

PUBLIC SERVICE VACANCY CIRCULAR

PUBLICATION NO 44 OF 2021

DATE ISSUED 10 DECEMBER 2021

1. Introduction

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

2. Directions to candidates

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

3. Directions to departments

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

4 SMS pre-entry certificate

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

AMENDMENT : **DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE:** Kindly note that the following post were advertised in Public Service Vacancy Circular 42 dated 26 November 2021 (1) Deputy Director: Acquisitions (Property Management) Ref no: 2021/348, Centre: Cape Town regional Office, was advertised with incorrect Directorate: Acquisitions (Property Management), the correct Directorate will be as follows: Deputy Director: Supply Chain Management (SCM). Closing Date: 31 December 2021 at 16H00

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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.

<u>CLOSING DATE</u>	:	28 December 2021 at 16:00
<u>NOTE</u>	:	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 attachment (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

<u>POST 44/01</u>	:	<u>DEPUTY DIRECTOR: LABOUR CENTRE OPERATIONS (X2 POSTS)</u>
<u>SALARY CENTRE</u>	:	R882 042 per annum, (all inclusive)
<u>REQUIREMENTS</u>	:	Labour Centre: Beaufort West (Western Cape) Ref No: HR4/4/10/380 (X1 Post) Labour Centre: Worcester (Western Cape) Ref No: HR4/4/10/381 (X1 Post) Three (3) year relevant tertiary qualification in Business/ Public Administration/ Public/ Business Management/Operations Management/ Project Management. Two (2) years management experience and three (3) years functional experience in business/ organisational operations/ services. Knowledge: Public Finance Management Act, Treasury regulations, Supply Chain Management processes, Asset Management, All Labour Legislations, Departmental policies

- and Procedures, Public Service Regulations, Batho Pele Principles. Skills: Management, Computer Presentation skills, Communication both verbal and written, Interpersonal, Conflict Management, Leadership, Project Management.
- DUTIES** : Manage the service delivery objectives as per the mandate of the Department of Labour (Daily), Represent the Department in Key stakeholder forums including interdepartmental structures of of government and municipalities (Intermediate), Implement and manage service delivery improvement plan, Manage the budget of the Labour Centre (Monthly), Manage all the resources of the Labour Centre (Daily), Manage and ensure compliance with ALL HRM policy directives and legislations including the Public Service Act and regulations.
- ENQUIRIES APPLICATIONS** : Mr Q Bowman Tel No: 082 901 3232
: Chief Director: Provincial Operations: PO Box 872, Cape Town, 8000 or hand deliver at: Department of Employment and Labour, No.9 Long Street, Cnr Riebeek and Long Street, Cape Town Email: Jobs-WC@labour.gov.za
- POST 44/02** : **DEPUTY DIRECTOR: HUMAN RESOURCES MANAGEMENT REF NO: HR 4/21/12/05HO**
(One (1) year fixed term Contract)
- SALARY CENTRE REQUIREMENTS** : R744 255 per annum, (all inclusive)
: Head Office, Pretoria
: Three (3) year National Diploma (NQF 6) undergraduate Bachelor Degree (NQF7) in Human Resources Management. Five (5) years' experience of which two (2) years is Middle Management (ASD Level) and Three (3) years functional experience in Human Resources Management. Valid driver's license. Knowledge: Human Resources Management Policies, Human Resources Systems and Procedures, Performance Management, Project Management, Public Service Act and Resolution, Recruitment and Selection, The code of Remuneration, All Labour Legislations, Code of good conduct in the public service, Departmental Policies and Procedures, Batho Pele Principles. Skills: Management, Communication (verbal and written), Interpersonal, Computer literacy, Presentation, Negotiations, Report writing.
- DUTIES** : Manage the Provision of recruitment and selection services. Manage the implementation and the provision of services benefits to employees of the department. Implement and maintain policy framework for Human Resources Operations practices for the department. Manage personnel salaries administration (PERSAL) system for the department. Manage all the resources within the Sub-Directorate.
- ENQUIRIES APPLICATIONS** : Ms P Mthethwa Tel No: (012) 309 4549
: Chief Director: Human Resources Management: Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street. Email: Jobs-HQ9@labour.gov.za
- POST 44/03** : **PRINCIPAL INSPECTOR: ELECTRICAL ENGINEERING: IES REF NO HR 4/4/4/10/12**
- SALARY CENTRE REQUIREMENTS** : R477 090 per annum
: Provincial Office: Gauteng
: Three (3) year National Diploma (NQFL6) / Undergraduate Bachelor Degree (NQFL 7) in Electrical Engineering. Four (4) years functional experience in Electrical Engineering services. Valid driver license. Knowledge: Departmental policies and procedures, Batho Pele Principles, Public Service Act and Regulations, OHS Act and Regulations, OHSAS, OHS Standards, OHS Management System. Skills: Facilitation, Planning and Organizing, Computer Literacy, Interpersonal, Problem Solving, Innovative, Analytical, Communication (Verbal and written), Research, Project Management.
- DUTIES** : Provide inputs into the development of Electrical Engineering Policies and ensure the implementation of OHS Strategy for the Department of Employment and Labour in terms of OHS legislation. Conduct complex inspections for Electrical Engineering regularly as per OHS Programme. Conduct technical research on the latest trends of Electrical Engineering in terms of occupational health and safety. Provide support for enforcement action, including preparation of reports for legal proceedings.
- ENQUIRIES APPLICATIONS** : Adv M Msiza Tel No: (012) 309 0500
: Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001 or Hand deliver at 77 De Korte Street, Braamfontein. Email: Jobs-GP4@labour.gov.za

POST 44/04 : **PRINCIPAL INSPECTOR: MECHANICAL ENGINEERING: IES REF NO HR4/4/10/13**

SALARY : R477 090 per annum
CENTRE : Provincial Office: Gauteng
REQUIREMENTS : Three (3) year National Diploma (NQFL 6)/ Undergraduate Degree (NQFL 7) in Mechanical Engineering. Valid driver's license. Four (4) years functional experience in Health and Safety inspections focusing on Mechanical Engineering. Knowledge: Departmental Policies and procedures, Batho Pele Principles, Public Service Act and regulations, OHS Act and Regulations, OHS Standards, COIDA, OHS Management System. Skills: Facilitation, Planning and Organizing, Computer literacy, Interpersonal, problem Solving, Interviewing skills: Presentation, Innovative, Analytical, Research, Project management.

DUTIES : Provide inputs into the development of Mechanical Engineering and ensure implementation of Policies and Strategy for the Department of Employment and Labour in terms of OHS Legislation. Conduct complex inspections for Mechanical Engineering regularly as per OHS programme. Conduct technical research on latest trends of Mechanical Engineering in terms of Occupational Health and Safety. Provide support for enforcement action, including preparation of reports for legal proceedings.

ENQUIRIES : Adv. M Msiza Tel No: (012) 309 0500
APPLICATIONS : Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001 or Hand deliver at 77 De Korte Street, Braamfontein. Email: Jobs-GP5@labour.gov.za

POST 44/05 : **ASSISTANT DIRECTOR: STATUTORY SERVICES: IES REF NO HR4/4/10/14**

SALARY : R382 245 per annum
CENTRE : Provincial Office: Gauteng
REQUIREMENTS : Three / Four years' relevant tertiary qualification in law, right of appearance in court, admitted attorney and a valid driver's license. Two years' functional experience doing law services. Knowledge: Public service transformation and management issues, Public Service Act, Ability to convert policy into action, Treasury regulations, Public service regulations and relevant prescripts, Departmental policies and procedures, Accounting systems and Internal Control, Corporate governance, Enforcement Manual, Batho Pele principles, Employment Equity Act, Basic Condition of Employment Act, Unemployment Insurance Act, Unemployment Insurance Contribution Act, Compensation for Occupational Injuries and Diseases Act, Occupational Health and safety Act . Skills Development Act, Labour Relation Act, Labour Court Rules and Practice Directives, Magistrate Court Act, Magistrate Court Rules and Practice Directives. Skills: facilitation, planning and organizing, computer literacy, good interpersonal, problem solving, interviewing, presentation, innovative, research, litigation verbal and written communication, conflict management.

DUTIES : Manage the implementation of the legal enforcement processes for inspection and enforcement services. Manage the advocacy strategy for inspection and enforcement services in the province. Manage and facilitate the implementation of capacity development programmes for the inspectors in the province. Co-ordinate information to provide legal advice and proceedings. Monitor the implementation of quality management system for Labour law enforcement.

ENQUIRIES : Adv. M Msiza Tel: (012) 309 0500 Email: Jobs-GP6@labour.gov.za
APPLICATIONS : Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001 or Hand deliver at 77 De Korte Street, Braamfontein.

POST 44/06 : **ASSISTANT DIRECTOR: IT ADMINISTRATION AND OFFICE REF NO: HR HR 4/4/10/383**

SALARY : R382 245 per annum
CENTRE : Provincial Office: Western Cape
REQUIREMENTS : Three (3) year tertiary qualifications in Business/Public Management / Management / Financial Management. Two (2) years Supervisory experience and two (2) years functional experience in the Administration Services. Knowledge: Relevant Departmental policies and procedures, Basic Conditions of Employment Act, Batho Pele Principles, Minimum Information Security Standards (MISS), Archive Records, National Archives and Record Services, Safety and Security Batho Pele Principles, Accommodation procedures, Damage and Loss Control Skills: Communication, Interpersonal relations, Decision-making, Problem solving, Conflict management, Computer literacy.

DUTIES : Manage the accommodation and maintenance operations for the Province. Facilitate the administration functions on security services within the Province.

		Manage and monitor effective registry services in the Province. Monitor and ensure that all ITC equipment is operational. Supervise all resources within the section.
<u>ENQUIRIES</u>	:	Mr. Q Bowman Tel No: 082 901 3232
<u>APPLICATIONS</u>	:	Chief Director: Provincial Operations: PO Box 872, Cape Town, 8000 or hand deliver at: Department of Employment and Labour, No.9 Long Street, Cnr Riebeeck and Long Street Cape Town. Email: Jobs-WC@labour.gov.za
<u>POST 44/07</u>	:	<u>TEAM LEADER (X2 POSTS)</u>
<u>SALARY</u>	:	R321 543 per annum
<u>CENTRE</u>	:	Temba Labour Centre: Ref No: HR4/4/4/11/27 (X1 Post) East London Labour Centre: Ref No: HR4/4/5/170 (X1 Post)
<u>REQUIREMENTS</u>	:	Three (3) year tertiary qualification in Labour Relations/ Labour Law/ LLB/BCOM LAW or Electrical/ Mechanical Engineering/ Environmental Health/Analytical Chemistry/Chemical Engineering/ Civil & Construction Engineering/ Financial Management/ Auditing/ Accounting. Valid driver's license. Two (2) years functional experience in Inspection and Enforcement Services. Knowledge: Extensive knowledge of the following Departmental Policies and procedures Skills Development Act, Labour Relation Act, Basic Conditions of Employment Act, Skills Development Levies Act, Occupational Health and Safety Act, COIDA, SABS Codes, Unemployment Insurance Act, UI Contribution Act, Employment Equity Act, Immigration Act. Skills: Facilitation skills, Planning and Organizing, Computer literacy, Interpersonal skills, Conflict handling skills, Negotiation skills, Problem solving skills, Interviewing skills, Presentation skills, Innovative, Analytical, Verbal and written communication skills.
<u>DUTIES</u>	:	Plan and independently conduct substantive inspections with the aim of ensuring compliance with all Labour legislations, namely, Basic Conditions of Employment Act (BCEA), Labour Relations Act (LRA), Employment Equity Act (EEA), Unemployment Insurance Act (UIA), Compensation for Occupational Injuries and Diseases Act (COIDA), Occupational Health and Safety (OHS), and UI Contribution Act (UCA). Plan and execute investigations independently on reported cases pertaining to contravention of labour legislation and enforce as and when necessary including making preparations for and appearing in Court as a State witness. Plan and conduct allocated proactive (Blitz) inspections regularly to monitor compliance with labour legislation including compilation and consolidation of reports emanating from such inspections. Plan and conduct advocacy campaigns on all labour legislation independently, analyse impact thereof, consolidate and compile report Manage the finalisation of files of cases received and investigations conducted by the Inspectors. Contribute at a higher level to planning, drafting and maintenance of regional inspection plans and reports including execution of analysis and compilation of consolidated statistical reports on regional and allocated cases. Ensure that non-compliant employers are referred for prosecution within the relevant time frames.
<u>ENQUIRIES</u>	:	Ms G Malungana Tel No: (012) 727 1432
<u>APPLICATIONS</u>	:	Mr. M Njamela Tel No: 043 702 7500 Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001 or hand delivered at 77 De Korte Street, Braamfontein Email: Jobs-GP6@labour.gov.za Deputy Director Labour Centre Operations: Private Bag X 9084, East London 5200 or hand delivered at Cnr. Oxford & Hill Street, East London Email: Jobs-EC@labour.gov.za
<u>POST 44/08</u>	:	<u>SUPERVISOR: REGISTRATION SERVICES (X6 POSTS)</u>
<u>SALARY</u>	:	R321 543 per annum
<u>CENTRE</u>	:	Johannesburg Labour Centre: Ref No: HR 4/4/4/10/07 (X1 Post) Labour Centre: Krugersdorp: Ref No: HR4/4/4/11/03 (X1 Post) Labour Centre: Worcester: Ceres (Western Cape): Ref No: HR 4/4/10/384 (X1 Post) Labour Centre: Worcester-De Doorns (Western Cape): Ref No: HR 4/4/10/385 (X1 Post) Labour Centre: Cape Town-Athlone (Western Cape): Ref No: HR 4/4/10/386 (X1 Post) Labour Centre: Cape Town (Western Cape): Ref No: HR 4/4/10/387 (X1 Post)
<u>REQUIREMENTS</u>	:	Three (3) years tertiary qualification in Business Administration / Management; Public Administration/ Management and Operations Management. Two (2) years functional experience in registration services. Knowledge: All Labour legislations and Regulations, Private Employment Agency regulations and related ILO conventions, Batho Pele Principles, Public Services Act, Public

		Service Regulations, Knowledge of Departmental Policies, Procedures and Guidelines. Skills: Problem-solving, Computer literacy, Basic Interpersonal, Listening, Communication, Ability to interpret legislation, Telephone etiquettes, Mediation, Analytical.
<u>DUTIES</u>	:	Monitor and oversee the help desk at the first port of the entry within Registration Service. Oversee the employment service rendered to all clients, Monitor the processes of Unemployment Insurance Benefits applications and Employer Declarations. Monitor and analyse the application of Compensation for Injury and Disease Act (COIDA) and Employer registration forms for COIDA. Attend to all complaints regarding legislation and follow up on pending complaints. Manage the resources of the section.
<u>ENQUIRIES</u>	:	Ms F Tshabalala Tel No: (011) 853 0300 Mr D A McDonald, Tel No: (011) 955 4424 Mr Q Bowman Tel No: 082 901 3232
<u>APPLICATIONS</u>	:	Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001 or Hand deliver at 77 De Korte Street, Braamfontein. Email: Jobs-GP@labour.gov.za (Johannesburg) Email: Jobs-gp3@labour.gov.za (Krugersdorp) Chief Director: Provincial Operations: PO Box 872, Cape Town, 8000 or hand deliver at: Department of Employment and Labour, No.9 Long Street, Cnr Riebeeck and Long Street Cape Town. Email: Jobs-WC@labour.gov.za
<u>POST 44/09</u>	:	<u>INSPECTOR (X2 POSTS)</u>
<u>SALARY</u>	:	R321 543 per annum
<u>CENTRE</u>	:	Labour Centre: Giyani Ref No: HR4/4/6/66 (X1 Post) Labour Centre: Tzaneen Ref No: HR4/4/6/76 (X1 Post)
<u>REQUIREMENTS</u>	:	Three-year relevant tertiary qualification in Labour Relations/ BCOM Law/ LLB with Two years functional experience in Inspection and Enforcement Services and a valid driver's license. Knowledge: Departmental policies and procedures, Skills Development Act, Labour Relation Act, Basic Conditions of Employment Act, Skills Development Levies Act, Occupational Health and Safety Act, Compensation for Occupational Injuries Diseases Act, Unemployment Insurance Act, UI Contribution Act, Employment Equity Act. Skills: Facilitation skills, Planning and Organizing, Computer literacy, Interpersonal skills, Conflict handling skills, Negotiation skills, Problem Solving skills, Interviewing, listening and observation skills, Presentation skills, Innovative, Analytical, Verbal and written communication skills.
<u>DUTIES</u>	:	Plan and independently conduct inspection with the aim of ensuring compliance with the Basic Conditions of Employment Act. Execute investigations independently on reported cases pertaining to contravention of labour legislation and enforce as and when necessary. Plan and conduct proactive (Blitz) inspection regularly to monitor compliance with labour legislation. Conduct Advocacy Campaigns on all Labour legislations independently. Draft and maintain inspection plans and reports including analysis and compilation of consolidated statistical reports on only allocated cases.
<u>ENQUIRIES</u>	:	Ms. TE Maluleke Tel No: 015 290 1768
<u>APPLICATIONS</u>	:	Chief Director: Provincial Operations: Private Bag X9368, Polokwane, 0700 or hand deliver at Department of Employment and Labour, No. 42A Schoeman Street, Polokwane E-mail: Job-GYN@labour.gov.za (Giyani Labour centre) E-mail: Job-TZN@labour.gov.za (Tzaneen Labour centre)
<u>POST 44/10</u>	:	<u>EE INSPECTOR REF NO: HR 4/4/4/10/06</u>
<u>SALARY</u>	:	R321 543 per annum
<u>CENTRE</u>	:	Pretoria Labour Centre, stationed at Provincial Office-Braamfontein
<u>REQUIREMENTS</u>	:	National Diploma in Labour Law /Advanced Labour Law NQF 7/ Post grad in Labour Law NQF 8/ Law Degree/ BCOM Law. One to Two years functional experience in Inspection and Enforcement Services, functional experience in Employment Equity Inspections is an added advantage. Valid driving License. Knowledge: Departmental policies and procedures, Basic Conditions of Employment Act, Employment Equity Act, Batho Pele principles, COIDA, Employment Services Act, Unemployment Insurance Act, UI Contribution Act. Skills: Planning and organizing, Communication Written and Verbal, Interpersonal, Computer literacy, Problem solving, Interviewing Analytical, Conflict handling, Presentation.
<u>DUTIES</u>	:	Conduct EE procedural inspections and DG reviews with the aim of ensuring compliance with EE legislation. Deal with non-compliant employers to enforce compliance with EE legislation. Conduct advocacy campaigns on EEA and analyse impact thereof. Contribute to the planning, drafting and maintenance of

		provincial inspections. Assist in ensuring that qualifying inspection files are referred to the Principal Inspector and identify challenges on the files and advise on the way forward.
<u>ENQUIRIES APPLICATIONS</u>	:	Adv. MS Msiza Tel No: (012) 309 0500
	:	Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001 or Hand deliver at 77 De Korte Street, Braamfontein. Email: Jobs-GP@labour.gov.za
<u>POST 44/11</u>	:	<u>SENIOR CLAIMS ASSESSOR (SENIOR ADMINISTRATIVE OFFICER) REF NO: HR 4/4/10/388</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R321 245 per annum
	:	Labour Centre: Cape Town (Western Cape)
	:	Three-year tertiary qualification degree or diploma in Public Management/ Administration/ Social Science/ OHS/ Finance/ HRM is required. Three to five years' experience in a claims processing environment of compensation or medical claims if highly desirable plus supervisory experience. Knowledge: Knowledge Compensation Fund policies and processes, Relevant Stakeholders, Human anatomy/ Biology and medical terminology, Customer service (Batho Pele Principles), COID tariffs, Public Service Charter, Risk awareness, COID tariffs, COID Act, Regulations and Policies, constitution Act, Approved COID Delegations, Promotion of Access to Information Act, Road Accident Fund (RAF), PFMA and Treasury Regulations, COIDA, Occupational Health and Safety Act (OHS) Skills: Required Technical Proficiency, Numeracy, Business Writing, Required IT, Communication (written and verbal), Data Capturing, Data and records management, Telephone Etiquette.
<u>DUTIES</u>	:	Administer claim registration process. Adjudicate registered customer claims. Prepare for payment claim Quality assurance for Medical/ accounts payments. Serve as a Team Leader/ Supervisor.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr Q Bowman Tel No: 082 901 3232
	:	Chief Director: Provincial Operations: PO Box 872, Cape Town, 8000 or hand deliver at: Department of Employment and Labour, No.9 Long Street, Cnr Riebeeck and Long Street, Cape Town. Email: Jobs-WC@labour.gov.za
<u>POST 44/12</u>	:	<u>CLAIMS ASSESSOR (ADMINISTRATIVE OFFICER) (X2 POSTS)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R261 372 per annum
	:	Labour Centre: George (Western Cape): Ref No: HR 4/4/10/389 (X1 Post)
	:	Labour Centre: Bellville (Western Cape): Ref No: HR 4/4/10/390 (X1 Post)
	:	Three-year tertiary qualification degree or diploma in Public Management/ Administration/ Social Science/ OHS/ Finance/ HRM is required. Three to five years' experience in a claims processing environment of compensation or medical claims if highly desirable plus supervisory experience. Knowledge: Knowledge of DoL and Compensation Fund objectives and business functions, Management functions and Management skills, Compensation policies, procedures and processes, Human anatomy/ Biology and medical terminology, stakeholders and Customers, Customer service (Batho Pele Principles, Required IT knowledge, IT operating systems, Risk awareness, COID Act, Regulations and policies, COID tariffs, COID Act, Regulations and Policies, constitution Act, DPSSA guidelines on COID, Mutual association conditions and provisional settlements, Public Service Act, Occupational Health and Safety Act (OHS), PFMA and National Treasury Regulations, general knowledge of Public service regulations. Skills: Required Technical Proficiency, numeracy, Business Writing, Required IT, Fund IT Operating systems, Data Capturing, Data and records management, Telephone Etiquette.
<u>DUTIES</u>	:	To administer claim registration process. Adjudicate registered customer claims, prepare for payment claim. Quality assurance for medical / accounts payment. Serve as a team leader or supervisor.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr. Q Bowman Tel No: 082 901 3232
	:	Chief Director: Provincial Operations: PO Box 872, Cape Town, 8000 or hand deliver at: Department of Employment and Labour, No.9 Long Street, Cnr Riebeeck and Long Street, Cape Town. Email: Jobs-WC@labour.gov.za
<u>POST 44/13</u>	:	<u>PROVISIONING ADMINISTRATIVE OFFICER REF NO: HR4/4/10/393</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R261 372 per annum
	:	Provincial Office: Western Cape
	:	Three (3) year relevant tertiary qualification in Supply Chain Management/ Finance/ Public/ Business Management. One (1) functional experience and EB drivers license. Knowledge: Public Financial Management Act, Treasury Regulations, SCM Policy, Asset Management Policy, SDLA, OHS Act and

- Regulations, COIDA, UIA, UI Contribution Act, Skill Development Act, Batho Pele Principles. Skills: Supervision, Negotiation, Client Orientation and customer, Facilitation, Computer Literacy, Communication, Analytical.
- DUTIES** : Provide contract and tender management support to be in line with developed relevant prescripts. Administer open and close tender processes in compliance with the SCM Policies and Treasury Regulations. Provide goods and services in line with relevant prescripts of the Province. Provide inventory management and support to ensure effectiveness and efficient in the Province. Manage all resources of the Directorate.
- ENQUIRIES APPLICATIONS** : Mr Q Bowman Tel No: 082 901 3232
: Chief Director: Provincial Operations: PO Box 872, Cape Town, 8000 or hand deliver at: Department of Employment and Labour, No.9 Long Street, Cnr Riebeeck and Long Street, Cape Town. Email: Jobs-WC@labour.gov.za
- POST 44/14** : **UI EMPLOYER AUDIT SERVICE OFFICER REF NO: HR4/4/6/65**
- SALARY CENTRE REQUIREMENTS** : R261 372 per annum
: Provincial Office Limpopo
: Three-year tertiary qualification in Internal Auditing/ Financial Accounting / Cost and Management Accounting/Financial Information System/ BCOM. Accounting/ BComp. Accounting/ BCom. Law/ LLB/ Financial Management and a valid driving license. Knowledge: Departmental policies and procedures, Batho Pele Principles, Public Service Act and Regulations, OHS Act and Regulations, COIDA, UIA, PFMA, BCEA, NMWA, LRA, UI Contribution Act, Employment Equity Act, Inspectors Code of Conduct. Skills: Facilitation skills, Planning and Organizing, Computer literacy, Interpersonal skills, Problem solving, Interviewing, listening and observation, Communication (written and verbal), Innovative, Analytical, Research.
- DUTIES** : Conduct audits to determine compliance with Unemployment Insurance Act and Unemployment Insurance Contribution Act. Serve enforcement notices on non-complying employers. Refer non complying employers for prosecution. Provide support in the implementation of Advocacy Programs on UIA and UIC Act.
- ENQUIRIES APPLICATIONS** : Ms JM Fope Tel No: (015) 290 1694
: Chief Director: Provincial Operations: Private Bag X9368, Polokwane, 0700 or hand Deliver at 42a Schoeman Street, Polokwane. E-mail: Jobs-LP@labour.gov.za
- POST 44/15** : **OFFICE ADMINISTRATOR REF NO: HR 4/4/4/10/11**
- SALARY CENTRE REQUIREMENTS** : R261 372 per annum
: Provincial Office: Gauteng
: Three years' relevant qualification in Office management/information management/ Information management and Technology/ Public/Business Administration/Management. One (1) year functional experience in office administration/secretariat services. Knowledge: Department of labour's policies and procedures, planning and organizing, administrative procedures, Batho Pele principles, interpersonal relations. Skills: Facilitation, interpersonal relations, communication both (verbal and written), computer, telephone etiquette, organising, decision making, analytical, project management.
- DUTIES** : Provide a reception support to the Branch / Office/ Chief Directorate/ Directorate / including dairy management for the DG/ DDG/ COO/ Chief Director/ Director, Render a Secretarial Services for the Office of the DG/ DDG/ COO/ Chief Director/ Director, Assist in Monitoring and maintaining the budget including the supply chain for the Chief Directorate/ Directorate, Facilitate and coordinate all logistical and resource requirements of the Chief Directorate/ Directorate, Provide Management Information and records management services in the Chief Directorate/ Directorate, Track and monitor projects tasks within the Chief Directorate/ Directorate.
- ENQUIRIES APPLICATIONS** : Adv. M Msiza Tel No: (012) 309 0500
: Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001 or Hand deliver at 77 De Korte Street, Braamfontein. Email: Jobs-GP3@labour.gov.za
- POST 44/16** : **INSPECTOR REF NO: HR 4/4/4/10/05**
- SALARY CENTRE REQUIREMENTS** : R261 372 per annum
: Brakpan Labour Centre
: Three (3) year relevant tertiary qualification in Labour Relations / BCOM Law / LLB. One (1) year functional experience in Inspection and enforcement services. Valid driver's license. Knowledge: departmental policies and procedures, Skills Development Act, Labour Relations Act, Basic Conditions of

<u>DUTIES</u>	:	Employment Act, skills Development Levies Act, Occupational Health and Safety Act, COIDA, Unemployment Insurance Act, UI Contribution Act, Employment Equity Act Skills: Planning and organizing, computer literacy, interpersonal skills, conflict handling, negotiation skills, problem solving skills, interviewing, listening and observing skills.
	:	Plan and independently conduct inspections with the aim of ensuring compliance with Basic Conditions of Employment Act (BCEA). Execute investigations independently on reported cases pertaining to contravention of labour legislation and enforce as and when necessary. Plan and conduct proactive (blitz) inspection regularly to monitor compliance with labour legislation. Conduct advocacy campaign on all Labour Legislation independently. Draft and maintain inspection plans and reports including analysing and compilation of consolidated statistical reports on only allocated cases.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr P Mati Tel No: (011) 853 0300
	:	Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001 Hand deliver at 77 De Korte Street, Braamfontein. Email: Jobs-GP5@labour.gov.za
<u>POST 44/17</u>	:	<u>ADMINISTRATIVE OFFICER: MANAGEMENT SUPPORT SERVICES REF NO: HR4/4/4/11/04</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R261 372 per annum
	:	Labour Centre: Germiston
	:	Three-year tertiary qualification in Public/ Human Resource Management/ Public Management/ Administration. One-year functional experience in support services. Knowledge: Batho Pele Principles. Departmental policies, procedures and guidelines. Treasury regulations. Public Finance Management Act. Skills: Interpersonal skills. Telephone etiquette. Interviewing skills. Computer literacy. Listening skills. Communication skills. Ability to interpret legislation. Problem solving skills. Basic mediation skills. Analytical skills. Report writing skills. Tactical skills.
<u>DUTIES</u>	:	Render Supply Chain Management Function in a Labour Centre. Provide Finance and Office Services including fleet management within a Labour Centre. Render a Human Resource Management services at a Labour Centre. Responsible for Training and Performance management in a Labour Centre. Render general administrative work for the Labour Centre as and when required.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms S H Ceasar Tel No: (011) 814 7096
	:	Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001 or hand deliver at 77 de Korte Street, Braamfontein. Email: Jobs-gp1@labour.gov.za
<u>POST 44/18</u>	:	<u>MEDICAL ADJUDICATOR (PROFESSIONAL NURSE) (X4 POSTS)</u> (This is re-advertisement candidates who previously applied are encouraged to re-apply)
<u>SALARY</u>	:	Grade 1: R260 760 – R302 292 per annum, (OSD) Grade 2: R320 703 – R368 307 per annum, (OSD) Grade 3: R388 974 - R492 756 per annum, (OSD)
<u>CENTRE</u>	:	Preroria: Ref No: HR 4/4/4/08/07 (X2 Posts) Vereeniging: Ref No: HR 4/4/4/08/08 (X1 Post) Mamelodi: Ref No: HR 4/4/4/08/09 (X1 Post)
<u>REQUIREMENTS</u>	:	Four (4) years nursing degree/three years diploma. Post Graduate Diploma in Occupational Health/Theatre Technique/Critical Care will be an advantage. Experience in trauma/emergency/internal medicine/general surgery/orthopaedics/theatre at the regional public or private hospital is required. Experience in medical claims processing/insurance environment will be an added advantage. Registration with the South African Nursing Council. Grade 1: 2 to 9 years' experience gained after registration. Grade 2: 10-19 years' experience gained after registration. Grade 3: 20 years' experience gained after registration. Knowledge: DoL and Compensation Fund objectives and business functions, Compensation Fund Services, Directorate or sub-directorate goals and performance requirements, Nursing legislations and or related legal as well as ethical nursing practices, Compensation Fund policies, procedures and processes, Stakeholders and customers, Customer Service (Batho Pele Principles), COIDA tariffs, Technical knowledge, PFMA and National Treasury Regulations, Public Service Act. Skills: Required Technical Proficiency, Business writing, Required IT skills, Data capturing, Data and records management, Telephone Skills and Etiquette.
<u>DUTIES</u>	:	Provide medical advice and recommendation in the acceptations of liability. Recommend the approval of medical accounts. Provide medical advice on the

processing of occupational injury claims. Determine PD (Permanent Disability) and TTD (Total Temporary Disability). Assess medical accounts on occupational injury claims and OD medical accounts.

ENQUIRIES : Mr S Mdluli/ Dr V Mabudusha Tel No: 012 319 8100

APPLICATIONS : Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001 or hand deliver at 77 de Korte Street, Braamfontein
 Email: Jobs-GP4@labour.gov.za –Pretoria Labour Centre
 Email: Jobs-GP5@labour.gov.za –Vereeniging Labour Centre
 Email: Jobs-GP6@labour.gov.za –Mamelodi Labour Centre

FOR ATTENTION : Sub-directorate: Human Resources Management, Provincial Office: Gauteng

POST 44/19 : **CLIENT SERVICE OFFICER REF NO: HR 4/4/10/10**

SALARY : R211 713 per annum

CENTRE : Labour Centre: Roodepoort

REQUIREMENTS : Matric/Grade twelve/ Senior Certificate. No experience required. Knowledge: All Labour Legislations and Regulations, Private Employment Agency regulations and related ILO conventions, Public Service Regulations, Public Service Act, Departmental Policies, Procedures and Guidelines, Batho Pele principles. Skills: Interpersonal, Telephone etiquette, Interviewing, Computer literacy, Communication, Ability to interpret legislation, Problem solving.

DUTIES : Render services at help desk as the first point of entry within the Registration Services, Render Employment Services to all the clients who visit the Labour Centre. Resolve all complaints on all Labour Legislations received from clients. Receive 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 : Ms C Geldenhuys Tel: (011) 766 2000

APPLICATIONS : Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001 or Hand deliver at 77 De Korte Street, Braamfontein. Email: Jobs-GP2@labour.gov.za

POST 44/20 : **INSPECTOR: IES (X4 POSTS)**

SALARY : R211 713 per annum

CENTRE : Kariega Labour Centre: Eastern Cape: Ref No: HR4/4/5/170 (X1 Post)
 Labour Centre: Louis Trichardt: Ref No: HR 4/4/6/64 (X1 Post)
 Johannesburg Labour Centre: Ref No: HR 4/4/4/10/03 (X1 Post)
 Labour Centre: George (Western Cape): Ref No: HR4/4/10/396 (X1 Post)

REQUIREMENTS : Three-year relevant tertiary qualification in Labour Relations / BCOM Law / LLB. No experience required. A valid driver's license. Knowledge: Departmental policies and procedures, Skills Development Act, Labour Relation Act, Basic Conditions of Employment Act, Skills Development Levies Act, Occupational Health and Safety Act, COIDA, Unemployment Insurance Act, UI Contribution Act, Employment Equity, UI Contribution Act, Skills Development Act, Employment Equity Act. Skills: Facilitation, Planning and organizing, Communication written and Verbal, Interpersonal, Computer literacy, Problem solving, Interviewing listening and observation, Analytical.

DUTIES : Conduct occupational inspections with the aim of ensuring compliance with all Labour legislations, namely, Basic of Conditions of Employment Act(BCEA) Labour Relations Act, Employment Equity Act, Unemployment Insurance Act, Compensation for occupational Injuries and Diseases Act, Occupational Health and Safety, Skills Development Act and UCA. Execute investigations and reported cases pertaining to contravention of labour legislation and enforce where and when necessary. Conduct proactive (Blitz) inspections regularly to monitor compliance with labour legislation. Conduct advocacy campaigns on identified and allocated labour legislations. Assist in drafting of inspection plans, reports and compilation of statistics on allocated cases.

ENQUIRIES : Ms W Koba Tel No: 041 992 4627
 Mr Mokobodi J Tel No: 015 290 1665
 Ms F Tshabalala Tel No: (011) 853 0300
 Mr Q Bowman Tel No: 082 901 3232

APPLICATIONS : Deputy Director: Labour Centre Operations: P. O. Box 562 Uitenhage, 6230
 Email: Jobs-EC@labour.gov.za
 Chief Director: Provincial Operations: Private Bag X 9368, Polokwane, 0700 Or hand deliver at 42a Schoeman Street, Polokwane. Email: Job-MAKH@labour.gov.za
 Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001 Hand deliver at 77 De Korte Street, Braamfontein. Email: Jobs-GP6@labour.gov.za

Chief Director: Provincial Operations: PO Box 872, Cape Town, 8000 or hand deliver at: Department of Employment and Labour, No.9 Long Street, Cnr Riebeeck and Long Street, Cape Town. Email: Jobs-WC@labour.gov.za

- POST 44/21** : **CLIENT SERVICE OFFICE (COID) REF NO: HR 4/4/8/492**
- SALARY CENTRE REQUIREMENTS** : R211 713 per annum
: Ficksburg Labour Centre
: Grade 12. No experience required. Knowledge: Public Service Act, Public Service Regulation, Compensation Fund business strategies and goals, Compensation Fund value chain, Directorate goals and performance requirements, PFMA and Treasury Regulations, Customer Service (Batho Pele Principles). Skills: Computer literacy, Business Writing Skills, Listening skills, Telephone etiquette, Basic interpersonal skills.
- DUTIES** : Render and verify documents for registration. Register the claims on the Operational System. Assist with employer services at the kiosk, online system and service centres. Handle all services related queries and complaints.
- ENQUIRIES APPLICATIONS** : Ms M Lelope Tel No: (053) 574 0932
: Chief Director: Human Resources Management: Private Bag X 522, Bloemfontein, 9300 Or hand deliver at Laboria House, 43 Charlotte Maxeke Street, Bloemfontein. Email: Jobs-FS5@labour.gov.za
- POST 44/22** : **ADMINISTRATIVE CLERK: INSPECTION AND ENFORCEMENT SERVICES REF NO: HR 4/4/4/10/01**
- SALARY CENTRE REQUIREMENTS** : R176 310 per annum
: Labour Centre: Johannesburg
: Matriculation/ Grade 12/ Senior certificate. No experience required. Knowledge: Batho-pele principles, Departmental policies and procedures, Treasury Regulations. Skills: Verbal and written communication, interpersonal relations, problem solving, computer literacy, analytical, planning and organizing.
- DUTIES** : To render Supply Chain Management functions in Labour Centre (Daily), Provide a Finance and office manage service to the Labour Centre. Render a Human Resource Management. Responsible for training and performance activities in a Labour Centre. Responsible for the records management in a Labour Centre.
- ENQUIRIES APPLICATIONS** : Ms F Tshabalala Tel No: (011) 853 0300
: Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001 or Hand deliver at 77 De Korte Street, Braamfontein. Email: Jobs-GP4@labour.gov.za
- POST 44/23** : **ADMINISTRATIVE CLERK: SUPPORT SERVICES, INSPECTION AND ENFORCEMENT SERVICES REF NO: HR 4/4/4/10/02**
- SALARY CENTRE REQUIREMENTS** : R176 310 per annum
: Gauteng Provincial Office
: Matriculation/ Grade 12/ Senior certificate. No experience required. Knowledge: Administrative procedures relating to an office, filing and retrieval of documents, ability to operate fax machine and photocopier, data capturing. Skills: planning and organizing, Verbal and written communication, computer literacy, assertive, ability to prioritize tasks, ability to work under pressure.
- DUTIES** : Render administration support services to the Directorate. Control the movement of documents and said files in the Directorate. Provide supply chain management support in the Directorate. Render Human Resources support services for the Directorate.
- ENQUIRIES APPLICATIONS** : Adv. MS Msiza Tel No: (012) 309 0500
: Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001 or Hand deliver at 77 De Korte Street, Braamfontein. Email: Jobs-GP5@labour.gov.za
- POST 44/24** : **OFFICE AID: MSS (X3 POSTS)**
- SALARY CENTRE** : R124 434 per annum
: Roodepoort Labour Centre: Ref No: HR 4/4/4/10/09 (X1 Post)
: East London Labour Centre: Ref No: HR4/4/5/171 (X1 Post)
: Provincial Office: Gauteng stationed at Labour Centre: Springs- Ref No: HR4/4/4/05 (X1 Post)
- REQUIREMENTS** : standard 8/ grade 10. Knowledge: Cleaning practices, catering, office practice. Skills: interpersonal relations, verbal communication, listening.
- DUTIES** : Ensure a clean office environment at all times. Provide food services aid. Assist in distributing stock. Assist with messenger functions.

ENQUIRIES

: Ms C Geldenhuys Tel No: (011) 766 2000

Ms I Engelbrecht, Tel No: (011) 365 3719

Mr M Njamela Tel No: 043 702 7500

APPLICATIONS

: Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001 or
Hand deliver at 77 De Korte Street, Braamfontein.

Email: Jobs-GP1@labour.gov.za (Roodepoort)

Email: Jobs-gp2@labour.gov.za (GP/Station Springs)

Deputy Director Labour Centre Operations: Private Bag X 9084, East London
5200 or hand delivered at Cnr. Oxford & Hill Street, East London. Email: Jobs-EC@labour.gov.za

DEPARTMENT OF FORESTRY, FISHERIES AND THE ENVIRONMENT

- APPLICATIONS** : May be forwarded to the Director-General, Department of Forestry, Fisheries and the Environment, Private Bag X447, Pretoria, 0001 or hand-delivered to: Environment House, Erf 1563 Arcadia Extension 6, Cnr Soutpansberg and Steve Biko Road, Arcadia, Pretoria.
- FOR ATTENTION** : Human Resources Management
- CLOSING DATE** : 10 January 2022
- NOTE** : Application must be submitted on a New signed Z83 form obtainable from any Public Service Department and must be completed in full accompanied by certified copies of qualifications (Matric Certificate must also be attached), ID document, a valid Driver's License (attached documentation need not be certified, certification will be requested when required) together with the recent Curriculum Vitae in order to be considered. Please note that should you not use the newly amended Z83 and completed, initialled, and signed in full, the department reserves the rights to disqualify your application. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The National Department of Forestry, Fisheries and the Environment is an equal opportunity, affirmative action employer. Preference may be given to appointable applicants from the underrepresented designated groups in terms of the Department's equity plan. Persons with disabilities are encouraged to apply. Correspondence will be limited to successful candidates only. Short-listed candidates will be subjected to screening and security vetting to determine their suitability for employment, including but not limited to: Criminal records; Citizenship status; Credit worthiness; Previous employment (reference checks); and Qualification verification. Short-listed candidates will be expected to avail themselves at the Department's convenience. Entry level requirements for SMS posts: In terms of the Directive on Compulsory Capacity Development, Mandatory Training Days & Minimum Entry Requirements for SMS that was introduced on 1 April 2015, a requirement for all applicants for SMS posts from 1 April 2020 is a successful completion of the Senior Management Pre-Entry Programme as endorsed by the National School of Government (NSG). The course is available at the NSG under the name Certificate for entry into SMS and the full details can be obtained by following the below link: <https://www.thensg.gov.za/training-course/sms-pre-entryprogramme/> The successful candidate will be required to provide proof of completion of the NSG Public Service Senior Management Leadership Programme Certificate for entry into the SMS. Furthermore, candidates shortlisted for the SMS post will be subjected to a technical exercise that intends to test relevant technical elements of the job. Following the interview and the technical exercise, the Selection Panel will recommend candidates to attend a generic managerial competency assessment in compliance with the DPSA Directive on the implementation of competency-based assessments. The person appointed to this position will be subjected to a security clearance, the signing of performance agreement and employment contract. The department reserves the right not to make an appointment. If you have not been contacted within three 3 months after the closing date of the advertisement, please accept that your application was unsuccessful.
- ERRATUM:** Kindly note that the following X2 posts were advertised in the Public Service Vacancy Circular 42 dated 26 November 2021: Scientist Production: Abalone – Three (3) Year Sec.40 Nema Contract Ref: Fim26/2021; And Scientist Production: Rock Lobster – Three (3) Year Sec.40 Nema Contract Ref No: Fim27/2021; the closing date was Monday, 13 December 2021, which has now been extended to Monday, 20 December 2021.

MANAGEMENT ECHELON

- POST 44/25** : **DIRECTOR: WILDLIFE ECONOMY REF NO: BC13/2021**
- SALARY** : R1 057 326 per annum, (all-inclusive salary package). The remuneration package includes a basic salary (70% of package), State's contribution to the Government Employee Pension Fund (13% of basic salary) and a flexible portion which can be structured according to the individual's personal needs.
- CENTRE** : Pretoria
- REQUIREMENTS** : A Bachelor's degree in Natural Sciences/Environmental Management or an equivalent relevant qualification within the related field (NQF level 7) plus five years' experience at middle or senior management. An undergraduate qualification in Commercial/Business Management will be an added advantage. Extensive relevant experience in an environmental/commercial business

management related field. Experience in development and implementation of projects, including environmental and related legislation. Knowledge of natural commercial resource management planning and implementation. Knowledge of Natural commercial resource management or Natural resource-based rural development. Programme-based natural resource operational management and/or planning. Value-added industry experience and expertise. Ability to negotiate with high-level executives in public and private sector, to secure Government's investments and opportunities. Strategic Capability and Leadership. Programme and Project Management. Knowledge of general government administrative procedures. Organisational, Planning, Communication (written and spoken) and diplomacy skills. Knowledge of the Public Finance Management Act (PFMA) and Treasury Regulations. Ability to work under pressure and long hours. Willingness to travel. Proof of completion of the Senior Management Pre-entry Programme as endorsed by the National School of Government (NSG)

DUTIES : Coordinate activities and manage the delivery of the Wildlife implementation plan to improve the economic contribution of South Africa's Biodiversity sector through delivering initiatives on-time and unblocking bureaucratic bottlenecks. Facilitation, development, management and implementation of the wildlife economy projects. Mainstreaming Wildlife economy initiatives within DFFE, Departments, Agencies, Academic Institutions, industry and communities. Provide leadership to the Provinces in order to advance the development of the wildlife economy in their respective areas. Provide leadership at national, regional and international platforms through engagements and effective leadership. Improve operational efficiency of the directorate through good corporate governance, financial management, stakeholder involvement, transformation and capacity development whilst enhancing service delivery. Coordinate, manage and implement the National Biodiversity Economy Strategy and its implementation plan – the Biodiversity Economy Phakisa 3 Foot Plan.

ENQUIRIES : Mr K. Matibe Tel No: 012 399 8621/ Cell No: 0608342755

POST 44/26 : **DIRECTOR: STAKEHOLDER ENGAGEMENT AND PUBLIC AWARENESS**
REF NO: CMS26/2021

SALARY : R1 057 326 per annum, an all-inclusive annual remuneration package. The remuneration package includes a basic salary (70% of package), State's contribution to the Government Employee Pension Fund (13% of basic salary) and a flexible portion which can be structured according to the individual's personal needs.

CENTRE : Pretoria

REQUIREMENTS : An Undergraduate (NQF 7) in Communication Science/ Social Sciences or relevant equivalent qualification as recognized by SAQA. Five years of experience at a middle/senior managerial level in the relevant field. Knowledge of government prescripts and protocols, Administrative procedures, Financial Management, Project Management, Educational qualification and extensive administrative experience Language editing formats & quality control mechanisms meeting procedures & minute taking, Educational qualification and extensive administrative experience and HR Practices. Communication skills (written and spoken), Leadership and Management skills, Coordination skills, Planning and Organizational skills, Decision-making skills and Report writing skills. Proof of completion of the Senior Management Pre-entry Programme as endorsed by the National School of Government (NSG).

DUTIES : Manage the development and implementation of Stakeholder Engagement Plan. Develop and manage the Department's Public Education and Awareness Campaign Strategies and Plans. Manage the development and implementation of Community Outreach and Schools Engagement Programme. Oversee the management of the Information and Call Centres. Provide communication support to Political Principals as and when necessary. Engage branches in the development of issues-based stakeholder engagement programme. Provide leadership in measuring the effectiveness of public education approaches employed by the department. Develop Projects and action plans.

ENQUIRIES : Mr A Modise Tel No: 012 399 9943 / cell no: 083 490 2871

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 or Ms D Kgosana, Human Resources, Tel No: 012 748 6279 / 012 748 6277
- CLOSING DATE** : 28 December 2021 at (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 that intends to test relevant technical elements of the jobs; the logistics of which will be communicated 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 44/27** : **DIRECTOR: EXECUTIVE SUPPORT SERVICES REF NO: GPW21/52**
- SALARY** : R1 057 236 per annum (Level 13), (all – inclusive remuneration package)
- CENTRE** : Pretoria
- REQUIREMENTS** : National Senior Certificate, Bachelor's Degree or equivalent (NQF level 7 as recognized by SAQA) in Public Administration/ Business Administration. 5 years' experience at middle / senior management in an executive support environment. SMS pre-entry certificate as offered by the National School of Government (NSG). Knowledge: Strategic Capability and Leadership. People Management and Empowerment. Programme and Project Management. Financial Management. Change Management. A Valid Driver's License.
- DUTIES** : Undertake policy or line function tasks: Execute research, analyse information and compile complex documents for the Chief Executive Officer; source information and compile comprehensive documents for the Chief Executive Officer with regard to issues emanating from meetings, etc. Compile memoranda as required; and scrutinize submissions/reports, make notes and recommendations to present to the Chief Executive Officer. Draft responses for submission to internal and external stakeholders. Co- ordinate, follow up and compile reports of a transverse nature for the Chief Executive Officer and advise/sensitize the Chief Executive Officer on reports to be submitted. Compile

presentations and speeches for the Chief Executive Officer. Coordinate external strategic alliance between the office of the Chief Executive Officer and other stakeholders: Liaise with stakeholders to ensure integration of programmes. Scrutinize documents to determine actions/information/documents required. Collect and compile information for the Chief Executive Officer with regard to issues that need to be discussed. Record minutes/resolutions and communicate/ disseminate to relevant role players, follow up on progress made, prepare briefing notes as well as other documentation. Compile agenda of meetings chaired by the Chief Executive Officer and ensure circulation of accompanying memoranda and; co- ordinate high level meetings including overseeing the logistics, transport arrangements and take charge of invitations and RSVP functions etc. Manage general support services in the office of the Chief Executive Officer: Set up and maintain systems in the Office of the Chief Executive Officer that will ensure efficiency in the office. Establish, implement and maintain effective processes/procedures for information and documents flow to and from the office. Ensure safekeeping of all documentation in the Office. Manage the engagements of the Chief Executive Officer. Manage the resources in the office of the Chief Executive Officer: Determine and collate information with regards to the budget needs of the Office. Keep record of expenditure commitments, monitor expenditure and alert the Chief Executive Officer with regard to possible over and under spending. Responsibility manager for the component and; identify the need to move funds between items and compile submissions for this purpose. Monitor and evaluate the performance of staff in the office. Manage the human resource aspects related to the staff in the Office of the Chief Executive Officer. Oversee responses drafted by the Executive Assistant and other support personnel on enquiries received from internal and external stakeholders.

ENQUIRIES : Mr. JJ Rossouw Tel No: (012) 748 6265

POST 44/28 : **DIRECTOR: HUMAN RESOURCE POLICY AND PLANNING REF NO: GPW21/53**

SALARY CENTRE REQUIREMENTS : R1 057 236 per annum (Level 13), (all – inclusive remuneration package)
 : Pretoria
 : National Senior Certificate, Bachelor's Degree or equivalent (NQF level 7 as recognized by SAQA) in Human Resources. 5 years' experience at middle / senior management in a Human Resource environment. SMS pre-entry certificate as offered by the National School of Government (NSG). In-depth knowledge and experience across the HR spectrum, specifically with regard to Recruitment and Selection, Service Conditions, Compensation Management, Organisational Development and Employment Equity. Computer literacy. Knowledge of HR budgeting, PFMA and all legislations governing HR Practices. A Valid Driver's License. Competencies: Strategic capability and leadership. Service delivery innovation. Client orientation and customer focus. People management and empowerment. Programme and project management. Knowledge and information management. Problem-solving and analysis. Business report writing. 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 : Provide strategic direction, leadership and management to the Unit. Manage, train and guide subordinates within the Unit. Oversee development, implementation and monitoring of HR policy guidelines, processes and procedures. The coordination of human resources information and knowledge management. The monitoring and evaluation of the implementation of human resources strategies. Manage recruitment and selection, organisational structure, job profiles, job evaluation and staff budget. Responsible for HR administration processes. The development and management of attraction, retention and exit programmes. Facilitate the development, implementation and monitoring of employment equity.

ENQUIRIES : Ms. MM Modise Tel: (012) 748 6239

OTHER POST

POST 44/29 : **DEPUTY DIRECTOR: OFFICE OF THE CHIEF EXECUTIVE OFFICER REF NO: GPW21/54**

SALARY CENTRE REQUIREMENTS : R744 255 per annum (Level 11), (An all-inclusive remuneration package)
 : Pretoria
 : National Senior Certificate, a three-year Bachelor's degree or a three-year National Diploma in Office Administration or related qualification (NQF 7) as

recognized by SAQA with 3 to 5 years' experience in a related field. A valid driver's license. The successful candidate is expected to travel as and when required. Generic Competencies: Planning and organizing. Coordination. Problem solving & decision making. Project management. Client orientation and customer focus. Diversity management. Communication (verbal and written). Technical Competencies: Office management and administration. Secretariat/ receptionist norms. Government systems and procedures. Microsoft office.

DUTIES

: The successful candidate will perform the following duties: Manage the electronic diary of the Chief Executive Officer including the scheduling of meetings (daily, weekly, monthly quarterly and annually). Co-ordinate all the correspondence in the Office of the Chief Executive Officer and liaise with the relevant stakeholder and act as the point of contact between the Chief Executive Officer, Office of the Minister, Spheres of Government, the department and external clients. Manage and provide the logistical services for the Chief Executive Officer. Provide secretarial and administrative tasks/support services to the Chief Executive Officer and undertake any other duties as may be reasonable allocated using project management principles to undertake such tasks in the Office of the Chief Executive Officer. Develop, manage and maintain the document management system to ensure the proper flow and management of key documents for the Chief Executive Officer.

ENQUIRIES

: Mr. JJ Rossouw Tel No: (012) 748 6265

DEPARTMENT OF HEALTH

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

<u>APPLICATIONS</u>	:	The Director-General, National Department of Health, Private Bag X399, Pretoria. 0001. Applications should be forwarded to recruitment@health.gov.za quoting the reference number
<u>FOR ATTENTION</u>	:	Ms TP Moepi
<u>CLOSING DATE</u>	:	03 January 2022 @12H00 Midday
<u>NOTE</u>	:	All short-listed 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 battery. Applications should be submitted on the new Z83 form obtainable from any Public Service Department and should be accompanied by a CV (previous experience must be comprehensively detailed). Copies of qualification certificates (need not be certified) should be attached (including Senior Certificate/Grade 12 certificate regardless of the qualification requirement indicated in the advert) including ID and driver's license. Only emailed applications will be considered. Applications received after the closing date and those that do not comply with the requirements will not be considered. It is the applicant's responsibility to have foreign qualifications and national certificates (where applicable) evaluated by the South African Qualification Authority (SAQA). The Department reserves the right not to fill the posts. The successful candidate will be subjected to personnel suitability checks and other vetting procedures. Applicants are respectfully informed that correspondence will be limited to short-listed candidates only. If notification of an interview is not received within three (3) months after the closing date, candidates may regard their application as unsuccessful. The Department will not be liable where applicants use incorrect/no reference number(s) on their applications.

MANAGEMENT ECHELON

<u>POST 44/30</u>	:	<u>DIRECTOR: MALARIA AND VECTOR BORNE DISEASES REF NO: NDOH 19/2021</u> Directorate: Malaria and Vector Borne Diseases
<u>SALARY</u>	:	R1 057 326 per annum, (An all-inclusive remuneration package) consists of 70% of total package, the State's contribution to the Government Employee's Pension Fund (13% of basic salary) and a flexible portion]. The flexible portion of the package can be structured according to Senior Management Service Guidelines
<u>CENTRE REQUIREMENTS</u>	:	Pretoria An undergraduate qualification (NQF level 7) as recognized by SAQA in Public Health/Health Sciences. Postgraduate qualification at NQF level 8 in Public Health/Health Science will be an advantage. At least five (5) years' experience at middle/senior management level in diagnosis and treatment of malaria and vector-borne diseases. Knowledge of Health Act, PFMA, Human Resources and Procurement policies, plans and strategies pertaining to the Health Sector and knowledge of health systems. Good strategic capability and leadership, financial, programme, project and change management, service delivery innovation, problem solving and analysis skills. Ability to work under pressure and independently, willingness to travel and work irregular hours. Valid driver's license.
<u>DUTIES</u>	:	Provide strategic leadership with regard to the prevention, management, control and elimination of malaria and vector borne diseases in South Africa. Establish and manage partnerships with governmental organizations, NGOs and key stakeholders. Develop legislation, policy, strategy and guideline formulation for malaria and vector borne diseases. Review and update the National Malaria Elimination Strategy for South Africa. Draft and update relevant guidelines for Malaria and Vector-Borne Diseases, Plan and execute provincial training and other capacity building programme on malaria and Vector Borne Diseases. Review and Update the National Vector Borne Diseases strategy. Strengthen cross, regional, and international collaboration for malaria. Represent the

National Department of Health on the Elimination 8 and SADC Malaria Manager's committees. Develop and track implementation of annual work plans for the E8 and MOSASWA – Mozambique and South Africa and Swaziland/Eswatini. Support the development of a Resource Mobilisation strategy and all grants for Malaria in South Africa and the neighbouring countries to support implementation of the National Malaria Elimination Strategy.

ENQUIRIES

: Ms T Furumele on email: Tsakani.furumele@health.gov.za

MUNICIPAL INFRASTRUCTURE SUPPORT AGENT

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

- CLOSING DATE** : 28 December 2021. Applications will not be considered after the closing date.
- NOTE** : For All Applications: All applicants must be SA citizens/ permanent residents. Applications must be submitted on new Z83 form obtainable from any public service department or on the internet at www.gov.za/documents and must be accompanied by a recently updated comprehensive CV (with contactable references and copies of all qualifications, Identity Document (ID) and Drivers' licence (where appropriate) and any other relevant documents. Such copies need not be certified when applying for the post. Communication by HR regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following the communication from HR. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA) and the evaluation certificate from SAQA must be attached. Failure to sign new Z83 and submit the requested documents will result in your application not being considered. Candidates whose appointments will promote representativity in terms of race, gender and disability will receive preference. Correspondence will only be entered into with short-listed applicants. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification). Note: all shortlisted candidates for Senior Management Service posts will be subjected to a technical exercise that intends to test relevant technical elements of the job. The successful candidate will be required to sign an annual performance agreement, disclose his/her financial interests and be subjected to competency assessment and security clearance and 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>. Candidates should therefore possess managerial skills on different levels of proficiency of the posts. Short listed candidates could be expected to complete management competency assessments.

OTHER POSTS

- POST 44/31** : **SPECIALIST ENGINEER: ROADS AND STORMWATER REF NO: MISA/SE-RS/06**
- SALARY** : R1 558 839 – R2 228 358 package per annum, (OSD)
- CENTRE** : MISA Head Office
- REQUIREMENTS** : An appropriate master's degree in Civil/Transportation Engineering, Specializing in Roads and Storm water or equivalent relevant qualification at NQF level 9 with Ten (10) years' post-qualification experience in roads and storm water and registered as a Professional Engineer/Technologist with ECSA. Process Competencies: Knowledge Management. Service Delivery Innovation. Problem Solving and Analysis. Client Orientation and Customer Focus. Communication. Core Competencies: Strategic Capacity and Leadership. People Management and Empowerment. Financial Management. Change Management. Programme and project Management Technical competencies: In depth knowledge and understanding of: Engineering design and analysis knowledge. Engineering and professional judgement. Contract Management. Knowledge of local socio-economic infrastructure. Engineering. Legal and operational compliance and Engineering operational communication.
- DUTIES** : The successful candidate will perform the following duties: Provide support on specialized Roads and Stormwater engineering services in accordance with South African Policies, Act, Regulations and Industry Guidelines following MISA and Municipal Norms and Practices. Design new systems to solve complex engineering challenges and improve efficiency and enhance safety. Lead and coordinate advance research or knowledge application. Provide expert advice on specialized engineering field. Develop and review municipal sector master plans.

ENQUIRIES : Mr Jabulani Hadebe Tel No: 011 763 1103/ Nommiselo Mtini/ Fulufhelo Museisi
Tel No: 012 8485305/5379

APPLICATIONS : Please forward your application, quoting the relevant reference number, to
MISA-SE-RS-06@multilead.co.za

POST 44/32 : **SPECIALIST ENGINEER: SOLID WASTE MANAGEMENT REF NO:
MISA/SE-SWM/07**

SALARY : R1 558 839 – R2 228 358 per annum, (OSD)
CENTRE : MISA Head Office
REQUIREMENTS : An appropriate master's degree in Civil Engineering, specializing in Waste Management/Environmental Management or equivalent relevant qualification at NQF level 9 with Ten (10) years post-qualification experience in solid waste management and registered as a Professional Engineer/Technologist with ECSA. Process Competencies: Knowledge Management. Service Delivery Innovation. Problem Solving and Analysis. Client Orientation and Customer Focus. Communication. Core Competencies: Strategic Capacity and Leadership. People Management and Empowerment. Financial Management. Change Management. Programme and project Management Technical competencies: In depth knowledge and understanding of: Solid Waste Management Systems and infrastructure design and analysis knowledge, scientific and professional judgement. Contract Management. Knowledge of local socio-economic infrastructure. Legislative framework and operational compliance. Strong analytical, reporting, writing and oral communication skills.

DUTIES : The successful candidate will perform the following duties: Provide support on specialized solid waste management services in accordance with South African Policies, Acts, Regulations and Industry Guidelines following MISA and Municipal Norms and Practices. Design new systems, Policies and projects to solve complex solid waste management challenges and improve efficiency and enhance safety. Lead and coordinate advance research or knowledge application. Provide expert advice on solid waste handling, transportation, processing, recycling, disposal and control. Develop and review municipal Integrated Waste Management Plans (IWMPs).

ENQUIRIES : Mr Jabulani Hadebe Tel No: 011 763 1103/ Nommiselo Mtini/ Fulufhelo Museisi
Tel No: 012 8485305/5379

APPLICATIONS : Please forward your application, quoting the relevant reference number, to
MISA-SE-SWM-07@multilead.co.za

POST 44/33 : **DEPUTY DIRECTOR: PROJECT MANAGEMENT REF NO: MISA/DDPM/03**

SALARY : R744 255 – R876 705 per annum (Level 11)
CENTRE : Misa Head Office, Centurion
REQUIREMENTS : A 3-year National Diploma or Degree in Built Environment or equivalent qualification at NQF level 6. 3-5 years relevant experience, including operating in an environment of uncertainty and incomplete information and make well-reasoned decisions. Project Management: Demonstrated/proven knowledge and experience in working on and supporting project management to deliver business benefits. Stakeholder management: ability to successfully manage a wide network of relationships. Communication: Accurately and clearly, convey timely information and ideas using a style and manner of presentation appropriate to the target audience. Problem resolution: act on identified needs and expectations and resolve issues and problems of stakeholders ensuring that actions and decisions address stakeholder needs & expectations. Research, analysis and decision-making: comprehensive reaching, analysing and summarising of information, making sense of large amounts of information and complex situations and getting to the heart of the problem. Leadership: Contribute to the creation of a motivated environment where goals can be achieved, skills and knowledge are enhanced, and learning & development are valued. Generic competencies: Knowledge Management. Service Delivery Innovation. Problem Solving and Analysis. Client Orientation and Customer Focus. Communications. Core competencies: Leadership. Motivation. Communication. Organization. Prioritization. Problem solving. Adaptability. Technical competencies: Knowledge and understanding of the Project Management Tools and systems. Information management systems. Project Management nine + one knowledge areas (Project Integration Management; Project Scope Management; Project Time Management; Project Cost Management; Project Quality Management; Project Human Resource Management; Project Communication Management and Project Risk Management). Built environment and professional judgement. Contract Management. Built environment, legal and operational compliance. Built environment operational communication.

- DUTIES** : The successful candidate will perform the following duties: Development and Management of programme and project plans (including multiple plans) - reviewing the plans regularly to ensure tasks and milestones are being achieved in a timely manner and Preparation of governance reports, project status reports, presentations, agendas etc. Take an active part in the project issue/risk management process by contributing to the identification and prioritisation of existing and potential issues, risks, and helping to develop strategies and controls to mitigate these. Use sound judgement to identify which issues and risks should be escalated to governance groups and prepare relevant reports/documentation. Check project compliance with MISA methodology and highlight any issues to the Programme Manager. Provide a skilled facilitation service to support the project teams in achieving these expectations (This means employing effective organisational and administrative processes together with their knowledge and/or experience of project management smart practices to facilitate the successful achievement of the project objectives). Build and maintain effective relationships with a wide range of people in addition to their own team including project sponsors, senior managers, stakeholders/customers, other project team members and managers, external agencies and vendors. Ensure the utilisation by stakeholders of the information management system (MIS) adopted by MISA. Ensure the utilisation by stakeholders of the information management system (MIS) adopted by MISA. Help build project management capability within the municipalities by collaborating with other staff, coaching and mentoring others and generally encouraging the appropriate use of project management techniques by others.
- ENQUIRIES** : Mr Jabulani Hadebe Tel No: 011 763 1103/ Nommiselo Mtini/ Fulufhelo Museisi Tel No: 012 8485305/5379
- APPLICATIONS** : Please forward your application, quoting the relevant reference number, to careers2@pmrmedia.co.za
- POST 44/34** : **PROFESSIONAL ENGINEER (CIVIL) REF NO: MISA/PE-C/01 (X3 POSTS)**
- SALARY** : R728 829 – R1 106 814 per annum, (OSD)
- CENTRE** : Gauteng, Kwazulu-Natal and Eastern Cape
- REQUIREMENTS** : An appropriate Degree in Civil Engineering (B Eng/ BTech Eng) or relevant qualification at NQF 7, with Three (3) years post-qualification experience in Civil Engineering and registered as professional Engineer/ Technologist with ECSA. Process Competencies: Knowledge Management. Service Delivery Innovation. Problem Solving and Analysis. Client Orientation and Customer Focus. Communication Skills. Core Competencies: Strategic Capacity and Leadership. People Management and Empowerment. Programme and Project Management. Financial Management. Change Management. Technical competencies: In depth knowledge and understanding of: Engineering design and analysis knowledge. Engineering and professional judgement. Contract management. Knowledge of local socio-economic infrastructure. Engineering, legal and operational compliance. Engineering operational compliance.
- DUTIES** : The successful candidate will perform the following duties: Provide support on Civil Engineering services in accordance with South African Policies, Acts, Regulations and industry guidelines following MISA and Municipal Norms and Practices. Design new systems to solve practical engineering challenges and improve efficiency and enhance safety. Conduct the diagnostic process of the identified municipalities (poor performing). Assess municipal infrastructure planning, development, implementation and operation & Maintenance requirement of municipalities. Support municipalities on infrastructure life cycle covering Pre-feasibility and Feasibility studies, Design and Development, Implementation and Operation and Maintenance including procurement, programme/ project and contract management. Support in the development, review and the implementation of municipal sector master plans.
- ENQUIRIES** : Mr Jabulani Hadebe Tel No: 011 763 1103/ Nommiselo Mtini/ Fulufhelo Museisi Tel No: 012 8485305/5379
- APPLICATIONS** : Please forward your application, quoting the relevant reference number, MISA-PE-GP-01@multilead.co.za
- POST 44/35** : **TOWN PLANNER REF NO: MISA/TP-F/02**
- SALARY** : R628 014 – R953 715 per annum, (OSD)
- CENTRE** : Free State
- REQUIREMENTS** : An appropriate B degree in Urban / Town and Regional Planning or equivalent qualification. Three years post-qualification in Urban/Town and Regional Planning experience and registered as professional with SACPLAN. Process Competencies: Knowledge Management, Service Delivery Innovation, Problem

Solving and Analysis, Client Orientation and Customer Focus and Communication, Change Management. Core Competencies: Strategic Capacity and Leadership, People Management and Empowerment, Programme and Project Management and Financial Management. Technical competencies: In depth knowledge and understanding of: Urban/ Town and Regional Planning Principles and methodologies, Research and development, Urban/ Town and Regional Planning knowledge of legal compliance, Urban/ Town and Regional Planning professional judgement and Computer aided applications.

DUTIES : The successful candidate will perform the following duties: Support Town Planning process in accordance with South African Policies, Acts, Regulations, and Industry Guidelines following MISA and Municipal Norms and Practices. Support municipalities to compile Spatial Development Framework (SDF) as part of IDP processes. Support municipalities to compile guidelines and evaluation of land use management schemes (LUMS). Support municipalities in implementation and management of Town Planning Schemes in compliance with legislative requirements. Support municipalities in reviewing and developing land use in line with Spatial Development Framework (SDF).

