



the dpsa

Department:
Public Service and Administration
REPUBLIC OF SOUTH AFRICA

PUBLIC SERVICE VACANCY CIRCULAR

PUBLICATION NO 39 OF 2021

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1. Introduction

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

2. Directions to candidates

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

3. Directions to departments

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

4 SMS pre-entry certificate

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

AMENDMENT

: **GAUTENG PROVINCIAL TREASURY:** Kindly note that the following positions advertised on circular 36 dated 15 October have been withdrawn: DEPUTY DIRECTOR: MUNICIPAL FINANCIAL ASSETS AND LIABILITIES POST 36/273 REF NO: GPT/2021/10/25, Directorate: Municipal Financial Governance. DEPUTY DIRECTOR: INTERNAL AUDITING – MUNICIPAL FINANCE MANAGEMENT ACT (MFMA) POST 36/274 REF NO: GPT/2021/10/26, Directorate: Municipal Financial Governance. DEPUTY DIRECTOR: MUNICIPAL ACCOUNTING AND FINANCIAL REPORTING POST 36/275 REF NO: GPT/2021/10/27, Directorate: Municipal Financial Governance. ASSISTANT DIRECTOR: MUNICIPAL FINANCIAL ASSETS AND LIABILITIES POST 36/276 REF NO: GPT/2021/10/28, Directorate: Municipal Financial Governance.

ASSISTANT DIRECTOR: INTERNAL AUDITING – MUNICIPAL FINANCE
MANAGEMENT ACT (MFMA) POST 36/277 REF NO: GPT/2021/10/29, Directorate:
Municipal Financial Governance, ASSISTANT DIRECTOR: MUNICIPAL ASSET
MANAGEMENT POST 36/278 REF NO: GPT/2021/10/30, Directorate: Municipal
Financial Governance. We apologise for the inconvenience.

**INDEX
NATIONAL DEPARTMENTS**

NATIONAL DEPARTMENTS	ANNEXURE	PAGES
AGRICULTURE LAND REFORM AND RURAL DEVELOPMENT	A	04 - 07
BASIC EDUCATION	B	08 - 09
CIVILIAN SECRETARIAT FOR POLICE SERVICE	C	10 - 11
CORRECTIONAL SERVICES	D	12 - 13
DEFENCE	E	14 - 23
EMPLOYMENT AND LABOUR	F	24 - 26
GOVERNMENT PRINTING WORKS	G	27 - 28
HIGH EDUCATION AND TRAINING	H	29 - 31
JUSTICE AND CONSTITUTIONAL DEVELOPMENT	I	32 - 38
NATIONAL PROSECUTING AUTHORITY	J	39 - 60
NATIONAL SCHOOL OF GOVERNMENT	K	61 - 64
PUBLIC ENTERPRISES	L	65 - 70
PUBLIC WORKS AND INFRASTRUCTURE	M	71 - 78
SMALL BUSINESS DEVELOPMENT	N	79 - 80
SOCIAL DEVELOPMENT	O	81 - 85
STATISTICS SOUTH AFRICA	P	86 - 87
TRADE INDUSTRY AND COMPETITION	Q	88
WATER AND SANITATION	R	89 - 101

PROVINCIAL ADMINISTRATIONS

PROVINCIAL ADMINISTRATION	ANNEXURE	PAGES
EASTERN CAPE	S	102 - 124
GAUTENG	T	125 - 141
KWAZULU-NATAL	U	142 - 167
MPUMALANGA	V	168 - 180
NORTHERN CAPE	W	181 - 188
NORTH WEST	X	189 - 198
WESTERN CAPE	Y	199 - 222

DEPARTMENT OF AGRICULTURE, LAND REFORM AND RURAL DEVELOPMENT

- CLOSING DATE** : 19 November 2021 at 16:00
- NOTE** : The requirements for appointment at Senior Management Service level include the successful completion of Senior Management Pre-entry Programme as endorsed by the National School of Government. Applicants should therefore attach proof that they have registered for the Pre-entry Certificate, which can be accessed using the following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. Shortlisted candidates must provide proof of successful completion of the course before the interviews commence. Failure to do this will result in the application being disqualified. No appointment will take place without the successful completion of the pre-entry certificate and submission of proof thereof. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment in compliance with the Department of Public Service and Administration (DPSA) Directive on the Implementation of Competency Based Assessments. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. Shortlisted candidates will be required to be available for assessments and interviews at a date and time as determined by the department. All shortlisted candidates will be subjected to personnel suitability checks and the successful candidate will have to undergo full security vetting. DALRRD may conduct reference checks which will include social media profiles of the shortlisted candidates. The successful candidate will be appointed subject to positive results of the security clearance process. The successful candidate will be required to enter into an employment contract, sign an annual performance agreement and annually disclose her or his financial interests. All applicants are required to declare any conflict or perceived conflict of interest, to disclose memberships of Boards and directorships that they may be associated with. Applications: The reference number should be featured in the subject line in the application e-mail sent to the Department. DALRRD requests applicants to apply by submitting applications on the new Z83 form obtainable from any Public Service Department or from the DPSA web site link: <http://www.dpsa.gov.za/dpsa2g/vacancies.asp> that should be accompanied by comprehensive CVs (previous experience must be expansively detailed) and copies of qualifications, service certificates to support senior management experience, driver's licence and proof of registration with professional bodies where applicable, identification document and permanent residency/work permit. Only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from Human Resource. Foreign qualifications must be accompanied by an evaluation report issued by the South African Qualifications Authority (SAQA). It is the applicant's responsibility to have all foreign qualifications evaluated by SAQA and to provide proof of such evaluation. As from 1 January 2021, applications received on the incorrect application form (Z83) will not be considered. All required information on Form Z83 must be provided. Failure to complete or disclose all required information will automatically disqualify the applicant. Attachments to emailed applications must be limited to 10 megabytes and be as a PDF document. The DALRRD cannot be held responsible for server delays. Failure to submit the required documents will result in your application not being considered. If you apply for more than one post, submit separate applications for each post that you apply for. Correspondence will be entered into with short-listed candidates within three (3) months after the closing date of the post. If by then you have not been contacted for an interview you were not successful in your application. Important: DALRRD is an equal opportunity and affirmative action employer. It is our intention to promote representivity in DALRRD through the filling of posts. The Department reserves the right not to fill a position.

MANAGEMENT ECHELON

- POST 39/01** : **DIRECTOR: TENURE REFORM IMPLEMENTATION REF NO: 3/2/1/2021/092**
Directorate: Tenure Reform Implementation
- SALARY** : R1 057 326 per annum (Level 13), (all-inclusive package), the package includes a basic salary (70% of package), and a flexible portion that may be structured in accordance with the rules for Senior Management Services (SMS).
- CENTRE REQUIREMENTS** : Free State
Successful completion of Pre-entry Certificate for SMS as endorsed by the National School of Government (NSG). Bachelor's Degree or Advanced Diploma in the field of Humanities or Social Science (NQF Level 7). Five (5) years' experience at a middle / senior managerial level in the relevant field. Job related knowledge: Knowledge of land tenure security matters. Transformation of Certain Rural Areas Act (TRANCRA). Upgrading of Land Tenure Rights Act (ULTRA). Monitoring and evaluation. Strategic planning. Human resource management. Financial management. Supply chain management. Knowledge of economics. Job related skills: Communications skills (excellent verbal and written communication). Negotiation and conflict resolution skills. Strategic management and leadership skills. Project management skills. Networking skills. Team management skills. People management skills. Customer and client focus. Statistical forecasting. Willingness to travel. A valid driver's licence.
- DUTIES** : Coordinate implementation of communal land rights programmes. Promote awareness and capacity building on land rights and relevant laws to stakeholder. Liaise and monitor land rights management structures by providing legal protection and awareness. Facilitate and mediate in case of illegal and unlawful evictions. Establish and maintain land rights mediation and adjudication processes. Implement communal land rights policies, procedures, guidelines and products. Provide support on communal tenure upgrading. Coordinate implementation of land tenure security programmes. Manage all queries on Extension of Security of Tenure Act (ESTA) accordingly. Oversee the liaison with Justice ministry, Game Farmers, Department of Environmental Affairs, Conventional Farmers / Farm owners, Department of Labour, Farm dwellers and local Municipalities on ESTA . The Land Reform (Labour Tenants) Act (LTA). Coordinate training workshops of staff and role players in the land reform. Provide communal property holdings establishment support. Facilitate the establishment and implementation of Communal Property Association (CPA). Provide secretariat services in CPA meetings, constitution proceedings. Maintain the register of CPA's and similar entities. Promote awareness of CPA activities. Conduct investigations on the affairs and activities of registered CPA's. Facilitate the mediation and dispute resolution proceedings of the CPA's. Monitor the validity of CPA's transactions in accordance with CPA constitution. Provide legal representation, mediation and advice. Ensure legal compliance with regard to applicable LTA. Manage transfer of properties and establishment of legal entities. Draft legal documents in respect of the LTA, regulations and policies. Monitor and evaluate implementation of land tenure programme. Facilitate land dispute resolutions.
- ENQUIRIES APPLICATIONS** : Mr SR Mzizi Tel No: (051) 400 4200
Please ensure that you email your application to: post092@dalrrd.gov.za before the closing date as no late applications will be considered. Applications and supporting documents sent to email addresses that are not specified in the advertisement for the post that you are applying for will not be accepted. Failure to do this will result in the application being disqualified.
- POST 39/02** : **DIRECTOR: STRATEGIC LAND ACQUISITION REF NO: 3/2/1/2021/093**
Directorate: Strategic Land Acquisition
- SALARY** : R1 057 326 per annum (Level 13), (all-inclusive package). The package includes a basic salary (70% of package), and a flexible portion that may be structured in accordance with the rules for Senior Management Services (SMS).
- CENTRE REQUIREMENTS** : Free State
Successful completion of Pre-entry Certificate for SMS as endorsed by the National School of Government (NSG). A Bachelor's Degree or Advanced

Diploma in Agricultural Studies/Agricultural Economics/Development Studies. A Post Graduate qualification in Agricultural Economics / Agricultural Studies / Development Studies will be an added advantage. Five (5) years' relevant experience at middle / senior managerial level. Job related knowledge: The Land Reform: Provision of Land and Assistance Act as amended. Land Reform (Land Tenants) Act. Restitution Act. Extension of Land Tenure Security Act. Knowledge of Agrarian Transformation as well as key priorities of government. Knowledge of Comprehensive Rural Development Programme (CRDP). Relevant prescripts pertaining to Land Reform and other relevant prescripts. Job related skills: Communication skills. Strategic management skills. Negotiation skills. Computer literacy. Stakeholder relationship. Facilitation / coordination skills. Presentation skills. Financial management. Project management. Interpersonal relation skills. A valid driver's licence.

DUTIES

: Manage the identification and assessment of strategic located land aligned to the strategic commodities. Map and identify strategic suitable land for acquisition by the state. Develop and maintain database on all suitable land acquisition for the state. Map and overlay the identified land with Agricultural Policy Action Plan (APAP) / Animal and Veld Management Programme (AVMP) key commodities. Align acquired land to other land reform programmes (Proactive Land Acquisition Strategy (PLAS) and Household). Manage land acquisition approval process through relevant structures. Provide project management and provide project register in term of Enterprise Project Management Office (EPMO) requirements. Manage the selection of suitable candidates for land allocation. Allocate acquired land to category and targeted groups. Align land allocated to the beneficiary selection policy. Manage the selection process of beneficiary for the land allocation. Manage land allocation approval process through relevant structures. Develop and maintain lease / land application system / database. Maintain credible lease land application system / database. Provide management information report to relevant approval structures and departmental management. Coordinate land acquisition support services across including District Land Committees. Manage land acquisition projects procedures within relevant policy and programme guidelines (Recapitalisation and Development Programme (RADP) and Proactive Land Acquisition Strategy (PLAS)). Coordinated the liaison with relevant role-players / stakeholders with regards to land acquisition projects support requirements. Facilitate the identification potential within area of responsibility to facilitate planning and budgeting.

ENQUIRIES APPLICATIONS

: Mr SR Mzizi Tel: (051) 400 4200
 : Please ensure that you email your application to: post093@dalrrd.gov.za before the closing date as no late applications will be considered. Applications and supporting documents sent to email addresses that are not specified in the advertisement for the post that you are applying for will not be accepted. Failure to do this will result in the application being disqualified.

POST 39/03

: **DIRECTOR: NARYSEC REF NO: 3/2/1/2021/094**
 Directorate: National Rural Youth Service Corps (NARYSEC)

SALARY

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

CENTRE REQUIREMENTS

: Free State
 : Successful completion of Pre-entry Certificate for SMS as endorsed by the National School of Government (NSG). Bachelor's Degree or Advanced Diploma in Project Management (NQF Level 7). Five (5) years' experience at a middle / senior managerial level in the Project environment. Job related knowledge: Knowledge of both theoretical and practical aspects of project management. Knowledge of project management techniques and tools. Job related skills: Critical thinking and problem-solving skills. Planning and organising. Decision making skills. Communications skills. Influencing and leading skills. Delegation skills. Teamwork skills. Negotiation skills. Conflict management skills. A valid driver's licence.

DUTIES

: Provide NARYSEC support services. Manage NARYSEC policies and practices. Provide financial services to the NARYSEC programme at Provincial level. Conduct payroll and records management. Provide NARYSEC supply chain services at Provincial level. Provide information service to NARYSEC participants. Provide a call centre service. Facilitate the establishment and

support of participatory community development institutions. Facilitate consultation with community stakeholders. Facilitate the information of community organisations. Facilitate the formation of community organisations with public and private sector organisations. Facilitate skills development for rural communities in support of the implementation of the Comprehensive Rural Development Programme (CRDP). Facilitate and coordinate NARYSEC project implementation. Plan project activities. Coordinate project implementation. Liaise with project stakeholders. Compile project status reports. Facilitate youth and skills development at Provincial level. Facilitate and manage youth programme up to District level. Coordinate the implementation of programmes up to District level. Plan skills development programme. Facilitate implementation of skills development programmes. Identify exit opportunities. Oversee delivery of skills development institutions. Reduce household poverty in accordance with CRDP. Provide household poverty research and analysis. Facilitate household profiling in CRDP sites and land reform projects. Facilitate household progress tracking and graduation out of poverty on the CRDP sites. Manage household poverty database and information pertaining to CRDP.

ENQUIRIES
APPLICATIONS

- : Mr SR Mzizi Tel No: (051) 400 4200
- : Please ensure that you email your application to: post094@dalrrd.gov.za before the closing date as no late applications will be considered. Applications and supporting documents sent to email addresses that are not specified in the advertisement for the post that you are applying for will not be accepted. Failure to do this will result in the application being disqualified.

DEPARTMENT OF BASIC EDUCATION

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

- APPLICATIONS** : Submitted via post to: Private Bag X895, Pretoria, 0001 or hand-deliver to: The Department of Basic Education, 222 Struben Street, Pretoria. Please visit the Department of Education's website at www.education.gov.za or the Department of Public Service and Administration vacancy circulars at www.dpsa.gov.za
- FOR ATTENTION** : Ms J Masipa/Ms N Monyela
- CLOSING DATE** : 26 November 2021
- NOTE** : Applications must be submitted on Form Z83 obtainable from any Public Service; Department and must be accompanied by a comprehensive CV, ID and qualifications. Drivers' License and registration 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.

OTHER POSTS

- POST 39/04** : **DEPUTY DIRECTOR: (BUSINESS ANALYSIS AND POLICY MONITORING)**
REF NO: DBE/62/2021
Branch: Business Intelligence
Chief Directorate: Information and Management Systems
Directorate: Education Management Information Systems (EMIS)
- SALARY** : R869 007 per annum, All-inclusive remuneration package
- CENTRE** : Pretoria
- REQUIREMENTS** : Applicant must be in possession of a three-year relevant post matric qualification (NQF Level 6) or equivalent qualification in Computer Science, Information Technology or Project Management. A Postgraduate qualification and knowledge of the Education system and policies will be added advantages. At least four (4) years' experience in business analysis is essential. A minimum of 3 years Project Management experience is recommended. Knowledge and understanding of Business Analysis methodologies, design of business processes, and mapping is required. Knowledge in Agile methodologies will be advantageous. Extensive proven experience in Business process mapping notation (BPMN), UML, SDLC, and JAD. Application of Project Management in relation to PM methodologies (PMBok or PRINCE 2). Advanced knowledge of all Microsoft Office Tools including MS Project and MS Visio. The ideal candidate must be able to create logical and innovative solutions to complex problems and possess practical experience in business process analysis or re-engineering. Knowledge of Education and Data Policies, Standards and systems, including the National Education Information Policy, SA-SAMS and LURITS is recommended. Excellent written and verbal communication skills Ability to multitask and meet deadlines in a fast-paced environment with minimal guidance. Ability to work well in a team environment, under pressure and have strong project management skills. A valid driver's license, be prepared to travel and work overtime on occasion.
- DUTIES** : The successful candidate will examine existing process models and data flows within the education system and design improved solutions, Reverse engineer education policies into business requirements for operational units, Elicit and model business requirements into business processes, functional and technical system specifications, use cases, standard operating procedures and recommendations related to improved solutions; Assess impact of

improvement, Create and review business cases, terms of references and tender specifications, Develop Policies and Standards to govern education management information and systems, Guide the Modernisation of SA-SAMS Project, monitor the full SDLC of SA-SAMS the solution for the education sector using a variety of delivery methods, including reporting on the Project at various levels, Provide project management services to the Directorate including the management of service providers/collaborators for relevant Projects, Ensure implementation and monitoring of the Education Information Policy and support Policy alignment. Support and monitor Provinces in the implementation of EMIS priorities, Establish and maintain Protocol Agreements between the DBE and other Government Departments/partners on EMIS data and systems; Support the implementation of the migration of the Early Childhood Development (ECD) data systems from the Department of Social Development to the DBE, Develop relevant training materials and facilitate training programmes and meetings, Manage Secretariat functions and provide reporting and administrative support to the Directorate, including financial management, Expected to assist in the management of the Directorate and represent the Department in various internal/external meetings and conferences.

**ENQUIRIES
NOTE**

: Ms J Masipa Tel No: 012 357 3295/ Ms N Monyela 012 357 3294
 : Shortlisted candidates may perform competency assessment. The successful candidate will have to sign an annual performance agreement, annually disclose his/her financial interests and be subjected to a security clearance.

POST 39/05

: **SENIOR ADMINISTRATIVE OFFICER: (REPORTING, PUBLICATIONS AND DATA DISSEMINATION) REF NO: DBE/63/2021**
 Branch: Business Intelligence
 Chief Directorate: Information and Management Systems
 Directorate: Education Management Information Systems (EMIS)

**SALARY
CENTRE
REQUIREMENTS**

: R316 791 per annum
 : Pretoria
 : Applicant must be in possession of a Senior Certificate or equivalent qualification, qualification in Statistics, Social Sciences, Information Technology or related fields at NQF level 6. With be added advantage, Experience and/or knowledge of data analysis using statistical software such as SPSS or STATA, MS Excel, MS Access, SQL, Ability to work with large datasets and dissemination of data will be a strong recommendation, Good report writing skills, project management skills, Communication skills and analytical skills, Ability to multitask and meet deadlines in a fast-paced start-up environment, Attention to detail and strong problem-solving skills are critical, Initiative and the ability to work with minimal guidance, A valid Code 8 driver's license.

DUTIES

: The successful candidate will extract data tables from MS-Excel, MS-Access, SQL, clean and structure data to provide reliable and timely information, Disseminate education statistics to all stakeholders as and when required, Respond to statistical education questions from clients and Parliament, Maintain a Query Logging System (QLS), monthly, quarterly and annually. Assist in quality assurance of EMIS data for all publications, Plan, coordinate and monitor the Data Quality Audits conducted by external service providers, Triangulate, verify, disseminate and/or report on DBE school, learner and educator data with data from other government departments such as the Department of Home Affairs, Department of Social Development, Department of Health etc, in compliance to the POPI Act, Provide EMIS support to the Director and Directorate as reasonably requested.

**ENQUIRIES
NOTE**

: Ms J Masipa Tel No: 012 357 3295/ Ms N Monyela 012 357 3294
 : Shortlisted candidates may perform competency assessment. The successful candidate will have to sign an annual performance agreement, annually disclose his/her financial interests and be subjected to a security clearance.

DEPARTMENT OF CIVILIAN SECRETARIAT FOR POLICE SERVICE

The Civilian Secretariat for Police Service is an equal opportunity, and gender sensitive employer and its intention is to promote representivity in the Public Service through the filling of these posts. The Secretariat for Police Service is committed to the achievement and maintenance of diversity and equity employment.

- APPLICATIONS** : must be mailed timeously to Private Bag X922 Pretoria 0001 or hand delivered or couriered to 217 Pretorius Street, Van Erkom Arcade building 7th floor, Pretoria at the Reception Desk. Applications can also be emailed to recruitment@csp.gov.za
- CLOSING DATE** : 19 November 2021
- NOTE** : Applications must be submitted on the new prescribed application form Z.83 of the Public Service Act form only, (i.e. application for employment form), obtainable from any Public Service Department or any Public Service and Administration website or Recruitment Office within the Secretariat for Police Service. The Z.83 form should be accompanied by a recent updated comprehensive CV (previous experience must be comprehensively detailed, i.e. positions held and dates), as well as copies of all qualifications, ID document and license (these copies need not be certified), only shortlisted candidates will be required to submit certified documents on or before the day of the interviews following communication from HR. Failure to submit the requested documents/information will result in your application not being considered. Failure to comply with this requirement will result in the candidate being disqualified. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three months of the closing date of this advertisement, please accept that your application was unsuccessful. All shortlisted candidates for posts will be subjected to a technical competency exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend the most suitable candidate. Short-listed candidates will be subjected to a security clearance. The Secretary for Police Service has the right not to fill the post. All posts are based in Pretoria. Preference will be given to youth, people with disability and women in accordance with our employment equity. NB: Please ensure that your application reaches this office not later than 16h00 on week-days.

OTHER POST

- POST 39/06** : **ASSISTANT DIRECTOR: GOVERNANCE AND INTEGRITY MANAGEMENT**
REF NO: CSP/20/2021
- SALARY** : R376 596 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : National Diploma or Bachelor Degree in Risk Management/Internal Audit/Accounting/Forensic Investigation/ Fraud and Anti-Corruption or equivalent qualification. 3-5 years working experience in Fraud and Forensic Investigation. Knowledge of the Constitution of the Republic of South Africa, Good Governance and Batho Pele Principles, Public Service Regulations, and other government legislations. Understanding of Treasury and Public Finance Management Act, Promotion of Access to Information Act, Prevention and Combating of Corrupt Activities Act. Knowledge of Fraud Prevention methodology and strategy. Knowledge of Fraud Investigation: tools, techniques, methodologies and approaches. Best practices regarding systems of risk management, compliance, governance processes and code of ethics standards. Skills: planning and organizing skills, report writing skills, communication (verbal & written) skills, presentation skills, problem solving skills,. Computer literacy. Ability to work with diverse people, interpret and apply policies. Drivers License.
- DUTIES** : Conduct fraud and ethics risks assessment and compile reports. Issue invitation to SMS and non-SMS members. Follow up or drive the implementation of fraud risk mitigation plan through meetings. Implement and maintain fraud prevention plan, methodologies, policies, procedures, frameworks, templates and processes in accordance with best practices. Manage and conduct investigations on fraud, corruption and misconduct. Record all allegations reported, track progress and reveal systematic

weakness/potential risks. Perform preliminary investigations, prepare an investigation plan /terms of reference and compile and issue progress /final investigation reports. Contribute towards the development and implementation of ethics programs. Communicate with all employees by means of e-mails and inviting them to apply for RWOPS, issuing application forms, making follow ups and compiling the report. Monitor compliance by all SCM officials on Conflict of Interest declaration and signing Code of Conduct. Monitor compliance by all SCM Bid Committees members on Conflict of Interest declaration and signing Code of Conduct. Compliance by all designated officials on conflict of interest and financial declaration of assets. Develop and implement Ethics and Integrity Strategy/Implementation Plan and monitor the implementation of the activities in the Implementation Plan. Follow up on implementation of governance committee resolutions. Monitor the implementation of EXCO and MANCO resolutions. Serve as a Secretariat of the Ethics and Risk Management Committee meetings to improve compliance and governance. Review SCM submissions through developed SCM procurement check list. Facilitate the awareness sessions on Fraud, Corruption, Ethics and Integrity. Issue invitation to SMS and Non-SMS members, organize venue and other logistics. Organize and develop presentations, promotional material (posters, banners, brochures, etc.).

ENQUIRIES

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

DEPARTMENT OF CORRECTIONAL SERVICES

Correctional Services is an equal opportunity employer. The Department will take into consideration the objectives of Section 195 (1) (i) of the Constitution of the Republic of South Africa, 1996 (Act 108 of 1996) and the Employment Equity Act, 1998 (Act 55 of 1998) in filling of these vacancies. It is our intention to promote representivity in respect of race, gender and disability through the filling of these positions.



- APPLICATIONS** : Head Office: Department of Correctional Services, Post Advertisement Section, Private Bag X136, Pretoria, 0001 OR hand deliver at: 124 WF Nkomo Street, Poyntons Building, Cnr WF Nkomo and Sophie De Bruyn Street, Pretoria, 0001 (Previous: Cnr Church and Schubart Street). Contact persons: Mr TN Mokotjo 012 3072173/Mr Y Naidoo 012 307 2079/ Ms TP Baloyi/Ms NS Khumalo 012 305 8589.
- CLOSING DATE** : 22 November 2021 @ 15h45
- NOTE** : Before you apply: All costs associated with an application will be borne by the applicant. In support of this strategy, applicants need to indicate race, gender and disability status on the application form/CV. Applicants who have retired from the Public Service with a specific determination that they cannot be re-appointed or have been declared medically unfit will not be considered. The Department of Please take note that correspondence will only be conducted with the shortlisted candidates. If you have not been contacted within three (3) months of the closing date of the advertisement, please accept that your application is unsuccessful. Please do not call the department to enquire about the progress of your application. Applicants must note that further checks will be conducted once they are shortlisted and that their appointment is subject to positive outcomes on these checks, which include security clearance, security vetting, qualification verification, and criminal records verification. Appointment to some of these posts will be provisional, pending the issue of a security clearance. If you cannot get a security clearance, your appointment will be re-considered/possibly terminated. Finger prints may be taken on the day of interview. The Department of Correctional Services reserves the right not to fill any of these advertised posts. Applications: Applications must be submitted on form Z83 (Public Service Application form), obtainable from any Public Service Department, and must be completed in full. Applicants must submit copies of qualifications, identity document and driver's licence (where appropriate) and any other relevant documents. (Only shortlisted candidates will be required to submit certified documents on or before the day of the interviews). Please send a separate and complete application for each post you apply for, stating the correct reference for each position you are interested in. Faxed and e-mailed applications will not be accepted. Candidates must comply with the minimum appointment requirements. CV's should be aligned to reflect one's degree of compliance with the advert requirements and responsibilities. It is the sole responsibility of an applicant to ensure that their application reaches DCS before 22 November 2021 @ 15h45. Indicate the reference number and position you are applying for on your application form (Z83) and post your complete application to:

OTHER POSTS

- POST 39/07** : **CLINICAL NURSE PRACTITIONER GRADE 1: PRIMARY HEALTH CARE (X2 POSTS)**
- SALARY** : R383 226 per annum
- CENTRE** : Kroonstad Training College Ref No: HO 2021/10/02
Zonderwater Training College Ref No: HO 2021/10/03
- REQUIREMENTS** : Diploma/degree in Nursing or equivalent qualification. A minimum of 4 years relevant work experience after registration as a professional Nurse with the South African Nursing Council. Post basic qualification with a duration of at least 1 year in curative skills in Primary Health Care accredited with the South African Nursing Council. Current registration with the South African Nursing Council as a Professional Nurse. Computer literacy. Valid driver's license. Competencies and Attributes: Programme management. Monitoring and evaluation. National standard setting. Resource management. Knowledge of

- nursing statutes and other relevant legal frameworks. Communication skills. Service delivery innovation. Problem solving. Planning and organizing. Liaison and networking. Coordination. Facilitation skills. Confidentiality. Interpersonal skills. Understanding of the PFMA, DCS legislative and policy frameworks. Policy and procedure design and development.
- DUTIES** : Responsibilities: Provide direction and supervision in the implementation of the nursing plan. Implement standards, practices, criteria and indicators for quality nursing. Practice nursing and healthcare in accordance with relevant laws and regulations. Utilize human, material and physical resources efficiently and effectively. Display a concern for patients, promoting and advocating proper treatment and care, including an awareness to respond to patients' needs, requirements and expectations. Maintain a constructive working relationship with nursing and other stakeholders. Management of human resources, finance and assets.
- ENQUIRIES** : Head Office: Mr TN Mokotjo Tel No: 012 3072173/Mr Y Naidoo 012 307 2079/ Ms TP Baloyi/Ms NS Khumalo Tel No: 012 305 8589.
- NOTE** : Appointment under the Public Service Act.
- POST 39/08** : **SOCIAL AUXILIARY WORKER GRADE 1**
(12 Months Contract)
- SALARY CENTRE** : R148 215 per annum, (plus 37% in lieu of benefits)
: National Head Office: Office of the CDC: Community Corrections (Ref: HO 2021/10/04)
- REQUIREMENTS** : Registration with the SA Council for Social Service Professions (SACSSP) as a Social Auxiliary Worker. Computer literacy. Competencies and Attributes: Report writing, problem solving, interpersonal relations, conflict resolution and communication skills. Integrity and honesty. Friendly and adaptable. Self-discipline. Ability to work under pressure. Punctuality. Ability to network and willingness to travel.
- DUTIES** : Responsibilities: Keep updated on the Victim Offender Dialogue Programme and the objectives and targets as set out in the Strategic Plan and Operational Plan. Locate victims. Keep records on all attempts to locate victims. Orientation of victims with regard to the aims and benefits of the Victim Offender Dialogue programme. Facilitate contact between offender and victim. Assessment of potential areas of conflict. Referral of identified areas of conflict to the Departmental social workers for further intervention. Provision of particulars of victims to Case Management Committee and Parole Boards. Establish database of available support structures in the community (NGO's, religious care organizations, etc). Orientation of NGO's community leaders and other stakeholders with regard to the aims and benefits of the Victim Offender Dialogue Programme. Orientate NGO's, community leaders and families of both the offender as well as the victim (s) regarding the benefits of the acceptance and reintegration of offenders into the communities. Handling monthly returns to Head Office with regard to performance on targets as contained in the Strategic Plan. Provision of needs to Head Community Corrections with regard to communication and travel.
- ENQUIRIES** : Head Office: Mr TN Mokotjo Tel No: 012 3072173/Mr Y NaidooTel No: 012 307 2079/ Ms TP Baloyi/Ms NS Khumalo Tel No: 012 305 8589.
- NOTE** : Appointment under the Public Service Act.

DEPARTMENT OF DEFENCE



- CLOSING DATE** : 19 November 2021 @ 16:00 (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 39/09** : **SENIOR STATE ACCOUNTANT REF NO: CFO 21/7/1**
Financial Management Division
Chief Directorate: Budget Management
- SALARY CENTRE** : R316 791 per annum (Level 08)
SA Air Force Budget Management, Command & Control System Group, Budget Office, Pretoria.
- REQUIREMENTS** : Minimum requirements: Grade 12 certificate plus a three year B Degree/National Diploma in Finance/Accounting with a minimum of three years relevant experience in budget management on a post level 7 or Grade 12 certificate with finance/accounting related subjects with a minimum of seven years relevant experience in budget management on a post level 7 or equivalent. Computer literate (MS Office package). Knowledge of understanding of Public Finance Management Act (PFMA), Treasury Regulation (TRs) and related prescripts. Well-developed verbal and written communications skills. Well-developed presentation skills report writing skill and ability to present budget control reports to top management for decision making. Good reasoning, attention to details, innovative, strong mathematical, problem solving and statistical analyzing ability. Ability to analyse and interpret policies, instruction and regulations. Receptive to work-related suggestion/ideas, decisive/persevering regarding task finalisation and sound judgemental ability. Ability to effectively function as part of a team. Ability to work under pressure and meet the deadline. Knowledge of estimating, budget and expenditure control process. Ability to draft complex programs/reports in this regard would be a strong recommendation. In Possession of RSA /Military driver's license to conduct official duties and attend meetings.
- DUTIES** : Execute of all SA Air Force budgeting and budget control duties and responsibilities as specified in the Public Finance Management Act (PFMA),

Treasury Regulations (TRs) as well as DODI Policy, Instructions and Regulations. Provision of expenditure trends, performance management reporting on expenditure of the Air Defence Programme through development of IC Report and graphic presentations. Prepare monthly Early Warning Reports (EWR's). Facilitate the Financial Authorisation (FA) process in the SA Air Force. Assist in handling Audit Queries, Conduct Preliminary Investigation (PI) regarding potential irregularities and compilation of reports to the SA Air Force. Compile delegations with regard to the management of essential resource in the SA Air Force. Monitor the SA Air Force in-year expenditure trends and advice on methods to address deviation. Provision of budget control inputs to SA Air Force in proportion of the attendances to cancel Council and Committees. Attendance of the SA Air Force budget Control committee meeting and the DOD Budget Control work groups meetings. Ensure the safekeeping of all transaction supporting documentation, files and data for audit proposes in accordance with prescripts. Provide training, guidance and development of subordinates or personnel. Managing and supervising all resources resorting under control of this post.

ENQUIRIES : Mr S.R. Molekwa Tel No: (012) 312-2209
APPLICATIONS : must be submitted to: Financial Management Division, DFSS, Career Management Section, Private Bag X137, Pretoria, 0001 or applications may be hand-delivered to: Department of Defence, Poynton building, 195 Bosman Street, Pretoria where it must be placed in wooden post box 5 at Reception.

NOTE : Please use reference number not post number. All applicants must complete all the sections in the Z83 form including section C on contact details and medium of communications and section E on current study (institution and qualification). Preference will be given to African males, African females, White females, Indian males, Coloured males and Persons with Disabilities.

POST 39/10 : **FINANCE CLERK SUPERVISOR REF NO: CFO 21/7/2**
 Financial Management Division
 Directorate: Stores, and Services and Related Payments

SALARY : R257 508 per annum (Level 07)
CENTRE : Financial Accounting Service Centre, FASC Kimberly
REQUIREMENTS : Minimum requirements: Grade 12 certificate plus a three year B Degree or three (3) years National Diploma in finance/accounting with a minimum of three years relevant working experience on a post level 5 or equivalent or Grade 12 certificate with finance/accounting related subjects and a minimum of five years relevant working experience on a post level 5 or equivalent. Thorough knowledge of, State contracts as well as the financial processes and core processes of the Department of Defence (DOD)/Public Service/Private sector will be an added advantage. Thorough knowledge of computer systems and programs utilised in the DOD, Public Service and Private Sectors including PERSOL/PERSAL, Financial Management System (FMS)/BAS or any other financial systems, MS Word and Excel. Sound reasoning, mathematical and problem solving ability. Ability to understand and interpret financial policy, especially iro State contracts. Well-developed verbal and written communication skills and able to compile effective reports. Personal attributes: Ability to function as part of a team, receptive to work related suggestions/ideas, decisive/persevering iro task finalisation and able to effectively function under pressure. Added advantage: In possession of a valid RSA/Military driver's licence.

DUTIES : Timely payment of all invoices. Timely confirmation of all TELKOM and Freight Order accounts. Timely finalisation of all Central Advance System events and transactions. Successful monthly execution of Central Advance System cash counts. Quarterly confirmation of correctness of Face Value Document administration. Report, investigate and follows up of all finance related irregularities. Manage the preparation of supplier accounts by verifying payment documents for anomalies and verify payments on FMS and couple invoices for payment. Manage administration iro cash payments, advances purchases and PMG account deposits. Manage/supervise all personnel who resort under the post.

ENQUIRIES : Mr T.T. Nyuswa Tel No: (012) 392-2890
APPLICATIONS : must be submitted to: Financial Management Division, DFSS, Career Management Section, Privet Bag X 137, Pretoria, 0001 or applications may be hand-delivered to: Department of Defence, Poynton building, 195 Bosman Street, Pretoria where it must be placed in wooden post box 5 at Reception.

NOTE : Please use reference number not post number. All applicants must complete all the sections in the Z83 form including section C on contact details and medium of communications and section E on current study (institution and qualification). Preference will be given to African females and Persons with Disabilities.

POST 39/11 : **FINANCE CLERK SUPERVISOR REF NO: CFO 21/7/3**
Financial Management Division
Directorate: Personnel Payments

SALARY : R257 508 per annum (Level 07)
CENTRE : S&T (Sub motor), Pretoria
REQUIREMENTS : Minimum requirements: Grade 12 certificate plus a three year B Degree or three (3) years National Diploma in finance/accounting with a minimum of three years relevant working experience on a post level 5 or equivalent or Grade 12 certificate with finance/accounting related subjects and a minimum of five years relevant working experience on a post level 5 or equivalent. Computer literate (MS Office packages). Sound reasoning, mathematical and problem solving ability. Knowledge of Public Finance Management Act (PFMA) and Treasury Regulations. Knowledge of S&T system and processes, ability to correctly interpret and effectively apply policies and regulations iro S&T advances and claims. Thorough knowledge of computer systems and programs utilised in the DOD, Public Service and Private Sectors including PERSOL/PERSAL, Financial Management System (FMS)/BAS or any other financial systems. Well-developed verbal and written communication skills, very conscientious and motivated towards producing effective and correct work and always aiming for zero defect environment. Ability to effectively function as part of a team, receptive to work related suggestions/ideas, decisive/persevering iro task finalisation and able to effectively function under pressure.

DUTIES : Receive all new applications for participant in the Subsidised Vehicle Scheme, B-Scheme, MMS and SMS. Ensure that the insurance is paid, a file is opened and relevant information required updating the register/database at the supervisor is updated. Receive, scrutinised, check, verify and execute all S&T kilometre claims, salary and allowances for members/employees of the Department of Defence for correctness in accordance with all policies and instruction pertaining the Subsidised Vehicles A-Scheme, B-Scheme, MMS, and SMS. Timely finalising of all Central System (CAS) events, quarterly audit to confirm correct S&T kilometre documents administration, capturing and compiling of related journal. Approving of computer codes documents with regard to S&T kilometres and with conjunction with the SSA. Answering and finalising audit queries. Managing the statistics of the section, capturing and approving transaction on PERSOL and Financial Management System (FMS), regular clearing suspense accounts in use, constantly collaboration and communication with SSA. Supervising subordinates and manage equipment's under control of this post.

ENQUIRIES : Ms T.T. Tshioma Tel No: (012) 392-2245
APPLICATIONS : must be submitted to: Financial Management Division, DFSS, Career Management Section, Privet Bag X 137, Pretoria, 0001 or applications may be hand-delivered to: Department of Defence, Poynton building, 195 Bosman Street, Pretoria where it must be placed in wooden post box 5 at Reception.

NOTE : Please use reference number not post number). All applicants must complete all the sections in the Z83 form including section C on contact details and medium of communications and section E on current study (institution and qualification). Preference will be given to African females and Persons with Disabilities.

POST 39/12 : **FINANCE CLERK REF NO: CFO 21/7/4**
Finance Management Division
Directorate: Stores, Services and Related Payments
Sub Directorate: Medical Payments

SALARY : R173 703 per annum (Level 05)
CENTRE : Pretoria
REQUIREMENTS : Minimum requirements: Grade 12 certificate with finance / accounting related subjects. Computer literate (MS Office software packages). Orientated towards teamwork and able to effectively communicate with other personnel, medical practitioners, South African National Defence Force (SANDF) members and

Public Service Act Personnel (PSAP). Receptive to work related suggestions and ideas and persevering in terms of task finalisation. Hard working, loyal and dedicated. Added Advantage: Post matric qualification in Finance related field. A minimum of one year relevant experience. Basic knowledge of Financial and Accounting processes. Sound knowledge of the Public Finance Management Act and Treasury Regulations. Ability in understanding, interpret and correctly applying of financial policy and prescripts.

DUTIES : Timely payment of medical invoices. Utilising the Finance Management System (FMS) to correctly process payment. Ensure that the medical practitioner has a supplier code. Ensure that the account/invoice has not been paid before. Register medical accounts/invoices. Answer enquiries regarding payment of medical accounts/invoices. Do enquiries on PERSOL regarding the medical details of SANDF members. Prepare accounts for payment. Strictly and correctly apply all policy prescripts and regulations regarding the payment of medical accounts. Assist in general office administration, filing, duplicating of documents, collecting and delivering documentation.

ENQUIRIES APPLICATIONS : Ms C. Potgieter Tel No: (012) 392-2823
: must be submitted to: Financial Management Division, DFSS, Career Management Section, Private Bag X 137, Pretoria, 0001 or applications may be hand-delivered to: Department of Defence, Poynton building, 195 Bosman Street, Pretoria where it must be placed in wooden post box 5 at Reception.

NOTE : (Please use reference number not post number). All applicants must complete all the sections in the Z83 form including section C on contact details and medium of communications and section E on current study (institution and qualification). Preference will be given to African males, White males, White females, Indian males, Indian females, Coloured females, Coloured males and Persons with Disabilities.

POST 39/13 : **FINANCE CLERK REF NO: CFO 21/7/5**
Directorate: Stores, Services & Related Payments (DSSRP)
Sub-Directorate: Cash Payments

SALARY CENTRE REQUIREMENTS : R173 703 per annum (Level 05)
: Cash Payment Region 2, Pretoria
: Minimum requirements: Grade 12 certificate with finance/accounting related subjects. Computer literate (MS Office software packages). Well-developed verbal and written communication skills with good interpersonal relations. Ability to effectively function as part of a team, receptive to work-related suggestion/idea, decisive/persevering iro task finalization and able to effectively function under pressure. Sound reasoning, mathematical and problem solving ability as well as being trustworthy, honest and loyal, positive and creative. Added Advantage. Post matric qualification in Finance related field. A minimum of one year relevant experience. Knowledge of contract management and supply chain management process. Sound knowledge of the content of the Public Finance Management Act (PMFA) and Treasury Regulations. Basic knowledge of the financial and accounting processes and core processes in the Department of Defence (DOD)/Public Service or Private Sector. Ability of understanding, interpreting and correctly applying financial policy and prescripts Knowledge of financial management mainframe computer systems (FMS/BAS and PERSOL/PERSAL etc). Ability to effectively liaise and communicate with clients. In possession of a valid RSA/Military vehicle driver's license.

DUTIES : Timely processing of documents for payment. Verification of cash purchase and sundry transactions in accordance with policy prescripts. Drawing of Accountant and Sub-Accountant Approval Schedules. Compilation of Journal transactions, capturing it and verifying it on the Financial Management System (FMS). Performing enquiries on the Central Advance System (CAS). Assisting with the administration of replenishments of Sub Advance Accounts (SAA's) on a daily basis. Assist in compiling accounting reports/statistics. Payment of foreign S & T advances via foreign currency service provider. Administration of payments with regard to local air and bus tickets. Answering of queries concerning accounting aspects with regard to Main Advance Accounts (MAAs) and Sub Advance Account (SAAs). Obtain and provide relative feedback to involved role players. Assisting with general administrative functions and archiving, filing, and safe keeping of all accounting documentation.

ENQUIRIES : Ms D.D. Nchabeleng Tel No: (012) 392-2916

- APPLICATIONS** : must be submitted to: Financial Management Division, DFSS, Career Management Section, Private Bag X 137, Pretoria, 0001 or applications may be hand-delivered to: Department of Defence, Poynton building, 195 Bosman Street, Pretoria where it must be placed in wooden post box 5 at Reception.
- NOTE** : (Please use reference number not post number). All applicants must complete all the sections in the Z83 form including section C on contact details and medium of communications and section E on current study (institution and qualification). Preference will be given to African males, White males, White females, Indian males, Indian females, Coloured females, Coloured males and Persons with Disabilities.
- POST 39/14** : **FINANCE CLERK (X4 POSTS)**
Financial Management Division
Directorate: Stores, Services and Related Payments (DSSRP)
Finance Accounting Service Centre
- SALARY CENTRE** : R173 703 per annum (Level 05)
: FASC Lenz Ref No: CFO: 21/7/6A (X2 Posts)
: FASC Port Elizabeth Ref No: CFO: 21/7/6B
: FASC Kimberly Ref No: CFO: 21/7/6C
- REQUIREMENTS** : Minimum requirements: Grade 12 certificate with finance/accounting related subjects. Computer literate (MS Office software packages) Ability to effectively liaise and communicate with clients. Decisive and persevering in terms of task finalisation. Willing to undergo training at Finance Education, Training and Development Centre as the successful candidate will be required to complete all relevant courses. Willing to be detached to Satellite Offices across geographical boundaries. Willing to work with cash (as cashier), in Rand and Foreign currency. Willing to assist with general administrative functions and archiving /filing/safekeeping of all accounting documentation. Added advantage: Post Matric qualification in Finance related fields. A minimum of one year relevant experience. A valid RSA/Military driver's licence. Ability in understanding, interpreting and correctly applying financial policies and prescriptions. Basic knowledge of financial and accounting processes. Basic knowledge of contract management or State Tender Board regulations and supply chain management process. Sound knowledge of the Public Finance Management Act and Treasury Regulations as well as knowledge of Financial Management Systems or other financial systems.
- DUTIES** : Strictly apply policies, prescriptions and regulation. Detect and report on all irregularities. Performing of cashier duties by paying out of cash advances. Receipt of State monies. Receive cash from client and verify or correctness in terms of the purpose of the payment. Issue an official receipt. Accurate allocation Revenue. Timely preparation and capturing of deposits on FMS and securely dispatching of deposits to the bank. Process Supplier Invoices for payment. Safekeeping and issuing of Face Value Documents (FVD). Archiving of Accounting documents, Bundle documents in numerical order for ease of retrieval. Record Accounting documentation in numerical order for ease of retrieval, Record accounting documentation in archive register and timely filing of bundled documentation in archive room. Safekeeping of payment and other accounting documentation for audit purposes. Utilise the Financial Management System (FMS) to regularly record all accounting transactions and do enquiries, administering of claims on the central Advance System and capturing of all related accounting transactions on FMS. Confirmation of TELKOM accounts. Administering of Paymaster General (PMG) deposits and assisting with general administration and accounting functions at the FASC. Scrutinise, verify, register and couple medical and supplier invoices for payment.
- ENQUIRIES APPLICATIONS** : Ms D.A. McCOSH Tel No: (012) 392-2893/2892
: must be submitted to: Financial Management Division, DFSS, Career Management Section, Private Bag X 137, Pretoria, 0001 or applications may be hand-delivered to: Department of Defence, Poynton building, 195 Bosman Street, Pretoria where it must be placed in wooden post box 5 at Reception.
- NOTE** : Please use reference number not post number. All applicants must complete all the sections in the Z83 form including section C on contact details and medium of communications and section E on current study (institution and qualification). Preference will be given to Northern Cape Province (Coloured males, Coloured females), Gauteng Province (African males, White males and Indian males), Eastern Cape (White males) and Persons with Disabilities.

- POST 39/15** : **FINANCE CLERK REF NO: CFO 21/7/7**
 Financial Management Division
 Chief Directorate: Budget Management
- SALARY CENTRE** : R173 703 per annum (Level 05)
 : SA Air Force Budget Management Office, Technical Support Sys GP BMO, Pretoria.
- REQUIREMENTS** : Minimum requirements: Grade 12 certificate with finance/accounting related subjects. Computer literate (MS Office software package). Sound reasoning, mathematics and problem solving ability as well as being trustworthy, honest and loyal. Ability to effectively function as part of a team, receptive to work-related suggestions/ideas. Decisive/ persevering iro task finalisation and able to effectively function under pressure. Added advantage: Post Matric qualification in Finance related field. Minimum of one year relevant experience. In the possession of a valid RSA/Military driver's licence. Basic knowledge of Financial Policy and the PFMA. Basic knowledge of the budget process as well as the basic financial functions. Ability to understand and interpret basic financial policy. Well-developed verbal and written communication skills and able to compile effective reports and statistics. Basic knowledge of the finance environment.
- DUTIES** : Assist the Budget Manager Air Command and Finance Clerk Supervisor in executing all budgeting and budgeting control duties and responsibilities as specified in Treasury instruction and PFMA. Assist in identifying potential cost saving opportunities in order to limit fruitless/unnecessary expenditure. Assist in arranging Budget Control Committee (BCC) meetings. Assist in preparing a variety of financial/budgetary reports and statistics. Assist in preparing documents and software to be used by the Budget Manager Air Command. Maintain an effective internal filing system. Collecting/delivering budget related documentation from and to other directorates/sections. Assisting wrt general administrative functions at the Budget Management Office SA Air Force.
- ENQUIRIES APPLICATIONS** : Mr S.R Molekwa Tel No: (012) 312-2209
 : must be submitted to: Financial Management Division, DFSS, Career Management Section, Privet Bag X 137, Pretoria, 0001 or applications may be hand-delivered to: Department of Defence, Poynton building, 195 Bosman Street, Pretoria where it must be placed in wooden post box 5 at Reception.
- NOTE** : Please use reference number not post number. All applicants must complete all the sections in the Z83 form including section C on contact details and medium of communications and section E on current study (institution and qualification). Preference will be given to African males, White males, White females, Indian males, Indian females, Coloured females, Coloured males and Persons with Disabilities.
- POST 39/16** : **FINANCE CLERK REF NO: CFO 21/7/8**
 Finance Management Division
 Chief Directorate: Accounting
 Directorate: Personnel Payments (Salaries sub-section)
- SALARY CENTRE** : R173 703 per annum (Level 05)
 : Pretoria
- REQUIREMENTS** : Minimum requirements: Grade 12 Certificate with finance/ accounting related subjects. Sound reasoning, mathematical and problem solving abilities. Computer literate (MS Office software package). Well-developed verbal and written communication skills. Very conscientious and motivated towards producing effective and correct work and aiming for zero defects environment. Ability to effectively function as part of a team, receptive to work related suggestions/ideas, decisive/persevering in term of task finalization and/or able to effectively function under pressure. Added advantage: Post Matric qualification in Finance related field. A minimum of one year relevant experience in the relevant field. Knowledge of the calculation and processing of salaries and allowances, final payments when persons exit their work, subsistence and travel allowance reconciliations, registration of file and documents, data capturing on financial and salary systems will be an advantage. In the possession of a valid RSA/Military driver's licence.
- DUTIES** : Execution of the prescribed accounting processes related to payments of benefits due to DOD personnel that exit DOD, salaries and allowances to DOD personnel in service, subsistence and travel allowances both domestic and

foreign. Executing of the constant collaboration and communication with supervisors, management of self-discipline, data capturing on DOD accounting and salary systems, administration of DOD payments files and related documents. Assisting in the coordination and execution of administrative related tasks.

**ENQUIRIES
APPLICATIONS**

: Ms T.T. Tshioma Tel No: (012) 392 2245
: must be submitted to: Financial Management Division, DFSS, Career Management Section, Private Bag X 137, Pretoria, 0001 or applications may be hand-delivered to: Department of Defence, Poynton building, 195 Bosman Street, Pretoria where it must be placed in wooden post box 5 at Reception.

NOTE

: (Please use reference number not post number). All applicants must complete all the sections in the Z83 form including section C on contact details and medium of communications and section E on current study (institution and qualification). Preference will be given to African males, White males, White females, Indian males, Indian females, Coloured females, Coloured males and Persons with Disabilities.

POST 39/17

: **FINANCE CLERK REF NO: CFO 21/7/9**
Finance Management Division
Chief Directorate: Financial Services
Directorate: Financial Control Services
Motor Accident Claims Section

**SALARY
CENTRE
REQUIREMENTS**

: R173 703 per annum (Level 05)
: Pretoria
: Minimum requirements: Grade 12 certificate with finance/accounting related subjects. Computer literate (MS Office software packages). Successful candidates must have sound reasoning, mathematical and problem solving skills as well as trustworthy, honest and loyal. Decisive and persevering in terms of task finalisation. Added advantage: Post matric qualification in Finance related field. A minimum of one year relevant experience. Basic knowledge of financial/legal process and insurance claims. Ability in understanding, interpreting and correctly applying of financial policies and prescripts. In the possession of a valid RSA/Military driver' license.

DUTIES

: Assisting the Supervisor in: Receiving and registering letters of demand and/or summonses iro mobile as sets accidents caused by Department of Defence (DOD) drivers and the processing thereof in accordance with policies and prescripts. Obtain information, documents, statements, reports and statutes wrt the case. Draft briefing notes to State Attorney on proposed handling of the case. Determine course of action to be taken in best interest of the State (DOD). Liaise, negotiate and arrange consultations with roll players for specialized inputs and advice. Frequent inter-action with interest groups, experts, attorneys, council panel and assisting the State Attorney during litigation process and trial. Correctly apply legal and procedural principles whereby civil claims are handled on behalf of the Minister of Defence. Analyse and interpret appropriate action. Regularly study and update own knowledge of Government policies, regulations and prescripts relating to matters of litigation. Visit of units in Gauteng and Limpopo. Record, files and safeguard of all documentation generated in the section for future enquiries and audit purpose.

**ENQUIRIES
APPLICATIONS**

: Ms A. Nkomo Tel No: (012) 355-5830
: must be submitted to: Financial Management Division, DFSS, Career Management Section, Privet Bag X 137, Pretoria, 0001 or applications may be hand-delivered to: Department of Defence, Poynton building, 195 Bosman Street, Pretoria where it must be placed in wooden post box 5 at Reception.

NOTE

: (Please use reference number not post number). All applicants must complete all the sections in the Z83 form including section C on contact details and medium of communications and section E on current study (institution and qualification). Preference will be given to African males, White males, White females, Indian males, Indian females, Coloured females, Coloured males and Persons with Disabilities.

- POST 39/18** : **ADMINISTRATIVE CLERK REF NO: CFO 21/7/10**
 Financial Management Division
 Chief Directorate: Finance Services
 Directorate Finance Support Services
- SALARY CENTRE REQUIREMENTS** : R173 703 per annum (Level 05)
 : Finance ETD Centre, Pretoria
 : Minimum requirements: Grade 12 Certificate. Computer literate (MS Office software packages). Analytical and innovative thinking ability as well as problem solving ability. Good communication skills and good interpersonal skills. Strongly oriented towards team work, receptive toward work-related suggestion/ideas, decisive/persevering iro task finalisation. Added advantage: A post matric qualification in general administration related field. In the possession of valid RSA/Military driver's license. Ability to compile and draft basic reports and returns. Exposure to/knowledge of the operating and utilizing of the ETD processes in the DOD/Public service/Private sector. Ability to effectively and correctly interpret and apply policy and regulations.
- DUTIES** : Delivering general administrative duties in order to assist in the efficient and effective management of the prescribed education, training and development function of all personnel within the Financial Management Division (Fin Div). Maintaining and administering an effective internal Registry Office of all documents, reports and other related documentation in the section. Receiving, registering, distributing, copying and filing of documentation for the section. Assist in arranging and managing accommodation and transport for learners, obtaining and issuing of course material and keeping of attendance register of all learners. Assisting in typing, copying and distributing course reports, name list, schedules, letter, memos and other related correspondence. Capturing of course attendance data and course results on the MILQUAL program on the PERSOL system and doing enquiries on the system. Assisting with general administration duties of the centre which includes inventory, budgeting, procurement of stock etc required by the centre for students. Keep attendance record of all personnel in the section and submitting the monthly absenteeism return.
- ENQUIRIES APPLICATIONS** : Ms M. Wehl Tel No: (012) 674-4740
 : must be submitted to: Financial Management Division, DFSS, Career Management Section, Private Bag X137, Pretoria, 0001 or applications may be hand-delivered to: Department of Defence, Poynton building, 195 Bosman Street, Pretoria where it must be placed in wooden post box number 5 at Reception.
- NOTE** : Please use reference number not post number. All applicants must complete all the sections in the Z83 form including section C on contact details and medium of communications and section E on current study (institution and qualification). Preference will be given to African males, White males, White females, Indian males, Indian females, Coloured females, Coloured males and Persons with Disabilities.
- POST 39/19** : **SENIOR SECRETARY REF NO: CFO 21/7/11**
 Financial Management Division
 Chief Directorate: Budget Management, Budgeting
- SALARY CENTRE REQUIREMENTS** : R173 703 per annum (Level 05)
 : Pretoria
 : Minimum requirements: Grade 12 certificate. Computer literate (MS Office package). Good telephone etiquette, and able to work under pressure. Good inter-personal skills, adaptability and resourcefulness. Applicant must have good communication skills and time management. Be presentable, reliable and punctual. Added advantage: Post matric qualification in Public Administration/Management. Experience to general administrative/secretarial duties. Ability to handle variety of tasks including management of Office Assets, stationery, procurement.
- DUTIES** : Render effective and efficient secretarial services to the Director. Take minutes in Director's meetings. Typing of variety of documents, including agendas, memos, letters, and reports. Handle and maintain the Director's diaries, correspondence, controls files, process telephone calls and take messages. Arrange entry authorisations, receiving visitors and serving tea/ refreshments. Arrange meetings, appointments, flights, accommodation and transport. Act as secretary when required. Ensure the Director receives agendas and minutes

timeously. Update and store the Directorate's personal information. Remind the Director of the scheduled meetings and appointments and submission documents. Ensure the office is tidy and inventory is maintained and updated. Ensure faulty and malfunctioning equipment in the office are reported. Receive, register, route and file correspondence accordingly (i.e. agendas, minutes etc.). Applicant will also be responsible for procurement of office requirements in the Director's office.

ENQUIRIES : Ms O.M. Gopane Tel No: (012) 355-5808
APPLICATIONS : must be submitted to: Financial Management Division, DFSS, Career Management Section, Private Bag X 137, Pretoria, 0001 or applications may be hand-delivered to: Department of Defence, Poynton building, 195 Bosman Street, Pretoria where it must be placed in wooden post box 5 at Reception.

NOTE : (Please use reference number not post number). All applicants must complete all the sections in the Z83 form including section C on contact details and medium of communications and section E on current study (institution and qualification). Preference will be given to African males, White males, White females, Indian males, Indian females, Coloured females, Coloured males and Persons with Disabilities.

POST 39/20 : **SENIOR SECRETARY REF NO: CFO 21/7/12**
Financial Management Division
Directorate: Finance Support Service

SALARY : R173 703 per annum (Level 05)
CENTRE : Pretoria
REQUIREMENTS : Minimum requirements: Grade 12 certificate. Computer literate (MS Office package). Good telephone etiquette, and able to work under pressure. Good inter-personal skills, adaptability and resourcefulness. Applicant must have good communication skills and time management. Be presentable, reliable and punctual. Added advantage: Post matric qualification in general Administration related field. Exposure to general administrative/secretarial duties. Ability to handle variety of tasks including management of Office Assets, stationery, procurement.

DUTIES : Render effective and efficient secretarial services to the Director. Take minutes in Director's meetings. Typing of variety of documents, including agendas, memos, letters, and reports. Handle and maintain the Director's diaries, correspondence, controls files, process telephone calls and take messages. Arrange entry authorisations, receiving visitors and serving tea/ refreshments. Arrange meetings, appointments, flights, accommodation and transport. Act as secretary when required. Ensure the Director receives agendas and minutes timeously. Update and store the Directorate's personal information. Remind the Director of the scheduled meetings and appointments and submission documents. Ensure the office is tidy and inventory is maintained and updated. Ensure faulty and malfunctioning equipment in the office are reported. Receive, register, route and file correspondence accordingly (i.e. agendas, minutes etc.). Applicant will also be responsible for procurement of office requirements in the Director's office.

ENQUIRIES : Ms M.P. Molefe Tel No: (012) 392-2558/2559
APPLICATIONS : must be submitted to: Financial Management Division, DFSS, Career Management Section, Private Bag X 137, Pretoria, 0001 or applications may be hand-delivered to: Department of Defence, Poynton building, 195 Bosman Street, Pretoria where it must be placed in wooden post box 5 at Reception.

NOTE : (Please use reference number not post number). All applicants must complete all the sections in the Z83 form including section C on contact details and medium of communications and section E on current study (institution and qualification). Preference will be given to African males, White males, White females, Indian males, Indian females, Coloured females, Coloured males and Persons with Disabilities.

POST 39/21 : **SENIOR SECRETARY REF NO: CFO 21/7/13**
Finance Management Division
Chief Directorate: Financial Services
Directorate: Financial Control Service

SALARY : R173 703 per annum (Level 05)
CENTRE : Pretoria

- REQUIREMENTS** : Minimum requirements: Grade 12 certificate. Computer literate (MS Office software packages). Good telephone etiquette, and able to work under pressure. Good inter-personal skills, adaptability and resourcefulness. Applicant must have good communication skills and time management. Be presentable, reliable and punctual. Added advantage: Post matric qualification in general administration related field. Exposure to general administrative/secretarial duties. Ability to handle variety of tasks including management of office assets, stationery, procurement, etc.
- DUTIES** : Render effective and efficient secretarial services to the Director. Take minutes in Director's meetings. Typing of variety of documents, including agendas, memos, letters, and reports. Handle and maintain the Director's diaries, correspondence, controls files, process telephone calls and take messages. Arrange entry authorisations, receiving visitors and serving tea/ refreshments. Arrange meetings, appointments, flights, accommodation and transport. Act as secretary when required. Ensure the Director receives agendas and minutes timeously. Update and store the Directorate's personal information. Remind the Director of the scheduled meetings and appointments and submission documents. Ensure the office is tidy and inventory is maintained and updated. Ensure faulty and malfunctioning equipment in the office are reported. Receive, register, route and file correspondence accordingly (i.e. agendas, minutes etc.). Applicant will also be responsible for procurement of office requirements in the Director's office.
- ENQUIRIES** : Ms A. Nkomo Tel No: (012) 355-5795
- APPLICATIONS** : must be submitted to: Financial Management Division, DFSS, Career Management Section, Private Bag X 137,Pretoria, 0001 or applications may be hand-delivered to: Department of Defence, Poynton building, 195 Bosman Street, Pretoria where it must be placed in wooden post box 5 at Reception.
- NOTE** : Please use reference number not post number). All applicants must complete all the sections in the Z83 form including section C on contact details and medium of communications and section E on current study (institution and qualification). Preference will be given to African males, White males, White females, Indian males, Indian females, Coloured females, Coloured males and Persons with Disabilities.

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** : 22 November 2021 at 16:00
- 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.

OTHER POSTS

- POST 39/22** : **DEPUTY DIRECTOR: LABOUR ACTIVATION PROGRAMMES REF NO: HR4/4/10/157**
- SALARY** : R733 257 per annum, (all inclusive)
- CENTRE** : Provincial Office Eastern Cape
- REQUIREMENTS** : Three (3) year relevant tertiary qualification in Public Administration / Public Management/Business Administration / Business Management / Development

Studies / Social Sciences. Valid Driver's license. Five (5) Years' experience of which three Years (3) must be functional experience in Labour Activation Programmes /Employment Programmes /Enterprise Development /Entrepreneurial and Two (2) years' experience at managerial level. Knowledge: Departmental and the Fund's Policies and Procedures, Public Financial Management Act (PFMA), Unemployment Insurance and Unemployment Insurance Contributions Act (UICA), All Labour legislations ,Project Management, Batho Pele Principles. Skills: Planning and Organizing, People Management, Conflict Management, Analytical, Problem Solving, Communication and ability to think strategically, Computer Literacy, Skills Development, Event Management and Contract Management, Coordination, Facilitation.

DUTIES : Manage and monitor Labour Activation projects receiving funding. Engage with relevant stakeholders on training/skills programmes that will benefit UIF. Identify province specific interventions to be funded for Labour Activation. Participate in Advocacy Campaigns to create awareness on Labour Activation Programmes in co-operation with the Unit Communications within the Fund. Manage resources.

ENQUIRIES APPLICATIONS : Ms N Ngaki Tel No: 043 701 3074/76
: Chief Director: Provincial Operations, Private Bag X 9005 East London, 5201, Hand deliver at No.3 Hill Street East London. Email: Jobs-EC@labour.gov.za.

POST 39/23 : **INSPECTOR: INSPECTION AND ENFORCEMENT SERVICES REF NO: HR 4/4/8/93**

SALARY CENTERE REQUIREMENTS : R208 584 per annum
: Kimberley Labour Centre: Northern Cape
: Three (3) year relevant qualification in Labour Relations/ BCOM Law/ LLB, Valid driver's license Knowledge: Departmental Policies and procedures, Skills Development Act, Labour relations Act, Basic Conditions of Employment Act, Unemployment Insurance Act, and Unemployment Insurance Contribution Act. Skills: Facilitation, Planning and Organising (Own work), Computing (Spread sheets, Power point 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) inspection regularly to monitor compliance with labour legislation. Conduct advocacy campaigns on identified and allocated labour legislation. Assists in drafting of inspection plans, reports and compilation of statistics on allocated cases.

ENQUIRIES APPLICATIONS : Mr R Geswint Tel No: (053) 838 1580 (Kimberley)
: Chief Director: Provincial Operations: Private Bag X 5012, Kimberley, 8301 or hand deliver at Cnr Compound and Priel Road. Email: Jobs-NCKIM@labour.gov.za (Kimberley Labour Centre)

POST 39/24 : **CLIENT SERVICE OFFICER: REGISTRATION SERVICES REF NO: HR 4/4/4/10/23**

SALARY CENTRE REQUIREMENTS : R208 584 per annum
: Mamelodi Labour Centre
: Matriculation/ Grade Twelve (12). Knowledge: All Labour Legislations and Regulations, Private Employment Agency regulations and related ILO conventions, Public Service Regulations, Knowledge of the Departmental Policies, Procedures and Guidelines and Batho Pele Principles. Skills: Interpersonal, Telephone etiquette, Interviewing, Computer literacy, Communication, Ability to interpret legislation and Problem solving.

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

ENQUIRIES : Mr B Molefe Tel No: 012 319 1068

APPLICATIONS

: Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001 or hands deliver at 77 de Korte Street, Braamfontein. Email: Jobs-GP@labour.gov.za

GOVERNMENT PRINTING WORKS

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

- APPLICATIONS** : All applications must be forwarded to: The Branch: Human Resources, Government Printing Works, 149 Bosman Street, Pretoria or Private Bag X85, Pretoria, 0001.
- FOR ATTENTION** : Ms N Kana / Ms D Kgosana, Human Resources, Tel No: 012 748 6279 / 012 748 6277.
- CLOSING DATE** : 22 November 2021 (12:00 noon)
- NOTE** : Applications must be submitted on the prescribed form Z83 (NB. The new application for employment form can be downloaded at www.dpsa.gov.za-vacancies, the old prescribed application for employment form Z83 was withdrawn with effect from 31 December 2020) and must be completed in full with page 2 duly signed, and clear indication of the reference number on the Z 83. A recent comprehensive CV specifying all qualifications and experience with respective dates, Copies of qualifications, ID and a valid driver's license (where required), must be attached. Such copies need not to be certified when applying for a post. Only shortlisted candidates will be required to submit certified documents on or before the day of the interview. It is the responsibility of applicants in possession of foreign qualifications to submit evaluated results by the South African Qualifications Authority (SAQA). It is the responsibility of applicants in possession of foreign qualifications to submit evaluated results by the South African Qualifications Authority (SAQA), The Government Printing Works reserves the right to fill or not fill its advertised posts. General information: Shortlisted candidates must be available for interviews, which might be virtual at a date and time determined by the Government Printing Works. Shortlisted candidates for SMS posts will be subjected to a technical exercise, which might be virtual that intends to test relevant technical elements of the jobs; by the Government Printing Works, Following the interview and the technical exercise, the Selection panel will recommend candidates to attend a generic management competency assessment (in compliance with the DPSA Directive on the Implementation of Competency-based assessments), The competency assessment will be testing generic managerial competencies, using the mandated DPSA SMS competency assessment tools, Personnel suitability checks will also be administered as a part of the selection process. One of the minimum entry requirements for SMS is the pre-entry certificate. For more details on the pre-entry course visit:<https://www.thensg.gov.za/training-course/sms-pre-entry-programme>. Successful candidates will be required to enter in an employment contract and performance agreement (as relevant), and must obtain a positive security clearance. Applications received after the closing date as well as those who do not comply with the requirements will not be taken into consideration, If you have not received a response from this institution within three months of the closing date, please consider your application unsuccessful.

MANAGEMENT ECHELON

- POST 39/25** : **DIRECTOR: FACILITIES MANAGEMENT REF NO: GPW 21/43**
- SALARY** : R1 057 326 per annum (Level 13), (all-inclusive remuneration package). The package includes a basic salary (70% of package), and a flexible portion that may be structured in accordance with the rules for Senior Management Services (SMS).
- CENTRE** : Pretoria
- REQUIREMENTS** : An undergraduate qualification (NQF level 07) in a relevant field and five (5) years middle/senior management experience in Property or Facility Management. Knowledge: Electrical, Civil and Mechanical Engineering Industry, Construction Industry, National Building Regulations and Standards, Property Management. Skills: Planning and Organising, Problem solving, Decision making, Advanced communication, Interpersonal skills, Time management, Motivational skills, Project Management, Facilities Management IT systems. Other: Willing to adapt work schedule in accordance with office requirements and work abnormal hours, Driver's License, Personal Attributes:

DUTIES

Ability to work under stressful situations, highly motivated, Trustworthy, Hard-working, and Ability to work independently.

: The successful candidate will be responsible to manage and oversee facilities, buildings and office services as well as to layout procedures and guidelines for sound corporate governance for the Department with regards to the following key performance activities: Manage building functions, implementing agents appointed by GPW, service contracts, as well as the project management of the Masterplan in line with CIDB requirements and Industry Contracts (e.g. JBCC). Conduct needs assessment on the buildings. Preparation of proposed floor layouts for space planning. Sign lease contract and upgraded facilities. 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 preventative maintenance inspection are conducted in all the buildings occupied. Administer lease management activities. Ensure the coordination and facilitation of the transport & records services. Coordinate and facilitate records management services. Manage cleaning and related services. Prepare and manage directorate's budgets. Participate in budget advisory, cost services, policies and procedures.

ENQUIRIES

: Mr. I van der Merwe Tel No: 012 764 3966

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

- APPLICATIONS** : All applications should be posted to: Acting HR Manager: Maluti TVET College, Corporate Office, Private Bag X 33, Bethlehem 9700 or hand delivered at Maluti TVET College: Corporate Office, Corner High & Broster Street, w9700
No Faxed or Emailed Applications Will Be Accepted
- CLOSING DATE** : 26 November 2021 @13:00
- NOTE** : Applications must be submitted on a new Z83 form obtainable from any Public Service department as well as Maluti TVET College Corporate Office or from Maluti TVET College Official website www.malutivet.co.za (and be fully completed, dated and signed) and should be accompanied by copies of formal qualifications, copy of academic transcript, copy of unendorsed valid driver's licence (where applicable) and copy of ID (both sides if it is a smart card ID), a comprehensive CV with contact details of at least three references and any other relevant documents. 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. Foreign qualifications must be accompanied by a SAQA evaluation report. Immigrants should apply for work permits before assumption of duty. People with disability are encouraged to apply. NB: Please consider your application as unsuccessful should you not be contacted within 60 days from the closing date of this advertisement. If you apply for more than one post, submit separate applications for each post that you apply for. Correspondance will be limited to shortlisted candidates only. Successful candidates will be subjected to security screening. Maluti TVET College reserves the right to withdraw any of the above mentioned positions.sssss
- ERRATUM:** Kindly note that the post which was advertised in the Public Service Vacancy Circular 38 dated 29 October 2021 with incorrect Centre, Deputy Principal: Innovation and Development, Centre: Apricorn TVET College Ref No: DHET24/09/2021, the correct Centre is Capricorn TVET College (Ref No: DHET24/09/2021). The post of Director: Community Education and Training: Institutional Funding (Ref No: DHET28/09/2021) on salary level 13 has been withdrawn by the Department of Higher Education and Training. Enquiries Mr D Moyane/Mr R Kgare, (012) 312 5765/5442. The closing is 19 November 2021 at 16h00. Kindly note that the following 3 posts were advertised in Public Service Vacancy Circular 38 dated 29 October 2021 (**For Goldfields TVET College**), the salary level have been amended as follows (1) Public Relations & Communications Officer: Salary R316 791.00per annum (Level 08), Centre: Goldfields TVET College with Ref No: GC2021/47. (2) Financial Aid Officer: Salary R316 791.00per annum (Level 08), Centre: Goldfields TVET College with Ref No: GC2021/49. (3) Examination Officer: Salary R316 791.00per annum (Level 08), Centre: Goldfields TVET College with Ref No: GC2021/50.

OTHER POSTS

- POST 39/26** : **SENIOR PRACTITIONER: HUMAN RESOURCE DEVELOPMENT REF NO: MALUTITVET/CORP003/2021**
- SALARY** : R316 791 per annum (Level 08)
- CENTRE** : Corporate Office (Bethlehem)
- REQUIREMENTS** : National Senior Certificate/ Grade 12/ Standard 10 or NCV Level 4. National Diploma/Degree in Human Resource or related qualification. Minimum of three years relevant experience. Minimum of two years experience at supervisory level. Computer literacy (MS Word, MS Excel, and MS Power point). PERSAL introduction certificate.Recommendation: Unendorsed Valid Driver's Licence. Ability to work under pressure. Be customer orientated. Attention to detail and excellent organizational skills. Knowledge of HRD Processes and Procedures. Good communication skills (written and orally). Knowledge of Skills Development Levies Act.
- DUTIES** : Facilitate and coordinate Compulsory Induction Programme and Orientation programme. Ensure coordination and administration of Human Resource Development functions. Assist with the placement of Lecturers with Employers/Industry. Compile and submit Workplace Skills Plan and Annual

		Training Plan. Develop skills development programmes. Facilitate the provisioning of training and development programmes. Liaise with industries or partners. Administration of the employee bursary programme. Coordinate Performance Management and Development Processes. Supervision of junior staff in HRD section. Compile and present all work related reports for the sub unit. Perform any other duty related to the post.
<u>ENQUIRIES</u>	:	Ms TP Mathipe Tel No: 058 303 1732
<u>POST 39/27</u>	:	<u>SENIOR STATE ACCOUNTANT: MANAGEMENT ACCOUNTING REF NO: MALUTITVET/CORP004/2021</u>
<u>SALARY</u>	:	R316 791 per annum (Level 08)
<u>CENTRE</u>	:	Corporate Office (Bethlehem)
<u>REQUIREMENTS</u>	:	National Senior Certificate/ Grade 12/ Standard 10 or NCV Level 4. Appropriate National Diploma/Degree in Accounting. Minimum of three years appropriate experience gained in a financial environment. Computer literacy skills (MS Word, MS Excel, MS Power Point). Recommendation: Unendorsed Valid Driver's Licence. Skills: Good communication (verbal and written), problem-solving, planning and organizing, analytical, liaison, client orientation, financial management, presentation and customer care. Ability to work in a team and independently; assertive and a self-starter. Ability to work under pressure.
<u>DUTIES</u>	:	Ensure overall supervision and coordination of the annual budgeting process. Ensure overall supervision and perform monthly budgetary and expenditure analysis. Ensure overall supervision, analyse and interpret the requirements for the monthly cash flow and adjusted cash flow as prescribed by Treasury and recommend corrective action where required. Ensure overall supervision and coordination of budget adjustments process. Ensure overall supervision and monitor expenditure trends and reconciliation against budget and cash flow projections. Ensure overall supervision, coordinate, review, analyse and quality assure the management accounting reporting processes. Ensure overall supervision, identification and accurate recording of debts owed to the college. Ensure overall supervision and liaise with debtors in the more complex and problematic cases to determine payback conditions and time span. Ensure overall supervision and process of obtaining the accounting officer's approval for debt collection conditions. Ensure overall supervision and process of obtaining the accounting officer's approval for debt payback conditions and time span on the cases handled. Ensure overall supervision and accurate allocation of monies received. Ensure overall supervision and updating of tuition fees and administer debtors. Ensure overall supervision and student debtor's reconciliation and clearance of suspense/ledger accounts. Supervise human, physical and financial resources. Perform any other duty related to the post.
<u>ENQUIRIES</u>	:	Ms LP Kubheka Tel No: 058 303 1732
<u>POST 39/28</u>	:	<u>SENIOR ADMINISTRATION OFFICER (E-LEARNING CO-ORDINATOR) REF NO: MALUTITVET/CEN002/2021</u>
<u>SALARY</u>	:	R316 791 per annum (Level 08)
<u>CENTRE</u>	:	Central Office (Phuthaditjhaba)
<u>REQUIREMENTS</u>	:	National Senior Certificate/ Grade 12/ Standard 10 or NCV Level 4. 3 Years National Diploma/Degree/ Equivalent qualification. Atleast 3 years teaching experience. A recognised teachers qualification. At least 1 year experience working in an eLearning environment. Computer Literacy (MS Word, MS Excel, MS Power Point). Recommendation: Unendorsed valid drivers license. TVET Sector knowledge. Video, multi-media, and graphic material production principles and practices. Moodle LMS or other LMS knowledge and experience. Credit Bearing Assessor and Moderator Certificate. Valid SACE registration.
<u>DUTIES</u>	:	System Administration: Oversee the smooth day to day running of the learning management system. Create and set up courses on Moodle LMS. Manage users on the Moodle LMS. Report issues and challenges bi-weekly. Generate LMS reports for the purpose of student monitoring and tracking. Student Support: Maintain/develop clear channels with students. Attend to LMS enquiries expeditiously. Coordinate student support and training activities. Liaise with the relevant department to ensure students are registered on the Moodle LMS. Office Administration: Provide administrative support to the office of the Manager.

ENQUIRIES : Mr GD Mokoena Tel No: 058 303 1732

POST 39/29 : **STUDENT LIAISON OFFICER REF NO: MALUTITVET/BON001/2021**

SALARY : R257 508 per annum (Level 07)

CENTRE : Bonamelo Campus (Phuthaditjhaba)

REQUIREMENTS : National Senior Certificate/ Grade 12/ Standard 10 or NCV Level 4. Appropriate Bachelors degree or equivalent qualification. Two to three years experience in student support services Education/ Teaching and Learning environment or related field. Computer literacy (MS Word, MS Excel, MS Power Point).Recommendation: Unendorsed valid drivers license. Skills: Administrative, Interpersonal relations, Problem solving and analytical, Communication and listening skills. Extensive knowledge and understanding of the TVET sector. Strong interpersonal, communication, negotiation and problem-solving skills. Sound administrative and report writing skills.

DUTIES : Provide student liaison services at the Campus. Guide students and path their careers. Manage the induction of students at the Campus. Prepare weekly and monthly reports. Provide welfare support to students by liaising between stakeholders. Assist with academic support plan for identified students. Address socio-economic students matters appropriately.

ENQUIRIES : Ms NJ Ntsela Tel No: 058 303 1732

DEPARTMENT OF JUSTICE & CONSTITUTIONAL DEVELOPMENT

- CLOSING DATE** : 22 November 2021
- NOTE** : Interested applicants must submit their applications for employment to the email address specified in the post. The documents must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za, a CV, copy of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary. Original/certified copies must be produced by only shortlisted candidates and must be produced 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 be required to undergo a security clearance. Foreigners or dual citizenship holder must provide the Police Clearance certificate from country of origin. The DOJ&CD is an equal opportunity employer. In the filling of vacant posts the objectives of section 195 (1) (i) of the Constitution of South Africa, 1996 (Act No: 108 of 1996), the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act No: 55 of 1998) and relevant Human Resources policies of the Department will be taken into consideration. Reasonable accommodation shall be applied for People with Disabilities including where driver's license is a requirement. Correspondence will be limited to short-listed candidates only. If you do not hear from us within 3 months of this advertisement, please accept that your application has been unsuccessful. The department reserves the right not to fill this position. Women and people with disabilities are encouraged to apply and preference will be given to the EE Target.
- ERRATUM:** Please note that the following adverts placed in Circular 38 of 2021 dated 29 October 2021 are withdrawn due to wrong requirements: post 38/72 : Administrative Officer Ref No: 21/73/FS and post 38/73: Administrative Officer Ref No: 21/80/FS (X2 Posts). Apology for any inconvenience. Enquiries: Ms S Maribeng ☎ (012) 315 1103

MANAGEMENT ECHELON

- POST 39/30** : **DIRECTOR: LEGAL ADMINISTRATION AND ADVOCACY (X2 POSTS)**
(This post is a re-advertisement: candidates who previously applied are encouraged to re-apply)
- SALARY** : R1 057 326 – R1 245 495 per annum, (all inclusive remuneration package).
The successful candidate will be required to sign a performance agreement.
- CENTRE** : Regional Office, Kimberley: Ref No: 26/21/NC
Regional Office; Mpumalanga; Ref No: 2021/57/MP
- REQUIREMENTS** : An LLB or appropriate equivalent undergraduate legal qualification (NQF7); A post graduate qualification in law or legal will be an added advantage; At least 6 years' experience of which 5 years' experience at a middle/senior managerial level; Relevant work experience in the field of law, court administration/management environment; In-depth Knowledge of International law and relations and understanding of the Constitution; In-depth practical experience in legislative drafting, knowledge of Constitutional law cases and criminal, civil and family cases; Knowledge of all relevant governance prescripts, including Treasury Regulations. Skills and Competencies: Strategic Capabilities and Leadership; Programme and Project Management; Financial Management; Change Management; Knowledge Management; Service Delivery Innovation (SDI); Problem solving and Analysis; People Management and Empowerment; Client Orientation and Customer Focus; Communication skills (written and verbal); Honesty and Integrity.
- DUTIES** : Key Performance Areas: Manage the provision of legal administration and statutory appointment; Manage family law services (Maintenance, Child Justice and Intermediary); Manage language and interpreting services in the regions; Facilitate the promotion and awareness of justice related services; Provide effective people management.
- ENQUIRIES** : Ms. C Adams Tel No: (053) 802 3100 (Northern Cape)

<u>APPLICATIONS</u>	:	Ms DCM Knoop Tel No: (013) 753 9300/219 (Mpumalanga) Kimberley: Quoting the relevant reference number, direct your application to: Postal address: The Regional Head: Justice and Constitutional Development, Private Bag X6106, Kimberley, 8300. OR hand deliver at the New Public Building, (Magistrates Court) Corner Knight and Stead Streets, 7 th floor, Kimberley, 8301. Nelspruit: Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X11249, Nelspruit, 1200 OR Physical address: 24 Brown Street, Nedbank Centre, 4th floor Nelspruit.
<u>NOTE</u>	:	Separate applications must be made for each quoting the relevant reference number
<u>POST 39/31</u>	:	<u>DIRECTOR: HUMAN RESOURCE REF NO: 21/118/KZN</u>
<u>SALARY</u>	:	R1 057 326 – R1 245 494 per annum, (all-inclusive remunerative package). The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	Regional Office, Durban An undergraduate qualification (NQF Level 7) as recognized by SAQA; At least 6 years' human resource experience of which 5 years must be at middle/senior management level; Knowledge of legislation prescripts and frameworks of the department; A valid driver's licence; Successful completion of Nyukela Public Service SMS Pre-Entry Programme offered by NSG. Skills and Competencies: Strategic capabilities and leadership; Project management; Planning and organizing; Financial management and change management; Research and knowledge management; Service delivery innovation; Analytical and problem solving; People management and empowerment; Client orientation and customer focus: communication skills; Computer literacy (MS Office) Presentation and facilitation.
<u>DUTIES</u>	:	Key Performance Areas: Manage the implementation of human resources related function in the region; Manage the development of and implementation of strategic human resources processes and HR policies in the region; Manage and facilitate the efficient labour relation services in the region; Administer Organizational Development; facilitate Health and Wellness Programme; Manage performance and skills development programmes; Manage effective utilization resource in the region
<u>ENQUIRIES APPLICATIONS</u>	:	Mr JN Mdaka Tel No: (031) 372 3000 Quote the relevant reference number and direct your application to: the Regional Head, Private Bag X54372, Durban, 4000 or physical address: Recruitment, First Floor, 2 Devonshire Place off Anton Lembede Street, Durban
<u>POST 39/32</u>	:	<u>SENIOR AUDIT MANAGER REF NO: 21/241/IA</u>
<u>SALARY</u>	:	R1 057 326 – R1 245 495 per annum, (all inclusive remuneration package). The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	National Office: Pretoria An undergraduate qualification (NQF level 7) as recognized by SAQA, in B Com Accounting/ Internal Auditing/ Auditing or equivalent; Candidate must have 6 years hands-on experience in Internal Auditing/Auditing of which 5 years of experience at a middle/senior managerial level; Membership of the Institute of Internal Auditors or a recognized profession; Advanced knowledge of auditing and accounting; Study towards obtaining the Certified Internal Auditor (CIA) designation or a recognized professional qualification; Knowledge of the Public Finance Management Act (PFMA), SPPIA and related legislation; A valid driver's license. Skills and Competencies: Strategic capability and Leadership; Programme and project management; Financial management; Diversity management; Problem solving and analysis; Communication and information management; Customer focus and responsiveness; Planning and organizing; Team leadership; Knowledge management; Change management.
<u>DUTIES</u>	:	Key Performance Areas: Coordinate and provide inputs in the development of Internal Audit, three year and annual audit plans; Assist management with facilitation of risk management; Advice management on internal controls and compliance with regulatory framework; Conduct audits on complex and high level audit projects; Manage and co-ordinate audit and transfer of skills; Provide input in the continuous improvement of internal audit within the Department; Present quality reports to management and various stakeholders;

Lead subordinates and manage performance and staff from Regions and offices within Internal Audit; Contribute to the co-ordination of work o/f internal audit with external auditors; Effectively manage finance, other resources and operations within Internal Audit; Market and promote Internal Audit.

