



the dpsa

Department:
Public Service and Administration
REPUBLIC OF SOUTH AFRICA

PUBLIC SERVICE VACANCY CIRCULAR

PUBLICATION NO 20 OF 2022

DATE ISSUED 03 JUNE 2022

1. Introduction

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

2. Directions to candidates

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

3. Directions to departments

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

4 SMS pre-entry certificate

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

AMENDMENTS

: **CENTRE FOR PUBLIC SERVICE INNOVATION:** Kindly note that the post of System Developer X2 with Ref No: 0002/2022 advertised in Public Service Vacancy Circular 19 dated 27 May 2022 is amended to One-Year Contract. All applicants are advised to re-apply. Closing date for the post above has been extended to 20 June 2022. **DEPARTMENT OF HIGHER EDUCATION AND TRAINING:** Kindly note that the following post which was advertised in the

Public Service Vacancy Circular 16 dated 06 May 2022 with incorrect requirements and duties (a) Deputy Director: Ethics and Integrity Management (Ref No: DHET 41/04/2022, the correct salary level requirements and duties of the post: Requirements: An appropriate national diploma/bachelor's degree (NQF level 7), in Public Management/Administration or any equivalent qualification. A minimum of three (3) to five (5) management (ASD Level) experience in an Ethics and Integrity Management environment. Knowledge and understanding of Ethics and Integrity Management legislative framework. Understanding of the legislative framework (laws and regulations) for the management of ethics and integrity in government - Treasury Regulations, Public Finance Management Act, Skills: Diplomacy, Project Management. Good interpersonal relations and stakeholder management. Good communication skills (verbal and written communication). Knowledge of conflict management, critical thinking, analytical skills, problem-solving, and presentation skills. Understanding of Batho-Pele principles: client-focused; integrity and loyalty are essential. Computer skills (MS Word, MS PowerPoint, MS Excel, MS Access, and MS Outlook). A valid driver's licence. Duties: Manage and implement Ethics and Integrity system, initiate, and manage processes for the development and implementation of the strategies and policies in the Department. Ensure good governance through the management compliance with the government financial management system (the Performance of Remunerative Work Outside Employment [RWOE] or the Public Service [RWOPS], Conducting Business with Organs of the State, and the e-disclosure system. Ensure the strengthening of Accountability and the implementation of the Department strategy for consequence management, Manage the implementation of the lifestyle audit in the Department. Conduct awareness campaigns within the Department. Provide strategic support to and perform Secretariat duties to the Integrity Management Committee during its meetings. Compile reports to relevant statutory bodies, e.g., DPSC and PSC. Management of ethics and integrity unit. Manage resources (human, financial, and assets) in compliance with PFMA. (The closing date of this advertisement has been extended to 20 June 2022). Kindly note that the following posts which were advertised in Public Service Vacancy Circular 18 dated 20 May 2022 with incorrect salary levels and notch (a) Assistant Director: Monitoring and Reporting (Ref No: DHET 39/05/2022, the correct salary level is 10 and notch R477 090 per annum. (The closing date of this advertisement is 17 June 2022). Enquiries: Mr D Moyane /Mr R Kgare Tel No: 012 312 5165/5442.

DEPARTMENT OF HOME AFFAIRS: Kindly note that the requirements of the advertised post of Refugee Reception Centre Manager – Cape Town, Ref No: HRMC 28/22/1, advertised in PSVC 18 dated 20 May 2022, have been amended as follows: An undergraduate qualification in Legal or Public Management / Administration or related field at NQF level 7 as recognized by SAQA. Experience in operations management. Stakeholder management. Knowledge management. The experience for Enterprise Architecture (IS), (2 Positions), Ref No: HRMC 28/22/5 and Specialist: IS Risk and Quality, Ref No: HRMC 28/22/8 requires 5 years' experience. The closing date for the above-mentioned positions has been extended to 20 June 2022.

DEPARTMENT OF SOCIAL DEVELOPMENT: Kindly note that the post of Executive Director: Inspectorate for Social Assistance that was advertised in the Public Service Vacancy Circular No. 18 of 2022 dated 20 May 2022 with Ref no: K1/A/2022 has been withdrawn until further notice.

PROVINCIAL ADMINISTRATION: EASTERN CAPE: DEPARTMENT OF TRANSPORT - GFMS: Kindly note that the post of Director: Internal Audit, was advertised through Public Service Vacancy Circular 12 of 2022 dated 01 April 2022 with a closing date of 19 April 2022. The Minimum Requirements are amended as follows: (1) National Senior Certificate (NQF Level 4) with B Com Degree or B Tech (NQF Level 7) in Accounting/ Internal Audit with Ten (10 years) relevant working experience in Internal Audit of which Five (5) years must have been at a Middle Management Level (Deputy Director level) in Internal Audit. CIA, IAT, PIA and GIA will be an added advantage. Pre-Entry Certificate (certificate for entry into the SMS) is required. A valid code 08 driving license is essential. The closing date for the post has been extended to 20 June 2022. Applications received after closing date will not be considered. Due to COVID- 19 PANDEMIC hand delivered and posted applications will not be accepted. Applicants should submit application through E-recruitment system, using the following link: <https://erecruitment.ecotp.gov.za/>. The system closes at 23:59, however, technical support is limited to the weekdays and working hours (08:00-16:30

from Mon-Thur and 08:00-16:00 on Fri). Enquiries: Mrs. P. Mbewu Tel No: 043 731 1249/ Mr. K. Valashiya Tel No: 043 731 2319. eRecruitment technical enquiries: Sibusiso.Nonkqoza@ectransport.gov.za

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DEPARTMENT OF AGRICULTURE, LAND REFORM AND RURAL DEVELOPMENT

CLOSING DATE : 20 June 2022 at 16:00

NOTE : DALRRD requests applicants to apply by submitting applications on the most recent Z83 form obtainable from any Public Service Department or on the DPSA web site link: <https://www.dpsa.gov.za/newsroom/psvc/> and a comprehensive CV (with detailed previous experience). Failure to do so will result in your application being disqualified. Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following communication from Human Resources. Foreign qualifications must be accompanied by an evaluation report issued by SAQA. It is the applicant's responsibility to have all foreign qualifications evaluated by SAQA and to provide proof of such evaluation. Please ensure that you submit your application before the closing date as no late applications will be considered. If you apply for more than 1 post, submit separate applications for each post that you apply for. Due to the large number of applications we envisage to receive, applications will not be acknowledged. Should you not be contacted within 3 months of the closing date of the advertisement, please consider your application to be unsuccessful. Important: DALRRD is an equal opportunity and affirmative action employer. It is our intention to promote representivity in DALRRD through the filling of posts. The Department reserves the right not to fill a position. Shortlisted candidates will be required to be available for assessments and interviews at a date and time as determined by the Department. All shortlisted candidates will be subjected to personnel suitability checks. The successful candidate will be subjected to undergo security vetting. DALRRD will conduct reference checks which may include social media profiles of the shortlisted candidates. Applicants must declare any pending criminal, disciplinary or any other allegations or investigations against them. Should this be uncovered during / after the interview took place, the application will not be considered and in the unlikely event that the person has been appointed such appointment will be terminated. The successful candidate will be appointed subject to positive results of the security clearance process. The successful candidate will be required to enter into an employment contract and sign a performance agreement with the Department.

OTHER POSTS

POST 20/01 : **SCIENTIFIC MANAGER (GRADE: A – C) REF NO: 3/2/1/2022/258**
Directorate: Food Safety and Quality Assurance

SALARY : R912 048 – R1 704 492 per annum, (Salary will be in accordance with the OSD requirements)

CENTRE : Stellenbosch

REQUIREMENTS : Applicants must be in possession of a Grade 12 Certificate and MSc Degree or relevant qualification. Compulsory registration with South African Council for Natural Scientific Professions (SACNASP) as a Professional Scientist. 6 years relevant scientific experience after BSc qualification. Job related knowledge: Knowledge of Public Service and departmental prescripts / policies, Public Finance Management Act (PFMA), Agricultural Products Standard Act – Act 119 of 1990 and Liquor Products Act – Act 60 of 1989. Job related skills: Programme and project management skills, Scientific methodologies skills, Research and development skills, Knowledge of legal compliance, Data analysis, Computer-aided scientific applications, Technical report writing skills, Creating a high performance culture, Professional judgment, Presentation skills, Mentoring skills, Decision making skills, Team leadership skills, Analytical skills, Creativity skills, Financial management skills, Customer focus and responsiveness, Communication skills, Networking skills, Computer literacy, people management skills, Planning and organising skills, Conflict management skills, Change management skills, Problem solving and analysis skills. Willingness to work extended hours. Handling of hazardous chemicals.

DUTIES : Manage, develop and implement methodologies, policies, systems and procedures. Review, recommend and approve or audit technical scientific projects. Facilitate the compilation of innovation proposals to ensure validity and adherence to organisational principles. Facilitate setting of technical

standards, specifications and service levels according to organisational objectives to ensure optimum operational availability. Develop and maintain health and safety standards. Monitor scientific efficiencies according to organisational goals. Provide strategic leadership and direction. Provide support and advise to the industry and stakeholder. Align projects to organisational strategies. Manage technical facilities / units. Develop and maintain relationships, collaborations. Review scientific documents. Lead, coordinate and develop scientific models and regulatory frameworks. Design scientific methodology for analysis of data. Ratify the evaluation, monitoring and dissemination of data. Design and develop appropriate scientific models to generate information and knowledge. Formulate and evaluate proposals and compile reports. Develop and customise scientific models. Research and development. Manage scientific research to improve expertise. Lead, coordinate and conduct basic and applied research or knowledge application. Publish and present research findings (results). Finance and people management. Allocate, monitor, control expenditure according to budget to ensure efficient cash flow management. Manage the commercial value add of the discipline related programmes and projects. Asset management. Manage the development, motivation and utilisation of human resources for the discipline to ensure competent knowledge base for the continued success of scientific services according to organisational needs and requirements. Manage staff key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve departmental objectives. Governance. Allocate, control, monitor and report on all resources. Compile risk logs and manages significant risk according to sound risk management practices and organisational requirements. 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. Facilitate and liaise with structures / stakeholders on scientific matters.

- ENQUIRIES** : Mr BM Makhafola Tel No: (012) 319 7304
- APPLICATIONS** : can be submitted by post to: Private Bag X10, Mowbray 7710 or hand delivered to: 14 Long Street, 1st Floor, Cape Town, 8001.
- NOTE** : African, Coloured, and Indian males and African, Coloured, and Indian females and Persons with disabilities are encouraged to apply.
- POST 20/02** : **DEPUTY DIRECTOR: RISK ANALYSIS REF NO: 3/2/1/2022/245**
Directorate: Disaster Technical Tools and Systems
- SALARY** : R882 042 per annum (Level 12), (all-inclusive package to be structured in accordance with the rules for MMS)
- CENTRE** : Pretoria
- REQUIREMENTS** : Applicants must be in possession of a Grade 12 Certificate and Bachelor's Degree / Post Graduate Diploma in Geographic Information System (GIS) / Geography. 3 years' junior management experience. Job related knowledge: Basic Conditions of Employment Act, Labour Relations Act, Employment Equity Act and Skills development legislation. Job related skills: Communication and interpersonal relation skills, Computer literacy skills, Project management skills, Problem solving skills, Presentation and facilitation skills. A valid driver's licence and willing to travel. Ability to work under pressure.
- DUTIES** : Liaise with all spheres of government and non-governmental organization (NGO). Support government activities aimed at strengthening intergovernmental relations and cooperation's in the rural disaster management in compliance with National Disaster Management Centre and collaboration with other sectors. Facilitate the identification of potential environmental hazards in rural areas. Conduct field visits to capture potential environmental hazards. Perform desktop analysis to identify areas vulnerable to hazards. Perform quality assurance for spatial data collected. Conduct risk analysis using proven methodologies. Spatial data collection. Spatial data analysis. Spatial data capture. Create a vulnerability classification and scenario modelling for rural areas. Sourced relevant spatial datasets required for risk analysis and vulnerability. Mapping of risk identified in vulnerable communities prone to disasters.

- ENQUIRIES APPLICATIONS** : Ms A Ntsala Tel No: (012) 312 8507
 : can be submitted by post to: Private Bag X833, Pretoria, 0001 or hand delivered to: 184 Jeff Masemola Street (formerly known as Jacob Mare), corner of Jeff Masemola and Paul Kruger Streets, Pretoria.
- NOTE** : Coloured, Indian and White males and Coloured, Indian and White females and Persons with disabilities are encouraged to apply.
- POST 20/03** : **CHIEF ENVIRONMENTAL SPECIALIST**
 Directorate: Disaster Technical Tools and Systems
- SALARY** : R882 042 per annum (Level 12), (all-inclusive package to be structured in accordance with the rules for MMS)
- CENTRE** : Mpumalanga Ref No: 3/2/1/2022/246
 Limpopo Ref No: 3/2/1/2022/247
- REQUIREMENTS** : Applicants must be in possession of a Grade 12 Certificate and a Degree or Diploma in Environmental Science / Natural Science. 5 years' appropriate environmental planning or natural resources management experience. Job related knowledge: Appropriate experience in environmental planning and management. Policy and legislation governing national environmental management. Knowledge of integrated development planning process and its relevance to environmental management. Knowledge of government systems and structures. Basic Conditions of Employment Act, Labour Relations Act, Employment Equity Act and Skills development legislation. Job related skills: Communication and interpersonal skills, Computer literacy skills, Project management skills, Problem solving skills, Strong verbal and written communication skills, Presentation and facilitation skills. Budget management and financial Management skills. A valid driver's licence and willingness to travel extensively. Ability to work under pressure.
- DUTIES** : Manage proactive assessment of agricultural land prone to environmental degradation. Establish a list of farms / state land and / or smallholder as well as communal farmers' land prone to environmental degradation. Involve all relevant stakeholders to ensure legitimate property access. Manage implementation of environmental rehabilitation projects. Establish project management steering committee. Recruit community project workers and / or project implementation service provider. Commission project procurement in line with Demand Management Plans / Procurement Plans. Monitor project progress. Support disaster management efforts and implement environmental risk reduction at state land and community level. Consultations and visits to DALRRD projects / state land and rural communities conducted to examine invasive plant infestations as well as veldfire preparedness (e.g. fire protection association (FPA) information, firebreaks, veldfire fighting equipment). Advise Project Officers on risk reduction (invasive plants and veldfires) on state land. Assist with building capacity of emerging farmers and rural communities on veldfire management, e.g. awareness, acquisitions of fire-fighting equipment, etc. as well as on the management and control of invasive plants on the farms. Integrated environmental management incorporated into DALRRD projects and functions. Facilitate Environmental Impact Assessment (EIA) program for DALRRD infrastructure / development projects from inception till completion. Support Environmental Impact Assessment process. Monitoring of compliance to Environmental Authorization conditions. Facilitate the development of environmental management plans. Coordinate and facilitate the implementation of DALRRD environmental policy and instruments at Provincial Shared Service Centres / Provinces. Represent the Department in relevant fora and provide environmental advisory service to management and other Branches. Relevant fora identified and attended. Relevant workshops and conferences attended to represent DALRRD interests.
- ENQUIRIES APPLICATIONS** : Ms A Ntsala Tel No: (012) 312 8507
 : can be submitted by post to: Private Bag X833, Pretoria, 0001 or hand delivered to: 184 Jeff Masemola Street (formerly known as Jacob Mare), corner of Jeff Masemola and Paul Kruger Streets, Pretoria.
- NOTE** : Coloured, Indian and White males and Coloured, Indian and White females and Persons with disabilities are encouraged to apply.

- POST 20/04** : **DATABASE ADMINISTRATOR REF NO: 3/2/1/2022/260 (X2 POSTS)**
Directorate: ICT Service Management
- SALARY** : R744 255 per annum (Level 11), (all-inclusive package to be structured in accordance with the rules for MMS)
- CENTRE** : Pretoria)
- REQUIREMENTS** : Applicants must be in possession of a Grade 12 Certificate and National Diploma in Computer Science / Engineering / Information Technology. Relevant Microsoft and / or Oracle database certifications. 3 years junior management experience in Information Management, Database Administration experience, and LINUX / UNIX Administration experience. Job related knowledge: Programming Language / Structured Query Language (SQL). Knowledge of Oracle 10g /11i /12c and Microsoft SQL 2012 / 2014 / 2016. Tuning and troubleshooting Database instances. Installing databases on Windows / Linux / UNIX. Experience configuring and maintaining highly scalable environments. Knowledge of Oracle Real Application Clusters (RAC) and Microsoft SQL Server AlwaysOn. Knowledge in Oracle and Microsoft SQL backup / Recovery Methodologies and strategies. Job related skills: IT skills, Communication skills (written and verbal), Teamwork and negotiation skills, Troubleshooting and Problem-solving skills, Analytical skills and Organisational skills. A willingness to learn about new developments. Ability to work tight deadlines and under pressure.
- DUTIES** : Manage the Database Administrator (DBA) team. Oversee the database administrators. Prepare technical management reports on system performance and problems. Roadmap and update technologies and ensure that the team is up to date with technologies. Create, maintain and administer all databases required for development, testing, and production. Install database software and any other tools that access the database. Do database health check. Migrate data. Perform database upgrades. Apply security and version patches. Maintain internal database storage. Performs the capacity planning required to create and maintain the database. Troubleshooting errors. User creation and access control. Provide database to development team according to requests. Planning along with the application developers and system administration, to ensure that any new product usage or release upgrade takes place with minimal impact. Plan and implement backup and recovery processes of database. Advice the backup team on the database that must be backed up. Device backup strategy. Facilitate the implementation of backup strategy. Perform database backups, restores and recovery. Implement and enforce security for all databases. Creating and administering user profiles. Grading optimum privileges to user in line with their responsibilities. Database access control. Implement standards to ensure that all application design and code are produced with proper integrity, security and performance. Performance tuning. Manage sharing of resources amongst applications. Define and implement the physical and logical database design. Provide a strategic database direction for the organisation. Enforce and maintains database constraints to ensure integrity of the Database. Evaluates releases of database and its tools, and third-party products to ensure that the sites are running the products that are most appropriate.
- ENQUIRIES** : Ms P Lekgau Tel No: (012) 312 9816
- APPLICATIONS** : can be submitted by post to: Private Bag X833, Pretoria, 0001 or hand delivered to: 184 Jeff Masemola Street (formerly known as Jacob Mare), corner of Jeff Masemola and Paul Kruger Streets, Pretoria.
- NOTE** : Coloured and Indian males and Coloured, Indian and White females and Persons with disabilities are encouraged to apply.
- POST 20/05** : **ASSISTANT REGISTRAR OF DEEDS: EXAMINATION AND SORTING REF NO: 3/2/1/2022/269 (X3 POSTS)**
- SALARY** : R744 255 per annum (Level 11), (all-inclusive package to be structured in accordance with MMS)
- CENTRE** : Office of the Registrar of Deeds (Pretoria)
- REQUIREMENTS** : National Diploma in Law / National Diploma Deeds Registration Law / Buris / B Proc / LLB. 4 years' experience at Junior management level in Deeds environment. Extensive and proven ability in knowing, interpreting, and applying various legislation and Acts pertaining to registration of Deeds including (but not limited to): Deeds Registries Act, Sectional Titles Act, Ordinances, Proclamations, Case Law, Common Law. Ability to address a

professional audience comfortably. Ability to convey knowledge to others. Planning and execution skills. Communication skills. Project Management skills.

DUTIES : Monitor examination of deeds and documents. Check deeds and documents for registrability and take corrective measures. Grant hearing to Conveyancers, make ruling and provide guidance. Provide inputs for the update of deeds practice manual, legislation, and draft circulars. Report on examination team performance, standards, and turnaround times. Update acts, manuals, and circulars. Execute deeds. Validate that appointed appearer has signed execution clause/ request for registration. Verify validity date of relevant certificates. Sign all deeds and documents that are registrable. Report problems with regard to execution of deeds, to ARD / DROD in charge of execution. Draft reports to court. Receive the notice of motions and all supporting documents. Peruse notices of motions and supporting documents. Research the facts there in. Compile a report to court and attach all relevant documents. Manage the execution of deeds and documents. Attend to the requests for late and expedited execution of deeds and arrange for final black booking. Notify conveyancers regarding problems encountered on deeds at execution and provide guidance. Monitor execution register for Conveyancers. Reject deeds that are not registrable. Attend to simultaneous registration with other offices. Manage distribution of deeds. Verify the information on the distribution list with actual deeds batches and spot-check. Verify returned deeds against distribution list and initiate corrective measures. Manage statistics, exception reports and implement corrective measures. Prevent and address backlogs. Attend to queries relating to deeds on the system. Authorize request for withdrawal of deeds. Manage the update procedure manual.