ENQUIRIES : Mr Jabulani Hadebe Tel No: 011 763 1103/ Nommiselo Mtini/ Fulufhelo Museisi Tel No: 012 8485305/5379

APPLICATIONS : Please forward your application, quoting the relevant reference number, MISA-TP-FS-02@multilead.co.za

POST 44/36 : **ASSISTANT DIRECTOR: SECURITY AND FACILITY MANAGEMENT REF NO: MISA-ASD-SFM/02**

SALARY : R382 245 – R461 745 per annum

CENTRE : MISA Head Office

REQUIREMENTS : An appropriate A three-year National degree/ Diploma in Public Administration or equivalent qualification in the Security Management field discipline at NQF Level 6 with 3 to 5 years' experience in lower management within security field. 3 to 5 years' experience in implementation of Occupational Health and Safety. Core Competencies: Planning and Organizing, Coordination Problem Solving & Decision Making, Project Management, People Management and Empowerment, Client Orientation and Customer Focus, Team leadership, Diversity Management, Communication (Verbal and written). Technical competencies: Knowledge of Minimum Information Security Standards (MISS), Knowledge of Minimum Physical Security Standards (MPSS), Knowledge of Occupational Health and Safety Requirements, Contract management skills, Advanced computer proficiency, Principles of Security electronic systems, Security events management.

DUTIES : The successful candidate will perform the following duties: Assist in the management of the provision of adequate facilities operations like transport, office space, building and maintenance, the travel contract, registry, reception, cleaning in the organisation. Manage Occupational Health & Safety compliance and policy operations within the organisation, compile action plans on Audit findings for SAPS, SSA, OHS and Internal Auditors (IA). Management of the Security Management Service Providers and in-house security personnel by ensuring compliance with the Minimum Information Security Standards (MISS); Minimum Physical Security Standards (MPSS) and Physical Security Procedures and Standards. Assist in the management of the security services in the organisation including access control, vetting and designation of security zones. Investigate all reported security breaches incidents and write reports on screening results, recommend candidates for employment to the Head of HR and report security breaches to the SSA and SAPS. Assessment of the security Risks with the organisation and develop mitigation plans.

ENQUIRIES : Ms Nommiselo Mtini/Ms Fulufhelo Museisi Tel No: 012 848 5305/5379

APPLICATIONS : Please forward your application, quoting the relevant reference number, MISA-ASD-SFM-13@multilead.co.za

POST 44/37 : **ASSISTANT DIRECTOR: FRAMEWORK CONTRACTS AND INFRASTRUCTURE PROCUREMENT REF NO: MISA-ASD-FCIP/05**
(12 Months Contract)

SALARY : R382 245 – R461 745 per annum

CENTRE : Misa Head-Office

REQUIREMENTS : A three year tertiary qualification (NQF level 6) in Supply Chain Management/ Logistic Management/ Public Administration/Public Management with subjects in Public Procurement or Finance and or Supply Chain Management / Commerce/Law/ FIS/Local Government Finance/Internal Auditing/Management/Business Management/Accounting / Built Environment

with at least three (3) years relevant experience in Supply Chain Management (dealing with Construction or Infrastructure Procurement) of which a minimum two (2) years relevant supervisory experience. Computer skills in Microsoft Office Applications Relevant work experience and knowledge of the PFMA and National Treasury Regulations and SCM prescripts Experience in Demand and Acquisition Management Knowledge and working experience in Public Sector procurement process, rules, and regulations: PFMA, PPPFA, BBBEE, CIDB, Treasury Regulations and Supply Chain Management prescripts Understanding of JBCC, GCC, NEC and other forms of contracts related to construction. A Valid driver's license. Knowledge and Skills: Knowledge of Infrastructure / Construction Procurement as it relates to Demand, Acquisition and Contract management processes, Public Finance Management Act, Treasury Regulations, PPPFA, BBBEE and other relevant prescripts Broad Knowledge of the IDMS and Framework for Infrastructure Procurement and Delivery Management. Decision making Background in procurement or competencies in administration of bids Computer skills Problem solving Writing skills. Creativity Ability to engage with service providers with matters related to acquisition of goods or services. Highly motivated. Ability to work under pressure.

DUTIES : The successful candidate will perform the following duties: The demand needs identified in the MISA strategic planning as well as business, operational and project plans are delivered at the correct time, price, place, and that the quantity and quality will satisfy those needs. Assist in the establishment and maintenance of framework agreement contracts Monitor the utilization of framework contracts and assist the end user in the compilation of Specification, Terms of References and procurement documents Prepare procurement documents and templates for the utilization by the municipalities and end users within MISA Ensure that the current and future construction needs of the department are analyzed by conducting market research, commodity and industry analyses. Coordinate demand inputs from Construction Branches and offer assistance whenever needed Monitor compliance and adherence to policies, procedures and processes pertaining to infrastructure procurement. Assist municipalities in the enhancement of infrastructure procurement practices. Liaise with relevant line managers in preparation and reviewing service level agreements and business contracts between service providers and the Department Analyze bids and proposals and ensure that the specifications of binding agreements with service providers are legal and comply with Government policies. Assist the SCM unit in Safeguarding of infrastructure contracts related documentation and contract files. Maintain an up-to-date tender and contract register. Assist the end users in Dealing with underperforming and non-performing vendors and contractors/service providers Assist in the Facilitation and management of the development of stakeholder management plan for infrastructure procurement. Generate monthly reports on framework contracts. Management MISA resources.

ENQUIRIES : Mr Jabulani Hadebe Tel No: 011 763 1103/ Nommiselo Mtini/ Fulufhelo Museisi Tel No: 012 8485305/5379

APPLICATIONS : Please forward your application, quoting the relevant reference number, to, MISA-ASD-FCIP-05@multilead.co.za

POST 44/38 : **INTERNAL AUDITOR REF NO: MISA/IA-C/04**

SALARY : R321 543 – R378 765 per annum

CENTRE : Centurion

REQUIREMENTS : An appropriate 3 years national diploma/degree in Internal Auditing or equivalent qualification. 1-3 years' appropriate experience in Internal Auditing. Process Competencies: Service Delivery Innovation, Problem Solving and Analysis Client Orientation and Customer Focus, Communication and Computer literacy. Technical competencies: In depth knowledge in: Operational and performance Audits, Risk Management and Auditing practices, The Public Finance Management Act and Development of policies.

DUTIES : The successful candidate will perform the following duties: Assist in the initial communication with auditee, gathering of auditee background information, developing of system descriptions, process flows and audit programs. Conduct audits and investigations for the organisation as required by the audit standards. Draft and discuss the audit findings with the supervisor and management. Follow-up on internal audits recommended for management actions.

ENQUIRIES : Mr Jabulani Hadebe Tel No: 011 763 1103/ Nommiselo Mtini/ Fulufhelo Museisi Tel No: 012 8485305/5379

APPLICATIONS : Please forward your application, quoting the relevant reference number, MISA-IA-C-04@multilead.co.za

OFFICE OF THE CHIEF JUSTICE

The Office of the Chief Justice is an equal opportunity employer. In the filling of vacant posts, the objectives of section 195(1)(i) of the Constitution of South Africa, 1996, the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act 55) of 1998) and the relevant Human Resources policies of the Department will be taken into consideration and preference will be given to Women and Persons with Disabilities

**APPLICATIONS**

: **Grahamstown:** Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag x 13012, Cambridge, 5206, East London or hand deliver applications to 59 Western Avenue, Sanlam Park Building, 2nd Floor, Vincent, 5242, East London-
Bloemfontein High Court/Supreme Court of Appeal: Bloemfontein: Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X20612, Bloemfontein, 9300. Applications can also be hand delivered to the Free State High Court, Corner President Brand and Fontein Street, Bloemfontein, 9301
Gauteng Division: Johannesburg: Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X7, Johannesburg, 2000. Applications can also be hand delivered to the 12th floor, Cnr Pritchard and Kruis Street, Johannesburg.
Mpumalanga High Court: Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Mpumalanga: Quoting the relevant reference number, direct your application to: The Provincial Head: Office of the Chief Justice, Private Bag X 20051, Mbombela 1211. Applications can also be hand delivered to, Mpumalanga Division of the High Court, Office of the Chief Justice Provincial Service Centre, 311 Samora Machel Drive, Mbombela, 1200.

CLOSING DATE

: 29 December 2021

NOTE

: The President of the Republic of South Africa proclaimed, by Proclamation No 44 of 2010, the establishment of the Office of the Chief Justice (OCJ) as a national department on 23 August 2010 to support the Chief Justice as the Head of the Judiciary and the Head of the Constitutional Court. The services of the following dynamic person/s are required to capacitate the Office: All applications must be in a *NEW Z83* form, which can be downloaded on internet at www.judiciary.org.za/ www.dpsa.gov.za/dpsa2g/vacancies.asp or obtainable from any Public Service Department. Each application form must be fully completed, duly signed and initialled by the applicant. The application must indicate the correct job title, the office where the position is advertised and the reference number as stated in the advert. Failure to fully complete the form, sign and initial by the applicant will lead to disqualification of the application during the selection process. Received applications using the old Z83 will not be considered. A recent comprehensive CV; contactable referees (telephone numbers and email addresses must be indicated); copies of qualifications and Identity Document and driver's license (where appropriate) and any other relevant documents should be attached (Only shortlisted candidates will be required to submit certified documents/copies on or before the day of the interviews). Should you be in a possession of foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). All non-SA citizens must attach a copy of proof of permanent residence in South Africa to their applications. Dual citizenship holder must provide the Police Clearance certificate from country of origin. Applications that do not comply with the above mentioned requirements will not be considered. Suitable candidates will be subjected to a personnel suitability check (criminal record, financial checks, qualification verification, citizenship checks, reference checks and employment verification). Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. The Department reserves the right not to make any appointment(s) to the advertised post(s). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. The Department does not accept applications via fax or email. Failure to submit all the requested documents will result in the application not being considered during the selection process. Office of the Chief Justice is an equal opportunity employer. In the filling of these posts, the Employment Equity

Plan of the Department will be taken into consideration and preference will be given to Women and Persons with Disabilities. 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. Applicants could be required to provide consent for access to their social media accounts. Prior to appointment for SMS, a candidate would be required to complete the Nyukela Programme: Pre-entry Certificate to Senior Management Services as endorsed by DPSA which is an online course, endorsed by the National School of Government (NSG). The course is available at the NSG under the name Certificate for entry into the SMS and the full details can be sourced by the following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. All successful candidate will be expected to enter into an employment contract and a performance agreement within 3 months of appointment, as well as be required to undergo a security clearance three (3) months after appointments.

ERRATUM: Kindly note that the post of Assistant Librarian with Ref No: 2021/217/OCJ advertised on Public Service Vacancy Circular 42 dated 26 November 2021 with a closing date of 10 December has been withdrawn. Apologies for any inconvenience caused.

OTHER POSTS

<u>POST 44/39</u>	<u>CHIEF REGISTRAR REF NO: 2021/218/OCJ</u>
<u>SALARY</u>	R480 927 – R1 157 940 per annum (MR6), (Salary will be in accordance with the Occupation Specific Dispensation Determination). Applicant must attach a service certificate/s for determination of their experience. The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	Free State Division of the High Court: Bloemfontein Grade 12 and an LLB Degree or a four (4) year Legal qualification. A minimum of eight (8) years' post qualification legal experience. Computer literacy. Leadership and managerial experience. A valid driver's license. Skills and competencies: Excellent communication skills (verbal and written). Numerical skills. Technical expertise. Attention to detail. Planning, organizing and control. Problem solving and decision making skills. Customer service orientated. Interpersonal skills. Conflict management. Strong work ethics and motivation. Self-management. Professional appearance and conduct.
<u>DUTIES</u>	Mentor and advice on the tracking and management of the progression of all cases filed in court. Management of time and events necessary to move cases from initiation through to disposition. Make input on amendments of court rules. Practice Directives to improve efficiency at the High Court. Implement directives issued by the Judge President. Manage implementation of the Departmental Strategic Objectives relating to the processing of cases within the Case Flow Management Framework at the High Court. Compile training manuals and provide training to registrars and registrars' clerks. Support staff. Stakeholder Management, Human Resources Management, Court and Case-Flow Management/Quasi-Judicial functions. Manage Service Level Agreement Framework. Managing Strategic Court Efficiency Projects and Best Practices. Managing Information and Case/Court Documentation Management System. Safeguard case records in accordance with prescripts. Achieve excellence in delivering the planned customer service outcomes (i.e. service levels and standards) for the Department and monitoring the unit's service delivery in order to achieve the service delivery targets. Ensure the highest level of customer care and customer satisfaction. Manage PMDS of staff.
<u>ENQUIRIES</u>	Ms M Luthuli Tel No: (051) 492 4523
<u>POST 44/40</u>	<u>ASSISTANT DIRECTOR: AUXILIARY SERVICES REF NO: 2021/219/OCJ</u>
<u>SALARY</u>	R382 245 – R450 255 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	Supreme Court Of Appeal: Bloemfontein Grade 12 plus and appropriate three (3) year Bachelor's Degree /National Diploma qualification at NQF level 6, A minimum of three (3) years' working experience in Corporate Management Environment. Two (2) years' experience at a supervisory level. A valid driver's license Public Driver Permit (PDP) will be an added advantage. Skills and Competencies: Ability to implement the Public Service Regulations, 2016. Excellent managerial and Organisational skills. Innovative and self-driven with proven Leadership skills. Advanced skills in

report writing. Computer literacy (Excel, Word and Power Point). Ability to work under pressure. Excellent Interpersonal skills. Supervisory skills. Good Planning and Organising skills. Problem solving and Analysis. People management and Empowerment. Service delivery innovation. Client orientation and Customer focused. Communication skills. Conflict management. Diversity and Risk management skills.

DUTIES : Management of Logistical/transport Services. Manage and ensure the provision of facilities support. Risk Management aspects. Management of archives for the SCA. Financial and Supply Chain management. Human Resource Management. Auditing processes. Overseeing and assisting the Director with all administrative and technical support duties. Oversee all Auxiliary Services.

ENQUIRIES : Ms M Luthuli Tel No: (051) 492 4523

POST 44/41 : **JUDGE'S SECRETARY (X2 POSTS)**

SALARY : R261 372 – R307 890 per annum. The successful candidate will be required to sign a performance agreement

CENTRE : Free State Division Of The High Court: Bloemfontein Ref No: 2021/220/OCJ
High Court: Grahamstown Ref No: 2021/221/OCJ

REQUIREMENTS : Grade 12. One (1) to three (3) years' secretarial experience or as an office assistant. A valid driver's license. An LLB degree or a minimum of 20 modules completed towards an LLB, BA/BCom Law degree will serve as an added advantage and results must accompany the application. Shortlisted candidates will be required to pass a typing test. Skills and Competencies: Proficiency in English. Good communication skills (verbal and written). Administration and organizational skills. Exceptional interpersonal skills. Ability to meet strict deadlines and to work under pressure. Attention to detail. Customer service skills and excellent typing skills including Dictaphone typing. Confidentiality and time management. Computer literacy (MS Word) and research capabilities.

DUTIES : Typing (or formatting) of draft memorandum decisions, opinions or judgment entries written by or assigned by the judge. Provide general secretarial/administrative duties to the judge. Manage and type correspondence, judgments and orders for the judge (including Dictaphone typing). Arrange and diarize appointments, meetings and official visits and make travel and accommodation arrangements. Safeguarding of all case files and the endorsement of case files with an order made by the judge. Update files and documents and provide copies of documents to the registrar. Perform digital recording of court proceedings on urgent court applications (after hours) and circuit court, and ensure integrity of such recordings. Store, keep and file court records safely. After a case has been completed and the opinion, decision or judgment entry released, return case file to the registrar. Accompany the judge to the court and circuit courts. Cooperate with judges, supervisors and co-workers as necessary to ensure the smooth and efficient operation of the court. Management of the judge's vehicle, logbook and driving thereof. Compile data and prepare reports and documents for assigned judges as necessary including expense reports, continuing legal hours, financial disclosure statements and case management. Arrange refreshments for the judge and his/her visitors and attend to their needs. Management of the judge's library and updating of loose-leaf publications. Execute legal research as directed by the judge and comply with Departmental prescripts, policies, procedures and guidelines.

ENQUIRIES : Bloemfontein - Ms M Luthuli Tel No: (051) 492 4523
Grahamstown - Ms N Biko Tel No: (043) 726 8580

POST 44/42 : **REGISTRAR REF NO: 2021/222/OCJ (X2 POSTS)**

SALARY : R260 928 - R926 193 per annum (MR3 –MR5) (Salary will be in accordance with the Occupation Specific Dispensation Determination). Applicant must attach a service certificate/s for determination of their experience. The successful candidate will be required to sign a performance agreement.

CENTRE : Gauteng Division: Johannesburg

REQUIREMENTS : Matric plus an LLB Degree or a four (4) year Legal qualification. A minimum of two (2) years' legal experience obtained after qualification. Superior court or litigation experience will be an added advantage. A valid driver's license will serve as an advantage. Skills and competencies: Excellent communication skills (verbal and written). Computer literacy. Numerical skills. Attention to detail. Planning, organizing and control. Problem solving and decision making skills. Customer service orientated. Interpersonal skills. Conflict management. Strong work ethics. Professionalism. Ability to work under pressure and meeting of deadlines. Results driven. Honesty/Trustworthy. Observance of confidentiality.

DUTIES : Manage the issuing of all processes. Initiating Court Proceedings. Co-ordinate appeals and reviews, Quality checks on Criminal Record Book. Authenticate signatures of Legal Practitioners. Notaries and Sworn Translators interpreting services. Supervision and management of staff. Process unopposed divorces and the facilitation of Pre-Trial conferences. Quality check on Criminal Record books. Provide practical training and assistance to the Registrars' Clerks. Attend to executive requests from the Judiciary in connection with cases and case related matters. Exercise control over the management and safekeeping of case records and the record. Deal with the files in terms of the relevant codes and legislation. Manage submission of statistics to the Chief Registrar. Attend to taxations including reviews. Process and grant judgments by default. Assist the public with court procedures. Process reviews and appeals (civil and criminal). Attend to and oversee general public queries or correspondence. Prepare and present cases for audit. Manage performance in terms of Annual Performance Plan.

ENQUIRIES : Ms T Mbalekwa Tel No: (011) 335 0404

POST 44/43 : **ADMINISTRATION CLERK: DCRS REF NO: 2021/223/OCJ**

SALARY : R176 310 – R207 681 per annum. The successful candidate will be required to sign performance agreement.

CENTRE : Gauteng Division: Johannesburg

REQUIREMENTS : Grade twelve (12) or equivalent qualification. Appropriate experience in general administration or court related functions with regard to court recordings and /or case flow management. Knowledge of relevant legislation. Skills and Competencies: Planning and organising skills. Problems solving and analysis skills. Time management. Client oriented and customer focus. Report writing. Communication (written and verbal). Computer literacy (MS Office). Attention to details. Good interpersonal skills. Initiative driven and flexibility.

DUTIES : Ensure that the proceedings are recordings are recorded and are audible. Assist the Judges, Advocates, and Court officials by playing back any audio that is required. Maintain are cord of all work recorded. Assist in filling and safekeeping of recorded cases. Ensure that all court recordings are uploaded immediately once the court adjourn. Offer assistance to various division of high Court.

ENQUIRIES : Ms T Mbalekwa Tel No: (011) 335 0404

POST 44/44 : **REGISTRAR'S CLERK REF NO: 2021/224/OCJ**

SALARY : R176 310 – R207 681 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE : Gauteng Division: Johannesburg

REQUIREMENTS : Grade 12 or equivalent qualification. Appropriate experience in general administration or court related functions will serve as an added advantage. A valid driver's license. Understanding of confidentiality in Government. Skills and Competencies: Good administration and organising skills. Excellent communication skills (written and verbal). Computer literacy (MS Office). Good interpersonal and public relation skills. Ability to work under pressure and solve problems. Numerical skills. Attention to detail. Planning, organizing and controlling skills. Customer service skills orientated.

DUTIES : Render efficient and effective support services to the Court. Issuing of Court process at General Office. Render case management duties. Render counter service duties/functions. Prepare, analyse and submit Court statistics. Maintain and keep all registers for Civil and Criminal matters. Filing and archiving of both Civil and Criminal process. Attending to case management and set down notices. Act as a liaison between Judges and Legal Practitioners. Requisitioning of accused persons from prison. Attend to correspondence and enquiries from the public and stakeholders. Prepare and send cases to transcribers for appeal and review purposes. Attend to complaints from prisoners and members of the public. Perform administrative duties in respect of mental health, petition, review and appeal matters. Act as a liaison between Registrar and Legal Practitioners. Provide administrative support in general as requested by the Chief Registrar, Court Manager and Supervisor.

ENQUIRIES : Ms T Mbalekwa Tel No: (011) 335 0404

POST 44/45 : **ADMINISTRATION CLERK: DCRS REF NO: 2021/225/OCJ**

SALARY : R176 310 – R207 681 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE : Gauteng Division: Johannesburg

- REQUIREMENTS** : Grade twelve (12) or equivalent qualification. Appropriate experience in general administration or court related functions with regard to court recordings and /or case flow management. Knowledge of relevant legislation. Skills and Competencies: Planning and organising skills. Problems solving and analysis skills. Time management. Client oriented and customer focus. Report writing. Communication (written and verbal). Computer literacy (MS Office). Attention to details. Good interpersonal skills. Initiative driven and flexibility.
- DUTIES** : Ensure that the proceedings are recordings are recorded and are audible. Assist the Judges, Advocates, and Court officials by playing back any audio that is required. Maintain are cord of all work recorded. Assist in filling and safekeeping of recorded cases. Ensure that all court recordings are uploaded immediately once the court adjourn. Offer assistance to various division of high Court.
- ENQUIRIES** : Ms T Mbalekwa Tel No: (011) 335 0404
- POST 44/46** : **ADMINISTRATION CLERK (LEGAL) REF NO: 2021/226/OCJ**
- SALARY** : R176 310 – R207 681 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Mpumalanga High Court
- REQUIREMENTS** : Grade twelve (12) or equivalent qualification. Skills and Competencies: Knowledge of Public Services Legislation, Prescripts and Regulations. Research skills. Communication skills (verbal and written). Minute taking skills. Decision making and time management skills. Good reporting skills. Creative and analytical thinking skills. Computer literacy.
- DUTIES** : Prepare court before court proceedings, Accurate recording of cases in court/ court proceedings on CRT machines. Safekeeping of court documents & CDs. Downloading of court proceedings on CDs. Ensure proper filing is done. Compile statistics daily. Provide administrative support in circuit courts (eg completion of J49 to confirm court attendance of witnesses). Provide any other task allocated by the Supervisor/ Court. Manage Conduct Legal Research for the Regional Court President/Chief Magistrate. Provide Administrative functions to the Regional Court President/Chief Magistrate. Compilation of statistics. Case Flow management. Assisting Regional Court Registrar.
- ENQUIRIES** : Mr M Jele/ Mr V Maeko Tel No: (013) 758 0000

OFFICE OF THE PUBLIC SERVICE COMMISSION

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

- APPLICATIONS** : Forward your application, stating the relevant reference number to: The Director-General, Office of the Public Service Commission, Private Bag X121, Pretoria, 0001 or hand-deliver at Commission House, Office Park Block B, 536 Francis Baard Street, Arcadia, Pretoria, for attention Mr M Mabuza or you can email your application to recruitment@opsc.gov.za
- CLOSING DATE** : 14 January 2022, 10h00.
- NOTE** : Applications must consist of: A fully completed and signed Z83 form (which can be downloaded at www.dpsa.gov.za-vacancies); a recent comprehensive CV; contactable referees (telephone numbers and email addresses must be indicated); copies of qualifications, Identity Document and driver's license. Should you be in possession of a foreign qualification(s), it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). The accompanying documents need not be certified, shortlisted candidates will be required to bring certified copies on or before the interviews. The successful candidate will be required to obtain a top secret clearance issued by the State Security Agency. The OPSC will verify the qualifications and conduct reference checking on short-listed candidates. Candidates will be subjected to Competency Assessment to determine their suitability for the post. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful. Please take note that late applications will not be accepted. All shortlisted candidates for SMS post will be subjected to a technical exercise that intends to test the relevant technical elements of the job, logistics of which will be communicated by the office of the Public Service Commission. Following the interview and technical exercise, the Selection Committee will recommend a candidate to attend a generic managerial competency assessment (in compliance with the DPSA Directives on the competency based assessments). The competency will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. A pre-entry certificate obtained from the National School of Government (NSG) is required for all SMS applications. Applicants are advised that the old Z83 which was valid until 31 December 2020 will not be accepted. Should an individual wish to apply for a post, he/she will be required to submit the new application for employment (Z83) form which became effective on 1 January 2021 and can be downloaded at www.dpsa.gov.za-vacancies. From 1 January 2021 should an application be received using incorrect applications for employment (Z83) form, it will not be considered.

MANAGEMENT ECHELON

- POST 44/47** : **CHIEF DIRECTOR: GOVERNANCE MONITORING REF NO: CD: GM/11/2021**
- SALARY** : R1 251 183 per annum, (All-inclusive remuneration package). The package includes a basic salary (70% of package), State's contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion of 30% that may be structured in terms of applicable rules. The successful candidate will be required to enter into a performance agreement within three months after assumption of duty.
- CENTRE** : Public Service Commission House, Pretoria
- REQUIREMENTS** : Ideal candidate's profile: The successful candidate must have an appropriate SAQA recognized Bachelor's Degree or equivalent qualification (NQF level 7) in the field of Public Management, Public Administration, Social Sciences or Law. A relevant post graduate qualification will be an added advantage. 5 years' relevant experience in a senior management post. Extensive experience in evaluation, development of, transformation or reform of, advising on public administration policy, practice, processes, systems, organisation and management. Knowledge and experience in the application of the provisions of the relevant legislation and regulations that govern the Public Service. Strong research and research supervision skills. Excellent project management and problem solving abilities. Exceptional understanding of the policy environment

within which Public Service delivery takes place. Excellent communication (written and verbal) skills. Financial Management skills. Good people management skills and the ability to work with and across teams. Good liaison skills and the ability to manage relations with different stakeholders. Sufficient computer skills in Microsoft Office Suite e.g. Excel, Word and PowerPoint. A Valid Driver's License (with exception of disabled applicants).

DUTIES : Conduct evaluations of the state of the public service against the principles governing public administration in section 195 of the Constitution. These can include programme evaluations, institutional evaluations (of departments or units within departments) or evaluations of specific public administration practices and processes, whether on operational level or management level or at the political-administrative interface. Produce an Annual State of the Public Service report. Produce a report in respect of Section 196 4 (e) of the Constitution. Provide a diagnosis of key systemic issues affecting the performance of the public service and develop solutions (in the form of normative statements and guidelines) to key problems hampering the performance of the public service. The performance criteria are all nine principles in section 195. The areas of focus are all public administration processes and practices that fall under the nine principles. Develop and maintain a data warehouse containing data sets for indicators of the performance of the public service and any data showing trends in the performance of the public service. Ensure that the performance targets of the component are achieved. Manage resources efficiently and effectively in accordance with Public Service policies and prescripts

ENQUIRIES : Ms I Mathenjwa Tel No: 012 352 1109

POST 44/48 : **CHIEF DIRECTOR: PROFESSIONAL ETHICS REF NO: CD/PE/12/2021**

SALARY : R1 251 183 per annum, (All-inclusive remuneration package). The package includes a basic salary (70% of package), State's contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion of 30% that may be structured in terms of applicable rules. The successful candidate will be required to enter into a performance agreement within three months after assumption of duty.

CENTRE REQUIREMENTS : Public Service Commission House, Pretoria
: Ideal candidate's profile: An experienced person with an appropriate recognized Bachelor's degree or equivalent qualification (New NQF Level 7) in Public Management, Social Sciences or related field. A Postgraduate qualification (New NQF Level 8 and above) with courses relevant to the area of Workplace Ethics and Certification as Ethics Officer will be an added advantage. 5 year's experience at a Senior Management level in the field of Professional Ethics. Proven experience in applied research, monitoring and evaluation. Experience in project management. Organisational skills. Report writing skills. Proven experience in and knowledge of handling legal, administrative and ethical practices, corporate governance and financial management. Knowledge of the latest trends and initiatives in ethics. Sufficient computer skills and experience in the Microsoft Office Suite, e.g. Excel, Word and PowerPoint. Strategic understanding and knowledge of the application of the Constitutional Values and Principles (CVPs) as contained in Section 195. An understanding of how current public administration management and operational processes comply, or do not comply, with the CVPs. A Valid Driver's License (with exception of disabled applicants).

DUTIES : Manage the Office's support to the Commission to perform its oversight function as it relates to the promotion of a high standard or professional ethics in the Public Service. Manage and strategically advise the Commission on ethics research and ethical infrastructure of the Public Service. Manage and strategically advise the Commission on Financial Disclosure Framework and Public Service Integrity Management Framework. Manage and strategically address the ethics research agenda of the Commission. Manage and strategically advise the Commission on the overall management of the National Anti-Corruption Hotline and Case Management System. Manage and provide strategic leadership to the Chief Directorate. Manage and strategically assess compliance issues and identify trends in the public service to advise the Commission.

ENQUIRIES : Mr Matome Malatsi Tel No: 012 352 1073

DEPARTMENT OF PLANNING, MONITORING AND EVALUATION



- APPLICATIONS** : Applications must be sent to: The Department of Planning, Monitoring and Evaluation (DPME), Attention: Human Resource Admin & Recruitment, by email to HR@dpme.gov.za (please quote the relevant post and reference number) or hand delivered at 330 Grosvenor Street, Hatfield, Pretoria.
- CLOSING DATE** : 28 December 2021 @ 16:30
- WEBSITE** : www.dpme.gov.za
- NOTE** : The relevant reference number must be quoted on all applications. The successful candidate will have to sign an annual performance agreement and will be required to undergo a security clearance. Applications must be submitted on a signed Z.83 accompanied by certified copies of all qualifications, South African Identity Document, valid driver's license (where driving/travelling is an inherent requirement of the job), and a comprehensive CV specifying all experience indicating the respective dates (MM/YY) as well as indicating three reference persons with the following information: name and contact number(s), email address and an indication of the capacity in which the reference is known to the candidate. Only send documents related to the requirements in the advert. Applicants will be required to meet vetting requirements as prescribed by Minimum Information Security Standards. The DPME is an equal opportunity affirmative action employer. The employment decision shall be informed by the Employment Equity Plan of the Department. It is the Department's intention to promote equity (race, gender and disability) through the filling of this post(s). Failure to submit the above information will result in the application not being considered. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Reference checks will be done during the selection process. Note that correspondence will only be conducted with the short-listed candidates. If you have not been contacted within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. Shortlisted candidates must be available for interviews at a date and time determined by DPME. Applicants must note that pre-employment checks will be conducted once they are short-listed and the appointment is also subject to positive outcomes on these checks, which include security clearance, security vetting, qualification verification and criminal records. Shortlisted candidates will be required to complete a written test as part of the selection process. For salary levels 11 to 15, the inclusive remuneration package consists of a basic salary, the state's contribution to the Government Employees Pension Fund and a flexible portion in terms of applicable rules. SMS will be required to undergo a Competency Assessment as prescribed by DPSA. All candidates shortlisted for SMS positions will be required to undergo a technical exercise that intends to test the relevant technical elements of the job. The DPME reserves the right to utilise practical exercises/tests for non-SMS positions during the recruitment process (candidates who are shortlisted will be informed accordingly) to determine the suitability of candidates for the post(s). The DPME also reserves the right to cancel the filling / not to fill a vacancy that was advertised during any stage of the recruitment process. Entry level requirements for SMS posts: In terms of the Directive on Compulsory Capacity Development, Mandatory Training Days & Minimum Entry Requirements for SMS that was introduced on 1 April 2015, a requirement for all applicants for SMS posts from 1 April 2020 is the successful completion of the Snr Management Pre-Entry Programme as endorsed by the National School of Government (NSG). The course is available at the NSG under the name Certificate for entry into SMS the full details can be obtained by following the link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/> The successful candidate will be required to provide proof of completion of the NSG Public Service Senior Management Leadership Programme Certificate for entry into the SMS. Candidates are required to use the new Z83 (Application for employment) that is implemented with effect from 1 January 2021. A copy can be downloaded on the website of the Department of Public Service & Administration (DPSA) at www.dpsa.gov.za

MANAGEMENT ECHELON

<u>POST 44/49</u>	:	<u>SENIOR SECTOR EXPERT: SOCIAL COHESSION, PROTECTION & GENDER REF NO: 036/2021</u> Chief Directorate: Social Cohesion, Protection & Gender
<u>SALARY</u>	:	R1 057 326 per annum (Level 13), (all-inclusive salary package). The remuneration package consists of a basic salary, the State's contribution to the Government Employees Pension Fund and a flexible portion that may be structured according to personal needs within the relevant framework.
<u>CENTRE REQUIREMENTS</u>	:	Pretoria A relevant 3-year tertiary qualification (NQF 7) in Social Sciences, Development Studies, and/or Policy Studies or equivalent. Minimum of 6-years' experience in the Social Protection, Social Cohesion & Gender sector of which 5-years must be at Deputy Director (MMS) level. Deep understanding of key Social Protection, Social Cohesion and Gender related regulatory frameworks as well as the policy imperatives of government, including relevant public sector prescripts. Strong understanding of the work/functioning of Government and the various sectors and their stakeholders. Proof of successful completion of the NSG Public Service Senior Management Leadership Programme (Certificate for entry into the SMS). The following: A post graduate qualification (NQF 8). Experience in Planning, Monitoring and Evaluation will serve as added advantage of social protection programmes Competencies & Skills: Management skills including people management and empowerment. Ability to provide strategic direction and leadership. The ability/experience to create an environment for high performance culture and staff development. Excellent interpersonal & communication skills (written & verbal) and the ability to communicate with diverse audiences. The ability to successfully operate at high level in government. Conflict management skills. Analytical skills. Research and policy analysis skills. Financial management and project management skills. A sound knowledge of Microsoft Office applications (especially Microsoft Excel). Personal Attributes: The incumbent must be assertive and self-driven, innovative and creative, client orientated and customer focused, solution orientated and able to work under stressful situations.
<u>DUTIES</u>	:	The successful incumbent will be responsible for the coordination; planning and monitoring of the outcomes in the Social Protection Sector in relation to social protection of children, social security, community development, social protection information system in accordance with the relevant NDP Chapters key to the MTSF. The incumbent will also be responsible for coordination, planning and monitoring of the outcomes in the Social Cohesion sector in relation to fostering constitutional values, ensuring equal opportunity, inclusion and redress for all citizens, increased interaction across space and class in accordance with the relevant NDP Chapters key targets for the MTSF. Produce an analysis of the National Strategic Plan for Gender Based Violence and Femicide. Development of inputs to Country reports on the countries report on issues in the social protection and social cohesion sphere. The active building of development-related coalitions involving governmental and non-governmental agencies, including Public Entities. The monitoring of Sector Reports to Cabinet, Cabinet Committees and advise and support Political Principals. Render a secretariat service to Inter-Ministerial Committees. Supporting of the implementation and coordination of operation Phakisa initiatives regarding Priorities Social Protection and Social Cohesion where required. Ensuring the Directorate's statutory responsibilities in terms of the Public Finance Management Act (PFMA) are adhered to as well as ensuring effective and efficient Human Resources Planning for the Directorate. Manage effective and efficient business/operational and performance annual planning for the Directorate and ensuring effective and efficient management of procurement within the Directorate. Ensure sound corporate governance mechanisms for the Directorate.
<u>ENQUIRIES</u>	:	Ms S Mbeleki Tel No: (012) 312 0451

DEPARTMENT OF PUBLIC SERVICE AND ADMINISTRATION

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

- APPLICATIONS** : Applications, quoting the reference number, must be posted to Department of Public Service and Administration, Private Bag X916, Pretoria 0001 or hand delivered at the Reception at Batho Pele House, 546 Edmond Street, Arcadia, Pretoria, 0001.
- FOR ATTENTION** : Mr. Lesiba Tloubatla
- CLOSING DATE** : 03 January 2022 at 10h00.
- NOTE** : Applications must be submitted on the new Z83 form (2021): A fully completed and signed new Z83 form which can be downloaded at www.dpsa.gov.za/dpsa2g/vacancies.asp. "From 1 January 2021 should an application be received using the incorrect application for employment (Z83), it will not be considered", accompanied by copies of qualification(s), Identity Document and a comprehensive CV indicating duration of appropriate qualification and three reference persons with the following information: - Name and contact numbers; an indication of the capacity in which the reference is known to the applicant. Note: Failure to submit these references will result in the application not being considered (Only shortlisted candidates will be required to submit certified documents/copies on or before the day of the interviews). The DPSA is inviting applicants who have not previously participated in any Graduate Internship Programme and are currently unemployed. Candidates must have completed at least an undergraduate or postgraduate qualification from a recognised Higher Education Institution in the fields as indicated. Correspondence will be limited to shortlisted applicants. If you have not heard from us within three months after the closing date, please accept that your application was unsuccessful. Incomplete and late applications will not be considered. Applicants must apply for each Graduate Internship on a separate application form.

INTERNSHIPS FOR 2022-2024

- POST 44/50** : **GRADUATE INTERNSHIP PROGRAMME: MINISTRY: REF NO: DEVP/01/21/23**
(24 Months Contract)
Chief Directorate: Ministry
- STIPEND** : R6083.70 per month
CENTRE : Pretoria
REQUIREMENTS : National Diploma/B-Degree in Public Administration
ENQUIRIES : Ms Mariatu Alexander Tel No: 012 336 1219
- POST 44/51** : **GRADUATE INTERNSHIP PROGRAMME: OFFICE OF DEPUTY MINISTER: REF NO: DEVP/02/21/23**
(24 Months Contract)
Directorate: Office of the Deputy Minister
- STIPEND** : R6083.70 per month
CENTRE : Pretoria
REQUIREMENTS : B-Degree in Law/LLB
ENQUIRIES : Mr Abner Mosaase Tel No: 012 336 1017
- POST 44/52** : **GRADUATE INTERNSHIP PROGRAMME: OFFICE OF THE DIRECTOR GENERAL: REF NO: DEVP/03/21/23**
(24 Months Contract)
Directorate: Executive Support
- STIPEND** : R6083.70 per month
CENTRE : Pretoria
REQUIREMENTS : National Diploma/B- Degree in Public Administration/ Office Administration
ENQUIRIES : Ms Puleng Sibanda Tel No: 012 336 1279

POST 44/53 : **GRADUATE INTERNSHIP PROGRAMME: OFFICE OF THE STANDARDS COMPLIANCE: REF NO: DEVP/04/21/23**
(24 Months Contract)
Directorate: Public Administration Norms and Standards Compliance Monitoring & Evaluation

STIPEND : R6083.70 per month
CENTRE : Pretoria
REQUIREMENTS : National Diploma/B-Degree in Information Systems/Information Management/Statistics
ENQUIRIES : Ms Ivy Matloga Tel No: 012 336 1626

POST 44/54 : **GRADUATE INTERNSHIP PROGRAMME: OFFICE OF THE TECHNICAL ASSISTANCE UNIT: REF NO: DEVP/05/21/23**
(24 Months Contract)
Chief Directorate: Public Administration, Ethics, Integrity and Disciplinary Technical Assistance Unit

STIPEND : R6083.70 per month
CENTRE : Pretoria
REQUIREMENTS : National Diploma /B-Degree in Social Sciences/Public Administration
ENQUIRIES : Mr Thabang Molobela Tel No: 012 336 1426

POST 44/55 : **GRADUATE INTERNSHIP PROGRAMME: SUPPLY CHAIN MANAGEMENT: REF NO: DEVP/06/21/23**
(24 Months Contract)
Directorate: Supply Chain Management

STIPEND : R6083.70 per month
CENTRE : Pretoria
REQUIREMENTS : National Diploma/B-Degree in Financial Management/ Procurement /Logistics Management or related field of study
ENQUIRIES : Mr Michael Jackson Tel No: 012 336 1189

POST 44/56 : **GRADUATE INTERNSHIP PROGRAMME: LEGAL SERVICES: REF NO: DEVP/07/21/23**
(24 Months Contract)
Chief Directorate: Legal Services

STIPEND : R6083.70 per month
CENTRE : Pretoria
REQUIREMENTS : LLB Degree or equivalent degree in law
ENQUIRIES : Ms Amukeleni Baloyi Tel No: 012 336 1638 / Ms Sinxolo Vena, Tel No: 012 336 1639

POST 44/57 : **GRADUATE INTERNSHIP PROGRAMME: ICT MANAGEMENT SUPPORT: REF NO: DEVP/08/21/23**
(24 Months Contract)
Directorate: ICT Management

STIPEND : R6083.70 per month
CENTRE : Pretoria
REQUIREMENTS : National Diploma/B-Degree in Software Development or related field of study
ENQUIRIES : Ms Tandile Stuurman Tel No: 012 336 1227

POST 44/58 : **GRADUATE INTERNSHIP PROGRAMME: COMMUNICATIONS: REF NO: DEVP/09/21/23**
(24 Months Contract)
Directorate: Communications

STIPEND : R6083.70 per month
CENTRE : Pretoria
REQUIREMENTS : National Diploma/B-Degree in Internet and Social Media Marketing Film and Video Technology or related field of study.
ENQUIRIES : Mr Seefane Malatjie Tel No: 012 336 1114

POST 44/59 : **GRADUATE INTERNSHIP PROGRAMME: WORKPLACE ENVIRONMENT MANAGEMENT: REF NO DEVP/10/21/23**
(24 Months Contract)
Directorate: Workplace Environment Management

STIPEND : R6083.70 per month
CENTRE : Pretoria
REQUIREMENTS : National Diploma/B-Degree in Environmental Health and Safety or related field of study
ENQUIRIES : Mr Robert Foromo Tel No: 012 336 1579

POST 44/60 : **GRADUATE INTERNSHIP PROGRAMME: HUMAN RESOURCE PLANNING, EMPLOYMENT & PERFORMANCE MANAGEMENT: REF NO: DEVP/11/21/23**
(24 Months Contract)
Chief Directorate: Human Resource Planning, Employment and Performance Management

STIPEND : R6083.70 per month
CENTRE : Pretoria
REQUIREMENTS : National Diploma/B-Degree in Human Resource Management
ENQUIRIES : Ms Lizer Maila /Ms Morongoa Morena /Mr Philani Mweli Tel No: 012 336 1293/1165/ 1312

POST 44/61 : **GRADUATE INTERNSHIP PROGRAMME: LEADERSHIP DEVELOPMENT: REF NO: DEVP/12/21/23**
(24 Months Contract)
Directorate: Leadership Development

STIPEND : R6083.70 per month
CENTRE : Pretoria
REQUIREMENTS : National Diploma/B-Degree in Management Development
ENQUIRIES : Mr Lawrence Tsipane Tel No: 012 336 1208

POST 44/62 : **GRADUATE INTERNSHIP PROGRAMME: REMUNERATION MANAGEMENT: REF NO: DEVP/13/21/23**
(24 Months Contract)
Directorate: Remuneration Management

STIPEND : R6083.70 per month
CENTRE : Pretoria
REQUIREMENTS : National Diploma/B-Degree in Economics, Human Resource Management or related fields of study
ENQUIRIES : Mr Samson Radebe Tel No: 012 336 1569

POST 44/63 : **GRADUATE INTERNSHIP PROGRAMME: GOVERNMENT EMPLOYEE HOUSING SCHEME: REF NO: DEVP/14/21/23**
(24 Months Contract)
Chief Directorate: Government Employee Housing Scheme

STIPEND : R6083.70 per month
CENTRE : Pretoria
REQUIREMENTS : National Diploma/B-Degree in Software Development or related field of study
ENQUIRIES : Mr Russel Mamabolo Tel No: 012 336 1656 /Ms Ivy Selepe Tel No: 012 336 1323.

POST 44/64 : **GRADUATE INTERNSHIP PROGRAMME: NEGOTIATIONS, LABOUR RELATIONS & DISPUTE MANAGEMENT: REF NO: DEVP/15/21/23**
(24 Months Contract)
Chief Directorate: Negotiations, Labour Relations and Dispute Management

STIPEND : R6083.70 per month
CENTRE : Pretoria
REQUIREMENTS : National Diploma/B- Degree in Labour Relations/ LLB
ENQUIRIES : Mar Mkhululi Mntuyedwa Tel No: 012 336 1380

POST 44/65 : **GRADUATE INTERNSHIP PROGRAMME: KNOWLEDGE MANAGEMENT: REF NO: DEVP/16/21/23**
(24 Months Contract)
Chief Directorate: Knowledge Management

STIPEND : R6083.70 per month
CENTRE : Pretoria
REQUIREMENTS : National Diploma/B-Degree in Communications
ENQUIRIES : Mr Dudley Moloi Tel No: 012 336 1157

POST 44/66 : **GRADUATE INTERNSHIP PROGRAMME: E-ENABLEMENT & ICT INFRASTRUCTURE MANAGEMENT REF NO: DEVP/17/21/23**
(24 Months Contract)
Chief Directorate: e-Enablement & ICT Infrastructure Management

STIPEND : R6083.70 per month
CENTRE : Pretoria
REQUIREMENTS : National Diploma/B - Commerce Degree in Information Systems/B - Tech in Public Administration.
ENQUIRIES : Mr Nico Ntsimane Tel No: 012 336 1287

POST 44/67 : **GRADUATE INTERNSHIP PROGRAMME: ICT STAKEHOLDER MANAGEMENT: REF NO: DEVP/18/21/23**
(24 Months Contract)
Directorate: ICT Stakeholder Management

STIPEND : R6083.70 per month
CENTRE : Pretoria
REQUIREMENTS : National Diploma/B- Degree in Information Technology (Systems Development) or related field of study.
ENQUIRIES : Mr Alufheni Swalivha Tel No: 012 336 1369

POST 44/68 : **GRADUATE INTERNSHIP PROGRAMME: OFFICE OF THE GOVERNMENT SERVICES ACCESS & IMPROVEMENT REF NO: DEVP/19/21/23**
(24 Months Contract)
Branch: Office of the Branch Head GSAI

STIPEND : R6083.70 per month
CENTRE : Pretoria
REQUIREMENTS : National Diploma/B-Degree in Office Management.
ENQUIRIES : Ms Fortunate Leola Tel No: 012 336 1442

POST 44/69 : **GRADUATE INTERNSHIP PROGRAMME: INSTITUTIONAL ASSESSMENTS: REF NO: DEVP/20/21/23**
(24 Months Contract)
Directorate: Institutional Assessments

STIPEND : R6083.70 per month
CENTRE : Pretoria
REQUIREMENTS : B-Degree in Public/ Business Administration/B-Tech in Industrial Psychology/Organisational Development.
ENQUIRIES : Mr Anton Fourie Tel No: 012 336 1367

POST 44/70 : **GRADUATE INTERNSHIP PROGRAMME: CITIZENS RELATIONS & PUBLIC PARTICIPATION: REF NO: DEVP/21/21/23**
(24 Months Contract)
Directorate: Citizen Relations & Public Participation

STIPEND : R6083.70 per month
CENTRE : Pretoria
REQUIREMENTS : National Diploma/ B-Degree in Social Science/Public Administration/Development Science.
ENQUIRIES : Mr Rhulani Manganye Tel No: 012 336 1492

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** : Applications can be submitted by email to: recruitment@dsbd.gov.za by quoting the relevant reference number provided on the subject line.
- CLOSING DATE** : 30 December 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>

OTHER POST

- POST 44/71** : **LOGISTICS OFFICER REF NO: LOGISTICS**
- SALARY** : R261 372 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : A relevant 3 years qualification (NQF 6) in Supply Chain/Logistics Management / Finance. 3 years relevant clerical experience in Fleet / Logistics Management. Computer Literacy (MS Office Packages). Driver's licence and Confidential Security Clearance would be an added advantage. Possess skills in Planning and Organising, Listening, Problem Solving, Teamwork, Communication both verbal and written and reporting.
- DUTIES** : Implement Tools of Trade and Fleet Management policies and procedures. Provide inputs in the development and review of tools of trade and fleet management policies and procedures. Advise on the implementation of tools of trade and fleet management policies and procedures. Raise awareness on tools and fleet management policies and procedures via workshops and information circulars. Monitor compliance to tools of trade and fleet management policies and prescripts. Perform Fleet Management Services such as managing the utilisation of pool cars; conducting pre-trip and post trip inspections; reconcile kilometres on the cars against the logbook; maintain fleet management records; coordinate maintenance and leasing of cars. Provide Tools of the Trade Management Services such as managing cellular phones contracts, 3Gs and sim cards; maintain tools of trade management records; track and follow-up on payments. Communicate with stakeholders, clients, management, service providers and colleagues: Address queries and draft general correspondence i.e., response letters, emails, status reports, submissions, and memorandums; Give advice on procedural and technical related matters in respect of tools of trade and fleet related matters and communicate via formal presentation.

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: LOGISTICS"

**PROVINCIAL ADMINISTRATION: EASTERN CAPE
DEPARTMENT OF HUMAN SETTLEMENTS**

- APPLICATIONS** : Be forwarded to: post to: The Director: Human Resources Services, Eastern Cape Human Settlements, Private Bag X13008, Cambridge, 5206. Hand Delivery/Courier: Steve Tshwete House, 31-33 Phillip Frame Road (in front of SARS) Waverly Park, Chiselhurst, East London.
- CLOSING DATE** : 28 December 2021 @ 10:00. Applications received after closing date will not be considered.
- NOTE** : Applications must be submitted on a Z83 (as of January 2021) 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). Should an application be received using the incorrect application for employment (Z83), it will not be considered. Z83 should be accompanied by a recently updated, comprehensive CV as well as copies of all qualification(s), (Matric certificate must also be attached) ID-document and Driver's license (where applicable). Furthermore, such copies need not be certified when applying for a post. 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. Failure to submit a comprehensive CV, academic qualifications and the signed Z83 form will result in the disqualification of the application from the process. 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. 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. For SMS (Senior Management Service) Posts: In terms of DPSA Directive on compulsory capacity development, mandatory training and minimum entry requirements for members of the Senior Management Level for SMS appointments. It is a requirement for applicants 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 44/72** : **CHIEF DIRECTOR: CORPORATE SERVICES REF NO: DHS.01/12/2021**
Purpose: To render corporate services functions.
- SALARY CENTRE REQUIREMENTS** : R1 251 183 per annum (Level 14), (all inclusive)
: Head Office: East London
: National Senior Certificate, an undergraduate qualification (NQF level 7) in Social Science in Industrial Psychology/Human Resource Management/Public Administration/Public Management as recognised by SAQA with 5 years' experience at a senior managerial level (SMS). SMS pre-entry Certificate (proof of registration) is one of the minimum requirements for SMS positions as indicated under paragraph 10.3 of the DPSA Directives as an online course on www.thensg.gov.za. Highly diligent, confident candidates with substantial management experience. Sound management of human capacity, financial and assets within the office. Knowledge of government policies and planning systems. Good communication skills, project management skills, presentation skills, report writing skills, planning and organising, problem solving and analysis skills. Ability to work in a team. Must have a valid driver's licence. Able to work under pressure and difficult deadlines.

<u>DUTIES</u>	:	To oversee human resource management. Provision of Human Resource Planning Information Systems and human resources administration services. Provision of labour relations services. Provision of employee wellness programmes. To oversee organisational and human resource development services. Management of performance and development system. Rendering of organisational development and service excellence services. Management, co-ordination and facilitation of capacity building and training of all departmental employees. To oversee legal services. Provision of sound legal advice and litigation support to the department. Provision of legal opinions. Execute of all administrative legal actions to ensure compliance. Manage litigation matters. Draft and amend legislation and legal instruments. Monitor legal compliance with national international & continental instruments. Advice on the drafting and monitoring of the service level agreements. Manage the allocated resources of the chief directorate. Develop, implement, and maintain human resource management strategy, policies, systems and procedures to ensure the efficient utilisation of human resources in order to improve service delivery within the Public Service regulatory framework and relevant delegations. Ensure effective communication arrangements within the Branch for all personnel in all disciplines. Monitor and review the unit organisational structure to address service delivery requirements within budgetary constraints. Ensure the filling of vacant posts, within budgetary constraints, with the appointment of competent personnel. Develop implement and maintain an attendance management policy system and procedures to ensure the optimal utilisation of personnel within the budget. Manage overtime within budgetary constraints. Ensure that policy, systems and procedures to manage performance effectively, including rewards and incentives to deserving personnel, are in place and adhered to. Ensure sound employee relations in terms of the applicable labour legislation. Ensure that policy, systems and procedures to manage discipline are implemented and maintained. Implement a human resource development strategy for the unit. Build effective teams. Build capacity through the management of continuous training and development programmes for categories of staff. Skills And Competencies: Must have excellent analytic skills in communication (both written and verbal), Strong strategic capability and leadership, public knowledge management skills, people management, diversity management, risk management, corporate governance, client orientation and customer focus. Strong budgeting and financial management, change management and service delivery innovation. Excellent facilitation, report writing, research, negotiation, presentation, project management, strategic planning and motivations skills.
<u>ENQUIRIES</u>	:	W. Hartzenberg Tel No: 043 711 9685/M. Kana Tel No: 043 711 9743/M. Cimela Tel No: 043 711 9774
<u>POST 44/73</u>	:	<u>CHIEF DIRECTOR: HUMAN SETTLEMENTS DELIVERY PLANNING AND PERFORMANCE REF NO: DHS02/12/2021</u> Purpose: To manage human settlements planning and performance management.
<u>SALARY CENTRE REQUIREMENTS</u>	:	R1 251 813 per annum (Level 14), (all inclusive) Head Office: East London National Senior Certificate, an undergraduate qualification (NQF level 7) in Social Science/Developmental studies/Public Management/Public Administration as recognised by SAQA with 5 years' experience at a senior managerial level (SMS). SMS pre-entry Certificate (proof of registration) is one of the minimum requirements for SMS positions as indicated under paragraph 10.3 of the DPSA Directives as an online course on www.thensg.gov.za . Highly diligent, confident candidates with substantial management experience. A sound knowledge and functioning of government systems and applicable legislations and regulations. Ability to take initiative. Good communication skills, project management skills, presentation skills, report writing skills, planning, and organising, problem solving and analysis skills. Ability to work in a team. Effective and efficient management and monitoring of organisational budget and expenditure. Must possess a valid driver's license. Computer literate. Able to work under pressure and difficult deadlines.
<u>DUTIES</u>	:	Oversee, review, and develop integrated human settlements plans. Manage, review and develop Provincial Human Settlements plans in line with sector plans. Manage review and develop technical planning for Human Settlements including spatial planning. Oversee human settlements research and the development of policies. Manage the development and review of provincial human settlements policy, strategy and guidelines and human settlements norms and standards. Manage the provision of advice and policy interpretation to stakeholders and municipalities. Develop and maintain the province with wide medium-term human settlements research. Co-ordinate and manage

human settlements research projects. Oversee capacitation and support municipalities about human settlements development. Co-ordinate housing education, training and developing programmes. Ensure proper implementation of human settlements development i.r.o. partnerships. Monitor evaluate and report on capacity building programmes. Provide assistance to municipalities in order to meet the accreditation criteria. Facilitate accreditation of municipalities. Monitor and evaluate accredited municipalities. Manage the allocated resources of the chief directorate. Develop, implement and maintain human resource management strategy, policies, systems and procedures to ensure the efficient utilisation of human resources in order to improve service delivery within the Public Service regulatory framework and relevant delegations. Ensure effective communication arrangements within the branch for all personnel in all disciplines. Monitor and review the unit organisational structure to address service delivery requirements within budgetary constraints. Ensure the filling of vacant posts, within budgetary constraints, with the appointment of competent personnel. Develop implement and maintain an attendance management policy system and procedures to ensure the optimal utilisation of personnel within the budget. Manage overtime within budgetary constraints. Ensure that policy, systems and procedures to manage performance effectively, including rewards and incentives to deserving personnel, are in place and adhered to. Ensure sound employee relations in terms of the applicable labour legislation. Ensure that policy systems and procedures to manage discipline are implemented and maintained. Implement a human resource development strategy for the unit. Build effective teams. Build capacity through the management of continuous training and development programmes for categories of staff. Skills and Competencies: Knowledge of applicable legislation and prescripts, government programmes, information management, policies and procedures, Public Finance Management Act (PFMA). Excellent research, report writing, negotiation, interpersonal relations, communication, facilitation, computer literacy, analysing, conflict management, presentation skills and working in a team.

ENQUIRIES : W. Hartzenberg Tel No: 043 711 9685/M. Kana Tel No: 043 711 9743/M. Cimela Tel No: 043 711 9774

POST 44/74 : **DIRECTOR: GRANT MANAGEMENT REF NO: DHS 03/12/2021**
Purpose: To manage Human Settlements Grant

SALARY : R1 057 326 per annum (Level 13), (all inclusive)
CENTRE : Head Office: East London
REQUIREMENTS : National Senior Certificate, B. Degree (NQF level 7) in Public Administration/Finance/Cost and Management Accounting/Information Systems as recognised by SAQA with 5 years' experience at a middle/senior management level. SMS pre-entry Certificate (proof of registration) is one of the minimum requirements for SMS positions as indicated under paragraph 10.3 of the DPSA Directives as an online course on www.thensg.gov.za. A sound knowledge and functioning of government systems and applicable legislations and regulations. Ability to take initiative. Good communication skills, project management skills, presentation skills, report writing skills, planning, and organising, problem solving and analysis skills. Ability to work in a team. Effective and efficient management and monitoring of organisational budget and expenditure. Must possess a valid driver's license. Computer literate. Able to work under pressure and difficult deadlines.

DUTIES : Management and administration of the human settlement development grant and other related funds. Monitor all approved conditional grant cash flows (CGBP). Monitor approved revised cash flows for mid-year review. Monitor grant allocation committed on BAS. Monitor timely settlement and accounting of all creditors in compliance with financial prescripts. Monitor monthly and quarterly grant performance reports to National Department of Human Settlements and Treasury. Monitor trust accounts reconciliation. Management and administration of the housing subsidy system in the implementation of human settlements development grant. Monitor timely beneficiary approvals and transfers. Monitor credible reports HSS/BAS reconciliation, project financial and non-financial report. Monitor support to accredited municipalities and districts. Monitor captured CGBP on HSS as per the National Practice note. Effective management of audit intervention plan, risk function with grant management. Monitor risks identified incorporated in the risk register for the component. Monitor audit findings from the audit management report and resolve them. Monitor monthly cash flow projection per project. Monitor grant performance report. Manage the allocated resources of the directorate. Ensure timeously development of job description 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 assessments of all sub-ordinates. 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. Delegate functions to staff based on individual potential. Provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure management, maintenance and safekeeping of assets. Ensure sound employee relations in terms of the applicable labour legislation. Ensure that policy, systems and procedures to manage discipline are implemented and maintained. Implement a human resource development strategy for the unit. Build effective teams. Build capacity through the management of continuous training and development programmes for categories of staff. Skills and Competencies: Knowledge of applicable legislation and prescripts, government programmes, information management, policies and procedures, Public Finance Management Act (PFMA). Excellent research, report writing, negotiation, interpersonal relations, communication, facilitation, computer literacy, analysing, conflict management, presentation skills and working in a team.

ENQUIRIES : W. Hartzenberg Tel No: 043 711 9685/M. Kana Tel No: 043 711 9743/M. Cimela Tel No: 043 711 9774

POST 44/75 : **DIRECTOR: INSTITUTIONAL PERFORMANCE ASSESSMENT AND PROGRAMME EVALUATION REF NO: DHS 04/12/2021**
Purpose: To provide institutional performance assessment and programme evaluation services.

SALARY : R1 057 326 per annum (Level 13), (all inclusive)
CENTRE : Head Office: East London
REQUIREMENTS : National Senior Certificate, B. Degree (NQF level 7) in Social Science/Monitoring and Evaluation/Public Management/Business Administration/Built Environment/Auditing as recognised by SAQA with 5 years' experience at a middle/senior management level. SMS pre-entry Certificate (proof of registration) is one of the minimum requirements for SMS positions as indicated under paragraph 10.3 of the DPSA Directives as an online course on www.thensg.gov.za. A sound knowledge and functioning of government systems and applicable legislations and regulations. Ability to take initiative. Good communication skills, project management skills, presentation skills, report writing skills, planning, and organising, problem solving and analysis skills. Ability to work in a team. Effective and efficient management and monitoring of organisational budget and expenditure. Must possess a valid driver's license. Computer literate. Able to work under pressure and difficult deadlines.

DUTIES : Manage strategic leadership to the institutional performance assessment and programme evaluation. Review and implement a monitoring and evaluation framework. Provide assistance to programmes in the design of a monitoring and evaluation systems with associated procedures. Review the component strategic plans (strategic plan, annual performance plan and annual operational plan). Manage and compile institutional performance and strategic reports. Co-ordinate the component budget, financial expenditure and submission of statutory reports (IYM, Quarterly, Half Year and Annual Reports). Report and comment on findings at relevant forums and handle high level ad hoc requests for information. Provide an advisory and support service to maintain appropriate levels of monitoring and evaluation outputs. Manage assessment department's effectiveness and efficiency in supporting the attainment of service delivery objectives. Analyse, monitor and evaluate reports and performance. Submit findings, recommendations and institute remedial actions where appropriate. Review strategic risks and implement action plans. Manage audit improvement plans. Monitor, evaluate and report on programme performance aligned to statutory prescripts. Monitor and report on progress of housing programmes. Annual reports, quarterly performance reports, electronic quarterly performance report (EQPRS), half year performance reports, co-ordinate quarterly conditional grant review report, manage evaluation of programme interventions, manage and conduct project level monitoring to assess project performance, manage audit of performance objectives. Manage the allocated resources of the directorate. Ensure timeously development of job description 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 assessments of all sub-ordinates. 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. Delegate functions to staff based on

individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure management, maintenance and safekeeping of assets. Skills and Competencies: Knowledge of applicable legislation and prescripts, government programmes, information management, policies and procedures, Public Finance Management Act (PFMA). Excellent research, report writing, negotiation, interpersonal relations, communication, facilitation, computer literacy, analysing, conflict management, presentation, strategic capability and leadership, programme and project management, service delivery innovation, people management and empowerment skills.

ENQUIRIES

: W. Hartzenberg Tel No: 043 711 9685/M. Kana Tel No: 043 711 9743/M. Cimela Tel No: 043 711 9774

OTHER POSTS

POST 44/76

: **CHIEF CONSTRUCTION PROJECT MANAGER: JOE GQABI REGION REF NO: DHS 07/12/2021**

Purpose: To co-ordinate project facilitation, implementation and EPWP in the districts.

**SALARY
CENTRE
REQUIREMENTS**

: R1 058 469 per annum, (OSD)
: Joe Gqabi
: National Senior Certificate, B. Degree NQF7 qualification in the built environment (Civil, Quantity Surveying, Architecture and Building) with minimum of 3 years' experience in the construction field. Experience in human settlements development will be an added advantage. 3 years' experience as a Construction Project Manager. Solid proven experience in Project Planning and Project Management. Must be registered with SA Council for the Project and Construction Management Professionals (SACPCMP) as a Professional Construction Project Manager (provide valid registration certificate). Must possess a valid drivers' license and must be willing to travel. MS Projects experience essential. Good communication skills (verbal and written) Computer literacy is a must.

DUTIES

: Design and analyse project effectiveness. Perform final review and approvals or audits on project designs according to design principles or the theory. Co-ordinate design affects and integration across disciplines to ensure seamless integration with current technology. Maintain project operational effectiveness. Manage the execution of project management strategy through the provision of appropriate structures, systems and resources. Set project standards, specifications, and service levels according to organisational objectives to ensure optimum operational availability. Monitor project management efficiencies according to organisational goal to direct or redirect project services for the attainment of organisational objectives. Financial Management. Facilitate the availability and management of funds to meet the MTEF objectives within the project environment/services. Manage the operational capital project portfolio for the operation to ensure effective resourcing according to organisational needs and objectives. Manage the commercial added value of the discipline-related programmes and projects. Facilitate the compilation of innovation proposals to ensure validity and adherence to organisational principles. Allocate, monitor, control expenditure according to budget to ensure efficient cash flow management. Governance. Allocate, monitor and control resources. Compiles risk logs (databases) and manages significant risk according to sound risk management practice and organisational requirements. Provide technical consulting services for the operation of project related matters to minimize possible project risks. Manage and implement knowledge sharing initiatives e.g. short term assignment and secondments within and across operations, in support of individual development plans, operational requirements and return on investment. Continuously monitor the exchange and protection of information between operations and individuals to ensure effective knowledge management according to departmental objectives. Manage the allocated resources of the sub-directorate. Facilitate sound employment relations. Quality control of the work delivered by subordinates. Advising subordinates with regard to all aspects of the work. Manage the performance and conduct of subordinates. Ensure that subordinates are trained and developed to be able to deliver work of the required standard efficiently and effectively through the utilisation of inter alia, knowledge management. This would include providing mentorship and guidance to subordinates to assist them to integrate theory and practice, and to develop appropriate skills. Establish implement and maintain efficient and effective communication arrangements in the unit. The development and management of the work plan of the unit and reporting on progress as required. Skills And Competencies:

		Quality management, decision making, urbanisation developments, project management, change management.
<u>ENQUIRIES</u>	:	W. Hartzenberg Tel No: 043 711 9685/M. Kana Tel No: 043 711 9743/M. Cimela Tel No: 043 711 9774
<u>POST 44/77</u>	:	<u>DEPUTY DIRECTOR: INFORMAL SETTLEMENTS UPGRADING REF NO: DHS 05/12/2021</u> Purpose: To render informal settlement and upgrading services.
<u>SALARY CENTRE REQUIREMENTS</u>	:	R882 042 per annum (Level 12), (all inclusive)
	:	Head Office: East London
	:	National Senior Certificate, National Diploma/Degree as recognised by SAQA in Built Environment/Public Management/Development studies/Public Administration or equivalent with five (5) years' experience. 3 years' experience as an Assistant Director in the field. Human settlements experience will be an added advantage. Good knowledge of the Public Service Act and Regulations (PSA), Public Finance Management Act (PFMA) and Housing Act 1997 (Act No 107 of 1997). Good knowledge of facilitation, report writing, research, interpersonal relations, and presentation skills. Must possess a valid driver's license.
<u>DUTIES</u>	:	Upgrading of Informal Settlements: Facilitate and co-ordinate upgrading of informal settlements activities in line with the Breaking the New Ground (BNG) and Human Settlements development policy projects. Facilitate and oversee planning processes to ensure compliance and alignment with upgrading frameworks approach of Assessment, Categorisation, and plans. Facilitate project inception of the upgrading project along the overall strategy. Manage the analysis of information from all stakeholders and forming conclusions and decision programme's objective to be met. Facilitate and promote collaboration and integration of internal and external stakeholders. Work with the municipalities through the IDP. Facilitate pre-planning and project packaging processes. Develop project application for project funding approval. Facilitate and participate in the technical task teams and project steering committee meetings including site engagements. Co-ordinate workshops on information sharing and reporting sessions. Facilitate and co-ordinate the implementation and completion of upgrading informal settlements phases. On Social Economic Amenities: Co-ordinate and facilitate the feasibility studies for the development of provision of social and economic amenities requested. Develop project initiation and implementation strategies. Facilitate construction of multi-purpose centres. Forge relations with sector departments and other stakeholders for the provisions of amenities. Work with the municipalities through the IDP. Facilitate pre-planning and project packaging processes. Develop project application for project funding approval. Co-ordinate the alignment of funding priorities by sector departments to accommodate BNG projects. Facilitate negotiations with Municipal and the relevant stakeholders towards partnerships. Facilitate and participate in the technical task teams and project steering committee meetings including site engagements. Co-ordinate funding allocations for social and economic amenities. Facilitate and co-ordinate the implementation and hand-over of completed Socio-Economic Amenities projects. Establish implement and maintain efficient and effective communication arrangements. Skills And Competencies: Facilitation, research, report writing, networking, interpersonal relations, communication, computer literacy and presentation skills. Good knowledge of Urban Developments, the Built Environment, Project Management, SPLUMA, Quality management, decision making, knowledge management and change management.
<u>ENQUIRIES</u>	:	W. Hartzenberg Tel No: 043 711 9685/M. Kana Tel No: 043 711 9743/M. Cimela Tel No: 043 711 9774
<u>POST 44/78</u>	:	<u>DEPUTY DIRECTOR: CAPACITY BUILDING AND MUNICIPAL SUPPORT REF NO: DHS 06/12/2021</u> Purpose: To capacitate and support municipalities with regards to Human Settlements development.
<u>SALARY CENTRE REQUIREMENTS</u>	:	R882 042 per annum (Level 12), (all-inclusive)
	:	Head Office: East London
	:	National Senior Certificate, National Diploma/Degree as recognised by SAQA in Social Science/BAdmin/Industrial Psychology/Public Administration/Public Management or equivalent with five (5) years' experience. 3 years' experience as an Assistant Director in the field. Human settlements experience will be an added advantage Knowledge of monitoring and evaluation, government policies and planning systems, government programme of action, public service regularity framework, presidency policies and procedures, information

DUTIES

management and performance management. Must possess a valid driver's license.