ENQUIRIES APPLICATIONS : Ms. M Modibane Tel No: (012) 315 1668

: 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 : Women and People with disabilities are encouraged to apply.

OTHER POSTS

POST 39/33 : **FAMILY ADVOCATE; LP7-LP8 (X2 POSTS)**

SALARY : R763 212 – R1 266 186 per annum, (Salary will be in accordance with OSD determination. The successful candidate will be required to sign a performance agreement.

CENTRES : Family Advocate, Upington Ref No: 53/21//NC/FA-UPT
Kimberley Family Advocate, Upington Ref No: 54/21//NC/FA

REQUIREMENTS : LLB Degree or recognized 4 year legal qualification; Admittance as an Advocate; The right of appearance in the High Court of South Africa; At least 5 years appropriate post qualification, litigation experience; A valid driver's license. Skills and Competencies: Litigation; Trial Advocacy; Legal research and drafting; Mediation; Report Writing; Case flow management; Computer literacy

DUTIES : Key Performance Areas: Execute the mandate of the Office of the Family Advocate; Perform all functions and duties of the Family Advocate in accordance with relevant legislation; Peruse and endorse court documents; Institute inquires to ascertain the best interest of the minor child by means of ADR procedures and evaluation; Attend to Hague matters when delegated to do so; Travel to attend to relevant circuit courts within the province.

ENQUIRIES APPLICATIONS : Ms. C Van Wyk Tel No: (053) 838 4563

: Quoting the relevant reference number, direct your application to: Postal address: The Regional Head: Justice and Constitutional Development, Private Bag X6106, Kimberley, 8300 OR hand deliver at the New Public Buildings, (Magistrates Court) of Knight and Stead Streets, 7th floor, Kimberley, 8301.

NOTE : A separate application must be made quoting the relevant reference number.

POST 39/34 : **COURT MANAGER REF NO: 57/21/NC/BKW**

SALARY : R470 040 – R553 677 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE : Magistrate Office, Barkley West

REQUIREMENTS : A three (3) year qualification in Administration or a National Diploma Service Management (NQF Level 5) plus the module in Case Flow Management or equivalent qualification; At least three (3) years managerial or supervisory experience; Knowledge and experience in office and district administration; Knowledge of Public Financial Management Act (PFMA); Experience in managing Trust (Third Party Funds) and Vote Account; A valid driver's license; Experience in the court environment will be an added advantage. Skills And Competencies: Strong leadership and management capabilities; Strategic capacities; Good communication (verbal and written); Ability to supervise staff; Computer literacy.

DUTIES : Key Performance Areas: Coordinate and manage the financial , human resources of the office; as well as risk and security in court; Manage the strategic and business planning processes; Manage the facility, physical resources, information and communication related to courts; Management of Security; Implement the departmental policies at the courts; Compile and analyze court statistics to show performance and trends; Support Case Flow Management at the court; Develop and implement customer service improvements strategies; Lead and Manage the transformation of the office; Manage the project intended to improve court management; Communication and relations with the internal and external stake holders; Provide case tracking services to the judiciary and prosecuting authority; Compile annual performance and statutory reports to the relevant users.

- ENQUIRIES APPLICATIONS** : Ms D Kistoo Tel No: (053) 8021300
 : Quoting the relevant reference number, direct your application to: Postal address: The Regional Head: Justice and Constitutional Development, Private Bag X6106, Kimberley, 8300. OR hand deliver at the New Public Building, (Magistrates Court) Corner Knight and Stead Streets, 7th floor, Kimberley, 8301.
- NOTE** : Short listed candidates may be subjected to competency assessment test.
- POST 39/35** : **ADMINISTRATIVE OFFICER REF NO: 58/21/NC/KUR**
- SALARY** : R316 791 –R 373 167 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Magistrate Office Kuruman
 : A three (3) year National Diploma/Degree in Public Administration/Management or relevant equivalent qualification; 3 years administration experience, Departmental Financial and Case flow Management systems; Experience in Vote and Trust Account will be an added advantage; A valid driver's license. Skills and Competencies: Supervisory skills; Computer literacy (MS Office, MS Excel); Excellent communication skills (written and verbal); Good interpersonal relations; Accuracy and attention to detail; Ability to work under pressure;
- DUTIES** : Key Performance Areas: Control documents; Draft correspondence with members of the public, other organizations and other state departments; Render advice/assistance on a wide spectrum of matters within occupational class context, e.g. the interpreting of statutes/provisions, budgeting, maintenance, legal advice, planning actions and special projects; Facilitate training and development of clerical personnel; Custody of reserve stock.
- ENQUIRIES APPLICATIONS** : Ms I. Mafungo Tel No: (053) 802 1300
 : Quoting the relevant reference number, direct your application to: Postal address: The Regional Head: Justice and Constitutional Development, Private Bag X6106, Kimberley, 8300. OR hand deliver at the New Public Building, (Magistrates Court) Corner Knight and Stead Streets, 7th floor, Kimberley, 8301.
- POST 39/36** : **ADMINISTRATIVE OFFICER REF NO: 21/75/FS**
- SALARY** : R316 791 - R373 167 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Magistrate's Office: Phuthaditjhaba
 : Three year Bachelor's degree /National Diploma in Public Management Administration or equivalent; 3 years administration experience. Skills and Competencies: Sound Knowledge of Financial Management (Vote and Trust Account); Sound knowledge of Human Resource Management; Computer Literacy (Microsoft packages); Sound Knowledge of asset management; Sound knowledge of supply chain management and risk management; Good interpersonal relations; Knowledge of PFMA, DFI, BAS and JYP; Leadership and Principles of Management.
- DUTIES** : Key Performance Areas: Co-ordinate and manage the financial and human resource of the office; Co- ordinate and manage risk and security in the court; Manage the strategic and business planning process; Manage the facility; Control of the section related to Family Courts , Human Resource and Supply Chain; Management of the Finance of the office (Third Party Funds and Vote Accounts); Manage the Criminal and Civil Court Administration Sections; General Supervision of Administration staff and Implement formal and informal disciplinary matters; Compile statistics to show performance and trends; Check diverse documents and work performance of co- workers for completion and correctness; Manage the facilities of the Department at Court; Co-ordinate, manage and administer support services to Case Flow Management and other court users to ensure delivery of service; Implement Departmental policies; Manage and Maintain prescripts related to the functions of the DOJ & CD and Public Service in general; Facilitate training and development of personnel; Management of performance in the office.
- ENQUIRIES APPLICATIONS** : Ms NM Dywili Tel No: (051) 407 1800
 : Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X 20578; Bloemfontein, 9300 or hand delivered at 53 Colonial Building, Charlotte Maxeke Street, Bloemfontein 9300.

- POST 39/37** : **ADMINISTRATIVE OFFICER REF NO: 21/73/FS**
- SALARY** : R316 791 - R326 376 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Magistrate's Office: Petrusburg
- REQUIREMENTS** : Three-year Bachelor's degree /National Diploma in Public Management Administration or equivalent; 3 years administration experience; Sound Knowledge of Financial Management Vote and Trust Account, Supply Chain Management and risk management; Sound knowledge of Human Resource and asset management; Knowledge of PFMA, DFI, BAS and JYP. Skills and competencies: Computer Literacy Microsoft packages; Good interpersonal relations; Leadership and Principles of Management; Communication written and verbal skills.
- DUTIES** : Key Performance Areas: Co-ordinate and manage the financial and human resource of the office; Co-ordinate and manage risk and security in the court; Manage the strategic and business planning process; Control of the section related to Family Courts , Human Resource and Supply Chain; Manage the 68 Finance of the office Third Party Funds and Vote Accounts, Criminal and Civil Court Administration Sections; General Supervision of Administration staff and Implement formal and informal disciplinary matters; Compile statistics to show performance and trends; Check diverse documents and work performance of co-workers for completion and correctness; Manage the facilities of the Department at Court; Co-ordinate, Manage and administer support services to Case Flow Management and other court users to ensure delivery of service; Manage and Maintain prescripts related to the functions of The DOJ & CD and Public Service in general; Facilitate training and development of personnel.
- ENQUIRIES** : Ms NM Dywili Tel No: 051 407 1800
- APPLICATIONS** : Please direct your applications to: The Regional Head, Private Bag X20578, Bloemfontein, 9300 or hand deliver to Physical Address 53 Colonial Building, Charlotte Maxeke Street, Bloemfontein, 9301
- POST 39/38** : **ADMINISTRATIVE OFFICER REF NO: 21/80/FS (X2 POSTS)**
Re- advertisement
- SALARY** : R316 791 - R326 376 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Magistrate's Office: Welkom
- REQUIREMENTS** : Three-year Bachelor's degree /National Diploma in Public Management Administration or equivalent; 3 years administration experience; Sound Knowledge of Financial Management Vote and Trust Account, Supply Chain Management and risk management; Sound knowledge of Human Resource and asset management; Knowledge of PFMA, DFI, BAS and JYP. Skills and competencies: Computer Literacy Microsoft packages; Good interpersonal relations; Leadership and Principles of Management; Communication written and verbal skills.
- DUTIES** : Key Performance Areas: Co-ordinate and manage the financial and human resource of the office; Co-ordinate and manage risk and security in the court; Manage the strategic and business planning process; Control of the section related to Family Courts , Human Resource and Supply Chain; Manage the 68 Finance of the office Third Party Funds and Vote Accounts, Criminal and Civil Court Administration Sections; General Supervision of Administration staff and Implement formal and informal disciplinary matters; Compile statistics to show performance and trends; Check diverse documents and work performance of co-workers for completion and correctness; Manage the facilities of the Department at Court; Co-ordinate, Manage and administer support services to Case Flow Management and other court users to ensure delivery of service; Manage and Maintain prescripts related to the functions of The DOJ & CD and Public Service in general; Facilitate training and development of personnel.
- ENQUIRIES** : Ms NM Dywili Tel No: 051 407 1800
- APPLICATIONS** : Please direct your applications to: The Regional Head, Private Bag X20578, Bloemfontein, 9300 or hand deliver to Physical Address 53 Colonial Building, Charlotte Maxeke Street, Bloemfontein, 9301
- POST 39/39** : **COURT INTERMEDIARY REF NO: 21/74/FS**
- SALARY** : R316 791 – R373 167 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE REQUIREMENTS

: Magistrate's Offices: Heilbron
: The persons or category of persons who may be appointed as Intermediaries and the requirements for such persons or category of persons in terms of Government Notice R1374 in Government Gazette 15024 of 30 July 1993 as amended by GN R360 in GG 17882 of 28 February 1997, GN R597 in GG 22435 of 2 July 2001 and as amended by GN R663 in GG 10737 of 14 July 2017 are the following: Medical Practitioners who specialty of pediatrics or Psychiatry who are registered in terms of section 17 of the Health Professions Act, 1974 (Act 56 of 1974), or, Clinical counselling or Educational Psychologist who are registered in terms of section 17 of the Health Professionals Act 1974 (Act nr 56 of 1974); Family Counsellors who are appointed under section 3(1) of the Mediation in Certain Divorce Matters Act, 1987, and who are or were Clinical, Counselling or Educational Psychologist who registered in terms of section 17 of the Health Professional Act, 1974 (Act Nr. 56 of 1974; or Social Workers who are registered in terms of section 17 of the Social Service Act, 1978 (Act Nr. 110 of 1978) who at least have two years' experience in social work; Educators as defined in section 1 of the South African School Act, 1996 (Act no 84 of 1996) who (a) have obtained a minimum post Matriculation teacher's education qualification of three years at a recognized tertiary education institution and (b) have at least three years' experience in teaching, and are registered in terms of section 21 of the South African council for Educators Act 2000 (Act no 31 of 2000) and include former teachers, who comply with paragraph (a) and (b); Child and Youth care workers who have obtained a minimum post Matriculation education qualification of three years at a recognized tertiary education institution in child and youth care and have at least three years' experience in child and youth care; Knowledge of legislation and regulations pertaining to public service and administration; Knowledge of legal term and terminology, and understanding Human Rights; Knowledge of Children's and mentally disabled communication patterns and styles. A valid driver's license and willing to travel extensively within the province and beyond. Languages proficiencies for Heilbron post: English, Afrikaans, Sesotho, IsiZulu and any other indigenous language. Applicants must please indicate their language proficiency level. Skills and Competencies: Communication and empathetic skills (with children, persons with disabilities and other traumatized witnesses; Trauma and basic counseling skills; Interpersonal relations skills; Customer focus and responsiveness; Administrative skills; Computer literacy (MS Word, PowerPoint, Outlook, Excel); Problem solving and decision making skills.

DUTIES

: Key Performance Areas: Provide intermediary services to children, persons with mental disabilities and other traumatized witnesses; Provide specialized child language and disability services; Assist children to testify with the aid of anatomically-detailed dolls; Maintain intermediary room by ensuring that the equipment of the private testifying room is always in good order; Provide support services to witnesses and make appropriate referrals, where necessary; Compile and submit registers, statistics and reports; Render administration support service in court.

ENQUIRIES APPLICATIONS

: Ms. NM Dywili Tel No: (051) 407 1800
: Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X 20578; Bloemfontein, 9300 or hand delivered at 53 Colonial Building, Charlotte Maxeke Street, Bloemfontein 9300.

POST 39/40

: **SOCIAL WORKER/FAMILY COUNSELLOR GRADE 1-4: REF NO: 55/12/NC/F.A-KIM**

SALARY

: R257 592 – R581 178 per annum. (Salary will be in accordance with the OSD determination). The successful candidate will be required to sign a performance agreement.

CENTRE REQUIREMENTS

: Family Advocate: Kimberley
: Bachelors Degree in Social Work or equivalent qualification; A minimum of 0–30 years appropriate experience in Social Work after registration as Social Worker with the SACSSP; Registration with SA Council for Social Service Professions (SACSSP); Knowledge and experience in Mediation; Knowledge and application of Family Law, including Mediation in certain Divorce Matters Act, Maintenance Act and Domestic Violence Act (inclusive of Hague Convention on International Child Abduction); A valid driver's license. Skills and Competencies: Computer literacy (MS Word); Communication (written and verbal) skills; Mediation, Interviewing, conflict resolution and evaluation;

- Extensive report writing skills; Diversity and conflict management; Attention to detail.
- DUTIES** : Key Performance Areas: Conduct mediation and/or inquiries as part of a multi-disciplinary team in custody, access, guardianship, child abduction and related family law disputes; Evaluate information and compile forensic court reports and make recommendations to the best interest of children in family law disputes; Act as expert witness for the Family Advocate in Court; Network and conduct awareness campaigns regarding the functions and role of the Office of the Family Advocate; Travel to townships and rural areas to conduct inquiries and interview parties and source references in family law disputes; Report on the performance of family counselors in the office to the Head of Office.
- ENQUIRIES APPLICATIONS** : Ms C. Van Wyk Tel No: (053) 838 4563
: Quoting the relevant reference number, direct your application to: Postal address: The Regional Head: Justice and Constitutional Development, Private Bag X6106, Kimberley, 8300 OR Physical address: New Public Building (Magistrate's Court), c/o Knight and Stead Street, 7th Floor, Kimberley, 8301. E-mail or faxed applications will not be considered.
- NOTE** : Candidates whose name appears on Part B of the Child Protection Register as mandated by the Section 123(5) of the Children's Act, 2005 need not apply. Note: Applicants are required to attach proof of initial and current registration with SACSSP
- POST 39/41** : **CHIEF ADMINISTRATION CLERK REF NO: 21/75/FS**
- SALARY** : R257 508 – R303 339 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Magistrate's Office, Sasolburg
: Grade 12 certificate or Equivalent Qualification with 3-5 years relevant experience. A valid driver's license and Court experience will serve as an advantage. Skill and Competencies: Computer literacy (MS Office, MS Excel & PowerPoint). Good Communication (Verbal and written). Good interpersonal relations and problem solving skills. Ability to work under pressure and work independently. Knowledge of PFMA, DFI, BAS and JYP.
- DUTIES** : Key Performance Areas: Render general clerical support services. Provide Supply Chain clerical support services within the component. Supervise and provide personnel administration clerical support services within the Court/Cluster. Supervise and provide financial administration support services in the Court/Cluster.
- ENQUIRIES APPLICATIONS** : Ms. N Dywili Tel No: (051) 407 1800
: Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X 20578; Bloemfontein, 9300 or hand delivered at 53 Colonial Building, Charlotte Maxeke Street, Bloemfontein 9300.

NATIONAL PROSECUTING AUTHORITY

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

- APPLICATIONS** : All applications must be submitted to the relevant Recruitment Response E mails stated below.
- CLOSING DATE** : 22 November 2021
- NOTE** : For your application to be accepted: Applications must be submitted on the new Z83 version, obtainable from any Public Service department or on www.npa.gov.za which must be fully completed as per the instructions on the form, signed and dated. If the Z83 is not completed as prescribed your application will not be accepted. CVs without a Z83 will not be accepted. Handwritten Z83 must be completed in Block Letters. Only copies of required qualifications, identity document and other listed documents as per the advert, must be included with your application. Such copies need not be certified when applying for the post. All applications must reach the NPA on/or before the closing date. No late applications will be accepted/processed. The NPA cannot be held responsible for server delays. Applicant's attention is drawn to the fact that the NPA uses an Electronic Response Handling System in terms of e-mailed applications. Please Do Not contact the NPA directly after you have e-mailed your applications to enquire if your application(s) have been received. If you have not received an acknowledgement of receipt within one week after the closing date then you can contact the NPA. The NPA reserves the right not to fill any particular position. If you do not hear from us within (6) six months from the closing date of the advert, please accept that your application was unsuccessful. Successful candidates will be subjected to a security clearance of at least confidential. Appointment to this position will be provisional, pending the issue of security clearance. Fingerprints will be taken on the day of the interview. The social media accounts of shortlisted applicants may be accessed as part of the verification process. A valid driver's license will be a requirement where applicable. Applicants are advised that from 1 January 2021 a new application form for employment (Z83) is in use. The new application for employment form can be downloaded at www.dpsa.gov.za-vacancies. From 1 January 2021 should an application be received using the incorrect (old) application for employment (Z83), it will not be considered. NB! Applicants who are successful must please note that the NPA is not in a position to pay resettlement costs.
- ERRATUM:** The closing date of the following positions which were advertised in Circular 36 dated 15 October 2021 has been extended to 22 November 2021 as there was a problem with the e mail addresses. **Senior Public Prosecutor:** Recruit 2021/595 e mail Recruit_2021595@npa.gov.za; Recruit 2021/643 e mail Recruit_2021643@npa.gov.za; Recruit 2021/644 e mail Recruit_2021644@npa.gov.za. **Regional Court Control Prosecutor:** Recruit 2021/604 e mail Recruit_2021604@npa.gov.za; Recruit 2021/605 e mail Recruit_2021605@npa.gov.za. **State Advocate:** Recruit 2021/598 e mail Recruit_2021598@npa.gov.za; Recruit 2021/599 e mail Recruit_2021599@npa.gov.za. **Head Control Prosecutor 2:** Recruit 2021/607 e mail Recruit_2021607@npa.gov.za; Recruit 2021/608 e mail Recruit_2021608@npa.gov.za. **Regional Court Prosecutor:** Recruit 2021/610 e mail Recruit_2021610@npa.gov.za; Recruit 2021/611 e mail Recruit_2021611@npa.gov.za; Recruit 2021/612 e mail Recruit_2021612@npa.gov.za; Recruit 2021/613 e mail Recruit_2021613@npa.gov.za; Recruit 2021/614 e mail Recruit_2021614@npa.gov.za; Recruit 2021/615 e mail Recruit_2021615@npa.gov.za; Recruit 2021/616 e mail Recruit_2021616@npa.gov.za; Recruit 2021/617 e mail Recruit_2021617@npa.gov.za; Recruit 2021/646 e mail Recruit_2021646@npa.gov.za; Recruit 2021/650 e mail Recruit_2021650@npa.gov.za; Recruit 2021/651 e mail Recruit_2021651@npa.gov.za. **District Court Control Prosecutor:** Recruit 2021/618 e mail Recruit_2021618@npa.gov.za; Recruit 2021/647 e mail Recruit_2021647@npa.gov.za; Recruit 2021/619 e mail

Recruit_2021619@npa.gov.za; Recruit 2021/645 e mail Recruit_2021645@npa.gov.za. **Senior State Accountant** Recruit 2021/624 e mail Recruit_2021624@npa.gov.za. **Court Preparation Officer** Recruit 2021/627 e mail Recruit_2021627@npa.gov.za; Recruit 2021/628 e mail Recruit_2021628@npa.gov.za. **Administrative Clerk: Supervisor** Recruit 2021/630 e mail Recruit_2021630@npa.gov. **Personal Assistant** Recruit 2021/633 e mail Recruit_2021633@npa.gov.za; Recruit 2021/634 e mail Recruit_2021634@npa.gov.za. **Human Resources Clerk: Supervisor** Recruit 2021/636 e mail Recruit_2021636@npa.gov.za. **Victim Assistant Officer** Recruit 2021/637 e mail Recruit_2021637@npa.gov.za.

OTHER POSTS

- POST 39/42** : **SENIOR STATE ADVOCATE**
National Prosecutions Services
- SALARY** : R983 019 per annum (Total Cost Package) to R1 536 567 per annum (Total Cost Package) (Level LP-9)
- CENTRE** : DPP: Pretoria (OCC) Ref No: Recruit 2021/655 (X2 Posts)
DPP: Mmabatho (OCC) Ref No: Recruit 2021/701
- REQUIREMENTS** : An LLB or any appropriate legal qualification for serving prosecutors. At least eight years post qualification legal experience in civil and/or criminal litigation. Five years in legal practice will be an added advantage. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. Admitted advocate and/or attorney will be an added advantage. Good knowledge of civil and \or criminal procedure. Knowledge of asset forfeiture law will be an added advantage. Strong computer skills and knowledge of programs in MS Word, Excel, Outlook and PowerPoint. Ability to act independently. Willing to travel and work extended hours. Ability to do legal research.
- DUTIES** : Conduct prosecution of serious, complex and organsied crime cases and corruption matters. Advise the police on the investigation of serious, complex and organized crime cases and corruption matters. Conduct legal research and keep-up to date with legal developments. Draft charge sheets and other court documents and represent the state in all courts. Present cases in court, lead witnesses, cross examine and address the court on conviction and sentence. Appear in motion proceedings and also do appeals and reviews. General conduct prosecution on behalf of the state.
- ENQUIRIES** : DPP: Pretoria Bongane Msimanga 012 351 6860
DPP: Mmabatho Flora Kalakgosi 018 381 9041
- APPLICATIONS** : DPP: Pretoria e mail Recruit_2021655@npa.gov.za
DPP: Mmabatho e mail Recruit_2021701@npa.gov.za
- POST 39/43** : **SENIOR STATE ADVOCATE**
Specialised Commercial Crime Unit
- SALARY** : R983 019 per annum (Total Cost Package) to R1 536 567 per annum (Total Cost Package) (Level LP-9)
- CENTRE** : Pretoria Ref No: Recruit 2021/656
Mmabatho Ref No: Recruit 2021/702 (X2 Posts)
Limpopo Ref No: Recruit 2021/723
- REQUIREMENTS** : An LLB or any appropriate legal qualification for serving prosecutors. At least eight years post qualification legal experience in civil and/or criminal litigation. Five years in legal practice will be an added advantage. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. Admitted advocate and/or attorney will be an added advantage. Good knowledge of civil and \or criminal procedure. Knowledge of asset forfeiture law will be an added advantage. Strong computer skills and knowledge of programs in MS Word, Excel, Outlook and PowerPoint. Ability to act independently. Willing to travel and work extended hours. Ability to do legal research.
- DUTIES** : Conduct prosecution of serious, complex and organsied crime cases and corruption matters. Advise the police on the investigation of serious, complex and organized crime cases and corruption matters. Conduct legal research and keep-up to date with legal developments. Draft charge sheets and other court

documents and represent the state in all courts. Present cases in court, lead witnesses, cross examine and address the court on conviction and sentence. Appear in motion proceedings and also do appeals and reviews. General conduct prosecution on behalf of the state.

ENQUIRIES : Pretoria Vusi Skhosana Tel No: 012 845 6592; Mmabatho flora Kalakgosi 018 381 9041; Limpopo Thuba Thubakgale Tel No: 015 045 0285

APPLICATIONS : Pretoria e mail Recruit_2021656@npa.gov.za
Mmabatho e mail Recruit_2021702@npa.gov.za
Limpopo e mail Recruit_2021723@npa.gov.za

POST 39/44 : **SENIOR STATE ADVOCATE REF NO: RECRUIT 2021/657 (X2 POSTS)**
National Prosecutions Service

SALARY : R983 019 per annum (Total Cost Package) to R1 536 567 per annum (Total Cost Package) (Level LP-9)

CENTRE : DPP: Mthatha (STU)

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

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

ENQUIRIES : Linda Mankayi Tel No: 047 501 2607

APPLICATIONS : e mail Recruit_2021657@npa.gov.za

POST 39/45 : **SENIOR STATE ADVOCATE REF NO: RECRUIT 2021/658 (X2 POSTS)**
National Prosecutions Service

SALARY : R983 019 per annum (Total Cost Package) to R1 536 567 per annum (Total Cost Package) (Level LP-9)

CENTRE : DPP: Kimberley (Tax Unit)

REQUIREMENTS : An LLB or any appropriate legal qualification for serving prosecutors. At least eight years post qualification legal experience in civil and/or criminal litigation. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998 or any other applicable legislation. At least 6 years of relevant criminal court work experience in advocacy and drafting. Well-developed skills in legal research. Good interpersonal, analytical, organisational and communication skills. General computer literacy required. Excellent administrative skills. Assist with the Performance management and assessments of staff. Extensive prosecutorial or litigation experience regarding commercial crimes, Fraud, Theft and other common law/statutory offences relating to tax evasion is essential. Knowledge of legislation relating to Income Tax, VAT, PAYE as well as the Tax Administration Act and the Customs and Excise Act required. Knowledge of Company Law. Proficiency in prosecuting, competency in guiding investigations in complex or more difficult matters, including commercial matters, drafting charge sheets, indictments and court documents, dealing with representations and conducting motion proceedings.

<u>DUTIES</u>	:	The ability to mentor, train and quality check the work of Advocates Ability to act independently without supervision and manage court and case flow management independently. Required to travel to courts across the Division to prosecute tax cases as and when required. Valid driver's license is required. To institute and conduct criminal proceedings on behalf of the State, to perform any act incidental thereto and to carry out the duties and functions assigned to the prosecution under any Act and/or the Policy Manual and/or any directives, inter alia, to study case dockets, decide on the institution of and conduct criminal proceedings of a complex nature. Prepare cases for court by inter alia guiding the investigation, consulting with witnesses and acquiring additional evidence. Draft charge sheets and indictments. Deal with any representations. Present the State's case in court. Present evidence, cross-examine and address the court on inter alia, conviction and sentence. Study appeals and reviews, prepare opinions and heads of argument for complex matters and argue cases in the appropriate court with right of appearance. Appear in court in motion applications pertaining to criminal matters and in general conduct prosecutions on behalf of the State. Perform all duties, including administrative duties and specific tasks assigned by the supervisor, related thereto in accordance with the Code of Conduct, policy and directives of the National Prosecuting Authority. Supervise and manage performance of State Advocate(s) (if so required). Conduct performance assessments of staff (if so required). Quality check work of Advocates. Mentor and guide Advocates, prosecutors and stakeholders. Assist in the keeping of proper records/statistics in relation to all criminal prosecutions conducted by the STU and assist in compilation of statistics/reports. Middle management, including appeals, court rolls (under supervision) and office inspections. Managing of allocated portfolio within STU. Assist Deputy Directors in high-profile matters or matters where an increased risk element is present. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice system.
<u>ENQUIRIES</u>	:	Nicholas Mogongwa Tel No: 053 807 4539
<u>APPLICATIONS</u>	:	e mail Recruit_2021658@npa.gov.za
<u>POST 39/46</u>	:	<u>SENIOR PUBLIC PROSECUTOR</u> National Prosecutions Service
<u>SALARY</u>	:	R983 019 per annum (Total Cost Package) to R1 536 567 per annum (Total Cost Package) (Level CM-1)
<u>CENTRE</u>	:	CPP: West Rand (Protea) Ref No: Recruit 2021/659 CPP: Odi (Rustenburg) Ref No: Recruit 2021/700 (Mankwe) Ref No: Recruit 2021/703; CPP: Mmabatho (Lichtenburg) Ref No: Recruit 2021/704; (Molopo) Ref No: Recruit 2021/705 CPP: Port Elizabeth (Motherwell) Ref No: Recruit 2021/730
<u>REQUIREMENTS</u>	:	An LLB or any appropriate legal qualification for serving prosecutors. At least eight years post qualification legal experience. Five year experience in legal practice will be an added advantage. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Good management skills. Manage, give guidance to and train prosecutors. Proficiency in prosecuting, guiding investigations and giving instructions in reasonably complex or more difficult common law and statutory offences. Able to draft charge sheets and complex court documents. Ability to act independently without constant supervision. Must have good administrative skills.
<u>DUTIES</u>	:	Manage and supervise allocation of work and management of performance for lower level prosecutors including trainee prosecutor. Train and guide Prosecutors including trainee Prosecutors and stakeholders in preparation of case dockets and deciding on the institution and conduct criminal proceedings. Represent the State in all courts. Present and assist prosecutors including trainee prosecutors in presentation of state's case court, lead and cross examination of witnesses and address court on inter alia conviction and the like. Attend to representations and complaints. Attend to instructions of the Chief Prosecutor and the Director of Public Prosecutions. Lead Prosecutors towards achieving strategic goals and operational targets set by NPA, DPP office and CPP. Perform all duties including administrative duties related thereto, in accordance to code of conduct, policy directives of NPA. Promote

		partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice.
<u>ENQUIRIES</u>	:	CPP: West Rand Sydwell Namuhuchu Tel No: 011 220 4005; CPP: Odi & CPP: Mmabatho Flora Kalakgosi Tel No: 018 381 9041 CPP: Port Elizabeth Andiswa Tengile Tel No: 012 842 1450
<u>APPLICATIONS</u>	:	CPP: West Rand (Protea) e mail Recruit_2021659@npa.gov.za CPP: Odi (Rustenburg) e mail Recruit_2021700@npa.gov.za (Mankwe) e mail Recruit_2021703@npa.gov.za CPP: Mmabatho (Lichtenburg) e mail Recruit_2021704@npa.gov.za (Molopo) e mail Recruit_2021705@npa.gov.za CPP: Port Elizabeth (Motherwell) e mail Recruit_2021730@npa.gov.za
<u>POST 39/47</u>	:	<u>SENIOR STATE ADVOCATE REF NO: RECRUIT 2021/706 (X2 POSTS)</u> National Prosecutions Services
<u>SALARY</u>	:	R983 019 per annum (Total Cost Package) to R1 536 567 per annum (Total Cost Package) (Level LP-9)
<u>CENTRE</u>	:	DPP: Mmabatho
<u>REQUIREMENTS</u>	:	An LLB or any appropriate legal qualification for serving prosecutors. At least eight years post qualification legal experience in civil and/or criminal litigation. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. Five years' experience in legal practice will be an added advantage. Ability to act independently.
<u>DUTIES</u>	:	Study case dockets, decide in the institution of conduct criminal proceedings. Draft charge sheets and other court documents. Represent the State in all courts. Mentor and coach junior staff and quality check their work. Participate in the performance assessment of staff being mentored.
<u>ENQUIRIES</u>	:	Flora Kalakgosi Tel No: 018 381 9041
<u>APPLICATIONS</u>	:	e mail Recruit_2021706@npa.gov.za
<u>POST 39/48</u>	:	<u>DEPUTY DIRECTOR: COURT PREPARATION REF NO: RECRUIT 2021/668</u> National Prosecutions Service
<u>SALARY</u>	:	R869 007 per annum (MMS Level 12), (Total Cost Package)
<u>CENTRE</u>	:	DPP: Mthatha
<u>REQUIREMENTS</u>	:	An appropriate B -degree (NQF level 7) or Three (3) year Diploma (NQF level 6) in Social Work or equivalent. At least five years working experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Good administration skills. People management and empowerment. Strategic capability and leadership. Planning and prioritising skills. Customer focus and responsiveness. Problem solving and Decision Making. Valid driver's license.
<u>DUTIES</u>	:	Oversee the court preparation programme provided by Court Preparation Officers within the NPA for the Division. To mentor, coach, ensure effective transfer of skills to the Court Preparation officials. Give guidance to the DPP/ Governance Coordinators/ Chief Prosecutors/SPP and court preparation officers regarding the model and methodology of court preparation work. Ensure compliance with standards and guidelines for the establishment, roll out and management of court preparation services in the region for the prevention of secondary trauma and enhanced prosecution. Conduct court preparation and victim impact statements in high profile matters and implement the PEACE model and victim impact statements for Court preparation in courts. Act as an expert witness when called upon to do so. Lead staff towards achieving strategic goals of the NPA. Deal with representations and complaints and escalate. Contribute towards the management and implementation of the victim's charter. Promote partner integration, community involvement and customer satisfaction in conjunction with partners within the criminal justice system. Liaise with internal and external stakeholders and attend meetings, including national office. Manage staff and other resources.
<u>ENQUIRIES</u>	:	Linda Mankayi Tel No: 047 501 2607
<u>APPLICATIONS</u>	:	e mail Recruit_2021668@npa.gov.za

<u>POST 39/49</u>	:	<u>REGIONAL COURT CONTROL PROSECUTOR</u> National Prosecutions Service
<u>SALARY</u>	:	R847 047 per annum (Total Cost Package) to R1 384 479 per annum (Total Cost Package) (Level SU-3)
<u>CENTRE</u>	:	CPP: East Rand (Boksburg) Ref No: Recruit 2021/665 CPP: West Rand (Soweto-Protea) Ref No: Recruit 2021/667(Re-advert) CPP: Nelspruit Ref No: Recruit 2021/728 CPP: Odi (Ga-Rankuwa) Ref No: Recruit 2021/737
<u>REQUIREMENTS</u>	:	An LLB or any appropriate legal qualification for serving prosecutors. At least six years post qualification legal experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. The incumbent must have the ability to act independently or within minimum supervision. Proficiency in prosecuting, guiding investigation and giving instructions in complex or more difficult common law and statutory offences in Regional and District Court. Draft complex charge sheets and complex court documents. Good management skills. Must manage, give guidance and train prosecutors. Excellent administrative skills.
<u>DUTIES</u>	:	Manage, train and give guidance to prosecutors. Study case dockets, decide on the institution of and conduct criminal proceedings. Maintenance matters and inquest of a general and more advanced nature in the Regional and District Court. Prepare cases for court and draft charge sheets and other proceedings for court. Present and assist prosecutors to present the State's case in court, to lead witnesses, cross examine and address the court on inter alia, conviction and sentence, and in general to conduct prosecutions on behalf of the State. Perform all duties related thereto in accordance with the code of conduct, policy and directives of the NPA. Assist the Senior Public Prosecutor with the performance assessment of staff. Perform general administrative duties of the office. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice system.
<u>ENQUIRIES</u>	:	CPP: East Rand & CPP: West Rand Sydwell Namuhuchu Tel No: 011 220 4005 CPP: Nelspruit Tebogo Mashile Tel No: 013 045 0686 CPP: Odi (Ga-Rankuwa) Flora Kalakgosi Tel No: 018 381 9041
<u>APPLICATIONS</u>	:	CPP: East Rand (Boksburg) e mail Recruit_2021665@npa.gov.za CPP: West Rand (Soweto-Protea) e mail Recruit_2021667@npa.gov.za CPP: Nelspruit e mail Recruit_2021728@npa.gov.za CPP: Odi (Ga-Rankuwa) e mail Recruit_2021737@npa.gov.za
<u>POST 39/50</u>	:	<u>REGIONAL COURT CONTROL PROSECUTOR REF NO: RECRUIT 2021/666</u> National Prosecutions Service
<u>SALARY</u>	:	R847 047 per annum (Total Cost Package) to R1 384 479 per annum (Total Cost Package) (Level SU-3)
<u>CENTRE</u>	:	CPP: Wynberg (Worcester)
<u>REQUIREMENTS</u>	:	An LLB or any appropriate legal qualification for serving prosecutors. At least six years post qualification legal experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Appropriate Regional Court experience. The incumbent must have the ability to act independently or within minimum supervision. Proficiency in prosecuting, guiding investigation and giving instructions in complex or more difficult common law and statutory offences in Regional and District Court. Draft complex charge sheets and complex court documents. Good management skills. Must manage, give guidance and train prosecutors. Excellent administrative skills. Willingness to travel to different courts within the cluster. A valid driver's license.
<u>DUTIES</u>	:	Manage, train and give guidance to prosecutors. Study case dockets, decide on the institution of and conduct criminal proceedings. Maintenance matters and inquest of a general and more advanced nature in the Regional and District Court. Prepare cases for court and draft charge sheets and other proceedings for court. Present and assist prosecutors to present the State's case in court, to lead witnesses, cross examine and address the court on inter alia, conviction and sentence, and in general to conduct prosecutions on behalf of the State. Perform all duties related thereto in accordance with the code of conduct, policy and directives of the NPA. Assist the Senior Public Prosecutor with the performance assessment of staff. Perform general administrative duties of the

		office. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice system.
<u>ENQUIRIES</u>	:	Francios Brandt Tel No: 021 487 7144
<u>APPLICATIONS</u>	:	CPP: Wynberg (Worcester) e mail Recruit_2021666@npa.gov.za
<u>POST 39/51</u>	:	<u>HEAD COURT CONTROL PROSECUTOR 3 REF NO: RECRUIT 2021/672</u> National Prosecutions Service
<u>SALARY</u>	:	R847 047 per annum (Total Cost Package) to R1 384 479 per annum (Total Cost Package) (Level SU-3)
<u>CENTRE</u>	:	CPP: Empangeni
<u>REQUIREMENTS</u>	:	An LLB or any appropriate legal qualification for serving prosecutors. At least six years post qualification legal experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. The incumbent must have the ability to act independently or within minimum supervision. Proficiency in prosecuting, guiding investigation and giving instructions in complex of more difficult common law and statutory offences in Regional and District Court. Draft complex charge sheets and complex court documents. Good management skills. Must manage, give guidance and train Prosecutors. Excellent administrative skills.
<u>DUTIES</u>	:	Manage, train and give guidance to and train prosecutors. Study case dockets, decide on the institution of and conduct criminal proceedings. Maintenance matters and inquests of a general and more advanced nature in the Regional and District Court. Prepare cases for court and draft charge sheets and other proceedings for court. Present and assist Prosecutors to present the State's case in court, to lead witnesses, cross examine and address the court on inter alia, conviction and sentence, and in general to conduct prosecutions on behalf of the State. Perform all duties related thereto in accordance with the code of conduct, policy and directives of the NPA. Assist the Senior Public Prosecutor with the performance assessment of staff. Perform general administrative duties of the office. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice system.
<u>ENQUIRIES</u>	:	Ntokozi Dlamini Tel No: 031 334 5274
<u>APPLICATIONS</u>	:	e mail Recruit_2021672@npa.gov.za
<u>POST 39/52</u>	:	<u>STATE ADVOCATE REF NO: RECRUIT 2021/660</u> Specialised Commercial Crime Unit
<u>SALARY</u>	:	R763 212 per annum (Total Cost Package) to R1 266 156 per annum (Total Cost Package) (Level LP- 7 to LP-8)
<u>CENTRE</u>	:	Kimberley
<u>REQUIREMENTS</u>	:	An LLB or any appropriate legal qualification for serving prosecutors. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. At least five years' post qualification legal experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. High level of proficiency in prosecuting and presenting/ arguing cases in court. Experience in guiding investigations and giving instructions in law and statutory offences. Interpersonal skills. Written and verbal communication skills. Ability to work independently.
<u>DUTIES</u>	:	Study case dockets. Decide on the institution of and conduct criminal proceedings. Draft charge sheets, indictments and other court documents. Represent the State in all courts. Prepare a case for court, including the acquisition of additional evidence and draft charge sheets and indictments. Present the State's case in court, lead and cross examine witnesses, address the court on, inter alia, conviction and sentence, study appeal and reviews. Attend to representations, prepare opinions and heads of arguments and argue cases in the appropriate court. Appear in court in motion application pertaining to criminal matters and in general conduct prosecution on behalf of the state. Perform all duties related thereto in accordance with the code of conduct policy and directives of the NPA. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice system.
<u>ENQUIRIES</u>	:	Nicholas Mogongwa Tel No: 053 807 4539
<u>APPLICATIONS</u>	:	e mail Recruit_2021660@npa.gov.za

<u>POST 39/53</u>	:	<u>STATE ADVOCATE (ATTORNEY) REF NO: RECRUIT 2021/661</u> Asset Forfeiture Unit
<u>SALARY</u>	:	R763 212 per annum (Total Cost Package) – R1 266 156 per annum (Total cost package) (LP-7 to LP-8)
<u>CENTRE REQUIREMENTS</u>	:	Johannesburg An LLB or any appropriate legal qualification for serving prosecutors. At least 5 years post qualification legal experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. Admission as an Attorney of the High Court of South Africa. Appropriate knowledge of or experience in the implementation of the Prevention of Organized Crime Act and in dealing with legal matters relating to Asset Forfeiture Unit is recommended. Excellent interpersonal, analytical, presentation and communication skills. Strong computer skills (Ms Word, Excel, Outlook and PowerPoint is recommended. Professionalism and able to act independently Willingness to travel and work extended hours. Excellent communication and administrative skills are recommended, as well as literacy and numeracy skills in so far as being able to understand profit and loss calculations and basic business finance is recommended. Ability to conduct legal research is recommended. Valid driver's license is recommended.
<u>DUTIES</u>	:	Act as Attorney for the Asset Forfeiture Unit. Execute tasks that by law must be performed by Attorneys. Attend to diverse types of civil litigation in the High Court, Magistrate Courts as well as appeals from these courts, including appeals to the Supreme Court of Appeal. Deal with constitutional issues, including litigation in the Constitutional Court. Draft and / or settle all types of agreements render legal opinions, draft and move applications. Attend to queries from curators on litigation of Asset Forfeiture matters. Collect all taxed bills of all costs in favour of the state.
<u>ENQUIRIES APPLICATIONS</u>	:	Lindie Swanepoel Tel No: 012 845 6638 e-mail Recruit_2021661@npa.gov.za
<u>POST 39/54</u>	:	<u>STATE ADVOCATE (STU) REF NO: RECRUIT 2021/662 (X2 POSTS)</u> National Prosecutions Service
<u>SALARY</u>	:	R763 212 per annum (Total Cost Package) to R1 266 156 per annum (Total Cost Package) (Level LP- 7 to LP-8)
<u>CENTRE REQUIREMENTS</u>	:	DPP: Mthatha An LLB or any appropriate legal qualification for serving prosecutors. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. At least five years' post qualification legal experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. At least four years relevant work experience in advocacy and drafting. Extensive prosecutorial or litigation experience with regard to common law offences such as fraud, theft, forgery and uttering, commercial crimes and related matters. Proficiency in prosecuting, guiding investigations in complex or more difficult matters, including commercial matters. Drafting charge sheets, indictments and court documents, dealing with representations. Interpersonal skills. Written and verbal communication skills. Ability to work independently.
<u>DUTIES</u>	:	Study case dockets, make assessments thereof and decide on the institution of prosecution. Deal with any representations. Guide investigations in complex or more difficult matters, including commercial matters. Prepare cases for court, including the acquisition of additional evidence and draft charge sheets, indictments and court documents. Present the State's case in court, lead and cross examine witnesses, address the court on inter alia, conviction and sentence. Manage court and case flow management of cases independently. Study and deal with appeals and reviews. Prepare opinions and heads of argument for complex matters and argue cases in the appropriate court. Appear in court in motion application pertaining to criminal matters and general conduct prosecutions on behalf of the state. Mentor and guide investigating officers, prosecutors and stakeholders. Assist in keeping proper records and statistics and reports. Assist in high profile matters or matters where an increased risk element is present. Manage any portfolio assigned by the Deputy Director managing the STU. Consult on a regular basis with all the relevant stakeholders, including SARS officials. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in criminal justice system.

ENQUIRIES APPLICATIONS : Linda Mankayi Tel No: 047 501 2607
e mail Recruit_2021662@npa.gov.za

POST 39/55 : **STATE ADVOCATE REF NO: RECRUIT 2021/663 (X2 POSTS)**
National Prosecutions Service

SALARY : R763 212 per annum (Total Cost Package) to R1 266 156 per annum (Total Cost Package) (Level LP- 7 to LP-8)

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

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

ENQUIRIES APPLICATIONS : Francios Brandt Tel No: 021 487 7144
e mail Recruit_2021663@npa.gov.za

POST 39/56 : **STATE ADVOCATE (STU) REF NO: RECRUIT 2021/664 (X2 POSTS)**
National Prosecutions Service

SALARY : R763 212 per annum (Total Cost Package) to R1 266 156.per annum (Total Cost Package) (Level LP- 7 to LP-8)

CENTRE REQUIREMENTS : DPP: Kimberley
: An LLB or any appropriate legal qualification for serving prosecutors. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. At least five years' post qualification legal experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Extensive prosecutorial or litigation experience with regard to common law offences relating to tax evasion/avoidance, commercial crimes, fraud and related matters. Knowledge of Income Tax Act, VAT Act, Customs and Excise Act. Knowledge and understanding of SARS functions and financial of accounting background. Written and verbal communication skills. Ability to work independently. Able to work extended hours. General computer literacy.

DUTIES : Study case dockets, decide on the institution of and conduct criminal proceedings. Draft charge sheets and other court documents. Represent the State in all courts. Assist SARS in keeping proper records of all the criminal prosecution and supply them with accurate statistics. Assist Deputy Directors with high profile matters where an increased risk element is present.

ENQUIRIES APPLICATIONS : Nicholas Mogongwa Tel No: 053 807 4539
e mail Recruit_2021664@npa.gov.za

POST 39/57 : **STATE ADVOCATE REF NO: RECRUIT 2021/707**
Specialised Commercial Crime Unit

SALARY : R763 212 per annum (Total Cost Package) to R1 266 156 per annum (Total Cost Package) (Level LP- 7 to LP-8)

CENTRE REQUIREMENTS : Mmabatho
: An LLB or any appropriate legal qualification for serving prosecutors. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. At least five years' post qualification legal experience. Demonstrable competency

in acting Independently, Professionally, Accountable and with Credibility. Well-developed skills in legal research and legal drafting. Good knowledge of civil and/or criminal procedure. Proficiency in prosecution, competency in guiding investigations, drafting charge sheets, indictments and court documents and dealing with representations. Knowledge of and skills in general prosecution. Good interpersonal, analytical, organisational and communication skills. Ability to act independently or with minimum supervision.

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

ENQUIRIES APPLICATIONS : Flora Kalagosi Tel No: 018 381 9041
: e mail Recruit_2021707@npa.gov.za

POST 39/58 : **SENIOR FINANCIAL INVESTIGATOR REF NO: RECRUIT 2021/669**
Asset Forfeiture Unit

SALARY CENTRE REQUIREMENTS : R733 257 per annum (MMS Level 11), (Total Cost Package)
: Cape Town
: An appropriate B -degree (NQF level 7) or Three (3) year Diploma (NQF level 6) in one of the following: Forensic Investigations, Forensic Auditing, Criminal Investigation or equivalent. Certified Fraud Examiner will be an added advantage. At least 5 years' experience in financial investigation. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Strategic capability and leadership. General management and empowerment. People management and empowerment. Administration skills. Planning and organizing skills. Customer focus and responsiveness. Problem solving and Decision-Making skills. Knowledge of legislation and regulations and regulations pertaining to public service administration. Computer skills, such as MS Word, MS Excel, MS Outlook, MS PowerPoint, etc.

DUTIES : Conduct case assessments. Conduct case planning. Conduct a detailed financial investigation in high value and complex matters. Undertake stakeholder engagements. Undertake all administration functions with regard to case management.

ENQUIRIES APPLICATIONS : Lindie Swanepoel Tel No: 012 845 6638
: e mail Recruit_2021669@npa.gov.za

POST 39/59 : **DEPUTY DIRECTOR: HUMAN RESOURCES DEVELOPMENT REF NO: RECRUIT 2021/670**
Human Resources Management & Development- Directorate HRD

SALARY CENTRE REQUIREMENTS : R733 257 per annum (MMS Level 11), (Total Cost Package)
: Pretoria: Head Office
: An appropriate B -degree (NQF level 7) or Three (3) year Diploma (NQF level 6). A certificate in ODETDP will be an added advantage. Minimum 5 years' experience in Human Resources of which 3 years must be specific experience in Human Resource Development at supervisory level. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Knowledge of legislation and regulations pertaining to public service administration, specifically the Public Service Act and Regulations. BCEA, Skills Development Act, Public Finance Management Act, Employment Equity Act and Access to Information act. Understanding of the Public Service generally and Human Resources. Sound knowledge of labour and public service legislation. Good communication, liaison and presentation skills. A good command of computer literacy, including Microsoft Office Suite (Word, EXCEL, PowerPoint, Outlook). Ability to work under pressure. Willingness to travel and work away from home. Able to work independently and in a team. Good Administration Skills. People management and empowerment. Strategic capability and leadership. Planning and Prioritising. Skills. Customer Focus

- and Responsiveness. Problem Solving and Decision Making. Valid driver's license.
- DUTIES** : Manage and monitor the implementation of Skills Development in the organization. Develop a workplace Skills Plan (WSP) and Annual training Report. Facilitate the implementation of all skills development interventions. Conduct departmental Skills audit and training needs assessments. Design, develop, implement and review the quality assurance system in accordance to the relevant legislation. Manage maintenance of the statistical database to capture learning presented. Manage the implementation of the approved training plan. Manage internship, bursaries and induction programmes in the NPA. Ensure and maintain the bursary administration process. Facilitate the implementation of the Induction Programme. Facilitate the implementation of the internship programme. Ensure implementation of career awareness programmes. Manage the implementation of individual's performance management. Facilitate the signing of performance agreements. Monitor the reports of quarterly reviews. Co-ordinate final performance assessment process. Facilitate awareness session/training on performance Management Policy and Procedure. Manage staff and resources.
- ENQUIRIES APPLICATIONS** : Robert Mampana Tel No: 012 845 6466
: e mail Recruit_2021670@npa.gov.za
- POST 39/60** : **DEPUTY DIRECTOR: HUMAN RESOURCES MANAGEMENT REF NO: RECRUIT 2021/725**
Human Resources Management and Development-Directorate HRM
- SALARY CENTRE REQUIREMENTS** : R733 257 per annum (MMS Level 11), (Total Cost Package)
: Pretoria: Head Office
: An appropriate B -degree (NQF level 7) or Three (3) year Diploma (NQF level 6). Minimum 5 years' experience in Human Resource Management of which 3 years must be working experience on a junior management level (salary level 9/10) dealing with recruitment and selection processes and procedures, staff appointments, staff maintenance and staff exits. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Knowledge of legislation and regulations pertaining to public service administration, specifically the Public Service Act and Regulations, Employment Equity Act and Access to Information act. Understanding of the Public Service generally and Human Resources. Sound knowledge of labour and public service legislation. Good communication, liaison and presentation skills. Knowledge of PERSAL. A good command of computer literacy, including Microsoft Office Suite (Word, EXCEL, PowerPoint, Outlook). Ability to work under pressure. Willingness to travel. Able to work independently and in a team. Good administration skills. People management and empowerment. Planning and prioritising skills. Customer focus and responsiveness. Problem solving and decision making. Management and leadership skills. Valid driver's license.
- DUTIES** : Monitor and ensure the implementation of recruitment and selection processes. Plan, execute and oversee recruitment of permanent and contract employees. Filling of positions in the organisation. Participate in policy formulation and project activities. Oversee all functions of staff appointment, staff maintenance and staff exit. Approve transactions on PERSAL. Manage staff and unit. Train and develop staff. Compile monthly and other reports. Framework and policy development.
- ENQUIRIES APPLICATIONS** : Jacobus Hayward Tel No: 012 845 6178
: e mail Recruit_2021725@npa.gov.za
- POST 39/61** : **DEPUTY DIRECTOR: DIGITAL COMMUNICATIONS REF NO: RECRUIT 2021/671**
Communications
- SALARY CENTRE REQUIREMENTS** : R733 257 per annum (MMS Level 11), (Total Cost Package)
: Pretoria: Head Office
: An appropriate B -degree (NQF level 7) or Three (3) year Diploma (NQF level 6) in Communication, Marketing, Media Studies or equivalent. Five years practical experience working in a digital communications environment. Experience at a digital agency an advantage. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Three years' experience as a community manager for multiple social media platforms.

Specifically, management of large-scale social media communities across multiple platforms simultaneously. Good working knowledge of social media strategic planning and execution. Ability and confidence to work on own initiative. Highly organized and able to function effectively under pressure. Ability to work flexibly and outside working hours when necessary. Ability to function and interact at all levels. Experience in employee engagement. Working knowledge of the various social media channels. Excellent written and verbal communication skills. Paid media and social media boosting techniques. Knowledge of scheduling tools such as Hootsuite. Knowledge of listening tools such as Social Bakers or Meltwater, or others. Working knowledge of social media advertising formats. Vendor/ account management of media/ digital agencies. Integration of digital platforms and capabilities for multi-channel public engagement. Online reputation and response management. Data analytics skills. Digital writing skills. Presentation skills. Communication skills (verbal and written). General computer literacy and knowledge of programs in MS word, Excel, Outlook and PowerPoint. Must be able to plan and organize work and distinguish between urgent and important tasks/ activities. Driver's license.

DUTIES

: Implement the digital communication strategy encompassed in the overall communication strategy, including constantly exploring new and relevant digital platforms to connect with NPA publics and to raise public awareness of the work and services of the NPA, to ensure an effective digital communication footprint for the organization. Develop a content plan for all social media platforms. Create monthly content plans that are aligned to the NPA social media strategy. Present social media content plans on social media campaigns. Produce relevant and fresh content and identify cross-linkages among the platforms. Post and schedule content across relevant social media platforms. Ensure all content aligns with the NPA key messages and overall communication objectives. Write social and digital copy that is tailored for each social media platform. Ensure that events (internal and public outreach) are posted on virtual platforms. Proactively source footage and material for the virtual platforms. Guide and contribute to the content for video, multimedia and graphic design material. Provide relevant and appropriate briefs to the creative team (video and graphic design) for campaigns. Actively drive engagement and conversations with the community on various platforms. Interact with community members in a professional and timely manner to grow and keep the community alive. Respond to social media queries and complaints within the guidelines of the NPA social media policy. Follow up with content holders to source information for responses and respond within reasonable periods. Foster and strengthen new relationships with key influencers within the community. Remove inappropriate content and block inappropriate followers. Review and analyze engagement by using social listening tools to generate insights and make better marketing decisions. Deploy social listening tools to monitor positive/ negative comments and topic trends. Analyse the collected information through digital analytics tools and contribute these reports to the overall Communication Unit report. Follow-up with users/followers who engage about NPA products/services. Strive to boost engagement and resolve any potential conflicts that may affect brand- reputation. Participate in brainstorming and creating new ideas for campaigns. Keep up to date with the latest digital and social media trends. Generate comprehensive reports on overall community sentiment, notable trends and provide meaningful feedback. Compile monthly, weekly social media and campaign reports for clients. Develop benchmark metrics to measure campaign results.

**ENQUIRIES
APPLICATIONS**

: Bulelwa Makeke Tel No: 012 845 7002
: e mail Recruit_2021671@npa.gov.za

POST 39/62

: **SENIOR PROTECTOR REF NO: RECRUIT 2021/708**
Office for Witness Protection

**SALARY
CENTRE
REQUIREMENTS**

: R733 257 per annum (MMS Level 11), (Total Cost Package)
: Limpopo (Polokwane)
: An appropriate B Degree (NQF 7) or Three-year Diploma (NQF 6) in Business Management/Law/ Law Enforcement or equivalent. Must have at least five years' experience in covert operations. BTEC I, Advance Certificate and VIP Protection will be an added advantage. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. High level of understanding of and competency in people protection. Competency in at least

two official languages, one of which must be English (multi-linguistic skills will be advantageous). Communication skills (verbal and written). Planning, organising and financial management skills. High level of sensitivity towards people management. Knowledge of Witness Protection Act, 112 of 1998, the Constitution of Republic of South Africa. Sound interpersonal relations. Conflict management and conflict resolution. Negotiating and analytical skills. High level of dedication. Ability to think logically and high level of empathy. Must be prepared to travel extensively, even after hours. Sound knowledge of the Public Service Act and Regulations. Sound knowledge of National Crime Prevention strategy. Sound knowledge of the Minimum-security Information Standards. Sound Knowledge of leading and planning operations. Must be in possession of a valid driver's license for a motor vehicle. Willing to undergo security clearance. Candidate will be subjected to a competency assessment which can include report writing, fire-arm competency, advance driving and fitness assessment.

DUTIES : Monitor the management of witnesses and / or related person. Assist with sourcing of safe houses and conducting of site surveys. Conduct visits and inspections. Assist in drafting the operational plan. Oversee and manage court protections, visitations and consultations of witnesses and / or related person. Obtain and submit operational documents. Verify status reports from protectors. Liaise with investigating officers, prosecuting services and any other stakeholders to ensure fast tracking of court cases and to address challenges with cash-flow. Report on all operational activities. Conduct inspections on witness files, assets, fleet, accommodation, fire-arms and ammunitions. Coach and mentor staff, provide appropriate guidance and direction and issue instructions on relevant aspects of work. Manage performance of subordinates and deal with disciplinary matters in terms of the Labour Relations Act.

ENQUIRIES : LM Ledwaba Tel No: 015 045 0333
APPLICATIONS : e mail Recruit_2021708@npa.gov.za

POST 39/63 : **HEAD CONTROL PROSECUTOR 2**
 National Prosecutions Service

SALARY : R510 432 per annum (excluding benefits) to R1 192 947 per annum (Total Cost Package) (Level SU-1-SU-2)

CENTRE : CPP: Klerksdorp (Wolmaranstad) Ref No: Recruit 2021/673
 CPP: Empangeni Ref No: Recruit 2021/729

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

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

ENQUIRIES : CPP: Klerksdorp Flora Kalakgosi Tel No: 018 381 9041

CPP: Empangeni Ntokozo Dlamini Tel No: 031 334 5274

APPLICATIONS : CPP: Klerksdorp (Wolmaranstad) e mail Recruit_2021673@npa.gov.za
 CPP: Empangeni e mail Recruit_2021729@npa.gov.za

<u>POST 39/64</u>	:	<u>REGIONAL COURT PROSECUTOR</u> National Prosecutions Service
<u>SALARY</u>	:	R510 432 per annum (excluding benefits) to R1 192 947 per annum (Total Cost Package) (Level LP-5 to LP-6)
<u>CENTRE</u>	:	CPP: Pretoria Ref No: Recruit 2021/674 (Bronkhorstspuit) Ref No: Recruit 2021/675 (X2 posts) (Brits) Ref No: Recruit 2021/676 (X2 posts) CPP: Vaal Rand (Benoni) Ref No: Recruit 2021/677 (Heidelberg) Ref No: Recruit 2021/678 (Vereeniging) Ref No: Recruit 2021/679 (Brakpan) Ref No: Recruit 2021/680 CPP: Odi (Moretele) Ref No: Recruit 2021/681 (Bafokeng) Ref No: Recruit 2021/682 CPP: East Rand (Germiston) Ref No: Recruit 2021/683 CPP: Klerksdorp Ref No: Recruit 2021/684 CPP: Port Shepstone Ref No: Recruit 2021/685 CPP: West Rand (Soweto) Ref No: Recruit 2021/724 (X5 Posts) CPP: Port Elizabeth Ref No: Recruit 2021/731 (Motherwell) Ref No: Recruit 2021/732
<u>REQUIREMENTS</u>	:	An LLB or any appropriate legal qualification for serving prosecutors. At least four years post qualification legal experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. The incumbent must have the ability to act independently or with minimum supervision. Proficiency in prosecuting.
<u>DUTIES</u>	:	Study case dockets. Decide on the institution of and conduct criminal proceedings. Draft charge sheets and other documents and represent the State in all courts. Lead witnesses, cross-examine and address the court on inter alia, conviction and sentence and in general to conduct prosecutions on behalf of the state. Perform general administrative duties of the office. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice system. Perform all duties related thereto in accordance with the Code of Conduct, Policy and Directives of the National Prosecuting Authority.
<u>ENQUIRIES</u>	:	CPP: Pretoria Confidence Mutshinyalo Tel No: 012 351 6760 CPP: Vaal Godfrey Ramakuella Tel No: 012 351 6808 CPP: Odi & CPP: Klerksdorp Flora Kalakgosi Tel No: 018 9041 CPP: West Rand & CPP: East Rand Sydwell NamuhuchuTel No: 011 220 4005 CPP: Port Shepstone Ntokozo Dlamini Tel No: 031 334 5274 CPP: Port Elizabeth Andiswa Tengile Tel No: 012 842 1450
<u>APPLICATIONS</u>	:	CPP: Pretoria e mail Recruit_2021674@npa.gov.za (Bronkhorstspuit) e mail Recruit_2021675@npa.gov.za (Brits) e mail Recruit_2021676@npa.gov.za CPP: Vaal Rand (Benoni) e mail Recruit_2021677@npa.gov.za (Heidelberg) e mail Recruit_2021678@npa.gov.za (Vereeniging) e mail Recruit_2021679@npa.gov.za (Brakpan) e mail Recruit_2021680@npa.gov.za CPP: Odi (Moretele) e mail Recruit_2021681@npa.gov.za (Bafokeng) e mail Recruit_2021682@npa.gov.za CPP: East Rand (Germiston) e mail Recruit_2021683@npa.gov.za CPP: Klerksdorp e mail Recruit_2021684@npa.gov.za CPP: Port Shepstone e mail Recruit_2021685@npa.gov.za CPP: West Rand (Soweto) e mail Recruit_2021724@npa.gov.za CPP: Port Elizabeth e mail Recruit_2021731@npa.gov.za (Motherwell) e mail Recruit_2021732@npa.gov.za
<u>POST 39/65</u>	:	<u>REGIONAL COURT PROSECUTOR</u> National Prosecutions Service
<u>SALARY</u>	:	R510 432 per annum (Excluding Benefits) to R1 192 947 per annum (Total Cost Package) (Level LP-5 toLP-6)
<u>CENTRE</u>	:	CPP: Mthatha Ref No: Recruit 2021/686 (Bizana) Ref No: Recruit 2021/687 (Mt Frere) Ref No: Recruit 2021/688 CPP: Butterworth Ref No: Recruit 2021/738 (Cofimvaba) Ref No: Recruit 2021/739

- REQUIREMENTS** : An LLB or any appropriate legal qualification for serving prosecutors. At least four years post qualification legal experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. The incumbent must have the ability to act independently or with minimum supervision. Proficiency in prosecuting. Ability to conduct complex trials, leading of witnesses, draft Heads of Argument, argument in court, application of legal knowledge, presentation of evidence, cross-examination, plea bargaining agreements, identify cases for asset forfeiture and refer to AFU, bringing Chapter 5 AFU applications, handling of bail applications. The incumbent must be able to institute and conduct criminal proceedings in respect of the provisions of the Prevention of Organised Crime Act, Act 121 of 1998 on behalf of the State, in terms of section 20(1) of the National Prosecuting Authority Act, Act 32 of 1998, within identified courts. Guiding the Investigation and prosecution of Commercial Crime. Proficiency in prosecuting. Litigation in the regional court and management experience will be an added advantage. Manage court and case flow independently. Administrative skills. Valid driver's licence required.
- DUTIES** : Study case dockets. Decide on the institution of and conduct criminal proceedings in the Organized Crime and SCCU components. Draft charge sheets and other documents and represent the State in all courts. Lead witnesses, cross-examine and address the court on inter alia, conviction and sentence and in general to conduct prosecutions on behalf of the state. Perform general administrative duties of the office. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice system. Perform all duties related thereto in accordance with the Code of Conduct, Policy and Directives of the National Prosecuting Authority.
- ENQUIRIES APPLICATIONS** : Linda Mankayi Tel No: 047 501 2607
 : CPP: Mthatha e mail Recruit_2021686@npa.gov.za
 (Bizana) e mail Recruit_2021687@npa.gov.za
 (Mt Frere) e mail Recruit_2021688@npa.gov.za
 CPP: Butterworth e mail Recruit_2021738@npa.gov.za
 (Cofimvaba) e mail Recruit_2021739@npa.gov.za
- POST 39/66** : **DISTRICT COURT CONTROL PROSECUTOR**
 National Prosecutions Service
- SALARY** : R510 432 per annum (excluding benefits) to R1 192 947 per annum (Total Cost Package) (Level SU-1 to SU-2)
- CENTRE** : CPP: Vaal Rand (Benoni) Ref No: Recruit 2021/689
 CPP: Port Elizabeth (Motherwell) Ref No: Recruit 2021/733
- REQUIREMENTS** : An LLB or any appropriate legal qualification for serving prosecutors. At least four years post qualification legal experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Good management skills. Proficiency in prosecuting, guiding investigations and giving instructions in reasonably complex or more difficult common law and statutory offenses in the District Court. Ability to draft charge sheets and complex court documents. Good administration skills. Good management skills. Organisational skills. Ability to work independently.
- DUTIES** : Manage, train and give guidance to prosecutors. Study court dockets and decide on the institution of and conduct criminal; proceedings of a general and more advanced nature in the both District and Regional Court. Prepare cases for court and draft charge sheets and other proceedings for the court. Present and assist Prosecutors to present the State's case in court, to lead witness, cross-examine and address the court on, inter alia, conviction and sentence and in general conduct prosecutions on behalf of the State. Perform all duties related thereof in accordance with the Code of Conduct, Policy and Directives of the National Prosecuting Authority. Assist the Senior Public Prosecutor with the performance assessment of staff. Perform general administrative duties of the office. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the justice system.
- ENQUIRIES APPLICATIONS** : CPP: Vaal Rand Tumisang Basiretsi Tel No: 012 351 6821
 : CPP: Vaal Rand e mail Recruit_2021689@npa.gov.za
 CPP: Port Elizabeth (Motherwell) e mail Recruit_2021733@npa.gov.za

POST 39/67 : **ASSISTANT DIRECTOR: HUMAN RESOURCES DEVELOPMENT REF NO: RECRUIT 2021/690**
Human Resources Management and Development-Directorate HRD

SALARY : R376 596 per annum (Level 09), (excluding benefits)
CENTRE : Head Office, Pretoria
REQUIREMENTS :

An appropriate B Degree (NQF 7) or Three-year Diploma (NQF 6) in Human Resources or equivalent. A certificate in ODETDP will be an added advantage. Minimum three (3) years' experience in Human Resources Development of which two (2) years should be supervisory. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Knowledge of policy development and implementation. Knowledge of Human Resource Development. Understanding of government legislation. Financial management, knowledge of PFMA. Knowledge of techniques and procedures for planning and execution of operations. Problem solving and analysis. People and diversity management. Client orientation and customer focus. Good communication skills. Accountability and ethical conduct. Valid driver's license.

DUTIES : Provide input in development of HRD policy and strategy, analyse human resources development trends. Develop and implement the workplace skills plan. Conduct departmental Skills audit and training needs assessments. Assist with the design, development, implementation and review of the quality assurance system in accordance to the relevant legislation. Direct the implementation of the approved training plan. Manage the implementation of the HRD programmes such as training courses, bursary scheme, internship, learnership and induction. Monitor and evaluate the implementation of the individual performance management and development system, measure compliance in terms of policies and information processes.

ENQUIRIES : Lerato Matau Tel No: 012 845 6174
APPLICATIONS : e mail Recruit_2021690@npa.gov.za

POST 39/68 : **ASSISTANT DIRECTOR: FINANCE REF NO: RECRUIT 2021/691**
National Prosecuting Services

SALARY : R376 596 per annum (Level 09), (excluding benefits)
CENTRE : DPP: Mthatha
REQUIREMENTS :

An appropriate B Degree (NQF 7) or Three (3) year Diploma (NQF 6) in Financial Management or equivalent. Minimum three years relevant experience in Finance. Three years supervisory experience. In depth knowledge of financial systems i.e. BAS; LOGIS and PERSAL. In depth knowledge of Public Service Act, Regulations and its application. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Knowledge of legislation and regulations pertaining to public service administration specifically PFMA and Treasury Regulations. Excellent report writing and verbal communication skills, innovative and proactive. Decisive under pressure and solution orientated. Ability to meet strict deadlines. Strong administrative, decision making, organizational and general office management skills. Good planning and supervisory skills. Leadership, people management and empowerment. General computer literacy and knowledge of programs in Microsoft Office (Word, Excel, Outlook and PowerPoint).

DUTIES : Take responsibility for the management of the finances including cash management. Monitor expenditure and ensure correct inputs in respect of regional budget. Perform physical bank withdrawals and deposits. Ensure proper document management and processing of all payments and transactions. Manage cash book and petty cash. Manage the provisioning of travelling and accommodation services. Responsible for financial reporting administration. Verify availability of funds and recommend approval of expenditure. Perform reconciliation for BAS/ PERSAL, tax and any other relevant reconciliation. Maintain commitment register. Managing of Office Administration, ensure all registers are up to date. Compile and submit Financial statistics to the Director Administration. Manage finance and supply chain functions of staff in the region. Conduct assessment on individual staff reporting to the position.

ENQUIRIES : Linda Mankayi Tel No: 047 501 2607
APPLICATIONS : e mail Recruit_2021691@npa.gov.za

POST 39/69 : **SENIOR TRAINING OFFICER: HUMAN RESOURCE DEVELOPMENT REF NO: RECRUIT 2021/692**
Human Resources Management and Development-Directorate HRD

SALARY : R316 791 per annum (Level 08), (excluding benefits)
CENTRE : Pretoria: Head Office
REQUIREMENTS : An appropriate B degree (NQF level 7) or Three year Diploma (NQF level 6) in Human Resources or equivalent. Minimum two years' experience in Human Resources Development. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. In depth knowledge of legislation and regulations pertaining to Public Service administration specifically the Public Service Act, Labour Relations Act, EEA and Skills Development Act. Knowledge of Human Resources in general and Information management. Strong organizational and management skills. Excellent written and verbal communication skills, innovative and proactive. General computer literacy skills and knowledge in programs such as MS Word, Excel, MS Outlook and PowerPoint. Experience in working on PERSAL. Valid driver's license.

DUTIES : Assist with managing effective bursary and Induction administration. Develop and implement the Workplace Skills Plan. Ensure effective gathering and maintenance of the training and bursary databases. Assist with skills auditing, needs identification and analysis. Ensure compliance with HRM&D policies and procedures. Co-ordinate and assist with the Internship and learnership programmes. Liaising with internal and external stakeholders. Co-ordinate performance management system in the NPA.

ENQUIRIES : Mayson Macheke Tel No: 012 845 6597
APPLICATIONS : e mail Recruit_2021692@npa.gov.za

POST 39/70 : **SENIOR HR PRACTITIONER REF NO: RECRUIT 2021/726**
Human Resources Management and Development-Directorate HRM

SALARY : R316 791 per annum (Level 08), (excluding benefits)
CENTRE : Pretoria: Head Office
REQUIREMENTS : An appropriate B degree (NQF level 7) or Three year Diploma (NQF level 6). Minimum two years' relevant experience in Human Resources Administration. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Working knowledge of PERSAL. Knowledge of legislation and regulations pertaining to public service administration, specifically: the Public Service Act and Regulations, NPA Act, Basic Conditions of Employment Act, Labour Relations Act, Employment Equity Act, Skills Development Act. Knowledge of HR information management. Computer literacy in MS Word, Excel, Outlook and PowerPoint. Excellent administrative skills. Good written and verbal communication skills. Good planning and organizing skills. Problem solving skills. Sound co-ordination, administrative skills.

DUTIES : Administer recruitment and selection. Preside as an HR rep for shortlisting and interviews. Prepare appointment memorandum. Administer the implementation of service benefits. Ensure processing of leave on PERSAL. Approve transactions on PERSAL. Conduct leave inspections and compile report. Processing of performance rewards (pay progression and grade progression). Implementation of labour relations awards. Implementation of salary structures and updating of personnel information. Process resettlement benefits. Process recognition of long service. Process housing allowance. Process internal transfers. Oversee leave implementation and staff terminations. Process injury on duty. Monitor the processing of salary adjustment. Implementation of job evaluation results. Oversee all Human Resources Administration functions. Supervise staff in the relevant section. Implement and ensure compliance with policies and procedures.

ENQUIRIES : Jacobus Hayward Tel No: 012 845 6178
APPLICATIONS : e mail Recruit_2021726@npa.gov.za

POST 39/71 : **COURT PREPARATION OFFICER**
National Prosecutions Service

SALARY : R257 508 per annum (Level 07), (excluding benefits)
CENTRE : CPP: Vaal Rand (Tsakane) Ref No: Recruit 2021/693
(Heidelberg) Ref No: Recruit 2021/694
(Nigel) Ref No: Recruit 2021/695

		(Springs) Ref No: Recruit 2021/696 CPP: Mmabatho (Taung) Ref No: Recruit 2021/699 (Re-advert) CPP: Port Elizabeth (Motherwell) Ref No: Recruit 2021/734
<u>REQUIREMENTS</u>	:	An appropriate B Degree (NQF level 7)/ Three (3) year Diploma (NQF 6) in Social Science/Behavioural Studies or equivalent. At least one year working experience which includes experience gained during training. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Sound co-ordination and counselling experience. Ability to work well with children. Knowledge of the Criminal Justice System. Excellent administrative skills, good communication skills and problem solving skills.
<u>DUTIES</u>	:	Provide holistic and integrated care for the victims of crime, customers and witnesses within the court environment. Prevent secondary traumatization by providing a safe and secure environment in which to testify. Implement court preparation for children and adult victims of crime, customers and witnesses and perform all other duties in relation thereto. Liaise with and report to the Prosecutor/Manager. Perform all duties in accordance with general accepted court preparation technique.
<u>ENQUIRIES</u>	:	CPP: Vaal Rand Godfrey Ramakuella Tel No: 012 351 6808 CPP: Mmabatho Flora Kalakgosi Tel No: 018 381 9041
<u>APPLICATIONS</u>	:	CPP: Vaal Rand (Tsakane) e mail Recruit_2021693@npa.gov.za (Heidelberg) e mail Recruit_2021694@npa.gov.za (Nigel) e mail Recruit_2021695@npa.gov.za (Springs) e mail Recruit_2021696@npa.gov.za CPP: Mmabatho (Taung) e mail Recruit_2021699@npa.gov.za CPP: Port Elizabeth (Motherwell) e mail Recruit_2021734@npa.gov.za
<u>POST 39/72</u>	:	<u>PERSONAL ASSISTANT REF NO: RECRUIT 2021/722</u> Specialised Commercial Crime Unit
<u>SALARY</u>	:	R257 508 per annum (Level 07), (excluding benefits)
<u>CENTRE</u>	:	Limpopo
<u>REQUIREMENTS</u>	:	Grade 12 or equivalent qualification. Minimum two years secretarial experience and or related administrative experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. General computer literacy. Language skills and ability to communicate well with people at different levels and from different background. Good telephone etiquette and organizing skills. Good people skills. High level of reliability. Written communication skills. Ability to conduct legal research. Ability to act with tact and discretion. Ability to identify and handle confidential matters, and to keep confidential matters as such. Good grooming, presentation and professionalism. Knowledge of the relevant legislations, policies, prescripts and procedures. A valid driver's license will be an added advantage.
<u>DUTIES</u>	:	Provide secretarial, administration support and personal assistant service to the Deputy Director of Public Prosecutions. Receiving and screening telephone calls and refers the calls to the correct role players if not meant for the Deputy Director of Public Prosecutions. Draft routine correspondence and reports. Type documents for the office. Operate office equipment like fax machines and photocopiers. Make travel arrangements; make logistical arrangements for meeting and events, process travel and subsistence claims for the office, taking minutes during meetings. Draft routine correspondence. Develop and maintain an accessible and user friendly filing system. Handle procurement of standard items such as stationery and refreshments. Liaise with relevant stakeholders with regards to all matters pertaining to administrative function. Set up schedules for meetings and events. Liaise with other offices of the NPA and Administration with regards to all matters pertaining to the administrative functions of the office. Perform any other work as will be determined by the unit head from time to time.
<u>ENQUIRIES</u>	:	Thuba Thubakgale Tel No: 015 045 0285
<u>APPLICATIONS</u>	:	e mail Recruit_2021722@npa.gov.za
<u>POST 39/73</u>	:	<u>LIBRARY ASSISTANT REF NO: RECRUIT 2021/697</u> National Prosecutions Service
<u>SALARY</u>	:	R173 703 per annum (Level 05), (excluding benefits)
<u>CENTRE</u>	:	DPP: Pretoria
<u>REQUIREMENTS</u>	:	Grade 12 or equivalent qualification. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Must be

computer literate (Word, Excel, Outlook and PowerPoint). Excellent organizational and planning skills. Good communication and administrative skills. Ability to work independently and under pressure. Integrity, reliable, tolerant and determined. Able to act independently. Able to work extended hours. Excellent administration skills.

DUTIES : Provide administrative support services. Assist with information requests. Circulation management. Lending and returns. Audit of cluster books and stock reports. Stock taking.

ENQUIRIES APPLICATIONS : Lena Tlhase Tel No: 012 351 6806
: e mail Recruit_2021697@npa.gov.za

POST 39/74 : **REGISTRY CLERK REF NO: RECRUIT 2021/727**
National Prosecutions Services

SALARY CENTRE REQUIREMENTS : R173 703 per annum (Level 05), (excluding benefits)
: DPP: Limpopo
: Grade twelve (12) or equivalent qualification. Demonstrable competency in acting Independently, Professionally Accountable and with Credibility. General computer literacy skills and knowledge in programs MS Word, Excel, PowerPoint and Outlook. Sound planning and organizing skills. Good administrative skills.

DUTIES : Provide registry counter service. Handle incoming and outgoing correspondence. Render an effective record management service. Operate office machines in relation to registry functions. Process documents for archiving and/or disposal.

ENQUIRIES APPLICATIONS : DPP: Limpopo Thuba Thubakgale Tel No: 015 045 0285
: DPP: Limpopo Recruit_2021727@npa.gov.za

POST 39/75 : **ADMINISTRATIVE CLERK REF NO: RECRUIT 2021/709**
Legal Affairs Division

SALARY CENTRE REQUIREMENTS : R173 703 per annum (Level 05), (excluding benefits)
: Pretoria: Head Office
: Grade 12 or equivalent. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Computer literate and proficiency in programs such as MS Word, PowerPoint, Access, Outlook and Excel. Knowledge of clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of NPA policies and procedures relevant to the job functions. Good verbal and written communication skills. Planning and organizing, flexibility and administrative skills.

DUTIES : Provide administrative support to the office of Legal Affairs Division. Design and keep a well-organized administrative system for the office. Provide administrative advice to all components of the office. Draft correspondence to members of the public, other organizations and State Departments. Liaise with corporate services with all matters pertaining to the administrative functioning of the office. Provide administrative support to legal staff, pertaining to finance, logistical and human resources. Deliver mails and faxes within the office and render general administrative support such as filing, photocopying, faxing, receiving and dispatching of documents. Any other duties as requested by the DNDPP or a delegated official Assist with all case flow related matters; provide Deliver mails and faxes within the office and render general administrative support such as filing, photocopying and faxing, receiving dispatching documents.

ENQUIRIES APPLICATIONS : Peter Manamela Tel No: 012 845 6519
: e mail Recruit_2021709@npa.gov.za

POST 39/76 : **ADMINISTRATIVE CLERK**
National Prosecutions Services

SALARY CENTRE : R173 703 per annum (Level 05), (excluding benefits)
: CPP: Klerksdorp Ref No: Recruit 2021/710
: CPP: Odi (Rustenburg) Ref No: Recruit 2021/711
(Temba) Ref No: Recruit 2021/716; CPP
: Kimberley (Galeshewe) Ref No: Recruit 2021/712
(De Aar) Ref No: Recruit 2021/713

		CPP: Mmabatho (Molopo) Ref No: Recruit 2021/714 (Lichtenburg) Ref No: Recruit 2021/715 CPP: Port Elizabeth (Motherwell) Ref No: Recruit 2021/735
<u>REQUIREMENTS</u>	:	Grade 12 or equivalent qualification. Demonstrate competency in acting Independently, Professionally, Accountable and with Credibility. Excellent communication and administrative skills. Repost writing, good verbal and written communication skills. Customer focus and responsiveness. Excellent administrative skill and problem-solving skills. Good analytical skills. Computer skills such as MS Word, Excel, MS Office suite and Outlook. Documentation administration, writing skills and task time management skills.
<u>DUTIES</u>	:	Provide high level administrative support to the office. Design and keep a well-organized administrative system for the office. Execute a wide variety of administrative tasks pertaining to the provision of support to line functionaries. Draft correspondence to members of the public, other organizations and State Departments. Liaise with administration with all matters pertaining to the administrative functioning of the office. Provide administrative support to the legal staff, pertaining to finance, logistical and human resources. Deliver mails and faxes within the office and render general administrative support such as filing, photocopying and faxing, receiving dispatching documents.
<u>ENQUIRIES</u>	:	CPP: Klerksdorp; CPP: Odi & CPP: Mmabatho Flora Kalakgosi Tel No: 018 381 9041
<u>APPLICATIONS</u>	:	CPP: Kimberley Nicholas Mogongwa Tel No: 053 807 4539 CPP: Klerksdorp e mail Recruit_2021710@npa.gov.za CPP: Odi (Rustenburg) e mail Recruit_2021711@npa.gov.za (Temba) e mail Recruit_2021716@npa.gov.za CPP: Kimberley (Galeshewe) e mail Recruit_2021712@npa.gov.za (De Aar) e mail Recruit_2021713@npa.gov.za CPP: Mmabatho (Molopo) e mail Recruit_2021714@npa.gov.za (Lichtenburg) e mail Recruit_2021715@npa.gov.za CPP: Port Elizabeth (Motherwell) e mail Recruit_2021735@npa.gov.za
<u>POST 39/77</u>	:	<u>ADMINISTRATIVE CLERK REF NO: RECRUIT 2021/717</u> National Prosecutions Services
<u>SALARY</u>	:	R173 703 per annum (Level 05), (excluding benefits)
<u>CENTRE</u>	:	DPP: Johannesburg
<u>REQUIREMENTS</u>	:	Grade 12 or equivalent. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Computer literate and proficiency in programs such as MS Word, PowerPoint, Access, Outlook and Excel. Knowledge of clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of NPA policies and procedures relevant to the job functions. Good verbal and written communication skills. Planning and organizing, flexibility and administrative skills.
<u>DUTIES</u>	:	Operations administration services. Ensure compliance with NPA policies and guidelines all other relevant legislative prescripts. Provide case administration services. Ensure incoming correspondence case types assigned to the litigation and or appeals section are processed, and relevant case files are opened and crossed referenced. Provide court administration services. Assist with the efficient management of court rolls. Provide case records services.
<u>ENQUIRIES</u>	:	Khensani Manganye Tel No: 011 220 4266
<u>APPLICATIONS</u>	:	e mail Recruit_2021717@npa.gov.za
<u>POST 39/78</u>	:	<u>HUMAN RESOURCES CLERK REF NO: RECRUIT 2021/718 (X2 POSTS)</u> National Prosecutions Service
<u>SALARY</u>	:	R173 703 per annum (Level 05), (excluding benefits)
<u>CENTRE</u>	:	DPP: Mmabatho
<u>REQUIREMENTS</u>	:	Grade 12 or equivalent qualification. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Good interpersonal relations. Good administrative skills. Planning and organizing. General computer literacy skills and knowledge in programs MS Word, Excel, PowerPoint and Outlook. Good people skills. Strong interpersonal and communication skills. Ability to work independently and as part of a team.

DUTIES : Provide high level HRM&D administration to the region. Facilitate the recruitment process. Process applications for service benefits and exit in the region. Provide HR advice to staff in the region. PERSAL Administration. Compile and submit monthly statistics on HR related functions. Liaise with customers and stakeholders regarding all HR Functions. Assist in the training and development programs in the region. Assist in the performance assessment process.

