioner **Grade 1:** Experience: Not Applicable. Foreign qualified candidates require 1 year relevant experience after registration as a Medical Practitioner with a recognized Foreign Health Professional Council, of whom it is not required to perform Community Service, as required in South Africa. **Grade 2:** Experience: 5 years appropriate experience as a Medical Officer after registration with the HPCSA as a Medical Practitioner. Foreign candidates require 6 years relevant experience after registration with a recognized Foreign Health Professional Council, of whom it is not required to perform Community Service as required in South Africa. **Grade 3:** Experience: 10 years' experience after registration with the HPCSA as a Medical Practitioner. Foreign qualified candidates require 11 years relevant experience after registration as Medical Practitioner with a recognized foreign health professional council in respect of foreign qualified employees of whom it is not required performing community service as required in South Africa. The purpose of this post is to give the incumbent the opportunity to gain experience in Diagnostic Radiology, with a view to undertaking the Radiology Part 1 exams and subsequently applying for a registrar post. Salary level is at Medical Officer Grade 1. Currently advertised posts are at Greys, however candidates may also be considered for posts at Edendale Hospital, subject to Management and HR approval. Recommendations Evidence of capacity to succeed with the practical and academic requirements of Diagnostic Radiology training, and to successfully compete for a subsequent registrar post. For example: College of Radiology Part 1 Anatomy and/or Physics exam pass would be an advantage, if already achieved; or Additional relevant exam-assessed qualifications or exam achievements (for example Part 1 College exam pass in a relevant clinical specialty); or Evidence of academic activity relevant to Radiology and/or Research experience; or. Undergraduate academic awards; or Above-average undergraduate academic performance. Candidates should include proof of the above with their application. Additional relevant clinical experience Note that this is an entry level training post, intended for applicants who have not yet had the opportunity to specialize. Applicants who have already done Radiology registrar time or Radiology MO time elsewhere, without satisfactory academic progress, will not be considered Knowledge, Skills, Experience and Competencies: Knowledge of clinical medicine as specified for the MBChB degree. Knowledge of aspects of clinical medicine specific to the practice of Radiology.

- DUTIES** : Participate in the provision of a radiological service within the Pietermaritzburg Metropolitan Hospitals complex. Participate in the provision of after-hours radiological services in Pietermaritzburg. Participation in on-site after-hours service is compulsory for M.O. appointments at Greys and Edendale. Write and pass the FC Rad Part 1 exams within 18 months of appointment. Participate in the departmental academic program. Comply with all departmental rules and regulations. Candidates must be prepared to rotate between Greys and Edendale Hospitals if required. Candidates appointed at Greys or Edendale must be prepared to perform their overtime at the other hospital if required. Medical officers must be prepared to be temporarily seconded, on a rotational basis, to clinical areas during Covid-19 surges, if required.
- ENQUIRIES** : Dr D. Reitz Tel No: 033 – 8973204
- APPLICATIONS** : Applications to be forwarded to: The Human Resources Department, Greys Hospital Private Bag x 9001, Pietermaritzburg, 3200.
- FOR ATTENTION** : Mrs M. Chandulal
- NOTE** : Directions To Candidates: The following documents must be submitted: a) Application for employment form (Z83) which is obtainable at any Government Department OR website b) Applicants must submit copies of qualifications, Identity document and drivers 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 of the interview following communication from HR. Curriculum Vitae NB: Failure to comply with the above instructions will disqualify applicants. 2. The circular minute number / reference must be indicated in the column provided on the form Z83 e.g GS 51/21. Please note due to large numbers of applications we envisage to receive, applicants will not be acknowledged. Communication will only be entered into with candidates that have been short-listed. If you have not heard from us two months after the closing date, please consider your application as being unsuccessful. The appointment is subject to positive outcome obtained from the State security Agency (SSA) to the following checks (security clearance, credit records, qualifications, citizenship and previous employment verifications and verification from the Company Intellectual Property (CIPC). It is the applicant's responsibility to have a foreign qualification, which is a requirement of the post, evaluated by the South Africans Qualifications authority (SAQA) and to provide proof of such evaluation on application. Failure to comply will result in the application not being considered. The Employment Equity Target for this post is: African Male.
- CLOSING DATE** : 04 October 2021
- POST 33/160** : **MEDICAL OFFICER REF NO: MO RHEUMATOLOGY /1/2021 (X1 POST)**
Department: Rheumatology
- 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** : Inkosi Albert Luthuli Central Hospital and DFR
- REQUIREMENTS** : 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 And Experience Required: Sound clinical knowledge in Internal medicine with the ability to manage medical emergencies, chronic disorders and rehabilitation. Knowledge of ethical medical practice. Good interpersonal relationships with patients, nurses and medical colleagues.

DUTIES : Clinical assessment and management of inpatients and outpatients. Conduct ward rounds and perform related activities. Implement protocols and guidelines of the department. Able to work as part of a multi-disciplinary team. Performance of commuted overtime. Participation and presentation in departmental clinical and academic meetings including morbidity and mortality meetings and clinical audits. Perform and support research, including assisting in record keeping including patient registries. Contribute to the department's academic program. Assist with administrative activities of the department as directed. Participate in outreach programs.

ENQUIRIES : Dr F Paruk Tel No: 031240 1306/1312
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 candidates will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. 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 : 08 October 2021

POST 33/161 : **CLINICAL PSYCHOLOGIST (GRADE 1-3) REF NO: MAD 24/2021 (X2 POSTS)**

SALARY : Grade 1: R713 361 – R784 278 per annum
Grade 2: R832 398 – R923 847 per annum
Grade 3: R966 039 – R1 137 936 per annum
13th cheque, medical Aid (Optional) and housing allowance (employee must meet prescribed requirements)

CENTRE : Madadeni Provincial Hospital
REQUIREMENTS : Master's Degree in Clinical Psychology Plus. Registration certificate with Health Professional Council of South Africa (HPCSA) as Independent Psychologist. Proof of current registration in 2021. Certificate of Service (Proof of Work Experience) from previous and current employer endorsed and stamped by HR must be attached. Clinical Psychologist **Grade 1**: None after registration with the Health Professional of South Africa (HPCSA) in respect of RSA qualified employees who performed community service as required in South Africa. Clinical Psychologists **Grade 2**: Minimum of eight (8) years relevant experience after registration with Health Professional Council of South

Africa (HPCSA) as Independent Psychologist in respect of RSA qualified employees who performed Community Service as required in South Africa. Minimum of nine (9) years relevant experience after registration with Health Professional Council of South Africa (HPCSA) as Independent Psychologist in respect of foreign qualified employees, of whom it is not required to perform Community Services as required in South Africa. Clinical Psychologists **Grade 3:** Minimum of sixteen (16) years relevant experience after registration with Health Professional Council of South Africa (HPCSA) as Independent Psychologist in respect of RSA qualified employees who performed Community Services as required in South Africa. Minimum of seventeen (17) years relevant experience after registration with Health Professional Council of South Africa (HPCSA) as Independent Psychologist in respect of foreign qualified employees of whom it is not required to perform Community Service as required in South Africa. Recommendation: Fluency in Isizulu and driver's license. Knowledge, Skills and Competencies required: - Sound Clinical Knowledge regards Clinical Psychology diagnostic assessment and therapeutic procedures and manuals. Knowledge and the ability to administer and interpret psychometric tests. Ability to function in a multi-disciplinary team. Excellent communication and interpersonal relationship skills. Quality Assurance and improvement. Knowledge of relevant legislation. Problem solving skills planning and organizing.

- DUTIES** : Assess persons by means of clinical interviews. Provide effective administration of clinical work. Deliver a comprehensive psychological services in the relevant area of operation. Co-operate and communicate effectively with multi-professional members. Administer and write reports on psychometric assessments. Ability to conduct individual group and family psychotherapy. Ability to communicate with patients and relatives. Maintain accurate records and compile statistics. Offer outreach services. Provide support to Community Service Psychologists allocated in Clinical Psychology Services.
- ENQUIRIES** : Ms. C.Z Mchunu Tel No: 034 328 8051
- APPLICATIONS** : All applications should be posted to: The Recruitment Officer, Madadeni Hospital, Private Bag x6642, Newcastle, 2940
- FOR ATTENTION** : The Recruitment Officer
- 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 application form (Z83) must be accompanied by a detailed Curriculum Vitae, copies of Qualifications and Identity document – 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. The reference number must be indicated in the column provided on the form Z83 and on the back of the envelope, e.g. MAD 01/2016. NB: Failure to comply with the above instructions will be disqualify applicants. Person with disabilities should feel free to apply for the post. The appointment is subject to positive outcome obtained from the NIA the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verification). Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualification Authority (SAQA) to their applications. Non –RSA Citizens /Permanent Residents/Work permits holders must submit documentary proof together with their Applications. Due to the large number of applications, receipt of applications will not be acknowledged. However, correspondence will be limited to shortlisted candidates only. Please note that due to financial constraint no S&T claims will be considered for payment to the candidates that are invited for an interview.
- CLOSING DATE** : 08 October 2021
- POST 33/162** : **OPERATIONAL MANAGER NURSING PHC (NEWCASTLE CLINIC) REF NO: MAD 30/ 2021**
- SALARY** : Grade 1: R562 800 - R633 432 per annum plus 8% Inhospitable Allowance, 13th cheque, medical Aid (Optional) and housing allowance (employee must meet prescribed requirements)
- CENTRE** : Madadeni Provincial Hospital

- REQUIREMENTS** : Basic R425 qualification (i.e. Degree/Diploma) in general nursing and midwifery, Post basic diploma in Clinical assessment, treatment and care. Minimum of 9 years appropriate recognizable nursing experience after registration as a professional nurse with SANC in General Nursing. Proof of current year registration with SANC (2021 Receipt). At least 5 years of the period referred to above must be appropriate recognizable experience in PHC after obtaining 1 year post basic qualification in PHC. Proof of work experience (Certificate of Service) from previous and current employer endorsed and stamped by HR must be attached. Knowledge, Skills, Training and Competencies Required: Leadership, organizational, decision making and problem solving abilities within the limit of public sector and institutional policy framework. Knowledge on nursing care processes and procedures, nursing statutes and other relevant legal framework. Interpersonal skills including public relations, negotiating, conflict handling and counselling skills. Financial and budgetary knowledge pertaining to the relevant resources under management. Insight into procedures and policies pertaining nursing care, computer skills in basic programmes.
- DUTIES** : To plan, organize and monitor the objectives of the specialized unit in the consultation with subordinates. Provision of quality nursing care through the implementation of standards, policies and procedures coupled with supervision and monitoring the implementation thereof. To provide a therapeutic environment to staff, patients and the public. To effectively manage the utilization and supervision of resources. Coordination of the provision of effective training and research. Maintain professional growth/ ethical standards and self-development. Coordinate optimal, holistic, specialised nursing care with set standards and within professional/ legal framework. To implement and sustain kangaroo mother care practices. To implement and sustain baby friendly practices. To implement PMTCT as per National guidelines. Implementation and management of infection control and prevention protocols. Maintain accurate and complete patient records according to legal requirements. To participate in Quality improvement programmes and Clinical Audits. Participate in staff, student and patient training. Human Resource Management: Monitor the implementation of EPMDS. Exercise control over discipline, grievance and labour relation issues according to the laid down policies and procedures. Identify, develop and control risk management system within the unit. Uphold the Batho Pele and patients Right Principle.
- ENQUIRIES** : Mr. R.S.M Ngcobo Tel No: 034 328 8137
- APPLICATIONS** : All applications should be posted to: The Recruitment Officer, Madadeni Hospital, Private Bag x6642, Newcastle, 2940
- FOR ATTENTION** : The Recruitment Officer
- 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 application form (Z83) must be accompanied by a detailed Curriculum Vitae, copies of Qualifications and Identity document – 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. The reference number must be indicated in the column provided on the form Z83 and on the back of the envelope, e.g. MAD 01/2016. NB: Failure to comply with the above instructions will be disqualify applicants. Person with disabilities should feel free to apply for the post. The appointment is subject to positive outcome obtained from the NIA the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verification). Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualification Authority (SAQA) to their applications. Non –RSA Citizens /Permanent Residents/Work permits holders must submit documentary proof together with their Applications. Due to the large number of applications, receipt of applications will not be acknowledged. However, correspondence will be limited to shortlisted candidates only. Please note that due to financial constraint no S&T claims will be considered for payment to the candidates that are invited for an interview. EE Targets (African Male)
- CLOSING DATE** : 08 October 2021

- POST 33/163** : **OPERATIONAL MANAGER NURSING: (SPECIALTY NURSING STREAM)**
PN-B3- NEPHROLOGY REF NO: OPMAN (SPEC NURS STREAM)
NEPHROLOGY/1/2021
 Department: Renal/Dialysis ward
- SALARY** : R562 800 per annum, plus 13th cheque, Housing Allowance: Employee must meet prescribed requirements. Medical Aid: optional
- CENTRE** : Inkosi Albert Luthuli Central Hospital
- REQUIREMENTS** : Degree/Diploma in General Nursing (R425 qualification or equivalent) plus 1 year post basic qualification (R212) Nephrology Nursing as required above. Current registration with SANC as General Nurse and Nephrology 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 Nephrology 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. Participate in renal programs within the hospital and referring hospitals. Ensure continuity of healthcare services for patients in renal program and those on renal home-care services. 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 candidates will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. 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** : 08 October 2021
- POST 33/164** : **OPERATIONAL MANAGER NURSING (CASUALTY NIGHT DTY SERVICES) REF NO: GAM CHC 12/2021**
- SALARY** : R562 800 – R633 432 per annum. Other Benefit(s) 13th Cheque Medical Aid (Optional) GEHS (employee must meet prescribed requirements) 12% rural allowance
- CENTRE REQUIREMENTS** : Gamalakhe CHC
 : Senior Certificate / Matric Degree/ Diploma in General Nursing and Midwifery that allows registration with SANC as a Professional Nurse. A post basic qualification with a duration of at least one (01) year accredited with SANC in Clinical Nurse Science, Assessment, Diagnosis, Treatment and Care. Proof of current registration with SANC (2021 receipt) Experience A minimum of 09 years appropriate/ recognizable nursing experience after registration as 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). Applicants must submit confirmation letter of relevant experience from their supervisors in an official letterhead of the employer when they apply. Skills: Knowledge of SANC Rules and Regulations Knowledge of Legislative Framework and Departmental prescripts Leadership, organizational, Decision making, problem solving and interpersonal skills Basic financial management skills Knowledge of Human Resource Management Personal Attitude, Responsive, Professionalism, Supportive, Assertive and Team player role. Communication skills and decision making skills. Leadership and supervisory skills.
- DUTIES** : Assist in planning, organizing and monitoring of objectives of the specialized unit. Manage all resources within the unit effectively and efficiently to ensure optimum service delivery. 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 including Monitor Provision of quality comprehensive service delivery at emergency unit. Display awareness and willingness to respond to patient's needs, requirements and expectations. Work as part of the multidisciplinary team to ensure good nursing care. Demonstrate effective communication with patients, community and multidisciplinary team. Supervisor and oversee all 24 hour clinic units. 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. Monitor implementation of PHC Re-Engineering Monitor implementation and performance on indicators on weekly, daily and monthly basis; provide feedback to management and analysis of data. Exercise control of discipline and any other Labour Related issues in terms of laid down procedures. Ensure effective, efficient and economical use of allocated resources.
- ENQUIRIES APPLICATIONS** : Mrs. GB Tshiseka Tel No: 039 318 1113
 : All Applications Should Be Forwarded To: The CHC Manager Gamalakhe Community Health Centre Private Bag X 709 Gamalakhe, 4249.
- FOR ATTENTION CLOSING DATE** : Human Resource Department
 : 04 October 2021
- POST 33/165** : **OPERATIONAL MANAGER NURSING (PHC) REF NO: GAM CHC 13/2021**
- SALARY** : R562 800 – R633 432 per annum. Other Benefit(s) 13th Cheque Medical Aid (Optional) GEHS (employee must meet prescribed requirements) 12% rural allowance