: Conduct capacity assessment and provide feedback to municipalities. Provide pre-accreditation support to prioritised municipalities on human settlements programmes. Provide municipal support and capacitation to prioritised municipalities. Provide support to municipalities on systems development, national housing needs register. Provide support to municipalities on housing subsidy systems. Provide support to municipalities on human settlements plans. Provide support to municipalities on establishment and training on beneficiary allocations committees. Provide support to municipalities on development of housing policy. Monitoring and co-ordination of hands-on support programme. Provide post-accreditation support to the accredited municipalities. Monitor expenditure on the Accreditation Grant. Monitor performance of the accredited municipalities. People management. Ensure sound employment relations. Quality control of the work delivered by subordinates. Advising subordinates with regard to all aspects of the work. Ensure that subordinates are trained and developed to be able to deliver work of the required standard efficiently and effectively through the utilisation of inter alia, knowledge management. This would include providing mentorship and guidance to subordinates to assist them to integrate theory and practice, and to develop appropriate skills. Establish implement and maintain efficient and effective communication arrangements in the unit. The development and management of the work plan of the unit and reporting on progress as required. Skills and Competencies: Knowledge of monitoring and evaluation, government policies and planning systems, government programme of action, public service regularity framework, presidency policies and procedures, information management and performance management. Research, report writing, negotiation, interpersonal relations, communication, facilitation, computer literacy, analysing, conflict management, presentation and working in a team.

: W. Hartzenberg Tel No: 043 711 9685/M. Kana Tel No: 043 711 9743/M. Cimela Tel No: 043 711 9774

ENQUIRIES

POST 44/79

: **DEPUTY DIRECTOR: STAKEHOLDER ENGAGEMENT REF NO: DHS 09/12/2021**

Purpose: To manage and promote stakeholder engagement relation, inter-governmental relations and coordinate all departmental stakeholders towards facilitating the integrated and sustainable human settlements.

SALARY CENTRE REQUIREMENTS

: R744 255 per annum (Level 11), (all-inclusive)

: Head Office: East London

: National Senior Certificate, National Diploma/Degree as recognised by SAQA in Social Science/Development Studies/Public Relations/Public Administration/Human Settlements/Business Administration or equivalent with (five) 5 years' experience. 3 years' experience as an Assistant Director in the field. Working knowledge of stakeholder engagement and intergovernmental relations. Understanding of government policies and planning systems, government programme of action, public service regularity framework, information management and performance management. Must possess a valid driver's license.

DUTIES

: Establish and maintain a comprehensive database on stakeholders at provincial and national level. Monitor the implementation and review the stakeholder engagement and IGR Strategy. Develop concepts and strategies to support stakeholder engagement and intergovernmental relations. Manage stakeholder engagement activities. Facilitate partnerships with external stakeholders towards the realisation of integrated sustainable human settlements. Facilitate departmental IGR related matters and participation provincial and municipal IGR programmes and structures. Develop and maintain a database of all formal IGR meetings. Follow up on decisions or actions emanating from IGR Forums. Manage the allocated resources of the unit. Manage employment relations and performance within the directorate. Coordinate training, development and mentorship of employees within the directorate. Establish implement and maintain efficient and effective communication arrangements in the unit. Prepare and submit all statutory reports of the Directorate and manage the submission of all. Skills And Competencies; Research, report writing, negotiation, interpersonal relations, communication, facilitation, computer literacy, analysing, conflict management, presentation and working in a team skills.

ENQUIRIES

: W. Hartzenberg Tel No: 043 711 9685/M. Kana Tel No: 043 711 9743/M. Cimela Tel No: 043 711 9774

POST 44/80

DEPUTY DIRECTOR: ORGANISATIONAL DEVELOPMENT REF NO: DHS 10/12/2021

Purpose: To provide Organisational Development and Service Excellence services

SALARY CENTRE REQUIREMENTS

R744 255.per annum (Level 11), (all-inclusive)
Head Office: East London
National Senior Certificate, National Diploma/Degree as recognised by SAQA in Management Services/Production Management/Operations Management/Industrial Psychology/Public Administration or equivalent with five (5) years' experience. 3 years' experience as an Assistant Director in the field. Job Evaluation Certificate will be an added advantage. Be able to work on Microsoft Visio. Good knowledge of the Public Service Act, Public Finance Management Act, Public Service Regulations and Operations Management Framework. Good understanding of monitoring and evaluation, government policies and planning systems, government programme of action, public service regularity framework, presidency policies and procedures, information management and performance management. Must possess a valid driver's license.

DUTIES

Manage the development and review of the service delivery model: Conduct organisational functionality assessment (OFA) and monitor the implementation of the outcomes thereof. Conduct consultation session with employees, management and stakeholders. Collate information on the service delivery model from all chief directorates and directorates. Consolidate and analyse the information for the service delivery model. Draft the service delivery model document. Facilitate and monitor the implementation of the service delivery model. Report on the implementation of the service delivery model. Manage organisational design in the department: Conduct consultation sessions with the management and stakeholders. Collate information and analyse requests in respect of organisational structural changes or adaptations. Manage the work study investigations conducted and advise on the efficiency and effectiveness of work processes. Manage the process of organisational structural reviews and amendment. Draft a report on the proposed organogram for approval. Create organisational structure on Visio for approval. Facilitate the process of capturing of the organisation structure on PERSAL. Monitor and evaluate the effectiveness of the organisational structure. Develop and quality assure job descriptions (JD) for all employees in the department. Plan, conduct and implement job evaluation (JE) in the department as per JE prescripts. Render advisory services and technical expertise in relation to organisational design. Develop and implement policies, practices and procedures and ensure compliance thereof. Contribute during the development and reporting on the human resource plan in relation to the implications of organisational design thereof. Manage the business process improvement processes: Conduct consultative sessions with process owners. Develop the current and future business process mapping on Visio. Conduct lean analysis on the current business processes to improve service delivery and provide the report to the process owner. Develop the standard operating procedures (SOP) for the process owner. Facilitate the implementation of the new improved business process by the process owner. Manage the change management programs: Co-ordinate, facilitate and monitor the implementation of the Batho Pele Principles in the department in line with the relevant prescripts and legislation. Co-ordinate, facilitate and monitor the implementation of the public service month programs. Co-ordinate, facilitate, plan and monitor the implementation of the change management programmes in the department. Manage the allocated resources of the sub-directorate: Maintain sound employment relations. Quality control of the work delivered by subordinates. Advising subordinates regarding to all aspects of the work. Manage the performance and conduct of sub-ordinates. Facilitate training and development of sub-ordinates to be able to deliver work of the required standards efficiently and effectively through the utilisation of inter alia, knowledge management. This would include providing mentorship and guidance to sub-ordinates to assist them to integrate theory and practice, and to develop appropriate skills. Establish implement and maintain efficient and effective communication arrangements in the unit. The development and management of the work plan of the unit and reporting on progress as required. Skills And Competencies: Research, report writing, negotiation, interpersonal relations, communication, facilitation, computer literacy, analysing, conflict management, presentation and working in a team skills.

ENQUIRIES

W. Hartzenberg Tel No: 043 711 9685/M. Kana Tel No: 043 711 9743/M. Cimela Tel No: 043 711 9774

<u>POST 44/81</u>	:	<u>DEPUTY DIRECTOR: CONTRACTS MANAGEMENT REF NO: DHS 11/12/2021</u>
		Purpose: To manage and administer departmental contracts
<u>SALARY</u>	:	R744 255 per annum (Level 11), (all-inclusive)
<u>CENTRE</u>	:	Head Office: East London
<u>REQUIREMENTS</u>	:	National Senior Certificate, National Diploma/Degree as recognised by SAQA in LLB/BJURIS/BPROC/Bachelor of Laws or equivalent with 3 years' work experience in the field. 3 years' experience at an Assistant Director level in the field. Knowledge of Public Service Act (PSA), Public Finance Management Act (PFMA), Housing Act 1997, government programmes, information management and policies and procedures.
<u>DUTIES</u>	:	Facilitate administration of contracts and service level agreements. Quality assure documentation for completeness and correctness. Collect information needed for the compilation and administration of the contract. Align contract with the specifications and terms of reference. Compile a draft agreement and ensure the signing of the contract after amendments. Compile follow-up amendments as and when needed. Facilitate administration of contracts, transversal contracts and service level agreements. Collect information on the status of the contract and stages of deliverance in terms of the provisions of the contract. Analyse information and checked for risks. Draft a plan to manage risk situations. Facilitate the fiscal obligations, the application of the prescribed policies and prescripts, quality and outcome. Facilitate handling of disputes around contracts and service level agreements. Gather all relevant information, analyse and form conclusions. Take notes in the dispute meetings. Amend existing contracts and service level agreements in the event of reaching an agreement. Submit all relevant documentation and recommendation for legal action in the event of not reaching an agreement. Give evidence in court as and when required. People management. Ensure sound employment relations. Quality control of the work delivered by subordinates. Advising subordinates with regard to all aspects of the work. Manage the performance and conduct of subordinates. Ensure that subordinates are trained and developed to be able to deliver work of the required standard efficiently and effectively through the utilisation of inter alia knowledge management. This would include providing mentorship and guidance to subordinates to assist them to integrate theory and practice, and to develop appropriate skills. Establish implement and maintain efficient and effective communication arrangements in the unit. The development and management of the work plan of the unit and reporting on progress as required. Skills And Competencies: Facilitation, report writing, research, computer literacy, negotiation, networking, presentation, analytical, financial, project management, strategic planning and motivations skills.
<u>ENQUIRIES</u>	:	W. Hartzenberg Tel No: 043 711 9685/M. Kana Tel No: 043 711 9743/M. Cimela Tel No: 043 711 9774
<u>POST 44/82</u>	:	<u>CONSTRUCTION PROJECT MANAGER GRADE A REF NO: DHS 08/12/2021</u>
		Purpose: To manage and oversee all aspects of the projects in support of management of capital and technical projects
<u>SALARY</u>	:	R728 829 per annum, (all inclusive), (OSD)
<u>CENTRE</u>	:	Sarah Baartman Region
<u>REQUIREMENTS</u>	:	National Senior Certificate, B. Degree (NQF level 7) as recognised by SAQA in built environment (Civil, Quantity Surveying, Architecture, Town Planning and Building) with five (5) years' work experience in the construction field. Experience in the human settlements' development will be an added advantage. Solid proven experience in Project Planning and Project Management. Compulsory registration with the South African Council for Project and Construction Management professionals (SACPMP) as a Professional Construction Project Manager (provide valid registration certificate). 3 years working experience as a Control Works Inspector or equivalent. MS projects and MS office experience essential. Good communication skills (verbal and written). A valid drivers' license is compulsory and must be willing to travel. Computer literacy. Ability to work under pressure and meet tight deadlines. Ability to work independently and within team setup.
<u>DUTIES</u>	:	Manage and co-ordinate all aspects of projects. Guide the project planning, implementation, monitoring, reporting and evaluation in line with project management methodology. Create and execute project work plans and revise as appropriate to meet changing needs and requirements. Identify resources needed and assign individual responsibilities. Manage day to day operational aspects of a project and scope. Effectively apply methodology and enforce project standards to minimise risk on projects. Project accounting and financial

management. Report project progress to Chief Construction Project Manager. Provide inputs to other professionals with tender administration. Keep up with new technologies and procedures. Liaise with relevant bodies/councils on project management. Manage the allocated resources of the sub-directorate. Skills And Competencies: Quality management, decision making, urbanisation developments, project management, change management.

ENQUIRIES : W. Hartzenberg Tel No: 043 711 9685/M. Kana Tel No: 043 711 9743/M. Cimela Tel No: 043 711 9774

POST 44/83 : **ASSISTANT DIRECTOR: INTERNAL CONTROL REF NO: DHS 12/12/2021**
Purpose: To render expenditure internal control services.

SALARY : R382 245 per annum (Level 09)
CENTRE : Head Office: East London
REQUIREMENTS : National Senior Certificate, National Diploma/Degree (NQF Level 6/B.Degree (NQF Level 7) as recognised by SAQA in Finance/Auditing/Accounting/Cost and Management Accounting or equivalent with 3 years' experience. 3 years' experience at supervisory level in the financed/auditing/internal control field. Knowledge of Public Finance Management Act (PFMA), Public Service Act and Regulations. Good knowledge and understanding of accounting/auditing, applicable legislation and prescripts, government systems, information management and policies and procedures. Must possess a valid driver's license.

DUTIES : Coordinate implementation of policies, standard operating procedures, delegations of authority and internal controls. Coordinate reviewal of departmental policies and procedures to ensure compliance with relevant legislation, regulations, circulars and practice notes. Coordinate development/reviewal checklists of processes where applicable with recommendations. Report on internal control deficiencies with recommendations. Maintain an updated delegation of authority file. Co-ordinate and report on incidents of non-compliance and irregularities. Identify, register irregular, unauthorize fruitless and wasteful expenditure. Assist with the assessment of reported irregular expenditure and make recommendations to the committee. Assist with irregular, unauthorised and fruitless and wasteful expenditure reports. Assess the controls within processes where risk has been identified as high and make recommendations. Manual verification of all requisitions before procurement orders are issue Pre-Audit certificate. Manual verification of payment documents before payment are processed on BAS and PERSAL. Verify bid files on BCSA system and issue compliance reports. Maintain an updated register for errors and non-compliance cases detected during the Pre-Audit process. Maintain, safeguard and safekeep face value documents. Issue face value documents on request by users. Monitor close of face value documents during financial year end. Interact with end users and Auditor General during audit period. Assist with management of allocated resources of the sub-directorate. Ensure sound employment relations. Quality control of the work delivered by subordinates. Advising subordinates with regard to all aspects of the work. Manage the performance and conduct of subordinates. Ensure that subordinates are trained and developed to be able to deliver work of the required standard efficiently and effectively through the utilisation of inter alia, knowledge management. This would include providing mentorship and guidance to subordinates to assist them to integrate theory and practice and to develop appropriate skills. Establish implement and maintain efficient and effective communication arrangements in the unit. The development and management of the work plan of the unit and reporting on progress as required. Skills And Competencies: Problem solving, research, report writing, negotiation, interpersonal relations, communication, facilitation, analysing, conflict management, presentation, working in a team and ability to work under pressure.

ENQUIRIES : W. Hartzenberg Tel No: 043 711 9685/M. Kana Tel No: 043 711 9743/M. Cimela Tel No: 043 711 9774

POST 44/84 : **ASSISTANT DIRECTOR: REBATES OFFICE REF NO: DHS 13/12/2021**
Purpose: To manage rebates office services.

SALARY : R382 245 per annum (Level 09)
CENTRE : Head Office: East London
REQUIREMENTS : National Senior Certificate, National Diploma/Degree (NQF Level 6/B. Degree (NQF Level 7) as recognised by SAQA in B.Com Finance/Financial Management/Auditing/Accounting/Cost and Management Accounting/Taxation or equivalent with 3 years' work experience. 3 years' experience at supervisory level in the field. Good understanding of the Public Service Act, Public Finance

DUTIES

Management Act, Public Service Regulations, Income Tax Act, Treasury Regulations. Must possess a valid driver's license.

: Conduct tax reconciliations. Monitor and manage tax administration, interpret, and monitor implementation of policies with regards to rebates office. Execute BAS/PERSAL reconciliation. Clearing of all salary related suspense accounts and execute reconciliations and reports. Scrutinise all documents to ensure compliance with prescripts. Scrutinise all documents for accuracy, completeness, and authorisation. Implement salary inputs and deductions on the system. Ensure that third party pay-overs are effective in the prescribed timeframes. Manage and control payroll and distribution functions. Maintain proper record keeping. Supervise subordinates. Manage queries. Manage the allocated resources of the sub-directorate. Ensure sound employment relations. Quality control of the work delivered by subordinates. Advising subordinates with regards to all aspects of the work. Manage the performance and conduct of subordinates. Ensure that subordinates are trained and developed to be able to deliver work of the required standard efficiently and effectively through the utilisation of inter alia, knowledge management. This would include providing mentorship and guidance to subordinates to assist them to integrate theory and practice, and to develop appropriate skills. Establish implement and maintain efficient and effective communication arrangements in the unit. The development and management of the work plan of the unit and reporting on progress as required. Skills And Competencies: Facilitation, report writing, research, interpersonal relations, computer literacy, negotiation, presentation, analysing, conflict management and working in a team.

ENQUIRIES

: W. Hartzenberg Tel No: 043 711 9685/M. Kana Tel No: 043 711 9743/M. Cimela Tel No: 043 711 9774

POST 44/85

: **ADMINISTRATIVE OFFICER: BENEFICIARY MANAGEMENT AND CORPORATE SECRETARIAT REF NO: DHS14/12/2021**
Purpose: To provide administrative support services

SALARY CENTRE REQUIREMENTS

: R261 372 per annum (Level 07)
: Head Office: East London
: National Senior Certificate, National Diploma NQF level 6 as recognised as SAQA in Public Administration, Office Management and Technology/Public Management/Human Settlements or equivalent with 1 to 2 years' experience in the field. Knowledge of housing subsidy system policies and procedures, government policies and planning systems, public service regularity framework and performance management.

DUTIES

: Render general clerical support services. Record, organise, store, capture and retrieve correspondence and data. Update registers and statistics. Handle routine enquiries. Make photocopies and receive or send document. Distribute documents/packages to various stakeholders as required. Keep and maintain the filing system for the component. Type basic letters and other correspondence when required. Keep and maintain the filing system for the component. Type basic letters and other correspondence when required. Keep and maintain the incoming and outgoing register of the component. Maintain a leave register for the component. Keep and maintain personnel records in the component. Keep and maintain the attendance register of the component. Arrange travelling and accommodation. Processing project linked subsidy claims. Receive, capture, verify subsidy application forms. Edit application forms. File approved application and send for initial searches. Record management. Receive approved application form from the district. Reconcile HSS report with submitted forms. Submit application forms to grant management for filing purposes. Engagement with relevant stakeholders on matters pertaining beneficiary management. Number of municipalities supported on beneficiary administration. Establishment of beneficiary allocation committee (BAC). Conducting beneficiary correct occupation (BCO). Participation in human settlements forum meetings (IGR). Number of beneficiaries on HSS audited for re-prioritisation. Desktop analysis of approved beneficiaries on HSS. Assist in gathering from the region for compilation of reports on Socio economic survey conducted. Assist district in conducting socio economic surveys. Skills And Competencies: Computer literacy, interpersonal relations skills, communication skills, ability to work as a team, personal effectiveness.

ENQUIRIES

: W. Hartzenberg Tel No: 043 711 9685/M. Kana Tel No: 043 711 9743/M. Cimela Tel No: 043 711 9774

POST 44/86 : **CLEANERS: ADMINISTRATIVE SUPPORT SERVICES (X3 POSTS)**
 Purpose: To render cleaning services in and out of the offices.

SALARY CENTRE : R104 073 per annum (Level 02)
 : Nelson Mandela Bay Metro Ref No: DHS15/11/2021 (X1 Post)
 Buffalo City Metro Ref No: DHS16/11/2021 (X1 Post)
 OR Tambo Region Ref No: DHS17/11/2021 (X1 Post)

REQUIREMENTS DUTIES : Grade 7. Good communication skills and working in a team.
 : Cleaning offices corridors, elevators, and boardrooms by: Dusting and waxing office furniture. Sweeping, scrubbing and waxing of floors. Vacuuming and shampooing floors. Cleaning walls, windows and doors. Emptying and cleaning of dirt bins. Collect and removing of waste papers. Freshen the office areas. Clean general kitchens by: Clean of basins. Wash and keep stock of kitchen utensils. Cleaning the restrooms by: Refilling hand wash liquid soap. Replace toilet papers, hand towels and refreshers. Empty and wash waste bins. Keep and maintain cleaning materials and equipment. Report broken cleaning machines and equipment. Cleaning of machines (microwares, vacuum cleaners etc) and equipment after use. Request cleaning materials. Cleaning of office outside around office by: collecting waste to waste bins. Skills And Competencies: Interpersonal relations, Communication, Working in a team

ENQUIRIES : W. Hartzenberg Tel No: 043 711 9685/M. Kana Tel No: 043 711 9743/M. Cimela Tel No: 043 711 9774

OFFICE OF THE PREMIER

APPLICATIONS : Applications received after closing date will not be considered. No faxed applications will be accepted, no hand delivered applications will be allowed due to COVID 19. Applicants must apply using eRecruitment system which is available on <https://erecruitment.ecotp.gov.za/>, www.ecprov.gov.za or <https://ecprov.gov.za/>. To report technical glitches and/or for assistance regarding the system, send an email to: Nolungalungisa.nelani@ecotp.gov.za (NB: For Technical Glitches Only). Important to note: The system is available 24/7 and closes at 23:59 on the closing date. However, the technical support is given within working hours and weekdays only i.e. between 08:00-16:30 from Monday-Thursday and between 08:00-16:00 on Fridays. Should you submit your applications to: nolungalungisa.nelani@ecotp.gov.za and not as specified above– your application will be regarded as lost and will not be considered.

CLOSING DATE FOR ATTENTION NOTE : 28 December 2021 @ 10:00
 : Ms N Mafu
 : Applications must be submitted on a New Z83 Form, obtainable from any Public Service department or go to www.dpsa.gov.za or <http://www.ecprov.gov.za> which usually must be signed as an unsigned Z83 form disqualifies an application, BUT, currently on the e-recruitment system, the Z83 is not downloadable and is unusable, therefore, applicants applied via the system will not be disqualified (until further notice). Z83 form should be accompanied by a recently updated comprehensive CV with at least two (2) contactable referees as well as copies of all qualification (s), (Matric certificate must also be attached) ID document and Driver's license (Where applicable). Furthermore, such copies need not be certified when applying for a post. 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. 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. 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.

MANAGEMENT ECHELON

<u>POST 44/87</u>	:	<u>DIRECTOR: INTERGOVERNMENTAL RELATIONS (IGR) REF NO: OTP 01/12/2021</u> Re-Advertisement: those who previously applied are encouraged to re-apply
<u>SALARY</u>	:	R1 057 326 per annum (Level 13), all-inclusive package
<u>CENTRE</u>	:	Bhisho
<u>REQUIREMENTS</u>	:	An NQF 7 Degree in Social Science, Public Administration, Communications and Public Relations as recognized by SAQA with minimum 5 years' experience at a middle managerial level in intergovernmental relations, stakeholder relations, public relations, communication or public administration. Knowledge of relevant legislation, policies and prescripts that governs the Public Sector, Constitution of the Republic of South Africa, Intergovernmental Relations Framework Act, Intergovernmental Fiscal Relations Act, Municipal Structures Act, Division of Revenue Act, and White Paper on Local Government. Skills in Applied Strategic Thinking, Administration, Problem solving, Communication, Client-orientation, Project Management and Coordination/Facilitation of intergovernmental relations, planning cycles of all spheres of government and political dynamics & awareness. A valid driver's license. Pre-Entry certificate for the Senior Management Services (SMS) is compulsory.
<u>DUTIES</u>	:	Manage the development, implementation and review of provincial intergovernmental relations strategy, policies and programmes. Manage the revision and review of Provincial Intergovernmental Relations Strategy, Policies and Programmes. Coordinate the roll out of the Provincial IGR strategy to local level. E.g Districts, Metros and local municipalities. Coordinate the Premier's Coordinating Forum (PCF) on a quarterly basis in compliance with the IGR Framework Act of 2005. Facilitate the development and the submission of reports as per the agenda of the Presidential Coordinating Council and Forum of the South African Director Generals (FOSAD) and prepare the required documentation for the PCC and FOSAD. Coordinate the establishment of Intergovernmental Relations Structures in the province. Monitor and evaluate the functionality of IGR structures in the province, identify and escalate unresolved issues to the agenda of the PCF (MUNIMEC, DIMAFO and Local IGR Forums). Provide support to intergovernmental service delivery initiatives: Facilitate the submission of service delivery reports to enable oversight. Coordinate the meetings with stakeholders such as sector departments, state entities and municipalities to evaluate progress on service delivery initiatives and interventions. Facilitate the participation of all relevant stakeholders in service delivery initiatives. Provide coordination support to national and provincial calendar programmes and other initiatives. Manage the provision of support to IGR structures: Develop and implement training initiatives to IGR practitioners for specific IGR structures (sector departments and municipalities at all levels). Manage the participation and contribution by national, provincial departments and state entities in local IDPs through effective ward-based planning Integrated Service Delivery Model (ISDM). Coordinate the organisation of the EXCO Outreach Programme in line with the revised Provincial IGR Strategy, to evaluate and provide oversight to service delivery initiatives. Manage the participation by national, provincial government departments and State Entities (ESKOM) in local IGR structures and report defaults thereof. Coordinate the provincial IGR Forum to facilitate integrated planning between national and provincial departments and all local municipalities. Manage area of responsibility: Review Intergovernmental Relations performance and make recommendations to improve the efficiency and effectiveness. Report on Intergovernmental Relations information as required by internal and external stakeholders. Supervise and co-ordinate the effective and efficient running and management of the Intergovernmental Relations. Develop and implement service delivery improvement programmes. Ensure that performance agreements and development plans are developed and implemented for all staff in the Intergovernmental Relations within set timeframes. Ensure that staff performance is managed on a daily basis and that Performance Assessments of all employees in area of responsibility are done timeously and within agreed timeframes. Ensure that vacancies are filled timeously and that the Recruitment, Selection and Placement of staff is according to laid down policy and procedure. Ensure the implementation and management of risk, finance, and supply-chain management protocols and prescripts in area of responsibility: Identify and manage risks in area of responsibility. Ensure timely budgeting, monitoring, variance analysis and reporting. Ensure that Procurement Planning takes place, that specifications are developed timeously and that there is compliance with supply chain prescripts. Ensure the Unit's

assets are managed, maintained and kept safely. Weigh up financial implications of propositions and align expenditure to cash flow projections.

ENQUIRIES : Ms N Mafu Tel No: 082 562 2347

DEPARTMENT OF PUBLIC WORKS & INFRASTRUCTURE

The Department of Public Works & Infrastructure in the Eastern Cape is an equal opportunity, affirmative action employer. Women and Persons with disability are encouraged to apply. Employment Equity targets of the Department will be adhered to.

APPLICATIONS : applications received after closing date will not be considered. No Faxed Applications Will Be Accepted. Applications can be forwarded through one of the following options: Applications for posts in Head Office (Bhisho): Post to Department of Public Works & Infrastructure, Private Bag X0022, Bhisho, 5605, alternatively applications can be forwarded to e-recruitment-headoffice@ecdpw.gov.za

FOR ATTENTION : Ms N.H Malgas

CLOSING DATE : 28 December 2021 @ 10:00

NOTE : Applications must be submitted on the Application for Employment Form (Z83) effective from 01 January 2021 obtainable from any Public Service Department go to www.dpsa.gov.za/ or <http://eclgta.ecprov.gov.za> and should be accompanied by a comprehensive CV, including at least two contactable referees, and copies of qualifications, driver's license (where applicable) and Identity Document. Such copies need not be certified. Communication from HR will be limited to shortlisted candidates. Only the shortlisted candidates will be required to submit certified documents on or before the day of the interview following a communication from HR. The Z83 form must be signed by an original signature. An unsigned Z83 form or the use of the old Z83 will disqualify an application. It is the responsibility of applicants in possession of foreign qualifications to submit evaluated results by the South African Qualification Authority (SAQA). All shortlisted candidates will be subjected to a technical exercise that intends to test relevant elements of the job. Applicants must quote the relevant reference number for the post as advertised. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. The Office of The Premier welcomes people with disabilities and they may be given preference. All short listed candidates will be required to undergo pre-employment screening. All the appointments are subject to security vetting results. Failure to submit a comprehensive CV, academic qualifications and the signed Z83 form will result in the disqualification of the application from the process. Applications received after closing date will not be considered. No faxed/email applications will be accepted. Full details about the Pre-entry certificate for the Senior Management Service (SMS) can be sourced from the following link <http://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. The Department reserves the right not to make appointment(s) to the advertised post(s). NB: Females and Disabled persons are encouraged to apply to SMS positions.

OTHER POSTS

POST 44/88 : **PROFESSIONAL CONSTRUCTION PROJECT MANAGER- GRADE A REF NO: DPWI/01/12/2021 (X4 POSTS)**
Component: Buildings

SALARY : R728 829 per annum, (An all-inclusive remuneration package), (OSD)

CENTRE : Head Office (Bhisho)

REQUIREMENTS : National Senior Certificate. National Diploma (Built Environment field) with a minimum of 4 years and six months certified experience / BTech (Built Environment field) with a minimum of 4 years' certified managerial experience / Honours Degree in any Built Environment field with a minimum of 3 years' experience. A valid driver's license. Compulsory registration with the SACPCMP as a Professional Construction Project Manager.

DUTIES : Manage and co-ordinate all aspects of projects: Guide the project planning, implementation, monitoring, reporting and evaluation in line with project management methodology; Create and execute project work plans and revise as appropriate to meet changing needs and requirements; Identify resource needed and assign individual responsibilities; (iv) Manage day-to-day operational aspects of a project of scope; and Effectively apply methodology and enforce project standards to minimize risk on projects. Project Accounting and Financial Management: Report project progress to Chief Construction Project Manager; and Manage Project budget and resources; Office Administration: Provide inputs to other professionals with tender administration;

liaise and interact with service providers, client and management; contribute to the human resource and related activities; maintain the record management system and the architectural library; and utilize resources allocated effectively. Research and Development: Keep up with new technologies and procedures; Research/literature on new developments on project management methodologies; and Liaise with relevant bodies/councils on project management.

ENQUIRIES : Mr. L. Maliti or Ms. S. Mdoda Tel No: 040 602 4272

POST 44/89 : **OTHER: ARCHITECT: GRADE A REF NO: DPWI 02/12/2021 (X1 POST)**

SALARY : R628 014 per annum, (An all-inclusive remuneration package), (OSD)
CENTRE : Head Office (Bhisho)
REQUIREMENTS : National Senior Certificate, B Degree in Architecture or relevant qualification. Three years post qualification architectural experience required. A valid driver's license. Compulsory registration with SACAP.

DURTIES : Perform architectural activities on state-owned or leased buildings, structures or facilities: Co-ordinate professional teams on all aspects regarding architecture; Ensure adherence and compliance to legal, safety and health requirements; Provide architectural advice and technical support in the evaluation of solutions; Ensure the adoption of technical and quality strategies; (v) Develop architectural related policies, methods and practices; Provide solution on non-compliance and failure of designs; (vii) Review plans, drawings, specifications, and estimates accomplished by building designers and/or sub-professional personnel; and Ensure adherence to the requirements of professional registration. Human capital development: Mentor and train candidate architects and related technical and administrative personnel to promote skills/knowledge transfer and adherence to sound architectural principles and code of practice; Supervise architectural work and processes; Administer Performance management and development. Office administration and budget planning: Manage resources, prepare and consolidate inputs for the facilitation of resource utilisation; Ensure adherence to regulations and procedures for procurement SCM and human resource administration; Monitor and control expenditure; Report on expenditure and service delivery. Research and development: Continuous professional development to keep up with new technologies and procedures; Research/literature studies on architecture to improve expertise; Liaise with relevant bodies/councils on architectural-related matters.

ENQUIRIES : Mr. L. Maliti or Ms. S. Mdoda Tel No: 040 602 4272

DEPARTMENT OF SOCIAL DEVELOPMENT

APPLICATIONS : Head Office: 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, Bhisho, 5605. Applications received after closing date will not be considered. Alternatively, applications can be forwarded to: recruitment@ecdsd.gov.za: e-recruitment

CLOSING DATE : 28 December 2021 @ 10:00

NOTE : Applications must be submitted on the Z83 Form accompanied by copies of qualification(s), identity document (Copies need not be certified) proof of citizenship if not RSA citizen, a comprehensive CV, indicating three reference persons: Name and Contact Numbers, A relationship with reference, Reference checks will be done on nominated candidate(s). Note: Failure to submit these copies will result in the application not being considered. Please do not send any original certificates, diplomas or testimonials. Applicants must note that further checks will be conducted once they are short-listed and that their appointment is subject to the outcome of these checks include security clearance, security vetting, qualification verification and criminal checking. Note that correspondence will only be conducted with the short-listed candidates. If you have not been contacted by the DPSA within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. We thank all applicants for their interest. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by department. Following the interview and the technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS Competency assessments tools.

OTHER POSTS

- POST 44/90** : **PROFESSIONAL CONSTRUCTION PROJECT MANAGER GR B REF NO: DSD 01/11/2021**
(12 months contract)
- SALARY** : R821 775 per annum
CENTRE : Provincial Office: King Williams Town
REQUIREMENTS : National Senior Certificate, plus BTech (Built Environment field) with a minimum of 4 years certified managerial experience. A Valid driver's license. Compulsory registration with the SACPCMP as a Professional Construction Project Manager.
- DUTIES** : Manage and co-ordinate all aspects of projects: Guide the project planning, implementation, monitoring, reporting and evaluation in line with project management methodology; Create and execute project work plans and revise as appropriate to meet changing needs and requirements; Identify resources needed and assign individual responsibilities; Manage day-to-day operational aspects of a project and scope; and Effectively apply methodology and enforce project standards to minimize risk on projects. Project Accounting and Financial Management: Report project progress to Chief Construction Project Manager; and Manage project budget and resources; Office Administration: Provide inputs to other professionals with tender administration; liaise and interact with service providers, client and management; contribute to the human resources and related activities; maintain the record management system and the architectural library; and utilize resources allocated effectively. Research and Development: Keep up with new technologies and procedures; Research/literature on new developments on project management methodologies; and Liaise with relevant bodies/councils on project management.
- ENQUIRIES** : can be directed to Ms A Njaba at 043 605-5101 OR Ms. Z Moyeni 043 605-5110
- POST 44/91** : **ADMIN CLERK: ECD REF NO: DSD 27/10/2020**
(12 months contract)
- SALARY** : R176 310 per annum (Level 05)
CENTRE : Provincial Office: King Williams Town
REQUIREMENTS : National Senior Certificate, /Equivalent qualification. Computer literacy (with an understanding of excel. Competencies: Good understanding of Public Service prescripts. Knowledge of PFMA and Treasury Regulations. Extensive computer literacy. Knowledge of general administration in the public service. Excellent communication skills and analytical ability.
- DUTIES** : Provide clerical support services relating to Early Childhood Development unit. Assist with data capturing with Early Childhood Development unit to ensure credible database. Assist with ECD Centers. Track and Monitor Financial Spending of ECD centers and submit monthly and quarterly reports. Attend and present in monthly and quarterly meetings of the Directorate.
- ENQUIRIES** : can be directed to Ms A Njaba at 043 605-5101 OR Ms. Z Moyeni 043 605-5110

DEPARTMENT OF SPORT, RECREATION, ARTS AND CULTURE

The Department of Sport, Recreation Arts and Culture in the Eastern Cape is an equal opportunity, affirmative action employer. Females and disabled persons are encouraged to apply. Employment Equity targets of the Department will be adhered to.

- APPLICATIONS** : Applications can be emailed to recruitment@ecsrac.gov.za Applications: **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 Mkwai Building, King William's Town, 5605.
Sarah Baartman District: Attention Mr V. Ketelo: 046 492 0223 Post to: The Senior Manager: Department of Sport, Recreation, Arts and Culture, Private Bag X1003, Grahamstown, 6140 or Hand deliver to 1st Floor, Corner African and Milner Street, Grahamstown
- CLOSING DATE** : 28 December 2021 @ 10:00
NOTE : Applications must be submitted on Z83 form, obtainable at 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 qualifications. 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. (Matric certificate must also be attached) an ID document and driver's license (where applicable). Non-RSA citizens/ Permanent Resident Permit Holders must attach a copy of his/her Permanent Resident 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 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. Suitable candidates will be subjected to a personnel suitability check (criminal record check, citizen verification, financial/ asset record check, qualification/ study verification and previous employment verification). SMS applicants will be subjected to a technical exercise and undergo competence assessment. Successful candidates will also be subjected to security clearance process. Where applicable candidates will be subjected to a skills/ knowledge test. Successful candidates will be appointed on a probation period of 24 months. The department reserves the right not to make appointment (s) to the advertised post (s). Persons with disabilities are encouraged to apply. Applications received after closing date will not be considered. All applications must be submitted to the relevant centre as specified in the advert. Persons with disabilities are encouraged to apply. NB: Forward applications to the relevant centre and all applications should be accompanied by the new Z83 form which can be downloaded from the DPSA website. Should an individual wish to apply for a post on or after 01 January 2021, she/ he will be required to submit the new application for employment form which can be downloaded on www.dpsa.gov.za – vacancies. From 1 January 2021 should an application be received using the incorrect application for employment (Z83) it will be not considered.

OTHER POST

- POST 44/92** : **ARTISAN – ELECTRICAL REF NO: DSRAC 01/12/2021**
(Re-Advertisement: Previous applicants are encouraged to re-apply)
- SALARY** : R193 512 per annum, (An all-inclusive remuneration), (OSD)
CENTRE : Albany Museum
REQUIREMENTS : National Senior Certificate plus an appropriate trade test certificate (Electrician) Engineering and experience in Electrical maintenance environment. Wireman's license will be an added advantage. Fault-finding techniques/ analytical skills. Written and verbal communication skills. Risk assessment skills. People networking skills. Ability to read and interpret plans/specifications. Technical analysis. Computer-aided technical applications. Knowledge of legal compliance. Technical Report writing. Driver's license will be an added advantage.
- DUTIES** : Accountable to ensure that the museum buildings and sites are in working order from an electrical perspective in order to minimize downtime and faults. Perform effective maintenance, identify, and repair breakdowns timeously and accurately. Accountable to regularly perform proactive maintenance on electrical equipment and circuits to deter any failures. Accountable to regularly perform planned maintenance on equipment and electrical circuits. Strictly adhere to all SHEQ legislation regarding safety and machine maintenance. Accountable to liaise with buyers where necessary to ensure that the correct equipment and spares are available at all times for the plant. Assist others where necessary in the maintenance of equipment and machinery and train other staff on the job where required. Perform standby duties and work flexible shifts. Compile and submit report. Keep and maintain job record / register. Mentor staff. Record keeping. People with disabilities who meet the requirements will be given preference
- ENQUIRIES** : M. Vabaza – Tel No: 046 623 2312

DEPARTMENT OF TRANSPORT

The Department of Transport in the Eastern Cape is an equal opportunity, affirmative action employer. Females and disabled persons are encouraged to apply. Employment Equity targets of the Department will be adhered to.

APPLICATIONS : Please take note, NO hand delivered applications will be allowed due to COVID 19. Applicants can apply online using www.ecprov.gov.za through E-recruitment system.

CLOSING DATE : 28 December 2021 @ 10:00

NOTE : Applications must be submitted on a Z83 Form, obtainable from any Public Service department or on the internet at <http://www.ectransport.gov.za/documents/Z83%20FORM.pdf> which must be signed and should be accompanied by a recently updated, comprehensive CV. The applicant must submit copies of qualifications, identity documents 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 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). 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. The department welcomes applications from all racial groups. However, in making appointments preference for these posts will be given to the designated groups in pursuit of departmental EE targets. Woman and people with disability are encouraged to apply. 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 44/93 : **DIRECTOR: TECHNICAL SUPPORT & PROJECT MANAGEMENT SERVICES REF NO: DOT 01/12/2021**
(Re-advertisement)

SALARY : R1 057 236 – R1 245 495 (Level 13), (An all – inclusive remuneration package)

CENTRE : Head Office: King Williams Town

REQUIREMENTS : National Senior Certificate, Bachelor's degree (NQF level 7) as recognized by SAQA in (Civil Engineering or Project Management). At least 10 years' experience working in the Engineering environment of which 5 years must be at middle management level (mostly Civil and Construction). Project management certification i.e. PMBOK or PRINCE2 practitioner or Agile; (advantageous). Master's degree in Project Management (advantageous). A Valid Driver's License. Compulsory registration with the SACPCMP as a Professional Construction Project Manager or ECSA as a Professional Engineer/Technologist with minimum of 5 years post registration experience. SMS pre-entry certificate as offered by the National School of Government (NSG). Knowledge: Applicable legislation and prescripts in the Project Management field, Civil and Construction industries.

DUTIES : Establish, Implement Embed and Continuously Improve Project Methodologies and Governance Frameworks. Establish, maintain and review a program baseline or the "road map" for implementation of a project. Responsible to ensure the methodologies of the Project Management Office are adopted and engrained within SBV in order to effectively improve and maintain the Project Management Office maturity within the company. Lead the implementation and management of portfolio, programme and project governance frameworks and development of appropriate reporting tools which deliver value. Responsible to

maintain and reiterate the administration for project submissions and approvals through the agreed portfolio prioritisation and approval process, maintaining a pipeline of approved projects. To provide full governance & control over projects utilising an agreed methodology and consistent standard – i.e. PMBOK and Agile. Verify that project communication strategy is agreed upon, shared with and adhered to by all project stakeholders (internal and external). Confirm that an applicable change methodology has been applied to projects in order to support the implementation. Guarantee a clear and consistent approach is in place to manage risk with alignment to the applicable Risk and Project Registers.

ENQUIRIES : can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi Tel No: 043 604 7455/7458

OTHER POSTS

POST 44/94 : **CHIEF CONSTRUCTION PROJECT MANAGER: TECHNICAL SUPPORT & PROJECT MANAGEMENT SERVICES REF NO: DOT 02/12/2021**
(Re-advertisement)

SALARY CENTRE REQUIREMENTS : R1 058 469 per annum, (OSD)
: Head Office: King Williams Town
: National Senior Certificate. Bachelor's degree (NQF level 7 as recognized by SAQA) in (Civil Engineering or Project Management). 7 years of experience in a relevant field. Project management certification i.e. PMBOK or PRINCE2 practitioner or Agile; (advantageous). Post-graduate degree in Project Management (advantageous). A Valid Driver's License Compulsory registration with the SACPCMP as a Professional Construction Project Manager or ECSA as a Professional Engineer/Technologist with minimum of 3 years post registration experience Knowledge: Limited knowledge of the following: Departmental service delivery principles. PFMA. Relevant policies and Procedures. Government Programmes. Applicable legislation and prescripts in the Project Management field, Civil and Construction industries.

DUTIES : Co-ordinate project efforts and integration across disciplines to ensure seamless integration with current technology. Maintain project operational effectiveness: Manage the execution of project management strategy through the provision of appropriate structures, systems and resources. Set project standards, specifications and service levels according to organizational objectives to ensure optimum operational availability. Monitor project management efficiencies according to organizational goals to direct or redirect project services for the attainment of organizational objectives. Financial Management: Ensure the availability and management of funds to meet the MTEF objectives within the project environment/services. Manage the operational capital project portfolio for the operation to ensure effective resourcing according to organizational needs and objectives. Manage the commercial added value of the discipline-related programmes and projects. Facilitate the compilation of innovation proposals to ensure validity and adherence to organizational principles. Monitor, control expenditure according to budget to ensure efficient cash flow management. Governance: Allocate, monitor and control resources. Compiles risk logs (databases) and manages significant risk according to sound risk management practice and organizational requirements. Provide technical consulting services for the operation of project related matters to minimize possible project risks. Manage and implement knowledge sharing initiatives e.g. short-term assignments and secondments within and across operations, in support of individual development plans, operational requirements and return on investment. Continuously monitor the exchange and protection of information between operations and individuals to ensure effective knowledge management according to departmental objectives. People management: Direct the development motivation and utilization of human resources for the discipline to ensure competent knowledge base for the continued success of project services according to organizational needs and requirements. Manage subordinates' key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve departmental objectives.

ENQUIRIES : can be directed to Mr M.L Ngcobo / Mrs N. Nyamakazi Tel No: 043 604 7455 / 7458

<u>POST 44/95</u>	:	<u>DEPUTY DIRECTOR: RESEARCH POLICY COORDINATION AND INFORMATION MANAGEMENT REF NO: DOT 03/12/2021</u> (This is 12 months' contract) (Re-advertisement)
<u>SALARY CENTRE REQUIREMENTS</u>	:	R744 255 – R876 705 per annum (Level 11) Head Office: King Williams Town National Senior Certificate, B. Degree (NQF 7) as recognized by SAQA in Transport Economics, Transport Management, Public Administration /Public Management and Social Sciences. 3-5 years Transport research work experience at management level /assistant Director Level). Proven experience in the Research field. Sound understanding of Research Methodologies. 3 years' experience in conducting research and producing research reports. Demonstrate extensive knowledge and application of quantitative and qualitative research methodologies and procedures. Extensive practical knowledge and experience in research. Experience on quantitative and qualitative research software's. Experience of research procedures and research report writing. Strong Statistical and Mathematical aptitude. A Valid Driver's license. Knowledge: Extensive experience in and knowledge in the Transport sector environment. Proven experience in Research Methodology.
<u>DUTIES</u>	:	Manage research interventions within the department: Interpreting research specifications and developing a work plan that satisfies requirements. Conducting desktop research, and using books, journal articles, newspaper sources, questionnaires, surveys, polls, and interviews to gather data. Analyzing and interpreting patterns and trends. Recording findings by taking written notes and using appropriate software. Manage the protection information: Maintaining and protecting electronic databases. Assisting management with budget and time schedules. Anticipating research issues and promptly resolving them. Promptly reporting any problems to the relevant stakeholders. Following a strict code of ethics and protecting any confidential information at all times. Writing proposals and delivering presentations when required. Coordinate the departmental Innovation and Knowledge management system: Facilitate the development of the Knowledge hub. Manage the loading of information into the knowledge hub. Manage the collection and documentation of innovative ideas. Promote Innovation within the department. Manage the allocated resources of the Sub-directorate 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. 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 description and implementation of Work Plans and Personal Development Plans (PDP's) for all employees in the section Directorate. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets.
<u>ENQUIRIES</u>	:	can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi Tel No: 043 604 7455/7458
<u>POST 44/96</u>	:	<u>DEPUTY DIRECTOR: ADJUDICATOR (PRE) REF NO: DOT 04/12/2021 (X3 POSTS)</u> (This is 12 months contract) (Re-advertisement)
<u>SALARY CENTRE REQUIREMENTS</u>	:	R744 255 – R876 705 per annum (Level 11) Head Office: King Williams Town National Senior Certificate, National Diploma (NQF Level 6) B. Degree (NQF Level 7) in Public Transport/ Public Administration/ Public Management, or any other relevant qualification. 3-5 years relevant experience at management level (Assistant Director Level) in the field. 2 years' experience as a board member or service in Public Transport will serve as added advantage. Valid Driver's license. Knowledge: SOP. NLTA. NLTR. Code of conduct.
<u>DUTIES</u>	:	Adjudicate on operating license applications: Decide and dispose of new applications for public transport services: Minibus-taxi type, Bus/Minibus, Metered Taxi, Tourism transport, Charter, Staff, Scholar, Tuk Tuk. Decide and dispose of applications for contracted services (Negotiated contracts/subsidised service contracts/commercial service contracts). Decide and dispose of applications for the amendment, transfer or renewal of public transport operating licenses. Decide and dispose of applications for temporary licenses and duplicate licenses. Decide and dispose of applications for the

replacement or temporary replacement of vehicles. Decide and dispose of applications for the conversion of permits to operating licenses. Provide support to municipalities and stakeholders in relation to public transport regulation. Providing input into the development of Integrated Transport Plans. Liaison with key public transport stakeholders such as SANTACO, Metered Taxi Council, South African Tourism Board in respect in relation to matters falling within the scope of the adjudication team. Representation on inter-governmental committees dealing with public transport. Determine conditions on operating licenses. Impose conditions on operating licenses in terms of section 57(5) of the NLTA; Imposing conditions requested by municipalities in terms of ITP's. Consider the cancellation of operating licenses that are inoperative for more than 180 days. Cancellation of operating licenses issued in error. Cancellation of operating licenses issued based on false and misleading information. Cancellation of operating licenses where operator has operated contrary to operating licenses conditions. Cancellation of operating licenses in the case of non-adherence to the Code of Conduct. Cancellation of operating licenses where the holder has been convicted of certain offences. Deal with appeals coming from the Transport Appeals Tribunal. Liaison with the Transport Appeals Tribunal regarding appeals lodged against the decision of the Eastern Cape PRE. Preparing PRE's record of decision in respect of such cases; representing the PRE at appeals hearings. Articulating the PRE's position where a decision has been taken on review to the High Court. Conduct research investigations and quality control. Investigating matters relating to land transport and making recommendations to the MEC. Understanding and interpretation of transport legislation and policy validating personal information specified in operating licenses for correctness. Validating route/service information for correctness. Ensuring that the requirements of section 62 of the NLTA are met in respect of taxi clearance certificates, labour law requirements. Certificate of fitness, registration and licensing of vehicle. Ensuring that operating licenses are issued in accordance with the decisions of the adjudication panel.

ENQUIRIES : can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi Tel No: 043 604 7455/75

POST 44/97 : **DEPUTY DIRECTOR: TECHNICAL (TRANSPORT INFRASTRUCTURE FLEET SERVICES)**

SALARY CENTRE : R744 255 – R876 705 per annum (Level 11)
 : Ref. No: DOT 05/12/2021 Chris Hani
 : Ref. No: DOT 06/12/2021 OR Tambo
 : Ref. No: DOT 07/12/2021 Joe Gqab

REQUIREMENTS : National Senior Certificate, National Diploma (NQF Level 6) / B. Degree (NQF7 as recognised by SAQA) in Civil Engineering. 3-5 years' relevant working experience in the infrastructure environment at an Assistant Director level. A Valid Driver's license. Knowledge: Public Finance Management Act (PFMA). Applicable legislation and prescripts. Government programmes. Information management. Policies and procedures.

DUTIES : Manages the departmental routine road maintenance programme by assessing the maintenance requirements, prioritize and plan the execution of maintenance works Co-ordinate the procurement of Roads maintenance materials for the district. Ensure that departmental works are of required standards and quality in terms of engineering, legal and operational compliance. Ensure that plant fleet for the district is properly managed and maintained. Render technical support in respect of: Tender documentation and Contract administration. Manage the allocated resources of the Department in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives: Review financial management performance and make recommendations to improve the efficiency and effectiveness of the financial management. Report on financial management information as required by internal and external stakeholders. 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. 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 and implementation of Work Plans and Personal Development Plans (PDP's) for all subordinates. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets.

ENQUIRIES : can be directed to Mr M.L Ngcobo / Mrs N. Nyamakazi 043 604 7455 / 7458

<u>POST 44/98</u>	:	<u>DEPUTY DIRECTOR: COMMUNITY OUTREACH REF NO: DOT 08/12/2021</u> (Re-advertisement)
<u>SALARY</u>	:	R744 255 – R876 705 per annum (Level 11)
<u>CENTRE</u>	:	Head Office: King Williams Town
<u>REQUIREMENTS</u>	:	National Senior Certificate, National Diploma (NQF Level 6) / B. Degree (NQF 7) as recognized by SAQA in Developmental Studies or related fields such as Communication, Public Relations, Project Management and Social Science with 3 -5 years relevant experience at Assistant Director Level. OR 3 years in Road Safety Education at Assistant Director Level. Certificate in Road Safety Education will be an added advantage. A valid driver's license. Knowledge: Applied Strategic Thinking. Applying Technology. Budgeting and Financial Management. Communication, Information Management. Continuous Improvement. Citizen Focus and Responsiveness. Citizen Focus and Responsiveness. Developing Others. Diversity Management. Impact and Influence. Managing Interpersonal Conflict and Resolving Problem. Networking and Building Bonds. Planning and Organising. Problem Solving and Decision Making. Project Management. Team Leadership.
<u>DUTIES</u>	:	Research and develop strategies to promote public empowerment and participation in road safety. Coordinate the identification of road safety needs. Coordinate the development of effective community based road safety marketing strategies. Identify, assess, prioritize and coordinate research and information gathering on Road Safety. Coordinate the implementation and management of road safety community based programmes and project. Monitor and evaluate the impact of community based road safety projects. Conduct monitoring and evaluation of impact of road safety projects and programmes. Oversee the development of road safety plans by Local Authorities and Entities. Promote integration in Road Safety awareness. Ensure effective practical cooperation between provincial structures, other role players and the directorate to increase awareness. Ensure promotion, training and development of various structures and organisations. Provide support to road safety community structures and organisations. Facilitate training, coordination and information sharing with key partners on different aspects on road safety education and awareness. Develop road safety guiding documents and manuals. Financial Management. Manage procurement and budget of the section. Consolidate costed district operational plans into a sub directorate operational plan. Work out budget allocation and cash flow of the sub directorate. Monitor expenditure for the sub directorate and districts and recommend corrective action if under or over spending. Participate in In -Year Monitoring and prepare reports for the sub directorate. Develop procurement plan for the sub directorate and coordinate procurement plans from the districts.
<u>ENQUIRIES</u>	:	can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi Tel No: 043 604 7455/7458
<u>POST 44/99</u>	:	<u>DEPUTY DIRECTOR: CIVIL AVIATION COMPLIANCE REF NO: DOT09/12/2021</u> (Re-advertisement)
<u>SALARY</u>	:	R744 255 – R876 705.per annum (Level 11)
<u>CENTRE</u>	:	Head Office: King Williams Town
<u>REQUIREMENTS</u>	:	National Senior Certificate, National Diploma (NQF Level 6) / B. Degree (NQF 7) in Airport Management/ Business Management. /Disaster and Safety Diploma/Fire Technology. 3-5 year managerial (Assistant Director) experience in Civil Aviation. A Valid Driver's license. Knowledge: Civil Aviation Act. Civil Aviation Regulations. White paper on Civil Aviation. National key Points. Public Service Regulations. Public Service Act.
<u>DUTIES</u>	:	Provide business development services: Ensure adherence to OHS act in the Airport Operations: Minimise possibilities of Disaster at the Airport Environment: Ensure compliance to safety and security regulations at the Airport: Coordinate development of a civil aviation business development strategy. Develop a civil aviation business development implementation plan. Research and develop tactical and strategic products, services and programs that are focused at growing and sustaining airport operations. Provide technical support in the drafting and management of Civil Aviation Contracts: Establish legal and organizational arrangements with agencies, organisations and key role players in the industry to keep abreast of trends. Develop forecasting models and tools. Keep timeous and accurate data of all legal arrangements. Coordinate the establishment of contracts and service level agreements. Develop effective reporting business tools for the business unit. Manage the allocated resources of the Sub-directorate 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. 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 description 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 Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets.

ENQUIRIES : can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi Tel No: 043 604 7455/7458

POST 44/100 : **DEPUTY DIRECTOR: PERSAL MANAGEMENT REF NO: DOT 10/12/2021**

SALARY : R744 255 – R876 705 per annum (Level 11)
CENTRE : Head Office: King Williams Town
REQUIREMENTS : National Senior Certificate, National Diploma (NQF Level 6) / B. Degree (NQF 7) as recognized by SAQA in Human Resource Management /Public Administration/ Public Management/Industrial Psychology/Bachelor of Administration. 3-5 years relevant experience as an Assistant Director in PERSAL Management environment. A Valid Driver's license. Must have the PERSAL certificates: PERSAL Intro, Personnel Administration, Establishment. PERSAL controller course. Knowledge: Persal, Public Service Act, 1994, Public Service Regulations of 2016, Basic Conditions of Employment Act, 75 of 1997, Employment Equity Act, 55 1998, Promotion of Access to Information Act, 2 of 2000, HR management principles, Performance management and development, Stakeholder and customer relationship management principles.

DUTIES : Ensure adherence to policies and procedures pertaining to Human Resources and Salary Administration. Ensure that high level decisions are implemented and maintained. Ensure that sound and effective personnel and salary management exists in the Department and Province. Oversee the implementation of audit and control measures. Provide guidelines to the PERSAL Controller on information requirements. Ensure that the PERSAL functions and capabilities are optimally utilized. Establishing of a well-trained PERSAL User group. Implement measures to ensure a comprehensive and updated primary information source. Guidelines to be provided on the maintenance of the paper file and the information on PERSAL. Ensure that an effective PERSAL Management infrastructure is in place and maintained. Establish comprehensive guidelines and processes in line with Human Resource and Finance Policies. These will include the maintenance of the Establishment on PERSAL, Human Resource Utilization, Labour Relations, Service Benefits, Budgets, Estimates, and Departmental liabilities. Monitor information on PERSAL (including aspects such as employments out of adjustment). Provide strategy strategic advice to Management regarding PERSAL information. Conduct quarterly reviews to verify compliance with the User Account Management procedure manual. Chair Provincial PERSAL forum meetings. Attend Provincial/National PERSAL forums and give input, form part of the decision making process on enhancements, give feedback to PERSAL Controllers or user type 2s and address value addition issues pertaining to the system. Compile system circulars for the Province, with regards to problems identified and system/procedural changes. Draft proposals to management to enhance service delivery and improve financial administration through effective, efficient and economic utilisation of the system. Ensure the implementation of instructions issued by National Treasury (PFMA). Maintain service delivery standards. Act as a PERSAL advisor in departments. Lead in the development and maintenance of PERSAL policies/Instructions and procedures PERSAL. The development and reporting of EE in the department. The development and reporting of the HR plan.

ENQUIRIES : can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi Tel No: 043 604 7455/7458

POST 44/101 : **DEPUTY DIRECTOR: PUBLIC TRANSPORT SERVICES AND COMPLIANCE REF NO: DOT11/12/2021**

SALARY : R744 255 – R876 705 per annum (Level 11)
CENTRE : Head Office: King Williams Town
REQUIREMENTS : National Senior Certificate, National Diploma (NQF Level 6) / B. Degree (NQF level 7) as recognized by SAQA in Transport Economics/Transport Management/Public Administration/Project Management/Social Science/B. Degree in Education/ Developmental Studies. 3-5 years' relevant experience in

the field at Assistant Director Level. A Valid driver's license. Knowledge: National Land Transport Strategic framework. Provincial Land Transport Strategic Framework. Departmental service delivery principles. PSR, PFMA, PSA, Departmental Strategic Planning. Departmental Annual Performance Plan. Stakeholder and customer relationship management principles. Provincial Public Transport Master Plan. Citizen Focus and Responsiveness. Develop others. Applied Strategic Thinking. People Management Networking and Building Bonds. Diversity Management. Report Writing. Computer Literacy. Negotiation. Communication and Information management. Presentation. Conflict Resolution / Problem Solving.

DUTIES

: Promote sound relations among public transport stakeholders. Facilitate establishment of public transport stakeholder and commuter fora. Identify areas of common interest and build on them to create unity and common purpose. Establish engagement platforms where both the operator and the commuter can raise their expectations from each other and how they can meet each other halfway. Maintain good relations with the Departmental call centre to manage complaints on public transport matters. Coordinate implementation of mediation, conflict and dispute resolution. Identify conflict and dispute resolution mechanisms. Gather intelligence on public transport mediation, conflict and disputes. Prepare and issue mediator briefs. Monitor and report on progress made through mediations. Coordinate implementation of public transport operations transformation initiatives. Facilitate establishment of Business Entity. Support integrated public transport network teams. Liaise with HRD to arrange suitable training from SETAs and training providers. Liaise with NDoT on policies governing Taxi Recapitalization Process. Monitor implementation of public transport transformation projects. Implement strategies to transform the public transport industry. Set up representative structures. Prepare and monitor memorandum of agreements of representative structure (e.g. bus, mini-bus taxi, metered taxis). Identify and monitor projects related to transformation of public transport industry. Communicate and advocate on public transport regulations and policies. Manage the allocated resources of the directorate 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. 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 description and implementation of Work Plans and Personal Development Plans (PDP's) for all employees in the Chief Directorate. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets.

ENQUIRIES

: can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi Tel No: 043 604 7455/7458

POST 44/102

: **DEPUTY DIRECTOR: ASSET AND LIABILITIES: FINANCIAL MANAGEMENT REF NO: DOT GFMS 01/11/2021**
Department Of Transport: GFMS

SALARY CENTRE REQUIREMENTS

: R744 255 – R876 705 per annum (Level 11)
: East London
: National Senior Certificate/NQF Level 4 with National Diploma (NQF Level 6)/ Preferable Bachelor's Degree/ BTech (NQF level 7) in Finance/ Auditing, majoring in Accounting with at least 5 years relevant experience in Finance in an accrual environment of which three (3) years must be at Assistant Manager / Junior Management (level 9). At least 1 year experience should be in asset management. Valid Code 08 driving licence is essential. Applicants must attach academic transcripts. Applicants may be subjected to a competency assessment. Skills And Competencies: Applied Strategic Thinking, Creative thinking, Technical proficiency, Planning and Organising, Decision Making and Problem Solving and Project Management.

DUTIES

: Development and maintenance of a system of internal controls, Risk management in entity's asset and liabilities management in line with relevant legislative framework and treasury regulations, Manage process to account and report on finance and operating leases, Management and accounting for Property, Plant and Equipment and Logistics management, Manage process to account and report for new vehicles inventory and inventory held for sale, Management and accounting for accounts payables. Manage the allocated resources of the sub-unit in line with legislative and departmental policy directive and comply with corporate governance and planning imperatives.

ENQUIRIES : Mrs. P. Mbewu Tel No: 043 731 1249/ Mr. K. Valashiya-043 731 2319
APPLICATIONS : Must Be Submitted through the Following Link:
<https://erecruitment.ecotp.gov.za>.

NOTE : Applications must be submitted on a New 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 certified copies of all qualification(s) [Matric certificate must also be attached] and ID-document and Driver's license [where applicable]. 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. Applications must be submitted on the Application for Employment Form (Z83) obtainable from any Public Service Department or go to www.gov.za and should be accompanied by a comprehensive CV, including at least two contactable referees, and copies of qualifications, driver's license (where applicable) and Identity Document, Z83 form must be signed by an original signature). Such copies need not be certified. Communication from HR will be limited to shortlisted candidates. Only the shortlisted candidates will be required to submit certified documents on or before the day of the interview following a communication from HR. The Z83 form must be signed by an original signature. An unsigned Z83 form or the use of the old Z83 will disqualify an application. It is the responsibility of applicants in possession of foreign qualifications to submit evaluated results by the South African Qualification Authority (SAQA). All shortlisted candidates will be subjected to a technical exercise that intends to test relevant elements of the job. Applicants must quote the relevant reference number. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. The Department of Provincial Treasury welcomes people with disabilities. For SMS post: Females and people with disabilities are encouraged to apply and will be given preference. For entry level positions i.e. SL 1-8 people with disabilities are encouraged to apply and will be given preference. All short listed candidates will be required to undergo pre-employment screening. All the appointments are subject to security vetting results. Please Note: Applications from all racial groups are welcome. However, in making appointments to the posts the department will give preference to some employment equity target groups based on the Employment Equity Plan of the Department. Applicants are advised that from 01 January 2021, a new application for employment (Z83) will be effective. Should an individual wish to apply for a post, he/she will be required to submit the new application for employment which can be downloaded at www.dpsa.gov.za-vacancies. Should an application be received using the incorrect application for employment (Z83), it will not be considered. Failure to submit a comprehensive CV, academic qualifications and the signed Z83 form will result in the disqualification of the application from the process. Applications received after closing date will not be considered.