ENQUIRIES : Flora Kalakgosi Tel No: 018 381 9041
APPLICATIONS : e mail Recruit_2021718@npa.gov.za

POST 39/79 : **ADMINISTRATIVE CLERK REF NO: RECRUIT 2021/719**
National Prosecutions Services

SALARY : R173 703 per annum (Level 05), (excluding benefits)
CENTRE : DPP: Mmabatho
REQUIREMENTS : Grade 12 Certificate or equivalent. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. General computer literacy. Language skills and ability to communicate well with people at different levels and from different background. Good telephone etiquette and above average planning and organizing skills. Good people skills. High level of reliability. Ability to identify and handle confidential matters, and to keep confidential matters as such. Good grooming, presentation and professionalism. Knowledge of the relevant legislations, policies, prescripts and procedures applicable in the public sector.

DUTIES : Render administration support within the Legal Administration. Compile and submit court statistics. Maintain electronic and manual registers. Liaise with customers and stakeholders. Provide reception desk duties, receive calls and direct customers. Render administrative support services. Ensure safekeeping of all documentation produced in the office of the manager in line with relevant legislation and policies. Draft documents as required. Operate office equipment like fax machine and photocopier. Collect all relevant documents to enable the manager to perform their duties. Ensure effective flow of information and documents to and from the office of the manager. Attend to subsistence and travel claims. Provide support to manager regarding meetings. Coordinate logistical arrangements for meetings when required.

ENQUIRIES : Flora Kalakgosi Tel No: 018 381 9041
APPLICATIONS : e mail Recruit_2021719@npa.gov.za

POST 39/80 : **CONTROL ROOM OPERATOR**
Security Management Services-Physical Security

SALARY : R173 703 per annum (Level 05), (excluding benefits)
CENTRE : DPP: South Gauteng Ref No: Recruit 2021/720
DPP: North Gauteng Ref No: Recruit 2021/698
REQUIREMENTS : Grade 12 or equivalent qualification. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Registration with the Private Security Regulation Authority (PSIRA) Grade C. Reliable, tolerant and determined. Able to act independently. High level of integrity. Willing to work shifts, after hours and over weekends. Good report writing skills and able to work under pressure. General computer literacy and knowledge of programs in MS Word, Excel, Outlook and Power Point. Knowledge of security management in public sector administration (MISS & n MPSS documents). A valid driver's license.

DUTIES : Operate control room security and emergency system to ensure safety of the premises. Control cameras through CCTV system to monitor and safeguard the premises. Identify and record all suspicious incidents. Safekeeping of recorded information and back-up footage and access control records. Compile incident reports. Ensure proper use of control room systems. Identify and report faults and malfunctioning of the system. Monitor all scheduled and repair maintenance to ensure the effective working of all systems and equipment. Implement access control and key control for NPA building facilities and conduct key audits as and when required. Ensure access control of the control room. Control entry and exit of the control room. Ensure all relevant control room registers are complete. Respond to security emergencies. Activate the emergency systems and immediately report incidents. Liaise with internal and external stake holders.

ENQUIRIES : Allen Prakash Tel No: 012 845 6049

APPLICATIONS : DPP: South Gauteng e mail Recruit_2021720@npa.gov.za
DPP: North Gauteng e mail Recruit_2021698@npa.gov.za

POST 39/81 : **ADMINISTRATIVE CLERK REF NO: RECRUIT 2021/736**
National Prosecutions Services

SALARY : R173 703 per annum (Level 05), (excluding benefits)
CENTRE : Head Office: Pretoria
REQUIREMENTS : Grade 12 or equivalent. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Computer literate and proficiency in programs such as MS Word, PowerPoint, Access, Outlook and Excel. Strong interpersonal and communication skills. Basic knowledge of PFMA and Treasury regulations. Sound planning and organizing skills. Good verbal and written communication skills. Basic numeracy skills. Ensure compliance with policies and guidelines and all relevant prescripts.

DUTIES : Process the payments for the service providers for the unit e.g subsistence and travel and cellphone claims. Render support in the compilation and control budget. Carry out tasks relating to the acquisition, supply and distribution of inventory in accordance with procurement policy. Check discrepancies in salary reports and distribute IRP%'s. administer stationery in the unit and manage petty cash. Design and keep a well-organized administrative system for the office. Liaise with corporate services with all matters pertaining to the administrative functioning of the office. Render general administrative support such as filing, photocopying, faxing, receiving and dispatching of documents.

ENQUIRIES : Mlungisi Baloyi Tel No: 012 845 6927
APPLICATIONS : e mail Recruit_2021736@npa.gov.za

POST 39/82 : **DRIVER MESSENGER REF NO: RECRUIT 2021/721**
National Prosecutions Service

SALARY : R145 281 per annum (Level 04), (excluding benefits)
CENTRE : DDPP: Middelburg
REQUIREMENTS : Grade twelve (12) or equivalent qualification. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Knowledge of Registry procedures. Able to work extended hours. Reliable. Excellent communication skills. Able to work under pressure. Valid driver's license.

DUTIES : Maintain an effective and efficient messenger service. Delivery and collection of documents in and around the DPP office. Delivery and collection of mail at the post office. Open and register parcels and mail. Collect, record and distribute correspondence using the approved file plan for the office.

ENQUIRIES : Tebogo Mashile Tel No: 013 045 0686
APPLICATIONS : e mail Recruit_2021721@npa.gov.za

NATIONAL SCHOOL OF GOVERNMENT

The National School of Government (The NSG) contributes to the building of an effective, capable and professional public service through the provision of relevant, mandatory and non-mandatory training programmes. The National School of Government is an accredited institution. Suitably qualified, dynamic, passionate and experienced persons are invited to apply for the vacant permanent positions. Applicants are requested to visit the NSG website at www.thensg.gov.za or www.dpsa.gov.za for information on the requirements and duties of the position.



- APPLICATIONS** : Postal: The Principal: National School of Government, Private Bag X759, Pretoria, 0001 or E-mail at NSG.Recruitment@thensg.gov.za
- FOR ATTENTION** : Kindly contact Ms Letty Raseroka (012) 441 6626 or Mr Mpho Mugodo, (012) 441-6017.
- CLOSING DATE** : 26 November 2021
- NOTE** : Applications must consist of: A fully completed and signed new Z83 form with a comprehensive CV containing contactable references as well as copies of qualifications and identity documents. Only shortlisted candidates will be required to submit certified document on or before the day of the interview. The relevant reference number must be quoted in the application form. Foreign qualifications must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). All shortlisted candidates for SMS posts will be subjected to a technical exercise as well as personnel suitability checks such as security vetting, citizen verification, financial records check and qualifications verifications. The successful candidate will be expected to sign a performance agreement within three months from the date of assumption of duties and to disclose particulars of all registrable financial interests within a month. The selection process will be in line with the Senior Management System requirements. The employment decision shall be informed by the Employment Equity Plan of the Department to achieve its Employment Equity targets. It is the Department's intention to promote equity (race, gender and disability) through the filling of this post. The NSG reserves the right not to make an appointment and to use other recruitment processes. Correspondence will be limited to shortlisted candidates only. Successful completion of the Senior Management Pre-Entry Programme (Nyukela) is required for being considered for this SMS post. Enrolment for the course should be made on the NSG's website at <https://www.thensg.gov.za/training-course/sms-pre-entry-programme>

MANAGEMENT ECHELON

- POST 39/83** : **DIRECTOR: CURRICULUM DEVELOPMENT REF NO: NSG: 04/2021**
Job purpose: To manage and support Curriculum Development in the NSG.
- SALARY** : R1 057 326 per annum, (An inclusive remuneration package commencing) comprising basic salary (70% of package), contribution to the Government Employee Pension Fund (15% of basic salary level 13).
- CENTRE** : Pretoria
- REQUIREMENTS** : Minimum relevant undergraduate qualification (NQF level 7) as recognized by SAQA. A post graduate qualification in Curriculum Design and Quality Assurance/Accreditation will be an added advantage. Successful completion of the Senior Management Pre-Entry Programme (Nyukela). Relevant registration at a professional body will be advantageous. Experience: 5 years' proven experience at a middle/senior managerial level. Knowledge: Knowledge of and experience in Curriculum Instructional Design for online, virtual and face to face modes of delivery. Knowledge of decolonizing, transformational and participatory pedagogies. Knowledge and understanding of Constitution, Public Service Legislation including Skills Development Act, PFMA, Treasury regulations etc. Knowledge of SAQA and accreditation processes. A good theoretical and practical knowledge of best practice and cutting edge curriculum and materials design. Knowledge and experience of integrating inclusivity issues in management and functions. Knowledge of emotional intelligence theory and application thereof in curriculum and pedagogy. Knowledge of a range of methodologies for teaching and learning.

Good understanding of Project management cycle, methodologies and tools. In-depth understanding of developmental assessment and moderation processes. Competencies/skills: Proven advanced writing skills, proofreading, editing and overwriting skills, including report writing, submissions and articles. Instructional design skills for online, virtual and face to face courses. Proven advanced statistical, analytical and research skills. Advanced project management skills. Good management skills. People management skills. Communication and liaison skills to work with different stakeholders, both internal, external to the public service and internationally. Digital skills to work in digital environments with digital systems, management and reporting tools. Ability to work in teams. Good conflict management skills. Expert instructional design skills. Advanced Computer skills in MS Office Suite, e-Facilitation and InDesign. Creative and analytical skills. Policy development, analysis and execution skills. Community development skills and being people center. Problem solving skills. Planning and organizing skills. Influencing and Negotiating skills. Personal Attributes: Lead, inspire, coach and mentor staff at a strategic level. Select, develop, and performance-manage staff to deliver rapid, responsive and reliable service from their components; Interface vigorously at executive / strategic levels within and outside the organisation; Negotiate and manage effective service levels in respect of the function with stakeholders (internal and external) and service providers to ensure sustained quality service delivery. Resolve conflicts decisively. Work under pressure to meet deadlines. Apply honesty and Integrity in the area of work. Travel and work extended hours.

DUTIES : The incumbent will be responsible for the strategic leadership of the Directorate. Key Results Areas: Oversee, lead and manage the design and development of new curriculum. Work in a collaborative way with all other units responsible for curriculum development. Establish norms and standards through the development and maintenance of a Curriculum Framework and Standard Operating Procedures. Design institutional interventions in collaboration with other units in the NSG. Manage the Directorate team and resources (material, financial, knowledge, etc.) to optimise performance and meet Chief Directorate key result areas. Manage and report on the performance of the Directorate.

ENQUIRIES : Dr S Muthayan Tel No: 012 441 6160

POST 39/84 : **DIRECTOR: EXECUTIVE LEADERSHIP SUPPORT REF NO: NSG: 05/2021**
Job purpose: Lead the effective and efficient roll out of Education, Training and Development (ETD) interventions for Executive Leadership Support which entails the education, training & development of executives in all spheres of government graduates.

SALARY : R1 057 326 per annum, (An inclusive remuneration package commencing) comprising basic salary (70% of package), contribution to the Government Employee Pension Fund (15% of basic salary level 13).

CENTRE : Pretoria
REQUIREMENTS : A relevant undergraduate qualification (NQF level 7) as recognized by SAQA. Successful completion of the Senior Management Pre-Entry Programme (Nyukela). A post graduate qualification in Commerce/Management/Leadership will serve as an added advantage. Relevant registration at a professional body will be advantageous. Experience: 5 years' proven experience at a middle/senior managerial level, of which a minimum of 3 years is in education, training and development (ETD). Knowledge: In depth knowledge and understanding of the ETD environment and the delivery of continuing education programmes (CEP). Sound understanding of theoretical and practical perspectives on leadership and management. Practical knowledge of technology platforms for technology mediated or open distance learning. Knowledge of local, continental and global trends in public sector capacity building programmes. Knowledge of monitoring and evaluation principles, tools and methods. Knowledge of the Department's mandate in the context of national priorities as set out in the Constitution, National Development Plan (NDP) and the Medium Term Strategic Framework (MTSF), and the Department's relationship with various stakeholders internationally, nationally, provincially and locally. Knowledge of statutory prescripts, and governance practices pertaining to the public service specifically and the public sector broadly; Knowledge of strategic planning and budgeting. Knowledge of the NQF and accreditation dispensation. Working

knowledge in capacity development and application of relevant strategies and methodologies for impactful learning. Competencies/skills: Proven advanced writing skills, proofreading, editing and overwriting skills, including report writing, submissions, and articles. Proven advanced statistical, analytical and research skills. Programme/ project management skills. Advanced proficiency in communication and presentation skills, particularly to engage stakeholders at executive level. Excellent planning, organising, project management and financial management skills. High emotional intelligence, collaboration, and interpersonal skills. Strategic thinking, risk management, and change management skills. Ability to manage and develop team, and to work under pressure to achieve results. Ability to apply research methodologies to analyse data, information and trends, assess new developments, and apply innovation to the function. Ability to apply qualitative and quantitative information towards decision taking and problem solving as well as to specify, design or evaluate, and implement re-engineered work processes and technologies. Computer literacy in Microsoft Office suite and proficiency in use of virtual meeting platforms. Personal Attributes: Service orientation and responsiveness; ethical conduct and professionalism; commitment; creativity and supportive and exemplary leadership. Ability to resolve conflicts decisively. Ability to work under pressure to meet deadlines. Honesty and integrity in accomplishing the area of work; Creative and energetic disposition. Travel and work extended hours.

- DUTIES** : The incumbent will be responsible for the strategic leadership of the Directorate. Key Results Areas: Manage the identification of appropriate strategies to meet leadership support needs for public sector leaders and executives in all spheres of government. Lead the provision of high quality executive leadership capacity development interventions. Collaborate with various partners to rollout training to relevant target groups. Lead the pilot and iteration of inventive organisational learning strategies that contribute to service impact. Provide strategic advice to ensure context appropriate and transformational curricular decisions, progressive content choices, and digitally responsive delivery modalities. Manage the performance of the Directorate. Manage the Directorate team and resources (material, financial, knowledge, etc.) to optimise performance and meet Chief Directorate key result areas.
- ENQUIRIES** : Dr M Paile Tel No: 012 441 6202

POST 39/85 **DIRECTOR: OUTCOMES AND IMPACT REF NO: NSG: 06/2021**

Job purpose: To conduct monitoring and evaluation of the quality of the ETD application, impact & outcomes and determining the impact on the individual's & institutional performance.

- SALARY** : R1 057 326 per annum, (An inclusive remuneration package commencing) comprising basic salary (70% of package), contribution to the Government Employee Pension Fund (15% of basic salary level 13).

- CENTRE** : Pretoria.
- REQUIREMENTS** : Minimum relevant undergraduate qualification (NQF level 7) as recognized by SAQA. A post graduate qualification in Monitoring & Evaluation/training in statistics and econometrics will serve as an added advantage. Successful completion of the Senior Management Pre-Entry Programme (Nyukela). Relevant registration at a professional body will be advantageous. Experience: 5 years' proven experience at a middle/senior managerial level. Proven technical background and experience in Monitoring and Evaluation of programmes and projects, including impact evaluations. Proven technical background on Statistics, Research, Psychology and Econometrics. Knowledge: Knowledge of theoretical and practical of the functional area of Monitoring & Evaluation of programmes, projects, training interventions, etc. (this includes evaluations up to an impact level). Total Quality Management Systems inclusive of Monitoring and Evaluation in the ETD environment. New developments around the monitoring and evaluation space and applying innovation, including the application of IT for the function (e.g. utilization of Zoom and Teams platforms). Software used for monitoring and evaluation of training interventions, webinars, etc. (e.g. Mentimeter, Google Forms, MURAL, SPSS, Atlas TI, etc.). Various applicable legislative frameworks (Skills Development Act; Public Administration and Management Act (PAMA); Public Service Regulatory Frameworks; National Qualifications Framework; Higher Education and Training Act; Further Education and Training Act). Relevant SETAs applicable in the public service; Statistical analysis and interpretation;

Learning Programme Evaluation tools/Instruments; Policy development, analysis and implementation; Government priorities as far as public sector education and development is concerned. Competencies/skills: Proven advanced writing skills, proofreading, editing and overwriting skills, including report writing, submissions and articles. Conduct and apply in depth research and report writing; communicate excellently, both verbally and in writing. Proven advanced statistical, analytical and research skills. Strategic leadership and development skills; Apply flexible problem solving & decision making by applying quantitative and qualitative information. Presentation skills. . Personal Attributes: Lead, inspire, coach and mentor staff at a strategic level. Select, develop, and performance-manage staff to deliver quality, rapid, responsive and reliable service from their components; Interface vigorously at executive / strategic levels within and outside the organisation; Negotiate and manage effective service levels in respect of the function with clients (internal and external) and service providers to ensure sustained quality service delivery. Resolve conflicts decisively. Work under pressure to meet deadlines. Apply honesty and Integrity in the area of work. Travel and work extended hours.

DUTIES

: The incumbent will be responsible for the strategic leadership of the Directorate. Key Results Areas: Monitor all NSG training interventions through the administration of approved instruments to maintain quality of offerings. Evaluate all NSG training interventions through the administration of approved instruments. Work in collaboration with all other relevant business units in the NSG to ensure that Monitoring and evaluation is an integral part of the development of new programmes. Manage the performance of the Directorate. Manage the Directorate team and resources (material, financial, knowledge, etc.) to optimise performance and meet Chief Directorate key result areas.

ENQUIRIES

: Dr A Moore Tel No: 012 441 6072

DEPARTMENT OF PUBLIC ENTERPRISES

- APPLICATIONS** : The Department of Public Enterprises, Private Bag X15, Hatfield, 0028 or hand deliver at 80 Hamilton Street, Arcadia, Pretoria 0008 Or Applicants may apply online to the link stated with each position.
- FOR ATTENTION** : Human Resources
- CLOSING DATE** : 19 November 2021
- NOTE** : Applications must be submitted on form Z83 and Copies of qualifications, identity document and drivers licence (where appropriate) and any other relevant documents. Such copies need not be certified when applying for a post. 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. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Correspondence will be limited to shortlisted candidates only. If you have not been contacted within 3 months after the closing date of this advertisement, please accept that your application was unsuccessful. Shortlisted candidates will be subjected to screening and security vetting to determine the suitability of a person for employment. Failure to submit the requested documents will result in your application not being considered. All shortlisted candidates for SMS posts will be subjected to a technical exercise and competency assessment. A pre-entry certificate obtained from National School of Government (NSG) is required for all SMS applications. The department reserves the right not to fill these positions. People with disabilities are encouraged to apply and preference will be given to the EE Target.

MANAGEMENT ECHELON

- POST 39/86** : **SPECIALIST: ENERGY REF NO: DPE/2021/024**
Unit: Energy Resources
- SALARY** : R1 057 326 per annum (Level 13), (all-inclusive salary package) consisting of a Basic salary 70% and 30% flexible portion that can be structured according to individual's personal needs.
- CENTRE** : Pretoria
- REQUIREMENTS** : A relevant post graduate qualification at NQF level 8 in Economics/Business Administration and/or Engineering with at least 5 years' research experience at MMS level. Knowledge of global energy trends and SA energy policy. Experience/ monitor Eskom's performance in respect of broad energy sector reforms. Candidate must have an understanding of the business economics of different forms of energy generation. It is essential that the successful candidate have a clear understanding of Government policies and programmes on economic growth and sustainability specifically related to the state owned enterprises (SOC) within the Energy sector. In-depth knowledge of South African Electricity Industry and the restructuring of the energy sector. Experience in managing multidisciplinary teams with a professional project driven environment. The ability to work in a team environment, Strategic thinking, strong negotiation skills, good problem-solving skills, good analytical and communication skills. Ability to work under pressure and meet deadlines.
- DUTIES** : Provide technical support with processes for the development and maintenance government's overarching SOC Policy Framework for the SOC(s) and affiliates in the Energy Complex. Conduct specialist research projects to define the policy "gaps" affecting the optimal functioning of SOC(s) and affiliates in the Energy Complex. In collaboration with the SOC(s), industry and research institutions develop bridging strategies and instruments to enhance the operations of the SOC(s) and affiliates in the Energy Complex. Provide technical assistance with consultation processes for the adoption of bridging strategies and policy instruments. Develop technical research products to enable executive management to brief the Shareholder on the strategic intent of the Energy Complex and critical alignment requirements to ensure a seamless implementation of the policy and regulatory regime falling outside the mandate of the Department. Provide technical support with processes to facilitate the alignment of Shareholder Compacts for the SOC(s) in the Energy Complex. Consolidate technical inputs by various specialist teams in the DPE to identify the Compact structure and alignment requirements for the SOC(s)

in the Energy Complex. Conduct research assignments to develop Investor briefs to the Minister and Cabinet on critical transformation and alignment requirements. Engage at a technical level with the business development structures in the SOC(s) to define compact content. Develop Compact documents for formal sign-off by the Minister and the relevant SOC Board Chairperson. Develop compact performance monitoring and evaluation instruments, inclusive managing collaboration processes with the SOC. Monitor, evaluate and report on the performance of the adopted Compact(s). Conduct research to enhance the business operations and performance of the Energy Complex. Conduct specialist research projects to model the short, medium and long term business enhancement/expansion prospects for the Energy Complex. Develop pipeline business enhancement/expansion strategies and instruments for the Energy Complex. Conduct market research initiatives aimed at identifying the short, medium and long term expansion prospects of the Energy Complex. Partake in the work of multi-disciplinary specialist project teams to conduct due diligence and sustainability assessments on proposed business enhancement/ expansion models. Provide technical input in support of consultation processes to facilitate the adoption of identified enhancement/ expansion models for the Energy Complex. Develop research products and proposal packs to inform executive management on critical aspects of shareholder investment briefs requiring approval by the Minister and Cabinet on the implementation of enhancement/expansion models. Partake in the work of multi-disciplinary teams to develop prototype funding instruments for the implementation of proposed business enhancement/expansion models for the Energy Complex. Develop performance monitoring and evaluation instruments for approved business enhancement/expansion programmes for the Energy Complex. Monitor, evaluate and report on the impact made through the implementation of approved business enhancement/expansion initiatives. Develop position papers to at a technical level engage with policy and regulatory institutions to ensure a seamless implementation of business enhancement/expansion models. Develop and maintain strategic partnerships to enhance business opportunities and infrastructure development. Ensure the effective, efficient and economical utilisation of resources allocated to research and modelling projects. Develop Project Charters in line with the DPE's Project Governance Instruments. Ensure the development of sub-ordinate specialists' staff members.

- ENQUIRIES** : Ms Dineo Masilo Tel No: (012) 431-1026
APPLICATIONS : <https://s.attainglobal.co.uk/dpe-2021-24>
- POST 39/87** : **SPECIALIST: AVIATION REF NO: DPE/2021/025**
Sub Stream: Transport and Defense
- SALARY** : R1 057 326 per annum (Level 13), All-inclusive salary package) consisting of a Basic salary of 70% and 30% flexible portion that can be structured according to individual's personal needs.
- CENTRE** : Pretoria
REQUIREMENTS : A relevant post graduate qualification at NQF level 8 in Business Administration and/or Aviation Engineering with at least 5 years' Specialist and/or SMS management experience as well as leadership experience in corporate structure and economic models in the Aviation Sector, coupled with deep understanding of the Aviation industries and be regarded as one of the foremost voices in these industries. It is essential that the successful candidate have a clear understanding of Government policies and programmes on economic growth and sustainability specifically related to the state owned enterprises (SOC) in aviation. Experience of managing multidisciplinary teams within a professional project driven environment. The ability to work in a team environment, Strategic thinking, strong negotiation skills, good problem solving skills, good analytical and communication skills. Ability to work under pressure and meet deadlines.
- DUTIES** : Conduct specialist research projects to define the policy "gaps" affecting the optimal functioning of SOC(s). Conducts research to review national policy, regulation and strategy document and identify gaps that might have negative impact on the SOC. Assess the impact or implication of a particular policy on SOC. Provide a position on national policies and strategies developed by the policy Department. Develop policy papers at a technical level and engaged with policy and regulatory institutions. Provide inputs into the President's State

of the National Address and the Minister's Budget Vote. Assess the Cabinet Memoranda on national policy relating to aviation issues and provide a position. Provide technical assistance with consultation processes for the adoption of bridging strategies and policy instruments. Conduct research and assess the country's economic environment, SOC's past performance to identify key issues relevant to the SOC operation. Identify and Assess key strategic objectives that the SOC should pursue for a period of three years. Lead discussions on the identified strategic objectives with internal stakeholders and consolidate technical inputs by various specialist teams in the DPE. Develop the Strategic Intent Statement to provide strategic direction to the SOC. Assess SOC challenges, regulatory environment on an annual basis and Review the identified strategic objectives based on the economic environment, past performance of the SOC and the strategic direction of the country. Develop Key Performance Areas and Key Performance Indicators for the Shareholder's Compact. Engage at a technical level with National Treasury and SOC to define the Compact. Advise the Minister on the negotiation process with the external stakeholders. Develop the Shareholder's Compact for formal sign-off by the Minister and the Chairperson of the Board. Engage at a technical level with the business development structures in the SOC(s) to define compact content. Develop Compact documents for formal sign-off by the Minister and the relevant SOC Board Chairperson. Develop compact performance monitoring and evaluation instruments, inclusive managing collaboration processes with the SOC. Monitor, evaluate and report on the performance of the adopted Compact(s). Assess the Corporate Plan to ensure alignment with national policy, strategy and regulation. Assess Quarterly Reports and Annual Report. Monitor and evaluate the performance of the SOC through monthly monitoring engagements. Consultation process with the internal stakeholders and provide project plans to coordinate tasks with Shareholder's Compact. Actively participate in different fora with external stakeholders to discuss policies and strategies. Participate in monthly monitoring meetings with SOC and National Treasury.

ENQUIRIES : Mr Benneth Baloyi Tel No: (012) 431 1029
APPLICATIONS : <https://s.attainglobal.co.uk/dpe-2021-25>

OTHER POSTS

POST 39/88 : **SENIOR ANALYST: FUNDING REF NO: DPE/2021/026**
 Unit: Financial Assessment and Investment Support

SALARY : R733 257 per annum (Level 11), (An all-inclusive remuneration salary package) consisting of a basic salary of 70/75% and 30%/25% flexible portion that can be structured according to individual's personal needs.

CENTRE : Pretoria
REQUIREMENTS : Applications in possession of degree in Finance/ Economics /Business Science (NQF Level 7) as recognized by SAQA accompanied by at least 3 years' experience in finance environment in one of these areas corporate finance, structured financed, project finance, investment banking or treasury . Excellent negotiator, ability to build and maintain sufficient internal and external work, sound financial analysis and modelling skills, strategic management, good leadership and excellent verbal and written communication skills. Relevant expertise in the following areas: Capital raising (local and international markets), transaction experience (deal origination, structuring and implementation), structured finance, project finance and private equity experience. Analytical innovative, creative and conceptual finance thinking. Relationship building and customer service orientation.

DUTIES : Manage and supervise processes to collect and tabulate data informing processes to monitor, evaluate and report on the performance accounting practices and financial performance of SOC's in the DPE Group. Manage processes to collect accounting and financial performance reports and data from SOC's. Perform reliability tests on financial data received from SOC's. Manage process to develop dataset specifications and the development of the generic database toolkits. Manage capturing procedures and the quality assurance of the reliability of the database. Perform complex data manipulation procedures. Generate more complex performance reports. Manage the provisioning of analytical support services to Specialists to analyse financial statements and reports of SOC's. Manage processes to develop dataset specifications and develop a review database to inform decision-making

procedures and the building of financial compliance and sustainability models accordingly. Manage capturing procedures and the quality assurance of the reliability of the database. Perform complex data manipulation procedures. Generate more complex performance reports. Manage the provisioning of analytical support services to Specialists to analyse the budget performance of SOCs in the Group. Manage processes to develop dataset specifications and develop a review database to inform decision-making procedures and the building of financial compliance and sustainability models accordingly. Manage capturing procedures and the quality assurance of the reliability of the database. Perform complex data manipulation procedures. Generate more complex performance reports. Ensure the effective, efficient and economical utilisation of resources allocated to accounting analysis and modeling projects. Ensure the development of sub-ordinate staff members.

ENQUIRIES : Ms Dineo Masilo Tel No: (012) 43- 1026
APPLICATIONS : <https://s.attainglobal.co.uk/dpe-2021-26>

POST 39/89 : **ANALYST: GOVERNANCE ASSURANCE REF NO: DPE/2021/027**
 Branch: Governance

SALARY : R376 596 per annum (Level 09)
CENTRE : Pretoria
REQUIREMENTS : An appropriate undergraduate degree or equivalent qualification at NQF 7 qualification as recognized by SAQA accompanied by at least 5 Years' relevant experience in Company Law or Corporate Governance. Principles of corporate governance and ethics. Code of conduct in a work environment. Change management in the workplace. Research techniques to interpret and analyse data. Integrity and discretion in dealing with secret and confidential matters. Planning and organizing skills. Problem solving skills. Excellent communication (verbal and written) skills. Sound interpersonal skills. Ability to think strategically. Ability to work under pressure and deliver timeously.

DUTIES : Advise and monitor SOC adherence to corporate governance tools. Advise and prepare briefing on Annual General Meetings. Advise on the Board composition and review Board information in terms of tenure, demographics, skills, performance and multi directorships. Appointment of persons into the Boards of members and Executive Directors. Board Evaluation assessment. Assess and advice on quarterly and annual reports. Assess and advise on corporate plans. Ensure alerts on non-compliance with the law and various DPE guidelines and tools. Advice on Remuneration pay of Non- Executive Directors, Executive Directors and Prescribe Officers of the SOCs. Assist with the implementation of Remuneration and Incentives standards. Assist with the vetting of potential Board members. Reviewing skills of the potential Board. Maintain the database of current and potential Board members. Capture CV's of potential members on the DPE Board database. Coordinate and interaction with stakeholders such as SOC, other business Units, Government Departments, DPE internal and international organizations. Monitor and advise on legislative oversight and compliance in respect of PFMA, Treasury Regulations, Companies Act and other relevant legislations.

ENQUIRIES : Ms Lettie Sono Tel No: (012) 431-1265
APPLICATIONS : <https://s.attainglobal.co.uk/dpe-2021-27>

**INTERNSHIP PROGRAMME
 (TWENTY-FOUR (24) MONTHS)**

APPLICATIONS : The Department of Public Enterprises, Private Bag X15, Hatfield, 0028 or hand deliver at 80 Hamilton Street, Arcadia, Pretoria, 0008

FOR ATTENTION : Human Resources
CLOSING DATE : 19 November 2021

NOTE : Applicants must be South African citizens between the age of 18 to 35, unemployed graduates and have not been exposed to an internship programme before. Note: it will be expected from the selected candidates to be available for interviews on a date of and place as determined by the Department of Public Enterprises. Applicants must note that further checks will be conducted once they are shortlisted and their appointment is subject to positive outcomes on these checks, which include security clearance, qualification verification and criminal record. If you apply for more than one position in the Department, please submit separate applications for each position. Applications must be submitted on a Z83 Form(new Z83 Form which

is effective as from 01 January 2021) obtainable from the Department of Public Service and Administration website: www.dpsa.gov.za or may be collected from the Department of Public Enterprises, 80 Hamilton street, Arcadia or any Government Department. All Applications must be accompanied by a CV, copy of your senior certificate, Identity document, academic record and qualification. It is the applicant responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Failure to submit the required document will result in your application not being considered. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within four months after the closing date of this advertisement, please accept that your application was unsuccessful. The Department of Public Enterprises reserves the to cancel the filling / not to fill a vacancy that was advertised during any stage of the recruitment process

OTHER POSTS

POST 39/90 : **SOC GOVERNANCE ASSURANCE AND PERFORMANCE REF NO: INTERN/2021/001 (X1 POST)**
Unit: Legal and Governance

STIPEND : R6 083 per month
CENTRE : Pretoria
REQUIREMENTS : Bachelor of Commerce in Law, LLB
ENQUIRIES : Mr Simon Manganye, Tel No: 012 431 1012 or Ms Lettie Sono, Tel No 012 431 1265 or Mr Benneth Baloyi Tel No: 012 431 1029

POST 39/91 : **FINANCIAL ASSESSMENT AND INVESTMENT SUPPORT REF NO: INTERN/2021/002 (X2 POSTS)**
Unit: Financial Assessment and Investment Support

STIPEND : R6 083 per month
CENTRE : Pretoria
REQUIREMENTS : Bachelor of Commerce in Financial Accounting/ Financial Management/ Financial or Economics
ENQUIRIES : Mr Simon Manganye, Tel No: 012 431 1012 or Ms Lettie Sono, Tel No 012 431 1265 or Mr Benneth Baloyi Tel No: 012 431 1029

POST 39/92 : **ENERGY RESOURCES REF NO: INTERN/2021/003 (X3 POSTS)**
Unit: Energy Resources

STIPEND : R6 083 per month
CENTRE : Pretoria
REQUIREMENTS : Bachelor of Science degree/ BTech, Advanced Diploma in Electrical Engineering / Bachelor of Commerce in Economics/ BTech or advanced Diploma in Natural Science
ENQUIRIES : Mr Simon Manganye, Tel No: 012 431 1012 or Ms Lettie Sono, Tel No 012 431 1265 or Mr Benneth Baloyi Tel no: 012 431 1029

POST 39/93 : **TRANSPORT AND DEFENCE REF NO: INTERN/2021/004 (X3 POSTS)**
Unit: Transport and Defence

STIPEND : R6 083 per month
CENTRE : Pretoria
REQUIREMENTS : Bachelor of Science degree/ BTech, Advanced Diploma in Military Sciences / Bachelor of Commerce in Transport Economics/ Bachelor of Commerce in Logistics/ BTech or advanced Diploma in Industrial Engineering.
ENQUIRIES : Mr Simon Manganye, Tel No: 012 431 1012 or Ms Lettie Sono, Tel No 012 431 1265 or Mr Benneth Baloyi Tel No: 012 431 1029

POST 39/94 : **BUSINESS ENHANCEMENT SERVICES REF NO: INTERN/2021/005 (X1 POST)**
Unit: Localisation and Industrialisation

STIPEND : R6 083 per month
CENTRE : Pretoria
REQUIREMENTS : Bachelor of Science degree/ Bachelor of Arts.

ENQUIRIES : Mr Simon Manganye, Tel No: 012 431 1012 or Ms Lettie Sono, Tel No 012 431 1265 or Mr Benneth Baloyi Tel No: 012 431 1029

POST 39/95 : **COMMUNICATION AND INFORMATION TECHNOLOGY REF NO: INTERN/2021/006 (X1 POST)**
Unit: Information Technology

STIPEND : R6 083 per month
CENTRE : Pretoria
REQUIREMENTS : National Diploma / Degree in Computer Science or Information Systems/ Technology.

ENQUIRIES : Mr Simon Manganye, Tel No: 012 431 1012 or Ms Lettie Sono, Tel No 012 431 1265 or Mr Benneth Baloyi Tel No: 012 431 1029

POST 39/96 : **HUMAN RESOURCES AND SECURITIES AND FACILITIES REF NO: INTERN/2021/007 (X1 POST)**
Unit: Strategic Human Resources and Office Management

STIPEND : R6 083 per month
CENTRE : Pretoria
REQUIREMENTS : National Diploma / Degree in Public Administration or Human Resources.
ENQUIRIES : Mr Simon Manganye, Tel No: 012 431 1012 or Ms Lettie Sono, Tel No 012 431 1265 or Mr Benneth Baloyi Tel No: 012 431 1029

POST 39/97 : **STRATEGIC PLANNING, MONITORING AND EVALUATION REF NO: INTERN/2021/008 (X1 POST)**
Unit: Strategic Planning, Monitoring and Evaluation

STIPEND : R6 083 per month
CENTRE : Pretoria
REQUIREMENTS : Bachelor of Commerce in Business Management/ Information Management / Data Analytics.
ENQUIRIES : Mr Simon Manganye, Tel No: 012 431 1012 or Ms Lettie Sono, Tel No 012 431 1265 or Mr Benneth Baloyi Tel No: 012 431 1029

DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE

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

**APPLICATIONS**

- : May be forwarded to the correct Regional Office/Centre: **Head Office Applications:** Post: The Director-General, Department of Public Works and Infrastructure, Private Bag X65, Pretoria, 0001 or Hand-delivery: The CGO Building, Corner Bosman and Madiba Streets, Pretoria. For Attention: Ms. N.P. Mudau.
- Durban Regional Applications:** The Regional Manager, Department of Public Works, Private Bag X54315, Durban, 4000. Corner Dr Pixley Kasem and Samora Machel Streets Durban. For Attention: Ms NS Nxumalo
- Mmabatho Regional Applications:** The Regional Manager, Department of Public Works, Private Bag X120, Mmabatho 2735 or 810 Corner Albert Luthuli Drive and Maisantwa Streets, Unit 3, Mmabatho, 2735. For Attention: Mr T. Oagile
- 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
- Port Elizabeth Regional Office Applications:** The Regional Manager, Department of Public Works, Private Bag X3913, North End, Port Elizabeth 6056. For Attention: Ms. S Mafanya
- Mthatha Regional Applications:** The Regional Manager, Department of Public Works, Private Bag X5007, Sutherland Street, Mthatha 7099 or Hand Deliver at 29 Sutherland Street, PRD II Building, 5th Floor, Mthatha. For Attention: Ms N Mzalisi
- Kimberley Regional Applications:** The Regional Manager, Department of Public Works, Private Bag X5002, Kimberley, 8301. For Attention: Ms N Hlongwane
- Nelspruit Regional Applications:** The Regional Manager, Department of Public Works, Private Bag X11280, Nelspruit, 1200. Physical Address: 30 Brown Street, Nedbank Building, 9th Floor, Nelspruit. For Attention: Mr E Ngyuza

CLOSING DATE

- : 19 November 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, 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. Shortlisted candidates must be willing to undergo normal vetting and verification processes. 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 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 following the below link: <https://www.thensg.gov.za/training-course/sms-preentryprogramme/>. All shortlisted candidates for SMS positions will be subjected to a compulsory technical or competency-based test that forms part of the interview process. Following the technical exercise and the interview the selection panel will identify candidates to undergo the generic management competency assessments and successful candidate to sign a performance agreement and be subjected to security clearance.

MANAGEMENT ECHELON

<u>POST 39/98</u>	:	<u>CHIEF DIRECTOR: FINANCIAL ACCOUNTING AND REPORTING (PMTE FINANCE) REF NO: 2021/333</u>
<u>SALARY</u>	:	R1 251 183 per annum, all-inclusive package, (total package to be structured in accordance with the rules of the senior management service)
<u>CENTRE REQUIREMENTS</u>	:	Head Office (Pretoria) An undergraduate qualification (NQF Level 7) in Finance or Accounting with extensive experience of which 5 years must have been at senior management level and financial accounting and reporting in GRAP/IFRS. Financial professional membership will be an advantage. Knowledge: Public sector experience with applied knowledge of the PMFA, Treasury Regulations and GRAP/IFRS. Knowledge or experience in the property and construction asset industry will be an advantage. Skills: Strong analytical and communication skills (both written and verbal). Computer literate with advanced MS Excel. Presentation. Planning and organizing. Problem solving. Ability to work under pressure to meet tight deadlines. Good interpersonal skills. Strong negotiation skills.
<u>DUTIES</u>	:	Lead the Chief Directorate: Financial Accounting and Reporting under the guidance of the Head of Finance. Design, implement and maintain the Chief Directorate's strategic and operational plans. Identify and manage risks. Ensure that business processes are aligned to strategic plans and that internal controls adequately address risks. Compile and present reports on the functioning of the Chief Directorate and other financial reports required by EXCO and other governance structures. Manage and coordinate the compilation of all financial reports, including the financial statements (interim and annual) in accordance to the Standards of GRAP, PFMA and other legislative requirements. Manage internal and external financial audits. Liaise with National Treasury, Accounting Standard Board, Auditor General SA and other internal and external governance structures. Manage the accounting functions, including payables, payroll and bank. Provide technical accounting support for accounting related queries from line functions. Provide inputs on behalf of the Department on ASB Exposure Drafts. Ensure effective corporate governance processes and sound resources management. Manage the

budget and expenditures of the Chief Directorate. Ensure effective corporate governance processes and sound resource management.

ENQUIRIES : Mr. M. Sithole Tel No: (012) 406 1698
APPLICATIONS : to be submitted online via email on this email address, dpwi38@ursonline.co.za

OTHER POSTS

POST 39/99 : **ASSISTANT DIRECTOR: SECURITY SERVICES REF NO: 2021/334**

SALARY : R470 040 per annum
CENTRE : Mmabatho Regional Office
REQUIREMENTS : A three year tertiary qualification (NQF level 6) in Security Management. PSIRA Grade A Registered. Appropriate experience in the security industry (safety and security of information, assets and personnel). Knowledge of legal mandatory legislation like OHS, MISS, Criminal Procedure Act, MPSS and PFMA, conducting security awareness programs for staff members. Acquired appropriate managerial/supervisory for 5 years and more experience and demonstrate the potential to manage. Computer literate. Report writing skills. Interpersonal relations. Communication, policy formulation and basic general management skills.

DUTIES : The appointee will manage the Departmental security function, including personnel, document, computer, surveillance security, vetting of staff/contractors and will ensure the implementation of a sound security policy for the Department. Further duties: Manage the Security Services Unit. Develop and implement a sound security policy. Develop a security strategy and ensure its implementation in the Department regarding the safety of personnel, information and assets. Facilitate, co-ordinate and monitor security standards in the Department. Render advice on security matters and implementation to Management. Co-ordinate security services for the regional office. Compiling Security Strategies for Security Contractors to safe guard state properties, assists Security managers with other managerial security related functions. Ensure compliance to the security policy and measures. Manage the Departments vetting process.

ENQUIRIES : Mr VO Monnapula Tel No: (018) 386 5233

POST 39/100 : **ASSISTANT DIRECTOR: SCM CONTRACT MANAGEMENT REF NO: 2021/335**

SALARY : R376 596 per annum
CENTRE : Mmabatho Regional Office
REQUIREMENTS : A three year tertiary qualification (NQF level 6) in Supply Chain Management or Procurement, with appropriate relevant experience in supply chain management and procurement management, knowledge of contract management; SCM processes and systems at supervisory level. Driver's License; prepared to travel; willing to adapt work schedule in accordance with office requirements. Knowledge: Public finance management Act; Office administration Procurement and provisioning policies and procedures; Financial administration processes; Contractual policies and procedures. Skills: Effective communication; technical report writing; numeracy; computer literacy; interpersonal relations; General office administrative and organisational skills. Personal Attributes: Resourceful; creative; ability to work under stressful situations; ability to communicate at all levels; people orientated; trustworthy; punctuality; assertive; hard working; self-motivated and ability to work independently.

DUTIES : Supervise, monitor, analyse and determine action to ensure proper contract administration; administer variations to contracts; evaluate applications for the price adjustments and invoke penalty clauses; evaluate application to variations, amendments and cancellations and develop proposal for approval; Compile all applications for deviations, maintain the internal systems/ database. Undertake dispute resolutions and ensure that all documentation is prepared and available to resolve disputes; maintain proper relationship with the suppliers within the code of ethics to ensure delivery of goods/ services; Supervise and monitor contract compliance by determining whether the products/ services are delivered at the right time, of the right quality, right product, right place, right condition, right quality, amended right price according

to the contract; Supervise and monitor supplier performance according to the contract and service level agreement.
ENQUIRIES : Mr A T Matseke Tel No: (018) 386 5268

POST 39/101 : **ASSISTANT DIRECTOR: ACQUISITION MANAGEMENT (SCM) REF NO: 2021/336**

SALARY : R376 596 per annum
CENTRE : Durban Regional Office
REQUIREMENTS : A three year tertiary qualification (NQF level 6) in Supply Chain Management/Purchasing Management/ Economics/ Finance / Administration / Management Sciences. Appropriate relevant experience in Procurement / Supply Chain Management. Experience in Construction or Infrastructure Procurement will be an added advantage. Knowledge of Supply Chain Management Framework, procurement related legislation and regulations, including the Public Finance Management Act, Code of Conduct for Supply Chain Management Practitioners, Treasury Regulations and Preferential Procurement Policy Framework Act, CIDB Act, CIDB Regulations and CIDB Practice Notes and Guides. Understanding of government procurement systems and processes within the built environment is essential. Good verbal and written communication skills, the ability to manage confidential information, advanced interpersonal and negotiation skills, problem solving skills, decision making skills and computer literacy are critical competency areas. The ability to work and deliver under pressure and within tight time frames is essential.

DUTIES : Manage, Execute, facilitate, support supervise, and performance manage the following SCM functions - Demand: Conduct needs assessments by collecting and analysing relevant data, categorizing commodities and confirming availability of funds, Coordinate and collate business/line functions' and Regional inputs for procurement plans, Conduct a market and industry analysis, Identify/implement preference points system and appropriate goals per commodity in terms of preferential procurement policy objectives, Oversee; coordinate and advise on the process of drafting specifications/terms of reference and special conditions of contract. Acquisitions: ensure that the bid/quotation processes are compliant and fully executed within the requisite legislative and regulatory frameworks and stipulations. Provide and account for SCM administrative and technical support to ALL Bid Committees, systems and related structures. Ensure that procurement source documents are verified, standard bidding documents are compiled, captured and authorized in accordance with departmental policies and procedures and compliant with applicable legislative requirements, SCM Performance Reporting: Consolidate monthly Head Office and Regional Offices' inputs to produce SCM performance reports against the Annual Performance Plan, Collate data; prepare reports and presentations for management use, Monitor and report on BBBEE/Preferential Procurement spending in terms of the Department's targets and report on a weekly/monthly basis on performance against the Procurement Plan. Risk Management: participate, support and provide assistance in the conduct of the annual SCM Risk Assessment and development of the SCM risk universe, response plan and quarterly strategic/operational risk reports. Regularity Audit Support: Coordinate Internal and External Audit engagement processes, steer the SCM response process and provide analysis of audit queries, management responses and Audit conclusions. Ensure timeous reporting to relevant authorities. Perform any other assigned duties in relation to the implementation of the Supply Chain Management system of the PMTE/DPWI.

ENQUIRIES : Mrs CN Mthethwa Tel No: (031) 314 7151

POST 39/102 : **ASSISTANT DIRECTOR: FINANCIAL ACCOUNTING REF NO: 2021/337**

SALARY : R376 596 per annum
CENTRE : Durban Regional Office
REQUIREMENTS : A three year tertiary qualification in (NQF level 6) Financial Accounting or equivalent qualification. Appropriate working experience of which some is at supervisory level. Knowledge of transversal systems like PERSAL, Sage & ARCHIBUS will be an added advantage. Extensive knowledge and understanding of PFMA, Treasury Regulations, GRAP and modified cash accounting frameworks. Skills: Strong analytical and communication skills (both written & verbal), computer literate with advanced Ms Excel skills and

		good interpersonal skills. Presentation skills, planning and organizing, problem solving, diplomacy, ability to work under pressure to meet tight deadlines and strong negotiation skills
<u>DUTIES</u>	:	Successful candidate will: Consolidate financial statement inputs for the Region and submit to H/O; Provide monthly reporting to Management and H/O; Co-ordinate audit processes for the Region; Ensure processing of invoices within 30 days; Management of all Debtors accounts and clearing of suspense accounts; Maintain accounts payable (creditors), accounts receivable (debtors) and payroll; Ensure validity of all transactions on Sage; Reconciliation of business systems. Supervision & development of all staff in the component. Ensure implementation of internal controls and financial policies and procedures. Ensure effective utilization of the department's resources. Ensure implementation of audit recommendations. Provide support and financial advice to line managers. Ensure successful implementation of PMDS for the Unit. Provide overall support to management and line function. Ensure effective communication with all stakeholders for the Department which includes internal & external clients. Identify shortcomings and training needs for the Unit.
<u>ENQUIRIES</u>	:	Ms. DC Mngoma Tel: (031) 314 7018/Ms. BV Ngubane Tel No: (031) 314 7063
<u>POST 39/103</u>	:	<u>OFFICE MANAGER: OFFICE OF THE REGIONAL MANAGER REF NO: 2021/338</u>
<u>SALARY</u>	:	R376 596 per annum
<u>CENTRE</u>	:	Nelspruit Regional Office
<u>REQUIREMENTS</u>	:	A three year tertiary qualification (NQF level 6) in the secretarial/ administration field. Advanced computer literacy in Ms Office packages (word, Excel, PowerPoint) and the ability to use email, interpersonal, organisational and communication at all levels. Ability to maintain confidentiality. Ability to work independently with minimum supervision. Highly organised, hardworking, dynamic, self-motivated and professional. Capable of learning quickly, ability to work under stressful situations. Knowledge of the following will be an advantage: PFMA, minimum information security standard act, medium term expenditure budgeting processes, procurement processes and procedure and financial administration processes and system.
<u>DUTIES</u>	:	Co-ordinate/Arrange meetings/workshops and arrange logistics. Co-ordinate/Arrange the Regional Manager's itinerary, travel arrangements and accommodation. Attend to external visitors (Head Office/Clients, etc). Co-ordinate/ Arrange catering for events/ meeting/ workshops. Co-ordinate/ Arrange catering for events/ meeting/ workshops. Attend meetings, take minutes and prepare and distributes them appropriately. Review tenders and prepare schedules for the tender committee meetings. Budget/ Financial Administration: Manage the petty cash, prepare and submit relevant claims, manage/control the commitment register and budget. Office Administration: Manage correspondence to and from the office (distribution, tracking, copying and filling). Create/type document, co-ordinates/ follow up on/ consolidate inputs, reports, work plans and business plans from the Regional Manager's direct reports. Manage telecommunications (phone, fax, Email and internet). Order office supplies. Ensure the security profile and classification of documents and information related to the office. Undertake office inventory control. Reporting: provide weekly and monthly reports (correspondence, pending matters, commitment register and expenditure
<u>ENQUIRIES</u>	:	Mr EK Nguyuza Tel No: (013) 753 6319
<u>POST 39/104</u>	:	<u>CHIEF WORKS MANAGER (BUILDING): FACILITIES MANAGEMENT REF NO: 2021/339</u>
<u>SALARY</u>	:	R316 791 per annum
<u>CENTRE</u>	:	Port Elizabeth Regional Office
<u>REQUIREMENTS</u>	:	A three year tertiary (NQF level 6) in Building, Quantity Surveyor or Civil engineering field or N3 certificate plus a complete trade test certificate with relevant experience in the built environment. Valid driver's license. Willingness to travel and work irregular hours. Computer literacy, Applicable knowledge of the PFMA, OHSA, National Building Regulations and Environmental Conservation Act, Project management skills. Strong verbal and written communication skills. Knowledge of Government procurement processes and systems. Good analytical skills.

DUTIES : Assist Control Works Manager with the management of building projects. Attend to day to day and planned maintenance request from the clients. Inspect leased building, optimum use of electrical equipment and installations. Ensure building work and drawings comply with the OHS Act. Inspect and certify municipal account on electricity consumption. Compile scope of works and prepare estimates as well as technical reports. Certify and verify invoices. Prepare and compile submissions and progress reports on a monthly basis.

ENQUIRIES : Mr. M Ntshona Tel No: (041) 408 2307

POST 39/105 : **CHIEF WORKS MANAGER: ELECTRICAL REF NO: 2021/340**

SALARY : R316 791 per annum
CENTRE : Durban Regional Office
REQUIREMENTS : A three year tertiary (NQF level 6) or equivalent qualification in the built environment disciplines, or N3 plus trade test. Minimum 2-5 years' experience in the technical field ie. Electrical/Mechanica/Building. Extensive knowledge of the Building Regulations, Occupational Health and Safety Act, Public Finance Management Act, Driver`s license, Registration with a professional body in the built environment would be an advantage. Good verbal and written communication skills. Computer literate. Good interpersonal skills. Good budgeting and estimating skills, Management and planning skills, Knowledge and understanding of the Government procurement system.

DUTIES : Manage day-to-day Electrical \ Mechanical / Building maintenance project activities to facilitate effective project execution in terms of cost, quality and time of existing State accommodation. Manage projects cost estimates and monitor and control the processes of controlling changes in line with allocated day-to-day maintenance budget. Conduct site inspections to ensure compliance to specifications set out by the Department, Ensure compliance with OHSA, Assist in the development of electrical \ mechanical programs and conditional surveys and reporting regularly to management on the progress thereof. Budget management, Render a co-ordinated and professional service at all levels regarding the maintenance and management of DPW clients.

ENQUIRIES : Mr P Singh Tel No: (031) 314 7157

POST 39/106 : **STATE ACCOUNTANT: FINANCIAL ACCOUNTING REFNO: 2021/341**

SALARY : R257 508 per annum
CENTRE : Durban Regional Office
REQUIREMENTS : A three year tertiary qualification (NQF level 6) in the Accounting, Auditing or Financial Management fields and related work experience. Knowledge and experience of government systems, BAS, PERSAL any other accounting systems. Knowledge of WCS, PMIS & Sage will be an added advantage. Good verbal and written communication skills. Organizational ability and decision making skills. Have the ability to work under pressure. Computer skills with proficiency in MS packages. Knowledge of the PFMA, National Treasury Regulations, procurement policies & MTEF. Knowledge & experience in budgeting will be an added advantage. Knowledge and experience in auditing will be an added advantage.

DUTIES : Control, manage and execute timely payment of all invoices, statements in compliance to PFMA & National Treasury Regulations. Safekeeping of all accounting documents, files and reports. Prepare monthly reconciliation of Business Systems (PMIS\SAGE; PERSAL\SAGE; WCS\SAGE; LOGIS\BAS\SAGE). Render support and assist in controlling and maintaining Suspense Accounts on a monthly basis. Prepare and analyse reports. Budget preparation and support. Manage expenditure, debt and revenue.

ENQUIRIES : Ms D Mngoma Tel No: (031) 314 7018

POST 39/107 : **ASSISTANT ADMINISTRATIVE OFFICER: PROFESSIONAL SERVICES REF NO: 2021/342**

SALARY : R208 584 per annum
CENTRE : Mthatha Regional Office
REQUIREMENTS : A Senior Certificate/Grade 12 or equivalent plus appropriate experience. (A Bachelor's degree or B-degree/National Diploma will be an added advantage) experience in administrative duties related to technical matters in built environment. Ability to function within strict time frames and towards specific targets. Finance reconciliation and numerical skills. Good verbal, written

		communication skills and interpersonal skills, basic understanding of PFMA. Computer literacy in MS packages
<u>DUTIES</u>	:	Work as administrative support within the Professional Services Sections dealing with large numbers of building services and projects while responding and answering to various Professionals within the technical components as well as to the contractors, clients and consultants. Keep project sub files up to date for managers, co-ordinate and keep registers of incoming and outgoing correspondence. General typing including report writing, sending and collection of faxes. Arrangement and finalization of trip authorities, process substance and travelling allowances. Effectively arrange travel and accommodation logistics and arrangements related to site and other meetings on behalf of the professional services team. Do follow ups on invoices received from consultants, do monthly reports.
<u>ENQUIRIES</u>	:	Mr C Dzulane Tel No: (047) 502 7000
<u>POST 39/108</u>	:	<u>ASSISTANT ADMINISTRATION OFFICER: FACILITIES MANAGEMENT (HELPDESK AND COMPLAINTS) REF NO: 2021/343</u>
<u>SALARY</u>	:	R208 584 per annum
<u>CENTRE</u>	:	Cape Town Regional Office
<u>REQUIREMENTS</u>	:	A Senior Certificate/Grade 12 with appropriate experience. A tertiary qualification will be an added advantage. Computer literacy with relevant experience in clerical and administration duties. Computer literate with specific reference to MS Excel and MS Word. Good verbal and written communication skills. Ability to convert data into usable information (Statistics) be analytical. Be able to perform under pressure. A basic understanding of various facets of the built environment and project management skills. Typing will also be an advantage.
<u>DUTIES</u>	:	Liaise with internal clients and National client Departments in terms of follow-ups, queries and feedback. Assist with the consolidation of monthly / quarterly reports. Be responsible for the normal office administration e.g. Filing, Memorandum, letter writing etc. Gather inputs to resolve audit queries. Register OW 415's for day to day maintenance services and service contracts Updating and filing of record system for service contracts and day to day maintenance services. Follow up of outstanding cases and attend to queries in order to ensure enquiries are addressed and service delivery being maintained. Updating of information and administration of the day to day maintenance spreadsheet for distribution to internal and external clients. Provide National Call Centre with feedback in terms of the status of the complaints. Attend and arrange meetings with internal and external clients including normal administrative responsibilities.
<u>ENQUIRIES</u>	:	Ms Z Nghona Tel No: (021) 402 2013
<u>POST 39/109</u>	:	<u>ASSISTANT ADMIN OFFICER: UTILISATION AND CONTRACT ADMINISTRATION REF NO: 2021/344</u>
<u>SALARY</u>	:	R208 584 per annum
<u>CENTRE</u>	:	Cape Town Regional Office
<u>REQUIREMENTS</u>	:	Senior Certificate/Grade 12 or equivalent qualification with relevant experience in property management. Knowledge and understanding of the PFMA, Government Immovable Asset Management Act (GIAMA), and Property related Acts and Property laws and local regulations. A valid Driver's License will be an added advantage and must be willing to travel. Strong communication skills (written and verbal) and the ability to communicate at all levels. Good interpersonal, analytical, planning, organizing and financial management skills. Basic MS Office computer literacy. Knowledge of contracts and administration of leases is recommended.
<u>DUTIES</u>	:	Updating of the National Immovable Asset Register on the Property Management Information System of the Regional Office to reflect all relevant property-related information. Keep abreast of property management trends to ensure optimal performance and maximum value of fixed assets. Develop an understanding of GIAMA and implement the same. Communicate with relevant stakeholders regarding the maintenance of the National Immovable Asset Register. Assist in carrying out regular inspections and prepare reports to ensure maximisation of property utilization and for vesting purposes. Identify superfluous State properties and prepare disposals. Assist in securing State properties to prevent illegal occupation and vandalism. Identify properties to be

cleared of overgrown vegetation and clear fire breaks. Assist in obtaining information for the preparation and conclusion of lease agreements in line with the requirements of the PFMA, Treasury Regulations and other prescripts and policies of the department. Liaise with all spheres of Government(s) in respect of property related matters. Assist in the carrying out of property related matters, rental collections, administration, lease renewals and extensions, maintenance etc. Assist in the administrative duties as requested by the Property Manager.

ENQUIRIES : Ms. I Murundwa Tel No: (021) 402 2056

POST 39/110 : **SECURITY OFFICER REF NO: 2021/345**

SALARY : R122 595 per annum
CENTRE : Kimberley Regional Office
REQUIREMENTS : Grade 10/ ABET level 3 plus Grade E, D & C (PSIRA), Basic communication, client liaison, basic security training, utilisation of firefighting equipment, evacuation processes. Relevant experience. Knowledge of legislative framework, Control of Access to Public Premises and Vehicles Act 53 of 1985. OHS & First Aid, Basic literacy, basic communication. Knowledge of personnel movement within the work premises, Being able to receive people and refer them as required, Basic Computer skills, Basic report writing skills, client orientation, Problem solving, Polite and friendly, Being able to present the image of the Department, High tactful and diplomatic, Creativity, ability to work in a team, ability to work under pressure, Hardworking, high standard of integrity, excellent interpersonal skills. Must be prepared to work abnormal working hours/shifts. A driver's license or a learners license will be an added advantage.

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

ENQUIRIES : Mr K Balepile Tel No: (053) 838 5330

POST 39/111 : **PHOTOCOPIER OPERATOR REF NO: 2021/346**

SALARY : R102 534 per annum
CENTRE : Durban Regional Office
REQUIREMENTS : Abet Level 4 or equivalent qualification, coupled with relevant experience Knowledge of operating machines and tools as well as Department's procurement processes Effective communication (verbal and written) Interpersonal skills Time management Operation of heavy duty photocopy machines A valid driver's license will be an added advantage.

DUTIES : Reproduce high quality copies of files and Correspondence Utilize and maintain printing and copying machines operate the binding machine and bind copies/prints as required.

ENQUIRIES : Mr. BH Khanyeza Tel No: (031) 314 7038

POST 39/112 : **CLEANER: FACILITY MANAGEMENT REF NO: 2021/347 (X2 POSTS)**

SALARY : R102 534 per annum
CENTRE : Mmabatho Regional Office:
REQUIREMENTS : Magistrate Courts around North West: Rustenburg (X1 Post), Brits (X1 Post) Senior Certificate/Grade 12, ABET 2, 3, 4, Standard 8 or Grade 10 or equivalent qualifications. Good interpersonal skills, basic communication and literacy. Ability to perform routine tasks. Knowledge on usage of cleaning materials and equivalent will be an added advantage.

DUTIES : Cleaning toilets, basins and wall tiles, empty and wash dustbins. Sweeping passages, floors, offices. Scrubbing, moping and polishing floor. Dust and polish furniture.

ENQUIRIES : Ms M Llali Tel No: (018) 386 5379

NOTE : Preference will be given to males.

DEPARTMENT OF SMALL BUSINESS DEVELOPMENT

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

- APPLICATIONS** : can be submitted by email to: recruitment@dsbd.gov.za by quoting the relevant reference number provided on the subject line.
- CLOSING DATE** : 19 November 2021 at 16h00. Applications received after the closing date will not be considered.
- NOTE** : Applications must quote the relevant reference number and consist of: A fully completed and signed Z83 form (newly prescribed z83 form effective 01 January 2021); a recent comprehensive CV; contactable referees (telephone numbers and email addresses must be indicated); copies of qualifications and ID document. Applicants must submit copies of qualifications, Identity document, and drivers' licence (where appropriate) and any other relevant documents. Such copies need not be certified when applying for the post. The requirement of certified copies will be limited to shortlisted candidates only. Foreign qualifications must be accompanied by an evaluation certificate from the South African Qualifications Authority (SAQA). All non-SA citizens must attach a certified copy of proof of permanent residence in South Africa. Personnel suitability checks will be done during the selection process. Applicants could be required to provide consent for access to their social media accounts. All shortlisted candidates for SMS and/or MMS (MMS optional) posts will be subjected to (1) a technical exercise, (2) a generic managerial competency assessment. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within 1 month of the closing date of this advertisement, please accept that your application was unsuccessful. Department of Small Business Development 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 (as per EE Plan). The successful candidate will be required to sign a performance agreement within 3 months of appointment, as well as completing a financial interest's declaration form within one month of appointment and annually thereafter. The Department reserves the rights not to fill or withdraw any advertised post. Note: a new application for employment (Z83) form is applicable from 01 January 2021. The new form can be downloaded online at <http://www.dpsa.gov.za/dpsa2g/vacancies.asp>

MANAGEMENT ECHELON

- POST 39/113** : **DIRECTOR: SUPPLY CHAIN AND ASSET MANAGEMENT REF NO: DIR SCM**
- 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 accordance with rules for Senior Management services (SMS).
- CENTRE** : Pretoria
- REQUIREMENTS** : An undergraduate qualification (NQF level 7) in Supply Chain Management / Procurement / Purchasing and Public Administration as recognised by SAQA. Minimum of 5 years' experience at a middle / senior managerial level within any of the technical related areas of the job (supply chain management, logistics management, demand management, etc). A compulsory pre-entry into the Senior Management Service Certificate from the National School of Government will be required before assumption of duty (<https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>). Possess in-dept knowledge of the supply chain management model, working knowledge of related transversal systems (Logis, BAS and CSD) and sound knowledge of acquisition procedures for competitive bidding. Have proven management competencies such as applied strategic thinking, citizen focus and responsiveness, impact, and influence, managing interpersonal conflict and resolving problems, networking, and building bonds and project management.
- DUTIES** : Provide support to the CFO and other senior managers with regard to overall compliance with supply chain management acts, regulations, practice and

instruction notes, policies, and procedures. Maintain an effective and efficient Demand Management systems. Maintain an effective and efficient Acquisition Management systems. Maintain an effective and efficient Stores and Warehouse services. Maintain an effective and efficient Logistics Management systems. Maintain an effective and efficient asset management system and General Management.

ENQUIRIES : Enquiries for all advertised posts should be directed to the recruitment office on (012) 394-5286/ 43097

NOTE : Candidates must quote the reference number for the abovementioned position on the subject line when applying i.e., "REF NO: DIR SCM"

OTHER POST

POST 39/114 : **ASSISTANT DIRECTOR: SYSTEMS CONTROLLER REF NO: SYS CON**

SALARY : R376 596 per annum

CENTRE : Pretoria

REQUIREMENTS : An undergraduate qualification (NQF level 7) in Business Management / Accounting as recognised by SAQA. Minimum of 3-5 experience years' experience in the technical field. Knowledge of PFMA, Treasury regulations and guidelines, Standard chart of accounts, Government financial systems, Principles and practice of accounting and auditing, Government accounting standards (GRAP) and Financial and management reporting requirements, Persal, Logis, BAS and Vulindlela. Training on Persal, Logis and BAS. Have Communication, Analytical and Problem Solving, Attention to Detail, Planning and Organising skills and be Customer Service Oriented.

DUTIES : Maintain effective and efficient transversal systems (LOGIS, BAS and PERSAL). System Security Control. Utilise Vulindlela as a management information system for monitoring and reporting of revenue, expenditure, assets, and liabilities. Maintain an effective and efficient system management (safetyweb and Central Supplier Database). Facilitate Transversal System Training and Development. Management and Reporting.

ENQUIRIES : Enquiries for all advertised posts should be directed to the recruitment office on (012) 394-5286/ 43097

NOTE : Candidates must quote the reference number for the abovementioned position on the subject line when applying i.e., "REF NO: SYS CON"

DEPARTMENT OF SOCIAL DEVELOPMENT

It is our intention to promote representivity (race, gender and disability) in the Public Service through the filling of these posts and candidates whose transfer/promotion/appointment will promote representivity will receive preference.

- APPLICATIONS** : Please forward your application, quoting the relevant reference number, to the Director-General, Department of Social Development, Private Bag X901, Pretoria, 0001. Physical Address: HSRC Building, 134 Pretorius Street In the event of hand delivery of applications, applicants must sign an application register book as proof of submission. No faxed or e-mailed applications will be considered.
- FOR ATTENTION** : Ms E Steenkamp
- CLOSING DATE** : 19 November 2021
- NOTE** : Curriculum vitae with a detailed description of duties, the names of two referees and copies of qualifications and identity document must accompany your signed application for employment (Z83). Short listed candidates for a post will be required to submit certified documents on or before the date of the interview. 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. The new form can be downloaded online at www.dpsa.gov.za-vacancies. Applicants applying for SMS posts are required to successfully complete the Certificate for entry into the SMS and full details can be sourced by following the link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. Applicants are expected to pay for the course and may enroll for it at a cost of R265.00. The duration of the course is 120 hours. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. The successful candidate will sign an annual performance agreement, complete a financial discloser form and will also be required to undergo a security clearance. Candidates nominated for posts on salary levels 2 - 12 may be subjected to a competency assessment during the selection process. If the candidate is applying for an OSD post, certificates of service must be attached to the CV. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Failure to submit the requested documents will result in your application not being considered. Personnel suitability checks will be conducted on short listed candidates and the appointment is subject to positive outcomes of the checks. Correspondence will be limited to shortlisted candidates only. The selection of candidates will be done with due regard to the relevant aspects of the selection process as set out in the Public Service Regulations, 2016, Regulation 67. Applications received after the closing date will not be taken into consideration. If you have not been contacted within three months after the closing date of this advertisement, please accept that your application was unsuccessful. Candidates requiring additional information regarding the advertised post may direct their enquiries to the person as indicated above. Internal applicants must submit and register their employment applications at the register book in the DSD reception area for the attention of Ms E Steenkamp. DSD reserves the right to cancel the filling/ not to fill a vacancy that was advertised during any stage of the recruitment process.

MANAGEMENT ECHELON

- POST 39/115** : **DIRECTOR: MEDICAL CASE ASSESSMENT AND ADJUDICATION (REF NO: W1/A/2021)**
Chief Directorate: Social Assistance Appeals
- SALARY** : R1 057 326 per annum. This inclusive remuneration package consists of a basic salary, the states' contribution to the Government Employees Pension Fund and flexible portion that may be structured i.t.o. the applicable rules.

- CENTRE REQUIREMENTS** : Harlequins Office Park, Groenkloof
 : A MBChB Degree / B.Cur Degree / BSc Degree in Occupational Therapy or equivalent qualification (NQF level 7) as recognized by SAQA PLUS 5 years' experience at a middle/senior managerial level in the medical assessment or disability management field. Registration with the applicable professional council. Knowledge of i) SASSA Medical Assessment Processes; ii) Disability Management practices and principles; iii) Social Assistance Act and Regulations; iv) Social Development Sector. Competencies: Financial management skills. Project management skills. Communication (verbal, written and liaison) skills. Risk management skills. Planning and organising skills. Strategic capability and leadership skills. Customer care skills. Analytical skills. Monitoring and evaluation skills. Presentation and facilitation skills. Negotiation skills. Computer literacy. Research skills. Problem-solving skills. Coordination skills. Compliance management. Attributes: Assertiveness. Ability to work independently and as part of a team. Compliance. Diplomacy. Ability to work under pressure. Decisiveness. Adaptability. Confident. Accuracy. Compliant. Self-starter. Trustworthiness
- DUTIES** : Manage Medical Case Assessment. Manage and support the Medical Adjudication Process. Provide strategic direction and support to the Medical Appeals Process.
- ENQUIRIES NOTE** : Adv A Brink Tel No: (012) 741 6846
 : In terms of the Chief Directorate's employment equity targets, African males and females as well as persons with disabilities are encouraged to apply.

OTHER POSTS

- POST 39/116** : **MANAGER: SOCIAL WORK POLICY GRADE 1 REF NO: W1/B/2021**
 Directorate: Probation and Child Justice Service
- SALARY** : R794 889 per annum. This inclusive remuneration package consists of a basic salary, the states' contribution to the Government Employees Pension Fund and flexible portion that may be structured i.t.o. the applicable rules.
- CENTRE REQUIREMENTS** : HSRC Building, Pretoria
 : Registration with the South African Council for Social Service Professions (SACSSP) as a Social Worker plus ten (10) years' appropriate experience in social work after registration as Social Worker with the SACSSP of which five (5) years must be appropriate experience in the field of probation and child justice service. Knowledge of quality assurance processes. Competencies needed: Project management skills. Planning and organising skills. Networking skills. Communication (written and verbal) skills. Professional counselling skills. Policy analysis and development skills. Financial management skills. Presentation and facilitation skills. Monitoring and evaluation skills. People management skills. Ability to compile complex reports. Attributes: Good interpersonal relations. Ability to work under pressure. Innovative and creative. Independent thinker. Quality assurance. Ability to work in a team and independently. Cultural sensitivity. Adaptability. Confidentiality. Cost consciousness. Honesty and Integrity.
- DUTIES** : Develop, review, legislation, policies and strategies to determine whether the legislations, polies and procedures are still relevant and comply with current requirements. Monitor implementation of Norms and Standards for Diversion services in provinces. Facilitate transfer of funding to National Bodies. Support implementation of Quality Assurance processes for accredited service providers providing diversion services. Facilitate development of Quality Assurance system for monitoring and evaluation of programmes and services pertaining to the Child Justice Act. Keep up to date with new developments in the social work and management fields. Plan and ensure that social work policy research and development are undertaken. Undertake complex social work research.
- ENQUIRIES NOTE** : Mr NS Maselesele Tel No: (012) 312-7066
 : In terms of the Chief Directorate: Social Crime Prevention and Anti-Substance Abuse's employment equity targets, African, Coloured Indian and White males and Coloured, Indian and White females as well as persons with disabilities are encouraged to apply.

<u>POST 39/117</u>	:	<u>ASSISTANT DIRECTOR: EVENTS MANAGEMENT AND PUBLIC LIAISON</u> <u>REF NO: W1/C/2021</u> Chief Directorate: Communications
<u>SALARY</u>	:	R470 040 per annum
<u>CENTRE</u>	:	HSRC Building, Pretoria
<u>REQUIREMENTS</u>	:	An appropriate recognized Bachelor's Degree/ National Diploma in Communication/Marketing/Public Relations or equivalent qualification plus three years' experience in the field of events and stakeholder affairs. Knowledge of the relevant public service legislation. Knowledge of national and international social political developments. Knowledge and understanding of formal and non-formal communication approaches. Knowledge of corporate and events management. Willingness to travel. Competencies needed: Public relations skills. Networking (internal and external) skills. Analytical and research skills. Communication (written and verbal) skills. Negotiation skills. Programme and project management skills. Financial management skills. Policy analysis and development skills. Service delivery innovation. Problem-solving and change management skills. People management and empowerment skills. Client orientation and customer focus skills. Stakeholder management skills. Presentation and facilitation skills. Attributes: Ability to work under pressure. Innovative and creative. Ability to work in a team and independently. Independently. Independent thinker. Honesty and integrity.
<u>DUTIES</u>	:	Plan, organize, coordinate, monitor and evaluate campaigns and events. Manage the administrative and logistical arrangements of events and campaigns and facilitate adherence to tender procedures. Assist in the development and implementation of the internal communication policy as well as strategic projects and programmes. Maintain sound relationships with all social development stakeholders.
<u>ENQUIRIES</u>	:	Ms M Sibeko Tel No: (012) 312-7496
<u>NOTE</u>	:	In terms of the Chief Directorate' employment equity targets, African females as well as persons with disabilities are encouraged to apply.
<u>POST 39/118</u>	:	<u>BRANCH ADMINISTRATOR REF NO: W1/D/2021</u> Office of the Deputy Director-General: Comprehensive Social Security
<u>SALARY</u>	:	R316 791 per annum
<u>CENTRE</u>	:	Harlequins Office Park, Groenkloof
<u>REQUIREMENTS</u>	:	An appropriate recognised Bachelor's Degree or National Diploma (or equivalent qualification) plus two years' experience in providing administrative support and financial administration services. Knowledge of the relevant Public Service legislation. Knowledge and understanding of i) financial, provisioning and procurement prescripts and procedures; ii) document management, tracking and retrieving of information; and iii) departmental operational policies. Competencies needed: Communication (verbal and written) skills. Computer literacy. Problem-solving skills. Planning and organising skills. Client liaison skills. Office administration skills. Financial administration skills. Coordination skills. Attributes: Friendly and trustworthy. Good interpersonal relations. Accurate. Independent. Assertiveness. Ability to work independently and as part of a team. Ability to work under pressure. Adaptive. Confidentiality. Integrity. Disciplined.
<u>DUTIES</u>	:	Coordinate financial planning, monitoring and reporting processes. Coordinate performance management and development compliance processes. Coordinate inputs, plans and reports for audit queries and risk management. Assist with the coordination of meetings and workshops including the administrative and logistical processes thereof. Support Administrative Assistants with procurement processes and provide advice to ensure compliance with the relevant administrative prescripts attached to their functions.
<u>ENQUIRIES</u>	:	Mr B Khoza Tel No: (012) 741-6918
<u>NOTE</u>	:	In terms of the Branch: Comprehensive Social Security's employment equity targets, Coloured and White males and Coloured females as well as persons with disabilities are encouraged to apply.

POST 39/119 : **SENIOR LABOUR RELATIONS OFFICER: COLLECTIVE BARGAINING**
REF NO: W1/E/2021
Directorate: Labour Relations

SALARY : R316 791 per annum
CENTRE : HSRC Building, Pretoria
REQUIREMENTS : An appropriate Bachelor's Degree/National Diploma in Labour Relations or equivalent qualification plus 1-2 years' experience in the labour relations field. Knowledge of the relevant Public Service legislation (Public Service Act, Public Service Regulations and Public Finance Management Act). Knowledge and understanding of labour relations policies and procedures. Competencies needed: Conflict management skills. Office administration skills. Customer service skills. Policy analysis skills. Communication (written and verbal) skills. Networking skills. Planning and organizing skills. Problem-solving and dispute resolution skills. Investigation skills. Research skills. Analytical skills. Presentation skills. Attributes: Ability to work independently and as part of a team. Ability to work under pressure. Friendliness and helpful. Reliable. Integrity. Adaptability. Innovation and creativity. Diplomatic. Honesty. Interpersonal relations. Independent thinking. Confidentiality.

DUTIES : Render administrative support to the collective bargaining process. Represent the Department at the National Chamber. Monitor the implementation of collective agreements. Facilitate effective functioning of the DBC. Co-ordinate the effectiveness of the practitioner's consultative forum. Facilitate contact and consultative sessions with various stakeholders.

ENQUIRIES : Mr K Shabangu Tel No: (012) 312-7212
NOTE : In terms of the Chief Directorate: Human Capital Management's employment equity targets, Coloured and White males and Coloured females as well as persons with disabilities are encouraged to apply.

POST 39/120 : **SENIOR HUMAN RESOURCE PRACTITIONER REF NO: W1/F/2021**
Sub-Directorate: Human Resource Management

SALARY : R316 791 per annum
CENTRE : HSRC Building, Pretoria
REQUIREMENTS : An appropriate Bachelor's Degree/National Diploma in Human Resource Management (or equivalent qualification) plus three years' experience in the human resource environment. Knowledge of Public Service Act, Public Service Regulations, Basic Conditions of Employment Act, Government Employees Pension Law, Collective Agreements, PERSAL, SMS Handbook, Relevant departmental HR Policies, Financial Manual, OSD for Social Services Professions and related occupations and OSD for legally qualified personnel and applicable directives. Competencies needed: Planning and organizing skills. Computer literacy. Communication (written and verbal) skills. Problem-solving skills. Client orientation and customer focus skills. Ability to apply knowledge and skills to immediate work situation. Ability to accept responsibility for own area of work and those of subordinates. Ability to work independently and as part of a team. Policy development skills. Supervisory skills. Attributes: Friendly. Positive. Participative. Accurate. Compliant. Self-starter. Drive. Initiative. Disciplined. Ability to work under pressure.

DUTIES : Administer recruitment, selection and appointment of employees (capturing applications for advertised posts, perform secretariat function during short listing and interviews, conducting of personnel suitability checks, processing of appointments, transfers, staff movements and probationary appointments). Administer service benefits (leave, PILIR, housing, injury on duty, overtime, long service recognition, recognition of improved qualifications, overtime, relocation, allowances and performance incentives). Administer staff exits. Approve transactions on PERSAL. Quality assure and draft submissions and reports to various delegated authorities. Render an effective advisory and support service to DSD employees on HR practices and policy matters. Supervise human resources/staff (allocate and ensure quality of work, personnel development, assess staff performance and apply discipline).

ENQUIRIES : Mrs E Steenkamp Tel No: (012) 312-7482
NOTE : In terms of the Chief Directorate: Human Capital Management's employment equity targets, Coloured and White males and Coloured females as well as persons with disabilities are encouraged to apply.

- POST 39/121** : **STATE ACCOUNTANT: SALARIES REF NO: W1/G/2021**
 Directorate: Financial Administration and Accounting
- SALARY** : R257 508 per annum
CENTRE : HSRC Building, Pretoria
REQUIREMENTS : An appropriate Bachelor's Degree/ National Diploma in the finance field plus 7 to 8 years' experience as an Accounting Clerk. Knowledge of overall salary administration. Knowledge of the Basic Conditions of Employment Act, Public Finance Management Act, Treasury Regulations, Tax Act, Relevant Departmental Policies, PMDS policy and all other financial legislations. Knowledge and understanding of PERSAL and BAS. Valid driver's license and willingness to travel. Competencies needed: Computer literacy. Communication skills. Planning and organising skills. Problem-solving skills. Business Ethics. Leadership skills. Analytical skills. Accounting skills. Attributes: Friendly. Positive. Confident. Participative. Trusting. Patient. Accurate. Systematic. Adaptable. Disciplined. Independent. Self-starter. Drive. Assertive.
- DUTIES** : Ensure all revenue collections are paid to National Revenue fund before 7th of a month. Ensure confirmation of tax paid to SARS is submitted before 7th of a month. Ensure monthly tax reconciliation is done. Ensure Departmental debt is take-on on the system. Ensure officials receive telephone bills and pay private calls. Ensure salary ledger accounts are cleared timeously. Check, verify and authorized the work of subordinates.
- ENQUIRIES** : Mrs K Moloto Tel No: (012) 312-7467
NOTE : In terms of the Chief Directorate: Financial Management and Administration's employment equity targets, Coloured, Indian and White males and females as well as persons with disabilities are encouraged to apply.

STATISTICS SOUTH AFRICA

Stats SA provides scientific knowledge that enables society to understand complex socio-economic phenomena. It draws its mandate from the Statistics Act, 1999 (Act No 6 of 1999). Stats SA strives to excel in the following five competencies: Intellectual capability to lead the scientific work of statistics, Technological competence for purposes of large-scale processing and for complex computations and accessibility of information to the public, Logistical competence for deployment of (forward and reverse) logistics of large-scale field operations and for strategic choices regarding operational efficiency and cost-effectiveness, Political competence in understanding the political environment without being political or Politicised (commitment of delivery without fear or favour), Administrative competence: The ability of bringing it all together.

- APPLICATIONS** : All applications must be submitted online on the following link: www.statssa.gov.za/recruitment
- CLOSING DATE** : 19 November 2021
- NOTE** : Applications must be submitted online and must be completed in full on all fields including the declaration part. Clear indication of the post and reference number that is being applied for must be stated. A recent, comprehensive CV, specifying all qualifications and experience, with respective dates and copies of qualifications, ID and driver's licence (where applicable) must be uploaded on the system. 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 the interview following communication from HR. General information: Candidates whose appointments promote representativity in terms of race, gender and disability will receive preference. 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. The shortlisted candidate(s) will be required to undergo a Competency Assessment and must be available for interviews at a date and time determined by Statistics South Africa. One of the minimum entry requirement for SMS position is the pre-entry certificate. For more details on the pre-entry course visit: <https://www.thensg.gov.za/training-course/smspre-entry-programme/>. The successful candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests and be subjected to security clearance. Applications that do not comply with the requirements will not be taken into consideration. If you have not received a response from this Department within three months of the closing date, please consider your application unsuccessful. Note: Statistics South Africa reserves the right to fill or not fill the below-mentioned posts.