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| <u>CENTRE REQUIREMENTS</u> | : Gamalakhe CHC- Shelly Beach Clinic : Senior Certificate / Matric Degree/ Diploma in General nursing and Midwifery that allows registration with SANC as a Professional Nurse. A post basic qualification with a duration of at least one (01) year accredited with SANC in Clinical Nurse Science, Assessment, Diagnosis, Treatment and Care. Proof of current registration with SANC (2021 receipt) Experience A minimum of 09 years appropriate/ recognizable nursing experience after registration as 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).Applicants must submit confirmation letter of relevant experience from their supervisors in an official letterhead of the employer when they apply. Skills: Knowledge of SANC Rules and Regulations Knowledge of Legislative Framework and Departmental prescripts Leadership, organizational, Decision making, problem solving and interpersonal skills Basic financial management skills Knowledge of Human Resource Management Personal Attitude, Responsive, Professionalism, Supportive, Assertive and Team player role. Communication skills and decision making skills. Leadership and supervisory skills. |
| <u>DUTIES</u> | : Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices and how tis impacts on service delivery. Ensure clinical nursing practice by nursing team in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Demonstrate a basic understanding of Human Resource and Financial policies and practices. Demonstrate effective communication with patients, supervisors, other health professionals and junior colleagues, including more complex report writing when required. Work as part of the multidisciplinary team to ensure good nursing care at unit level to ensure good nursing care by nursing team. Able to manage own work, time and that of junior colleagues to ensure proper nursing service in the facility. Display concern for patients, advocating and facilitating proper treatment and care and ensuring that the facility adheres to the principle of Batho Pele Able to develop contacts, build and maintain a network of professional relations in order to enhance service delivery. Demonstrate basic computer literacy as a support tool to enhance service delivery. 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 and drawing quality improvement plans for the facility and ability to supervise Medical and Surgical emergencies and refer appropriately. Monitor implementation and performance on indicators on daily, weekly and monthly basis; provide feedback to management, analyse data and draw up quality improvement plan and implementation plan. Ensure quality data collection, validation and verification is done as per guidelines. Exercising control of discipline and any other Labour Related issues in terms of laid down procedures. Ensure complaints management and work towards reducing them. Ensure functionality of the Clinic committee programme so that community involvement and participation is achieved. |
| <u>ENQUIRIES APPLICATIONS</u> | : Mrs. N.O Ndwendwe Tel No: 039 318 1113 : All Applications Should Be Forwarded To: The CHC Manager Gamalakhe Community Health Centre Private Bag X 709 Gamalakhe 4249 |
| <u>FOR ATTENTION CLOSING DATE</u> | : Human Resource Department : 04 October 2021 |
| <u>POST 33/166</u> | : <u>OPERATIONAL MANAGER PHC SPECIALTY REF NO: SAHWEZA 09/2021 (X1 POST)</u> |
| <u>SALARY</u> | : R562 800 per annum. Other Benefits: 13 th cheque, 12 % rural allowance, home owners allowance (employee must meet prescribed requirements) |
| <u>CENTER REQUIREMENTS</u> | : ST Andrews Hospital – Weza Clinic : Diploma / Degree in General Nursing and Midwifery PLUS 1 year post basic qualification in Primary Health Care as per R212 SANC Regulations. Current registration with SANC as a General Nurse, Midwife and Primary Health Care |

Nurse. A minimum of 9 years appropriate / recognisable experience in nursing after registration as a Professional Nurse with the SANC in general nursing of which at least 5 years must be appropriate / recognisable experience after obtaining the one year post basic qualification in Primary Health Care. A valid driver's license. Knowledge, Skills and Competencies: Knowledge of Nursing care processes and procedures, nursing statutes, and other relevant legal frameworks. Leadership, organizational, decision making and problem solving abilities within the limit of the public sector and institutional policy framework, Interpersonal skills including public relations, negotiating, conflict handling and counseling skills, Financial and budgetary knowledge pertaining to the relevant resources under management ,Insight into procedures and policies pertaining to nursing care, Computer skills in basic programs.

DUTIES

: To plan, organize and monitor the objectives of the unit in consultation with subordinates. Provision of Quality Nursing Care through the implementation of National core standards, policies and procedures coupled with supervision and monitoring the implementation thereof. To provide a therapeutic environment to staff, patients and the public. To effectively manage the utilization and supervision of resources. Coordination of the provision of effective training and research. Maintain professional growth / ethical standards and self-development. Coordinate optimal, holistic, specialised nursing care with set standards and within a professional / legal framework. Implementation and management of Infection Control and Prevention Protocols. Maintain accurate and complete patient records according to legal requirements. To participate in quality improvement programmes and Clinical Audits. Participate in staff, student and patient training. Monitor the implementation of EPMDS. Exercise control over discipline, grievance and labour relation issues according to the laid down policies and procedures. Identify, develop and control Risk Management systems within the unit. Uphold the Batho Pele and Patients' Rights Principles. Implementation of programmes for prevention. Detection and treatment on non-communicable diseases and illnesses. Develop policies and protocols to improve triaging and resuscitation techniques. Monitor and improve emergency services rendered in the department.

ENQUIRIES
APPLICATIONS

: Mrs VV Ncume Tel No: 039 433 1955 EXT 259
: Should be forwarded: The Chief Executive Officer, St Andrews Hospital, Private Bag X1010 Harding, 4680. Or Hand Delivery: 14 Moodie Street, Harding 4680.

FOR ATTENTION
NOTE

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

CLOSING DATE

: 05 October 2021

POST 33/167

: **OPERATIONAL MANAGER PHC SPECIALTY REF NO: SAHCLIN 10/2021 (X1 POST)**

SALARY

: R562 800 per annum. Other Benefits: 13th cheque, 12 % rural allowance, home owners allowance (employee must meet prescribed requirements)

CENTRE

: ST Andrews Hospital – Harding Clinic

- REQUIREMENTS** : Diploma / Degree in General Nursing and Midwifery PLUS 1 year post basic qualification in Primary Health Care as per R212 SANC Regulations. Current registration with SANC as a General Nurse, Midwife and Primary Health Care Nurse. A minimum of 9 years appropriate / recognisable experience in nursing after registration as a Professional Nurse with the SANC in general nursing of which at least 5 years must be appropriate / recognisable experience after obtaining the one year post basic qualification in Primary Health Care. A valid driver's license. Knowledge, Skills and Competencies: Knowledge of Nursing care processes and procedures, nursing statutes, and other relevant legal frameworks. Leadership, organizational, decision making and problem solving abilities within the limit of the public sector and institutional policy framework, Interpersonal skills including public relations, negotiating, conflict handling and counseling skills, Financial and budgetary knowledge pertaining to the relevant resources under management ,Insight into procedures and policies pertaining to nursing care, Computer skills in basic programs.
- DUTIES** : To plan, organize and monitor the objectives of the unit in consultation with subordinates. Provision of Quality Nursing Care through the implementation of National core standards, policies and procedures coupled with supervision and monitoring the implementation thereof. To provide a therapeutic environment to staff, patients and the public. To effectively manage the utilization and supervision of resources. Coordination of the provision of effective training and research. Maintain professional growth / ethical standards and self-development. Coordinate optimal, holistic, specialised nursing care with set standards and within a professional / legal framework. Implementation and management of Infection Control and Prevention Protocols. Maintain accurate and complete patient records according to legal requirements. To participate in quality improvement programmes and Clinical Audits. Participate in staff, student and patient training. Monitor the implementation of EPMSDs. Exercise control over discipline, grievance and labour relation issues according to the laid down policies and procedures. Identify, develop and control Risk Management systems within the unit. Uphold the Batho Pele and Patients' Rights Principles. Implementation of programmes for prevention. Detection and treatment on non-communicable diseases and illnesses. Develop policies and protocols to improve triaging and resuscitation techniques. Monitor and improve emergency services rendered in the department.
- ENQUIRIES** : Mrs VV Ncume Tel No: 039 433 1955 EXT 259
- APPLICATIONS** : Should be forwarded: The Chief Executive Officer, St Andrews Hospital, Private Bag X1010 Harding, 4680. Or Hand Delivery: 14 Moodie Street, Harding 4680.
- FOR ATTENTION** : Human Resource Manager
- NOTE** : Applications must be submitted on the prescribed Application for Employment form (Z83) which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, copy of Identity Document and Driver's Licence. Such copies need not be certified (certified documents will be limited to shortlisted candidates). The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Faxed and e-mailed applications will not be accepted. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Non- RSA Citizens/Permanent Residents/ Work Permit holders must submit documentary proof together with their applications. All employees in the Public Service that are presently on the same salary level but on a notch/package above of the advertised post are free to apply
- CLOSING DATE** : 05 October 2021

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| <u>POST 33/168</u> | : | <u>OPERATIONAL MANAGER NURSING</u> |
| <u>SALARY</u> | : | R562 800 - R633 432 per annum. Other Benefits: Plus 8% Inhospital Allowance, 13th Cheque Medical Aid (Optional) and housing allowance (employee must meet prescribed requirements) |
| <u>CENTRE</u> | : | Ekombe Hospital Operational Manager Nursingx1-Dinuntuli Clinic Ref No: EKO DIN/14/2021 Operational Manager Nursingx1-Mabhuqwini Clinic Ref No: EKO MABH/15/2021 Operational Manager Nursingx1-Gateway Clinic Ref No: EKO GATE/16/2021 |
| <u>REQUIREMENTS</u> | : | Senior Certificate / Grade 12 certificate. Degree /Diploma in General Nursing and Midwifery Registration with the South African Nursing Council as a registered nurse and Primary Health Care Nurse. 1 year post basic qualification in Primary Health Care. A minimum of 9 years appropriate/recognizable experience in nursing after registration as Professional Nurse with SANC in general nursing and Midwifery of which at least 5 years must be appropriate/recognizable experience after obtaining the one year post basic qualification in Primary Health Care. Current registration with SANC for 2021 Attach proof of working experience endorsed by Human Resource Department/ Employer Recommendations Computer literacy, A valid Driver's license. |
| <u>DUTIES</u> | : | Assist in planning, organising and monitoring of objectives of the Primary health in a designated unit. Manage all resources within the unit effectively and efficiently to ensure optimum service delivery. Ability to plan and organise 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 unit. 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 Standard 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 guidance. Demonstrate an understanding of Human Resources and Financial Management Policies and policies. Monitored and evaluate the care and management of all patients through clinical audits. Ability to supervise Medical and Surgical emergencies and refer appropriately. Monitored implementation and performance on indicators on daily, weekly and monthly basis; provide feed-back to management, analyse data and draw up quality improvement plan. Exercise control of discipline and 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. |
| <u>ENQUIRIES</u> | : | Ms PL Ntuli Tel No: 035 834 8005 |
| <u>APPLICATIONS</u> | : | Applications should be forwarded to: The Human Resource Department Ekombe District Hospital, Private Bag X 203, Kranskop, 3268. |
| <u>FOR ATTENTION</u> | : | Human Resource Manager |
| <u>NOTE</u> | : | 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 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 candidates who qualify for post in this circular minute even if they are absent from their normal places of work to apply. Directions 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 application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of Qualifications and identity document-not copies of certified copies .The reference number must be indicated in the column provided on the form Z83 and on the back of the envelope, e.g. EKO 04/2021. 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 acknowledge .However; correspondence will be limited to shortlisted candidates only. Please note that due to financial constraints no S&T claims will be considered for payment to the candidates that are invited for an interview. NB: Preference will be given to African Male.

- CLOSING DATE** : 14 October 2021
- POST 33/169** : **OPERATIONAL MANAGER NURSING: (GENERAL NURSING STREAM)-
RHEUMATOLOGY REF NO: OPMAN (GEN NURS STREAM)
RHEUMATOLOGY/1/2021**
Department: Rheumatology ward
- SALARY** : Grade 1: R444 276 per annum, plus 13th Cheque, Housing Allowance: employee to meet prescribed requirements and Medical Aid: Optional.
- CENTRE** : Inkosi Albert Luthuli Central Hospital
- REQUIREMENTS** : Degree / Diploma in General Nursing (R425 qualification or equivalent) .Current registration with SANC as a Professional Nurse. A minimum of 7 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing is required. 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 patients' needs, requirements and expectations. Demonstrate ability to provide support and guidance within the unit. Demonstrate a 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 that is cost effective, equitable and efficient. .Perform a quality comprehensive clinical nursing practice in accordance with the scope of practice and nursing standards as determined legislative framework and national Core Standards and Office of Health Standard Compliance. Perform duties within the ambits of legal framework as required. Ensure compliance to professional and ethical practice. Work effectively and amicably at a 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 required .Ensures implementation of programs relevant to the area of speciality. Serves in quality improvement, IPC and Health and Safety committees.
- 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 candidates will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. 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** : 08 October 2021
- POST 33/170** : **CLINICAL PROGRAMME COORDINATOR (HIV & AIDS) GRADE 1: REF NO HGHD 14/2021**
Directorate: Programmes
- SALARY** : Grade 1: R444 276 per annum
CENTRE : Harry Gwala Health District Office
REQUIREMENTS : Degree/ Diploma in Nursing) or equivalent qualification that allows registration with SANC as professional Nurse. Matric. Registration with the South African nursing Council. Valid south African Nursing Council practicing licence (not proof of payment). A minimum of seven (7) years appropriate /recognisable experience in nursing after registration as professional nurse with South African nursing council (SANC).valid Code EB licence (Code 08).Certificate of Service endorsed by human resources. Recommendation: Diploma in HIV & AIDS or NIMART certificate. Competencies:. Sound Project Management skills. Good monitoring and evaluation skills Good facilitation, Human Relations, negotiation and problem solving skills. Good verbal and written communication skills. Knowledge of District System. Knowledge of Public Service Legislative prescripts. Basic Financial Management Skills. Presentation skills. Understanding of the challenges facing the public health sector. Aptitude of research so as to acquire new knowledge swiftly. Computer Literacy: Ms. Office Software Applications. Behavioural Attributes: Stress tolerance. Self-confidence. Objective. Ethical. Emphatic.
- DUTIES** : Facilitate and oversee the development of operational/business plans to give strategic guidelines. Maintain standards and norms of nursing practice to promote the health status of health care users. Manage and utilize resources in accordance with relevant directives and legislation. Provide professional and technical support for the provision of quality patient care through proper management of relevant programmes. Develop and implement quality assurance programmes, guidelines, protocols, norms and standards. Coordinate ideal hospital realization programmes. Establish, maintain and participate in inter-professional and multi-disciplinary teamwork that promotes effective and efficient health care. Provide technical advice to the different health institutions, within the district to ensure the effective and efficient roll-out of the DS/DR TB & HIV framework. Analyse the National policy imperatives and other baseline information regarding the management of TB & HIV, with a view to determine Departmental policy gaps and assist with the development of an integrated HIV & TB policy ,inclusive of treatment procols and guidelines. Liaise with all relevant stakeholders with a view to innovative solutions for identified policy barriers. Plan, organize and conduct community dialogues and events that convey health messages and practices which support health programme strategies. Ensure programme integration into Operation Sukuma Sakhe objectives.
- ENQUIRIES** : Mrs. C.N Ndzamela: Deputy Manager Nursing: Programmes Tel No: 039 834 8206
- APPLICATIONS** : Applications must be directed For: Att.: Mr. ZN Dotyeni: Assistant Director: HRM, Harry Gwala Health District Office, Private Bag x502, IXOPO, 3276 OR Hand delivers to: 111 Main Street, IXOPO under KFC building, Room 99, District office.
- NOTE** : An application for employment Form (Z83) must be completed and forwarded which is obtainable from any Public Service Department or from the website www.kznhealth.gov.za. Copies of ID documents, Standard 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 previous work experience related to the requirements and recommendations of the advert. This Department is an equal opportunity,

affirmative action employer whose aim is to promote candidates representativity at all occupational categories in the department. People with disabilities are encouraged to apply. The reference number must be indicated in the column provided on the form Z83, e.g. ref HGHD 14/2021. 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, there will be no acknowledgement of applications. Should you not hear from us within 60 days of the closing date, kindly consider your application as unsuccessful. And only shortlisted candidates will be advised of the outcome of interview. Please Note that Due To Financial Constraints, There Will Be No Payment of S&T Claims covering transport fees to the interview venue.