CLOSING DATE : 28 December 2021 @ 10:00

POST 44/103 : **CONSTRUCTION PROJECT MANAGER: TECHNICAL SUPPORT & PROJECT MANAGEMENT SERVICES REF NO: 12/12/2021 (X3 POSTS)**
(Re-advertisement)

SALARY : R728 829 per annum, (OSD)
CENTRE : Head Office: King Williams Town
REQUIREMENTS : National Senior Certificate. National diploma (Civil Engineering or Project Management) with 5 years' experience / B. Tech (Civil Engineering or Project Management) with a minimum of 3 years' experience as recognised by SAQA. Compulsory registration with the SACPCMP as a Professional Construction Project Manager or ECSA as a Professional Engineer/Technologist/Technician. A valid Driver's License. Project management certification i.e. PMBOK or

- PRINCE2 practitioner or Agile (advantageous). Knowledge: Limited knowledge of the following: Departmental service delivery principles. PFMA. Relevant policies and Procedures. Government Programmes. Applicable legislation and prescripts in the Project Management field, Civil and Construction industries.
- DUTIES** : Manage and co-ordinate all aspects of projects: Guide the project planning, implementation, monitoring, reporting and evaluation in line with project management methodology. Create and execute project work plans and revise as appropriate to meet changing needs and requirements. Identify resources needed and assign individual responsibilities. Manage day-to-day operational aspects of a project and scope. Effectively apply methodology and enforce project standards to minimize risk on projects. Project accounting and financial management. Report project progress to Chief Construction Project Manager; and project budget and resources. Office administration: Provide inputs to other professionals with tender administration. Liaise and interact with service providers, client and management, contribute to the human resources and related activities, maintain the record management system and the architectural library, utilize resources allocated effectively. Research and development: Keep up with new technologies and procedures. Research/literature on new developments on project management methodologies. Liaise with relevant bodies/councils on project management.
- ENQUIRIES** : can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi Tel No: 043 604 7455/7458
- POST 44/104** : **CONSTRUCTION PROJECT MANAGER: OUT-SOURCED INFRASTRUCTURE CONSTRUCTION SERVICES REF NO: 13/12/2021**
(Re-advertisement)
- SALARY CENTRE REQUIREMENTS** : R728 829 per annum, (OSD)
: Head Office: King Williams Town
: National Senior Certificate. National Diploma (NQF Level 6) / B. Degree (NQF Level 7) as recognized by SAQA in Civil Engineering. A Valid driver's license (Minimum Code B). Compulsory registration with ECSA as a Professional Engineering Technician (Civil) or Professional Project Manager registered with SACPCMP 8 years post qualification technical experience in civil engineering industry with 4 years in the roads construction industry with specific reference to roads upgrading [gravel to surface] and heavy rehabilitation. Knowledge: Project Management. Technical design and analysis knowledge. Research and development Computer aided computer applications. Technical report writing. Problem solving and analysis. Decision making. Team leadership. Creativity. Self-Management. Customer focused and responsiveness. Communication. Computer skills. Planning and organising. Change Management. COLTO Specifications and relevant General Conditions of Contract [GCC].
- DUTIES** : Project management of major roads upgrading projects. Managing civil engineering consultants as Client's Representative. Responsible for construction projects from Site Handover to close and out report stage. Represent Client and provide technical input during site and technical meetings. Compile annual project budgets and cashflow projections. Monthly reports with respect to progress on projects and project expenditure. Input in Departmental and Programme's strategic/ annual and operational plans. Plans and coordinates exploration projects for existing and green-field quarry operations. Assists with mining compliance issues. Ensures that service providers comply with National Environmental Management Act of 1998 as amended (NEMA) and Mine Health and Safety Act of 1996 as amended. (MHSA). In consultation with Environmental consultants, prepare applications for environmental authorizations in line with National Environmental Management Act (NEMA) of 1998 as amended.
- ENQUIRIES** : can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi Tel No: 043 604 7455/7458
- POST 44/105** : **CONTROL ENGINEERING TECHNICIAN: OUT SOURCED INFRASTRUCTURE CONSTRUCTION SERVICES REF NO: 14/12/2021**
- SALARY CENTRE REQUIREMENTS** : R452 895 per annum, (OSD)
: Head Office: King Williams Town
: National Senior Certificate. National Diploma (NQF Level 6) as recognized by SAQA in Civil Engineering. A Valid driver's license (Minimum Code B). Registration with ECSA as a Professional Engineering Technician (Civil) or Professional Project Manager registered with SACPCMP. 5 years post qualification technical experience in the roads construction industry [roads upgrading [gravel to surface] and maintenance. Knowledge: Project Management. Technical design and analysis knowledge. Research and

<u>DUTIES</u>	:	development Computer aided computer applications. Technical report writing. Problem solving and analysis. Decision making. Team leadership. Creativity. Self-Management. Customer focused and responsiveness. Communication. Computer skills. Planning and organising. Change Management. COLTO Specifications and relevant General Conditions of Contract [GCC].
	:	Project management of roads construction or maintenance projects. Managing civil engineering consultants as Client's Representative. Responsible for construction projects from Site Handover to Close-outs report stage. Represent Client and provide technical input during site and technical meetings. Monthly reports with respect to progress on projects and project expenditure. Assists with mining compliance issues. Ensures that service providers comply with National Environmental Management Act of 1998 as amended (NEMA) and Mine Health and Safety Act of 1996 as amended. (MHSA). In consultation with Environmental consultants, prepare applications for environmental Authorizations in line with National Environmental Management Act (NEMA) of 1998 as amended.
<u>ENQUIRIES</u>	:	can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi Tel No: 043 604 7455/7458
<u>POST 44/106</u>	:	<u>CHIEF ARTISAN (MECHANICAL): TRNSPORT INFRASTRUCTURE FLEET SERVICES REF NO: DOT22/12/2021</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	Grade A: R392 283 per annum, (OSD)
	:	Sarah Baartman
	:	National Senior Certificate. Appropriate Trade Test Certificate. Five (5) years' experience as an artisan foreman/supervisor. A valid driver's license. Knowledge: Project Management. Technical design and analysis knowledge. Research and development. Computer aided computer applications. Knowledge of legal compliance. Technical report writing. Technical Consulting. Production Knowledge and skills.
<u>DUTIES</u>	:	Manage Technical Services: Manage technical services and support in conjunction with technicians/ artisans and associates in field workshop and technical office activities. Ensure the promotion of safety in-line with statutory and regulatory requirements. Provide input into existing technical manuals, standard drawings and procedures to incorporate new technologies. Ensure quality assurance in-line with specifications. Manage Administrative and related functions: Provide input into the budget structure. Compile and submit reports as required. Provide and consolidate inputs to the technical operational plan. Update data base. Manage artisans and related personnel and assets. Financial Management: Control and monitor expenditure according to budget to ensure efficient cash flow management. Manage the commercial value add of the discipline- related activities and service. People Management: Manage the development, motivation and utilisation of human resource for the discipline to ensure competent knowledge base for the continued success of technical services according to organisational needs and requirements. Manage subordinates key performance areas by setting and monitoring performance standards and take action to correct deviations to achieve departmental objectives. Maintain and advance expertise: Continues individual development to keep up with new technologies and procedures. Research/ literature studies to technical/ engineering technology to improve expertise. Liaise with relevant bodies/ council on technical/ engineering related matters.
<u>ENQUIRIES</u>	:	can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi Tel No: 043 604 7455/7458
<u>POST 44/107</u>	:	<u>ASSISTANT DIRECTOR: TECHNICAL SUPPORT REF NO: DOT 15/12/2021</u> (Re-advertisement)
<u>SALARY CENTRE REQUIREMENTS</u>	:	R382 245 - R450 255 per annum (Level 09)
	:	Head Office: King Williams Town
	:	National Senior Certificate. National Diploma (NQF Level 6) / B. Degree (NQF level 7) as recognized by SAQA in Social Sciences / Development Studies / Public Administration or Management / Project Management / Monitoring & Evaluation. 3-5 years' relevant experience in the environment at supervisory level (SL 7/8). A Valid Driver's License. Knowledge: Departmental service delivery principles, PSR, PFMA, PSA, BCEA, LRA, Departmental Strategic Planning, Departmental Annual Performance Plan, Asset management procedures, Various other national legislation and other strategies on Urban Renewal, Rural Development, poverty Alleviation, HIV/AIDS, Community Based Public Works Programmes, Provincial Growth and Development Plan for the Eastern Cape, All other HR related public sector legislation and procedures, Stakeholder and customer relationship management principles,

DUTIES

Policies and Procedures, Government Programmes, Occupational Health & Safety, Procurement directives.

: Implementation of the Community Development Programmes in accordance with the strategy and plan: Facilitate the sourcing of community profiles so as to be able to set targets for the district. Facilitate the allocation of targets. Support with the compiling of quarterly and annual deliverables for the programme in line with the Annual Performance Plan. Support the prioritization of the projects for social facilitation service. Ensure the monitoring of the recruitment process of EPWP participants. Support the social facilitation services of projects within the district. Facilitate the development of community profiles where projects are to be implemented. Manage the inclusion of socio-economic deliverables in the project specification. Develop roll out plan for all provincial projects including those of client departments in line with the project time frames. Facilitate compilation and prioritization of the projects: Collect and consolidate list of projects to be implemented by DoT and also client departments. Prioritize the list of projects based on the complexity and the area where the project is to be implemented. Assist in the allocation of social facilitators per project and per region. Collate and analyze community engagements reports to all stakeholders: Facilitate implementation of reporting system for community engagement. Process and analyze reports, and identify critical areas that require further engagements. Arrange feedback sessions. Facilitate the development of community capacity building initiatives: Conduct community skills audits. Interact with the captains of industries to assess the skills required. Draw training plans in line with the gaps identified during skills audits. Facilitate development of the procurement plan for training (outsourced), and compile training manuals (insourced). Facilitate allocation of trainers, and monitor the roll out. Monitor and evaluate the training periodically. Support with the management of the allocated resources: Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Conflict Management: Resolve problems of motivation and control with minimum guidance from manager. Human Resource Management: Supervise allocated functions to staff based on individual potential and provide the necessary guidance and support by affording support staff adequate training and development opportunities. Timeously facilitate development of job descriptions and implementation of Work Plans and Personal Development Plans (PDP's) for all employees in the Directorate. Manage and supervise daily employee performance and ensure timely Performance Assessments of all subordinates. Asset and Financial Management: Manage the maintenance and safekeeping of assets and budgets as per approved delegations.

ENQUIRIES

: can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi Tel No: 043 604 7455/7458

POST 44/108

: **ASSISTANT DIRECTOR: TRANSPORT SAFETY REF NO: DOT16/12/2021**

**SALARY
CENTRE
REQUIREMENTS**

: R382 245 - R450 255 per annum (Level 09)
: Amathole
: National Senior Certificate, National Diploma (NQF6) or B. Degree (NQF7) in Education, Development Studies, Communication, Public Relations, Project Management & Social Science. 3-5 years' relevant experience at a supervisory level (SL 7/8) in the environment. Valid Driver's License. Knowledge: Knowledge of Public Service Act, National Road Traffic Act, National Road Safety Strategy.

DUTIES

: Co - ordinate road safety education programs: Liaise with the government departments, Entities and Municipalities for schools participating in road safety education, Co-ordinate the development of school road safety operational plan, programmes and projects, Co-ordinate implementation of school road safety programme and projects, Co-ordinate the implementation of EPWP activities in scholar programme, Monitor the implementation of scholar programmes and projects, Receive and conduct assessments on applications for Road Safety scholar interventions: Co-ordinate the implementation of community road safety outreach programmes: Co - ordinate the implementation of community road safety outreach programmes, Co - ordinate the implementation of community road safety council programmes, Co – ordinate and monitor the implementation of community outreach programmes, Coordinate in the development of road safety operational plan, Co –ordinate in the development of road safety outreach project plans. Mobilize community organisations for participation in road safety councils. Financial Management: Monitor expenditure according to budget to ensure efficient cash flow management. Authorize expenditure as per delegations, Co – ordinate the procurement and budgeting process for the sub-programme of the District. Administer human and capital resources: Manage

resources allocated to the post holder and subordinates, Manage performance of staff reporting to the post, Ensure timeously development of work plans and personal development plans for all employees in the sub programme of the District.

ENQUIRIES : can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi Tel No: 043 604 7455/7458

POST 44/109 : **ASSISTANT DIRECTOR: PRE-AUDIT REF NO: DOT17/12/2021**
(Re-advertisement)

SALARY : R382 245 - R450 255 per annum (Level 09)
CENTRE : Head Office: King Williams Town
REQUIREMENTS : National Senior Certificate, National Diploma (NQF Level 6) / B. Degree (NQF 7) as recognized by SAQA in Accounting or Auditing. 3-5 years' experience at a supervisory level (SL 7/8). A minimum of 3 years proven experience in Pre-Audit. A Valid Driver's License. Knowledge: Applicable legislation and prescripts. Government programmes. Information management. Policies and procedures.

DUTIES : Render control, compliance and expenditure pre-audit services: Ensure manual verification of all orders before services is rendered and issues Pre-Audit certificate. Ensure manual verification of payment vouchers before payment is affected on BAS. Ensure manual verification of payments vouchers before payment is affected on PERSAL. Ensure verification of documents before authorisation on PERSAL. Assist in the development or review of Internal Control Framework and procedure guidelines: Development or review of procedure manual and checklist for Pre-Audit. Identification and prevent possible irregular, unauthorised and fruitless expenditure: Report on irregular, unauthorised and fruitless expenditure to the internal control unit. Ensure co-ordination of Control Self-Assessment: Report the outcomes of control Assessment Self-Assessment. Effective management of Pre-Audit unit: Prepare quarterly reports on the performance of Pre-Audit unit. Ensure that Pre-Audit budget is managed and variation between projections and expenditure is explained. Manage the allocated resources of the sub-directorate: Ensure sound employment relations. Quality control of the work delivered by subordinates. Advising subordinates with regard to all aspects of the work. Manage the performance and conduct of subordinates and social work unit. Ensure that subordinates are trained and developed to be able to deliver work of the required standard efficiently and effectively through the utilisation of inter alia, knowledge management. This would include providing mentorship and guidance to subordinates to assist them to integrate theory and practice, and to develop appropriate skills. Establish implement and maintain efficient and effective communication arrangements in the unit. The development and management of the work plan of the unit and reporting on progress as required.

ENQUIRIES : can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi Tel No: 043 604 7455/7458

POST 44/110 : **ASSISTANT DIRECTOR: PERSAL MANAGEMENT REF NO: DOT 18/12/2021**

SALARY : R382 245 - R450 255 per annum (Level 09)
CENTRE : Head Office: King Williams Town
REQUIREMENTS : National Senior Certificate, National Diploma (NQF Level 6) / B. Degree (NQF 7) as recognized by SAQA in Human Resource Management/Public Management/Public Administration or Industrial Psychology/Bachelor of Administration. 3-5 years relevant experience as an Assistant Director in PERSAL Management environment. A Valid Driver's license. Must have the PERSAL certificates: PERSAL Intro, Establishment. Knowledge: Knowledge and understanding of Public service act. 1994; Report writing; PFMA; PERSAL, HR management principles.

DUTIES : Ensure implementation of Persal policy and co-ordinate Persal centralization: Compiling, consolidating and submitting of memos for Persal codes requests. Ensure security profiles are in line with the segregation of duties. Ensure restriction of users per distribution. Monitor and maintain Persal information according to Persal clean-up strategy and NMIR (National Minimum Information Requirements): Identify incorrect Persal data in line with the clean-up strategy. Adhere to national minimum information requirements (NMIR) projects. Monitoring, analyze of appointments and service terminations. Monitor Organisational and Establishment Administration on PERSAL: Create new posts on PERSAL through consultation with Organisational Development. Abolish old posts on PERSAL through consultation with Organisational Development. Effect structural changes when necessary. Update and control

matrix. Provide correct objectives, occupational classifications and job titles to Human Resource Management. Update departmental tables. Update Procurement Deviation Register. Report Procurement Deviation to the Provincial Treasury and Auditor General. Render departmental Persal user support function and provide Management Information reports: Render PERSAL support to users. Manage the training requirements of the sub-directorate. Register system change control on behalf of the department. Monitor, facilitate and co-ordinate formal training of users. Generate and submit management reports.

ENQUIRIES : can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi Tel No: 043 604 7455/7458

POST 44/111 : **ASSISTANT DIRECTOR: PT REGISTRATION OPERATING LICENCES AND PERMITS REF NO: DOT 19/12/2021**

SALARY : R382 245 - R450 255 per annum (Level 09)
CENTRE : OR. Tambo
REQUIREMENTS : National Senior Certificate, National Diploma (NQF Level 6) / B. Degree (NQF 7) as recognized by SAQA in Transport Management/ Transport Economics/ Public Administration/ Project Management/Social Science/ Development Studies. 3-5 years relevant supervisory experience (SL 7/8). A Valid Driver's License. Knowledge: National Land Transport Strategic Framework Provincial Land Transport Strategic Framework Departmental service delivery principles PSR, PFMA, PSA Departmental Strategic Planning. Departmental Annual Performance Plan, Provincial Growth and Development Plan for the Eastern Cape, Stakeholder and customer relationship management principles, White paper on Provincial Public Transport Master Plan.

DUTIES : Facilitate the provision of road based public transport registration services. Coordinate the management of the walk in center. Coordinate the processing of applications for operating licenses. Ensure compliance with standard operating procedure and service standards. Identify challenges and come up with possible solutions. Coordinate the activities of the Provincial Regulatory Entity (PRE). Receive and process PRE appeals coming from unsuccessful applicants. Monitor operator compliance with public transport legislation and regulation. Manage the processing of traffic law exemptions and permits. Manage revenue collection from operator licenses and permits. Coordinate the collection of revenue from public transport operators walk-in centers. Coordinate introduction of efficient methods of payment to minimize risk of fraud and corruption. Monitor the reconciliation of revenue to manage risk of loss of revenue. Ensure compliance with safety standards cashiers and cash handling office. Manage the allocated resources of the directorate 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. Delegate functions to staff based on individual potential. Provide the necessary guidance, support, and, afford staff adequate training and development opportunities. Ensure timeous development of job description 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 Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets.

ENQUIRIES : can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi Tel No: 043 604 7455/7458

POST 44/112 : **ASSISTANT DIRECTOR: PT REGISTRATION OPERATING LICENCES AND PERMITS REF NO: DOT 20/12/2021**

SALARY : R382 245 - R450 255 per annum (Level 09)
CENTRE : Head Office: King Williams Town
REQUIREMENTS : National Senior Certificate, National Diploma (NQF Level 6) / B. Degree (NQF 7) as recognized by SAQA in Transport Management/ Transport Economics/ Public Administration/ Project Management/Social Science/ Development Studies. 3-5 years relevant supervisory experience (SL 7/8). A Valid Driver's License. Knowledge: National Land Transport Strategic Framework Provincial Land Transport Strategic Framework Departmental service delivery principles PSR, PFMA, PSA Departmental Strategic Planning. Departmental Annual Performance Plan Provincial Growth and Development Plan for the Eastern Cape Stakeholder and customer relationship management principles White paper on Provincial Public Transport Master Plan.

- DUTIES** : Facilitate the provision of Road Based Public Transport registration services. Coordinate the processing of applications for operating licenses. Manage the registration of Public Transport Operators and their vehicles. Monitor transactions made on the system for registration of public transport operators. Provide support to districts on challenges they face on the system. Monitor operator compliance with public transport legislation and regulation. Coordinate the activities of the Provincial Regulatory Entity (PRE). Coordinate the processing of traffic law exemptions and permits. Coordinate introduction of efficient methods of payment to minimize risk of fraud and corruption. Monitor the reconciliation of revenue to manage risk of loss of revenue. Manage the allocated resources of the Sub-directorate 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. Delegate functions to staff based on individual potential. Provide the necessary guidance, support, and afford staff adequate training and development opportunities. Ensure timeous development of job description 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 Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets.
- ENQUIRIES** : can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi Tel No: 043 604 7455/7458
- POST 44/113** : **ASSISTANT DIRECTOR: SYSTEM SECURITY OFFICER REF NO: DOT21/12/2021**
(Re-advertisement)
- SALARY CENTRE REQUIREMENTS** : R382 245 - R450 255 per annum (Level 09)
: Head Office: King Williams Town
: National Senior Certificate, National Diploma (NQF Level 6) /B. Degree (NQF Level 7) in Public Administration / Management or Traffic Management, 3-5 years' experience in supervisory Level (SL7/8). A valid driver's license. Knowledge: Extensive knowledge of National Road Traffic Act and Regulations. Public Service Regulations. National Traffic Information Systems (Natis). Performance management and Development system. PAIA. PAJA. Combating of fraud and corruption Act. POPI Act.
- DUTIES** : Management of the system security aspects: To ensure availability and access to the systems of the sub-program. To ensure security compliance with regards to access to the systems. To ensure compliance with regards to access control and security of the server rooms. To ensure timeous availability of the required equipment. To ensure access control and security to the NaTiS Helpdesk, Registering Authorities (RA), Driving License Testing Centre (DLTC), Weighbridges, Back Office and Vehicle Testing Stations (VTS). To maximize the effectiveness of the Provincial Helpdesk to all relevant stakeholders. To ensure compliance with submission of weekly/monthly/quarterly reports as generated by the systems. To ensure compliance by all stakeholders with regards to the Service Level Agreements. Management of Provincial NaTiS Support Centre: To workshop the System Users on the National Road Traffic Act. To workshop the System Users on any Law Amendments that are directed to the functionality of the system. To workshop the System Users on any system updates as provided for by National Department of Transport / Road Traffic Management Cooperation. The Provision of training to all Provincial NaTiS users: To identify shortfalls as per compliance and audit reports. To inform the training needs for each DLTCs, VTSs and RAs within the province. Ensuring compliance of infrastructure by Service Providers: To randomly analyze and scrutinize reports generated by the Helpdesk, RA's, DLTC's, Weighbridges, Back Office and VTS's. To interview where possible the Management Representatives and System Users. To escalate any possible trends of misuse to the Head of Department and other Law Enforcement Agencies. To represent the Department in any investigation, prosecution or defense required within the Judicial System. To make follow-ups on any allegations with regards to systems usage.
- ENQUIRIES** : can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi Tel No: 043 604 7455/7458
- POST 44/114** : **ENGINEERING TECHNICIAN: QUARRYING & CRUSHING REF.NO: DOT23/12/2021**
- SALARY** : Grade A: R316 536 per annum, (OSD)

<u>CENTRE REQUIREMENTS</u>	:	Makhanda National Senior Certificate, National Diploma (NQF Level 6) / B. Degree (NQF Level 7) as recognized by SAQA in Civil Engineering/ Mining Engineering. A Valid driver's license (Minimum Code B). Registration with ECSA as a Professional Engineering Technician (Civil/ Mining). 3 years post qualification technical experience in roads construction (or Maintenance) quarrying, crushing and/ or mining environment. Knowledge: Project Management. Technical design and analysis knowledge. Research and development Computer aided computer applications. Knowledge of Mining legal compliance. Technical report writing. Problem solving and analysis. Decision making. Team leadership. Creativity. Self-Management. Customer focused and responsiveness. Communication. Computer skills. Planning and organising. Change Management.
<u>DUTIES</u>	:	Conducts inventory surveys using drone and traditional surveying methods. Surveys various boundaries and limits for mine/ quarry planning and property management. Prepare phased short, medium and long term mine/ quarry plans for operations management. Plans, designs and surveys drill patterns in conjunction with drilling and blasting specialists. Assist with continuous improvements in drill and blast designs while ensuring they comply with local regulations and company standards as they relate to Mine/ Quarry Safety. Plans and designs stripping, land and tree clearing projects for mining/ Quarrying operations. Plans and coordinates exploration projects for existing and greenfield quarry operations. Assists with mining compliance issues. Supervises work carried out by service providers on behalf of the Department. Ensures that service providers comply with National Environmental Management Act of 1998 as amended (NEMA) and Mine Health and Safety Act of 1996 as amended (MHSA). In consultation with Environmental consultants, prepare applications for environmental authorizations in line with National Environmental Management Act (NEMA) of 1998 as amended.
<u>ENQUIRIES</u>	:	can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi Tel No: 043 604 7455/7458
<u>POST 44/115</u>	:	<u>ENGINEERING TECHNICIAN: IN-HOUSE TRANSPORT INFRASTRUCTURE MAINTENANCE</u>
<u>SALARY CENTRE</u>	:	Grade A: R316 536 per annum, (OSD) Ref No: 24/12/2021 Ngqushwa Ref No: 25/12/2021 Mquma (X2 Posts)
<u>REQUIREMENTS</u>	:	National Senior Certificate. National Diploma (NQF Level 6) / Bachelor's Degree (NQF level 7 as recognized by SAQA) in Civil Engineering. 3 years' relevant experience. Registration with ECSA as a Candidate Engineering Technician is compulsory. Driver's license. Knowledge: Project Management. Technical design and analysis knowledge. Research and development Computer aided computer applications. Knowledge of legal compliance. Technical report writing. Problem solving and analysis. Decision making. Team leadership. Creativity. Self-Management. Customer focused and responsiveness. Communication. Computer skills. Planning and organising. Change Management.
<u>DUTIES</u>	:	Render civil / structural engineering services: Assist the Engineer with technical activities. Promote safety in line with statutory and regulatory requirements. Evaluate existing maintenance technical manuals, standards drawings and procedures. Produce technical designs with specifications. Assist to manage the execution of the maintenance strategy. Assist to set the engineering maintenance standards, specifications and service levels according to organisational objectives to ensure optimum operational availability. Assist to monitor maintenance efficiencies according to organisational goals to direct or redirect engineering services for the attainment of organisational objectives. Undertake engineering designs. Manage the allocated resources of the directorate 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. 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 description and implementation of Work Plans and Personal Development Plans (PDP's) for all employees in the DRE's office. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets.
<u>ENQUIRIES</u>	:	can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi Tel No: 043 604 7455/7458

- POST 44/116** : **ENGINEERING TECHNICIAN: CIVIL (NORMAL MAINTENANCE AND SPECIAL SERVICES) REF NO: DOT26/12/2021**
- SALARY** : Grade A: R316 536 per annum, (OSD)
CENTRE : Sarah Baartman
REQUIREMENTS : National Senior Certificate, National Diploma (NQF Level 6) / B. Degree (NQF Level 7) as recognized by SAQA in Civil Engineering. A Valid driver's license. Registration with ECSA as a Candidate Civil Engineering Technician is compulsory upon appointment. 3 years post qualification technical experience. Knowledge: Project Management. Technical design and analysis knowledge. Research and development Computer aided computer applications. Knowledge of legal compliance. Technical report writing. Problem solving and analysis. Decision making. Team leadership. Creativity. Self-Management. Customer focused and responsiveness. Communication. Computer skills. Planning and organising. Change Management.
- DUTIES** : Render technical services under supervision. Assist engineers, technologists and associates in field workshop and technical office activities. Promote safety inline statutory and regulatory requirements. Adhere to existing technical manuals, standard drawings and procedures to incorporate new technology. Produce technical designs with specifications and submit for evaluation and approval by the applicable authority. Perform administrative and related functions. Compile and submit reports as required Keep up with new technologies and procedures. Provide inputs to the technical/ engineering operational plan. Develop, implement and maintain database. Conduct research and development. Keep up with new technologies and procedures. Research/literature studies on technical engineering technology to improve expertise. Liaise with relevant bodies or councils on engineering related matters. Follow approved program of development for registration purposes.
- ENQUIRIES** : can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi Tel No: 043 604 7455/7458
- POST 44/117** : **MECHANICAL ENGINEERING TECHNICIAN REF NO: 27/12/2021**
- SALARY** : R316 536 per annum, (Candidate OSD)
CENTRE : Chris Hani
REQUIREMENTS : National Senior Certificate. National Diploma (NQF Level 6) / Bachelor's Degree (NQF level 7 as recognized by SAQA) in Mechanical Engineering. 3 years' relevant experience. Registration with ECSA as a Candidate Engineering Technician is compulsory. Driver's license. Knowledge: Project Management. Technical design and analysis knowledge. Research and development Computer aided computer applications. Knowledge of legal compliance. Technical report writing. Problem solving and analysis. Decision making. Team leadership. Creativity. Self-Management. Customer focused and responsiveness. Communication. Computer skills. Planning and organising. Change Management.
- DUTIES** : Render technical services under supervision. Assist engineers, technologists and associates in field workshop and technical office activities. Promote safety inline statutory and regulatory requirements. Adhere to existing technical manuals, standard drawings and procedures to incorporate new technology. Produce technical designs with specifications and submit for evaluation and approval by the applicable authority. Perform administrative and related functions. Compile and submit reports as required Keep up with new technologies and procedures. Provide inputs to the technical/ engineering operational plan. Develop, implement and maintain database. Conduct research and development. Keep up with new technologies and procedures. Research/literature studies on technical engineering technology to improve expertise. Liaise with relevant bodies or councils on engineering related matters. Follow approved program of development for registration purposes.
- ENQUIRIES** : can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi Tel No: 043 604 7455/7458
- POST 44/118** : **CANDIDATE TECHNICIAN REF NO: DOT 28/12/2021**
- SALARY** : R272 745 per annum, (OSD)
CENTRE : Head Office: King Williams Town
REQUIREMENTS : National Senior Certificate. National Diploma (NQF Level 6) / B. Degree (NQF Level 7) as recognized by SAQA in Civil Engineering. Registration with ECSA as a candidate. Two (2) years post qualification experience in roads infrastructure design. Knowledge of design software e.g. civil designer/AutoCAD/ Rubicon (Please Attach the certificate). Valid driver's

		license. Knowledge: Good writing and verbal communication skills. Ability to conduct meetings. Budgeting and financial management skills. Organisation and planning skills, good interpersonal skills. Computer literacy. Ability to work under pressure. Good interpersonal skills. Knowledge design software.
<u>DUTIES</u>	:	Evaluation of business proposals and preparation of relevant feasibility reports. Planning and design of transport infrastructure. Preparation of operation and maintenance manuals for design systems. Installation of infrastructure including detailed designs, specifications and drawings for tender documents in line with CIDB regulations. Project management and supervision. Attend meetings and writing reports.
<u>ENQUIRIES</u>	:	can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi Tel No: 043 604 7455/7458
<u>POST 44/119</u>	:	<u>ROAD SAFETY OFFICER (X5 POSTS)</u>
<u>SALARY CENTRE</u>	:	R261 372 – R307 890 per annum (Level 07)
	:	Ref. No: DOT 29/12/2021 (Pakade)
	:	Ref. No: DOT 30/12/2021 (Matatiele)
	:	Ref. No: DOT31/12/2021 (Aliwal North)
	:	Ref. No: DOT32/12/2021 (Sterkspruit)
	:	Ref. No: DOT33/12/2021 (OR Tambo)
<u>REQUIREMENTS</u>	:	National Senior Certificate, National Diploma (NQF Level 6) / B. Degree (NQF Level 7) as recognized by SAQA in Road Safety Education, Social Science, Development Studies, Communication, Public Relations, Project Management. A Valid driver's license. 1-2 years' experience in Road Safety Environment. Knowledge: National Road Safety Strategy. Road Safety Key Priorities. Road Safety Programs and Projects. National Road Traffic Act. Public Service Regulations. Public Finance Management Act.
<u>DUTIES</u>	:	Effective implementation of road safety programs: Facilitate establishment of road safety council. Facilitate sitting of road safety councils as per the annual schedule. Render secretariat services to road safety council meetings. Mobilise schools in the district to participate in road safety education debates. Conduct road safety education debates in the district. Coordinate scholar patrol services in the district. Conduct road safety awareness campaigns targeting rural farmers/stock owners. Arrange driver of the year competition Effective implementation of road safety projects: Conduct road safety education campaigns during National Arrive Alive Campaign. Implement junior traffic testing centres projects. Implement road safety youth projects. Administer resources allocated to the post: Ensure safe keeping of all resources allocated to the post. Detect faults and report them to be repaired. Ensure serviceability of resources allocated to the post incumbent.
<u>ENQUIRIES</u>	:	can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi Tel No: 043 604 7455/7458
<u>POST 44/120</u>	:	<u>LICENSING CLERK (SUPERVISER): PUBLIC TRANSPORT REGISTRATION, OPERATING LICENSES & PERMITS REF NO: DOT34/12/2021</u>
<u>SALARY CENTRE</u>	:	R261 372 – R307 890.per annum (Level 07)
<u>REQUIREMENTS</u>	:	Head Office: King Williams Town
	:	National Senior Certificate. National Diploma (NQF Level 6)/ B. Degree (NQF Level 7) as recognised by SAQA in Public Administration/ Transportation Diploma/ Traffic Management diploma. 1- 2 years relevant experience in the field. A valid Driver's License. Knowledge: National Land Transport Act (NLTA), National Road Transport Act (NRTA), Legislative Framework governing the Public Service, and Public Finance Management Act (PFMA). Basic knowledge and understanding of the Legislative Framework governing the Public Service. Knowledge of work procedures in terms of the working environment.
<u>DUTIES</u>	:	Assist/render administrative support leading to the formalisation of Public Transport Operations through registration. Request and receive, per association, the lists of deceased and or In-Active members for de-registration purposes- annually and as per the need. Prepare letters to these members/relatives notifying them of the request by their associations. Prepares memorandum for approval and capturing/registration/de-registration. Assisting in monitoring the compliance by registered operators and their associations with the prescribed minimum standards: Preparation of reminders to local associations, leading to Voter Education, Nominations, Elections: to ensure the fairness of the process. Coordinating the Inauguration and Training of the newly elected Local Association Executive, and, monitoring and assisting the newly elected executive in executing its duties. Coordinating the projects as per the need. Assisting in Coordinating the Association Annual General Meetings.

<u>ENQUIRIES</u>	:	can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi Tel No: 043 604 7455/7458
<u>POST 44/121</u>	:	<u>LICENSING CLERK (SUPERVISOR): MOTOR VEHICLE REGISTRATION & AUTHORIZATION REF NO: DOT 35/12/2021</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R261 372 – R307 890 (Level 07) Head Office: King Williams Town National Senior Certificate, B. Degree (NQF Level 7) / National Diploma (NQF 6) as recognized by SAQA in Public Administration/ Transportation Diploma/ Traffic Management diploma/ Licensing Management Diploma. 1- 2 years relevant NaTIS experience required. A Valid driver's license. Knowledge: Knowledge of NATIS procedures, practices as well as the ability to capture data, operate computer and collecting statistics. Knowledge and understanding of the legislative framework governing Traffic Management Service. Knowledge of working procedures in terms of the working environment.
<u>DUTIES</u>	:	Administer critical motor vehicle and driving license applications: Receive applications coming from customers through registering authorities, DLTCs and VTs. Receive applications from Dept. of Public works for registration of Government fleet. Receive applications from DOJ for suspension of driving licenses. Analyse applications coming from registering authorities, DLTCs and VTs to check compliance with the requirements of the Road Traffic Act. Approve or disapprove applications. Advises applicants about reasons for rejection of their applications and corrective measures they should take. Monitor capturing of approved application in the system. Ensure proper keeping and maintenance of incoming and outgoing correspondence register of the component. Ensure that all source documents emanating from NATIS transactions are securely kept. Assisting members of public coming to the office for either enquires or transactions assistance. Receive verify and approval of refunds on Licensing. Render back office support to Driving License Testing Centers, Vehicle Testing Centers and Registering Authorities: Ensure that all telephone queries received from DLTCs, VTCs, Registering Authorities and members of public are dealt with and resolved. Ensure that queries are registered in the incident register. Analyze queries and provide advice on steps to be taken to resolve them. Guide end user on step by step conclusion of transaction on NATIS. Approval and issuing of PLNs. Render Technical support to Registering Authorities: Receive telephone queries from Registering Authorities. Dealing with the Help-desk request. Diagnose cause of the problem. Log a call to the RTMC (Hardware and software problems). Monitor progress in relation to logged calls. Receive feedback resolution from RTMC. Deal with change request {affecting the infrastructure (Moving of NaTIS system from one office to another; Installation of new system to on the new center, etc.)}. Facilitate procurement of additional and new equipment.
<u>ENQUIRIES</u>	:	can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi Tel No: 043 604 7455/7458
<u>POST 44/122</u>	:	<u>ADMIN OFFICER (OPERATIONS): PUBLIC TRANSPORT OPERATIONS REF NO: DOT 36/12/2021 (X2 POSTS)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R261 372 – R307 890 per annum (Level 07) Sarah Baartman National Senior Certificate, National Diploma (NQF Level 6) / B. Degree (NQF Level 7) in Transport Economics/ Transport Management /Public Administration/Office administration/ Public Management/ Business administration/Transport Management/Transport Economics. 1-2 years relevant experience in the environment. A Valid driver's license. Knowledge: Knowledge of clerical duties and practises. The ability to capture data. Operate computer and collect statistics. Knowledge of working procedures in terms of the working environment.
<u>DUTIES</u>	:	Provide administrative support in the implementation of minibus taxi industry transformation programmes: Liaise with internal and external stakeholders in relation to minibus taxi industry transformation programmes. Make logistical arrangements for training of minibus taxi industry role players. Assist taxi operators with information on taxi scraping. Facilitate siting of meetings with taxi structures. Provide administrative support in the election of relevant structures by the minibus taxi industry. Keep proper records of meetings held with minibus taxi industry structures. Arrange all procurement required in relation to the implementation of minibus taxi industry transformation programmes. Receive complaints from minibus taxi operators. Disseminate information on taxi recapitalisation programme. Provide administration support service within the component: Maintain a leave register for the section. Arrange

travelling and accommodation. Coordinate implementation of Performance Management and Development System (PMDS) within the section. Develop a proper filling system for the section. Provide financial administration support services in the component: Make a follow up on all outstanding payments for the section. Capture and update expenditure in the component. Check correctness of subsistence and travel claims for the section and submit them to Human Resource.

ENQUIRIES : can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi Tel No: 043 604 7455/7458

POST 44/123 : **SENIOR PROVINCIAL INSPECTOR: TRAFFIC LAW COMPLIANCE SERVICES**

SALARY : R261 372 – R307 890 per annum (Level 07)

CENTRE : Ref No: DOT 37/12/2021 (Head Office)

Ref No: DOT 38/11/2021 (Humansdorp)

REQUIREMENTS : National Senior Certificate, Basic Traffic Diploma from an accredited Traffic College, 7 years or more of working experience in the field, valid relevant driving licenses at least Code B. Examiner of Vehicles Diploma OR Examiner of Drivers Licenses. No Criminal Record. Knowledge: Extensive experience in road traffic and Public Transport policies and regulations. Law enforcement knowledge in traffic and Public Transport. Vehicle inspections. Vehicle Impoundment. Completion of Law Enforcement Documents.

DUTIES : Manage and enforce Road Traffic, Public Passenger, Transport Legislation and other relevant legislations. Develop operational strategies and ensure implementation of approved traffic law enforcement strategies. Ensure the free flow of traffic through point duty and traffic control at congested areas, coordinate activities and safeguard accident scenes. Plan and manage speed testing operations. Coordinate execution of arrest on traffic related matters, attend court proceedings and give evidence. Manage processes of issuing relevant notices to offenders. Manage traffic policing projects. Identify and advise relevant role-players on hazardous locations. Manage escorting of abnormal vehicles and loads to ensure the safe movement thereof. Manage motoring of road sports and social events and coordinate overload control management (includes goods and passengers). Manage joint law enforcement activities and projects (co-operative governance). Participate in planning of joint enforcement strategies and projects. Manage the execution of joint law enforcement strategies and projects. Evaluate and report on strategies and projects. Manage resources and provide leadership and direction to all subordinates. Develop and maintain a monitoring system and ensure that balance is achieved with regard to Senior Provincial Inspectors and Provincial Inspectors production, including statistics of production Senior Provincial Inspectors and Provincial Inspectors. Implementation of innovations to improve working environment and conduct visitation to officers in the field. Assist with the updating of the environmental analysis to ensure that it is used as baseline for planning. Perform basic management functions (planning, organizing, leading and control). Conduct planning, feedback, evaluation and information sharing meetings with subordinates. Assist with human resource issues at the station and coordinate staff quarterly performance appraisals. Identify and manage risk. Identify relevant risks. Develop plan to address risks. Implement and monitor plan. Evaluate progress. Manage the performance of all administrative activities and related duties. Ensure that motor vehicle fleet is managed properly. Monitor state of equipment and assist with proactive replacement planning including identifying and monitoring members' involved in accidents. Ensure effective loss control measures are in place to address loss of firearms and other related equipment and strive towards reducing the financial value of losses. Participate in budget planning as required by Centre Manager. Monitor monthly expenditure and inspection reports from the Province and implement corrective action in problem areas. Regular budget control and management discussions as part of management meetings and share information with members regarding the centre's budget priorities.

ENQUIRIES : can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi Tel No: 043 604 7455/7458

POST 44/124 : **ADMIN OFFICER (EXAMINER): DRIVING LICENSE TESTING CENTRE REF NO: DOT 39/12/2021**

SALARY : R261 372 – R307 890.per annum (Level 07)

CENTRE : Amathole

REQUIREMENTS : National Senior Certificate, Examiner of driving licenses diploma Grade "B". No criminal record. Driving License Code: B. 1-2 years' experience as an examiner

		of Driving License. Knowledge: Extensive knowledge of Road Traffic Act and Regulations. Public Service Regulations. Traffic management systems (Natis). Performance management system.
<u>DUTIES</u>	:	Conducting Learner license class test: Ensuring that LL1 is fully completed by applicant. Ensuring that all tests materials are available and in good order. Ensuring that rules and regulations/ Acts are adhered to. Ensuring that the applicant present himself/ herself to be tested complies with the correct date and time for applicable test. Ensure that test materials are kept in a safe place when not in use. Capturing of test results. Conducting Driving license test: Ensuring that DL1 is fully completed by applicant. Ensuring that the applicant present himself/ herself to be tested complies with the correct date and time for applicable test. Ensure that prescribed test is done and the test is completed on the applicable test report. By setting up the K53 Motor Cycle Skill test machine and removal thereof after conducting each test. Capturing of the test results. Conducting Eye test: Ensuring that the specific applicant present himself/ herself on the LEU machine for eye testing. Ensuring that the form LL1; DL1 and PD1 are fully completed by applicants. Ensuring that the information on the test report is the true reflection of the test conducted. Authorising the Driving License and or PrDP on the application form. Updating the information on the NaTIS. Administration: Compiling of reports including incidents reports. Ensuring that all work done as per prescripts. Attend to queries regarding driving licenses and learner licenses.
<u>ENQUIRIES</u>	:	can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi Tel No: 043 604 7455/7458
<u>POST 44/125</u>	:	<u>FINANCE CLERK (SUPERVISORY): DRIVING LICENCE TESTING CENTRE REF NO: DOT 40/12/2021</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R261 372 – R307 890 per annum (Level 07)
	:	Amathole - Wilsonia
	:	National Senior Certificate, National Diploma (NQF Level 6) / B. Degree (NQF Level 7) as recognized by SAQA in Financial Management/Accounting/Commerce. 1-2 years relevant experience required. A valid driver's license. Knowledge: Knowledge of Public Finance Management. Public Service Legislation, Regulations and Policies. Accounting Principle. Performance Management.
<u>DUTIES</u>	:	Collate and consolidate budget inputs from programmes during the budgeting process: Assist assigned programmes with planning and costing of activities by using appropriate tools. Collect and consolidate all budget information and inputs from programmes. Assist in the correct loading of budget on BAS based on the appropriate letter and Treasury instructions. Monitor expenditure and advise on discrepancies: Analyse expenditure patterns and generate reports. Advice programs to spend according to plans or adjust. Capturing of correcting journal on financial management system. Check budget availability and SCOA classification for proposed commitment. Assist in the compiling of IYM. Perform and manage administrative related functions, which include the following: Contribute to compilation of reports as required. Responsible for assets allocated to the unit. Provide mentorship to newly appointed staff, learners and interns. Comply with the Public Service prescripts. Ensure management of PMDS.
<u>ENQUIRIES</u>	:	can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi Tel No: 043 604 7455/7458
<u>POST 44/126</u>	:	<u>SENIOR ROAD WORKS FOREMAN: SPECIAL MAINTENANCE REF. NO: DOT 41/12/2021 (X8 POSTS)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R211 713 – R249 378 per annum (Level 06)
	:	Chris Hani
	:	National Senior Certificate (Grade 12) with 3 – 5 years relevant experience in construction and maintenance of roads OR Grade 10 with 8 – 10 years relevant experience in construction and maintenance of roads. A valid driver's license (A minimum of code 08). Knowledge: Job knowledge, Communication, Interpersonal relations, Flexibility, Teamwork and Accuracy.
<u>DUTIES</u>	:	Supervise road construction and / or maintenance through the following: Construction of culverts and side drains. Erection and maintenance of steel guardrails and gabions. Cleaning of side drains. Controlling of traffic. Removing of obstacles on the road. Manage his / her subordinates and the allocated resources of the post incumbent in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives. Maintain high standards by ensuring that the team produces good quality of

		works. Be able to attend to road related emergencies and complaints according to prescribed departmental standards.
<u>ENQUIRIES</u>	:	can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi Tel No: 043 604 7455/7458
<u>POST 44/127</u>	:	<u>ARTISAN (AUTO ELECTRICAL): TRANSPORT INFRASTRUCTURE FLEET SERVICES REF NO: DOT42/12/2021</u>
<u>SALARY</u>	:	Grade A: R193 512 per annum, (OSD)
<u>CENTRE</u>	:	OR Tambo
<u>REQUIREMENTS</u>	:	Appropriate Trade Test Certificate. Valid driver's license. Two (2) years' Experience Required Knowledge: Diagnosis and fault finding skills. Computer aided computer applications. Knowledge of legal compliance. Mechanical report writing. Parts Knowledge.
<u>DUTIES</u>	:	Undertake electrical repairs on various vehicles and plant. Repair parts and equipment when needed. Maintain and repair various kinds of petrol and diesel engine motor vehicles. Order for parts and equipment as necessary. Liaise with agents and manufacturers on problems in order to achieve an efficient repair. Complete all documentation and receipts, including inspection sheets, and applies signatures as appropriate. Identify repairs required via unfair wear and tear, and advice the artisan mechanic and foreman mechanic.
<u>ENQUIRIES</u>	:	can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi Tel No: 043 604 7455/7458
<u>POST 44/128</u>	:	<u>SECRETARY: SUPPLY CHAIN MANAGEMENT REF NO: DOT 43/12/2021</u>
<u>SALARY</u>	:	R176 310 – R207 681 per annum (Level 05)
<u>CENTRE</u>	:	Head Office: King Williams Town
<u>REQUIREMENTS</u>	:	National Senior Certificate with typing as a subject or any other training course/qualification that will enable the person to perform the work satisfactorily. 1-year relevant experience. Knowledge: Language skills and the ability to communicate well with people at different levels and from different backgrounds. Good telephone etiquette. Computer literacy. Sound organisational skills. High level of reliability. Basic written communication skills. Ability to act with tact and discretion. Good grooming and presentation.
<u>DUTIES</u>	:	Provide a secretarial support service to the office: Receive telephone calls and refer the calls to the correct persons. Receive visitors to the office. Co-ordinate appointments with the appointments secretary. Types documents for the staff within the office. Operate office equipment like fax machines and photocopiers. Provides a clerical support service to the office: Liaise with travel agencies to make travel arrangements for the staff of the office. Arrange meetings and events for the office. Identify venues, invite role players and organise refreshments. Process the travel and subsistence claims of the staff of the office. Draft routine correspondence and reports. Administer matters like leave registers and telephone accounts. Handle the procurement of standard items like stationary, refreshments etc. Remain up to date with regard to prescripts/policies and procedures applicable to her/his work terrain: Study the relevant Public Service and departmental prescripts/policies and other documents to ensure that the application thereof is understood properly. Remain abreast with the procedures and processes that apply in the particular office.
<u>ENQUIRIES</u>	:	can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi Tel No: 043 604 7455/7458
<u>POST 44/129</u>	:	<u>SECRETARY TO THE DRE: ROADS INFRASTRUCTURE REF NO: DOT 44/12/2021</u>
<u>SALARY</u>	:	R176 310 – R207 681 per annum (Level 05)
<u>CENTRE</u>	:	Amathole
<u>REQUIREMENTS</u>	:	National Senior Certificate with typing as a subject or any other training course/qualification that will enable the person to perform the work satisfactorily. 1 year relevant experience. Knowledge: Language skills and the ability to communicate well with people at different levels and from different backgrounds. Good telephone etiquette. Computer literacy. Sound organisational skills. High level of reliability. Basic written communication skills. Ability to act with tact and discretion. Good grooming and presentation.
<u>DUTIES</u>	:	Provide a secretarial support service to the office: Receive telephone calls and refer the calls to the correct persons. Receive visitors to the office. Co-ordinate appointments with the appointments secretary. Types documents for the staff within the office. Operate office equipment like fax machines and photocopiers. Provides a clerical support service to the office: Liaise with travel agencies to

make travel arrangements for the staff of the office. Arrange meetings and events for the office. Identify venues, invite role players and organise refreshments. Process the travel and subsistence claims of the staff of the office. Draft routine correspondence and reports. Administer matters like leave registers and telephone accounts. Handle the procurement of standard items like stationary, refreshments etc. Remain up to date with regard to prescripts/policies and procedures applicable to her/his work terrain: Study the relevant Public Service and departmental prescripts/policies and other documents to ensure that the application thereof is understood properly. Remain abreast with the procedures and processes that apply in the particular office.

ENQUIRIES : can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi Tel No: 043 604 7455/7458

POST 44/130 : **PRINCIPAL DRIVER/ OPERATOR: CONSTRUCTION SITE MANAGEMENT REF NO: DOT 45/12/2021 (X4 POSTS)**

SALARY : R176 310 – R207 681 per annum (Level 05)

CENTRE : Makhanda

REQUIREMENTS : An NQF level 3 qualification (or grade 10 or higher final year report/ statement). Valid code C1/ C/ EC driver's license. PrDP will be an added advantage Valid operator certificate of competence is compulsory for any road construction plant item (Expired certificates will not be considered). 3 years road related experience of which 1 year as a construction plant operator. Knowledge: Knowledge of grading, patch gravelling, slope cutting, mitre drain cutting, side drain cutting, reshaping, Re gravelling of gravel roads will be an added advantage, Knowledge of roadside maintenance, Road Safety rules.

DUTIES : Pre-check start activities before performing any work; Operates self-propelled grader to spread and level dirt, gravel, and stone, to grade specifications in construction and maintenance of earthwork structures, such as highways, streets, and temporary roads: Drives grader and moves levers to regulate height and angle of grader blade, lower scarifier that loosens packed soil to permit grading, and to tilt front wheels of grader when making sharp turns. Drives grader in successive passes over working area, observing reference stakes or hand signals of assisting worker, to level surface to specified grade. Feels lever and listens to sound of engine to determine depth of cut. May perform fine or rough grading and be designated Motor Grader, Fine Grade; Motor Grader, Rough Grade.

ENQUIRIES : can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi Tel No: 043 604 7455/7458

POST 44/131 : **ADMIN CLERK (PRODUCTION): TRAFFIC CONTROL REF NO: DOT 46/12/2021**

SALARY : R176 310 – R207 681 per annum (Level 05)

CENTRE : OR Tambo

REQUIREMENTS : National Senior Certificate or Equivalent qualification. No experience required. Knowledge: 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 working procedures in terms of the working environment.

DUTIES : Render general clerical support services: Record, organise, store, capture and retrieve correspondence and data (line function). Update registers and statistics. Handle routine enquiries. Make photocopies and receive or send facsimiles. Distribute documents/packages to various stakeholders as required. Collect documents/packages from various stakeholders as required. Keep and maintain the filing system for the component. Type letters and/or other correspondence when required. Keep and maintain the incoming and outgoing document register of the component. Provide supply chain clerical support services within the component: Liaise with internal and external stakeholders in relation to procurement of goods and services. Obtain quotations, complete procurement forms for the purchasing of standard office items. Provide personnel administration clerical support services within the component: Keep and maintain personnel records in the component. Arrange travelling and accommodation. Support the management of payroll and distribution of payslips. Ensure the distribution of assets and equipment.

ENQUIRIES : can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi Tel No: 043 604 7455/7458

<u>POST 44/132</u>	:	<u>LICENSING CLERK (PRODUCTION): PUBLIC TRANSPORT REGISTRATION, OPERATING LICENSES & PERMITS REF NO: DOT47/12/2021</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R176 310 – R207 681 per annum (Level 05) Head Office: King Williams Town National Senior Certificate or Equivalent qualification. No experience required. Knowledge: Basic knowledge and understanding of National Land Transport Act (NLTA), National Road Transport Act(NRTA) and Public Finance Management Act(PFMA). Basic knowledge and understanding of the Legislative Framework governing the Public Service. Basic knowledge of work procedures in terms of the working environment. Basic knowledge of practices as well as ability to capture data, operate a computer.
<u>DUTIES</u>	:	Assist in clerical/administrative support leading to the formalization of Public Transport Operations through registration: Verifying the received documents for registration and or de-registration of public transport operators and their vehicles. Processes memo leading to the linking/registration/capturing/de-registration of Public Transport operators and their vehicles. Handle routine enquiries. Make photocopies, distribute documents to various stakeholders as required. Keep and maintain the filing system for the component. Keep and maintain the incoming and outgoing document register of the component. Type letters and other correspondence when required. Obtain quotations, complete procurement forms for the purchasing of standard office items. Provide personnel administration clerical support services within the component: Keep and maintain personnel records in the component. Arrange travelling and accommodation for the personnel in the Sub-directorate. Support the management of payroll and distribution of payslips.
<u>ENQUIRIES</u>	:	can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi Tel No: 043 604 7455/7458
<u>POST 44/133</u>	:	<u>ADMIN CLERK (PRODUCTION): FLEET LOGISTICS REF NO: DOT 48/12/2021</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R176 310 – R207 681 per annum (Level 05) OR Tambo National Senior Certificate or Equivalent qualification. No experience required. Knowledge: 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 working procedures in terms of the working environment.
<u>DUTIES</u>	:	Render general clerical support services: Record, organise, store, capture and retrieve correspondence and data (line function). Update registers and statistics. Handle routine enquiries. Make photocopies and receive or send facsimiles. Distribute documents/packages to various stakeholders as required. Collect documents/packages from various stakeholders as required. Keep and maintain the filing system for the component. Type letters and/or other correspondence when required. Keep and maintain the incoming and outgoing document register of the component. Provide supply chain clerical support services within the component: Liaise with internal and external stakeholders in relation to procurement of goods and services. Obtain quotations, complete procurement forms for the purchasing of standard office items. Provide personnel administration clerical support services within the component: Keep and maintain personnel records in the component. Arrange travelling and accommodation. Support the management of payroll and distribution of payslips. Ensure the distribution of assets and equipment.
<u>ENQUIRIES</u>	:	can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi Tel No: 043 604 7455/7458
<u>POST 44/134</u>	:	<u>LICENSING CLERK (PRODUCTION): MOTOR VEHICLE REGISTRATION & AUTHORIZATION REF NO: DOT 49/12/2021 (X2 POSTS)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R176 310 – R207 681 per annum (Level 05) Head Office: King Williams Town National Senior Certificate. No experience required. Knowledge: Knowledge of NATIS procedures, practices as well as the ability to capture data, operate computer and collecting statistics. Knowledge and understanding of the legislative framework governing Traffic Management Service. Knowledge of working procedures in terms of the working environment.
<u>DUTIES</u>	:	Render generic administration support services: Receiving of NaTIS Transaction Request documents from RAs, DLTCs and VTSs through fax and hand delivery. Arrange the documents in sequence order. Record the received

document in the Tracking system. Issue reference numbers to the received documents. Record the received documents in a manual register for distribution purposes. Distribution of documents to different users. Verification of information in the document. Provide logistical/ procurement clerical support services within the component: Incoming telephone calls receiving. Telephone assistance of problems encountered by the different users / offices within the Province. Recording technical problems from the users / offices within the Province. Logging of calls reported by the different users / offices within the Province to the RTMC helpdesk. Attending to problems by members of public. Liaise with internal and external stakeholders in relations to procurement of goods and services. Obtain quotations, complete procurement forms for the purchasing of standard office items. Stock control of office stationery. Keep and maintain asset register of the component. Provide personnel administration clerical support services within the component: Verifying different sensitive Transaction according to minimum requirements for sensitive transactions. Perform enquiries transactions on the NaTIS system. Provide financial administration support services in the component: Capture and update expenditure in the component. Check correctness of subsistence and travelling claims of officials and submit to management for approval. Handle telephone accounts and petty cash for the component.

ENQUIRIES : can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi Tel No: 043 604 7455/7458

POST 44/135 : **ADMIN CLERK: OPERATING LICENSE ADMINISTRATION REF NO: DOT 50/12/2021**

SALARY : R176 310 – R207, 681 per annum (Level 05)
CENTRE : Sarah Baartman
REQUIREMENTS : National Senior Certificate or Equivalent qualification. No experience required. Knowledge: 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 working procedures in terms of the working environment.

DUTIES : Render general clerical support services: Record, organise, store, capture and retrieve correspondence and data (line function). Update registers and statistics. Handle routine enquiries. Make photocopies and receive or send facsimiles. Distribute documents/packages to various stakeholders as required. Collect documents/packages from various stakeholders as required. Keep and maintain the filing system for the component. Type letters and/or other correspondence when required. Keep and maintain the incoming and outgoing document register of the component. Provide supply chain clerical support services within the component: Liaise with internal and external stakeholders in relation to procurement of goods and services. Obtain quotations, complete procurement forms for the purchasing of standard office items. Provide personnel administration clerical support services within the component: Keep and maintain personnel records in the component. Arrange travelling and accommodation. Support the management of payroll and distribution of payslips. Ensure the distribution of assets and equipment.

ENQUIRIES : can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi Tel No: 043 604 7455/7458

POST 44/136 : **LICENSING CLERK (PRODUCTION): DRIVER & VEHICLE REGISTRATION & STANDARDS**

SALARY : R176 310 – R207 681 per annum (Level 05)
CENTRE : Ref No: DOT51/12/2021 (Head Office) (X3 Posts)
 Ref No: DOT52/12/2021 (Sarah Baartman)
REQUIREMENTS : National Senior Certificate. No experience required. Knowledge: Knowledge of NATIS procedures, practices as well as the ability to capture data, operate computer and collecting statistics. Knowledge and understanding of the legislative framework governing Traffic Management Service. Knowledge of working procedures in terms of the working environment.

DUTIES : Render generic administration support services: Receiving of NaTIS Transaction Request documents from RAs, DLTCs and VTSs through fax and hand delivery. Arrange the documents in sequence order. Record the received document in the Tracking system. Issue reference numbers to the received documents. Record the received documents in a manual register for distribution purposes. Distribution of documents to different users. Verification of information in the document. Provide logistical/ procurement clerical support services within the component: Incoming telephone calls receiving. Telephone assistance of problems encountered by the different users / offices within the

Province. Recording technical problems from the users / offices within the Province. Logging of calls reported by the different users / offices within the Province to the RTMC helpdesk. Attending to problems by members of public. Liaise with internal and external stakeholders in relations to procurement of goods and services. Obtain quotations, complete procurement forms for the purchasing of standard office items. Stock control of office stationery. Keep and maintain asset register of the component. Provide personnel administration clerical support services within the component: Verifying different sensitive Transaction according to minimum requirements for sensitive transactions. Perform enquiries transactions on the NaTIS system. Perform transactions as per sensitive transaction manual. Provide financial administration support services in the component: Capture and update expenditure in the component. Check correctness of subsistence and travelling claims of officials and submit to management for approval. Handle telephone accounts and petty cash for the component.

ENQUIRIES : can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi Tel No: 043 604 7455/7458

POST 44/137 : **ROAD WORKER REF NO: DOT 53/12/2021 (X2 POSTS)**

SALARY : R124 434 – R146 575 per annum (Level 03)
CENTRE : Sarah Baartman
REQUIREMENTS : NQF level 3 (Grade 10 certificate or equivalent). Knowledge: Job Knowledge, Communication, Interpersonal relations, Flexibility, Teamwork, Accuracy, Aptitude of figures Skills: Communication, Ability to read and write, Good eyesight, Team work.

DUTIES : Support road construction and/or maintenance through the following: construction of culvert and side drains. Erect and maintain steel guardrails and gabions. Construction of road earth and layer works. Clean and maintain roads, sidewalks and resting areas. Surfacing and pothole patching. Road fencing and pipe laying. Setting of road markings/signs. Install road signs and barricade the work. Crushing of road material Manage the allocated tools: Ensure maintenance and safekeeping of tools allocated to him/her.

ENQUIRIES : can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi Tel No: 043 604 7455/7458

POST 44/138 : **GENERAL ASSISTANT REF NO: DOT 54/12/2021**

SALARY : R124 434 – R146 575.per annum (Level 03)
CENTRE : Sarah Baartman
REQUIREMENTS : ABET. No experience required. Knowledge: Basic knowledge of work procedures in terms of the working environment. Interpersonal relations Communication skills (Verbal & written)

DUTIES : Perform general work assistance: Load and off-load furniture and any other goods to relevant destination. Clean government vehicles. Clean relevant work station.

ENQUIRIES : can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi Tel No: 043 604 7455/7458

POST 44/139 : **CLEANER: LOGISTICS MANAGEMENT REF NO: DOT 55/12/2021 (X2 POSTS)**

SALARY : R104 073 – R122 592 per annum (Level 02)
CENTRE : Amathole
REQUIREMENTS : ABET. No experience required. Knowledge: Basic knowledge of work procedures in terms of the working environment. Interpersonal relations Communication skills (Verbal & written).

DUTIES : Perform general work assistance: Load and off-load furniture and any other goods to relevant destination. Clean government vehicles. Clean relevant work station.

ENQUIRIES : can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi Tel No: 043 604 7455/7458

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

CLOSING DATE : 28 December 2021

NOTE : Applications must be submitted on new Z83 form. "Applicants are advised that until 31 December 2020 the current application for employment (Z83) form will be applicable, however from 1 January 2021, a new application for employment (Z83) form will be effective. Should an individual wish to apply for a post on or after 1 January 2021, he/she will be required to submit the new application for employment form which can be downloaded at www.dpsa.gov.za/vacancies. From 1 January 2021 should an application be received using the incorrect application for employment (Z83), it will not be considered." The fully completed and signed form Z83 should be accompanied by a recently updated, comprehensive CV as well as all qualification(s), academic records including a Senior certificate and ID-document [Driver's license where applicable]. Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of their Permanent Residence Permits to their applications. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. The Department does not accept applications via fax or email. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within eight (8) weeks after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record, qualification verification and employment verification). Where applicable, candidates will be subjected to a skills/knowledge test. Successful candidates will be appointed on a probation period of 12 months. The Department reserves the right not to make any appointment(s) to the above post. The successful candidate will be expected to sign a performance agreement. The Department of Health is an equal opportunity affirmative action employer. The employment decision shall be informed by the Employment Equity Plan of the Department. It is the Department's intention to promote equity (race, gender and disability) through the filling of this post(s) with a candidate whose transfer / promotion / appointment will promote representativity in line with the numerical targets as contained in our Employment Equity Plan. Advertisement and accompanying notes must clearly capture the requirements for certification to reflect that applicants must submit copies of qualifications, Identify document and drivers 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.

OTHER POSTS

POST 44/140 : **MEDICAL SPECIALIST GR 1- GR 3 REF NO: H/M/31 (X2 POSTS)**

SALARY : Grade 1: R1 106 040 per annum, (OSD)
Grade 2: R1 246 623 per annum, (OSD)
Grade 3: R1 467 651 per annum, (OSD)

CENTRE : National District Hospital: Bloemfontein

REQUIREMENTS : MBCHB Degree post graduate qualification that allows registration with HPCSA as Medical Specialist in a normal Specialty. Proof of current registration with HPCSA (2021/2022). Attach proof of working experience endorsed by Human Resource. Experience **Grade 1:** None after registration as Medical Specialist with Health Professional Council of South Africa (HPCSA) in respect of South African qualified employees. Experience **Grade 2:** A minimum of 5 years' appropriate experience as Medical Specialist after registration with HPCSA in normal specialty Experience **Grade 3:** A minimum of 10 years' appropriate experience as Medical Specialist after Registration with HPCSA in a normal Specialty.

DUTIES : Support community orientated clinical services in the district by responding to family and community health needs, spanning the range of risk and environmental hazards within families and communities. Primarily support clinics, community health centres and primary health care outreach teams,

including engaging private sector practitioners regarding service delivery related matters. Secondly support district hospitals with all aspects of service delivery related to family practice. Promote clinical effectiveness in all facilities through supporting outreach programmes to primary care teams in their community, dissemination or implementation of clinical protocols and standard treatment guidelines aligned with national norms and standards Facilitate and participate in the development, training and mentorship of health professionals in all facilities within the district. Facilitate and participate in the training, development and mentorship of under- and post graduate medical, nursing and allied health professionals. This may require involvement with local academic training institutions. Work with the District Management Team to establish and maintain systems including surveillance, health information, communication and referral guidelines and processes to support the delivery of medical services, including epidemiological research, disease profiles and Initiate, support and participate in risk management activities for patients (e.g. critical event analysis, morbidity and mortality meetings), practitioners (e.g. infection control) and the organization (e.g. performance reviews). Initiate, support and participate in clinical audit and quality improvement cycles. Implement effective monitoring and evaluation processes, effective use of data and appropriate reporting on outputs and health outcomes. Initiate, support or participate in relevant research. This may require involvement with local academic training institutions. Assist with the coordination and supervision of medical services within the district. Assist with the recruitment and management of relevant human resources. Represent family medicine as a member of the District Clinical Specialist Team responsible for the delivery of quality health care for mothers, babies and children at all levels within a health district. Promote equitable distribution of resources and access to an appropriate level of care for all mothers, babies and children throughout the district. Maintain personal competency as a family physician by spending 10 to 20% of time on continuing professional education and clinical care at a relevant facility be it a district, regional or tertiary hospital. Spend at least 80% of time on supporting the improvement of health services within the district.

ENQUIRIES : Dr M Malek Tel No: (051) 051-403 9871
APPLICATIONS : Me P Mehlwana, National District Hospital Bloemfontein 9300: Private Bag x 20598 Room 6 Ground Floor.

POST 44/141 : **MEDICAL OFFICER GR 1- GR 3 REF NO: H/M/32 (X2 POSTS)**

SALARY : Grade 1: R833 523 per annum, (All-inclusive salary package), (OSD)
 Grade 2: R953 049 per annum, (All-inclusive salary package), (OSD)
 Grade 3: R1 106 037 per annum, (All-inclusive salary package), (OSD)

CENTRE : National District Hospital: Bloemfontein
REQUIREMENTS : MBCHB or equivalent Degree (Independent Practice): Proof of current Registration. Registration as Medical Practitioner with the health Professional Council of South Africa HPCSA. (Independent Practice). Proof of current registration with HPCSA (2021/2022. Attach proof of working experience endorsed by Human Resource. Experience **Grade 1**: None after registration as Medical Practitioner with Health Professional Council of South Africa (HPCSA). One-year relevant experience after registration as Medical Practitioner with recognized a foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Services, as required in South Africa. Experience **Grade 2**: A minimum of 5 years' after registration as Medical Practitioner with Health Professional Council of South African (HPCSA). Minimum of 6 years' relevant experience after registration as Medical Practitioner with a recognized foreign Health Professional Council in respect of foreign, of whom it is not required to perform Community Services, as required in South Africa. Registration with Health HPCSA as Medical Practitioner. Experience **Grade 3**: A minimum of 10 years' registration as Medical Practitioner with Health Professional Council of South Africa (HPCSA). Minimum of 11-year 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 to perform Community Services as required in South Africa.

DUTIES : Rendering of Clinical services, which includes examination and treatment of patients, emergencies, ward rounds and operation procedures. Patient administration, provides training and leadership to medical interns, nurses and Medical officers doing.

ENQUIRIES : Dr M Malek Tel No: (051) 051-403 9871
APPLICATIONS : To Be Send To Me P Mehlwana, National District Hospital Bloemfontein 9300: Private Bag x 20598 Room 6 Ground Floor.

POST 44/142

DEPUTY DIRECTOR: RESEARCH (MEDICAL NATURAL SCIENTIST/PUBLIC SPECIALIST) REF NO: H/D/33

Re-Advertise

SALARY
CENTRE
REQUIREMENTS

: R882 042 per annum
: Corporate Office, Bloemfontein
: PHD in Public Health or PHD in Biostatistics or PHD in Social Sciences with focus on health or PHD in Nursing or any equivalent qualification with relevant experience in conducting research in health sector. At least 2 years' appropriate experience in conducting health research or experience in teaching and learning platform in health. Minimum of 1 Publication as a first author or as a co-author in peer reviewed journal or minimum of 3 Publishable articles. Valid driver's license with experience in driving and be prepared to travel within the Free State Province and beyond. Knowledge and Skills: Willing to work with Health Program managers to support policy development for different program based on the research findings. Experience in funding application with a minimum of 1st authored one article published in a scientific journal. Experience in designing and conducting research and managing a large research data base preferably health environment. Experience in public health policy development as informed by research findings. Experience in data processing using Microsoft excel and any other statistical software such as SAS, R Studio, SPSS, STATA, etc. for data analysis and interpretation of the results. Experience in data analysis and ability to writing scientific reports and publications on short notice, based on the analysis. Good communication skills and health related statistical experience as well as knowledge of health information are added advantages. Excellent leadership ability, time management, period management, stress management, motivational skills and strong negotiation skills as well as attention to detail. Health related statistical experience and knowledge of organizational behavior are added advantages. Experience in organizing a research conference as well as participating in research conferences.

DUTIES

: Facilitate and support the application of research findings to support program management challenges. Conduct and promote the undertaking of quality health epidemiological, operational and actin research, health systems and diseased surveillance researches as well as action and clinical research together with population studies in the department. Develop research instruments/questionnaires to strengthen evidence-based decision making for the Free State department of health. Promote research collaboration, build and maintain relations with research institutions to facilitate research complementarity. Serve as a platform for dialogue on departmental priorities, sharing knowledge and dissemination research, information and publication. Identify and source funding for research and development, for the department. Plan/direct detailed studies of public health issues to discover ways to prevent and treat the issues. Perform the collection and analysis of data, by using observations, interviews, surveys and blood samples-to discover what is causing certain diseases. Communicate study findings to policymakers, practitioners and the general public. Provide management of health programs by doing program planning, monitoring program progress and doing data analysis. Participates in research activities, special investigations and descriptive and analytic studies relating to specific diseases; interprets results and adapts to epidemiology programs and related programs. Prepares technical reports and scientific articles and participates in grant writing activities. Designs and implements epidemiology studies and surveillance systems. Determines and utilizes appropriate statistical methods to evaluate and interpret data. Interacts with the media and conveys information to the public. Provides consultation to health care professionals, community organizations, and others on specific disease, injury, or conditions. Lectures for various organizations on diseases, injuries, or conditions; prepares educational materials for public distribution. Interprets data to determine risks from exposure to chemicals or biological agents. Support Monitoring and evaluation research for the programs and data, Clinical research-HIV, TB, chronic disease, emergency medicine. Support Epidemiology research-to understand the dynamics of disease in the communities. Conduct operations and actions research on health service management issues and set up Surveillance of disease systems and risk behavior and assist in the direct of comprehensive statewide epidemiology programs and investigation systems. Coordination of programs managers of the department. Assist in budgeting and planning for future program direction using research findings. Direct studies of program need; review and analyze information from studies and projects for immediate and long-range program development; Conduct trainings on research among health care workers and support with reviewing of protocols submitted to the

department of health. Lead the organization of the provincial health research findings presented on the day by program managers. Provide research training needs of all relevant staff at the district and levels of care to ensure implementation effective mechanism program management and reporting in all the facilities. Exhibit knowledge of data use, data triangulation and target setting as well as understanding measurements of routine data accuracy are essential. Ability to work under pressure, and should be able to deliver under tight deadlines together with willingness to work extra/odd hours. Ability to work individually as well as in a team. Knowledge of data, use data triangulation and target setting as well as understanding measurements of routine data accuracy are essential. Conduct performance reviews; and participate in periodic PIDS & NIDS performance review. Make recommendations concerning policy and implementation thereof based on study findings; Supervise research data collection processes where necessary. Conduct scientific Research to inform the department on policy decision in terms of costs.