ENQUIRIES : Ms L Gama Tel No: (012) 338 7229 or Ms P Hlatshwayo Tel No: (012) 338 7376

APPLICATIONS : Please ensure that you send your application to Private Bag x918, Pretoria, 0001 or Hand deliver it to the Office of the Chief Registrar of Deeds at Cnr Bosman and Pretorius, Pretoria, 0001 before the closing date as no late applications will be considered. Applications and supporting documents sent to us that are not specified in the advertisement for the post that you are applying for will not be accepted. Failure to do this will result in the application being disqualified.

NOTE : African, and Indian Males and African, Coloured and Indian Females and Persons with disabilities are encouraged to apply.

POST 20/06 : **ASSISTANT REGISTRAR OF DEEDS: DEEDS TRAINING REF NO: 3/2/1/2022/270**

SALARY : R744 255 per annum (Level 11), (all-inclusive package to be structured in accordance with the rules for MMS)

CENTRE : Office of the Registrar of Deeds (Pretoria)

REQUIREMENTS : National Diploma in Law / National Diploma Deeds Registration Law / Buris / B Proc / LLB. 4 years' experience at junior management level in Deeds environment. Extensive and proven ability in knowing, interpreting and applying various legislation and Acts pertaining to registration of Deeds including (but not limited to): (Deeds Registries Act. Sectional Titles Act. Ordinance. Proclamations. Case Law. Common Law). Ability to address a professional audience comfortably. Presentation. Time management skills. Computer literacy. Research. Improvisation skills. Organizing and problem solving. Verbal and written communication skills. Report writing skills.

DUTIES : Determine training needs for deeds. Analyse current and future deeds training needs from performance development plan. Compile annual training programme and submit for approval. Develop curriculum for stakeholders training and submit for approval. Facilitate quality assurance reports and provide report. Facilitate and coordinate deeds training. Present deeds course / training to officials and stakeholders. Compile and submit course training report on all deeds training presented for approval. Facilitate the outcome of the training conducted in terms of Quality Management System and provide report. Manage training administration. Submit inputs and items for deeds training Advisory Committee meetings. Verify deeds training statistics. Co-ordinate or provide inputs on training manuals, Quality Management System etc. Provide inputs on the updating of acts, procedure manuals and circulars. Manage library services. Identify books, publication, training aids that must be procured for library. Manage audit updates of library materials and examiner's

- acts. Oversee update of accession register (database). Manage access to library and loan register. Manage stocktaking.
- ENQUIRIES** : Ms L Gama Tel No: (012) 338 7229 or Ms P Hlatshwayo Tel No: (012) 338 7376
- APPLICATIONS** : Please ensure that you send your application to Private Bag x918, Pretoria, 0001 or Hand deliver it to the Office of the Chief Registrar of Deeds at Cnr Bosman and Pretorius, Pretoria, 0001 before the closing date as no late applications will be considered. Applications and supporting documents sent to us that are not specified in the advertisement for the post that you are applying for will not be accepted. Failure to do this will result in the application being disqualified.
- NOTE** : African, Indian Males and African, Coloured, Indian Females and Persons with disabilities are encouraged to apply.
- POST 20/07** : **ASSISTANT REGISTRAR OF DEEDS: EXAMINATION AND SORTING REF NO: 3/2/1/2022/271 (X3 POSTS)**
- SALARY** : R744 255 per annum (Level 11), (all-inclusive package to be structured in accordance with MMS)
- CENTRE REQUIREMENTS** : Office of the Registrar of Deeds (Johannesburg)
: National Diploma in Law / National Diploma Deeds Registration Law / Buris / B Proc / LLB. 4 years' experience at junior management level in Deeds environment. Extensive and proven ability in knowing, interpreting, and applying various legislation and Acts pertaining to registration of Deeds including (but not limited to): Deeds Registries Act, Sectional Titles Act, Ordinances, Proclamations, Case Law, Common Law. Ability to address a professional audience comfortably. Ability to convey knowledge to others. Planning and execution skills. Communication skills. Project Management skills.
- DUTIES** : Monitor examination of deeds and documents. Check deeds and documents for registrability and take corrective measures. Grant hearing to Conveyancers, make ruling and provide guidance. Provide inputs for the update of deeds practice manual, legislation, and draft circulars. Report on examination team performance, standards, and turnaround times. Update acts, manuals, and circulars. Execute deeds. Validate that appointed appearer has signed execution clause / request for registration. Verify validity date of relevant certificates. Sign all deeds and documents that are registrable. Report problems with regard to execution of deeds, to ARD / DROD in charge of execution. Draft reports to court. Receive the notice of motions and all supporting documents. Peruse notices of motions and supporting documents. Research the facts there in. Compile a report to court and attach all relevant documents. Manage the execution of deeds and documents. Attend to the requests for late and expedited execution of deeds and arrange for final black booking. Notify conveyancers regarding problems encountered on deeds at execution and provide guidance. Monitor execution register for Conveyancers. Reject deeds that are not registrable. Attend to simultaneous registration with other offices. Manage distribution of deeds. Verify the information on the distribution list with actual deeds batches and spot-check. Verify returned deeds against distribution list and initiate corrective measures. Manage statistics, exception reports and implement corrective measures. Prevent and address backlogs. Attend to queries relating to deeds on the system. Authorize request for withdrawal of deeds. Manage the update procedure manual.
- ENQUIRIES** : Ms L Gama Tel No: (012) 338 7229 or Ms P Hlatshwayo Tel No: (012) 338 7376
- APPLICATIONS** : Please ensure that you send your application to Private Bag x918, Pretoria, 0001 or Hand deliver it to the Office of the Chief Registrar of Deeds at Cnr Bosman and Pretorius, Pretoria, 0001 before the closing date as no late applications will be considered. Applications and supporting documents sent to us that are not specified in the advertisement for the post that you are applying for will not be accepted. Failure to do this will result in the application being disqualified.
- NOTE** : Coloured and Indian Males and African, Coloured, Indian and White Female and Persons with disabilities are encouraged to apply.

POST 20/08 : **ASSISTANT REGISTRAR OF DEEDS: EXAMINATION AND SORTING REF NO: 3/2/1/2022/272**

SALARY : R744 255 per annum (Level 11), (all-inclusive package to be structured in accordance with MMS)

CENTRE REQUIREMENTS : Office of the Registrar of Deeds (Vryburg)
: National Diploma in Law / National Diploma Deeds Registration Law / Buris / B Proc / LLB. 4 years' experience at junior management level in Deeds environment. Extensive and proven ability in knowing, interpreting, and applying various legislation and Acts pertaining to registration of Deeds including (but not limited to): Deeds Registries Act, Sectional Titles Act, Ordinances, Proclamations, Case Law, Common Law. Ability to address a professional audience comfortably. Ability to convey knowledge to others. Planning and execution skills. Communication skills. Project Management skills.

DUTIES : Monitor examination of deeds and documents. Check deeds and documents for registrability and take corrective measures. Grant hearing to Conveyancers, make ruling and provide guidance. Provide inputs for the update of deeds practice manual, legislation, and draft circulars. Report on examination team performance, standards, and turnaround times. Update acts, manuals, and circulars. Execute deeds. Validate that appointed appearer has signed execution clause / request for registration. Verify validity date of relevant certificates. Sign all deeds and documents that are registrable. Report problems with regard to execution of deeds, to ARD / DROD in charge of execution. Draft reports to court. Receive the notice of motions and all supporting documents. Peruse notices of motions and supporting documents. Research the facts there in. Compile a report to court and attach all relevant documents. Manage the execution of deeds and documents. Attend to the requests for late and expedited execution of deeds and arrange for final black booking. Notify conveyancers regarding problems encountered on deeds at execution and provide guidance. Monitor execution register for Conveyancers. Reject deeds that are not registrable. Attend to simultaneous registration with other offices. Manage distribution of deeds. Verify the information on the distribution list with actual deeds batches and spot-check. Verify returned deeds against distribution list and initiate corrective measures. Manage statistics, exception reports and implement corrective measures. Prevent and address backlogs. Attend to queries relating to deeds on the system. Authorize request for withdrawal of deeds. Manage the update procedure manual.

ENQUIRIES : Ms L Gama Tel No: (012) 338 7229 or Ms P Hlatshwayo Tel No: (012) 338 7376

APPLICATIONS : Please ensure that you send your application to Private Bag x918, Pretoria, 0001 or Hand deliver it to the Office of the Chief Registrar of Deeds at Cnr Bosman and Pretorius, Pretoria, 0001 before the closing date as no late applications will be considered. Applications and supporting documents sent to us that are not specified in the advertisement for the post that you are applying for will not be accepted. Failure to do this will result in the application being disqualified.

NOTE : Coloured, Indian and White Males and African, Coloured, Indian and White Females and Persons with disabilities are encouraged to apply.

POST 20/09 : **ASSISTANT REGISTRAR OF DEEDS: EXAMINATION AND SORTING REF NO: 3/2/1/2022/273**

SALARY : R744 255 per annum (Level 11), (all-inclusive package to be structured in accordance with MMS)

CENTRE REQUIREMENTS : Office of the Registrar of Deeds (Bloemfontein)
: National Diploma in Law / National Diploma Deeds Registration Law / Buris / B Proc / LLB. 4 years' experience at junior management level in Deeds environment. Extensive and proven ability in knowing, interpreting, and applying various legislation and Acts pertaining to registration of Deeds including (but not limited to): Deeds Registries Act, Sectional Titles Act, Ordinances, Proclamations, Case Law, Common Law. Ability to address a professional audience comfortably. Ability to convey knowledge to others. Planning and execution skills. Communication skills. Project Management skills.

DUTIES : Monitor examination of deeds and documents. Check deeds and documents for registrability and take corrective measures. Grant hearing to Conveyancers,

make ruling and provide guidance. Provide inputs for the update of deeds practice manual, legislation, and draft circulars. Report on examination team performance, standards, and turnaround times. Update acts, manuals, and circulars. Execute deeds. Validate that appointed appearer has signed execution clause / request for registration. Verify validity date of relevant certificates. Sign all deeds and documents that are registrable. Report problems with regard to execution of deeds, to ARD / DROD in charge of execution. Draft reports to court. Receive the notice of motions and all supporting documents. Peruse notices of motions and supporting documents. Research the facts there in. Compile a report to court and attach all relevant documents. Manage the execution of deeds and documents. Attend to the requests for late and expedited execution of deeds and arrange for final black booking. Notify conveyancers regarding problems encountered on deeds at execution and provide guidance. Monitor execution register for Conveyancers. Reject deeds that are not registrable. Attend to simultaneous registration with other offices. Manage distribution of deeds. Verify the information on the distribution list with actual deeds batches and spot-check. Verify returned deeds against distribution list and initiate corrective measures. Manage statistics, exception reports and implement corrective measures. Prevent and address backlogs. Attend to queries relating to deeds on the system. Authorize request for withdrawal of deeds. Manage the update procedure manual.

- ENQUIRIES** : Ms L Gama Tel No: (012) 338 7229 or Ms P Hlatshwayo Tel No: (012) 338 7376
- APPLICATIONS** : Please ensure that you send your application to Private Bag x918, Pretoria, 0001 or Hand deliver it to the Office of the Chief Registrar of Deeds at Cnr Bosman and Pretorius, Pretoria, 0001 before the closing date as no late applications will be considered. Applications and supporting documents sent to us that are not specified in the advertisement for the post that you are applying for will not be accepted. Failure to do this will result in the application being disqualified.
- NOTE** : African, Coloured, Indian and White Males, Coloured and Indian Females and Persons with disabilities are encouraged to apply.
- POST 20/10** : **ASSISTANT REGISTRAR OF DEEDS: DEEDS TRAINING REF NO: 3/2/1/2022/274**
- SALARY** : R744 255 per annum (Level 11), (all-inclusive package to be structured in accordance with MMS)
- CENTRE REQUIREMENTS** : Office of the Registrar of Deeds (Mpumalanga)
National Diploma in Law / National Diploma Deeds Registration Law / Buris / B Proc / LLB. 4 years' experience at junior management level in Deeds environment. Extensive and proven ability in knowing, interpreting and applying various legislation and Acts pertaining to registration of Deeds including (but not limited to): (Deeds Registries Act. Sectional Titles Act. Ordinance. Proclamations. Case Law. Common Law). Ability to address a professional audience comfortably. Presentation. Time management skills. Computer literacy. Research. Improvisation skills. Organizing and problem solving. Verbal and written communication skills. Report writing skills.
- DUTIES** : Determine training needs for deeds. Analyse current and future deeds training needs from performance development plan. Compile annual training programme and submit for approval. Develop curriculum for stakeholders training and submit for approval. Facilitate quality assurance reports and provide report. Facilitate and coordinate deeds training. Present deeds course / training to officials and stakeholders. Compile and submit course / training report on all deeds training presented for approval. Facilitate the outcome of the training conducted in terms of Quality Management System and provide report. Manage training administration. Submit inputs and items for deeds training Advisory Committee meetings. Verify deeds training statistics. Coordinate or provide inputs on training manuals, Quality Management System etc. Provide inputs on the updating of acts, procedure manuals and circulars. Manage library services. Identify books, publication, training aids that must be procured for library. Manage audit updates of library materials and examiner's acts. Oversee update of accession register (database). Manage access to library and loan register. Manage stocktaking.
- ENQUIRIES** : Ms L Gama Tel No: (012) 338 7229 or Ms P Hlatshwayo Tel No: (012) 338 7376

- APPLICATIONS** : Please ensure that you send your application to Private Bag x918, Pretoria, 0001 or Hand deliver it to the Office of the Chief Registrar of Deeds at Cnr Bosman and Pretorius, Pretoria, 0001 before the closing date as no late applications will be considered. Applications and supporting documents sent to us that are not specified in the advertisement for the post that you are applying for will not be accepted. Failure to do this will result in the application being disqualified.
- NOTE** : African, Coloured and White Males, Coloured, Indian, White Female and Persons with disabilities are encouraged to apply.
- POST 20/11** : **ASSISTANT REGISTRAR OF DEEDS: EXAMINATION AND SORTING REF NO: 3/2/1/2022/275 (X5 POSTS)**
- SALARY** : R744 255 per annum (Level 11), (all-inclusive package to be structured in accordance with MMS)
- CENTRE** : Office of the Registrar of Deeds (Cape Town)
- REQUIREMENTS** : National Diploma in Law / National Diploma Deeds Registration Law / Buris / B Proc / LLB. 4 years' experience at junior management level in Deeds environment. Extensive and proven ability in knowing, interpreting, and applying various legislation and Acts pertaining to registration of Deeds including (but not limited to): Deeds Registries Act, Sectional Titles Act, Ordinances, Proclamations, Case Law, Common Law. Ability to address a professional audience comfortably. Ability to convey knowledge to others. Planning and execution skills. Communication skills. Project Management skills.
- DUTIES** : Monitor examination of deeds and documents. Check deeds and documents for registrability and take corrective measures. Grant hearing to Conveyancers, make ruling and provide guidance. Provide inputs for the update of deeds practice manual, legislation, and draft circulars. Report on examination team performance, standards, and turnaround times. Update acts, manuals, and circulars. Execute deeds. Validate that appointed appearer has signed execution clause / request for registration. Verify validity date of relevant certificates. Sign all deeds and documents that are registrable. Report problems with regard to execution of deeds, to ARD / DROD in charge of execution. Draft reports to court. Receive the notice of motions and all supporting documents. Peruse notices of motions and supporting documents. Research the facts there in. Compile a report to court and attach all relevant documents. Manage the execution of deeds and documents. Attend to the requests for late and expedited execution of deeds and arrange for final black booking. Notify conveyancers regarding problems encountered on deeds at execution and provide guidance. Monitor execution register for Conveyancers. Reject deeds that are not registrable. Attend to simultaneous registration with other offices. Manage distribution of deeds. Verify the information on the distribution list with actual deeds batches and spot-check. Verify returned deeds against distribution list and initiate corrective measures. Manage statistics, exception reports and implement corrective measures. Prevent and address backlogs. Attend to queries relating to deeds on the system. Authorize request for withdrawal of deeds. Manage the update procedure manual.
- ENQUIRIES** : Ms L Gama Tel No: (012) 338 7229 or Ms P Hlatshwayo Tel No: (012) 338 7376
- APPLICATIONS** : Please ensure that you send your application to Private Bag x918, Pretoria, 0001 or Hand deliver it to the Office of the Chief Registrar of Deeds at Cnr Bosman and Pretorius, Pretoria, 0001 before the closing date as no late applications will be considered. Applications and supporting documents sent to us that are not specified in the advertisement for the post that you are applying for will not be accepted. Failure to do this will result in the application being disqualified.
- NOTE** : Indian Males and African, Coloured and White Females and Persons with disabilities are encouraged to apply.
- POST 20/12** : **ASSISTANT REGISTRAR OF DEEDS: MECHANISATION REF NO: 3/2/1/2022/276**
- SALARY** : R744 255 per annum (Level 11), (all-inclusive package to be structured in accordance with MMS)
- CENTRE** : Office of the Registrar of Deeds (King Willaims Town)

<u>REQUIREMENTS</u>	:	National Diploma in Law / National Diploma Deeds Registration Law / Buris / B Proc / LLB. 4 years' experience at junior management level in Deeds environment. Appropriate knowledge on Deeds Registration processes. Through knowledge in the interpretation of Deeds Registries Act, Ordinances, and other Acts. Computer literacy. Computer software skills. Good written and verbal communication skills. Good judgement and assertiveness skills. Project Management skills. People Management skills. Organise and Planning skills.
<u>DUTIES</u>	:	Manage data section. Manage workload, workflow, processes, and standards and implement corrective measures. Oversee the review of system change request. Recommend debit and credit notes. Extract exception report for data section and implement corrective measure. Quality assure that deeds are captured and verified correctly to meet turnaround times. Manage compliance with DRS standards. Manage the update of the procedure manual. Manage shortcomings on DRS and the recommendations. Manage data related queries. Investigate and research facts as per request. Manage data errors, provide feedback, and take corrective measures. Manage correspondence and give guidance to clients. Manage image scanning section. Manage workload, workflow, processes, and standards and implement corrective measures. Extract exception report for image scanning section and implement corrective measures. Manage the scanning of deeds and documents to meet the turnaround times. Manage the update of procedure manuals. Manage the shortcomings on the systems and the recommendations. Manage image scanning related queries. Manage queries and scanning errors and take corrective measures. Approve request for expedite delivery. Manage correspondence and give guidance to clients. Manage archiving of records. Manage archiving of records and microfilm rolls are in accordance with required standards. Manage collection of micro rolls from off-side storage. Manage availability of equipment in the scanning section.
<u>ENQUIRIES</u>	:	Ms L Gama Tel No: (012) 338 7229 or Ms P Hlatshwayo Tel No: (012) 338 7376
<u>APPLICATIONS</u>	:	Please ensure that you send your application to Private Bag x918, Pretoria, 0001 or Hand deliver it to the Office of the Chief Registrar of Deeds at Cnr Bosman and Pretorius, Pretoria, 0001 before the closing date as no late applications will be considered. Applications and supporting documents sent to us that are not specified in the advertisement for the post that you are applying for will not be accepted. Failure to do this will result in the application being disqualified.
<u>NOTE</u>	:	African, Indian and White Males and African, Coloured, Indian and White Females and Persons with disabilities are encouraged to apply.
<u>POST 20/13</u>	:	<u>ASSISTANT REGISTRAR OF DEEDS: DEEDS TRAINING REF NO: 3/2/1/2022/277</u>
<u>SALARY</u>	:	R744 255 per annum (Level 11), (all-inclusive package to be structured in accordance with MMS)
<u>CENTRE</u>	:	Office of the Registrar of Deeds (King Willaims Town)
<u>REQUIREMENTS</u>	:	National Diploma in Law / National Diploma Deeds Registration Law / Buris / B Proc / LLB. 4 years' experience at junior management level in Deeds environment. Extensive and proven ability in knowing, interpreting and applying various legislation and Acts pertaining to registration of Deeds including (but not limited to): (Deeds Registries Act. Sectional Titles Act. Ordinance. Proclamations. Case Law. Common Law). Ability to address a professional audience comfortably. Presentation. Time management skills. Computer literacy. Research. Improvisation skills. Organizing and problem solving. Verbal and written communication skills. Report writing skills.
<u>DUTIES</u>	:	Determine training needs for deeds. Analyse current and future deeds training needs from performance development plan. Compile annual training programme and submit for approval. Develop curriculum for stakeholders training and submit for approval. Facilitate quality assurance reports and provide report. Facilitate and coordinate deeds training. Present deeds course / training to officials and stakeholders. Compile and submit course / training report on all deeds training presented for approval. Facilitate the outcome of the training conducted in terms of Quality Management System and provide report. Manage training administration. Submit inputs and items for deeds training Advisory Committee meetings. Verify deeds training statistics. Co-ordinate or provide inputs on training manuals, Quality Management System etc. Provide inputs on the updating of acts, procedure manuals and circulars.