CLOSING DATE

: 04 October 2021

POST 33/171

: **OPERATIONAL MANAGER NURSING -GENERAL REF NO: MONT 08/2021 (X1 POST)**

SALARY CENTRE REQUIREMENTS

: R444 276 – R500 031 per annum, (OSD)
 : Montebello Hospital (Female Ward)
 : National Senior Certificate (Grade 12). Degree/Diploma in General Nursing and Midwifery. Registration with SANC as a General Nurse and Midwife. 2021 SANC Annual practicing certificate (2021 receipt). A minimum of seven (7) years appropriate/recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. Proof of current and previous experience endorsed by the Human Resource Department must be attached.

DUTIES

: Coordination of optimal, holistic nursing care provided within set standards and professional/legal framework. 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 standards with view to identify and address problem areas timeously. Ensure the effective, efficient and economical use of all allocated resources, including human resources. Ensure supervised patient care through effective support to nursing services. Coordination of the provision of effective training and research. Promote quality nursing and health services as directed by the professional scope of practice and standards as determined by the institution. Maintain professional growth/ ethical standards and self-development. Participate in all initiatives with the aim to achieve quality service provision. Ensure that units comply with National Core Standards, Batho Pele principles to meet the needs and demands of the clients. Promote quality nursing care as directed by the professional scope of practice and standards as determined by the institution. Assist in planning, organizing and monitoring of objectives of the units and departments. Display concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patient's needs, requirements and expectations. Monitor and evaluate staff performance through EPMDS. Relieving in the matrons office that will include working one of the weekends in the matrons office. Oversee the functioning of the whole ward and make decisions accordingly.

ENQUIRIES APPLICATIONS

: Ms J.J. Mchunu Tel No: 033- 506 7000
 : All applications should be forwarded to: The Chief Executive Officer: Montebello Hospital, P/Bag x506, Dalton, 3236
 : Human Resource Manager)

FOR ATTENTION 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 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** : 08 October 2021
- POST 33/172** : **OPERATIONAL MANAGER NURSING (TB WARD) REF NO: EKO 13/2021 (X1 POST)**
Re-Advertised
- SALARY** : R444 276 - R500 031 per annum. Other Benefits 8% Inhospitable Allowance, 13th Cheque, Medical Aid (Optional) and housing allowance (employee must meet prescribed requirements)
- CENTRE** : Ekombe Hospital
- REQUIREMENTS** : Senior Certificate/Grade 12. Degree /Diploma in General Nursing. A minimum of 7 years appropriate/ recognizable experience in nursing after registration as a General Nurse. Current proof of registration with SANC for 2021. Proof of current /previous work experience endorsed and stamped by the employer(s) must be attached. Recommendations: Computer literacy, A valid Driver's license.
- DUTIES** : Ensure adequate supervision of staff and provision of quality patient care in efficient and cost effective manner. Facilitate and strengthen implementation of health care service delivery, policies, procedures, clinical guidelines, protocols, plans and strategies aimed at achieving service excellence Participate and ensure implementation of National Core Standards, National Health. Priorities, Ideal Hospital and maintenance realization, Batho Pele Principles, Quality. Improvement Initiatives including national priority program plans. Ensure the effective, efficient and economical use of all allocated resources. Exercise control of discipline, grievance and labour relations in terms of laid down policies and procedures. Participate in analysis, formulation, implementation and review of unit and hospital operating procedures. Maintain professional growth / ethical standards and self-development. Participate in all initiatives with aim to achieve quality service provision. Ensure efficient data flow and information management. Promote quality Nursing care as directed by the Professional scope of practice. Manage all resources within Unit to ensure optimal service delivery.
- ENQUIRIES** : Ms PL Ntuli Tel No: 035 834 8005
- APPLICATIONS** : Applications should be forwarded to: The Human Resource Department Ekombe District Hospital, Private Bag X 20, Kranskop, 3268
- FOR ATTENTION** : Human Resource Manager
- NOTE** : 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 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 candidates who qualify for post in this circular minute even if they are absent from their normal places of work to apply. Directions 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 application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of Qualifications and identity document-not copies of certified copies .The reference number must be indicated in the column provided on the form Z83 and on the back of the envelope, e.g. EKO 04/2021. 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 acknowledge .However; correspondence will be limited to shortlisted candidates only. Please note that due to financial constraints no S&T claims will be considered for payment to the candidates that are invited for an interview.

- CLOSING DATE** : 06 October 2021
- POST 33/173** : **PROFESSIONAL NURSE SPECIALTY: ADVANCED MIDWIFERY REF NO: SAH 13/2021 (X2 POSTS)**
- SALARY** : Grade 1 R383 226 per annum
Grade 2 R471 333 per annum
Other Benefits: 13th Cheque, 12% Rural Allowance, Home Owners Allowance (Employee Must Meet Prescribed Requirements), Medical Aid (Optional)
- CENTRE REQUIREMENTS** : ST Andrews Hospital: Maternity Ward
: **Grade 1:** Diploma/ Degree in General Nursing and Midwifery PLUS 1 year post basic qualification in Advanced Midwifery and Neonatal Nursing Science. A minimum of 4 years appropriate recognizable experience in nursing after registration with SANC in general nursing and midwifery. Current registration with SANC as a General Nurse and Advanced Midwifery and Neonatal Nursing Science **Grade 2:** Diploma/ Degree in General Nursing and Midwifery PLUS 1 year post basic qualification in Advanced Midwifery and Neonatal Nursing Science. A minimum of 14 years appropriate recognizable experience in nursing after registration with SANC in general nursing and midwifery. At least 10 years of the period mentioned above must be recognizable experience in the relevant specialty, after obtaining the one year post basic qualification in the relevant specialty. Current registration with SANC as a General Nurse, Midwifery and Advanced Midwifery and Neonatal Nursing Science Skills: Knowledge of nursing care and processes and procedures. Knowledge of Public service regulations. Disciplinary code, human resource policies, hospital generic and specific policies. Leadership, supervisory and good communication skills. Team building and cross cultural awareness. Knowledge of SANC rules and regulations. Knowledge of Batho Pele Principles and patients' rights charter.
- DUTIES** : Must be able to handle obstetric and emergencies and high risk conditions. To execute duties and functions with proficiency within prescript of applicable legislation. Provision of quality patient care through setting of standards, policies and procedures. 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 APPLICATIONS** : Mrs MR Singh Tel No: 039 433 1955 EXT 211
: Should Be Forwarded: The Chief Executice Officer. St Andrews Hospital, Private Bag X1010 Harding, 4680. Or Hand Delivery: 14 Moodie Street, Harding 4680.
- FOR ATTENTION NOTE** : Human Resource Manager
: 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, copy of Identity Document and Driver's Licence. Such copies need not be certified (certified documents will be limited to shortlisted candidates). The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Faxed and e-mailed applications will not be accepted. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed

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

- CLOSING DATE** : 05 October 2021
- POST 33/174** : **PROFESSIONAL NURSE SPECIALTY: ADVANCED MIDWIFERY REF NO: SAHELIM 11/2021 (X1 POST)**
- SALARY** : Grade 1: R383 226 per annum
Grade 2: R471 333 per annum
Other Benefits: 13th Cheque, 12% Rural Allowance, Home Owners Allowance (Employee must meet prescribed requirements), Medical Aid (Optional)
- CENTRE REQUIREMENTS** : ST Andrews Hospital: ELIM CLINIC
: **Grade 1:** Diploma/ Degree in General Nursing and Midwifery PLUS 1 year post basic qualification in Advanced Midwifery and Neonatal Nursing Science. A minimum of 4 years appropriate recognizable experience in nursing after registration with SANC in general nursing and midwifery. Current registration with SANC as a General Nurse and Advanced Midwifery and Neonatal Nursing Science **Grade 2:** Diploma/ Degree in General Nursing and Midwifery PLUS 1 year post basic qualification in Advanced Midwifery and Neonatal Nursing Science. A minimum of 14 years appropriate recognizable experience in nursing after registration with SANC in general nursing and midwifery. At least 10 years of the period mentioned above must be recognizable experience in the specific specialty, after obtaining the one year post basic qualification in the relevant specialty. Current registration with SANC as a General Nurse, Midwifery and Advanced Midwifery and Neonatal Nursing Science Skills: Knowledge of nursing care and processes and procedures. Knowledge of Public service regulations. Disciplinary code, human resource policies, hospital generic and specific policies. Leadership, supervisory and good communication skills. Team building and cross cultural awareness. Knowledge of SANC rules and regulations. Knowledge of Batho Pele Principles and patients' rights charter.
- DUTIES** : Must be able to handle obstetric and emergencies and high risk conditions. To execute duties and functions with proficiency within prescript of applicable legislation. Provision of quality patient care through setting of standards, policies and procedures. 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 APPLICATIONS** : Mrs VV Ncume Tel No: 039 433 1955 EXT 259
: Should be forwarded: The Chief Executive Officer: St Andrews Hospital, Private Bag X1010 Harding, 4680. Or Hand Delivery: 14 Moodie Street, Harding, 4680.
- FOR ATTENTION NOTE** : Human Resource Manager
: 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, copy of Identity Document and Driver's Licence. Such copies need not be certified (certified documents will be limited to shortlisted candidates). The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Faxed and e-mailed applications will not be accepted. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and

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

- CLOSING DATE** : 05 October 2021
- POST 33/175** : **CLINICAL NURSE PRACTITIONER REF NO: SAHMBONWA 12/2021 (X1 POST)**
- SALARY** : Grade 1: R383 226 per annum
Grade 2: R471 333 per annum
Other Benefits: 13th cheque, 12% rural allowance, Home owners allowance (employee must meet prescribed requirements), Medical Aid (Optional)
- CENTRE** : ST Andrew's Hospital: Mbonwa Clinic
- REQUIREMENTS** : Senior Certificate. Degree / Diploma in General Nursing and Midwifery plus 1 year post basic qualification in Primary Health Care. Registration with SANC as a General Nurse, Midwifery and Primary Health Care Nurse. **Grade 1:** Experience: A minimum of 4 years appropriate/ recognizable experience in nursing after registration as Professional nurse with SANC in general nursing. **Grade 2:** Experience: A minimum of 14 years appropriate / recognizable experience in nursing after registration as a Professional Nurse with SANC in general nursing, of which at least 10 years must be appropriate / recognizable experience after obtaining the one year post basic qualification in Primary Health Care. Skills: Knowledge of nursing care and 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 and cross cultural awareness.
- 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 the scope of practice. Ensuring supervision and provision of basic needs of patients viz. oxygen supply, nutrition, elimination, fluid and electrolyte balance and a safe and therapeutic environment. Implement infection control standards and practices to improve quality nursing care. Ensure proper implementation of National Core Standards, quality and clinical audits. Improve the knowledge of staff and patients through health education and in-service training. Implement standards, practices criteria for quality nursing. Maintain a constructive working relationship with nursing and other stakeholders. Ensuring clinical interventions to the clients including giving of prescribed medications and doing ongoing observation to patients. Supervision of patient reports, intervention and keeping a good valid record on all client interventions. Ensuring proper utilization of Human, Material and Financial resources and keeping up to date records of resources.
- ENQUIRIES** : Mrs VV Ncume Tel No: 039-4331955 EXT 259
- APPLICATIONS** : should be forwarded: The Chief Executive Officer. St Andrews Hospital, Private Bag x1010 Harding, 4680 or Hand Delivery: 14 Moodie Street, Harding 4680.
Human Resource Manager
- FOR ATTENTION** : Applications must be submitted on the prescribed Application for Employment
- NOTE** : form (Z83) which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, copy of Identity Document and Driver's Licence. Such copies need not be certified (certified documents will be limited to shortlisted candidates). The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Faxed and e-mailed applications will not be accepted. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting) ,criminal clearance, credit records, citizenship), verification of Educational Qualifications by SAQA, verification of

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

- CLOSING DATE** : 05 October 2021
- POST 33/176** : **CLINICAL NURSE PRACTITIONER (HAST) REF NO: EKO/11/2021 (X1 POST)**
(Re-Advertised)
- SALARY** : Grade 1: R383 226 – R444 276 per annum, Plus Rural Allowance 8%
Grade 2: R471 333 – R579 696 per annum, Rural allowance 8%
Other Benefits: 13th Cheque/ Service Bonus, Medical Aid: Optional Homeowners Allowance: Employee must meet prescribed requirements.
- CENTRE** : Ekombe Hospital
- REQUIREMENTS** : Standard 10 or Grade 12. Degree/Diploma in General Nursing, Community Health Nursing Science and Diploma in Health Assessment, Care and Treatment Plus 4years appropriate recognizable as general nurse. Registration with SANC as General Nurse and Primary Health Care Nurse. Current SANC receipt (2021). Previous and current work experience /certificate of Service endorsed by your Human resource department. Experience **Grade 1:** A minimum of 4 years appropriate/ recognizable nursing experience after registration as a professional nurse with SANC in general nursing plus a one (1) year post basic Treatment and Care. Experience: A minimum of 4 years appropriate/recognisable experience in Nursing after registration as Professional nurse with SANC in general nursing. Plus 01 year post basic certificate. **Grade 2:** A minimum of 14 years appropriate/ recognizable nursing experience after registration as a professional nurse with SANC in general nursing of which at least 10 years must be appropriate experience after obtaining the one year post basic qualification in Primary Health Care.
- DUTIES** : Provision of quality comprehensive PHC Package of service in line with NHI initiatives. Health Promotion, Disease prevention, curative and rehabilitation services. Provision of administration services. Participate in the clinic arrangement and sustainability in the implementation Integrated Clinical Service management (ICSM). Provide support to CSO in the implementation of Health Patient Appointment System and preretrieval of patient files (HPRS). Provide quality and complete patient information in the Health Patient records. Manage patients according to standard treatment guidelines and EML. Perform all activities within HAST programme implement provider counselling and testing and Universal testing and treat as per guideline. Implement and achieve individual targets linked to 90-90-90 strategy increase positive case finding through implementation of Index Testing and linkage to care. Work integrative with Ward Based Outreach teams towards achieving recession in care. Participate in the Maternal, Child Women's health programme to achieve targets linked to the programme indicators. Participate in the achievement of maternal and child health programme indicators. Perform cervical cancer screening as per cervical cancer screening policy. Participate in the implementation of Youth Friendly Services. Stakeholder participation in the. Operation Sukuma Sakhe and present health challenges for outputs for the facility catchment area. Participate in the community outreach services, campaigns and Izimbizo. Participate in the implementation of non-pharmaceutical intervention for epidemic response. Implement covid-19 rescue plan within PHC programme. Provision of administrative services ensures proper, cost effective use of material resources. Identify needs of financial planning and indirect control of expenditure. Provide Clinical teaching and continuous training to other staff categories during in-service training programme. Participate in quality, monitoring and evaluation of PHC programme. Conduct clinical audits for priority programme, Analyze and develop quality improvement plans. Participate in the Quality programme that provide quality of care Patient complaints, Safety incidence and Patient Experience of care and Waiting times. Participating in the production of facility