**ENQUIRIES
APPLICATIONS**

: Dr P Chikobvu Tel No: (051) 051-403 1738 / 1704
 : To be send to: The Director, HRM and Planning, PO Box 227, Bloemfontein, 9300 or hand delivered @ Entrances, Bophelo House, Cnr Charlotte Maxeke and Harvey Roads, Bloemfontein 9300.

FOR ATTENTION

: Me. S Dowd

POST 44/143

: **DEPUTY DIRECTOR: THERAPEUTIC & MEDICAL SUPPORT GRADE 01
REF NO: H/D/34**

**SALARY
CENTRE
REQUIREMENTS**

: Grade 1: R870 423 – R966 042 per annum
 : Boitumelo Regional Hospital (Kroonstad)
 : A bachelor's degree or equivalent qualification in Speech and Audiology, Speech Therapy, Audiology, Occupational Therapy, Podiatry, Physiotherapy, Social Work, Dentistry, Radiography, Oral Hygiene, and Dental Therapy which allows you to register with HPCSA/SACSSP. HPCSA SACSSP annual registration card and certified HPCSA/SACSSP independent Practice Certificate Valid driver's license. Extensive Managerial Experience of at least minimum of 6-10yrs experience in the health sector, Management course and post graduate qualification will be an added advantage. Knowledge And Skills: Transformational leadership skills with the ability to engage in transformation and respond to the political imperatives of the government. Analytical assessment and evaluation skills. Computer literacy and report writing skills using excel, word and PowerPoint. Strategic Capability and Leadership. Change management skills, Programme and Project management skills, Client Orientation and Customer Focus skills, Financial and Human Resource management skills. Good Communication Skills-verbal and written including presentation skills. Skilled in Research, Policy development, Knowledge management skills, Problem Solving skills.

DUTIES

: Provide strategic and operational direction to staff and stakeholders. Integrate Oral Health and Therapeutic Services within priority all Programmes in the district. Improved access to all Oral health and Therapeutic services package of care within the district. Develop/implement a strategic plan and operational plan. Participate in the development, implementation and monitoring of District Health Plan. Facilitate implementation of relevant professional's policy guidelines, protocols and SOP in line with the national and provincial health system. Strengthen clinical governance and clinical care. Collaborate with academic and other relevant stakeholders. Solve complex professional and management problems and policy issues. Leads and direct quality management activities. Provide measures and guidance on quality assurance to comply with set quality standards. Monitor and support Ideal Clinic Programme & Quality improvement initiatives. Utilize health information technology and other health information systems for enhancement of service delivery in the District. Integrate and manage performance information structures and systems within existing management processes and systems. Facilitate performance information management, reporting and accountability. Effective Human Resource planning to ensure workforce aligned with the current and future needs of the district health services. Ensure optimal governance, build capable and accountable strategic leadership and management in the district. Build an enabled, productive, motivated and empowered workforce. Financial Management: Calculating and comparing costs for required goods or services to achieve maximum value for money. Prepare and track budget. Monitor expenses and payments. Develop and implement cost reduction initiative. Ensure equitable distribution of all resources to achieve optimal patient care. Effective management of Overtime and RWOPS. Comply with all legal prescript Acts, Legislatives, Policies, Circular, Procedure, Guidelines and code of conduct for public service. Adhere to correct

channels of communication as per district health communication protocols/organogram. Maintain professional and ethical standards Work as part of a multi-disciplinary team and lead the Pharmacy and Therapeutic committee Compile monthly financial and other reports as required by the Chief Executive Officer.

ENQUIRIES : Ms. ML November: HR: Assistant Director – Boitumelo Regional Hospital Tel No: (056) 216 5200 /2580

APPLICATIONS : To be send to: The CEO Boitumelo Regional Hospital Private Bag X49Kroonstad, 9499. Hand delivery to: Boitumelo Regional Hospital, Kroonstad, 9949.

FOR ATTENTION : Ms. ML November

POST 44/144 : **PSYCHOLOGIST GRADE 1 REF NO: H/P/82**

SALARY : Grade 1: R724 062 – R796 041 per annum
CENTRE : Boitumelo Regional Hospital (Kroonstad)
REQUIREMENTS : B Degree in Clinical Psychology registration with HPCSA as a Psychologist. None after registration with the Health Professional Council of South Africa (HPCSA) as a Psychologist in respect of South African qualified employees who performed community service, as required in South Africa. One-year relevant experience after registration with the as a Psychologist in respect of Foreign Qualified employees of whom it is not required to perform Community Services, as required in South Africa. Knowledge And Skills: Ability to work independently. Time management. Written and verbal communication. Leadership skills, Organizational and planning skills. Computer literacy.

DUTIES : To provide quality Psychological care to patients. Support Occupational groups regarding burnout debriefing and trauma. Training and life skills. Coach.

ENQUIRIES : Ms. ML November (HR assistant Director) Tel No: 056 216 5200 x2580

APPLICATIONS : To be send to: The CEO, Private Bag X47, Kroonstad, 9499. Hand delivery to: Boitumelo Regional Hospital.

FOR ATTENTION : Ms. ML November

POST 44/145 : **ASSISTANT MANAGER: PHC NURSING (PNB4) REF NO: H/A/73**

SALARY : R571 242 per annum
CENTRE : Mangaung Metro District Health (Botshabelo)
REQUIREMENTS : Diploma/Degree in nursing that allows registration with SANC. Registration with the South African Nursing Council as a Professional Nurse plus a post –basic nursing qualification with a duration of at least 1 year, accredited with SANC. A minimum of 10 years appropriate/recognizable experience in nursing after registration with SANC as a Professional Nurse. At least 6 years of the period referred to above must be appropriate/recognizable experience after obtaining the 1-year post basic qualification. At least 3 years of the period referred to must be appropriate/ recognizable experience at Management level. Attach proof of working experience endorsed by Human Resource. Valid driver's license
Knowledge and Skills: Ability to work under pressure and deliver within tight deadlines, travelling extensively and work extra hours. Strong ability to build and work as a team member. Computer Literacy. Good communication skills. Strong management and leadership skills. Strong ability to build and work as a team. Coordinate, monitor and analyze data quality assessment. Appropriate financial management.

DUTIES : Support re-engineering of primary health care to promote access to quality health care service. Implement the assessments, compliance and attainment of ideal clinic status for all facilities in the local area. Conduct regular support visits to the clinics. Provide the supervisory role of human resource management. Provide financial management and procurement processes. Provide leadership and guidance on information management for the local area performance timeliness, reliability, validity accuracy and completeness identity. Develop and monitor risks within the local area of responsibility. Support and oversee the implementation of key priority programs.

ENQUIRIES : PHC Manager: Mr WA Maletle Tel No: (051) 27 10103

APPLICATIONS : To be send to: Mr. Mokoqo, The District Manager Mangaung Metro District health. FSPC 4 President Brand, Bloemfontein, 9300

POST 44/146 : **OPERATIONAL MANAGER GENERAL (PNA 5) REF NO: H/O/51**

SALARY : R571 242 per annum, (All-inclusive salary package), (OSD)
CENTRE : JD Newberry District Hospital: Clocolan
REQUIREMENTS : Diploma or Degree in Nursing or equivalent qualification that allows registration with South African Nursing Council. Registration with the SANC as Professional Nurse plus-basic nursing qualification Registration with the South African

Nursing Council (SANC) as a Professional nurse. Minimum of 7 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in Professional nursing. At least 5 years of the period referred to above must be appropriate / recognizable experience after obtaining the 1-year post-basic qualification. Current registration with the South African Nursing Council (SANC). Proof of current registration with HPCS (2021/2022). Attach proof of working experience endorsed by Human Resource. Knowledge And Skills: Valid driver's license. Experience in Ideal Hospital Components. Management of information. Good Interpersonal and communication skills. Computer literacy.

DUTIES : Provision of optimal, holistic specialized nursing care with set standards and within a professional/legal framework. Effective utilization of resources, both human and material. Participation with training and Research. Provision of support to nursing services. Maintain professional growth/ethical standards and self-development. Overall management of Maternity Unit within the hospital set up. Manage patients according to protocols and scope of Nursing Practice. Formulate and develop operational policies, guidelines and operational plans. Cooperate, liaise and communicate with all stakeholders.

ENQUIRIES : Me. N. Pule Tel No: (51) 27 943 0433
APPLICATIONS : To be send to: Dr. L.S. Mofokeng The Chief Executive Officer Private Bag X07 Clocolan 9735 88 Second Street, South Clocolan, 9735.

POST 44/147 : **OPERATIONAL MANAGER GENERAL (PNA 5) REF NO: H/O/52**

SALARY : R571 242 per annum, (All-inclusive salary package), (OSD)
CENTRE : Fezi Ngubentombi District Hospital
REQUIREMENTS : Diploma or Degree in Nursing or equivalent qualification that allows registration with South African Nursing Council. Registration with the SANC as Professional Nurse plus-basic nursing qualification Registration with the South African Nursing Council (SANC) as a Professional nurse. Minimum of 7 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in Professional nursing. At least 5 years of the period referred to above must be appropriate / recognizable experience after obtaining the 1-year post-basic qualification. Current registration with the South African Nursing Council (SANC). Proof of current registration with HPCS (2021/2022). Attach proof of working experience endorsed by Human Resource. Knowledge And Skills: Valid driver's license. Good communication skills. Good communication relations. Ability to work under pressure.

DUTIES : Supervise and ensure the provision of an effective and efficient patient care through adequate nursing care. Coordinate and monitor the implementation of nursing care plan and evaluation thereof. Provide relevant health information to health care users to assist in achieving optimal health care and rehabilitation of patients. Maintain constructive working relationship with nursing and other stakeholders (i.e. inter-professional, inte-sectorial and multi-disciplinary team work). Participate in the analysis, formulation and implementation of nursing guidelines, practices, standards and procedures. Manage and monitor proper utilization of human, financial and physical resources.

ENQUIRIES : Me. M.N Daniels-Moeketsi Tel No: (:061) 970 9424
APPLICATIONS : To be send to: Mr. M.C Foforane Private Bag X 2017 Sasolburg, 1941

POST 44/148 : **CHIEF DIETICIAN REF NO: H/C/29**

SALARY : R466 119 per annum
CENTRE : Pelonomi Tertiary Hospital: Bloemfontein
REQUIREMENTS : BSc Dietetics Degree in Dietetics/B. Nutrition or post Graduate in Dietetics which allows Registration with the Health Professions Council of South Africa (HPCSA) as a Dietician. A minimum of 3 years' appropriate experience in the relevant profession after registration with HPCSA. Proof of registration for years' appropriate experience in the relevant profession after registration with HPCSA. Proof of registration for 2021/2022. Offer will be based on proven years of experience. Attach proof of working experience endorsed by Human Resource. Knowledge and Skills: At least 10 years post community service relevant advanced clinical experience. Proven record of quality of work. Food Service Monitoring Experience. Working knowledge of Food Service and Quality Assurance Procedures Ability to apply Financial and Supply Chain knowledge to benefit of the department.

DUTIES : Render advanced and specialized clinical dietetic service. Execute office administration. Mentor and evaluate entry level staff. Supervision and training of students of UFS. Health promotions, outreaches, special projects that support the Department of Health to ensure optimal health care for patients. Partake in Risk Management of the Department.

ENQUIRIES APPLICATIONS : Me. E Hunter, Tel No: (051) 405 1100
TO: The Chief Executive Officer, Pelonomi Tertiary Hospital, Private Bag X 20581, Bloemfontein, 9300 or hand delivery / Courier, Ground floor, Block K Dr Belcher Road, Pelonomi Tertiary Hospital, Bloemfontein.

FOR ATTENTION : Me. F.M. Lethoo Tel No: (051) 405 1603

POST 44/149 : **CHIEF OCCUPATIONAL THERAPIST GRADE 1 REF NO: H/C/43**

SALARY CENTRE REQUIREMENTS : R466 119 per annum
: Pelonomi Tertiary Hospital: Bloemfontein
: 4 Year tertiary B. or B.Sc. Occupational Therapy degree, Registration with HPCSA as an Occupational Therapist. Proof of HPCSA registration for 2021-2022. Knowledge and Skills: At least 10 years post community service relevant advanced clinical experience. Proven record of quality of work. A minimum of 10 years appropriated experience post community service as Occupational Therapist. One of the following Post graduate Occupational Therapy related qualifications in Sensory Integration; Child/Adult NDT or Little Steps. Computer literate.

DUTIES : Evaluation and treatment of patients. Attendance of ward rounds and team meetings. Supervision of Occupational Therapy students. Executing of administrative tasks related to area and patients. Care and maintenance of equipment and consumable stock.

ENQUIRIES APPLICATIONS : Me. L Windsor Tel No: (051) 405 1632
: To: The Chief Executive Officer, Pelonomi Tertiary Hospital, Private Bag X 20581, Bloemfontein, 9300 or hand delivery / Courier, Ground floor, Block K Dr Belcher Road, Pelonomi Tertiary Hospital, Bloemfontein, 9301.

FOR ATTENTION : Me. F.M. Lethoo Tel No: (051) 405 1603

POST 44/150 : **CHIEF PHYSIOTHERAPIST GRADE 1 REF NO: H/C/44**

SALARY CENTRE REQUIREMENTS : R466 119 per annum
: Pelonomi Tertiary Hospital: Bloemfontein
: 4 Year tertiary Baccalaureus Physiotherapist degree, Registration with HPCSA as a Physiotherapist. Proof of HPCSA registration for 2021-2022. Knowledge and Skills: A minimum of 10 years appropriated experience as a Physiotherapist post community Service. Willing and skilled to treat all types of patients seen in the wide spectrum of the Physiotherapist profession.

DUTIES : Render a physiotherapy service at a central hospital. Liaison with the multidisciplinary team. After hour responsibilities. Health promotion. Management and administration of a more complex or advanced physiotherapy service and implementation of quality control measures. Marketing of the profession. Assets responsibilities. Supervision of production Physiotherapist/students/assistants/community service physiotherapist/support staff. Personal and professional development. Tuition to physiotherapy students/health workers, profession specific training. In service training.

ENQUIRIES APPLICATIONS : Me. MSV Kabi, Tel No: (051) 405 1934
: To: The Chief Executive Officer, Pelonomi Tertiary Hospital, Private Bag X 20581, Bloemfontein, 9300 or hand delivery / Courier, Ground floor, Block K Dr Belcher Road, Pelonomi Tertiary Hospital, Bloemfontein, 9301

FOR ATTENTION : Me. F.M. Lethoo Tel No: (051) 405 1603

POST 44/151 : **OPERATIONAL MANAGER (PNA5) INFECTION CONTROL REF NO: H/O/49**

SALARY CENTRE REQUIREMENTS : R450 939 per annum, (All-inclusive salary package), (OSD)
: National District Hospital: Bloemfontein
: National Diploma or Degree in General Nursing Registration with the South African Nursing Council (SANC) as a Professional nurse. Minimum of 7 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General nursing. Infection Control certificate. Proof of current registration with HPCSA (2021/2022. Attach proof of working experience endorsed by Human Resource. Knowledge And Skills: good interpersonal relations. Good communication skills and ability to work under pressure.

DUTIES : Conduct infection prevention and control training to all categories of personnel, especially with matters that relate to their work environment. Collates data regarding hospital acquired in any month in order to ensure that it remains below the National norm. Develop strategies aimed at preventing and maintaining the rate of hospital acquired infections as informed by identified micro-organisms and their mode of spread e.g. contamination, droplet (air – borne) contacted. Organises campaigns that are aimed at improving the

knowledge and skills of personnel with regard to infection prevention and control, e.g. Hand wash, wound dressing etc. Conducts spot checks/unannounced visits in the departments to ensure that safe infection prevention and control practices are adhered to and upheld at all times during encounters with patients e.g. observing the aseptic technique during performance of invasive procedures. Interacts with stakeholders (external) which are mainly concerned with introduction of the latest equipment, material or methods of infection prevention and control. Monitoring and evaluation of infection control and presentation activities.

ENQUIRIES : Me. N.C Makofane Tel No: (051) 051-403 9871
APPLICATIONS : To be send to: Me Pulane Mehlwana, National District Hospital Bloemfontein 9300: Private Bag x 20598 Room 6 Ground Floor.

POST 44/152 : **OPERATIONAL MANAGER GENERAL (PNA 5) REF NO: H/O/50**

SALARY : R450 939 per annum, (All-inclusive salary package), (OSD)
CENTRE : National District Hospital: Bloemfontein
REQUIREMENTS : National Diploma or Degree in General Nursing Registration with the South African Nursing Council (SANC) as a Professional nurse. Minimum of 7 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General nursing. Infection Control certificate. Proof of current registration with HPCSA (2021/2022. Attach proof of working experience endorsed by Human Resource. Knowledge And Skills: good interpersonal relations. Good communication skills and ability to work under pressure.

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

ENQUIRIES : Me. N.C Makofane Tel No: (051) 051-403 9871
APPLICATIONS : To be send to: Me P Mehlwana, National District Hospital Bloemfontein 9300: Private Bag x 20598 Room 6 Ground Floor.

POST 44/153 : **CLINICAL NURSE PRACTITONER PNB1- PNB -2 (SPECIALTY: PEADIATRIC) REF NO: H/C/58**

SALARY : Grade 1: R388 974 per annum
 Grade 2: R478 404 – R571 242 per annum, (All-inclusive salary package) (OSD)

CENTRE : National District Hospital: Bloemfontein
REQUIREMENTS : Diploma or Degree in nursing that allows registration with the South African Nursing Council (SANC) as Professional nurse plus post basic nursing qualification, with duration of at least 1 year accredited with the SANC in Pediatrics nursing. Proof of current registration with HPCSA (2021/2022. Attach proof of working experience endorsed by Human Resource. Experience **Grade 1**: A minimum of 4 years appropriate/recognizable experience in nursing after registration with SANC as professional Nurse General in General nursing. Experience **Grade 2**: At least 14 years of the period referred to above must be appropriate/recognizable experience in the specific specialty after obtaining the 1-year post- basic qualification in the relevant specialty. At least 10 years of the period referred to above must be appropriate/recognizable experience in the specific specialty after obtaining the 1-year post- basic qualification in the relevant specialty Knowledge and Skills: good interpersonal relations. Good communication skills and ability to work under pressure.

DUTIES : Provide holistic nursing care to patients in a specialty unit in a cost effective, efficient and equitable manner. Detailed Key Performance Areas can be obtained from the contact person.

ENQUIRIES : Me. N.C Makofane Tel No: (051) 051-403 9871
APPLICATIONS : To be send to: Me P Mehlwana, National District Hospital Bloemfontein 9300: Private Bag x 20598 Room 6 Ground Floor.

- POST 44/154** : **CLINICAL NURSE PRACTITIONER PNB1- PNB -2 (SPECIALTY) (THEATER) REF NO: H/C/59**
- SALARY** : Grade 1: R388 974 per annum
Grade 2: R478 404 – R571 242 per annum, (All-inclusive salary package) (OSD)
- CENTRE REQUIREMENTS** : National District Hospital: Bloemfontein
Diploma or Degree in nursing that allows registration with the South African Nursing Council (SANC) as Professional nurse plus post basic nursing qualification, with duration of at least 1 year accredited with the SANC in Theater nursing. Proof of current registration with HPCSA (2021/2022. Attach proof of working experience endorsed by Human Resource. Experience **Grade 1**: A minimum of 4 years appropriate/recognizable experience in nursing after registration with SANC as professional Nurse General in General nursing. Experience **Grade 2**: A minimum of 14 years appropriate /recognizable experience in nursing after registration with the SANC as Professional Nurse in General nurse. At least 10 years of the period referred to above must be appropriate/recognizable experience in the specific specialty after obtaining the 1-year post- basic qualification in the relevant specialty Knowledge and Skills: Good communication and interpersonal skills. Good understanding of how the public health service functions, Excellent leadership ability, time management, conflict management, stress management, motivational skills and strong negotiation skills, Knowledge of information management policies, strong analytical, negotiation and interpersonal skills, to be able to work under pressure, Proof of current Registration with SANC, Knowledge and application of relevant legislation and policies.
- DUTIES** : Provide holistic nursing care to patients in a specialty unit in a cost effective, efficient and equitable manner. Detailed Key Performance Areas can be obtained from the contact person.
- ENQUIRIES APPLICATIONS** : Me. N.C Makofane Tel No: (051) 051-403 9871
To be send to: Me P Mehlwana, National District Hospital Bloemfontein 9300: Private Bag x 20598 Room 6 Ground Floor.
- POST 44/155** : **CLINICAL NURSE PRACTITIONER GRADE 1-3 REF NO: H/C/60 (X3 POSTS)**
- SALARY** : Grade 1: R388 974 per annum
Grade 2: R478 404 – R571 242 per annum, (All-inclusive salary package), (OSD)
- CENTRE REQUIREMENTS** : Mangaung Metro District Health (Bloemfontein)
Diploma/Degree in nursing or equivalent qualification that allows registration with the South African Nursing council as Professional nurse plus Post basic nursing qualification with adoration of a least 1 year. **Grade 1** A minimum of 4 years appropriate /recognizable experience in nursing after registration with SANC as a Professional nurse. **Grade 2** A minimum of 14 years appropriate /recognizable experience in nursing after registration with SANC as a Prof Nurse. At least 10 years of these period referred to above must be appropriate /recognizable experience after obtaining the 1 year post basic qualification of the period referred to above. Knowledge And Skills: Good communication and interpersonal skills. Good understanding of how the public health service functions, Excellent leadership ability, time management, conflict management, stress management, motivational skills and strong negotiation skills, Knowledge of information management policies, strong analytical, negotiation and interpersonal skills, to be able to work under pressure, Proof of current Registration with SANC, Knowledge and application of relevant legislation and policies.
- DUTIES** : Provision of optimal, Holistic specialized nursing care within the professional /legal framework. Provision of save patient care environment, Adherence of Nursing care standard and procedures. Compliance to quality health care standard and maintenance of accurate patient's records. Effective utilization of resource, Provision of quality nursing services in the district Management of Stock and equipment in accordance with clinical and economic imperatives.
- ENQUIRIES APPLICATIONS** : PHC Manager: Mr WA Maletle Tel No: (051) 27 10103
to be send to: Mr. Mokoqo the District Manager Mangaung Metro District health. FSPC 4 President Brand, Bloemfontein, 9300
- POST 44/156** : **PROFESSIONAL NURSE GRADE 1 – 2 SPECIALTY: THEATRE (PNB1) REF NO: H/P/77**
- SALARY** : Grade 1: R388 974 – R450 939 per annum
Grade 2: R478 404 - R588 390 per annum

<u>CENTRE REQUIREMENTS</u>	:	Dihlabeng Regional Hospital
	:	Diploma/Degree in nursing that allows registration with SANC. Registration with the South African Nursing Council as a Professional Nurse plus a post –basic nursing qualification in Operating Theatre Nursing Science of at least 1 year, accredited with SANC in one of the specialties. Grade 1 A minimum of 4 years appropriate / recognizable experience in nursing after registration with SANC as Professional Nurse in General Nursing. Proof of current registration with the SANC as Professional Nurse. Operating Theatre nursing science qualification with at least 1 – year experience. Experience Grade 2: At least 14 years of the period referred to above must be appropriate/recognizable experience in the specific specialty after obtaining the 1-year post- basic qualification in the relevant specialty. At least 10 years of the period referred to above must be appropriate/recognizable experience in the specific specialty after obtaining the 1-year post- basic qualification in the relevant specialty Knowledge and Skills: An additional post basic qualification of one-year duration in Theatre (2021/2022). Knowledge of the management of people, financial and conflict management. Computer literacy. Must be willing to work shifts. Ability to provide holistic care.
<u>DUTIES</u>	:	Provision of optimal, holistic specialized nursing care with set standards and within a professional/ legal framework. Effective utilization of resource (Human and Material). Participation with training and research. Provision of support to nursing services. Maintain professional growth / ethical standards and self-development.
<u>ENQUIRIES APPLICATIONS</u>	:	PHC Manager: Me. DE Masheane Tel No: (:058) 307 1053
	:	To be send to: Me. S Mpanza, Private Bag X 3, Bethlehem 9700. Dihlabeng Regional Hospital.
<u>POST 44/157</u>	:	<u>PROFESSIONAL NURSE GRADE 1 (MATERNITY) (PNB1) REF NO: H/P/78 (X4 POSTS)</u>
<u>SALARY</u>	:	Grade 1: R388 974 – R450 939 per annum Grade 2: R478 404 - R588 390 per annum Grade 3: R571 242 - R642 933 per annum
<u>CENTRE REQUIREMENTS</u>	:	Boitumelo Regional Hospital (Kroonstad)
	:	Diploma/Degree in nursing that allows registration with SANC. Registration with the South African Nursing Council as a Professional Nurse plus a post –basic nursing qualification in Maternity Nursing Science of at least 1 year, accredited with SANC in one of the specialties. Grade 1: A minimum of 4 years appropriate / recognizable experience in nursing after registration with SANC as Professional Nurse in General Nursing. Proof of current registration with the SANC as Professional Nurse. Maternity nursing science qualification with at least 1 – year experience. Experience Grade 2: At least 14 years of the period referred to above must be appropriate/recognizable experience in the specific specialty after obtaining the 1-year post- basic qualification in the relevant specialty. At least 10 years of the period referred to above must be appropriate/recognizable experience in the specific specialty after obtaining the 1-year post- basic qualification in the relevant specialty. Knowledge And Skills: Ability to work under pressure, function as member of the nursing team communication skills, willingness to work shifts and standby and ensure client satisfaction.
<u>DUTIES</u>	:	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, able to plan and organize own work and that of support personnel to ensure proper nursing care and display concern for patients, promoting and advocating proper treatment and care including awareness to respond to patient's needs, requirements and expectations.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms F. Arends (Deputy Director: Nursing) Tel No: 056 216 5200 x2580
	:	To Be Send To: The CEO (Attention: Ms. ML November) Private Bag X47, Kroonstad, 9499. Hand delivery to: Boitumelo Regional Hospital.
<u>POST 44/158</u>	:	<u>PROFESSIONAL NURSE GRADE 1 (ORTHOPAEDIC) (PNB1) REF NO: H/P/79 (X3 POSTS)</u>
<u>SALARY</u>	:	Grade 1: R388 974 – R450 939.per annum
<u>CENTRE REQUIREMENTS</u>	:	Boitumelo Regional Hospital (Kroonstad)
	:	Diploma/Degree in nursing or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse. Post basic nursing qualification with duration of 1 year, accredited with the SANC in Orthopaedic Nursing science. Proof of current registration with (SANC) as Professional Nurse. A minimum of 4 years appropriate/recognizable experience

in nursing after registration with SANC as a Prof Nurse. Grade 1 A minimum of 4 years appropriate / recognizable experience in nursing after registration with SANC as Professional Nurse in General Nursing. Proof of current registration with the SANC as Professional Nurse. Operating Theatre nursing science qualification with at least 1 – year experience. Knowledge And Skills: Ability to work under pressure, function as member of the nursing team. Communication skills, willingness to work shifts and standby and ensure client satisfaction.

DUTIES : 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, able to plan and organize own work and that of support personnel to ensure proper nursing care. Display concern for patients, promoting and advocating proper treatment and care including awareness to respond to patient's needs, requirements and expectations.

ENQUIRIES : Ms F. Arends (Deputy Director: Nursing) Tel No: 056 216 5200 x2580
APPLICATIONS : To be send to: The CEO, Private Bag X47, Kroonstad, 9499. Hand delivery to: Boitumelo Regional Hospital.

FOR ATTENTION : Ms. ML November

POST 44/159 : **PROFESSIONAL NURSE GRADE 1 (PSYCHIATRIC) (PNB1) REF NO: H/P/80 (X2 POSTS)**

SALARY : Grade 1: R388 974 – R450 939 per annum
CENTRE : Boitumelo Regional Hospital (Kroonstad)
REQUIREMENTS : Diploma/Degree in nursing or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse. Post basic nursing qualification with duration of 1 year, accredited with the SANC in Psychiatric Nursing Proof of current registration with (SANC) as Professional Nurse. A minimum of 4 years appropriate/recognizable experience in nursing after registration with SANC as a Prof Nurse. **Grade 1:** a minimum of 4 years appropriate / recognizable experience in nursing after registration with SANC as Professional Nurse in General Nursing. Proof of current registration with the SANC as Professional Nurse. Psychiatric nursing science qualification with at least 1 – year experience. Knowledge And Skills: Ability to work under pressure, function as member of the nursing team Communication skills, willingness to work shifts and standby and ensure client satisfaction.

DUTIES : 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, able to plan and organize own work and that of support personnel to ensure proper nursing care. Display concern for patients, promoting and advocating proper treatment and care including awareness to respond to patient's needs, requirements and expectations.

ENQUIRIES : Ms F. Arends (Deputy Director: Nursing) Tel No: 056 216 5200 x2580
APPLICATIONS : To be send to: The CEO, Private Bag X47, Kroonstad, 9499. Hand delivery to: Boitumelo Regional Hospital.

FOR ATTENTION : Ms. ML November

POST 44/160 : **PROFESSIONAL NURSE GRADE 1 (THEATRE) (PNB1) REF NO: H/P/81**

SALARY : Grade 1: R388 974 – R450 939.per annum
CENTRE : Boitumelo Regional Hospital (Kroonstad)
REQUIREMENTS : Diploma/Degree in nursing or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse. Post basic nursing qualification with duration of 1 year, accredited with the SANC in Operating Theatre Nursing Proof of current registration with (SANC) as Professional Nurse. A minimum of 4 years appropriate/recognizable experience in nursing after registration with SANC as a Prof Nurse. Knowledge And Skills: Ability to work under pressure, function as member of the nursing team Communication skills, willingness to work shifts and standby and ensure client satisfaction.

DUTIES : 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, able to plan and organize own work and that of support personnel to ensure proper nursing care. Display concern for patients, promoting and advocating proper treatment and care including awareness to respond to patient's needs, requirements and expectations.

ENQUIRIES : Ms F. Arends (Deputy Director: Nursing) Tel No: 056 216 5200 x2580
APPLICATIONS : To be send to: The CEO, Private Bag X47, Kroonstad, 9499. Hand delivery to: Boitumelo Regional Hospital.

FOR ATTENTION : Ms. ML November

POST 44/161 : **CLINICAL TECHNOLOGIST GRADE 1 - 3 REF NO: H/C/61**

SALARY : Grade 1: R322 746 – R367 299 per annum
Grade 2: R389 847 – R432 684 per annum
Grade 3: R445 752 – R540 954 per annum

CENTRE REQUIREMENTS : Universitas Academic Hospital: Bloemfontein
: B. Tech degree which allows registration with as Cardiology HPCSA. Proof of current registration with HPCSA (2021/2022). Attach proof of working experience endorsed by Human Resource. Knowledge And Skills: Good interpersonal and communication skills. Computer Literacy, Driver's license. Experience **Grade 1:** None after registration with HPCSA proof of current registration with HPSA (2021/2022) in respect of South African qualified employees who performed Community Service, as required in South Africa. Experience **Grade 2:** Minimum of 10 after registration with HPCSA proof of current registration with HPSA (2021/2022) in respect of South African qualified employees who performed Community Service, as required in South African One-year relevant experience after registration with HPCSA in the relevant profession (where applicable) in respect of foreign qualified employees, of whom it is not required to performed Community Service, as required in South Africa. **Grade 3:** Minimum of 20 years after registration with HPCSA proof of current registration with HPSA (2021/2022) in respect of South African qualified employees who performed Community Service, as required in South Africa.

DUTIES : Render an advanced and specialized clinical dietetic care to ensure a competent dietetic service of the highest quality (calculate specific dietary requirements for patients with different diseases, total parenteral nutrition, tube feeds, etc). To be familiar with the latest developments in the rapidly changing dietetics field (Attend continuous professional activities).Render comprehensive administrative functions (ordering of tube feeds and parenteral feeds, compiling information sheets for specific patients, etc.).Train, support and advise lower level employees and dietetic students. Ensure that a quality dietetic service is rendered by updating information sheets and developing new dietetic policies as required.

DUTIES : Render an advanced and specialized clinical dietetic care to ensure a competent dietetic service of the highest quality (calculate specific dietary requirements for patients with different diseases, total parenteral nutrition, tube feeds, etc.).To be familiar with the latest developments in the rapidly changing dietetics field (Attend continuous professional activities). Render comprehensive administrative functions (ordering of tube feeds and parenteral feeds, compiling information sheets for specific patients, etc). Train, support and advise lower level employees and dietetic students. Ensure that a quality dietetic service is rendered by updating information sheets and developing new dietetic policies as required. Working on a Saturday, Sunday and on Public holidays according to a call roster. Echocardiography (TTE and TEE), Electrocardiogram (resting and exercise), Pacing (implant and follow-up), Heart catheterization (pressures, IABP, IVUS, FFR) After-hours responsibilities for all above mentioned procedures.

ENQUIRIES APPLICATIONS : Me. AJ de Klerk Tel No: (051) 405 2139
: The Acting Chief Executive Officer, Universitas Academic Hospital, Private Bag X 20660, Bloemfontein, 9300 or hand delivered/ @ Room 1111, First Floor, Universitas Academic Hospital, 1 Logeman Street, Universitas, Bloemfontein, 9301

FOR ATTENTION : Me. P January Tel No: (051) 405 3408

POST 44/162 : **EMS STATION MANAGER GRADE 3-4 REF NO: H/E/12**
Re-Advertisement (Those who previously applied are encourage to apply)

SALARY : R322 812 per annum, (All-inclusive salary package), (OSD)
CENTRE : (NALEDI) Wepener and Dewetsdorp
REQUIREMENTS : Grade 12 Certificate. Successful completion of the ILS courses that allows registration with the HPCSA as AEA or ECT/CCA/. Three years' Experience after Registration with the HPCSA as AEA or ECT/CCA as per OSD requirements. Valid Code 10 Driver's License. Valid Public Driving Permit. Current Registration with the HPCSA. Knowledge And Skills: Knowledge of related policies, protocols, directives and legislation e.g. labour relations. Strong Communication and Interpersonal skills. (Verbal and Written). Be able to work under pressure, excessive hours and be prepared to travel. Computer Literacy. Commitment, Integrity, Professional, Loyalty and Confidentiality Problem solving. Knowledge of PFMA and Treasury Regulations.

<u>DUTIES</u>	:	General Office Administration and Management of the station. Rendering of Intermediate Life Support in his/her area. Personnel, Performance Management and Maintenance of discipline in the work place. Manage and maintain assets in the station e.g. vehicles and Emergency Equipment. Ensuring that Critical equipment is available when required. Make sure EMS regulations is successfully implemented in the station. Optimal usage of all resources vis: Vehicles, Human Resources and Financial Resources.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr. T.J Mothibi Tel No: (051)-2710083
	:	To be send to attention: Mr. T.J Mothibi: Mangaung Metro: Private Bag 441 Old Ward 5 Building Free State Psychiatric Complex. No. 17 Victoria Road Bloemfontein, 9300
<u>POST 44/163</u>	:	<u>ENVIRONMENTAL HEALTH PRACTITIONER REF NO: H/E/1</u>
<u>SALARY</u>	:	Grade 1: R322 746 - R367 299 per annum Grade 2: R407 664 – R432 684 per annum, (All-inclusive salary package) (OSD). Proof of current registration with HPCSA (2021/2022). Attach proof of working experience endorsed by Human Resource
<u>CENTRE REQUIREMENTS</u>	:	Mofumahadi Manapo Mopeli Regional Hospital
	:	Baccalaureus Degree in Environmental Science or a B- Tech degree in Environmental Health. Registration with HPCSA as Environmental Health Practitioner. Experience Grade 1: None after registration with HPCSA proof of current registration with HPSA (2021/2022) in respect of South African qualified employees who performed Community Service, as required in South Africa. Experience Grade 2: Minimum of 10 after registration with HPCSA proof of current registration with HPSA (2021/2022) in respect of South African qualified employees who performed Community Service, as required in South African One-year relevant experience after registration with HPCSA in the relevant profession (where applicable) in respect of foreign qualified employees, of whom it is not required to performed Community Service, as required in South Africa. Grade 3: Minimum of 20 years after registration with HPCSA proof of current registration with HPSA (2021/2022) in respect of South African qualified employees who performed Community Service, as required in South Africa Knowledge and Skills: Good interpersonal and communication skills. Computer Literacy, Driver's license.
<u>DUTIES</u>	:	Provide Environmental Health Services including but not limited to: Comprehensive Management of Health Care Waste Services. The implementation of the Health Care Waste Management Plan. Compliance Monitoring and Implementation of the Free State Health Care Waste Management Policy of 2015 as well as the Free State Health Care Waste Management Strategy. Compliance Monitoring of all Public Health Facilities with all health, safety and environmental legislative requirements. Compliance monitoring of all Licensed Hazardous Substances Dealerships and Water quality monitoring in the institution
<u>ENQUIRIES APPLICATIONS</u>	:	Me. Kobeli MF, Tel No: (058) 718 3200
	:	To Be Send To: The Chief Executive Officer Private Bag X 95 Witsieshoek 9862, Mr SR Makoko or hand deliver at Mofumahadi Manapo Mopeli Regional Hospital, 2 Mampoi Street, Phuthadithjaba, 9862
<u>POST 44/164</u>	:	<u>OPTOMETRIST GRADE 1 - 3 REF NO: H/O/32</u>
<u>SALARY</u>	:	Grade 1: R322 746 – R367 299 per annum Grade 2: R407 664 – R432 684 per annum Grade 3: R445 752 – R540 954 per annum
<u>CENTRE REQUIREMENTS</u>	:	Universitas Academic Hospital: Bloemfontein
	:	B. Optometry degree which allows registration with as Optometry HPCSA. Proof of current registration with HPCSA (2021/2022). Attach proof of working experience endorsed by Human Resource. Valid Driver's License. Experience Grade 1: None after registration with HPCSA proof of current registration with HPSA (2021/2022) in respect of South African qualified employees who performed Community Service, as required in South Africa. Experience Grade 2: Minimum of 10 after registration with HPCSA proof of current registration with HPSA (2021/2022) in respect of South African qualified employees who performed Community Service, as required in South African One-year relevant experience after registration with HPCSA in the relevant profession (where applicable) in respect of foreign qualified employees, of whom it is not required to performed Community Service, as required in South Africa. Grade 3: Minimum of 20 years after registration with HPCSA proof of current registration with HPSA (2021/2022) in respect of South African qualified employees who performed Community Service, as required in South Africa

DUTIES : Render comprehensive Optometric Service, Compile monthly Optometric statistics. Participate in Optometric Outreach on a regular basis. Perform monthly, quarterly and annual sport checks with regard to Optometry Assets. Perform Clinical Administration duties as assigned by the Head of the Department

ENQUIRIES : Prof TA Rasengane, Tel No: (051) 405 2534

APPLICATIONS : To The Acting Chief Executive Officer, Universitas Academic Hospital, Private Bag X 20660, Bloemfontein, 9300 or hand delivered/ @ Room 1111, First Floor, Universitas Academic Hospital, 1 Logeman Street, Universitas, Bloemfontein, 9301.

FOR ATTENTION : Me. P January Tel No: (051) 405 3408

POST 44/165 : **DIETICIAN GRADE 1-3 REF NO: H/D/30**

SALARY : Grade 1: R317 976 – R361 872 per annum
Grade 2: R372 810 – R426 291 per annum
Grade 3: R439 164 – R532 959 per annum

CENTRE : Universitas Academic Hospital: Bloemfontein

REQUIREMENTS : B. Sc (Dietetics) degree which allows registration with as Dietician HPCSA. Proof of current registration with HPCSA (2021/2022). Attach proof of working experience endorsed by Human Resource. Knowledge and Skills: Good interpersonal and communication skills. Computer Literacy, Driver's license. Experience **Grade 1:** None after registration with HPCSA proof of current registration with HPSA (2021/2022) in respect of South African qualified employees who performed Community Service, as required in South Africa. Experience **Grade 2:** Minimum of 10 after registration with HPCSA proof of current registration with HPSA (2021/2022) in respect of South African qualified employees who performed Community Service, as required in South African One-year relevant experience after registration with HPCSA in the relevant profession (where applicable) in respect of foreign qualified employees, of whom it is not required to performed Community Service, as required in South Africa. **Grade 3:** Minimum of 20 years after registration with HPCSA proof of current registration with HPSA (2021/2022) in respect of South African qualified employees who performed Community Service, as required in South Africa.

DUTIES : Render an advanced and specialized clinical dietetic care to ensure a competent dietetic service of the highest quality (calculate specific dietary requirements for patients with different diseases, total parenteral nutrition, tube feeds, etc). To be familiar with the latest developments in the rapidly changing dietetics field (Attend continuous professional activities). Render comprehensive administrative functions (ordering of tube feeds and parenteral feeds, compiling information sheets for specific patients, etc). Train, support and advise lower level employees and dietetic students. Ensure that a quality dietetic service is rendered by updating information sheets and developing new dietetic policies as required. Working on a Saturday, Sunday and on Public holidays according to a call roster.

ENQUIRIES : Me. AJ de Klerk Tel No: (051) 405 2139

APPLICATIONS : To The Acting Chief Executive Officer, Universitas Academic Hospital, Private Bag X 20660, Bloemfontein, 9300 or hand delivered/ @ Room 1111, First Floor, Universitas Academic Hospital, 1 Logeman Street, Universitas, Bloemfontein, 9301.

FOR ATTENTION : Me. P January Tel No: (051) 405 3408

POST 44/166 : **SOCIAL WORKER GRADE 1 – 4 REF NO: H/S/57**

SALARY : Grade 1: R261 456 per annum, OSD
Grade 2: R321 546 per annum, OSD
Grade 3: R389 991 per annum, OSD
Grade 4: R479 640 per annum, OSD

CENTRE : Universitas Academic Hospital: Bloemfontein

REQUIREMENTS : Bachelor degree in Social Worker which allows registration with SACSSP. Proof of current registration with SACSSP (2021/2022). Attach proof of working experience endorsed by Human Resource. Valid Driver's License.

DUTIES : Render a professional and effective medical Social Work service to all referred patients as well as their significant others in order to ensure their optimal social functioning. Render psychosocial counselling and support to patients and their family members. Social Work service that are mandatory in terms of legislate prescripts e.g. informed consent requiring contact tracing as indicated in the National Health Act 61 of 2003, Pediatric services as indicated in the Children's Act 38 of 2005, cases requiring Social Services in terms of the Mental Health Care Act 17 of 2005 etc. Render Renal Replacement Therapy Program as well as Social Work services for victim of sexual assault and abuse. Promote and

encourage life skills education amongst patients and personnel. Facilitation of training, personnel development, education and research to ensure that they adequately equipped to perform. Perform all required administrative functions (monthly statistics, daily and weekly reports. Establish and maintain new training and development.

ENQUIRIES : Me MS Tshabalala Tel No: (051) 405 3346
APPLICATIONS : To: The Acting Chief Executive Officer, Universitas Academic Hospital, Private Bag X 20660, Bloemfontein, 9300 or hand delivered/ @ Room 1111, First Floor, Universitas Academic Hospital, 1 Logeman Street, Universitas, Bloemfontein, 9301

FOR ATTENTION : Me. P January Tel No: (051) 405 3408

POST 44/167 : **FOOD SERVICE MANAGER REF NO: H/F/20**

SALARY : R261 372 per annum
CENTRE : Pelonomi Tertiary Hospital: Bloemfontein
REQUIREMENTS : Grade 12 or equivalent. 3-5 Years' experience Knowledge of diets and menus. Knowledge of Occupational Health and Safety. Knowledge and Skills:

DUTIES : Advanced Excel abilities. Previous experience in a larger than 400 bed hospital. Manage and administer meals. (This includes receiving and ordering of stock.) Management of kitchen staff. Maintain food service standards. Train kitchen personnel and assist with Dietetics students in their practicals. Do quality control by setting norms and standards. Ensure the management and maintenance of kitchen equipment.

ENQUIRIES : Me. E Hunter Tel No: (051) 405 1100
APPLICATIONS : To: The Chief Executive Officer, Pelonomi Tertiary Hospital, Private Bag X 20581, Bloemfontein, 9300 or hand delivery / Courier, Ground floor, Block K Dr Belcher Road, Pelonomi Tertiary Hospital Bloemfontein 9301

FOR ATTENTION : Me. F.M. Lethoo Tel No: (051) 405 1603

POST 44/168 : **PRINCIPAL NETWORK CONTROLLER REF NO: H/P/63**

SALARY : R261 372 per annum
CENTRE : Corporate Office: Information Technology: Bloemfontein
REQUIREMENTS : National Diploma / Degree in Information Technology. A Valid Driver's license. Knowledge and Skills: Good interpersonal relation and communication skills in order to interact and communicate with users up to level of Director. Applicable training in different level of computer software and hardware programs will be added ad. International certificates of A+, N+ and can be recommended.

DUTIES : Network account administration. Project rollout. Research and testing. Workstation and network support.

ENQUIRIES : Me. M Kyle, Tel No: (051) 408. 1403
APPLICATIONS : To: The Director, HRM and Planning, PO Box 227, Bloemfontein, 9300, or hand delivered @ Entrances, Bophelo House, Cnr Charlotte Maxeke and Harvey Roads, Bloemfontein 9300.

FOR ATTENTION : Me. S Dowd Tel No: (051) 408 1787

POST 44/169 : **EMERGENCY CARE TECHNICIAN GRADE 1 REF NO: H/E/13 (X2 POSTS)**
 Re-Advertisement (Those who previously applied are encourage to apply)

SALARY : Grade 1: R211 509 per annum, (All-inclusive salary package), (OSD
CENTRE : Mangaung Metro District Health (Bloemfontein)
REQUIREMENTS : Grade 12 Certificate. Successful completion of the ECT course that allows registration with the HPCSA as Emergency Care Technician with a proof for Current Registration as an ECT. Experiential competency after Registration with the HPCSA as ECT as per OSD requirements. Valid Code 10 Driver's License Valid Public Driving Permit. Current Registration with the HPCSA. Knowledge and Skills Knowledge of related policies and protocols ALS protocols, Clinical Practice and Guidelines for EMS. Strong Communication and Interpersonal skills. (Verbal and Written). Be able to work under pressure, excessive hours and be prepared to travel extensively nationally. Computer Literacy. Commitment, Integrity, Professional, Loyalty and Confidentiality. Problem solving.

DUTIES : Render Advance Life Support in the District. Give Proper Patient Care, Transport and to be involved in Critical Care Transport Operations in the District as per Paramedic Protocol. Respond to Pre-Hospital Care (out-of-hospital care), Emergency Scene Management, Rescue, Stabilization, and Transport per Paramedic Protocol. Respond to Medical Emergencies, Trauma Emergencies, Hazardous Material Exposures, Obstetrical Emergencies Childbirth, Child abuse, Psychiatric Crises, Fires Rescues as required by HPCSA Paramedic Protocol. Provide transport to critically ill

patients from the scene of an Emergency, Local Community Hospitals according to referral Pathway. Provide training and development for personnel according to the training Plan. Support Hospitals, Clinics and EMS Stations with Evacuation drill.

**ENQUIRIES
APPLICATIONS**

: Mr. T.J Mothibi Tel No: (051)-2710083
: To be send to: attention: Mr. T.J Mothibi: EMS: Mangaung Metro Health Services: Private Bag 441 Old Ward 5 Building Free State Psychiatric Complex. No. 17 Victoria Road, Bloemfontein, 9300.

POST 44/170

: **EMERGENCY CARE OFFICER: GRADE 3 REF NO: H/E/15**
Re-Advertisement (Those who previously applied are encourage to apply)

**SALARY
CENTRE
REQUIREMENTS**

: Grade 3: R171 714 per annum, (All-inclusive salary package), (OSD)
: Mangaung Metro District Health (Bloemfontein)
: Grade 12 Certificate. Intermediate Life Support Certificate (AEA) Registration with Health Professional Council of South Africa as an Ambulance Emergency Assistant. Proof of Current registration with the HPCSA Valid Code 10 Driver's License. Valid Public Driving Permit. Knowledge and Skills Knowledge of Intermediate Life Support Protocol. Strong Communication and Interpersonal skills. (Verbal and Written) Be able to work under pressure, excessive hours and be prepared to travel. Computer Literacy. Commitment, Integrity, Professional, Loyalty and Confidentiality.

DUTIES

: Treat, stabilize, and transport patients according to the scope of practice of Advance Life Support as per the HPCSA Protocols. Report all losses, damages, discrepancies to the Shift Leader. Wash, clean and disinfect the interior/exterior of the Vehicle. Maintain best clinical practices in accordance with quality standards, including updating oneself with continuous medical education through CPD systems, as required by HPCSA. Complete and submit all appropriate paperwork to the Shift Leader before the termination of the shift, hand over the vehicle and equipment to the next shift/relevant authority fully replenished, clean and in good working order. Implement Operational Procedures and other EMS policies, always maintain accurate and reliable records. Perform Overtime duties in accordance with Emergency Medical Services Policy. Provide in service training to BLS Officials. Actively participate in training and quality assurance programs.

**ENQUIRIES
APPLICATIONS**

: Mr. S.J May Tel No: (051)-2710 084
: To be send to: Mr. S.J May: Mangaung Metro: Private Bag 441 Old Ward 5 Building Free State Psychiatric Complex. No. 4 President Brand street, Bloemfontein, 9300.

POST 44/171

: **EMERGENCY CARE OFFICER: GRADE 1 RE NO: H/E/14 (X6 POSTS)**
Re-Advertisement (Those who previously applied are encourage to apply)

**SALARY
CENTRE
REQUIREMENTS**

: Grade 1: R145 767 per annum, (All-inclusive salary package), (OSD)
: Mangaung Metro District Health (Bloemfontein)
: Grade 12 Certificate. Basic Ambulance Assistant Certificate (BAA) Registration with HPCSA as a Basic Ambulance Assistant. Proof of Current registration with the HPCSA Valid Code 10 Driver's License. Valid Public Driving Permit Knowledge And Skills: Knowledge of Basic Ambulance Assistant Protocol. Strong Communication and Interpersonal skills. (Verbal and Written) Be able to work under pressure, excessive hours and be prepared to travel extensively. Computer Literacy.

DUTIES

: Treat, stabilize, and transport patients according to the scope of practice of Basic Ambulance Assistant as per the HPCSA Protocols. Report all losses, damages, discrepancies to the Shift Leader. Wash, clean and disinfect the interior/ exterior of the Vehicle continuously. Maintain best clinical practices in accordance with quality standards, including updating on medical education through CPD systems, as required by HPCSA. Complete and submit all appropriate paperwork to the Shift Leader before the termination of the shift, hand over the vehicle and equipment to the next shift / relevant authority fully replenished, clean and in good working order. Implement Operational Procedures and other EMS policies, always maintain accurate and reliable records. Perform Overtime duties in accordance with Emergency Medical Services Policy. Actively participate in training and quality assurance programs.

**ENQUIRIES
APPLICATIONS**

: Mr. S.J May Tel No: (:051) 051-2710 084
: To be send to: Mangaung Metro: Attention: Mr. S.J May: Private Bag 441 Old Ward 5 Building Free State Psychiatric Complex. No. 4 President Brand street Bloemfontein, 9300.

**PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT OF HEALTH**

ERRATUM: (Ekurhuleni Health District) Kindly note that the following post was advertised in Public Service Vacancy Circular 43 dated 03 December 2021, Assistant Director: Human Resource Development: with Ref No: EHD2021/12/15; the post have been withdrawn

OTHER POSTS

- POST 44/172** : **MEDICAL SPECIALIST GRADE 1 REF NO: REFS012689 (X1 POST)**
Directorate: Obstetrics and Gynaecology
- SALARY** : R1 122 630 per annum, (all inclusive package)
CENTRE : Chris Hani Baragwanath Academic Hospital (CHBAH)
REQUIREMENTS : Appropriate qualification that allows registration with HPCSA. HPCSA registration as Medical Specialist in a normal Specialty. A Minimum of 10 years appropriate experience as Medical Specialist after registration with HPCSA as Medical Specialist in normal Specialty. Proof current registration with HPCSA (2021/2022). Good leadership skills, excellent communication (verbal and written) skills, conflict resolution and good interpersonal skills. The successful candidate must be adaptable, disciplined and self-confident. The candidate must be able to work independently and under pressure and beyond normal working hours and work with diverse team. Ability to work in a multi-disciplinary team.
- DUTIES** : The incumbent will be responsible to interview, investigate, diagnose and oversee the treatment of patient. Improve quality of care by providing appropriate clinical care supervising of junior medical staff. Willing to do commuted overtime rendering of after-hours (night, weekend and public holiday) duties to provide continuous uninterrupted care of patients. Attendance of relevant administrative meetings like mortality meetings, near miss meetings and completing MEDICO legal Documents timeously (e.g. Death certificate). Participation in the academic program in the hospital and all activities of the discipline in relation to teaching and research. Ensure proper and accurate record keeping as legally and ethically required. Reporting to the head of unit on service delivery, clinical audits and where necessary quality improvement plan. Assist the HOD to monitor, implement and adhere to the compliance to National Core Standards within the department. Rotate through related departments at various hospitals served in their specific outreach programs. Preparing and writing of reports. Assist the Clinical Head with Administration responsibilities. To assist in teaching programme of both undergraduates and post graduates. Attend meetings and training as approved by HOU. Comply with the Performance Management and Development System (contracting, quarterly reviews and final assessment).
- ENQUIRIES** : Dr. Mankupane Tel No: (011) 933 9154/8154
APPLICATIONS : Should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808.
- NOTE** : Applications may also be uploaded online at www.gautengonline.gov.za or <http://professionaljobcentre.gpg.gov.za>. No faxed applications will be considered. Applications must be submitted on the new Z83 form and must be completed in full. The application form is obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. According to Department of Public Service and Administration (DPSA) Circular 5 of 2021, candidates must attach copies of all the necessary documents (qualifications) to the application including a valid identity document, relevant certificates, and current proof of Council where necessary. Such copies need not be certified when applying for the post; only shortlisted candidates will receive communication from Human Resources (HR) to submit certified copies not older than 6 months on or before the day of the interview. Smart card copy must show both sides of the ID card. Applications without proof of the necessary documents required by HR will be disqualified. The completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). Proof of current registration (Where applicable). Relevant service certificates. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was

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

- CLOSING DATE** : 25 February 2022
- POST 44/173** : **MEDICAL OFFICER GRADE 1 REF NO: REFS/006562 (1X POST)**
Directorate: Medical
- SALARY** : R833 523 – R897 939 per annum, (plus benefits)
CENTRE : Province: Gauteng DR Yusuf Dadoo Hospital
REQUIREMENT : Appropriate qualification that allows registration with HPCSA as Medical Practitioner. Registration with the HPCSA as a Medical Practitioner and proof of current registration. No experience after registering with HPCSA as a Medical Practitioner.
- DUTIES** : Co-ordinate and manage clinical care and treatment. Be rotated through different units of the hospital according to the needs of the hospital. Manage and handle all patients depending on the units to which the doctor is allocated. Manage other patients in other units to which the doctor may be delegated on temporary basis at the discretion of the clinical manager. Supervision and training of interns and medical students.
- ENQUIRIES** : Dr. P Molamu, Tel No: 011 951 6181
APPLICATIONS : must be delivered to the following address: HR Department, Dr Yusuf Dadoo Hospital, Cnr Memorial and Hospital Road, Krugersdorp or posted to Dr Yusuf Dadoo Hospital, Private Bag X2006, Krugersdorp, 1740.
- NOTE** : Please attach the following in your application: Z83 fully completed (Only New Z83 Will Be Accepted) and signed, CV, copies of ID (Smart ID card copy must show both sides of the ID card) and qualifications. Failure to do so will lead to disqualification of application. If you have not been contacted within 3 months after the closing date, please accept that your application was unsuccessful. Verification (reference check, identity verification and qualification verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act5/1993. People with disability are encouraged apply. Employment equity profile will be taken into consideration
- CLOSING DATE** : 28 December 2021
- POST 44/174** : **REGISTRAR**
Directorate: Oral and Maxillofacial Pathology
- SALARY** : R833 223 – R871 593 per annum, (All-inclusive package)
CENTRE : University of Pretoria Oral Health Centre
REQUIREMENTS : Applicants must be in possession of a BChD degree or equivalent qualification, with a current registration as a dentist in the category: independent practice with the HPCSA. A relevant postgraduate qualification and teaching experience will be added advantage. A proven interest in Oral and Maxillofacial Pathology is essential.
- DUTIES** : The successful candidate will in addition to the responsibilities and requirements necessary for the completion of the MChD degree in Oral and Maxillofacial Pathology, also participate in the teaching activities of the Department of Oral Pathology and Oral Biology.
- ENQUIRIES** : Prof WFP Van Heerden Tel No: 012 319 2320
APPLICATIONS : Quoting the relevant reference number. Direct applications must be delivered to Ms. N Kubheka, Human Resources Management at Louis Botha A Building, Room 1-28, 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** : 29 December 2021
- POST 44/175** : **DENTIST GRADE 1/2/3 REF NO: DENT01/12**
Directorate: Oral Medicine and Periodontology
- SALARY** : R809 067 – R1 106 037 per annum (inclusive package), exc. commuted overtime
- CENTRE** : Wits Oral Health Centre
- REQUIREMENTS** : Registration with HPCSA as Dentist in category independent practice. Minimum of five years' appropriate experience as a Dentist preferably with exposure to undergraduate teaching and training. MSc Dent Degree/equivalent or postgraduate qualification in the field of OMP will be an added advantage.
- DUTIES** : Dentist will be responsible for clinical services including extended clinical platforms, teaching and trainings, conduct research and participation in all departmental activities and related administration.
- ENQUIRIES** : Dr TD Mafojane Tel No: (011) 488 4865
- APPLICATIONS** : New Z83 applications must be send to Wits Oral Health Centre, Private Bag X 15 Braamfontein 2017 or hand delivered to Wits Oral Health Centre, c/o Charlotte Maxeke Johannesburg Academic Hospital, Area 385 Block 3 (Orange Block) HR Office Room 9/10, Parktown No faxed applications will be accepted.
- NOTE** : Applicants to attach copies of all the necessary documents (qualifications) to the application including a detailed and up-to-date CV with names and e-mail addresses of three recent (3) referees, a valid identity document, relevant certificates and current proof of HPCSA. Such copies need not be certified when applying for the post. The communication from the HR department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. Applications without proof of the necessary documents will be disqualified. Applications received after closing date will not be accepted. Please note that correspondence will only be entered into with short-listed candidates.
- POST 44/176** : **DEPUTY DIRECTOR: LABOUR RELATIONS REF NO: REFS/012690 (X1 POST)**
Directorate: Labour Relations
This is the re-advert; those applicants who previously applied are encouraged not to re-apply, as their applications will be considered.
- SALARY** : R744 255.per annum, (All-inclusive package)
- CENTRE** : Chris Hani Baragwanath Academic Hospital
- REQUIREMENTS** : A three (3) year Degree/National Diploma in Labour Relations Management/Human Resource Management or relevant qualification at NQF Level 6 plus 10 years' experience in Labour Relations of which 5 years must be at a managerial level (Assistant Director). A valid Driver's License. Computer Literacy (Ms Office, Excel and PowerPoint) Experience in Health Sector environment as well as a Certificate in Labour Dispute Resolution Practice or related will be an added advantage. Knowledge of the Basic Conditions of Employment Act, Labour Relations Act, Public Service Act, Public Service Regulations (SDA, LRA, EEA, BCEA, PSA, OHSA, PSA, etc.). Knowledge of the Personnel & Salary (PERSAL) system. Good communications skills (both verbal and written, especially report writing). The incumbent must have good interpersonal skills and ability to work under pressure. The post holder should be able to gather, analyse information, interpret reports, and be able to lead and supervise a diverse team with miscellaneous experiences.
- DUTIES** : Facilitate monitoring and implementation of the business plans. Align individual performance to the strategic objectives of the unit. Report on strategic frameworks /plans in the area of functional responsibility. Monitor and ensure effective and efficient coordination of activates. Facilitate the development of operational standards and ensure the attainability on the same. Compile weekly, monthly, quarterly and annual reports. An all-rounder in the

management of Labour Relations activities (e.g., handling of grievances, misconducts, disputes, collective bargaining, control activities and strike management) pertaining to the component. Manage and facilitate the provision of labour relations reports on grievances, disputes, appeals, training and misconduct cases received from the Line Management. Update, extract, manipulate and analyse data on Labour Relations matters in the facility and draw up trends for management. Create, maintain and define clients' needs and request in the Hospital. Facilitate the capturing of Labour Relations cases on the PERSAL system. Supervision and empowerment of staff in the Unit including the facilitation of training of Line Managers and Supervisors on employee relations. The applicant should be prepared to undergo Medical Surveillance as an inherent job requirement. Comply with the Performance Management and Development System in terms of contracting, reviewing and final assessment.

**ENQUIRIES
APPLICATIONS**

: Mr. A. Mbalati Tel No: (011) 933 9563
: Should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. Applications may also be uploaded online at www.gautengonline.gov.za or <http://professionaljobcentre.gpg.gov.za>.

NOTE

: No faxed applications will be considered. Applications must be submitted on the new Z83 form and must be completed in full. The application form is obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. According to Department of Public Service and Administration (DPSA) Circular 5 of 2021, candidates must attach copies of all the necessary documents (qualifications) to the application including a valid identity document, relevant certificates, and current proof of Council where necessary. Such copies need not be certified when applying for the post; only shortlisted candidates will receive communication from Human Resources (HR) to submit certified copies not older than 6 months on or before the day of the interview. Smart card copy must show both sides of the ID card. Applications without proof of the necessary documents required by HR will be disqualified. The completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). Proof of current registration (Where applicable). Relevant service certificates. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) –Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, the Department shall reserve the right to conduct verification beyond names provided, where necessary), identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). The Department reserves the right to not make an appointment/fill the post. The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). CHBAH also reserves the right to cancel the filling of Vacancy or not to fill a vacancy that was advertised during any stage of the recruitment process. The Department reserve the right not to fill the post. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the Department and the Hospital. People with disabilities are encouraged to apply.

CLOSING DATE

: 30 December 2021

POST 44/177

: **HEAD OF DEPARTMENT: ACADEMIC PND III 1 REF NO: REFS/012613 (POST)**

Directorate: Nursing Education and Training

**SALARY
CENTRE
REQUIREMENTS**

: PND III: R588 390 – R682 098 per annum, (plus benefits)
: Gauteng College of Nursing (Ga-Rankuwa Campus)
: A Grade 12/National Senior Certificate. A Basic qualification accredited with SANC in terms of Government Notice R425 (i.e. diploma/degree in Nursing) or equivalent qualification that allows registration with South African Nursing Council (SANC) as Professional Nurse and Midwife/ Accoucheur. A Post-basic

qualification in Nursing Education and Administration registered with SANC. Proof of current registration with SANC. A minimum of 9 years' appropriate/recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing/Midwife. A minimum of 5 years, of the period referred to above must be appropriate/recognizable experience in Nursing Education and Administration after obtaining the one-year post –basic qualification in Nursing Education and Administration. A post basic qualification in R.212 and R.48 programme. Master's degree in Nursing Science or Midwifery will be an added advantage. Knowledge of procedures and processes related to Basic and Post basic programmes, knowledge of relevant Acts and Legislations, Code of ethics and Professional Practice of South African Nursing Council. Knowledge in Human Resource and Finance matters. Sound communication and Leadership skills. Good communication, supervisory, report writing and presentation skills. Ability to work in a team and under pressure. Computer literacy. Valid driver's licence.

DUTIES

: Coordinate the facilitation of teaching and learning in theory. Coordinate Work Integrated Learning (WIL). Collaborate with other stakeholders and build a sound relationship within the Department of Health. Participate in management of the campus. Coordinate scholarly research and community engagement activities. Facilitate budget needs for Academic components of the campus. Provide Academic support to students. Develop, review and evaluate the curricula of academic programmes.

ENQUIRIES
APPLICATIONS
NOTE

: Ms Sibiya E M (Ms.) Tel No: 066 029 9677
 : Applicants can apply online at <http://professionaljobcentre.gpg.gov.za>
 : The Provincial Government of Gauteng is committed to the achievement and maintenance of diversity in employment, especially of race, gender and disability. Application must be submitted on New Z83 form obtainable from any Public Service Department or from the website and must be completed in full, copies of qualifications, Id copy, driver's license and a CV must be attached. The specific reference must be quoted. It is legislative requirement that ally newly appointed staff members are subjected to Personnel Suitability checks (PSC) - Verification, upon appointment within the Department. This verification process entails reference checks; identify verification, qualifications verification, criminal record checks. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The successful candidate will be subjected to Pre-employment medical surveillance conducted by the Occupational Health Nurse Practitioner (OHNP). Incomplete applications or applications received after the closing date will not be considered. 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. No hand delivery faxed or emailed applications will be accepted. The Department reserves the right not to make an appointment to the advertised post(s). NB: For assistance with online applications, please email your query to e-recruitment@gauteng.gov.za.

CLOSING DATE

: 14 January 2022

POST 44/178

: **HEAD OF DEPARTMENT: STUDENT AFFAIRS PND III REF NO: REFS/012607**
 Directorate: Nursing Education and Training

SALARY
CENTRE
REQUIREMENTS

: PND III: R588 390 – R682 098 per annum, (plus benefits)
 : Gauteng College of Nursing (Ga-Rankuwa Campus)
 : A Grade 12/National Senior Certificate. A Basic qualification accredited with SANC in terms of Government Notice R425 (i.e. diploma /degree in Nursing) or equivalent qualification that allows registration with South African Nursing Council (SANC) as Professional Nurse and Midwife/Accoucheur. A Post-basic qualification in Nursing Education and Administration registered with SANC. Proof of current registration with SANC. A minimum of 9 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing/Midwife. A minimum of 5 years, of the period referred to above must be appropriate/recognizable experience in Nursing Education and Administration after obtaining the one year Post Basic qualification in Nursing Education and Administration. A Masters Degree in Nursing or Midwifery will be an added advantage. Knowledge of relevant Acts and Legislations, Code of Ethics and Professional Practice of South African Nursing Council. Knowledge in Human Resource and Finance matters. Problem solving, Analytical skills, Project and Nursing Programme Management. Sound Communication and Leadership skills. Good communication, supervisory, report writing and presentation skills. Ability to work in a team and under pressure. Computer literacy, valid driver's licence.