- Manage library services. Identify books, publication, training aids that must be procured for library. Manage audit updates of library materials and examiner's acts. Oversee update of accession register (database). Manage access to library and loan register. Manage stocktaking.
- ENQUIRIES** : Ms L Gama Tel No: (012) 338 7229 or Ms P Hlatshwayo Tel No: (012) 338 7376
- APPLICATIONS** : Please ensure that you send your application to Private Bag x918, Pretoria, 0001 or Hand deliver it to the Office of the Chief Registrar of Deeds at Cnr Bosman and Pretorius, Pretoria, 0001 before the closing date as no late applications will be considered. Applications and supporting documents sent to us that are not specified in the advertisement for the post that you are applying for will not be accepted. Failure to do this will result in the application being disqualified.
- NOTE** : African, Indian and White Males and African, Coloured, Indian and White Females and Persons with disabilities are encouraged to apply.
- POST 20/14** : **ASSISTANT REGISTRAR OF DEEDS: DEED REGISTRATION REF NO: 3/2/1/2022/278**
- SALARY** : R744 255 per annum (Level 11), (all-inclusive package to be structured in accordance with MMS)
- CENTRE** : Office of the Registrar of Deeds (King Williams Town)
- REQUIREMENTS** : National Diploma in Law / National Diploma Deeds Registration Law / Buris / B Proc / LLB. 4 years' experience at junior management level In Deeds environment. Through knowledge in the interpretation of Deeds Registries Act, Ordinances and other Acts. Computer literacy. Knowledge on Deeds Registration processes and procedures. Computer software skills. Good written and verbal communication skills. Good judgement and assertiveness skills. Project Management skills. People Management skills.
- DUTIES** : Manage deeds registration. Manage workflow, workload, processes, standards and implement corrective measures. Provide statistics in terms of turnaround of deeds on weekly and monthly basis, exception reports and implement corrective measures. Authorise the withdrawals of deeds on DRS. Manage correspondence and give guidance to clients. Manage interdicts. Sign withdrawals in the interdict register. Deal with matters relating to noting / denoting of interdicts. Provide guidance to clients through letters. Manage queries and errors and take corrective measures. Check and sign endorsement. Manage scanning and verification of interdicts. Liaise with external clients and Master of the High Court. Manage sectional titles and final checking. Sign cross-writing titles. Notify Surveyor General and local authority of registrations. Sign open endorsement and verify corrections. Quality assure sectional titles and final check registers. Analyse monthly report and take corrective measures. Manage rectification of registered deeds and documents. Facilitate rectification of error after registration before delivery. Deal with matters affecting legality drafting of deeds. Analyse the problems and take corrective measures. Amend the deeds in compliance to legislations. Liaise with client regarding the errors on registered deeds. Manage registration of township. Verify the drafting and the correctness of township and documents in respect of causa and its supporting documents, restrictive conditions, ensure all interdicts and other references have been checked. Check and raised notes for validity and registrability of township deeds and documents. Grant hearing to Conveyancers with regard to registration of township deeds related matters and make ruling. Monitor noting of expropriations. Monitor revocation of PA (power of attorneys). Monitor registration item 281 certificates (vesting certificate). Manage the administration of townships and miscellaneous. Control correspondence by checking and signing. Manage the filling of flyleaves. Investigate townships and take corrective measures. Manage the control register of all registered townships. Monitor re-numbering of duplicate numbers of deeds and documents. Authorise the updating of data records.
- ENQUIRIES** : Ms L Gama Tel No: (012) 338 7229 or Ms P Hlatshwayo Tel No: (012) 338 7376
- APPLICATIONS** : Please ensure that you send your application to Private Bag x918, Pretoria, 0001 or Hand deliver it to the Office of the Chief Registrar of Deeds at Cnr Bosman and Pretorius, Pretoria, 0001 before the closing date as no late applications will be considered. Applications and supporting documents sent to us that are not specified in the advertisement for the post that you are

- applying for will not be accepted. Failure to do this will result in the application being disqualified.
- NOTE** : African, Indian and White Males and African, Coloured, Indian and White Females and Persons with disabilities are encouraged to apply.
- POST 20/15** : **ASSISTANT REGISTRAR OF DEEDS: EXAMINATION AND SORTING REF NO: 3/2/1/2022/279 (X4 POSTS)**
- SALARY** : R744 255 per annum (Level 11), (all-inclusive package to be structured in accordance with MMS)
- CENTRE REQUIREMENTS** : Office of the Registrar of Deeds (Pietermaritzburg)
National Diploma in Law / National Diploma Deeds Registration Law / Buris / B Proc / LLB. 4 years' experience at junior management level in Deeds environment. Extensive and proven ability in knowing, interpreting, and applying various legislation and Acts pertaining to registration of Deeds including (but not limited to): Deeds Registries Act, Sectional Titles Act, Ordinances, Proclamations, Case Law, Common Law. Ability to address a professional audience comfortably. Ability to convey knowledge to others. Planning and execution skills. Communication skills. Project Management skills.
- DUTIES** : Monitor examination of deeds and documents. Check deeds and documents for registrability and take corrective measures. Grant hearing to Conveyancers, make ruling and provide guidance. Provide inputs for the update of deeds practice manual, legislation, and draft circulars. Report on examination team performance, standards, and turnaround times. Update acts, manuals, and circulars. Execute deeds. Validate that appointed appearer has signed execution clause / request for registration. Verify validity date of relevant certificates. Sign all deeds and documents that are registrable. Report problems with regard to execution of deeds, to ARD / DROD in charge of execution. Draft reports to court. Receive the notice of motions and all supporting documents. Peruse notices of motions and supporting documents. Research the facts there in. Compile a report to court and attach all relevant documents. Manage the execution of deeds and documents. Attend to the requests for late and expedited execution of deeds and arrange for final black booking. Notify conveyancers regarding problems encountered on deeds at execution and provide guidance. Monitor execution register for Conveyancers. Reject deeds that are not registrable. Attend to simultaneous registration with other offices. Manage distribution of deeds. Verify the information on the distribution list with actual deeds batches and spot-check. Verify returned deeds against distribution list and initiate corrective measures. Manage statistics, exception reports and implement corrective measures. Prevent and address backlogs. Attend to queries relating to deeds on the system. Authorize request for withdrawal of deeds. Manage the update procedure manual.
- ENQUIRIES** : Ms L Gama Tel No: (012) 338 7229 or Ms P Hlatshwayo Tel No: (012) 338 7376
- APPLICATIONS** : Please ensure that you send your application to Private Bag x918, Pretoria, 0001 or Hand deliver it to the Office of the Chief Registrar of Deeds at Cnr Bosman and Pretorius, Pretoria, 0001 before the closing date as no late applications will be considered. Applications and supporting documents sent to us that are not specified in the advertisement for the post that you are applying for will not be accepted. Failure to do this will result in the application being disqualified.
- NOTE** : African, Coloured Males and African, Coloured and White Females and Persons with disabilities are encouraged to apply.
- POST 20/16** : **ASSISTANT REGISTRAR OF DEEDS: DEED REGISTRATION REF NO: 3/2/1/2022/280**
- SALARY** : R744 255 per annum (Level 11), (all-inclusive package to be structured in accordance with MMS)
- CENTRE REQUIREMENTS** : Office of the Registrar of Deeds (Pietermaritzburg)
National Diploma in Law / National Diploma Deeds Registration Law / Buris / B Proc / LLB. 4 years' experience at junior management level in Deeds environment. Through knowledge in the interpretation of Deeds Registries Act, Ordinances and other Acts. Computer literacy. Knowledge on Deeds Registration processes and procedures. Computer software skills. Good

DUTIES

written and verbal communication skills. Good judgement and assertiveness skills. Project Management skills. People Management skills.

: Manage deeds registration. Manage workflow, workload, processes, standards and implement corrective measures. Provide statistics in terms of turnaround of deeds on weekly and monthly basis, exception reports and implement corrective measures. Authorise the withdrawals of deeds on DRS. Manage correspondence and give guidance to clients. Manage interdicts. Sign withdrawals in the interdict register. Deal with matters relating to noting / denoting of interdicts. Provide guidance to clients through letters. Manage queries and errors and take corrective measures. Check and sign endorsement. Manage scanning and verification of interdicts. Liaise with external clients and Master of the High Court. Manage sectional titles and final checking. Sign cross-writing titles. Notify Surveyor General and local authority of registrations. Sign open endorsement and verify corrections. Quality assure sectional titles and final check registers. Analyse monthly report and take corrective measures. Manage rectification of registered deeds and documents. Facilitate rectification of error after registration before delivery. Deal with matters affecting legality drafting of deeds. Analyse the problems and take corrective measures. Amend the deeds in compliance to legislations. Liaise with client regarding the errors on registered deeds. Manage registration of township. Verify the drafting and the correctness of township and documents in respect of causa and its supporting documents, restrictive conditions, ensure all interdicts and other references have been checked. Check and raised notes for validity and registrability of township deeds and documents. Grant hearing to Conveyancers with regard to registration of township deeds related matters and make ruling. Monitor noting of expropriations. Monitor revocation of PA (power of attorneys). Monitor registration item 281 certificates (vesting certificate). Manage the administration of townships and miscellaneous. Control correspondence by checking and signing. Manage the filling of flyleaves. Investigate townships and take corrective measures. Manage the control register of all registered townships. Monitor re-numbering of duplicate numbers of deeds and documents. Authorise the updating of data records.

ENQUIRIES

: Ms L Gama Tel No: (012) 338 7229 or Ms P Hlatshwayo Tel No: (012) 338 7376

APPLICATIONS

: Please ensure that you send your application to Private Bag x918, Pretoria, 0001 or Hand deliver it to the Office of the Chief Registrar of Deeds at Cnr Bosman and Pretorius, Pretoria, 0001 before the closing date as no late applications will be considered. Applications and supporting documents sent to us that are not specified in the advertisement for the post that you are applying for will not be accepted. Failure to do this will result in the application being disqualified.

NOTE

: African, Coloured, Indian and White Males and Coloured, Indian and White Females and Persons with disabilities are encouraged to apply.

POST 20/17

: **CONSTRUCTION PROJECT MANAGER (PROFESSIONAL) (GRADE: A – C) REF NO: 3/2/1/2022/264**
Directorate: Rural Development

SALARY

: R728 829 – R1 106 814 per annum, (Salary will be in accordance with the OSD requirements)

CENTRE

: North West (Mahikeng)

REQUIREMENTS

: Applicants must be in a possession of a Grade 12 Certificate and National Higher Diploma (Built Environment field) with a minimum of 4 years' and six months certified experience. B-Tech (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. Compulsory registration with the South African Council for the Project and Construction Management Professions (SACPCMP) as a Professional Construction Project Manager. Job related knowledge: Programme and project management, Project principles and methodologies, Knowledge research and development, Computer-aided engineering applications, Knowledge of legal compliance, Technical report writing, Creating high performance culture and Professional judgment. Job related skills: Decision making skills, Team leadership skills, Analytical skills, Creativity skills, Self-management skills, Financial management skills, Customer focus and responsiveness skills, Communication skills. Computer literacy, Planning and organising skills,

- DUTIES** : Conflict management skills, Problem solving and analysis skills and People management skills. A valid driver's licence.
- DUTIES** : Manage and co-ordinate all aspects of projects. Guide the project planning, implementation, monitoring, reporting and evaluation in line with project management methodologies. 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 apply methodology effectively and enforce project standards to minimise risk on projects. Provide project accounting and financial management services. Report project progress to Chief Construction Project Manager. Manage project budget and resources. Manage office administration tasks and budget planning. Provide inputs to other professionals with tender administration. Liaise and interact with service providers, clients and management. Contribute to the human resource and related activities. Maintain record management systems and architectural library and utilize resources allocated effectively. Conduct research and development on new technologies and systems. Keep up with new technologies and procedure. Research / literature on new developments on project management methodologies. Liaise with relevant bodies / councils on project management.
- ENQUIRIES** : Mr KE Sebitiele Tel No: (018) 388 7115
- APPLICATIONS** : Applications can be submitted by post to: Private Bag X74, Mmabatho, 2735 or hand delivered to: Cnr James Moroka and Sekame Drive, West Gallery, Megacity, Mmabatho, 2735.
- NOTE** : African, Coloured, Indian and White males and Coloured, Indian and White females and Persons with disabilities are encouraged to apply.
- POST 20/18** : **SCIENTIST PRODUCTION (GRADE A – C)**
Directorate: Food Safety and Quality Assurance
- SALARY** : R628 014 – R953 715 per annum, (Salary will be in accordance with the OSD requirements)
- CENTRE** : Stellenbosch Ref No: 3/2/1/2022/262
Pretoria Ref No: 3/2/1/2022/263
- REQUIREMENTS** : Applicants must be in possession of a Grade 12 Certificate and BSc Honours (Chemistry). Compulsory registration with the South African Council for Natural Scientific Professions (SACNASP) as a Professional Scientist. 3 years post qualification experience. Job related knowledge: Knowledge of Public Service and Departmental prescripts / policies, Public Finance Management Act (PFMA), Agricultural Products Standards Act – Act 119 of 1990 and Liquor Products Act – Act 60 of 1989. Job related skills: Programme and project management skills, Scientific methodologies, Research and development skills, Knowledge of legal compliance. Data analysis skills, Computer-aided scientific applications skills, Technical report writing skills, Creating a high performance culture, Professional judgement, Presentation skills, Mentoring skills, Decision making skills, Team leadership skills, Analytical skills, Creativity skills, Financial management skills, Customer focus and responsiveness, Communication skills, Networking skills, Computer literacy, People management skills, Planning and organizing skills, Conflict management skills, Change management skills, Problem solving and analysis skills. Willingness to work extended hours. Handling of hazardous chemicals.
- DUTIES** : Develop and implement methodologies, policies, systems and procedures. Identify (in consultation with customers) needs for new methods of analysis. Provide scientific advice and support. Develop working relations with client base. Provide scientific data, information and advice as requested. Review scientific publications. To perform scientific analysis and regulatory functions. Conduct analysis of scientific data. Gather and interpret data, evaluate results and disseminate information. Formulate proposals and compile reports. Develop and customise scientific techniques. Coordinate and conduct the routine testing of agricultural food. Research and development. Continuous professional development to keep up with new technologies and procedures. Conduct basic and applied research. Research / literature studies to improve expertise. Push and present research findings. Liaise with relevant bodies / councils on science related matters. Human capital and development. Mentor, train and develop staff in order to promote skills / knowledge transfer. Supervise scientific work and processes. Manage the performance and development of staff.

- ENQUIRIES** : Ms X Tlali Tel No: (021) 809 1643, (enquiries for Stellenbosch)
Mr E Moruke Tel No: (012) 319 6126, (enquiries for Pretoria)
- APPLICATIONS** : Applications for Stellenbosch can be submitted by post to: Private Bag X10, Mowbray 7710 or hand delivered to: 14 Long Street, 1st Floor, Cape Town, 8001. Applications for Pretoria can be submitted by post to: Private Bag X833, Pretoria, 0001 or hand delivered to: 184 Jeff Masemola Street (formerly known as Jacob Mare), corner of Jeff Masemola and Paul Kruger Streets, Pretoria.
- NOTE** : African, Coloured, Indian and White males and African, Coloured, Indian and White females and Persons with disabilities are encouraged to apply.
- POST 20/19** : **SYSTEM DEVELOPER REF NO: 3/2/1/2022/248**
Directorate: ICT Solution Development
- SALARY** : R382 245 per annum (Level 09)
CENTRE : Pretoria
REQUIREMENTS : Applicants must be in possession of a Grade 12 Certificate and Bachelor's Degree / National Diploma in Computer Sciences / Engineering / Information Technology / Software Development. 3 years' experience in Web Technologies and Scripting Tools (Java/ Java 2 Platform, Enterprise Edition (J2EE), HyperText Markup Language (HTML), Javascript, Extensible Markup Language (XML) e.g. Enterprise Java Beans (EJB) and Cascading Style Sheets (CSS), Java Server Pages (JSP), Java Beans, C#, .Net 4.0, ASP.NET, jQuery and Microsoft Power BI), with relevant database knowledge in MySQL, MS SQL and Oracle. Job related knowledge: Experience in Web Technologies and Scripting Tools (Java / J2EE, HTML, Javascript, XML e.g. EJB and CSS, JSP, Java Beans, C#, .Net 4.0, ASP.NET, jQuery and Microsoft Power BI), with relevant database knowledge in MySQL, MS SQL and Oracle. Application Servers: JBOSS, WebLogic, Glassfish, Tomcat and Internet Information Services (IIS). Working knowledge in Object Oriented environment, must have a thorough understanding of using Model-View-Controller, exposure to Net-Beans, Eclipse, WebSphere, Experience in System Development Life Cycle (SDLC) and reporting tools e. g itext, jasper report. Job related skills: Teamwork, Interpersonal skills, Oral skills, Writing communication skills, Presentation and Development skills. A valid driver's licence.
- DUTIES** : Provision of Information and Communications Technology (ICT) applications and deploy them as per Directorate requirements. Describe desired features and operations in detail, including screen layouts, business rules, process diagrams and pseudo code. Perform hands-on software design and development. Develop object- oriented applications that span across multiple platforms. Implementation of national ICT strategies and policies. Analyse user requirements and participate on the creation of technical specification document. Produce system as built documentation and other required documents as per Software Development Life Cycle. Provide general and specialized advice on ICT to all levels of the organisation and sometimes stakeholders outside the DALRRD. Offer expertise on technical aspects of all application development LiveCycle. Research new trends in line with application development environment. Implement the effective utilization of ICT as a strategic resource through operational planning, control, quality assurance and intervention with a view to directly support service delivery to DALRRD clients. Conduct unit testing on the software that was developed to validate if the product addresses requirements from business. Perform maintenance and enhancement on existing applications.
- ENQUIRIES** : Ms P Lekgau Tel No: (012) 312 9816
APPLICATIONS : Applications can be submitted by post to: Private Bag X833, Pretoria, 0001 or hand delivered to: 184 Jeff Masemola Street (formerly known as Jacob Mare), corner of Jeff Masemola and Paul Kruger Streets, Pretoria.
- NOTE** : African, Coloured, Indian and White males and Coloured, Indian and White females and Persons with disabilities are encouraged to apply.
- POST 20/20** : **ASSISTANT DIRECTOR: PROACTIVE LAND ACQUISITION STRATEGY (PLAS) ASSET REVENUE MANAGEMENT REF NO: 3/2/1/2022/257**
Directorate: PLAS Asset and Lease Revenue Management
- SALARY** : R382 245 per annum (Level 09)
CENTRE : Pretoria
REQUIREMENTS : Applicants must be in possession of a Grade 12 Certificate and National Diploma in Commerce / Financial Management / Accounting. 3 years of

experience at supervisory level within asset and facilities environment. Job related knowledge: Accounting systems (Enterprise Resource Planning, Asset Register and or similar systems), Public Finance Management Act (PFMA), Treasury Regulations and Generally Recognized Accounting Practice (GRAP). Job related skills: Computer skills, Report writing skills, Communication skills (verbal and written), Interpersonal skills, Supervision skills, Consultation skills, Problem solving skills, Planning and organising skills, Training and development skills and Analytical skills. A valid driver's licence.

DUTIES : Manage the compilation of the asset register as per prescripts. Approve measurement and recognition of assets. Ensuring that all assets are accounted for and the asset register is updated. Maintenance of asset register. Review monthly calculated depreciation and approve journals. Ensure that the annual review of assets useful lives is conducted as per prescripts. Validate and review the calculated impairments figures in accordance to the approved impairment methodologies. Develop spot checks plan as per operational plan and ensure implementation. Review and approve spot checks reports and ensure implementation on the asset register. Review asset register and other information relevant for verification and submit to the verification team. Manage the implementation of asset verification reports. Ensure that disposal / write off processes are implemented. Coordination of reconciliations and reports. Review monthly reconciliation reports between asset register and other systems. Review mid-year and year-end reconciliation between asset register and other systems and provide recommendation on exceptions. Review monthly, interim and yearly Asset Register and General Ledger Asset Reconciliation reports and notes to the financial statements. Good governance principle. Prepare Agricultural Land Holding Account (ALHA) asset management budget inputs and projections. Provide monthly in year monitoring (IYM) inputs. Ensure correct distribution of monthly reports. Manage and respond to audit queries. Develop and sign performance agreements with subordinates (in line with Performance Management and Development System (EPMDS) policy). Conclude performance assessments timely. Supervise subordinates accordingly and ensure availability of work resources. Ensure that training is attended for identified development area. Manage the filing system of the sub-directorate.