MANAGEMENT ECHELON

- POST 39/122** : **CHIEF DIRECTOR: NATIONAL ACCOUNTS REF NO: (01/11/21HO)**
- SALARY** : R1 251 183 per annum (Level 14), all-inclusive remuneration package
- CENTRE** : Head Office, Pretoria
- REQUIREMENTS** : An Honours degree in Economics, Econometrics, Accounting, Statistics or related fields. A Master's degree will be advantageous. At least 6 years relevant experience in the compilation of National Accounts. At least 5 years' experience at a senior managerial level. Experience in the 2008 System of National Accounts, as well as other international guidelines and methodologies applicable to the work area e.g. Handbook on quarterly National Accounts as published by the IMF as well as subject specific manuals compiled by the United Nations e.g. SEEA. Advanced computer literacy in MS Office. Experience in Project Management, especially in the field of research. Extensive experience in financial, administrative and performance management. Knowledge of SAS will be an added advantage. A valid driver's license.
- DUTIES** : Lead the production of estimates of quarterly Gross Domestic Product according to the 2008 System of National Accounts and other international standards. Ensure the production of environmental-economic accounts according to the System of Environmental-Economic Accounts and related standards. Manage the production of annual supply and use tables, regional estimates of economic activity as well as value-add products such as satellite accounts. Develop and implement a stakeholder engagement strategy. Provide leadership in the use of statistics for policy development and strategy. Ensure leadership in the management of financial

- and human resources according to the relevant Government guidelines. Lead research into the measurement of emerging issues in the economy.
- ENQUIRIES** : Mr N Jones Tel No: (012) 310-4880. www.statssa.gov.za/recruitment
- POST 39/123** : **CHIEF SURVEY STATISTICIAN – PRIVATE SECTOR FINANCIAL STATISTICS REF NO: (02/11/21HO)**
- SALARY CENTRE REQUIREMENTS** : R1 057 326 per annum (Level 13), (all-inclusive package)
: Head Office, Pretoria
: An Honour's degree in Statistics/ Economics/ Econometrics/ Accounting. Advanced training in SAS. Introduction to Project Management, Introduction to Economic Indicators and Analysis is an added advantage. At least 6 years relevant experience of which 5 years must be at middle management level. Knowledge of Specialist Statistical Techniques. Knowledge of MS Office Suite. A valid driver's license.
- DUTIES** : Develop stakeholder engagement strategy. Ensure the development of the operational plan, survey methodology, questionnaire, data processing system and statistical processing methodology. Oversee the data collection process, training of data collectors and development of training manuals. Perform highly specialised data analysis and editing; and/or oversee the team's analysis and editing. Ensure the development and maintenance of quality standards and data analysis framework. Oversee the development and maintenance of the dissemination plan, compile publication and clearance documents. Ensure the development and maintenance of detailed sources and methods documentation. Manage budget and other resources.
- ENQUIRIES** : Mr N Jones Tel No: (012) 310-4880. www.statssa.gov.za/recruitment
- POST 39/124** : **DIRECTOR: MORTALITY AND CAUSES OF DEATH REF NO: (03/11/21HO)**
- SALARY CENTRE REQUIREMENTS** : R1 057 326 per annum (Level 13), (all-inclusive package)
: Head Office, Pretoria
: A three-year tertiary qualification (NQF 7 SAQA recognised) in Demography/ Statistics or Health related fields. Training in Project Administration/ Human Resources/ Financial Management/ Strategic Management is essential. At least six years' relevant experience in Health Management, working with International Classification of diseases and related problems, managing the development and implementation processing systems and Morbidity and mortality differentials and determinants, of which five (5) years must be at a middle management level. Knowledge of population studies, research and health related fields. Ability to work with large datasets and databases. Knowledge of MS Office Suite. A valid driver's license.
- DUTIES** : Manage the acquisition and storage of Death Notification Forms (DNF). Manage the digitalisation of Death Notification Forms. Manage the coding and the derivation of mortality and causes of death. Ensure development of operational plans, policies and procedures within the directorate. Represent the organisation in various health related fora regarding mortality statistics. Manage staff and other resources for the directorate.
- ENQUIRIES** : Ms L Dooka Tel No: (012) 310-0161. www.statssa.gov.za/recruitment

DEPARTMENT OF TRADE INDUSTRY AND COMPETITION

- APPLICATIONS** : can be submitted: By post to the Registry Office, The Department of Trade Industry and Competition, Private Bag x84, Pretoria, 0001; Hand-delivered to the dtic Campus, corner of Meintjies and Robert Sobukwe Streets, Sunnyside, Pretoria; or go to: <http://www.thedtic.gov.za> and click on the "Careers" link to submit an online application.
- CLOSING DATE** : 19 November 2021
- NOTE** : Applications submitted must be accompanied by copies of qualifications, ID (Certification is not required), curriculum vitae and a signed form Z83 (as amended November 2020), obtainable from any Public Service Department or on the internet at www.gov.za/documents. The dtic is an equal opportunity affirmative action employer. Shortlisted candidates will be subjected to a technical exercise and the selection panel for SMS position will further recommend candidates to attend a generic managerial competency-based assessment. Background verification, social media checks and security vetting will form part of the selection process and successful candidates will be subjected to security vetting. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Applications received after the closing date will not be considered. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful. The dtic reserves the right not to fill any advertised position(s).
- OTHER POST**
- POST 39/125** : **MANAGER: VERIFICATION SERVICES REF NO: (SID&ETB-105)**
Overview: To implement functions of regulating verification professionals.
- SALARY** : R733 257 per annum, Level 11, (all-inclusive remuneration package)
- CENTRE** : Pretoria
- REQUIREMENTS** : Mandatory Requirements: A three-year National Diploma/B. Degree in Public Administration / Business Administration/Social Sciences / Economic Sciences or Law. 3-5 years relevant managerial experience in verification services. Experience in inspections / Investigations / Compliance will be an added advantage. Skills/Knowledge: Good communication skills (verbal and written). Computer literacy (MS Suite). Project management skills, presentation skills, planning and organising skills. Sound interpersonal relations. Time Management skills. Analytical and report writing skills. Knowledge of PFMA, B-BBEE Act and King III Report on Corporate Governance will be an added advantage.
- DUTIES** : Develop verification policies, systems and procedures: Conduct research and develop verification policies, systems and procedures. Implement verification policies, systems and procedures. Review verification policies, systems and procedures. Conduct verification inspections on practitioners: Establish a database of verification inspections. Develop inspection programmes and checklists. Conduct verification inspections. Recommend the nature of support to be provided to address challenges experienced in conducting verification inspections. Review and quality assure reports on verification inspections conducted. Capture new users (verification agencies) on the system. Respond to queries relating to the system/user issue. Conduct Quality Assurance of the BEE Certificates and related information captured on the portal. Provide reports on the portal information. Implementation of corrective measures against verification practitioners: Report on identified non-compliant verification practitioners. Recommend penalties to be imposed on verification practitioners. Impose penalties on non-compliant verification practitioners. Institution of legal action. Monitor and report quarterly on trends: Review and quality assure quarterly reports on the number of verification practitioners, non-compliant as well as actions taken against non-compliant verification practitioners. Manage the resources of the sub-division: Manage the human resources of the sub-division. Account for allocated assets. Provide inputs into the strategic planning of the unit and execution of the operational plan.
- ENQUIRIES** : Should you have enquiries or experience any problem submitting your application contact the Recruitment Office on Tel No: 012 394 1809/1835

DEPARTMENT OF WATER AND SANITATION

CLOSING DATE
NOTE

- : 22 November 2021
- : 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.

MANAGEMENT ECHELON**POST 39/126**

- : **DIRECTOR: INFRASTRUCTURE DEVELOPMENT AND MAINTENANCE**
REF NO: 221121/01
Branch: Provincial Coordination And International Cooperation: Limpopo

SALARY
CENTRE
REQUIREMENTS

- : R1 057 326 per annum, (all-inclusive salary package)
- : Polokwane Provincial Office
- : A Degree in Civil Engineering / Project Management (NQF level 7). Six (6) to ten (10) years' experience in water sector environment of which five (5) years should be at Middle/Senior Managerial level. At least 10 years Project Management Experience. A valid drivers license (Attach a copy). Registration as a Professional Engineer / Technologist with the Engineering Council of South Africa (ECSA) will be an added advantage. Understanding of stakeholder management. Knowledge and experience in drafting of agreements. Knowledge and understanding of PFMA knowledge and experience in governance practices. Decision making. Strategic Capability and Leadership. Experience in financial management Change management. Service Delivery Innovation (SDI) Problem solving and analysis. People management and empowerment Client orientation and customer focus

Accountability and ethical conduct Driver's License and willingness to travel and work for extended hours.

DUTIES : Develop policies on Regional Bulk Infrastructure Grant (RBIG) and Water Services Infrastructure Grant (WSIG) for the component. Ensure that policies on RBIG and WSIG are aligned to strategic plan. Implement water policies for regulation of bulk water supply. Facilitate and support the implementation of RBIG programme for the Regional Bulk water supply and sanitation projects implemented in the regions. Ensure that various water sectors are consulted on water issues. Compile monthly reports. Support the development of provincial sector plans and their alignment to RBIG programme. Ensure that the needs of the business sector are catered for on bulk water infrastructure programmes. Promote partnerships between government, public entities, private sector and civil society regarding RBIG programmes. Ensure effective stakeholder management regarding water issues. Assure that RBIG and WSIG projects are budgeted for on Medium Term Expenditure Framework. Compile budget for implementation of RBIG and WSIG projects. Early warning system management. Ensure that budgeted funds are used properly. Ensure that monitoring and evaluation for bulk infrastructure programme is conducted in the Regions Compile reports on monitoring and evaluation Ensure project is carried out as planned.

ENQUIRIES APPLICATIONS : LT Kobe Tel No: 015 290 1208

FOR ATTENTION : Polokwane: Please email your application quoting the relevant reference number on the subject line to Recruitment@dws.gov.za
Ms L Mabile

OTHER POSTS

POST 39/127 : **CONTROL ENGINEERING TECHNICIAN GRADE A REF NO: 221121/02**
Branch: Infrastructure Management: Head Office
Dir: Civil Engineer - Dam Design

SALARY CENTRE REQUIREMENTS : R446 202 per annum, (OSD)
Pretoria (Head Office)
A National Diploma in Civil Engineering or relevant qualification. Six (6) years post qualification technical (Engineering) experience. Compulsory registration with ECSA as a Professional Engineering Technician. A valid driver's license. (Attach copies). Experience in Project Management. Knowledge of technical design and analysis. Understanding of Finance and Supply Chain Management. Research and development. Knowledge of legal compliance. Understanding of SAP. Computer-aided engineering applications. Technical report writing. Problem solving and analysis. Team work. Creativity. Customer focus. Excellent communication skills. Good computer skills. People management, planning and organizing.

DUTIES : Provide support to Engineers and Engineering Technologists in technical office for water infrastructure projects. Demonstrate knowledge of legal compliance for civil engineering projects. Implement and maintain the appropriate communication channels and liaise with internal and external stakeholders. Solicitation, composition and consolidation of reports as required. Provide project management and project administrative coordination support services. Develop, implement and maintain databases. Supervise and control technical and related personnel and assets. Research/literature studies on technical engineering technology to improve expertise. Manage administrative functions, financial management, revenue management and general administration as well as personnel development and management. Improve the Department's capacity to deliver quality services.

ENQUIRIES APPLICATIONS : Mr. E. Koadibane Tel No: 012 336 7694
Head Office (Pretoria): Please email your application quoting the relevant reference number on the subject line to recruitment@dws.gov.za

FOR ATTENTION : Ms. L Mabile

POST 39/128 : **ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: 221121/03**
Branch: Infrastructure Management: Northern Operations
This is a re-advertisement, applicants who previously applied must re-apply

SALARY CENTRE : R376 596 per annum (Level 09)
Hartbeespoort

- REQUIREMENTS** : A three year tertiary qualification in Supply Chain Management at NQF level 7. Three (3) years relevant supervisory experience in Supply Chain Management (demand, acquisition, logistics and contract management). The following skills, knowledge and attributes are required: Knowledge and understanding of Preferential Procurement Policy Framework Act, BBBEE, PFMA and Treasury Regulations; Knowledge of Supply Chain Management Regulations, Practice Notes, Circulars, Policy Framework and other Public sector supply chain management models and processes; Computer Skills, People management skills; Research and analytical skills; Project management skills; Financial management skills; Client orientation and customer focus skill; Presentation and facilitation skills; Communication (written and verbal) skills. Knowledge of contract management and Knowledge of strategic sourcing. A valid driver's license required (attach proof). A successful candidate will be required to travel extensively as the role involves supporting area offices. Knowledge of SAP will be an added advantage.
- DUTIES** : Manage Demand and Acquisition Services for the whole Northern Cluster. Manage Demand analysis processes in the Cluster office as well as the Area Offices. Manage strategic sourcing. Manage Supplier Database while ensuring that all procurement is done with suppliers listed in the National Treasury Central Supplier Database (CSD). Render contract management services including ensuring that all contracts are vetted by Legal Services. Provide regular feedback on the performance of suppliers. Support the various Cluster Bid Specification, Evaluation and Adjudication Committees. Provide advice and guidance with regard to demand management by developing and implementing procurement/demand plan. Assist and provide advise with the drafting of specifications and interact with business units requiring specific goods and services. Ensure the implementation of all procurement processes and procedures. Manage the relationship between the Cluster and its different categories of service providers. Manage the procurement processes in accordance with the PPPFA, related regulations and instruction notes and generally recognized financial practices to ensure the achievement of strategic objectives. Manage and assist in the compilation of bid documents. Manage Logistics Services. Manage Inventory. Manage the process of Requisitions. Manage the issuing of Purchase Orders. Manage Stores & Warehouse. Manage the Stock-taking processes. Prepare and compile the relevant financial information for reporting purposes (reporting on procurement progress against plan; irregular, fruitless and wasteful, unauthorized expenditures incurred in the Cluster and area Offices and consequence management implemented on same). Ensure the achievement of operational targets. Manage SCM personnel to ensure that all contribute towards achievement of Cluster and departmental goals. Ensure continuous monitoring and evaluation of compliance to SCM frameworks and standards. Manage the audit process in the Cluster (internal, external and other ad hoc audits).
- ENQUIRIES** : Mr. SA Ngobe Tel No: 012 200 9024
- APPLICATIONS** : Hartbeespoort Please email your application quoting the relevant reference number on the subject line to HBPrecruitment@dws.gov.za
- FOR ATTENTION** : Mr S Murunzi
- POST 39/129** : **ASSISTANT DIRECTOR: HUMAN RESOURCE DEVELOPMENT REF NO: 221121/04**
Branch: Provincial Coordination And International Cooperation: North West
- SALARY** : R376 596 per annum (Level 09)
- CENTRE** : Mmabatho
- REQUIREMENTS** : A National Diploma or Degree in Human Resources Development or equivalent relevant qualification. Three (3) to five (5) years experience in Human resources development environment at Supervisory level 8. A valid driver's licence (Attach copies). Knowledge of policy development and implementation, Knowledge of Human Resources Development, Disciplinary knowledge in HRD, Understanding of Government legislations and Financial management and knowledge of PFMA. Knowledge of techniques and procedures for the planning and execution of operations, Programme and Project Management, Knowledge of relationship management, Problem solving and analysis, People and Diversity Management, Client Orientation and Customer Focus, Accountability and Ethical Conduct, Knowledge of analytical procedures, Computer literacy, communication skills (both written and verbal) and report writing skills.

DUTIES : Implementation of Performance Development Management System, Assist with the PMDS awareness and education workshops, Assist with development of performance agreements, Liaise with line managers on PMDS compliance, Draft PMDS status reports and Co-ordination of PMDS reviews for non-SMS employees. Implementation of Human Resources Development (HRD) strategy, Implementation of Skills Development Committees, Co-ordinate inputs for review of HRD strategy, Implementation of HRD strategy and Monitoring of HRD strategy outcomes. Implementation of Workplace Skills Plans (WSP), Liaise with SDC for inputs, Development of WSP, Implementation of WSP (WSP awareness workshops) and Preparation of monthly/ quarterly / annual WSP / Training reports. Implementation of Training programmes for the Department, Presentation of induction / orientation sessions, Facilitation of Adult Basic Education and Training programmes, Conduct training sessions and administration of departmental bursary scheme.

ENQUIRIES : MJ Ntwe Tel No: 0826574685

APPLICATIONS : North West: (Mmabatho) Please email your application quoting the relevant reference number on the subject line to NWRrecruitment@dws.gov.za

FOR ATTENTION : Mr. MJ Ntwe

POST 39/130 : **ASSISTANT DIRECTOR: HUMAN RESOURCE DEVELOPMENT REF NO: 221121/05**
Branch: Corporate Support Services
Dir: Human Resource Development

SALARY : R376 596 per annum (Level 09)

CENTRE : Pretoria (Head Office)

REQUIREMENTS : A National Diploma or Degree in Human Resource Development / Management. Three (3) to five (5) years supervisory experience in Human Resources Development environment. A valid driver's license (Attach a copy). Knowledge and understanding of PERSAL will be an added advantage (Attach a copy). Knowledge of policy development and implementation. Knowledge of Human Resources Development. Knowledge and understanding of HR prescripts, legislatives and directives. Knowledge in implementing needs analysis (WSP-Organisational). Knowledge in identifying, designing and developing training interventions. Knowledge in analysing and prioritising needs identified on training development. Knowledge in identifying scarce skills in the Department. Knowledge in convening bursary allocation. Programme and Project Management. People and Diversity Management. Computer literacy (MS Word, Excel and PowerPoint). Good verbal and written communication skills.

DUTIES : Provide input in the development of HRD policy and strategy. Analyse human resource development trends. Implementation of HRD strategic objectives. Knowledge of development and implementation of the workplace Skills Plan. Conduct Departmental training needs analysis. Facilitate Work Skills Plan workshops nationally and in regions. Implementation of HRD programmes (Transversal Training, Leadership and Capacity Development, Development of Professionals, Bursary Scheme, Recognition of Improved Qualifications, AET and Recognition of Prior Learning). Liaise with SETAs. Liaise with professional bodies. Coordinate and conduct Induction programme. Conduct training impact analysis. Manage HRD information data accurately. Make monthly reports available for managers. Development of all the training schedule. Conduct awareness sessions on all training and development programmes. Coordinate training interventions for SMS members. Implement Leadership development programmes for no-SMS. Provide expert advice to managers on the implementation of HRD interventions. Monitor policy implementation. Conduct research on the latest development on HRD issues. Monitor and evaluate the implementation of PMDS. Coordinate implementation of poor performance management plan.

ENQUIRIES : Mr MJ Rooi Tel No: 012 336 7752

APPLICATIONS : Head Office (Pretoria): Please email your application quoting the reference number on the subject line to recruitment@dws.gov.za

FOR ATTENTION : Ms. L Mabole

POST 39/131 : **ASSISTANT DIRECTOR: INTERNAL CONTROL REF NO: 221121/06**
Branch: Provincial Coordination And International Cooperation: Kwa-Zulu
Natal

SALARY : R376 596 per annum (Level 09)
CENTRE : Durban
REQUIREMENTS : A tertiary qualification in Auditing or Accounting at NQF level 7. Three (3) to five (5) years internal Control or Auditing experience at supervisory level. Extensive knowledge of BAS, SAP, LOGIS, PERSAL. Computer Literacy (MS Word, MS Excel, PowerPoint and MS Access) A valid Driver's License (Attach certified copy). Knowledge of the Treasury Regulations, Public Finance Management Act (PFMA), DORA GRAP/GAAP. Problem solving, Analysis, Report writing and strategic thinking skills. Persuasiveness, flexibility, personal and motivation.

DUTIES : Assess the control environment, risk management and governance processes of the department. Co-ordinate of external and internal Audits in compliance with the Standard for Professional Practice of Internal Auditing. Mitigating, monitor and report on Irregular expenditure, unauthorized expenditure and Fruitless & Wasteful Expenditure. Document all findings on standard audit working papers. Compile audit reports. Perform follow-up reviews to ensure that agreed action plans have been implemented. Ensure compliance with internal controls, prescripts and legislation relevant to finance and procurement. Verify correctness of document prior to effecting payments. Identify risk and suggest corrective measures. Monitor expenditure against budget allocation. Maintain updated signature specimens of authorised signatories. Build relationships with internal and external auditors and other assurance providers. Conduct special investigations, inspections and audit co-ordination. Assessing the Performance of Officials in the unit (PMDS)

ENQUIRIES : Ms. PV Mkhize Tel No: 031 336 2700
APPLICATIONS : Durban: Please forward your applications quoting the reference number to the:
Provincial Head: KwaZulu-Natal, Department of Water and Sanitation, Private Bag X54304, Durban, 4000.

FOR ATTENTION : The Manager (Human Resources)

POST 39/132 : **ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: 221121/07**
Branch: Provincial Coordination And International Cooperation: Kwa-Zulu
Natal

SALARY : R376 596 per annum (Level 09)
CENTRE : Durban
REQUIREMENTS : A tertiary qualification in Supply Chain Management / Finance at NQF level 7. Three (3) to five (5) years working experience in supply chain acquisition, logistic and demand management at supervisory level. A valid driver's license (Attach a copy). 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 and preferential procurement policy framework Act. 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 relation skills.

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. Assessing the Performance of Officials in the unit (PMDS)
<u>ENQUIRIES</u>	:	Ms PV Mkhize Tel No: 031 336 2700
<u>APPLICATIONS</u>	:	Durban: Please forward your applications quoting the reference number to the: Provincial Head: KwaZulu-Natal, Department of Water and Sanitation, Private Bag X54304, Durban, 4000.
<u>FOR ATTENTION</u>	:	The Manager (Human Resources)
<u>POST 39/133</u>	:	<u>ASSISTANT DIRECTOR: ASSET MANAGEMENT REF NO: 221121/08</u> Branch: Provincial Coordination And International Cooperation: Kwa-Zulu Natal
<u>SALARY</u>	:	R376 596 per annum (Level 09)
<u>CENTRE</u>	:	Durban
<u>REQUIREMENTS</u>	:	A tertiary qualification in Supply Chain Management, Public Management or Finance at NQF level 7. Three (3) to five (5) years working experience in the area of Asset Management at supervisory level. A valid driver's license (certified copy attached). Knowledge of the Public Finance Management Act (PFMA), Asset Management Framework and Treasury Regulations. Procurement Framework and other relevant legislation. Must be able to work on BAS and LOGIS systems. Computer literacy with sound knowledge of the MS Office suite preferably Excel. Demonstrate leadership/ interpersonal relationship and asset management skills. Good client service orientation skills. Ability to monitor and check information as well as set up and maintain information system. Excellent Interpersonal relations.
<u>DUTIES</u>	:	Implementation of Asset Management Policies and Procedures in the Department. Ensure that assets are properly accounted for in the Asset Register and complies with National Treasury Guidelines. Update new additions, movements, transfers and disposals. Reconcile BAS with the Asset Register on monthly basis. Monitor all entries made on the Asset Register as per minimum requirements. Retiring of all losses and disposed assets in the register. Update inventory lists. Ensure that asset policies and procedures guidelines are implemented and ensure compliance thereof. Ensure that the Department's asset requirements are included in the budget. Perform quarterly asset count. Conduct physical verification of movable assets and reconcile against the Asset Register. Implement and manage registers for Finance Leases. Review the existence of Finance Leases and report monthly reconciliation between Bas and amortization tables versus the Finance Leases register. Ensure reconciling items are cleared. Ensure proper interim and annual reporting and reconciliations. Quality assurance of asset management processes. Assessing the Performance of Officials in the unit (PMDS)
<u>ENQUIRIES</u>	:	Ms. PV Mkhize Tel No: 031 336 2700
<u>APPLICATIONS</u>	:	Durban: Please forward your applications quoting the reference number to the: Provincial Head: KwaZulu-Natal, Department of Water and Sanitation, Private Bag X54304, Durban, 4000.
<u>FOR ATTENTION</u>	:	The Manager (Human Resources)
<u>POST 39/134</u>	:	<u>CONTROL ASSISTANT TECHNICAL OFFICER (SCIENTIFIC SUPPORT) REF NO: 221121/09</u> Branch: Water Service Management SD: Hydrological Information
<u>SALARY</u>	:	R316 791 per annum (Level 08)
<u>CENTRE</u>	:	Pretoria (Head Office)
<u>REQUIREMENTS</u>	:	A Senior / Grade 12 certificate with Mathematics / Mathematics Literacy / Science. Ten (10) years' experience in surface or groundwater technical environment i.e. collecting and processing of water related data. A valid driver's license (attach a copy). High level in computer literacy in Microsoft Excel and Word. Ability to use data management system. Knowledge of surface water monitoring instruments and data or groundwater data processing and

administration. Knowledge and understanding of hydrological or geo-hydrological processes and the relevant database and or systems. Knowledge of relevant equipment's and OHS. Understanding of tendering processes, purchasing and materials. Problem solving and analysis. Good interpersonal relations, organizational skills, technical report writing skills and understanding of relevant software. Good communication skills both (verbal and written). Willingness to travel.

DUTIES : Assist in the auditing of hydrological data (stream flow data / surface water levels data, evaporation and rainfall data etc). Must be able to use data and information systems to perform duties (data auditing, data quality control and data dissemination). Provide technical assistance in the archiving of hydrological data. Assist with dissemination of hydrological data and information to various stakeholders. Assist in dam balance calculation and verification of dam recipes. Assist in the compilation of state of national dams, bulletin (report) on a weekly basis and ensure timely circulation and publication to internal and external stakeholders.

ENQUIRIES APPLICATIONS : Ms P Nemaxwi Tel No: 012 336 8332
: Pretoria (Head Office): Please email your application quoting the relevant reference number on the subject line to Recruitment@dws.gov.za

FOR ATTENTION : Ms. L Mabile

POST 39/135 : **SENIOR STATE ACCOUNTANT: INTERNAL CONTROL REF NO: 221121/10**
Branch: Provincial Coordination And International Cooperation: Kwa-Zulu Natal

SALARY CENTRE REQUIREMENTS : R316 791 per annum (Level 08)
: Durban
: A National Diploma or Degree in Accounting / Auditing. Two (2) Three (3) years relevant experience in internal control / internal Auditing / risk management environment. Supervisory experience. Knowledge and understanding of financial Legislation, policies, practices and procedures. Knowledge and understanding of financial prescripts such as DORA, Treasury Regulations and PFMA. Extensive knowledge of BAS, SAP, LOGIS, and PERSAL systems. Problem solving and analysis. People and diversity management. Client orientation and customer focus. Good communication skills (verbal and written). Accountability and ethical conduct. Computer Literacy (MS Excel, MS Word, MS power point & MS Access), Good presentation skills, Ability to work independently and under pressure. A valid driver's licence and the willingness to travel.

DUTIES : Implement Internal Controls and compliance procedures and guidelines. Ensure compliance with legislative requirements. Compile gift register, perform risk analysis and risk identification. Compile Irregular expenditure and Fruitless & Wasteful expenditures reports. Perform pre-audit checks on all documents. Administration and co-ordinate audit related activities. Conduct regular spot checks. Assist management with investigations into fraud, corruption and theft in the Provincial office. Promote the culture of professionalism.

ENQUIRIES APPLICATIONS : Ms. N. Nyangintsimbi Tel No: 031 336 2700
: Durban: Please forward your applications quoting the reference number to the: Provincial Head: KwaZulu-Natal, Department of Water and Sanitation, Private Bag X54304, Durban, 4000.

FOR ATTENTION : The Manager (Human Resources)

POST 39/136 : **SENIOR STATE ACCOUNTANT: MANAGEMENT ACCOUNTING REF NO: 221121/11**
Branch: Provincial Coordination And International Cooperation: Kwa-Zulu Natal

SALARY CENTRE REQUIREMENTS : R316 791 per annum (Level 08)
: Durban
: A National Diploma or Degree in Financial Management. Two (2) Three (3) years relevant experience. Supervisory experience. Knowledge and understanding of financial Legislation, policies, practices and procedures. Knowledge and understanding of financial prescripts such as DORA, Treasury Regulations, PFMA and GRAP/GAAP. Good knowledge of BAS, LOGIS and Persal systems. Departmental policies and procedures. Framework for managing performance information. Problem solving and analysis. People and

diversity management. Client orientation and customer focus. Computer Literacy (MS Excel, MS Word, Ms power point & MS Access), Good communication skills (Verbal & Written). Accountability and ethical conduct. Good presentation skills. Ability to work independently and under pressure. A valid driver's licence (certified copy attached)

DUTIES : Provide assistance to clients regarding general budgeting and financial reporting requirement. Assist in compilation of Medium term expenditure framework (MTEF) and Estimate of National Expenditure (ENE). Responsible for budget capturing in Basic Accounting Systems (BAS), Perform Budget controlling such as Cash Flow, In Year Monitoring (IYM) and ensuring monthly Regional budget meetings take place. Provide inputs in Regional Business plan. Manage Adjustment budget Process. Prevent Misallocation and misclassification of expenditure. Supervision of staff.

ENQUIRIES APPLICATIONS : Mr. M Vuthela Tel No: 031 336 2700
: Durban: Please forward your applications quoting the reference number to the: Provincial Head: KwaZulu-Natal, Department of Water and Sanitation, Private Bag X54304, Durban, 4000.

FOR ATTENTION : The Manager (Human Resources)

POST 39/137 : **SENIOR STATE ACCOUNTANT: FINANCIAL ACCOUNTING REF NO: 221121/12**
Branch: Provincial Coordination And International Cooperation: Kwa-Zulu Natal

SALARY CENTRE REQUIREMENTS : R316 791 per annum (Level 08)
: Durban
: A National Diploma or Degree in Financial Management. Two (2) Three (3) years relevant experience. Supervisory experience Knowledge and understanding of financial legislation, policies, practices and procedures. Knowledge and understanding of financial prescripts such as DORA, Treasury Regulations, PFMA and GRAP/GAAP. Good knowledge of LOGIS, BAS and PERSAL systems. Framework for managing performance information. Problem solving and analysis. People and diversity management. Client orientation and customer focus. Good communication skills (verbal & written). Accountability and ethical conduct. Computer Literacy (MS Word, MS Excel, MS power point and MS Access). Good presentation skills. A valid driver's licence (certified copy attached)

DUTIES : Financial responsible of all Earmarked funding including compiling Cash flow, Accruals and commitment. Authorize of S&T claims, Overtime Claims and other allowances on PERSAL. Authorize of payments on LOGIS and BAS. Authorize changes of banking details. Monitoring the routing process of invoices. Reconciliation of major accounts. Compile the 30 days Non-Compliance monthly report. Maintaining controls to ensure the integrity of all data entered to PERSAL. Checking and validating payroll administration. Oversee the petty Cash processing and monthly Reconciliation. Ensuring the distribution of IRP5's to all staff members within the Provincial Office. Perform supplementary reconciliations. A Handle the suspense account/s and do follow-ups on outstanding debts. Certify of BAS Maintenance Entity form. Supervision of staff.

ENQUIRIES APPLICATIONS : Ms. N Nyangintsimbi Tel No: 031 336 2700
: Durban: Please forward your applications quoting the reference number to the: Provincial Head: KwaZulu-Natal, Department of Water and Sanitation, Private Bag X54304, Durban, 4000.

FOR ATTENTION : The Manager (Human Resources)

POST 39/138 : **SENIOR PROVISIONING ADMINISTRATION OFFICER: ASSET MANAGEMENT REF NO: 221121/13**
Branch: Provincial Coordination And International Cooperation: Kwa-Zulu Natal

SALARY CENTRE REQUIREMENTS : R316 791 per annum (Level 08)
: Durban
: A National Diploma or Degree in Finance. Three (3) to five (5) years working experience in the area of Asset Management. A valid driver's license (Attach a copy). Knowledge of the Public Finance Management Act (PFMA), Treasury Regulations, Procurement Policies and Procedures, Asset Management Framework. Knowledge on BAS and LOGIS systems. Financial Management

skills, Good communication skills (verbal and written) Good Presentation skills and Excellent Interpersonal relations skills. Knowledge of Computer Literacy (MS Word, MS Excel, PowerPoint and MS Access)

DUTIES : Verify the existence of assets. Ensure Barcoding of new assets. Ensure that all movements of assets are updated. Ensure that the asset register is updated regularly. Update and maintain the asset and leased registers on a weekly basis. Ensure that correct economic classifications are used on BAS. Update inventory list. Assist in the implementation and management of registers for leased assets. Assist in implementing and monitoring acquisitions, disposal and losses of assets. Report lost assets and conduct internal investigation on losses and ensure that proper compliance. Verify the existence of Finance Leases and prepare monthly reconciliation between Bas and amortization tables versus the Finance Leases register. Determine a disposal strategy for redundant, obsolete and unserviceable assets. Ensure effective control over the safekeeping, utilization and maintenance of departmental assets. Keep appropriate records and maintain systems to produce accurate and reliable inputs for the Interim and Annual Financial Statements. Supervision of staff

ENQUIRIES APPLICATIONS : Ms. PV Mkhize Tel No: 031 336 2700

FOR ATTENTION : Durban: Please forward your applications quoting the reference number to the: Provincial Head: KwaZulu-Natal, Department of Water and Sanitation, Private Bag X54304, Durban, 4000.
The Manager (Human Resources)

POST 39/139 : **GISC TECHNICIAN PRODUCTION GRADE A - C REF NO: 221121/14**
Branch: Provincial Coordination And International Cooperation: Kwa-Zulu Natal

SALARY : R311 859 – R473 574 per annum, (Offer will be based on proven years of experience)

CENTRE : Durban

REQUIREMENTS : A National Diploma in GISc, Cartography or relevant qualification. Three (3) years' post-qualification technical (GISc) experience. Compulsory registration with the South African Geomatics Council (SAGC) as GIS (Attach proof). A valid driver's license (Attach a copy). Computer literacy Geographic Information Systems skills. An understanding of GIS standards and projections. An understanding GIS technologies, such as GPS, photogrammetry and remote sensing and principles of cartography. Communication and interpersonal skills. Analytical skills.

DUTIES : Capture, validate and maintain spatial data using a Geographic Information System (GIS); Produce customized maps; Undertake spatial analysis; Develop relational databases and maintain Geo-databases structure in accordance with DWA standards; Enter and regularly revise all metadata in a data catalogue in accordance with DWA standards and ensure that all electronic data is regularly backed-up. Expand and improve the regional database by identifying gaps and sources of additional water sector data in the region. Generate the production of spatial information in map format by performing customized queries on the GIS and related database. Add to electronic data through capturing of data by means of digitizing from paper maps, GPS technology and aerial photo and satellite images when required. Assess digital database to ensure a high level of accuracy of data available at all time. Design and implement a data quality improvement plan. Assess and process the application received from the public requesting Government information thus ensuring the effective implementation of promotion of access to Information Act. Provide GIS support; Co-ordinate data projects and contracts; Conduct relevant research and development; Implement GIS standards. Setting standards and specifications for cadastral data. Support Regional office staff support. Administrative responsibilities such as maintaining a record of monthly log sheet for GIS task, GIS equipment and stock level of GIS consumables.

ENQUIRIES APPLICATIONS : Ms LM Matshaya Tel No: 031 336 2700

FOR ATTENTION : Durban: Please forward your applications quoting the reference number to the: Provincial Head: KwaZulu-Natal, Department of Water and Sanitation, Private Bag X54304, Durban, 4000.
The Manager (Human Resources)

POST 39/140 : **ENVIRONMENTAL OFFICER GRADE A-C WATER USE REF NO: 221121/15 (X3 POSTS)**
Branch: Provincial Coordination And International Cooperation: Kwa-Zulu Natal

SALARY : R273 739 – R473 574 per annum, (Offer will be based on proven years of experience)

CENTRE : Durban

REQUIREMENTS : A National Diploma in Environmental Management or Natural Sciences. One (1) year working experience including internship or experiential learning will be an added advantage. A valid driver's license (Attach a copy). Sound knowledge of integrated water resource management and water resource protection. Knowledge and understanding of the water sector: relevant legislations (NWA, CARA and NEMA, MPRDA) together with the related policies, regulations, principles, guidelines, tools and procedures; policy development, implementation and monitoring. Skills and experience in management of human resources. Excellent communication skills including verbal, report writing, presentation skills. Sound interpersonal skills as well as the ability to work in a multi-disciplinary team. Willingness to work abnormal hours and under pressure as well as travel country-wide. Proven liaison and networking skills especially as they relate to Corporative Governance and stakeholder engagement.

DUTIES : Assess completeness of WULAs & conduct site inspections. Liaise with clients and other stakeholders to obtain outstanding information during WULA assessments. Requesting of scientific input within the Department using the specified templates. Access and evaluate Hydrological and Environmental information with regard to licence applications. Assist in development of policies and guidelines for the implementation of National Water Act (NWA), 36 of 1998, with regard to water use sector. Final assessment of information submitted by Water Use Licence Applicants and input from internal specialists. Drafting record of recommendations (RoRs) and resultant decision documents. Draft licence conditions to control/mitigate the negative impacts of water uses. Assist on responding to queries from clients within and outside the department.

ENQUIRIES : Ms C Moonsamy Tel No: 031 336 2700

APPLICATIONS : Durban: Please forward your applications quoting the reference number to the: Provincial Head: KwaZulu-Natal, Department of Water and Sanitation, Private Bag X54304, Durban, 4000.

FOR ATTENTION : The Manager (Human Resources)

POST 39/141 : **CHIEF ADMINISTRATION CLERK (TRANSPORT) REF NO: 221121/16**
Branch: Provincial Coordination And International Cooperation: Kwa-Zulu Natal

SALARY : R257 508 per annum (Level 07)

CENTRE : Durban

REQUIREMENTS : A Senior/Grade 12 certificate. Three (3) to five (5) years' experience in administration. Three (3) year's experience in fleet and travel management. Computer literacy in MS word, Outlook, Excel and Power point. Thorough knowledge of prescriptions and policies applicable to transport in the Public Service. Basic knowledge of PFMA, Treasury Regulations. Knowledge of Road Traffic Act 1996 (Act 93 Of 1996) Good verbal and written communication and interpersonal skills. A valid driver's license (copy attached). People and Diversity Management. Time Management, Client Orientation and Customer Focus. Accountability and Ethical Conduct. Problem Solving Skills and decision making. Ability to interpret policies.

DUTIES : Assist in management of departmental fleet and subsidized vehicles. Compile and maintain the subsidized and Government fleet asset register. Ensure compliance to policies and prescripts regulating the use of Government transport. Conduct inspections of Government vehicles on a regular basis. Reconcile monthly billings. Arrange accommodation and flight bookings through service providers. Sensitize employees with regard to transport policies. Conduct test driving on new drivers Supervision of staff. Provide effective office services to the section. Render general clerical support services for Auxiliary Services Unit. Perform a variety of general administration duties i.e. Typing letters, notices, minutes, etc. Work abnormal hours.

ENQUIRIES : Ms. N Govender, Tel No: 031 336 2700

APPLICATIONS : Durban: Please forward your applications quoting the reference number to the:
Provincial Head: KwaZulu-Natal, Department of Water and Sanitation, Private
Bag X54304, Durban, 4000.

FOR ATTENTION : The Manager (Human Resources)

POST 39/142 : **ACCOUNTING CLERK REF NO: 221121/17 (X2 POSTS)**
Branch: Provincial Coordination And International Cooperation: Kwa-Zulu
Natal

SALARY : R173 703 per annum (Level 05)
CENTRE : Durban
REQUIREMENTS : A Senior/Grade 12 certificate with Accounting/Mathematics. Good financial
management skills. Knowledge of Financial System (BAS), LOGIS and
PERSAL. Knowledge of Public Service financial legislations and procedures
(Treasury regulations, PFMA and DORA). Good Communication skills (verbal
and written). Excellent problem solving skills, and good interpersonal skills.
Computer literacy with good MS Excel and MS Word. Able to work
independently, ability to work in a team and under pressure.

DUTIES : Compile and Capture Sundry payments, receipts, Journal on BAS. Compile
and Capture subsistence and travel claims and other allowances on PERSAL
system. Safekeeping of cash and issuing Petty Cash. Replenish Petty Cash
when required. Assist with all audit queries by retrieving requested documents.
Follow up on unpaid EBT control account. Distribution of salary and
supplementary payslips to officials. Ensure that all filing is complete. Ensure
adherence to all applicable prescripts and regulations. Filing of paid stamps
and stubs.

ENQUIRIES : Ms. N Nyangintsimbi Tel No: 031 336 2700
APPLICATIONS : Durban: Please forward your applications quoting the reference number to the:
Provincial Head: KwaZulu-Natal, Department of Water and Sanitation, Private
Bag X54304, Durban, 4000.

FOR ATTENTION : The Manager (Human Resources)

POST 39/143 : **ADMINISTRATION CLERK (AUXILIARY SERVICES) REF NO: 221121/18**
Branch: Provincial Coordination And International Cooperation: Kwa-Zulu
Natal

SALARY : R173 703 per annum (Level 05)
CENTRE : Durban
REQUIREMENTS : A Senior/Grade 12 certificate. Experience in clerical and administrative duties
will serve as an advantage. Knowledge and understanding of the legislative
framework governing the Public Service. Knowledge of administrative
procedures and policies. Computer literacy in MS word, Outlook, Excel and
Power point. Knowledge of filing systems and archives. Knowledge of
cellphone administration. Ability to work under pressure; strong interpersonal
relations; planning and organising skills; communication (verbal and written)
skills.

DUTIES : Provide administrative support to Auxiliary Services. Compile VA2 of the
section. Record all incoming mail and invoices from Stakeholders. Prepare and
compile submissions as per the request. Issuing of access cards to staff and
visitors. Order access cards and keep registers. Ensure proper filing system.
Perform switchboard duties. Ensure that customers are referred to promptly
and correctly. Take messages and administer the correct distribution thereof.
Supply basic information to customers regarding the Departmental services.

ENQUIRIES : Mr B Sishi Tel No: 031 336 2700
APPLICATIONS : Durban: Please forward your applications quoting the reference number to the:
Provincial Head: KwaZulu-Natal, Department of Water and Sanitation, Private
Bag X54304, Durban, 4000.

FOR ATTENTION : The Manager (Human Resources)

POST 39/144 : **ADMINISTRATION CLERK (REGISTRY) REF NO: 221121/19**
Branch: Provincial Coordination And International Cooperation: Kwa-Zulu
Natal

SALARY : R173 703 per annum (Level 05)
CENTRE : Durban
REQUIREMENTS : A Senior / Grade 12. Experience in clerical and administrative duties will serve
as an added advantage. Knowledge of administrative procedures and policies.

Computer literacy in MS word, Outlook, Excel and Power point. Basic Knowledge of Record Management and Registry Procedures. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of PFMA and National Achieves Act. Ability to work under pressure, strong interpersonal relations good planning and organising skills, good verbal and written communication skills and liaising with clients. Good client relations and communication skills.

DUTIES : To render administrative support through the provision of Registry services in the Provincial Office. Proper maintenance and implementation of approved filing system. Handling of incoming and outgoing mail. The controlling of insured and registered mail. Relieve on the switchboard duties. Ordering and distributing of stationery

ENQUIRIES : Ms T. Zungu Tel No: 031 336 2700
APPLICATIONS : Durban: Please forward your applications quoting the reference number to the: Provincial Head: KwaZulu-Natal, Department of Water and Sanitation, Private Bag X54304, Durban, 4000.

FOR ATTENTION : The Manager (Human Resources)

POST 39/145 : **HUMAN RESOURCE CLERK REF NO: 221121/20**
Branch: Provincial Coordination And International Cooperation: Kwa-Zulu Natal

SALARY : R173 703 per annum (Level 05)
CENTRE : Durban
REQUIREMENTS : A Senior / Grade 12 certificate. Experience in Human Resources will serve as an added advantage. Knowledge of PERSAL system. Knowledge and understanding of Public Service Act, Public Service Regulations, Employment Equity Act and PFMA. Knowledge and experience of service conditions, service benefits, recruitment and selection and appointment procedures. Knowledge of administrative, clerical procedures and systems. Knowledge of database and spread sheet applications. Client orientation and customer focus skills. Good verbal and written communication skills.

DUTIES : Receiving and sorting of applications according to the advertised posts. Processing of detailed schedules of applications. Establishing and updating a detailed database of applications received. Facilitate the selection processes. Arrange, schedule and facilitate the interview processes. Draft appointment submissions and route it for approval. Verification of qualifications (SAQA, security clearance etc.). Preparing schedules for interviews. Rendering human resource management support and advice during selection processes. Administer service conditions and service benefits, i.e. Leave, probations, housing, medical aid, PILIR, IODs and Pensions.

ENQUIRIES : Ms S Mbongwa Tel No: 031 336 2700
APPLICATIONS : Durban: Please forward your applications quoting the reference number to the: Provincial Head: KwaZulu-Natal, Department of Water and Sanitation, Private Bag X54304, Durban, 4000.

FOR ATTENTION : The Manager (Human Resources)

POST 39/146 : **ADMINISTRATION CLERK (COMMUNICATION) REF NO: 221121/21**
Branch: Provincial Coordination And International Cooperation: Kwa-Zulu Natal

SALARY : R173 703 per annum (Level 05)
CENTRE : Durban
REQUIREMENTS : A Senior / Grade 12 certificate. Experience in a communications environment will serve as an added advantage. A valid driver's license (Attach a copy). Be prepared to travel and work extended hours. A good understanding of the following: PFMA, Knowledge of Public service act and Regulations, Clerical duties and practices. Planning and organising skills. Computer literacy skills in MS Office (Word, Excel, Power Point) Communication (written and verbal) skills. Report writing skills. Monitoring and possess good interpersonal relations.

DUTIES : Render general clerical support services for Communications Unit. Provide personnel administration clerical support services for Communications Unit. Rendering generic support to Communication functions. Liaise with personnel to ensure efficient operations within the Communications Unit. Minutes taking and records management or filing. Attend to duties as assigned.

ENQUIRIES : Ms M Mahany Tel No: 031 336 2700

APPLICATIONS : Durban: Please forward your applications quoting the reference number to the:
Provincial Head: KwaZulu-Natal, Department of Water and Sanitation, Private
Bag X54304, Durban, 4000.

FOR ATTENTION : The Manager (Human Resources)

POST 39/147 : **GENERAL WORKER REF NO: 221121/22 (X3 POSTS)**
Branch: Provincial Coordination And International Cooperation: Kwa-Zulu
Natal

SALARY : R102 534 per annum (Level 02)
CENTRE : Midmar Dam, Howick
REQUIREMENTS : An ABET certificate. Able to read various water meters and gauge plates.
Ability to read and write. Be physically fit. Good communication skills and ability
to work in a team. Ability to work under supervision and independently. Must
have a basic knowledge of using equipment, tools and light machinery.
Willingness to travel extensively within KwaZulu-Natal province. Willingness to
work in and around water such as rivers, lakes and dams. Knowledge of
Occupational Health and Safety procedures.

DUTIES : Assisting the Data Collector with collections of electronic data and mechanical
charts. Load and off load tools, materials and equipment on a daily basis.
Assist with the cleaning and general repairs. Assist with cutting and removing
grass, trees from gauging stations when required. Operate brush cutter and
slashes when required. Clean gauge plates and instrumentation huts when
required.

ENQUIRIES : Mr B Pillay Tel No: 031 336 2700
APPLICATIONS : Midmar Dam (Howick): Please forward your applications quoting the reference
number to the: Provincial Head: KwaZulu-Natal, Department of Water and
Sanitation, Private Bag X54304, Durban, 4000.

FOR ATTENTION : The Manager (Human Resources)

POST 39/148 : **GENERAL WORKER REF NO: 221121/23**
Branch: Provincial Coordination And International Cooperation: Kwa-Zulu
Natal

SALARY : R102 534 per annum (Level 02)
CENTRE : Durban
REQUIREMENTS : An ABET certificate. A valid Code EC1 driver's license (Attach a copy).
Communication (verbal and written) skills, basic knowledge of OHS and
Building Regulations. Must be physically fit. Willing to work abnormal hours.

DUTIES : To provide General Office assistance in respect of building maintenance.
Loading and off-loading deliveries to and from the office Collecting goods from
the service providers. Do physical movements of items. Perform Messenger
and Cleaning duties. Conduct physical checks on the building and report
defects to the supervisor

ENQUIRIES : Mr B Sishi Tel No: 031 336 2700
APPLICATIONS : Durban: Please forward your applications quoting the reference number to the:
Provincial Head: KwaZulu-Natal, Department of Water and Sanitation, Private
Bag X54304, Durban, 4000.

FOR ATTENTION : The Manager (Human Resources)

**PROVINCIAL ADMINISTRATION: EASTERN CAPE
DEPARTMENT OF COOPERATIVE GOVERNANCE AND TRADITIONAL AFFAIRS**

The Department of Cooperative Governance is an equal opportunity, affirmative action employer. Military Veterans, persons from previously disadvantaged (designated) groups including people with disabilities are encouraged to apply. Employment Equity targets of the Department will be considered in the selection process.

- APPLICATIONS** : can be forwarded through the following Address: Department of Cooperative Governance and Traditional Affairs: Hand Deliver: Tyamzashe Building, at Foyer or Post to: The Head of Department of Cooperative Governance & Traditional Affairs, Private Bag X0035, Bhisho, 5605.
- FOR ATTENTION** : Ms T. Ngalo Tel No: 040-940 7079/7077/7078//7074/7080/7083/7071
Mr M. S. Meligana
- CLOSING DATE** : 19 November 2021
- NOTE** : Applications must be submitted on a Z83 Form, obtainable from any Public Service department or on the internet at <http://www.info.gov.za/documents/forms/employ.pdf> which must be signed (an unsigned Z83 form will disqualify an application) and should be accompanied by a recently updated, comprehensive CV as well as copies of all qualification(s) [Matric certificate must also be attached] and ID-document and Driver's licence. Such copies need not be certified. The communication from HR regarding the requirement for certified documents will be limited to the short-listed candidates. Therefore, the shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of his/her Permanent Residence Permit to his/her application. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record check, citizenship verification, financial/asset record check, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. Where applicable, candidates will be subjected to a skills/knowledge test. Successful candidates will be appointed on a probation period of twelve (12) months. The Department reserves the right not to make appointment(s) to the advertised post(s). Persons with disability and women are encouraged to apply. For SMS posts all shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job. The selection panel will recommend candidates to attend a generic Managerial competency assessment in compliance with the DPSA Directive on the implementation of competency-based assessment. In terms of DPSA Directive for SMS appointments, applicants are required to produce or attach a pre-entry Certificate for entry into the SMS posts and the full details can be sourced by following the link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme>.

MANAGEMENT ECHELON

- POST 39/149** : **DIRECTOR: MUNICIPAL ADMINISTRATION REF NO: COGTA: 01/10/2021**
- SALARY** : R1 057 326 – R1 245 495 per annum (Level 13)
- CENTRE** : Bhisho
- REQUIREMENTS** : National Senior certificate, plus B. Degree (NQF level 7) in Development Studies/ Social Sciences. A Master's degree in Development Studies/ Social Science will be added advantage. A minimum of five (5) years' working experience at middle management level position in Local Government environment. SMS pre-entry certificate as offered by the National School of Government (NSG). Computer Literacy (MS Word, MS Excel, and PowerPoint). A valid driver's licence. Competencies: Strong and Dynamic Strategic leadership and communication skills. An understanding of the operational environment of the Department and its service delivery

		imperatives. Extensive knowledge of the Public Service Act and Regulations. Extensive experience, knowledge and understanding of the municipal environment and the legal provisions that govern that space. Extensive understand and interpretation and strong implementation and management of legislative imperatives.
<u>DUTIES</u>	:	Monitor and ensure legislative compliance by municipalities. Assist municipalities in the reviewal and rationalization of by-laws and policies. Assist the MDB in the redetermination of boundaries by receiving applications, assist in the hearings and meetings and advise MDB. Process applications for concurrencies during implementation of upper limits on Benefits and Salaries of councillors. Assist in the amendment of section 12 Notices of municipalities and Gazette them. Assist in the implementation of Municipal Support and Intervention Framework (MSIF) and playing a leading role in all Municipal Interventions. Responsible for efficient management of Sub-Directorate, including the effective utilization and training of staff, maintenance of discipline, promotion of sound labour relations and the proper use of State property.
<u>ENQUIRIES</u>	:	Ms N. Mditshwa at Tel No: (040) 940 7074/7083/7076
<u>POST 39/150</u>	:	<u>DIRECTOR: HOD'S OFFICE COORDINATION AND SUPPORT SERVICES REF NO: COGTA: 02/10/2021</u>
<u>SALARY</u>	:	R1 057 326 – R1 245 495 per annum (Level 13)
<u>CENTRE</u>	:	Bhisho
<u>REQUIREMENTS</u>	:	National Senior certificate, plus B. Degree (NQF level 7) in Public Administration/Business Administration/developmental studies/Law. Honours/Master will be an added advantage. Five (5) years' experience at middle management in the executive support/ or strategic management or administration environment. SMS pre-entry certificate as offered by the National School of Government (NSG). Computer Literacy (MS Word, MS Excel, and PowerPoint & MS Outlook). Valid driver's license code 08. Competencies: Strategic Capability and Leadership. People Management and Empowerment. Programme and Project Management. Financial Management. Change Management.
<u>DUTIES</u>	:	Execute research, analyse information, and compile complex documents for Head of Department. Source information and compile comprehensive documents for the Head of Department with regards to issues emanating from meetings such as Portfolio Committee, MINMEC and all provincial and National structures. Compile memoranda as required, and scrutinize submissions/reports, make notes of recommendations to present to the Head of Department. Draft responses for submission to internal and external stakeholders. Co-ordinate, follow up and compile reports of transverse nature for the Head of Department and advise/sensitize the Head of Department on reports to be submitted. Compile presentation and speeches for the Head of department.
<u>ENQUIRIES</u>	:	Ms N. Mditshwa at Tel No: (040) 940 7074/7083/7076
<u>POST 39/151</u>	:	<u>DIRECTOR: MUNICIPAL EVALUATION & CAPACITY ASSESSMENT REF NO: COGTA: 03/10/2021</u>
<u>SALARY</u>	:	R1 057 326 – R1 245 495 per annum (Level 13)
<u>CENTRE</u>	:	Bhisho
<u>REQUIREMENTS</u>	:	National Senior certificate, plus B. Degree (NQF level 7) in Development Studies / Social Sciences. A Master's degree in Development Studies/ Social Science will be an added advantage. A Minimum of 5 years working experience at Middle Management level position in Local Government. Computer Literacy (MS Word, MS Excel, and PowerPoint & MS Outlook). Code EB driver's license is compulsory. Competencies: Strong and dynamic strategic leadership and communication skills. An understanding of the operational environment of the Department and its service delivery imperatives. Extensive knowledge of the Public Service Act and Regulations. Extensive experience, knowledge and understanding of the planning frameworks. Strong understanding of the regulatory and policy environment. Extensive understanding, interpretation of the legislation, strong implementation and management of legislative imperatives. Monitoring and Evaluation environment. Strong research, analysis capacity and Professional report writing. Extensive understanding and ability to operationally ensure compliance with the legislation and policy development.

- DUTIES** : Monitor the establishment and implementation of Municipal PMS. Monitor implementation of policy and legislative frameworks on organisational performance management in municipalities. Monitor planning and reporting by municipalities in terms of Circular 88 of MFMA. Support municipalities to institutionalise performance management system through assessing the alignment of IDP with Scorecard and Service Delivery Budget Implementation Plan (SDBIP). Conduct quarterly performance of municipalities and submit to National department. Coordinate and strengthen the compilation of Municipal Annual Performance Reports. Coordinate processes surrounding PMS in municipalities including the development of annual municipal reports in terms of Section 47 of the Municipal Systems Act in line with Municipal Planning and Performance Regulations. Manage, coordinate, facilitate, support and monitor the implementation of Back to Basics (B2B). Coordinate departmental support initiatives in municipalities. Coordinate reporting for indicators of Programme of Action and participation in Governance & Admin cluster working group. Monitor the Implementation of Municipal Support & Intervention Framework (MSIF). Conduct assessment of capacity in municipalities. Conduct evaluation to assess the effectiveness and appropriateness of the support initiatives.
- ENQUIRIES** : Ms N. Mditshwa at Tel No: (040) 940 7074/7083/7076

OTHER POSTS

- POST 39/152** : **DEPUTY DIRECTOR: DISASTER RESPONSE AND RECOVERY REF NO: COGTA: 04/10/2021**

- SALARY CENTRE REQUIREMENTS** : R733 257 – R863 748 per annum (Level 11)
: Bhisho
: National Senior certificate, plus National Diploma/B. Degree (NQF level 6/7) in Disaster Management (NQF Level 7). 3-5 years' experience as Assistant Director or equivalent. (MS Word, MS Excel, and PowerPoint). Valid Driver's license code 08. Competencies: Good understanding of the Disaster Management Legislations. Applied strategic thinking. Interpersonal Skills and conflict resolution. Ability to work in a team. Project Management. Budget & Financial Management. Planning and organizing. Creative thinking. Self-management. Meeting procedures. Report writing. Stakeholder and customer relationship management principles. Communication Skills. Presentation Skills.

- DUTIES** : Coordinate and monitor financial contribution by National, Provincial and Local Spheres for response, recovery and rehabilitation. Advise, monitor financial contribution and utilisation of the response funding provisions across the spheres of government. Development, monitoring and implementation of response mechanisms. Development of Standard operating procedures for province. Development and implementation of disaster management provincial response policies. Facilitate and coordinate the initial assessments of incidents. Coordinate service level agreements and partnerships with stakeholders for response.

- ENQUIRIES** : Ms N. Mditshwa at Tel No: (040) 940 7074/7083/7076

- POST 39/153** : **DEPUTY DIRECTOR: DISASTER RISK ASSESSMENT REF NO: COGTA: 05/10/2021**

- SALARY CENTRE REQUIREMENTS** : R733 257 – R863 748 per annum (Level 11)
: Bhisho
: National Senior certificate, plus National Diploma/B. Degree (NQF level 6/7) in Disaster Management (NQF Level 7). 3-5 years' experience as Assistant Director or equivalent. (MS Word, MS Excel, and PowerPoint). Valid Driver's license code 08. Competencies: Good understanding of the Disaster Management Legislations. Applied strategic thinking. Interpersonal Skills and conflict resolution. Ability to work in a team. Project Management. Budget & Financial Management. Planning and organizing. Creative thinking. Self-management. Meeting procedures. Report writing. Stakeholder and customer relationship management principles. Communication Skills. Presentation Skills.

- DUTIES** : Inform the development of disaster risk management planning initiatives. Manage disaster risk assessment information to guide priority setting for risk reduction programmes undertaken by Provincial Organs of State, Municipalities and other role players in disaster risk management in the

Province's jurisdiction. Manage Disaster Management simulations and events management. Establishment of partnerships and development of the provincial research agenda. Establish partnerships with institutions of higher learning for disaster risk assessment research undertaking and analysis. Manage the development of guidelines on the implementation of disaster risk reduction programmes and regulations in the province.

ENQUIRIES : Ms N. Mditshwa at Tel No: (040) 940 7074/7083/7076

POST 39/154 : **DEPUTY DIRECTOR: FIRE SERVICES REF NO: COGTA: 06/10/2021**

SALARY : R733 257 – R863 748 per annum (Level 11)

CENTRE : Bhisho

REQUIREMENTS : National Senior certificate, plus National Diploma/Degree (NQF level 6/ 7) in Fire Services Technology. Five (5) years working experience in fire services which 2-3 at supervisory level. Computer Literacy (MS Word, MS Excel, and PowerPoint & MS Outlook). Valid driver's license code 08. Competencies: Good understanding of Fire Services and Disaster Management Legislations. Applied strategic thinking. Interpersonal Skills and conflict resolution. Ability to work in a team. Project Management. Budget & Financial Management. Planning and organizing. Creative thinking. Self- management. Meeting procedures. Report writing. Stakeholder and customer relationship management principles. Communication Skills. Presentation Skills.

DUTIES : Manage and facilitate the establishment and maintenance of functional Fire Services Intergovernmental Relations Structures. Manage and facilitate the development, implementation and monitoring of fire services training and development programs for the province. Manage and facilitate the monitoring and evaluation of performance reporting to appropriate oversight structures and identify factors which contributes to fire services delivery outcomes. Facilitate and monitor the effective application of Strategic Risk Visits, Pre- Fire Planning systems, Admin & Customer care and deployment of additional support for disastrous fire incidents. Facilitate the development, implementation and monitoring of fire safety and prevention programs. Manage and facilitate the development and implementation of a fire risk assessment and prevention and mitigation programs for the province.

ENQUIRIES : Ms N. Mditshwa at Tel No: (040) 940 7074/7083/7076

POST 39/155 : **DEPUTY DIRECTOR: CORPORATE SERVICES (DISTRICT COORDINATION & IGR) REF NO: COGTA: 07/10/2021**

SALARY : R733 257 – R863 748 per annum (Level 11)

CENTRE : OR. Tambo Disrict Support Centre

REQUIREMENTS : National Senior certificate, plus National Diploma/B.Degree (NQF level 6/ 7) in Public Administration/ Management or Social Science or relevant equivalent NQF level 6 qualification. Three (3) years working experience as an Assistant Director or in equivalent level in the relevant field. Computer Literacy (MS Word, MS Excel, and PowerPoint). A valid code 8 (EB) Drivers Licence. Experience in Local Government will be an added advantage. Competencies: Excellent Communication, including producing quality reports. Excellent writing skills, Interpersonal relation skills. Ability to work under pressure. Presentation Skills Meticulous planning and organizational skills. Ability to function both independently and as part of the team. Ability to work under pressure and with minimum supervision.

DUTIES : Provide support and drive strategic direction for the district and ensure the formulation and implementation of policies which will enable the district to successfully fulfil its role in delivering services to the communities/ clients. Coordinate all departmental and sector programmes at the District related to municipalities and Traditional Leadership Institutions. Maintain good working relations and participate in IGR related institutional arrangements with all relevant stakeholders within districts. Support the implementation of 1994 and Public Service regulations, Municipal Structures Act, Municipal Systems Act, IGR Framework Act, Traditional Leadership and Governance Framework Act, SITA and other relevant Legislations and mandates that are relevant to the department also governing local government and traditional institutions.

ENQUIRIES : Ms N. Mditshwa at Tel No: (040) 940 7074/7083/7076

POST 39/156 : **CONTROL ENGINEER TECHNICIAN GRADE A: MUNICIPAL INFRASTRUCTURE (MIS) REF NO: COGTA: 19/10/2021**

SALARY CENTRE : R446 202 – R510 189 per annum, (OSD)
: Bhisho

REQUIREMENTS : National Senior certificate, plus National Diploma/B. Degree (NQF level6/7) in Civil Engineering. Project Management will be an added advantage. Computer Literacy (MS Word, MS Excel, and PowerPoint & MS Outlook). Three (3) years' working experience. Candidate Professional Technician eligible to register with ECSA. Computer Literacy. Valid driver's code EB license. Competencies: Excellent Communication, including producing quality reports. Excellent writing skills, Planning and organising skills, Interpersonal relation skills. Ability to work under pressure. Presentation Skills.

DUTIES : Assist the Chief Engineering to assess and analyse the municipalities' IDP, 3ycp, MTEF Commitment Register, MIG-PIPs, SDBIPs, Project Procurement Plans (PPP), Cash- Flow projections (CFP), Payment Schedules, and generate a quarterly consolidated provincial Report. Assist the Chief Engineers to evaluate the municipalities' MIG PMU Business Plans, compile the municipal Technical Capacity Assessment report and develop a Technical Support Action Plans. Compile, update quarterly municipal PMISD reports, develop support Action Plans and upload the quarterly municipal PMISD report into the departmental LG-MIS. Assist the Impact Assessor Manager to elect a project from all Cluster municipalities, conduct site audits, facilitate project handover/launch.

ENQUIRIES : Ms N. Mditshwa at Tel No: (040) 940 7074/7083/7076

POST 39/157 : **ASSISTANT DIRECTOR: MUNICIPAL FINANCE ASSISTANCE REF NO: COGTA: 08/10/2021**

SALARY CENTRE : R376 596 – R443 601 per annum (Level 09)
: Sarah Baartman District Support Centre

REQUIREMENTS : National Senior certificate, plus B. Degree (NQF level 7) in Accounting /Financial Administration/ Financial Management /Auditing. Two years' working experience in the financial Management field. Computer Literacy (MS Word, MS Excel, and PowerPoint). Valid driver's license code 08.

DUTIES : Monitor and assistant municipalities on update of books of accounts. Verify the existence and implementation of Credit Control, Debt Management Policy and corresponding by-laws. Collect and collate information on billing and collection levels. Assess the readiness of municipalities in compiling the Annual Financial Statement by the municipalities including after year end reconciliations and adjustment. Assist in the timely submission of AFS by the municipalities. Assess audit improvement plans and compile reports.

ENQUIRIES : Ms N. Mditshwa at Tel No: (040) 940 7074/7083/7076

POST 39/158 : **ASSISTANT DIRECTOR: MUNICIPAL FINANCE ASSISTANCE REF NO: COGTA: 09/10/2021**

SALARY CENTRE : R376 596 – R443 601 per annum (Level 09)
: OR Tambo

REQUIREMENTS : National Senior certificate, plus B. Degree (NQF level 7) in accounting / financial administration / financial management / auditing. Two years working experience in the financial management field.

DUTIES : Monitor and assist municipalities on update of books of accounts. Verify the existence and implementation of Credit Control, Debt Management Policy and corresponding by-laws. Collect and collate information on billing and collection levels. Assess the readiness of municipalities in compiling the Annual Financial Statements, support and monitor compilations of annual financial statements by the municipalities including after year end reconciliations and adjustments. Assist in the timely submission of AFS by the municipalities. Assess audit improvement plans and compile reports.

ENQUIRIES : Ms N. Mditshwa at Tel No: (040) 940 7074/7083/7076

POST 39/159 : **ASSISTANT DIRECTOR: MUNICIPAL ADMINISTRATION REF NO: COGTA: 10/10/2021**

SALARY CENTRE : R376 596 – R443 601 per annum (Level 09)
: Joe Gqabi District Support Centre

<u>REQUIREMENTS</u>	:	National Senior certificate, plus National Diploma/Degree (NQF level6/7) in Public Administration/ Management/ Development Studies. Five years working experience in development local government environment and in Council support environment of Municipalities. Computer Literacy ((MS Word, MS Excel, and PowerPoint & MS Outlook). Valid driver's license. Competencies: Excellent Communication, including producing quality reports. Excellent writing skills, Interpersonal relation skills. Ability to work under pressure. Presentation Skills Meticulous planning and organizational skills.
<u>DUTIES</u>	:	Ensure legislative compliance (Governance by municipalities. Assist municipalities in the reviewal and rationalization of by-laws and policies. Assist the MDB in the redetermination of boundaries by receiving applications, assist in the hearings and meetings and also advise MDB. Gazette in the determination of councillors as full-time. Assist in section 139 Municipal Interventions. Full understanding of Local Government: Municipal Structures Act and other Local Government Legislation, Including policies and procedures. Responsible for efficient management of Sub- Directorate, Including the effective utilization and training of staff, maintenance of discipline, promotion of sound labour relations and the proper use of State property.
<u>ENQUIRIES</u>	:	Ms N. Mditshwa at Tel No: (040) 940 7074/7083/7076
<u>POST 39/160</u>	:	<u>ASSISTANT DIRECTOR: MUNICIPAL DEVELOPMENT FINANCE (AUDIT RISK) REF NO: COGTA: 11/10/2021</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R376 596 – R443 601 per annum (Level 09) Bisho
<u>REQUIREMENTS</u>	:	National Senior certificate, plus B. Degree (NQF level 7) in Risk Management/ Internal Auditing/ Accounting. Two (2) years supervisory experience and two (2) years functional experience in Risk Management / Internal Audit Services. Membership to IRMSA will be an added advantage. Computer Literacy (MS Word, MS Excel, and PowerPoint & MS Outlook). Valid driver's license code 08. Competencies: Knowledge of Public Sector Risk Management Framework, COSD Framework, KING Report on Corporate Governance, Public Finance Management Act, Municipal Finance Management Act, Treasury Regulations, Protected Disclosure Act and Anti-Fraud and Corruption Policies.
<u>DUTIES</u>	:	Assist Municipalities in implementation of Risk Management Framework. Comprehensive facilitation of Municipal risk and control assessments. Guide municipalities on implementation risk response action plans. Promote risk awareness culture through, training of municipal risk champions. Conduct risk management awareness to municipalities. Bring risk management focal point during municipal strategic plans.
<u>ENQUIRIES</u>	:	Ms N. Mditshwa at Tel No: (040) 940 7074/7083/7076
<u>POST 39/161</u>	:	<u>ASSISTANT DIRECTOR: INTEGRATED DEVELOPMENT PROGRAMME (IDP) REF NO: COGTA: 12/10/2021</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R376 596 – R443 601 per annum (Level 09) Joe Gqabi District Support Centre
<u>REQUIREMENTS</u>	:	National Senior certificate, plus National Diploma/B. Degree (NQF level 6/7) in Public Administration or any other related qualification coupled with 3-5 years' working experience in the relevant field. Literacy ((MS Word, MS Excel, and PowerPoint & MS Outlook). Valid driver's license code 08. Competencies: Knowledge of legislatives: Public Service Act, 1994, Public Service Regulations Act 2001 Project Management principles, PFMA Act, 1999 Municipal Structures Act, Municipal Systems Act. Be able to communicate with stakeholders (Municipalities Traditional Leaders, National Departments and Provincial Departments). Tactful and diplomatic interpersonal style. Self motivated and success driven. Dedicated and hard working. Innovative, Creativity. Honest Analytical skills. Leadership skills.
<u>DUTIES</u>	:	Coordinate Sectorial inputs into municipal IDP'S. Facilitate alignment of municipal IDP's to National and Provincial priorities and plans. Coordinate annual assessment of adopted IDP's. Facilitate the allocated resources. Maintain high standards by ensuring that the team or section produces excellent work in terms of quality/ quantity timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development of job descriptions and implementation of Work

Plans and Personal Development Plans (PDP's) for all employees in the Sub-Directorate. Manage daily employee Performance and ensure timely Performance Assessment of all subordinates. Ensure management, maintenance, and safekeeping of assets.

ENQUIRIES : Ms N. Mditshwa at Tel No: (040) 940 7074/7083/7076

POST 39/162 : **ASSISTANT DIRECTOR: MUNICIPAL PERFORMANCE MANAGEMENT REF NO: COGTA: 13/10/2021**

SALARY CENTRE REQUIREMENTS : R376 596 – R443 601 per annum (Level 09)
: OR Tambo

: National Senior certificate, plus National Diploma/B. Degree (NQF level 6/7) in Public Administration/ Social Science. Three years working experience at a supervisory level in related field in the Private or public Sector, Non-government of community-based organisation. Computer Literacy (MS Word, MS Excel, and PowerPoint & MS Outlook). Valid driver's license, Code 08. Competencies: Full understanding of Local Government: Municipal Systems Act and other Local Government Legislation, including policies and procedures. Excellent communication skills (Written and verbal), interpersonal relation skills; ability to work under pressure; attention to details, analytical skills; presentation skills; meticulous planning and organisational skills. Excellent communication including producing quality reports.

DUTIES : Responsible for supporting municipalities with institutionalisation of PMS (i.e. development of PMS Framework). Assist in the timely preliminary assessment of Sec. 46 reports from municipalities. Assist in the development of a high-quality Sec 47 report for the province. Assist in compiling timely response of parliamentary questions by the Directorate. Assistant in the management and monitoring of the directorate financial and non- financial resources. Assist in providing hands on support on development of Performance Agreements (Pas) of Sec 54A and Sec 56 managers of municipalities. Monitor signing and timely submission of Pas as required by the legislation. Assist in analysing PAs and give feedback to the municipalities (acknowledgement).

ENQUIRIES : Ms N. Mditshwa at Tel No: (040) 940 7074/7083/7076

POST 39/163 : **ASSISTANT DIRECTOR: EMPLOYEE WELLNESS REF NO: COGTA: 14/10/2021**

SALARY CENTRE REQUIREMENTS : R376 596 – R443 601 per annum (Level 09)
: Bhisho

: National Senior certificate, plus National Diploma/B. Degree (NQF level 6/7) in Social Work or Psychology or related field. At least 3 years' experience at supervisory level in the Employee Wellness field. Registration with the relevant professional body e.g. SACSSP or HPCSA. Driver's licence. Competencies: Knowledge of Public Service Legislation, Department of Public Service and Administration Employee Health and Wellness Strategic Framework, related policies and legislation. Understanding of the work environment and human behaviour management. Monitoring and Evaluation, Data Analysis and Reporting as well as Computer Literacy skills. Communication skills, organisation ability, presentation skills, ability to meet deadlines, self-driven, strong inter-personal relations skills and decision-making ability, approachable, analytical and innovative, ability to work in a team, research and report writing skills.

DUTIES : Ensure coordination, monitoring and evaluation of the EWP in the Department. Interpret and implement policies regarding management of HIV and AIDS, Health and Productivity and Wellness Management. Assist in the Development, review and implementation of HIV & AIDS, Health and Productivity and Wellness policies to districts and Head Office. Conduct awareness campaigns on HIV and AIDS and chronic illnesses. Facilitate health screening programmes for employees. Provide psychosocial support to employees and their families. Establish networks and partnership for the implementation of Employee Wellness programmes. Liaise with OTP and other government departments e.g. DPSA. Liaise with professional people for referral cases e.g. Psychologists. Conduct presentations. Market the Employee Wellness Programme. Provide professional support to employees/managers on managing/improving performance of employees affected and infected with HIV & AIDS. Facilitate workshops for managers on identifying employees in need of Wellness services. Establish prevention, care

and support programmes as well as monitoring and evaluation. Facilitate establishment and implementation of wellness Committees in the Districts and Head Office. Conduct awareness campaigns on prevention. Encourage employees to access care and support through joining medical aid schemes. Facilitate training and development.

ENQUIRIES : Ms N. Mditshwa at Tel No: (040) 940 7074/7083/7076

POST 39/164 : **ASSISTANT DIRECTOR: HR PROVISIONING REF NO: COGTA: 15/10/2021**

SALARY : R376 596 – R443 601 per annum (Level 09)

CENTRE : Bhisho

REQUIREMENTS : National Senior Certificate. National Diploma (NQF level 6/7) in Human Resource Management/ Public Administration/Management or Human Resource Related field. Minimum of (3) years' experience in Supervisory Level. Computer Literacy (MS Word, Excel, PowerPoint, Outlook. A valid Code 8 Driver's License.

DUTIES : Responsible for Recruitment and Selection process in the Department. Administer personnel Suitability check. Manage and provide professional advice to line functions on the Recruitment and Selection policy, systems, regulations, guidelines and other relevant prescripts. Advise management on the best Recruitment practises and directives by the DPSA. Facilitate Competency Assessments and advise management on the outcomes. Facilitate verification of qualifications by South African Qualification Authority. Provide monthly reports and assists with the management reports. Build and maintain working relations with client managers, staff supervision and development and evaluation. Provide advisory services to Management and employees. Analyse data and assist in the preparation of the oversight report, MPAT (Management Performance Assessment Tool) and Employment Equity Reports. Maintain relevant reports and data basis to enable effective management decision making.

ENQUIRIES : Ms N. Mditshwa at Tel No: (040) 940 7074/7083/7076

POST 39/165 : **ASSISTANT DIRECTOR: RAPID RESPONSE UNIT REF NO: COGTA: 16/10/2021**

SALARY : R376 596 – R443 601 per annum (Level 09)

CENTRE : Bhisho

REQUIREMENTS : National Senior certificate, plus National Diploma/B.Degree (NQF level 6/7) in Public Administration/Management or any relevant qualification. Three (3) years 'experience at a Supervisory level in Public Administration and Community Development Preferably Local Government Environment. Competencies: Understanding of government programmes and projects must be able to interpret government policy to communities, good working relations with the community. Positive attitude towards public. Team building skills, conflict management and interpersonal skills. Creative thinking and innovative, communication and interpersonal skills: This refers to the ability to communicate effectively and in an understandable way without defeating the purpose of communication. Cultural Sensitivity: Being: Being able to respect the culture, values and customs of the community, recognising the important role, cultural, historical and social factors play as an integral part of balance development. Adult educational skills: being able to teach experientially using participatory techniques. Programming and development skills: The ability to plan, manage, implement, monitor and evaluate programmes in a wide array of developmental disciplines such as water supply, agriculture, infrastructure development, health, education, social development, environmental protection, forestry, transport, housing, sports and recreation. Personal Attributes: self-motivation, flexibility and ability to work in a team on participatory projects.

DUTIES : Facilitate development of policy framework, promote and coordinate rapid response service in municipal areas. Facilitate regular reporting and feedback mechanisms from Municipalities to maintain early warning systems. Facilitate development and implementation of customer surveys. Facilitate training programmes of Presidential Hot Line queries. Analyse and collate MTAS reports for LGTAS. Facilitate the allocated resource of Unit 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. Delegates functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development of job description and implementation of Work Plans and Personal Development Plans (PDP's) for all employees in the Section. Manage daily employee's performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping assets.
<u>ENQUIRIES</u>	:	Ms N. Mditshwa at Tel No: (040) 940 7074/7083/7076
<u>POST 39/166</u>	:	<u>RECORDS MANAGER: ORGANISATIONAL TRANSFORMATION & PLANNING REF NO: COGTA: 17/10/2021</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R376 596 – R443 601 per annum (Level 09)
	:	Bhisho
	:	National Senior certificate, plus National Diploma/Degree (in Archives and Records Management. Minimum of Three years's experience in records management / registry environment. Sound knowledge of Archives and records management legislation. Knowledge of records management practices and electronic records systems.
<u>DUTIES</u>	:	Manage compile and review records classification systems. Develop and oversee the implementation of records management policies and procedure manuals. Evaluate and monitor compliance with sound records management legislation and prescripts Train staff from Department on records management. Manage the administration of Promotion of Access to Information Act (PAIA) and promotion of Administration Justice Act (PAJA). Manage and control creation, movement, security, physical custody and care of records and flow of information practices. Liaise with other stakeholders within the Department, i.e. IT, Risk Management, Strategic Planning, Work-study etc. Conduct regular audits on records management practices.
<u>ENQUIRIES</u>	:	Ms N. Mditshwa at Tel No: (040) 940 7074/7083/7076
<u>POST 39/167</u>	:	<u>ASSISTANT DIRECTOR: HUMAN RESOURCE PLANNING REF NO: COGTA: 18/10/2021</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R376 596 – R443 601 per annum (Level 09)
	:	Bhisho
	:	National Senior certificate, plus National Diploma/B.Degree (NQF level6/7) in Public Administration/ Public Management/Human Resource Management. Three to five years' working experience in the relevant field. Literacy ((MS Word, MS Excel, and PowerPoint & MS Outlook). Valid driver's license code 08. Competencies: Job knowledge, communication, Interpersonal relations, Flexibility, Planning & Ogranising, Accuracy, Time Management, Teamwork and Report writing skills.
<u>DUTIES</u>	:	Facilitate Development/review of integrated Human Resource Plan and the monitoring of its implementation thereof. Facilitate Employment Equity. Facilitate development/review of Employment Equity Plan and monitor its implementation thereof. Facilitate the development of Human Resource policies and monitor their impact. Supervise the day- to –day utilisation of resource allocated to the component.
<u>ENQUIRIES</u>	:	Ms N. Mditshwa at Tel No: (040) 940 7074/7083/7076
<u>POST 39/168</u>	:	<u>SENIOR ADMIN OFFICER: INTEGRATED DEVELOPMENT PLANNING (IDP) REF NO: COGTA: 20/10/2021</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R316 791 – R373 167 per annum (Level 08)
	:	Bhisho
	:	National Senior certificate, plus National Diploma/Degree (NQF level (6/7) in in Public Administration or any other relevant qualification in the field recognised by SAQA. 1-2 years' experience in the relevant field. Computer Literacy (MS Word, MS Excel, and PowerPoint & MS Outlook). Valid driver's license code 08. Competencies: Knowledge of legislatives: Public Service Act, 1994, Public Service Regulations Act 2001 Project Management principles, PFMA Act, 1999 Municipal Structures Act, Municipal Systems Act. Be able to communicate with stakeholders (Municipalities Traditional Leaders, National Departments and Provincial Departments). Tactful and diplomatic interpersonal style. Self motivated and success driven. Dedicated and hard working. Innovative. Creativity. Fair. Honest Analytical skills. Leadership skills.

- DUTIES** : Facilitate Sectoral inputs into municipal IDPs. Facilitate alignment of municipal IDPs to National and Provincial priorities and plans. Facilitate and provide support on IDP capacity building programmes. Coordinate annual assessment of adopted IDP's. Facilitate the allocated resources.
- ENQUIRIES** : Ms N. Mditshwa at Tel No: (040) 940 7074/7083/7076
- POST 39/169** : **SENIOR ADMIN OFFICER: ORGANIZATIONAL TRANSFORMATION REF NO: COGTA: 21/10/2021**
- SALARY CENTRE REQUIREMENTS** : R316 791 – R373 167 per annum (Level 08)
: Bhisho
: National Senior certificate, plus National Diploma/B.Degree (NQF level 6/7) in Public Administration/Public Management/ Social Science. Two years' experience in records/correspondence management OR with Senior Certificate alone: seven years' experience in records/correspondence management. Valid driving licence. Competencies: Knowledge of registry duties, practices as well as the ability to capture data, and operate computer. Working knowledge and understanding of the legislative framework governing the Public Service. Knowledge of storage and retrieval procedures in terms of the working environment. Understanding of the work in registry. Job Knowledge. Communication. Interpersonal relations. Flexibility. Teamwork.
- DUTIES** : Render administrative support on organisational development matters. Provide registry counter services. Handle incoming and outgoing correspondence. Render an effective filing and record management service. Operate office machines in relation to the registry function. Process documents for archiving and/ disposal.
- ENQUIRIES** : Ms N. Mditshwa at Tel No: (040) 940 7074/7083/7076
- POST 39/170** : **SENIOR ADMIN OFFICER: RAPID RESPONSE UNIT REF NO: COGTA: 22/10/2021**
- SALARY CENTRE REQUIREMENTS** : R316 791 – R373 167 per annum (Level 08)
: Bhisho
: National Senior certificate, plus National Diploma/Degree (NQF level6/7) in Public Administration, Social Sciences or any other relevant qualification in the field. Two years' experience in the relevant field. Computer Literacy (MS Word, MS Excel, and PowerPoint & MS Outlook). Valid driver's license code 08. Competencies: Understanding of government programmes and projects must be able to interpret government policy to communities, good working relations with the community. Positive attitude towards public. Team building skills, conflict management and interpersonal skills. Creative thinking and innovative, communication and interpersonal skills: This refers to the ability to communicate effectively and in an understandable way without defeating the purpose of communication. Cultural Sensitivity: Being: Being able to respect the culture, values and customs of the community, recognising the important role, cultural, historical and social factors play as an integral part of balance development. Adult educational skills: being able to teach experientially using participatory techniques. Programming and development skills: The ability to plan, manage, implement, monitor and evaluate programmes in a wide array of developmental disciplines such as water supply, agriculture, infrastructure development, health, education, social development, environmental protection, forestry, transport, housing, sports and recreation. Personal Attributes: self-motivation, flexibility and ability to work in a team on participatory projects. Added advantages:
- DUTIES** : Render general clerical support services. Provide clerical support services within the component. Provide financial administration support services in the component.
- ENQUIRIES** : Ms N. Mditshwa at Tel No: (040) 940 7074/7083/7076
- POST 39/171** : **CHIEF PERSONEL OFFICER: HUMAN RESOURCE PROVISIONING REF NO: COGTA: 23/10/2021**
- SALARY CENTRE REQUIREMENTS** : R316 791 – R373 167 per annum (Level 08)
: Bhisho
: National Senior certificate, plus National Diploma/B.Degree (NQF level 6/7) in HRM/ Public Admin/Public Management. Minimum of two years' experience at supervisory level or 4 years' experience at salary level 6 in Human Resource

		Provisioning environment. PERSAL certificate must be attached. Computer Literacy (MS Word, MS Excel, and PowerPoint & MS Outlook). Competencies: Ability to function both independently and as part of the team. Ability to work under pressure and with minimum supervision. Knowledge of PERSAL system, Public Service Act, Public Service Regulations. Knowledge of Human resource prescripts.
<u>DUTIES</u>	:	Cordinate & Facilitate Recruitment And Selection Process: Facilitate advertisement of vacant funded positions; Ensure timeous compilation of masterlists and appointment of panel members; Advise line management on selection process; Ensure that reference checks for interviewed candidates are conducted prior assumption of duty; Ensure early submission of forms for Personality Suitability Check to Security Office (pre-employment screening forms. Facilitate Confirmation of Probation: Remind supervisor about officials whose probation period are due to be confirmed; Receive forms for confirmation of probations; Prepare memo to the authorities for approval. Write letters for confirmation of probations. Facilitate Implementation of Transfers, Translation, Relocation and Secondments: Process transfers from and to other department: Inform the HOD / MEC of the transfers in the department; Update information on PERSAL accordingly. Responsible For Peral Transactions: Ensure correct capturing of transactions on PERSAL; Supervise capturing of appointment transaction for new employees on PERSAL; Capture transactions on PERSAL. Facilitate Verification Of Qualifications Bysuitable Service Provider. Manage Area of Responsibility: Maintain high standards by ensuring that the team / section produces excellent work in terms of quality, quantity and timeliness, Resolve problems of motivation and control with minimum guidance from manage; Delegate functions to staff, based on individual potential, provide the necessary guidance and support and afford staff adequate training and development opportunities, Ensure development & implementation of work plans for all subordinates.
<u>ENQUIRIES</u>	:	Ms N. Mditshwa at Tel No: (040) 940 7074/7083/7076
<u>POST 39/172</u>	:	<u>CHIEF PERSONEL OFFICER: CONDITIONS OF SERVICE REF NO: COGTA: 24/10/2021</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R316 791 – R373 167 per annum (Level 08)
	:	Bhisho
	:	National Senior certificate, plus National Diploma/B.Degree (NQF level 6/7) in HRM/ Public Admin/Public Management. Minimum of two years' experience at supervisory level or 4 years' experience at salary level 6 in Human Resource Provisioning environment. PERSAL certificate must be attached. Computer Literacy (MS Word, MS Excel, and PowerPoint & MS Outlook). Competencies: Ability to function both independently and as part of the team. Ability to work under pressure and with minimum supervision. Knowledge of PERSAL system, Public Service Act, Public Service Regulations. Knowledge of Human resource prescripts.
<u>DUTIES</u>	:	Facilitate and processing of service terminations. Facilitate processing of service benefits. Facilitate checking of leave of absence. Facilitate the processing of nomination of beneficiary's applications.
<u>ENQUIRIES</u>	:	Ms N. Mditshwa at Tel No: (040) 940 7074/7083/7076
<u>POST 39/173</u>	:	<u>SENIOR ADMIN OFFICERS: INTERNAL CONTROL UNIT REF NO: COGTA: 25/10/2021 (X2 POSTS)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R316 791 – R373 167 per annum (Level 08)
	:	Bhisho
	:	National Senior certificate, plus National Diploma/B Degree (NQF level6/7) in Internal Auditing/ B.Com. Minimum of two (2) years experience in Internal control /internal Auditing/ Finance. Computer skills (Teammate Software, Ms Word, Excel and PowerPoint). Valid driver's license code 08. Competencies: Knowledge: In depth knowledge of legislative framework that governs the Public Service: Understanding and application of the following prescripts: PFMA, Treasury Regulations, Treasury/ Practice Notes, Treasury and DPSA circulars. Financial Management Systems (BAS & LOGIS). Skills: Analytical thinking, mathematical, interpersonal, planning & organising, statistical, report writing and time management skills. Honesty and integrity, objectivity and independence. Attention to detail and confidentiality. Conflict management, problem solving, decision making and communication (verbal & written).