<u>DUTIES</u>	:	Facilitate Nursing Education and Training of Student Nurses. Supervise staff. Develop and ensure implementation Of Quality Assurance programmes. Collaborate with other stakeholders and build a sound relationship within the Department. Coordinate the examination process. Manage student records. Participate in daily management of the campus. Participate in Campus projects, i.e research and community engagement.
<u>ENQUIRIES</u>	:	Ms Sibiyi E M (Ms.) Tel No: 066 029 9677
<u>APPLICATIONS</u>	:	Applicants can only apply online at http://professionaljobcentre.gpg.gov.za
<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. Application must be submitted on New Z83 form obtained from any public service department or the website and must be completed in full, copies of qualifications copy, driver's licence and CV must be attached. The specific reference must be quoted. It is legislative requirement that all newly appointed staff members are subjected to personnel suitability checks (PSC) - verification, upon appointment within the Department. This verification process entails reference checks, identity verification, qualifications verification, and criminal records checks. 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. No hand delivery faxed or emailed application will be accepted. The Department reserves the right not to make an appointment to the advertised post(s). NB: For assistance with online applications please email your query to e-recruitment@gauteng.gov.za
<u>CLOSING DATE</u>	:	14 January 2022
<u>POST 44/179</u>	:	<u>CLINICAL PROGRAM COORDINATOR CETU & STAFF DEVELOPMENT)</u> <u>REF NO: REFS/006563</u> Directorate: Nursing
<u>SALARY</u>	:	R450 939 – R507 531 per annum, (OSD), (plus benefits)
<u>CENTRE</u>	:	Province: Gauteng
<u>REQUIREMENTS</u>	:	Basic R425 qualification or equivalent qualification that allows registration with the SANC as a Professional Nurse. Degree /Diploma in Nursing Education & Administration. Registration a Proof of current registration with SANC. A minimum of 9 years' appropriate/ recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Minimum of 3- 4 years' Experience as a Training Coordinator and Staff Development / or as a Nurse Educator.
<u>DUTIES</u>	:	Render a nursing service within the scope of practice of every category of nurses by ensuring that all wards implement the Nursing care standards and procedures as set out at nursing colleges. Provide direction and supervision for the implementation of the nursing care plan (clinical practice and quality patient care). Implement standards, practices, criteria and indicators for quality nursing. Coordinate college matters with regards to student training and accommodation in the hospital, be a link for student training with feeder colleges and ensure compliance with training requirement for all students, in the ward by providing all guidelines to each ward and all SOP and requirement for student training. Conduct training need analysis and Implement all applicable strategies to empower staff training according to Training and Development Policy. Coordinate the orientation and induction program in the hospital. Supervise staff and Nurses residence. Have knowledge of Ideal Hospital Realization Framework. Maintain a constructive working relationship with nursing and other stakeholders both internal and external. Utilize human, material and physical resources efficiently and effectively. Adhere to provincial, hospital and departmental policies, procedures, guidelines and regulations.
<u>ENQUIRIES</u>	:	Ms. DS Ngwenya, Tel No: 011 951 6045
<u>APPLICATIONS</u>	:	Applications must be delivered to the following address: HR Department, Dr Yusuf Dadoo Hospital, Cnr Memorial and Hospital Road, Krugersdorp or posted to Dr Yusuf Dadoo Hospital, Private Bag X2006, Krugersdorp, 1740.
<u>NOTE</u>	:	Please attach the following in your application: Z83 fully completed (Only New Z83 Will Be Accepted) and signed, CV, copies of ID (Smart ID card copy must show both sides of the ID card) and qualifications including matric, SANC registration as a certificate and proof of current registration, relevant service certificates (where applicable). Failure to do so will lead to disqualification of application. If you have not been contacted within 3 months after the closing date, please accept that your application was unsuccessful. Verification (reference check, identity verification and qualification verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act5/1993. People with disability

are encouraged apply. Employment equity profile will be taken into consideration.

- CLOSING DATE** : 28 December 2021
- POST 44/180** : **LECTURER POST GRADUATE DIPLOMA IN CRITICAL CARE NURSING (ADULT) PND I /PND II REF NO: REFS/012619 (X1 POST)**
Directorate: Nursing Education and Training
- SALARY** : PND I: R388 974 – R450 939 per annum, (plus benefits)
PND II: R478 404 – R624 216 per annum, (plus benefits)
- CENTRE** : Gauteng College of Nursing (Ga-Rankuwa Campus)
- REQUIREMENTS** : **PND 1:** A Grade 12/ National Senior Certificate. A Basic qualification accredited with South African Nursing Council (SANC) in terms of government notice R.425 (i.e. Diploma/Degree in Nursing) or equivalent qualification that allows registration with South African Nursing Council (SANC) as Professional Nurse and Midwife/Accoucheur. A Post-basic qualification in Nursing Education registered with SANC. Proof of current Registration with SANC. A minimum of four (04) years' appropriate/recognizable experience in nursing after registration as a Professional Nurse and Midwife with SANC. Post Basic Qualification in Medical and Surgical Nursing Science: Critical Care Nursing-General registered with SANC. Master's degree in Nursing or Midwifery, or busy studying for Master's degree in Nursing or Midwifery. Good communication, supervisory, report writing and presentation skills. Ability to work in a team and under pressure. Computer literacy (MS word, Excel, and PowerPoint). A valid driver's licence. **PND II:** A Grade 12/National Senior Certificate. A Basic qualification accredited with South African Nursing Council (SANC) in terms of government notice R.425 (i.e. Diploma/Degree in Nursing) or equivalent qualification that allows registration with South African Nursing Council (SANC) as Professional Nurse and Midwife/Accoucheur. A Post-basic qualification in Nursing Education registered with SANC. Proof of current registration with SANC. A minimum of fourteen (14) years' appropriate/recognizable experience in Nursing after registration as a Professional Nurse and Midwife/Accoucheur with SANC. Ten (10) years of the period referred to above must be appropriate and recognizable experience in Nursing Education after obtaining the one (01) year Post Basic Qualification in Nursing Education registered with SANC. Master's degree in Nursing, Midwifery, or busy studying for Master's degree in Nursing or Midwifery. Good communication, supervisory, mentoring, coaching, report writing and presentation skills. Ability to work in a team and under pressure. Computer literacy (MS word, Excel, and PowerPoint). A valid driver's licence.
- DUTIES** : Facilitate the provision of Education and Training of student nurses in both clinical and theory. Guide and support student nurses effectively. Support vision and mission of the college through participation in meetings, committees and college activities. Promote the image of the college. Implement assessment strategies to determine students' competency. Participate in scholarly research and community engagement activities at the college. Develop, review and evaluate curricula. Exercise control over student nurses.
- ENQUIRIES** : Ms Sibiyi E M (Ms.) Tel No: 066 029 9677
- APPLICATIONS** : Applicants can apply online at <http://professionaljobcentre.gpg.gov.za>
- NOTE** : The Provincial Government of Gauteng is committed to the achievement and maintenance of diversity in employment, especially of race, gender and disability. Application must be submitted on New Z83 form obtainable from any Public Service Department or from the website and must be completed in full, copies of qualifications, Id copy, driver's license and a CV must be attached. The specific reference must be quoted. It is legislative requirement that all newly appointed staff members are subjected to Personnel Suitability checks (PSC) - Verification, upon appointment within the Department. This verification process entails reference checks; identify verification, qualifications verification, criminal record checks. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The successful candidate will be subjected to Pre-employment medical surveillance conducted by the Occupational Health Nurse Practitioner (OHNP). Incomplete applications or applications received after the closing date will not be considered. 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. No hand delivery faxed or emailed applications will be accepted. The Department reserves the right not to make an appointment to the advertised post(s). NB: For assistance with online applications, please email your query to e-recruitment@gauteng.gov.za.
- CLOSING DATE** : 14 January 2022

<u>POST 44/181</u>	:	<u>LECTURER POST GRADUATE DIPLOMA IN MIDWIFERY PNDI /PND II REF NO: REFS/012617 (X1 POST)</u> Directorate: Nursing Education and Training
<u>SALARY</u>	:	PND I: R388 974 – R450 939 per annum, (plus benefits) PND II: R478 404 – R624 216 per annum, (plus benefits)
<u>CENTRE REQUIREMENTS</u>	:	Gauteng College of Nursing (Ga-Rankuwa Campus) PND 1: A Grade 12/ National Senior Certificate. A Basic qualification accredited with South African Nursing Council (SANC) in terms of government notice R.425 (i.e. Diploma/Degree in Nursing) or equivalent qualification that allows registration with South African Nursing Council (SANC) as Professional Nurse and Midwife/Accoucheur. A Post-basic qualification in Nursing Education registered with SANC. Proof of current Registration with SANC. A minimum of four (04) years' appropriate/recognizable experience in nursing after registration as a Professional Nurse and Midwife with SANC. Post Basic Qualification in Midwifery and Neonatal Science registered with SANC. Master's degree in Nursing or Midwifery, or busy studying for Master's degree in Nursing or Midwifery. Good communication, supervisory, report writing and presentation skills. Ability to work in a team and under pressure. Computer literacy (MS word, Excel, and PowerPoint). A valid driver's licence. PND II: A Grade 12/National Senior Certificate. A Basic qualification accredited with South African Nursing Council (SANC) in terms of government notice R.425 (i.e. Diploma/Degree in Nursing) or equivalent qualification that allows registration with South African Nursing Council (SANC) as Professional Nurse and Midwife/Accoucheur. A Post-basic qualification in Nursing Education registered with SANC. Proof of current registration with SANC. A minimum of fourteen (14) years' appropriate/recognizable experience in Nursing after registration as a Professional Nurse and Midwife/Accoucheur with SANC. Ten (10) years of the period referred to above must be appropriate and recognizable experience in Nursing Education after obtaining the one (01) year Post Basic Qualification in Nursing Education registered with SANC. Master's degree in Nursing, Midwifery, or busy studying for Master's degree in Nursing or Midwifery. Good communication, supervisory, mentoring, coaching, report writing and presentation skills. Ability to work in a team and under pressure. Computer literacy (MS word, Excel, and PowerPoint). A valid driver's licence.
<u>DUTIES</u>	:	Facilitate the provision of Education and Training of student nurses in both clinical and theory. Guide and support student nurses effectively. Support vision and mission of the college through participation in meetings, committees and college activities. Promote the image of the college. Implement assessment strategies to determine students' competency. Participate in scholarly research and community engagement activities at the college. Develop, review and evaluate curricula. Exercise control over student nurses.
<u>ENQUIRIES APPLICATIONS NOTE</u>	:	Ms Sibiyi E M (Ms.) Tel No: 066 029 9677 Applicants can apply online at http://professionaljobcentre.gpg.gov.za The Provincial Government of Gauteng is committed to the achievement and maintenance of diversity in employment, especially of race, gender and disability. Application must be submitted on New Z83 form obtainable from any Public Service Department or from the website and must be completed in full, copies of qualifications, Id copy, driver's license and a CV must be attached. The specific reference must be quoted. It is legislative requirement that all newly appointed staff members are subjected to Personnel Suitability checks (PSC) - Verification, upon appointment within the Department. This verification process entails reference checks; identify verification, qualifications verification, criminal record checks. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The successful candidate will be subjected to Pre-employment medical surveillance conducted by the Occupational Health Nurse Practitioner (OHNP). Incomplete applications or applications received after the closing date will not be considered. 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. No hand delivery faxed or emailed applications will be accepted. The Department reserves the right not to make an appointment to the advertised post(s). NB: For assistance with online applications, please email your query to e-recruitment@gauteng.gov.za .
<u>CLOSING DATE</u>	:	14 January 2022

<u>POST 44/182</u>	: <u>LECTURER POST GRADUATE DIPLOMA IN PRIMARY CARE NURSING PNDI/PND II REF NO: REFS/012620 (X1 POST)</u> Directorate: Nursing Education and Training
<u>SALARY</u>	: PND I: R388 974 – R450 939 per annum, (plus benefits) : PND II: R478 404 – R624 216 per annum, (plus benefits)
<u>CENTRE REQUIREMENTS</u>	: Gauteng College of Nursing (Ga-Rankuwa Campus) : PND 1: A Grade 12/ National Senior Certificate. A Basic qualification accredited with South African Nursing Council (SANC) in terms of government notice R.425 (i.e. Diploma/Degree in Nursing) or equivalent qualification that allows registration with South African Nursing Council (SANC) as Professional Nurse and Midwife/Accoucheur. A Post-basic qualification in Nursing Education registered with SANC. Proof of current Registration with SANC. A minimum of four (04) years' appropriate/recognizable experience in nursing after registration as a Professional Nurse and Midwife with SANC. Post Basic Qualification in Clinical Nursing Science, Health Assessment, Treatment and Care registered with SANC. Master's degree in Nursing or Midwifery, or busy studying for Master's degree in Nursing or Midwifery. Good communication, supervisory, report writing and presentation skills. Ability to work in a team and under pressure. Computer literacy (MS word, Excel, and PowerPoint). A valid driver's licence. PND II: A Grade 12/National Senior Certificate. A Basic qualification accredited with South African Nursing Council (SANC) in terms of government notice R.425 (i.e. Diploma/Degree in Nursing) or equivalent qualification that allows registration with South African Nursing Council (SANC) as Professional Nurse and Midwife/Accoucheur. A Post-basic qualification in Nursing Education registered with SANC. Proof of current registration with SANC. A minimum of fourteen (14) years' appropriate/recognizable experience in Nursing after registration as a Professional Nurse and Midwife/Accoucheur with SANC. Ten (10) years of the period referred to above must be appropriate and recognizable experience in Nursing Education after obtaining the one (01) year Post Basic Qualification in Nursing Education registered with SANC. Master's degree in Nursing, Midwifery, or busy studying for Master's degree in Nursing or Midwifery. Good communication, supervisory, mentoring, coaching, report writing and presentation skills. Ability to work in a team and under pressure. Computer literacy (MS word, Excel, and PowerPoint). A valid driver's licence.
<u>DUTIES</u>	: Facilitate the provision of Education and Training of student nurses in both clinical and theory. Guide and support student nurses effectively. Support vision and mission of the college through participation in meetings, committees and college activities. Promote the image of the college. Implement assessment strategies to determine students' competency. Participate in scholarly research and community engagement activities at the college. Develop, review and evaluate curricula. Exercise control over student nurses.
<u>ENQUIRIES APPLICATIONS NOTE</u>	: Ms Sibiya E M (Ms.) Tel No: 066 029 9677 : Applicants can apply online at http://professionaljobcentre.gpg.gov.za : The Provincial Government of Gauteng is committed to the achievement and maintenance of diversity in employment, especially of race, gender and disability. Application must be submitted on New Z83 form obtainable from any Public Service Department or from the website and must be completed in full, copies of qualifications, Id copy, driver's license and a CV must be attached. The specific reference must be quoted. It is legislative requirement that ally newly appointed staff members are subjected to Personnel Suitability checks (PSC) - Verification, upon appointment within the Department. This verification process entails reference checks; identify verification, qualifications verification, criminal record checks. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The successful candidate will be subjected to Pre-employment medical surveillance conducted by the Occupational Health Nurse Practitioner (OHNP). Incomplete applications or applications received after the closing date will not be considered. 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. No hand delivery faxed or emailed applications will be accepted. The Department reserves the right not to make an appointment to the advertised post(s). NB: For assistance with online applications, please email your query to e-recruitment@gauteng.gov.za.
<u>CLOSING DATE</u>	: 14 January 2022

<u>POST 44/183</u>	: <u>LECTURER POST GRADUATE DIPLOMA IN PERI OPERATIVE NURSING PND I/PND II REF NO: REFS/ 012615</u> Directorate: Nursing Education and Training
<u>SALARY</u>	: PND I: R388 974 – R450 939 per annum, (plus benefits) PND II: R478 404 – R624 216 per annum, (plus benefits)
<u>CENTRE REQUIREMENTS</u>	: Gauteng College of Nursing (Ga-Rankuwa Campus) : PND 1: A Grade 12/ National Senior Certificate. A Basic qualification accredited with South African Nursing Council (SANC) in terms of government notice R.425 (i.e. Diploma/Degree in Nursing) or equivalent qualification that allows registration with South African Nursing Council (SANC) as Professional Nurse and Midwife/Accoucheur. A Post-basic qualification in Nursing Education registered with SANC. Proof of current Registration with SANC. A minimum of four (04) years' appropriate/recognizable experience in nursing after registration as a Professional Nurse and Midwife with SANC. Post Basic Qualification Medical and Surgical Nursing Science: Operating Theatre Nursing registered with SANC. Master's degree in Nursing, Midwifery, or busy studying for Master's degree in Nursing or Midwifery. Good communication, supervisory, report writing and presentation skills. Ability to work in a team and under pressure. Computer literacy (MS word, Excel, and PowerPoint). A valid driver's licence. PND II: A Grade 12/National Senior Certificate. A Basic qualification accredited with South African Nursing Council (SANC) in terms of government notice R.425 (i.e. Diploma/Degree in Nursing) or equivalent qualification that allows registration with South African Nursing Council (SANC) as Professional Nurse and Midwife/Accoucheur. A Post-basic qualification in Nursing Education registered with SANC. Proof of current registration with SANC. A minimum of fourteen (14) years' appropriate/recognizable experience in Nursing after registration as a Professional Nurse and Midwife/Accoucheur with SANC. Ten (10) years of the period referred to above must be appropriate and recognizable experience in Nursing Education after obtaining the one (01) year Post Basic Qualification in Medical and Surgical Nursing Science: Operating Theatre Nursing registered with SANC. Master's degree in Nursing or Midwifery or busy studying for Master's degree in Nursing or Midwifery. Good communication, supervisory, mentoring, coaching, report writing and presentation skills. Ability to work in a team and under pressure. Computer literacy (MS word, Excel, and PowerPoint). A valid driver's licence.
<u>DUTIES</u>	: Facilitate the provision of Education and Training of student nurses in both clinical and theory. Guide and support student nurses effectively. Support vision and mission of the college through participation in meetings, committees and college activities. Promote the image of the college. Implement assessment strategies to determine students' competency. Participate in research on Nursing Education. Develop, review and evaluate curricula. Exercise control over student nurses.
<u>ENQUIRIES APPLICATIONS NOTE</u>	: Ms Sibiyi E M (Ms.) Tel No: 066 029 9677 : Applicants can apply online at http://professionaljobcentre.gpg.gov.za . : The Provincial Government of Gauteng is committed to the achievement and maintenance of diversity in employment, especially of race, gender and disability. Application must be submitted on New Z83 form obtainable from any Public Service Department or from the website and must be completed in full, copies of qualifications, Id copy, driver's license and a CV must be attached. The specific reference must be quoted. It is legislative requirement that ally newly appointed staff members are subjected to Personnel Suitability checks (PSC) - Verification, upon appointment within the Department. This verification process entails reference checks; identify verification, qualifications verification, criminal record checks. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The successful candidate will be subjected to Pre-employment medical surveillance conducted by the Occupational Health Nurse Practitioner (OHNP). Incomplete applications or applications received after the closing date will not be considered. 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. No hand delivery faxed or emailed applications will be accepted. The Department reserves the right not to make an appointment to the advertised post(s). NB: For assistance with online applications, please email your query to e-recruitment@gauteng.gov.za.
<u>CLOSING DATE</u>	: 14 January 2022

POST 44/184 : **LECTURER POST GRADUATE DIPLOMA IN CHILD NURSING PNDI /PND II REF NO: REFS/ 012621 (X1 POST)**
 Directorate: Nursing Education and Training

SALARY : PND I: R388 974 – R450 939 per annum, (plus benefits)
 PND II: R478 404 – R624 216 per annum, (plus benefits)

CENTRE : Gauteng College of Nursing (Ga-Rankuwa Campus)

REQUIREMENTS : **PND 1:** A Grade 12/ National Senior Certificate. A Basic qualification accredited with South African Nursing Council (SANC) in terms of government notice R.425 (i.e. Diploma/Degree in Nursing) or equivalent qualification that allows registration with South African Nursing Council (SANC) as Professional Nurse and Midwife/Accoucheur. A Post-basic qualification in Nursing Education registered with SANC. Proof of current Registration with SANC. A minimum of four (04) years' appropriate/recognizable experience in nursing after registration as a Professional Nurse and Midwife with SANC. Post Basic Qualification in Child Nursing Science registered with SANC. Master's degree in Nursing, Midwifery, or busy studying for Master's degree in Nursing or Midwifery. Good communication, supervisory, report writing and presentation skills. Ability to work in a team and under pressure. Computer literacy (MS word, Excel, and PowerPoint). A valid driver's licence. **PND II:** A Grade 12/National Senior Certificate. A Basic qualification accredited with South African Nursing Council (SANC) in terms of government notice R.425 (i.e. Diploma/Degree in Nursing) or equivalent qualification that allows registration with South African Nursing Council (SANC) as Professional Nurse and Midwife/Accoucheur. A Post-basic qualification in Nursing Education registered with SANC. Proof of current registration with SANC. A minimum of fourteen (14) years' appropriate/recognizable experience in Nursing after registration as a Professional Nurse and Midwife/Accoucheur with SANC. Ten (10) years of the period referred to above must be appropriate and recognizable experience in Nursing Education after obtaining the one (01) year Post Basic Qualification in Child Nursing Science registered with SANC. Master's degree in Nursing, Midwifery, or busy studying for Master's degree in Nursing or Midwifery. Good communication, supervisory, mentoring, coaching, report writing and presentation skills. Ability to work in a team and under pressure. Computer literacy (MS word, Excel, and PowerPoint). A valid driver's licence.

DUTIES : Facilitate the provision of Education and Training of student nurses in both clinical and theory. Guide and support student nurses effectively. Support vision and mission of the college through participation in meetings, committees and college activities. Promote the image of the college. Implement assessment strategies to determine students' competency. Participate in scholarly and community engagement activities at the college. Develop, review and evaluate curricula. Exercise control over student nurses.

ENQUIRIES : Ms Sibiyi E M (Ms.) Tel No: 066 029 9677

APPLICATIONS : Applicants can apply online at <http://professionaljobcentre.gpg.gov.za>

NOTE : The Provincial Government of Gauteng is committed to the achievement and maintenance of diversity in employment, especially of race, gender and disability. Application must be submitted on New Z83 form obtainable from any Public Service Department or from the website and must be completed in full, copies of qualifications, Id copy, driver's license and a CV must be attached. The specific reference must be quoted. It is legislative requirement that all newly appointed staff members are subjected to Personnel Suitability checks (PSC) - Verification, upon appointment within the Department. This verification process entails reference checks; identify verification, qualifications verification, criminal record checks. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The successful candidate will be subjected to Pre-employment medical surveillance conducted by the Occupational Health Nurse Practitioner (OHNP). Incomplete applications or applications received after the closing date will not be considered. 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. No hand delivery faxed or emailed applications will be accepted. The Department reserves the right not to make an appointment to the advertised post(s). NB: For assistance with online applications, please email your query to e-recruitment@gauteng.gov.za.

CLOSING DATE : 14 January 2022

POST 44/185 : **EMS ASSISTANT DIRECTOR: FINANCE REF NO: EMS/AD/12/2021**

SALARY : R382 245 per annum

CENTRE : EMS Central Office: Midrand

<u>REQUIREMENTS</u>	:	A three-year qualification in Public Finance Management/Cost and Management Accounting/Accounting Management and Financial Information System at NQF Level 7. A minimum of five years' financial experience at a Supervisory level. A valid driver's license (attach both sides of a copy). Knowledge and understanding of Public Financial Management Act PFMA), National Treasury Regulations (NTR), Generally Recognized Accounting Practice (GRAP), Division of Revenue Act (DoRA) and other Financial Guidelines & Procedures. Practical knowledge of Government Financial Systems with preference for BAS, SAP, PERSAL. Skills: Financial Management; Good Communication (both written & verbal); Computer Literacy (EXCEL); Management & Organizational; Human Resources Management with Accountability and Ethical Conduct.
<u>DUTIES</u>	:	Compile and management of yearly budget through monthly IYM; monitoring misallocations; shifting of funds and commitment register. Revenue Management through monitoring the collection of funds from mainly EMS Patients, RAF, Medical Aid Schemes, and other Departmental Revenue Resources. Follow-up of outstanding funds and preparation & consolidation of all Financial monthly and quarterly reports. Management of the accounts payable and overseeing all financial & revenue reconciliations and ensure correct and timeous processing of invoices, quality assurance and verification of all Financial transactions. Management of Petty Cash and BAS disallowances. Review and analyze reports including accruals, commitments, 30 days' reports etc. Render professional advice and guidance to Districts Line Functionaries on the interpretation and implementation of financial procedures and policies. Address and prepare for audit queries and implement corrective measures. Ensure management, maintenance, and safekeeping of the Unit's assets. Management and Supervision of the Human Resources in Finance Unit.
<u>ENQUIRIES</u>	:	Ms. FP Maweni Tel No: 011 564 2007
<u>APPLICATIONS</u>	:	Applications with clearly marked reference numbers must be delivered to 162 Cnr Old Pretoria Road & Tonneti Street, Growth Point Business Park Unit 4(EMS) or Posted to P.O Box 8311 Halfway House, 1685.
<u>NOTE</u>	:	Applications must be submitted on a new Form z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents . The Completed and signed form should be accompanied by a recently updated CV as well as certified copies of all qualification/s and ID document (no copies of certified copies will be allowed; certification should not be older than six months old). 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, please accept that your application was unsuccessful.
<u>CLOSING DATE</u>	:	29 December 2021
<u>POST 44/186</u>	:	<u>DIAGNOSTIC RADIOGRAPHER (PRODUCTION) REF NO: PWH/FC/18/21</u> Directorate: Radiology Department
<u>SALARY</u>	:	Grade 1: R322 746 – R367 299 per annum Grade 2: R378 402 – R432 684 per annum Grade 3: R445 752 – R540 954 per annum
<u>CENTRE</u>	:	Pretoria West District Hospital
<u>REQUIREMENTS</u>	:	National Diploma in Diagnostic Radiography/Degree. A Proof of registration as an independent diagnostic Radiographer that allows registration with the Health Professions Council of South African (HPCSA) in Radiography. A proof of current HPCSA registration. Experience in Digital Radiography: Knowledge of relevant Public service regulations, legislation, policies, acts and procedures. Computer literacy (MS Word, Ms. Excel). Compliance with budgeting, Radiographic Quality Assurance, National Core Standards, Health and Safety and Infection Control principles. Good written and communication skills. Ability to work as a member of a multidisciplinary team. Must have a good understanding of public hospital operational systems. Demonstrates effective interpersonal skill, strategic planning organizational skills, leadership qualities and supervisory skills. Quality Assurance skill will be an advantage.
<u>DUTIES</u>	:	Provide a 24 hours radiographic service. Work weekends and public holidays. Service provision in keeping up with Batho Pele Principles and patient is Rights. Ensuring radiographic services comply with SAHPRA regulations. Can perform National Core Standards, Ideal hospital Audits, other public service policies and acts. Will be responsible for department QA/QC tests. Second in charge when the supervisor is absent. Supervision and training of students. Teamwork spirit and interpersonal skills. Provide and participate in 24 hrs. High quality radiographic service. Supervise community service workers and participates in departmental quality assurance. Adhere to Batho Pele principles. Carry out

- duties delegated by the department manager. Must be a team player within the institution.
- ENQUIRIES APPLICATIONS** : Ms. S Ramabulana Tel No: (012) 380 1252
- : All Applications can be delivered to Pretoria West Hospital, HR Department, and 380 Sytze Wierda Avenue, Philip Nel Park, Pretoria West or posted to Pretoria West Hospital, HR Department, Private Bag X02, Pretoria West, 0117.
- NOTE** : Applications must be submitted on new Z83 Form obtainable from any Public Service Department and must be accompanied by a comprehensive CV, ID and qualifications. Drivers' License and registration certificate must be attached if required. Required documents need not be certified when applying for a post, only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from HR. Applicants who do not comply with the above-mentioned requirements will not be considered.
- CLOSING DATE** : 31 December 2021
- POST 44/187** : **HUMAN RESOURCE OFFICER REF NO: CHBAH 525 (X1 POST)**
Directorate: Human Resource (Recruitment and Selection)
- SALARY CENTRE REQUIREMENTS** : Grade 1: R261 372 per annum, (plus benefits)
: Chris Hani Baragwanath Academic Hospital
: Grade 12 with 3 -5 years' experience in Recruitment and Selection. Computer literacy (Ms Office). Must have knowledge and experience in Persal Systems. Must be able to plan organize and coordinate the activities of the section. Experience in dealing with the public. Ability to communicate well with people at different levels and from different backgrounds. Sound organization skills. High level of reliability. Ability to handle information confidentially. Sound verbal and written communication skills. Ability to act with tact and discretion. Good telephone etiquette and interpersonal skills. Document management skills. Must have office administration competency. Must be able to work under pressure and to take initiative and work independently and in a team. Must be self-motivated. Ability to handle tasks of multidisciplinary nature. Knowledge and application of the Batho Pele Principles and Knowledge of Labour Relations processes. Applicant should be prepared to undergo Medical surveillance as an inherent job requirement. Must be conversant with all legislation pertaining to recruitment and selection procedures e.g. Recruitment and Selection policy Employment Equity Act and Public Service Regulations.
- DUTIES** : Reporting to the Assistant Director, the incumbent will ensure effective support in Recruitment, Selection and Appointment processes. Supervising the activities within Recruitment and Selection. Ensure proper adherence to the Recruitment and selection legislation framework. Monitor daily planning, scheduling and deadlines of team members (direct and indirect reports). Assist and support team members on a daily basis and manage attendance. Maintain Recruitment and Selection database. Conduct safekeeping and recordkeeping of personnel, shortlisting and interview information. Type documents/correspondence and conduct proper filing thereof. Render effective personnel administration in accordance with the regulatory framework and guidelines relating to general office function. Adhere to timelines. Attend to Recruitment and Selection related telephonic, verbal and audit queries in a professional manner and give guidance and advice. Record, organize, control, store, and retrieve information. Submit weekly and monthly stats. Ensure safekeeping of documents and filing of all related documents. Contribute to the Hospital's planning and procurement processes on a daily basis. Attend workshops, meetings and training as approved by manager. Maintaining of user-friendly office. Adhere to all legal instructions given in writing or verbally by a senior staff member. Sit in at shortlisting and interviews as an advisor. See that policies and procedures are adhered to. Supervise team members. Coach and support practitioners in their activities. Overall management of the team and review thereof (Contracting, quarterly review and final assessment)
- ENQUIRIES APPLICATIONS** : Ms R.E. Mmatli Tel No: (011) 933-8174
- : should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. No faxed or emailed applications will be considered.
- NOTE** : Applications must be submitted on the New Z83 Fully completed, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. According to Circular 5 of 2021, candidates must attach copies of all the necessary documents (qualifications) to the application including a valid identity document, relevant certificates and current proof of Council were necessary. Such copies need not be certified when applying for

the post; only shortlisted candidates will receive communication from HR to submit certified copies not older than 6 months on or before the day of the interview. Smart ID card copy must show both sides of the ID card. Applications without proof of the necessary documents required by HR will be disqualified. The completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). CHBAH also reserves the right to cancel the filling of Vacancy or not to fill a vacancy that was advertised during any stage of the recruitment process. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. People with disability are encouraged to apply.

CLOSING DATE

: 30 December 2021

POST 44/188

: **ADMINISTRATION OFFICER REF.NO: CHBAH 526 (X1 POST)**
Directorate: Mortuary

SALARY

: R261 372 per annum, (plus benefits)

CENTRE

: Chris Hani Baragwanath Academic Hospital (CHBAH)

REQUIREMENTS

: Grade 12 with three to five years Patient Affairs experience. Three years National Diploma in Public Management/ Administration will be added advantage. Valid driver's license will be added advantage. Computer Literacy (MS Office). Ability to handle conflict. Ability to work under pressure. Ability to work independently and in a team. Ability to communicate well with people at different levels. Sound verbal and written communication skills and Good customer skills. Be prepared to report to work on weekends and afterhours as need arises. Knowledge and application of the hospital core standards. Experience in hospital mortuary or Forensic Pathology will be an added advantage. Applicant should be prepared to undergo Medical surveillance as an inherent job requirement.

DUTIES

: Supervision of the staff in mortuary and ensure full coverage of the shifts. Ensure daily recording of fridge temperatures and reporting of the faults. Management of collection of the corpses from the wards and service points within an hour. Daily updating and fully recording of information required by TPH205 mortuary register. Ensure daily cleaning of mortuary by adhering to safety and hygienic protocols. Compiling of daily, weekly and monthly statistics as required. Daily movement of unnatural cases of bodies to Forensic Pathology. Daily follow-up with the families for removal of the bodies in mortuary. Continues communication with security team in tracing families for the deceased. Attending to telephonic and verbal enquiries. Ensure that all deceased have completed DHA1663A and D28 affidavit required for unnatural death. Ensure that the paupers in the hospital are buried with the complying process. Comply with the Performance Management and Development System (contracting, quarterly reviews and final assessment). Conduct meeting with the staff. Apply disciplinary measures as and when required.

ENQUIRIES

: Mr. L. Mofokeng Tel No: 011 933 8501

APPLICATIONS

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

NOTE

: Applications must be submitted on the new Z83 form and must completed in full. The application form is obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. According to Department of Public Service and Administration (DPSA) Circular 5 of 2021, candidates must attach copies of all the necessary documents (qualifications) to the application including a valid identity document, relevant certificates, and current proof of Council where necessary. Such copies need not be certified when applying for the post; only shortlisted candidates will receive communication from Human Resources (HR) to submit certified copies not older than 6 months on or before

the day of the interview. Smart card copy must show both sides of the ID card. Applications without proof of the necessary documents required by HR will be disqualified. The completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). Proof of current registration (Where applicable). Relevant service certificates. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) –Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, the Department shall reserve the right to conduct verification beyond names provided, where necessary), identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). The Department reserves the right to not make an appointment/fill the post. The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). CHBAH also reserves the right to cancel the filling of Vacancy or not to fill a vacancy that was advertised during any stage of the recruitment process. The Department reserve the right not to fill the post. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the Department and the Hospital. People with disabilities are encouraged to apply

CLOSING DATE

: 30 December 2021

POST 44/189

: **FINANCE CLERK SUPERVISOR REF NO: CCRC/FIN/2021/12/01**
Directorate: Finance Department

SALARY

: R261 372 per annum

CENTRE

: Cullinan Care and Rehabilitation Centre

REQUIREMENTS

: Minimum requirements: A three-year tertiary qualification (NFQ level 6) in accounting, auditing or financial management fields and related work experience. Thorough knowledge of computer systems and programmes utilised in the GDoH including, BAS, SAP R/3 and SRM or any other financial system, computer literate (MS office package). Strong understanding of PFMA, Treasury Regulations, MTEF, Public Service Regulations and SCOA allocations, ability to correctly interpret and apply policies and regulation, sound reasoning, mathematical and problem-solving ability. Well-developed verbal and written communication skills and able to compile effective reports. Ability to work under pressure, producing and produce effective and correct work. Knowledge of budgeting will be an added advantage.

DUTIES

: Control, manage and execute timely submitting of invoices. Render support and assist in controlling, maintaining and clearing Suspense Accounts on a monthly basis. Prepare and analyse reports. Assist in compiling of Medium term expenditure framework (MTEF) and keep record of monthly actual expenditure. Assist with Budget Bilateral and Adjustment Processes. Monitor accruals and payments of accruals. Manage and supervise all personnel and working tools under your area of responsibility. Report, investigate and follow up of financial related irregularities.

ENQUIRIES

: Ms. Saayman S Tel No: (012) 734 7033

APPLICATIONS

: Applications can be hand delivered to: Cullinan Care and Rehabilitation Centre, Zonderwater road Cullinan, or posted to Private Bag X 1005, Cullinan, 1000

NOTE

: Applicants are encouraged to record their names when applying on the register allocated if it is hand delivery. Applications must be submitted on a Z83 form with comprehensive CV, documents to be attached are ID document, copies of qualification/s including matric and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, (the Department shall reserve the right to conduct verification beyond names provided, where necessary); identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification).

CLOSING DATE : 28 December 2021

POST 44/190 : **CLINICAL ASSOCIATE REF NO: REFS/006564 (X1 POST)**
Directorate: Allied

SALARY : R261 372 – R307 896 per annum, (plus benefits)
CENTRE : Province: Gauteng
REQUIREMENTS : 3 years' bachelor of Clinic Medical Practice (BMCP). Current registration with Medical and Dental Board of Health Professional Council of SA as a Clinic Associate. Psychomotor skills, to be able to perform clinical/medical skilled procedures. Clinical problem solving skills and time management in a district hospital. Previous work experience will be added as advantage in the field in the Clinical Associate work.

DUTIES : Perform patient centred consultation across all ages in a district hospital. Apply clinical reasoning in the assessment and management of patients. Perform investigative and therapeutic procedure for district hospital. Provide emergency care. Prescribe appropriate medication within scope of practice. Facilitate communication and provide basic counselling. Integrate understanding of families, communication and health system in practice.

ENQUIRIES : Ms. P Molamu Tel No: 011 951 6181
APPLICATIONS : must be delivered to the following address: HR Department, Dr Yusuf Dadoo Hospital, Cnr Memorial and Hospital Road, Krugersdorp or posted to Dr Yusuf Dadoo Hospital, Private Bag X2006, Krugersdorp, 1740.

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

CLOSING DATE : 28 December 2021

POST 44/191 : **ELECTRO-CARDIOGRAM ASSISTANT GRADE 1 REF NO: CHBAH 529 (X1 POST)**
Directorate: Cardiology Department

SALARY : R213 726 per annum (plus benefits)
CENTRE : Chris Hani Baragwanath Academic Hospital
REQUIREMENTS : Matriculation as a minimum standard of education. 2 years of ECG experience in Public or Private sector. Provision of HPCSA registration where applicable. Post matriculation qualification will be an added advantage. Competencies/ Knowledge/Skills: Someone who is eager to learn, dedicated to patient care, can work in a team and can work under pressure. Computer literacy skill will be an added advantage. Knowledge and exposure in ECG will be an advantage. Applicant should be prepared to undergo medical surveillance as an inherit job requirement.

DUTIES : Part of shift worker team providing 24 hrs ECG service in Accident and Emergency unit and the entire hospital (clinics and wards). Report all faulty equipment to ECG Department supervisor. Compilation and submission of ECG stats to the unit supervisor. Ensure ECG machines are cleaned before and after doing ECG to ensure that the infection control policy is adhered to.

ENQUIRIES : Mr W Madondo Tel No: (011) 933 9412
APPLICATIONS : Applications should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. No faxed OR emailed applications will be considered.

NOTE : Applications must be submitted on the new Z83 form and must completed in full. The application form is obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. According to Department of Public Service and Administration (DPSA) Circular 5 of 2021, candidates must attach copies of all the necessary documents (qualifications) to the application including a valid identity document, relevant certificates, and current proof of Council where necessary. Such copies need not be certified when applying for the post; only shortlisted candidates will receive communication from Human Resources (HR) to submit certified copies not older than 6 months on or before the day of the interview. Smart card copy must show both sides of the ID card. Applications without proof of the necessary documents required by HR will be

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

CLOSING DATE

: 30 December 2021

POST 44/192

: **SWITCHBOARD OPERATOR REF NO: CCRC/SBO/2021/11/02**
Directorate: Admin and Logistics Department

SALARY CENTRE

: R176 310 per annum
: Cullinan Care and Rehabilitation Centre

REQUIREMENTS

: Grade 10 or equivalent with 5 to 10 years' experience or equivalent or / Grade 12 certificate or equivalent with 1 year experience in switchboard operations. Knowledge of administrative and clerical procedures. Understanding and knowledge of Public Service Regulations, good customer etiquette, listening skills, writing skills, good communication, interpersonal skills and understanding the importance of telephone Etiquette. Basic knowledge of problem solving and analysis. Accountability and ethical conduct. Ability to communicate in English verbally and in writing. Computer literacy skills in Ms Word, Ms Excel, internet and emails. Ability to cope under pressure. Client orientation and customer focus. Experience in switchboard procedures and administrative functions will be an added advantage.

DUTIES

: The successful candidate will manage and operate switchboard promptly by answering incoming and handling ongoing calls. Handle internal and external enquiries. Must upkeep the office and filing system and records up to date. Ensuring that customers are referred promptly and correctly to relevant stakeholders. Taking down messages administering the correct distribution thereof. Supplying basic information to customers regarding the Departments services. Keep reception area clean and tidy. Receive guests and/or visitors and direct them to the relevant office/s. Update and distribute the internal telephone directory and keeping a database of other important contact numbers for easy access and retrieval. Control and manage the photocopying and fax machine in the office. Compile monthly report and submit to the manager. Record keeping of all documents copied/ printed/ faxed in all registers. Responsible for reporting any faults on the telephone system and photocopier machine and liaising with the ICT department in this regard. Utilize the telephone management system to monitor telephone accounts, including printing of reports and verifying information and submit to the manager. Ensure that all telecommunication accounts are up to date. Perform any other delegated work given by the supervisor in accordance with various requirements of the unit.

ENQUIRIES APPLICATIONS

: Ms. Mbinga MN Tel No: (012) 734 7000
: Applications can be hand delivered to: Cullinan Care and Rehabilitation Centre, Zonderwater road Cullinan, or posted to Private Bag X 1005, Cullinan, 1000

NOTE

: Applicants are encouraged to record their names when applying on the register allocated if it is hand delivery. Applications must be submitted on a Z83 form with comprehensive CV, documents to be attached are ID document, copies of qualification/s including matric and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates.

Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, (the Department shall reserve the right to conduct verification beyond names provided, where necessary); identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification).

CLOSING DATE

: 28 December 2021

POST 44/193

: **HUMAN RESOURCE CLERK REF NO: CHBAH 527 (X2 POSTS)**

Directorate: Human Resource Development and Performance Management

SALARY

: R176 310 per annum (Level 05), (plus benefits)

CENTRE

: Chris Hani Baragwanath Academic Hospital

REQUIREMENTS

: Grade 12 with no experience. Computer literacy (Ms Office). Knowledge of the acts that are governing Human Resources in the public service and the ability to interpret them. Knowledge of the Human Resource administration processes. Ability to communicate well with people at different levels and from different backgrounds. Sound organizational skills. Ability to handle information confidentially. Sound verbal and written communication skills. Ability to act with tact and discretion. Good telephone etiquette and interpersonal relations skills. Must be self-motivated. Ability to work under pressure and be prepared to rotate and operate as a reliever to other sections within Human Resource Department. Knowledge of Regulations and the Legislative framework related to Personnel Administration and the ability to interpret them. Ability to handle tasks of multidisciplinary nature. Knowledge and application of the Batho Pele Principles. Applicant should be prepared to undergo Medical surveillance as an inherent job requirement.

DUTIES

: Administration duties, functions and practices in the following areas within Human Resources: Coordination of Training & Development as per operational plan, Induction & Orientation of new appointments. Training of staff on Performance Management system and other generic trainings. Ensure compliance on PMDS as per Policy guidelines. Administer Pay & Grade Progressions. Coordinate placement of EPWP, Non-clinical Interns, Job Shadowing & Experimental Learners as per skills development Act. Coordinate implementation of AET Program. Attend to HR related enquiries and audit queries. Record, organize, control, store, and retrieve information. Ensure safekeeping of documents and filling of all related documents. Perform additional duties as delegated by the Supervisor. Maintain of user-friendly office. Submit weekly/monthly reports. Attend meetings and all departmental events & programs as determined and approved by the supervisor. Comply with the Performance Management and Development System (Contracting, Mid-year reviews and annual assessment).

ENQUIRIES

: Mr. M.W Phohu Tel No: 011 933 0041

APPLICATIONS

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

NOTE

: Applications must be submitted on the new Z83 form and must be completed in full. The application form is obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. According to Department of Public Service and Administration (DPSA) Circular 5 of 2021, candidates must attach copies of all the necessary documents (qualifications) to the application including a valid identity document, relevant certificates, and current proof of Council where necessary. Such copies need not be certified when applying for the post; only shortlisted candidates will receive communication from Human Resources (HR) to submit certified copies not older than 6 months on or before the day of the interview. Smart card copy must show both sides of the ID card. Applications without proof of the necessary documents required by HR will be disqualified. The completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). Proof of current registration (Where applicable). Relevant service certificates. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) –Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, the

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

CLOSING DATE

: 30 December 2021

POST 44/194

: **SECRETARY REF NO: CHBAH 528 (X1 POST)**
Directorate: Paediatric Surgery

SALARY
CENTRE
REQUIREMENTS

: R176 310 per annum (Level 05), (plus benefits)
: Chris Hani Baragwanath Academic Hospital (CHBAH)
: Grade 12 with no experience. Computer literacy (MS Office). Ability to communicate well with people at different levels and from different backgrounds. High level of reliability. Ability to handle information confidentially. Good telephone etiquette and interpersonal skills. Minute taking and document management skills. Must be able to work under pressure and to take initiative and work independently. Ability to work under pressure. Ability to work independently and in a team. Ability to communicate well with people at different levels. Ability to organize and plan. Sound verbal and written communication skills. Ability to act with tact and discretion. Must be self-motivated. Knowledge and application of the Batho Pele Principles. Applicant should be prepared to undergo speed test and Medical surveillance as an inherent job requirement.

DUTIES

: Screen, transfer calls and handle telephonic enquiries as well as other enquiries from internal and external clients. Ensure the effective flow of information and documents to and from the responsible office. Provide administrative support as assigned by the Clinical Heads. Ensure safekeeping of all documentation in the office. Compile reports and documents. Administer the in and out flow of correspondence. Office management. Diary management, organize and the plan the logistics of meetings Administer the filing system, typing of correspondence, agendas, submissions, memos and letters. Coordinate and manage meetings, workshops taking minutes during meetings. Collate reports for submission to various management structures and other stakeholders. Ensure that strategic decisions taken in meetings are actioned timeously and followed-up. Arrange refreshments for visitors and other key stakeholders that may engage with the Clinical Heads. Receive and direct correspondence to relevant Managers or departments. Liase with other Hospital departments. Procurement of office equipment and stationery. Create and maintain an appropriate filing system in line with the Departmental Record Management policy framework and the National Archives Act. Typing of confidential reports and develop case summaries, where necessary. Assist with various administrative and secretarial duties as assigned by the Clinical Heads. Maintenance of user-friendly office. Be willing to undergo continuous training and development programmes. Attend meetings and training as approved by supervisor. Comply with the Performance Management and Development System (contracting, quarterly reviews and final assessment).

ENQUIRIES
APPLICATIONS

: Prof JA Loveland or Mrs ADW Welthagen Tel No: 011 933 8138
: should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. No faxed OR emailed applications will be considered.

NOTE

: Applications must be submitted on the new Z83 form and must completed in full. The application form is obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. According to Department of Public Service and Administration (DPSA) Circular 5 of 2021, candidates must attach copies of all the necessary documents (qualifications) to the application including a valid identity document, relevant certificates, and current proof of Council where necessary. Such copies need not be certified when applying for

the post; only shortlisted candidates will receive communication from Human Resources (HR) to submit certified copies not older than 6 months on or before the day of the interview. Smart card copy must show both sides of the ID card. Applications without proof of the necessary documents required by HR will be disqualified. The completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). Proof of current registration (Where applicable). Relevant service certificates. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) –Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, the Department shall reserve the right to conduct verification beyond names provided, where necessary), identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). The Department reserves the right to not make an appointment/fill the post. The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). CHBAH also reserves the right to cancel the filling of Vacancy or not to fill a vacancy that was advertised during any stage of the recruitment process. The Department reserve the right not to fill the post. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the Department and the Hospital. People with disabilities are encouraged to apply.

- CLOSING DATE** : 30 December 2021
- POST 44/195** : **EMERGENCY CARE OFFICER GRADE 1 BAA REF NO: EMS/BAA/12/2021 (X50 POSTS)**
- SALARY** : R145 767 per annum, (plus benefit)
- CENTRE** : Gauteng Emergency Medical Services Sedibeng District
- REQUIREMENTS** : Grade 12 Certificate (Preferably with a pass in English, Mathematics or Mathematic Literacy, Physical science, Life Science or Biology), Basic Ambulance Assistant certificate, current BLS clinical practice guidelines (CPG) update. Current compliance with HPCSA individual CPD – CEUs Activity record. Minimum of 2 years' experience in an operational Emergency Care environment. Current and valid registration with HPCSA as a Basic Ambulance Assistant, valid driver's license code 10 and PDP. Previous experience in an Emergency Care environment will be an added advantage.
- DUTIES** : Responsible for the treatment of patient within the scope of practice of Basic Ambulance Assistant. Transport patients as part of Planned Patient Transport and inter-facility transfer system under Emergency Medical Services. Provide emergency medical care and related assistance during special events. Responsible for care and proper management of Emergency Medical Services resources. Provide emergency medical assistance and other duties required by Directorate. Perform any other duties as delegated by the supervisor. Candidates are expected to work shift.
- ENQUIRIES** : Ms. PM Matena Tel No: 016 930 2220
- APPLICATIONS** : Applications with clearly marked reference numbers must be delivered to Sedibeng EMS District Office No.3 Moshoeshoe Street, Sebokeng
- NOTE** : Applications must be submitted on a new Form z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The Completed and signed form should be accompanied by a recently updated CV as well as certified copies of all qualification/s and ID document (no copies of certified copies will be allowed; certification should not be older than six months old). 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, please accept that your application was unsuccessful.
- CLOSING DATE** : 29 December 2021
- POST 44/196** : **NURSING ASSISTANT GRADE 1 REF NO: REFS/006565 (X3 POSTS)**
Directorate: Nursing
- SALARY** : R134 514 – R151 401 per annum, (plus benefits)

<u>CENTRE REQUIREMENTS</u>	:	Province: Gauteng
	:	Grade 12 plus a qualification that allows registration with SANC as a Nursing Assistant. Candidate must have current registration receipt as a Nursing Assistant. Candidate must have elementary communication and writing skills be able to function as part of the team.
<u>DUTIES</u>	:	Demonstrate elementary understanding of Nursing legislation and related legal ethical nursing practices. Perform an elementary clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Promote quality of elementary nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Demonstrate elementary communication with patients, supervisors and other clinicians. Work as part of multi-disciplinary team to ensure good nursing care. Work effectively, corporately, amicably with person of diverse intellectual, cultural, racial or religious differences. Display a concern for patients, promoting and advocating basic care including awareness and willing to respond to patient's needs, requirement and expectations.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms. TA DS Ngwenya Tel No: 011 951 6045
	:	must be delivered to the following address: HR Department, Dr Yusuf Dadoo Hospital, Cnr Memorial and Hospital Road, Krugersdorp or posted to Dr Yusuf Dadoo Hospital, Private Bag X2006, Krugersdorp, 1740.
<u>NOTE</u>	:	Please attach the following in your application: Z83 fully completed (Only New Z83 Will Be Accepted) and signed, CV, copies of ID (Smart ID card copy must show both sides of the ID card) and qualifications. Failure to do so will lead to disqualification of application. If you have not been contacted within 3 months after the closing date, please accept that your application was unsuccessful. Verification (reference check, identity verification and qualification verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act5/1993. People with disability are encouraged apply. Employment equity profile will be taken into consideration
<u>CLOSING DATE</u>	:	28 December 2021
<u>POST 44/197</u>	:	<u>OPERATOR REF NO: REFS/006566 (X1 POST)</u> Directorate: Nursing
<u>SALARY CENTRE REQUIREMENTS</u>	:	R124 434 – R146 577 per annum, (plus benefits)
	:	Province: Gauteng
	:	Grade 10, be able to read and write English fluently. Good communication skills. Experience in CSSD and theatre will be an added advantage. Be prepared to work under pressure. Shift work compulsory.
<u>DUTIES</u>	:	able to read infection prevention and control, knowledge of the principle of infection control in the working area and differentiate between a clean and dirty area. Be able to operate autoclaves, operating of instrument washer, packing of theatre packs and linen according to the principles. Dispose waste according to internal policy. Perform any other duties delegated by the supervisor.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms. TA Montshiwa Tel No: 011 951 6115
	:	must be delivered to the following address: HR Department, Dr Yusuf Dadoo Hospital, Cnr Memorial and Hospital Road, Krugersdorp or posted to Dr Yusuf Dadoo Hospital, Private Bag X2006, Krugersdorp, 1740.
<u>NOTE</u>	:	Please attach the following in your application: Z83 fully completed (Only New Z83 Will Be Accepted) and signed, CV, copies of ID (Smart ID card copy must show both sides of the ID card) and qualifications. Failure to do so will lead to disqualification of application. If you have not been contacted within 3 months after the closing date, please accept that your application was unsuccessful. Verification (reference check, identity verification and qualification verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act5/1993. People with disability are encouraged apply. Employment equity profile will be taken into consideration.
<u>CLOSING DATE</u>	:	28 December 2021
<u>POST 44/198</u>	:	<u>SECURITY GUARD REF NO: REFS/006567 (X1 POST)</u> Directorate: Support
<u>SALARY CENTRE REQUIREMENTS</u>	:	R124 434 – R146 577 per annum, (plus benefits)
	:	Dr Yusuf Dadoo Hospital
	:	Grade 10 or equivalent. Relevant experience with PSIRA Grade C security certificate. Minimum of 3-5 years' experience. Knowledge of control of access to public premises and vehicle ACT 53 of 1985. Understanding security acts, regulations and directives of public sector (MISS). Must be prepared to work shifts and under pressure. No criminal records.

- DUTIES** : Search for prohibited items. Search vehicles at all times when entering the hospital premises and leaving. Ensure that all visitors' vehicles and staff are parked at the appropriate bays. Check the building at regular intervals, wards, office blocks and workshop area and look out for suspicious objects. Report incidents breaches in the occurrence book (OB). Keep control of visitors' register. Render escort service to staff, visitors and patients when a need arises. Vehicles searching and enforce departmental policies.
- ENQUIRIES APPLICATIONS** : Ms. GS Mazibuko Tel No: 011 951 6217
: must be delivered to the following address: HR Department, Dr Yusuf Dadoo Hospital, Cnr Memorial and Hospital Road, Krugersdorp or posted to Dr Yusuf Dadoo Hospital, Private Bag X2006, Krugersdorp, 1740.
- NOTE** : Please attach the following in your application: Z83 fully completed (Only New Z83 will be accepted) and signed, CV, copies of ID (Smart ID card copy must show both sides of the ID card) and qualifications. Failure to do so will lead to disqualification of application. If you have not been contacted within 3 months after the closing date, please accept that your application was unsuccessful. Verification (reference check, identity verification and qualification verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act5/1993. People with disability are encouraged apply. Employment equity profile will be taken into consideration.
- CLOSING DATE** : 28 December 2021

DEPARTMENT OF ROADS AND TRANSPORT

- APPLICATIONS** : To apply for the above positions, please apply online at <http://professionaljobcentre.gpg.gov.za>. We encourage online applications, if not able to apply online can be Hand delivered at Gauteng Province Department of Roads and Transport; 45 Commissioner Street, Life Centre Building, Marshalltown, Johannesburg 2001 or 76 Boeing East Road, Bedfordview 2008 or 1215 Nicol Smith and Blesbok Ave, koedoespoort, 0183 and via email: gFleeTRecruitment@gauteng.gov.za. For general enquiries please contact Human Resources on 083 798 7344. NB: For assistance with online applications please email your query to e-recruitment@gauteng.gov.za.
- CLOSING DATE** : 28 December 2021, Closing Time: 12H00
- NOTE** : Shortlisted candidates will be subject to pre- employment screening (vetting). SMS members will undergo a security clearance process by State Security Agency (SSA) and successfully completed the Nyukela Pre-entry certificate to Senior Management Services. All shortlisted candidates for SMS posts will be subjected to a technical exercise. 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). Please 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 of the applicants' training, qualifications, competencies, knowledge & experience) and clear copies of original educational qualification certificates, ID document and Driver's license (where applicable). The certification of copies must not be older than six (6) months from date of the advert. 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 It is our intention to promote representatively (race, gender and disability) in the Public service through the filling of posts and candidates whose transfer/promotion/appointment will promote representivity will be given preference. It is the Department's intention to promote equity through the filling of all numeric targets as contained in the Employment Equity plan. To facilitate this process successfully, an indication of race, gender and disability status is required. It is the applicant's responsibility to have foreign qualifications evaluated by the South African qualifications authority (SAQA). The Department reserves the right not to appoint. Disabled people are encouraged to apply. If you do not receive any response from us within 3 months, please accept your application was unsuccessful.

MANAGEMENT ECHELON

- POST 44/199** : **CHIEF OPERATIONS OFFICER REF NO: REFS/006794**
Branch: G-Fleet Management
Chief Directorate: Operations
This post is re-advertisement and all applicants who previously applied for are encouraged to re-apply.
- SALARY** : R1 251 183 per annum, (An all-inclusive remuneration package). The package includes a basic salary (70% of package), and a flexible portion that may be structured in terms of the applicable guidelines.
- CENTRE REQUIREMENTS** : Bedfordview
: An undergraduate qualification (NQF level 7) in Logistics Management or Operations Management or Finance Management or Business Management as recognized by SAQA and a post graduate qualification (NQF Level 8) will be an added as an advantage. 5 years of experience at a senior managerial level. The successful completion of the Nyukela Pre-entry certificate to Senior Management Services. At least 10 years 'experience within the relevant industries and /or roles i.e. corporate services, operations, government, fleet management, strategic management, project management, policy development, marketing and corporate communications experience. In depth knowledge of acts, regulations, codes of good practice and practice notes relating to public sector governance, the Public Service Act, the Public Finance Management Act and the Occupational Health and Safety Act. In depth knowledge of the fleet industry. Understanding of the public service environment and implementation of policy and relevant statutes with a clear understanding of organizational processes and structure. The successful candidate needs to possess the following skills: strategic leadership, advanced financial management, change management, service delivery innovation, knowledge management and strategic communication, analytical, negotiation, project management, interpersonal skills and contract management. Ability to work in a team and within strong matrix arrangements. Strong computer literacy skills (MS Excel, MS Word, PowerPoint etc.). A valid driver's license.
- DUTIES** : Monitor and oversee the provisioning of support and risk services on fleet related matters. Monitor and oversee executive class and pool fleet management services to client department. Monitor and oversee the provisioning of permanent fleet to client's departments. Monitor and oversee Fleet Maintenance Services. Monitor and oversee rendering of Customer Relations Management Services. Render Corporate Services. Develop and implement system of Internal Control and Risk Management for the Chief Directorate. Manage the resources of the component and perform generic management functions.
- ENQUIRIES** : Ms. Noxolo Maninjwa Tel No: (011) 372 – 8660
- POST 44/200** : **DIRECTOR: FINANCE REF NO: REFS/006665**
Branch: g-FleeT Management
Chief Directorate: Financial and Management Accounting
This post is re-advertisement and all applicants who previously applied for are encouraged to re-apply.
- SALARY** : R1 057 326 per annum (Level 13), (An all-inclusive salary package), structured as follows: Basic salary – 70% of package; State contribution to the Government Employee Pension Fund – 13% of basic salary. The remaining flexible portion may be structured in terms of the applicable remuneration rules.
- CENTRE REQUIREMENTS** : Bedfordview
: An undergraduate qualification (NQF level 7) in Finance/Accounting/Financial Management as recognized by SAQA. 5 years' relevant experience in a middle managerial level (MMS). Experience in Public Service and registration with the Institute of Professional Accountants will be an added advantage. The successful completion of the Nyukela Pre-entry certificate to Senior Management Services. Knowledge: In-depth knowledge of the Public Finance Management Act 1 of 1999 as amended, the Treasury Regulations, Preferential Procurement Policy Framework Act, B-BBEE Act, Supply Chain Management Policies and other related Public Sector related regulatory frameworks. Thorough knowledge of accounting methodologies, principles and standards applicable to the Public Sector, Generally Recognized Accounting Practice (GRAP), International Public Sector Accounting Standards (IPSAS) and International Financial Reporting Standards (IFRS). Skills: A self-motivated professional with well-developed and proven leadership skills. Ability to work under pressure and willingness to work long hours as may be required. Strong finance acumen. Strong computer literacy skills (SAP, MS excel, MS word,

- Pastel, etc.). Sound interpersonal relation. Effective communication skills (both written and verbal). Problem-solving. Negotiation, decision making and analytical skills. Strong ethical conduct. A valid driver's license.
- DUTIES** : Provide effective financial accounting, management accounting, asset management, internal control and Supply Chain Management functions, Establish and maintain Internal Control systems. Develop and implement effective debtors and revenue management system. Develop and implement effective payment systems, Preparation of financial reports, handle all internal and external auditors' queries, Develop, implement and monitor Risk Management strategies, policies and procedures and Manage the resources of the directorate.
- ENQUIRIES** : Mr. Poobalan Govender Tel No: (011) 372 – 8665/8600
- POST 44/201** : **DIRECTOR: CORPORATE SERVICES REF NO: REFS/006668**
Branch: g-Fleet Management
Chief Directorate: Corporate Services
This post is re-advertisement and all applicants who previously applied for are encouraged to re-apply.
- SALARY** : R1 057 326 per annum (Level 13), (An all-inclusive salary package), structured as follows: Basic salary – 70% of package; State contribution to the Government Employee Pension Fund – 13% of basic salary. The remaining flexible portion may be structured in terms of the applicable remuneration rules.
- CENTRE** : Bedfordview
- REQUIREMENTS** : An appropriate undergraduate qualification (NQF level 7) in business or management or strategy. The successful completion of the Nyukela Pre-entry certificate to Senior Management Services. A least 5 years in strategic and general management experience in a service-oriented Public Sector environment. An ICT experience or qualification will be an added advantage. Understanding of key drivers for successful support services in an organization, clear understanding of organizational processes and structure. Technical Skills (Business performance measurement (strategic, operational and financial); Budgeting; MS office (Word, PowerPoint, Excel); Policy formulation; Presentation skills; Strategy development and implementation). Managerial Skill: (Resource planning and allocation; Reporting and monitoring; Leadership and Self-management). Attributes: (Meticulous, Big picture thinking with appreciation for detail; Business Writing Skills; Team player; Attention to details; Perform under pressure and results oriented). Responsible for leading and managing the Corporate Services (CS) division (Human Resources, Information Technology, Marketing & Communication, Legal, Securities and Facility) to ensure the provision of efficient and effective services to g-Fleet Management in accordance with legislative and statutory requirements to support the delivery of the organizational goals contained in the strategic and annual performance plans.
- DUTIES** : Strategic Leadership and Management: Provides strategic leadership within Corporate Services. Contributes substantively to g-Fleet Management's strategy, planning and reporting processes. Contributes towards good governance. Develops overall corporate policies and/or proposals within the related field. Develops and formulates overall CS divisional strategic and annual performance plans which comprise of the following portfolios. Operational Management: Oversees and directs the rendering of efficient and effective CS support to g-Fleet Management business operations. Manages CS operational performance, operations processes, policies, procedures and guidelines. Complies and properly adheres to relevant legislations and statutory requirements. Develops and implements systems/tools for the execution, monitoring and completion of projects in different business units. Prepares, manages and monitors the capital and operational budget of the CS division. Ensures the effective and efficient budgetary cost control. Effectively leads and manages the CS division by maintaining a motivated team to deliver on g-Fleet Management strategy within the allocated budget. Promotes a culture and practices that reflect the g-Fleet Management values and encourages good performance.
- ENQUIRIES** : Mr. Nhlakanipho Nduli Tel No: 011 372 8600/8642

POST 44/202 : **DIRECTOR: FLEET MAINTENANCEN REF NO: REFS/006680**
Branch: g-FleeT Management
Chief Directorate: Fleet Maintenance
This post is re-advertisement and all applicants who previously applied for are encouraged to re-apply.

SALARY : R1 057 326 per annum (Level 13), (An all-inclusive salary package), structured as follows: Basic salary – 70% of package; State contribution to the Government Employee Pension Fund – 13% of basic salary. The remaining flexible portion may be structured in terms of the applicable remuneration rules.

CENTRE REQUIREMENTS : Bedfordview
: An undergraduate qualification (NQF level 7) as recognized by SAQA. 5 years' relevant experience in a middle managerial level (MMS). Trade Test Diploma and National Technical Diploma (NQF6) in Mechanical/Panel Beating/Towing Services will be an added advantage. Registration with the professional body will be an added advantage. In-depth knowledge of Mechanical, Vehicle Towing and Panel Beating environment. The successful completion of the Nyukela Pre-entry certificate to Senior Management Services. Overall knowledge of fleet management and vehicle maintenance principles. Knowledge of vehicle auctioning environment. Knowledge of vehicle market trends. In-depth knowledge of machinery and Occupational Safety Act and Occupational Health and Safety Act. Understanding of the Public-Sector Acts, policies and regulations. A self-motivated, client centric professional with well-developed and proven leadership skills. Ability to work under pressure and willingness to work long hours as may be required. Strong contract management acumen. Strong computer literacy skills (MS excel, MS word, etc.). Sound interpersonal relation. Cost and quality control. Effective communication skills (both written and verbal). Negotiation, problem-solving, decision making and analytical skill. Strong ethical conduct. A valid driver's license.

DUTIES : Provide Fleet Maintenance services for the Entity. Develop and implement administrative and operational internal controls, processes and systems for the directorate. Develop and implement Risk Management policies and procedures to ensure that the directorate risks are mitigated. Handle all internal and external auditors' queries. Manage client and stakeholder relations for all matters relating to the functions of the directorate. Manage the resources of the directorate and ensure that the directorate deliver on its core functions and services.

ENQUIRIES : Mr. N Nduli Tel No: (011) 372 – 8600/8642

OTHER POSTS

POST 44/203 : **DEPUTY DIRECTOR: ASSET MANAGEMENT REF NO: REFS/006669**
Branch: g-FleeT Management
Chief Directorate: Financial and Management Accounting
This post is re-advertisement and all applicants who previously applied for are encouraged to re-apply.

SALARY : R744 255 per annum (Level 11), (An all-inclusive remuneration package)

CENTRE REQUIREMENTS : Bedfordview
: A tertiary qualification degree (NQF Level 6) recognized by SAQA majoring in Financial Accounting. A minimum of 5 years' working experience at junior management level in the same field. Postgraduate studies in relevant/related fields, experience in the Public Service and Registration with the professional body will be an added advantage. Sound and in-depth knowledge of relevant prescripts and application of resources as well as understanding of the legislative framework governing the Public Service such as: PFMA, National Treasury Regulations, Government Immovable Asset Management Act (GIAMA), Asset Management, Generally Recognized Accounting Practices (GRAP), International Financial Reporting Standards (IFRS), International Public Sector Accounting Standards (IPSAS) and Public Sector policies. Programme and project management. Sound analytical, problem identification and solving skills. Strong computer literacy (MS Word, Excel, SAP). Financial management. Ability to work effectively and efficiently under pressure, organization and planning. Excellent communication (written and verbal), good interpersonal relations, analytical and negotiation skills. A valid driver's license.

DUTIES : Ensure effective management of g-FleeT's assets. Establish and maintain appropriate internal control and reporting systems. Compliant with the provisions of the PFMA, Treasury Regulations, GRAP, IFRS, IPSAS standards and other legislative requirements pertaining to management of state assets. Develop, implement, and monitor risk management strategies, policies and procedures. Implement and maintain compliant and transparent financial

accounting systems for g-FleeT assets. Execute asset verification on regular basis. Ensure reconciliation of Asset Register and Trial Balance is performed monthly. Ensure that all quotes provided to client departments are correct and provided timeously. Provide specialized asset management service. Handle all external and internal audit queries. Compile and submit all required administrative reports. Manage the resources of the component and perform generic management functions

ENQUIRIES : Mr. Thulani Mkwanazi Tel No: (011) 372 – 8600/9000

POST 44/204 : **DEPUTY DIRECTOR: TOWING AND AUCTIONS REF NO: REFS/006682**
Branch: g-FleeT Management
Chief Directorate: Fleet Maintenance
This post is re-advertisement and all applicants who previously applied for are encouraged to re-apply.

SALARY : R744 255 per annum (Level 11), (An all-inclusive remuneration package)
CENTRE : Bedfordview
REQUIREMENTS : An appropriate 3 years National Technical Diploma or an equivalent NQF level 6 qualification with Trade Test Diploma. Postgraduate studies in relevant/related fields will be added advantage. Registration with the professional body will be an added advantage. In-depth knowledge of mechanical, vehicle towing and panel beating processes and environment. Overall knowledge of fleet management and vehicle maintenance principles. Thorough knowledge of the vehicle auctioning environment. Knowledge of automotive industry trends. Understanding of Public Sector policies and regulations. A dynamic, self-motivated and client centric professional with well-developed and proven leadership skills. Ability to work under pressure and willingness to work long hours as may be required. Strong contract management acumen. Strong computer literacy skills (MS excel, MS word, etc.). Sound interpersonal relation, effective communication (both written and verbal), problem-solving, decision making and analytical skills. Record keeping. A valid driver's license.