ENQUIRIES : Mr OC Nyamandi Tel No: (012) 312 9215
APPLICATIONS : Applications can be submitted by post to: Private Bag X833, Pretoria, 0001 or hand delivered to: 184 Jeff Masemola Street (formerly known as Jacob Mare), corner of Jeff Masemola and Paul Kruger Streets, Pretoria.

NOTE : Coloured, Indian and White males and African, Coloured, Indian and White females and Persons with disabilities are encouraged to apply.

POST 20/21 : **ASSISTANT DIRECTOR: SYSTEM TESTING REF NO: 3/2/1/2022/261**
 Directorate: ICT Solutions Development

SALARY : R382 245 per annum (Level 09)
CENTRE : Pretoria
REQUIREMENTS : Applicants must be in possession of a Grade 12 Certificate and National Diploma / Bachelor's Degree in Information Technology (International Software Quality Institute (ISTQB) / Computer Science). 3 years of working experience as a System Developer or System Tester. Job related knowledge: All technical areas in the operation of corporate internets web sites. Demonstrated expertise in various web technologies e.g. Java, JavaScript, HyperText Markup Language (HTLM), fast lexical analyzer generator (Flex), Web serves and Web editing tools for integrating web application with databases. Job related skills: Teamwork and interpersonal skills, Communication skills (verbal and written), Presentation skills, Management skills, Business planning and development skills.

DUTIES : Write testing documents to ensure that the software meet Business requirements. Interface with Business Analyst / System Analyst / System Developers. Determine which functionality to be tested, write testing documents such as test strategy, plan, test cases and prioritise testing activities before testing can take place. Prepare test data. Execute test cases. Log defects during testing execution and User Acceptance Testing (UAT) sessions. Track if all defects found are resolved. Carry out regression testing every time when changes are made to the code to fix defects. Provide adequate report on the completed testing. Update and report on known issues and follow-up on the completion. Maintain configuration management

documentation for the test environment. Ensure that the testing environment is ready for the system testing by communicating with relevant stakeholder. Introduce automation tools for testing. Provide training to business to disseminate product knowledge. Write training manuals. Train users of the system to be deployed. Guide and perform User Acceptance Testing where required.

ENQUIRIES : Ms P Lekgau Tel No: (012) 312 9816
APPLICATIONS : Applications can be submitted by post to: Private Bag X833, Pretoria, 0001 or hand delivered to: 184 Jeff Masemola Street (formerly known as Jacob Mare), corner of Jeff Masemola and Paul Kruger Streets, Pretoria.
NOTE : African, Coloured, Indian and White males and African, Coloured, Indian and White females and Persons with disabilities are encouraged to apply.

POST 20/22 : **ASSISTANT DIRECTOR: RECORDS MANAGEMENT REF NO: 3/2/1/2022/281**

SALARY : R382 245 per annum (Level 09)
CENTRE : Office of the Chief Registrar of Deeds (Pretoria)
REQUIREMENTS : National Diploma in Public Administration / Information Management / Bachelor of Information Science. 3 years supervisory experience in records management environment. National Archives. Information Management. Understanding of most prevalent system (Database management Systems, Transaction Processing Systems, Document Management Systems). PFMA, Treasury Regulations. Knowledge of relevant standards, statutory and regulatory framework. Computer Literacy. Archiving skills. Program and Project Management. Inter-personal skills. Communication skills (Written and Verbal). Organising skills. Supervisory skills. Valid Driver's license.

DUTIES : Facilitate implementation of records management policies and guidelines. Maintain the filing system for the branch. Advice and coordinate the use of approved File Plan by staff. Reduce the duplication of records to improve information sharing. Liaise with the departmental records manager on additions and amendments of the file plan. Provide postal and courier services. Provide reprographic services. Implement records preservation strategies on vital records. Implement systematic disposal of inactive records. Monitor and evaluate records management practices for compliance to sound records management practices. Assess capturing process on the projects undertaken by the business units. Provide management of information on projects. Facilitate access to information and records. Facilitate users access to the database system. Provide and coordinate training on records administration. Undertake regular reviews and analysis of records management training needs. Facilitate a professional development programme for records management staff. Raise awareness on records management and information practices. Participate in the IRMF Forum. Administer and maintain database. Conduct regular registry inspections/audit. Provide compliance report on records management in the branch. Provide reports on the records management implementation programme. Manage the provision of support to meetings for the Chief Registrar of Deeds. Coordinate the arrangements of refreshments for the meetings. Facilitate the provision of the venue for the meetings.

ENQUIRIES : Ms L Gama Tel No: (012) 338 7229 or Ms P Hlatshwayo Tel No: (012) 338 7376

APPLICATIONS : Please ensure that you send your application to Private Bag x918, Pretoria, 0001 or Hand deliver it to the Office of the Chief Registrar of Deeds at Cnr Bosman and Pretorius, Pretoria, 0001 before the closing date as no late applications will be considered. Applications and supporting documents sent to us that are not specified in the advertisement for the post that you are applying for will not be accepted. Failure to do this will result in the application being disqualified.

NOTE : Coloured and Indian males and African, Coloured, Indian, White and African females and Persons with disabilities are encouraged to apply.

POST 20/23 : **SYSTEM SUPPORT CONTROLLER REF NO: 3/2/1/2022/282**

SALARY : R382 245 per annum (Level 09)
CENTRE : Office of the Registrar of Deeds (Mpumalanga)
REQUIREMENTS : National diploma or Degree in Information Technology / Computer Science (NDP, BSc, BTech) and an appropriate technical IT qualification: A+ / N+ /

- MCSE / Linux+. 3 years working experience in system support, enterprise service management and technical support. Experience in operations of hardware, software, Security and Controls. Technology Lifecycle. Experience with servers. Experience in IT technical support. Appropriate server and network management experience. Knowledge of Deeds Registration System. Technical aspects of information and communications technology goods and services. Information Technology Acts and Policies. Internal control and risk management. Planning skills. Organize skills. Communication (written and verbal) skills. Managerial skills. Interpersonal skills. Project Management skills.
- DUTIES** : Provide desktop support to end users. Install, update, and configure End-user devices. Install, update and support business applications. Investigate, resolve, or escalate and monitor logged calls. Supervise desktop support to end users. Provide network support. Assist end-users with LAN connectivity. Monitor availability and performance of network. Assess the need for, request and monitor the process of installation of network points. Investigate, resolve, or escalate and monitor logged calls. Provide server room support. Monitor server room environment and take remedial action. Monitor compliance with server room maintenance contract deliverables. Monitor access to server room and keep register. Assist with installation of customer-replaceable parts for server equipment. Implement information system security measures. Check that users are registered on the domain. Check Antivirus is installed, updated, and running. Remove all unauthorised applications and software. Create and maintain an IT asset register or database. Provide ICT reports. Provide incident and system availability reports. Provide inputs to SLA non-compliance report. Compile ICT governance report. Provide support in the procurement and disposal of IT assets.
- ENQUIRIES** : Ms L Gama Tel No: (012) 338 7229 or Ms P Hlatshwayo Tel No: (012) 338 7376
- APPLICATIONS** : Please ensure that you send your application to Private Bag x918, Pretoria, 0001 or Hand deliver it to the Office of the Chief Registrar of Deeds at Cnr Bosman and Pretorius, Pretoria, 0001 before the closing date as no late applications will be considered. Applications and supporting documents sent to us that are not specified in the advertisement for the post that you are applying for will not be accepted. Failure to do this will result in the application being disqualified.
- NOTE** : African, Coloured Indian and White males and Coloured, Indian and White females and Persons with disabilities are encouraged to apply.
- POST 20/24** : **SENIOR EXAMINER REF NO: 3/2/1/2022/283(X9 POSTS)**
- SALARY** : R382 245 per annum (Level 09)
- CENTRE** : Office of the Registrar of Deeds (Pretoria)
- REQUIREMENTS** : National Diploma in Law / National Diploma Deeds Registration Law / Buris / B Proc / LLB. 3 years' experience in first level examination of deeds and documents. Deeds registration processes and procedures. Interpretation of statutes. Examination of Deeds. Human Resource prescripts. Project Management. Property Law. Computer skills. Communication skills. Organising skills. Problem solving skills. Interpersonal skills. Report writing. Supervisory skills. People Management skills. Interpretation skills. Analytical skills.
- DUTIES** : Examine deeds and documents. Check that first level examination duties have been performed and initiate corrective measures where necessary. Examine deeds for registrability, advise conveyancers about non-compliance with practice, procedures and legislation then pass or reject deeds and documents. Compile quality assurance report take appropriate interventions and submit. Update acts, manuals, and circulars. Training of subordinates. Conduct person-to-person training and keep training schedule and submit. Nominate subordinates for deeds training courses. Consult with clients relating to deeds and documents. Discuss notes with Conveyancers and provide guidance. Check the deeds for compliance and remove notes. Distribute deeds. Sort and assess/value deeds for distribution and compile distribution list. Distribute deeds according to transactions and batches to Examiners. Monitor allocated townships / schemes / rosters / corrective maintenance and expedited deeds. Analyse DOTS reports on discrepancies and outstanding deeds and initiate corrective measures. Implement measures to address backlogs.
- ENQUIRIES** : Ms L Gama Tel No: (012) 338 7229 or Ms P Hlatshwayo Tel No: (012) 338 7376

- APPLICATIONS** : Please ensure that you send your application to Private Bag x918, Pretoria, 0001 or Hand deliver it to the Office of the Chief Registrar of Deeds at Cnr Bosman and Pretorius, Pretoria, 0001 before the closing date as no late applications will be considered. Applications and supporting documents sent to us that are not specified in the advertisement for the post that you are applying for will not be accepted. Failure to do this will result in the application being disqualified.
- NOTE** : Coloured, Indian, White Males and African, Coloured, Indian females and Persons with disabilities are encouraged to apply.
- POST 20/25** : **SENIOR EXAMINER REF NO: 3/2/1/2022/284 (X6 POSTS)**
- SALARY** : R382 245 per annum (Level 09)
CENTRE : Office of the Registrar of Deeds (Johannesburg)
REQUIREMENTS : National Diploma in Law / National Diploma Deeds Registration Law / Buris / B Proc / LLB. 3 years' experience in first level examination of deeds and documents. Deeds registration processes and procedures. Interpretation of statutes. Examination of Deeds. Human Resource prescripts. Project Management. Property Law. Computer skills. Communication skills. Organising skills. Problem solving skills. Interpersonal skills. Report writing. Supervisory skills. People Management skills. Interpretation skills. Analytical skills.
- DUTIES** : Examine deeds and documents. Check that first level examination duties have been performed and initiate corrective measures where necessary. Examine deeds for registrability, advise conveyancers about non-compliance with practice, procedures and legislation then pass or reject deeds and documents. Compile quality assurance report take appropriate interventions and submit. Update acts, manuals, and circulars. Training of subordinates. Conduct person-to-person training and keep training schedule and submit. Nominate subordinates for deeds training courses. Consult with clients relating to deeds and documents. Discuss notes with Conveyancers and provide guidance. Check the deeds for compliance and remove notes. Distribute deeds. Sort and assess / value deeds for distribution and compile distribution list. Distribute deeds according to transactions and batches to Examiners. Monitor allocated townships / schemes / rosters / corrective maintenance and expedited deeds. Analyse DOTS reports on discrepancies and outstanding deeds and initiate corrective measures. Implement measures to address backlogs.
- ENQUIRIES** : Ms L Gama Tel No: (012) 338 7229 or Ms P Hlatshwayo Tel No: (012) 338 7376
- APPLICATIONS** : Please ensure that you send your application to Private Bag x918, Pretoria, 0001 or Hand deliver it to the Office of the Chief Registrar of Deeds at Cnr Bosman and Pretorius, Pretoria, 0001 before the closing date as no late applications will be considered. Applications and supporting documents sent to us that are not specified in the advertisement for the post that you are applying for will not be accepted. Failure to do this will result in the application being disqualified.
- NOTE** : Coloured, Indian Males and African, Coloured, Indian Females and Persons with disabilities are encouraged to apply.
- POST 20/26** : **SENIOR EXAMINER REF NO: 3/2/1/2022/285 (X5 POSTS)**
- SALARY** : R382 245 per annum (Level 09)
CENTRE : Office of the Registrar of Deeds (Cape Town)
REQUIREMENTS : National Diploma in Law / National Diploma Deeds Registration Law / Buris / B Proc / LLB. 3 years' experience in first level examination of deeds and documents. Deeds registration processes and procedures. Interpretation of statutes. Examination of Deeds. Human Resource prescripts. Project Management. Property Law. Computer skills. Communication skills. Organising skills. Problem solving skills. Interpersonal skills. Report writing. Supervisory skills. People Management skills. Interpretation skills. Analytical skills.
- DUTIES** : Examine deeds and documents. Check that first level examination duties have been performed and initiate corrective measures where necessary. Examine deeds for registrability, advise conveyancers about non-compliance with practice, procedures and legislation then pass or reject deeds and documents. Compile quality assurance report take appropriate interventions and submit. Update acts, manuals, and circulars. Training of subordinates. Conduct

- person-to-person training and keep training schedule and submit. Nominate subordinates for deeds training courses. Consult with clients relating to deeds and documents. Discuss notes with Conveyancers and provide guidance. Check the deeds for compliance and remove notes. Distribute deeds. Sort and assess/value deeds for distribution and compile distribution list. Distribute deeds according to transactions and batches to Examiners. Monitor allocated townships / schemes / rosters / corrective maintenance and expedited deeds. Analyse DOTS reports on discrepancies and outstanding deeds and initiate corrective measures. Implement measures to address backlogs.
- ENQUIRIES** : Ms L Gama Tel No: (012) 338 7229 or Ms P Hlatshwayo Tel No: (012) 338 7376
- APPLICATIONS** : Please ensure that you send your application to Private Bag x918, Pretoria, 0001 or Hand deliver it to the Office of the Chief Registrar of Deeds at Cnr Bosman and Pretorius, Pretoria, 0001 before the closing date as no late applications will be considered. Applications and supporting documents sent to us that are not specified in the advertisement for the post that you are applying for will not be accepted. Failure to do this will result in the application being disqualified.
- NOTE** : African and Indian Males and African Females and Persons with disabilities are encouraged to apply.
- POST 20/27** : **SENIOR EXAMINER REF NO: 3/2/1/2022/286 (X5 POSTS)**
- SALARY** : R382 245 per annum (Level 09)
CENTRE : Office of the Registrar of Deeds (Pietermaritzburg)
REQUIREMENTS : National Diploma in Law / National Diploma Deeds Registration Law / Buris / B Proc / LLB. 3 years' experience in first level examination of deeds and documents. Deeds registration processes and procedures. Interpretation of statutes. Examination of Deeds. Human Resource prescripts. Project Management. Property Law. Computer skills. Communication skills. Organising skills. Problem solving skills. Interpersonal skills. Report writing. Supervisory skills. People Management skills. Interpretation skills. Analytical skills.
- DUTIES** : Examine deeds and documents. Check that first level examination duties have been performed and initiate corrective measures where necessary. Examine deeds for registrability, advise conveyancers about non-compliance with practice, procedures and legislation then pass or reject deeds and documents. Compile quality assurance report take appropriate interventions and submit. Update acts, manuals, and circulars. Training of subordinates. Conduct person-to-person training and keep training schedule and submit. Nominate subordinates for deeds training courses. Consult with clients relating to deeds and documents. Discuss notes with Conveyancers and provide guidance. Check the deeds for compliance and remove notes. Distribute deeds. Sort and assess/value deeds for distribution and compile distribution list. Distribute deeds according to transactions and batches to Examiners. Monitor allocated townships / schemes / rosters / corrective maintenance and expedited deeds. Analyse DOTS reports on discrepancies and outstanding deeds and initiate corrective measures. Implement measures to address backlogs.
- ENQUIRIES** : Ms L Gama Tel No: (012) 338 7229 or Ms P Hlatshwayo Tel No: (012) 338 7376
- APPLICATIONS** : Please ensure that you send your application to Private Bag x918, Pretoria, 0001 or Hand deliver it to the Office of the Chief Registrar of Deeds at Cnr Bosman and Pretorius, Pretoria, 0001 before the closing date as no late applications will be considered. Applications and supporting documents sent to us that are not specified in the advertisement for the post that you are applying for will not be accepted. Failure to do this will result in the application being disqualified.
- NOTE** : African, Coloured, Indian Males and African Females and Persons with disabilities are encouraged to apply.
- POST 20/28** : **SCIENTIFIC TECHNICIAN (GRADE: A – C) REF NO: 3/2/1/2022/253**
 Directorate: Grootfontein Agricultural Development Institute
- SALARY** : R316 536 – R480 678 per annum, (Salary will be in accordance with the OSD requirements)
CENTRE : Eastern Cape (Middelburg)

<u>REQUIREMENTS</u>	:	Applicants must be in possession of a Grade 12 Certificate and a National Diploma in Science or relevant qualification. Compulsory registration with the South African Council for Natural Scientific Professions (SACNASP) as a Certified Natural Scientist. 3 years post qualification technical (scientific) experience. Job related knowledge: Knowledge in livestock production practices, research techniques, data recording and capturing. Legal compliance knowledge. Job related skills: Programme and project management skills, Scientific methodologies skills, Communication skills, Research and development skills, Computer-aided skills, Scientific applications skills. Legal compliance skills, Technical report writing skills, Creating high performance culture, Professional judgment, Data analysis skills and Mentoring skills. A valid driver's licence. Willingness to travel and / or work irregular hours. Ability to work under pressure.
<u>DUTIES</u>	:	Develop and implement methodologies, policies, systems and procedures. Perform technical scientific functions and tasks that require interpretation in the presence of an established framework. Apply operational standards and consolidate methodologies, policies, systems and procedures. Identify gaps and develop appropriate interventions. Preparation for and participation in research activities. Data collection through field surveys. Provide administrative support services. Maintenance, calibration and operation of scientific equipment. Provide technical support and advice. Develop working relations with client base. Promote public awareness of scientific activities. Provide technical / scientific data, information and advice. Ensure compliance with internal and external financial and supply chain policies. Perform technical scientific analysis and regulatory functions. Preparation of data and routine interpretation. Database and data management. Analysis of technical scientific data. Dissemination of information. Apply the appropriate scientific and technical procedures / skills to generate information and knowledge. Formulate proposals and compile reports. Develop and customise operational procedures. Research and development. Continuous professional development to keep up with new technologies and procedures. Conceptualise and develop scientific equipment. Equipment review. Research / literature studies to improve expertise. Publish and present technical reports and research findings. Liaise with relevant bodies / councils on technology-related matters. Human capital development. Mentor, train and develop candidate research technicians and others to promote skills / knowledge transfer and adherence to sound scientific principles and code of practice. Supervise technical support and processes. Manage the performance management and development of staff.
<u>ENQUIRIES</u>	:	Dr W Olivier Tel No: (049) 802 6620
<u>APPLICATIONS</u>	:	Applications can be submitted by post to: Private Bag X833, Pretoria, 0001 or hand delivered to: 184 Jeff Masemola Street (formerly known as Jacob Mare), corner of Jeff Masemola and Paul Kruger Streets, Pretoria.
<u>NOTE</u>	:	African, Coloured and Indian males and African, Coloured and Indian females and Persons with disabilities are encouraged to apply.
<u>POST 20/29</u>	:	<u>STATE ACCOUNTANT: PROACTIVE LAND ACQUISITION STRATEGY (PLAS) ASSET REVENUE MANAGEMENT REF NO: 3/2/1/2022/252</u> Directorate: PLAS Asset and Lease Revenue Management
<u>SALARY</u>	:	R261 372 per annum (Level 07)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Applicants must be in possession of a Grade 12 Certificate and a National Diploma in Accounting / Financial Management / Commerce. 1 year working experience within an asset management environment. Job related knowledge: Accounting systems (Enterprise Resource Planning, Asset Register and or similar systems), Public Finance Management Act (PFMA), Treasury Regulations, Generally Recognised Accounting Practice (GRAP). Job related skills: Computer literacy skills (Microsoft Word, Excel, PowerPoint), Good communication skills (written and verbal), Planning and organising skills, Analytical skills and Problem-solving skills. Ability to work effectively in a team. A valid driver's licence (code 8) and willing to travel.
<u>DUTIES</u>	:	Recognition and measurement of assets. Review documents and check compliance to ensure that all required documents or information are provided. Identify items being acquired and allocate General Ledger accounts according to recognition criteria. Determine cost price according to valuation, sale agreement, invoices and any source document that might be used to ensure

completeness of asset register. Electronically file documents in accordance to the filing plan. Updating of the asset register. Prepare the capturing templates and capture the assets on the asset register. Reconcile the captured assets with the General Ledger. Request barcodes and other relevant information and update the asset register. Prepare the asset acceptance form, scan and file accordingly. Maintenance of the asset register. Calculate depreciation for all depreciable assets. Analyse verification report and implement recommendations. Investigate discrepancies identified on the reports. Prepare report and update asset register. Quarterly visit farms to conduct spot checks in accordance to visit plan, prepare reports and resolve any discrepancies identified. Update the asset register with asset movements, barcode replacements, asset verification and any other information required for completeness. Asset disposals and write-offs. Record disposal / write-off request from Provincial Shared Service Centre's (PSSC) on receipt. Check compliance of the submission and communicate any discrepancies for correction to the PSSC. Liaise with the National PLAS Disposal Committee (NPDC) Chairperson to determine the date for the disposal meeting and prepare meeting logistics. Record decisions or resolutions taken in the NPDC meeting and communicate to the PSSC. File the approved minutes as well as other material presented to the NPDC. Communicate recommendations to the PSSC. Prepare workings and reports. Update the asset register and the General Ledger. Administration. Keep proper record manual and electronic of all asset management documents. Make available relevant documentation as requested for internal and external audit. Facilitate procurement of stationery and other office related needs for Proactive Land Acquisition Strategy (PLAS): Asset Management. Provide asset management support to PSSC's. Assist in developing asset management prescripts and drafting of any formal documentation.