- DUTIES** : Testing and monitoring of control environment and offer technical guidance, advice and support on control deficiencies. Plan and organise assessments to be undertaken at allocated departmental sites within group plan agreed upon timelines and for juniors assigned to mentor. Identify early warning mechanism possible risks imposed by the control deficiencies and/or audit infringements and link to the work of the Risk Management sub-unit and action plans for further assessment and monitoring with minimal assistance from Supervisors. Test and monitor the quarterly key controls. Consolidate the assessment report for translation into instrument panel reported to the audit committee, HOD and Treasury without assistance from Supervisors. Receive audit findings, review for points of clarity with auditors prior to disseminating to relevant managers for responses thereto within agreed upon timelines.
- ENQUIRIES** : Ms N. Mditshwa at Tel No: (040) 940 7074/7083/7076
- POST 39/174** : **SENIOR STATE ACCOUNTANT: SYSTEM CONTROL REF NO: COGTA: 26/10/2021**
- SALARY CENTRE REQUIREMENTS** : R316 791 – R373 167 per annum (Level 08)
: Bhisho
: National Senior certificate, plus National Diploma/B.Degree (NQF level 6/7) in Financial Information Systems /Financial Accounting/ Management Accounting/ Taxation/ Auditing or Financial Management and System Controller Certificate. A minimum of 2 years' experience in Finance with at least 1 year experience in the systems control environment. Microsoft: word, excel, PowerPoint, Outlook and other Microsoft applications and BAS. Knowledge of LOGIS, Peral and any Enterprise Resource Planning system (ERP). Valid driver's code 8/10 license.
- DUTIES** : Assist with designing and defining process flows for Basic Accounting System (BAS). Assist with managing BAS new version implementation. Assist with developing and Implementing BAS Policies. Perform BAS administration duties. Assist with BAS Risk management. Assist with managing and monitoring BAS performance. Assist with assigning and revoking functions to BAS users. Liaise with LOGIS and Peral System Controllers. Assist the department in drawing different types of reports on BAS and converting them to Excel. Manage and control proper capturing, authorisation and removal of entities on BAS. Assist with maintaining security profile on BAS. Assist with compilation of monthly and quarterly reports. Assist with other duties as may be required within the Directorate.
- ENQUIRIES** : Ms N. Mditshwa at Tel No: (040) 940 7074/7083/7076
- POST 39/175** : **STATE ACCOUNTANT: FINANCIAL ACCOUNTING SERVICES (PAYMENTS) REF NO: COGTA: 27/10/2021**
- SALARY CENTRE REQUIREMENTS** : R257 508 - R303 339 per annum (Level 07)
: Bhisho
: National Senior certificate, plus National Diploma/B.Degree (NQF level6/7) in Commerce/Accounting/Financial Management or equivalent qualification. One to Two years' experience in a finance environment, in the field of payment office serving as a Senior Accounting Clerk or have served at least one year experience in the payment office. Knowledge of basic accounting system (BAS) AND LOGIS. Computer Literacy MS Word, MS Excel, and PowerPoint & MS Outlook). Competencies: Knowledge of Basic Accounting System (BAS), knowledge of Public Service Regulations, public Finance Management Act, Treasury Regulations and applicable circulars/ instruction notes, Determinations, Financial Policies and Practices. Good communication skills, strong analytical skills, report writing skills and proven interpersonal skills.
- DUTIES** : Compilation of supplier's/service provider's payment/ sundry payment (LOGIS & BAS). Capturing of payments onto the system (BAS & LOGIS) and weekly update payment tool, put on paid stamp on each paper of a payment batch/ voucher a proof that payment has gone through. Resolution of queries raised by supplier's/ service providers. Print, fax, file all payment stubs for various supplier's/service providers after each run with a month. Monthly performance of creditors' reconciliation, prepare, update and reconcile payment monitoring tool, monthly compilation of instruction Note 34 and submission thereof to Provincial Treasury.
- ENQUIRIES** : Ms N. Mditshwa at Tel No: (040) 940 7074/7083/7076

POST 39/176 : **STATE ACCOUNTANT: FINANCIAL ACCOUNTING SERVICES (SUSPENSE ACCOUNTS) REF NO: COGTA: 28/10/2021**

SALARY CENTRE : R257 508 - R303 339 per annum (Level 07)
: Bhisho

REQUIREMENTS : National Senior certificate, plus National Diploma/Degree (NQF level6/7) in Financial Accounting OR relevant qualification in finance. One to Two (2) years' experience at suspense section. Computer Literacy. (MS Word, MS Excel, and PowerPoint & MS Outlook). Competencies: Must have working knowledge of government financial systems namely BAS and PERSAL System. Good communication skills, strong analytical skills, report writing skills, proven interpersonal skills and excellent financial management skills. A strong understanding of Public Finance Management Act of 1999 (PFMA), Treasury Regulations, General Recognized Practice (GAAP) and Public Service Regulations. Knowledge of the Public Sector & SCOA.

DUTIES : Ensuring that all Interdepartmental Claims are monitored and cleared. Rectify all misallocations that have been misallocated to the relevant allocations. Ensure that all old suspense accounts balances are cleared before the financial year end. Ensure that all suspense accounts are cleared by the end of each month and provide explanations for un-cleared items. Ensure that all Ledger Account Reconciliations are done after every BAS monthly closure. Ensure that journals are endorsed and filed properly. Ensure that debts are managed and maintained properly. Ensure that inter-Departmental debts are recorded into our books and reconciled.

ENQUIRIES : Ms N. Mditshwa at Tel No: (040) 940 7074/7083/7076

POST 39/177 : **INTERNAL AUDITORS: INTERNAL AUDIT REF NO: COGTA: 29/10/2021 (X2 POSTS)**

SALARY CENTRE : R257 508 - R303 339 per annum (Level 07)
: Bhisho

REQUIREMENTS : National Senior certificate, plus National Diploma/B Degree (NQF level6/7) in Internal Auditing. Two (2) years relevant experience in an internal Audit environment. Computer skills (Teamware Software, Ms Word, Excel and PowerPoint). Valid driver's license code 08. Registration with the institute of Internal Auditors. Experience as an Internal Audit Technician will be an added advantage. Competencies: Reliability and integrity, good interpersonal and communication skills, Ability to work under pressure, knowledge of Auditing Standards, PFMA, Treasury Regulations and other relevant prescripts., persuasive skills and analytical thinking.

DUTIES : Execute audits as per approved audit programme. Prepare working papers and audit files. Input on the development of audit objectives, document systems and controls, provide input on the planning of audits in line with annual plan and schedule the assignments. Draft audit procedures. Provide inputs for the development of projects execution plan and scheduling of assignments. Draft minutes for entry and exit meetings. Conduct follow up and audits. Perform any other tasks as maybe assigned by supervisor.

ENQUIRIES : Ms N. Mditshwa at Tel No: (040) 940 7074/7083/7076

POST 39/178 : **ADMIN OFFICER: HUMAN RESOURCE UTILIZATION AND CAPACITY BUILDING REF NO: COGTA: 30/10/2021**

SALARY CENTRE : R257 508 - R303 339 per annum (Level 07)
: Bhisho

REQUIREMENTS : National Senior Certificate, An undergraduate qualification (NQF Level 6) in in Public Administration, Human Resources Management, Bachelor of Social Science. Management of Training and/or Public Management. PERSAL Certificate in Introduction (proof of certificate must be attached) with two years relevant experience in government. Knowledge of PERSAL. Two-three years; experience in the PMDS environment. Ability to work with numbers, ability to conceptualize client requirements and be able to communicate effectively with senior officials, ability to work under pressure. Computer Literacy (MS Word, MS Excel, and PowerPoint & MS Outlook). Valid driver's license code 08. Competencies: Communication, Problem Analysis and Solving, Financial Management, Programmes & Project Management, Technical Skills, Reliability, Flexibility, Planning and Execution, Teamwork.

- DUTIES** : Ensure that performance agreements are obtained from various branches. Issue out circulars reminding about the dates for submission of PMDS tools. Validate, quality check all PMDS tools, collate information submitted and capture all PMDS tools on PERSAL, consolidate PDP's and submit to HRD, Analyse PMDS data for statistical purposes. Conduct awareness sessions. Provide secretarial services to the provincial management meeting: Prepare draft Agenda for moderating committees. Prepare and collate document packs for Chief Directorate and Departmental moderating committees. Ensure document packs are distributed timeously to all members of the moderating committee. Attend and take minutes in all Moderating Committees.
- ENQUIRIES** : Ms N. Mditshwa at Tel No: (040) 940 7074/7083/7076
- POST 39/179** : **PERSONAL ASSISTANT: HOUSE OF TRADITIONAL LEADERS REF NO: COGTA: 31/10/2021**
- SALARY** : R257 508 - R303 339 per annum (Level 07)
CENTRE : Bhisho
REQUIREMENTS : National Senior certificate, plus National Diploma/B.Degree (NQF level6/7) in Office Administration/ Secretariat or any other relevant qualification. One to Two years in General Administration environment. Computer literacy. Driver's licence will be an added advantage. Competencies: Planning, organisation and time management skills. Administrative skills. Accuracy and attention to detail. Good verbal and written communication. Ability to work in a team. Customer service excellence.
- DUTIES** : Facilitate the smooth running of the office of the Chief Director. Arranging travelling and accommodation for the Chief Director and occasionally travel with the Chief Director to take notes in meetings or provide general assistant during presentation. Organising and maintaining the diary of the Chief Director. Screening phone calls, inquiries and requests and handling them when appropriate. Controlling of typed documents such as typing of letters, memorandum and reports. Dealing with incoming and outgoing correspondence. Minute taking in meetings and report writing. Responsible for procurement of office supplies such as stationery, refreshments. Responsible for the sub directorate commitment register and analyse expenditure patterns. Monitoring of weekly schedules of the Chief Director. Efficient communication with internal and external Stakeholders.
- ENQUIRIES** : Ms N. Mditshwa at Tel No: (040) 940 7074/7083/7076
- POST 39/180** : **PRINCIPAL PERSONNEL OFFICER: HUMAN RESOURCE PROVISIONING REF NO: COGTA: 32/10/2021**
- SALARY** : R257 508 - R303 339 per annum (Level 07)
CENTRE : Bhisho
REQUIREMENTS : National Senior certificate, plus National Diploma/B.Degree (NQF level6/7) in Human Resource Management /Public Administration / Public Management. One to Two years' experience in the relevant field. PERSAL certificate must be attached. Computer literacy. Competencies: Knowledge and understanding of Human Resource Management prescripts and legislation, PERSAL System, Public Service Act 1994, Basic Conditions of Employment Act, Public Service Regulations. Analytical thinking & Report Writing.
- DUTIES** : Facilitate the process of advertisement of vacant posts. Facilitate recruitment and selection process. Capture appointment of new employees on PERSAL, Facilitate the implementation of transfers, secondments, Acting Appointments. Facilitate confirmation of probationary appointments.
- ENQUIRIES** : Ms N. Mditshwa at Tel No: (040) 940 7074/7083/7076
- POST 39/181** : **PERSONAL ASSISTANT: MUNICIPAL GOVERNANCE AND SUPPORT REF NO: COGTA: 33/10/2021**
- SALARY** : R257 508 - R303 339 per annum (Level 07)
CENTRE : Bhisho
REQUIREMENTS : National Senior certificate, plus National Diploma/Degree (NQF level 6/7) in Public Administration/ Office Management. An exposure to Local Government environment will be an added advantage. Computer literacy. One to Two years' experience in the relevant environment. Competencies: Proficiency in English, Office etiquette, Time Management, Interpersonal Skills and Communication,

<u>DUTIES</u>	: Organizational and office planning skills, ability to operate other office equipment, customer service abilities. : Facilitate the smooth running of Chief Director's office. Facilitate the availability of all the office records at all times. Assess incoming work and distribute where it is required. Type correspondence delegated to you by the office manager and the Chief Director. Manage the resources of the office of the Chief Director. Digital and manual filing of documents, preparation, recording and submission of the Chief Director's claims to the approving authority, monitoring the submission of weekly plans for Chief Director. Procurement of all office supplies including but not limited to refreshments and food service items, procurement of travel bookings for the Chief Director, procurement of venues for scheduled sessions and meetings. Arranging the delivery of materials needed for meetings.
<u>ENQUIRIES</u>	: Ms N. Mditshwa at Tel No: (040) 940 7074/7083/7076
<u>POST 39/182</u>	: <u>COMMUNITY DEVELOPMENT WORKERS (CDWS): MUNICIPAL PUBLIC PARTICIPATION REF NO: COGTA: 34/10/2021 (X16 POSTS)</u>
<u>SALARY CENTRE</u>	: R208 584 - R245 694 per annum (Level 06) : Chris Hani DM: Enoch Mgijima LM (ward 02) (X1 Post), Ntsika Yethu LM (Ward 02 & 16) (X2 Posts), Sakhisizwe LM (Ward 05) (X1 Post) OR Tambo DM: Nyandeni LM (Ward 10) (X1 Post), Mhlontlo LM (Ward 02) (X1 Post), Ingquza LM (Ward 15 & 16) (X2 Posts) Alfred Nzo DM: Matatiele LM (Ward 07) (X1 Post), Umzimvubu LM (Ward 07) (X1 Post), Winnie Madikizela-Mandela LM Ward 05) (X1 Post) Amathole DM: Amahlathi LM (Ward 08 & 15) (X2 Posts) Sara Baartman DM: Dr Beyers Naude LM (Ward 02) (X1 Post), Makana LM (Ward 08) (X1 Post), Great Kei (Ward 07) (X1 Post)
<u>REQUIREMENTS</u>	: National Senior certificate, plus National Diploma (NQF level 6) in Public Administration/ Social Science. Understanding of the community Development work and other development process will be an added advantage. Computer skills (MS Word, Excel). Valid driver's licence code 08. Competencies: Knowledge of the Community Development Facilitation and Community participation process at Municipal level. Understanding of government programmes and projects must be able to interpret government policy to communities, good working relations with the community. Positive attitude towards public. Team building skills, conflict management and interpersonal skills. Creative thinking and innovative, communication interpersonal skills. This refers to the ability to communicate effectively and in an understandable way without defeating the purpose of communication. Cultural Sensitivity: Being able to respect the culture, values and customs of the community, recognising the important role, cultural, historical and social factors play as an integral part of balance development. Adult educational skills: being able to teach experientially using participatory techniques. Programming and development skills: The ability to plan, manage, implement, monitor and evaluate programmes in a wide array of development, health, education, social development, environment protection, forestry, transport, housing, sport and recreation. Personal Attribute: self –motivation, flexibility and ability to work in a team on participatory projects.
<u>DUTIES</u>	: Disseminate government and other information to community members in a timely and equitable manner. Listen and receive feedback and directing this appropriately to providers. Supervise work teams of volunteers or community member involved in community projects such as those employed on public works programmes. Assist Communities in understanding government programmes, developing and submitting Integrated Development Plans to municipalities other spheres of government or donors. Coordinate inter-departmental programmes and encourage improve integration. Maintain ongoing and liaison and collaboration with various community-based organisation and other cadres of community- based workers. Promote the principles of Batho Pele and community participation. Alert communities and other services providers to problems and delays in the delivery of basic services. Assist in the implementation of government programmes and projects. Liaise and evaluate the development impact governance projects and programmes have on communities and submit a report to the relevant structures of government (Local, Provincial & National). Assist local communities in dealing with the HIV/AIDS pandemic by intensifying education and awareness on HIV related matters.

ENQUIRIES : Ms N. Mditshwa at Tel No: (040) 940 7074/7083/7076

POST 39/183 : **SENIOR ADMIN CLERK: TRADITIONAL INSTITUTION AND COORDINATION REF NO: COGTA: 35/10/2021**

SALARY CENTRE REQUIREMENTS : R173 703 - R204 612 per annum (Level 05)
: Bhishe
: National Senior certificate, plus National Diploma (NQF Level 6). Computer literacy.

DUTIES : Capturing of claims for Re-imbusement for officials in the directorate. Procurement of goods and services. Provide support in the coordination of reports and other information from regional offices. Provide support in the monitoring of commitments and accruals. Follow up on processing of queries and complaints received from Traditional Councils. Provide support in the coordination of support to Traditional Councils. General administrative duties.

ENQUIRIES : Ms N. Mditshwa at Tel No: (040) 940 7074/7083/7076

POST 39/184 : **SENIOR ADMIN CLERK: TRADITIONAL INSTITUTION AND COORDINATION REF NO: COGTA: 36/10/2021**

SALARY CENTRE : R173 703 - R204 612 per annum (Level 05)
: Western Tembuland Region
: Emboland Region (X2 Posts)
: Qaukeni Region
: Gcaleka Region (X2 Posts)
: Rharabe Region

REQUIREMENTS : National Senior certificate. Computer literacy. NQF level 6 will be an added advantage.

DUTIES : Receiving and banking of all monies of the Traditional Council. Compilation of financial statement. Coordinate Traditional Council Meetings and provide secretariat support in the meetings. Record Management of all documentation relating to the Traditional Council. Coordinate meetings between the Traditional Leaders and other stakeholders. Financial management including cash management in compliance with the relevant departmental policies, Compilation of estimates of revenue collection and expenditure. Compilation of monthly returns through cash book. Compilation of vouchers for payments after approval. Promote compliance by Traditional Leaders and Traditional Council Members with all available pieces of Legislation. Assist in typing of correspondence in the Traditional Council. Promote cooperation and good relationship between the Traditional Council, Municipalities and other stakeholders.

ENQUIRIES : Ms N. Mditshwa at Tel No: (040) 940 7074/7083/7076

POST 39/185 : **MESSENGER DRIVER: GCALEKA KINGDOM REF NO: COGTA: 37/10/2021**

SALARY CENTRE REQUIREMENTS : R122 595 - R144 411 per annum (Level 03)
: Gcaleka
: ABET/Grade 10/ equivalent qualification. Code 10 driver's license with PDP.

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

ENQUIRIES : Ms N. Mditshwa at Tel No: (040) 940 7074/7083/7076

POST 39/186 : **MESSENGER DRIVER: NYANDENI REGION REF NO: COGTA: 38/10/2021**

SALARY CENTRE REQUIREMENTS : R122 595 - R144 411 per annum (Level 03)
: Nyandeni
: ABET/Grade 10/ equivalent qualification. Code 10 driver's license with PDP.

DUTIES : To take care of driving for the region. Collect stationery and cleaning material from the Head Office. Move assets from one place to another. Transport

officials when necessary. See to it that the vehicle is taken to service when necessary. Serve as a messenger to the regional office. Attend to all messenger duties i.e. photocopying, handling of mail, delivery and collection of goods and correspondence from the Head Office and to the Regional Office and Traditional Councils. Collection and delivery of parcels, packages and official documents as and when required by the Head of the Region. Knowledge of Transport Regulations.

ENQUIRIES : Ms N. Mditshwa at Tel No: (040) 940 7074/7083/7076

POST 39/187 : **MESSENGER DRIVER: CHAIRPERSON OF THE HOUSE OF TRADITIONAL LEADERS REF NO: COGTA: 39/10/2021**

SALARY CENTRE REQUIREMENTS : R122 595 - R144 411 per annum (Level 03)
: Bisho
: Grade 10/ equivalent qualification. Code B driver's license. Competencies: Excellent driving skills, good interpersonal skills and basic communication skills. Knowledge of transport regulations. Proven client focus and orientation. Sound interpersonal skills. Extensive travelling and willingness to work extended hours, weekends and public holidays are essential.

DUTIES : Provide transportation of the Chairperson to official destinations. Liaise with the office of the Chairperson to ensure that the Chairperson arrive on time on his official meetings. Perform daily and post trip vehicle inspection to ensure that the vehicle is in the best condition at all times. Report incident and accidents to the vehicle timeously. Maintain log book for official trips on daily basis.

ENQUIRIES : Ms N. Mditshwa at Tel No: (040) 940 7074/7083/7076

DEPARTMENT OF SOCIAL DEVELOPMENT

APPLICATIONS : can be forwarded to the following District: **Provincial Office/Bisho:** Hand Delivery: Albertina Sisulu Building, No 7 Beatrice Street (behind KFC-Alexandra Road), King William's Town, for the attention of Ms A Njaba or post to The Director: HRA: Social Development, Private Bag X0039, Bisho, 5605. Alternatively, applications can be forwarded to: recruitment@ecdsd.gov.za: e-recruitment. Enquiries can be directed to Ms Z. Moyeni at 043 605-5110 / Ms A. Njaba 043 605-5101/

District Offices: **Alfred Nzo:** The District Director, Department of Social Development, Private Bag X 401, Mount Ayliff, 4735 or hand deliver at Room 7 Mt Ayliff Counseling Centre, Garane Street for the attention of Mr S Zondo. Enquiries may be directed to Mr S Shweni at 039 – 2540900

Amathole: The District Director, Department of Social Development, Private Bag X 9066, East London, 5200, or hand delivered at Absa Building, No. 85 Oxford Street, East London for the attention of Ms Z. Habe. Enquiries may be directed to Ms Z. Habe at 0437116626

Buffalo City Metro: The District Director, Department of Social Development, Private Bag X9066, East London 5200, or hand deliver at Ideal Homes Building, No 172 Oxford Street, East London, for the attention of Ms P. Kula Enquiries may be directed to Mr M Yonana 043 705-5675.

Nelson Mandela Metro: The District Director, Department of Social Development, Private bag X 3906 North End 5056 or hand delivered at Room 208, Ibhayi Bulding, Straundale Road Enquiries may be directed to Ms L. Thompson 041 406-5750

FOR ATTENTION CLOSING DATE : Ms. A. Njamba
: 19 November 2021, (Applications received after closing date will not be considered.

NOTE : Applications must be submitted on a Z83 Form, obtainable from any Public Service department or go to www.dpsa.gov.za/ or <http://www.ecprov.gov.za> which must be signed (an unsigned Z83 form will disqualify an application) and should be accompanied by a recently updated, comprehensive CV as well as copies of all qualification(s), academic record, [Matric certificate must also be attached] ID-document and Driver's license [where applicable]. Such copies need not be certified. The communication from HR regarding the requirement for certified documents will be limited to the short-listed candidates. Therefore, the shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of his/her Permanent Residence Permit to his/her application. Should you be

in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within six (6) months after the closing date of this advertisement, please accept that your application was unsuccessful. Selected candidates will be subjected to a personnel suitability check (criminal record check, citizenship verification, financial/asset record check, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. Successful candidates will be appointed on a probation period of twelve (12) months. Misrepresentation in the application documents will result in automatic disqualification and disciplinary action in the event the candidate has already been appointed. The Department reserves the right not to make appointment(s) to the advertised post(s). Persons with disability and people from previously disadvantaged groups are encouraged to apply. Employment equity targets of the department will be adhered to.

OTHER POST

<u>POST 39/188</u>	:	<u>SENIOR DATA CAPTURER: EPWP PROGRAMME REF NO: DSD 00/10/2021</u> (12 Months Contract)
<u>SALARY</u>	:	R316 791 per annum
<u>CENTRE</u>	:	Provincial Office: KWT
<u>REQUIREMENTS</u>	:	Standard 10/ Grade 12 plus appropriate tertiary qualification at NQF 6 in Social Sciences/Public Administration /Management/ Information Management Systems or equivalent Qualification OR relevant Post-Matric Certificate of RPL (as assessed and awarded by a Recognized Accredited Institution of Learning with a minimum of 120 credits at NQF Level 7 - with at least 1-2 years' relevant experience in Expanded Public Works Programme). A valid South African Driver's Licence. Competencies: Knowledge of the Public Employment Programmes or Expanded Public Works Programme (EPWP). An understanding of government legislation, policies, and procedures. Must be good in Excel spread sheets backed by sound numerical and analytical knowledge. Good communication skills. Innovative thinking ability as well as problem-solving skills. Sound inter-personal and organisational skills. Sound personal values in terms of honesty, integrity and confidentiality.
<u>DUTIES</u>	:	Provide technical support in the collection of reports from all Departmental Programmes and Districts. Contribute towards the realisation of the EPWP targets utilising the EPWP reporting tools. Provide exception reports on data received and captured. Develop lists of EPWP reports expected. Ensure accurate and consistent capturing of projects and work opportunities. Reconcile reports received vs expected and advise management on outstanding reports. Provide technical support in the capturing of all allocated EPWP projects and work opportunities from Programmes and Districts. Assist with the preparation of inputs to meet the Departmental reporting mandate. Conduct data quality assurance.
<u>NOTE</u>	:	The burden of proof of qualification lies with the applicant for a post. Applicants must submit proof of qualifications obtained through Recognition of Prior Learning (RPL) from the relevant institution under the NQF for consideration that their prior learning and experience is equivalent to an NQF level required for a post advertised.

GRADUATE INTERNS

OTHER POSTS

<u>POST 39/189</u>	:	<u>STRATEGIC PLANNING & MANAGEMENT REF NO: DSD 01/10/2021 (X12 POSTS)</u> 24 Months
<u>STIPEND</u>	:	R73 004.40 per annum
<u>CENTRE</u>	:	Provincial Office: KWT (X8 Posts) Alfred Nzo (X1 Post) Amathole (X1 Post)

		Buffalo City Metro (X1 Post)
		Nelson Mandela Metro (X1 Post)
<u>REQUIREMENTS</u>	:	Standard 10/ Grade 12 plus National Diploma /B Degree in Social Science / Public Administration / Public Management.
<u>POST 39/190</u>	:	<u>INSTITUTIONAL SUPPORT SERVICES REF NO: DSD 02/10/2021 (X1 POST)</u>
		24 Months
<u>STIPEND</u>	:	R73 004.40 per annum
<u>CENTRE</u>	:	Provincial Office: KWT
<u>REQUIREMENTS</u>	:	Standard 10 / Grade 12 plus National Diploma / B Degree in Public Administration / Public Management.
<u>POST 39/191</u>	:	<u>PROGRAMME 2 REF NO: DSD 03/10/2021 (X1 POST)</u>
		24 Months
<u>STIPEND</u>	:	R73 004.40 per annum
<u>CENTRE</u>	:	Provincial Office: KWT
<u>REQUIREMENTS</u>	:	Standard 10 / Grade 12 plus National Diploma / B Degree in Public Administration / Public Management.
<u>POST 39/192</u>	:	<u>PROGRAMME 3 REF NO: DSD 04/10/2021 (X1 POST)</u>
		24 Months
<u>STIPEND</u>	:	R73 004.40 per annum
<u>CENTRE</u>	:	Provincial Office: KWT
<u>REQUIREMENTS</u>	:	Standard 10 / Grade 12 plus National Diploma / B Degree in Public Administration / Public Management.
<u>POST 39/193</u>	:	<u>PROGRAMME 4 REF NO. DSD 05/10/2021 (X1 POST)</u>
		24 Months
<u>STIPEND</u>	:	R73 004.40 per annum
<u>CENTRE</u>	:	Provincial Office: KWT
<u>REQUIREMENTS</u>	:	Standard 10 / Grade 12 plus National Diploma / B Degree in Public Administration / Public Management.
<u>POST 39/194</u>	:	<u>INTERNAL AUDITING REF NO: DSD 06/10/2021 (X1 POST)</u>
		24 Months
<u>STIPEND</u>	:	R73 004.40 per annum
<u>CENTRE</u>	:	Provincial Office: KWT
<u>REQUIREMENTS</u>	:	Standard 10/ Grade 12 plus National Diploma / B Tech / B Degree in Internal Auditing.
<u>POST 39/195</u>	:	<u>INTERNAL CONTROL UNIT (ICU) REF NO: DSD 07/10/2021 (X1 POST)</u>
		24 Months
<u>STIPEND</u>	:	R73 004.40 per annum
<u>CENTRE</u>	:	Provincial Office: KWT
<u>REQUIREMENTS</u>	:	Standard 10/ Grade 12 plus National Diploma / B Tech / B Degree in Internal Auditing.
<u>POST 39/196</u>	:	<u>FACILITIES REF NO: DSD 08/10/2021 (X1 POST)</u>
		24 Months
<u>STIPEND</u>	:	R73 004.40 per annum
<u>CENTRE</u>	:	Provincial Office: KWT
<u>REQUIREMENTS</u>	:	Standard 10/ Grade 12 plus National Diploma / B Tech / B Degree in Built Environment.
<u>POST 39/197</u>	:	<u>RISK MANAGEMENT REF NO: DSD 09/10/2021 (X1 POST)</u>
		24 Months
<u>STIPEND</u>	:	R73 004.40 per annum
<u>CENTRE</u>	:	Provincial Office: KWT

- REQUIREMENTS** : Standard 10/ Grade 12 plus National Diploma / B Tech / B Degree in Public Administration / Public Management.
- POST 39/198** : **HUMAN RESOURCE MANAGEMENT REF NO: DSD 10/10/2021 (X1 POST)**
24 Months
- STIPEND** : R73 004.40 per annum
- CENTRE** : Provincial Office: KWT
- REQUIREMENTS** : Standard 10 / Grade 12 plus National Diploma / B Degree in Human Resource Management / Bachelor of Social Science (Human Resource Management) / Bachelor of Commerce (Human Resource Management).

DEPARTMENT OF SPORTS RECREATION AND CULTURE

Management support service to the Accounting Officer. Ensure compliance to the PFMA, Treasury regulations, other relevant Acts, and accounting standards and practices. Plan, manage and coordinate the resources of the Directorate to ensure the efficient and effective utilization of resources, including the management of performance of personnel. Participate in policy formulation, strategic and operational planning as well as budget planning on senior management level in order to ensure that goals and objectives are reasonable and attainable and that reporting against the Strategic Plan takes place.

- APPLICATIONS** : Applications can be emailed to recruitment@ecsrac.gov.za
Applications to be submitted using the following options – directly to the relevant centre: **Head Office:** Enquiries – Mr. Y. Dlamkile Tel: 043 492 1386 or Mrs. R. E. Swartbooi Tel: 043 492 0949, Post to: The Senior Manager: HRM, Department of Sport, Recreation, Arts and Culture, Private Bag X0020, Bisho, 5605, Hand deliver to: No. 5 Eales Street, Wilton Zimasile Mkwayi Building, King William’s Town, 5605
OR Tambo District: Attention Mr. S. S. Stuma Tel: 047 495 0830, Post to: The Senior Manager, Department of Sport, Recreation, Arts and Culture, Private Bag X5049, Mthatha, 5099, Hand deliver to human Resource Management, 6th Floor, Botha Sgcau Building, corner Leeds and Owen Street, Umtata.
Amathole District: Enquiries Mr T. Jantjies Tel: 043 492 1836, Post to: The Senior Manager, Department of Sport, Recreation Arts and Culture, Private Bag X9030, East London 5200 OR Hand deliver to: No 16 Commissioner Street, Old Elco Building, East London, 5201
Joe Gqabi District: Attention Mr. D. Ndzongwana: 051 492 4805 / 078 701 7744, Post to: The Senior Manager: Department of Sport, Recreation, Arts and Culture, Private Bag X1010, Aliwal North, 9750 OR Hand deliver to: No. 02 Cole Street, Aliwal North
Nelson Mandela District: Attention Mr A Kitching: 041 492 1231 / 1230, Post to: The Senior Manager: Department of Sport, Recreation, Arts and Culture, Private Bag X6003, Port Elizabeth, 6003 OR Hand deliver to: 2nd Floor - 66 Corporate Place, Ring Road, Greenacres, Newton Park, Port Elizabeth
19 November 2021 @ 15H30

CLOSING DATE :

NOTE :

Applications must be submitted on a Z83 Form, obtainable from any Public Service department or on the internet at <http://www.info.gov.za/documents/forms/employ.pdf> which must be signed (an unsigned Z83 form will disqualify an application) and should be accompanied by a recently updated, comprehensive CV and copies of qualification(s) [Matric certificate must also be attached] and ID-document and Driver’s licence. Such copies need not be certified. Communication regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of his/her Permanent Residence Permit to his/her application. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Due to covid 19 regulations applications will be accepted with no certified documents Departmental will and will be later accepted by HR after the interviews .Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record check, citizenship verification, financial/asset record check, qualification/study verification and previous employment verification).

Successful candidates will also be subjected to security clearance processes. Where applicable, candidates will be subjected to a skills/knowledge test. Successful candidates will be appointed on a probation period of twelve (12) months. The Department reserves the right not to make appointment(s) to the advertised post(s). Persons with disability and women are encouraged to apply. For SMS posts all shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job. The selection panel will recommend candidates to attend a generic Managerial competency assessment in compliance with the DPSA Directive on the implementation of competency-based assessment. In terms of DPSA Directive for SMS appointments, applicants are required to produce or attach a pre-entry Certificate for entry into the SMS posts and the full details can be sourced by following the link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme>.

OTHER POSTS

- POST 39/199** : **ASSISTANT DIRECTOR: SCHOOL SPORT REF NO: DSRAC 03/10/2021**
(Re-Advertisement, previous applicants are encouraged to apply)
- SALARY** : R470 040 per annum (Level 10), an all-inclusive remuneration
CENTRE : Nelson Mandela District
REQUIREMENTS : National Senior Certificate plus a National Diploma in Sport Management or Human Movement Science Studies (NQF Level 6) with 3 years' experience at supervisory level or SL 7/8 in the field of Sport and Recreation. Knowledge of Sport related government pre-scripts in particular those focusing in School Sport Development and Sport Development such as National Sports Plan. Sound knowledge of the School Sport Grant Framework and LTPD/LTCD. Knowledge of Public Service Act, Public Service Regulations, Public Finance Management Act, Division of Revenue Act and Employee Performance Management Development System, knowledge of DORA Grant Framework and other applicable legislation. Knowledge of wide range of work processes and procedures such as events management, government procurement, monitoring and evaluation. Proven administration, planning, organizing and communication skills. Ability to follow correct reporting procedures and to compile management reports. Conflict management and resolution skills. Ability to maintain sound interpersonal skills and must be innovative and creative. Ability to work under pressure and computer skills are essential. A valid code 08 driving license.
- DUTIES** : Management of Sub-directorate: School Sport and human resource (Staff) that include performance evaluation of employees. Ensure compliance of school sport programmes with conditional grant framework. Compilation of operational plan of the Sub-Directorate. Conceptualize and initiate programmes for the development and promotion of school sport. Facilitate, support, monitor and evaluate sub-directorate budget. Monitor and evaluate the service and transformation in school sport. Development and submission of reports according to the systems of the department. Embarking on the planning and budgeting processes as well as manage the utilization of sub directorate budget within PMFA prescripts. Facilitate the process of school sport transformation working in conjunction with school sport associations/structures and stakeholders. To establish, maintain and strengthen school sport structures/associations within in the district. Manage the co-ordination and delivery of district teams towards the National School Sport Championships. Manage the capacity and empowerment of school sport stakeholders to co-ordinate school sport programmes. Facilitate the provision of equipment and or attire to registered schools in the District. Manage the co-ordination of leagues and festivals/tournaments in collaboration with the Department of Education.
- ENQUIRIES** : A. Kitching Tel No: 041 492 1288 / 1231 / 1234
NOTE : People with disabilities who meet the requirements will be given preference.
- POST 39/200** : **ASSISTANT DIRECTOR: RESEARCH REF NO: DSRAC 02/10/2021**
(Re-Advertisement, previous applicants are encouraged to apply)
- SALARY** : R376 596 per annum (Level 09), an all-inclusive remuneration
CENTRE : Head Office

<u>REQUIREMENTS</u>	:	National Senior Certificate plus a National Diploma in Public/Business Administration/Social Sciences (NQF Level 6) and or equivalent qualification coupled with 3 years' experience in the field with supervisory experience in a research environment. Experience of research, policy development and implementation. Project evaluation experience. An understanding of innovation and knowledge management issues and policy in the Province and Department. Must be able to interpret policies and implement strategies. Good management and communication skills. Computer literacy. A valid code 08 driving license.
<u>DUTIES</u>	:	Conduct research and produce reports and papers as required for management and key stakeholders. Support the Manager: Research and Policy Development on specific key areas of work related to the review, monitoring and implementation of existing research reports and recommendations. Provide advice, support and guidance to internal and external stakeholders, developing and maintaining relationships with service delivery institutions and other government departments and or research institutions. Assist in the provision of a well research data for the development of departmental strategies and policies. Develop and maintain a strong understanding of DSRAC strategies and mandate to ensure that current and future development requirements can be met. Coordinate development, monitoring and implementation of innovation and knowledge management strategy.
<u>ENQUIRIES</u>	:	R. Swartbooi Tel No: 043 492 0949
<u>NOTE</u>	:	People with disabilities who meet the requirements will be given preference.
<u>POST 39/201</u>	:	<u>CULTURAL OFFICER (X2 POSTS)</u>
<u>SALARY CENTRE</u>	:	R257 508 per annum (Level 07), an all-inclusive remuneration OR Tambo District - Port ST. John's Arts Centre Ref No: DSRAC 04/10/2021 Joe Gqabi District – Joe Gqabi Arts Centre Sterkspruit Ref No: DSRAC 05/10/2021
<u>REQUIREMENTS</u>	:	National Senior Certificate plus a National Diploma at NQF level 6 in Arts and Culture. At least 1 to 2 years working experience in an Arts and Culture field. Knowledge of Public Service Legislation, Policies and Prescripts. Basic knowledge of financial administration. Good computer, organising, communication and report writing skills. Excellent human and interpersonal relations. Sound knowledge of stakeholders. A valid code 08 driving license.
<u>DUTIES</u>	:	Coordinate Arts & Culture Provincial Programmes. Organise logistics and attend meetings. Responsible for groups and designer artists. Organise festival equipment for artists. Facilitate and implement art centre programs. Craft rooster for activities. Organise arts centre structures. Consult with relevant stakeholders. Identify beneficiaries. Coordinate approval of submissions. Facilitate access of the art centre. Market the institution to the communities. Monitor day to day operations of the art centre. Responsible for art centre material. Develop database for artists. Provide institutional support. Maintain working relations with the stakeholders. Give support to developing artists. Monitor progress of artists. Provide administrative support. Draft art centre business plan. Consolidate and compile quarterly and annual reports. Monitor budget expenditure and revenue collection. Coordinate procurement submission. Organise and monitor visitor's register.
<u>ENQUIRIES</u>	:	S. Stuma Tel No: 047 495 0830 (OR Tambo) N. Fiki Tel No: 051 492 2774 (Joe Gqabi)
<u>POST 39/202</u>	:	<u>CULTURAL OFFICER REF NO: DSRAC 06/10/2021</u>
<u>SALARY CENTRE</u>	:	R257 508 per annum (Level 07), an all-inclusive remuneration Amathole District - Willowvale Arts Centre
<u>REQUIREMENTS</u>	:	National Senior Certificate plus a National Diploma at NQF level 6 in Arts and Culture. At least 1 to 2 years working experience in an Arts and Culture field. Knowledge of Public Service Legislation, Policies and Prescripts. Basic knowledge of financial administration. Good computer, organising, communication and report writing skills. Excellent human and interpersonal relations. Sound knowledge of stakeholders. A valid code 08 driving license.
<u>DUTIES</u>	:	Craft roster for activities. Organise arts centre structures. Consult with relevant stakeholders and identify beneficiaries. Facilitate access of the art centre. Responsible for art centre material. Develop database for artists. Provide institutional support. Maintain working relations with administrative support.

ENQUIRIES

: Draft art centre business plan. Consolidate and compile monthly, quarterly and annual reports. Monitor budget expenditure and revenue collection. Implement procurement submissions. Organise and monitor visitor's register.
T. Jantjies Tel No: 043 492 1836 (Amathole)

**PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT OF HEALTH**

ERRATUM: Kindly note that the post of Auxiliary Worker (Mortuary) Directorate: Logistics (**for Charlotte Maxeke Johannesburg Academic Hospital**) without Ref No: advertised in Public Service Vacancy Circular 37 dated 22 October 2021, the Ref No of the post has been amended as follows Ref No: REFS/012220. People who applied are encouraged to re-apply, the closing date has been extended to the 19 November 2021.

OTHER POSTS

<u>POST 39/203</u>	:	<u>MEDICAL SPECIALIST GRADE 1-3 REF NO: SBAH 105/2021</u> Directorate: Radiation Oncology
<u>SALARY</u>	:	Grade 1: R1 106 040 per annum, plus benefits Grade 2: R1 264 623 per annum, plus benefits Grade 3: R1 467 651 per annum, plus benefits
<u>CENTRE REQUIREMENTS</u>	:	Steve Biko Academic Hospital MBChB and Degree in Radiation Oncology, Full Registration with Health professional's council of South African as Radiation Oncologist.
<u>DUTIES</u>	:	The department of Radiation Oncology is based at Steve Biko Academic hospital and affiliated with the University of Pretoria. This is a full time, permanent position for a Consultant Radiation Oncologist at Steve Biko Academic hospital. The candidate should have full registration in Radiation oncology with the Health professional Council of South Africa. Clinical duties including running radiation oncology clinics, radiotherapy planning and treatment, participation in multi-disciplinary team meetings, supervision and training of registrars. Academic participation including participation in research activities, lecturing of undergraduate and post graduate students in medical and affiliated fields. Duties include compulsory overtime and ward cover.
<u>ENQUIRIES APPLICATIONS</u>	:	Dr. S Bassa Tel No: 012 354 1185/1553 Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.
<u>NOTE</u>	:	Applications must be submitted with a Z83 form with relevant attachments. Steve Biko Academic Hospital 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.
<u>CLOSING DATE</u>	:	19 November 2021
<u>POST 39/204</u>	:	<u>MEDICAL SPECIALIST GRADE 1 REF NO: SBAH 106/2021</u> Directorate: Cardiology
<u>SALARY</u>	:	R1 106 040 per annum, plus benefits
<u>CENTRE REQUIREMENTS</u>	:	Steve Biko Academic Hospital Registration with the HPCSA as specialist physician/ specialist Cardiologist. Ability to make complex decision in difficult situations. Confidence in referring to others when something is outside your expertise. Ability to motivate and manage yourself. Analytic judgement. Potential to lead a team. Ability to communicate well with colleagues and patients.
<u>DUTIES</u>	:	Render a full spectrum of Cardiology inpatient and outpatient services. Provide clinical guidance to designated clinic staff. Perform department administrative duties. Teach pre- and post-graduate students. Initiate and participate in clinical research. Render after- hours clinical services.
<u>ENQUIRIES APPLICATIONS</u>	:	Prof. Al Sarkin Tel No: 012 354 2277 Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.
<u>NOTE</u>	:	Applications must be submitted with a Z83 form with relevant attachments. Steve Biko Academic Hospital 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.
<u>CLOSING DATE</u>	:	19 November 2021

- POST 39/205** : **MEDICAL SPECIALIST: RADIOLOGY REF NO: MEDSPEC/OCT2021 (X1 POST)**
Directorate: Medical
- 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
- CENTRE REQUIREMENTS** : Thelle Mogoerane Regional Hospital
Degree (MBChB) FCRAD DIAG (SA) or equivalent registration with HPCSA as a Medical Specialist in Radiology. Proof of current registration with HPCSA as a Medical Specialist. Candidates that have written their final FCRAD DIAG (SA) final exam and awaiting submission of their MMED research in order to get HPCSA registration will be considered.
- DUTIES** : Management of designated areas of responsibility within the Radiology department at Thelle Mogoerane Regional Hospital. Perform radiology studies, completing the booked patient list and urgent cases of the day. Liaise with radiography staff and clinical disciplines regarding patient examinations. Conducting of interdisciplinary consultations to other disciplines. Drawing up protocols for patients and radiological services management. Performance of procedures relevant to discipline. Supervision of participation in postgraduate and undergraduate training. Participation in the academic programs of the department. Conducting relevant research within the department. Performing regular audits of the department. Liaising with the hospital management and other agencies to ensure the efficient provision of Diagnostic Radiological services within the hospital and cluster. Providing consultative support services to peripheral institutions as part of the department outreach program supervision.
- ENQUIRIES APPLICATIONS** : Dr. R.L Tshivase cell @ 082 5601055
should be submitted to Thelle Mogoerane Regional Hospital, 12390 Nguza Street, ext. 14, Vosloorus, 1475, 1st Floor HR reception (Steel Cabinets) and sign in the register book or post to Private Bag X01, Alrode, 1451.
- NOTE** : The appointed employee will be subjected to Personnel Suitability Check (PSC), (OHS) Medical surveillances required in the HBA at no cost. People with disabilities are welcome to apply. Applications must be filled on a new Z83 form signed and initialed accompanied by a comprehensive CV highlighting or stating the requirements mentioned above. Applicants must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. Note: 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. Qualifications of candidates recommended for appointment will be verified. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process: criminal clearance, citizenship, credit records. Applications received after closing date will not be accepted. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department. Thelle Mogoerane Regional Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race and gender will receive preference.
- CLOSING DATE** : 19 November 2021
- POST 39/206** : **MEDICAL REGISTRAR REF NO: SBAH 107/2021 (X3 POSTS)**
Directorate: Orthopaedics
- SALARY** : R821 205 per annum, plus benefits
- CENTRE REQUIREMENTS** : Steve Biko Academic Hospital
Registration with HPCSA as a Medical Independence practice. Must have passed primary exam of College of Medicine South Africa. Six months experience in orthopaedics will be an added advantage.
- DUTIES** : Clinical care of orthopaedics patients. Teaching of junior medical and medical students.
- ENQUIRIES** : Prof. MV Ngcelwane Tel No: 012 354 2838

<u>APPLICATIONS</u>	:	Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.
<u>NOTE</u>	:	Applications must be submitted with a Z83 form with relevant attachments. Steve Biko Academic Hospital 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.
<u>CLOSING DATE</u>	:	19 November 2021
<u>POST 39/207</u>	:	<u>REGISTRAR REF NO: UPOHC/ MFOS/23/2021</u> Directorate: Maxillo- Facial and Oral Surgery
<u>SALARY</u>	:	R821 205 – R858 711 per annum, (all- inclusive package)
<u>CENTRE</u>	:	University of Pretoria Oral Health Centre
<u>REQUIREMENTS</u>	:	A BChD / BDS degree or equivalent qualification. Current registration with the HPCSA as a Dentist in the category independent practice. Primary Subjects passed within a five-year period. Recommendations: ATLS certificate highly recommended. Postgraduate Diploma in Oral Surgery, Master of Science in Oral Surgery or any other PG qualification related to Maxillo-Facial and Oral Surgery and ACLS will be additional advantage.
<u>DUTIES</u>	:	The successful candidate will, in addition to the responsibilities and requirements necessary for the completion of the MChD degree in Maxillo-Facial and Oral Surgery, also participate in under- and postgraduate lecturing, clinical teaching activities of the Department, carry out service rendering (patient care) and perform the prescribe research linked to the requirements of the course.
<u>ENQUIRIES</u>	:	Prof M Mabongo Tel No: 012 319 2678/2232
<u>APPLICATIONS</u>	:	Quoting the relevant reference number. Direct applications must be delivered to Ms N Kubheka, Human Resources Management at Louis Botha A Building, Dr Savage Road, Riviera, Pretoria or mail to Ms. N Kubheka PO Box 1266, Pretoria, 0001.
<u>NOTE</u>	:	Applicants to attach copies of all the necessary documents (qualifications) including valid current identity document, CV with minimum of at least three (3) referees, current proof of HPCSA certificate and New Z83 must completed in full. Applications must be submitted timeously, applications received after closing date will not be accepted. The Department reserves the right not to make an appointment. Candidates will be expected to be available for selection interviews on the date and time and place determined by the Department. Correspondence will be limited to Shortlisted candidates only, if you have not heard from us within 3 months of Closing date, please accept that your application has been unsuccessful.
<u>CLOSING DATE</u>	:	19 November 2021
<u>POST 39/208</u>	:	<u>MEDICAL OFFICER GRADE 1 REF NO: SBAH 108/2021</u> Directorate: Orthopaedics
<u>SALARY</u>	:	R821 205 per annum, plus benefits
<u>CENTRE</u>	:	Steve Biko Academic Hospital
<u>REQUIREMENTS</u>	:	Registration with HPCSA as a Medical Independence practice. Must have passed primary exam of College of Medicine South Africa. Six months experience in orthopaedics will be an added advantage.
<u>DUTIES</u>	:	Clinical care of orthopaedics patients. Teaching of junior medical and medical students.
<u>ENQUIRIES</u>	:	Prof. MV Ngcelwane Tel No: 012 354 2838
<u>APPLICATIONS</u>	:	Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.
<u>NOTE</u>	:	Applications must be submitted with a Z83 form with relevant attachments. Steve Biko Academic Hospital 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.
<u>CLOSING DATE</u>	:	19 November 2021
<u>POST 39/209</u>	:	<u>DENTIST/LECTURER GRADE 1-3 REF NO: UPOHC/DMS/0024/2021(X2 POSTS)</u> Directorate: Dental Management Sciences
<u>SALARY</u>	:	R797 109 – R1 362 366 per annum, (all-inclusive package)
<u>CENTRE</u>	:	University of Pretoria Oral Health Centre

- REQUIREMENTS** : BChD or equivalent qualification. Current registration with the HPCSA as a dentist in category independent Practice. At least 3 years' experience as a dentist in general dental practice. Experience in teaching and clinical supervision. Recommendation: A Postgraduate qualification (PGDip or MSc) in any field of clinical dentistry/ Management/ Leadership.
- DUTIES** : The successful candidate will be responsible for the coordination/organisation, teaching, learning and assessment of the first year Integrated Dentistry module, whilst significantly contributing to the other modules including second year Integrated Dentistry, Comprehensive Patient Care, Patient with Special Needs, Dental Practice Management and Ethics and Jurisprudence. This will include preparation/ updating of study guides and subject content. Active involvement with first year students is a requirement to develop their life and academic skills. Management / treatment of patients. Conduct research.
- ENQUIRIES** : Prof SE van der Berg -Cloete Tel No: 012 319 2518
- APPLICATIONS** : Quoting the relevant reference number. Direct applications must be delivered to Ms N Kubheka, Human Resources Management at Louis Botha A Building, Dr Savage Road, Riviera, Pretoria or mail to Ms. N Kubheka PO Box 1266, Pretoria, 0001.
- NOTE** : Applicants to attach copies of all the necessary documents (qualifications) including valid current identity document, CV with minimum of at least three (3) referees, current proof of HPCSA certificate and New Z83 must completed in full. Applications must be submitted timeously, applications received after closing date will not be accepted. The Department reserves the right not to make an appointment. Candidates will be expected to be available for selection interviews on the date and time and place determined by the Department. Correspondence will be limited to Shortlisted candidates only, if you have not heard from us within 3 months of Closing date, please accept that your application has been unsuccessful.
- CLOSING DATE** : 19 November 2021
- POST 39/210** : **ASSISTANT DIRECTOR: DENTAL TECHNICIAN GRADE 1-2 REF NO: UPOHC/ PROSTHO/25/2021**
Directorate: Prosthodontics
- SALARY** : R517 326 – R656 469 per annum, (plus benefits)
- CENTRE** : University of Pretoria Oral Health Centre
- REQUIREMENTS** : A National Diploma or Degree in Dental Technician. Current registration with SADTC as a Dental Technician. A minimum of eight (8) years of experience as a Dental Technician, with three years at supervisory level with administration and management (incl. human resource and finance management) duties. Skills in all aspects of dental technology and Computer literacy. Recommendations: Proficient skills in Orthodontics / Maxillo-Facial Prosthesis or Crown and Bridgework with CAD/CAM expertise will be an added advantage.
- DUTIES** : Manage and provide Dental Laboratory Service to all departments that require such services. Daily control of all work entering and leaving the laboratory including quality control and work allocation. Controlling and ordering of materials used in the laboratory. Compilation of monthly reports reflecting the turnover of the production and Crown and Bridge laboratories. Maintaining of records of materials, equipment and repairs to equipment in the laboratory. Ensure compliance of the Laboratory with the SADTC. Regular meeting with laboratory staff and creation of platforms for continuous development of staff. Distribution of incoming work between all technicians according to requirements and completion dates. Annual performance contracting and evaluation of technicians. Keep inventory of stock and equipment by means of VA2 register. Carry out any other duties deemed necessary by the line manager to facilitate outputs.
- ENQUIRIES** : Prof LM Sykes Tel No: 012 319 2681
- APPLICATIONS** : Quoting the relevant reference number. Direct applications must be delivered to Ms N Kubheka, Human Resources Management at Louis Botha A Building, Dr Savage Road, Riviera, Pretoria or mail to Ms. N Kubheka PO Box 1266, Pretoria, 0001.
- NOTE** : Applicants to attach copies of all the necessary documents (qualifications) including valid current identity document, CV with minimum of at least three (3) referees, current proof of SADTC certificate and New Z83 must completed in full. Applications must be submitted timeously, applications received after closing date will not be accepted. The Department reserves the right not to

make an appointment. Candidates will be expected to be available for selection interviews on the date and time and place determined by the Department. Correspondence will be limited to Shortlisted candidates only, if you have not heard from us within 3 months of Closing date, please accept that your application has been unsuccessful.

- CLOSING DATE** : 19 November 2021
- POST 39/211** : **ASSISTANT DIRECTOR CLINICAL TECHNOLOGY REF NO: SBAH 109/2021**
Directorate: Cardiology
- SALARY** : R517 326 per annum, plus benefits
CENTRE : Steve Biko Academic Hospital
REQUIREMENTS : B Tech degree in Clinical Technology, Cardiology. Registration with HPCSA as a Clinical Technologist in Cardiology (Proof of current registration to be provided) A minimum of 5 years appropriate experience after registration with HPCSA as a qualified Clinical Technologist in Cardiology. Computer literacy. Good Written and Communication skills. Professionalism and ability to work as a member of a multi-disciplinary team. Appropriate clinical experience in Cardiology, good understanding and knowledge of public hospital operation systems and relevant legislation. Competency in all Cardiology procedures both invasive n both adult and paediatric Cardiology. Mandatory supervision and performance of after-hours emergency services.
- DUTIES** : All duties to be performed within the ambit of the Department of Cardiology, its protocols and requirements. Perform specialized cardiology diagnostic and investigative services within the Department of Cardiology and its protocols. Reports to and works closely with the HOD of the Department of Cardiology with the regular reporting and updates required to be made to the HOD. Manage and supervise all clinical technology services in Cardiology. Stock management including cardiology equipment (prepare new equipment specifications, supervise equipment repairs, general oversight of the Department of Cardiology equipment, including maintenance and purchase of new equipment).Manage and facilitate training and supervision of cardiac clinical technologists, within the Department of Cardiology. Relevant record keeping and administration; this is a very important part of this position.
- ENQUIRIES** : Prof. Al Sarkin Tel No: 012 354 2277
APPLICATIONS : Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.
- NOTE** : Applications must be submitted with a Z83 form with relevant attachments. Steve Biko Academic Hospital 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.
- CLOSING DATE** : 19 November 2021
- POST 39/212** : **CHIEF PHYSIOTHERAPIST REF NO: SBAH 110/2021**
Directorate: Physiotherapy
(This is a re-advertisement, it was previously advertised in Ref SBAH 91/2021 and those who have applied previously do need to re-apply)
- SALARY** : R466 119 per annum, plus benefits
CENTRE : Steve Biko Academic Hospital
REQUIREMENTS : B.Sc Physiotherapy or equivalent qualification. Valid registration with the HPCSA as an independent Physiotherapy practitioner. A minimum of 3yrs experience (excluding community service) in the Physiotherapy profession of which at least 3 years involvement in supervisory functions. Knowledge of public service legislation, policies and procedures. Good writing, communication, supervisory, planning and organizational skills. Ability to work in a multidisciplinary team.
- DUTIES** : Manage, plan coordinate and implement Physiotherapy services in allocated sections according to Unit Organogram. Manage own patient workload. In the absence of the manager, attend relevant meetings and assume relevant functions on behalf of the manager. Monitor, motivate for and repair equipment and other resources. Promoting and implementing continued Professional development programs as well as research and projects in the unit. Assist with implementation and monitoring of record keeping, statistics and quality assurance programs. Supervision and training of operational staff and students. Management of personnel performance and review thereof.

ENQUIRIES APPLICATIONS : Ms. N Pebane Tel No: 012 354 1652
Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.

NOTE : Applications must be submitted with a Z83 form with relevant attachments. Steve Biko Academic Hospital 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.

CLOSING DATE : 19 November 2021

POST 39/213 : **NUCLEAR MEDICINE RADIOGRAPHER GRADE 1-3 REF NO: SBAH 111/2021**
Directorate: Nuclear Medicine

SALARY : Grade 1: R395 703 per annum, plus benefits
Grade 2: R466 119 per annum, plus benefits
Grade 3: R549 066 per annum, plus benefits

CENTRE REQUIREMENTS : Steve Biko Academic Hospital
B-tech/B.Rad (hons)/Diploma in Nuclear Medicine or equivalent tertiary qualification. Registration with HPCSA and recent proof of payment.

DUTIES : Clinical service rendering and patient care. Participating in organizing, planning, implementation of departmental policies and procedures. Participating in CPD programs. Experience in Nuclear Medicine including "hot laboratory" and PETCT will be an advantage. Administrative duties in all relevant areas and supervision of students in clinical training.

ENQUIRIES APPLICATIONS : Ms. NG Mahlangu Tel No: 012 354 1652
Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.

NOTE : Applications must be submitted with a Z83 form with relevant attachments. Steve Biko Academic Hospital 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.

CLOSING DATE : 19 November 2021

POST 39/214 : **SOCIAL WORK SUPERVISOR GRADE 1 REF NO: SBAH 112/2021**
Directorate: Social work department

SALARY : R384 228 per annum, plus benefits

CENTRE REQUIREMENTS : Steve Biko Academic Hospital
BA (Social Work). Experience in hospital setting will be an advantage. With 7 years' experience after registration with SACSSP. Valid driver's license. Good communication skills, problem-solving skills and Computer skills.

DUTIES : Ensure that social work services are rendered with regard to the care, support and protection of the vulnerable individuals, groups, families and communities through the relevant programmes. Ensure that supervisees implement planned intervention programmes by providing continuous support, counselling, and guidance to supervisees. Experience of working with Children and Mental Health and knowledge of Children's Act 38 of 2005 as amended and Mental Health Care Act no 17 of 2002 and relevant legislations. Good conflict resolution and people management. Evaluate work performance according to PMDS policy guidelines for social work. Create favorable working environment for social work staff. Performed administrative functions required for the job including compiling complex reports. Supervise and mentor social work staff including student social workers to enable them to render effective and efficient social work services. Keep up to date with new developments in the social work field.

ENQUIRIES APPLICATIONS : Ms. HL Sono Tel No: 012 354 1522/1781
Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.

NOTE : Applications must be submitted with a Z83 form with relevant attachments. Steve Biko Academic Hospital 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.

CLOSING DATE : 19 November 2021

<u>POST 39/215</u>	:	<u>PROFESSIONAL NURSE SPECIALTY (ADVANCE MIDWIFE/ACCOUCHER) REF NO: PNS/TMRH/OCT21 (X5 POSTS)</u> Directorate: Nursing (Labour wards admission)
<u>SALARY</u>	:	R383 226 per annum, plus benefits
<u>CENTRE</u>	:	Thelle Mogoerane Regional Hospital
<u>REQUIREMENTS</u>	:	Grade 12 (standard 10). A Basic R425 qualification (i.e. diploma/ degree in nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse and a Midwife. Post basic course in advanced midwifery and neonatal nursing registered with SANC. Registration with the SANC as Professional Nurse and advance Midwife with proof of current registration.
<u>DUTIES</u>	:	Supervise and evaluate quality of nursing care as directed by the professional scope of practice and set nursing standards as determined by relevant health facility. Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices. Ensure clinical nursing practice by the nursing team in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Demonstrate an in-depth understanding and implementation of maternity guidelines, demonstrate knowledge of understanding the importance of producing quality data and accuracy, integrity and data flow times. Monitor ethics and professional behavior to your staff, understanding of labour relations and HR policies and application thereof, improve multi-disciplinary team approach and maintain health relations with multi-disciplinary team. Skills: Demonstrate a basic understanding of HR and financial policies and practices. Demonstrate basic computer literacy as a support tool to enhance service delivery. Work as part of a multidisciplinary team to ensure good nursing care by the nursing team. Demonstrate effective communication with patients, supervisor, other health professionals and junior colleagues including more complex report written when required. Manage resources effectively and efficiently in the unit. Compile and analyze reports to improve quality of patient care. Work effectively and amicably at a supervisory level with persons of diverse intellectual, cultural, racial or religious differences. Must have basic computer skills. Participate in training, research and self-development. Display a concern for patients, promoting, advocating and facilitating proper treatment and care and ensuring that the unit adheres to the principles of Batho Pele. Promote achievement of National Core Standards targets. Ability to work under pressure and organization of own work.
<u>ENQUIRIES</u>	:	Mr. M.T.K. Zondi Tel No: (011) 891 7299
<u>APPLICATIONS</u>	:	should be submitted to Thelle Mogoerane Regional Hospital, 12390 Nguza Street, ext. 14, Vosloorus, 1475, 1 st Floor HR reception (Steel Cabinets) and sign in the register book or post to Private Bag X01, Alrode, 1451.
<u>NOTE</u>	:	The appointed employee will be subjected to Personnel Suitability Check (PSC), (OHS) Medical surveillances required in the HBA at no cost. People with disabilities are welcome to apply. Applications must be filled on a new Z83 form signed and initialed accompanied by a comprehensive CV highlighting or stating the requirements mentioned above. Applicants must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. Note: 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. Qualifications of candidates recommended for appointment will be verified. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process: criminal clearance, citizenship, credit records. Applications received after closing date will not be accepted. 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. Thelle Mogoerane Regional Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race and gender will receive preference.
<u>CLOSING DATE</u>	:	19 November 2021

- POST 39/216** : **ASSISTANT DIRECTOR: LABOUR RELATIONS REF NO: DGM/AH/ASD/L9**
Directorate: Human Resources Management
- SALARY** : R376 596 – R443 601 per annum
CENTRE : Dr George Mukhari Academic Hospital
REQUIREMENTS : Relevant (NQF level 6) qualification. Minimum of 5 years relevant working experience in employee relations. Knowledge of Labour Relations legislative frameworks. Good communication skills verbal and written. Report writing skills. Microsoft end-user training and related upskilling/technological/leadership trainings will be an added advantage (certificate/s should be attached). Valid driver's license.
- DUTIES** : Promote sound Labour Relation in the Hospital by providing advice to management and staff on Labour Relations matter. Facilitate the finalisation of grievance, misconduct cases, appeals and disputes (Conciliation and Arbitrations). Coordinate the submission of statistics and reports on Labour Relations matters and provide support on compliance for reporting to stakeholders. Coordinate and facilitate employee relations training. Chairs meetings. Participate in committees. Supervision of LR team. Manage resources. Database Management and statistical analysis. Perform other duties as allocated by management.
- ENQUIRIES** : Ms H Smith Tel No: 012 529 3947
APPLICATIONS : can be delivered to: Dr. George Mukhari Academic Hospital, 3111 Setlogelo Drive, Ga-Rankuwa, 0208 Nurses Home Block 13(HR Registry) or posted to: Dr. George Mukhari Academic Hospital, Private Bag X422, Pretoria 0001.
- NOTE** : The Provincial Government of Gauteng is committed to the achievement and maintenance of diversity in employment, especially of race, gender and disability. Applications must be submitted on a new updated Z83 form obtainable from any Public Service Department or from the website and must be completed in full, failure to do so will result in your application being not considered. ID copy, CV, copies of qualifications and driver's license (where appropriate) must be attached. (Only shortlisted candidates will be requested to submit certified documents). The specific reference must be quoted. It is legislative requirement that all newly appointed staff members are subjected to Personnel Suitability Check (PSC) - Verification, upon appointment within the department. This verification processes entails reference checks, identity verification, qualification verification, criminal records check. Successful candidates will be subjected to OHS medical surveillance as required by HBA regulations within OHS Act 85 of 1993. Note: Shortlisted candidates will be subjected to a Microsoft office skills assessment. Correspondence will be entered with shortlisted candidates only and if you are not contacted within 3 months after closing date please accept that your application was unsuccessful.
- CLOSING DATE** : 19 November 2021 @ 12H00 on the closing date
- POST 39/217** : **CLINICAL TECHNOLOGIST GRADE 1 REF NO: SBAH 113/2021**
Directorate: Cardiology
- SALARY** : R317 976 per annum, plus benefits
CENTRE : Steve Biko Academic Hospital
REQUIREMENTS : A B-Tech in Clinical Technology: Cardiology degree or Equivalent qualification. B-Tech Clinical Technology: Registration with HPCSA as a Clinical Technologist in the specialized category Cardiology. HPCSA registration must be an Independent/ Private Practitioner. Professional person with integrity and ability to perform well under pressure. Self-driven, good communication, presentation and interpersonal skills.
- DUTIES** : Clinical service rendering in a multi-disciplinary Cardiology team. After- hour emergency standby and call-out for emergency procedures. Effectively perform diagnostic and therapeutic procedures on patients. Effectively perform clinical technology quality control procedures, including the management, calibration and sterilization of medical equipment and clinical supplies, ensuring effective and efficient utilization of resources in the workplace. Supervise and train clinical technology students.
- ENQUIRIES** : Prof. Al Sarkin Tel No: 012 354 2277
APPLICATIONS : Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.
- NOTE** : Applications must be submitted with a Z83 form with relevant attachments. Steve Biko Academic Hospital 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.
- CLOSING DATE** : 19 November 2021
- POST 39/218** : **ORAL HYGIENIST GRADE 1-3 REF NO: UPOHC/ OH/26/2021**
Directorate: Community Dentistry
- SALARY** : R317 976 – R532 959 per annum, (plus benefits)
CENTRE : University of Pretoria Oral Health Centre
REQUIREMENTS : A Bachelor of Oral Hygiene or Diploma in Oral Hygiene with expanded functions. Current registration with the Health Professional Council of South Africa (HPCSA) as an Oral Hygienist with a minimum of 3 years' experience in the teaching, supervision and assessment of students (preferably in Community Dentistry). Recommendations: Postgraduate qualification, research experience and/ or publications.
- DUTIES** : Teaching and training, clinical supervision, research, administrative duties and service rendering.
- ENQUIRIES** : Prof A Bhayat Tel No: 012 319 2299
APPLICATIONS : Quoting the relevant reference number. Direct applications must be delivered to Ms N Kubheka, Human Resources Management at Louis Botha A Building, Dr Savage Road, Riviera, Pretoria or mail to Ms. N Kubheka PO Box 1266, Pretoria, 0001.
- NOTE** : Applicants to attach copies of all the necessary documents (qualifications) including valid current identity document, CV with minimum of at least three (3) referees, current proof of SADTC certificate and New Z83 must completed in full. Applications must be submitted timeously, applications received after closing date will not be accepted. The Department reserves the right not to make an appointment. Candidates will be expected to be available for selection interviews on the date and time and place determined by the Department. Correspondence will be limited to Shortlisted candidates only, if you have not heard from us within 3 months of Closing date, please accept that your application has been unsuccessful.
- CLOSING DATE** : 19 November 2021
- POST 39/219** : **ENGINEERING TECHNICIAN PRODUCTION GRADE A/B (CLINICAL ENGINEERING PRACTITIONER) REF NO: SBAH 114/2021**
Directorate: Clinical Engineering
(This is a re-advertisement, it was previously advertised in Ref No: SBAH 55/2021 and those who have applied previously do need to re-apply)
- SALARY** : R311 859 per annum, plus benefits
CENTRE : Steve Biko Academic Hospital
REQUIREMENTS : National Diploma in Engineering or relevant (Clinical Engineering) qualification. Registration with ECSA as an Engineering Technician. Three years post qualification technical (Clinical Engineering) experience or at least 14 years appropriate/recognizable experience in the Clinical Engineering area after registration ECSA with relevant experience in the repair and maintenance of medical equipment, good communication skills (verbal and written), ability to work under pressure, must be available to perform standby and after hours duties, good creative and analytical skills, must be skilled in the use of various hand tools and test equipment such as ECG simulator, defibrillator analyzer, infusion pump analyzer, multi meter, and other resources within Clinical Engineering, good understanding of Microsoft Office applications such as Word, Excel and Access.
- DUTIES** : Repair and maintain all medical equipment, supervision of Clinical Engineering Technicians, keep documented and electronic record of repairs and maintenance of equipment, training of clinical engineering students, end users and other staff in the safe use of medical equipment, monitor maintenance contract and report monthly thereon, monitor and manage equipment maintenance schedule.
- ENQUIRIES** : Mr. K Dahlen Tel No: 012 354 1261
APPLICATIONS : Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.
- NOTE** : Applications must be submitted with a Z83 form with relevant attachments. Steve Biko Academic Hospital 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.

- CLOSING DATE** : 19 November 2021
- POST 39/220** : **ADMINISTRATION OFFICER (SUPPLY CHAIN) REF NO: REFS/012333**
Directorate: Supply Chain Management
- SALARY CENTRE REQUIREMENTS** : R257 508 - R303 339 per annum, (plus benefits)
: Masakhane Provincial Laundry and Cook Freeze Factory
: A Degree/ National Diploma in Supply Chain/Management/Logistics /Public Administration/Business Management with 3 years' experience in SCM or Grade 12 with 5-10 years' experience in Supply Chain Management (Demand, Acquisition, Logistics and Warehouse management. Other Skills/Requirements: Knowledge and understanding of procurement policies and procedures, Public Finance Management Act; Framework for Supply Chain Management; Code of Conduct for Supply Chain Management Practitioners; Treasury Regulations; Preferential Procurement Policy Framework Act; Broad Based Black Economic Empowerment 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).Candidate must have good communication skills, both verbal and written, problem solving skills. Initiative and interpersonal skills. Highly motivated, results oriented and can plan. Working knowledge of SAP, SRM and BAS (Attached certification or proof of training will be an added advantage). Proven computer literacy is essential. Ability to work under pressure and a valid driver's license is required (Attach proof).
- DUTIES** : Ensure compliance with policies and procedures that regulate and govern Supply chain management processes. Provide an efficient supply chain management service. Assist management to implement and maintain procurement systems. Check procurement requests in accordance with and in adherence to procurement policies and procedures and proper usage of supplier's database (CSD) to achieve BBBEE targets. Ensure proper update of procurement registers for requisitions. Prepare monthly Procurement reports. Check and monitor requisition captured on SRM and P – Card. Follow up with HPC for creating purchase orders. Expedite deliveries and ensure timeous capturing of GRV. Ensure work - Cycle is attended daily. Monitor progress of the unit and report to management on a weekly basis. Compile submissions, motivations, and reports. Manage and attend all queries related to SCM, provide advice and guidance as and when required. Provide guidance and support to end – users. Facilitate contract management processes. Update contract management registers. Supervise and manage consumables warehouses. Ensure correctness of goods are received and timeously stock capturing. Ensure stock availability and accuracy. Ensure shelves are stacked and marked correctly. Conduct cycle counts. Ensure full compliance with rules and regulations applicable to Warehouse, stock replenishment. Ensure proper record management of documents. Determine greatest needs of institution addressed as the highest priorities in terms of infrastructure delivery – including both Capital and Maintenance Projects. Monitor and evaluate compliance to transport and fleet management legislations. Ensure proper completion and regular scrutiny of all transport and fleet management records. Assist with the implementation of transport legislations. Monitor the implementation of security measures, policies (MPSS and MISS Etc.) and guidelines in the Institution. Monitor and manage the housekeeping. Monitor, supervise, train, and manage PMDS of staff in the unit. Respond to audit queries (internal and external) and ensure that recommendations are implemented.
- ENQUIRIES APPLICATIONS** : Mr. AL Mokgetle Tel No: 012-564 6300
: should be sent to Human Resource Manager, Masakhane Provincial Laundry and Cook Freeze Factory, Private Bag X 06, Rosslyn, 0200 or Hand Delivered at the Security gate 06 Piet Pretorius Street Rosslyn (Between 7:30am to 15:30pm Mondays to Fridays) and online at Gauteng Provincial Government <http://professionaljobcentre.gpg.gov.za>.
- NOTE** : The fully completed and signed new Z83 form should be accompanied by a recent updated CV as well as copies of all qualification and ID document (copies need not to be certified and only shortlisted candidates will be required to submit certified documents when invited for the interviews). 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. Due to the large number of applications we envisage receiving, applications will not be acknowledged. If you do not receive any response within 3 months, please accept that your application was not successful.

CLOSING DATE

:

19 November 2021

POST 39/221

:

PROFESSIONAL NURSE GENERAL REF NO: PNG/TMRH/OCT21 (X10 POSTS)

Directorate: Nursing (labour wards admissions)

SALARY
CENTRE
REQUIREMENTS

:

R256 905 per annum, plus benefits

:

Thelle Mogoerane Regional Hospital

:

Grade 12 (standard 10). A Basic R425 qualification (i.e. diploma/ degree in nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse and a Midwife. Recommendations Strictly with midwifery and neonatal nursing and labour ward experience. Execution of nursing care as directed by the professional scope of practice and set nursing standards as determined by relevant health facility. Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices. Ensure clinical nursing practice by the nursing team in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Demonstrate an in-depth understanding and implementation of maternity guidelines, demonstrate knowledge of understanding the importance of producing quality data and accuracy, integrity and data flow times. Monitor ethics and professional behavior to your staff, understanding of labour relations and HR policies and application thereof, improve multi-disciplinary team approach and maintain health relations with multi-disciplinary team. Duties: Demonstrate a basic understanding of HR and financial policies and practices. Demonstrate basic computer literacy as a support tool to enhance service delivery. Work as part of a multidisciplinary team to ensure good nursing care by the nursing team. Demonstrate effective communication with patients, supervisor, other health professionals and junior colleagues including more complex report written when required. Manage resources effectively and efficiently in the unit. Compile and analyze reports to improve quality of patient care. Work effectively and amicably at a supervisory level with persons of diverse intellectual, cultural, racial or religious differences. Must have basic computer skills. Participate in training, research and self-development. Display a concern for patients, promoting, advocating and facilitating proper treatment and care and ensuring that the unit adheres to the principles of Batho Pele. Promote achievement of National Core Standards targets. Ability to work under pressure and organization of own work.

ENQUIRIES
APPLICATIONS

:

Mr. M.T.K. Zondi Tel No: (011) 891 7299

:

should be submitted to Thelle Mogoerane Regional Hospital, 12390 Nguza Street, ext. 14, Vosloorus, 1475, 1st Floor HR reception (Steel Cabinets) and sign in the register book or post to Private Bag X01, Alrode, 1451.

NOTE

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The appointed employee will be subjected to Personnel Suitability Check (PSC), (OHS) Medical surveillances required in the HBA at no cost. People with disabilities are welcome to apply. Applications must be filled on a new Z83 form signed and initialed accompanied by a comprehensive CV highlighting or stating the requirements mentioned above. Applicants must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. Note: 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. Qualifications of candidates recommended for appointment will be verified. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process: criminal clearance, citizenship, credit records. Applications received after closing date will not be accepted. 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. Thelle Mogoerane Regional Hospital is committed to the pursuit of diversity and redress.

Candidates whose appointment will promote representivity in terms of race and gender will receive preference.

- CLOSING DATE** : 19 November 2021
- POST 39/222** : **SENIOR MATERIAL RECORDING CLERK REF NO: UPOHC/SMRC/27/2021**
Directorate: Finance
- SALARY CENTRE REQUIREMENTS** : R173 703 per annum (Level 05), (plus benefits)
: University of Pretoria Oral Health Centre
: Grade 12 or equivalent plus a minimum of 0-2 years appropriate in the following: POCARD ordering; CSD system; outsourcing of quotes; creation of shopping cards; creation of master numbers; experience of contracts. Mathematics and Computer Literacy including experience with Excel is compulsory. Communication skills. Experience of various grants is a recommendation. Ability to work under pressure.
- DUTIES** : Obtaining quotations from CSD and outsourced suppliers. Creation of Shopping cards on SRM system. Handling of all P-Card related matters including the creation / payment of purchase orders on P-Card system. Handling of specifications/creation/linking of material master numbers. Communication with end-user/ Central Office and suppliers regarding purchase orders. Follow up on outstanding matters. Monthly reconciliation of various grant purchases. Recording keeping. Part of stock taking team. Adherence to all Supply Chain Management prescripts/regulations. Perform any reasonable task allocated. Participate in the Performance Management Development System (PMDS).
- ENQUIRIES APPLICATIONS** : Mrs L Oelofse Tel No: 012 301 5703
: Quoting the relevant reference number. Direct applications must be delivered to Ms. L Debeila, Human Resources Management at Louis Botha A Building, Dr Savage Road, Riviera, Pretoria or mail to Ms. L Debeila PO Box 1266, Pretoria, 0001.
- NOTE** : Applicants to attach copies of all the necessary documents (qualifications) including valid current identity document, CV with minimum of at least three (3) referees and New Z83 must be completed in full. Applications must be submitted timeously, applications received after closing date will not be accepted. The Department reserves the right not to make an appointment. Candidates will be expected to be available for selection interviews on the date and time and place determined by the Department. Correspondence will be limited to Shortlisted candidates only, if you have not heard from us within 3 months of Closing date, please accept that your application has been unsuccessful.
- CLOSING DATE** : 19 November 2021
- POST 39/223** : **ADMINISTRATION CLERK (SHIFT WORKER DAY AND NIGHT) REF NO: DGMAH/AC/L5 (X9 POSTS)**
Directorate: Patient Administration
- SALARY CENTRE REQUIREMENTS** : R173 703 – R204 612 per annum (Level 05), (plus benefits)
: Dr George Mukhari Academic Hospital
: Grade 12 or equivalent qualification. Minimum of six (6) months experience of training on MEDICOM and relevant experience in Patient Administration will be added as an advantage. (Proof of training must be attached). Good communication skills, computer literacy, be prepared to rotate and operate, as a reliever in all sections of the Patient Administration, copy of computer certificate must be attached). Be prepared to work shifts and extra hours if required to do so by your supervisor.
- DUTIES** : Registering of patients both manually and electronically, proper management of and timeous management of downtimes. Ensure effective booking system electronically and manually when the system is down. Managing waiting times in all the out patient's clinics. Filing of patients files or other documents in the patients file, file control including X-ray reports. Provide effective and efficient service to patients by practicing Batho Pele Principles. Making copies of records of information system in place or hard copies. Perform duties in accordance with job descriptions. Capture all patient's admissions/discharge, transfers in/out and death on the Medicom system. Enter patient admission/discharge, transfers in/out and death in TPH 21 and Nominal book. Check/verify the TPH 21 Midnight Census Book and Nominal Book. Admission Registers for all admissions/discharges, transfer in/out, death against the

		Medicom system to ensure the correctness before submitting to Health Information Management Unit (Statistics Office) liaise with all OPD's admin staff on all appointments of discharged patients from the ward. Managing the movement of all in-patient. Order all stock on Medicom and manually (stationery, medical expandable, hardware and cleaning material and other relevant material resources). Follow-up stock ordered with supply chain Management Unit and other relevant Units. Receive all stock ordered.
<u>ENQUIRIES</u>	:	Ms. E Rahlogo Tel No: 012 529 3947
<u>APPLICATIONS</u>	:	can be delivered to: Dr. George Mukhari Academic Hospital, 3111 Setlogelo Drive, Ga-Rankuwa, 0208 Nurses Home Block 13(HR Registry) or posted to: Dr. George Mukhari Academic Hospital, Private Bag X422, Pretoria 0001.
<u>NOTE</u>	:	The Provincial Government of Gauteng is committed to the achievement and maintenance of diversity in employment, especially of race, gender and disability. Applications must be submitted on a new updated Z83 form obtainable from any Public Service Department or from the website and must be completed in full, failure to do so will result in your application being not considered. ID copy, CV, copies of qualifications and driver's license (where appropriate) must be attached. (Only shortlisted candidates will be requested to submit certified documents). The specific reference must be quoted. It is legislative requirement that all newly appointed staff members are subjected to Personnel Suitability Check (PSC) - Verification, upon appointment within the department. This verification processes entails reference checks, identity verification, qualification verification, criminal records check. Successful candidates will be subjected to OHS medical surveillance as required by HBA regulations within OHS Act 85 of 1993. Note: Shortlisted candidates will be subjected to a Microsoft office skills assessment. Correspondence will be entered with shortlisted candidates only and if you are not contacted within 3 months after closing date please accept that your application was unsuccessful.
<u>CLOSING DATE</u>	:	19 November 2021 @ 12H00 on the closing date
<u>POST 39/224</u>	:	<u>STORE ASSISTANT REF NO: ODI/29/10/2021/01</u>
<u>SALARY</u>	:	R102 534 per annum, (plus benefits)
<u>CENTRE</u>	:	Odi District Hospital
<u>REQUIREMENTS</u>	:	Candidate must be in possession of Grade 09 or ABET level 4. Ability to read and write. Good communication skill and ability to work under pressure.
<u>DUTIES</u>	:	Issuing of stock from VA11. Packaging and unpacking of stock in general stores. Receiving of stock. Distributing stock and equipment to the units. Assist in stock-taking. Ensure proper record keeping. Cleaning of stores. Perform messenger duties and any other duties as delegated by the Supervisor. Adhere to Health and Safety requirements.
<u>ENQUIRIES</u>	:	Mr A.J Tlhoale Tel No: 012 725 2363
<u>APPLICATIONS</u>	:	Kindly forward your application to: Odi District Hospital, Klipgat road, Mabopane, HR Section or posted to: Odi District Hospital Private Bag x509, Mabopane, 0190.
<u>NOTE</u>	:	Applicants must submit on new Z83 form obtained from any Public Service Department. Applicants must submit copies of qualifications, identity document and driver's license (where appropriate) and any other relevant documents. Such copies need not be certified when applying for a post. The communication from HR of the department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR.
<u>CLOSING DATE</u>	:	19 November 2021
<u>POST 39/225</u>	:	<u>PROPERTY CARE TAKER REF NO: DGMAH/PC/L2</u> Directorate: Patient Administration
<u>SALARY</u>	:	R102 534 – R120 780 per annum, (plus benefits)
<u>CENTRE</u>	:	Dr George Mukhari Academic Hospital
<u>REQUIREMENTS</u>	:	Minimum of Abet level 4 /Grade 10. Exterior Cleaning and garden experience will be an added advantage. Ability to read and write (as you will be expected to compile reports, sign attendance register and compile incidents reports), garden and grounds maintenance experience, ability to perform in a team and under pressure, must possess good communication skills. Ability to effectively use Property caretaker machinery, equipment and materials. Possess physical

strength, be in good health and able to cope with physical demands of the post. Be prepared to work shifts including weekends and public holidays. Be prepared to rotate to different areas that require cleaning or maintenance. Be able to work within a team environment.

DUTIES : Day to day duties maintenance of grounds, gardens and surroundings, coordination of duties and delegation of tasks, overall proper and standardized maintenance of gardens, grounds and all hard surfaces, proper maintenance and handling of equipment and machineries in adherence to Occupational health and safety and Infection control policies, refuse and rubble removal, perform any other support duties delegated by the Supervisor.

ENQUIRIES : Ms. M.M Mohale Tel No: 012 529 3222
APPLICATIONS : can be delivered to: Dr. George Mukhari Academic Hospital, 3111 Setlogelo Drive, Ga-Rankuwa, 0208 Nurses Home Block 13(HR Registry) or posted to: Dr. George Mukhari Academic Hospital, Private Bag X422, Pretoria 0001.

NOTE : The Provincial Government of Gauteng is committed to the achievement and maintenance of diversity in employment, especially of race, gender and disability. Applications must be submitted on a new updated Z83 form obtainable from any Public Service Department or from the website and must be completed in full, failure to do so will result in your application being not considered. ID copy, CV, copies of qualifications and driver's license (where appropriate) must be attached. (Only shortlisted candidates will be requested to submit certified documents). The specific reference must be quoted. It is legislative requirement that all newly appointed staff members are subjected to Personnel Suitability Check (PSC) - Verification, upon appointment within the department. This verification processes entails reference checks, identity verification, qualification verification, criminal records check. Successful candidates will be subjected to OHS medical surveillance as required by HBA regulations within OHS Act 85 of 1993. Note: Shortlisted candidates will be subjected to a Microsoft office skills assessment. Correspondence will be entered with shortlisted candidates only and if you are not contacted within 3 months after closing date please accept that your application was unsuccessful.

CLOSING DATE : 19 November 2021 @ 12H00 on the closing date

DEPARTMENT OF HUMAN SETTLEMENTS (GDHS)

APPLICATIONS : should be submitted strictly online at <http://professionaljobcentre.gpg.gov.za>
CLOSING DATE : 26 November 2021. No late applications will be considered.