DUTIES : Manage towing and recovery of all the Entity's vehicles. Provide functional and technical advice and guidance to the Entity's Board of Survey Committee and Asset Management sub-directorate. Develop and maintain the necessary administrative and operational internal controls, processes and systems. Identify and mitigate risks for the sub-directorate. Handle all internal and external auditor's queries. Manage the resources of the sub-directorate and ensure that the sub-directorate deliver on its core functions and services.

ENQUIRIES : Mr. Sifiso Mhlongo Tel No: (011) 372 – 8600/8652

POST 44/205 : **DEPUTY DIRECTOR: HUMAN RESOURCES MANAGEMENT REF NO: REFS/006677**
Branch: g-FleeT Management
Chief Directorate: Corporate Services
This post is re-advertisement and all applicants who previously applied for are encouraged to re-apply.

SALARY : R744 255 per annum (Level 11), (An all-inclusive remuneration package)
CENTRE : Bedfordview
REQUIREMENTS : An appropriate 3-year National Diploma /Bachelor's Degree in Human Resources or equivalent NQF 6 qualification. Minimum 5 years' experience as a human resources management generalist of which 3 years must be at a managerial level preferably in the Public Sector. A qualification in Labour Relations will be an added advantage. Extensive experience in an integrated Human Resources Management Sphere Excellent communication (written and verbal) skills and an ability to communicate with managers at all levels. Sound computer literacy (Microsoft packages) capabilities. Driver's license. Ability to work under pressure and beyond normal working hours. Ability to present Labour Relations related programmes e.g. grievance procedure, etc. Ability to investigate misconduct cases and represent the Entity in Disciplinary Enquiries and handle disputes at the CCMA and GPSSBC.

DUTIES : Ensure overall management of the Sub-Directorate Human Resources Management in terms of staff and resources. Ensure the provision of a best practice recruitment and selection services. Overall management of the provision of employee services benefits and conditions. Manage the provision of an integrated employee wellness service. Develop and implement strategies to facilitate sound labour relations in the entity. Ensure that the job evaluation process is implemented and carried out in G-Fleet in accordance with relevant legislative requirements. Ensure the implementation of a career management and development strategy. Ensure that the necessary administrative and

operational; systems are implemented to support the above. Provide an information management services based on trends and analysis. Prepare and submit all HR related reports (Monthly, quarterly and annual). Perform any other task as delegated by the Director: Corporate Services. Ensure compliance to processes, procedures and controls. Manage resources allocated to the sub-directorate.

- ENQUIRIES** : Mr. Nhlakanipho Ndul Tel No: 011 372 8600/8642
- POST 44/206** : **SENIOR LEGAL ADMIN OFFICER MR6 REF NO: REFS/006676**
Branch: g-FleeT Management
Chief Directorate: Corporate Services
This post is re-advertisement and all applicants who previously applied for are encouraged to re-apply.
- SALARY** : R480 927 - R541 779 per annum (Basic notch plus benefits) and from (R774 660 - R1 157 940 per annum) a total package is offered. (Salary Determined by number of years and appropriate post qualification legal experience)
- CENTRE REQUIREMENTS** : Bedfordview
: At least 8 years' post admission experience. At least 3 years' relevant supervisory experience. Admitted Attorney or Advocate. Experience in the Public Service would be an advantage. Relevant Bachelor's degree (LLB) or BProc. Knowledge and understanding of Public Service policies and frameworks, Variety of legal issues, Research, to handle litigation. The successful completion of the Nyukela Pre-entry certificate to Senior Management Services.
- DUTIES** : To provide effective and efficient legal advisory services to the entity to provide litigation services. To provide legal opinions to render legal contract administration services. Handle all queries relating to internal and external auditors. Manage the operational processes, resources and procedures associated with Legal Services.
- ENQUIRIES NOTE** : Mr. Nhlakanipho Nduli Tel No: (011) 372 8600/8642
: Shortlisted candidates will be subjected to pre-employment screening (vetting). "All shortlisted candidates for SMS posts will 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 DPSA directive on the implementation of competency assessment). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. Successful candidate will be subjected to security clearance by SSA. Signing of performance contract: Mandatory.
- POST 44/207** : **ASSISTANT DIRECTOR: REVENUE REF NO: REFS/006675**
Branch: g-FleeT Management
Chief Directorate: Office of the CFO
This post is re-advertisement and all applicants who previously applied for are encouraged to re-apply.
- SALARY** : R382 245 per annum (Level 09), plus benefits
- CENTRE REQUIREMENTS** : Bedfordview
: NQF level 6 (National Diploma or Degree in Finance). A minimum of 5 years' relevant working experience in financial accounting environment is required of which at least three years should be on supervisory level in the same field. Knowledge of the Public Finance Management Act (PFMA) 1 of 1999 as amended, Treasury Regulations and other related Public Sector regulatory frameworks. Thorough knowledge of accounting methodologies, principles and standards applicable to the Public Sector, Generally Recognized Accounting Principles (GRAP), International Public Sector Accounting Standards Board (IPSASB) and International Financial Reporting Standards (IFRS). Excellent communication literacy skills (verbal and written). Strong computer literacy skills (MS Word, MS excel, SAP, PASTEL. Ability to work under pressure. Good interpersonal skills. Excellent analytical, negotiating, problem - solving, planning and organizing skills.
- DUTIES** : Overall management of the revenue section, Develop, maintain and implement effective revenue and debtors 'management control systems. Develop, control and monitor mechanisms to ensure compliance with legislative requirements. Ensure that money due to Entity is collected on time. Development and implementation of sound financial accounting services regarding: Cashbook, Debtors control accounts, Monthly reconciliations and Debt Collection.
- ENQUIRIES** : Mr. Thulani Mkhwanazi Tel No: (011) 372 – 8600/8604

- POST 44/208** : **ASSISTANT DIRECTOR: SCM REF NO: REFS/006679**
 Branch: g-FleeT Management
 Chief Directorate: Finance
 This post is re-advertisement and all applicants who previously applied for are encouraged to re-apply.
- SALARY** : R382 245 per annum (Level 09), plus benefits
CENTRE : Bedfordview
REQUIREMENTS : NQF level 6 (National Diploma or Degree in Finance). A minimum 5 years' work experience is required. At least three years should be on supervisory level in a Supply Chain Management Environment. Excellent computer literacy, including e-mail and internet skills. Proficient knowledge and skills of finance practices as well as good knowledge of the public service finance management framework. Excellent communication, writing and reporting skills.
- DUTIES** : Manage all functions related to sourcing, tenders and compliance management. Coordinate and manage purchasing and services. Establish a fair, equitable, transparent, competitive and cost-effective supply chain management system. Maintain consistency in the application of all SCM prescripts. Ensure compliance with ethical standards and prevent abuse of supply chain management system. Manage entity tender's contracts and records. Manage entity's resources (Physical, Human and financially). Perform any other tasks as delegated to you.
- ENQUIRIES** : Mr. Thulani Mkwazi Tel No: (011) 372 – 8600/9000
- POST 44/209** : **ASSISTANT DIRECTOR: TOWING AND AUCTIONS REF NO: REFS/006688**
 Branch: g-FleeT Management
 Chief Directorate: Fleet Maintenance
 This post is re-advertisement and all applicants who previously applied for are encouraged to re-apply.
- SALARY** : R382 245 per annum (Level 09), plus benefits
CENTRE : Bedfordview
REQUIREMENTS : An appropriate 3 years National Technical Diploma or an equivalent NQF level 6 qualification with Trade Test Diploma. Postgraduate studies in relevant/related fields will be added advantage. A minimum 5 years' work experience is required. At least three years should be on supervisory level in a Fleet Maintenance Environment. Registration with the professional body will be an added advantage. In-depth knowledge of mechanical, vehicle towing and panel beating environment. Overall knowledge of fleet management and vehicle maintenance principles. Knowledge of vehicle market trends. Understanding of the Public-Sector Acts, policies and regulations. A client centric professional with well-developed and proven leadership skills. Ability to work under pressure and willingness to work long hours as may be required. Strong contract management acumen. Strong computer literacy skills (MS excel, MS word, etc.). Sound interpersonal relation, cost and quality control, negotiation, effective communication both (written and verbal), problem-solving, decision making and analytical skills. Strong ethical conduct. A valid code 8 driver's license.
- DUTIES** : Manage panel beating and mechanical repairs processes for the Entity. Assess vehicles to determine whether vehicles should be disposed or not. Assist with the development and maintenance of the necessary administrative and operational internal controls, processes and systems. Identify and mitigate risks for the sub-directorate. Handle all internal and external auditors' queries. Manage the resources of the sub-directorate and ensure that the sub-directorate deliver on its core functions and services.
- ENQUIRIES** : Mr. Sifiso Mhlongo Tel No: (011) 372 – 8600/8652
- POST 44/210** : **ASSISTANT DIRECTOR: CLIENT LIAISON REF NO: REFS/006702**
 Branch: g-FleeT Management
 Chief Directorate: Customer Management Services
 This post is re-advertisement and all applicants who previously applied for are encouraged to re-apply.
- SALARY** : R382 245 per annum (Level 09), plus benefits
CENTRE : Bedfordview
REQUIREMENTS : An appropriate 3-year Tertiary qualification or equivalent NQF level 6 qualifications in Communication /Business Management. A minimum 5 years' work experience is required. At least three years should be on supervisory level in a Client Liaison/ Communications Environment. A qualification in Fleet Management will be an added advantage. Excellent communication (written

and verbal) skills and an ability to communicate effectively with Clients and managers at all levels. Computer literacy proficiency in Microsoft packages (MS word, excel, e-mail, power point – ability to draft power point presentations). A valid driver's license. Proficient knowledge and skills of communication practices including good knowledges of the public service management framework. Good interpersonal skills, problem solving, planning and organizing skills. Ability to work under pressure and beyond normal working hours. Willingness to travel to other provinces.

DUTIES : Ensure overall management of the Client Liaison section in terms of staff and resources. Develop and implement strategies to facilitate sound customer relations in the entity. Ensure that the customer management services processes are implemented and carried out in g-FleeT in accordance with relevant legislative requirements. Managing the daily running of the Client Liaison unit, including sourcing equipment, effective resource planning and implementing client service strategies and operations. Communicate and interact daily with Clients. Prepare Client progress reports and lead meetings with Clients. Extract reports, analyse findings and make recommendations. Determine training needs of Client portfolio, and present training programmes to Clients. Ensure compliance to Risk management and reporting.

ENQUIRIES : Ms. Alet Nel Tel No: (011) 372 – 8600/9000

POST 44/211 : **ASSISTANT DIRECTOR: CLIENT SERVICE CENTRE REF NO: REFS/006664**
Branch: g-FleeT Management
Chief Directorate: Customer Management Services
This post is re-advertisement and all applicants who previously applied for are encouraged to re-apply.

SALARY CENTRE REQUIREMENTS : R382 245 per annum (Level 09), plus benefits
Bedfordview
An appropriate 3-year qualification or equivalent NQF level 6 qualifications in Communication /Business Management. A minimum 5 years' work experience is required. At least three years should be on supervisory level in a Client Liaison/ Communications Environment. A qualification in Fleet Management will be an added advantage. Excellent communication (written and verbal) skills and an ability to communicate effectively with Clients and managers at all levels. Computer literacy proficiency in Microsoft packages. A valid driver's license. Proficient knowledge and skills of communication practices including good knowledges of the public service management framework. Good interpersonal skills problem solving, planning and organizing skills. Ability to work under pressure and beyond normal working hours.

DUTIES : Ensure overall management of the Client Service Centre section in terms of staff and resources. Develop and implement strategies to facilitate sound customer relations in the entity. Ensure that the customer management services processes are implemented and carried out in g-FleeT in accordance with relevant legislative requirements. Managing the daily running of the Client Service Centre, including sourcing equipment, effective resource planning and implementing client service strategies and operations. Communicate and interact daily with Clients. Provide information management services based on trends and analysis. Extract reports analyse findings and make recommendations. Ensure compliance to Risk management and reporting.

ENQUIRIES : Ms. Alet Nel Tel No: (011) 372 – 8600/9000

POST 44/212 : **ASSISTANT DIRECTOR: INFORMATION AND COMMUNICATION TECHNOLOGY REF NO: REFS/006674**
Branch: g-FleeT Management
Chief Directorate: Corporate Services
This post is re-advertisement and all applicants who previously applied for are encouraged to re-apply.

SALARY CENTRE REQUIREMENTS : R382 245 per annum (Level 09), plus benefits
Bedfordview
An appropriate 3-year National Diploma /Bachelor's Degree in Information Technology or equivalent NQF level 6 qualification A minimum of 3-5 years' working experience in the relevant environment of which at least 3 years must have been at supervisory level in the same field. Experience in information systems development and support. Knowledge and experience of JAVA, VB.Net, ASP.Net and MS SQL. Application development methodologies. Business requirements writing experience. Practical knowledge of Systems Development Life Cycle (SDLC) and can work under pressure. Excellent communication skills (verbal and written), interpersonal, project management,

DUTIES

: planning and organizing, cost and quality control, problem solving, negotiation, decision making and contract management skills. A valid driver's license. SharePoint and flow centric skills will be an added advantage.
: Render system development, support and maintenance services. Perform data administration functions. Co-ordinate server and network services and availability services. Co-ordinate ICT software and hardware asset management function. Research and development. Assist in managing budget and mitigating risks for sub-directorate. Handle all internal and external auditors' queries. Compile weekly, monthly and annual reports or as when requested. Manage resources allocated to the sub-directorate.

ENQUIRIES

: Mr. Chris Masombuka Tel: 011 372 8600/8642

POST 44/213

: **ASSISTANT DIRECTOR: FACILITIES MANAGEMENT REF NO: REFS/007283**
Branch: g-FleeT Management
Chief Directorate: Corporate Services
This post is re-advertisement and all applicants who previously applied for are encouraged to re-apply.

SALARY CENTRE REQUIREMENTS

: R382 245 per annum (Level 09), plus benefits
: Bedfordview
: Tertiary qualification in Construction or Building Management and between 5 and 10 years' experience. Grade 12 or equivalent qualification and more than 10 years' experience in the built environment. Formal qualification in Project and Facilities Management. Qualification in National Archives Record Management or Library Services will be an added. Qualification in OHS Act will be an added advantage. Experience in Building refurbishments and Construction. High level of facilities maintenance knowledge and experience (Preventative and reactive maintenance). Experience in facilities maintenance of hard and soft services. Sound knowledge of Occupational Health & Safety Act and Regulations. Proven experience in Managing projects. Facilities Helpdesk Management will be an added advantage. Experience in Records Management in the Public Sector. Previous experience in managing a team and relevant management experience is a must. Knowledge of HR, Finance and Procurement processes in the Public Sector will be an added advantage. Knowledge of the Public Finance Management Act (PFMA). Good communications skills. Must be fully computer literate. Report writing skills. The candidate must be a team Player (have the ability to work independently and with the team). Client orientated. Must have a sense of responsibility, loyalty and ability to work under pressure. Willingness to work standby and abnormal hours when required. Valid Driver's License.

DUTIES

: Identify risk areas of g-FleeT's buildings and other physical facilities that require refurbishment and / or maintenance. Compile specifications, procurement requests and submissions for the provision of required maintenance. Develop and Implement preventative maintenance schedule. Facilitate tender processes for maintenance/ refurbishment projects. Facilitate the development of emergency evacuation procedures for buildings. Develop and implement a project plans to ensure that required refurbishment and maintenance is implemented as required. Liaise with the relevant stakeholders for the refurbishments and maintenance work. Oversee and manage all maintenance and construction projects. Facilitate furniture and fixture requirements for buildings. Liaise with relevant unit in facilitating asset maintenance and or management. Manage Facilities Maintenance Helpdesk as per the Standard Operating Procedures. Initiate and implement and manage Registry Services in g-FleeT per the requirements by the National Archives of South Africa (National Archives and Records Service of SA Act). Contract/SLA management of facilities maintenance service providers. Verify submitted invoices against maintenance and refurbishments/construction conducted, sign for checking conducted and submit for approval. Staff Management.

ENQUIRIES

: Ms. Amanda Matiwane Tel No: 011 372 8600/900

POST 44/214

: **BUSINESS ANALYST: INFORMATION AND COMMUNICATION TECHNOLOGY REF NO: REFS/006699**
Branch: g-FleeT Management
Chief Directorate: Corporate Services
This post is re-advertisement and all applicants who previously applied for are encouraged to re-apply.

SALARY CENTRE

: R321 543 per annum, (plus benefits)
: Bedfordview

<u>REQUIREMENT</u>	:	Matric Certificate plus a 3-year Diploma / National Diploma /Degree in Information Technology /Business Information Systems or Related Qualification or equivalent NQF level 6/7 qualification. A minimum of 3-5 years' working experience in the relevant field. Experience in information systems development and support. Knowledge and experience in JAVA, VB.Net, ASP.Net and MS SQL, Project development methodologies, Business requirements gathering and writing experience, Practical knowledge of Systems Development Life Cycle (SDLC). Excellent communication skills (verbal and written), interpersonal, project management, planning and organizing, cost and quality control, problem solving, negotiation, decision making and contract management skills. A valid driver's license. SharePoint and flow-centric skills will be an added advantage.
<u>DUTIES</u>	:	Knowledge in Business Analysis Tools and Techniques; System Analysis; SDLC; Process Mapping; Project Management Body of Knowledge (PMBOK); Skills: Analytical skills; Interpersonal skills; Training skills; Workshop facilitation skills; Problem Solving skills; Team Player; Project Management; Research skills; People management skills; Conceptualization; Contextualization; Communication: Good verbal and written communication skills; Ability to communicate at all levels; Creativity: Ability to organize and initiate work activities; Sourcing/ gathering of Information; Evaluation; Decision making and innovative; Other: Self driven, Strong work ethic, Reliable, Honest and a positive attitude. Duties: Investigate and analyses Departmental processes and systems. Identify and maximize opportunities to use information technology to improve services. Develop business cases. Develop business process models incorporating specified requirements and accepted best practices. Develop business and functional requirements for identified processes and systems. Model business processes and systems to identify gaps/shortcomings/duplications. Test developed solutions. Co-ordinate/facilitate user acceptance testing and training workshops. Participate in the development, maintenance and implementation of business systems. Introduction of modern technologies for system improvements. Ensure appropriate deployment of systems in the department. Implement information security protocols and regulation. Provide analytical advice on business processes and systems.
<u>ENQUIRIES</u>	:	Mr. Chris Masombuka: Tel No: (011) 372 – 8600/8642
<u>POST 44/215</u>	:	<u>SENIOR DESKTOP TECHNICIAN: INFORMATION AND COMMUNICATION TECHNOLOGY (X2) REF NO: REFS/006700</u> Branch: g-FleeT Management Chief Directorate: Corporate Services This post is re-advertisement and all applicants who previously applied for are encouraged to re-apply.
<u>SALARY CENTRE REQUIREMENTS</u>	:	R321 543 per annum, (plus benefits) Bedfordview
<u>DUTIES</u>	:	Matric Certificate plus a recognized undergraduate qualification NQF level 6 in Information and Communication Technology / degree NQF level 7 in IT as recognized by SAQA. A minimum of 3-5 years' experience in the Information and Communications Technology environment. Experience in windows 2010 and Office 365 environment, network support, configuration and deployment of windows operating system. IT project implementation and reporting. Must have a good understanding and command in ICT infrastructure, networks, desktop and operating systems. Communicate verbal and written skills. Problem solving skills, collaborative and excellent people skills, creative and analytical. Knowledge of working in Microsoft environment. A Valid driver's license. To perform installation of hardware, software, VOIP and deploy and manage new applications, systems software, windows updates and antivirus. Ensure infrastructure projects meet institutional requirements and goals, fulfil end-user requirements, and identifies and resolves systems issues. Apply automated software and system management tools for systems and applications. Provide training and operational support to staff and interns. Provide onsite and remote technical IT support. Handle first line escalation of complex problems. Install, configure, upgrade, maintain and support desktop systems based on requests. Plan and coordinate major software and hardware deployment. Adhere to preventive maintenance procedures to avoid system failures. Maintain computers, printers, and other software and hardware peripherals. Maintain desktop deployment integrity in line with the approved standards, i.e. Operating system, Software Packages, Security applications and configurations. Conduct IT asset verification as defined in the asset management policy. Perform repairs and replacements of software and hardware peripherals. Adhere to service level agreements signed with other business units, including service desk

matrix. Transfer skills, supervise and mentor interns and learners in line with training program

ENQUIRIES : Mr. Chris Masombuka: Tel No: (011) 372 – 8600/8642

POST 44/216 : **LEGAL ADMIN OFFICER (MR1-MR5) REF NO: REFS/007282 (X2 POSTS)**
 Branch: g-FleeT Management
 Chief Directorate: Corporate Services
 This post is re-advertisement and all applicants who previously applied for are encouraged to re-apply.

SALARY : R201 387 - R541 779 per annum (Basic notch plus benefits) and from (R774 660 - R926 193 per annum) a total package is offered. (Salary Determined by number of years and appropriate post qualification legal experience)

CENTRE : Bedfordview

REQUIREMENTS : Relevant Bachelor's degree (LLB) or BProc Knowledge and understanding of Public Service policies and frameworks, Variety of legal issues, Research, to handle litigation, at least 3 - 5 years' experience, Experience in Civil Litigation Especially Collision of Motor vehicle, experience in the Public Service would be an advantage. Research, to handle litigation.

DUTIES : To provide litigation services, to provide legal opinions, to render legal contract administration services. Manage the operational processes, resources and procedures associated with Legal Services. To provide effective and efficient legal advisory services to the entity to provide litigation services. To provide legal opinions.to render legal contract administration services. Handle all queries relating to internal and external auditors. Manage the operational processes, resources and procedures associated with Legal Services.

ENQUIRIES : Mr. Nhlakanipho Nduli Tel No: 011 372 8600/8642

POST 44/217 : **ARTISAN PRODUCTION GRADE A: TOWING & AUCTIONS REF NO: REFS/006697**
 This post is re-advertisement and all applicants who previously applied for are encouraged to re-apply.
 Branch: g-Fleet Management
 Chief Directorate: Operations

SALARY : R193 512 - R214 770 per annum, (An all-inclusive remuneration package)

CENTRE : Bedfordview

REQUIREMENTS : A tertiary qualification recognized by SAQA. National Technical Certificate with Trade Test (Mechanical/Panel Beating) with 1 year relevant working experience. Knowledge: Understanding of mechanical, vehicle towing and panel beating environment. A valid driver's license. Understanding of Machinery and Occupational Safety Act. Skills: Excellent verbal and written communication skills. Mechanical/Panel beating skills. Ability to tow vehicles. Computer literacy, including email and internet skills. Must be able to work under pressure.

DUTIES : Assist the Senior Artisan Practitioner with all tasks related to towing and auctions. Ensure that policies and standards related to towing and auctions are adhered to. Perform mechanical, towing and auction administration duties, data capturing and filing. Arrange for towing of all vehicles from the merchants, clients and regional offices i.e. vehicles declined for repairs. Formally inform client departments of their withdrawn vehicles. A valid driver's license

ENQUIRIES : Mr. Sifiso Mhlongo Tel No: 011 372 8600/8654

POST 44/218 : **ARTISAN PRODUCTION GRADE A: PANEL BEATING AND MECHANICAL FEF NO: REFS/007284 (X4 POSTS)**
 Branch: g-FleeT Management
 Chief Directorate: Operations
 This post is re-advertisement and all applicants who previously applied for are encouraged to re-apply.

SALARY : R193 512 - R214 770 per annum, (An all-inclusive remuneration package)

CENTRE : Bedfordview

REQUIREMENTS : National Technical Certificate (Mechanical/Panel Beating) with an appropriate Trade Test. National Diploma in Mechanical Engineering will be added advantage. A valid driver's license. Minimum relevant working experience post obtaining the Trade Test Certificate. Knowledge: Understanding of mechanical, panel beating and fleet management environment. Understanding of Machinery and Occupational Safety Act. Skills: Excellent verbal and written communication skills. Mechanical/Panel beating skills. Computer literacy, including email and internet skills. Must be able to work under pressure. Organizing, planning, leadership and coordinating skills.

DUTIES

: Manage the quality of repairs and servicing on g-FleeT vehicles. Planning and organizing all maintenance inspections. Determine if the vehicle is economical to repair or not. Complete and return repair requisitions and assist in ordering and controlling the workshop materials and tools. Monitoring and ensuring quality of repairs and services done by service providers. Ensure that policies and standards related to panel beating and mechanical repairs are adhered to. Perform panel beating and mechanical administration duties, data capturing and filing. Manage the training and development of all artisans and apprentices allocated to the unit. Prepare weekly, monthly and annual reports.

ENQUIRIES

: Mr. Sifiso Mhlongo Tel No: 011 372 8600/8654

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

OTHER POSTS

<u>POST 44/219</u>	:	<u>HEAD - CLINICAL UNIT (GERIATICS) REF NO: HCUGERIATICS/1/2021</u>
<u>SALARY</u>	:	R1 754 739 per annum, (All inclusive package excluding commuted overtime)
<u>CENTRE</u>	:	Inkosi Albert Luthuli Central Hospital
<u>REQUIREMENTS</u>	:	Qualification in the appropriate health science (MBCbB or equivalent) Current registration with the Health Professions Council of South Africa as a Medical Specialist –Physician and certified as an Geriatrician. A minimum of 3 years' appropriate experience as a Medical Specialist Geriatrician. Possession or studying towards PhD will ne an advantage. Knowledge, Skills, Training And Competence Required: Sound knowledge of and experience in management of Geriatric syndromes. Knowledge of national and international demography, current health and public service legislation, regulation and policy including medical ethics, epidemiology and statistics. Good communication skills and decision making. Clinical, procedural and training skills in Geriatric Medicine Experience in working in multidisciplinary teams. Ability to teach and supervise junior staff Research principles. Counselling and conflict resolution skills. Leadership, administration and management skills. Demonstrate the ability to work as part of a multidisciplinary team.
<u>DUTIES</u>	:	Control and management of clinical services as delegated by the Head of Department. Maintain satisfactory clinical, professional and ethical standards related to these Services. Maintain necessary discipline over staff under his/her control. Attend to administrative matters as pertains to the unit and department. Conduct, assist and stimulate research. Training of undergraduate medical students, postgraduate medical students (internal medicine and sub-Speciality registrars in Geriatric Medicine) and allied Health Personnel in Geriatric Medicine and participation in formal teaching as required by the department. Promote community-orientated services and participate in outreach programmes. Conduct specialized outpatient clinics and provide expert opinion where required. After hours consultant cover for Geriatric Medicine at Inkosi Albert Luthuli Hospital. Assist with the setting of protocols for the management of Geriatric Giants and other age-related conditions. Assist with the development of clinical audit programmes in the hospitals in the above districts. Develop measures to ensure quality assurance for the Geeriatric Medicine.
<u>ENQUIRIES</u>	:	Dr LP Mtshali Tel No. 031 2401124
<u>APPLICATIONS</u>	:	All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the entrance to the Management Building at IALCH or posted to Private Bag X03, Mayville, 4058.
<u>NOTE</u>	:	An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za .Copies of ID documents, Std 10, educational qualifications, certificates of service and professional registration certificates need not be certified as only shortlisted candidates will be requested to supply certified copies and proof of current registration must be submitted together with your CV. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g. ref APRO/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. Please note that the selected candidate It is the applicant's responsibility to have the foreign qualification, which is the requirement of the post, evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation on application. Failure to comply will result in the application not being considered will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Please note that due to financial constraints, there will be no payment of S&T claims.
<u>CLOSING DATE</u>	:	31 December 2021

- POST 44/220** : **MEDICAL SPECIALIST REF NO: MEDSPECORTHO /2/2021 (X1 POST)**
Department: Orthopaedics
- SALARY** : Grade 1: R1 122 630 per annum (all-inclusive salary Package (excluding commuted overtime).
Grade 2: R1 283 592 per annum, (all-inclusive salary package (excluding commuted overtime)
Grade 3: R1 489 665 per annum, (all-inclusive salary package (excluding commuted overtime)
- CENTRE REQUIREMENTS** : Inkosi Albert Luthuli Central Hospital
: Applicants must be currently registered with the Health Professions Council of South Africa as a Specialist in Orthopaedic Surgery. Candidates must also have experience in managing severe trauma. Candidate must be able to operate independently on patients with orthopaedic trauma and uncomplicated elective orthopaedic patients requiring surgical treatment. Experience: **Grade 1:** The appointment to Grade I requires appropriate qualification plus registration with the Health Professions Council of South Africa as a Medical Specialist in a normal specialty (Orthopaedics). Registrars who have completed their training may also apply on condition that their appointment will be subject to them submitting documentary evidence of registration with the Health Professions Council of South Africa as Medical Specialist – Orthopaedics. **Grade 2:** Five (5) years post registration experience as a Medical Specialist -Orthopaedics with Health Professions Council of South Africa. **Grade 3:** requires Ten (10) years post registration experience after registration as Medical Specialist – Orthopaedics with Health Professions Council of South Africa. Recommendation: Experience with pelvic surgery (fracture management) is an advantage. Experience in a dedicated arthroplasty unit is an advantage (total hip and knee arthroplasty unit). Purpose of Post: This post is primarily designed to provide orthopaedic services under the direction of the head of department – both within IALCH, and the Metropolitan hospitals as required (outreach).
- DUTIES** : The individual will provide expert knowledge in the specialty of Orthopaedic Surgery. This encompasses primarily the assessment and treatment of patients requiring orthopaedic care. The candidate will also be responsible for teaching junior medical and paramedical staff. He is expected to engage in research and perform administrative functions as directed by the Head of Department. He will also participate in orthopaedic outreach programs within the framework of the Department of Health. After hours duties are mandatory. Provide orthopaedic care to patients with orthopaedic conditions, especially trauma. Provide orthopaedic services to the trauma unit and elective orthopaedic services. Be responsible for basic operations, especially for bone and soft tissue trauma. To supervise and teach new doctors in the treatment of orthopaedic conditions, especially trauma. Conduct Out-patient clinics in the hospital. Conduct patient management in the wards including both High Care and Intensive Care Unit and ensuring set standards are maintained. Doctors have to be available after hours to provide relevant emergency cover as required. Clerk all admissions and compile discharge summaries. Be responsible for all letters and assist patients with SASSA forms and medico-legal issues and forms. Conduct research in the field of Orthopaedics. The incumbent will also be responsible for teaching of medical, paramedical and nursing staff. Prepare and Attend Mortality and Morbidity meetings as required and forms. Conduct research in the field of Orthopaedics.
- ENQUIRIES APPLICATIONS** : Dr PV Ryan Tel No: 031-240 2160
: All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the entrance to the Management Building at IALCH or posted to Private Bag X03, Mayville, 4058.
- NOTE** : An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za. Copies of ID documents, Std 10, educational qualifications, certificates of service and professional registration certificates need not be certified as only shortlisted candidates will be requested to supply certified copies and proof of current registration must be submitted together with your CV. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g. ref APRO/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. Please note that the selected candidate It is the applicant's responsibility to have the foreign qualification, which is the requirement of the post, evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation on

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

<u>CLOSING DATE</u>	:	31 December 2021
<u>POST 44/221</u>	:	<u>MEDICAL SPECIALIST – PAEDIATRICIAN- (GRADE 1, 2 AND 3) REF NO: GS 66/21</u> (Working in Critical Care & Tertiary/General Paediatrics) Component: Paediatrics & Child Health
<u>SALARY</u>	:	Grade 1: R1 122 630 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 283 592 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 489 665 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.
<u>CENTRE</u>	:	Greys Hospital, PMB Metropolitan Hospital Complex (including Grey's, Harry Gwala Regional and Northdale Hospitals)
<u>REQUIREMENTS</u>	:	Senior Certificate or equivalent MBCHB OR equivalent qualification PLUS FC Paeds (SA) OR equivalent PLUS Current Registration with Health Professions Council of South Africa as a Medical Specialist in Paediatrics (or equivalent). 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 The Employment Equity Target For This Post Is: African Male, African Female, Coloured Male Recommendation: Ability to work in stressful, resource-limited environment Ability to work in a team & communicate well with other disciplines. Paediatric Critical Care experience Knowledge, Skills, Experience And Competencies: Specialist medical knowledge, skills & competence in Paediatrics and Child Health 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.
<u>DUTIES</u>	:	(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 (including Neonatal & Paediatric Intensive Care Unit/s) within the catchment population of the Pietermaritzburg Metropolitan Hospitals Complex (Grey's, Harry Gwala Regional & Northdale Hospitals). Participate in the provision of 24-hour in- and outpatient paediatric clinical care services within the Pietermaritzburg Metropolitan Hospitals Complex. This will include clinical duties on a rotational basis or as necessary in General Paediatrics, Intensive care units and support to other Paediatric sub-specialties. Participate in the departmental Outreach program to the catchment area Assist with clinical governance and 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.
<u>ENQUIRIES APPLICATIONS</u>	:	Dr BL Dhada / MRS K Moses Tel No: (033) 897 3264 / 87
<u>FOR ATTENTION</u>	:	Applications to be forwarded to: The Human Resources Department, Greys Hospital Private Bag x 9001, Pietermaritzburg, 3200 Mrs M. Chandulal

<u>NOTE</u>	:	Directions To Candidates: The following documents must be submitted: a) Application for employment form (Z83) which is obtainable at any Government Department OR website b) Applicants must submit copies of qualifications, Identity document and drivers license (where appropriate) and any other relevant documents. Such copies need not be certified when applying for a post. The communication from HR of the department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore only shortlisted candidates for a post will be required to submit certified documents on or before the of the interview following communication from HR. Curriculum Vitae NB: Failure to comply with the above instructions will disqualify applicants. The circular minute number / reference must be indicated in the column provided on the form Z83 e.g GS 66/21. 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. 28 December 2021
<u>CLOSING DATE</u>	:	28 December 2021
<u>POST 44/222</u>	:	<u>DEPUTY MANAGER NURSING (LEVEL 1&2) REF NO: CL 06/2021</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R856 272 – R963 723 per annum Clairwood hospital Senior Certificate (Grade 12) Degree OR Diploma in General Nursing. A minimum of 09 (nine) years appropriate / recognizable experience in Nursing after registration as a Professional Nurse with SANC in General Nursing. At least 4 (Four) years of the period referred to above must be appropriate/recognizable experience Management level. Proof of previous experience and current employment experience (Certificate of Service) endorsed and stamped by Human Resource Office. Current registration with the SANC. Valid driver's licence EB (code 08) and Computer certificate. Recommendations: Degree/ Diploma in Management.
<u>DUTIES</u>	:	In depth knowledge and understanding of health related Acts, Regulations, Guidelines and other related policies such as Nursing Act and Regulations Health Act. Health Act and Code of Ethics. Knowledge and understanding of Professional practice of South African Nursing Council, Nursing standards of practice, Scope of Practice, Occupational Health and Safety Act and Mental Act. Knowledge and understanding of Legislative framework governing the Public services including: Skill Development Act, Public Service Regulations, Labour Relations Act, Grievance procedures and disciplinary procedures. Good Communication, report writing, facilitation, co-ordination, decision-making, leadership, negotiation, networking and interpersonal skills. Strategic planning, Responsiveness, Pro-activeness, Professionalism, Accuracy and Flexibility to work under pressure. Provide guidance towards the realisation of the strategic goals and objectives of the division Nursing Component by establishing the strategic direction of the component to ensure the alignment with its business plans and participating in the development of the hospital Strategic plan. Provide professional, technical and management support for the provision of quality patient care through proper management of Nursing care programs. Advocate and ensure promotion of nursing ethos and professionalism. Develop and monitor of policies, programme, regulation, practices, procedures and standards pertaining to Nursing care. Utilise information technology and other management information systems to manage nursing information for the enhancement of service delivery. Establish, maintain and participate in inter-professional and multi-disciplinary teamwork that promotes efficient and effective health care. Manage and utilize resources i.e. human financial, physical and material in accordance with relevant directives and legislation. Establish, Supervise and maintain coordinated functioning of the Nursing service to ensure acceptable standards of patient care. Analyse staffing needs and develop a plan to meet the needs and continuously review, explore and utilization opportunities for professional development to enhance professional knowledge. Formulate and manage the component's budget against its strategic objectives and ensure proper utilisation thereof. Initiate and identify ways of containing health care costs without compromising standards. Facilitates formulation, reviewing policies, procedures and implementation

**ENQUIRIES
APPLICATIONS**

thereof. Ensure functioning quality improvement programmes in each component/ department. Monitor expenditure by putting into place relevant mechanism to ensure appropriate and economical use of resources.

Dr. O Francis Tel No: 031 451 5180

Applications may be sent to: Attention: Human Resource Department, Clairwood Hospital, Private Bag X04, Mobeni 4060 or Hand deliver: 1 Higginson Mobeni, 4060

NOTE

The contents of this Circular Minute must be brought to the attention of all eligible officers and employees on your establishment without delay. Also notify all candidates that qualify for the post in this circular minute even if they are absent from their normal work place. Directions to candidates, the following documents must be submitted: Application for Employment form (Z83), obtainable at any Government Department or from website – www.kznhealth.gov.za. Copies of educational qualifications, Identity Documents and Curriculum Vitae, The reference number must be indicated in the column provided on the form Z83. Failure to comply with the above instructions will disqualify applicants. Fax, email, incomplete and late applications will not be considered. Please note that due to a large number of applications we envisage to receive, applications will not be acknowledged. However, should you not receive any response after two months after the closing date of this advert; consider your application as unsuccessful. People with disabilities should feel free to apply for the posts. The appointment is subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance vetting), criminal clearance, credit records, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC)

CLOSING DATE

28 December 2021

POST 44/223

OPERATIONAL MANAGER NURSING (PHC) REF NO: GAM CHC 19/2021

SALARY

R571 242 – R642 933 per annum. Other Benefit(s): 13th Cheque Medical Aid (Optional) GEHS (employee must meet prescribed requirements) 12% rural allowance

**CENTRE
REQUIREMENTS**

Gamalakhe CHC- Margate Clinic

Senior Certificate/Matric Degree/Diploma in General Nursing and Midwifery that allows registration with SANC as a Professional Nurse. A post basic qualification with a duration of at least one (01) year accredited with SANC in Clinical Nurse Science, Assessment, Diagnosis, Treatment and Care. Proof of current registration with SANC (2021 receipt) Experience A minimum of 09 years appropriate/ recognizable nursing experience after registration as Professional Nurse with SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/ recognizable experience after obtaining the 1 year post basic qualification in the relevant specialty. Proof of previous and current work experience endorsed and stamped by Human Resource Department (certificate of service). Applicants must submit confirmation letter of relevant experience from their supervisors in an official letterhead of the employer when they apply. Skills: Knowledge of SANC Rules and Regulations Knowledge of Legislative Framework and Departmental prescripts Leadership, organizational, Decision making, problem solving and interpersonal skills Basic financial management skills Knowledge of Human Resource Management Personal Attitude, Responsive, Professionalism, Supportive, Assertive and Team player. Communication skills and decision making skills. Leadership and supervisory skills.

DUTIES

Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices and how it impacts on service delivery. Ensure clinical nursing practice by nursing team in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Demonstrate a basic understanding of Human Resource and Financial policies and practices. Demonstrate effective communication with patients, supervisors, other health professionals and junior colleagues, including more complex report writing when required. Work as part of the multidisciplinary team to ensure good nursing care at unit level by nursing team. Able to manage own work, time and that of junior colleagues to ensure proper nursing service in the facility. Display concern for patients, advocating and facilitating proper treatment and care and ensuring that the facility adheres to the principle of Batho Pele. Able to develop contacts, build and maintain a network of professional relations in order to enhance service delivery. Demonstrate basic computer literacy as a support tool to enhance service delivery. Participate in the analysis and formulation of

nursing policies and procedures. Provide direct and indirect supervision of all staff within the unit and give guidance. Demonstrate an understanding of Human Resource and Financial Management Policies and procedures. Monitor and evaluate the care and management of all patients through clinical audits and drawing quality improvement plans for the facility and ability to supervise Medical and Surgical emergencies and refer appropriately. Monitor implementation and performance on indicators on daily, weekly and monthly basis; provide feedback to management, analyse data and draw up quality improvement plan and implementation plan. Ensure quality data collection, validation and verification is done as per guidelines. Exercising control of discipline and any other labour related issues in terms of laid down procedures. Improve on complaints management and work towards reducing them. Ensure functionality of the Clinic committee programme so that community involvement and participation is achieved.

ENQUIRIES : Mrs. N.O Ndwendwe Tel No: 039 318 1113
APPLICATIONS : All applications should be forwarded to: The HR Manager Gamalakhe
 Community Health Centre Private Bag X 709, Gamalakhe, 4249
FOR ATTENTION : Human Resource Department
CLOSING DATE : 28 December 2021

POST 44/224 : **OPERATIONAL MANAGER NURSING: SPECIALTY NURSING STREAM
 PN-B3- CORONARY CARE UNIT REF NO: OPMAN (SPEC NURS STREAM)
 CCU/1/2021**
 Department: Coronary Care Unit

SALARY : R571 242 per annum, plus 13th cheque, Housing Allowance: Employee must meet prescribed requirements. Medical Aid: optional

CENTRE : Inkosi Albert Luthuli Central Hospital
REQUIREMENTS : Degree/Diploma in General Nursing (R425 qualification or equivalent) plus 1 year post basic qualification (R212) Critical Care Nursing Science as required above. Current registration with SANC as General Nurse and Critical Care Nursing Speciality. A minimum of 9 years appropriate /recognisable experience in nursing after registration as a Professional Nurse with the SANC in General nursing is required. At least 5 years of this period must be appropriate/recognisable experience in the specific speciality after obtaining the 1-year post- basic qualification in the Critical Care Nursing speciality. Knowledge, Skills, Training and Competencies Required: Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices. Possess communication skills for dealing with patients, supervisors and other members of the multi-disciplinary team including the writing of reports when required. Good human relations; displaying a concern for patients, promoting and advocating proper treatment and care including a willingness and awareness to respond to patient's needs and expectations. Demonstrate ability to provide support and guidance within the unit. Basic understanding of HR and Financial policies and practices. Demonstrate working knowledge of the hospital information system to enhance quality in the service delivery. Demonstrate basic computer literacy as a support tool to enhance service delivery. Ability to plan and organise own work, time and that of support personnel to ensure proper nursing care in the unit.

DUTIES : Work as part of a multi-disciplinary team to ensure good nursing care. Ensure cost -effective, equitable and efficient high quality patient care. Perform a quality comprehensive clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the legislative framework and National Core Standards. Ensures compliance with ideal hospitals project. Perform duties within the ambits of legal framework as required. Ensure compliance to professional and ethical practice. Work effectively and amicably at supervisory level with persons of diverse intellectual, cultural, racial or religious differences. Participates in programs that are aimed at improving health of patients living with cardiovascular diseases. Perform duties as delegated by the supervisor and relief duties of the assistant nurse manager's office as requested.

ENQUIRIES : Miss NO Mkhize Tel No: 031 240 1063
APPLICATIONS : All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the entrance to the Management Building at IALCH or posted to Private Bag X03, Mayville, 4058.

NOTE : An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za. Copies of ID documents, Std 10, educational qualifications, certificates of service and professional registration certificates need not be certified as only shortlisted candidates will be requested to supply

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

CLOSING DATE

: 31 December 2021

POST 44/225

: **OPERATIONAL MANAGER NURSING (NIGHT DUTY SERVICES) REF NO: DANCHC 28/2021 (X1 POST)**

SALARY

: R571 242 - R642 933 per annum. Other Benefits 13th Cheque /Service Bonus. Medical Aid: Optional. Homeowners Allowance: Employee must met prescribed requirements. Inhospitable Allowance: 8%

CENTRE REQUIREMENTS

: Dannhauser CHC
 : Standard 10 or Grade 12. Basic R425 qualification (i.e. degree/diploma in General Nursing) or equivalent qualification that allows registration with SANC as a Professional Nurse. Post basic qualification with duration of at least 1 year in curative skills in Primary Health Care accredited with SANC. Current registration with SANC as a Professional Nurse. A minimum of 9 years appropriate / recognizable nursing experience after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognizable experience after obtaining the 1 year post-basic qualification in the relevant specialty. Proof of current and previous work experience endorsed and stamped by Human Resource (Certificate of service and service record) must be attached. Knowledge, Skills, Training and Competencies Required: Knowledge of nursing care process, procedures and other legal framework. Basic knowledge of public service regulations. Disciplinary code, human resources policies hospital generic and specific policies. Leadership, supervisory and good communication skills. Good report writing and facilitation skills. Team building and cross cultural awareness. Conflict management and negotiation skills.

DUTIES

: Facilitate provision of comprehensive package of service at PHC level including priority programmes and Quality improvement Programmes. Develop clinic Operational Plan, monitor the implementation and submit progress reports. Participate in clinical audits in the facility and ensure implementation of the quality improvement plans supported by string work ethics. Ensure proper control and effective utilization of all resources including HR, Financial, vehicles and exercise care over government property at night. Supervise and ensure the provision of an effective and efficient care through adequate nursing care at night. Ensure Batho Pele principles, National Core Standards and Ideal Clinic priorities are implemented. Provide safe therapeutic environment that allows for practice of safe nursing care as; aid down by Nursing Act, Occupational Health and Safety Act. Ensure adverse event reporting as per protocol. Compile monthly, quarterly statistics and other reports.

ENQUIRIES APPLICATIONS

: Mrs M Ntseki Tel No: (034) 621 6119
 : Private Bag X 1008, Dannhauser, 3080 or be hand delivered to: Dannhauser CHC, No 7 Durnacol Road, Dannhauser, 3080.

FOR ATTENTION NOTE

: Mrs DBP Buthelezi-Assistant Director: HRM
 : Applications must be submitted on the prescribed application for employment form Z83 obtainable from any Public Service department) and must be completed in full and page 2 duly signed. Clear indication of the post and reference number that is being applied for must be indicated on your Z83. A recent comprehensive CV, specifying all qualifications and experience, with respective dates and copies of qualifications (need not be certified) and ID must be attached. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks security clearance (vetting), criminal clearance, credit records and citizenship, verification of Educational qualifications by SAQA, verification of previous experience from Employers and

verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Applicants in possession of foreign qualification must attach an evaluation certificate from the South African qualifications authority (SAQA) to their applications. Non-RSA Citizens/Permanent Residents/Work Permit holders must submit documentary proof together with their applications. Preference Will Be Given To African Male 28 December 2021

CLOSING DATE

:

POST 44/226

:

OPERATIONAL MANAGER NURSING (PHC) REF NO: GAM CHC 20/2021

SALARY

:

R571 242 – R642 933 per annum. Other Benefit(s): 13th Cheque Medical Aid (Optional) GEHS (employee must meet prescribed requirements) 12% rural allowance

CENTRE

:

Gamalakhe CHC- Ntabeni Clinic

REQUIREMENTS

:

Senior Certificate / Matric Degree/ Diploma in General Nursing and Midwifery that allows registration with SANC as a Professional Nurse. A post basic qualification with a duration of at least one (01) year accredited with SANC in Clinical Nurse Science, Assessment, Diagnosis, Treatment and Care. Proof of current registration with SANC (2021 receipt) Experience A minimum of 09 years appropriate/ recognizable nursing experience after registration as Professional Nurse with SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/ recognizable experience after obtaining the 1 year post basic qualification in the relevant specialty. Proof of previous and current work experience endorsed and stamped by Human Resource Department (certificate of service). Applicants must submit confirmation letter of relevant experience from their supervisors in an official letterhead of the employer when they apply. Skills: Knowledge of SANC Rules and Regulations Knowledge of Legislative Framework and Departmental prescriptions Leadership, organizational, Decision making, problem solving and interpersonal skills Basic financial management skills Knowledge of Human Resource Management Personal Attitude, Responsive, Professionalism, Supportive, Assertive and Team player. Communication skills and decision making skills. Leadership and supervisory skills.

DUTIES

:

Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices and how it impacts on service delivery. Ensure clinical nursing practice by nursing team in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Demonstrate a basic understanding of Human Resource and Financial policies and practices. Demonstrate effective communication with patients, supervisors, other health professionals and junior colleagues, including more complex report writing when required. Work as part of the multidisciplinary team to ensure good nursing care at unit level by nursing team. Able to manage own work, time and that of junior colleagues to ensure proper nursing service in the facility. Display concern for patients, advocating and facilitating proper treatment and care and ensuring that the facility adheres to the principle of Batho Pele. Able to develop contacts, build and maintain a network of professional relations in order to enhance service delivery. Demonstrate basic computer literacy as a support tool to enhance service delivery. Participate in the analysis and formulation of nursing policies and procedures. Provide direct and indirect supervision of all staff within the unit and give guidance. Demonstrate an understanding of Human Resource and Financial Management Policies and procedures. Monitor and evaluate the care and management of all patients through clinical audits and drawing quality improvement plans for the facility and ability to supervise Medical and Surgical emergencies and refer appropriately. Monitor implementation and performance on indicators on daily, weekly and monthly basis; provide feedback to management, analyse data and draw up quality improvement plan and implementation plan. Ensure quality data collection, validation and verification is done as per guidelines. Exercising control of discipline and any other labour related issues in terms of laid down procedures. Improve on complaints management and work towards reducing them. Ensure functionality of the Clinic committee programme so that community involvement and participation is achieved.

ENQUIRIES

:

Mrs. N.O Ndwendwe Tel No: 039 318 1113

APPLICATIONS

:

All Applications Should Be Forwarded To: The HR Manager Gamalakhe Community Health Centre Private Bag X 709, Gamalakhe, 4249

FOR ATTENTION

:

Human Resource Department

CLOSING DATE

:

28 December 2021

<u>POST 44/227</u>	:	<u>PROFESSIONAL NURSE – SPECIALTY REF NO: DANCHC 27/2021 (X1 POST)</u> Cluster: Maternity
<u>SALARY</u>	:	Grade 1: R388 974 – R440 939 per annum Grade 2: R478 404 – R588 390 per annum Other benefits: 13th Cheque, Medical Aid (Optional), Housing Allowance: Prescribed requirements to be met. Inhospitable Area Allowance: 8%
<u>CENTRE REQUIREMENTS</u>	:	Dannhauser Community Health Centre Standard 10 or Grade 12, Proof of current registration with SANC (2020), Diploma/Degree in General Nursing, PLUS Midwifery; PLUS, One year post-basic Advanced Midwifery qualification accredited with SANC Grade 1: Minimum of 4 years appropriate/recognizable experience in nursing after registration as Professional Nurse with SANC Grade 2: A minimum of 14 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nurse, At least 10 years of the period referred to the above must be appropriate/recognizable experience in the specific specialty after obtaining the 1 year post-basic qualification in Advanced Midwifery. Registration with South African Nursing Council as the General Nurse and Midwife. NB: All shortlisted candidates will be required to submit proof of work experience endorsed and stamped by the employer/s prior to the date of the interview .Knowledge, Skills, Training And Competencies Required:- Experience in maternity department, Knowledge of nursing care process and procedures and other legal framework, Basic knowledge of Public Service Regulations, Disciplinary code, Human Resource Policies; hospital generic and specific policies. Leadership, supervisory and good communication skills. Team building and cross cultural awareness Conflict management and negotiation skills.
<u>DUTIES</u>	:	Provision of quality patient care through setting of standards, policies and procedures. To provide nursing care that lead to improved service delivery by upholding Batho Pele principles and Patient's rights. Ensure and advocate for the provision and supervision of patient's needs. Improve perinatal mortality and morbidity through implementation of priority programmes; e.g. EMTCT, CARMA, MBFI and ESMOE. Provide and manage all resources within the unit cost effectively and ensure optimum service delivery. Provide quality nursing care for patients with obstetric emergencies. Ensure the provision of a safe and therapeutic environment for patients, staff and public through implementation of Infection Control and Prevention, Occupational Health and Safety Act and prevention of medico/legal risks. Create and maintain complete and accurate patient records and registers. Ensure the provision of accurate statistical information for data management. Assist in the Implementation of National Core Standards and IDEAL Clinic. Provide adequate and health education, awareness and involved in campaigns. Promote women's, mother and child health. Advocate for the Nursing Profession by promoting Professionalism and Nursing Ethics.
<u>ENQUIRIES APPLICATIONS</u>	:	Mrs M Ntseki Tel No: 034 – 621 6119 Private Bag X 1008, Dannhauser, 3080 Or be hand delivered to: Dannhauser CHC, No 7 Durnacol Road, Dannhauser, 3080.
<u>FOR ATTENTION NOTE</u>	:	Mrs DBP Buthelezi-Assistant Director: HRM Applications must be submitted on the prescribed application for employment form Z83 obtainable from any Public Service department) and must be completed in full and page 2 duly signed. Clear indication of the post and reference number that is being applied for must be indicated on your Z83. A recent comprehensive CV, specifying all qualifications and experience, with respective dates and copies of qualifications (need not be certified) and ID must be attached. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks security clearance (vetting), criminal clearance, credit records and citizenship, verification of Educational qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Applicants in possession of foreign qualification must attach an evaluation certificate from the South African qualifications authority (SAQA) to their applications. Non-RSA Citizens/Permanent Residents/Work Permit holders must submit documentary proof together with their applications. Preference Will Be Given To African Male
<u>CLOSING DATE</u>	:	28 December 2021

SALARY

: Grade 1: R388 974 – R450 939 per annum
Grade 2: R478 404 – R588 390 per annum

CENTRE

: Durnacol Clinic

REQUIREMENTS

: Grade 12(Senior Certificate), Standard 10/ or National Certificate plus basic R 425 qualification i.e. Degree/Diploma in nursing or equivalent qualification that allows registration with SANC as a Professional Nurse. Post Basic qualification with the duration of at least 1 year in Curative Skills in Primary Health Care accredited with the SANC. Current registration with SANC as Professional Nurse and Primary Health Care and a minimum of 4 years appropriate /recognisable experience after registration as Professional Nurse in General Nursing. NB: Applicants are required to submit proof of current and previous work experience/ Certificate of Service endorsed and stamped by Human Resources **Grade 1:** Experience A minimum of 4 years appropriate /recognisable experience in nursing after registration as Professional Nurse with SANC in General Nursing **Grade 2:** Experience: A minimum of 14 years appropriate /recognisable experience in nursing after registration as Professional Nurse with SANC in General nursing, of which at least 10 years must be appropriate /recognisable experience after obtaining the one year post basic qualification in Primary Health Care Other benefits: 13th Cheque, Medical Aid (Optional) and Housing allowance: Prescribed requirements to be met. Prescribed requirements. Inhospital Allowance: 8% Knowledge, Skills, Training and Competencies required for the Post Relevant legal framework such as Nursing Acts, Occupational Health and Safety Act, Batho Pele and Patient's Rights Charter, Labour Relations etc. Disciplinary code, human resources policies, hospital generic and specific policies. Sound knowledge of the National Core Standards (OHSC) and Data Management. Sound knowledge of the health programmes run at the PHC level. Ability to relieve in the service areas. Co-ordination and planning skills. Team building and supervisory skills. Good communication and problem solving skills. Knowledge of all applicable legislation guidelines and policies related to nursing principles. Good interpersonal relationship and listening skills.

DUTIES

: Implement and advocate for programmes initiative for clients and the community served by the clinic. Supervision of patients and provision of basic needs e.g. oxygen availability, nutrition, elimination, fluids and electrolyte balance, safe and therapeutic environment in the clinic. Ensure proper usage and understanding of relevant guidelines, policies and protocols e.g. IMCI, EDL booklet etc. Ensure clinical intervention to clients including proper administration of prescribed medication and ongoing observation of patients in the clinic. Implement health programmes within the PHC package, monitor performance and outcomes against the set targets by the Department and act on deviations. Ensure accurate data generation/ collection, verification and submission to FIO timeously. Motivate staff regarding development in order to increase level of expertise and assist patients to develop sense of care. Ensure effective implementation of National Core Standards (OHSC) and Ideal Clinic Realisation. Demonstrate effective communication with patients, supervisors and other clinicians, including report writing. Assist Operational Manager with overall management and necessary support for effective functioning in the clinic. Work as part of a multi-disciplinary team to ensure good Nursing Care in the clinic. Be able to plan and organise own work and that of support personnel to ensure proper Nursing Care in the clinic. Ensure proper utilisation and safe keeping of basic Medical, Surgical, Pharmaceutical and other stock.

ENQUIRIES

: Mrs M Ntseki Tel No: (034) 621 6119

APPLICATIONS

: Private Bag X 1008, Dannhauser, 3080 or be hand delivered to: Dannhauser CHC, No 7 Durnacol Road, Dannhauser, 3080.

FOR ATTENTION

: Mrs DBP Buthelezi-Assistant Director: HRM

NOTE

: Applications must be submitted on the prescribed application for employment form Z83 obtainable from any Public Service department) and must be completed in full and page 2 duly signed. Clear indication of the post and reference number that is being applied for must be indicated on your Z83. A recent comprehensive CV, specifying all qualifications and experience, with respective dates and copies of qualifications (need not be certified) and ID must be attached. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks security clearance (vetting), criminal clearance, credit records and citizenship, verification of Educational qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their

applications were unsuccessful. Applicants in possession of foreign qualification must attach an evaluation certificate from the South African qualifications authority (SAQA) to their applications. Non-RSA Citizens/Permanent Residents/Work Permit holders must submit documentary proof together with their applications. Preference will be given to African Male 28 December 2021

CLOSING DATE

POST 44/229

CLINICAL NURSE PRACTITIONER GR 1, 2 REF NO: GAM CHC 21/2021

SALARY

Grade 1: R388 974 per annum
Grade 2: R478 404 per annum
Other Benefits 13th Cheque Medical Aid (Optional), Housing allowance (employee must meet prescribed requirements) 12 % rural allowance Uniform allowance

CENTRE REQUIREMENTS

Gamalakhe CHC
STD 10 Certificate Degree / Diploma in General nursing and Midwifery plus 1 year post basic qualification in Primary Health Care. Current Registration with SANC (2021 Receipt) Previous and current proof of experience endorsed by Human Resource must be attached (with complete dates, months and year) Experience: **Grade 1:** A minimum of 4 years appropriate/recognizable experience in nursing, 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 of which 10 years must be experience after obtaining the one year post basic qualification in Primary Health Care. Knowledge, Skills And Competencies Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal framework such as Nursing Act, Mental Health Act, OH&S Act, Batho Pele and Patients' Rights Charter, Labour Relations Act, Grievance procedures, etc. Leadership, organizational, decision making and problem solving abilities. Interpersonal skills including public relations, negotiating, conflict handling and counselling. Financial and budgetary knowledge. Good in-sight of procedures and policies pertaining to nursing care. Computer skills in basic programs.

DUTIES

Provide quality comprehensive community health care by promoting preventative, curative and rehabilitative services. Provide administrative services such as providing accurate statistics for evaluation and future planning, identifying needs. For financial planning and indirect control of expenditure as an integral part of planning and organization. Conduct outreach services with the aim of improving health outcomes. Motivate staff regarding development in order to increase level of expertise in assisting clients and families to develop a sense of self care. Formulate strategies of retaining client and bringing them back to care. Demonstrate effective communication with clients, supervisors and other stakeholders. Ensure proper utilization and management of all resources. Demonstrate understanding in managing of facility planned projects. Ensure Integration of health services. Assist the Operational Manager with overall management and necessary support for effective functioning of HTA team. Implement health programmes within the PHC package in accordance with set standards. Monitor performance and health outcomes against the set targets. Strengthen and ensure implementation of Ideal clinic strategies Encourage research by assisting in departmental projects and always ensuring the community needs, are taken into account. Assist the unit manager with overall management and necessary support for effective functioning in the facility. Participate in clinical records audits. Advocate for Nursing Ethics and Professionalism.

ENQUIRIES

Ms. G.B. Tshiseka Tel No: 039-318 1113

APPLICATIONS

All applications should be forwarded to: The HR Manager Gamalakhe Community Health Centre Private Bag X 709, Gamalakhe, 4249.

FOR ATTENTION

Human Resource Department

CLOSING DATE

28 December 2021

POST 44/230

CLINICAL NURSE PRACTITIONER - (FRANKLIN CLINIC) REF NO: EGUM 06/2021 (X1 POST)

(Re-Advertisement), Applicants that applied before must re-apply for the post.

SALARY

Grade 1: R388 974 – R450 939 per annum
Grade 2: R478 404 – R588 390 per annum
Plus 13th cheque/service bonus plus Rural allowance 8% plus Home owners allowances: Employee must meet prescribed requirements plus Medical Aid (Optional)

CENTRE

E G & Usher Memorial Hospital

REQUIREMENTS

: Matric/Senior Certificate or equivalent. Degree/Diploma in General Nursing and Midwifery or equivalent qualification that allows registration with SANC as a Professional Nurse, 1 (One) year post basic qualification in Primary Health Care accredited by SANC. Proof of current registration with South African Nursing Council as a General Nurse, Midwife and Primary Health Care Nurse (SANC Receipt for 2021). Proof of current and previous experience endorsed and stamped by Human Resource (Service Certificate) must be attached. **Grade 1:** A minimum of 4 years appropriate / recognizable experience in nursing after registration as Professional Nurse with SANC in General Nursing. **Grade 2:** A Minimum of 14 years appropriate / recognizable experience in nursing after registration as a Professional Nurse in General Nursing of which at least (10) years of the period must be appropriate / recognized experience after obtaining one year Post Basic Qualification in Primary Health Care. Knowledge, Skills, Training and Competencies Required: Knowledge of nursing care processes and procedures. Knowledge of SANC Rules and Regulations and other relevant Legal Framework, Knowledge of Quality Assurance programmes, Batho-Pele Principles, Patient Rights Charter. Human Resource Management and Basic Financial Management skills. Leadership, Supervisory and Report writing skills. Good Communications, counselling, interpersonal relations, conflict management, decision making and problem solving skills. Recommendation: Valid driver's licence code 08 (B) /10 (C1).

DUTIES

: Ensure proper utilization and safekeeping of basic medical equipment, surgical stock and pharmaceutical stock. Provide quality comprehensive Primary Health Care by providing promotive, preventive, curative and rehabilitative services for the clients and the community. Assist in the orientation, induction and monitoring of all clinic staff. Improve the knowledge of staff and patients through health education and in-service training. Provide direct and indirect supervision of all clinic staff and to give guidance. Execute duties and functions with proficiency and perform duties according to scope of practice and by upholding the principles of Batho Pele. Implement Infection Control Standards and practices to improve the quality of nursing care. Ensure proper implementation of National Core Standards, quality and clinical audits. Use data to improve service delivery. Maintain a constructive working relationship with nursing and other stakeholders. Ability to plan and organise own work and that of support personnel to ensure proper nursing care in Clinic facility. Support the realisation and maintenance of Ideal Clinic Programme in the facility.

ENQUIRIES

APPLICATIONS

: Ms. NB Dladla Tel No: 039 - 797 8100

: Please forward/deliver applications quoting the reference number to Human Resource Department, EG & Usher Memorial Hospital, Private Bag X 506, Kokstad, 4700. Hand delivered application may be submitted at Security Office (Application box available).

FOR ATTENTION

NOTE

: Human Resource Department

: The following documents must be submitted: Application for Employment Form (New Z83), which is obtainable at any Government Department or from the Website - www.kznhealth.gov.za. Due to the National Level 1 Lockdown implementation, applicants are still required to submit their applications copies of highest educational qualifications, Identity document, Driver's License (where applicable) and any other relevant qualifications without being certified. In addition, all shortlisted applicants will be requested to bring originals. Faxed applications will not be accepted. The reference number must be indicated in the column provided on the form Z83 e.g. EGUM 05/2021. NB: Failure to comply with the above instructions will disqualify applicants. Please note due to large number of applications received, applications will not be acknowledged. If you are not contacted by us three months after the closing date please regard your application as being unsuccessful. The appointments are subject to a positive outcome obtained from the State Security Agency (SSA) to the following checks (criminal clearance, credit records and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applications in 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. If you have not heard from us within three months from the closing date, Please accept that your application has been unsuccessful. Please note that the target group in terms of the Employment Equity Target for this post is as follows: African Male, People with disabilities should feel free to apply NB: Due to financial constraints, No S&T will be paid to candidates when attending the interviews.

- CLOSING DATE** : 28 December 2021 @ 16H00 afternoon
- POST 44/231** : **ASSISTANT DIRECTOR: FINANCE REF NO: HRM 56/2021 (X1 POST)**
Directorate: Finance
- SALARY** : R382 245 - R450 255 per annum (Level 09). 13TH Cheque, Medical Aid (Optional), Home Owner Allowance on application, Employee must meet prescribed requirements
- CENTRE** : King Edward VIII Hospital
- REQUIREMENTS** : Senior Certificate / Grade 12. Qualification, degree/national diploma in Public administration/management. 3 to 5 years of supervisory experience in Patient administration/Systems department. Recommendation: Certificate of service from previous and current employer endorsed by the HR department. Computer literacy (proof to be attached) and driving license. Knowledge, Skills, Training and Competencies Required: Knowledge of all applicable legislation and guidelines, procedures governing patient administration in the public sector. Good interpersonal relationship skills and good listening skills. Good communication and problem solving skills. Ability to formulate patient care related policies. Sound knowledge of the National Core Standards and data management.
- DUTIES** : Manage the following areas to ensure optimal and cost effectiveness Patient Administration, Medical records and mortuary services. Monitor the generation of revenue in accordance with the Public Finance Management Act, fees manual and other policies. Ensure that policies at Patient Administration are formulated, evaluated, analyses and implemented effectively Ensure compliance with all statutory regulations and policies. Assist in ensuring that the hospital has appropriate and effective monitoring systems in place to guarantee value for money and high quality services to all clients. Monitor staff appraisal in line with E.P.M.D.S To train, develop and monitor staff in order to improve quality service delivery. Co-ordinate the drawing of strategic plans, business plans and operational plans in the patient administration department. Ensure that controls are in place to prevent the abuse of state property, theft and corruption. Maintain effective and efficient utilization of all allocated resources. Ensure that patients are registered timeously and proceed to their clinics. Conduct regular internal audits within Patient Administration, Medical records and Mortuary departments.
- ENQUIRIES** : Mr. P. Mkhize Tel No: 031 360 3033
- APPLICATIONS** : All applications must be addressed to the Human Resources Manager, and should be placed in the red application box situated next to the ATM in the Admin. Building or posted to Private Bag X02, Congella, 4013
- NOTE** : An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za. ID documents, Std 10, educational qualifications, certificates of service and professional registration certificates proof of current registration must be submitted together with your CV. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g. ref APRO/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. Please note that the selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Please note that due to financial constraints, there will be no payment of S&T Claims. (This Hospital is an equal opportunity, affirmative action employer whose aim is to promote representatively in all levels of all occupational categories in the Hospital. Person with disabilities and African males are encouraged to apply. Please note that other race groups are also not restricted from applying)
- CLOSING DATE** : 28 December 2021
- POST 44/232** : **PROFESSIONAL NURSE (GENERAL) GR 1, 2, 3 REF NO: GAM CHC22/2021 (X2 POSTS)**
- SALARY** : Grade 1: R260 760 per annum
Grade 2: R320 703 per annum
Grade 3: R388 974 per annum

		Other Benefits 13 th Cheque Medical Aid (Optional) Housing allowance (employee must meet prescribed requirements) 12 % rural allowance Uniform allowance
<u>CENTRE REQUIREMENTS</u>	:	Gamalakhe CHC-Ntabeni Clinic
	:	STD 10 Certificate Degree/Diploma in General Nursing and Midwifery that allows registration with SANC as a Professional Nurse. Current Registration with SANC (2021 Receipt) Experience: Grade 1: No experience required. Grade 2: A minimum of 10 years appropriate recognisable experience in Nursing after registration as a Professional Nurse with the South African Nursing Council. Grade 3: A minimum of 15 years appropriate recognizable experience in Nursing after registration as a Professional Nurse with the South African Nursing Council Knowledge, Skills and Competencies Knowledge of SANC Rules and Regulations Knowledge of Legislative Framework and Departmental prescripts Good interpersonal skills Team building and supervisory. Communication skills and decision making skills. Knowledge of COVID19 protocols.
<u>DUTIES</u>	:	Provision of optimal holistic specialized nursing care self-standards within professional framework. Assist in planning, organizing and monitoring of objectives of specialized unit within the facility. Manage all resources within the facility, effectively and efficiently to ensure optimum service delivery. Demonstrate a basic understanding of Human Resource and Financial policies and practices. Able to plan and organize own work and that of support personnel to ensure proper nursing care. Display a concern to patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patient's needs and expectations. (Batho-Pele) Demonstrate effective communication with patients, supervisors and other clinicians including report writing when required. Able to develop contacts, build and maintain a network of professional relations in order to enhance service delivery. Participate in teaching of staff and mothers/relatives and mentorship of junior staff and trainees. Implement plan of action in Emergency situations according to protocols and guidelines. Ensure that MCWH and MBFHI programs are properly implemented. Conduct audits and implement quality improvement plans. Promote and ensure good work ethics within the facility.
<u>ENQUIRIES APPLICATIONS</u>	:	Mrs. N.O Ndwendwe Tel No: 039 318 1113
	:	All applications should be forwarded to: The HR Manager Gamalakhe Community Health Centre Private Bag X 709, Gamalakhe, 4249
<u>FOR ATTENTION CLOSING DATE</u>	:	Human Resource Department
	:	28 December 2021
<u>POST 44/233</u>	:	<u>PROFESSIONAL NURSE (GENERAL) GR 1, 2, 3 REF NO: GAM CHC 23/2021 (X1 POST)</u>
<u>SALARY</u>	:	Grade 1: R260 760 per annum Grade 2: R320 703 per annum Grade 3: R388 974 per annum Other Benefits 13 th Cheque Medical Aid (Optional) Housing allowance (employee must meet prescribed requirements) 12 % rural allowance Uniform allowance
<u>CENTRE REQUIREMENTS</u>	:	Gamalakhe CHC-Gcilima Clinic
	:	STD 10 Certificate Degree/Diploma in General nursing and Midwifery that allows registration with SANC as a Professional Nurse. Current Registration with SANC (2021 Receipt) Experience: Grade 1: No experience required. Grade 2: A minimum of 10 years appropriate recognisable experience in Nursing after registration as a Professional Nurse with the South African Nursing Council. Grade 3: A minimum of 15 years appropriate recognizable experience in Nursing after registration as a Professional Nurse with the South African Nursing Council Knowledge, Skills and Competencies Knowledge of SANC Rules and Regulations Knowledge of Legislative Framework and Departmental prescripts Good interpersonal skills Team building and supervisory. Communication skills and decision making skills. Knowledge of COVID19 protocols.
<u>DUTIES</u>	:	Provision of optimal holistic specialized nursing care self-standards within professional framework. Assist in planning, organizing and monitoring of objectives of specialized unit within the facility. Manage all resources within the facility, effectively and efficiently to ensure optimum service delivery. Demonstrate a basic understanding of Human Resource and Financial policies and practices. Able to plan and organize own work and that of support personnel to ensure proper nursing care. Display a concern to patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patient's needs and expectations. (Batho-Pele) Demonstrate effective communication with patients, supervisors and other

clinicians including report writing when required. Able to develop contacts, build and maintain a network of professional relations in order to enhance service delivery. Participate in teaching of staff and mothers/relatives and mentorship of junior staff and trainees. Implement plan of action in Emergency situations according to protocols and guidelines. Ensure that MCWH and MBFHI programs are properly implemented. Conduct audits and implement quality improvement plans. Promote and ensure good work ethics within the facility.