- ENQUIRIES** : Mr K Mathebula Tel No: (012) 312 9215
- APPLICATIONS** : Applications can be submitted by post to: Private Bag X833, Pretoria, 0001 or hand delivered to: 184 Jeff Masemola Street (formerly known as Jacob Mare), corner of Jeff Masemola and Paul Kruger Streets, Pretoria.
- NOTE** : This is a re-advertisement, applicants who applied previously must re-apply. Coloured, Indian and White males and African, Coloured, Indian and White females and Persons with disabilities are encouraged to apply.
- POST 20/30** : **FINANCE CLERK: REVENUE AND DEBTORS REF NO: 3/2/1/2022/287**
- SALARY** : R176 310 per annum (Level 05)
- CENTRE** : Office of the Chief Registrar of Deeds (Pretoria)
- REQUIREMENTS** : Grade 12. No experience required. Basic knowledge of financial functions, practices as well as the ability to capture data, operate computer and collate financial statistics. Basic knowledge and insight of the Public Service financial legislations procedures and Treasury regulations (PFMA, DORA, PSA, PSR, PPPFA, Financial Manual). Planning and organise skills. Computer literacy skills. Communication skills (verbal and written). Interpersonal relations. Basic numeracy skills.
- DUTIES** : Render Financial Accounting transactions. Receive invoices. Check invoices for correctness, verification and approval (internal control). Process invoices (e.g. capture payments). Filing of all documents. Collection of cash. Perform Salary Administration support services. Receive salary advices. Process advices (e.g. check advices for correctness, capture salaries, bonuses, salary adjustments, capture all deductions etc). File all documents. Perform Bookkeeping support services. Capture all financial transactions. Clear suspense accounts. Record debtors and creditors. Process electronic banking transactions. Render a budget support service. Collect information from budget holders. Compare expenditure against budget. Identify variances. Capture, allocate virements on budgets. Distribute documents with regard to the budget. File all documents. Receive and capture cash payments.
- ENQUIRIES** : Ms L Gama Tel No: (012) 338 7229 or Ms P Hlatshwayo Tel No: (012) 338 7376
- APPLICATIONS** : Please ensure that you send your application to Private Bag x918, Pretoria, 0001 or Hand deliver it to the Office of the Chief Registrar of Deeds at Cnr Bosman and Pretorius, Pretoria, 0001 before the closing date as no late applications will be considered. Applications and supporting documents sent to us that are not specified in the advertisement for the post that you are

NOTE

applying for will not be accepted. Failure to do this will result in the application being disqualified.
: African, Coloured Indian and White males and Coloured, Indian and White females and Persons with disabilities are encouraged to apply.

DEPARTMENT OF DEFENCE



CLOSING DATE : 20 June 2022 @ 16:00

NOTE : Applications must be submitted on the prescribed form Z83 (obtainable from any Public Service Department office i.e effective 01 January 2021 or on the DPSA web site link: <https://www.dpsa.gov.za/newsroom/psvc/>. Should an application be received using incorrect application employment form Z83, it will be disqualified, which must be originally signed and dated by the applicant and which must be accompanied by a detailed CV (with full particulars of the applicants' training, qualifications, competencies, knowledge & experience). Applicants must complete all the sections in the Z83 form including section C on contact details and medium of communications, and section E on current study (institution and qualification). African males & females, Indian males, Coloured males and people with disability are encouraged to apply. Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview. Certified documents which should not be older than six months on or before the day of the interview. 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(s), it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Failure to comply with the above instructions will result in applications being disqualified. Applicants applying for more than one post must submit a separate form Z83 (as well as the documentation mentioned above) in respect of each post being applied for. If an applicant wishes to withdraw an application it must be done in writing. Should an application be received where an applicant applies for more than one post on the same applications form, the application will only be considered for the first post indicated on the application and not for any of the other posts. Under no circumstances will photostat copies or faxed copies of application documents be accepted. The successful candidates will be subjected to Personnel Suitability Checks (criminal record, citizenship & financial/asset record checks and qualification and employment verification). Successful candidates will also be subjected to security clearance processes. Applicants who do not receive confirmation or feedback within 3 (three) months after the closing date, please consider your application unsuccessful. Due to the large volume of responses anticipated, receipt of applications will not be acknowledged and correspondence will be limited to short-listed candidates only. For more information on the job description(s) please contact the person indicated in the post details. Successful candidates will be appointed on probation for the period of twelve (12) months in terms of the prescribed rules.

OTHER POSTS

POST 20/31 : **DEPUTY DIRECTOR BUDGET MANAGEMENT, CORPORATE STAFF FMO**
REF NO: CFO 22/5/1
 Finance Management Division
 Chief Directorate: Budget Management
 Sub-directorate: Corporate Staff

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

CENTRE : Pretoria

REQUIREMENTS : Grade 12 certificate plus a three year B Degree/National Diploma in Finance/Accounting. A minimum of five (5) year's Budget Management experience on a post of an Assistant Director or equivalent level. Knowledge: Formal training and knowledge of financial management in the Public Service/Private Sector, specific related to budgeting, budget control, cash flow management, revenue management and internal control systems. Ability to establish and manage financial systems and controls. Knowledge of strategic planning and budgeting. Sound organizing and leadership skills. Knowledge of HR management practices. Ability to develop, interpret and implement policies,

strategies and legislation. Excellent communication, analytical, innovative, problem solving and interpersonal skills. Proven knowledge of Public Finance Management act (PFMA), Treasury Regulations and Standard Chart of Account. Knowledge of Modified Cash Standards. Proven computer literacy (MS Office) essential. Knowledge of Departmental Financial Management system (FMS), report writing system (IC), Auditing, Risk Management, Costing and Occupational Health and Safety (NOSA) will be an advantage. Ability to work under pressure and long hours when required. Valid driver's license required.

DUTIES

: Strategic Financial Planning: Provide a budget management support function for the Medium Term Estimate Framework (MTEF) planning and budgeting process. Facilitate the transformation of the entity's Strategic business plan into monetary terms for the MTEF. Contribute to the medium and long term business planning. Determine the financial risks and compile the related risk management plan. Evaluate and adjudicate the strategic plans and annual performance plans in terms of affordability and the financial risks. Provide assistance to clients regarding general budgeting and financial reporting requirements including historical trends, etc. Financial Control: Provide strategic direction for the establishment and continued enhancement of the financial control system in the entity ensuring that related internal control systems are in place for expenditure and revenue management. Maintain budget control processes to ensure financial propriety, regularity, value for money and value propositions in all financial approvals. Assist entity with financial management preparation, submissions and presentations. Coordinate and provide the financial support required to administrate the budget control process related to expenditure and revenue management. Develop and ensure the provisioning of financial reporting system with entity. Provide financial management advice for the strategic management direction within the entity wrt financial decisions and transactions for both expenditure and revenue management. Oversee compilation of claims and reports on all areas of revenue collection. Financial Governance Risk and Compliance: Coordinate the administering of the system related to the management of financial misconduct incidents in the entity. Evaluate the internal control systems wrt financial governance risk and compliance. Management of financial delegations within entity. Compile risk management plan related to financial governance risk and compliance. Coordinate the Auditor General South Africa (AGSA) and internal audit process related to financial management matters within the entity. Financial Management Advice: Provide advice to ensure financial management direction. Provide advice to ensure financial management considerations in the strategic processes and internal decision making processes of the entity. Provide input to and participate in strategic decisions and the formulation of business strategies. Advise on financial implications and consequences of business decisions. Provide input on strategies and plans to improve business performance monitoring and internal controls. Provide the framework and direction for financial management training within entity. Administration: Direct Budget Management Service in entity. Maintain Budget Management Capability. Maintain well administered Budget Management Human resource component. Support Budget Management Capability. Oversee compliance to the Occupational Health and Safety standards within allocated facilities.

ENQUIRIES
APPLICATIONS

: Mr L. Nagel Tel No: (012) 355 5807
: Department of Defence, Finance Management Division, DFSS, Career Management Section, Private Bag X 137, Pretoria, 0001 or hand-delivered to: Poynton building, 195 Bosman Street, Pretoria, where it must be placed in wooden post box number 5 at Reception. Please use reference number not post number.

POST 20/32

: **ASSISTANT DIRECTOR REF NO: CFO 22/5/2 (X2 POSTS)**
Financial Management Division
Chief Directorate: Budget Management

SALARY
CENTRE

: R382 245 per annum (Level 09)
: SA Army Budget Management Offices, Engineer Formation and Armament Formation, Pretoria.

REQUIREMENTS

: Grade 12 plus a three year B Degree/ National Diploma in Finance/Accounting. A minimum of three (3) years relevant experience in the budget management environment on post level of Senior State Accountant (Level 8) or equivalent.

Have knowledge and understanding of Public Finance Management Act (PFMA), Treasury Regulations (TRs) and related prescripts. Sound knowledge of estimating, budgeting and budget control in the Department of Defence (DOD) or Public Service or Private Sector. Good working knowledge of Financial Systems (FS) of the DOD/Public Service/Private Sector. Ability to analyse and interpret Policies, Instructions and Regulations. Ability to work under pressure and meet deadlines. Ability to work after hours at short notice. Ability to effectively function as part of a team. Computer literate (MS Excel, Word and Power Point). Well-developed presentation skills, report writing skills and ability to present budget control reports to top management for decision making. Good reasoning, attention to details, innovative, strong mathematical, problem solving and statistical analysing ability. Possession of a valid RSA driver's license/Military driver's license to conduct official duties and attend meetings. In possession of or able to obtain a DOD confidential security clearance.

DUTIES : Executing of all SA Army Engineer Formation expenditure control duties and responsibilities, as specified in the Public Finance Management Act (PFMA), the Treasury Regulations (TRs) as well as DOD Policies, Instructions and Regulations. Provision of expenditure trends, performance management reporting on expenditure through IC reports and graphic presentations. Prepare monthly Early Warning Reports (EWRs). Assist in the compilation of delegations with regard to the management of essential resources in SA Army Engineer Formation. Monitor the in-year expenditure trends and advise on methods to address deviations. Ensure the safekeeping of all transaction supporting documentation, files and data for audit purposes in accordance with prescripts. Provide training, guidance and development of subordinate personnel. Managing and supervising all resources resorting under control of this post.

ENQUIRIES : Ms T.M. Sekgobela Tel No: (012) 355 1238
APPLICATIONS : Applications must be submitted to: Financial Management Division, DFSS, Career Management Section, Private Bag X 137, Pretoria, 0001 or applications may be hand-delivered to: Department of Defence, Poynton building, 195 Bosman Street, Pretoria where it must be placed in wooden post box 5 at reception. Note: (Please use reference number not post number)

POST 20/33 : **ASSISTANT DIRECTOR REF NO: CFO 22/5/3**
 Financial Management Division
 Chief Directorate: Budget Management
 Joint Operation Division

SALARY : R382 245 per annum (Level 09)
CENTRE : Fin Support Office, Budget Management Office, Pretoria
REQUIREMENTS : Grade 12 certificate plus a three year B Degree/National Diploma in Finance/Accounting with a minimum of three (3) year's budget management experience on post level of Senior State Accountant (Level 8) or equivalent. Computer literate in Word Processing (MS Word), Spread sheet (Excel) and Presentation (Power Point). Practical experience and knowledge of estimating, budgeting and expenditure control process and related programmes on the financial system. Knowledge of estimating, budgeting and budget control in the Public Service/Private Sector will also be considered. At least minimum of three years' experience in Multinational and National Exercises and Operational Planning and Execution. Ability to manage UN, AU, SADC and any other foreign and domestic Revenue Processes. Management of the Divisions/Services Financial Misconducts Processes and Reporting is recommended. Good reasoning, mathematical analytical and innovative thinking ability as well as problem solving ability. Proven managerial skills and capabilities at executive level with good negotiating ability. Being qualified to operate the FMS Information Centre (IC) or BAS application or any other Private Sectors financial systems and to draft report in this regard will serve as a recommendation. Ability to correctly interpret and apply policy. Well-developed verbal and written communication skills. Ability to draft effective reports and well-developed presentations skills and ability to conduct effective briefings to senior management and able to travel at short notice when required. Team worker, trustworthy, reliable with good interpersonal relations. Receptive to work-related suggestion/idea and decisive/persevering in regard to task finalisation. Ability to handle a variety of task execution working under pressure and willing and able to work after hours at short notice. Effective HR

Management skills. In possession of a valid RSA/Military driver's license to conduct official duties. In possession of or to obtain a DOD confidential security clearance.

DUTIES

: Executing of all budgeting and budget control duties and responsibilities, as specified in the Public Finance Management Act (PFMA), the Treasury Regulations (TRs) as well as Budget Circulars and Practice Notes addressing both domestic and corporate budget of the Joint Operations Division. Capture the draft budget of the Joint Operation Division on the Financial Management System (FMS) of the DOD. Preparing budget management documentation and financial reports for Joint Operation Division as required by Budget Manager of Joint Operation Division. Formulation and managing of policy regarding the expenditure of the Joint Operation Division. Managing of accurate and reliable Costing Database for the Joint Operation Division. Managing the re-allocation of budget allocation and income for the Joint Operation Division. Identification of exceptions for the re-planning purposes. Requisition of Roll Over funds. Rendering of financial advice. Compile and present budget and expenditure control report to higher management by means of Power Point. Direct, Orchestrate and control the execution of the Finance Governance Function within the Joint Operation Finance Division. Direct, orchestrate and control the Finance Formation. Manage the UN, AU, SADC Revenue Processes and the reporting thereof. Assist J Operations Division with planning for Multinational and National Exercises and ordered internal and external Operations and executions thereof. Work with the Auditors during the auditing process and drafting of the audit responses for the Finance Manager Joint Operations Division. Effective management of personnel, assets and material resorting under his/her control.

**ENQUIRIES
APPLICATIONS**

: Mr L.L. Ngidi Tel No: (012) 648 1053
: must be submitted to: Financial Management Division, DFSS, Career Management Section, Private Bag X 137, Pretoria, 0001 or applications may be hand-delivered to: Department of Defence, Poynton building, 195 Bosman Street, Pretoria where it must be placed in wooden post box 5 at reception. Note: (Please use reference number not post number).

POST 20/34

: **ASSISTANT DIRECTOR REF NO: CFO 22/5/4**
Finance Management Division
Chief Directorate: Budget Management
Joint Operation Division

**SALARY
CENTRE**

: R382 245 per annum (Level 09)
: Fin Management Office, Budget Management Office, Special Forces Head Quares, Pretoria

REQUIREMENTS

: Grade 12 plus a three year B Degree / National Diploma in Finance/Accounting with a minimum of three (3) year's budget management experience on a post level of Senior State Accountant (Level 8) or equivalent. Computer literate in Word Processing (MS Word), Spread sheet (Excel) and Presentation (Power Point). Practical experience and knowledge of estimating, budgeting and expenditure control process and related programmes on the financial system. Knowledge of estimating, budgeting and budget control in the Public Service/Private Sector will also be considered. At least minimum of three years' experience in Multinational, National Exercises and Operational Planning and Execution. Ability to manage UN, AU, SADC and any other foreign and domestic Revenue Processes. Management of the Divisions/Services Financial Misconducts Processes and Reporting is recommended. Minimum of two years proven record in working with Sensitive Projects/Operations. Good reasoning, mathematical analytical and innovative thinking ability as well as problem solving ability. Proven managerial skills and capabilities at executive level with good negotiating ability. Being qualified to operate the FMS Information Centre (IC) or BAS application or any other financial systems and to create or draft report in this regard will serve as a recommendation. Ability to correctly interpret and apply policy. Well-developed verbal and written communication skills. Ability to draft effective reports and well-developed presentations skills and ability to conduct effective briefings to senior management and able to travel at short notice when required. Team worker, trustworthy, reliable with good interpersonal relations. Receptive to work-related suggestion/idea and decisive/persevering in regard to task finalisation. Ability to handle a variety of task execution working under pressure and willing and able to work after hours at short notice. Effective HR Management skills.

- In possessions of a valid RSA/Military driver's license to conduct official duties.
In possession of a Secret or Top Secret security clearance.
- DUTIES** :
- Executing of all budgeting and budget control duties and responsibilities, as specified in the Public Finance Management Act (PFMA), the Treasury Regulations (TRs) as well as Budget Circulars and Practice Notes addressing both domestic and corporate budget of South African Special Forces. Capture the draft budget of the South African Special Forces and its Regiments on the Financial Management System (FMS) of the DOD. Preparing budget management documentation and financial reports for South African Special Forces and its Regiments as required by Finance Manager of Joint Operation Division. Formulation and managing of policy regarding the expenditure of the South African Special Forces HQ and Units. Managing of accurate and reliable Costing Database for the South African Special Forces HQ and Units. Managing the re-allocation of budget allocation and income for the South African Special Forces. Identification of exceptions for the re-planning purposes. Requisition of Roll Over funds. Rendering of financial advice. Compile and present budget and expenditure control report to higher management by means of Power Point. Direct, Orchestrate and control the execution of the Finance Governance Function within the South African Special Forces. Direct, orchestrate and control the Finance Formation. Manage the UN, AU, SADC Revenue Processes and the reporting thereof. Direct, Orchestrate and control the Finance Formation. Participate in South African Special Forces planning for Multinational and National Exercises and Ordered internal and external Operations and executions thereof. Participate in Special Forces execution of Sensitive and Secret Operations as ordered. Provide inputs during the auditing process and drafting of the audit response for the GOC Special Forces and Finance Manager Joint Operations Division. Effective management of personnel, assets and material resorting under his/her control.
- ENQUIRIES** :
- APPLICATIONS** :
- Mr L.L. Ngidi Tel No: (012) 674 5704
- must be submitted to: Financial Management Division, DFSS, Career Management Section, Private Bag X 137, Pretoria, 0001 or applications may be hand-delivered to: Department of Defence, Poynton building, 195 Bosman Street, Pretoria where it must be placed in wooden post box 5 at reception. Note: (Please use reference number not post number).
- POST 20/35** :
- SENIOR STATE ACCOUNTANT REF NO: CFO 22/5/5**
Finance Management Division
Chief Directorate: Financial Services
Directorate: Financial Control Services
Sub Directorate: Loss Administration
- SALARY** :
- CENTRE** :
- REQUIREMENTS** :
- R321 543 per annum (Level 08)
Pretoria
Grade 12 certificate plus a three year B Degree/National Diploma in Finance/Accounting with a minimum of three years relevant experience on a post level 7 or equivalent or Grade 12 certificate with Finance/Accounting related subjects and a minimum of seven years relevant experience on a post level 7 or equivalent. Knowledge and understanding of the Finance and the Logistic processes as well as the core processes. Financial Management System (FMS) or any other financial system. Sound mathematical and problem solving ability. Thorough, working knowledge of all expenditure control transactions on FMS or any other financial system. Thorough knowledge of computer systems, MS Word, Ms Office and Excel. Ability to interpret and apply policy. Well-developed verbal and written communication skills. Ability to effectively function as part of a team. Receptive to work-related suggestions/ ideas and decisive/ persevering in regard to ask finalization. Must be in possession of valid RSA driver's license/Military drivers licence and willing and able to travel as and when required.
- DUTIES** :
- Efficient, effective and economical management of loss control processes and systems in order to enable the detection and reporting of all losses of State Funds/Assets within the DOD to the Loss Control Section. Receive all detail of losses from within the DOD. Recording all such losses on the central database. Opening and maintaining of proper registers on all reported losses. Timeous and continuous updating of all active loss control files. Ensuring that all loss control files are correctly referenced in terms of the prescribed file reference numbers and that proper registry procedure are adhered to. Collection and analysis of all info/data on losses and reporting to Assistant Director Loss

Control. Evaluation of all info/data received to ensure that it is complete and correct in accordance with prescribed procedure. Regular updating of management info database to ensure that all info contained is current and relevant. Compiling of comprehensive statistics and reports in respect of all losses and reporting same to Assistant Director Loss Control. Timeous evaluation of all losses, which are not reported within the prescribed time limits, so as to determine whether such losses have not prescribed and reporting same to Assistant Director Loss Control. Reporting of all irregularities, e.g. non-reported losses, losses reported through incorrect channels, ect, to Assistant Director Loss Control. Assisting the Assistant Director Loss Control with the preparation and submission of the DOD's Annual/Interim Financial Statement input and responses to the Auditor General on an annual basis.