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

MANAGEMENT ECHELON

POST 39/226 : **DEPUTY DIRECTOR-GENERAL: PROGRAMME MANAGEMENT AND REGIONAL COORDINATION REF NO: REFS/012385**

SALARY : R1 521 591 per annum, (all – inclusive package)
CENTRE : Johannesburg
REQUIREMENTS : NQF Level 8 qualification in any Built Environment field or equivalent qualification. Master's degree would be an added advantage. Minimum of 6 (six) years' experience as a Professional Construction Project Manager. At

least 4 years certified managerial experience. Registration with SA Council for the Project and Construction Management Professions (SACPCMP) will be an added advantage. Pre-entry Certificate for SMS. The following skills and Knowledge: Human Settlements Legislation and a Large-scale programme and project management, Project management skills, principles and methodologies. Knowledge of the Construction Industry norms & standards, knowledge of Provincial Growth & Development Strategy (PGDS). Knowledge of the National Spatial Development Perspective (NSDP) and National Development Plan: Vision 2030. Land use management. Project and professional judgement, Computer-aided applications, Legal and operational compliance, Project design and analysis knowledge, Project operational communication, Process knowledge and Maintenance skills. The candidate must have the following competencies: Strategic Capacity and Leadership, People Management and Empowerment, Programme and Project Management, Financial Management, Change Management, Managerial functions.

DUTIES : Ensure that housing products comply with statutory and regulatory frameworks. Ensure provision of professional and technical advisory services to the department. Ensure provision of subsidy programmes within the regions. Manage the implementation of community empowerment programmes; Ensure coordination of human settlements programmes and subsidy applications within the regions; Ensure project implementation, technical and professional services; and Ensure provision of corporate management and financial services to the region.

ENQUIRIES : Ms A Mogaswa @ 072 313 8052
APPLICATIONS : Please apply online at <http://professionaljobcentre.gpg.gov.za>

POST 39/227 : **CHIEF DIRECTOR: HUMAN CAPITAL MANAGEMENT REF NO: REFS/012384**

SALARY : R1 251 183 per annum, (all – inclusive package)
CENTRE : Johannesburg
REQUIREMENTS : A Matric plus an appropriate accredited Bachelor's Degree in Commerce/Human Resource Management/Public Management at NQF Level 7. A minimum of 5 years' experience at a senior managerial level in a Human Resource Management generalist role. Pre-entry Certificate for SMS. The candidate should have knowledge of all the Public Service prescripts applicable to the role as well as the Department's mandate. The candidate must demonstrate the ability to function at a strategic level and reposition HRM as a strategic partner/enabler to the effective functioning of the Department. The candidate must also have extensive experience in successful implementation of Organisational Design, Transformation and Change Management Initiatives. Knowledge of performance management frameworks applicable in the Public Service and proven strategies in performance improvement. Knowledge of strategies for acquiring or developing competencies to meet strategic goals, experience in implementing these strategies in the construction sector will be an added advantage. Understanding and ability to harmonise public service prescripts with strategic HR function. Experience in working with labour unions. Competencies: Strategic capability and Leadership, People Management and empowerment, Programme and Project Management, Financial Management and Change Management. Problem solving and analysis, Client orientation and customer focus, Service Delivery Innovation, Honesty and Integrity. Personal Attributes: Good written and verbal communication. Self-motivated. Work well under pressure. Good Interpersonal skills. Supportive and knowing how to draw the best energy out of the team. Reliable and Responsible. Positive attitude

DUTIES : Develop and Implement Strategies to address both current and future workforce needs in line with the strategic direction of the Department. Organisational Design and Change Management Implementation to ensure that there is a DPSA endorsed structure that defines the purpose and functions that are aligned to the Department's strategic goals and objectives. Management of human resource practices and administration to ensure compliance with all prescripts. Oversee the management of Organisational Performance aligned to organisational training needs to achieve the Department strategy. Lead, Manage and Coordinate all key functions and projects of the Chief Directorate. Develop and manage human and financial resources of the business unit.

ENQUIRIES : Ms A Mogaswa @ 072 313 8052
APPLICATIONS : Please apply online at <http://professionaljobcentre.gpg.gov.za>

OTHER POSTS

POST 39/228 : **DEPUTY DIRECTOR: SOCIAL HOUSING AND PROPERTY MANAGEMENT**
REF NO: REFS/012390

SALARY : R733 257 per annum
CENTRE : Johannesburg
REQUIREMENTS : Matric plus National Diploma (NQF Level 6) in built environment/ property/ construction/Commerce. A minimum of 3 - 5 years' experiences at Middle management level. Knowledge: Property management, Inventory Management, public finance management act, treasury regulations, property related, social housing & inventory management legislations, market trends, construction industry, state property management acts, social housing act, by-laws and ordinances, contract management, financial management, corporate governance and project management. Skills: computer literacy, facilitation skills, good report writing and presentation skills, good communication skills, ability to work under stressful conditions. Ability to adapt in accordance to office requirements. Ability to travel. A valid driver's license.

DUTIES : The incumbent will be responsible for social housing programme and immovable asset and inventory management functions within the department with the following key results areas in accordance with approved strategic plan, annual performance plan and business plan: oversee the development and review of property strategies. Facilitate the assessment of social housing projects in Gauteng. Programme management of inventory in the department in accordance with related legislative requirements. Prescribe, monitor and evaluate the reporting responsibilities for inventory. Ensure that all inventories are recorded and accounted for. Control the updating of the inventory register with every transaction. Reconcile the inventory registers with the amount paid on FMS (General Ledger) on a monthly basis. Facilitate the maintenance of immovable assets. Assist in the development of immovable asset and inventory management policies, strategies and guidelines. Manage the identification, evaluation, management and implementation control of risks. Provide management support to the unit/section.

ENQUIRIES : Ms A Mogaswa @ 072 313 8052
APPLICATIONS : Please apply online at <http://professionaljobcentre.gpg.gov.za>

POST 39/229 : **SERVICES LEVEL MANAGER REF NO: REFS/012271**

SALARY : R376 596 per annum
CENTRE : Johannesburg
REQUIREMENTS : Matric plus National Diploma/Degree in Computing or ICT related field, coupled with a minimum of 4 years' extensive experience in Service Level Management function. Minimum ITIL Version 3 Intermediate level certification or higher, OR an ITIL Service Delivery qualification or higher is compulsory. Other ICT Industry specific qualifications will be an advantage. Competencies: Understanding of different project management principles. Knowledge of relevant legislation and Public Service Regulations. Knowledge of SLAs. Management information knowledge. Attributes: Project management methodologies, Stakeholder relationship management, Customer management, Results/ quality management, Innovation/ continuous improvement, Problem solving skills, Analytical, Negotiation skills, Decision making, Communication skills and Initiative.

DUTIES : Negotiates, agrees and maintains SLA's with internal and external stakeholders and 3rd parties. Negotiates and agrees with both the internal customer and ICT on any Service Level Requirements (SLR's) for any proposed new/developing services. Analyses and reviews service performance against SLAs and OLAs. Produces regular reports on service performance and achievement to the internal customer and the Director: ICT. Organises and maintains the regular Service Level review process. Initiates any actions required to maintain or improve service levels. Conducts annual (as appropriate) reviews of the Service Level process and negotiates, agrees and controls any amendments necessary. Ensure that services are delivered in accordance with legislation, industry best practice, effective processes/mechanisms and organization policies. Provide and improve

relationship and communication with the business and customers. Ensure that specific and measurable targets are developed for all ICT services. Monitor and improve customer satisfaction with the quality of service delivered. Ensure that the D: ICT and the customers have a clear and unambiguous expectation of the level of service to be delivered. Designing SLA frameworks. Conduct customer satisfaction surveys. Log calls with external service providers when service is unavailable. Training of personnel on relevant Departmental IT systems, applications and procedures. Manage service desk and produce incidents reports. Monitor the IT service delivery team, taking responsibility for service desk, desktops and desktop application support. Ensure SLA's are achieved and client expectations are met. To provide reports to agreed schedule or on request, including management and account performance reports. Attend client service reviews meetings, areas covered will include performance reports, service improvements, quality and processes. Develop and facilitate workshops and training courses. Ensure that all co-workers in projects understand and follow all procedures they are involved with SLM practices. Re-engineer the service desk according to industry best practices utilizing the ITIL framework. Provide monthly reporting on key critical areas of the service desk in terms of performance, workload, resource workload distribution and SLA achievement. Tracking and documentation of jobs using the Service Desk tool.

ENQUIRIES
APPLICATIONS

: Ms. Miyelani Tshabalala @ 063 691 4046
: Please apply online at <http://professionaljobcentre.gpg.gov.za>

PROVINCIAL ADMINISTRATION: KWAZULU-NATAL

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

OTHER POSTS

- POST 39/230** : **HEAD CLINICAL DEPARTMENT (MEDICAL) GRADE 1 REF NO: GS 60/21**
 Obstetrics and Gynaecology
 Component: Obstetrics and Gynaecology
 Re-Advertisement (Those candidates who previously applied for the post must re-apply)
- SALARY** : R2 161 416 per annum, (all-inclusive package), excluding Commuted overtime (employee must meet the prescribed requirements and is subject to needs of the department)
- CENTRE REQUIREMENTS** : Greys Hospital, Pietermaritzburg
 : Senior Certificate or equivalent. A tertiary qualification (MBCHB). A qualification that allows for registration with the HPCSA as a Medical Specialist or a recognized Medical Sub-specialty; Proof of current registration with the HPCSA as a Medical Specialist or a recognized Medical Sub-specialty; Seven years' experience as a Medical Specialist after registration with HPCSA as a Medical Specialist or a recognized Medical Sub-specialty; and Certificate of Service / proof of work experience (endorsed by Human Resources Department) must be attached. Recommendations: Experience as a Head Clinical Unit. Computer literacy and proficiency in Microsoft Office suite. Driver's license. Knowledge, Skills, Experience and Competencies: Comprehensive managerial and leadership skills and competencies to Head the Department of O&G at Grey's Hospital and holistically manage all operational and strategic matters of the Department, and coordinate O&G services in "Area 2". Competence and expertise in developing, implementing and monitoring policies, protocols and guidelines applicable to the O&G Department. Thorough understanding of financial management and resource allocation and optimization, including budgeting and expenditure control. Sound knowledge of Human Resource Management (incl. EPMDS process and requirements) and disciplinary and grievance management procedures; organization structure, staff development programmes, including career pathing, recruitment and retention. Proficiency with computers, Microsoft Office suite, including Outlook, PowerPoint, Excel, etc. Risk management within the Department, including incident management. Problem-solving, decision-making and conflict-management proficiency. Excellent communication (verbal and written) and time management skills, punctuality. Analytical thinking, Leadership, Clinical and Teaching skills. The ability to work under stress and maintain a good working relationship at all times. Knowledge, understanding and implementation of Batho Pele principles. Sound knowledge and experience of relevant ethical and medico-legal matters, including investigating and providing expert opinions for medico-legal cases. Knowledge of relevant legislation, Policies and Regulations of the Department of Health/ DPSA, including, but not limited to, the National Health Act, PFMA, SCM regulations, Children's Act, The Choice on Termination of Pregnancy Act, Promotion of Access to Information Act, National Health Insurance Bill, etc. Medical Ethics, Epidemiology & Statistics limited to, the National Health Act, PFMA, SCM regulations, Children's Act, The Choice on Termination of Pregnancy Act, Promotion of Access to Information Act, Medical Ethics, Epidemiology & Statistics.
- DUTIES** : The incumbent will head the O&G Department at Grey's Hospital and manage all operational and strategic matters of the Department, as well as coordinate specialist obstetrics and gynaecology services within "Area 2". Ensure provision of a cost-effective and high quality O&G services 24/7 (outpatient, inpatient, operative and peri-operative care) at Grey's Hospital. Formulate and execute annual operational plans, and a medium- to long-term strategy for the O&G Department, which meets the Department of Health's needs, and develop and manage the O&G Department in line with the strategy. Develop and implement strategies for meeting APP and other set targets, specifically with regards to C/S rates, maternal mortality ratio, BUR and ALOS. Ensure clinical governance within the Department, conducting clinical governance activities

that are relevant to the needs of the Department, including PPIP/Morbidity and Mortality meetings on a monthly basis, expeditious Maternal Mortality Review meetings, at least quarterly Clinical Audits, utilization reviews, expansion and enhancement of ESMOE training programme, etc. Good record-keeping, including maintenance of statistics, sterilization register, PPIP data, maternal death review records, etc. Adept personnel management, EPMDS, recruitment and retention, labour relations and disciplinary processes, conflict management, grievance handling, etc. Ensure optimal level of skills and competencies of all staff, incl. sessional medical practitioners, in O&G. Promote and undertake teaching and training (Registrars, Medical Officers, Interns, Nursing personnel, undergraduate students, etc.), including MMed supervision, formal and informal teaching and training, examinations, course-coordination, academic programmes, etc. Design, implement and evaluate Quality Assurance and Improvement Programmes and Projects as may be required, for example, minimizing waiting times for clinics, reducing patient safety incidents, etc. Actively participate in quality initiatives and activities, including QA meetings, implementation of Ideal Hospital Realization and Maintenance Framework, Norms and Standards, OHSC-related activities, etc. Prudent fiscal and other resource management, including management of relevant budgets, adherence to relevant contracts and SOPs; ensure that all necessary equipment and other medical/ non-medical resources are available and functional in the Department. Effective risk management, including maintaining a risk register for the O&G Department; prevention and management of medico-legal incidents and cases. Chair and actively participate in relevant committees at Grey's Hospital as may be required, chair at least monthly O&G Departmental meetings. Work as part of a team within the Pietermaritzburg Metropolitan Complex Hospitals, including with the Provincial O&G HCD, the DCSTs and EMS. Oversee and ensure maintenance of outreach/inreach/ virtual support programmes in "Area 2". Maintain close liaison with the Department of O&G at the Nelson R. Mandela School of Medicine (UKZN) and other relevant academic facilities, including CMSA, HPCSA, supporting UKZN's DCTP. Manage / address client complaints which may arise in the O&G. Provide expert opinion to clinicians in the diagnosis, management and treatment of patients. Clinical work (including commuted overtime), as may be required. Serve as acting Senior Manager: Medical Services when required. Actively participate in quality initiatives and activities, including QA meetings, implementation of Ideal Hospital Realization and Maintenance Framework, Norms and Standards, OHSC-related activities, etc. Prudent fiscal and other resource management, including management of relevant budgets, adherence to relevant contracts and SOPs; ensure that all necessary equipment and other medical/ non-medical resources are available and functional in the Department. Chair and actively participate in relevant committees at Grey's Hospital as may be required. Good record-keeping, including maintenance of relevant statistics, out- and in-patient data, etc. Work as part of a team within the Pietermaritzburg Metropolitan Hospitals Complex, including with the DCSTs and EMS. Oversee and ensure maintenance of outreach/inreach/ virtual support programmes in "Area 2". Manage / address client complaints which may involve the Department of Medicine. Provide expert opinion to clinicians in the diagnosis, management and treatment of patients. Clinical work (including commuted overtime), as may be required. Serve as acting Senior Manager: Medical Services when required.

ENQUIRIES

:

Dr L. Naidoo Tel No: 033 – 897 3317

APPLICATIONS

:

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

FOR ATTENTION

:

Mrs M. Chandulal

NOTE

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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 60/21. 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: Shortlisted candidates may be subjected to a competency test. The employment equity target for this post is: African Male

- CLOSING DATE** : 19 November 2021
- POST 39/231** : **MEDICAL SPECIALIST - PAEDIATRIC PULMONOLOGY - (GRADE 1, 2 AND 3) REF NO: GS 57/21**
Component: Paediatrics & Child Health
(Working in Critical Care & Tertiary/General Paediatrics)
- SALARY** : Grade 1: R1 106 040 per annum, all inclusive package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules Plus Commuted overtime which is subject to the needs of the Department. Employee must sign the commuted overtime contract form.
Grade 2: R1 264 623 per annum, all inclusive package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules Plus Commuted overtime which is subject to the needs of the Department. Employee must sign the commuted overtime contract form.
Grade 3: R1 467 651 per annum package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules Plus Commuted overtime which is subject to the needs of the Department. Employee must sign the commuted overtime contract form.
- CENTRE** : Greys Hospital, Pietermaritzburg, PMB Metropolitan Hospital Complex (including Grey's, Edendale and Northdale Hospitals)
- REQUIREMENTS** : Senior Certificate or Equivalent, MBCHB OR equivalent qualification Plus FC Paeds (SA) OR equivalent Plus Post specialization qualification in Paediatric Pulmonology equivalent to Certificate in Paediatric Pulmonology (CMSA) Plus Current Registration with Health Professions Council of South Africa as a Medical Specialist in Paediatrics (Subspecialty: Paediatric Pulmonology) (or equivalent) Plus Paediatric Critical Care Experience. **Grade 1:** Experience: Not applicable; Registration with the HPCSA as a Medical Specialist in Paediatrics. **Grade 2:** Experience: 5 Years appropriate experience as a Medical Specialist after registration with the HPCSA as a Medical Specialist in Paediatrics. **Grade 3:** Experience: 10 Years appropriate experience as a Medical Specialist after registration with the HPCSA as a Medical Specialist in Paediatrics. Recommendations: Ability to work in stressful, resource-limited environment. Ability to work in a team & communicate well with other disciplines. Knowledge, Skills, Experience and Competencies: Specialist medical knowledge, skills & competence in Paediatrics and Child Health. Sub-specialist medical knowledge, skills & competence in Paediatric Pulmonology / Critical Care. Current health and public service legislation, regulations and policy. Medical ethics, epidemiology, research and statistics. Medical education training and experience. Research publications, research knowledge, skills & competence. Medical ethics, epidemiology.
- DUTIES** : (Will cover clinical care, scholarship, professionalism, governance, administration & management). Participate in (direct, develop and manage) the provision of 24-hour paediatric emergency and critical care services (Paediatric Intensive Care Unit/s) within the catchment population of the Pietermaritzburg Metropolitan Hospitals Complex. Participate in the provision of 24-hour in- and outpatient paediatric clinical care within the Pietermaritzburg Metropolitan Hospitals Complex. This will include clinical duties in General Paediatrics and support to other Paediatric sub-specialties. Participate in the departmental Outreach program to the catchment area. Assist with the maintenance of standards of care and implementation of quality improvement programmes within the department. Assist with the supervision and support of registrars, medical officers, CSOs and interns in the department. Participate in the

departmental academic and training programme/s, Assist with the administration of a component of the paediatric department in Pietermaritzburg. Participate in the departmental activities for the development and training of undergraduate, post graduate and vocational students, including joining the University of Kwazulu-Natal (UKZN) as a member of the Faculty of Health Sciences, School of Clinical Medicine, Department of Paediatrics & Child Health. Assist and participate in research activities as defined within the department

- ENQUIRIES** : Dr BL Dhada / Mrs K Moses Tel No: (033) 897 3264 / 87
- 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: 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 57/21. 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** : 19 November 2021
- POST 39/232** : **CLINICAL MANAGER: MEDICAL: GRADE 1 (OBSTETRICS AND GYNAECOLOGY) REF NO: NKO 39/2021**
- SALARY** : Grade 1: R1 173 900 per annum, (This inclusive package consist of 70% basic salary and 30% flexible Portion that can be structured in terms of applicable rules), Commuted overtime plus 12% Rural Allowance.
- CENTRE** : Nkonjeni Hospital
- REQUIREMENTS** : Senior Certificate/Matric or Grade 12. MBCHB Degree or Equivalent qualification. Current registration (2021) with HPCSA as a Medical Practitioner. At least 3 years experience as a Medical Practitioner after registration with HPCSA as a Medical Practitioner, 2 of which must have been spent in Obstetrics and Gynecology department. Unendorsed valid code B driving license (code 08). Proof of experience should be attached to the application. (Certificates of service or official letters of service from previous/current employers signed and stamped by HR). Applicants in possession of a foreign qualification must attach the evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Knowledge, Skills, Training & Competence Required: The ideal candidates must possess knowledge of current health and public services legislation and policies. Have a sound clinical knowledge, experience in respective disciplines. Computer literacy. Have an Excellent human relations, communication skills, leadership and team building skills. Ability to develop policies, sound negotiation, planning, organizing, decision making and conflict management skills. Proof of training as an ESMOE trainer. Good team building and problem solver. Financial management. Knowledge of medical disciplines and management. Knowledge and experience in District Health System.
- DUTIES** : Management of Obstetrics and Gynaecology in patients. Ensure the running of Antenatal and Gynaecology out Patient clinic. Chair monthly perinatal and

mortality in absence of the chairperson. Support medical manager in Clinical Governance meeting .Participate in Clinical Audit. To ensure provision of protocols and guidelines to doctors. Participate to quality improvement plans. Ensure continuous monitoring of perinatal and mortality meeting through clinical audits. Provide an after hour emergency Obstetrics and Gynaecological services. Manage the work in labour ward and Theatre Participate in Academic activities of the Department and teaching of junior staff. Contribute to the running of the obstetrics service in the community referral clinics. Work as part of team providing district hospital based Obstetrics and Gynaecology services under consultant guidance. Support clinics referring to Obstetrics and Gynaecology department. Provide the management support and supervision to all medical officers in maternity ward and theatre. Support continuous professional development by information seminars and scheduling external meeting. Act for medical management when necessary.

- ENQUIRIES** : Mr. Z.E. Zulu Tel No: 035 873 0013
- APPLICATIONS** : Please forward application quoting the reference number to The Human Resource Department, Nkonjeni Hospital, Private Bag X509, Mahlabathini, 3865, or hand delivered to Nkonjeni Hospital, Registry Department.
- FOR ATTENTION** : Mr. Z.P. Ndlela
- 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. Persons with disabilities should feel free to app for the post. Applicants in possession of a foreign qualification must attach an evaluation/verification certificate from the South African Qualifications Authority (SAQA) or other regulating bodies to their applications. Non- RSA Citizens/Permanent Resident/ Work Permit holders must submit a documentary proof together with their applications. This Department is an equal opportunity, affirmative action employer, whose aim is to promote representatively in all levels of all occupational categories in the Department. The appointment is subject to positive outcome obtained from the NIA to the following checks: security clearance, credit records, qualification, citizenship and previous experience verifications. Failure to comply with the aforementioned instructions will result to your application being disqualified. Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. NB: Please note that due to a large number of applications received, applications will not be acknowledged, however, successful applicants will be advised of the outcome of their application. Due to financial constraints S&T Claims and Resettlement / Relocation will not be considered. Accommodation will only be allocated when it is available otherwise successful candidates must arrange their private accommodation prior to assumption of duty. No interim accommodation in a form of Bed and Breakfast or Hotel Accommodation.
- CLOSING DATE** : 19 November 2021 (Late applications will not be accepted)
- POST 39/233** : **PRINCIPAL CLINICAL PSYCHOLOGIST REF NO: GS 58/21**
Component: Medical and Allied Health (Dept of Clinical Psychology)
Applicants who previously applied must re-apply
- SALARY** : Grade 1: R1 025 316 – R1 137 936 per annum, (all inclusive package) consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules.
- CENTRE** : Greys Hospital, Pietermaritzburg
- REQUIREMENTS** : Senior Certificate or equivalent. An appropriate qualification that allows registration with the HPCSA as a Clinical Psychologist. Certificate of Registration with the HPCSA. Proof of current registration with the HPCSA as a Clinical Psychologist. A minimum of 3 years appropriate work experience as clinical psychologist after registration with the HPCSA as a Clinical Psychologist. NB Those candidates who are still in their community service year may apply for the post on the understanding that appointment to the post can only be made after they have received registration from the HPCSA as a medical practitioner. Recommendations: Managerial/ supervisory experience would be an added advantage. Knowledge, Skills, Experience and

Competencies: Comprehensive knowledge of psycho-diagnostic and therapeutic interventions suitable to a (tertiary) hospital setting. Clinical skills include individual clinical and psychometric assessment, individual psychotherapy, group psychoeducation and therapy skills. Sound knowledge of policies, protocols and procedures applicable to the profession and the hospital. Ability to co-ordinate psychological intervention in specialist medical fields. Good verbal and written communication skills; good time management skills; meeting tight deadlines. Computer proficiency, including experience with Microsoft Office package. Good interpersonal, decision-making and problem-solving skills. Resilience, self-motivation and dedication to service ethic. Strong generic leadership and management skills and competencies.

DUTIES : Management (planning, organizing, leading and controlling) of the Clinical Psychology Department with the aim of providing optimum, effective and efficient tertiary mental health care and psychology services to all its clients. Designing, implementing and coordinating holistic psychology programmes for patients within a multi-disciplinary team framework, through consultation/liason with other departments/ stakeholders when required. Ensure compliance with policies and procedures. Responsible for general administrative duties, including hosting and participation in meetings, maintain records and statistics, strategic and operational planning, HR-related activities, risk management, etc. Actively engage in supervision, training and development of staff, including training and supervision meetings and activities (CPD-accredited), EPMDS, mentoring, reward and recognition programme, etc. Management and updating of treatment protocols, assessment tools, policies, SOPs, protocols. Addressing quality and risk-related aspects, including QIPs, National Core Standards compliance and risk register. Facilitation of relevant health promotion and related activities. Facilitation of advisory and support role, e.g. Ethics consultations, ethics meetings, medicolegal cases, etc. Maintain current research collaborations; Generate and supervise research in the field of clinical psychology.

ENQUIRIES : Dr E Marais Tel No (033) 897 3324

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: 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 58/21. 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 : 19 November 2021

POST 39/234 : **MEDICAL OFFICER (GRADE 1, 2, 3) REF NO: GS 59/21 (X1 POST)**
Component: Obstetrics and Gynaecology

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 commuted overtime contract form.

**CENTRE
REQUIREMENTS**

: Greys Hospital, Pietermaritzburg
: Senior Certificate or equivalent MBCHB Degree Plus Current registration with the Health Professions Council of South Africa 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. Recommendations: Appropriate clinical experience depending on the grade for which you are applying. Post community service experience in Obstetrics and Gynaecology will be an added advantage. Knowledge, Skills, Experience and Competencies: Sound knowledge of general medicine and in the discipline of Obstetrics and Gynaecology. Ability to deal with medical and obstetrical/gynaecology emergencies. Ability to deal with medical and obstetrical/gynaecology emergencies. Sound knowledge of the PMTCT programme as determined by national guidelines and policies. Sound knowledge of medical ethics. Sound knowledge of legislation relating to the practice of Obstetrics and Gynaecology in South Africa, such as the Health Act, the Choice of Termination of Pregnancy Act, the Children's Act etc. Ability to perform termination of pregnancy will be an added advantage. Good communication, team building and motivation skills. Basic computer literacy

DUTIES

: The incumbent will be required to rotate between the Grey's / Northdale Hospitals Woman's Health Complex for a stipulated period e.g. three (3) months at a time. To provide holistic medical care to patients seeking medical attention at the institutions. To be able to assess, manage and follow up patients according to departmental policies. To ensure the provision of safe, ethical and high quality medical care. To be able to contribute to the realization of the departmental strategic goals. Manage medical and obstetrical/gynaecological emergencies. To participate in after-hours obstetrics and gynaecology service as per call roster, this is essential. To participate in Monitoring & Evaluation programme with relation to patient care delivery. Assist with the supervision and support of junior medical officers, CSOs and interns in the department. Provide Outreach assistance as may be required under the supervision of the Metropolitan Head of Obstetrics and Gynaecology. Impart surgical skills to Medical Officers and interns in the Department. Accept responsibility for continuous professional development to keep up to date with new developments in the field of Obstetrics and Gynaecology. Participate in the departmental academic programmes and meetings

**ENQUIRIES
APPLICATIONS**

: Prof TD Naidoo Tel No: 033 8973292
: 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 59/21. 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** : 19 November 2021
- POST 39/235** : **MEDICAL OFFICER GRADE1, 2 OR 3 REF NO: EPH 05 / 2021 (X2 POSTS)**
Cluster: KZN Department of Health
- SALARY** : Grade 1: R821 205 – R884 670 per annum, (all-inclusive Package + commuted Overtime & 12% Inhospitable Allowance)
Grade 2: R938 964 – R1 026 693per annum, (all-inclusive Package + Commuted Overtime & 12% Inhospitable Allowance)
Grade 3: R1 089 693 – R1 362 366 per annum, (all-inclusive Package + commuted Overtime & 12% Inhospitable Allowance)
- CENTRE REQUIREMENTS** : Ekuhlengeni Psychiatric Hospital
: **Grade 1:** Senior Certificate PLUS appropriate qualification (MBCHB) plus registration with HPCSA as a Medical Practitioner in respect of RSA qualified have performed community service with no experience required. **Grade 2:** Senior Certificate PLUS appropriate qualification (MBCHB) and registration certificate plus 5 years' experience after registration with HPCSA as a Medical Practitioner, in respect of RSA qualified who have performed community service. **Grade 3:** Senior Certificate PLUS appropriate qualification (MBCHB) and registration certificate with HPCSA plus 10 years' experience after registration with HPCSA as Medical Practitioner, in respect of RSA qualified who have performed community service. Knowledge, Skills Training and Competencies Required: Knowledge of psychiatric patient management and treatment. Ability to work in a team. Have a thorough knowledge and understanding of current legislative and administration requirements, relating to conditions of public service and professional practice, with proper implementation of such. Good verbal and written communications skills. Computer Literacy: Word, Spreadsheet, Presentation. Knowledge of ethical medical practice. Good interpersonal skills. Ability to work under pressure. Ability to manage patients independently. Other requirements that would be beneficial: Project Management. Psychiatric patient management courses. Knowledge of the WHO/ National, ICD 10 and DSM V TR classrooms of mental disorders. Valid Code 8 Drivers License. Recommendation: Experience in working in a Psychiatric Unit, or a diploma in mental health or interests in pursuing a diploma in Mental Health will be an advantage.
- DUTIES** : Render cost effective psychiatric care, incorporating clinical management and follow up. Render cost effective medical care to psychiatric patients that stay long term in the hospital and manage their chronic medical problems and new medical conditions that may arise. Maintain efficient records. Ensure Batho Pele principles are upheld. Assist in clinical audits and participate quality improvement programmes. Ensure the provision of safe, ethical and high quality medical care. Manage and facilitate the formulation of medical service policies and procedures of the Institution and ensure that these are in line with the current statutory regulations and code of ethics. Assist with the development, maintaining and updating of clinical protocols. Handle medicine emergencies. Provide after-hours medical service as per roster. Provide holistic care for Mental Health Care Users in OPD, community clinics and inpatients at districts hospitals as part of community outreach. Participating in Hospital/ academic Committees and Programmes.
- ENQUIRIES APPLICATIONS** : Ms. NS. Padayachee Tel No: 031 – 9054 777/6/5 or 073 841 3044
: All applications should be forwarded to: The Human Resource Manager: Ekuhlengeni Psychiatric Hospital: KZN Department of Health, P.O. BOX 3, Umbogintwini, 4125 OR Hand delivered to: Off Old South Coast Road, Umbogintwini. Please visit the Department of Health's website at

**FOR ATTENTION
NOTE**

www.health.gov.za or the Department of Public Service and Administration
vacancy circulars www.dpsa.gov.za

Ms. GP. Cele

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

CLOSING DATE

19 November 2021

POST 39/236

OPERATIONAL MANAGER – PHC REF NO: IMBALCHC10/2021 (X1 POST)

SALARY

R562 800 – R633 432 per annum. Allowances: 8% rural allowance, 13th cheque, housing allowance and medical aid (employee must meet the prescribed requirements)

**CENTRE
REQUIREMENTS**

Imbalenhle CHC

Grade 12 (senior certificate). Basic R425 qualification i.e. Degree/Diploma in General nursing and Midwifery plus 1 year post basic qualification in Primary Health Care as per R212 SANC Regulation. Proof of current registration with SANC (2021/22 receipt). Current registration with SANC as General Nurse, Midwifery and Primary Health Care Nurse. Experience: A minimum of nine (9) years appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General nursing. At least five (5) years of the period referred to above must be appropriate/recognizable experience in Primary Health Care as per R212 SANC Regulation. Certificate of service (Proof of current and previous work experience endorsed and stamped by Human Resources Manager must be attached) plus Persal Service record print out where applicable. Recommendations: Degree/Diploma in Nursing Management. Computer literacy (MS Word, Excel, Powerpoint and Outlook) Attach proof. Driver's license code 8/10. Knowledge, Skills, Training and Competencies: Legal framework governing the Nursing Profession and the health system. Leadership, management and supervisory skills. Ability to work in multidisciplinary team setting. Good communication skills, computer skills. Ability to work and maintain meaningful relationship with a diverse community. Knowledge of Human Resource Management. Knowledge of Public Service legislation, Regulations and Policies. Program planning. Knowledge of procedures and policies pertaining to nursing care. Knowledge of EPMDS, Ideal Clinic and Norms and standards.

DUTIES

Provide quality comprehensive Community Health Care package including Preventive, Promotive and Rehabilitation. Facilitate Implementation of Quality Improvement Programmes to comply with NHI, Ideal Clinic and Office of Health Standard Compliance. Ensure adequate control and allocation of Human and material resources including state vehicles. Supervise and monitor staff performance according to EPMDS. Facilitate and ensure proper clinical governance. Facilitate implementation of all PHC Reengineering requirements. Exercise control of discipline, professionalism and ethics. Ensure effective utilization and monitoring of all resources in line with cost containment plan for the facility. Facilitate provision of clinical services, educational services and be involved in medical research. To assist in Departmental projects. Evaluate and

monitor compliance with clinical protocols, norms and standards within the clinic. Monitor PHC outputs and services on a daily and monthly basis to review performance. Evaluate PHC services in terms of standard outcomes and priority programmes, by accurate analysis of data. Assist with day and night duty supervision. Work outside normal working hours and weekends according to service delivery needs.

ENQUIRIES : Mrs LH Sibiyi Tel No: 033 – 398 9100 EXT: 9103
APPLICATIONS : must be forwarded to: Human Resources Department, Imbalenhle Community Health Centre, Private Bag X 9104, Pietermaritzburg, 3200 or Hand delivered at Imbalenhle Community Health Centre- HR, Unit 3, Thwala Road, IMBALI, Pietermaritzburg.

NOTE : Imbalenhle Community Health Centre is guided by the principle of Employment Equity Act; therefore, all the appointments will be made in accordance with the Employment Equity target of the institution. Preference will be given to African male and People with disability.

CLOSING DATE : 19 November 2021

POST 39/237 : **OPERATIONAL MANAGER – PRIMARY HEALTH CARE REF NO: IMBALCHC09/2021 (X1 POST)**

SALARY : R562 800 – R633 432 per annum. Allowances: 8% rural allowance, 13th cheque, housing allowance and medical aid (employee must meet the prescribed requirements)

CENTRE : Impilwenhle Clinic
REQUIREMENTS : Grade 12 (senior certificate). Basic R425 qualification i.e. Degree/Diploma in General Nursing and Midwifery plus 1 year post basic qualification in Primary Health Care as per R212 SANC Regulation. Proof of current registration with SANC (2021 receipt) Current registration with SANC as General Nurse, Midwifery and Primary Health Care Nurse. Experience: A minimum of nine (9) years appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General nursing. At least five (5) years of the period referred to above must be appropriate/recognizable experience in Primary Health Care as per R212 SANC Regulation. Certificate of service (Proof of current and previous work experience endorsed and stamped by Human Resources Manager must be attached) plus Persal Service record print out where applicable. Recommendation: Degree/Diploma in Nursing Administration. Valid driver's license CODE 8 / (B). Training Certificate in Nurse Initiated and Management of ART (NIMART), attach proof. Computer literacy (MS Word, Excel, Powerpoint and Outlook) Attach proof. Knowledge, Skills and Competencies Required: 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 resources under management. Insight into procedures and policies pertaining to nursing care. Computer skills in basic programs.

DUTIES : Delegate, supervise and coordinate the provision of effective and efficient patient care through adequate nursing care. Facilitate provision of comprehensive package of service at PHC level and implementation of quality improvement programs to comply with NHI. Ensure adequate control of human and material resources including vehicles. Supervise and monitor staff performances according to EPMDS. Evaluate and monitor compliance with clinical protocols, norms and standards. Monitor implementation of performance indicators on a daily, weekly, monthly and quarterly basis, provide feedback to management, analyze data and draw up quality improvement plan and implementation plan. Exercise control of discipline and any other Labour Related issues in terms of laid down procedures. Compile and submit reports timeously. Monitor and evaluate the care and management of all patients through clinical audits. Maintain constructive working relationships with all the stakeholders i.e. inter-professional, inter-sectoral and multi-disciplinary team. Work outside normal working hours and weekends according to community needs. Assists in consultation of patients to reduce waiting times. Provide direct and indirect supervision of all staff within the unit and give guidance. Monitor implementation of PHC re-engineering in clinic. Supervise Satellite clinics, Family Health Team, School Health Team and Mobile unit in the absence of Assistant Nursing Manager.

- ENQUIRIES APPLICATIONS** : Mrs NM Chonco Tel No: 033 – 398 9100 EXT: 9140
 : must be forwarded to: Human Resources Department, Imbalenhle Community Health Centre, Private Bag X 9104, Pietermaritzburg, 3200 or Hand delivered at Imbalenhle Community Health Centre- HR, Unit 3, Thwala Road, IMBALI, Pietermaritzburg.
- NOTE** : Imbalenhle Community Health Centre is guided by the principle of Employment Equity Act; therefore, all the appointments will be made in accordance with the Employment Equity target of the institution. Preference will be given to African male and People with disability.
- CLOSING DATE** : 19 November 2021
- POST 39/238** : **CLINICAL NURSE PRACTITIONER: PRIMARY HEALTH CARE STREAM REF NO: MURCH-MTHI 07/2021 (X1 POST)**
- SALARY** : Grade 1: R383 226 per annum
 : Grade 2: R471 333 per annum
 : Other Benefits: 13th Cheque, Home owners allowance (employee must meet prescribed Requirements), Medical Aid (Optional) and 12% Rural Allowance
- CENTRE REQUIREMENTS** : Murchison Hospital – Mthimude Clinic
 : Senior Certificate, Degree / Diploma in General Nursing, Midwifery plus 1 year post basic qualification in Primary Health Care, Registration with SANC as General Nurse, Midwife and Primary Health Care Nurse. Current SANC receipt, previous work experience / Certificate of service endorsed by your Human Resource Department on an official letterhead (to be attached to application). **Grade 1:** Experience: A minimum of 4 years appropriate/recognizable experience in nursing after registration as Professional 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. Knowledge, Skills and Competencies: Knowledge of all applicable legislation and guidelines, including scientific nursing and nursing principles. Good interpersonal relationship skills and good listening skills. Good communication and problem solving skills. Co-ordination and planning skills. Ability to relieve in the service areas. Team building and supervisory skills. Ability to formulate patient care related policies.
- DUTIES** : Demonstrate effective communication with patients, supervisors and other clinicians, including report writing. Assist the unit manager with overall management and necessary support for effective functioning in the clinic. Work as part of a multidisciplinary team to ensure good Nursing Care in the clinic. Promote preventive and promotive health for clients and the community in the clinic. Ensure proper utilization of human, material and financial resources and maintain updated records of resources in the clinic. Must be able to handle obstetric and emergencies and high risk conditions. Ability to plan and organise own work and that of support personnel to ensure proper nursing care in the clinic. To provide nursing care that leads to improve service delivery by upholding Batho Pele principles. Maintain clinical competencies by ensuring that scientific principles of nursing are implemented in the clinic. Supervision of patients and provision of basic patient needs e.g. oxygen, nutrition, elimination, fluids and electrolyte balance, safe and therapeutically environment in the clinic using EDL guidelines. Ensure clinical intervention to clients including administering of prescribed medication and ongoing observation of patients in the clinic. Motivate staff regarding development in order to increase level of expertise and assist patients to develop a sense of self care. Ensure proper utilization and safe keeping of basic medical, surgical pharmaceutical and stock.
- ENQUIRIES APPLICATIONS** : Mr LG Nyawo Tel No: 039-6877311 ext. 130
 : all applications should be forwarded to: Chief Executive Officer P/Bag x701, Portshepstone, 4240 or hand delivered to: Human Resources Department Murchison Hospital
- NOTE** : The following documents must be submitted: Application for Employment Form (Z83), which is obtainable at any Government Department or from the Website - www.kznhealth.gov.za. Due to the state of disaster covid19 public adjustment to risk adjusted level 4 regulations candidates may submit uncertified copies of qualifications and ID but will be required to submit certified copies after have been shortlisted and invited for the interviews only in terms of DPSA circular

05/2021 clause 2.1.14.1 Curriculum Vitae and Identity document Faxed applications will not be accepted The reference number must be indicated in the column provided on the form Z83 e.g. MURCH/ 16/2019 NB: Failure to comply with the above instructions will disqualify applicants. The appointments are subject to a positive outcome obtained from the State Security Agency (SSA) to the following checks (criminal clearance, credit records, and citizenship), verification of Educational qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC) Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Non-RSA / Permanent Residents / Work permit holders must submit documentary proof together with their applications. Please note that due to large number of applications received, applications will not be acknowledged. However, every applicant will be advised of the outcome of his or her applications in due course. (This Department is an equal opportunity, affirmative active employer, whose aim is to promote representivity in all occupational categories in the Institution) If you have not heard from us within two months from the closing date, Please accept that your application has been unsuccessful Employment Equity target for the post is African Male and people with disabilities are encouraged to apply. The applicants must submit copies of qualifications, Identity documents and Drivers licence (where appropriate) and any other relevant document. Such copies need not be certified when applying for the post. Communication from the Human Resource 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. Please note that due to the budget constraints no S&T and Resettlement allowance will be paid to any successful candidate on appointment. Please note that due to the budget constraints no S&T and Resettlement allowance will be paid to any successful candidate on appointment.

<u>CLOSING DATE</u>	:	19 November 2021
<u>POST 39/239</u>	:	<u>PROFESSIONAL NURSE-SPECIALTY STREAM-THEATRE REF NO: MURCH 07/2021 (X1 POST)</u>
<u>SALARY</u>	:	Grade 1: R383 226 per annum Grade 2: R471 333 per annum Other Benefits: 13 th Cheque, Home owners allowance (employee must meet prescribed Requirements), Medical Aid (Optional) and 12% Rural Allowance
<u>CENTRE REQUIREMENTS</u>	:	Murchison Hospital Senior Certificate, Degree / Diploma in General nursing and Midwifery plus 1 year post basic qualification in Operating Theatre Technique, Current Registration with SANC as General Nurse and Operating Theatre. Current SANC receipt, previous work experience / Certificate of service endorsed by your Human Resource Department (to be attached to application). Grade 1: Senior certificate/matric, Degree/Diploma in General Nursing and Midwifery. Proof of Current Registration with SANC 2021. Experience: A minimum of 4 years appropriate/ recognizable experience in nursing after registration as Professional with SANC in General Nursing (Certificate of service must be attached), 1 year post basic in Operating Theatre Technique. Proof of Current and previous work experience endorsed and stamped by Human Resource (Certificate of Service or Persal Record). Grade 2: Senior certificate/matric, Degree/Diploma in General Nursing and Midwifery. Proof of Current Registration with SANC 2021. Experience: A minimum of 14 years appropriate/ recognizable experience in nursing after registration as Professional with SANC in General Nursing (Certificate of service must be attached) 1 year post basic in Operating Theatre Technique. Proof of Current and previous work experience endorsed and stamped by Human Resource (Certificate of Service or Persal Record). Knowledge, Skills and Competencies: Knowledge of work procedures and processes eg. Planning, organizing, nursing, HR matters, ability to formulate patient care related policies, knowledge of health act and Nursing act. Supervisory, team building, skills to practice in field of work. Sound interpersonal relationship; problem solving and communication skills.
<u>DUTIES</u>	:	Provision of Optimal Holistic and specialized Nursing services. To execute Professional Nursing Duties and functions with proficiency in support of the aims and strategic objectives of the institution and to perform duties within the

prescripts of all applicable legislation. To assist the Operational Manager in charge of the Theatre with the overall management and the necessary support for the effective functioning of the Theatre. Assist with performance reviews i.e. EPMSD. Develop competencies in scrub, circulating, recovery room and setting room duties. Ensure safe environment to achieve desired outcome of surgical interventions. Work collaboratively with Surgeons and Anaesthetists to meet patient needs during theatre procedures and ensure responsibility for patient care. Ensure safe environment for patients by assisting junior nursing staff members through teaching and supervising. Plan, provide and supervise nursing activities in the different allocated specialty. Ensure fiscal control of materials, supplies and equipment and effective utilization of human resources. Provision of efficient floor nurses duties. Manage / co-ordinate the smooth functioning of the instrument room. Participate in overall specialized unit functions.

- ENQUIRIES** : Mrs CN Mkhwanazi Tel No: 039-6877311 ext 127
- APPLICATIONS** : all applications should be forwarded to: Chief Executive Officer P/Bag x701, Portshepstone, 4240 or hand delivered to: Human Resources Department Murchison Hospital
- NOTE** : The following documents must be submitted: Application for Employment Form (Z83), which is obtainable at any Government Department or from the Website - www.kznhealth.gov.za. Due to the state of disaster covid19 public adjustment to risk adjusted level 4 regulations candidates may submit uncertified copies of qualifications and ID but will be required to submit certified copies after have been shortlisted and invited for the interviews only in terms of DPSA circular 05/2021 clause 2.1.14.1 Curriculum Vitae and Identity document Faxed applications will not be accepted The reference number must be indicated in the column provided on the form Z83 e.g. MURCH/ 16/2019 NB: Failure to comply with the above instructions will disqualify applicants. The appointments are subject to a positive outcome obtained from the State Security Agency (SSA) to the following checks (criminal clearance, credit records, and citizenship), verification of Educational qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC) Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Non-RSA / Permanent Residents / Work permit holders must submit documentary proof together with their applications. Please note that due to large number of applications received, applications will not be acknowledged. However, every applicant will be advised of the outcome of his or her applications in due course. (This Department is an equal opportunity, affirmative active employer, whose aim is to promote representivity in all occupational categories in the Institution) If you have not heard from us within two months from the closing date, Please accept that your application has been unsuccessful Employment Equity target for the post is African Male and people with disabilities are encouraged to apply. The applicants must submit copies of qualifications, Identity documents and Drivers licence (where appropriate) and any other relevant document. Such copies need not be certified when applying for the post. Communication from the Human Resource 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. Please note that due to the budget constraints no S&T and Resettlement allowance will be paid to any successful candidate on appointment. Please note that due to the budget constraints no S&T and Resettlement allowance will be paid to any successful candidate on appointment.
- CLOSING DATE** : 19 November 2021
- POST 39/240** : **CLINICAL NURSE PRACTITIONER (PHC) REF NO: VRH 36/2021**
- SALARY** : Grade 1: R383 226 per annum
Grade 2: R471 333 per annum
Plus 12% Rural Allowance, 13th Cheque, Medical Aid (Optional), Housing Allowance (Employee must meet prescribed requirements) and R1450.00 per month
- CENTRE** : Vryheid District Hospital (Bhekuzulu Clinic)
- REQUIREMENTS** : An appropriate B degree/National Diploma in General nursing and Midwifery or equivalent qualification that allows registration with SANC as a Professional

Nurse. Post basic qualification with the duration of at least 1- year qualification in Curative Skills in Clinical Nursing Science, Health Assessment, Treatment and Care accredited with the SANC. Registration certificates with SANC as a General Nurse, Midwifery and Clinical Nursing Science. Current proof of registration with SANC for 2021. Proof of current/previous work experience endorsed and stamped by the employer(s) must be attached. Current proof of registration with SANC (2021 receipt). Proof of current/previous work experience endorsed and stamped by the employer(s) must be attached.
Grade 1: A minimum of 4 years appropriate / recognizable nursing experience after registration as a Professional Nurse with the SANC in General Nursing.
Grade 2: A minimum of 14 years appropriate / recognizable nursing experience after registration as a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred above must be appropriate / recognizable experience after obtaining the 1- year post-basic qualification in the relevant specialty. Recommendation: The Employment Equity Target is an African Male. Knowledge, Skills, Training and Competencies Required: Knowledge of nursing care processes and procedure. Knowledge of Nursing Act, Health Act, Occupational Health and Safety Act. Display a concern for patients, promoting and advocating proper treatment. Sound understanding of legislations and related ethical nursing practices within a primary health care environment. Report writing skill.

DUTIES

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

ENQUIRIES
APPLICATIONS

: Mrs ATS Sibiya Tel No: 034 9822111 Ext 5918
 : All applications should be posted to: The Human Resource Management, Vryheid District Hospital, Private Bag x 9371, Vryheid, 3100

FOR ATTENTION
NOTE

: Mr SP Nene
 : 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. Note: The contents of this Circular Minute must be brought to the notice of all eligible officers and employees on your establishment of all Institutions. Institutions must notify all candidates who qualify for post in this circular minute even if they are absent from their normal places of work to apply. Direction to Candidates: The following documents must be submitted: Application for Employment form (Z83) which is obtainable from any Government Department OR from the website - www.kznhealth.gov.za. The applicants must submit copies of qualifications and Identity document – not certified copies, Identity document and driver's license (where appropriate) and any other relevant documents. Such copies need not be certified when applying for a post. The communication from the HR of the department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. Curriculum Vitae. The reference number must be indicated in the column provided on the form Z83 and on the back of the envelope, e.g. Ref 13/2018. NB: Failure to comply with the above instructions will disqualify applicants. Person with disabilities should feel free to apply for the post. The appointment is subject to positive outcome obtained from the NIA the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verification). Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualification Authority (SAQA) to their applications. Non –RSA Citizens /Permanent Residents/Work permits holders must submit documentary proof together with their Applications. Due to the large number of applications, receipt of applications will not be acknowledged. However, correspondence will be limited to shortlisted candidates only. Please note that due to financial constraint no S&T claims will be considered for

payment to the candidates that are invited for an interview. African Male are encouraged to apply.

- CLOSING DATE** : 19 November 2021
- POST 39/241** : **CLINICAL NURSE PRACTITIONER (PHC) REF NO: VRH 37/2021 (X2 POSTS)**
- SALARY** : Grade 1: R383 226 per annum
Grade 2: R471 333 per annum
Plus 12% Rural Allowance, 13th Cheque, Medical Aid (Optional), Housing Allowance (Employee must meet prescribed requirements) and R1450.00 per month
- CENTRE** : Vryheid District Hospital (Mondlo Clinic)
- REQUIREMENTS** : An appropriate B degree/National Diploma in General nursing and Midwifery or equivalent qualification that allows registration with SANC as a Professional Nurse. Post basic qualification with the duration of at least 1- year qualification in Curative Skills in Clinical Nursing Science, Health Assessment, Treatment and Care accredited with the SANC. Registration certificates with SANC as a General Nurse, Midwifery and Clinical Nursing Science. Current proof of registration with SANC for 2021. Proof of current/previous work experience endorsed and stamped by the employer(s) must be attached. Current proof of registration with SANC (2021 receipt). Proof of current/previous work experience endorsed and stamped by the employer(s) must be attached.
Grade 1: A minimum of 4 years appropriate / recognizable nursing experience after registration as a Professional Nurse with the SANC in General Nursing.
Grade 2: A minimum of 14 years appropriate / recognizable nursing experience after registration as a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred above must be appropriate / recognizable experience after obtaining the 1- year post-basic qualification in the relevant specialty. Recommendation: The Employment Equity Target is an African Male. Knowledge, Skills, Training and Competencies Required: Knowledge of nursing care processes and procedure. Knowledge of Nursing Act, Health Act, Occupational Health and Safety Act. Display a concern for patients, promoting and advocating proper treatment. Sound understanding of legislations and related ethical nursing practices within a primary health care environment. Report writing skill.
- DUTIES** : Perform a clinical nursing science in accordance with the scope of practice and nursing standards as determined for a primary health care facility. Promote quality of nursing care as directed by the professional scope of practice and standards as determined for a primary health care facility. Demonstrate a basic understanding of nursing legislation and related legal and ethical nursing practices within a primary health care environment. Work effectively and amicably at a supervisory level, with person of diverse intellectual, cultural race or religious differences. Able to manage own work, time and that of junior colleagues to ensure proper nursing service in a unit. Develop contacts, build and maintain a network of.
- ENQUIRIES** : Mrs ATS Sibiyi Tel No: 034 9822111 Ext 5918
- APPLICATIONS** : All applications should be posted to: The Human Resource Management, Vryheid District Hospital, Private Bag x 9371, Vryheid, 3100
- FOR ATTENTION** : Mr SP Nene
- NOTE** : 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. Note: The contents of this Circular Minute must be brought to the notice of all eligible officers and employees on your establishment of all Institutions. Institutions must notify all candidates who qualify for post in this circular minute even if they are absent from their normal places of work to apply. Direction to Candidates: The following documents must be submitted: Application for Employment form (Z83) which is obtainable from any Government Department OR from the website - www.kznhealth.gov.za. The applicants must submit copies of qualifications and Identity document – not certified copies, Identity document and driver's license (where appropriate) and any other relevant documents. Such copies need not be certified when applying for a post. The communication from the HR of the department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. Curriculum Vitae. The reference number

must be indicated in the column provided on the form Z83 and on the back of the envelope, e.g. Ref 13/2018. NB: Failure to comply with the above instructions will be disqualify applicants. Person with disabilities should feel free to apply for the post. The appointment is subject to positive outcome obtained from the NIA the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verification). Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualification Authority (SAQA) to their applications. Non –RSA Citizens /Permanent Residents/Work permits holders must submit documentary proof together with their Applications. Due to the large number of applications, receipt of applications will not be acknowledged. However, correspondence will be limited to shortlisted candidates only. Please note that due to financial constraint no S&T claims will be considered for payment to the candidates that are invited for an interview. African Male are encouraged to apply.

- CLOSING DATE** : 19 November 2021
- POST 39/242** : **CLINICAL NURSE PRACTITIONER (PHC) REF NO: VRH 38/2021**
- SALARY** : Grade 1: R383 226 per annum
Grade 2: R471 333 per annum
Plus 12% Rural Allowance, 13th Cheque, Medical Aid (Optional), Housing Allowance (Employee must meet prescribed requirements) and R1450.00 per month
- CENTRE REQUIREMENTS** : Vryheid District Hospital (Bhekumthetho Clinic)
: An appropriate B degree/National Diploma in General nursing and Midwifery or equivalent qualification that allows registration with SANC as a Professional Nurse. Post basic qualification with the duration of at least 1- year qualification in Curative Skills in Clinical Nursing Science, Health Assessment, Treatment and Care accredited with the SANC. Registration certificates with SANC as a General Nurse, Midwifery and Clinical Nursing Science. Current proof of registration with SANC for 2021.Proof of current/previous work experience endorsed and stamped by the employer(s) must be attached. Current proof of registration with SANC (2021 receipt).Proof of current/previous work experience endorsed and stamped by the employer(s) must be attached.
Grade 1: A minimum of 4 years appropriate / recognizable nursing experience after registration as a Professional Nurse with the SANC in General Nursing.
Grade 2: A minimum of 14 years appropriate / recognizable nursing experience after registration as a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred above must be appropriate / recognizable experience after obtaining the 1- year post-basic qualification in the relevant specialty. Recommendation: The Employment Equity Target is an African Male. Knowledge, Skills, Training and Competencies Required: Knowledge of nursing care processes and procedure. Knowledge of Nursing Act, Health Act, Occupational Health and Safety Act. Display a concern for patients, promoting and advocating proper treatment. Sound understanding of legislations and related ethical nursing practices within a primary health care environment. Report writing skill.
- DUTIES** : Perform a clinical nursing science in accordance with the scope of practice and nursing standards as determined for a primary health care facility. Promote quality of nursing care as directed by the professional scope of practice and standards as determined for a primary health care facility. Demonstrate a basic understanding of nursing legislation and related legal and ethical nursing practices within a primary health care environment. Work effectively and amicably at a supervisory level, with person of divert intellectual, cultural race or religious differences. Able to manage own work, time and that of junior colleagues to ensure proper nursing service in a unit. Develop contacts, build and maintain a network of professional relations in order to enhance service delivery.
- ENQUIRIES APPLICATIONS** : Mrs ATS Sibiya Tel No: 034 9822111 Ext 5918
: All applications should be posted to: The Human Resource Management, Vryheid District Hospital, Private Bag x 9371, Vryheid, 3100
- FOR ATTENTION NOTE** : Mr SP Nene
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Institutions. Institutions must notify all candidates who qualify for post in this circular minute even if they are absent from their normal places of work to apply. Direction to Candidates: The following documents must be submitted: Application for Employment form (Z83) which is obtainable from any Government Department OR from the website - www.kznhealth.gov.za. The applicants must submit copies of qualifications and Identity document – not copies of certified copies, Identity document and driver's license (where appropriate) and any other relevant documents. Such copies need not be certified when applying for a post. The communication from the HR of the department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. Curriculum Vitae. The reference number must be indicated in the column provided on the form Z83 and on the back of the envelope, e.g. Ref 13/2018. NB: Failure to comply with the above instructions will be disqualify applicants. Person with disabilities should feel free to apply for the post. The appointment is subject to positive outcome obtained from the NIA the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verification). Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualification Authority (SAQA) to their applications. Non –RSA Citizens /Permanent Residents/Work permits holders must submit documentary proof together with their Applications. Due to the large number of applications, receipt of applications will not be acknowledged. However, correspondence will be limited to shortlisted candidates only. Please note that due to financial constraint no S&T claims will be considered for payment to the candidates that are invited for an interview. African Male are encouraged to apply.

- CLOSING DATE** : 19 November 2021
- POST 39/243** : **CLINICAL NURSE PRACTITIONER (PHC) REF NO: VRH 39/2021 (X2 POSTS)**
- SALARY** : Grade 1: R383 226 per annum
Grade 2: R471 333 per annum
Plus 12% Rural Allowance, 13th Cheque, Medical Aid (Optional), Housing Allowance (Employee must meet prescribed requirements) and R1450.00 per month
- CENTRE REQUIREMENTS** : Vryheid District Hospital (Ntababomvu Clinic)
: An appropriate B degree/National Diploma in General nursing and Midwifery or equivalent qualification that allows registration with SANC as a Professional Nurse. Post basic qualification with the duration of at least 1- year qualification in Curative Skills in Clinical Nursing Science, Health Assessment, Treatment and Care accredited with the SANC. Registration certificates with SANC as a General Nurse, Midwifery and Clinical Nursing Science. Current proof of registration with SANC for 2021.Proof of current/previous work experience endorsed and stamped by the employer(s) must be attached. Current proof of registration with SANC (2021 receipt).Proof of current/previous work experience endorsed and stamped by the employer(s) must be attached.
Grade 1: A minimum of 4 years appropriate / recognizable nursing experience after registration as a Professional Nurse with the SANC in General Nursing.
Grade 2: A minimum of 14 years appropriate / recognizable nursing experience after registration as a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred above must be appropriate / recognizable experience after obtaining the 1- year post-basic qualification in the relevant specialty. Recommendation: The Employment Equity Target is an African Male. Knowledge, Skills, Training and Competencies Required: Knowledge of nursing care processes and procedure. Knowledge of Nursing Act, Health Act, Occupational Health and Safety Act. Display a concern for patients, promoting and advocating proper treatment. Sound understanding of legislations and related ethical nursing practices within a primary health care environment. Report writing skill.
- DUTIES** : Perform a clinical nursing science in accordance with the scope of practice and nursing standards as determined for a primary health care facility. Promote quality of nursing care as directed by the professional scope of practice and standards as determined for a primary health care facility. Demonstrate a basic understanding of nursing legislation and related legal and ethical nursing

practices within a primary health care environment. Work effectively and amicably at a supervisory level, with person of diverse intellectual, cultural race or religious differences. Able to manage own work, time and that of junior colleagues to ensure proper nursing service in a unit. Develop contacts, build and maintain a network of professional relations in order to enhance service delivery.

- ENQUIRIES** : Mrs ATS Sibiya Tel No: 034 9822111 Ext 5918
- APPLICATIONS** : All applications should be posted to: The Human Resource Management, Vryheid District Hospital, Private Bag x 9371, Vryheid, 3100
- FOR ATTENTION** : Mr SP Nene
- NOTE** : 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. Note: The contents of this Circular Minute must be brought to the notice of all eligible officers and employees on your establishment of all Institutions. Institutions must notify all candidates who qualify for post in this circular minute even if they are absent from their normal places of work to apply. Direction to Candidates: The following documents must be submitted: Application for Employment form (Z83) which is obtainable from any Government Department OR from the website - www.kznhealth.gov.za. The applicants must submit copies of qualifications and Identity document – not copies of certified copies, Identity document and driver's license (where appropriate) and any other relevant documents. Such copies need not be certified when applying for a post. The communication from the HR of the department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. Curriculum Vitae. The reference number must be indicated in the column provided on the form Z83 and on the back of the envelope, e.g. Ref 13/2018. NB: Failure to comply with the above instructions will be disqualify applicants. Person with disabilities should feel free to apply for the post. The appointment is subject to positive outcome obtained from the NIA the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verification). Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualification Authority (SAQA) to their applications. Non –RSA Citizens /Permanent Residents/Work permits holders must submit documentary proof together with their Applications. Due to the large number of applications, receipt of applications will not be acknowledged. However, correspondence will be limited to shortlisted candidates only. Please note that due to financial constraint no S&T claims will be considered for payment to the candidates that are invited for an interview. African Male are encouraged to apply.
- CLOSING DATE** : 19 November 2021
- POST 39/244** : **ASSISTANT DIRECTOR HRM REF NO: (EMS/ 29/2021)**
Re-Advertised
- SALARY** : R376 596 – R454 920 per annum, Plus 13th Cheque, Plus Housing Allowance (employee must meet prescribed requirements), Plus Medical Aid (Optional)
- CENTRE** : Emmaus Hospital
- REQUIREMENTS** : Senior Certificate(Grade 12) Bachelor Degree/Diploma in Human Resource Management/Public Administration, Public Management or equivalent, 5 years' experience of which 3 years should be Supervisory experience in Human Resource environment. Knowledge & Skills: Human Resources Practices, Labour Relations and Human Resource Development be computer literate, Broad Knowledge and understanding of Human Resource ,in- depth knowledge of relevant acts, policies ,regulations in Human Resources Management, Sound Knowledge of PERSAL, project and financial management, Good communication (verbal and written)skills, Good interpersonal relationship.
- DUTIES** : Develop and annual workforce plan within budgetary constraints ,Develop and implement operational and strategic measures to enhance the moral of all staff employed in the hospital, Design and implement effective employment relations(consultation and negotiation) forums with staff organizations .Determine the numbers , skills mix and training needs for all departments in the hospital, taking into account budgetary constraints, and national and provincial norms, Set out the framework for descriptions for all staff, Advice

managers on all aspects of Human Resource Management ,Organization and staffing structures and reporting arrangements, Develop and implement effective H.R policies within guidelines set by the Provincial Health Department.

- ENQUIRIES** : Mrs M.A.N Mzizi Tel No: 036 488 1570 EXT: 8203
- APPLICATIONS** : Please forward the application quoting the reference number to the Department of Health, Private Bag X16, Winterton, 3340. Hand delivered applications may be submitted at Human Resource Registry (Ms. A.N Ngubane) Emmaus Hospital.
- FOR ATTENTION** : Chief Executive Officer
- NOTE** : Application should be submitted on form Z83 obtainable from any Public Service Department and should be accompanied by a comprehensive detailed CV qualification certificates, service certificate including ID and No faxed or e-mailed applications will be considered. Applications received after the closing date and those that do not comply with the requirements will not be considered. It is the applicant's responsibility to have foreign qualifications and national certificates (where applicable) evaluated by the South African Qualification Authority (SAQA). The successful candidate will be subjected to personnel suitability checks and other vetting procedures. If notification of an interview is not received within three (3) months after the closing date, candidates may regard their application as unsuccessful. NB: No subsistence and travelling allowance will be paid for interview attendance.
- CLOSING DATE** : 19 November 2021
- POST 39/245** : **ASSISTANT DIRECTOR: SUPPLY CHAIN REF NO: GJGM 61/2021 (X1 POST)**
Component: 029992
- SALARY** : R376 596 per annum, plus 13th cheque, Housing Allowance (Employee must meet the prescribed requirements), Medical Aid (Optional)
- CENTRE** : GJGM Hospital
- REQUIREMENTS** : A Degree / Diploma in Finance / Supply Chain/Public Admin / Health Services Administration. Three to Five (3-5) years supervisory experience in a Finance Component. Proof of Experience / Certificate of Service endorsed the HR department. Recommendation: A valid driver's licence (EB code 8). Experience in Supply Chain. Knowledge, Skills, Training and Competencies required: Possesses knowledge of Regulations, Policies, Treasury Instructions, Practices Notes, Public Finance Management Act, Treasury Regulations and Treasury Guidelines. Be responsible to render an effective and efficient financial management of the institution by ensuring strict compliance of accounts receivable, accounts payable, policies aligned to relevant legislative prescripts. Possesses in debt knowledge of Supply Chain processes, protocols and policies. Have the ability to perform independently and under pressure. Be computer literate and proficiency in Excel, PowerPoint and all software applications. Have good communication and interpersonal relations. Have planning, organizing, analytical thinking & presentation skills. Be able to develop / implement policies and financial practices.
- DUTIES** : Monitor stock Management processes to ensure continuous availability of supplies. Monitor compliance with the SCM delegations and procedures for control of inherent risks. Monitor compliance with SCM prescripts to maintain audit compliance. Monitor compliance with Asset Management requirements. Monitor performance of overall sections of SCM and completion of EPMDS processes. Exercise management and leadership over the areas allocated. Implement discipline and grievance procedures as per Labour Relations Act. Ensure affective controls in respect of Supply Chain warehouse situated outside the hospital premises. Develop systems which will enable Supply Chain Management to function effectively, efficiency and ensuring that components performs in accordance with key strategic objectives. Be responsible for the effective management of the following sections: Supply Chain, Asset Management & Warehouse. Ensure that SCM component complies with SCM principles and prescripts. Interpret SCM policies and circulars to ensure proper implementation thereof. Develop systems to enable SCM component to function effectively. Deal with SCM correspondence and advice management on developments with regards to SCM activities. Ensure that training and development is carried to improve performance standards. Manage SCM activities. Identify risks in SCM, develop and implement mitigation mechanisms. Ensure that quality health care and restoration of

dignity to clients is achieved by ensuring that SCM provides necessary supports. Ensure that SCM are carried out within allocated budget. Advise management on any developments that hinder the SCM process to ensure that proper remedial actions are taken. Serve on SCM Committees as per appointment.

**ENQUIRIES
APPLICATIONS**

: Mrs TN Khumalo (Finance Manager) Tel No: 032 4376003
: to be forwarded to: Postal Address: Human Resources Department, The Human Resource Manager, GJGM Regional hospital, Private Bag X 10609, Stanger 4450, Physical address: The Human Resource Department, Corner of Patterson & King Shaka Street

**FOR ATTENTION
NOTE**

: Mr S. Govender
: Directions to Candidates: The following documents must be submitted, Application for employment form (Z83), which is obtainable at any Government Department or form website-www.kznhealth.gov.za. Originally signed Z83 must be accompanied by a detailed CV and copies of highest educational qualification/s of required educational qualifications set out in the advertisement plus I.D Copy, Updated Curriculum Vitae. Applications must be submitted on or before the closing date. The reference number must be indicated in the column provided on the form Z83 e.g. St13/2019 .NB: Failure to comply with the above instruction will disqualify applicants. Please note that due to the number of applications anticipated, applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not been contacted within two months after the closing date of the advertisement, please accept that your application was unsuccessful. The appointment is subject to positive outcome obtained from NIA to the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verifications and verification from the company Intellectual Property (CIPC). The Department reserves the right not to fill the post (s). This Department is an equal opportunity, affirmative employer, whose aim is to promote representivity in all levels of all occupational categories in the Department. Persons with disabilities should feel free to apply for the post. Note: Due to the severe budget constraints, the department is experiencing, S&T will not be paid to any candidate that is attending the interview process.

CLOSING DATE

: 19 November 2021

POST 39/246

: **PROFESSIONAL NURSE GENERAL (OPERATING THEATRE) REF NO:
GJGM 63/2021 (X2 POSTS)**
Component: 029500 (post no. 16) 029499 (post no. 34)

SALARY

: Grade 1: R256 905 per annum
Grade 2: R315 963 per annum
Grade 3: R383 226 per annum
Benefits: 13th Cheque, 8% Inhospitable Allowance, Housing Allowance (Employee must meet the prescribed requirements), Medical Aid (Optional)

**CENTRE
REQUIREMENTS**

: GJGM Hospital
: Degree /Diploma in General Nursing. Registration with SANC as a General Nurse (2021 receipt). Proof of current and previous experience endorsed by Human Resources. Knowledge, Training and Competencies Required: Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal framework. Sound knowledge of the Scope of Practice in the area of performance. Code of conduct, Patients' Rights Charter, Batho Pele Principles. Understanding of Nursing legislation and related legal and ethical nursing practices. Knowledge of Code of Conduct. Good communication skills and report writing skills. Coordination skills, problem solving skills. Planning and organising.

DUTIES

: Execute duties and functions with proficiency within prescripts of the applicable legislation. Provide safe therapeutic environment. Monitor patient activities. Perform standard procedures in terms of policies and procedures. Adopt multidisciplinary approach to promote holistic patient/client care. Maintain clinical competence by ensuring that scientific principles of nursing care are implemented. Maintain accurate and complete patient records. Maintain client satisfaction through quality service innovation and professional nursing care by upholding the Batho Pele principles and patients' rights. To ensure efficient and effective utilization of resources. Render quality nursing care to patients. To take overall management of the unit in the absence of the Operational Manager. Evaluate staff performance by adhering to the set standards of the

(EPMDS). Motivate, coach and mentor staff. Management and control of scheduled drugs.

ENQUIRIES : Mrs MP Dladla Assistant Nursing Manager for (Operating Theatre) Tel No: 032 437 6137

APPLICATIONS : to be forwarded to: Postal Address: Human Resources Department, The Human Resource Manager, GJGM Regional hospital, Private Bag X 10609, Stanger 4450, Physical address: The Human Resource Department, Corner of Patterson & King Shaka Street

FOR ATTENTION NOTE : Mr S. Govender
: Directions to Candidates: The following documents must be submitted, Application for employment form (Z83), which is obtainable at any Government Department or form website-www.kznhealth.gov.za. Originally signed Z83 must be accompanied by a detailed CV and copies of highest educational qualification/s of required educational qualifications set out in the advertisement plus I.D Copy, Updated Curriculum Vitae. Applications must be submitted on or before the closing date. The reference number must be indicated in the column provided on the form Z83 e.g. St13/2019 .NB: Failure to comply with the above instruction will disqualify applicants. Please note that due to the number of applications anticipated, applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not been contacted within two months after the closing date of the advertisement, please accept that your application was unsuccessful. The appointment is subject to positive outcome obtained from NIA to the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verifications and verification from the company Intellectual Property (CIPC). The Department reserves the right not to fill the post (s). This Department is an equal opportunity, affirmative employer, whose aim is to promote representivity in all levels of all occupational categories in the Department. Persons with disabilities should feel free to apply for the post. Note: Due to the severe budget constraints, the department is experiencing, S&T will not be paid to any candidate that is attending the interview process.

CLOSING DATE : 19 November 2021

POST 39/247 : **PROFESSIONAL NURSE (SPECIALTY) ORTHOPAEDICS REF NO: GJGM 64/2021 (X1 POST)**
Component: 029821, Post No. 02

SALARY : Grade 1: R256 905 per annum
Grade 2: R315 963 per annum
Grade 3: R383 226 per annum
Benefits: 13th Cheque, 8% Inhospitable Allowance, Housing Allowance (Employee must meet the prescribed requirements), Medical Aid (Optional)

CENTRE REQUIREMENTS : GJGM Hospital
: **Grade 1:** Degree / Diploma in General Nursing and Midwifery or equivalent qualification that allows registration with SANC as a Professional Nurse plus, Registration with SANC as a Professional Nurse (2021 receipt) plus, Post Basic Diploma Nursing Qualification in Orthopaedics with duration of One (1) year accredited with SANC Proof of current/previous work experience endorsed and stamped by the HR department must be attached, A minimum of 4 years appropriate/recognizable experience in Nursing after registration as a Professional Nurse. **Grade 2:** A minimum of 14 years appropriate recognizable experience in Nursing after registration as a professional nurse with SANC in General Nursing. At least 10 years of the period referred to the above must be appropriate/recognisable experience in the specific speciality after obtaining the one year Post – Basic qualification in the relevant speciality. Proof of current/previous work experience endorsed and stamped by the HR department must be attached. Knowledge, Training and Competencies Required: Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal framework such as Nursing Acts, Health Act , Patients Right Charter, Batho Pele Principles, Public Service Regulations, Disciplinary Code and Procedures in the Public Service. Knowledge of SANC rules and regulations. Leadership, Organisational, Decision Making, Problem Solving & Interpersonal Skills within the limits of the Public Sector. Personal Attributes, Responsiveness, Professionalism, Supportive, Assertive and must be a team player.

- DUTIES** : Provide comprehensive, quality nursing care to patients/clients in a speciality unit in a cost effective efficient manner. Assist in planning, organising and monitoring of objectives of a specialised unit. Manage all resources within the unit effectively and efficiently to ensure optimum service delivery. Able to plan and organise own work and support personnel to ensure proper nursing care. Display a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patients needs, requirements and expectations (Batho pele). Work as part of a multidisciplinary team to ensure good nursing care. Demonstrate effective communication with patients, supervisors and other clinicians, including report writing when required. Ensure compliance with all national, provincial and professional prescripts in order to render a safe patient service and improve client satisfaction. Participate in the analysis and formulation of nursing policies and procedures. Assist in EPMDS evaluation of staff within the unit and participate in monitoring the training needs of staff. Provide direct & indirect supervision of all staff within the unit and give guidance. Order and monitor appropriate levels of consumables. Ensure that equipment in the unit is adequate and is checked and is in working order. Provide for safe, therapeutic and hygienic environment. Work effectively and amicably at supervisory level with persons of diverse intellectual, cultural, racial or religious differences. Demonstrate an understanding of Human Resources and Financial Management policies and procedures. Monitor and evaluate the care of management of all patients and ensure the maintenance of accurate and complete patient records.
- ENQUIRIES** : Mr SW Dlamini - Assistant Nursing Manager for (Surgical Dept) Tel No: 032 437 6183
- APPLICATIONS** : to be forwarded to: Postal Address: Human Resources Department, The Human Resource Manager, GJGM Regional hospital, Private Bag X 10609, Stanger 4450, Physical address: The Human Resource Department, Corner of Patterson & King Shaka Street
- FOR ATTENTION NOTE** : Mr S. Govender
: Directions to Candidates: The following documents must be submitted, Application for employment form (Z83), which is obtainable at any Government Department or form website-www.kznhealth.gov.za. Originally signed Z83 must be accompanied by a detailed CV and copies of highest educational qualification/s of required educational qualifications set out in the advertisement plus I.D Copy, Updated Curriculum Vitae. Applications must be submitted on or before the closing date. The reference number must be indicated in the column provided on the form Z83 e.g. St13/2019 .NB: Failure to comply with the above instruction will disqualify applicants. Please note that due to the number of applications anticipated, applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not been contacted within two months after the closing date of the advertisement, please accept that your application was unsuccessful. The appointment is subject to positive outcome obtained from NIA to the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verifications and verification from the company Intellectual Property (CIPC). The Department reserves the right not to fill the post (s). This Department is an equal opportunity, affirmative employer, whose aim is to promote representivity in all levels of all occupational categories in the Department. Persons with disabilities should feel free to apply for the post. Note: Due to the severe budget constraints, the department is experiencing, S&T will not be paid to any candidate that is attending the interview process.
- CLOSING DATE** : 19 November 2021
- POST 39/248** : **PROFESSIONAL NURSE (SPECIALTY) A & E REF NO: GJGM 65/2021 (X1 POST)**
Component: 029499, Post No. 14
- SALARY** : Grade 1: R256 905 per annum
Grade 2: R315 963 per annum
Grade 3: R383 226 per annum
Benefits: 13th Cheque, 8% Inhospitable Allowance, Housing Allowance (Employee must meet the prescribed requirements), Medical Aid (Optional)
- CENTRE REQUIREMENTS** : GJGM Hospital
: **Grade 1:** Diploma in General Nursing and Diploma in Midwifery Plus Advanced Midwifery. Proof of registration with SANC (2021 receipt). A minimum of 4

years appropriate/recognizable experience after registration as a 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 SANC in General Nursing. At least 10 years of the period referred to the above must be appropriate/recognisable experience in the specific speciality after obtaining the one year Post. Attach proof of working experience endorsed by HR Department. Knowledge, Training and Competencies Required: Knowledge of nursing care processes and procedures, nursing statutes and other. Relevant legal framework. Knowledge of SANC rules and regulations. Good communication, verbal, written, leadership, interpersonal, problem solving. Conflict management and decision making skills. Knowledge and experience in implementation of Batho Pele Principles and Patient's. Rights Charter, Code of Conduct. Team building and diversity Management skills. Knowledge of Code of Conduct. Good communication skills and report writing skills. Coordination skills, problem solving skills. Planning and organising.

DUTIES : Provision of optimal, holistic specialized critical nursing care with set standards within professional / legal framework. Provision of quality services through setting of standards, policies and procedures. Participate in the implementation of National Priorities clinical guidelines, protocols. Maintain accurate and complete patient records according to legal requirements. Exercise control over discipline, grievance and labour relations issues. Promote good working relationships amongst staff and patients. Assist in supervision and development of all nursing staff. Reduction of maternal and child mortality and morbidity rate. Ensure effective participation in all hospital programs e.g. IPC, Quality Assurance, etc. Provide a Safe, therapeutic and hygienic environment for patients, visitors and staff. Be able to manage ventilated babies and mothers and report when necessary. Maintain client satisfaction through quality service innovation and professional nursing care by upholding the Batho Pele principles and patients' rights. To ensure efficient and effective utilization of resources. Render quality nursing care to patients. To take overall management of the unit in the absence of the Operational Manager. Evaluate staff performance by adhering to the set standards of the (EPMDS). Motivate, coach and mentor staff. Management and control of scheduled drugs.

ENQUIRIES : Ms TH Mthembu Assistant Nursing Manager for (Trauma & Resus) Tel No: 032 437 6111

APPLICATIONS : to be forwarded to: Postal Address: Human Resources Department, The Human Resource Manager, GJGM Regional hospital, Private Bag X 10609, Stanger 4450, Physical address: The Human Resource Department, Corner of Patterson & King Shaka Street

FOR ATTENTION NOTE : Mr S. Govender

Directions to Candidates: The following documents must be submitted, Application for employment form (Z83), which is obtainable at any Government Department or form website www.kznhealth.gov.za Originally signed Z83 must be accompanied by a detailed CV and copies of highest educational qualification/s of required educational qualifications set out in the advertisement plus I.D Copy, Updated Curriculum Vitae. Applications must be submitted on or before the closing date. The reference number must be indicated in the column provided on the form Z83 e.g. St13/2019 .NB: Failure to comply with the above instruction will disqualify applicants. Please note that due to the number of applications anticipated, applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not been contacted within two months after the closing date of the advertisement, please accept that your application was unsuccessful. The appointment is subject to positive outcome obtained from NIA to the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verifications and verification from the company Intellectual Property (CIPC). The Department reserves the right not to fill the post (s). This Department is an equal opportunity, affirmative employer, whose aim is to promote representivity in all levels of all occupational categories in the Department. Persons with disabilities should feel free to apply for the post. Note: Due to the severe budget constraints, the department is experiencing, S&T will not be paid to any candidate that is attending the interview process.

CLOSING DATE : 19 November 2021

POST 39/249 : **PROFESSIONAL NURSE GRADE 1/2/3 REF NO: FNH 04/2021 (X10 POSTS)**

SALARY : Grade 1: R256 905 - R297 825 per annum
Grade 2: R315 963 - R362 865 per annum
Grade 3: R383 226 - R485 475 per annum
Other Benefits: 13th Cheque, Medical Aid (optional), Home Owners Allowance, (employee must meet the prescribed requirements)

CENTRE REQUIREMENTS : Fort Napier Hospital
Senior Certificate/ Grade 12. Proof of current registration with SANC (2021) as a Professional Nurse and Psychiatric Nursing. Certification of registration as a Professional Nurse in General and Psychiatric Nursing. Diploma in General Nursing and Psychiatric Nursing. Proof of current and previous experience endorsed and stamped by Human Resource (Service Certificate) must be attached. **Grade 1:** No experience. **Grade 2:** A minimum of ten (10) years appropriate/recognizable experience in nursing after registration as Professional Nurse with SANC in General Nursing. **Grade 3:** A minimum of twenty (20) years appropriate/recognizable experience in nursing after registration as Professional Nurse with SANC in General Nursing. Knowledge, Skills, Training and Competencies: Demonstrate an understanding of nursing legislation and related legal and ethical nursing practices; Demonstrate effective communication with patients, supervisors and other clinicians, including report writing when required; 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's needs, requirements and expectations (Batho Pele). Knowledge of Nursing Care delivery approaches and special interest in Psychiatric Nursing; Good communication, leadership, interpersonal skills and conflict management and knowledge of labour relations and disciplinary process/procedures; Knowledge of Occupational Health and Safety, infection control, medical waste and risk assessment and Mental Health Care Act and team building and supervisory skills.

DUTIES : Perform a clinical nursing practise in accordance with the scope of practise and nursing standards as determined by the relevant health facility; Promote quality of nursing care as directed by the professional scope of practise and standards as determined by the relevant health facility and the Nursing Act. Work as part of the multidisciplinary team to ensure good nursing care, and work effectively, co-operatively and amicably with persons of diverse intellectual, cultural and racial or religious differences. Assist the Unit Manager with overall management and the necessary support for the effective functioning of the unit. Execute duties and functions with proficiency in support of the aims and strategic objective of the institution, and provide nursing care that lends itself to improve service delivery and maintain accurate and complete patient records. Assist with performance planning, monitoring and evaluation of staff. Ensure proper utilization of human and material resource and liaise with multi-disciplinary team to ensure continuity of patients care, and organise ward functioning through delegation and ensure continuity of patient care and supervise the provision of nursing care services by the other categories of nursing staff, and Participate in health promotion and illness prevention initiatives within the institution.

ENQUIRIES APPLICATIONS : Mrs TN Ngcobo Tel No: (033) 260 4314
Human Resource Office, Fort Napier Hospital, PO Box 370, Pietermaritzburg, 3200, Or Hand delivered to: 01 Devonshire Road, Napierville, Pietermaritzburg, 3201

FOR ATTENTION CLOSING DATE : Ms SP Ndlovu – HR Manager
19 November 2021

DEPARTMENT OF TRANSPORT

The Provincial Administration of KwaZulu-Natal is an equal opportunity affirmative action employer

APPLICATIONS : Forward your application, quoting the relevant reference number to: Recruitment & Selection Section, Human Resource Practices Directorate, Private Bag X 9043, Pietermaritzburg, 3200 or e-mail to dot.recruitment@kzntransport.gov.za (quoting the relevant reference number ONLY in the subject line, e.g. P 01/2020) (Please attach only ONE PDF file of all the required documents). Applications may alternatively be hand-delivered to the Office of the Department of

Transport, Inkosi Mhlabunzima Maphumulo House, 172 Burger Street, Pietermaritzburg.

**FOR ATTENTION
CLOSING DATE**

: Mr C McDougall
: 19 November 2021 (at 16h00). Applications received after the closing date and time will not be considered.

NOTE

: Applications must be submitted on the NEW Application for Employment Form, Z83 (obtainable on the internet at www.gov.za/documents). Applicants are advised that all fields of the new Z83 form are compulsory to complete and that the signature of the applicant is mandatory. Should an application be received using the incorrect application for employment (Z83) or the application is not completed in full and signed, such application will not be considered. The fully completed and signed Z83 must be accompanied by a detailed CV and copies of required educational qualifications (including Senior Certificate where the requirement is a tertiary qualification) (including academic record / statement of results) set out in the advertisement (certificates are required, however, if a certificate is only to be issued at a graduation in the future, the statement of results, together with a letter from the educational institution, indicating the date of the graduation, will be accepted), copies of identity document as well as valid driver's licence (where a driver's licence is a requirement). Kindly note that documents are still required with your application, however these do not need to be certified. Shortlisted candidates will however be required to provide certified copies of required documents on the date of the interviews. Applicants must provide proof of supervisory or management experience (where it is a requirement) and certified copies of acting appointment letters for occupying acting positions. Curriculum Vitae (CV) dates of starting and leaving employment must be given as DD/MM/YY. Applications lacking evidence of relevant experience will not be considered. Failure to comply with these instructions will lead to applications being disqualified. Should an applicant wish to apply for more than one post, separate applications i.e. all the documentation must be submitted for each post applied for. Non-RSA Citizens/Permanent Resident Permit holders must attach a copy of their Permanent Residence Permits to their applications. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to attach proof of such evaluation to their application. Under no circumstances will faxed applications be accepted. Receipt of applications will not be acknowledged due to the volume of applications and should you not receive an invitation to attend an interview within three (3) months of the closing date should assume that their application was unsuccessful. Please note that where experience is a requirement for the post, the successful candidate will be required to submit documentary proof of such work experience prior to assuming duty. A personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification) will be conducted prior to employment. Prior to appointment being made to an SMS post, the appointee must have completed the pre-entry certificate and must be in possession of such prior to taking up the post. The Senior Management Pre-Entry Programme, which is a public service specific training programme applicable to all applicants who aspire to join the SMS, is to ensure that potential SMS members have a background on processes and procedures linked to the SMS. The duration of the online Pre-Entry Programme is 120 notional hours (15 days). Full details may be sourced by the following link: <https://www.thensg.gov.za/training-course/sms-pre-entryprogramme/>. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency 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. Shortlisted candidates will be required to submit an original SAP91 form with their fingerprints on the day of their interview. It will be expected of candidates to be available for selection interviews on a date, time and place as determined by the Department. The Department of Transport reserves the right not to fill the advertised post(s) at any stage of the recruitment process. It is the intention of this Department to consider equity targets when filling this position.