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| | | quality data, ensuring complete patient record, correct entries of data elements in the tick register and other relevant registers, compiling of daily, weekly and monthly statistics. Timeous submission of complete, reliable statistic. Act on the Generated line list reports from Tier.net and action them. |
| <u>ENQUIRIES</u> | : | Ms PL Ntuli Tel No: 035 834 8005 |
| <u>APPLICATIONS</u> | : | Applications should be forwarded to: The Human Resource Department Ekombe District Hospital, Private Bag X 20, Kranskop, 3268 |
| <u>FOR ATTENTION</u> | : | Human Resource Manager |
| <u>NOTE</u> | : | 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 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 candidates who qualify for post in this circular minute even if they are absent from their normal places of work to apply. Directions 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 application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of Qualifications and identity document-not copies of certified copies .The reference number must be indicated in the column provided on the form Z83 and on the back of the envelope, e.g. EKO 04/2021. 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 acknowledge .However; correspondence will be limited to shortlisted candidates only. Please note that due to financial constraints no S&T claims will be considered for payment to the candidates that are invited for an interview. NB: Preference will be given to African Male. |
| <u>CLOSING DATE</u> | : | 06 October 2021 |
| <u>POST 33/177</u> | : | <u>CLINICAL NURSE PRACTITIONER REF NO: EKO / 12/2021 (X2 POSTS)</u> |
| <u>SALARY</u> | : | Grade 1: R383 226 per annum Grade 2: R471 333 per annum Other Benefits: 8% Inhospitable Allowance, 13th Cheque, Medical Aid (Optional) and housing allowance (employee must meet prescribed requirements) |
| <u>CENTRE</u> | : | Manyane Clinic |
| <u>REQUIREMENTS</u> | : | STD 10/ Grade 12 certificate. <input type="checkbox"/> Degree/ National Diploma in nursing that allow Registration with SANC as a Professional Nurse and a Midwife. A post basic nursing qualification with a duration of at least one (1) year accredited with SANC In Clinical Nursing Science, Assessment, Diagnosis, Treatment and Care. Proof of registration with SANC (2021). Proof of previous and current work experience /Certificate of Service endorsed by Human Resource Department. Valid Driver's license B (Code 8) or C1 (Code 10).Experience Grade 1: A minimum of 4 years appropriate/ recognizable nursing experience after registration as a professional nurse with SANC in general nursing plus a one (1) year post basic qualification accredited by SANC in Clinical Nursing Science, Assessment, Diagnosis, Treatment and Care. Grade 2: A minimum of 14 years appropriate/ recognizable nursing experience after registration as a professional nurse with SANC in general nursing of which at least 10 years must be appropriate experience after obtaining the one year post basic qualification in Primary Health Care. |
| <u>DUTIES</u> | : | Provision of an integrated quality and comprehensive Primary Health Care services by promoting health, prevention of diseases, curative and rehabilitative services to the clients, families and community. Provide PICT and adherence counselling to all clients. Promote advocacy, disclosure and adherence to treatment and care, thus, ensuring that facilities comply with the Batho Pele principles. Provide primary prevention strategies and management of COVID-19, TB/ HIV/AIDS, MCWH and other communicable and non-communicable diseases. Maintain inter-sectoral collaboration with other |

government structures. Support Operation Sukuma Sakhe Activities. Ensure the availability of medication, essential equipment and supplies and proper utilization thereof. Participate in the monitoring HR performance through EPMDS. Ensure data management is implemented and monitored.

**ENQUIRIES
APPLICATIONS**

: Ms PL Ntuli Tel No: 035 834 8005
: Applications should be forwarded to: The Human Resource Department
Ekombe District Hospital, Private Bag X 20, Kranskop, 3268

**FOR ATTENTION
NOTE**

: Human Resource Manager
: 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 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 candidates who qualify for post in this circular minute even if they are absent from their normal places of work to apply. Directions 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 application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of Qualifications and identity document-not copies of certified copies. The reference number must be indicated in the column provided on the form Z83 and on the back of the envelope, e.g. EKO 04/2021. 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 acknowledge. However; correspondence will be limited to shortlisted candidates only. Please note that due to financial constraints no S&T claims will be considered for payment to the candidates that are invited for an interview. NB: Preference will be given to African Male.

CLOSING DATE

: 06 October 2021

POST 33/178

: **CLINICAL NURSE PRACTITIONER REF NO: MONT 07/2021 (X2 POSTS)**

SALARY

: Grade 1: R383 226 per annum, (OSD)
Grade 2: R471 333 per annum, (OSD)

**CENTRE
REQUIREMENTS**

: Chibini Clinic
: Senior Certificate or Equivalent qualification. Degree/Diploma in General Nursing and Midwifery. A Post Basic qualification with a duration of at least one year accredited with SANC in Primary Health Care. Current registration with SANC as a General Nurse and Midwife. 2021 SANC Annual practicing certificate (2021 receipt or proof thereof). Proof of current and previous experience endorsed by Human Resource Department. Experience: **Grade 1:** A minimum of 04 years appropriate/recognizable experience in nursing after registration as professional nurse with SANC in General Nursing. **Grade 2:** A minimum of 14 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least ten years of the period referred to above must be appropriate/recognizable experience in the Maternity after obtaining the 1-year post basic qualification in Primary Health Care. Certificates of service must be attached as proof of experience.

DUTIES

: Perform a clinical nursing science in accordance with the scope of practice and nursing standards as determined for a primary health care facility. To execute duties and functions with proficiency in support of the aims and strategic objectives of the institution and to perform duties/functions within the prescripts of all applicable legislation. To provide quality comprehensive primary health care. Maintain client satisfaction through quality service, innovation and professional nursing care by upholding the principles of Batho Pele and the standards set by the accreditation process. Ensure provision of educational services to clients. Ensure proper utilization of resources and exercise care of the Government Property. Plan and organize services to ensure cost effective use of resources. Assess staff requirements based on workload. Identify area for improvement, problems etc and communicate these to sister in charge.

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| | | Compile and analyze monthly statistics and use the information for future planning. Maintain clients' satisfaction through quality services. Maintain clinical competence by ensuring that specific principles of nursing care are within the legal requirements. Appropriate medication and treatment is created and maintained to ensure safe nursing care within the legal requirement. |
| <u>ENQUIRIES</u> | : | Ms SG Ndlovu Tel No: 033- 506 7000 |
| <u>APPLICATIONS</u> | : | All Applications Should Be Forwarded To: The Chief Executive Officer: Montebello Hospital, P/Bag x506, Dalton, 3236 (Attention: Human Resource Manager) |
| <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 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> | : | 08 October 2021 |
| <u>POST 33/179</u> | : | <u>LIBRARIAN: REF NO: BNC 01/2021 (X1 POST)</u> |
| <u>SALARY</u> | : | R316 791 per annum (Level 08). Other Benefits: 13 TH Cheques, Medical Aid (optional) and Housing Allowance (employee must meet prescribed requirements) |
| <u>CENTRE</u> | : | Benedictine Nursing Campus |
| <u>REQUIREMENTS</u> | : | Matric certificate. Degree / Diploma certificate in Library services plus at least 2 years' experience in the relevant field. Attach proof of working experience endorsed by Human Resource Department/ Employer N.B: (Proof of experience and / or certificates of service are compulsory and must have complete dates and months, and must be attached to determine experience). Knowledge, Skills and Experience The candidate must have an ability to make independent decisions. Leadership, management, planning, organizing and co-ordination skills. Have the knowledge of Health activities, Research methodology, and Clinical terminology and Library practices. National Archives of South Africa Act, 1996. Public Service Act, 1994. Skills Development Act, 1998, Labour Relations Act, 1997. Basic Conditions of Employment Act, 1997. Project Management. Research. Computer Literacy. Communication both internal and external stakeholders. Analytical. Policy development. Promotion and marketing. Supervisory. |
| <u>DUTIES</u> | : | To design, develop and maintain a collection of research reports, Journals and other health related material and manage the accessibility thereof to users. Classify, catalogue, and index new material acquired by the Library and update the information management system to reflect the new material. Administer the material on loan to and from the library to ensure that the material is current, in good condition and is returned timeously. Perform information searches on material in the library, in other libraries and on the internet in order to meet the knowledge requirements of library users. Design and implement a health-specific library index and associated information management system to facilitate the efficient and effective storage and retrieval of health and medical research material including information contained on media such as CD's; video's and DVD's. Promote the use of the library in order to contribute to the development of a culture of continuous learning within the Department. Review |

**ENQUIRIES
APPLICATIONS**

library processes to enable an improved service to users. Provide orientation to new staff and students on the use of library services.
Mrs J. F Zwane Tel No: (035) 831 7107 (Campus Principal)

**FOR ATTENTION
NOTE**

: Applications should be posted to: The Acting Registrar-Academic, Benedictine Nursing Campus Private Bag X 5002, Nongoma, 3950. Hand delivered to Benedictine Nursing Campus, Vryheid Main Road.
Mrs. Z.H Mbuli

: 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 qualifications, Identity Document, certificate of service endorsed and stamped by Human resources and Driver's License (where appropriate). 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 citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Non- RSA Citizens/Permanent Residents/ Work Permit holders must submit documentary proof together with their applications.

CLOSING DATE

: 05 October 2021

POST 33/180

: **ADMINISTRATIVE CLERK (SUPERVISOR) REF NO: GS 50/21**
Component: Medical and Allied Health

SALARY

: R257 508 per annum (Level 07), + 13th cheque, medical-aid (optional) +Homeowners allowance (employee must meet the prescribed requirements)

**CENTRE
REQUIREMENTS**

: Greys Hospital, Pietermaritzburg
: Standard 10/ Grade 12 or equivalent 3- 5 years clerical/administrative experience Recommendations Unedorsed valid Code B drivers license (Code 08), Plus Computer Literacy Relevant Qualification(s) in office administration, computer skills, front office management Knowledge, Skills, Experience and Competencies: The incumbent of this post will report to the Manager- Medical Services, and will be responsible for: Rendering administrative support services to the Allied Health HoD's in general Occupational Therapy, Physiotherapy, Dietetics, Social Work, psychology, Speech Therapy and Audiology) Rendering administrative support services to the Allied Health HoD's relating to Medico-legal and other cases being treated at Greys hospital Supervising the clinician support admin officers As such the ideal candidates will be expected to have the following knowledge and skills: Perform General clerical and office duties Vast experience in Microsoft Office software package, emails, spreadsheets, and operation of IT hardware, including printer, copier, facsimile, scanner and data projectors Information management, including collection, collation and dissemination of data/ statistics, record management Have effective financial management, planning, organizing, problem solving and sound analytical skills. Must have excellent written communication silks Presentation (including Power Point) and report writing skills Possess knowledge of working procedures in terms of the working environment. Have knowledge of departmental transversal systems (e.g BAS, PERSAL) Possess knowledge of Legislative Framework governing the Public Service, including knowledge of the Promotion of Access to Information Act Must possess outstanding interpersonal and verbal communication skills as the incumbent will be dealing with high profile internal and external stakeholders on a daily basis The incumbent must be able to work under pressure and deal with difficult people The incumbent must be highly professional in conduct, very reliable, quality oriented, trustworthy, honest and demonstrate proper work ethic at all

DUTIES

times Must demonstrate courtesy and friendliness to all clients at all times (front- office skills)

: Supervise and render general clerical support services within Allied health component Record, organize, store, capture and retrieve correspondence, data and records Update and keeping of registers and statistics Co-ordination of diaries and rosters Handle and communicate routine enquiries/correspondence/telephone calls effectively Make Photocopies and retrieve or send facsimiles and e-mails Compile and distribute documents/packages to various stakeholders as required Keep and maintain the filing system for the component Type letters and/or other correspondence when required Keep and maintain the incoming and outgoing document register of the component Supervise and provide supply chain clerical support services within the Allied Health Component Liaise with internal and stakeholders in relation to procurement of goods and services Obtain quotations, complete procurement forms for the purchasing of standard office items Stock control, maintenance and safekeeping of office stationery and equipment Keep and maintain asset register a& borrowing book for unit(s), where necessary Supervise and provide personnel administration and clerical support services within the component Organize and maintain EPMDS documents and records, eg Job Descriptions, Performance Agreements, performance reviews, etc. Maintain Leave Register for the component Keep and maintain personnel records in the component Keep and maintain the attendance register of the component Arrange travelling and accommodation Supervise and provide financial administration support services in the Allied Health component Prepare , capture and update expenditure in the component, including NSIs, etc Supervise Clinician admin. Support officers in terms of the above listed KPAs which also includes: Allocate and ensure quality admin work is being rendered to the clinicians Performance management and development of the clinician admin officers Apply discipline.

**ENQUIRIES
APPLICATIONS**

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

**FOR ATTENTION
NOTE**

: Directions To Candidates: The following documents must be submitted: Application for employment form (Z83) which is obtainable at any Government Department OR website, Applicants must submit copies of qualifications, Identity document and drivers 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 of the interview following communication from HR. Curriculum Vitae NB: Failure to comply with the above instructions will disqualify applicants. The circular minute number / reference must be indicated in the column provided on the form Z83 e.g GS 50/21. Please note due to large numbers of applications we envisage to receive, applicants will not be acknowledged. Communication will only be entered into with candidates that have been short-listed. If you have not heard from us two months after the closing date, please consider your application as being unsuccessful. The appointment is subject to positive outcome obtained from the State security Agency (SSA) to the following checks (security clearance, credit records, qualifications, citizenship and previous employment verifications and verification from the Company Intellectual Property (CIPC). It is the applicant's responsibility to have a foreign qualification, which is a requirement of the post, evaluated by the South Africans Qualifications authority (SAQA) and to provide proof of such evaluation on application. Failure to comply will result in the application not being considered. NB: The Employment Equity target for this post is: African Male

CLOSING DATE

: 04 October 2021

liaison with other departments within the hospital. Conflict management. Participation in management committees of Rob Ferreira Hospital. Cost containment within emergency department in accordance with the hospital's cost saving plan. Spearhead projects in accordance with the operational plan of the Clinical Services Management unit. Management of Other Remunerative Work (ORW) for self and other clinical staff. Performance of research within the department. Develop and enhance training and development of healthcare workers in the emergency department. Training and supervision of Medical Officers and Medical Interns and Medical Students. Provide medical support and guidance to Nursing and emergency department staff. Good interpersonal skills, general management skills, excellent communication skills, good professional judgment, integrity and professional dependability, leadership experience, coaching and mentoring experience of clinical staff. **NB:** Any previous experience must be covered by the attachment of certified certificate of services.

ENQUIRIES : Ms. Glory Mokone Tel No: (013) 766 3340 / Mr. Michael Mlangeni Tel No: (013) 766 3753 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Mr. Sydney Nkosi Tel No: (013) 766 3077 / 3004.

APPLICATIONS : Departmental Online Application System: www.mpuhealth.gov.za.

POST 33/182 : **SENIOR CLINICAL MANAGER GRADE 1 REF NO: MPDOH/SEP/21/14**
(Replacement)

SALARY : R1 362 366 – R1 467 651 per annum (Depending of years of experience in terms of OSD).