**ENQUIRIES
APPLICATIONS**

: Ms A. Nkomo Tel No: (012) 355-5830
 : must be submitted to: Financial Management Division, DFSS, Career Management Section, Privet Bag X 137, Pretoria, 0001 or applications may be hand-delivered to: Department of Defence, Poynton building, 195 Bosman Street, Pretoria where it must be placed in wooden post box 5 at Reception. Note: Please use reference number not post number.

POST 20/36

: **SENIOR STATE ACCOUTANT REF NO: CFO 22/5/6**
 Finance Management Division
 Chief Directorate: Budget Management

**SALARY
CENTRE
REQUIREMENTS**

: R321 543 per annum (Level 08)
 : SA Army Support Formation, Budget Management Office, Pretoria
 : Minimum requirements: Grade 12 certificate plus a three year B Degree/National Diploma in Finance/Accounting with a minimum of three years relevant experience in Budget Management on a post level 7 or equivalent Grade 12 certificate with Finance/Accounting related subjects with a minimum of seven years relevant experience in Budget Management on a post level 7 or equivalent. Knowledge of Financial Management System (FMS)/ Basic Accounting System (BAS), Information Centre (IC) or any other financial system. Ability to draft complex programs/reports in this regard would be a strong recommendation. Computer literate and skilled in MS Word, Excel and Power Point. Thorough knowledge of estimating, budgeting and expenditure control process within the DOD/Public Service and related transactions on FMS/BAS or any financial system. Creative, strong mathematical, problem solving and statistical analysing ability. Well-developed verbal and written communication skills. Ability to analyse and interpret Policies, Instruction and Regulations. Receptive to work-related suggestions/ideas, decisive/persevering task finalisation and sound judgemental ability. Ability to effectively function as part of a team. Added advantage: Possession of a valid RSA /Military driver's licence to conduct staff duties and attend meetings.

DUTIES

: Assist with the formulation of internal controls, monitor and assure compliance with control functions as contained in Finance Regulations, Treasury Instruction, and Manual for Finance Planning and Budgeting Systems in the Public Service as well as the Public Finance Management Act (PFMA). Assist with budgeting and expenditure control as performed at level 2 as well as preparing budgeting and expenditure control documentation. To be able to act fully in the absence of the Assistant Director. Provision of expenditure trends, performance management reporting on expenditure for the client through the development of IC reports and graphic presentations and keeping a database. Prepare monthly Early Warning Reports (EWR's). Execution of in year- budget control on expenditure. Assist with the Financial Authorisation (FA) process. Assist in the management of re-allocation of funds requested to SA Army Support Formation. Participate in Expenditure Control Committee (ECC) meetings. Participate in budgeting processes and revision of budget appropriation to level 4 Budget Holders and monitor execution thereof. Assist in handling Audit Queries, Conduct Preliminary Investigations (PI'S) for potential irregularities and compilation of reports to the client. Managing and supervising all subordinates and being accountable for all security of information and material under his/her control.

**ENQUIRIES
APPLICATIONS**

: Ms T.M. Sekgobela Tel No: (012) 355 1238
 : must be submitted to: Financial Management Division, DFSS, Career Management Section, Private Bag X 137, Pretoria, 0001 or applications may be hand-delivered to: Department of Defence, Poynton building, 195 Bosman

Street, Pretoria where it must be placed in wooden post box 5 at Reception.
Note: (Please use reference number not post number).

POST 20/37

: **SENIOR STATE ACCOUNTANT REF NO: CFO 22/5/7**
Finance Management Division
Chief Directorate: Budget Management
Directorate: Budgeting Armament Acquisition

SALARY
CENTRE
REQUIREMENTS

: R321 543 per annum (Level 08)
: Defence Head Quarters, Armscor Building, Erasmuskloof, Pretoria
: Minimum requirements: Grade 12 certificate plus a three year B Degree/National Diploma with Finance/Accounting/Financial Management related subjects with a minimum of three years relevant experience on post level 7 or equivalent or Grade 12 certificate with finance related subjects with a minimum of seven years relevant experience on post level 7 or equivalent. Knowledge of Financial Management Systems (FMS)/BAS/PERSAL/PERSOL and other financial systems. Basic knowledge of database design and thorough knowledge of MS Application (Excel, Word and Powerpoint). Sound analytical, problem solving skills, presentation skills as well as the knowledge of project management. Well-developed verbal and written communications skill, able to maintain good interpersonal relations, adaptable and resourceful. Pay attention to details and ability to work effectively and very accurately with figures. Ability to effectively function as part of a team. Ability to work under pressure and persevering iro task finalization. In possession of RSA/DOD valid driver's license.

DUTIES

: Support the Deputy Director Armament Acquisition with the maintenance of costing capability. Managing, updating and enhancing of Ezezimali. Analyse and scrutinise all received cost data. Handle all administrative functions ito cost meetings and presentation. Update the capital projects financial baseline monitoring (Red-light report) instrument. Acting as Secretary during monthly Ezezimali, Workgroup meetings. Recording, filling and general administration iro Red-light management. Maintain and enhance the web site for the management of relevant Def Materiel projects information Project Information Navigation Tool (PINT). Training DOD personnel to use the PINT application. Maintain and enhance the Special Defence Account (SDA) Projects Analysis Model.

ENQUIRIES
APPLICATIONS

: Ms O.M. Gopane Tel No: 012 355 5808
: Department of Defence, Finance Management Division, DFSS, Career Management Section, Private Bag X 137, Pretoria, 0001 or hand-delivered to: Poynton building, 195 Bosman Street, Pretoria, where it must be placed in wooden post box number 5 at Reception. Note: (Please use reference number not Post number)

POST 20/38

: **FINANCE CLERK SUPERVISOR REF NO: CFO 22/5/8**
Finance Management Division
Chief Directorate: Budget Management
SA Army Budget Management
Command Division (BMO)

SALARY
CENTRE
REQUIREMENTS

: R261 372 per annum (Level 07)
: Pretoria
: Minimum requirements: Grade 12 certificate plus a three year B Degree/National Diploma in Finance/Accounting with a minimum of two years Budget Management experience on post level 5 or equivalent or Grade 12 certificate with finance related subjects with a minimum of three years Budget Management experience on post level 5 or equivalent. Sound knowledge of estimating, budget and expenditure control processes and related programs on the FMS/BAS or any other financial system. Knowledge of estimating, budgeting and budget control in the Public Service/Private Sector. Knowledge of the FMS/BAS or any other financial system. Ability to draft reports in this regard would be a strong recommendation. Ability to correctly interpret and apply policy. Good reasoning, mathematical, analytical and innovative thinking ability as well as problem solving ability. Well-developed verbal and written communication skills. Ability to draft effective reports as well as developed presentation skill and ability to conduct effective briefings to senior management. Proven managerial skill and capabilities with good negotiating ability. Computer literate and skilled in Word Processing (MS Word), Spread

sheet (Excel) and Presentations (Power Point). Team worker, trustworthy, reliable with good interpersonal relations. Receptive to work related suggestion/ideas and decisive /persevering in relation to task finalisation. Effective HR and management skills. Valid RSA/Military driver's license and willing and able to travel at short notice when required.

DUTIES

: Assisting the Budget Manager in the executing of all budgeting and budget control duties and responsibilities as specified in the Public Finance Management Act (PFMA), the Treasury Regulation as well as Budget Circulars and Practice Notes addressing both the domestic and corporate budget of the SA Army Command Division. Preparing of Budget Management documentation required by the Chief Financial Officer (CFO) and the SA Army Budget Manager and the submission of required financial reports to GOC SA Army Command Division. Assisting the Budget Manager in the formulation and managing of policy regarding the budgeting and expenditure of the SA Army Command Division. Managing of valid accurate and reliable Costing Database for the SA Army Command Division. Managing the relocation of budget allocations and income for the SA Army Command Division. Requisitioning of Roll over funds. Rendering of financial advice. Compile and present budget and expenditure control reports to higher management by means of Power point. Direct, orchestrate and control the execution of the Finance Governance Function within the SA Army ADA formation. Direct orchestrate and control the Finance Non-Compliance Administration function within the SA Army Command Division. Effective manage all personnel, assets and material resorting under control of this post.

**ENQUIRIES
APPLICATIONS**

: Ms T.M. Sekgobela Tel No: (012) 355 1201
 : must be submitted through the post to: Financial Management Division, DFSS, Career Management Section, Private Bag X137, Pretoria, 0001. In case where applicants are stationed in the Pretoria area, applications may be hand-delivered to: Poynton building, 195 Bosman Street, Pretoria where it must be placed in wooden post box number 5 at Reception. Note: Please use reference number not post number).

POST 20/39

: **FINANCE CLERK SUPERVISOR REF NO: CFO 22/5/9**
 Finance Management Division
 Chief Directorate: Financial Services
 Directorate: Financial Control Services

**SALARY
CENTRE
REQUIREMENTS**

: R261 372 per annum (Level 07)
 : Motor Vehicle Accident, Durban
 : Minimum requirements: Grade 12 certificate plus a three year B Degree/ National Diploma in Finance/Accounting with a minimum of two years relevant experience on post level 5 or equivalent or Grade 12 certificate with finance related subjects with a minimum of three years relevant experience on post level 5 or equivalent. Ability in understanding, interpreting and applying of financial policies and prescripts. Computer literate in MS Office software packages. Ability to effectively liaise and communicate with clients, legal representatives and senior DOD personnel. Successful candidates must have sound reasoning, mathematical and problem solving skills and must be trustworthy, honest and loyal. Decisive and persevering iro task finalisation. Must be in the possession of a valid RSA/Military driver' license. Basic knowledge of financial/legal process and insurance claims. The successful candidate will be required to complete all relevant courses and must be willing to travel.

DUTIES

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

Mtubatuba). Record, files and safeguard of all documentation generated in the section for future enquiries and audit purpose.

ENQUIRIES APPLICATIONS : Mr M.J. Seleka Tel No: (012) 392 2116
: must be submitted to: Financial Management Division, DFSS, Career Management Section, Privet Bag X 137, Pretoria, 0001 or applications may be hand-delivered to: Department of Defence, Poynton building, 195 Bosman Street, Pretoria where it must be placed in wooden post box 5 at Reception. Note: Please use reference number not post number.

POST 20/40 : **FINANCE CLERK REF NO: CFO 22/5/10**
Finance Management Division
Chief Directorate: Budget Management

SALARY CENTRE REQUIREMENTS : R176 310 per annum (Level 05)
: SA Army Infantry Formation, Budget Management Office, Pretoria
: Minimum requirements: Grade 12 certificate with Finance/ Accounting related subjects. Computer literate (Microsoft package). Basic knowledge of Financial Policy and PFMA, budget process as well as the basic financial functions in the Public Service / Private Sector. Ability to understand and interpret basic financial policy. Reasoning, mathematical and problem solving ability as well as being trustworthy, honest and loyal. Good verbal and written communication skills and able to compile basic reports and statistics. Ability to effectively function as part of a team, receptive to work-related suggestion/ideas, decisive/persevering in relation to task finalization and able to effectively function under pressure. Added advantage: Post Matric qualification in Finance/Accounting related field. A minimum of one year relevant experience. Being in the possession of valid RSA/Military driver's licence.

DUTIES : Assist in maintaining expenditure information, historical information and statistics for the Budget Management (BM). Assist in preparing a variety of financial/budgetary reports and statistics as well as manage an effective internal registry incoming/outgoing correspondence and maintain a filing system for BM. Collect/deliver budget related documentation from and to other divisions, formations, directorates and sections. Assist management with regard to general administrative functions at the office of the BM. Prepare and compile budgetary and expenditure control documentation, e.g. expenditure graphs, expenditure reports, monthly financial reports, Financial Authority (FA) documents and motivation. Maintain a register of fund re-allocations and FA application as well as updating the database on the Financial Management System (FMS). Assist in the process of preparing monthly Early Warning Reports (EWR's). Assist in the drafting and finalization of Reconciliation Statements. Assist in the management of the logistics and stationery requirements of the BM and take roll call of all personnel under control of the BM.

ENQUIRIES APPLICATIONS : Ms T.M. Sekgobela Tel No: (012) 355 1238
: must be submitted to: Financial Management Division, DFSS, Career Management Section, Private Bag X137, Pretoria, 0001 or applications may be hand-delivered to: Department of Defence, Poynton building, 195 Bosman Street, Pretoria where it must be placed in wooden post box number 5 at Reception. Note: Please use reference number not post number.

POST 20/41 : **FINANCE CLERK REF NO: CFO 22/5/11 (X2 POSTS)**
Finance Management Division
Chief Directorate: Financial Services
Directorate: Financial Control Services
Loss Administration Section

SALARY CENTRE REQUIREMENTS : R176 310 per annum (Level 05)
: Pretoria
: Minimum requirements: Grade 12 certificate with Finance/ Accounting related subjects. Computer Literate (MS Office packages). Basic knowledge of the processes and procedure that are followed in the administration of losses in the Public Service/Private Sector would serve as a strong recommendation. Basic knowledge of Financial Policy and the Public Finance Management Act (PFMA). Well-developed verbal and written communication skills with the ability to compile effective, basic reports and statistics. Ability to effectively function as part of a large team, to effectively communicate with clients from various Arms of Services, different divisions, bases and units. Able and willing to

deliver dedicated and friendly client service, Persevering task finalisation with good interpersonal relationship and able and willing to operate in a shared work environment (office) with other officials of equal or more senior rank. Able and willing to initiate self-development by means of in-post training and attendance of formal courses. Team-worker, trustworthy, reliable and receptive to work related suggestions and ideas. Effective reasoning ability. Ability to correctly interpret and effectively apply financial policy and related prescripts. Ability to understand and correctly interpret loss reports and audit answer submitted by clients. Added advantage: Post matric qualification in Finance/Accounting related field. A minimum of one year relevant experience. A valid DOD/RSA vehicle driver's license.

DUTIES : Assist the Finance Clerk Supervisor (FCS) and Senior State Accountant (SSA) in ensuring all administrative tasks is executed and finalises by the target dates. Maintaining the internal Registry and ensuring that all incoming and outgoing correspondence, documents and files are effectively registered, routed and filed. Checking and evaluating of loss reports, the rejection of invalid reports and referral thereof to the sections concerned. Correct allocation of files reference numbers and the opening and up-keeping of separate files for each loss report case as well as the updating of the Excel database. Manage an effective pending system and continuously report to FCS and SSA on the specific target dates. Regular compiling and submitting of all files and documentation in a neat, numerical and efficient manner.

ENQUIRIES APPLICATIONS : Ms M.L. Mabasa Tel No: 012 392 2564
 : must be submitted to: Financial Management Division, DFSS, Career Management Section, Private Bag X 137, Pretoria, 0001 or applications may be hand-delivered to: Department of Defence, Poynton building, 195 Bosman Street, Pretoria where it must be placed in wooden post box 5 at Reception. Note: (Please use reference number not post number).

POST 20/42 : **FINANCE CLERK REF NO: CFO 22/5/12 (X2 POSTS)**
 Finance Management Division
 Directorate: Stores, Services & Related Payments (DSSRP)
 Sub-Directorate: Cash Payments

SALARY CENTRE REQUIREMENTS : R176 310 per annum (Level 05)
 : Cash Payment Region 1 & 2, Pretoria
 : Minimum requirements: Grade 12 certificate with Finance/Accounting related subjects. Computer literate (MS Office software packages). Well-developed verbal and written communication skills with good interpersonal relations. Ability to effectively function as part of a team, receptive to work-related suggestion/idea, decisive/persevering iro task finalization and able to effectively function under pressure. Sound reasoning, mathematical and problem solving ability as well as being trustworthy, honest and loyal, positive and creative. Ability of understanding, interpreting and correctly applying financial policy and prescripts Ability to effectively liaise and communicate with clients. Knowledge of contract management and supply chain management process. Sound knowledge of the content of the Public Finance Management Act (PFMA) and Treasury Regulations. Basic knowledge of the financial and accounting processes and core processes in the Department of Defence (DOD)/Public Service or Private Sector. Knowledge of financial management mainframe computer systems (FMS/BAS and PERSOL/PERSAL or any other financial systems). Added Advantage. Post matric qualification in Finance/Accounting related field. A minimum of one year relevant experience. In possession of a valid RSA/Military vehicle driver's license.