ENQUIRIES
APPLICATIONS

: Mrs. N.O Ndwendwe Tel No: 039 318 1113
: All applications should be forwarded to: The HR Manager Gamalakhe
Community Health Centre Private Bag X 709 Gamalakhe 4249 (For Attention:
Human Resource Department)

CLOSING DATE

: 28 December 2021

**PROVINCIAL ADMINISTRATION: NORTHERN CAPE
OFFICE OF THE PREMIER**

- APPLICATIONS** : Please forward the applications for the post quoting the relevant reference number to: Senior Manager, Human Resources Administration, Private Bag X5016, Kimberley, 8300 or hand deliver at JW Sauer Building, Office of the Premier, Ground Floor (Security), for Attention: Mr. V. Fredericks or email to vfredericks@ncpg.gov.za
- CLOSING DATE** : 31 December 2021
- NOTE** : The NC Provincial Government is an equal opportunity, affirmative action employer and aims to achieve gender and disability representivity at HOD level. Therefore, we specifically call for suitably qualified women and persons with disability to apply. Applications must be submitted on the new application for employment form (Z83). The new form can be downloaded at www.dpsa.gov.za-vacancies or obtainable from any Public Service Department and should be accompanied by copies of qualifications (only shortlisted applicants will be required to produce certified copies of qualifications) as well as a comprehensive CV in order to be considered. Applications submitted using the old Z83 form will not be accepted. Each application for employment form must be duly signed and initialled by the applicant. Failure to comply with these pre-conditions will disqualify applications from being processed. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Online applications such as emails with the relevant supporting documents e.g. comprehensive CV and qualifications will be accepted via electronic format e.g. Word, pdf, scanned images, etc. 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 accordingly 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 the competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tool. All shortlisted candidates will further be subjected to a personnel suitability check which includes criminal record checks, verification of qualifications, financial and asset record checks, previous employment verification and citizenship verification. The successful candidate will be required to enter into an annual performance agreement and will have to disclose his/her financial interests annually. As Head of Department, the successful candidate will be subject to a security vetting at top secret level

MANAGEMENT ECHELON

- POST 44/234** : **HEAD OF DEPARTMENT: DEPARTMENT OF TRANSPORT, SAFETY AND LIAISON REF NO: HOD/DTSL/12/2021**
(Five-year employment contract)
- SALARY** : R1 521 591 per annum, (All-inclusive remuneration package), (All inclusive remuneration package consist of a basic salary and flexible portion structured according to personal needs, plus 10% non-pensionable Head of Department allowance.)
- CENTRE** : Kimberley
- REQUIREMENTS** : A relevant post graduate qualification (NQF level 8) as recognised by SAQA supported by at least 8 years' experience at Senior Management level of which at least 3 years must be with any organ of State as defined in the Constitution, Act 108 of 1996. The successful candidates will champion accelerated, efficient, effective and development oriented service delivery in pursuit of the National Development Plan and the Medium Term Strategic Framework within the over-arching context of the Northern Cape Government's vision of a Modern, Growing and Successful Province. Competencies: Proven strategic and leadership qualities, project and financial management skills. An innovative person who will ensure the highest level of service delivery. Excellent problem solving and analysis, people management and empowerment skills. The successful candidate must also display the highest standard of ethical and moral conduct and the ability to communicate at all levels. Honesty, integrity, analytical thinking and research. A valid driver's license and computer skills, advanced knowledge of the prescripts such as the Public Finance Management Act (PFMA), Treasury Regulations, SCM policy framework, Public Service Act and Regulations is a further prerequisite. Reporting to the MEC of Transport,

DUTIES

Safety and Liaison the incumbent will function as the Head of Department with the following main functions.

: Promote and enhance road safety and ensure the implementation of traffic and transport strategies; Ensure the development of transport plans and maintenance of transport infrastructure; Accelerate the process of issuing the Operator license and permits as per the regulation; Improve Traffic and Public transport law enforcement service on roads through high visibility operations; Ensure the Implementation of road safety campaigns and awareness programmes; Ensure compliance on Law administration and licensing service; Ensure the provisioning of integrated crime prevention initiatives for safer communities; Strengthen coordination and monitoring of compliance in the provisioning of transport operations and transport regulations in the districts; Increase adherence to the statutory requirements and enhance status of compliance and service delivery at police stations; Strengthen relations between communities and police; Oversight management of policing research and information management to influence policy changes; Ensure provisioning of the administration support for civilian secretariat of police Inherent responsibilities as Head of Department: Responsibilities: Responsible for all function/duties as Head of Department in terms of the Public Service Act and the Public Service Regulations the successful candidate will be expected to: Develop and implement a departmental strategic plan both for the in year and the MTEF period plus 2 years; Take all the necessary steps to ensure that the department is organized and structured in a manner that will enable the effective and efficient delivery of the Department's mandate; Be responsible for all functions/duties as Accounting Officer in terms of the Public Finance Management Act and Treasury Regulations; Monitor and ensure compliance with all applicable legislation; Provide strategic management leadership through planning, organizing, monitoring and controlling the performance of the Department.

ENQUIRIES

: Mr. J. Bekebeke Tel No: 053 838 2950

POST 44/235

: **HEAD OF DEPARTMENT: DEPARTMENT OF HEALTH REF NO: HOD/DOH/12/2021**
(Five-year employment contract)

SALARY

: R1 521 591 per annum, (All-inclusive remuneration package), (All inclusive remuneration package consist of a basic salary and flexible portion structured according to personal needs, plus 10% non-pensionable Head of Department allowance.)

CENTRE REQUIREMENTS

: Kimberley
: A relevant post graduate qualification (NQF level 8) as recognised by SAQA supported by at least 8 years' experience at Senior Management level of which at least 3 years must be with any organ of State as defined in the Constitution, Act 108 of 1996. The successful candidates will champion accelerated, efficient, effective and development oriented service delivery in pursuit of the National Development Plan and the Medium Term Strategic Framework within the over-arching context of the Northern Cape Government's vision of a Modern, Growing and Successful Province. Competencies: Proven strategic and leadership qualities, project and financial management skills. An innovative person who will ensure the highest level of service delivery. Excellent problem solving and analysis, people management and empowerment skills. The successful candidate must also display the highest standard of ethical and moral conduct and the ability to communicate at all levels. Honesty, integrity, analytical thinking and research. A valid driver's license and computer skills, advanced knowledge of the prescripts such as the Public Finance Management Act (PFMA), Treasury Regulations, SCM policy framework, Public Service Act and Regulations is a further prerequisite. Reporting to the MEC of Health the incumbent will function as the Head of Department with the following main functions.

DUTIES

: Ensuring access to quality and specialized hospital services and the rendering of optimally responsive Emergency Medical Services within the Northern Cape Province; rendering of District Health Services (DHS) and strategic health programmes (includes HIV/AIDS, STI, TB and Maternal and Child health care) within the Northern Cape Province; Ensure the provisioning of clinical tools to selected PHC facilities to enhance ideal status; Accelerate the implementation of the HIV and Aids plan through the management of HIV preventative incidents; Ensure improvement in the management of HIV, TB co-infection, as well as accelerate the implementation of the TB crisis plan; provide strategic leadership in terms of the management of health sciences and training within the Northern Cape Province; Improve human resources for health on the basis of the strategy for human resources for Health; Setting the strategic focus of

the Northern Cape Department of Health (organisational visioning and direction setting); Providing requisite leadership to senior managers in setting and achieving the goals of the Northern Cape Department of Health (Leading the organisation); Ensuring that sound people and financial management practices are adhered to within the Northern Cape Department of Health; Championing change within the Northern Cape Department of Health; Evaluating the performance of Northern Cape Department of Health on a continuous basis, against pre-determined key measurable objectives and standards; Ensuring audit outcomes reflecting financial statements free from material misstatements, free from material findings on non-compliance with legislation, as well as reflecting that the Department has sufficient internal controls in place; Developing and implementing an effective and efficient supply chain management system for the Northern Cape Department of Health; Developing and implementing an effective and efficient diversity management system within the Northern Cape Department of Health; Ensuring integrated governance in terms of the services and functions of the Northern Cape Department of Health; Ensuring regional and international integration in terms of the services and functions of the Northern Cape Department of Health; Ensuring adherence to the MISS by the Northern Cape Department of Health; Ensuring interface with external role players for effective governance by optimizing communication and stakeholder relationships; Management and rendering an IT and Information Systems; Management and coordination of policy, planning, risk and internal control services; Facilitate the establishment of risk management capacity in the department; Accountable to the member of the Executive Council for the realization of Government priorities and Intergovernmental Programme of Action; Ensure operational efficiencies and strategic outputs of the Department; Ensure the security threat and risk assessment is conducted for the Department; and to ensure the development and implementation of an Internal Security Policy. Inherent responsibilities as Head of Department: Responsibilities: Responsible for all function/duties as Head of Department in terms of the Public Service Act and the Public Service Regulations the successful candidate will be expected to: Develop and implement a departmental strategic plan both for the in year and the MTEF period plus 2 years; Take all the necessary steps to ensure that the department is organized and structured in a manner that will enable the effective and efficient delivery of the Department's mandate; Be responsible for all functions/duties as Accounting Officer in terms of the Public Finance Management Act and Treasury Regulations; Monitor and ensure compliance with all applicable legislation; Provide strategic management leadership through planning, organizing, monitoring and controlling the performance of the Department.

- ENQUIRIES** : Mr. J. Bekebeke Tel No: 053 838 2950
- POST 44/236** : **HEAD OF DEPARTMENT: PROVINCIAL TREASURY REF NO: HOD/PT/12/2021**
(Five-year employment contract)
- SALARY** : R1 521 591 per annum, (All-inclusive remuneration package), (All inclusive remuneration package consist of a basic salary and flexible portion structured according to personal needs, plus 10% non-pensionable Head of Department allowance.)
- CENTRE** : Kimberley
- REQUIREMENTS** : A relevant post graduate qualification (NQF level 8) as recognised by SAQA supported by at least 8 years' experience at Senior Management level of which at least 3 years must be with any organ of State as defined in the Constitution, Act 108 of 1996. The successful candidates will champion accelerated, efficient, effective and development oriented service delivery in pursuit of the National Development Plan and the Medium Term Strategic Framework within the over-arching context of the Northern Cape Government's vision of a Modern, Growing and Successful Province. Competencies: Proven strategic and leadership qualities, project and financial management skills. An innovative person who will ensure the highest level of service delivery. Excellent problem solving and analysis, people management and empowerment skills. The successful candidate must also display the highest standard of ethical and moral conduct and the ability to communicate at all levels. Honesty, integrity, analytical thinking and research. A valid driver's license and computer skills, advanced knowledge of the prescripts such as the Public Finance Management Act (PFMA), Treasury Regulations, SCM policy framework, Public Service Act and Regulations is a further prerequisite. Reporting to the MEC of Finance, Economic Development and Tourism the incumbent will function as the Head of Department with the following main functions.

DUTIES

: Preparing the Provincial Budget; Exercising control over the implementation of the Provincial Budget; Promoting and enforcing transparency and effective management in respect of revenue, expenditure, assets and liabilities of the Provincial Government, State Institutions and Public Entities; Developing and implementing Fiscal Policies that are consistent with National Macroeconomic and Fiscal objectives; Enforcing the implementation of National and Provincial Treasury norms and standards, including prescribed procurement systems, standards and Generally Recognised Accounting Practice, uniformly classified systems, provisioning, banking, cash management and investment framework policies; Implementing Treasury norms and standards provided for in the Public Finance Management Act (PFMA); Complying with the annual Division of Revenue Act (DORA), monitoring and assessing the implementation of that Act in public entities; Supporting Provincial Government Institutions and Public Entities to build capacity for efficient, effective, and transparent financial management and internal control; Inspecting any system of financial management and internal control applied by Provincial Government Institutions; Intervening by taking appropriate steps to address serious and persistent material breaches of the PFMA by a provincial department or public entity, including the withholding of funds; Implementing Treasury norms and standards provided for in the Municipal Finance Management Act (MFMA); Issuing provincial instructions which are consistent with the PFMA and MFMA; Monitoring compliance with the MFMA by municipalities within the Northern Cape Province; Monitoring the preparation of municipal budgets by municipalities within the Northern Cape Province; Supporting Municipalities to implement the MFMA; and intervening in Municipalities that fail to implement their core mandate. Inherent responsibilities as Head of Department: Responsible for all function/duties as Head of Department in terms of the Public Service Act and the Public Service Regulations the successful candidate will be expected to: Develop and implement a departmental strategic plan both for the in year and the MTEF period plus 2 years; Take all the necessary steps to ensure that the department is organized and structured in a manner that will enable the effective and efficient delivery of the Department's mandate; Be responsible for all functions/duties as Accounting Officer in terms of the Public Finance Management Act and Treasury Regulations; Monitor and ensure compliance with all applicable legislation; Provide strategic management leadership through planning, organizing, monitoring and controlling the performance of the Department.

ENQUIRIES

: Mr. J. Bekebeke Tel No: 053 838 2950

POST 44/237

: **HEAD OF DEPARTMENT: DEPARTMENT OF SOCIAL DEVELOPMENT**
REF NO: HOD/DSD/12/2021
(Five-year employment contract)

SALARY

: R1 521 591 per annum, (All-inclusive remuneration package), (All inclusive remuneration package consist of a basic salary and flexible portion structured according to personal needs, plus 10% non-pensionable Head of Department allowance.)

CENTRE

: Kimberley

REQUIREMENTS

: A relevant post graduate qualification (NQF level 8) as recognised by SAQA supported by at least 8 years' experience at Senior Management level of which at least 3 years must be with any organ of State as defined in the Constitution, Act 108 of 1996. The successful candidates will champion accelerated, efficient, effective and development oriented service delivery in pursuit of the National Development Plan and the Medium Term Strategic Framework within the over-arching context of the Northern Cape Government's vision of a Modern, Growing and Successful Province. Competencies: Proven strategic and leadership qualities, project and financial management skills. An innovative person who will ensure the highest level of service delivery. Excellent problem solving and analysis, people management and empowerment skills. The successful candidate must also display the highest standard of ethical and moral conduct and the ability to communicate at all levels. Honesty, integrity, analytical thinking and research. A valid driver's license and computer skills, advanced knowledge of the prescripts such as the Public Finance Management Act (PFMA), Treasury Regulations, SCM policy framework, Public Service Act and Regulations is a further prerequisite. Reporting to the MEC of Social Development the incumbent will function as the Head of Department with the following main functions.

DUTIES

: Enhance protection against vulnerability (older persons, disability, veterans, children) by creating an enduring environment for the provision of a comprehensive integrated sustainable social development service; Ensure the provisioning of family preservation services to promote healthy families;

Improve the state of society as a whole by identifying issues that prevent it from advancing and developing innovative ways of addressing those issues; Ensure the implementation and management of programmes relating to prevention, treatment and after care services for substance abuse; Ensure improvement in the management of HIV and AIDS prevention, care and support services; Ensure the implementation of the social crime prevention and victim empowerment support programmes; Enhance food security, material assistance to communities and empower communities to play the leading role in their own communities; Ensure the implementation of youth development strategies and programmes in different sectors within society to empower young people to become self-reliant; Creating opportunities for unemployed youth by ensuring the Implementation of the EPWP programmes across the social sector; Provisioning of sustainable developmental programmes which facilitates empowerment to communities based on empirical research and demographic information; Ensure the implementation of the information Education and Communication strategy (IEC) to promote population policy; Strengthen coordination in the provisioning of social welfare, community development and corporate services in the districts; Improve compliance on the PFMA Act, Regulations and Non-profit act to enable non-profit organisations to provide services as guided by the specifications plan Inherent responsibilities as Head of Department: Responsibilities: Responsible for all function/duties as Head of Department in terms of the Public Service Act and the Public Service Regulations the successful candidate will be expected to: Develop and implement a departmental strategic plan both for the in year and the MTEF period plus 2 years; Take all the necessary steps to ensure that the department is organized and structured in a manner that will enable the effective and efficient delivery of the Department's mandate; Be responsible for all functions/duties as Accounting Officer in terms of the Public Finance Management Act and Treasury Regulations; Monitor and ensure compliance with all applicable legislation; Provide strategic management leadership through planning, organizing, monitoring and controlling the performance of the Department.

ENQUIRIES : Mr. J. Bekebeke Tel No: 053 838 2950

POST 44/238 : **HEAD OF DEPARTMENT: DEPARTMENT OF SPORT, ARTS AND CULTURE REF NO: HOD/DSAC/12/2021**
(Five-year employment contract)

SALARY : R1 521 591 per annum, (All-inclusive remuneration package), (All inclusive remuneration package consist of a basic salary and flexible portion structured according to personal needs, plus 10% non-pensionable Head of Department allowance.)

CENTRE REQUIREMENTS : Kimberley
A relevant post graduate qualification (NQF level 8) as recognised by SAQA supported by at least 8 years' experience at Senior Management level of which at least 3 years must be with any organ of State as defined in the Constitution, Act 108 of 1996. The successful candidates will champion accelerated, efficient, effective and development oriented service delivery in pursuit of the National Development Plan and the Medium Term Strategic Framework within the over-arching context of the Northern Cape Government's vision of a Modern, Growing and Successful Province. Competencies: Proven strategic and leadership qualities, project and financial management skills. An innovative person who will ensure the highest level of service delivery. Excellent problem solving and analysis, people management and empowerment skills. The successful candidate must also display the highest standard of ethical and moral conduct and the ability to communicate at all levels. Honesty, integrity, analytical thinking and research. A valid driver's license and computer skills, advanced knowledge of the prescripts such as the Public Finance Management Act (PFMA), Treasury Regulations, SCM policy framework, Public Service Act and Regulations is a further prerequisite. Reporting to the MEC of Sport, Arts and Culture the incumbent will function as the Head of Department with the following main functions.

DUTIES : Accelerate the transformation of arts, culture and language services through the development of visual arts, crafts and performing arts; Ensure the promotion of respect for cultural diversity and the advancement of artistic disciplines into viable industries; Ensure the provisioning of language service which fosters multilingualism through the promotion of specific activities i.e translators, language training, interpreting services and literary exhibitions; Providing requisite leadership in the planning of commemoration and celebration of national and historic days; Ensure the promotion and preservation of heritage resources by establishing and managing museums; Ensure the provisioning of

library and information services which are free and accessible to communities in the Northern Cape; Provision of provincial archive and repository services; Ensuring compliance by departments, municipalities and all statutory bodies in the preservation of all public and non-public records in the province; Ensure the improvement in the management of provincial records and library resources; Increase participation and excellence in sports by establishing and providing institutional support and physical structures; Ensure active participation, development and training of learners and educators through sport and recreation programmes; Promote physical active life style by providing sustainable mass participation opportunities across all age spectrum. Inherent responsibilities as Head of Department: Responsibilities: Responsible for all function/duties as Head of Department in terms of the Public Service Act and the Public Service Regulations the successful candidate will be expected to: Develop and implement a departmental strategic plan both for the in year and the MTEF period plus 2 years; Take all the necessary steps to ensure that the department is organized and structured in a manner that will enable the effective and efficient delivery of the Department's mandate; Be responsible for all functions/duties as Accounting Officer in terms of the Public Finance Management Act and Treasury Regulations; Monitor and ensure compliance with all applicable legislation; Provide strategic management leadership through planning, organizing, monitoring and controlling the performance of the Department.

ENQUIRIES

: Mr. J. Bekebeke Tel No: 053 838 2950

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

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

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

OTHER POSTS

POST 44/239 : **MEDICAL SPECIALIST GRADE 1 TO 3 (FAMILY MEDICINE)**
Cape Winelands Health District

SALARY : Grade 1: R1 122 630 per annum
Grade 2: R1 283 592 per annum
Grade 3: R1 489 665 per annum
(A portion of the package can be structured according to the individual's personal needs.) (It will be expected of the successful candidate to participate in a system of remunerated commuted overtime)

CENTRE REQUIREMENTS : Ceres Hospital, Witzenberg Sub-District
: Minimum educational qualification: An appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Specialist in Family Medicine. Registration with a professional council: Registration with the HPCSA as a Medical Specialist in Family Medicine. Experience: **Grade 1:** None after registration with the HPCSA as Medical Specialist in Family Medicine. **Grade 2:** A minimum of 5 years appropriate experience after registration with the HPCSA (or recognized foreign Health Professional Council in respect of foreign qualified employees) as a Medical Specialist in Family Medicine. **Grade 3:** A minimum of 10 years appropriate experience after registration with the HPCSA (or recognized foreign Health Professional Council in respect of foreign qualified employee) as a Medical Specialist in Family Medicine. Inherent requirements of the job: Valid driver's license and willingness to travel. Competencies (knowledge/skills): Knowledge and understanding of the Health Care 2030 and excellent administrative and research skills. Good communication skills (verbal and written) in at least two of three official languages of the Western Cape. Computer literacy (Ms Office: Word, PowerPoint and Excel). Clinical competencies (District Hospital package of care and PHC services).

DUTIES : Be part of the Sub-District Health Services management team and support management in the planning and governance of clinical services in the Sub-district. Provide a comprehensive Acute and Primary Health Care (PHC) package of care to patients, at District Hospital and PHC facilities with a COPC approach, (including emergency care, ward rounds, OPD, outreaches to PHC facilities, theatre work, Obstetrics, after-hours duties) in order to ensure efficient delivery of the core package of services. Implement a Chronic Disease Management system including protocols and standards for qualitative care for patients with chronic illnesses including non- communicable diseases, mental health illnesses and HIV + patients on ART in the Sub-District. Conduct clinical audits, appropriate to the needs of the Sub District and liaise with specialists at the referral hospital to implement the Outreach and support policy of the Department. Initiates supervise and conduct research appropriate to the needs of the Sub District and will be responsible for the training and learning of health staff and medical registrars and students. Successful candidate is expected to participate Commuted overtime (1st, 2nd and 3rd calls).

ENQUIRIES APPLICATIONS : Dr E Titus Tel No: (023) 316-9600, Email: Elton.titus@westerncape.gov.za
: 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 with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted with their job application / on appointment. Please note that the afore-said concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (this includes individuals who must apply for change in registration status)."

CLOSING DATE : 28 December 2021

- POST 44/240** : **CHIEF CONSTRUCTION PROJECT MANAGER: GRADE A**
Directorate: Infrastructure Programme Delivery
- SALARY** : R1 058 469 per annum, (A portion of the package can be structured according to the individual's personal needs)
- CENTRE** : Head Office, Cape Town
- REQUIREMENTS** : Minimum educational qualification: Degree in Built Environment field. Registration with a professional council: Registered as a Professional Construction Project Manager with SACPCMP. Experience: Six years post qualification experience required. Inherent requirements of the job: Valid (Code B/EB) driver's license. Willingness to travel within the Western Cape, and occasionally, nationally. Competencies (knowledge/skills): Computer literacy (MS Office). Experience in and understanding of the design and construction of complex buildings with specific reference to hospitals. Experience in the preparation of reports, submissions and presentations in English. Sound interpersonal and good verbal and written communication skills in at least two of the three official languages of the Western Cape. Construction Industry Development Board Act of 2000 and Regulations. PFMA/Division of Revenue Act /Treasury Regulations/Practice Notes/ Instructions/Circulars/ Construction Procurement System. Provincial/Departmental Supply Chain Management Policies. Promotion of Access to Information Act of 2000. Promotion of Administrative Justice Act of 2000. Expanded Public Works Programme. Broad Based Black Empowerment Act of 2003. Preferential Procurement Act of 2000 and Regulations. Architectural Profession Act of 2000. Engineering Profession Act of 2000. Quantity Surveying Profession Act of 2000. National Building Standards Act of 1977 and Regulations. Government Immovable Asset Management Act of 2007. Occupational Health and Safety Act and Regulations of 1993. Project and Construction Management Professions Act of 2000. Health Act and Regulations, Act 61 of 2003. National Environmental Management Act of 1998. Relevant Provincial Land Administration Legislation. ISO standards. All different types and forms of construction contracts. Construction Procurement Standard as Issued by CIDB.
- DUTIES** : Infrastructure Programme and Project Planning in line with IDMS. Infrastructure Programme and Project Implementation and Monitoring. Infrastructure Project Commissioning. Infrastructure Programme and Project Evaluation. Research/literature studies to keep up with new technologies, viability and feasibility of the geographical information management options for the Department including interaction with relevant professional development boards/councils People Management. Financial Management. Mentoring of Candidates.
- ENQUIRIES** : Ms L Spieringshoek-Martins Lynn.Spieringshoek@westerncape.gov.za
- 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** : 28 December 2021
- POST 44/241** : **DEPUTY DIRECTOR: HOSPITAL FEES: BILLING SYSTEMS SUPPORT**
Directorate: Management Accounting
- SALARY** : R744 255 per annum, (A portion of the package can structure according to the individual's personal needs)
- CENTRE** : Head Office, Cape Town based at Stikland Hospital – Naomi House)
- REQUIREMENTS** : Minimum educational qualification: Appropriate 3-year National Diploma/Degree majoring in one or more of the following: Computer Science, Information Systems, Mathematics, Statistics or Accounting. Experience: Appropriate experience in development and maintenance of billing systems. Inherent requirements of the job: A valid (Code B/EB) driver's license. Willingness to travel visit Healthcare Facilities that fall under the Western Cape Department of Health. Competencies (knowledge/skills): Extensive knowledge of the following: Chapter 18: Procedure Manual: Hospital Fees Structure, The Public Finance Management Act (Act 1 of 1999), Hospital Fees Policies and Procedures. Managing of Information, Audit query management, Disciplinary and Grievance Procedure and Recruiting and Appointment Procedures. Problem solving, Analytical and innovating thinking, Strategic planning skills, Advanced Computer literacy and proficiency with word processing, spreadsheets, data management software, data reconciliation between systems, Report writing, Planning and organising, Managerial functions, Policy formulation and financial management. Identifying and evaluating new technological developments and determining their appropriateness for application and the re-engineering of business processes. Ability to design and

implement internal systems and controls. Auditing and evaluation technique. Excellent people, technical, conceptual and decision-making skills and the ability to represent the Department with confidence in engagements with internal and external clients, as well as other Departmental institutions. Knowledge and understanding of hospital fees structure, policies and procedures. Knowledge of UPFS tariffs and policies.

DUTIES : Contribute and advice on effective compliance auditing service regarding Billing Systems to internal as well as external clients. To manage and to provide input for the development of specifications and directives for the enhancements and maintenance of hospital fees Billing systems to ensure compliance. To provide support for the development of systems and policies in order to ensure effective and efficient Hospital Fees information. To perform and provide advice on the rendering of an effective and efficient compliance auditing and training service in the field of Hospital Fees tariffs, policies and procedures. To provide support to the Sub-directorate Revenue Control regarding the development and implementation of hospital fees policies, procedures and tariffs. To manage and lead the sub-directorate effectively and efficiently. To analyse and reconcile data iro Accounts Receivable with Underlying Systems and Third Parties' systems. Management of human and other resources of the sub-directorate to enhance effective, efficient and accountable service delivery.

ENQUIRIES : Ms D Mogane Tel No: (021) 815-8643
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 : 28 December 2021

POST 44/242 : **CLINICAL PSYCHOLOGIST: GRADE 1 TO 3**
Chief Directorate: Metro Health Services

SALARY : R724 062 per annum, (A portion of the package can be structured according to the individual's personal needs)

CENTRE : Alexandra Hospital
REQUIREMENTS :

Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Clinical Psychologist. Registration with a professional council: Registration with the Health Professions Council of South Africa as a Clinical Psychologist. Inherent requirement of the job: Availability to work after hours, when required. Valid Code B/EB driver's license. Experience: **Grade 1:** None after registration with the HPCSA as Clinical Psychologist in respect of RSA-qualified employees who performed Community Service, as required in South Africa. 1 Year relevant experience after registration with the HPCSA as Clinical Psychologist in respect of foreign-qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 2:** Minimum of 8 years relevant experience after registration with the HPCSA as Clinical Psychologist in respect of RSA-qualified employees who performed Community Service, as required in South Africa. Minimum of 9 years relevant experience after registration with the HPCSA as Clinical Psychologist in respect of foreign-qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 3:** Minimum of 16 years relevant experience after registration with the HPCSA as Clinical Psychologist in respect of RSA-qualified employees who performed Community Service, as required in South Africa. Minimum of 17 years relevant experience after registration with the HPCSA as Clinical Psychologist in respect of foreign-qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Competencies (knowledge/skills): Adaptability to different clinical settings and adjusted placement requirements. Good communication skills (written and spoken) in at least 2 of the 3 official languages of the Western Cape.

DUTIES : Complete administrative tasks effectively. Participation in academic research. Participation in any project or clinical initiative that falls under the rubric of Alexandra Hospital's annual operational plan (AOP). Provide psychological consultation to the OPD multi-disciplinary team and appropriate outreach and support. The provision of psychological therapies and the clinical assessment of community-based children and adults with intellectual and developmental disabilities and complex mental health needs at the Outpatient Department (OPD). Training and supervision of intern clinical psychologists and involvement in teaching, training and academic research supervision to psychology, medical and other undergraduate/postgraduate students.

ENQUIRIES : Dr O Coetzee Tel No: (021) 503-5026/7 or Oockert.Coetzee@westerncape.gov.za
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. The post is advertised on joint conditions of employment between the Western Cape Department of Health and the Department of Psychiatry and Mental Health (University of Cape Town).
- CLOSING DATE** : 28 December 2021
- POST 44/243** : **OPERATIONAL MANAGER NURSING (SPECIALTY) (OPERATING THEATRE COMPLEX AND CSSD)**
Chief Directorate: Metro Health Services
- SALARY** : R571 242 per annum
CENTRE : Mowbray Maternity Hospital
REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse and Midwife. Post basic nursing qualification in Operating Theatre Nursing Science with a duration of at least 1 year accredited with the SANC in the relevant specialty. Proof of registration with the SANC as Professional Nurse and Midwife with the proof of current registration i.e., annual licensing receipt for 2021. Experience: At least 5 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. A minimum of 9 years appropriate/recognizable experience in nursing after registration as Professional Nurse. Inherent requirement of the job: Willingness to work shifts, weekends, public holidays, and night duty when required. Competencies (knowledge/skills) -Ability to effectively communicate in at least two of the three official languages of the Western Cape. Knowledge and insight of relevant legislation and policy related to nursing within the public sector. Good organisational skills and the ability to function under pressure. Ability to function independently as well as part of a multi-disciplinary team. Effective communication, interpersonal, leadership, decision making and conflict resolution skills. Computer literacy (MS Word and Excel). Ability to promote quality patient care through the setting, implementation, and monitoring of standards.
- DUTIES** : Manage the utilization and supervision of all resources effectively. Coordinate the provision of training and research effectively. The appointed candidate will be responsible for the coordination and rendering of optimal, holistic and quality Obstetric Services within standards and a professional / legal framework. Provision of effective support to nursing services and hospital management and maintain professional growth/ethical standards and self-development. Maintain and develop required standards of infection control and exercise overall control of the Central sterilisation Unit.
- ENQUIRIES** : Mrs M Holland Tel No: (021) 659-5550
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 : 28 December 2021
- POST 44/244** : **FACILITY MANAGER: ORTHOTICS AND PROSTHETIC CENTRE**
Chief Directorate: Metro Health Services
- SALARY** : R477 090 per annum
CENTRE : Western Cape Rehabilitation Centre (Orthotic and Prosthetic Centre, Pinelands)
REQUIREMENTS : Minimum educational qualification: Appropriate three-year Degree/Diploma in a Health related or Managerial field. Experience: Appropriate management experience. Inherent requirements of the job: Valid Code B/EB) driver's license. Competencies (knowledge/skills): Computer literacy (Microsoft Office Package). Ability to communicate in at least two of the three official languages of the Western Cape. Strong leadership skills used to bring about positive cultural change and a highly productive and engaged workforce. Problem-solving, decision-making, negotiation and conflict-resolution skills. Operational and general management of the Orthotic and Prosthetic Centre and ensuring service delivery mechanisms, in line with relevant key Policy Frameworks. Competency in Public Sector People Management, Financial Management and Supply Chain Management. Competency in information management (data management, analysis, interpretation, target setting, monitoring and evaluation) skills.
- DUTIES** : Operational and general management of the Orthotic and Prosthetic Centre and ensuring service delivery mechanisms, in line with relevant key Policy Frameworks. Comprehensive Strategic and Operational Leadership and

Management of Orthotic and Prosthetic services (including Orthopaedic footwear) for WCDOH (excluding Eden/Karoo). Comprehensive Clinical Governance of O & P services, including the development and implementation of clinical protocols, NCS and OHS Act compliance, QA and QI. Comprehensive People Management and Development of all staff in the component. Liaison with internal (DOH) stakeholders (Metro East, West and Rural) to improve continuity of care. Liaison with external stakeholders (Tshwane University of Technology and other Western Cape Higher Education Institutions) in respect of training, research and innovation in the field. Analysis and interpretation of data.

ENQUIRIES : Mr H Human Tel No: (021) 370-2313
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 assessment.
CLOSING DATE : 28 December 2021

POST 44/245 : **THERAPEUTIC AND MEDICAL SUPPORT SERVICES PROGRAMME CO-ORDINATOR GRADE 1**
(12 Months Contract)
Chief Directorate: Metro Health Services

SALARY : Grade 1: R473 112 per annum, plus 37% in lieu of service benefits
CENTRE : Northern/Tygerberg Sub-structure Office
REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) in the relevant profession. Registration with a professional council: Registration with the Health Professions Council of South Africa (HPCSA). Experience: **Grade 1:** A minimum of 3 years appropriate/recognisable experience in the relevant profession after registration with the Health Professions of South Africa (HPCSA). Inherent requirements of the job: Valid (Code B/EB) driver's license. Competencies (knowledge/skills): Knowledge of the district health service platform. Good interpersonal skills and ability to work well with stakeholders at all levels. Ability to function independently. Ability to analyse data and prepare reports for management decision and reporting.

DUTIES : Co-ordinate of the Therapeutic and Medical support services across the platform. Plan and execute projects related to the improvement of services. Monitor and evaluate programme performance. Identify training opportunities for Allied Health Professions. Identify system improvements. Provide input into or manage special projects or organisational strategies affecting therapeutic and medical support services.

ENQUIRIES : Ms L Najjaar Tel No: (021) 815-8865
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 : 28 December 2021

POST 44/246 : **CHIEF MEDICAL ORTHOTIST AND PROSTHETIST GRADE 1**
Chief Directorate: Metro Health Services

SALARY : Grade 1: R473 112 per annum
CENTRE : Western Cape Rehabilitation Centre (Orthotic and Prosthetic Centre, Pinelands)
REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa as a Medical Orthotist and Prosthetist. Registration with a professional council: Registration as a Medical Orthotist and Prosthetist with the HPCSA. Experience: A minimum of 3 years appropriate experience in Orthotic / Prosthetic services after registration with the HPCSA as a Medical Orthotist and Prosthetist. Inherent requirements of the job: Valid Code B/EB) driver's license. Competencies (knowledge/skills): Strong innovative, leadership, problem-solving, decision-making, negotiation and conflict-resolution skills. Special expertise/competency in Prosthetics and service delivery mechanisms in accordance with the DOH's HC 2030 strategic plan and Rehabilitation Position Paper (2015). Competency in Public Sector People-, Finance & Supply Chain Management processes. Competency in information management with appropriate computer literacy skills. Computer literacy (Microsoft Office Package). Ability to communicate in two of the three official languages of the Western Cape.

DUTIES : Strategic- and Operational Management of the Prosthetic section (OFS) at the Orthotic & Prosthetic Centre, WCDOH. Comprehensive Clinical Governance & Clinical Practice review, including the development and implementation of

clinical protocols, guidelines, SOP's. Comprehensive People, Financial & Supply Chain Management of the prosthetic section, within allocated resources and according to prescripts. Estate- and Asset Management, including participate in the OPC refurbishment project. Liaison with internal & external stakeholders as required to improve the continuity of care. Information Management duties.

ENQUIRIES : Mr H Human Tel No: (021) 370-2313
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 assessment.
CLOSING DATE : 28 December 2021

POST 44/247 : **CLINICAL PSYCHOLOGIST: GRADE 1 TO 3 (5/8TH POST) (ADULT NEUROPSYCHIATRY)**

SALARY : Grade 1: R452 538 (5/8th) per annum
Grade 2: R528 054 (5/8th) per annum
Grade 3: R612 831 (5/8th) per annum
(A portion of the package can be structured according to the individual's personal needs.)

CENTRE : Tygerberg Hospital, Parow Valley
REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with Health Professional Council of South Africa (HPCSA) as a Clinical Psychologist. Registration with a professional council: Registration as a Clinical Psychologist with the HPCSA. Experience: **Grade 1:** None after registration with the HPCSA as Psychologist in respect of RSA qualified employees. One-year relevant experience after registration with the HPCSA as Psychologist in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 2:** Minimum of 8 years relevant experience after registration with the HPCSA as Psychologist in respect of RSA qualified employees. Minimum of 9 years relevant experience after registration with the HPCSA as Psychologist in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 3:** Minimum of 16 years relevant experience after registration with the HPCSA as Psychologist in respect of RSA qualified employees. Minimum of 17 years relevant experience after registration with the HPCSA as Psychologist in respect of foreign qualified employees, of whom it is not required to perform Community Service, as req
Inherent requirement of the job: Valid (Code B/EB) drivers' licence. Competencies (knowledge/skills): Ability to communicate in two of the three official languages of the Western Cape. Comprehensive knowledge of clinical psychology in general. Comprehensive knowledge of the Mental Health Care Act 17 of 2002 and ethos of the Professional Board of Psychology. Computer literate.

DUTIES : Assist intern clinical psychologist supervision. Execute psychometric and neuropsychological assessments. Participate in the Psychology Department meetings. Perform clinical assessments, diagnostic formulations and provide appropriate treatment interventions and/or referral to internal and external agencies. Perform relevant administrative tasks. Render clinical psychology services to patients presenting with psychiatric conditions and co-morbid psychological difficulties.

ENQUIRIES : Dr Riaan Olivier mrolivier@sun.ac.za / Dr Christina van der Merwe christina@sun.ac.za Tel No: (021) 938 6287/ 9455

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 : 28 December 2021

POST 44/248 : **CHIEF ARTISAN: GRADE A**
Chief Directorate: Metro Health Services

SALARY : R392 283 per annum
CENTRE : Valkenberg Hospital
REQUIREMENTS : Minimum educational qualification: Appropriate Trade Test Certificate. Experience: Appropriate ten (10) years post qualification experience as an Artisan. Inherent requirement of the job: Valid Code B/EB driver's license. Willingness and ability to perform standby duties after-hours and over weekends/public holidays when the need arises. Competencies (knowledge/skills): Appropriate supervisory/managerial experience. Appropriate building management experience. Good computer literacy skills.

- Organising and project management skills. Ability to communicate in at least two of the three official languages of the Western Cape. Knowledge of the relevant legislative prescripts, policies and procedures.
- DUTIES** : Effective and efficient management of the Workshop, including People Management/Supply Chain Management/Finance Management and other resources. Strategic planning and management of hospital maintenance needs and infrastructure projects. Render sound quality and risk management practices. Implement strategies to ensure continuous adherence to OHSA and other legislative frameworks. Provide input and assistance with technical specifications. Draft monthly reports and perform other relevant administrative tasks.
- ENQUIRIES** : Ms Pumeza Solani Tel No: (021) 826 5789
- 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** : 28 December 2021
- POST 44/249** : **ASSISTANT DIRECTOR: SUPPORT SERVICES (POLICY DEVELOPMENT)**
- SALARY** : R382 245 per annum
- CENTRE** : Directorate: Strategic Planning and Coordination (Head Office, Cape Town)
- REQUIREMENTS** : Minimum educational qualification: Appropriate 3-year Diploma/Degree in public policy and/or research methodology. Experience: Appropriate policy development experience. Inherent requirement of the job: Valid (Code E/EB) driver's license. Competencies (knowledge/skills): Critical thinking and analytical skills. Complex problem-solving ability. Leadership and social influence (stakeholder management). Advanced communication skills (read, speak and write) in at least two of the three official languages of the Western Cape.
- DUTIES** : Assist with developing policy advice to guide decision-makers with prioritisation, implementation and monitoring of interventions. Coordinate the policy life cycle, synthesise diverse information and evidence, assess the quality and limitations of research, identify measurable and meaningful indicators of effectiveness, plan and manage work. Engage stakeholders and build relationship capital to understand diverse perspectives, co-create solutions and support implementation. Contribute to activities related to setting vision, strategic direction & statutory planning and incorporate future focus into policy design.
- ENQUIRIES** : Ms N Wilson Tel No: (021) 483-2768, Email: Nicola.Wilson@westerncape.gov.za
- 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** : 28 December 2021
- POST 44/250** : **ASSISTANT DIRECTOR: FINANCE**
- SALARY** : R382 245 per annum
- CENTRE** : Western Cape College of Nursing
- REQUIREMENTS** : Minimum educational qualification: An appropriate 3-year National Diploma/Degree in Financial accounting, Financial Management or a related financial field. Experience: Appropriate experience and advance proficiency in Financial and Management Accounting. Appropriate management level experience within a Financial Accounting or similar environment. Inherent requirements of the job: Valid (Code B/EB) driver's license. Competencies (knowledge/skills): Knowledge of best practices in procurement. Working knowledge and experience of computerized Management Financial systems (BAS/LOGIS) related to Assets and Liabilities accounts, debts, revenue and payments. Extensive knowledge of National and Provincial polies and legal frameworks regarding the management of public finances, including treasury regulations and Public Finance Management Act requirements. Appropriate and proven managerial experience showing leadership, strategic and operational skills. Knowledge and proven managerial experience with regards to human resources. Excellent communication and conflict management skills. Proven computer literacy with proficiency in i.e. MS Word, Excel and PowerPoint.
- DUTIES** : Pro-Active management and maintenance of the expenditure and revenue budgets of the college. Ensuring timely and accurate financial and management information for strategic decision-making. Assist with the development of revenue generation opportunities and overseeing effective revenue collection and debt control. Ensuring effective and efficient control measures and internal control systems. Implement Internal controls to ensure compliance with

standing financial regulations and instructions. Effective management of the Supply Chain Management process including warehousing and finance, as well as Asset Management. Coordination of the audit process for the college. Administer the College Council Funds. Assist with Year-end and In-Year Monitoring (monthly) reporting and compliance controls. Supervision, training and development of staff within the component.

ENQUIRIES : Dr T Bock Tel No: (021) 684-1202
APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")

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

CLOSING DATE : 28 December 2021

POST 44/251 : **ASSISTANT DIRECTOR: STATUTORY BODIES (CONTRACT LINKED TO THE TERM OF OFFICE OF THE CURRENT MEC: HEALTH)**

SALARY : R382 245 per annum, plus 37% in lieu of service benefits
CENTRE : Office of the MEC: Health (Head Office, Cape Town)
REQUIREMENTS : Minimum educational qualification: Appropriate National Diploma or equivalent (NQF 6) qualification in a health, business or administration field. Experience: Appropriate experience in a health, business or administration environment. Appropriate experience in stakeholder engagement/management. Inherent requirement of the job: A valid (Code B/EB) driver's license and willingness to travel throughout the Western Cape. Willingness to work unusual/ long hours. Security clearance. Competencies (knowledge/skills): Excellent interpersonal, negotiation, networking and decision-making skills. Excellent verbal and written communication skills in at least 2 of the 3 official languages within the Western Cape. Excellent time management. Computer proficiency in Ms Word, Excel, Power Point and Outlook. Ability to interpret, implement and review policies. Knowledge of Cabinet and Parliamentary processes in South Africa.

DUTIES : Facilitate the appointments to various statutory bodies (Provincial and District Health Councils, Health Facility Boards, Clinic Committees, Mental Health Review Boards) in accordance with the relevant pieces of legislation. Monitor and support the effective functioning of statutory bodies. Set up and manage meetings between the MEC and the statutory bodies as required and directed by the MEC. Liaise with heads of components in the Department of Health, with other Departments and all relevant internal and external stakeholders to coordinate the functioning of statutory bodies. Provide real-time comprehensive support to the MEC regarding appointments and functioning of statutory bodies.

ENQUIRIES : Mr Ndoda Mavela Tel No: (021) 483-3316 / 073 875 8343
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 : 28 December 2021

POST 44/252 : **SYSTEM CONTROLLER**
Chief Directorate: Emergency and Clinical Services Support

SALARY : R321 543 per annum
CENTRE : Directorate: Forensic Pathology Services, Observatory Forensic Pathology Institute

REQUIREMENTS : Minimum educational qualification: Appropriate three-year National diploma/degree in Information Management/Systems or related qualification. Experience: Appropriate experience in System Administration. Appropriate comprehensive training, working experience and knowledge of Information Management System(s). Inherent requirement of the job: Valid (Code B/EB) driver's license. Willingness to travel within Forensic Pathology Facilities and to work overtime. Competencies (knowledge/skills): Good communication skills in at least two of the three official languages of the Western Cape. Good meeting and presentation skills and the ability to liaise between different parties at senior management level. Competency in desktop support. High level computer competency in Microsoft Office Suite.

DUTIES : Manage the Laboratory Information Management System. Support Information and operational management with regard to statistical and/or reporting from the systems. Provide technical support for ICT processes within the Directorate. Train, develop and provide end-user support.

ENQUIRIES : Mr M Vismer Tel No: 061 546 0319
APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")

NOTE : Candidates will be subjected to a psychometric evaluation before appointment. No payment of any kind is required when applying for this post.

CLOSING DATE : 28 December 2021

POST 44/253 : **CASE MANAGER**

SALARY : R321 534 per annum
CENTRE : Tygerberg Hospital, Parow Valley
REQUIREMENTS : Minimum educational qualification: Experience: An appropriate three-year health related National Diploma/Degree or equivalent registrable with a health-related qualification (or equivalent) registrable with the Health Professions Council of South Africa (HPCSA) or South African Nursing Council (SANC). Appropriate experience in Case Management or in a clinical environment. Competencies (knowledge/skills): Ability to link patient diagnosis (ICD10 Coding) with procedure codes. Knowledge of the Uniform patient Fee Schedule (UPFS) and ability to perform clinical audits of patient accounts. Good verbal and written communication skills in at least two of the three official languages of the Western Cape. Good interpersonal skills and the ability to act independently, objectively and with confidence. Computer literate (Microsoft Office). Ability to work under pressure, handle a high work volume and meet strict deadlines. Knowledge of the Medical Scheme Act 131 of 1998 and relevant PMB Regulations. Clinical background will serve as an advantage.

DUTIES : Manage the workflow and personnel of the Case Management department. Manage and implement Case Management policies, protocols and procedures in the hospital. Liaise with Funders and Managed care organisations and Administrators with regards to MHC policies, protocols, optimal fund utilisation, clinical information diagnostic and procedural coding. Complete queries/requests of the Medical Scheme follow-up section timeously. Conduct clinical audits of patients accounts and ensure clinical auditing of the account controllers is accurate. Queries will include drafting of motivational letters where possible, obtaining authorisation, concurrent review of patient clinical information, i.e. length of stay, level of care, clinical coding and PMB. Provide Case management statistics on a weekly/monthly basis. Provide quotations to all patient classifications.

ENQUIRIES : Ms J Jooste Tel No: (021) 938-4140
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. This post will not be linked to any of Occupation Specific Dispensations.

CLOSING DATE : 28 December 2021

POST 44/254 : **ADMINISTRATIVE OFFICER: FINANCE (ACCOUNT CONTROLLER)**

SALARY : R261 372 per annum
CENTRE : Tygerberg Hospital, Parow Valley
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accountancy as a passed subject and/or Senior Certificate (or equivalent) with appropriate experience/competencies that focuses on the Key Performance Areas (KPA) of the post. Experience: In-depth understanding and experience of clinical procedures/services in various clinical disciplines. ICD10 coding experience. Competencies (knowledge/skills): Proven training in Anatomy and Physiology or a Nursing background. Knowledge of Prosthetic Devices and High-Cost Consumables. Knowledge of a patient fees tariff structure. Good interpersonal skills and the ability to act independently, objectively and with confidence. Computer literate Ability to work under pressure, handle a high work volume and meet strict deadlines.

DUTIES : Clinical auditing of patient accounts in compliance with the Uniform Patient Fees Structure and relevant financial prescripts. Ensure that all prosthesis, high-cost consumables and high-cost pharmaceuticals are charged timeously. Provide quotations and interact with clinical personnel with regards to clinical procedures. Handle queries including 3rd party queries. Ensure accurate interpretation and implementation of policy, protocols and hospital procedures in respect of H2, H3 and Private patients (externally funded patients). Assist Case Manager with clinical updates, assign ICD10 codes, obtain authorisation and liaise with the Medical Schemes. Query codes as needed to obtain clarification of charted documentation to accurately assign ICD] O codes. Actively participates in training of ICD] O coders. Ensure compliance of coding rules and regulations. Compile and submit statistics on a weekly/monthly basis. Work as a team to meet departmental goals.

ENQUIRIES : Ms J Jooste Tel No: (02) 938 -4140
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.

<u>CLOSING DATE</u>	:	28 December 2021
<u>POST 44/255</u>	:	<u>ADMINISTRATIVE OFFICER: SUPPLY CHAIN MANAGEMENT</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R261 372 per annum
<u>CENTRE</u>	:	Victoria Hospital, Wynberg
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accountancy as a passed subject and/or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KPA's) of the post. Experience: Appropriate experience in Supply Chain Management. Inherent requirements of the job: Valid (Code B/EB) driver's license. Competencies (knowledge/skills): Knowledge of the Public Finance Management Act (PFMA), National, Provincial Treasury Regulations and the Accounting Officer's System of the Department of Health. Knowledge of the Compliance process. Knowledge of the Contract Management. Knowledge of System Management. Knowledge of Inventory control. Knowledge of Warehouse process. Knowledge of Asset Management. Good organising skills. Good communicating skills. Computer literacy (MS Word, Excel, PowerPoint). Extensive knowledge of the LOGIS systems.
<u>DUTIES</u>	:	Management of Logis System to ensure optimal utilization. Accurate and timeous reporting as per requirements. Provide an effective and efficient Asset Management. Facilitate the Disposal of Assets, Gifts and Donations, and Asset Reporting. Demand Management and Acquisition Management, for Hospital and Clinics. Effective and Efficient Warehouse Management. Effective and Efficient Monthly Reporting. Effective and efficient Management of the Human Resources in the SCM Component. Effective co-operation and support to supervisor, colleagues, and members of the management team.
<u>ENQUIRIES</u>	:	Ms K Jackson Tel No: (021) 799-1290, Email: Kathleen.Jackson@westerncape.gov.za
<u>APPLICATIONS</u>	:	Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>CLOSING DATE</u>	:	28 December 2021
<u>POST 44/256</u>	:	<u>ADMINISTRATIVE OFFICER: SUPPORT SERVICES</u> Central Karoo District
<u>SALARY</u>	:	R261 372 per annum
<u>CENTRE</u>	:	Beaufort West Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate support services administration experience. Appropriate supervisory experience. Inherent requirements of the job: Valid (Code B/EB) drivers' license. Competencies (knowledge/skills): Computer literacy (MS Office Excel, Word, Outlook). Good written and verbal communication in at least two of the three official languages of the Western Cape. Excellent organisational skills, the ability to function independently as well as in a multi-disciplinary team. Knowledge of contract management. Knowledge of food services, laundry services, reception and telecommunication.
<u>DUTIES</u>	:	Responsible for support services including the provision of food services, laundry services, telecommunication, reception service, hospital accommodation facilities and cleaning services. Responsible for contract management relating to outsourced service providers ie security service and pest control. Responsible for supervision of staff including staff performance and disciplinary matters. Training and development of staff.
<u>ENQUIRIES</u>	:	Ms APP Zenzile Tel No: (023) 414-8280
<u>APPLICATIONS</u>	:	Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>CLOSING DATE</u>	:	28 December 2021
<u>POST 44/257</u>	:	<u>PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL NURSING: WELLNESS PROGRAM)</u> West Coast District
<u>SALARY</u>	:	Grade 1: R260 760 per annum Grade 2: R320 703 per annum Grade 3: R388 974 per annum
<u>CENTRE</u>	:	Swartland PHC

- REQUIREMENTS** : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Registration with a professional council: Registration with the SANC as Professional Nurse (Annual Practising Receipt). Experience: **Grade 1:** None after registration as Professional Nurse with the SANC in General Nursing. **Grade 2:** A minimum of 10 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. **Grade 3:** A minimum of 20 years appropriate/recognized experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Inherent requirements of the job: Willingness to work after hours, travel and to meet the operational requirements. Valid (Code B/EB) driver's license. Competencies (knowledge/skills): Excellent communication with community and other stakeholders' engagement and facilitation skills as well as ability to work in a team across service platforms. Knowledge of relevant legislation, policies incl. Health care 2030, Sustainable Development Goals, 1st 1000 days. Excellent planning and organisational skills in community health care, programs and services. Computer literate in Microsoft office programs. Ability to communicate in 2 of the 3 official languages of Western Cape.
- DUTIES** : External interface management by planning, coordination and implementation of wellness initiatives and interventions with support from internal stakeholders to implement community orientated primary care. Intersectoral interface management with strong organisational linkages and partnerships with outside stakeholders, sectors, departments, NGOs and community structures. Lead and co-ordinate scheduled wellness activities for men, women, adolescents, and youth with a focus on the 1st 1000 Days initiative towards building healthy communities. Co-ordinate wellness activities in the specific communities with a focus on Western Cape on Wellness (WoW!) to support an integrated approach in managing chronic conditions e.g. Diabetes, hypertension, TB, HIV, mental health. Coordinate and support the collection, collation, interpreting of health data for reporting, monitoring and evaluation purposes.
- ENQUIRIES** : Ms J van der Westhuizen Tel No: (022) 482-2729
- 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. You will be required to do a practical computer exercise.
- CLOSING DATE** : 28 December 2021
- POST 44/258** : **ADMINISTRATION CLERK: SUPPLY CHAIN MANAGEMENT (X2 POSTS)**
Chief Directorate: Metro health Services
- SALARY** : R176 310 per annum
- CENTRE** : Alexandra Hospital
- REQUIREMENTS** : Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accountancy as a passed subject and/or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KRA's) of the post. Experience: Appropriate experience in Supply Chain Management – Provisioning. Appropriate working experience in Store / Warehouse environment. Appropriate experience in Asset Management. Inherent requirement of the job: Valid (Code B/EB) driver's license. Competencies (knowledge/skills): Good communication skills in at least two of the three official languages of the Western Cape. Knowledge of Supply Chain Management processes and the accounting Officer System. Computer literacy (MS Word and Excel). Sound theoretical and practical knowledge of Warehouse, Assets and Procurement functions.
- DUTIES** : Perform general LOGIS system functions pertaining to Warehousing. Ensure that all transactions comply with legislative requirements. Perform all Asset related functions. Update and maintain the asset register for equipment purchased, donated, transfers and disposals. Perform the duties of procurement of goods and services. Assist, rotate, handle queries and relief functions within all general tasks within the Supply Chain Management.
- ENQUIRIES** : Ms C Moodley Tel No: (021) 503-5069
- 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** : 28 December 2021
- POST 44/259** : **ADMINISTRATION CLERK: (SUPPORT) WORKSHOP**
Chief Directorate: Metro Health Services
- SALARY** : R176 310 per annum

CENTRE REQUIREMENTS : Oral Health Centres
 : Minimum educational qualification: Senior Certificate (or equivalent).
 : Experience: Appropriate experience in office practice and/or administration in a
 : Workshop environment. Competencies (knowledge/skills): Ability to understand
 : and communicate effectively in at least two of the three official languages of the
 : Western Cape. Advanced computer proficiency in Microsoft Word, Excel,
 : Access and PowerPoint.

DUTIES : Assist with procurement of goods and services. Maintenance of the attendance
 : registers, administration duties and keep of statistics. Handling of all
 : correspondence for the technical Service Office (Workshop). Receive items
 : delivered by the Main Store and check for correction. Assist with spot checks
 : and stock taking on stock items in the Mini Technical Store. Assist with record
 : keeping in the Mini Technical Store., keep stores neat and serve as liaison
 : officer between Finance, Human Resources and Main Stores.

ENQUIRIES APPLICATIONS : Ms N Jooste Tel No: (021) 937-3144/3136/3176
 : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online
 : applications")

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

POST 44/260 : **ADMINISTRATION CLERK: SUPPORT (PRIMARY HEALTH CARE)**
 : Garden Route District

SALARY CENTRE REQUIREMENTS : R176 310 per annum
 : Grootbrak CC, Mossel Bay Sub-district
 : Minimum educational qualification: Senior Certificate (or equivalent).
 : Experience: Appropriate administrative experience. Appropriate experience in
 : Sinjani, Tier.dot and PHCIS systems. Inherent requirement of the job: Valid
 : (Code B/EB) driver's license. Competencies (knowledge/skills): Language
 : proficiency in at least two of the three official languages of the Western Cape.
 : Good interpersonal and communication skills. Computer literate (Windows,
 : Excel). Appropriate course in Basic Routine Health Information System for Data
 : Capturers will be to your advantage.

DUTIES : Data management and capturing online, Tier.net, SINJANI and PHCIS.
 : Supportive administration functions. Register patients on the Patient
 : Administration System (PHCIS). Responsible for reception Hygiene (i.e. file,
 : retrieve, archive, and dispose folders). Maintain patient appointment system for
 : different programs. Responsible for effective management of communication
 : (telephonic enquiries).

ENQUIRIES APPLICATIONS : Ms M Manuel Tel No: (044) 604-6106
 : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online
 : applications")

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

POST 44/261 : **FOOD SERVICES SUPERVISOR**
 : Central Karoo District

SALARY CENTRE REQUIREMENTS : R147 459 per annum
 : Nelspoort Hospital
 : Minimum educational qualification: General Education and Training Certificate
 : (GETC) /grade 9 (Std 7). Experience: Appropriate Food Service experience in
 : an Industrial Food Services Unit, within a Hospital setting. Appropriate
 : supervisory experience. Inherent requirements of the job: Valid (Code B/EB)
 : driver's licence. Willingness to work shifts (weekends and public holidays).
 : Competencies (knowledge/skills): Sound communication (read, speak and
 : write) and numerical skills in at least two of the three official languages of the
 : Western Cape. Knowledge and skills with regards to the operational procedures
 : in an Industrial Food Services Unit. Knowledge of WCHD Food Service Policy
 : and monitoring process, hygiene, occupational health, HACCP and safety
 : principles and the incumbent must be able to work according to rules and
 : standards and meet deadlines. Computer literate in Microsoft Office (Excel,
 : Word and Outlook), (Attach proof or mention it in the CV). Ability to effectively
 : multi-task, function independently and under pressure.

DUTIES : Implement standard menu, production planning and correct procedures for
 : receipt, storage, preparation, portioning and distribution of food. Implement,
 : maintain and effectively supervise safety and security measures as well as
 : hygiene and infection control. Implement and maintain and effective food
 : services financial management system to ensure that food expenditure remains
 : within the budget. HR relative matters which include, compiling of duty rosters,

		keeping of statistics, leave planning, disciplinary process, allocating tasks, coordinating work schedules and SPMS.
<u>ENQUIRIES</u>	:	Ms SC James Tel No: (023) 416-1600
<u>APPLICATIONS</u>	:	The District Manager: Garden Route District Office, Private Bag X6592, George, 6530.
<u>FOR ATTENTION</u>	:	Ms S Pienaar
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Shortlisted candidates may have to undergo a practical skills test.
<u>CLOSING DATE</u>	:	28 December 2021
<u>POST 44/262</u>	:	<u>CLEANER</u> Central Karoo District
<u>SALARY</u>	:	R104 073 per annum
<u>CENTRE</u>	:	Nelspoort Hospital
<u>REQUIREMENTS</u>	:	Minimum requirement: Basic numeracy and literacy skills. Experience: Appropriate experience in the field of domestic and hospital cleaning services. Inherent requirements of the job: Physically able to lift and or move heavy objects and supplies. Ability to operate machinery and equipment used in domestic and hospital cleaning services. Competencies (knowledge/skills): Good communication skills (read, speak and write) in at least two of the three official languages of the Western Cape. Good Interpersonal skills. Knowledge of the correct methods of handling and disposal of refuse /waste products and adherence to policy and cleaning practices. Ability to operate machinery and equipment. Knowledge of Legislation and policies of the Department of Health relevant to clinical practise.
<u>DUTIES</u>	:	General cleaning, housekeeping and maintenance (i.e. dust, sweep, polish, scrub, mop, clean windows/walls/equipment/machinery and refuse removal. Ensure effective Waste Management, Linen control Laundry and Food services. Effective and efficient utilization and storage of cleaning material and equipment. Provide optimal support to the supervisor and colleagues with general housekeeping duties and services. Adhering to general hygienic and safe environment in terms of standards and procedures.
<u>ENQUIRIES</u>	:	Mr I James Tel No: (023) 416-1600
<u>APPLICATIONS</u>	:	The Manager: Garden Route District Office, Private Bag X6592, George, 6530.
<u>FOR ATTENTION</u>	:	Ms S Pienaar
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>CLOSING DATE</u>	:	28 December 2021
<u>POST 44/263</u>	:	<u>DRIVER (LIGHT DUTY VEHICLE)</u> (Overberg District)
<u>SALARY</u>	:	R104 073 per annum
<u>CENTRE</u>	:	Grabouw CHC (Theewaterskloof Sub-district)
<u>REQUIREMENTS</u>	:	Minimum requirement: Basic numeracy and literacy. Experience: Appropriate experience in the transportation of staff and goods. Inherent requirements of the job: Willingness to be on standby and work overtime. Valid (Code B/EB) driver's license. Valid Public Driving Permit (PDP). Competencies (knowledge/skills): Knowledge of Transport Regulations, routine maintenance and inspections for defects on vehicles and Circular no4 of 2000. Ability to communicate effectively in at least two of the three official languages of the Western Cape. Ability to accept accountability, responsibility, to work independently. Ability to read and understand road directions and traffic signs. Knowledge of routine, maintenance, Inspections for defects on vehicles.
<u>DUTIES</u>	:	Daily transport collection and delivery of goods, services, clients and personnel, from one point to another. Adhere to departmental codes and procedures by ensuring accurate and detailed completion of logbooks, trip authorities and any other administrative duties associated with driving, deliveries and collections. Conduct routine maintenance, inspection of vehicles and timely reporting of defects. Ensure that all vehicles are kept clean and tidy. Perform and conduct minor maintenance duties when required.
<u>ENQUIRIES</u>	:	Ms L Van Wyk Tel No: (021) 859-1301
<u>APPLICATIONS</u>	:	The District Director: Overberg District Office, Private Bag X07, Caledon Hospital, 7230.
<u>FOR ATTENTION</u>	:	Ms A Kriel
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>CLOSING DATE</u>	:	28 December 2021
<u>POST 44/264</u>	:	<u>FOOD SERVICES AID</u>
<u>SALARY</u>	:	R104 073 per annum

- CENTRE** : Tygerberg Hospital, Parow Valley
- REQUIREMENTS** : Minimum requirement: Basic numeracy and literacy skills. Experience: Appropriate experience in a large-scale Industrial Food Service Unit. Inherent requirements of the job: Willingness to work shifts, weekends and public holidays. Ability to work in large scale freezers and cold rooms. Physically strong to lift heavy objects and be on their feet the entire day. Competencies (knowledge/skills): Ability to function in a group and to work under pressure. Ability to prepare food according to standardised recipes. Knowledge of National Food Service Guidelines. Knowledge of basic cleaning and maintenance of equipment. Ability to read, speak and write in at least two of the three official languages of the Western Cape.
- DUTIES** : Prepare, dish up and serve food for normal and special diets. Assist with the receipt, storage and stock control of food supplies. Follow and maintain hygiene and safety directives including the use of apparatus and equipment, washing of crockery and cooking utensils. Assist with the informal in-service training of new employees. Attend prescribed training courses.
- ENQUIRIES** : Ms R Keyser Tel No: (021) 938-4135
- APPLICATIONS** : The Chief Executive Officer: Tygerberg Hospitals, Private Bag X3, Tygerberg, 7505.
- FOR ATTENTION** : Ms VG De Jager
- NOTE** : No payment of any kind is required when applying for this post.
- CLOSING DATE** : 28 December 2021