CENTRE : Tintswalo Hospital, Ehlanzeni District

REQUIREMENTS : Appropriate qualifications that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner and proof of current HPCSA registration (2021). A minimum of ten (10) years appropriate experience after registration with HPCSA as a Medical Practitioner. Postgraduate management qualification will be an added advantage. Computer literacy in Microsoft Package (Word, Excel and Power Point) and a valid driver's license. Knowledge in Administration, Finance and Supply Chain Management. Strong communication, customer management, leadership, interpersonal skills and strategic management. Problem solving, good analytical and decision-making skills. The prospective incumbent should have knowledge of good administration procedures relating to specific working environment including norms and standards. Good Planning and organizing skills. Sound knowledge and ability to implement policies and Public Service Legislative framework (such as National Health Act, PFMA, PSA and its regulations, Mental Health Act, and other relevant statutes). Must be able to work under pressure, cope with high workload and be willing to manage the hospital after hours.

DUTIES : Responsible for the leadership and management of the delivery of clinical services to patients referred to Rob Ferreira Hospital. Participate actively in administrative duties of the Departments. See to it that quality assurance, including clinical audit, is conducted in the Department in line with Ideal Hospital Framework and lead the department. Serve as the senior member of the hospital executive management team. Actively contribute to the formulation and implementation of the hospital operational plans. Support the hospital Executive and General Management with the day-to-day running of the department. Assist the EXCO in the discharge of any responsibilities, which have been delegated. Participate in the management of activities of Rob Ferreira Hospital as a whole and attend all applicable management meetings. Ensure the employment of previously disadvantaged individuals in terms of race, gender and disability to enhance equity. Management of personnel performance and review thereof, (Contracting, review and final assessment). Report to the Office of the CEO. Perform any other duties delegated by the supervisor. Ability to work with people. **NB:** Any previous experience must be covered by the attachment of certified certificate of services.

ENQUIRIES : Ms. Glory Mokone Tel No: (013) 766 3340 / Mr. Michael Mlangeni Tel No: (013) 766 3753 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Mr. Sydney Nkosi Tel No: (013) 766 3077 / 3004.

- APPLICATIONS** : Departmental Online Application System: www.mpuhealth.gov.za.
- POST 33/183** : **MEDICAL OFFICER GRADE 2 REF NO: MPDOH/SEP/21/15 (X2 POSTS)**
(Replacements)
- SALARY** : R1 089 693 – R1 362 366 per annum (Depending of years of experience in terms of OSD).
- CENTRE** : Barberton Hospital, Ehlanzeni District
- REQUIREMENTS** : Appropriate qualifications that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner and proof of current HPCSA registration (2021). A minimum of five (5) years appropriate experience after registration with HPCSA as a Medical Practitioner (Independent Practice) with the HPCSA (Internship and Community Service excluded). Post-graduate medical qualification will be an added advantage. A valid work permit will be required from non-South Africans. Sound clinical knowledge and experience in the respective medical discipline. Knowledge of current Health and Public Service regulations and policies. The prospective incumbent should have knowledge of good administration procedures relating to specific working environment including norms and standards. Good Planning and organizing skills. Sound knowledge and ability to implement policies and Public Service Legislative framework (such as National Health Act, PFMA, PSA and its regulations, Mental Health Act, and other relevant statutes). Must be able to work under pressure and cope with high workload. Computer literacy. Valid driver's licence.
- DUTIES** : Providing a holistic patient care, inclusive of preventive measures, treatment and rehabilitation. Manage resources, including human resources. Co-ordinate and supervise the teaching of community servers and junior doctors in the hospital. Provide guidance, training, evaluation and mentorship of junior medical staff. Organize CPD sessions in the unit. Manage the out-patient clinic in the unit. Participate in quality improvement plans in the hospital. Provision of quality patient care for all patients. Examine, investigate, diagnose, and treat patients and provide sound medical records at all times. Monitor the cost effectiveness of medical examinations with due regard of effective patient care, and ethical decision making. Manage transfer /referral of appropriate patients to higher level facility. Be rotated through different clinical units of the hospital according to the hospital needs. Provision of after hour services to care for emergency cases in a form of commuted overtime. Supervision and training of Clinical Associates and Community Services doctors. Observe and comply with the departmental policies and guidelines regulating employment relationship and clinical functioning. Ensure that medical staff also comply with PMDS and are evaluated. **NB:** Any previous experience must be covered by the attachment of certified certificate of services.
- ENQUIRIES** : Ms. Glory Mokone Tel No: (013) 766 3340 / Mr. Michael Mlangeni Tel No: (013) 766 3753 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Mr. Sydney Nkosi Tel No: (013) 766 3077 / 3004.
- APPLICATIONS** : Departmental Online Application System: www.mpuhealth.gov.za.
- POST 33/184** : **DENTIST GRADE 1 – 3 REF NO: MPDOH/SEP/21/16**
(Replacement)
- SALARY** : R797 109 – R1 362 366 per annum (Depending of years of experience in terms of OSD).
- CENTRE** : Rob Ferreira Hospital, Ehlanzeni District
- REQUIREMENTS** : Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA 2021). **Grade 1:** Registration as Dentist with the Health Professions Council of South Africa (HPCSA) in respect of South African qualified 157 employees. One (1) year relevant experience after registration as Dentist with recognized a 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:** South African qualification employee-minimum of seven (7) years relevant experience after registration with the HPCSA as a Dentist (Independent Practice). Foreign Qualified employees-Minimum of eight (8) years relevant experience after registration with a recognized foreign HPCSA as a Dentist (Independent Practice) for foreign qualified employees of whom it is not expected to perform

Community Service, as required in South Africa. **Grade 3:** South African qualified employee-minimum of twelve (12) years relevant experience after registration with the HPCSA as a Dentist (Independent Practice). Foreign Qualified employee-Minimum thirteen (13) years relevant experience after HPCSA as a Dentist (Independent Practice) for foreign qualified employees, of whom it is not expected to perform Community Service as required in South Africa. Registration with the HPCSA as Dentist. Knowledge and Skills: Ability to work under pressure. Good communication skills. Computer literacy. Valid driver's licence.

DUTIES : Render clinical dental services at all health facilities in the District, including travelling to the community (clinics) Ensure appropriate management and treatment of dental patients. Render quality oral health care to patients (whole spectrum, i.e. extractions, general anaesthetics, infection control, waste management, etc.). Ensure appropriate referral of patients. Provide and assure quality health care and information management including generation, collection, collation and analysis of data. Implement policies. Ensure oral health promotion and patient education: Conduct oral health education to patients and identified groups (e.g. elderly at old age homes, school children, etc.). Participate in oral health preventative programs. Participate in oral health month activities (i.e. screening, health talks, etc.). Conduct service need index screening at schools (i.e. cleaning of teeth, extractions, etc.). Supervision of subordinates: Quality of work, Development and PDMS. **NB:** Any previous experience must be covered by the attachment of certified certificate of services.

ENQUIRIES : Ms. Glory Mokone Tel No: (013) 766 3340 / Mr. Michael Mlangeni Tel No: (013) 766 3753 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Mr. Sydney Nkosi Tel No: (013) 766 3077 / 3004.

APPLICATIONS : Departmental Online Application System: www.mpuhealth.gov.za.

POST 33/185 : **ASSISTANT MANAGER NURSING (PN-B4): SPECIALTY REF NO: MPDOH/SEP/21/17**
(Replacement)

SALARY : R614 991 – R692 166 per annum (Depending of years of experience in terms of OSD).

CENTRE : Tintswalo Hospital, Ehlanzeni District

REQUIREMENTS : Senior Certificate / Grade 12 plus 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 (2021). A minimum of ten (10) years appropriate/recognisable nursing experience 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 relevant specialty after obtaining the 1-year post-basic qualification in the specific specialty. At least 3 years of the period referred to above must be appropriate / recognisable experience at management level. Knowledge, skills and competencies required: Knowledge of nursing care processes and procedures nursing statutes and other relevant legal framework such as Nursing Act. Occupational health and safety Act Patients' rights charter Batho Pele Principles. Disciplinary procedure leadership. Leadership organizational, decision making and problem solving abilities within the limits of the public sector and institutional policy framework. Interpersonal skills including negotiating conflict handling and counselling skills. Knowledge of financial and budgetary prescripts and process pertaining to the relevant resources under management. Insight into the procedure and policies pertaining to nursing care.

DUTIES : Provide effective management and professional leadership in the specialized units. Effective management utilization and supervision of all resources. Maintain clinical competence by ensuring that scientific principles of nursing and clinical governance are implemented. Display a concern for patients promoting advocating and facilitating proper treatment and care ensuring that the units adheres to principles of Batho Pele Principles. Execute disciplinary code and grievance procedures. **NB:** Any previous experience must be covered by the attachment of certified certificate of services.

ENQUIRIES : Ms. Glory Mokone Tel No: (013) 766 3340 / Mr. Michael Mlangeni Tel No: (013) 766 3753 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu

Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Mr. Sydney Nkosi Tel No: (013) 766 3077 / 3004.

APPLICATIONS : Departmental Online Application System: www.mpuhealth.gov.za.

POST 33/186 : **OPERATIONAL MANAGER (PN-B3: SPECIALTY REF NO: MPDOH/SEP/21/18)**
(Replacement)

SALARY : R562 205 – R633 432 per annum (Depending of years of experience in terms of OSD).

CENTRE REQUIREMENTS : Themba Hospital, Ehlanzeni District
Senior Certificate / Grade 12 qualification or equivalent plus Basic qualifications accredited with the SANC in terms of Government Notice R425 (Diploma / Degree in General Nursing or equivalent qualification that allows registration with the SANC as Professional Nurse (2021). Minimum of nine (9) years appropriate / recognisable experience in Nursing after registration as Professional Nurse with the SANC in general nursing, at least five (5) years of the period referred to above must be appropriate / recognizable experience after obtaining the 1-year post basic qualification in the relevant speciality. One (1) year Post Basic Qualification either, (Diploma in Ophthalmology or Trauma & Emergency or Critical Care Nursing Science) accredited with SANC in terms of Government notice R212 as a speciality. Proof of service records to be attached. Annual receipt with SANC to practice for 2021 (proof of registration to be attached). Submission of certified copies of qualifications (certification should not be older than 6 months). Demonstrate a basic understanding of HR and Financial policies and practices. Recommendation ability to function independently and to prioritize work. Must have the following skills: good interpersonal skills, planning and organizational skills, good supervisory skills teaching skills and computer literacy.

DUTIES : Supervise and co-ordinate the provision of an effective and efficient patient care through adequate nursing care. Manage the activities of the surgical unit according to National and Provincial Guidelines. Demonstrate in depth understanding of nursing legislations and related ethical nursing practices. Participate in the development and analysis of nursing guidelines, procedures and practices. Manage work place discipline. Implement and monitor staff performance in terms of PMDS. Ensure effective, efficient and economical use of allocated resources. Supervise training and development of learners and staff. Maintain professional development of self and staff. Work effectively, co-operatively amicably with persons of diverse intellectual, cultural, racial or religious differences. Ensure adherence to the Batho Pele Principles and Patient Right Charter. **NB:** Any previous experience must be covered by the attachment of certified certificate of services.

ENQUIRIES : Ms. Glory Mokone Tel No: (013) 766 3340 / Mr. Michael Mlangeni Tel No: (013) 766 3753 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Mr. Sydney Nkosi Tel No: (013) 766 3077 / 3004.

APPLICATIONS : Departmental Online Application System: www.mpuhealth.gov.za.

POST 33/187 : **CLINICAL PROGRAMME CO-ORDINATOR GRADE 1 (PN-A5): QUALITY ASSURANCE REF NO: MPDOH/SEP/21/19**
(Re-Advertisement)

SALARY : R444 276 – R579 696 per annum (Depending of years of experience in terms of OSD).

CENTRE REQUIREMENTS : Middelburg Hospital, Nkangala District
Senior Certificate / Grade 12 plus Basic R425 qualification (i.e. Diploma / Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse (2021) and trained as an Infection Control Nurse. Minimum of seven (7) years appropriate / recognisable experience in nursing after registration as a Professional nurse with SANC in General Nursing. Ability to work in a team as well as independently. Knowledge, Skills, Training and Competencies Required: Strong interpersonal, communication and presentation skills. Sound project management skills. Ability to make independent decisions. A strong policing / auditing aptitude. An understanding of the challenges facing the public health sector. High level of accuracy. Proven

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| <u>DUTIES</u> | : | 23 initiative, decisiveness and acquire new knowledge swiftly. Report writing skills. Financial Management skills. Empathy and counselling skills and knowledge. Ability to translate transformation objective into practical plans. Ability to prioritize issues and other work related matters. Valid drivers licence. Conduct inspection to ensure that Quality Assurance plans are implemented and that practices are according to specified policy. Preform training and guidance activities to instil a culture of service delivery in all service areas within the district. Monitor Quality Assurance indicators and report thereon to assist in the improvement of service delivery at all district health institutions. Ensure that Quality Assurance committees are established; that these have quality improvement project and that significant change is recognized and rewarded. Identify best practice and implement this continuously advance Quality Assurance in the District. Implement ideal hospital framework to enhance Quality Assurance procedures of practices. Perform quality improvement audits and survey monthly and report to senior management. Identify, facilitate and co-ordinate all Quality Improvement Plans. Ensure implementation of National Core Standard and Provincial initiatives (Patients Right Charter, Batho Pele programmes etc). Ensure that all facilities conduct Patients Experience of Care and Waiting Time Surveys. Ensure planning, co-ordination, implementation, monitoring and evaluation of the Quality Assurance programmes within the District. Co-ordinate all aspects of National Core Standards. Programme including assessments and activities to achieve National Core Standards accreditation. Co-ordinate peer review assessments. Visit facilities maintain reports of such visits. Ensure all facilities develop Quality Improvement Plans, actions plans and submit monthly quarterly and annual reports. Conduct district quality assurance meetings and attend provincial quality meetings. Provide training and update clinical and non-clinical staffs on quality issues. Ensure clinical and nursing audits are conducted to evaluate patient care. Participate in adverse events, complaints and various other related committees to improve quality. Ensure all facilities conduct Patient Experience of Care and Waiting Times surveys. Co-ordinate Batho Pele and good governance programmes. NB: Any previous experience must be covered by the attachment of certified certificate of services. |
| <u>ENQUIRIES</u> | : | Ms. Glory Mokone Tel No: (013) 766 3340 / Mr. Michael Mlangeni Tel No: (013) 766 3753 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Mr. Sydney Nkosi Tel No: (013) 766 3077 / 3004. |
| <u>APPLICATIONS</u> | : | Departmental Online Application System: www.mpuhealth.gov.za . |
| <u>POST 33/188</u> | : | <u>CLINICAL PROGRAMME CO-ORDINATOR GRADE 1 (PN-A5): MENTAL HEALTH REF NO: MPDOH/SEP/21/20</u> (Replacement) |
| <u>SALARY</u> | : | R444 276 – R579 696 per annum (Depending of years of experience in terms of OSD). |
| <u>CENTRE REQUIREMENTS</u> | : | Mbombela South Sub-District (Umjindi), Ehlanzeni District. Senior Certificate / Grade 12 plus Basic R425 qualification (i.e. Diploma / Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse (2021) and trained as an Infection Control Nurse. Minimum of seven (7) years appropriate / recognisable experience in nursing after registration as a Professional nurse with SANC in General Nursing. Ability to work in a team as well as independently. Knowledge, Skills, Training and Competencies Required: Strong interpersonal, communication and presentation skills. Sound project management skills. Ability to make independent decisions. A strong policing / auditing aptitude. An understanding of the challenges facing the public health sector. High level of accuracy. Proven 23 initiative, decisiveness and acquire new knowledge swiftly. Report writing skills. Financial Management skills. Empathy and counselling skills and knowledge. Ability to translate transformation objective into practical plans. Ability to prioritize issues and other work related matters. Valid driver's licence. |
| <u>DUTIES</u> | : | Ensure the implementation of the Mental Health Care Act no 17 of 2002 and Mental Health policies at the sub district level. Coordinate and manage mental health and Substance programme. Monitor and Evaluate Mental Health programme in Sub-District. Conduct home visits to support families and mental health care users including forensic psychiatry. Facilitate establishment of community based mental health services. Intersectoral collaboration. Training |

and facilitation on mental health. Advocacy, mental health promotion and prevention of mental illness and substance abuse. Ensure community involvement and participation by forming support groups and working with stakeholders. Plan and organize own work and support personnel to ensure proper nursing care. Implementation quality assurance processes. Do awareness campaigns on mental health and Substance abuse. Assist in preparation of strategic plans and operational plans for the programme. Liaise with other departments and ability to work with NGOs. **NB:** Any previous experience must be covered by the attachment of certified certificate of services.