MANAGEMENT ECHELON

<u>POST 39/250</u>	:	<u>DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: P 07/2021</u>
<u>SALARY</u>	:	R1 057 326 per annum, (all Inclusive remuneration package)
<u>CENTRE</u>	:	Inkosi Mhlabunzima Maphumulo House, Pietermaritzburg
<u>REQUIREMENTS</u>	:	An undergraduate qualification in Commerce / Management / Law (NQF Level 7) as recognised by SAQA; plus A minimum of 5 years' experience at a middle/senior managerial level in a procurement related environment; plus A valid driver's licence (minimum Code B). Knowledge, Skills, Training and Competencies Required: Extensive knowledge of procurement and SCM legislation and policies. Extensive knowledge of the requirements of the CIDB information systems in the Province. Extensive knowledge of Training/HR matters/Finance/Needs and priorities of stakeholders/planning and organization and managerial functions. Knowledge of advanced procurement and provisions and analytical methodologies. Advanced knowledge of the computer based programmes related finance and procurement. Communication skills. Analytical thinking skills. Computer utilisation skills. Policy formulation skills. Financial and Strategic management skills. Adaptability during changes to meet the goals. The ideal candidate should be an innovative thinker, a team player, problem solver as well as approachable.
<u>DUTIES</u>	:	Manage, co-ordinate, formulate and develop policy and procedures / Departmental Procurement Policy Framework, including the infrastructure procurement requirements of the CIDB. Manage and co-ordinate a Provisioning Support and control service. Oversee and manage the rendering of an efficient and professional Departmental Procurement Service within the Department and the relevant suppliers/distributors with specific emphasis on service delivery and Tender Administration Services. Manage and co-ordinate the processing of requesting, buying and ordering. Application of sound management and co-ordination, ensuring that the procurement of the Department is in accordance with the purpose of the Department's goals and objectives. Provide and co-ordinate SCM training to the Department and SCM staff. Overall control and management of staff under his/her control including the training and development thereof as well as the control and management of the Directorate's budget allocation.
<u>ENQUIRIES</u>	:	Mr JS Mbhele Tel No: 033 – 355 8008

**PROVINCIAL ADMINISTRATION: MPUMALANGA
DEPARTMENT OF HEALTH**

The Department of Health is an equal opportunity, affirmative action employer. It is our intention to promote representivity in respect of race, gender and disability through the filling of these positions. Candidates whose transfer / promotion / appointment will promote representivity will receive preference.

<u>CLOSING DATE</u>	:	19 November 2021 at 00H00 (Midnight)
<u>NOTE</u>	:	N.B. Applicants are advised to apply as early as possible to avoid disappointments. Applications should be submitted on the online application system of the Department of Health (Mpumalanga Province) and 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 the post. The communication from the HR of the department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview following communication from HR. Please quote the CORRECT references when applying and where possible the station / centre where the post is. www.mpuhealth.gov.za . Only <u>online</u> applications will be accepted. NB: Candidates who are not contacted within 6 months after the closing date must consider their applications as having been unsuccessful. Please Note: Candidates shortlisted for SMS positions will be subjected to a Technical Exercise as part of the interview. Recommended candidates for MMS and SMS posts will need to undergo a Competency Assessment. Candidate recommended for SMS positions must be in possession of Certificate of Entry into SMS within the Public Service obtained from the NSG before they are appointed. Security clearance will be conducted before appointment is made in all positions. Those who have previously applied for the re-advertised posts may re-apply. The Department reserves the right to amend / review / withdraw the advertised posts if by so doing, the best interest of the department will be well served. (People with disabilities are also requested to apply and indicate such in their applications)

OTHER POSTS

<u>POST 39/251</u>	:	<u>CLINICAL MANAGER GRADE 1 REF NO: MPDOH/NOV/21/01</u> (Re-Advertisement)
<u>SALARY</u>	:	R1 173 900 – R1 467 651 per annum, (Depending of years of experience in terms of OSD).
<u>CENTRE</u>	:	Standerton Hospital, Gert Sibande District
<u>REQUIREMENTS</u>	:	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. <u>NB:</u> Any previous experience must be covered by the attachment of certificate of services.
<u>DUTIES</u>	:	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.

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 39/252 : **ASSISTANT MANAGER NURSING (PN-B4): MCWYH REF NO: MPDOH/NOV/21/02**
(Re-Advertisement)

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

CENTRE REQUIREMENTS : Nkangala District Office, Emalahleni
Senior Certificate / Grade 12 plus Basic qualification accredited with the South African Nursing Council in Terms of Government Notice 425, (i.e. Diploma/ Degree in Nursing) that allows registration with the 'South African Nursing Council' (SANC) as a Professional Nurse and Midwifery plus a post basic nursing qualification, with duration of at least one (01) year accredited with the SANC in above mentioned specialties in nursing. A Diploma in Clinical Nursing Assessment, treatment and Care or Community Health Nursing Science. Advance Midwifery / Paediatrics or Neonatal nursing science will be an advantage. A minimum of ten (10) years appropriate/recognizable experience in nursing after registration as a Professional Nurse with South African Nursing Council (SANC) in General Nursing. At least six (06) years of period referred to above must be appropriate/recognizable in the specific specialty after obtaining the one (01) year post basic qualification in Midwifery Nursing Science. At least three (03) years of the period referred to above must be appropriate/recognizable experience at Management Level. Certificates of Registration with the SANC. Proof of current registration with the SANC (2021). A Diploma in Clinical Nursing Assessment, treatment and Care or Community Health Nursing Science. Advance Midwifery will be an added advantage. A minimum of 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 Experience and Knowledge of the District Health System. Must have understanding of principles of Primary Health Care Re-engineering. Demonstrate an in depth understanding of Nursing legislation and related legal and ethical nursing practices and how this impacts on service delivery. A valid driver's Licence. **NB:** Any previous experience must be covered by the attachment of certificate of services

DUTIES : Supervise and Support allocated PHC facilities in line with the PHC Supervision Policy. Conduct monthly red flags and regular reviews. Demonstrate understanding of the District Health Information System (DHIS). Demonstrate and basic understanding of HR and financial policies and practices. Must have the following skills: Administrative skills. Good interpersonal skill. Planning and organizational skills. Good written and communication skills. Problem solving and analytical skill. Basic computer literacy as a support tool to enhance service delivery Form part of the quarterly programme in-depth reviews together with respective Programme Co-ordinators. Form part of the Sub-district and District review session to monitor progress on set targets according to the District Health Plan (DHP). Ensure that PHC facilities that she/he is responsible for are compliant with the National Core Norms and Standards. Ascertain smooth implementation of the referral

		system and address constraints related to continuity of care. Support initiatives of the three streams of PHC Re-engineering. Implement the Performance Management and Development System (PMDS) with Operational Managers of PHC facilities that she/he is responsible for.
<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 39/253</u>	:	<u>ASSISTANT MANAGER NURSING (PN-B4): PHC (REPLACEMENT) REF NO: MPDOH/NOV/21/03</u>
<u>SALARY</u>	:	R614 991 – R692 166 per annum, (Depending of years of experience in terms of OSD).
<u>CENTRE REQUIREMENTS</u>	:	Emalahleni Sub-District Senior Certificate / Grade 12 plus Basic qualification accredited with the South African Nursing Council in Terms of Government Notice 425, (i.e. Diploma/ Degree in Nursing) that allows registration with the 'South African Nursing Council' (SANC) as a Professional Nurse and Midwifery plus a post basic nursing qualification, with duration of at least one (01) year accredited with the SANC in above mentioned specialties in nursing. A Diploma in Clinical Nursing Assessment, treatment and Care or Community Health Nursing Science. A minimum of ten (10) years appropriate/recognisable nursing experience after registration as Professional Nurse with the SANC in General Nursing. At least six (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 three (3) years of the period referred to above must be appropriate/ recognisable experience at management level. Experience and Knowledge of the District Health System. Must have understanding of principles of Primary Health Care Re-engineering. Demonstrate an in depth understanding of Nursing legislation and related legal and ethical nursing practices and how this impacts on service delivery. A valid Driver's Licence. NB: Any previous experience must be covered by the attachment of certificate of services
<u>DUTIES</u>	:	Supervise and Support allocated PHC facilities in line with the PHC Supervision Policy. Conduct monthly red flags and regular reviews. Demonstrate understanding of the District Health Information System (DHIS). Demonstrate and basic understanding of HR and financial policies and practices. Must have the following skills: Administrative skills. Good interpersonal skill. Planning and organizational skills. Good written and communication skills. Problem solving and analytical skill. Basic computer literacy as a support tool to enhance service delivery Form part of the quarterly programme in-depth reviews together with respective Programme Co-ordinators. Form part of the Sub-district and District review session to monitor progress on set targets according to the District Health Plan (DHP). Ensure that PHC facilities that she/he is responsible for are compliant with the National Core Norms and Standards. Ascertain smooth implementation of the referral system and address constraints related to continuity of care. Support initiatives of the three streams of PHC Re-engineering. Implement the Performance Management and Development System (PMDS) with Operational Managers of PHC facilities that she/he is responsible for.
<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 39/254</u>	:	<u>ASSISTANT MANAGER NURSING (PN-B4): TRAUMA AND EMERGENCY /THEATRE NURSING (REPLACEMENTS) REF NO: MPDOH/NOV/21/04</u>
<u>SALARY</u>	:	R614 991 – R692 166 per annum, (Depending of years of experience in terms of OSD).
<u>CENTRE</u>	:	Witbank Hospital, Nkangala District

<u>REQUIREMENTS</u>	:	Senior Certificate / Grade 12 plus Basic qualification accredited with the South African Nursing Council in Terms of Government Notice 425, (i.e. Diploma/ Degree in Nursing) that allows registration with the 'South African Nursing Council' (SANC) as a Professional Nurse and Midwifery plus a post basic nursing qualification, with duration of at least one (01) year accredited with the SANC in above mentioned specialties in nursing. Diploma / Degree in Nursing management. Minimum of ten (10) years appropriate/recognizable experience in nursing after registration as a Professional Nurse with South African Nursing Council (SANC) in General Nursing. At least six (06) years of period referred to above must be appropriate/recognizable in the specific specialty after obtaining the one (01) year post basic qualification in Trauma and Emergence Nursing/Theatre Nursing. At least three (03) years of the period referred to above must be appropriate/recognizable experience at Management Level. Certificates of Registration with the SANC. Proof of current registration with the SANC (2021). Proof of work experience from previous and current employers endorsed and stamped by Human Resource must be attached Skills: Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal frameworks such as Nursing Act, Health Act, Occupational Health and Safety Act Patient's Rights Charter, Batho-Pele Principles Sound knowledge and skills in implementing disciplinary code and procedure, grievance procedure Leadership, organizational, decision making and problem solving abilities within the limit of the public sector and institutional policy framework Good interpersonal skills including public relations, negotiating, conflict handling and counselling skills. Knowledge of financial and budgetary prescripts and processes pertaining to the relevant resources under management Insight in to public health sector strategies and priorities including the nursing strategy, standards procedures and policies pertaining to nursing care, computer skills in basic programs. NB: Any previous experience must be covered by the attachment of certificate of services.
<u>DUTIES</u>	:	Provide effective management and professional leadership in the specialized units. Demonstrate effective communication with patients, supervisors, other health professional and junior colleagues including more complex report writing when required Effective management, utilization and supervision of all resources Display a concern for patients, promoting, advocating and facilitating proper treatment and care and ensure that the unit adheres to the principles of Batho Pele Maintain clinical competence by ensuring that scientific principles nursing and clinical governance are implemented Exercise control of discipline, grievance and any labour related issues in terms of laid down procedures. Provide supportive supervision and comply with PMDS evaluation of staff, formulate training programs and participate in training and development of staff and nursing students Monitor implementation of PMDS Disaster management, monitor implementation of NCS and interpret its impact on service delivery Co-ordinate and participate in health promotion activities and monitor and evaluation of data Demonstrate basic computer literacy as a support tool to enhance service delivery.
<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 39/255</u>	:	<u>OPERATIONAL MANAGER NURSING (PN-B3): PHC (REPLACEMENTS)</u> <u>REF NO: MPDOH/NOV/21/05 (X2 POSTS)</u>
<u>SALARY</u>	:	R562 800 – R633 432 per annum, (Depending of years of experience in terms of OSD).
<u>CENTRE</u>	:	Boulders Clinic, Ehlanzeni District and Embalenhle Ext. 14 Clinic, Gert Sibande District.
<u>REQUIREMENTS</u>	:	Senior Certificate / Grade 12 plus Basic qualification accredited with the South African Nursing Council in Terms of Government Notice 425, (i.e. Diploma/ Degree in Nursing) or Equivalent qualification that allows registration with the SANC as a Professional Nurse plus a post basic nursing qualification, with duration of at least 1 year, accredited with the SANC in terms of Government Notice No R212 in Operating Theatre. A minimum of nine (09) years appropriate / recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least five (05) years

of the period referred to above must be appropriate / recognizable experience in theatre after obtaining the 1 year post basic PHC Nursing Science qualification. Proof of current registration with SANC (2021/2022). Experience and knowledge of the District Health System. Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices and how this impacts on service delivery. Demonstrate a basic understanding of HR and financial and practices. Knowledge of relevant legal framework such as Nursing Act, Health Occupational and Safety Act, Patients Right Charter, Batho Pele Principles, Operational Management Skills. Problem solving, planning and Organizing Skills. Expected to work under pressure and on night duty. Leadership. Supervisory, problem-solving, conflict resolution, inter-personal ad communication and communication skills. Demonstrate an in depth understanding of legislation and related ethical nursing practices and how this impact on service delivery. Computer literacy will be an added advantage (MS Word, Excel, PowerPoint and Outlook). NB: Any previous experience must be covered by the attachment of copies of Certificates of Service.

DUTIES : Manage and provide PHC facility supervisory in line with the PHC Supervision Guideline. Ensure clinical nursing practice by the nursing team in the facility in accordance with the scope and practice and nursing standard as determined by the relevant health facility. Promote quality nursing care as directed by the professional scope of practice and standard in accordance to the PHC delivery package. Ensure the implementation on National Core Norms and Standards including Six Priority Areas. Advocate for patients through ensuring adherence to Batho Pele Principles. Coordinate community involvement and participation. Manage and Monitor effective use and maintenance of assets and infrastructure of the facility. Monitor information management and documentation.

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 39/256 : **OPERATIONAL MANAGER (PN-B3): PAEDIATRIC (REPLACEMENT) REF NO: MPDOH/NOV/21/06 (X2 POSTS)**

SALARY : R562 800 – R633 432 per annum, (Depending of years of experience in terms of OSD).

CENTRE : Rob Ferreira Hospital, Ehlanzeni District and Piet Retief Hospital, Gert Sibande District.

REQUIREMENTS : Senior Certificate / Grade 12 plus Basic qualification accredited with the South African Nursing Council in Terms of Government Notice 425, (i.e. Diploma/ Degree in Nursing) or Equivalent qualification that allows registration with the SANC as a Professional Nurse plus a post basic nursing qualification, with duration of at least 1 year, accredited with the SANC in terms of Government Notice No R212 in Operating Theatre. A minimum of nine (09) years appropriate / recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least five (05) years of the period referred to above must be appropriate / recognizable experience in theatre after obtaining the 1 year post basic Operating Theatre Nursing Science qualification. Proof of current registration with SANC (2021/2022). A Diploma / Degree in Nursing Administration and Management will be an added advantage. Attach Service certificate from the previous employer/s endorsed by Human Resource. Knowledge/skills: Basic computer literacy, strong Leadership, Good communication and Sound Interpersonal skills. Ability to work under pressure, manage own time, function as an effective leader of the nursing team. Implement and manage change. Willingness to work shifts and standby in accordance with the requirements of the unit and nursing services. Report writing. **NB:** Any previous experience must be covered by the attachment of certificate of services.

DUTIES : The candidate will be responsible for Planning, Organizing, Managing, and coordinating as well as maintaining an optimal, specialized Nursing Services as an Operational Manager in Paediatric Unit. Develop / establish and maintain constructive working relationships with Nursing and stakeholders (i.e. inter-Professional, inter-sectoral and multi – disciplinary team workers). Participate

in the analysis, formulation, and implementation of nursing guidelines, practices, Standards, and procedures. Effectively manage the utilization of Human, Financial and Physical resources. Maintain professional Growth / Ethical standards and self-development. Deliver a supportive service to the Nursing Service and the institution by taking overall supervision after hours and on weekends. Ensure implementation of Norms and Standards and Ideal Hospital Framework and develop Quality Improvement Plans. Manage Performance and Development of staff as well as participating in the Managers scheduled meetings. Exercise control of discipline, grievance and other labour related issues in terms of laid down policies or procedures. Manage data in the unit and ensure submission to facility information office. Identity develop and control Risk Management Systems within the unit. Provide safe therapeutic environment as laid by Nursing Acts, Occupational Health and safety Acts and all the applicable prescripts. Implementation and management of Infection Prevention and Control protocols. Uphold the Batho Pele and Patients Right Principles.

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 39/257 : **OPERATIONAL MANAGER (PN-B3): OPERATING THEATRE (REPLACEMENT) REF NO: MPDOH/NOV/21/07**

SALARY : R562 800 – R633 432 per annum, (Depending of years of experience in terms of OSD).

CENTRE : Rob Ferreira Hospital, Ehlanzeni District

REQUIREMENTS : Senior Certificate / Grade 12 plus Basic qualification accredited with the South African Nursing Council in Terms of Government Notice 425, (i.e. Diploma/ Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse plus a post basic nursing qualification, with duration of at least 1 year, accredited with the SANC in terms of Government Notice No R212 in Operating Theatre. A minimum of nine (09) years appropriate / recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least five (05) years of the period referred to above must be appropriate / recognizable experience in theatre after obtaining the 1 year post basic Operating Theatre Nursing Science qualification. Proof of current registration with SANC (2021/2022). A Diploma / Degree in Nursing Administration and Management will be an added advantage. Attach Service certificate from the previous employer/s endorsed by Human Resource. Knowledge/skills: Basic computer literacy, strong Leadership skills, Good communication and Sound Interpersonal skills. Ability to work under pressure, manage own time, function as an effective leader of the nursing team. Implement and manage change. Willingness to work shifts and standby in accordance with the requirements of the unit and nursing services. Report writing. **NB:** Any previous experience must be covered by the attachment of certificate of services.

DUTIES : The candidate will be responsible for Planning, Organizing, Managing, and coordinating as well as maintaining an optimal, specialized Nursing Services as an Operational Manager in Theatre. Develop / establish and maintain constructive working relationships with Nursing and stakeholders (i.e. inter-Professional, inter-sectoral and multi – disciplinary team workers). Participate in the analysis, formulation, and implementation of nursing guidelines, practices, Standards, and procedures. Effectively manage the utilization of Human, Financial and Physical resources. Maintain professional Growth / Ethical standards and self-development. Deliver a supportive service to the Nursing Service and the institution by taking overall supervision after hours and on weekends. Ensure implementation of Norms and Standards and Ideal Hospital Framework and develop Quality Improvement Plans. Manage Performance and Development of staff as well as participating in the Managers scheduled meetings. Exercise control of discipline, grievance and other labour related issues in terms of laid down policies or procedures. Manage data in the unit and ensure submission to facility information office. Identity develop and control Risk Management Systems within the unit. Provide safe therapeutic environment as laid by Nursing Acts, Occupational Health and safety Acts and

		all the applicable prescripts. Implementation and management of Infection Prevention and Control protocols. Uphold the Batho Pele and Patients Right Principles.
<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 39/258</u>	:	<u>OPERATIONAL MANAGER (PN-B3): MATERNITY (REPLACEMENT) REF NO: MPDOH/NOV/21/08</u>
<u>SALARY</u>	:	R562 800 – R633 432 per annum, (Depending of years of experience in terms of OSD).
<u>CENTRE REQUIREMENTS</u>	:	Standerton Hospital, Gert Sibande District Senior Certificate / Grade 12 plus Basic qualification accredited with the South African Nursing Council in Terms of Government Notice 425, (i.e. Diploma/ Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse plus a post basic nursing qualification, with duration of at least 1 year, accredited with the SANC in terms of Government Notice No R212 in maternity. A minimum of nine (09) years appropriate / recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least five (05) years of the period referred to above must be appropriate / recognizable experience in theatre after obtaining the 1 year post basic Maternity Nursing Science qualification. Proof of current registration with SANC (2021/2022). Valid Driver's Licence. Knowledge, Skills, Training and Competencies Required: Report writing abilities. Financial management skills. Empathy and counselling skills and knowledge. Strong interpersonal, communication and presentation skills. Project management skills. Ability to make independent decisions. An understanding of the challenges facing the public sector. An ability to translate information objectives into practical plans. Ability to priorities issues and other work related matters and to comply with timeframes. Proven initiative, decisiveness and the ability to acquire new knowledge. Computer literacy with MS Office word. <u>NB:</u> Any previous experience must be covered by the attachment of certificate of services.
<u>DUTIES</u>	:	Coordinate and facilitate planning for MCWH Programme. Coordinate and monitor the implementation of the MCWH Programme. Monitor the implementation of strategies contained in the health programme plan. Evaluate the delivery of MCWH Programme in the Hospital. Liaison with government and non-governmental organizations on issues relating to MCWH programme. Ensure good working relations with all role players and relevant stakeholders. Analyse emerging health practices and trends and introduce remedial action in conjunction with health care specialists. Overall supervision of all the subordinates. Attend to meetings and report writing as well as performance evaluation of the staff.
<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 39/259</u>	:	<u>OPERATIONAL MANAGER (PN-B3): TRAUMA & EMERGENCY (REPLACEMENT) REF NO: MPDOH/NOV/21/09</u>
<u>SALARY</u>	:	R562 800 – R633 432 per annum, (Depending of years of experience in terms of OSD).
<u>CENTRE REQUIREMENTS</u>	:	Mapulaneng Hospital, Ehlanzeni District Senior Certificate / Grade 12 plus Basic qualification accredited with the South African Nursing Council in Terms of Government Notice 425, (i.e. Diploma/ Degree in Nursing) or Equivalent qualification that allows registration with the SANC as a Professional Nurse plus a post basic nursing qualification, with duration of at least 1 year, accredited with the SANC in terms of Government Notice No R212 in Trauma and Emergency or Critical Care Nursing Science. A minimum of nine (09) years appropriate / recognizable experience in nursing

after registration as a Professional Nurse with the SANC in General Nursing. At least five (05) years of the period referred to above must be appropriate / recognizable experience in theatre after obtaining the 1 year post basic PHC Nursing Science qualification. Proof of current registration with SANC (2021/2022). Proof of service records to be attached. Annual receipt with SANC to practice for 2021 (proof of registration to be attached). Demonstrate a basic understanding of HR and Financial policies and practices. Recommendation ability to function independently and prioritize work. Must have the following skills: good interpersonal skills, planning and organizational skills, good supervisory skills teaching skills and computer literacy. **NB:** Any previous experience must be covered by the attachment of certificate of services.

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 Batho Pele Principles and Patient Right Charter. **NB:** Any previous experience must be covered by the attachment of certified certificate of service.

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 39/260 : **OPERATIONAL MANAGER (PN-A5): PAEDIATRIC (REPLACEMENT) REF NO: MPDOH/NOV/21/10**

SALARY : R444 276 – R500 031 per annum, (Depending of years of experience in terms of OSD).

CENTRE REQUIREMENTS : Amajuba Memorial Hospital, Gert Sibande District
: Senior Certificate / Grade 12 plus Basic qualification accredited with the South African Nursing Council in Terms of Government Notice 425, (i.e. Diploma/ Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse (2021). A minimum of seven (07) years appropriate / recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. Knowledge/skills: Basic computer literacy, strong Leadership, Good communication and Sound Interpersonal skills. Ability to work under pressure, manage own time, function as an effective leader of the nursing team. Implement and manage change. Willingness to work shifts and standby in accordance with the requirements of the unit and nursing services. Report writing. **NB:** Any previous experience must be covered by the attachment of certificate of services.

DUTIES : The candidate will be responsible for Planning, Organizing, Managing, and coordinating as well as maintaining an optimal, specialized Nursing Services as an Operational Manager in Paediatric Unit. Develop / establish and maintain constructive working relationships with Nursing and stakeholders (i.e. inter-Professional, inter-sectoral and multi – disciplinary team workers). Participate in the analysis, formulation, and implementation of nursing guidelines, practices, Standards, and procedures. Effectively manage the utilization of Human, Financial and Physical resources. Maintain professional Growth / Ethical standards and self-development. Deliver a supportive service to the Nursing Service and the institution by taking overall supervision after hours and on weekends. Ensure implementation of Norms and Standards and Ideal Hospital Framework and develop Quality Improvement Plans. Manage Performance and Development of staff as well as participating in the Managers scheduled meetings. Exercise control of discipline, grievance and other labour related issues in terms of laid down policies or procedures. Manage data in the unit and ensure submission to facility information office. Identify develop and control Risk Management Systems within the unit. Provide safe therapeutic

environment as laid by Nursing Acts, Occupational Health and safety Acts and all the applicable prescripts. Implementation and management of Infection Prevention and Control protocols. Uphold the Batho Pele and Patients Right Principles.

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 39/261 : **OPERATIONAL MANAGER GRADE 1 (PN-A5): OPD (REPLACEMENT) REF NO: MPDOH/NOV/21/11**

SALARY : R444 276 – R500 031 per annum, (Depending of years of experience in terms of OSD).

CENTRE REQUIREMENTS : Bethal Hospital, Gert Sibande District
Senior Certificate / Grade 12 plus Basic qualification accredited with the South African Nursing Council in Terms of Government Notice 425, (i.e. Diploma / Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse (2021). A minimum of seven (07) years appropriate / recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. Knowledge/skills: Basic computer literacy, strong Leadership, Good communication and Sound Interpersonal skills. Ability to work under pressure, manage own time, function as an effective leader of the nursing team. Implement and manage change. Willingness to work shifts and standby in accordance with the requirements of the unit and nursing services. Report writing. Knowledge and understanding of nursing legislation and related legal and ethical nursing practice in accordance with the scope of practice and nursing standards as determined by the relevant health facility. **NB**: Any previous experience must be covered by the attachment of certificate of services.

DUTIES : Promote quality nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Effectively communicate with patients, supervisors and other clinicians, include writing of reports when required, display concern for patients, promoting and advocating proper care. Work as part of multi-disciplinary team to ensure good nursing care, work co-operatively and amicable with person of diverse intellectual, cultural, racial or religious differences. Must be able to plan and organize own work and that of support personnel to ensure proper nursing.

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 39/262 : **PROFESSIONAL NURSE (PN-B1): THEATRE (REPLACEMENT) REF NO: MPDOH/NOV/21/12 (X2 POSTS)**

SALARY : R383 226 – R485 475 per annum, (Depending of years of experience in terms of OSD).

CENTRE REQUIREMENTS : Mapulaneng Hospital and Matibidi 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 Midwifery (2021) plus 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 Theatre). 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. **NB**: Any previous experience must be covered by the attachment of certificate of services.

- DUTIES** : 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. Ensure adherence to Batho Pele Principles and Patient Right Charter.
- 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 39/263** : **ASSISTANT DIRECTOR: AUXILIARY SERVICES (REPLACEMENT) REF NO: MPDOH/NOV/21/13**
- SALARY CENTRE REQUIREMENTS** : R367 596 per annum, (plus service benefits)
: Mapulaneng Hospital, Ehlanzeni District
: Senior Certificate / Grade 12 plus Diploma / Degree in Public Administration / Management or equivalent qualification plus 3 - 5 years' experience in a hospital environment of which three (3) years should be of supervisory level. Candidates should have proven supervisory skills; good planning, organizational and communications skills; Knowledge of relevant PFMA, norms and standards for healthcare establishment; ideal hospital modernization and realization framework, knowledge of Infection prevention and control as well as waste management policies and procedures.
- DUTIES** : Manage support services departments within the institution i.e. (cleaning services, hygiene, pest control, waste management, food services linen and laundry services; accommodation including office space requirements; Porter services; Switchboard Services, Telecommunication services, etc. Monitor compliance to food services management and mortuary services. Monitor and report on proper implementation of the cleanliness of the hospital and maintaining the quality standard required by the institution. Assist the hospital to comply with the norms and standards for healthcare establishments as well as adhering to the ideal hospital modernization and realization framework. Ensure Linen and laundry services meet the needs of the hospital. Ensure adequate waste segregation and management. Participate in inter and intra-departmental committees that deals with issues of cleaning, linen, waste management, infection prevention and control, accommodation; quality assurance; food services management etc. Provide guidance to subordinates and monitoring their performance. Maintain discipline and sound labour relations practices. Handle queries and ensure that rules and regulations of the institution are carried out. Attend to Human resource matters, do record keeping and statistics, compile and submit reports. Monitor and manage customer care and operational procedures of Auxiliary and Support Services Unit. Sound inventory management and control. Plan and implement training programmes for staff. Fulfil duties as per job description and any other duties delegated by supervisor.
- 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 39/264** : **PROVISIONING ADMINISTRATIVE OFFICER REF NO: MPDOH/NOV/21/14**
- SALARY** : R257 508 per annum, (plus service benefits)

<u>CENTRE REQUIREMENTS</u>	: Tonga Hospital, Ehlanzeni District : Senior Certificate / Grade 12 plus three (3) years relevant experience or Diploma / Degree in Finance / Public Administration / Management / Logistics Management / Procurement Management / Supply Chain Management. Knowledge and experience of provisioning administration, main focus in the following areas: LOGIS, Preferential Procurement Policy framework (PPFA), State Tender Board Regulations (ST 36 and ST 37) and Public Finance Management Act (PFMA) and National Treasury Regulations and general knowledge of Basic accounting system (BAS). Knowledge of the Central Supplier Database. Introductory Training in Supply Chain Management field, as well as advanced knowledge of the CSD (Central Supplier Database) system is a must. The incumbent must have a working knowledge of a Computer Spreadsheet and Word processor. Facilitation skills, presentation skills, good Interpersonal and Customer Relations, as well as the ability to interpret and explain and to communicate registration and SCM processes to suppliers. Knowledge of the PFMA and all other prescripts regarding Supply Chain Management. Computer literacy. Sound interpersonal and communication skills (written and verbal). Good management and supervisory skills. Ability to work independently and tight deadlines. Valid driver's licence is a must.
<u>DUTIES</u>	: Manage procurement services (demand and acquisition). Co-ordinate the sourcing and purchasing of goods and services. Control and regularly update the supplier's database. Implement of preventive mechanism to eliminate theft, losses, wastage and misuse of stores. Supervise and control the work of subordinate (including training) in the procurement section. Deal with more advanced and complicated matters pertaining to provisioning administration. Manage all aspects of orders such as quotations, purchase and processing of requisitions, authorization of procurement advice and guidance to all clients, chief user clerks and responsibility managers. Ensure compliance with departmental and treasury regulations. Evaluate and test compliance of all purchasing transactions. Manage all open orders. Liaising with National treasury on CSD verification issues. Mentor and assist suppliers to register on CSD. Provide tender advisory services to suppliers and SCM Practitioners. Management of warehouse. Compile monthly and quarterly warehouse reports. Render guidance in writing of specifications. Monitor, control and evaluate performance of subordinates. Implementation of preventive mechanism to eliminate theft, losses, wastage and misuse of stores. Liaising with National treasury on CSD verification issues. Render effective and efficient warehouse management services, inventory management and reporting. Knowledge of Departmental policies, prescripts and practices. Check, place and verify orders for goods. Receive and verify goods from suppliers. Capture and ensure that goods from end user. Issue goods to end users. Check and maintain goods registers. Update and ensure the maintenance of the register of suppliers. Deal with Human resources matters such as leave and perform development system.
<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 39/265</u>	: <u>ADMINISTRATIVE OFFICER: SUPPLY CHAIN MANAGEMENT REF NO: MPDOH/NOV/21/15 (X2 POSTS)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	: R257 508 per annum, (plus service benefits) : Provincial Office, Mbombela : Senior Certificate / Grade 12 or equivalent qualification plus three (3) years relevant experience or Degree / Diploma in Finance/ Logistics Management / Procurement Management / Supply Chain Management. Knowledge and experience of provisioning administration, main focus in the following areas: LOGIS, Preferential Procurement Policy framework (PPFA), Public Finance Management Act (PFMA) and Treasury Regulations and general knowledge of Basic accounting system (BAS). Computer literacy. Sound interpersonal and communication skills (written and verbal). Good management and supervisory skills. Ability to work independently and tight deadlines. Valid driver's licence will be an added advantage.

- DUTIES** : Supervise and control the work of sub-ordinate (including training) in the supply chain management unit. Deal with more advanced and complicated matters pertaining to provisioning administration. Manage all aspects of orders such as quotations, purchase and processing of requisitions, authorization of procurement advice and guidance to all clients, chief user clerks and responsibility managers. Ensure compliance with departmental and treasury regulations. Evaluate and test compliance of all purchasing transactions. Manage all open orders. Deal with Human resources matters such as leave and perform development system of quarterly evaluation reports. Adhere to regulations and legislation pertaining supply chain management unit. Facilitate and administer requisitions for good and services. Implement internal procurement policies, regulations systems and procedures. Maintain procurement and provisioning systems and processes. Administer payment processes. Knowledge of BAS and LOGIS financial systems. Ability to work under pressure. Supervision of the subordinates. Attend and respond to audit queries.
- 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 39/266** : **ADMINISTRATIVE OFFICER: ASSET MANAGEMENT (REPLACEMENT)**
REF NO: MPDOH/NOV/21/16
- SALARY CENTRE REQUIREMENTS** : R257 508 per annum, (plus service benefits)
: Tonga Hospital, Ehlanzeni District
: Senior Certificate / Grade 12 or equivalent qualification plus three (3) years relevant experience in the Supply Chain Management, Asset Management and Fleet management or Diploma / Degree in Administration / Financial Management / Management Accounting. Computer literacy. Good interpersonal and communication skills verbal and written. Knowledge of Batho Pele Principles, PFMA and LRA. Willing to work under pressure. Knowledge of Departmental policies, prescripts and practices.
- DUTIES** : To prepare weekly, monthly and annual reports, render effective and efficient asset management, internal control systems, (BAS, LOGIS and BAUD) Fleet management maintenance of asset. Implementation of the Ideal Hospital Framework. Implementation of the PMDS policy, manage leave and PILIR, monitor Service Level Agreements with service providers, monitor operational plans, and manage staff delegations. Monitor compliance in relation to PFMA, PSA, PSR, BCEA and LRA.
- 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 39/267** : **ADMINISTRATIVE OFFICER: AUXILIARY SERVICES REF NO: MPDOH/NOV/21/17**
- SALARY CENTRE REQUIREMENTS** : R257 508 per annum, (plus service benefits)
: Tonga Hospital, Ehlanzeni District
: Senior Certificate / Grade 12 or equivalent qualification plus three (3) years relevant experience or Diploma / Degree in Public Administration / Management. Computer literacy. Good interpersonal and communication skills verbal and written. Knowledge of Batho Pele Principles and customer care. Willing to work under pressure. Knowledge of Departmental policies, prescripts and practices.
- DUTIES** : Manage office space and accommodation requirements. Oversee Auxiliary Services (Cleaning, hygiene, pest control, waste management, Gardens and grounds, Registry, Food aid Services, Laundry Services.) Prepare and compile weekly and monthly reports. Implementation of the Ideal Hospital Framework. Implementation of the PMDS policy, manage leave and PILIR, monitor Service Level Agreements with service providers, monitor operational plans, and

- manage staff delegations. Monitor compliance in relation to PFMA, PSA, PSR, BCEA and LRA.
- 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 39/268** : **ARTISAN PRODUCTION A - B: BRICK LAYER (REPLACEMENT) REF NO: MPDOH/NOV/21/18**
- SALARY CENTRE REQUIREMENTS** : R190 653- R249 246 per annum, (plus service benefits)
: Mapulaneng Hospital, Ehlanzeni District
: Minimum of Grade 10-12 or equivalent qualifications plus an appropriate completed apprenticeship and trade test certificate in Bricklayer plus 1 – 3 years' experience in that field. Knowledge: Technical applications, technical report writing, team work and supervisory. Ability to communicate at all level and inter act with provincial departments. A valid driver's licence. Willingness to work irregular hours and attend to emergencies when required.
- DUTIES** : Repair cracks, screening of floors, repair / replace paving, re-plastering, finishing, repairs door and window frames. Setting out building, casting of concrete footing, bricks work in foundation & superstructure including frames, paving and plastering. Request and quantify material and perform general administration functions. Train and develop beneficiaries during their project implementation.
- 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 39/269** : **ARTISAN PRODUCTION A - B: CARPENTER (REPLACEMENT) REF NO: MPDOH/NOV/21/19**
- SALARY CENTRE REQUIREMENTS** : R190 653 - R249 246 per annum, (plus service benefits)
: Mapulaneng Hospital, Ehlanzeni District
: Minimum of Grade 10-12 or equivalent qualifications plus an appropriate completed apprenticeship and trade test certificate in Carpenter plus 1 – 3 years' experience in that field. Knowledge: Technical applications, technical report writing, team work and supervisory. Ability to communicate at all level and inter act with provincial departments. A valid driver's licence. Willingness to work irregular hours and attend to emergencies when required.
- DUTIES** : Maintain construct, manufacture and repair structure consisting of wood. Construct wood covering, fit and repair all types of ceiling repair and construct all types of cabinets, fit and skirt quadrants. Manage staff and other related duties. Request and quantify material and perform general administration functions. Train and develop beneficiaries during their project implementation.
- 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: NORTHERN CAPE
DEPARTMENT OF PROVINCIAL TREASURY**

The Northern Cape Provincial Administration 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). Women and persons with disabilities are encouraged to apply.

- APPLICATIONS** : Applications quoting the relevant reference number, should be forwarded as follows: The Deputy Director – Human Resource Management, Post To: Department of Northern Cape Provincial Treasury, Private Bag X5054, Kimberley 8300 or Hand Deliver to: Metlife Towers Building, Cnr Knight & Stead, 4th Floor, Post Office Building, Kimberley, or Email applications to: Ncpt-HR@ncpg.gov.za
- FOR ATTENTION** : Ms. D Barnett
- CLOSING DATE** : 19 November 2021
- NOTE** : For SMS Posts: Applications should be submitted on the new employment (Z83) form, which can be downloaded at www.dpsa.gov.za-vacancies or obtained at any government department. A recently updated, comprehensive CV with at least two (2) contactable references should accompany the fully completed and signed new (Z83) form. The CV must also accompany copies of qualifications (a transcript of results may also be attached), driver's license, identity document and other relevant certificates, such copies need not be certified when applying for the post. The provision of certified documents will only be required from shortlisted candidates for submission on or before the day of the interview. Shortlisted applicants will be subjected to qualification verification, reference checking, security screening and vetting. 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 is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation. Correspondence will be limited to successful candidates only. Short-listed candidates will be expected to avail themselves at the Department's convenience. The department reserves the right not to make appointments to the advertised posts. Incomplete applications, applications received after the closing date or applications without SAQA verification reports for foreign qualifications will not be considered. It is important to note that it is the applicant's responsibility to ensure that all information and attachments in support of the application are submitted by the due date. Each application for employment form (Z83) must be duly signed and initialled by the applicant. Failure to sign this form may lead to disqualification during the selection process. Applications submitted using the old Z83, as well as not submitting the required documents will result in the application not being considered. Emailed applications must include a completed and duly signed new Form Z83, which must be completed in font size of 11 and Arial theme font. Attachments must be in a PDF format and limited to 4 megabytes. Emails that do not comply with the above specifications will be rejected and therefore not reach the Department. All applications, including those submitted via registered mail must reach the department before 16:00 on the day of the closing date, late applications will not be considered.

OTHER POSTS

- POST 39/270** : **DEPUTY DIRECTOR: DEPARTMENTAL INFORMATION TECHNOLOGY (DGITO) REF NO: NCPT/2021/19**
- SALARY** : R869 007 – R1 023 645 per annum (Level 12), (all inclusive TCE Package)
- CENTRE** : Kimberley
- REQUIREMENTS** : Bachelor's Degree or National Diploma (NQF: 6/7) in Information Technology. Three to five (3-5) years' Junior Management/Assistant Director level experience in a relevant IT support field. A valid Driver's license. Knowledge of IT Technical Support, IT Networks and the DPSA CGICT Framework, training, administration, career management, strategic planning, reporting procedures and research. Technical Expertise, Project Management, Functional Ability, Quick Thinking, Diagnostic Action Research, Strategic and Conceptual, Orientation, Innovative Thinking, Problem solving, Communication, Team

Player, Coaching and Developing People, Self-driven, Interpersonal Understanding, Departmental Organizational Knowledge, Networking and Influencing skills.

DUTIES

: Align the department's information management system and information technology (as enabler) strategy with the strategic direction, management plans and the business processes of the department, with due consideration of its strategic plan. Establish an information plan, information technology plan and operational plans to give effect to the strategic direction and management plans of the department. Manage IT Governance. Develop departmental supporting information management and information technology enabler policies and strategies, regulations, standards, norms, guidelines, best practices and procedures, derived from the national information management and information technology policy and strategy, standards and norms developed by the GITO Council and DPSA, but focused on the specific requirements of the department. Facilitate the implementation of and adherence to the policies and strategies as contained in the different plans, policies, etc. Manage and develop departmental ICT strategies and policies. Represent the relevant department at the GITO Council: Attend GITO Council meetings. Report on issues that emanates from the GITO Council meetings. Promote effective management of information and information technology as enabler as a strategic resource: Apply an enterprise wide approach to the use of information management, (Information technology systems and infrastructure included) in supporting the business units and business processes, bridging diverse systems to establish a client-focused service strategy, eliminating unnecessary duplication, increase overall coordination and control, and rapidly introduce new systems and technology to improve service delivery. Development information and technology system infrastructure architecture and conduct investigations into the maintenance of existing technologies, availability, needs and demand of new technologies. Rationalize unnecessary duplication and redundancy of information and technologies in the department. Where feasible, promote common solutions for common requirements across the department. Promote the Utilization of technology as a key enabler for the future in delivering information and services and promote its use in the reengineering/transformation of government service delivery. Manage ICT e-Infrastructure. Manage effectiveness maintenance of hardware, software and licensing. Create an enabling environment for other managers to perform their functions more effectively and efficiently: Close communication as part of the top management team of the department with the top echelon of the department to promote the utilization of information. Raising the level of awareness of top management to the potential of the delivery of information services through enabling technologies. Change the culture of the department to embrace an enterprise-wide information management and information technology approach. This requires the visible, strong and continuous support of senior managers. Take a leadership role in knowledge management. Manage IT backup process. Manage the SITA relationship: This entails control of the Business Agreement (BA) and Service Level Agreements (SLA's) with SITA and/or other suppliers of information management and information technology goods and services: Manage the standardization of equipment software according to policy. Utilization of security mechanisms and ensure compliance to the relevant regulatory framework: Manage IT Risk register. Manage network integrity (WAN system in relation to SLAs/MOUS). Responsible for ensuring development and training of the members in the department in relevant information technology matters. Manage the Departmental IT unit and staff. Management of Financial Resources and Assets. Provide 3rd line IT support to the department. Responsible for AG Audit outcomes, Manage IT infrastructures and IT security.

ENQUIRIES

: Ms. G Moncho-Mfecane Tel No: (053) 830 8228

POST 39/271

: **DEPUTY DIRECTOR: CASH FLOW MANAGEMENT REF NO: NCPT/2021/15**

SALARY CENTRE REQUIREMENTS

: R733 257 – R863 748 per annum (Level 11), (all inclusive TCE Package)
 : Kimberley
 : Degree/Diploma (NQF: 6/7) in Accounting, Auditing, Public Finance, Economics or Banking. 3-5 years' relevant supervisory/junior management experience within a government accounting environment. A valid Driver's license Knowledge of GAAP and GRAP, Public Finance Management Act,

Treasury Regulations, Municipal Finance Management Act and Regulations, Basic Accounting System (BAS), Administration procedures relating to specific working environment including norms and standards, Planning and organizing, Compilation of management reports, Financial Reporting, Accounting reforms in the Public Sector, Management Accounting, Strategic Planning and Leadership, Change Management, Budgeting and Financial Management, Public Service laws and regulations. Good verbal and written communication skills, organizing skills, analytical skills, decision making skills, problem solving skills, conflict management skills, facilitation skills, Report writing, Communication at both high and lower levels, Accounting and auditing skills, Computer literacy (Ms. Word, Excel, PowerPoint), Networking skills, Leadership skills, Financial management, Team working/building, Analytical, Interpersonal relationship, Problem solving and decision making, Ability to interpret directives and policy.

DUTIES

: Manage Provincial Cash Flow: Consider and recommend monthly funds requisitioned by departments, Review cash flow projections and disbursement tool, Review funding schedule in line to the Departments funds requisitions, Compile and submit cash flow reports to stakeholders Conduct monthly cash flow meetings, Liaise and provide technical support to departments regarding cash flow matters. Manage investment for the Provincial Revenue Fund: Recommend and place investments with commercial banks/brokerage firms/financial institutions, Recommend approval daily cash liquidity requirement analysis, Review Investment register and report. Administer policy directives and guidelines relating to the Provincial Revenue Fund: Analyse, interpret and recommend amendments/additions to policy prescripts relating to Cash Flow Management policies, Provide an advisory and support service to stakeholders regarding the interpretation and implementation of policy directives/framework issued, Recommend amendments/additions to and monitor internal control systems with regard to Provincial Revenue Fund operating systems. Render a support service to the Sub-Directorate Banking Services: Evaluate banking services, Assist with banking bid process, Assist with Annual Financial Statement. Manage the resources within the Sub-Directorate: Perform strategic and operational planning, oversee the administrative support function, Perform people management function, Perform financial management function

ENQUIRIES

: Ms. C Shuping Tel No: (053) 830 8476

POST 39/272

: **DEPUTY DIRECTOR: EMPLOYEE HEALTH AND WELLNESS REFE NO: NCPT/2021/18 (X1 POST)**

SALARY CENTRE REQUIREMENTS

: R733 257 – R863 748 per annum (Level 11), (all inclusive TCE Package)
 : Kimberley
 : Degree/Diploma (NQF: 7) in Health Sciences. 3-5 years Junior Management/Assistant Director level experience in an employee health & wellness environment/ workplace health programmes intervention. A valid Driver's license. The incumbent must be computer literate with excellent data management, report writing and oral presentation skills. Proven knowledge of the Employee Health and Wellness Strategic Framework and operationalising the four pillars. Extensive knowledge of policies, prescripts and practices, Employee Assistance Programmes (EAP), Basic Conditions of Employment Act, Public Service Regulations, Change Management, Compilation of management reports, Research and analysis, Project Management, Conflict management and Performance Management. The incumbent will have to maintain a strict code of confidentiality and professional standards at all times.

DUTIES

: Manage and implement employee wellness programmes: Develop and implement employee health & wellness policies and work life balance programmes/initiatives. Manage and implement health and productivity programmes: conduct health information sessions on non-communicable and communicable diseases in the Department. Liaise with HR, conduct and report on sick leave analysis. Ensure compliance to all COVID-19 protocols. Develop and implement HIV/AIDS and TB Management Programmes and policies: Co-ordinate awareness and prevention programmes. Manage and implement safety, health, environment, risk and quality management (SHERQ) programmes: Develop and implement SHERQ policy. Manage the implementation of the OHS Act and all other relevant acts and prescripts. Represent the department in all relevant Employee Health & Wellness forums. Manage financial and human resources of the sub-directorate: Manage the

performance, training and development of officials. Manage the sub-programme budget, financial resources and assets. Ensure the maintenance of discipline. Manage Special Programmes in the department: Manage the implementation of the Job-Access Strategic framework. Manage the implementation of Gender Equality and Women Empowerment Programmes. Manage Youth and Children Development Programmes. Manage the implementation of Corporate Social Investment (CSI).

ENQUIRIES

: Ms. ML Mooki Tel No: 053 830 8315

POST 39/273

: **DEPUTY DIRECTOR: INTERNAL AUDIT REF NO: NCPT/2021/22 (X4 POSTS)**

SALARY CENTRE REQUIREMENTS

: R733 257 – R863 748 per annum (Level 11), (all inclusive TCE Package)
 : Kimberley
 : National Diploma / B-Tech / B.Com degree (NQF 6/7) in Accounting / Auditing / Internal Audit. Accreditation as a Certified Internal Auditor (CIA) will be an added advantage. 3-5 years full-time experience at Junior Management/ Assistant Director Level in an auditing environment. A valid Driver's License. Extensive knowledge of and skills in applying internal auditing and accounting principles and practices, and management principles and preferred business practices. Knowledge of the Standards for the Professional Practice of Internal Auditing and the Code of Ethics developed by the Institute of Internal Auditors. Knowledge of management information systems terminology, concepts and practices. Knowledge of industry program policies, procedures, regulations and laws. Skill in conducting quality control reviews of audit work products. Skill in collecting and analysing complex data, evaluating information and systems, and drawing logical conclusions. Considerable skill in planning and project management, and in maintaining composure under pressure while meeting multiple deadlines. Skill in negotiating issues and resolving problems. Considerable skill in using a computer with word processing, spreadsheet and other business software to prepare reports, memos, summaries and analyses. Considerable skill in effective verbal and written communications, including active listening skills and skill in presenting findings and recommendations. Ability to establish and maintain harmonious working relationships with co-workers, staff and external contacts, and to work effectively in a professional team environment.

DUTIES

: Provide key input to assurance and consulting coverage in terms of governance, risk and controls: Provide inputs into 3 year rolling and annual internal audit plan per client department/entity. Compile quarterly project management plan. Provide input into unit annual performance plan and Risk Management, methodologies, policies/charter. Manage assurance and consulting services in terms of governance, risk and controls: Manage the delivery of the internal audit plans, requests / ad hoc assignments. Manage that follow up audits are performed and implementation is monitored. Manage that the audits are performed in terms of the required IIA standard. Manage that the audits are valuable to the department. Report audit results: Provide input into quarterly progress reports against internal audit plan to client departments/entity. Review draft report. Discuss the draft report with clients. Support liaison with all IA stakeholders and IA Administration: Participate in Audit Committee meetings. Participate in relevant forum meetings. Provide assurance to Audit Committee packs. Management of performance, training and development of officials. Ensure audit management system is applied effectively (audits/timesheets). Ensure the maintenance of discipline.

ENQUIRIES

: Mr. J Van Tonder Tel No: (053) 830 8401

POST 39/274

: **DEPUTY DIRECTOR: TRANSVERSAL TECHNICAL SUPPORT REF NO: NCPT/2021/12**

SALARY CENTRE REQUIREMENTS

: R733 257 – R863 748 per annum (Level 11), (all inclusive TCE Package)
 : Kimberley
 : Degree/Diploma (NQF: 6/7) in Information Technology/ Computer Science. 3-5 years' relevant supervisory/junior management experience in an Information Technology environment (computer infrastructure, security, database management). A valid driver's license. Knowledge of Relevant Information Technology policies and procedures, Data management tools (SQL., Oracle, SAP), Business Intelligence Solutions, Computer network designs and configuration, Information Technology security legislation and policies,

		Microsoft Windows servers, IP Address translation and routing. Leadership skills, Presentation/ Training skills, Project Management, Planning and Organizing, Basic research and computer literacy. Data management and analysis. Minimum Information Security Standards (MISS). Corporate Governance of ICT Framework.
<u>DUTIES</u>	:	Manage technical support on transversal systems (BAS, LOGIS and PERSAL) to provincial users: Review configurations settings to ensure compliance with National Treasury technical configuration standard. Develop and review of technical support policies. Manage technical support and provisioning of functional Biometric Access Control Systems (BACS): Develop and review BACS policies. Administer oversight functions for the Biometric Access Control Systems. Coordinate technical support of BACS Manage the provisioning of management reports through data management: Manage the provisioning of necessary infrastructure for the mining, warehousing and storage of financials systems information. Manage the provisioning of relevant tools for data analysis and business intelligence. Develop and review data management policies, processes, norms and standards. Manage service management and governance of financial systems technical support: Develop and review service management policies. Monitor the development and review of service management and governance policies. Monitor compliance with the Service Level Agreement (SLA): Provide technical input on applicable SLA and compile analytical report, where necessary. Check periodic SLA reports to ascertain if Service Delivery objectives are met and make amendments recommendations where necessary. Manage the component: Perform strategic and operational planning, manage stakeholder relationships, Oversee the administrative support functions, Perform people management functions, Perform financial management functions, Perform asset management functions. Perform Risk Management functions.
<u>ENQUIRIES</u>	:	Mr. O Vermeulen Tel No: (053) 830 8257
<u>POST 39/275</u>	:	<u>DEPUTY DIRECTOR: BANKING SERVICES REF NO: NCPT/2021/17</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R733 257 – R863 748 per annum (Level 11), (all inclusive TCE Package)
	:	Kimberley
	:	Degree/Diploma (NQF: 6/7) in Accounting, Auditing, Public Finance, Economics or Banking. 3-5 years' relevant supervisory/junior management experience within a government accounting environment. A valid Driver's license. Knowledge of GAAP and GRAP, Public Finance Management Act, Treasury Regulations, Municipal Finance Management Act and Regulations, Basic Accounting System (BAS), Administration procedures relating to specific working environment including norms and standards, Planning and organizing, Compilation of management reports, Financial Reporting, Accounting reforms in the Public Sector, Management Accounting, Strategic Planning and Leadership, Change Management, Budgeting and Financial Management, Public Service laws and regulations. Good verbal and written communication skills, organizing skills, analytical skills, decision making skills, problem solving skills, conflict management skills, facilitation skills, Report writing, Communication at both high and lower levels, Accounting and auditing skills, Computer literacy (Ms. Word, Excel, PowerPoint), Networking skills, Leadership skills, Financial management, Team working/building, Analytical, Interpersonal relationship, Problem solving and decision making, Ability to interpret directives and policy.
<u>DUTIES</u>	:	Maintenance of bank accounts: Provide support to the departments with regards to online banking systems; Facilitate the signatories profiles on banking services; Facilitate departments banking services requests; Monitor banking facility; Report on banking issues to relevant stakeholders; Processing of payments from the Provincial Revenue Fund. Administer policy directives and guidelines: Analyze, interpret and recommend amendments/additions to policy prescripts relating to Banking and Cash Flow Management policies; Compile memoranda/circulars regarding Banking Services; Provide an advisory and support service to stakeholders regarding the interpretation and implementation of policy directives/framework issued. Compile Provincial Revenue Fund Annual Financial Statement: Manage the overall accounting and operations of Provincial Exchequer Account; Maintain accounting transactions on BAS; Monitor accounting month end closure on BAS. Manage Provincial Banking Contract: Co-establish banking arrangement and/or agreements (banking bid) for the Provincial Revenue Fund; Monitor the

implementation of the Service Level Agreement (SLA) with bank; Manage the evaluation of commercial banking services for the Provincial Revenue Fund; Render a secretariat services for the banking services. Manage the resources within the Sub-Directorate: Perform strategic and operational planning; Oversee the administrative support function; Perform people management function; Perform financial management function

ENQUIRIES : Ms. C Shuping Tel No: (053) 830 8476

POST 39/276 : **DEPUTY DIRECTOR: BAS SUPPORT & ADMINISTRATION REF NO: NCPT/2021/13**

SALARY CENTRE REQUIREMENTS : R733 257 – R863 748 per annum (Level 11), (all-inclusive TCE package)
 : Kimberley
 : Degree/Diploma (NQF: 6/7) in Public Administration/ Public Management/ Financial Management/ Financial Accounting. 3-5 years' relevant supervisory/junior management experience in a BAS environment. All relevant BAS training. A valid driver's license. Knowledge of PFMA, Treasury Regulations, National Treasury Circulars, Relevant prescripts to BAS, Compilation of Management Report, Basic Accounting System (BAS), Vulindlela, PERSAL, LOGIS, Numerical skills, Leadership skills, Presentation/ Training skills, Project Management, Planning and Organizing. Standard Chart of Accounts (SCOA), Budgeting and Financial Management, Business Intelligence Solutions.

DUTIES : Manage the support service and guidance rendered to Provincial Basic Accounting System (BAS) Users: Adherence to prescribed financial Month, Year-end and Final Audit closure; Segment (COR) changes as per budget statement affected on BAS and submitted to PERSAL; Provide financial year-end guidelines; Rendering of a Provincial Bas Helpdesk functions to all BAS Users; Should the NCPG have a change in Provincial Banker, assist with the implementation process. Manage the monitoring of compliance and enforcement of prescribed legislation, policy and guidelines relating to all BAS processes: Consolidate FYE closure dates and report on clearing of suspense accounts and ME and FYE closure status; Examine, consolidate and report on the passing of opening journals; Consolidate and report on Final Audit Closure; Availability of 30 day payments data; Scrutinized BAS Syscon's examining and reporting on departments BAS Sub-syscon's system activities. Manage and/or coordinate the performing of BAS System Controller functions: Overall managerial responsibility of BAS System Controller functions; Amend and implement amendments of provincial BAS Security Management Manual; Scrutinized BAS Syscon's examining and reporting on departments BAS Sub-syscon's & BAS user activities; Updated and maintained BAS matrix and Provincial BAS user database. Manage and/or coordinate the capacity building of all BAS users: Overall managerial responsibility for BAS training in the Provincial Administration; Chair the Provincial BAS User Forum and represent the province at the National BAS User group. Manage the component: Perform strategic and operational planning; Manage stakeholder relationships; Oversee the administrative support function; Perform people management functions; Perform financial management functions; Perform assets management functions. Perform the Risk Management function.

ENQUIRIES : Mr. O Vermeulen Tel No: (053) 830 8257

POST 39/277 : **DEPUTY DIRECTOR: LOGIS MANAGEMENT & SUPPORT REF NO: NCPT/2021/14**

SALARY CENTRE REQUIREMENTS : R733 257 – R863 748 per annum (Level 11), all inclusive TCE Package)
 : Kimberley
 : Degree/Diploma (NQF: 6/7) in Supply Chain Management/ Public Administration/ Public Management/ Financial Management/ Financial Accounting. 3-5 years' relevant supervisory/junior management experience in a LOGIS environment. All relevant LOGIS training. A valid driver's license. Knowledge of PFMA, Treasury Regulations, Preferential Procurement Framework Act and its associated regulations, National Treasury Circulars, Relevant prescripts to LOGIS, Compilation of Management Report, Logistical Information System (LOGIS), Vulindlela, Numerical skills, Leadership skills, Presentation/ Training skills, Project Management, Planning and Organizing. Standard Chart of Accounts (SCOA), LBIS, Public Sector SCM models and processes. Business Intelligence Solutions.

DUTIES : Manage the preparation, implementation and maintenance of LOGIS at sites in the province: Assess self-accountable sites that are identified to be implemented on LOGIS; Overall managerial responsibility for the preparation of sites; Overall managerial responsibility for the implementation and activation of sites; Present and introduce management reports and other LOGIS related facilities to manage activated sites during post-implementation phase; Consolidate and submit rollout progress reports. Manage the monitoring of compliance to prescribed legislation, policies and guidelines relating to the LOGIS processes: Reports downloaded, analyzed and shortcomings pointed out to sites; Monitor quarterly security checks. Monitor LOGIS versus BAS utilization Manage the support services and guidance rendered to LOGIS users: Monitor functional support on LOGIS, PI, CRD LBIS and Vulindlela; Monitor the Supplier Administration, banking detail and credential processes; Monitor the Codification process. Manage the capacity building of LOGIS users: Overall managerial responsibility for LOGIS training in the province; Responsible for Provincial LOGIS user Forums; Represent the Province at the National LOGIS user Forums/ Workshops. Manage the component: Perform strategic and operational planning; Manage stakeholder relationships; oversee the administrative support functions; Perform people management functions; Perform financial management functions, Perform asset management function. Perform Risk Management function.

ENQUIRIES : Mr. O Vermeulen Tel No: 053 830 8257

POST 39/278 : **ASSISTANT DIRECTOR: BANKING SERVICES REF NO: NCPT/2021/16**

SALARY : R376 596 – R443 601 per annum (Level 09)
CENTRE : Kimberley
REQUIREMENTS : Degree/Diploma (NQF: 6/7) in Accounting, Economics or Banking. 2-3 years' supervisory experience within a government accounting environment. A valid Driver's license. Knowledge of GRAP, GAAP and BAS, Administration procedures relating to specific working environment including norms and standards. Planning and organizing, Compilation of management reports. Public Finance Management Act, Treasury Regulations, Municipal Finance Management Act and Regulations. Financial Reporting. Accounting reforms in the Public Sector. Management accounting, Strategic planning and leadership. Budgeting and financial management. Public Service laws and regulations. Good verbal and written communication skills, organizing skills, analytical skills, decision making skills, problem solving skills, conflict management skills, facilitation skills, computer literacy (Ms. Word, Excel, PowerPoint).

DUTIES : Co-ordinate overall accounting operation of the Provincial Revenue Fund: Monitor daily bank account interface, daily limit management, Check, Verify and sign monthly reconciliation statements, Co-approve and authorize funding to departments, Co-approve and authorize payments to third parties. Process accounting transactions on BAS. Assist with preparation of Revenue Fund Financial Statements. Maintain Provincial Revenue Fund operating system: Perform BAS system controller functions, Perform Online Banking system manager functions. Ensure compliance with policy directives regarding banking services: Liaise with the bank regarding services rendered, Co-establish banking arrangements and/or agreements (banking bid) for the Provincial Revenue Fund. Management and supervision of unit staff members: Training and development of officials, Performance Management, Work allocation and Asset Management.

ENQUIRIES : Ms. C Shuping Tel No: (053) 830 8476

POST 39/279 : **ASSISTANT DIRECTOR: INTERNAL AUDIT REF NO: NCPT/2021/21 (X3 POSTS)**

SALARY : R376 596 – R443 601 per annum (Level 09)
CENTRE : Kimberley
REQUIREMENTS : National Diploma / B-Tech / B. Com Degree (NQF: 6/7) in Accounting / Auditing / Internal Audit. Accreditation as a Certified Internal Auditor (CIA) will be an added advantage. 2-3 years full time experience in an auditing environment. A valid driver's license. Extensive knowledge of and skills in applying internal auditing and accounting principles and practices, management principles and preferred business practices. Experience in government auditing or accounting, and in supervising and conducting audits in Information Systems and other areas pertinent to the industry. Knowledge of the Standards for the

Professional Practice of Internal Auditing and the Code of Ethics developed by the Institute of Internal Auditors. Knowledge of management information systems terminology, concepts and practices. Knowledge of industry program policies, procedures, regulations and laws. Skill in conducting quality control reviews of audit work products. Skills in collecting and analysing complex data, evaluating information and systems, and drawing logical conclusions. Considerable skill in planning and project management, and in maintaining composure under pressure while meeting multiple deadlines. Skill in negotiating issues and resolving problems. Considerable skill in using a computer with word processing, spreadsheet and other business software to prepare reports, memos, summaries and analyses. Considerable skill in effective verbal and written communications, including active listening skills and skill in presenting findings and recommendations. Ability to establish and maintain harmonious working relationships with co-workers, staff and external contacts, and to work effectively in a professional team environment, innovative and creative, accuracy and discipline.

DUTIES : Annual and Quarterly Planning of Audit Assignments: Provide inputs to the Annual Audit Plan. Provide inputs to the project plan and allocation of audit assignment. Provide inputs into the quarterly progress report. Publish Plan. Supervise Planning and Execution of audit assignments: Provide input into the audit engagement scope, audit objectives and timeframes. Research on audit to be performed and relevant legislations/Acts/Policies and Procedures. Perform and/or review data analytics. Develop the audit program and plan the audit sampling method. Review the Preliminary Survey Checklist, System Description, and DPM. Review the record of work done on the audit program. Review and sign off teammate working papers. Provide frequent supervision or coaching to the Auditors and minimal supervision to seniors throughout the audit assignment. Reporting Audit Results: Review the Exception (Combined Issue) Report. Discuss of the reviewed Exception (Combined Issue) Report with client to source management comments. Assist in the discussion of the Draft final Audit Report. Address and sign off coaching notes. Ensure audits are valuable to the departments. Verification of the audit pack as per Audit Committee request. Administration: Review and approve timesheets on teammate. Assess performance of the Auditors/Seniors quarterly (informally), bi-annually (formally) and annually. Maintenance of discipline. Manage leave of auditors and seniors. Attend Audit Committee meetings on request by management.

ENQUIRIES : Mr. J van Tonder Tel No: (053) 830 8401

POST 39/280 : **ASSISTANT DIRECTOR: MUNICIPAL ACCOUNTING & FINANCIAL REPORTING REF NO: NCPT/2021/20 (X3 POSTS)**

SALARY : R376 596 – R443 601 per annum (Level 09)
CENTRE : Kimberley
REQUIREMENTS : Degree /Diploma (NQF: 6/7) in Accounting, with Accounting 3 as a major. (Honors degree and above will serve as added advantage). A minimum of 3 years relevant experience in an accounting environment with experience of the compilation of financial statements. A valid driver's license. Good knowledge of accounting standards, guidelines and frameworks i.e. GRAP, IFRS, GAAP etc. MFMA and other applicable legislation, regulations and prescripts. Analytical thinking and problem solving Administrative procedures. Change Management, Research and analysis. Project Planning and Management. Communication (written and verbal), interpersonal and presentation skills, Planning, organising and preparation of management reports, Computer literate (Microsoft word, excel and power point), Ability to analyse financial data and Auditor-General reports. Work under pressure with minimum supervision.

DUTIES : Provide technical support on the implementation of GRAP and related accounting standards, framework guidelines to delegated municipalities. Assist and update municipalities on latest accounting frameworks and policies. Review, monitor and assist with the development and implementation of an audit action plan. Promote timeous submission of credible annual financial statements by delegated municipalities. Coordinate and/or facilitate Capacity Building initiatives. Compile analysis of training attendance. Compile a report on the capacity building session. Maintain a library of financial information (AFS, Auditor General Reports, etc)

ENQUIRIES : Ms. B Nortjie Tel No: 053 802 5190

**PROVINCIAL ADMINISTRATION: NORTH WEST
DEPARTMENT OF SOCIAL DEVELOPMENT**

The North West Department of Social Development is an Equal Opportunity, Affirmative Action Employer and is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender and disability.

- APPLICATIONS** : should be addressed to: The Director: Human Capital Management, Department of Social Development, Private Bag x 6, Mmabatho 2735 or hand delivered to Provident House, University Drive, Mmabatho.
- FOR ATTENTION** : Human Resource Management
- CLOSING DATE** : 19 November 2021 at 16:30
- NOTE** : Applications must be accompanied by fully completed NEW Z83 Employment Form (81/971431) obtainable from any Public Service Department and accessible on the DPSA website, www.dpsa.gov.za. The new Z83 Form must be fully complemented in all areas signed and dated, and a recent updated Comprehensive CV with at least names of three (3) referees with current contact details, copies of all qualification(s) including Senior Certificate or Matric, and ID-document/National Identity card. 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 the HR of the department regarding the requirement 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 submit the requested documents will result in the application not being considered for selection. All qualifications will be verified. Persons in possession of a foreign qualification must furnish this Department with an evaluation certificate from the South African Qualification Authority (SAQA). Positions requiring tertiary qualification/s must be accompanied by copies of academic record/ transcript(s). Candidates must indicate the number of the post/reference number in their applications. Candidates requiring additional information regarding an advertised post must direct their queries to the person reflected as enquiries below the post applied for. Applications should be forwarded in time to the department since applications received after the closing date indicated below will as a rule not be accepted. The Shortlisted Candidates will be subjected to the Personnel suitability check, competency assessment, as well as a technical test prior or during the interview for SMS Posts. Incomplete applications will not be considered. Acknowledgement of receipt of applications will not be done. We will only communicate with candidates to be invited for interviews. Pre- entry Certificate for SMS is compulsory. For more information regarding the course please visit the NSG website: <https://www.thensg.gov.za>. It will be expected of candidates to be available for selection interviews on a date, time and place as determined by the Department. The Department reserves the right not to make appointments, if you do not hear from the Department three months from the date of the advertisement consider your application unsuccessful. Previous employment records will be verified. All appointments are subjected to a positive qualifications verification as well as security clearance and vetting.

MANAGEMENT ECHELON

- POST 39/281** : **DIRECTOR: INFORMATION COMMUNICATION & TECHNOLOGY (ICT)
AUXILIARY AND SECURITY MANAGEMENT SERVICES REF NO: SD/
16/09/2021**
Chief Directorate: Corporate Services
Directorate: Corporate Services
- SALARY** : R1 057 326 per annum (Level 13), an all-inclusive remuneration package
- CENTRE** : Provincial Office (Mahikeng)
- REQUIREMENTS** : Grade 12. An undergraduate qualification in ICT / Social Science or equivalent qualification. (NQF level 7 qualification as recognized by SAQA); Pre-Entry Senior Management Certificate. A minimum of 5 years' experience in Information Communication Technology , Safety and Security, Auxiliary / Facility Management of which 5 years must be at Middle Management level. Have a Top Secret Clearance before appointment or within one (1) year of

appointment. Have completed the SSA Security Managers course or complete the course within one (1) year of appointment. Have completed the SSA/SANDF vetting fieldwork investigation (vfi) course or complete the course within one (1) year of appointment (serve as an advantage); Register with the Private Security Industry Regulatory Authority in accordance with the Private Security Industry Regulatory Act, 2001 (Act No 56 of 2001); South African Citizen and have valid driver's license. Pre-SMS entry certificate is compulsory. Successful relevant Security and IT Training Course. A valid driver's licence. Competencies: Sound knowledge of Protection of Information Act. Criminal Procedure Act. Minimum Information Security Standards Knowledge of all relevant governance prescripts, including Treasury regulations, Public Service Act, Public Finance Management Act, DFI, Public Service Regulations and related processes and prescripts; Knowledge of ITIL, COBIT and other ICT standards,; CRISC, CISA, CGEI. Strategic leadership capability; Programme and project management; Financial management; Change management; Knowledge management; Service delivery innovation (SDI); Problem solving and analysis; People management and empowerment; Client orientation and customer focus; Communication skills.

- DUTIES** : Manage the execution of Security and IT work within the Department and coordinate within the Province. Conduct research and advise security management on Security and IT Matters. Provide executive, strategic and operational leadership for the development, implementation and maintenance of the Department's ICT strategy, Security Policy Governance and Architecture; Direct and facilitate ICT's role in the development, implementation and monitoring of the Department's digital government strategy; Strategically manage and oversee the design, development and implementation of ICT business solutions and applications; Strategically manage and oversee continuous ICT operations and service improvement. Ensure and manage information and physical security aspects and functions of the OOS; Conduct Threat and Risk Assessment (TRA's), Develop the Security Plan and any other security related procedures and guidelines (which forms part of the integrated Security Plan) with the assistance of the SC and forward it to Legal Services of the OOS to determine legality; Organize the Audit of the Security Plan and monitor compliance any other security related procedures and guidelines; Review and update the Security Plan and any other security related procedures and guidelines every two(2) years or as the need arises. Manage the conducting of Departmental Threats, Risk Assessment (TRA'S) Security Audits and ensure that reports are compiled. Development and implementation of Policies, Strategies, Systems Minimum Information Security Standards, Minimum Physical Security Standards, Infrastructure, Support and Maintenance, Fleet Management , Auxiliary Services (Cleaning , Gardening , Telecommunication Services). Management of resources. (Finance, Human and assets. Strategic and Operational Planning.
- ENQUIRIES** : Ms L Gasealahwe Tel No: 018 388 2989/2556

OTHER POSTS

- POST 39/282** : **SOCIAL WORK MANAGER: NGAKA MODIRI MOLEMA DISTRICT REF NO: SD/ 17/08/2021**
Chief Directorate: District Coordination and Institutional Support Management

- SALARY** : Grade 1: R794 889 per annum, OSD, an all-inclusive remuneration package
CENTRE : Ngaka Modiri Molema District Office (Mahikeng)
REQUIREMENTS : Grade 12. An appropriate recognized Bachelor's degree in Social Work. A minimum of 10 years' recognizable experience in Social Work. Registration with the SACSSP Council and proof of payment of annual fees for current cycle. Computer literacy. A valid driver's license. Competencies: Good Communication skills. Report writing skills. Facilitation skills. Co-ordination skills. Liaison skills. Networking. Interpersonal skills. Leadership skills. Analytical skills. Diplomacy. Change and knowledge management. Planning and organization skills. People Management. Financial Management. Problem Solving, Planning & organizing. Time Management. Team player. Strategic Planning. Policy analysis and development.

- DUTIES** : Ensure that Social Work Service is provided through the promotion of Social Change, problem solving in human relationships and empowerment of people to enhance wellbeing. Facilitate the development and planning of Programmes and Interventions to render Social Work Services through the efficient,

economical and effective use of resources. Manage Social Work unit to ensure efficient and effective social work service is delivered through utilization of resources (human, finance and equipment) in accordance with relevant directives and legislation. Provide integrated social work services within the defined areas with regard to care, protection and development of vulnerable groups in partnership and collaboration with relevant stakeholders Health, Correctional Services, South African Police Services and other departments. Evaluate and Monitor compliance to policies, and transversal social work services norms and standards, South African Council for Social Service Professions (SACSSP) and other relevant legislating policies and procedures. Keep up to date with new development in the Social Work and management fields and continuous professional development through inter-sectoral collaboration, stakeholder management and ensure that the department contributes to integrated services delivery.

ENQUIRIES

: Ms BI Sityi Tel No: 018 388 2924

POST 39/283

: **MANAGER SOCIAL WORK POLICY LEGISLATION AND ADOPTION REF NO: SD/ 19/08/2021**
Chief Directorate: Social Welfare Services

SALARY CENTRE REQUIREMENTS

: Grade 1: R794 889 per annum, OSD, an all-inclusive remuneration package
: Provincial Office (Mahikeng)
: Grade 12. Bachelor's Degree in Social Work that allows professional registration with SACSSP. A minimum of ten years' experience in Social Work after registration as Social Work with SACSSP. Five years must be appropriate experience in social work policy development. Proof of payment of annual fees for current cycle and Registration Certificate must be attached to the application form. Extensive knowledge and understanding of the social development sector. In depth knowledge of Child Care and Protection processes and procedures. Valid driver's license. Competencies: Knowledge of Child Care and Protection processes and procedures. Project Management skills. Communication (written, verbal and liaison skills). Professional counselling skills. Policy Development formulation and analysis skills. Financial management skills. People Management and conflict management skills. Ability to work under pressure. Ability to work in team and independently. Confident, compliant, assertive, self-starter, persuasive, adaptable and innovative.

DUTIES

: Develop legislative frameworks to streamline adoption related services. Customize national adoption guidelines, policies and strategies. Ensure implementation and monitoring of adoption strategies, policies, guidelines legislative frameworks, norms and standards. Manage national and inter-country adoptions. Ensure proper coordination with national central authority. Conduct impact assessment on adoption related services. Manage and utilize resources in accordance with relevant direction directives and legislation (Physical, Human and Financial)

ENQUIRIES

: Ms T Koena Tel No: 018 3882021

POST 39/284

: **MANAGER SOCIAL WORK POLICY MONITORING AND EVALUATION REF NO: SD/ 25/08/2021**
Chief Directorate: Specialist Social Services

SALARY CENTRE REQUIREMENTS

: Grade 1: R794 889 per annum, OSD, an all-inclusive remuneration package
: Provincial Office (Mahikeng)
: Grade 12. Bachelor's Degree in Social Work that allows professional registration with SACSSP. A minimum of 10 years appropriate experience in social work after registration as Social Worker with the SACSSP Five years must be appropriate experience in social work supervisory level. Registration with the South African Council for Social Service Professions as a Social Worker and proof of payment of annual fees for current year. A Valid driver's license. Competencies: Knowledge of relevant legislation frameworks and policies in the field of social welfare services, including the Policy framework on M&E. Knowledge and understanding of financial and project management. Good management skills, organizing, planning, communication and presentation skills. Organizing, planning, communication and presentations skills. Experience in coordination and integration services.

DUTIES

: Support the implementation of programmes by ensuring and monitoring compliance to Norms and Standards and overall reporting. Facilitate and

monitor the implementation of the M&E system in the Province. Facilitate implementation of the project, service, district and provincial level including reporting to National Departments. Facilitate the M&E capacity of funded NPO's continuous training and officials who are responsible for programme implementation. Manage and oversee the administration maintenance process of the M&E System. Ensure implementation in data quality, analysis, utilization and dissemination within HIV & AIDS Programmes.

ENQUIRIES : Ms T Molebatsane Tel No: 018 388 1629

POST 39/285 : **DEPUTY DIRECTOR: EVENTS MANAGEMENT AND STAKEHOLDER RELATIONS REF NO SD/ 26/08/2021**
Chief Directorate: Corporate Services

SALARY CENTRE REQUIREMENTS : R733 257 per annum (Level 11), an all-inclusive remuneration package
: Provincial Head Office (Mahikeng)
: Grade 12. Bachelor's Degree in Communications or equivalent qualification. Project Management will serve as added advantage. 3- 5 years' experience in Media and Communications of which 2 years must be at supervisory level. A Valid driver's license. Competencies: Sound knowledge of Government Communication, events management as well as stakeholder management. Knowledge of Communications Strategy. Sound written and verbal communication. Sound Events management skills. Analytical skills. Computer Literacy. Interpersonal Skill. Presentation skills. Project Management. Planning. Coordinating Skills.

DUTIES : Coordinate the development of departmental calendar of events. Develop event management plan. Provide events management support for departmental and provincial events. Coordinate production of promotional material for exhibitions. Market the department through branding. Manage media production. Manage exhibition stalls during events. Coordinate and manage logistics for various types of events. Manage staff and resources.

ENQUIRIES : Mr P Siko Tel No: 018 3881426

POST 39/286 : **ASSISTANT DIRECTOR MONITORING AND EVALUATION REF NO: SD/29/08/2021**
Chief Directorate: Corporate Services

SALARY CENTRE REQUIREMENTS : R376 596 per annum (Level 09)
: Provincial Head Office (Mahikeng)
: Grade 12. Bachelor's Degree in Public Administration or equivalent qualification. Specialization or Major Course in Monitoring and Evaluation will be an added advantage. 3-5 years' experience in the field of Monitoring and Evaluation of which 2 years must be at supervisory experience. A valid driver's license. Competencies: Computer literacy. Sound organizational interpersonal skills. Ability to work effectively and efficiently under pressure in order to meet deadlines with limited supervision. Supervisory skills and the ability to work in a team would be an added advantage.

DUTIES : Compile and analyse Departmental monthly, quarterly and Annual Reports as per Treasury regulations. Conduct performance information verifications and validations. Facilitate and coordinate the Departmental Performance Reviews. Capture non-financial data on the Provincial Information Management System and EQPR System. Develop and implement the Monitoring and Evaluation Framework. Conduct and Coordinate Departmental Evaluation Projects. Compile NPO quarterly reports, analyse NPO data, monitor and conduct site visits for NPO's. Review NPO monitoring reports from programmes and monitor Departmental operational plans. Coordinate M&E forum meetings on operational plans as well as Departmental Quarterly performance reviews. Develop Action Plans and Operational Plans and PIA findings.

ENQUIRIES : Ms D Makoe Tel No: 018 388 2556

POST 39/287 : **ASSISTANT DIRECTOR: FRAUD PREVENTION REF NO: SD/32/08/2021**
Directorate: Risk Management

SALARY CENTRE REQUIREMENTS : R376 596 per annum (Level 09)
: Provincial Head Office (Mahikeng)
: Grade 12. B Com Law/ B Com Accounting / or equivalent qualification. 3- 5 years' experience in Risk Management field and investigations of which 2 years must be at supervisory level. A Valid driver's license Competencies:

		Knowledge of relevant legislation frameworks and policies in the Public Service. Knowledge and understanding of financial and project management. Good management skills, organizing, planning, communication and presentation skills.
<u>DUTIES</u>	:	Develop, review, implement and maintain anti-fraud and corruption policies and procedures. Facilitate and conduct fraud and corruption investigations. Promote and conduct anti-fraud and corruption awareness campaigns. Liaise with relevant stakeholders with regard to anti - fraud and corruption matters. Manage Human and Financial Resources.
<u>ENQUIRIES</u>	:	Adv PM Molatedi Tel No: 018 388 2905
<u>POST 39/288</u>	:	<u>ASSISTANT DIRECTOR: CORPORATE COMMUNICATION REF NO: SD/33/08/2021</u> Chief Directorate: Corporate Services
<u>SALARY</u>	:	R376 596 per annum (Level 09)
<u>CENTRE</u>	:	Provincial Head Office (Mahikeng)
<u>REQUIREMENTS</u>	:	Grade 12. Bachelor's Degree or National Diploma in Communications Studies/ Public Relations / Journalism or equivalent qualification. 3- 5 years' experience in Media and Communications of which 2 years must be at supervisory level. A Valid driver's license. Competencies: Sound knowledge of Government Communication. Knowledge of Communications Strategy. Sound written and verbal communication. Analytical skills. Computer Literacy. Interpersonal Skill. Presentation skills.
<u>DUTIES</u>	:	Assist in drafting and implementing the departmental internal communication strategy. Write new articles for the departmental internal newsletter. Develop content and present to new employees during induction. Render photographic services and development a photobank. Monitor proper use and application of the departmental corporate identity manual. Enhance departmental corporate image in all internal events through branding. Draft website content. Develop content and regular update. Keep internal stakeholders informed on government's programmes and policies. Ensure smooth running of internal communication channels. Manage staff and resources.
<u>ENQUIRIES</u>	:	Mr P Siko Tel No: 018 388 1426
<u>POST 39/289</u>	:	<u>ASSISTANT DIRECTOR: MEDIA RELATIONS REF NO: SD/34/08/2021</u> Chief Directorate: Corporate Services
<u>SALARY</u>	:	R376 596 per annum (Level 09)
<u>CENTRE</u>	:	Provincial Head Office (Mahikeng)
<u>REQUIREMENTS</u>	:	Grade 12. Bachelor's Degree or National Diploma in Communications/ Public Relations/ Journalism or equivalent qualification. 3- 5 years' experience in Media and Communications of which 2 years must be at supervisory level. A Valid driver's license. Competencies: Sound knowledge of Government Communication. Knowledge of Communications Strategy. Sound written and verbal communication. Analytical skills. Computer Literacy. Interpersonal Skill. Presentation skills.
<u>DUTIES</u>	:	Develop communication material including press releases, media advisories, opinion pieces. Provide effective media liaison services to local and mainstream media. Monitoring press coverage and distributing to internal contacts. Update departmental social media networks. Coordinate the media during events. Strengthen relations with media. Increase profiling of departmental programmes and services in the media environment. Assist in implanting media activities. Monitor print, broadcast and online media reports so as to respond effectively to issues within the communication environment. Update and produce media reports. Prepare media responses on matters relating to the department. Manage staff and resources.
<u>ENQUIRIES</u>	:	Mr P Siko Tel No: 018 388 1426
<u>POST 39/290</u>	:	<u>ASSISTANT DIRECTOR: CORPORATE EVENTS MANAGEMENT AND STAKEHOLDER RELATIONS REF NO: SD/36/08/2021</u> Chief Directorate: Corporate Services
<u>SALARY</u>	:	R376 596 per annum (Level 09)
<u>CENTRE</u>	:	Provincial Head Office (Mahikeng)
<u>REQUIREMENTS</u>	:	Grade 12. Bachelor's Degree or National Diploma in Communications Studies / Public Relations or equivalent qualification. Project Management will be an

		added advantage. 3- 5 years' experience in Media and Communications of which 2 years must be at supervisory level. A Valid driver's license. Competencies: Sound knowledge of Government Communication. Knowledge of Communications Strategy. Sound written and verbal communication. Analytical skills. Computer Literacy. Interpersonal Skill. Presentation skills. Project Management. Planning.
<u>DUTIES</u>	:	Provide administrative support to the Deputy Director. Assist in compiling departmental calendar events. Provide events management support to departmental events. Coordinate production of promotional material for exhibitions. Market the Department through branding. Assisting on managing media production. Coordinate the design of promotional items. Assist in setting up exhibition stalls during events. Manage staff and resources.
<u>ENQUIRIES</u>	:	Mr P Siko Tel No: 018 388 1426
<u>POST 39/291</u>	:	<u>SOCIAL WORK POLICY DEVELOPER: ALTERNATIVE CARE REF NO: SD/18/08/2021</u> Chief Directorate: Social Welfare Services
<u>SALARY CENTRE REQUIREMENTS</u>	:	Grade 1: R363 801 per annum, OSD, an all-inclusive remuneration package Provincial Office (Mahikeng) Grade 12. Bachelor's Degree in Social Work that allows professional registration with SACSSP. A minimum of eight years' experience in Social Work after registration as Social Work with SACSSP. Proof of payment of annual fees for current cycle and Registration Certificate must be attached to the application form. Valid driver's Licence. Competencies: Extensive knowledge of Children's Act 38 of 2005 as amended and related legal prescripts. Report writing, Planning and organizing skills, time management, good communication and interpersonal skills, computer literacy, teamwork and collaboration skills. Work ethics.
<u>DUTIES</u>	:	Coordinate implementation of temporary safe care programme. Participate in inter Sectoral forum for child protections forums. Serve as a liaison with National Compliance structures. Support implementation of National foster care action plan. Coordinate reporting in accordance with prescribed frameworks.
<u>ENQUIRIES</u>	:	Ms T Koena Tel No: 018 388 2021
<u>POST 39/292</u>	:	<u>SOCIAL WORK POLICY DEVELOPER – CAPACITY BUILDING AND EPWP REF NO: SD/ 21/08/2021</u> Chief Directorate: Specialist Social Services
<u>SALARY CENTRE REQUIREMENTS</u>	:	Grade 1: R363 801 per annum, OSD Provincial Office (Mahikeng) Grade 12. Bachelor's Degree in Social Work that allows professional registration with SACSSP. A minimum of eight years' experience in Social Work after registration as Social Work with SACSSP. Relevant and practical experience in the field of HIV & AIDS. Proof of payment of annual fees for current cycle and Registration Certificate must be attached to the application form. Valid driver's license. Competencies: Knowledge of relevant legislation frameworks and policies in the field of social welfare services, including the National HIV & AIDS strategic plan on 2017-2022, National HCBC norms and standards, PFMA and Ministerial determination. Knowledge and understanding of financial and project management. Good management skills, organizing, planning, communication and presentation skills. Extensive experience in capacity building.
<u>DUTIES</u>	:	Develop skills audit and questionnaire or tool. Consult and conduct skills audit. Analyse skills audit and compile. Identify programmes to address training gaps. Develop and implement training methods and schedule. Identify training opportunities available for NPO employees. Providing training materials for in house training. Develop and implement capacity building schedule and programmes Norms and Standards, PSS Guideline and M&E. Facilitate signing of training learner agreements (Accredited training). Develop a training monitoring tool. Monitor the delivery of training programmes in line with Directorate training plan. Evaluate training programmes to assess return on investment. Facilitate collection of data at Social Protection organizations by EPWP M & E Worker. Verifying and validate Social Protections organizations data collected by EPWP M & E Workers. Participating in NDPW (Training Unit) meetings. Compile reports. Supervise staff.