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

- administrative functions and archiving, filing, and safe keeping of all accounting documentation.
- ENQUIRIES APPLICATIONS** : Ms D.D. Nchabeleng Tel No: (012) 392-2916
 : must be submitted to: Financial Management Division, DFSS, Career Management Section, Private Bag X 137, Pretoria, 0001 or applications may be hand-delivered to: Department of Defence, Poynton building, 195 Bosman Street, Pretoria where it must be placed in wooden post box 5 at Reception. Note: (Please use reference number not post number).
- POST 20/43** : **FINANCE CLERK REF NO: CFO 22/5/13**
 Finance Management Division
 Chief Directorate: Financial Services
 Directorate: Financial Control Services
 Motor Vehicle Accidents Section
- SALARY CENTRE REQUIREMENTS** : R176 310 per annum (Level 05)
 : Pretoria
 : Minimum requirements: Grade 12 certificate with Finance/Accounting related subjects. Computer literate (MS Office software packages). Basic knowledge of financial/legal process and insurance claims. Successful candidates must have sound reasoning, mathematical and problem solving skills as well as trustworthy, honest and loyal. Decisive and persevering in terms of task finalisation. Ability in understanding, interpreting and correctly applying of financial policies and prescripts. Added advantage: Post matric qualification in Finance/Accounting related field. A minimum of one year relevant experience. In the possession of a valid RSA/Military driver' license.
- DUTIES** : Assisting the Supervisor in: Receiving and registering letters of demand and/or summonses iro mobile as sets accidents caused by Department of Defence (DOD) drivers and the processing thereof in accordance with policies and prescripts. Obtain information, documents, statements, reports and statutes wrt the case. Draft briefing notes to State Attorney on proposed handling of the case. Determine course of action to be taken in best interest of the State (DOD). Liaise, negotiate and arrange consultations with roll players for specialized inputs and advice. Frequent inter-action with interest groups, experts, attorneys, council panel and assisting the State Attorney during litigation process and trial. Correctly apply legal and procedural principles whereby civil claims are handled on behalf of the Minister of Defence. Analyse and interpret appropriate action. Regularly study and update own knowledge of Government policies, regulations and prescripts relating to matters of litigation. Visit of units in Gauteng and Limpopo. Record, files and safeguard of all documentation generated in the section for future enquiries and audit purpose.
- ENQUIRIES APPLICATIONS** : Mr M.J. Seleka Tel No: (012) 392 2116
 : must be submitted to: Financial Management Division, DFSS, Career Management Section, Privet Bag X 137, Pretoria, 0001 or applications may be hand-delivered to: Department of Defence, Poynton building, 195 Bosman Street, Pretoria where it must be placed in wooden post box 5 at Reception. Note: (Please use reference number not post number).
- POST 20/44** : **FINANCE CLERK REF NO: CFO 22/5/14**
 Finance Management Division
 Chief Directorate: Financial Services
 Directorate: Finance Support Service
 Sub-Directorate: Finance Management Information System Support (FMISS)
- SALARY CENTRE REQUIREMENTS** : R176 310 per annum (Level 05)
 : Pretoria
 : Minimum requirements: Grade 12 certificate with Finance/ Accounting related subjects. Computer literate and skilled in Word, Spreadsheet, (Excel) and Powerpoint. Knowledge of the Public Finance Management Act and Treasury Regulations. Ability to correctly interpret and apply policy. Well-developed verbal and written communication skills, sound mathematical and problem solving ability. Team-worker, trustworthy, reliable with good interpersonal relations. Receptive to work-related suggestions or ideas and decisive/ persevering iro task finalisation. Added advantage: Post Matric qualification in Finance/Accounting related field. A minimum of one year relevant experience

		in the relevant field. Valid RSA/Military drivers licence and willing to travel on short notice and when required.
<u>DUTIES</u>	:	Administering user profiles on the Central Access Administration System. Assisting in answering of telephonic enquiries from clients. Assisting in implementing and maintaining process to manage and control incoming and outgoing correspondence. Maintaining an effective filing system for correspondence, documentation and files in the sub-directorate. Collecting/delivering documentation and files from/ to other directorates, sections and clients, copying and binding documents. Verifying and updating access of users on the Financial Management System (FMS).
<u>ENQUIRIES</u>	:	Mr M. Marimi Tel No: (012) 392 2556.
<u>APPLICATIONS</u>	:	must be submitted to: Financial Management Division, DFSS, Career Management Section, Privet Bag X 137, Pretoria, 0001 or applications may be hand-delivered to: Department of Defence, Poynton building, 195 Bosman Street, Pretoria where it must be placed in wooden post box 5 at Reception. Note: Please use reference number not post number.
<u>POST 20/45</u>	:	<u>SECRETARY REF NO: CD HR M/17/19/22</u> Chief Directorate: Human Resource Management
<u>SALARY</u>	:	R176 310 per annum (Level 05)
<u>CENTRE</u>	:	Bank of Lisbon: Pretoria
<u>REQUIREMENTS</u>	:	A minimum of Grade 12/NQF Level 4. Secretarial experience will be an advantage. Special requirements (skills needed): Computer literate (MS Word, Excel and Power Point) and good telephone etiquette. Language skills and the ability to communication well with people at different levels. Sound organisational skills. Good inter-personal skills. High level of reliability. Good communication skills. Ability to act with tact and discretion.
<u>DUTIES</u>	:	Provide a secretarial support service to the Chief Director. Receives telephone calls and refers the calls to the correct role players if not meant for the Chief Director. Record appointments and events in the dairy of the Chief Director. Operates office equipment like fax machines and photocopiers. Liaises with travel agencies to make travel arrangements for the Chief Director. Checks the arrangements and discuss with the Chief Director when the relevant documents are received to ensure that the Chief Director endorsed the accommodation prior confirmation. Processes the travel and subsistence claims for the Chief Director. Arrange meetings and events for the Chief Director. Identifies venues, invites role player, organises refreshments and sets up schedules for meetings and events. Process all invoices that emanate from activities of the work of the Chief Director. Records basic minutes of the meetings of the Chief Director. Draft routine correspondence and reports. Establish and maintain filing system in the office of the Chief Director. Administers matters like the leave for the Chief Director. Handle the procurement of standard items like stationary, refreshments etc. Collects all relevant documents to enable the Chief Director to prepare for meetings. Manage the correspondences in and out of the Chief Director's office. Ensure that documents submitted for the Chief Director's approval adhere to set norms and standards. Remains abreast with the procedures and processes that apply in the DOD to ensure efficient and effective support to the Chief Director. Studies the relevant Public Service and departmental prescripts/policies and other documents to ensure that the application thereof is understood properly.
<u>APPLICATIONS</u>	:	Department of Defence, Chief Directorate Human Resource Management, Private Bag X976, Pretoria, 0001 or hand delivered to: Bank of Lisbon Building, Corner Paul Kruger & Visagie Street, (Defence Reception), Pretoria, 0001
<u>ENQUIRIES</u>	:	Lt Col N.S. Chipu Tel No: (012) 339 5246

DEPARTMENT OF EMPLOYMENT AND LABOUR

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

- CLOSING DATE** : 21 June 2022 at 16:00
- NOTE** : Applications quoting the relevant reference number must be submitted on the new form Z83, obtainable from any Public Service Department or on the internet at www.gov.za/documents. Received applications using the incorrect application for employment (old Z83) will not be considered. Each application for employment form must be fully completed, duly signed and initialled by the applicant. Failure to fully complete, initial and sign this form may lead to disqualification of the application during the selection process. A fully completed, initialled and signed new form Z83 (Section A, B, C and D compulsory and (Section E, F and G ignore if CV attached) and recently updated comprehensive CV (with detailed previous experience) is required. Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following the communication from Human Resources and such qualification(s) and other related document(s) will be in line with the requirements of the advert. Non-RSA Citizens/Permanent Resident/ Permit Holders must attach a copy of their Permanent Residence/ Permits to their applications. Foreign qualification must be accompanied by an evaluation report issued by 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 email or 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)

OTHER POSTS

- POST 20/46** : **DEPUTY DIRECTOR: LABOUR CENTRE OPERATIONS REF NO: HR 4/4/8/674**
- SALARY CENTRE REQUIREMENTS** : R882 042 per annum, (all inclusive)
: Ficksburg Labour Centre
: Three-year National Diploma (NQF 6)/ undergraduate Bachelor Degree (NQF 7) in Financial Management, Accounting, Human Resource Management, Labour Relations, Social Sciences, Engineering Sciences, Public Administration/Management, Business Administration/Management, Operations Management, Project Management. Three years legal qualification. Five years' experience of which two at an Assistant Director level and Three years' functional experience in labour market operations/ service delivery environment. Knowledge: Public Finance Management Act, Treasury

regulations, Supply chain management processes, Asset management, All labour legislations, Departmental Policies & Procedures, Public Service Regulations, Batho Pele Principles, Service Delivery Improvement Plan. Skills: Management, Computer skills, Presentation skills, Communication (Both verbal & written), Interpersonal, Conflict Management, Leadership, Project management, Diversity Management, Change Management, Monitoring and Evaluation.

DUTIES : Manage the service delivery objectives as per mandate of the Department of Labour (daily). Represent the Department in Key stakeholder forums including interdepartmental structure of government and municipalities (Intermediate). Implement and manage service delivery improvement plan. Manage all resources of the Labour Centre (Daily).

ENQUIRIES : Ms E Maneli Tel No: (051) 505 6203

APPLICATIONS : Chief Director: Provincial Operations: Private Bag X 522, Bloemfontein, 9300 Or hand deliver at Laboria House, 43 Charlotte Maxeke Street, Bloemfontein.

FOR ATTENTION : Sub-directorate: Human Resources Operations, Free State

POST 20/47 : **DISABILITY MANAGER (ASSISTANT DIRECTOR: (OCCUPATIONAL THERAPY) REF NO: HR 4/4/8/639**

SALARY : R525 087 - R582 771 per annum, (OSD)

CENTRE : Provincial Office: Free State

REQUIREMENTS : National Diploma / Degree in Occupational Therapy. Post Graduate Diploma in Vocational Rehabilitation will be added as an advantage. Minimum five (5) year's relevant experience post community service. A proven track record in vocational rehabilitation. Registration with the HPCSA. Knowledge: DoL and Compensation Fund business strategies and goals, Directorate goals and performance requirements, Compensation Fund Value Chain and business processes, Public Services Regulations, Policies and Procedures, Customer Service (Batho Pele Principles). Skills: Rehabilitation skills, Analytical skills, Business Writing skills, Required IT skills, Strategic leadership Leadership, Financial Management, knowledge Management, Service Delivery Innovation (SDI), Planning and Organizing, Problem Solving and Analysis, Decision Making, Accountability, Client Orientation Customer Focus, Communication, Work Ethics and self-management, Risk Management and Corporate Governance, Environmental Awareness.

DUTIES : Manage early return wot work and community re-integration programmes. Participate in the development/ review of rehabilitation strategy, policies and protocols in accordance with the national legislative framework. Establish and maintain relationship with various internal and external stakeholders. Manage the Disability Management Section.

ENQUIRIES : Dr. Ndzuta Tel No: (051) 505 6300

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

FOR ATTENTION : Sub-directorate: Human Resources Operations, Free State

POST 20/48 : **PRINCIPAL INSPECTOR: EMPLOYMENT EQUITY REF NO: HR 4/4/10/45**

SALARY : R477 090 per annum

CENTRE : Provincial Office: Mmabatho

REQUIREMENTS : Three- years tertiary qualification in Labour Relations Management/ BCOM Law/ LLB. A valid Driver's licence (B). Two (2) years supervisory experience and Two (2) years functional experience in Labour/ Inspection Enforcement Services. Knowledge: Departmental Policies and Procedures, Batho Pele Principle, Public Financial Management Act (PFMA), Public Service Regulations, Employment Equity Act and COIDA. Skills: Planning and Organising, Computer Literacy, Communication, Problem Solving, Interviewing, listening and observation, Presentation, Research, Project management, Analytical and Innovative.

DUTIES : Ensure the implementation of programmes, work plans and policies for Employment Equity Act and Regulations. Conduct investigations and inspections into complex cases that have not been resolved or referred to ensure compliance with Employment Equity Act. Monitor, evaluate and report on the impact of Employment Equity Act Programmes. Provide technical advice on the sector specific to Employment Equity Act matters.

ENQUIRIES : Mr S Mogakane Tel No: (018) 387 8100

- APPLICATIONS** : Acting Chief Director: Provincial Operations: Private Bag X 2040, Mmabatho, 2735 Or hand delivery to 2nd Floor, Provident House, University Drive, Mmabatho
- POST 20/49** : **ASSISTANT DIRECTOR: PERFORMANCE INFORMATION MANAGEMENT (PIM) REF NO: HR4/4/7/84**
- SALARY CENTRE REQUIREMENTS** : R477 090 per annum
: Provincial Office Mpumalanga
: Three (3) years relevant qualification in Public Administration/Public Management/ Monitoring and Evaluation/ an Advanced Diploma in Monitoring and Evaluation. A valid driver's licence. Four (4) years functional experience in Performance Management/ Statistics Services/ Monitoring and Evaluation of which three years (3) function at the Office/ Senior Officer Level. Knowledge: Public Service Act, Public Service Regulations and relevant prescripts, Labour legislation and relevant policies, Batho Pele principles, Statistics and Database software packages, Functioning of DEL Labour Centres and Business Units, Labour market dynamics. Skills: General management, Project management, Communication, Computer Literacy, Interpersonal relation, Leadership, Data analysis, Analytical, Innovative.
- DUTIES** : Verify and align the National APP to the Provincial APP and Labour Centre work plan in respect of the Department's policy and planning purposes. Verify and develop the Provincial Information reports. Manage the analysis of the provincial performance information to determine the impact on the Labour market. Oversee the management of the provincial resource centre/library. Manage all the resource of the Sub-Unit.
- ENQUIRIES APPLICATIONS** : Mr SF Potgieter Tel No: 013 653 3800
: Deputy Director: LMIS: Private Bag X7263, Emalahleni, 1035 or hand deliver at: Labour Building, Corner Hofmeyer Street and Beatty Avenue, Emalahleni.
- POST 20/50** : **ASSISTANT DIRECTOR: LABOUR ACTIVATION PROGRAMMES REF NO: HR 4/4/8/17 (X2 POSTS)**
(Re-advertisement, applicants who previously applied must-reapply)
- SALARY CENTRE REQUIREMENTS** : R382 245 per annum
: Provincial Office: Northern Cape
: Three (3) year tertiary qualification in Public Administration/ Public Management/ Business Administration/ Business Management/ Development Studies/ Social Science. Valid driver's license. 4 Years experience of which two (2) years must functional experience in Labour Activation Programme/ Employment Programmes/ Enterprise Development/ Entrepreneurial, and two years (2) experience at a supervisory level. Knowledge: Public Financial Management Act (PFMA), Public Service Regulations (PSR), Labour Activation Framework, Skills Development Act (SDA), Project Management Principles (PMP), Diversity Management, Basic Education and Training (BET), Unemployment Insurance Act (UIA), Unemployment Insurance Contribution Act (UICA), Project Management Methodology (PMBOK). Skills: Negotiation, Interpersonal, Presentation, Problem Solving, Planning and Organizing, Policy analysis and interpretation, Communication (verbal and written), Computer Literacy, Report Writing.
- DUTIES** : Implementing training/skills programmes relevant stakeholders that will benefit UIF Beneficiaries. Track and monitor progress on identified beneficiaries and institutions funded by Labour Activation. Implement information management systems and ensure the records in the section are maintained. Conduct Advocacy campaigns to create awareness on Labour Activation Programmes.
- ENQUIRIES APPLICATIONS** : Mr A Senakhomo, Tel No: (053) 838 1518
: Chief Director: Provincial Operations: Private Bag X 5012, Kimberley, 8301 or hand deliver at Cnr Compound and Pniel Road
- FOR ATTENTION** : Human Resources Operations, Provincial Office Kimberley
- POST 20/51** : **SUPERVISOR REGISTRATION SERVICES REF NO: HR 4/4/8/670**
- SALARY CENTRE REQUIREMENTS** : R321 543 per annum
: Ficksburg Labour Centre
: Three (3) years qualification in Business Administration/ Management; Public Administration Management and Operations Management. 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 Services Regulations, Knowledge of the Departmental Policies, Procedures and Guidelines. Skills: Problem Solving, Computer Literacy, Basic interpersonal, Listening, Communication, Ability to interpret legislation, Telephone etiquette, Mediation, Analytical.

DUTIES : Monitor and oversee the help desk as the first point of the entry within the Registration Service. Oversee the employment service rendered to all clients. Monitor the process of Unemployment Insurance Benefits applications and Employer Declarations. Monitor and analyse the applications 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.

ENQUIRIES APPLICATIONS : Mr L Tlali Tel No: (051) 933 2299
: Chief Director: Provincial Operations: Private Bag X 522, Bloemfontein, 9300
: Or hand deliver at Laboria House, 43 Charlotte Maxeke Street, Bloemfontein.

FOR ATTENTION : Sub-directorate: Human Resources Operations, Free State

POST 20/52 : **EMPLOYER AUDIT SERVICE OFFICER REF NO: HR 4/4/8/25**

SALARY CENTRE REQUIREMENTS : R261 372 per annum
: Provincial Office: Northern Cape
: Three years' tertiary qualifications Labour Relations Management/BCOM Law/LLB/ Internal Audit, Valid drivers licence (B), One (1) year functional experience in Auditing. Knowledge: Departmental Policies and procedures, Batho Pele Principles, Public Service Act and Regulations, OHS Act and Regulations, COIDA, UIA, PFMA, BCEA, SDLA, LRA, UI Contribution Act, Skills Development Act, Employment Equity Act. Skills: Facilitation, Planning and Organizing, Computer literacy, Interpersonal, problem Solving, interviewing skills, Communication Written and Verbal, Innovative, Analytical, Research, Project Management.

DUTIES : Perform and monitor the implementation of UIA and COIDA programs. Analyse the system that provide expert advice on sector specific UIA & COIDA matters. Co-ordinate the process that monitor and evaluate impact of UIA & COIDA programs. Provide support in the implementation of Advocacy Campaigns on UI & COIDA regularly and when there are amendments.

ENQUIRIES APPLICATIONS : Mr IS Vass Tel No: (053) 838 1652
: Chief Director: Provincial Operations: Private Bag X 5012, Kimberley, 8301 Or hand deliver at c/o Pniel & Compound Street, Kimberley.

POST 20/53 : **OFFICE ADMINISTRATOR REF NO: HR 4/4/8/42**

SALARY CENTRE REQUIREMENTS : R261 372 per annum
: Provincial Office: Kimberley
: Three (3) years relevant tertiary qualification in Office Administration/ Secretarial/ Office Management/ Administration/Management Assistant. Valid driver's license. 1-2 years functional experience in Office Administration environment. Knowledge: Departmental policies and procedures, Public Service Regulation (PRS), Public Service Act (PSA), Batho Pele Principle, Administration procedures. Skills Computer Literacy, Interpersonal, Planning and Organisation, Communication (verbal and written).

DUTIES : Provide secretarial services/receptionist to the unit. Assist in monitoring and maintenance of budget for the Unit, Facilitate and coordinate all logistical resource requirements of the Unit, Provide Management Information and records management services in the Unit. Track and monitor projects tasks within the Unit.

ENQUIRIES APPLICATIONS : Adv B Gwabeni Tel No: (053) 838 1554
: Chief Director: Provincial Operations: Private Bag X 5012, Kimberley, 8301 or hand deliver at Cnr Compound and Pniel Road

FOR ATTENTION : Human Resources Operations, Provincial Office Kimberley

POST 20/54 : **INSPECTOR (X2 POSTS)**

SALARY CENTRE : R211 713 per annum
: Taung Labour Centre Ref No: HR 4/4/10/48 (X1 Post)
: Botshabelo Labour Centre Ref No: HR 4/4/8/672 (X1 Post)

- REQUIREMENTS** : Three (3) years relevant qualification in Labour Relations/ BCOM Law/ LLB. A valid driver's license. No experience required. Knowledge: Departmental policies and procedures, Skills Development Act, Labour Relation Act, Basic Conditions of Employment Act, Unemployment Insurance Act, Unemployment Insurance Contributions Act. Skills: Facilitation skills, Planning and Organizing (Own work), Computing (Spread sheets, PowerPoint and word processing), Interpersonal skills, Problem Solving skills, Interviewing skills, Analytical, Verbal and written communication skills, Employment Equity Act.
- DUTIES** : Conduct occupational inspections with the aim of ensuring compliance with all Labour legislations. Execute investigations on reported cases pertaining to contravention of labour legislation and enforce where and when necessary. Conduct proactive (Blitz) inspections regularly to monitor compliance with labour legislation. Assist in conducting Advocacy Campaign on Labour legislations regularly. Assist in drafting of inspection plans, reports and compilation of statistics on allocated cases.
- ENQUIRIES** : Mr S Mogakane Tel No: 018 387 8100
Mr M Ngono Tel No: (051) 534 3789
- APPLICATIONS** : Acting Chief Director: Provincial Operations: Private Bag X 2040, Mmabatho, 2735 Or hand delivery to 2nd Floor, Provident House, University Drive, Mmabatho
Chief Director: Provincial Office: Private Bag X 522, Bloemfontein, 9300 Or hand deliver at Laboria House, 43 Charlotte Maxeke Street, Bloemfontein.
- FOR ATTENTION** : Sub-directorate: Human Resources Operations, Free State
- POST 20/55** : **UI CLAIMS OFFICER REF NO: HR4/4/10/210**
- SALARY** : R211 713 per annum
CENTRE : Provincial Office: East London
REQUIREMENTS : Grade 12/Senior Certificate. 0 to 6 months experience. Knowledge: Unemployment Insurance Act, Unemployment Insurance Contributions Act, Public Service Regulation, Public Service Act, Batho Pele Principles, Departmental policies and procedures, Customer care. Skills: Communication (verbal & written), Listening, Computer literacy, Customer Relations, Decision making.
- DUTIES** : Receive and assess all the UI Claims on the relevant systems in line with the Standard Operating Procedure (SOP). Register all employers and verify the declaration of employees as per the relevant prescripts Execute the payment of approved claims as per the set time frames. Attend to enquiries relating to all processed claims or any other matter relating to the processing of claims. Perform Administrative duties within the section.
- ENQUIRIES** : Mr C Mafu Tel No: (049) 892 2142.
APPLICATIONS : Chief Director: Provincial Operations: Private Bag x 9052, East London, 5201 or hand Deliver at 3 Hill Street, East London.

DEPARTMENT OF FORESTRY FISHERIES AND THE ENVIRONMENT

The National Department of Forestry, Fisheries and the Environment is an equal opportunity, affirmative action employer.

- APPLICATIONS** : **For: KZN, North West and Bloemfontein:** May be forwarded to the Director-General, Department of Forestry, Fisheries and the Environment: Private Bag X4390, Cape Town, 8000 or hand-deliver to 14 Loop Street Cape Town, marked for the attention: Human Resources Management.
Pietermaritzburg: May be forwarded to the Director-General, Department of Forestry, Fisheries & the Environment: Private Bag X 9029, Pietermaritzburg, 3200 or hand-delivered to 185 Langalibalele Street, Old Mutual Building, 5th floor, Pietermaritzburg, marked for the attention: Human Resources Management.
- CLOSING DATE** : 20 June 2022
- NOTE** : Applications must be submitted on a New signed Z83 form obtainable from any Public Service Department accompanied by a recent detailed Curriculum Vitae to be considered. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The National Department of Forestry, Fisheries and the Environment is an equal opportunity, affirmative action employer. Preference may be given to appointable applicants from 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 and Minimum Entry Requirements for SMS that was introduced on 1 April 2015, a pre-entry certificate obtained from National School of Government (NSG) is required for all SMS applicants. The course is available through the NSG under the name "Certificate for entry into SMS" (full details are available at: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>). Shortlisted candidates must provide proof of successful completion of the course. 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 a performance agreement and an 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.