ENQUIRIES : Ms. Glory Mokone Tel No: (013) 766 3340 / Mr. Michael Mlangeni Tel No: (013) 766 3753 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Mr. Sydney Nkosi Tel No: (013) 766 3077 / 3004.

APPLICATIONS : Departmental Online Application System: www.mpuhealth.gov.za.

POST 33/189 : **PROFESSIONAL NURSE GRADE 1 (PN-B1): (SPECIALTY) ADVANCED MIDWIFERY & NEONATOLOGY REF NO: MPDOH/SEP/21/21**
(Replacement)

SALARY : R383 226 – R444 276 per annum (Depending of years of experience in terms of OSD).

CENTRE REQUIREMENTS : Themba Hospital, Ehlanzeni District
: Senior Certificate / Grade 12 qualification or equivalent plus Basic qualification accredited with the SANC in terms of Government Notice R425 (i.e. Diploma / Degree in General Nursing and Midwifery) or equivalent qualification that allows registration with the SANC as Professional Nurse and Midwife (2021), a post-basic nursing qualification, with a duration of at least 1 year, accredited with the SANC in terms of Government Notice R212 specialty, (Diploma in Advanced Midwifery and Neonatal Nursing Science). Minimum of four (4) years appropriate / recognizable experience in nursing after registration as a Professional Nurse with SANC. Recommendations: Ability to function independently and to prioritize work. Leadership and sound interpersonal skills. Problem solving and decision making skills. Good supervisory and teaching skills.

DUTIES : Provision of optimal, holistic specialized nursing care with set standards and within a professional/legal framework. Implement and co-ordinate clinical nursing and support services within the Maternity unit. Ensure effective and efficient management systems. Establish and implement quality assurance within the unit. Develop and implement comprehensive nursing care plans for the section. Ensure that the nursing and health care is practiced in accordance with the relevant prescripts. Diagnose and manage obstetric emergencies and work with the multidisciplinary to manage these emergencies e.g. Eclampsia, APH, and PPH etc. Participate in quality teams, education and training. Gather health related data to ensure optimal future planning. Manage KRA's of subordinates. Work effectively, co-operatively amicably with persons of diverse intellectual, cultural, racial or religious differences. Ensure adherence to the Batho Pele Principles and Patient Right Charter. **NB:** Any previous experience must be covered by the attachment of certified certificate of services.

ENQUIRIES : Ms. Glory Mokone Tel No: (013) 766 3340 / Mr. Michael Mlangeni Tel No: (013) 766 3753 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Mr. Sydney Nkosi Tel No: (013) 766 3077 / 3004.

APPLICATIONS : Departmental Online Application System: www.mpuhealth.gov.za.

POST 33/190 : **PROFESSIONAL NURSE GRADE 1 (PN-B1): (SPECIALTY) ORTHOPAEDICS REF NO: MPDOH/SEP/21/22**
(Replacement)

SALARY : R383 226 – R444 276 per annum (Depending of years of experience in terms of OSD).

CENTRE REQUIREMENTS : Themba Hospital, Ehlanzeni District
: Senior Certificate / Grade 12 qualification or equivalent plus Basic qualification accredited with the SANC in terms of Government Notice R425 (i.e. Diploma / Degree in General Nursing and Midwifery) or equivalent qualification that

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| | | allows registration with the SANC as Professional Nurse and Midwife (2021), a post-basic nursing qualification, with a duration of at least 1 year, accredited with the SANC in terms of Government Notice R212 specialty, (Diploma in Orthopaedic Nursing Science). Current registration with the SANC as a Professional Nurse. Minimum of four (4) years appropriate /recognizable experience in nursing after registration as a Professional Nurse with the SANC. Recommendations: Ability to function independently and to prioritize work. Leadership and sound interpersonal skills. Problem solving and decision making skills. Good supervisory and teaching skills. |
| <u>DUTIES</u> | : | Provision of optimal, holistic specialized nursing care with set standards and within a professional/legal framework. Perform clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Promote quality of nursing care as directed by the professional scope of practice and standards. Demonstrate effective communication with patients, supervisors and other clinicians, including report writing when required. Work as part of the multi-disciplinary team to ensure good nursing care. Participate in quality improvement programs. Work effectively, co-operatively amicably 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 patient needs, requirements and expectations. Work effectively, co-operatively amicably with persons of diverse intellectual, cultural, racial or religious differences. Ensure adherence to the Batho Pele Principles and Patient Right Charter. <u>NB:</u> Any previous experience must be covered by the attachment of certified certificate of services. |
| <u>ENQUIRIES</u> | : | Ms. Glory Mokone Tel No: (013) 766 3340 / Mr. Michael Mlangeni Tel No: (013) 766 3753 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Mr. Sydney Nkosi Tel No: (013) 766 3077 / 3004. |
| <u>APPLICATIONS</u> | : | Departmental Online Application System: www.mpuhealth.gov.za . |
| <u>POST 33/191</u> | : | <u>PROFESSIONAL NURSE GRADE 1 (PN-B1): (SPECIALTY) PAEDIATRICS REF NO: MPDOH/SEP/21/23</u> (Replacement) |
| <u>SALARY</u> | : | R383 226 – R444 276 per annum (Depending of years of experience in terms of OSD). |
| <u>CENTRE REQUIREMENTS</u> | : | Themba Hospital, Ehlanzeni District |
| | : | Senior Certificate / Grade 12 qualification or equivalent plus Basic qualification accredited with the SANC in terms of Government Notice R425 (i.e. Diploma / Degree in General Nursing and Midwifery) or equivalent qualification that allows registration with the SANC as Professional Nurse and Midwife (2021), a post-basic nursing qualification, with a duration of at least 1 year, accredited with the SANC in terms of Government Notice R212 specialty, (Diploma in Pediatrics /Child Nursing Science). Minimum of four (4) years appropriate /recognizable experience in nursing after registration as a Professional Nurse with the SANC Recommendations: Ability to function independently and to prioritize work. Leadership and sound interpersonal skills. Problem solving and decision making skills. Good supervisory and teaching skills. |
| <u>DUTIES</u> | : | Provision of optimal, holistic specialized nursing care with set standards and within a professional/legal framework. Provide comprehensive health care services in a Paediatric ward. Ensure effective and efficient management of resources. Provide quality patient care, follow norms and standards. Participate in quality improvement programs. Supervise and implement patient care standards. Able to plan and organize own work and that of support personnel to ensure proper nursing care. Implement and practice nursing health care in accordance with the statutory laws governing the nursing profession, labor and health care. Implement constructive working relations with nurses and other stake holders. Implement and supervision of Basic Nursing Care. Work effectively, co-operatively amicably with persons of diverse intellectual, cultural, racial or religious differences. Ensure adherence to Batho - Pele Principles and Patient's Right Charter. <u>NB:</u> Any previous experience must be covered by the attachment of certified certificate of services. |
| <u>ENQUIRIES</u> | : | Ms. Glory Mokone Tel No: (013) 766 3340 / Mr. Michael Mlangeni Tel No: (013) 766 3753 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu |

Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Mr. Sydney Nkosi Tel No: (013) 766 3077 / 3004.

- APPLICATIONS** : Departmental Online Application System: www.mpuhealth.gov.za.
- POST 33/192** : **PROFESSIONAL NURSE GRADE 1 (PN-B1): (SPECIALTY) CRITICAL CARE REF NO: MPDOH/SEP/21/24**
(Replacement)
- SALARY** : R383 226 – R444 276 per annum (Depending of years of experience in terms of OSD).
- CENTRE REQUIREMENTS** : Themba Hospital, Ehlanzeni District
Senior Certificate / Grade 12 qualification or equivalent plus Basic qualification accredited with the SANC in terms of Government Notice R425 (i.e. Diploma / Degree in General Nursing and Midwifery) or equivalent qualification that allows registration with the SANC as Professional Nurse and Midwife (2021), a post-basic nursing qualification, with a duration of at least 1 year, accredited with the SANC in terms of Government Notice R212 specialty, (Diploma in Critical Care Nursing Science). Minimum of four (4) years appropriate /recognizable experience in nursing after registration as a Professional Nurse with the SANC Recommendations: Ability to function independently and to prioritize work. Leadership and sound interpersonal skills, problem solving and decision making skills. Good supervisory and teaching skills.
- DUTIES** : Provision of optimal, holistic specialized nursing care with set standards and within a professional/legal framework. Provide comprehensive health care services in the Critical Care Unit. Ensure effective and efficient management of resources. Provide quality patient care, follow norms and standards. Participate in quality improvement programs. Supervise and implement patient care standards. Implement and practice nursing health care in accordance with the statutory laws governing the nursing profession, labor and health care. Implement constructive working relations with nurses and other stake holders. Ensure compliance of Infection Prevention and Control policies. Ensure that equipment are functional and ready all the time. Ability to prioritize, coordinate activities of patient management according to protocols. Able to plan and organize own work and that of support personnel to ensure proper nursing care. Participate in staff development and performance management. Report patient safety incidence, challenges and deficiencies within the unit. Work effectively, co-operatively amicably with persons of diverse intellectual, cultural, racial or religious differences. Ensure adherence to Batho - Pele Principles and Patient's Right Charter. **NB:** Any previous experience must be covered by the attachment of certified certificate of services.
- ENQUIRIES** : Ms. Glory Mokone Tel No: (013) 766 3340 / Mr. Michael Mlangeni Tel No: (013) 766 3753 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Mr. Sydney Nkosi Tel No: (013) 766 3077 / 3004.
- APPLICATIONS** : Departmental Online Application System: www.mpuhealth.gov.za.
- POST 33/193** : **SENIOR STATE ACCOUNTANT: REVENUE REF NO: MPDOH/SEP/21/25**
(Replacement)
- SALARY** : R383 226 – R444 276 per annum (Depending of years of experience in terms of OSD).
- CENTRE REQUIREMENTS** : Mapulaneng Hospital, Ehlanzeni District
Senior Certificate/Grade 12 plus six (6) years relevant experience or Diploma / Degree in Finance plus three (3) years relevant experience Finance / Revenue / Debtors / Bookkeeping Management Unit. Knowledge and skills: Knowledge and practical experience of BAS and PEIS. Knowledge and understanding of PFMA, DORA, Treasury regulations and other related prescripts. A valid driver's licence. Sound and practical knowledge of UPFS and its application in the Department of Health. Communication and interpersonal relations skills, problem solving skills, report writing skills, planning and organising skills. Knowledge: PFMA/Division of Revenue Act / Treasury Regulations / Practice Notes / Instructions / Circulars, Procedures and Delegations. Promotion of Access to Information Act of 2000. Promotion of Administrative Justice Act of 2000. Asset Management Act of 2007. Health

Act and Regulations, Act 61 of 2003. National Archives and Records Service Act of 1996. Public Service Act of 1994 and Regulations. A valid driver's licence.

DUTIES

: Management of all private accounts and ensure that private accounts i.e. RAF, SAPS, COIDA and Medical Aids are billed and forwarded to service providers. Ensure that correct ICD10 codes are used and assist with correct classification of patients. Management of internal and external debtors and ensure that debtors are correctly registered for the purpose of follow ups. Administration of cash deposits i.e. daily banking, capturing and authorizing receipts after banking. Conduct daily reconciliation of revenue collected. Attend to queries with internal and external stakeholders. Attend to audit queries and implement remedial measures. Management of face value forms. Compile relevant reports. Work together with Patient Admin Section. Manage PMDS in the unit and Financial risks. **NB:** Any previous experience must be covered by the attachment of certified certificate of services.

ENQUIRIES

: Ms. Glory Mokone Tel No: (013) 766 3340 / Mr. Michael Mlangeni Tel No: (013) 766 3753 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Mr. Sydney Nkosi Tel No: (013) 766 3077 / 3004.

APPLICATIONS

: Departmental Online Application System: www.mpuhealth.gov.za.

**PROVINCIAL ADMINISTRATION: NORTH WEST
DEPARTMENT OF AGRICULTURE AND RURAL DEVELOPMENT**

- APPLICATIONS** : quoting the relevant reference, should be forwarded as follows: The Director – Human Resource Management, Department of Agriculture and Rural Development, Private Bag X2039, Mmabatho, 2735 or delivered at the Agricentre Building, corner Dr James Moroka and Stadium Road, Mmabatho
- FOR ATTENTION** : Ms. D.M. Malebadi
- CLOSING DATE** : 04 October 2021
- NOTE** : This Department is an equal opportunity and affirmative action employer. It is our intention to promote representatively (race, gender and disability) in the Department through the filling of these posts and candidates whose transfer/ promotion/ appointment will promote representativity will receive preference. Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.gov.za/documents. The completed and signed form Z83 should be accompanied by a comprehensive CV as well as copies of all academic qualification(s) including the matric certificate and ID-document. Such copies need not be certified when applying for the post. Only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interviews. 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 Head of Department particulars of all registrable financial interests, sign a performance agreement and employment contract with the Head of Department within three months from the date of assumption of duty and obtain a top secret security clearance. All appointments are subject subjected to personnel suitability checks (criminal record check, citizenship verification, financial/ asset record checks, qualification/study verification and previous employment verification, 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 not to make appointment for the above advertised posts. The successful candidates will enter into an employment contract with the Department that will be reviewed based on performance NB: It is mandatory for candidates to attach Public Service SMS Pre-Entry certificate. For further details, please click on the following link: <https://www.thensg.gov.za/trainingcourse/sms-pre-entry-programme/> For more information regarding the course please visit the NSG website: www.thensg.gov.za.

MANAGEMENT ECHELON

- POST 33/194** : **CHIEF FINANCIAL OFFICER REF NO: NWDARD 01/08/21**
The purpose of this position is to provide strategic leadership and direction on budgeting, financial, accounting and supply chain management practises in line with National Treasury Regulations Support and advise the Head of Department (Accounting Officer) pertaining on all matters that have strategic and financial implications Provide strategic leadership and direction to the Chief Directorate whilst ensuring compliance of the Department to the Treasury Regulations, the PFMA and other relevant prescripts.
- SALARY CENTRE REQUIREMENTS** : R1 251 183 per annum (Level 14), (All-inclusive remuneration package)
: Mahikeng - Head Office
: A Bachelor's degree in Financial Management/Accounting (10) years' experience in a financial management environment, of which 5 years should have been at Senior Management level from Public Service and equivalent level from Private Sector coupled with five (5) years appropriate experience at senior management level; A pre-entry certificate for SMS must be completed before an appointment can be considered; Extensive experience in managing

complex budgets; Working knowledge of the Constitution, Public Service Act and Regulations; Working knowledge of the PFMA, Treasury Regulations and Guidelines, SCM and Procurement procedures and associated practice notes; Knowledge of GRAP, Public Service Anti-corruption and Fraud Prevention measures. Knowledge of Government's accounting and financial systems and Public Service legislative frameworks; Strong problem-solving abilities together with an innovative and pro-active approach; A high degree of computer literacy (Microsoft Word, Excel, e-mail and PowerPoint); In depth knowledge of accounting systems, e.g. BAS, Persal and WALKER; Understanding of Good Corporate Governance principles (King IV); Knowledge of financial risk management practices; Experience and ability to work in cross-functional projects / teams; Excellent coordination and project management skills; Extensive generic management competencies, including strategic capability and leadership, programme and project management, people management, empowerment and financial management; Planning and stakeholder relationship management and organisational skills, including the ability to liaise and operate within intergovernmental context. Policy formulation and analysis skills. A valid code 08 driver's licence.