ENQUIRIES : Ms T Molebatsane Tel No: 018 388 1629

POST 39/293 : **SOCIAL WORK POLICY DEVELOPER – HCBC SUPPORT REF NO: SD/ 22/08/2021**
Chief Directorate: Specialist Social Services

SALARY CENTRE REQUIREMENTS : Grade 1: R363 801 per annum, OSD
: Provincial Office (Mahikeng)
: Grade 12. Bachelor’s Degree in Social Work that allows professional registration with SACSSP. A minimum of eight years’ experience in Social Work after registration as Social Work with SACSSP. Relevant and practical experience in the field of HIV & AIDS. Proof of payment of annual fees for current cycle and Registration Certificate must be attached to the application form. Valid driver’s license. Competencies: Knowledge of relevant legislation frameworks and policies in the field of social welfare services, including the National HIV & AIDS strategic plan on 2017-2022, National HCBC norms and standards, PFMA and Ministerial determination. Knowledge and understanding of financial and project management. Good management skills, organizing, planning, communication and presentation skills. Extensive experience in capacity building.

DUTIES : To facilitate the implementation and monitoring of HCBC Social Protection Programmes. Development and review of policies, guidelines and Norms and Standards. Capacitation of funded NPO’s on Guidelines for Social Protection. Supervision of supervisees and assessment of performance. Ensure monitoring and evaluation of HIV and AIDS funded sites.

ENQUIRIES : Ms T Molebatsane Tel No: 018 388 1629

POST 39/294 : **SOCIAL WORK POLICY DEVELOPER-COMMUNITY BASED CARE SERVICES REF NO: SD/ 23/08/2021**
Chief Directorate: Specialist Social Services

SALARY CENTRE REQUIREMENTS : Grade1: R363 801 per annum, OSD
: Provincial Office (Mahikeng)
: Grade 12. Bachelor’s Degree in Social Work that allows professional registration with SACSSP. A minimum of eight years’ experience in Social Work after registration as Social Work with SACSSP. Relevant and practical experience in the field of Social Work. Proof of payment of annual fees for current cycle and Registration Certificate must be attached to the application form. Valid driver’s license. Competencies: Knowledge and understanding of the Business Planning process for Older Persons Programme. Knowledge of the Older Persons Act 13 of 2006 and related legislation. Knowledge and understanding of Project management, Social Development policies and legislation, Policy on performance management and development system, Public Financial Management Act, 1999 (PFMA) relevant financial management policies and practices and other relevant Policies and Legislation. Competency in building and working with a team. Acceptance and responsibility. Interpersonal Relations. Flexibility.

DUTIES : Development of Concept documents for Advocacy and awareness programme. Monitoring and Evaluation of funded organizations. Capacity Building of staff and partners pertaining to Older Persons programme. Development of Policy, guidelines and frameworks relevant to Older Persons Programme. Registration of Residential and community based care services. Provide prompt response to Auditor General and Provincial Internal Audit. Liaison with organizations.

ENQUIRIES : Ms B Mabejane Tel No: 018 388 1639

POST 39/295 : **SOCIAL WORK POLICY DEVELOPER – STATUTORY SERVICES REF NO: SD/ 24/08/2021**
Chief Directorate: Specialist Social Services

SALARY CENTRE REQUIREMENTS : Grade1: R363 801 per annum, OSD
: Provincial Office (Mahikeng)
: Grade 12. Bachelor’s Degree in Social Work that allows professional registration with SACSSP. A minimum of eight years’ experience in Social Work after registration as Social Work with SACSSP. Relevant and practical experience in the field of Social Work. Proof of payment of annual fees for current cycle and Registration Certificate must be attached to the application

form. Valid driver's license. Competencies: Knowledge and understanding of the Business Planning process for Older Persons Programme. Knowledge of the Older Persons Act 13 of 2006 and related legislation. Knowledge and understanding of Project management, Social Development policies and legislation, Policy on performance management and development system, Public Financial Management Act, 1999 (PFMA) relevant financial management policies and practices and other relevant Policies and Legislation. Competency in building and working with a team. Acceptance and responsibility. Interpersonal Relations. Flexibility.

DUTIES : Development of Concept documents for Advocacy and awareness programme. Monitoring and Evaluation of funded organizations. Capacity Building of staff and partners pertaining to Older Persons programme. Development of Policy, guidelines and frameworks relevant to Older Persons Programme. Registration of Residential and community based care services. Provide prompt response to Auditor General and Provincial Internal Audit. Liaison with organizations.

ENQUIRIES : Ms B Mabejane Tel No: 018 388 1639

POST 39/296 : **SENIOR ADMIN OFFICER: STRATEGIC PLANNING REF NO: SD/28/08/2021**
Chief Directorate: Corporate Services

SALARY : R316 791 per annum (Level 08)
CENTRE : Provincial Head Office (Mahikeng)
REQUIREMENTS : Grade 12. Bachelor's Degree in Public Administration / Social Sciences or equivalent qualification. Two years' experience in Strategic Planning and Policy Development Environment. A valid driver's license. Competencies: Extensive knowledge of legislation applicable to strategic planning, monitoring and evaluation, policy development. Knowledge of the public Service Act, Treasury Regulations, Computer literacy. Sound organizational interpersonal skills. Ability to work under pressure.

DUTIES : Provide technical assistance in the development of departmental annual performance plan and strategic plan. Provide support in the coordination of departmental planning forums. Develop guidelines and framework for strategic planning and operational planning. Facilitate the implementation of Annual Performance Plan. Provide support and Technical assistance during performance information verifications and validations. Provide administrative support in the coordination of activities of the departmental policy development forum. Coordinate the development, implementation and review of the departmental policies. Maintain and update the departmental policy database.

ENQUIRIES : Ms N Dila Tel No: 018 388 1642

POST 39/297 : **COMMUNITY DEVELOPMENT POLICY DEVELOPER REF NO: SD/27/08/2021**
Chief Directorate: Community Development

SALARY : Grade 1: R307 569 per annum, OSD
CENTRE : Provincial Head Office (Mahikeng)
REQUIREMENTS : Grade 12. An appropriate three-year tertiary qualification in Developmental Studies/Community Development / Social Sciences or equivalent qualification. A minimum of 8 years recognizable experience in Community Development after obtaining the required qualification. Experience in Sustainable livelihoods will be an added advantage. Valid driver's license. Competencies: Knowledge of relevant legislation frameworks and policies in the Public Service. Knowledge and understanding of financial and project management. Good management skills, organizing, planning, communication and presentation skills. Organizing, planning, communication and presentations skills. Experience in coordination and integration services.

DUTIES : Review, develop, interpret, apply, provide guidance, analyse impact of community development policies. Liaise and interact with various Community Development Policies. Liaise and interact with various community development structures to facilitate collaboration and establish partnerships to ensure sustainability of development actions within the community. Conduct research relating to community development work. Managing Community Development projects. Coordinate the identification, facilitation and implementation of integrated development interventions in partnership with other relevant stakeholders through the efficient, effective and economical

		utilization of resources by the service delivery areas. Coordinates and manage community development service delivery areas to ensure that an efficient and effective community development service is delivered through the proper utilization of human, financial and physical resources. Keep up to date with new developments in the community development and management fields to enhance service delivery.
<u>ENQUIRIES</u>	:	Ms DG Ramosime-Mokgoro Tel No: 018 388 2989
<u>POST 39/298</u>	:	<u>ADMIN OFFICER: LEGISLATION AND ADOPTION REF NO: SD/20/08/2021</u> Chief Directorate: Social Welfare Services
<u>SALARY</u>	:	R257 508 per annum (Level 07)
<u>CENTRE</u>	:	Provincial Head Office (Mahikeng)
<u>REQUIREMENTS</u>	:	Grade 12. National Diploma in Office Administration or equivalent qualification. 2- 3 Years' experience in Public Service or Office environment. Knowledge of Financial management. Driver's license will be added advantage. Competencies: Report writing, Planning and organizing skills, time management, good communication and interpersonal skills, computer literacy, teamwork and collaboration skills. Work ethics. Knowledge of Batho Pele Principles. Good telephonic etiquette. Computer literacy. Planning and Organizational skill. High level of reliability. Interpersonal relation. Flexibility and Minutes writing.
<u>DUTIES</u>	:	Provide administrative support to the sub directorate. Ensure effective and efficient procurement processes. Ensure that all supporting documentation are maintained by the sub programme to facilitate managerial and financial accountability. Do the necessary logistics including bookings arrangement of meetings, workshops and seminars. Handle office correspondence and distribute accordingly. Create and update databases. Manage sub directorate record keeping and filing.
<u>ENQUIRIES</u>	:	Ms T Koena Tel No: 018 3882021
<u>POST 39/299</u>	:	<u>RESEARCH ASSISTANT REF NO: SD/30/08/2021</u> Chief Directorate: Corporate Management
<u>SALARY</u>	:	R173 703 per annum (Level 05)
<u>CENTRE</u>	:	Provincial Head Office (Mahikeng)
<u>REQUIREMENTS</u>	:	Grade 12. Bachelor's Degree in Public Administration / Social Sciences related equivalent tertiary qualification will be an added advantage. At least one year experience in Policy, Research and Evaluation environment. Published research work in journals. A valid driver's license. Competencies: Knowledge of legislation applicable to strategic planning, monitoring and evaluation, policy development. Knowledge of the public Service Act, Treasury Regulations, Computer literacy. Sound organizational interpersonal skills. Ability to work under pressure.
<u>DUTIES</u>	:	Provide assistance in research and evaluation activities. Undertaking data collection, capturing and analysis. Undertake literature review. Make logistical arrangement for fieldwork, prepare research materials and questionnaires. Prepare permission letters for stakeholders conducting research in the Department. Conduct monitoring for all approved research and evaluation in the Department. Provide general administrative support to the Sub-Directorate.
<u>ENQUIRIES</u>	:	Dr M Motshedi Tel No: 018 388 2556
<u>POST 39/300</u>	:	<u>REGISTRY CLERK REF NO: SD/31/08/2021</u> Chief Directorate: MEC Support
<u>SALARY</u>	:	R173 703 per annum (Level 05)
<u>CENTRE</u>	:	Provincial Head Office (Mahikeng)
<u>REQUIREMENTS</u>	:	Grade 12, at least one year experience in Records Management. Competencies: Record keeping and archive procedures. Basic computer skills. Knowledge of the National Archives Act and the MIS prescripts and procedures. Good communication skills. Proven ability to prioritise tasks, ability to work independently with confidential information, Computer literacy. Sound organizational interpersonal skills.
<u>DUTIES</u>	:	Ensure the smooth, efficient and effective flow of documents (receive and distribute) between the office of the executive authority, the department and other structures like cluster committees, external role players, etc. Receive and distribute post and documents. Record documents in the required

databases/registers. File all documents in accordance with the relevant prescripts like the National Archives Act and the MIS prescripts. Render a general support function in the office of the executive authority. Render assistance with logistical arrangements. Assist with the distribution of Cabinet/Executive Council memoranda. Assist with document reproduction and facsimile services. Control stocks and stationary as chief user clerk for the executive authority's office. Study the relevant Public Service and departmental prescripts/policies and other documents and ensure that the application thereof is understood properly. Remain up to date regarding the applicable prescripts/policies and procedures that apply to his/her work terrain. Remain abreast with the procedures and processes applicable to the office of the executive authority.

ENQUIRIES

: Mr N Mabile Tel No: 018 3882040

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

- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- CLOSING DATE** : 22 November 2021
- NOTE** : Only applications submitted online at: www.westerncape.gov.za/jobs or <https://westerncapegov.erecruit.co> will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16.00. Should you experience any difficulties with your online application you may contact the helpline at 0861 370 214. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POSTS

- POST 39/301** : **STATE VETERINARIAN: EXPORT CONTROL (VETERINARY SERVICES)**
REF NO: AGR 45/2021

- SALARY** : R733 257 per annum (Level 11), (all-inclusive salary package)
- CENTRE** : Department of Agriculture, Western Cape Government
- REQUIREMENTS** : An appropriate Bachelor of Veterinary Science (BVSc/BVMCh or equivalent qualification) recognised by the South African Veterinary Council; Compulsory registration as a Veterinarian with the South African Veterinary Council (SAVC); A minimum of 1 year post qualification experience; A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Meat Safety Act, 2000 (Act 40 of 2000) and the regulations and policy pertaining to this act; Ante-mortem and post-mortem examinations of animals/birds, with special reference to zoonotic or other conditions that may affect humans; International requirements regarding meat safety, in particular requirements of the Codex Alimentarius Commission; Animal Disease Act, 1984 (Act 35 of 1984); Auditing of food establishment; Pathology; Asset management; Personnel management; Proven Communication (written and verbal) skills; Ability to: Work independently in a team; Work accurately and precisely; Work under stressful conditions.
- DUTIES** : Monitoring of the procedures and processes at the abattoirs, food processing and animal by-product processing establishments to ensure compliance with national and international requirements for export; Certification of exports of live animals, meat, meat products and animal products; Implementation of remedial and control actions if export requirements are not met; Record keeping and reporting of activities and export data as required; Participation in provincial export product safety programmes.

- ENQUIRIES** : Dr V Henwood at Tel No: (021) 808 5377
- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

- POST 39/302** : **PROFESSIONAL CIVIL ENGINEER (PRODUCTION LEVEL);**
SUSTAINABLE RESOURCE MANAGEMENT (ENGINEERING SERVICES)
– REF NO: AGR 60/2020 R1 (X2 POSTS)

- SALARY** : Grade A: R718 059 - R766 278 per annum, (OSD as prescribed)
Grade B: R809 631 - R872 220 per annum, (OSD as prescribed)
Grade C: R925 734 - R1 090 458 per annum, (OSD as prescribed)
- CENTRE** : Department of Agriculture, Western Cape Government
- REQUIREMENTS** : Engineering Degree (B Eng/ BSC (Eng)) in Civil Engineering; A minimum of 3 years post qualification engineering experience in water and irrigation is required; Compulsory registration with ECSA as a Professional Engineer; A valid code B driving licence. Competencies: Knowledge of the following: Water and irrigation engineering; Programme and project management; Engineering

- design and analysis; Research and development; Computer-aided engineering applications; Legal compliance; Technical report writing; Creating high performance culture; Professional judgement; Networking; Decision making skills; Customer focus and responsiveness; Financial management; Planning and organising skills; Ability to work under pressure; Written and verbal communication skills.
- DUTIES** : Water and irrigation engineering; Design new systems to solve practical engineering challenges and improve efficiency and enhance safety; Plan, design, operate and maintain engineering projects; Human capital development; Ensure training and development of technicians, technologists and candidate engineers to promote skills/knowledge transfer and adherence to sound engineering principles and code of practice; Office administration and budget planning; Manage resources and prepare and consolidate inputs for the facilitation of resource utilisation; Research and development; Continuous professional development to keep up with new technologies and procedures.
- ENQUIRIES** : Mr P Keuck at Tel No: (021) 808 5340

DEPARTMENT OF CULTURAL AFFAIRS AND SPORT

- CLOSING DATE** : 22 November 2021
- NOTE** : Only applications submitted online will be accepted. All shortlisted candidates must make themselves available to be interviewed at a date, time and place as decided by the selection panel. Please ensure that you submit your application on or before the closing date as no late applications will be considered. The selection process will be guided by the EE targets of the employing department. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16.00. Should you experience any difficulties with your online application you may contact the helpline at 0861 370 214. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS Competency Assessment tools. The nominated candidate will be required to complete the Senior Management Pre-Entry Programme before they may be appointed into this post. The purpose of the Senior Management Pre-Entry Programme, which is a public service specific training programme applicable to all applicants who aspire to join the SMS, is to ensure that potential SMS members have a background on processes and procedures linked to the SMS. The duration of the online Pre-Entry Programme is 120 notional hours (15 days). Full details may be sourced by the following link: <https://www.thensg.gov.za/training-course/sms-preentryprogramme/> Furthermore, thanks to the huge public interest we receive many applications for our positions, and as such will not be able to respond personally to all applications. Therefore, should you not hear from us within 10 weeks from close of advert please consider your application unsuccessful.

MANAGEMENT ECHELON

- POST 39/303** : **DIRECTOR: ENTERPRISE CONTENT MANAGEMENT REF NO: CAS 48/2021**
(12 Month Contract Position)
- SALARY CENTRE REQUIREMENTS** : R1 057 326 per annum (Level 13), (all-inclusive salary package)
: Department of Cultural Affairs and Sport Western Cape Government
: An appropriate Degree (NQF 7) in Information Technology/Systems; Minimum of 6 years middle management experience; and The successful completion of the Senior Management Pre-entry Programme. Recommendation: Experience in Management and Administration of a training environment; Project Management; Enterprise Management and ECM Support; Training Software especially ECM based; Document Management System; and Driver's license. Competencies: Applied Strategic Thinking; Creative Thinking; Decision Making; Computer Literacy; Problem-solving; and Communication skills.
- DUTIES** : Develop a Provincial ECM Strategy; Plan and roll out of ECM in the Western Cape Government; Project manage the roll out of ECM in Provincial

Departments; Strategic Management; Financial Management; and People Management.

ENQUIRIES : Mr Guy Redman at Tel No: (021) 483 9508
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

OTHER POSTS

POST 39/304 : **DEPUTY DIRECTOR: ENTERPRISE CONTENT MANAGER, REF NO: CAS 45/2021**
(12 Month Contract Position)

SALARY : R733 257 per annum (Level 11), (all-inclusive salary package)
CENTRE : Department of Cultural Affairs and Sport, Western Cape Government
REQUIREMENTS : An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher) in Information Technology, Information Systems or related; A minimum of 3 years management level experience in an ICT training environment; A valid driving license (Code B or higher). Note: People with disabilities that restrict driving abilities but have reasonable access to transport may also apply. Recommendation: Experience in the following: Management and Administration of a training environment; Project Management; Enterprise Management and ECM Support; Training Software especially ECM based; Document Management System. Competencies: Knowledge of the following: Applicable legislation; Project management; Contract management. Skills Needed: Communication (written and verbal); Innovative problem-solving; Strategic thinking; applied strategic thinking; Creative thinking; Decision making; Computer literacy; Problem-solving.

DUTIES : Plan ECM roll out: Develop and ensure approval of high-level project plan; Control and co-ordinate the implementation and roll out of ECM: Plan, organise, assign personnel to projects and control activities of subordinates; Develop ECM policies, guidelines, support model and capacity in the WCG; People Management; Financial Management.

ENQUIRIES : Ms N. Dingayo at Tel No: (021) 483 0452
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

NOTE : Only applications submitted online at: www.westerncape.gov.za/jobs or <https://westerncapegov.erecruit.co> will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16:00. Should you experience any difficulties with your online application you may contact the helpline at 0861 370 214. Please ensure that you submit your application before the closing date as no late applications will be considered.

CLOSING DATE : 22 November 2021

POST 39/305 : **ADMINISTRATIVE OFFICER: ENTERPRISE CONTENT MANAGEMENT REF NO: CAS 46/2021**
(12 Month Contract Position)

SALARY : R257 508 per annum (Level 07), plus 37% in lieu of service benefits
CENTRE : Department of Cultural Affairs and Sport, Western Cape Government
REQUIREMENTS : An appropriate 1–2-year post school qualification (Diploma/Advance Certificate or equivalent); A minimum of 3 years relevant experience. Recommendation: A valid code B (or higher) driving license. Competencies: Working Knowledge of the following: Management and Administration of a training environment; Project Management; Enterprise Management and ECM Support; Training Software especially ECM based; Document Management System; Skills in the following: Problem Solving; Computer Literacy; Decision Making; People Development; Communication (written and verbal) and report writing.

DUTIES : Render line administrative support services; Co-ordinate Monitoring & Evaluation activities and maintain relevant systems; Provide support to the

- Directorate w.r.t Supply Chain Management and budget management; Render advice and liaison with respect to administrative matters; People Management.
- ENQUIRIES APPLICATIONS** : Ms A Kupe at Tel No: (021) 483 0411
- Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- NOTE** : Only applications submitted online at: www.westerncape.gov.za/jobs or <https://westerncapegov.erecruit.co> will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16.00. Should you experience any difficulties with your online application you may contact the helpline at 0861 370 214. Please ensure that you submit your application before the closing date as no late applications will be considered.
- CLOSING DATE** : 22 November 2021
- POST 39/306** : **ADMINISTRATION CLERK: CORPORATE SERVICES RELATIONS MANAGEMENT REF NO: CAS 47/2021**
- SALARY CENTRE REQUIREMENTS** : R173 703 per annum (Level 05)
 Department of Cultural Affairs and Sport, Western Cape Government
 Senior Certificate (Grade 12 or equivalent qualification). Recommendation: Relevant administrative experience/exposure within the Corporate Service Centre (CSC)/ Corporate Service Relations Management environment. Competencies: Knowledge of the following: Human Resource Policies; HR systems and directives; Application of relevant legislation; General support; Registry tasks; Personal and Salary System (PERSAL) or similar; Skills in the following: Computer literacy in MS Office Package (Word, Excel, PowerPoint); Communication skill (written and verbal); Analytical thinking; Ability to work independently and as part of a team.
- DUTIES** : Render general clerical support and office administrative services to the Corporate Services Relations Management Unit; Sort and register incoming and outgoing correspondence; Maintaining a filing system; Document management; Database management; Assist with human resource related queries from employees within the department; Facilitate daily follow-ups on outstanding documents with the Corporate Services Centre (CSC) as well as within the department; Provide logistical support within the component; Provide personnel administration clerical support services within the component.
- ENQUIRIES APPLICATIONS** : Ms B Isaacs at Tel No: (021) 483 9601
- Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- NOTE** : Only applications submitted online at: www.westerncape.gov.za/jobs or <https://westerncapegov.erecruit.co> will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16.00. Should you experience any difficulties with your online application you may contact the helpline at 0861 370 214. Please ensure that you submit your application before the closing date as no late applications will be considered.
- CLOSING DATE** : 22 November 2021

DEPARTMENT OF ECONOMIC DEVELOPMENT AND TOURISM

- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- CLOSING DATE** : 22 November 2021
- NOTE** : Only applications submitted online at: www.westerncape.gov.za/jobs or <https://westerncapegov.erecruit.co> will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE

targets of the employing department. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16:00. Should you experience any difficulties with your online application you may contact the helpline at 0861 370 214. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POSTS

POST 39/307 : **ASSISTANT DIRECTOR: ENTERPRISE DEVELOPMENT REF NO: DEDAT 23/2021**

SALARY CENTRE : R376 596 per annum (Level 09)
: Department of Economic Development and Tourism, Western Cape Government

REQUIREMENTS : An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher qualification) in Economics/Business/Project management or related field; A minimum of 3 years' experience in Enterprise or SMME (Small, Medium and Micro-Enterprise) related environments. Recommendation: A postgraduate qualification; A valid driving licence (Code B or higher). Competencies: Knowledge of the following: Public Sector Procurement as a tool for SMME development (access to markets); Government processes and procedures; Business development support measures; Project management; Excellent written and verbal skills; Computer Literacy; Communication skills (written and verbal); Problem solving; Network and business linkages; Impact and influence.

DUTIES : Provide support in the following areas: Building and strengthening partnerships to provide businesses development support services; Initiatives to enable small business access to non-financial and financial support; Implementation of initiatives to provide opportunities (e.g. access to markets) for small businesses; Implementation of initiatives to enhance entrepreneurship within the region; Initiatives to identify specific gaps and/or blockages and refer to relevant components; Support the development of initiatives to improve the enabling environment for businesses through government interaction; Implementation of business innovation strategies and policies.

ENQUIRIES : Mr D Damons at Tel No: (021) 483 4934

POST 39/308 : **ASSISTANT DIRECTOR: ENTERPRISE DEVELOPMENT REF NO: DEDAT 24/2021**

SALARY CENTRE : R376 596 per annum (Level 09)
: Department of Economic Development and Tourism, Western Cape Government

REQUIREMENTS : An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher qualification) in Economics/Business/Project management or related field; A minimum of 3 years' experience in Enterprise or SMME (Small, Medium and Micro-Enterprise) related environments. Recommendation: A postgraduate qualification; A valid driving licence (Code B or higher). Competencies: Knowledge of the following: Business analysis and financial interpretation as a tool for SMME development; Government processes and procedures; finance products and incentives in both the public and private sector; Project management; Excellent written and verbal skills; Computer Literacy; Communication skills (written and verbal); Problem solving; Network and building bonds; Impact and influence.

DUTIES : Provide support in the following areas: Building and strengthening partnerships to provide business development support services; Initiatives to enable small business access to non-financial and financial support; Initiatives to identify specific gaps and/or blockages and refer to relevant components; Support the development of initiatives to improve the enabling environment for business through government interaction; Implementation of business innovation strategies and policies.

ENQUIRIES : Mr S Davids at Tel No: (021) 483 9112

POST 39/309 : **STATE ACCOUNTANT: FINANCIAL ACCOUNTING REF NO: DEDAT 20/2021**

SALARY : R316 791 per annum (Level 08)

- CENTRE** : Department of Economic Development and Tourism, Western Cape Government
- REQUIREMENTS** : An appropriate 3-year tertiary qualification (National Diploma/ B-Degree or higher) in Accounting; A minimum of 1 year relevant experience in a financial accounting environment. Recommendation: A valid code B (or higher) driving license. Competencies Knowledge of the following: Sound knowledge and experience on Basic Accounting System (BAS) and PERSAL system; Sound knowledge of Treasury Regulations, Financial accounting process, Generally Recognised Accounting Principles (GRAP), Generally Accepted Accounting Principles (GAAP), Public Service Act and Public Finance Management Act (PFMA); Skills in the following: Communication (verbal and written) skills: High level of computer literacy (MS Office), especially high level of excel capability and Managing databases in excel; Ability to work in a team, Ability to work under pressure and to cope with a high workload.
- DUTIES** : Maintenance and review of weekly batches, databases and state monies; Management of journals; Verification of batch control; Preparation of annual and interim financial statements.
- ENQUIRIES** : Ms A Johardien at Tel No: (021) 483 9137

DEPARTMENT OF ENVIRONMENTAL AFFAIRS AND DEVELOPMENT PLANNING

- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- CLOSING DATE** : 22 November 2021
- NOTE** : Only applications submitted online at: www.westerncape.gov.za/jobs or <https://westerncapegov.erecruit.co> will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16.00. Should you experience any difficulties with your online application you may contact the helpline at 0861 370 214. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POST

- POST 39/310** : **ENVIRONMENTAL OFFICER (SPECIALISED PRODUCTION): POLICY INTEGRATION REF NO: EADP 16/2021**
- SALARY** : R402 045 per annum, (OSD as prescribed)
- CENTRE** : Department of Environmental Affairs and Development Planning, Western Cape Government
- REQUIREMENTS** : An appropriate Honours Degree (or higher) in Environmental Management, Natural Sciences, Law, Planning, Environmental Sciences or related fields; A valid driving licence (code B or higher). Recommendation: Legal qualification and experience related to environmental management and development planning; Courses in policy formulation and law reform; Proven years of experience in Planning and environmental legislation and policies, policy and law reform processes related to development planning and environmental management; Strategic initiatives, such as policy and law reform and spatial planning. Competencies: Knowledge and experience in the following: Development planning and environmental legislation; Integrated planning processes; Law reform and the formulation of policy; Government administrative processes and procedures; Project management; Skills needed: Computer Literacy; Communication (written and verbal); Report writing. Ability to: Meet strict deadlines; Work well within a team; Work under pressure and independently.
- DUTIES** : Policy research and analysis; Coordination of and participation in policy and law reform processes; Specialist's policy advice, awareness raising and capacity building related to policy, legislation and strategic planning; Stakeholder engagements and communication related to policy, legislation and strategic issues; Project Management.
- ENQUIRIES** : Ms A. Rossouw at Tel No: (021) 483 2900

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 39/311 : **HEAD: CLINICAL UNIT (ADULT CARDIOLOGY)**

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

CENTRE REQUIREMENTS : Tygerberg Hospital, Parow Valley
Minimum educational qualification: Appropriate qualification that allows registration with the HPCSA as a Medical Specialist in Cardiology (Adult). Registration with a professional council: Registration with the HPCSA as Medical Sub-Specialist in Cardiology (Adult). Experience: A minimum of 3 years appropriate experience as a Medical Specialist after registration with the HPCSA as a Medical Specialist in Cardiology (Adult).

DUTIES : Lead, administer and manage the adult Cardiology Division / cardiology services of the hospital (also ensuring appropriate clinical governance) and outreach cardiology services in the hospital's referral area. Lead and provide teaching and training of undergraduate and postgraduate students in cardiology as well as supervision of post graduate students. Lead a cardiology research program.

ENQUIRIES APPLICATIONS : Prof H Reuter Tel No: (021) 938-9081 / Dr M Mukosi, Tel No: (021) 938-4136
Applicants apply online: www.westerncape.gov.za/health-jobs (click "online Applications")

NOTE : No payment of any kind is required when applying for this post. The successful candidate will also be The Head of Division of Cardiology at Tygerberg Hospital and Stellenbosch University Faculty of Medicine and Health Sciences. Competencies (knowledge/skills): Appropriate experience in an academic environment with managerial experience. Independent research experience with publication and related research output. Experience in undergraduate and post-graduate teaching. Superior appropriate clinical, communication and managerial skills, and appropriate related knowledge. Leadership of the Division of Cardiology (see "Note" below). Ability to provide teaching and clinical training to undergraduate and postgraduate students. A doctoral qualification (PhD) is recommended. International reputation as a leader in the field of cardiology. A personal record of having attracted funding through clinical studies and research grants. Insight into the challenges and opportunities for advancing health care in South Africa and Africa. National and international reputation as a leader in the field of cardiology

CLOSING DATE : 19 November 2021

POST 39/312 : **PHARMACY SUPERVISOR GRADE 1**
Cape Winelands Health District

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

CENTRE REQUIREMENTS : Worcester CDC
Minimum educational qualification: Basic qualification accredited with the South African Pharmacy Council (SAPC) that allows registration with the SAPC as a Pharmacist. Registration with a professional council: Registration with the SAPC as a Pharmacist. Experience: A minimum of 3 years' appropriate experience after registration as a Pharmacist with the SAPC. Inherent requirement of the job: Valid (Code B/EB) driver's license. Willingness to register as a responsible Pharmacist. Competencies (knowledge/skills): Ability to communicate in at least two of the three official languages of the Western Cape. Computer literacy. Appropriate knowledge of National and Provincial Health policies and Pharmaceutical acts and laws. Appropriate ability to tutor Pharmacist's Assistants and/or Intern Pharmacists.

DUTIES : Manage the pharmacy in respect of staff, budget, equipment, stockholding and co-ordinate operations. Manage and supervise dispensing, dispense prescriptions to patients and oversee Chronic Dispensing Unit (CDU) processes. Supervise training, promotion of rational drug use, promotion of public health and education of patients and staff. Participate in Continued Professional Development (CPD). Represent pharmacy services at Sub-district management meetings.

ENQUIRIES : Mr C Williams Tel No: (023) 348-8115

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 and competency assessment.

CLOSING DATE : 19 November 2021

POST 39/313 : **ASSISTANT MANAGER NURSING (SPECIALTY: PAEDIATRICS)**

SALARY : R614 991 (PN-B2) per annum

CENTRE : Tygerberg Hospital, Parow Valley

REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. degree/diploma in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse and Midwife. Post-basic qualification with duration of at least 1 year accredited with the SANC in one of the following specialties: Child Nursing Science or Medical and Surgical Nursing Science: Oncology or Medical and Surgical Nursing Science: Orthopaedic Nursing or Medical and Surgical Nursing Science: Critical Care Nursing: Child. Registration with a professional council: Registration with the SANC as Professional Nurse and Midwife. Experience: A minimum of 10 years appropriate/recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 6 years of the period referred to above must be appropriate/ recognisable experience in the specific specialty after obtaining the 1-year post-basic qualification in the relevant specialty. At least 3 years of the period referred to above must be appropriate / recognisable experience at management level. Inherent requirement of the job: Will be required to work shifts, weekends and public holidays. Competencies (knowledge/skills): Ability to communicate in at least two of the three official languages of the Western Cape. Computer literacy in Ms Word and Excel. Knowledge of relevant legislation and policy related to this nursing specialty. Nursing Management skills. Strong leadership and good interpersonal communication skills. Good organisational skills and the ability to function in a team and under pressure.

DUTIES : Effective management and utilization of Human and Financial Resources to ensure optimal clinical and operational function in the area. Manage training, orientation, learning, professional growth and development and participation in research within the clinical environment. Support / deputise for the deputy manager nursing and support the Nursing department and the institution. The candidate will be responsible for management and co-ordination of clinical nursing care in the Paediatrics Department of the hospital.

ENQUIRIES : Ms F Marthinus Tel No: (021) 938-4055

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 : 19 November 2021

POST 39/314 : **SENIOR ADMINISTRATIVE OFFICER: SUPPLY CHAIN MANAGEMENT SYSTEMS (X2 POSTS)**
Directorate: Supply Chain Management

SALARY : R316 791 per annum

CENTRE : Head Office, Cape Town

REQUIREMENTS : Minimum educational qualification: An appropriate three-year National Diploma/Degree. Experience: Appropriate experience in Supply Chain Management systems, with proven project management/leadership experience within the SCM and Logistics environment. Inherent requirements of the job: Project Management/leadership. Data analysis and interpretation. Systems implementation. Informatics. Valid Code (B/EB) drivers' license. Competencies (knowledge/skills): Training on computerized systems. Advance Computer Literacy particularly in Word and Excel. Data analysis and reporting

- Organizing Skills Knowledge of procurement systems in Public Sector
 Conversant with the Department's procurement prescripts. Ability to
 communicate effectively (written and spoken) in at least two of the three official
 languages of the Western Cape. High level of excellence in accurate data
 capturing and recording. Teamwork and project management. Excellent
 human relations abilities and telephone skills. Training / knowledge transfer.
- DUTIES** : Identify and develop new electronic systems /or tools for the improvement in
 SCM operations. Project plan development and execution. Administration of
 the application platforms. Represent WCDOH in working groups related to any
 SCM systems integration. Human Resource Management. Compilation and
 Maintenance of departmental training manuals and procedures. On-going
 reporting on Projects.
- ENQUIRIES** : Mr J Coetzee Tel No: (021) 483-4302
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 : 19 November 2021
- POST 39/315** : **ADMINISTRATIVE OFFICER: FINANCE ADMIN**
 West Coast District
- SALARY** : R257 508 per annum
CENTRE : Swartland 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 Finance, Revenue, Patient Administration. Appropriate experience in budget
 and expenditure control. Appropriate experience in the management of Asset
 and Liability Accounts. Appropriate proven Supervisory experience. Inherent
 requirements of the job: Valid (Code B/EB) driver's license. Competencies
 (knowledge/skills): Knowledge and practical experience in BAS, Clinicom as
 well as good organisational, managerial, leadership skills and an aptitude for
 working with financial figures. Knowledge of relevant financial prescripts,
 departmental policies, delegations and procedures and Strong people
 management skills, ability to work in a team context and motivate team
 members. Computer literacy and thorough knowledge of computer systems
 (BAS, Clinicom and Account Receivable). Excellent communication skills
 (verbal and written) in at least two of the three official languages of the Western
 Cape. Knowledge of the Public Financial Management Act (PFMA), National
 and Provincial Treasury Regulations.
- DUTIES** : Ensure the effective and efficient application of Finance policies and
 processes. Accurate and timeous preparation of reports. Clearing Asset and
 Liabilities accounts. Authorise all Finance Transactions. Supervise Patient
 Administration, Medical Records, and Hospital Fees Departments. Manage all
 personnel under your control. Ensure sound labour practices are executed and
 implemented.
- ENQUIRIES** : Ms W Jasson Tel No: (022) 487 9200 ext 15
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 : 19 November 2021
- POST 39/316** : **STAFF NURSE: GRADE 1 TO 3**
 Overberg District
- SALARY** : Grade 1: R171 381 (SN-1) per annum
 Grade 2: R204 627 (SN-2) per annum
 Grade 3: R242 166 (SN-3) per annum
CENTRE : Barrydale Clinic, Swellendam Sub-district
REQUIREMENTS : Minimum educational qualification: Qualification that allows registration with
 the SANC as a Staff Nurse. Registration with a Professional Council:
 Registration with the SANC as enrolled Nurse. Experience: **Grade 1:** None.
Grade 2: A minimum of 10 years' appropriate/recognizable experience in
 nursing after registration with the SANC as Staff Nurse. **Grade 3:** A minimum
 of 20 years' appropriate/recognisable experience in nursing after registration

with the SANC as Staff Nurse. Competencies (knowledge/skills): Knowledge of nursing care processes and procedures, nursing statutes, and other relevant legal frameworks such as: Nursing Act, Health Act, Occupational Health and Safety Act. Patient Rights Charter, Batho-pele principles, Public Service Regulations, Labour Relations Act. Disciplinary Code and Procedure, Grievance Procedure, etc. Basic communication skills. Basic writing skills. Ability to function as part of a team. Basic interpersonal skills. Elementary facilitation skills.

DUTIES : Development and implementation of basic patient care plans. Provide basic nursing care. Effective utilization of resources. Maintain professional growth/ethical standards and self-development.

ENQUIRIES APPLICATIONS : Ms G Van der Westhuizen Tel No: (028) 514-8400
: Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")

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

CLOSING DATE : 19 November 2021

POST 39/317 : **HANDYMAN**
Victoria Hospital

SALARY : R145 281 per annum
CENTRE : Chief Directorate: Metro Health Services
REQUIREMENTS : Minimum requirement: Grade 10 (or equivalent). Experience: Appropriate experience and knowledge of: Carpentry, Electrical, Painting, Refrigeration, Plumbing, Mechanical and Glazing within a Health environment. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Must be prepared to work overtime and do standby duties at Victoria Hospital. Must be physically fit to perform duties as required. Competencies (knowledge/skills): Ability to work independently and under pressure. Good communication skills in at least two of the three official languages of Western Cape. Strict adherence to the Occupational Health and Safety Act.

DUTIES : All repairs and general maintenance of plant equipment and buildings in the hospital. Maintain plant rooms, equipment and work areas in a clean and safe condition. Assist Artisans with maintenance, repairs and installations projects. Complete and return repair requisitions and further keep record of all repairs. Assist in ordering and controlling the materials and workshop tools. Train and develop staff and clean areas where work has been carried out.

ENQUIRIES APPLICATIONS FOR ATTENTION : Mr G Turner Tel No: (021) 799-1252
: The Chief Executive Officer: Victoria Hospital, P/Bag X 2, Plumstead, 7201.
: Ms Z Peter

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

CLOSING DATE : 19 November 2021

POST 39/318 : **CLEANER**
Cape Winelands Health District

SALARY : R102 534 per annum
CENTRE : De Doorns CC, Breede Valley Sub District
REQUIREMENTS : Minimum requirement: Basic literacy and numeracy skills. Experience: Appropriate experience in cleaning. Inherent requirements of the job: Ability to lift/move heavy equipment and supplies and working at heights requiring the use of a stepladder. Rotate in different departments according to operational needs and requirements. Relieve groundsman duties when necessary. Competencies (knowledge/skills): Ability to effectively communicate in at least two of the three official languages of the Western Cape. Ability to operate machinery and equipment.

DUTIES : General cleaning and maintenance (i.e. sweeping, dusting, mopping, scrubbing, polishing, cleaning of windows and walls), refuse removal and cleaning of garbage bins daily, toilets, sluices and drains. Collect all litter from

- entrances, foyer and waiting areas daily. Ensure that cleaning equipment are clean after usage and securely stored. General maintenance of clinic grounds. Adhere to safety measures when handling waste. Relieve grounds man duties when necessary.
- ENQUIRIES APPLICATIONS** : Ms A Arendse Tel No: (023) 814-2212
- FOR ATTENTION NOTE** : The Director: Cape Winelands Health District Office, Private Bag X3079, Worcester, 6849.
- CLOSING DATE** : Ms JB Salie
- POST 39/319** : Candidates who are short-listed for interviews may be expected to complete a practical test. No payment of any kind is required when applying for this post.
- FOOD SERVICES AID** : 19 November 2021
- WEST COAST DISTRICT** : **FOOD SERVICES AID**
West Coast District
- SALARY CENTRE REQUIREMENTS** : R102 534 per annum
- : Sonstraal Hospital
- : Minimum requirement: Basic numeracy and literacy skills. Experience: Appropriate experience in a large food service unit. Inherent requirements of the job: Willingness to work shifts, overtime, weekends and public holidays. Physically fit to lift heavy objects and be on their feet the entire day. Competencies (knowledge/skills): Knowledge of hygiene, Occupational Health, HACCP and safety principals. Ability to communicate (verbal and written) in at least two of the three official languages of the Western Cape.
- DUTIES** : Assist in receipt, store of all provisions and stock in the food service unit. Prepare; produce all normal and therapeutic diets. Weigh, dish and distribute foods to the wards. Clean all areas, utensils and equipment in the Food Service Department. Adhere to Health and Safety prescripts, elementary control measures and standard operating procedures. Provide milk feeds to babies that are safe and made according to the Standard Operational Plan.
- ENQUIRIES APPLICATIONS FOR ATTENTION NOTE** : Mr HL Siegelaar Tel No: (021) 862-3176
- CLOSING DATE** : The Director: West Coast District, Private Bag X15, Malmesbury 7299.
- : Mr E Sass
- : No payment of any kind is required when applying for this post.
- : 19 November 2021
- POST 39/320** : **MANAGER: MEDICAL SERVICES (SESSIONAL APPOINTMENT)**
West Coast District
- SALARY CENTRE REQUIREMENTS** : R564.37 x 39 sessions per week
- : Cederberg Sub-district (Stationed at Citrusdal Hospital)
- : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Practitioner. Registration with professional council: Registration with the HPCSA as Medical Practitioner. Experience: A minimum of 3 years appropriate experience as a Medical Officer after registration with the HPCSA as Medical Practitioner. Inherent requirements of the job: Willingness and essential skills to do after hour's work. Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Ability to communicate in at least two of the three official languages of the Western Cape. Strong business orientation with proven skills and abilities in the clinical management of a health service. Proven management competencies specific to a health-care environment. Computer literacy (MS Word, Excel, PowerPoint, Outlook and Internet). Appropriate knowledge of managing clinical services.
- DUTIES** : Strategic and operational management of all health services in the Cederberg Sub-district, including PHC and district hospital services. Ensure safe clinical services and acceptable practices that comply with the professional laws of the country. Establish systems to manage risks and quality in the Cederberg Sub-district in order to ensure support of the patient centred experience, compliance to national core standards and ideal clinics / hospitals as well as improved information management. Ensure effective and efficient utilisation of allocated human, financial, infrastructure and health technology resources and support service delivery of all the health service platforms in the Cederberg Sub-district. Promote community involvement in the management of the Hospitals and Clinic Services and ensure the active functioning of the Hospital Boards.
- ENQUIRIES** : Ms C Bester Tel No: (022) 487-9211

- 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 competency testing.
- CLOSING DATE** : 19 November 2021

DEPARTMENT OF THE PREMIER

- CLOSING DATE** : 22 November 2021
- NOTE** : Only applications submitted online at: www.westerncape.gov.za/jobs or <https://westerncapegov.erecruit.co> will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16.00. Should you experience any difficulties with your online application you may contact the helpline at 0861 370 214. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POSTS

- POST 39/321** : **CHIEF NETWORK TECHNOLOGIST: HEALTH AND SOCIAL DEVELOPMENT REF NO: DOTP 51/2021**

- SALARY** : R376 596 per annum (Level 09)
- CENTRE** : Department of the Premier, Western Cape Government
- REQUIREMENTS** : An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher) in Information Technology; A minimum of 3 years' experience in the ICT environment or similar; A valid driving license (Code B or higher). Note: People with disabilities that restrict driving abilities but have reasonable access to transport may also apply. Recommendation: Experience in the following: Microsoft Windows Server; WAN and Internet connectivity; Network troubleshooting and desktop support. Competencies: Knowledge and experience of the following: Windows Networks and related software (Active directory, Windows 10, O365); Installation and support of various Internet connections; APs and other wireless technologies. Skills needed: Communication (verbal and written); Planning; Customer care. Ability to work independently and as part of a team.

- DUTIES** : Provide installations and specialist desktop support to network/LAN users; Support various Microsoft products (Active directory, Windows 10, Office 365); Carry out complex trouble shooting and resolving ICT challenges; Promoting IT risk awareness and creating an IT risk aware culture in the Provincial Department environments by ensuring that backups are regularly done, anti-virus is kept up to date, Windows updates are done and only approved software is installed; Supporting and installing broadband wired and wireless technologies; Liaising with vendors.

- ENQUIRIES** : Mr A. De Freitas at Tel No: (021) 483 8941
- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

- POST 39/322** : **ASSET MANAGEMENT OFFICER: ASSET MANAGEMENT REF NO: DOTP 42/2021**

- SALARY** : R316 791 per annum (Level 08)
- CENTRE** : Department of the Premier, Western Cape Government
- REQUIREMENTS** : An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher) in Public Finance/Internal Auditing or related; A minimum of 1-year relevant experience in an asset management/warehouse management/inventory management or similar environment; A valid code B (or higher) driving license. Recommendation: Postgraduate Degree in Accounting/Auditing/Finance or related field. Competencies: Good understanding of the following: Public Finance Management (PFMA); Supply Chain Management prescripts; Financial Accounting; Asset Management framework; Logistical Information System (LOGIS), or any other asset or inventory management system; Communication (verbal and written) skills;

Computer literacy in MS Office Package (Word, Excel, PowerPoint, Outlook); Client and goal orientated; Numeracy; Ability to work independently and as part of a team.

DUTIES : Attend to all administrative functions and physical activity in effectively managing the asset and inventory management environment and registers; Analyse data, produce reports, perform monthly reconciliations and assist in the compilation of financial statements (assets and inventory); Perform and lead a team during the asset and inventory verification process; Project manage the disposal process and assist with general asset planning; Draft circulars and Standard Operating Procedures and Policies; Perform asset and inventory management presentations and attend to internal and external queries; Fulfil supervisory functions (staff performance management, coaching, mentoring and disciplinary).

ENQUIRIES APPLICATIONS : Mr M Nell at Tel No: (021) 483 0174
: Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 39/323 : **ASSET MANAGEMENT CLERK: ASSET MANAGEMENT REF NO: DOTP 48/2021**

SALARY CENTRE REQUIREMENTS : R173 703 per annum (Level 05)
: Department of the Premier, Western Cape Government
: Grade 12 (Senior Certificate or equivalent qualification). Recommendation: Experience in an asset management environment/warehouse management/inventory management; A valid (Code B or higher) driving licence; Diploma in Finance/Accounting qualification. Competencies: A good understanding of the following: Public Finance Management Act (PFMA); Supply Chain Management Prescripts; Financial Accounting; Asset Management framework; LOGIS system (Asset Management sections) or any Other Asset Management system. Computer literacy in MS Office Package (Word, Excel, PowerPoint, outlook); Ability to work independently and as part of a team; Communication skill (written and verbal).

DUTIES : Assist with asset disposals; Barcoding of Assets; Perform physical asset verifications; Attend to asset movements; Updating of the asset register; Arrange meetings; Provide support to line function.

ENQUIRIES APPLICATIONS : Mr M Nell at Tel No: (021) 483 0174
: Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

PROVINCIAL TREASURY

CLOSING DATE : 22 November 2021
NOTE : Only applications submitted online will be accepted. All shortlisted candidates must make themselves available to be interviewed at a date, time and place as decided by the selection panel. Please ensure that you submit your application on or before the closing date as no late applications will be considered. The selection process will be guided by the EE targets of the employing department. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16.00. Should you experience any difficulties with your online application you may contact the helpline at 0861 370 214. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS Competency Assessment tools. The nominated candidate will be required to complete the Senior Management Pre-Entry Programme before they may be appointed into this post. The purpose of the Senior Management Pre-Entry Programme, which is a public service specific training programme applicable to all applicants who aspire to join the SMS, is to ensure that potential SMS members have a background on processes and procedures linked to the SMS. The duration of the online Pre-Entry Programme is 120 notional hours (15 days). Full details may be sourced by the following link:

<https://www.thensg.gov.za/training-course/sms-preentryprogramme/>

Furthermore, thanks to the huge public interest we receive many applications for our positions, and as such will not be able to respond personally to all applications. Therefore, should you not hear from us within 10 weeks from close of advert please consider your application unsuccessful.

MANAGEMENT ECHELON

<u>POST 39/324</u>	:	<u>DIRECTOR: FISCAL POLICY REF NO. PT 18/2021</u>
<u>SALARY</u>	:	R1 057 326 per annum (Level 13), (all-inclusive salary package)
<u>CENTRE</u>	:	Provincial Treasury, Western Cape Government
<u>REQUIREMENTS</u>	:	Master's degree in Economics/Finance/Business Administration/ Public Policy; Minimum of 6 years appropriate middle management experience; The successful completion of the Senior Management Pre-entry Programme. Recommendation: Valid driver's license. Competencies: Knowledge of the People Management function; Knowledge of the Financial Management process; Knowledge of norms and standards (PFMA, MFMA, NTR's and PTR's); Excellent communication skills; Excellent planning, organizing and people management skills; and strategic and capability leadership.
<u>DUTIES</u>	:	Accountable for assessing and optimising both vertical and horizontal division of national transfers through conditional grants, provincial equitable shares; Ensuring that contributions are made to the budget process requirements within the Provincial Treasury by developing a fiscal framework; Accountable for comparing In-Year Monitoring (IYM) with the Basic Accounting System (BAS) and Vulindela reports for technical correctness and making recommendations; Accountable for ensuring that the fiscal policy processes and logistics for the Western Cape Racing and Gambling Board (WCRGB); Responsible for reports on the revenue review, indicating the variances, expenditure and growth; Accountable for monitoring and evaluating debt; and Effective human resource management within Directorate: Fiscal Policy.
<u>ENQUIRIES</u>	:	Dr R Havemann at Tel No: (021) 483 5715
<u>APPLICATIONS</u>	:	Only applications submitted online will be accepted. To apply submit your application online only: https://westerncapegov.erecruit.co.za

DEPARTMENT OF SOCIAL DEVELOPMENT

<u>CLOSING DATE</u>	:	22 November 2021
<u>NOTE</u>	:	Only applications submitted online will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16:00. Should you experience any difficulties with your online application you may contact the helpline at 0861 370 214. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POSTS

<u>POST 39/325</u>	:	<u>SOCIAL WORK POLICY MANAGER: ECD AND PARTIAL CARE REF NO: DSD 154/2021</u>
<u>SALARY</u>	:	R794 889 per annum, (all-inclusive salary package), (OSD as prescribed)
<u>CENTRE</u>	:	Department of Social Development, Western Cape Government
<u>REQUIREMENTS</u>	:	Formal Tertiary Qualification in Social Work (e.g. Bachelor of Social Work) that allows professional registration with the South African Council for Social Service Professions; Compulsory registration with SACSSP as a Social Worker; A minimum of 10 years appropriate/recognisable experience in social work after registration as Social Worker with the SACSSP of which 5 years must be appropriate experience in social work policy development; A valid (Code B or higher) driving licence. Competencies: Knowledge of the following: Analytic, diagnostic, assessment tools, evaluation methods and processes (Social Work); People Management; Supervision Framework for Social Work profession; Social Welfare and Community Development legislation related to programs, theory and interventions; Information and Knowledge Management; Protocol and professional ethics; Government processes and systems; Policy

- development; Project management; Policy analysis and development; Organising and planning skills; Written and verbal communication skills; Professional counselling; Monitoring and evaluation skills; Proven computer literacy; Financial management; Ability to compile complex reports.
- DUTIES** : Develop / facilitate the development of policies for rendering a social work service in departments; Uniform Funding Cycle (UFC) Process; Suspending of UFC funding; Appeal process regarding UFC; To manage quality assurance and/monitoring framework processes of funded and / or unfunded NPO's (inclusive of cluster foster care schemes); Manage the registration process of facilities in terms of the relevant legislation; Manage the monitoring of service activation in relation to a victim of crime as per relevant legislation; Appeal process; Information Management System(s); Stakeholder Management / Relationship Management (International / National / Provincial / Local / Regional); Manage a social work policy and/or M&E unit to ensure that the required legislating policies and procedures are developed through the efficient and effective utilization of human resources; Keep up to date with new developments in the social welfare-, and the community development management fields; Research; Plan and ensure that social work policy research and development are undertaken. Undertake complex social work research; Supervise all the administrative functions required in the programme/unit and undertake the higher-level administrative functions.
- ENQUIRIES APPLICATIONS** : Mr C Jordan at Tel No: (021) 483 4991
: Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- POST 39/326** : **PROFESSIONAL NURSE: PROFESSIONAL SERVICES (SIVUYILE) REF NO: DSD 150/2021**
- SALARY** : Grade 1: R256 905 - R297 825 per annum, (OSD as prescribed)
: Grade 2: R315 963 - R362 865 per annum, (OSD as prescribed)
: Grade 3: R383 226 - R485 475 per annum, (OSD as prescribed)
- CENTRE REQUIREMENTS** : Department of Social Development, Western Cape Government
: **Grade 1:** Basic R425 qualification (Diploma/ Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse; Compulsory registration with the SANC as a Professional Nurse; No experience required. **Grade 2:** Basic R425 qualification (Diploma/ Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse; Compulsory registration with the SANC as a Professional Nurse; A minimum of 10 years appropriate/ recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. **Grade 3:** Basic R425 qualification (Diploma/ Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse; Compulsory registration with the SANC as a Professional Nurse; A minimum of 20 years appropriate/ recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Recommendation: Applicable completion of primary health care services. Competencies: Knowledge of the following: Nursing care processes and procedures; Nursing statutes and any other relevant legal frameworks such as: Nursing Act, Health Act, Occupational Health and Safety Act, Patient Rights Charter, Batho Pele Principles, Public Service Regulations, Labour Relations Act; Written and verbal communication Skills; Proven computer literacy.
- DUTIES** : Provide direction and supervision for the implementation of the nursing plan (clinical practice/quality care to residents); Implement standards, practices, criteria and indicators for quality nursing (quality of practice); Practice nursing and health care in accordance with the prescripts and regulations relevant to nursing and health care; Maintain a constructive working relationship with nursing MDT members and other stakeholders; Utilise human, material and physical resources efficiently and effectively.
- ENQUIRIES APPLICATIONS** : Ms S Smith at Tel No: (021) 202 9248
: Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 39/327 : **SOCIAL WORK SUPERVISOR: SERVICE DELIVERY TEAMS (BREED VALLEY) REF NO: DSD 155/2021**

SALARY : R384 228 - R445 425 per annum, (OSD as prescribed).
CENTRE : Department of Social Development, Western Cape Government

REQUIREMENTS : Formal tertiary qualification in Social Work (e.g. Bachelor of Social Work) that allows professional registration with the SACSSP; Registration with the SACSSP as a Social Worker; A minimum of 7 years appropriate experience in social work after registration as Social Worker with the SACSSP; A valid code B driving licence. Competencies: Knowledge of the following: Job related knowledge; Analytic, diagnostic, assessment tools, evaluation methods and processes; Personnel Management; Supervision Framework for Social Workers; Social Work legislation related to children; Social work theory and interventions; Information and Knowledge Management; Protocol and professional ethics; Communication (written and verbal) skills; Proven computer literacy; Organising and planning skills; Project planning skills; Psycho social intervention skills; Report writing; Presentation and facilitation skills; Analytical and problem-solving skills; Client orientation and customer focus skills.

DUTIES : Ensure that a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes is rendered; Attend to any other matters that could result in or stem from social instability in any form; Supervise employees: Supervise and advise social workers, social auxiliary workers and volunteers to ensure an effective social work service; Keep up to date with new developments in the social work field; Supervise all the administrative functions required in the unit and undertake the higher level administrative functions.

ENQUIRIES : Mr D Eland at Tel No: (023) 347 0757
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 39/328 : **SOCIAL WORKER (MONITORING AND EVALUATION): CHILD PROTECTION REF NO: DSD 153/2021**

SALARY : Grade 1: R257 592 – R298 614 per annum, (OSD as prescribed)
Grade 2: R316 794 – R363 801 per annum, (OSD as prescribed)
Grade 3: R384 228 – R445 425 per annum, (OSD as prescribed)
Grade 4: R472 551 – R581 178 per annum, (OSD as prescribed)

CENTRE : Department of Social Development, Western Cape Government
REQUIREMENTS : A formal tertiary qualification in Social Work (Bachelor of Social Work) that allows professional registration with the South African Council for Social Service Professions as Social Worker; Registration with the South African Council for Social Service Professions as a Social Worker; A valid Code B driving licence. **Grade 1:** No experience; **Grade 2:** A minimum of 10 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; **Grade 3:** A minimum of 20 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; **Grade 4:** A minimum of 30 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions. Competencies: Knowledge of the following: Relevant legislation, policy and prescripts (norms and standards); Supervision framework for Social Workers; Knowledge and understanding of human behaviour and social systems as well as skills to intervene at the points where people interact with their environments in order to promote social well-being; Social Work theory and interventions; Information and Knowledge Management; Protocol and professional ethics; Social dynamics, work values and principles; Developing and empowering others; Skills to challenge structural sources of poverty, inequality, oppression, discrimination and exclusion; The ability and competence to assist, develop, advocate for and empower individuals, families, groups, organisations, communities to enhance their social functioning and their problem-solving capabilities; The ability to promote, restore, maintain, advocate for and enhance the functioning of individuals, families, groups and communities enabling them to accomplish tasks, prevent and alleviate distress and use resources effectively; The following skills: Proven computer literacy; Report writing; Self-Management;

		Good planning and organisational; Presentation and facilitation; Written and verbal communication; Client orientation and customer focus; Understanding and ability to provide social work services towards protecting people who are vulnerable, at risk and unable to protect themselves.
<u>DUTIES</u>	:	Render a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families, communities and organisations through the relevant programmes; Attend to any other matters that could result in, or stem from, social instability in any form; Evaluate NPOs compliance against Legislative /Programme Specific and Generic Norms and Standards; Monitoring of the implementation of the Service Delivery Improvement Plan where progress is unsatisfactory (including Foster Care Management); Rapid response following complaint/enquiries about NPOs, or a concern raised by a programme (including Foster Care Management); Ensure compliance with registration requirements of NPO's (regulatory frameworks); Continuous Professional Development; Keep up to date with new developments in the social work and social welfare fields; Perform all the administrative functions required of the job.
<u>ENQUIRIES</u>	:	Mr CE Jordan at Tel No: (021) 483 4991
<u>APPLICATIONS</u>	:	Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co
<u>POST 39/329</u>	:	<u>SOCIAL AUXILIARY WORKER: SOCIAL WORK SERVICES (BELLVILLE), REF NO. DSD 152/2021</u>
<u>SALARY</u>	:	Grade 1: R148 215 – R166 830 per annum, (OSD as prescribed) Grade 2: R176 982 – R199 188 per annum, (OSD as prescribed), Grade 3: R211 323 – R265 320 per annum (OSD as prescribed)
<u>CENTRE</u>	:	Department of Social Development, Western Cape Government
<u>REQUIREMENTS</u>	:	Grade 1: Grade 10 plus completion of the learnership to allow registration with the South African Council for Social Service Professions (SACSSP) as Social Auxiliary Worker; Registration with the SACSSP as Social Auxiliary Worker; A valid code B driving licence. or Grade 2: Grade 10 plus completion of the learnership to allow registration with the South African Council for Social Service Professions (SACSSP) as Social Auxiliary Worker; Registration with the South African Council for Social Service Professions as Social Auxiliary Worker; A minimum of 10 years' appropriate experience in social auxiliary work after registration as Social Auxiliary Worker with the SACSSP; OR No experience after registration as Social Auxiliary Worker with the SACSSP and successful completion of the 2nd academic year of an appropriate tertiary qualification that allows for registration as Social Worker with the SACSSP; A valid code B driving licence; or Grade 3: Grade 10 plus completion of the learnership to allow registration with the South African Council for Social Service Professions (SACSSP) as Social Auxiliary Worker; Registration with the South African Council for Social Service Professions as Social Auxiliary Worker; A minimum of 20 years appropriate experience in social auxiliary work after registration as Social Auxiliary Worker with the SACSSP; OR A minimum of 10 years appropriate experience in social auxiliary work after registration as Social Auxiliary Worker with the SACSSP and successful completion of the 2nd academic year of an appropriate tertiary qualification that allows for registration as Social Worker with the SACSSP; OR No experience after registration as Social Auxiliary Worker with the SACSSP and successful completion of the 3rd academic year of an appropriate tertiary qualification that allows for registration as Social Worker with the SACSSP; A valid code B driving licence. Competencies: A basic understanding of the following: Human behaviour, relationship system and social issues; South African Social Welfare context the policy and practice of developmental social welfare services; South African judicial system and the legislation governing and impacting of social auxiliary work; Basic knowledge of financial matters related to social auxiliary work; Good communication (written and verbal); Proven computer literacy; Information and Knowledge Management (Keep precise records and compile accurate reports); Organising and planning skills; Presentation and facilitation skills; Report writing skills; Problem solving and analytical skills; Client orientation and customer focus skills.
<u>DUTIES</u>	:	Provide assistance and support to social workers with the rendering of a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant

departmental programmes; Assist social workers to attend to any other matters that could result in, or stem from, social instability in any form; Continuous professional development; Perform administrative support functions in support of social workers as required of the job.

ENQUIRIES APPLICATIONS : Ms MC Noemdo at Tel No: (021) 940 7115
: Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 39/330 : **REGISTRY CLERK: LOGISTICAL SERVICES (WORCESTER) REF NO: DSD 151/2021**

SALARY CENTRE REQUIREMENTS : R173 703 per annum (Level 05)
: Department of Social Development, Western Cape Government
: Grade 12 (Senior Certificate or equivalent qualification). Competencies: A good understanding of the following: Registry duties, practices as well as the ability to capture data, and operate computer; Legislative framework governing the Public Service; Storage and retrieval procedures in terms of the working environment; Work in registry; Proven computer literacy; Written and verbal communication skills.

DUTIES : Provide registry counter services: Attend to clients; Handle telephonic and other enquiries received; Receive and register hand delivered mail/files; Handle incoming and outgoing correspondence: Receive all mail; Sort, register and dispatch mail; Distribute notices on registry issues; Render an effective filing and record management service; Opening and close files according to record classification system; Filing/storage, tracing (electronically/manually) and retrieval of documents and files; Complete index cards for all files; Operate office machines in relation to the registry function; Process documents for archiving and/ disposal: Electronic scanning of files; Sort and package files for archives and distribution.

ENQUIRIES APPLICATIONS : Ms E Heydenrych at Tel No: (023) 814 2819
: Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 39/331 : **ADMINISTRATION CLERK: ECD AND PARTIAL CARE REF NO: DSD 149/2021**

SALARY CENTRE REQUIREMENTS : R173 703 per annum (Level 05)
: Department of Social Development, Western Cape Government
: Senior Certificate (Grade 12 or equivalent qualification). Competencies: A good understanding of the following: Job knowledge; Skills needed: Verbal and written communication; Proven computer literacy (MS Office); Planning and organising; Numeracy; Decision making Interpersonal skills; Client orientation and customer focus.

DUTIES : Render general clerical support services; Record, organise, store, capture and retrieve correspondence and data (line function); Handle routine enquiries; Provide personnel administration clerical support services within the component; Provide financial administration support services in the component.

ENQUIRIES APPLICATIONS : Dr B Govender at Tel No: (021) 483 8057
: Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

DEPARTMENT OF TRANSPORT AND PUBLIC WORKS

CLOSING DATE : 22 November 2021
NOTE : Only applications submitted online at: www.westerncape.gov.za/jobs or <https://westerncapegov.erecruit.co> will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16.00. Should you experience any difficulties with your online application you may contact the helpline at 0861

370 214. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POSTS

POST 39/332 : **PROFESSIONAL ENGINEER (PRODUCTION LEVEL): ROADS SYSTEMS, REF NO: TPW 114/2021**

SALARY : Grade A: R718 059 - R766 278 per annum, (OSD as prescribed)
Grade B: R809 631 - R872 220 per annum, (OSD as prescribed)
Grade C: R925 734 - R1 090 458 per annum, (OSD as prescribed)

CENTRE REQUIREMENTS : Department of Transport and Public Works, Western Cape Government
Engineering Degree (B Eng/ BSC (Eng)) or relevant qualification; A minimum of 3 years post qualification engineering experience required; Compulsory registration with ECSA as a Professional Engineer Or have submitted with ECSA for Professional registration as a Professional Engineer. (Proof of payment to be submitted with application) and compulsory registration with ECSA as a Professional Engineer will then be applicable within 6 months from appointment; A valid code B or higher driving licence. Recommendation: Previous exposure to systems in the public sector; Relevant further studies and/or formal training; Proven understanding of technology trends and the practical application of existing, new and emerging technologies to enable new and evolving business; Proven in-depth knowledge of infrastructure and network design, public cloud platforms (Azure preferred), application development, servers and storage, database management and operations. Competencies: Knowledge of the following: Programme and project management; Engineering design and analysis knowledge; Research and development; Computer-aided engineering applications; Legal compliance; Technical report writing; Creating high performance culture; Professional judgment; Networking; The following skills: Decision making; Team leadership; Analytical skills; Creativity; Self-management; Financial management; Customer focus and responsiveness; Written and verbal communication skills; Computer literacy; Planning and organising; Conflict management; Problem solving and analysis; People management; Change management; Innovation.

DUTIES : Design new systems to solve practical engineering challenges and improve efficiency and enhance safety; Ensure training and development of technicians, technologists and candidate engineers to promote skills/knowledge transfer and adherence to sound engineering principles and code of practice; Continuous professional development to keep up with new technologies and procedures.

ENQUIRIES APPLICATIONS : Mr J Neethling at (073) 952 9707
Only applications submitted online will be accepted. To apply submit your application online only: <https://westerncapegov.erecruit.co.za>

POST 39/333 : **CONTROL WORKS INSPECTOR: TECHNICAL (EDUCATION) REF NO: TPW 89/2021 R1**

SALARY : R470 040 per annum (Level 10)

CENTRE REQUIREMENTS : Department of Transport and Public Works, Western Cape Government
A National Diploma (T/N/S stream) or equivalent qualification; Or A N3 and a passed trade test in the building environment; Or Registration as an Engineering Technician; A minimum of 6 years appropriate experience; A valid (Code B or higher) driving licence. Recommendation: Project Management experience in built environment projects. Competencies: Knowledge of the following: Contract documentation and administration, act/regulations of Occupation Health & Safety (OHS-Act); National Building Regulation, SANS and all relevant built environment legislation; Programme and project management; Research; Planning procedures; Financial management; Formulation of policies in a multi-disciplinary professional environment Proven computer literacy (Microsoft Excel, Microsoft Outlook, MS Project, MS Word); Excellent administrative ability and record keeping; Communication skills (written and verbal).

DUTIES : 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; Facilitate, co-ordinate and control the implementation of new works, repair and renovation and maintenance; Ensure that the relevant project documentation for new and

existing structures is compiled; Manage the activities of contractors and consultants; Gather and submit information in terms of the Extended Public Works Programme (EPWP); Supervise the performance and conduct of subordinates.

ENQUIRIES : Mr N. Nolan at Tel No: (021) 483-9233
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: <https://westerncapegov.erecruit.co.za>

POST 39/334 : **ASSISTANT DIRECTOR: EPWP COORDINATION REF NO: TPW 137/2021**

SALARY : R376 596 per annum (Level 09)
CENTRE : Department of Transport and Public Works, Western Cape Government
REQUIREMENTS : An appropriate 3-year tertiary qualification (National Diploma/B-Degree); A minimum of 3 years relevant experience; A valid code B (manual) or higher driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply Competencies: Knowledge of the following: National, Provincial and Departmental policies, prescripts and practices regarding EPWP; Project Management, Monitoring and evaluation methods; Supply Chain and Financial Management; Business and Management principles involved in strategic planning, resource allocation, human resource modelling, leadership techniques, production methods and coordination of people and resources; Skills needed: Communication (written and verbal) skills; Proven computer literacy (MS Office); Problem solving skills; Planning and organising; Report writing and formulation; Ability to interpret and apply policy.

DUTIES : Development and monitoring of the sector and district plans: Development and submission of signed consolidated Sector and District Plans; Coordinate drafting and submission of signed District Business plan; Submission of consolidated EPWP Infrastructure Sector Plan; Monitor and coordinate implementing bodies to register and report on projects listed in the Business Plans, monthly update of performance Tracking Matrix; Maintain functional institutional arrangements: Monitoring attendance of duly appointed work group members (EPWP Champions and Secundus); Ensure provision of governance secretariat; Manage and monitoring of resolutions; Upload of attendance registers, minutes and resolutions (ECM); Stakeholder Support: Coordinate EPWP Orientation sessions (PSC, Contractor, CLO Inductions, SHO, LIC Workshops); Attendance at National and Provincial meetings; Profile and upload best practices and projects on ECM; Provision of support to compliance monitoring as required; Project of Management Support: Provide quality input to management reports as per agreed timeline; Human Resources: Manage staff training; Attendance Management; Management of government resources allocated to official; Management of staff reconciliation; Manage own and staff performance agreements and review; Manage own and staff monthly reports; Supply Chain Management: Process of payments.

ENQUIRIES : Mr J Cloete at Tel No: (021) 483 2597
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: <https://westerncapegov.erecruit.co.za>

POST 39/335 : **ASSISTANT DIRECTOR: ASSET MANAGEMENT REF NO: TPW 136/2021 (X2 POSTS)**

SALARY : R376 596 per annum (Level 09)
CENTRE : Department of Transport and Public Works, Western Cape Government
REQUIREMENTS : An appropriate 3-year tertiary qualification (National Diploma/ B-Degree or higher); A minimum of 3 years' experience in supply chain management. Recommendation: A valid (Code B or higher) driving licence. Competencies: Proven knowledge of the following: Public Finance Management Act (PFMA), Supply Chain Management legislation; Skills needed: Written and verbal communication; Financial reconciliations.

DUTIES : Implement the asset management system, including the establishment and implementation of the asset management unit and departmental policies and procedures; Develop and maintain the strategic and annual asset management plans aligned with the departmental strategy and budget and in consultation with public works where applicable; Develop and maintain asset registers, including acquisitions, maintenance management, transfers and valuations; Develop asset needs assessment, acquisition management, operational and disposal plan and execute the asset verification, investigate and report on

variances, make necessary recommendations to resolve discrepancies and update the asset register; Develop, implement and manage mechanisms to safeguard assets, prepare monthly reconciliation with supporting schedules for the asset register to the relevant accounting records and resolve unleared items; Ensure compliance with relevant legislative, statutory, regulatory and supervisory requirements towards the achievement of component projects and goals.

ENQUIRIES : Ms S Andrews at Tel No: (021) 483 5180
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: <https://westerncapegov.erecruit.co.za>

POST 39/336 : **ENGINEERING TECHNOLOGIST (PRODUCTION LEVEL): SYSTEMS REF NO: TPW 86/2020 R2**

SALARY : Grade A: R363 894 - R392 283 per annum
 Grade B: R414 189 - R446 202 per annum
 Grade C: R473 574 - R 557 856 per annum
 (Salary will be determined based on post registration experience as per OSD prescript).

CENTRE : Department of Transport and Public Works, Western Cape Government
REQUIREMENTS : Bachelor of Technology in Engineering (B Tech) or relevant qualification; A minimum of 3 years post qualification Engineering Technologist experience required; A valid code B driving licence; Compulsory registration with ECSA as a Professional Engineering Technologist. Or have submitted with ECSA for Professional registration as a Professional Engineering Technologist. (Proof of payment to be submitted with application) and compulsory registration with ECSA as a Professional Engineering Technologist will then be applicable within 6 months from appointment. Recommendation: Public Sector experience / exposure minimum of one-year; Applicable experience in transport infrastructure, road construction and/or maintenance experience of surface and gravel roads or the asset management processes of these assets; Exposure of financial, human resource, supply chain, contract-, management; Thorough knowledge of all relevant legislation, regulations and policies related to Provincial proclaimed roads; Exposure to project management, budget and financial management; Exposure to systems and the development of systems; Further studies or courses; Strategic leadership and thinking capabilities; Experience across various design stages concept, preliminary, detail for multidisciplinary design projects; Experience compiling/preparing tender documents and supervising technical staff /teams. Competencies: Knowledge of the following: Technical: Project management; Technical design and analysis; Research and development; Computer-aided engineering applications; Knowledge of legal compliance; Technical report writing; Networking; Professional Judgment; Generic: Problem solving and analysis; Decision making; Team leadership; Creativity; Self-management; Customer focus and responsiveness; Communication skills; Computer skills; Planning and Organising; People management.

DUTIES : Provide technological advisory services:-Support Engineers, Technicians and associates in field, workshop and office activities; Promote safety standards in line with statutory and regulatory requirements; Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology; Solve broadly defined technological challenges through application of proven techniques and procedures; Develop, maintain and manage current technologies; and Identify and optimize technical solutions by applying engineering principles; Perform administrative and related functions: Compile and submit monthly and quarterly reports; Provide inputs to the operational plan; and Develop, implement and maintain databases; Research and development: Keep up with new technologies and procedures; Research/literature studies on technical engineering technology to improve expertise; To liaise with relevant boards/councils on engineering-related matters.

ENQUIRIES : Mr J Neethling at Tel No: (073) 952 9707
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: <https://westerncapegov.erecruit.co.za>

POST 39/337 : **SENIOR ARCHITECTURAL TECHNOLOGIST (PRODUCTION):
EDUCATION INFRASTRUCTURE REF NO: TPW 139/2021**

SALARY : Grade A: R363 894 – R392 283 per annum, (OSD as prescribed)
Grade B: R414 189 – R446 202 per annum, (OSD as prescribed)
Grade C: R473 574 – R557 856 per annum, (OSD as prescribed)

CENTRE REQUIREMENTS : Department of Transport and Public Works, Western Cape Government
Bachelor of Technology in Architecture (B.Tech) or relevant qualification as recognised by The South African Council for the Architectural Profession (SACAP); A minimum of three years' experience as a Senior Architectural Technologist; Compulsory registration with SACAP as a Senior Architectural Technologist; A valid code B(or higher) driving license. Competencies: Knowledge and experience in the following: Project management; Legal compliance; Architectural planning; Research and development; Computer-aided architectural applications; Technical report writing. Skills needed: Networking; Professional judgement; Problem solving and analysis; Decision making; Team leadership; Creativity; Self-management; Customer focus and responsiveness; Communication (Written and verbal); Planning and organising; People management.

DUTIES : Provide technological advisory services: Support Architects and associates in site surveying, preparing measured drawings of existing buildings, collecting of practical information relating to the proposed project and prepare presentation drawings and models of the design; Detail design, landscape design and preparation of working drawings that will serve as legal instructions to the building contractor and in the process supervise building to ensure that the building is built according to the working drawings and other legal documents; Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology; Solve broadly defined technological challenges through application of proven techniques and procedures; Develop, maintain and manage current technologies; Identify and optimize technical solutions by applying Architectural principles; Perform administrative and related functions: Compile and submit monthly and quarterly reports; Provide inputs to the operational plan; Develop, implement and maintain databases; Research and development: Keep up with new technologies and procedures; Research/literature studies on technical architectural technology to improve expertise; To liaise with relevant boards/councils on Architectural-related matters.

ENQUIRIES APPLICATIONS : Mr G. Kemp at Tel No: (021) 483 3038
Only applications submitted online will be accepted. To apply submit your application online only: <https://westerncapegov.erecruit.co.za>

POST 39/338 : **CHIEF WORKS INSPECTOR (BUILDING) REF NO TPW 132/2021 (X3 POSTS)**

SALARY : R316 791 per annum (Level 08)
CENTRE REQUIREMENTS : Department of Transport and Public Works, Western Cape Government
A National Diploma (T/N/S streams) or equivalent; or N3 certificate (or higher) and a passed trade test in the building environment; or Registration as an Engineering Technician; A minimum of 3 years appropriate experience; A valid code B driving license. Recommendation: Experience in the following: Preparation of specifications, plans and working drawings; Interpreting of Bill of Quantities (BOQ); Technical experience of building contracts and contract administration; Technical experience of occupational health and safety act and regulations. Competencies: Knowledge and understanding of the following: Facets of the construction industry and National Building Regulations; Construction regulations within the Occupational Health and Safety Act; Proven computer literacy; Report writing skills; Written and verbal communication skills.

DUTIES : Responsible for delivery of infrastructure maintenance, upgrading and minor new works; Ensure that project management and administrative principles are applied to each project; Liaison with external service providers; Responsible for PERMIS, mentorship and development; Ensure socio-economic impact is maintained; Ensure that Facility Condition Assessments (FCAs), as per Government Immovable Assets Management Act (No.19 of 2007) are delivered consistently.

ENQUIRIES : Mr L Titus at Tel No: (021) 483 5215 / Leon.Titus@westerncape.gov.za

- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: <https://westerncapegov.erecruit.co.za>
- POST 39/339** : **QUALITY CONTROLLER: WORKS PLANNING AND QUALITY CONTROL REF NO: TPW 129/2021**
- SALARY** : R316 791 per annum (Level 08)
CENTRE : Department of Transport and Public Works, Western Cape Government
REQUIREMENTS : An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher qualification); A minimum of 3 years technical experience working with machinery and related road construction/maintenance; A valid driving license (Code C or higher). Recommendation: Extensive working experience with any of the following construction plant: Roads grader, bulldozer; dual axel tip truck, water truck, chip-spreader, crane truck, tyre wheel roller, vibrating roller, front-end loader, road marking machine, track excavator, tractor and grid roller or mechanical boom; Code EC driving licence; Experience in maintenance, reparation and building of gravel and surfaced roads. Competencies: Knowledge, skills and abilities of operating and maintaining construction machinery; Proven computer literacy; Skills needed: Communication (written and verbal); Planning and organising; Supervision; Project management; Technical proficiency.
- DUTIES** : Inspect and monitor work instructions, personnel and operator execution of functions, material and construction plant application, road construction and road maintenance methods in terms of technical methods, OHS and environmental; Execute skills analysis and profiling in determining training needs and/or gaps; Provide on the job/in-house training, presenting and facilitation; Ensure that construction and maintenance completed works complies to all prescribed requirements; Inspect and improve production and quality of work at road maintenance and construction activities; Liaise with the Human Resource section regarding training and development, recruitment, leave management.
- ENQUIRIES** : Mr S Schoeman at Tel No: (044) 272 6071
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: <https://westerncapegov.erecruit.co.za>
- POST 39/340** : **PROJECT ADMINISTRATOR: DEPARTMENTAL PROGRAMME OFFICE REF NO: TPW 126/2021**
- SALARY** : R257 508 per annum (Level 07)
CENTRE : Department of Transport and Public Works, Western Cape Government
REQUIREMENTS : Senior Certificate (Grade 12 or equivalent qualification); A minimum of 6 years relevant administrative support experience. Recommendation A qualification in Project Management or related; Experience working in a project management environment; Proven working knowledge in the following: PMBOK, project management processes (including cash-flow development); Draft documentations like submissions, reports and letters; Plan administrative activities for diary management, travel itineraries, document flow in the office; Properly record minutes and decisions at meetings; Run and maintain a record management system. Competencies: Knowledge of the following: National, Provincial and Departmental policies, prescripts and practices regarding multi-sector infrastructure compliance; Research and planning methodology; Relevant software packages and sound application of relevant computer programmes; Basic analysis and report writing; Project Management Fundamentals; Project Management Methodologies; Communication (written and verbal) skills; Problem-solving and decision-making; Attention to detail; Process driven; Technical proficiency and quick to learn.
- DUTIES** : Effective management and performance of the Branch programme office function, whether actual or "virtual", ensuring the appropriate performance (as necessary) of subordinate project information administrators; and, the deployment of key resources (staff, systems, information and budgets) through mentoring, document and report management, change management, coordination, monitoring and evaluation; Maintain high-level competency in the deployment and application of the enterprise programme management information system/s, all the improvements and upgrades; ensuring that data is only entered once into the system; that there is a single source for all reports and records (as provided by the Project Managers); and integration with other systems is seamlessly implemented; Assist the Deputy Director with project

related administrative tasks; Assist the Deputy Director to implement new processes and procedures; Assist the Deputy Director to standardise processes and procedures; Create accurate and useful project information and reports including all prescribes reports that are timeously made available to all users as required and that the project documentation, is available for auditing purposes.

ENQUIRIES : Mr N Rahbeeni at Tel No: (021) 483 5557
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: <https://westerncapegov.erecruit.co.za>

POST 39/341 : **ADMINISTRATION CLERK: OPERATIONAL SUPPORT REF NO: TPW 131/2021**

SALARY : R173 703 per annum (Level 05)
CENTRE : Department of Transport and Public Works, Western Cape Government
REQUIREMENTS : Grade 12 (Senior Certificate or equivalent qualification). Recommendation: Relevant administrative experience working in a construction and maintenance environment. Competencies: Knowledge of the following: Application of relevant legislation; Working knowledge of systems (eg My Content); SITS; Basic Accounting System (BAS); following skills: Communication (written and verbal); Proven computer literacy in MS Office; Interpersonal; Listening; Typing; Record keeping; Problem solving; Basic numeracy.

DUTIES : Rendering administrative support services: General administrative duties; Make, respond and receive telephonic and email queries regarding payment certificates of various contractor companies e.g. Invoice discrepancies, payment of invoices, payment dates; Perform procurement function eg, organising catering; Financial duties: Receive and scrutinise; Invoices/payment certificates upon receipt for any discrepancies; Tracking System (SITS) for workflow and invoice/documentation tracking, follow the workflow and update system accordingly; Liaise with designated unit officials who add invoices/payment certificates onto the Regional Project Management System (RMP) for record keeping of the full project, including fee claims, tracking and management; Compile payment certificates of invoices to be checked and verified by the supervisor and approved by the manager; Update Regional Project Management System (RMP) on approval of invoices/payment certificates.

ENQUIRIES : Mr K de Waal at Tel No: (021) 483 6231
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: <https://westerncapegov.erecruit.co.za>