DUTIES

: Provide financial and supply chain management technical advice and strategic support to Senior and Line Managers to ensure the effective utilisation of resources in line with the strategic objectives of the Department. Management of financial services in the Department i.e. Revenue, Expenditure, Assets, Liability, Supply Chain Management and Internal Control and ensure that policies and processes are developed and managed. Ensure adequate financial control arrangements and systems for accountable delegation of financial powers, asset management, monitoring, evaluation, early warning and timeous corrective action. Oversee the departmental budget preparation process, provide advice and support to stakeholders and review the final draft budget before submission to relevant authorities. Exercise budgetary control and provide at a strategic level early warning arrangements. Develop and facilitate the implementation of Supply Chain Management system consistent with legislative and other good governance arrangements. Oversee the preparation and submission of the quarterly and annual financial statements including other financial reports. Formulate creative solutions to enhance effectiveness and efficiency in the delivery of the services and the administration of the Department Liaise with the relevant role-players in the financial environment regarding transversal financial matters including the management of engaging with the Office of the Auditor-General. Establish and maintain financial management structures and utilise applicable systems for monitoring and reporting on procurement, expenditure, assets and liabilities. Ensure the effective and efficient, economical and transparent use of financial and other departmental resources including assets.

ENQUIRIES

: Ms. Y. Modubu Tel No: (018) 389 - 5775/5638

POST 33/195

: **DIRECTOR: AGRICULTURAL DEVELOPMENT SERVICES REF NO: NWDARD 02/08/21**

SALARY CENTRE REQUIREMENTS

: R1 057 326 per annum (Level 13), (All-inclusive remuneration salary package)
 : Dr Kenneth Kaunda District Office (Potchefstroom)
 : An appropriate recognized 4 years Bachelor's degree or equivalent qualification in Agricultural Extension with at least 8 years' relevant post-qualification experience. Registration with SACNASP will be an added Advantage. A minimum of 5 years' experience at Middle/Senior Management level. A pre-entry certificate for SMS must be completed before an appointment can be considered. Extensive knowledge of the agriculture and rural development sector. A good understanding of the farming systems dominant in the Province. Technical knowledge in fields of crops, horticulture, livestock production, land care and project management. Advanced knowledge of economic and social agricultural issues with a good understanding of the Department and service delivery imperatives Full understanding of Public Finance Management Act (PFMA), Treasury Regulations and Public Service Regulatory Framework. Proven experience in financial, people management, project and programme management skills. Good written and verbal communication, presentation skills and conflict management skills. Good Leadership, monitoring and evaluation, problem solving skills. Computer literacy. Policy analysis and interpretation skills. The ability to communicate

across all sectors. Willingness to travel and work irregular hours. A valid driver's licence.

DUTIES

: Management of the extension and advisory services to farmers within a district. Manage the development and implementation of agricultural related projects. Support, advice and coordinate the implementation of Integrated Food Security Strategy of South Africa (IFSS) programmes, Land Care program, farmers settlement and support, infrastructure development, extension services, crop production, livestock development and Extension Recovery Plan (ERP). Establish and maintain partnerships with other departments, municipalities NGO's and farmer organizations. Facilitate the integration of the departmental projects with municipal IDPs to promote intergraded planning and development within the district. Develop and implement systems and processes that will ensure departmental goals are achieved in an effective and efficient manner. Provide overall leadership and management in the District. Ensure the implementation of Departmental priorities within the set Service Delivery Plans. Manage the district's financial and human resources.

ENQUIRIES

: Ms. B. Pule Tel No: (018) 389 - 5698

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

In line with the Employment Equity Plan of the Department of Health it is our intention with this advertisement to achieve equity in the workplace by promoting equal opportunities and fair treatment in employment through the elimination of unfair discrimination.

NOTE : It will be expected of candidates to be available for selection interviews on a date, time and place as determined by the Department. Kindly note that excess personnel will receive preference.

OTHER POSTS

POST 33/196 : **QUANTITY SURVEYOR PRODUCTION GRADE A TO C**
Directorate: Engineering and Technical Services

SALARY : Grade A: R618 732 per annum
Grade B: R707 451 per annum
Grade C: R797 670 per annum
(A portion of the package can be structured according to the individual's personal needs).

CENTRE REQUIREMENTS : Head Office, Cape Town
Minimum educational qualification: Degree in Quantity Survey or relevant qualification. Registration with a professional council: Registration with the SACQSP as a professional Quantity Surveyor. Experience: Grade A: At least 3 years' appropriate/recognisable experience in this profession after qualification. Grade B: At least 14 years' appropriate/recognisable experience in this profession after registration with the SACQSP as a professional. Grade C: At least 26 years' appropriate/recognisable experience in this profession after registration with the SACQSP as a professional. Inherent requirements of the job: Valid (Code B/EB) driver's license. Willingness to travel within the Western Cape, and occasionally, nationally. Competencies (knowledge/skills): Knowledge of the Western Cape Infrastructure Delivery Management System (WC IDMS) and also knowledge of risk analysis and risk mitigation strategies. Understanding of the health service delivery platform, indicators and service plan and how that links with infrastructure. Conversant with NEC contracts especially the Short-, Term service- and Framework agreement forms of contracts. Understand the roles and legal obligations of role-players at all three spheres of Government and Public Entities. Sound interpersonal and good verbal and written communication skills in at least two of the three official languages of the Western Cape. Computer literacy (MS Office).

DUTIES : Develop templates and assist in the drafting of standard tender and contract documentation. Investigate proposals for innovative service delivery mechanisms for Routine and Day-to-Day Maintenance. Prepare schedules for Maintenance projects for U-amp and Budget statements. Schedule projects and provision of Cost Plans, interpretation and analysis of cash flows. Contribute towards the compilation of briefing documentation and specifications. Monitoring of contracts, assist with and manage Maintenance contracts. Research/literature studies to keep up with new technologies and procedures including interaction with professional Councils/Boards.

ENQUIRIES APPLICATIONS : Mr C Badenhorst Tel No: (021) 830 3752
Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")

NOTE CLOSING DATE : No payment of any kind is required when applying for this post.
: 04 October 2021

POST 33/197 : **OPERATIONAL MANAGER NURSING (PRIMARY HEALTH CARE)**
Overberg District

SALARY : R562 800 per annum (PN-B3) (Plus a non-pensionable rural allowance of 8% of basic annual salary)

CENTRE REQUIREMENTS : Greyton Community Clinic (Bereaville and Vorsterkraal)
: 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 Diploma in

Clinical Nursing Science: Health Assessment, Treatment and Care (R48), accredited with the SANC. Registration with a professional council: Registration with the SANC as Professional Nurse and Midwife. Experience: A minimum of 9 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1-year post-basic qualification as mentioned above. Inherent requirement of the job: Valid (Code B/EB) drivers' license. Competencies (knowledge/skills): Demonstrate an in-depth knowledge of nursing and public service legislation. Knowledge of Human Resource and Financial policies. Ability to effectively communicate in at least two of the three official languages of the Western Cape. Computer literacy (MS Word and Excel).

DUTIES : Responsible for the management and coordination of PHC services and delivery of person-centred quality nursing care in accordance with the scope of practice and nursing standards at the Primary Health Care Facility, inclusive of COVID – 19 screening, testing and management. Plan to practice a holistic health service on a short-/medium-/long term basis including the provision of effective mobile Primary Health Care services attached to the fixed facility. Manage Personnel matters including supervision and performance management, the utilisation and supervision of staff, finances and procuring as well as implementing of policies, prescripts and protocols regarding the mentioned facets. Manage Health Programmes (CBS, COPS, HAST School Health) and Quality assurance program of the facility. Manage control and act in facet of Health, Support, Data collection and timeously submission of accurate PHC, CBS and HAST data, including Security, Cleaning, Infection control and Ground services reports monthly. Organise a cost-effective service on a daily basis and participate in community involvement including attending community engagements as required.

ENQUIRIES : Ms N Peton Tel No: (028) 212-1070
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 : 04 October 2021

POST 33/198 : **OPERATIONAL MANAGER NURSING (PRIMARY HEALTH CARE)**
 Cape Winelands Health District

SALARY : R562 800 per annum (PN-B3)
CENTRE : Nduli CC
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. A post-basic qualification with duration of at least 1-year in Clinical Nursing Science: Health Assessment, Treatment and Care accredited with the SANC (R48). Registration with a professional council: Registration with the SANC as Professional Nurse and Midwife and proof of current registration. Experience: A minimum of 9 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience in the 1-year post-basic qualification as mentioned above. Inherent requirement of the job: Valid (Code B/EB) driver's license. Competencies (knowledge/skills): Ability to function independently in a multi-disciplinary team and the ability to direct the team to ensure good nursing care. Demonstrate an in-depth knowledge of nursing and public service legislation. Knowledge of Human resource and financial policies. Computer literacy (MS Word and Excel).

DUTIES : Manage, control, act in facet of Health, support, security, cleaning-Infection control and ground services, personnel matters, including supervision and Performance Management, Finances and Procuring. Implement policies, prescripts and protocols regarding the mentioned facets. Manage and plan to practice a holistic health service on a short/medium/long term basis. Render Clinical Services and organise a cost effective service on a daily basis. Ensure that all personnel undergo training according to their Individual Development and Performance Plan. Participate in Community involvement. Collect, verify and timeous submit accurate statistics.

ENQUIRIES : Mr L Wawini Tel No: (023) 316-9600

- APPLICATIONS** : Applicants apply online: www.westerncape.gov.za/health-jobs (click “online applications”)
- NOTE** : No payment of any kind is required when applying for this post. Shortlisted candidates will be subject to a Competency test.
- CLOSING DATE** : 04 October 2021
- POST 33/199** : **OPERATIONAL MANAGER NURSING (PRIMARY HEALTH CARE)**
Cape Winelands Health District
- SALARY** : R562 800 per annum (PN-B3)
- CENTRE** : De Doorns CC, Breede Valley Sub District
- 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. A post-basic qualification with duration of at least 1-year in Clinical Nursing Science: Health Assessment, Treatment and Care accredited with the SANC (R48). Registration with a professional council: Registration with the SANC as Professional Nurse and Midwife. Experience: A minimum of 9 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience in the 1-year post-basic qualification as mentioned above. Inherent requirements of the job: Valid Code (B/EB) driver’s license. Competencies (knowledge/skills): Good interpersonal, leadership and communication skills, strong sense of responsibility. Ability to function independently in a multi-disciplinary team and the ability to direct the team to ensure good nursing care. Demonstrate an in-depth knowledge of nursing and public service legislation, knowledge of Human resource and financial policies. Ability to effectively communicate in at least two of the three official languages of the Western Cape. Computer literacy (MS Office).
- DUTIES** : Provision of quality comprehensive health care within the facility. Handle personnel matters including supervision and Performance Management, Finances and Procuring as well as implementing of policies, prescripts and protocols regarding the mentioned facets. Management planning to practice a holistic health service on a short/medium/long term basis and rendering of Clinical services and organise a cost-effective service on a daily basis. Ensure that all personnel undergo training according their Individual Development and Performance Plan. Liaise with relevant stakeholders including facility committees and community participation. Collection, verification and timeous submission of accurate statistics and management of critical support services.
- ENQUIRIES** : Ms A Rossouw Tel No: (023) 348-1316
- 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. A practical test may form part of the selection process. Shortlisted candidates will be subject to a Competency test.
- CLOSING DATE** : 04 October 2021
- POST 33/200** : **ASSISTANT DIRECTOR: MEDICAL BIOLOGICAL SCIENCES: GRADE 1**
- SALARY** : Grade 1: R517 326 per annum
- CENTRE** : Tygerberg Hospital, Parow Valley
- REQUIREMENTS** : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professional Council of South Africa (HPCSA) as Medical Biological Scientist in Reproductive Biology. Registration with a professional council: Registration with the HPCSA as a Medical Biological Scientist Reproductive Biology. Experience: A minimum of 3 years appropriate experience as Medical Biological Scientist after registration with the HPCSA as Medical Biological Scientist in Reproductive Biology. Inherent requirement of the job: Interest in and ability to do research and to teach and train student interns in a Reproductive Biology milieu. Competencies (knowledge/skills): Theoretical and practical knowledge of Andrology and assisted reproductive technology related subjects and procedures. Ability to teach and train student interns in Reproductive Biology. Training and teaching experience of student interns and post graduate students in the field of Reproductive Biology. General management experience of all aspects of an Andrology/ART laboratory. Ability and interest to perform patient orientated research in order

to improve diagnostic procedures. Ability to work with computers and possession of good communication skills. Ability to work well within a group. Proven research outputs in the field of Reproductive Biology.

DUTIES : Provide clinical service in Andrology and Infertility unit within a team. Teaching and training of student interns [medical scientists and clinical technologists]. Patient oriented research. Assisting in the effective administration of Andrology/IVF laboratory service and laboratory personnel. Assisting and supervising in daily routine laboratory procedures.

ENQUIRIES : Prof T Matsaseng Tel No: (021) 938 5487

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 : 04 October 2021

POST 33/201 : **OPERATIONAL MANAGER NURSING GRADE1 GENERAL (HIV/AIDS)**
(Chief Directorate: Metro Health Services)

SALARY : R444 276 per annum (PN-A5)

CENTRE : Michael Mapongwana Community Day 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. 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 requirements of the job: Valid (Code B/EB) driver's license. Competencies (knowledge/skills): Demonstrate in-depth knowledge of nursing and public service legislation. Knowledge of Human Resource and Financial policies. Ability to effectively communicate in at least two of the three official languages of the Western Cape and Computer literacy (MS Word and Excel). Experience in working in an HAST (TB + ARV) setting.

DUTIES : Provide an effective and efficient comprehensive HIV/ARV primary healthcare package. Plan and organise clinics, complete and sign off statistics. Involvement in community outreach projects to achieve targets and health education of patients and public staff/health care users. Financial planning and maintaining indirect controlling of expenditure. Professional development of staff, i.e. assessing in-service training needs, planning, implementing of training programmes. Effective operational management at clinic level. Collaborate with NPO to achieve targets and improve quality care.

ENQUIRIES : Ms K Jacobs Tel No: (021) 361-3353

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

NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a computer literacy test.

CLOSING DATE : 04 October 2021

POST 33/202 : **OPERATIONAL MANAGER NURSING GRADE 1 GENERAL (ADOLESCENT SERVICES)**

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 requirements of the job: Perform after-hour duties as required and experience in adolescent care/development. 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

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|----------------------------|---|--|
| <u>DUTIES</u> | : | computer literacy (i.e. Ms Word, Excel, PowerPoint and Outlook). Extensive knowledge in General Nursing and dealing with child and adolescent services. Provide innovative leadership in the allocated area to realise the strategic goals and objectives of the Nursing the Adolescent Friendly Services, within a Multidisciplinary Team. 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. |
| <u>ENQUIRIES</u> | : | Mr A Mohamed Tel No: (021) 404-2071 |
| <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. |
| <u>CLOSING DATE</u> | : | 04 October 2021 |
| <u>POST 33/203</u> | : | <u>QUALITY ASSURANCE MANAGER</u> (Chief Directorate: Metro Health Services) |
| <u>SALARY</u> | : | R376 596 per annum |
| <u>CENTRE</u> | : | Mowbray Maternity Hospital |
| <u>REQUIREMENTS</u> | : | Minimum educational qualification: Appropriate 3-year Health related National Diploma/Degree registrable with a South African Statutory Health Professions Council or South African Nursing Council or equivalent. Experience: Appropriate experience in Health Services. Competencies (knowledge/skills): Knowledge of the Quality Management Framework as well as the Occupational Health and Safety Act, Infection Prevention and Control standards, and Health Risk Management. Strategic leadership and management skills in creative problem solving, decision-making, research, with the ability to analytically interrogate information, and prepare and present reports to internal and external stakeholders using the Microsoft Office Suite (Excel, Word, PowerPoint and Outlook). Ability to direct a multi-disciplinary team within the parameters of matrix management to ensure good quality Healthcare in the Institution, understanding healthcare legislation and related legal and ethical healthcare practices. Good verbal and written communication skills in at least two of the three official languages of the Western Cape. |
| <u>DUTIES</u> | : | Effective development, coordination, monitoring and evaluation of the quality management programme, and quality improvement initiatives. Ensure effective systems are developed and maintained for assurance including Occupational Health and Safety, Infection Prevention and Control, Risk Management and Disaster Management. Coordinate interventions aimed at improving the patient experience and respond to consumer enquiries by investigating and managing complaints and adverse incidents within the context of Functional Business Unit (FBU) management, in addition to supporting activities that demonstrate appreciation and care of staff. Ensure that the Institution achieves compliance with all applicable regulatory requirements including the Ideal Hospital Monitoring Framework requirements and the OHSC Norms and Standards, and coordinate and participate in audits to maintain quality. Collect and analyse statistical data and prepare management reports to internal and external stakeholders. Develop standard operating procedures in line with applicable health policies and standards. |
| <u>ENQUIRIES</u> | : | Ms JC Joemat Tel No: (021) 659-5544 |
| <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. All short-listed candidates will be subjected to competency testing. |
| <u>CLOSING DATE</u> | : | 04 October 2021 |
| <u>POST 33/204</u> | : | <u>SENIOR ADMINISTRATIVE OFFICER: INFORMATION MANAGEMENT</u> Chief Directorate: Rural Health Services |
| <u>SALARY</u> | : | R316 791 per annum |
| <u>CENTRE</u> | : | Worcester Regional Hospital |

- REQUIREMENTS** : Minimum educational qualification: Appropriate 3-year National Diploma/Degree. Experience: Appropriate experience in Health Information Management / Knowledge Management. Inherent requirements of the job: Valid (Code B/EB) drivers' license, willingness to travel and work after-hours when required. Competencies (knowledge/skills): Working knowledge of health application systems: Sinjani, Clinicom, NetTerm, and SharePoint. Knowledge of SCM processes to procure ICT hardware, DITCOM, and IT Helpdesk procedure. Advanced computer literacy (MS Word, Excel, PowerPoint, SharePoint, MS Teams). Knowledge with regards to Hospital data definitions, data flow policy, data sign-off policy, CMI, and Hospital business processes. Training, presentation, communication, interpersonal, leadership, and conflict resolution skills. Logical thinker, with eye for detail to produce accurate and reliable outputs within a deadline-driven environment.
- DUTIES** : Ensure data collection, aggregation, and reporting of data elements adhere to sound data quality practices and information management policies. Interrogate the quality of data, generate reports for planning, monitoring, and evaluation. Analyze and interpret hospital performance data. Coordinate information activities, campaigns, meetings, training, and provide support to supervisor. Maintain information systems, oversee the roll-out of new system applications and ICT equipment. Conduct internal audits and provide data quality improvement recommendations. Perform People Management, labour, and disciplinary responsibilities of staff in your control.
- ENQUIRIES** : Ms GE Barnardt Tel No: (023) 348-6458
- 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** : 04 October 2021
- POST 33/205** : **ADMINISTRATION CLERK: SUPPLY CHAIN MANAGEMENT (ASSET MANAGEMENT)**
- SALARY** : R173 703 per annum
- CENTRE** : Tygerberg Hospital, Parow Valley
- REQUIREMENTS** : Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accountancy as a passed subject and/or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KRA's) of the post. Experience: Appropriate experience in Asset Management Systems and processes. Competencies (knowledge/skills): Computer literacy (MS Office: Word, Excel and PowerPoint). Function independently as well as within a group. Good Organisational skills. Good interpersonal and communication skills. Knowledge of the Public Finance Management Act (PFMA), National and Provincial Treasury regulations and policies. Assist with general tasks within the Asset Management Unit. Ability to communicate in two of the three official languages of the Western Cape.
- DUTIES** : Conduct asset counts and adhoc inspections. Partake in the disposal of obsolete, redundant and unserviceable items in accordance with existing policies and procedures. Barcoding and tracking of all assets. Updating and maintenance of the asset register with regard to equipment purchased, donated, transfers and condemning. Provide administrative support to supervisor. Assist with the implementation of relevant asset management policies and procedures.
- ENQUIRIES** : Mr C Harris Tel No: (021) 938-5502
- 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** : 04 October 2021
- POST 33/206** : **ADMINISTRATION CLERK: SUPPLY CHAIN MANAGEMENT (STORES)**
- SALARY** : R173 703 per annum
- CENTRE** : Tygerberg Hospital, Parow Valley
- REQUIREMENTS** : Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accountancy as a passed subject and/or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KRA's) of the post. Experience: Appropriate Stores experience in a Hospital environment. Inherent requirement of the job:

Willingness to rotate within Supply Chain Section (Stores) and relieve colleagues. Competencies (knowledge/skills): Sound knowledge of the Public Finance Management Act, National and Provincial Treasury Instructions and the Accounting Officer Systems. Knowledge of Inventory and Warehouse Management. Computer literate (i.e. MS Excel and Word). Good interpersonal and communication skills. Knowledge and practical experience of a warehousing/logistics system. Good communication skills (written and verbal) in at least two of the three official languages of the Western Cape. Knowledge of Inventory and Warehouse Management.

DUTIES : (key result areas/outputs): Perform tasks related to stores such as receiving of inventory, issuing and follow –up with vendors. Warehouse Management duties. Capture various documentation on the Supply Chain System (Syspro) and filing of documents. Ensure compliance to all relevant prescripts related to the Supply Chain (Stores). Handle telephonic and written queries from Vendors and End Users. Stock counts: to verify stock holding and identify slow moving stock. Assist with the supervision of General Stores Assistants.

ENQUIRIES : Mr LF Campher Tel No: (021) 938-5546/ Mr. B.R. Scholtz Tel No: (021) 938-4631

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 : 04 October 2021

POST 33/207 : **ADMINISTRATION CLERK: SUPPLY CHAIN MANAGEMENT**

SALARY : R173 703 per annum

CENTRE : Tygerberg Hospital, Parow Valley

REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accountancy as a passed subject and/or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KRA’s) of the post. Experience: Appropriate experience in Supply Chain Management (the procurement of equipment, provisioning of goods and services) or appropriate experience in Finance Administration. Appropriate experience in procurement of Hospital Engineering and Clinical Engineering needs (Goods and Services, maintenance and repairs, etc.) will be a definite advantage. Appropriate experience of using the Electronic Purchasing System (ePS) quotation tool and Syspro. Competencies (knowledge/skills): Ability to communicate effectively (verbal and written) in two of the three official languages of the Western Cape. Computer literacy (MS Word, Excel and Outlook). Knowledge of and exposure to the Public Finance Management Act (PFMA), AOS, PT,NT instructions and regulations. Knowledge and experience of the ePS,Syspro/Logis procurement system.

DUTIES : Obtain quotations for Hospital Engineering and Clinical Engineering needs (Goods and Services, maintenance and repairs, etc) via the Electronic Purchasing System (ePS). Place orders at companies using the SYSPRO system. Complete entries on all kinds of procurement documents, registers and contract management tool schedules. File and maintain all source and contract documents. Perform other tasks as provided by the supervisor of Supply Chain Management. Handle telephonic and written enquiries from suppliers (companies) and user departments.

ENQUIRIES : Ms M Stemmet Tel No: (021) 938 4147

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 : 04 October 2021

POST 33/208 : **ADMINISTRATION CLERK: SUPPORT**
Garden Route District

SALARY : R173 073 per annum

CENTRE : Sedgefield Clinic, Knysna Sub-district

REQUIREMENTS : Minimum educational qualification: Senior certificate / Grade 12. Experience: Appropriate Administrative experience in a Health Facility. Appropriate experience in PHCIS. Competencies (knowledge/skills): Good verbal and written communication skills in at least two of the three official languages of the Western Cape. Excellent filing and recordkeeping skills. Ability to work independently and in a multi-disciplinary team.

DUTIES : Admit, register patient on PHCIS and ensure availability of patient folders with patient centred approach. Registry documents, file patient folders, documents on a daily basis and handle all general administration duties. Keep record, retrieve patient folders, trace old folders and compile new folders – manage general admin and record management. Assist with ordering of stock from SCM and stock control. Act responsible with regard to service ethics, norms and standards. Responsible for handling of patient enquiries in an effective manner.

ENQUIRIES APPLICATIONS : Ms PM Peters Tel No: (044) 501-5700

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

CLOSING DATE : No payment of any kind is required when applying for this post.
04 October 2021

POST 33/209 : **ADMINISTRATION CLERK: ADMISSIONS (X4 POSTS)**
(Chief Directorate: Metro Health Services)

SALARY : R173 703 per annum

CENTRE : Wesfleur Hospital

REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in Patient Administration in Public or Private Hospital environment set-up. Inherent requirements of the job: Prepared to work 12-hour shifts (which include night duty, weekends and Public holidays) and work overtime on short notice. Competencies (knowledge/skills): Computer literacy. Good interpersonal and communication skills. Ability to communicate in at least two of the three official languages of the Western Cape. Ability to accept accountability and responsibility and to work independently and unsupervised.

DUTIES : Registration and capturing of patient information on CLINICOM. Recordkeeping, filing, retrieving, tracing of folders, destruction and opening folders. Assessing of patients according to the means test (income). Cash Management, including receiving, safekeeping and counting of cash for Banking Switchboard and patient enquiries.

ENQUIRIES APPLICATIONS : Mr TI Sebezela Tel No: (021) 571-8053

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

CLOSING DATE : No payment of any kind is required when applying for this post.
04 October 2021

POST 33/210 : **ADMINISTRATION CLERK: SUPPLY CHAIN MANAGEMENT (ASSETS)**
Overberg District

SALARY : R173 703 per annum

CENTRE : Caledon Hospital

REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accountancy as a passed subject and/or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KRA’s) of the post. Experience: Appropriate experience in Supply Chain Management, Asset/Warehouse Management. Inherent requirements of the job: Valid (Code E/EB) drivers’ licence. Willingness to rotate within Supply Chain Section and relieve colleagues. Competencies (knowledge/skills): Knowledge of the LOGIS System, Asset Management functions and functional experience in obtaining quotations on an electronic purchasing system (EPS). Computer literacy (MS Excel and Word). Good communication skills (written and verbal) in at least two of the three official languages of the Western Cape. Ability to work in a physically demanding environment.

DUTIES : Perform tasks related to procurement administration, such as inviting of quotes on EPS, placing of orders, preparing quotes for Quotation Committee and follow-up with suppliers. Asset Management which includes proper management of assets pertaining to annual asset count, updating asset register, disposals, capturing of relevant documentation on LOGIS and keeping updated filling of all relevant documentation. Monthly BAS and LOGIS reconciliation reporting. Receiving services and preparing batches for payment. Ensure compliance to all relevant laws and prescripts related to the Supply Chain. Handle all telephonic and written queries from relevant suppliers and end users.

ENQUIRIES : Mr G Bucchianeri Tel No: (028) 212-1070
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 : 04 October 2021

POST 33/211 : **HANDYMAN**
(Chief Directorate: Rural Health Services)

SALARY : R145 281 per annum
CENTRE : George Regional Hospital
REQUIREMENTS : Minimum requirement: NQF 3 (Grade 10 or equivalent). Experience: Appropriate experience in repairs and maintenance of hospital equipment and infrastructure. Inherent requirements of the job: Valid Code EB drivers' license. Ability to perform heavy physical labour. Available to perform standby and overtime duties. Competencies (knowledge/skills): Ability to work independently, good organisation and team skills and the ability to operate and use required tools and equipment skillfully and safely. Good communication skills (verbal and written) in at least two of three official languages of the Western Cape. Ability to plan ahead (pro-active), work independently, as well in a team and comply with in house systems and procedures. Strict adherence to the Occupational Health and Safety Act.

DUTIES : Carry out maintenance and repairs of hospital equipment and infrastructure. Complete and return repair requisitions and assist with the control and requisitioning of materials and parts. Clean areas where work has been carried out by engineering staff. Ensure that all tools and materials are available before commencing any tasks.

ENQUIRIES : Mr L Du Plessis Tel No: (044) 802- 4488
APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")

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

CLOSING DATE : 04 October 2021

POST 33/212 : **DRIVER (LIGHT DUTY VEHICLE)**
(Cape Winelands Health District)

SALARY : R102 534 per annum
CENTRE : Brewelskloof Hospital
REQUIREMENTS : Minimum requirement: Basic literacy and numeracy skills. Experience: Appropriate driving experience. Inherent requirements of the job: A valid code (B/EB) driver's licence. Valid Public Driving Permit (PDP). Willingness to work overtime. Willingness to perform standby duties. Ability to perform heavy physical labour. Available to perform standby and overtime duties. Competencies (knowledge/skills): Ability to communicate in at least two of the three official languages of the Western Cape. Good interpersonal skills. Knowledge of Transport Regulations and Circular no 4 of 2000. The ability to accept accountability and responsibility and to work independently. Knowledge of routine, maintenance, Inspections for defects on vehicles. Safe driving skills.

DUTIES : Transport goods, services, clients and personnel from one point to another. Ensure accurate and detailed completion of logbooks. Conduct routine maintenance, inspecting on vehicles and timely reporting of defects. Adhere to Departmental codes and procedures. Ensure that all vehicles are kept clean and tidy. Perform administrative and relieve duties when required or necessary.

ENQUIRIES : Ms L Jendrissek Tel No: (023) 348-1397
APPLICATIONS : The Director, Cape Winelands Health District Office, Private Bag X3079, Worcester, 6849.

FOR ATTENTION : Ms JB Salie
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 04 October 2021

POST 33/213 : **HOUSEHOLD AID**
(Garden Route District)

SALARY : R102 534 per annum
CENTRE : Oudtshoorn Hospital

- REQUIREMENTS** : Minimum requirement: Basic numeracy and literacy. Inherent requirements of the job: Willingness to work shifts, weekends, night duty and overtime. Ability to do physical work and operating machines or equipment in a cost-effective manner. Willingness to undergo formal and Informal training. Experience: Appropriate cleaning experience within a health-related environment. Competencies (knowledge and skills): Knowledge of Infection Control and Occupational Health and Safety. Good interpersonal skills with the rest of the multi-disciplinary team as well as the public. Ability to work in a team environment and independently. Good communication skills in at least two of the three official languages of the Western Cape.
- DUTIES** : Ensure a high standard of hospital hygiene, safety and cleanliness is maintained. Effective linen management. Serving of meals and beverages to patients on ward level. Cost effective utilization of consumables or resources. Assist with loading and off-loading of stock. Attend in-service training appropriate to services delivery and optimal support to the supervisor and colleagues. Effective management of waste.
- ENQUIRIES** : Ms H Human Tel No: (044) 203-7203
- APPLICATIONS** : To the District Manager: Garden Route District, Private Bag X6539, George, 6530
- FOR ATTENTION** : Ms S Pienaar
- NOTE** : No payment of any kind is required when applying for this post.
- CLOSING DATE** : 04 October 2021