OTHER POSTS

- POST 20/56** : **DEPUTY DIRECTOR: NRM REGIONAL OPERATIONS SUPPORT REF NO: EP9009/2022**
- SALARY** : R882 042 per annum, all-inclusive package
- CENTRE** : Northwest Province
- REQUIREMENTS** : Applicants must be in possession of a recognized National Diploma/Bachelor's Degree in Natural/ Environmental Science, or equivalent qualification within related field. 3-5 years' experience in Natural Resource Management or relevant field, of which 3 years should be at junior managerial level (Assistant Director). Extensive knowledge in Environmental related legislation, Natural resource management, Invasive alien species management, South African National Standards, Financial management, Project management, Personnel management Contract administration. Ability to establish and manage relevant systems and controls, to develop, interpret and apply policies, strategies and legislation and Strategic planning and budgeting. Be able to perform in-house training for staff. Knowledge of project management. Skills: Excellent technical

skills, Good numerical skills and understanding statistics, Sound organizing and planning, Advanced skills in financial management, Policy development and analysis, Stakeholder engagement, leadership, Facilitation and Negotiation, excellent communication (verbal, presentation and report writing), and problem-solving skills. The incumbent must be able to work long hours voluntarily, independently and efficiently under pressure. Ability to work with difficult persons and to resolve conflict. Proactive, take Initiative responsibility and creativity. The candidate must have a valid driver's license and willing to travel.

DUTIES : The successful incumbent will manage financial and operational compliance to agreed deliverables of all implementing agent contracts. Develop project scope in line with operational standards and terms of reference as agreed on between the Department and implementers. Oversee assessment and processing of payments to implementers in line with NRM operational standards and terms of project scope. Ensure that targeted hectares, job opportunities, Socio-economic targeting and training planned achieved in line with terms of project scope. Ensure that targets for payments to implementers are based on planned figures and that all data is being captured in the correct format prior to new drawdowns being paid out. Develop and review Annual Plans of Operations (APOs) for Natural Resource Management projects within the province. Coordinate and ensure that both initial and follow-up invasive alien plant clearing, and land restoration are done in line with the Regional integrated clearing. Participate and coordinate a steering committee to allow members to share their views about policy and implementation of the programmes. Conduct monitoring and reporting of projects to ensure compliance with relevant legislative framework. Integrate APOs with other functions and land user compliance.

ENQUIRIES : Ms T Puling Tel No: (012) 399 9755

POST 20/57 : **ASSISTANT DIRECTOR: FOREST LAND MANAGEMENT REF NO: FOM24/2022**

SALARY : R376 596 per annum, (total salary package of R532 814 per annum/conditions apply)

CENTRE : Eastern Cape (Bhisho)
REQUIREMENTS : Applicants must be in possession of a National Diploma or Bachelor's Degree in Forestry or equivalent qualification in Environmental Management/Sciences with 3 – 5 years' relevant experience in related field. Knowledge of the National Forests Act, 1998 (Act 84 of 1998) and the National Veld and forest Fires Act, 1998 (Act 101 of 1998), NEMA, NEMBA, NWA, Land Reform Policy, PFMA, Public Service Regulations, Restitution of Land Rights Act, IPILRA and other related legislation. Knowledge of prevention of illegal eviction and Unlawful Occupation of Land Act and policy development, Intergovernmental and stakeholder relations. Knowledge of project planning and management. Excellent communication skills (verbal, presentation and report writing). Good planning, organising and policy development and analysis. Be able to work long hours, self-driven and to work under extreme pressure. Ability to gather and analyse information. Proven leadership skills. Supervisory experience. Valid Driver's License and ability to drive. Be willing to travel.

DUTIES : The successful incumbent will be responsible to provide administration support in the management of state forest land and facilitate stakeholder relations pertaining to forestry leased land. Conduct field assessments, ensure compliance with forestry best practices. Produce periodical compliance reports. Implement terms and conditions for Lease Agreement. Ensure compliance of state forest land with National Veld and Forest Fires Act. Investigate land reform issues affecting state forest land. Mediate disputes between tenants and tenure reform beneficiaries. Ensure compliance with land tenure policies and interpret cadastral information. Liaison with Land Reform Department and keeping abreast of land policy development. Ensure that tenants comply with relevant Lease. Ensure compliance of the Leases with the National Forests Act and that tenants comply with the Lease on various matters such as community consultations, land use, access, access maps and rules. Ensure that state forest land not required for forestry with a declaration of redundancy is released for other uses. Facilitate transfer of state forest land from management by the State to relevant interested groups in line with the National Forests Act and relevant Sector Master Plan. Maintain an asset register. The incumbent will also render administration support services such

as organising and co-ordinating stakeholder participation; implement operational plan to reach relevant targets of the Annual Performance Plan as well as rendering general administration, planning and management including staff supervision.

ENQUIRIES : Ms N Mbananga Tel No: (040) 940 4707, cell no: 066 376 0106
NOTE : Candidates who responded to the initial advertisement, which closed on 11 April 2022 need not to reapply as their applications will be considered as per the previous advert.

POST 20/58 : **PROJECT COORDINATOR REF NO: EP EP9011/2022**

SALARY : R316 791 per annum, (total package of R460 251 per annum/ conditions apply)
CENTRE : Bloemfontein
REQUIREMENTS : Applicants must be in possession National Diploma /Bachelor's Degree in Natural / Environmental Science. 3-5 Years' experience in relevant field. Understanding of Project management. Knowledge of Alien vegetation control. Good communication skills and sound organisation and planning skills. Knowledge of Working for Water policies and procedures, knowledge of legislation relevant to alien vegetation control will serve as an added advantage. Knowledge of the Public Service and Departmental procedures and prescripts. Computer literacy, knowledge of the Public Finance Management Act (PFMA). People management, change management and empowerment skills. Valid driver's license and willingness to travel and work long hours with limited supervision.

DUTIES : Provide project planning support services to the project by developing a strategic clearing plan and an Annual Plan of Operation (APO) for approval of budget allocation. Facilitate the implementation of project plans through the establishment of stakeholder engagement. Monitor implementation of project plans by conducting site audits to ensure compliance with Working for Water policies/standards, health and safety prescripts and various environment and agriculture legislation which govern alien vegetation control. Render projects close out services by conducting final site inspections and facilitating in the handing over of cleared land to the land user.

ENQUIRIES : Mr Rofhiwa Mathivha Tel No: (051) 430 7243 and 074 202 0303

POST 20/59 : **GIS TECHNICIAN PRODUCTION GRADE A (OSD) REF NO: EP9007/2022**

SALARY : R316 536 per annum, (an all-inclusive annual remuneration package R472 277)

CENTRE : Bloemfontein
REQUIREMENTS : Applicants must be in possession National Diploma in GIS / Cartography or relevant qualification with 3-year post qualification technical GIS experience. Compulsory registration with PLATO as a GISc Technician. Knowledge of programme and project management, Legal and operational compliance Knowledge. Process knowledge and skills, knowledge of Database Management, Maintenance and Systems skills. Geo-Database design and analysis. Knowledge Research and development. Strategic management and direction, Financial Management. Ability to communicate with people at different levels, Data analysis skills, organising and management skills. Work effectively with others as a member of a team, quality work. A valid driver's license.

DUTIES : Manage and maintain Geographical Information systems and spatial tools. Accurately populate spatial and non-spatial data in NRM Systems, generate contracts, electronic and hard-copy filing of documents, quality assurance of new contracts generated by means of a QA register. Perform database administration activities and back-ups, perform spatial data verifications, cleanup and the appropriate spatial data storage. Data Collection. Spatial Data Collection, and analysis including quality assurance. Apply necessary datum and projection transformation. GIS and infield mapping support, production and provision of maps to relevant stakeholders-on request, compile spatial metadata records and spatial reports as required. Spatial Data Analysis and Reporting, analyse and identify discrepancies in Spatial data, contract maps and report to Control GISc Technician. Compile spatial and non-spatial reports as required. Functional requirements analysis. Produce relevant Provincial maps with the latest land cover on request. Conduct field visits to validate spatial data. Document organizational GIS challenges and report to Control GISc Technician. Support Control GIS Technician in Organising and facilitating

- GIS and Data workshops for user requirements analysis. Customise GIS applications and tools to suit the organizational needs.
- ENQUIRIES** : Mr Rofhiwa Mathivha Tel No: (051) 430 7243 and 074 202 0303
- NOTE** : The post was previously advertised as Control GIS Technician Production Grade A (OSD). Candidates who responded to the initial advertisement are encouraged to re-apply.
- POST 20/60** : **SENIOR FORESTRY REGULATIONS OFFICER REF NO: FOM17/2022 (X3 POSTS)**
- SALARY** : R316 536 per annum, (an all-inclusive annual remuneration package R472 277 per annum)
- CENTRE** : Pietermaritzburg
- REQUIREMENTS** : Applicants must be in possession of a National Diploma or BTech or Bachelors Degree in Forestry or relevant equivalent within related field, with 1-2 years relevant experience in forestry. Knowledge of the National Forests Act, 1998 (Act 83 of 1998), the National Veld and Forest Fire Act, 1996 (Act 101 of 1996), PFMA and other related environmental legislations. Good presentation, excellent verbal and written communication, analytical and problem solving, programme and project management, good interpersonal relations, and negotiation skills. Computer skills in MS Office Software a valid driver's license and must be willing to travel.
- DUTIES** : The incumbent will be responsible for the implementation of the National Forests Act (NFA), by administration of licenses for all forms of forest resources and protected trees. Monitor compliance and ensure enforcements of Acts. Implement activities to ensure concurrence management. Evaluation of Environmental Impact Assessments (EIA). The incumbent will also be responsible for implementing the National Veld and Forest Fire Act (NVFFA). This will be done by facilitating the establishment of Fire Protection Association (FPA's), promotion of the wellbeing of the FPA's, implementation of intergraded veld fire management plan, implementation of NVFIS. Playing an advisory role to land owners and users. The incumbent will also render administration support services such as organizing and coordinating stakeholder participation as well as rendering general administration.
- ENQUIRIES** : Mr MW Rozani Tel No: 033 3927700
- POST 20/61** : **CHIEF ADMINISTRATION CLERK REF NO: CMS15/2022**
- SALARY** : R261 372 per annum (total package of R405 344 per annum/ conditions apply)
- CENTRE** : Pietermaritzburg
- REQUIREMENTS** : Applicant must be in possession of grade 12 certificate and 3-5 years relevant experience. Knowledge in data capturing. Knowledge of legislative framework and PFMA. Ability to interpret and apply policies. The incumbent must be able to work independently and efficiently under pressure. Planning and organising skills. Excellent communication, analytical, innovative, problem solving and interpersonal skills. Computer literacy. Must have valid driver's license.
- DUTIES** : Open and close personnel and general files when required. Coordination of file plan input. Complete control sheets, file documents numerically and open control cards. Prepare files for scanning. Records and transfer files. Ensure the control card is completed, signed and retained in the Registry. Archive files. Ensure that all incoming mail are recorded in the relevant registers. Ensure mail is franked and price recorded on franking register. Ensure that all courier services is recorded and sent to reception for collection and manage the courier payments. Receive enquires from customers, acknowledgement and give feedback to customer. Supervise Registry Personnel.
- ENQUIRIES** : Ms AN Moleko Tel No: (033) 3927700
- POST 20/62** : **SENIOR DATABASE CLERK REF NO: EP9012/2022**
- SALARY** : R176 310 per annum, (total package of R302 136 per annum/ conditions apply)
- CENTRE** : KwaZulu-Natal (Midmar Dam)
- REQUIREMENTS** : Grade 12 or equivalent qualification. Data capturing and developing database. Proficiency in MS Office and Windows. Systematic and meticulous approach to Data capturing. Knowledge of Public Service and Departmental procedures and prescripts. Knowledge of Departmental policies and procedures. Sound organizing and planning skills in terms of own work. Good communication skills. Administrative skills. Report writing skills. Advanced computer and

numeracy skills. Computer Literacy. Compiling spreadsheets. Compile reports. Ability to gather and analyze information. Ability to apply policies. Ability to work individually and in team. Good interpersonal relations skills. Ability to work under extreme pressure. Ability to work with difficult persons and to resolve conflict.

DUTIES : Ensure accurate population of non – spatial data in NRM systems. Capture submitted non – spatial data on WIMS which include clearing quotations, order numbers and clearing invoices on time. Capture submitted ID copies of beneficiaries on WIMS. Request project coordinators to submit correct documents on time in order to verify and scrutinise data. Ensure accurate capturing of social and training data. Support provincial information systems management. Verify data by comparing WIMS information with spreadsheet information updated on a daily basis as a measuring tool for data verification. Scrutinise documents for compliance before capturing on WIMS system. Fixing discrepancies as per data analyser report, contract clearing report and training report to improve data quality. Provide regular capturing feedback on errors encountered. Verify MIS data with provincial source data. Provide records support. Ensure up to date electronically filed and archived evidence documents for all captured data. Check that planned deliverables have been met as per the performance agreement. Ensure safekeeping of documents by filing safely all received copies of data in lockable cabinets for future reference. Complete the NRM records register. Label filing-cabinets with NRM registration codes. Making copies of tender documents (quotations) and order number. Support information reporting of provincial NRM deliverables. Update non – spatial register with documents received and captured.

ENQUIRIES : Mr Sithembiso Ngcobo Tel No: 033 330 6197

POST 20/63 : **ADMINISTRATION CLERK REF NO: CMS16/2022**

SALARY : R176 310 per annum, (total package of R302 136 per annum/ conditions apply)
CENTRE : Pietermaritzburg

REQUIREMENTS : Applicants must be in possession of a Grade 12 certificate or equivalent qualification. Knowledge of Public Service Regulation and PFMA. Skills: Planning and organising. Good interpersonal relation skills. Ability to work under pressure. Initiative and creativity. Ability to apply policies. Good communication skills and computer literacy.

DUTIES : Render general clerical support services. Record, organise, store, capture and retrieve correspondence and data. Update registers and statistics. Provide receptionist services. Handle routine enquires. Make photocopies and receive or send facsimiles. Distribute documents/packages to various stakeholders as required. Keep and maintain filing system. Type letters and other correspondence when required. Keep and maintain the incoming and outgoing documents register. Provide supply chain support services within the component. Liaise with internal and external stakeholders in relation to procurement of good and services. Obtain quotation, complete procurements forms for the purchasing office items. Stock control of office stationary. Keep and maintain the assets register of the component. Provide personnel administration clerical support services within the component. Maintain leave register for the component Keep and maintain personnel records. Keep and maintain the attendance register. Arrange travelling and accommodation. Provide financial administration support services in the component. Capture and update expenditure. Handle telephone accounts and petty cash for the component.

ENQUIRIES : Ms AN Moleko Tel No: (033) 3927700

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

- APPLICATIONS** : All application should be emailed to Applications.central@umfolozi.edu.za. Applications should be send as one PDF document. No Faxed applications will be accepted. Applications that do not comply with the above specifications will be disqualified.
- CLOSING DATE** : 24 June 2022 at 13:00
- NOTE** : Applications must be submitted on a New Z83 form obtainable from any Public Service department as well as uMfolozi TVET College Official website www.umfolozicollege.co.za (and must be fully completed, dated and signed). Clear indication of the post and reference number that is being applied for must be indicated on your Z83 and a Covering Letter with date and signature must be attached. A recent, comprehensive Curriculum Vitae. Copies of qualifications and other relevant documents must not be included on application. Only shortlisted candidates will be required to submit certified copies of qualification and other relevant documents to College Human Resources Management Administration Unit on or before the day of the interview. Communication will be limited to shortlisted candidates. Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of their Permanent Residence Permits to their application. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualifications Authority (SAQA). A separate application must be submitted for each post that you are applying for. Late (received after closing date and time) and incomplete applications will not be considered. The employer 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) in the Department through the filling of this post(s) with a candidate whose appointment will promote representatively in line with the numerical targets as contained in our Employment Equity Plan. The Employer reserves the right not to make an appointment. Where applicable, candidates will be subjected to a skills test. Correspondence will be limited to short-listed candidates. All short-listed candidates will be subjected to a qualifications and citizen verification; criminal record and financial/asset record checks. Applicants who have not been invited for an interview within 60 days of the closing date should consider their application unsuccessful.

OTHER POST

- POST 20/64** : **ASSISTANT DIRECTOR: STUDENT SUPPORT SERVICES REF NO: UMF/035/03/2022**
(PERSAL Appointment)
- SALARY** : R477 090 per annum (Level 10), plus benefits as applicable in the Public Sector
- CENTRE** : UMfolozi TVET College, Central Office
- REQUIREMENTS** : Appropriate Bachelor's Degree (NQF7) in Psychology or BA in Social Work (Major in Psychology) or equivalent qualification. 3–5 years' relevant experience in an educational institution. Knowledge of PSET and CET Act; Teaching and Learning, Skills Development Act, National Student Financial Aid Scheme and related legislation, Public Service Regulations and Public Service Act, Labour Relation Act. Knowledge of the Ethical regulatory and legislative framework; The following skills are required: Administrative; planning and organizing; financial management; report writing; communication and interpersonal; problem solving; client oriented; analytical; project management; team leadership; and people management. A valid driver's license. Computer Literacy (MS Word, MS Excel, MS PowerPoint). Sound financial planning and management competencies. Excellent report writing skills and processing skills. Advantageous: Registration with Health Professions Council of South Africa as either Registered Counsellor (Career Counselling or School Counselling) or psychometric (Independent Practice). Previous experience of at least 2 years in the TVET Sector.
- DUTIES** : Manage the administration of the students support services unit; Manage students counselling across the college; Manage the provision of career

ENQUIRIES

guidance and students' academic support; Plan and manage college extra-mural activities; Facilitate student governance and student leadership development; Manage mainstreaming of gender and disability within students; Manage human, financial and other resources of the unit.
: Mrs ZH Mngoma Tel No: 035-902 9501

DEPARTMENT OF JUSTICE & CONSTITUTIONAL DEVELOPMENT

<u>CLOSING DATE</u>	:	20 June 2022
<u>NOTE</u>	:	Interested applicants must submit their applications for employment to the address specified in each post. The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za, and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. Application that do not comply with the above specifications will not be considered and will be disqualified. A SAQA evaluation report must accompany foreign qualifications. All shortlisted candidates for SMS posts will be subjected to a technical and competency assessment. A pre-entry certificate obtained from National School of Government (NSG) is required for all SMS applicants. Candidate will complete a financial disclosure form and also be required to undergo a security clearance. Foreigners or dual citizenship holder must provide the Police Clearance certificate from country of origin. The DOJ&CD is an equal opportunity employer. In the filling of vacant posts the objectives of section 195 (1) (i) of the Constitution of South Africa, 1996 (Act No: 108 of 1996), the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act No: 55 of 1998) and relevant Human Resources policies of the Department will be taken into consideration. Reasonable accommodation shall be applied for People with Disabilities including where driver's license is a requirement. Correspondence will be limited to short-listed candidates only. If you do not hear from us within 3 months of this advertisement, please accept that your application has been unsuccessful. The department reserves the right not to fill this position. Women and people with disabilities are encouraged to apply and preference will be given to the EE Target.

MANAGEMENT ECHELON

<u>POST 20/65</u>	:	<u>PRINCIPAL LEGAL ADMINISTRATION OFFICER: (ASSISTANT SECRETARY) REF NO: 22/117/LD</u>
<u>SALARY</u>	:	R1 073 187 – R1 264 176 per annum, (all inclusive remuneration package). The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	National Office, Pretoria An LLB or appropriate equivalent undergraduate legal qualification (NQF7); A minimum of 5 years' experience in legal research; 5 years should be at middle/senior management level; Knowledge of the South Africa Law Reform Commission Act, Constitution of South Africa, Public Finance Management Act, Public Service Act, South African legal system and practices in general; Knowledge of the Constitution; Public Service and the workings of Government; Skills and Competencies: Strategic capabilities and leadership; Legal Research and drafting; Programme and project management; Financial management; Change management; Knowledge management; Service Delivery Innovation (SDI); Problem solving and analysis; People management and empowerment; Client orientation and customer focus; Communication skills (written and verbal); Honest and Integrity.
<u>DUTIES</u>	:	Key Performance Areas: Support the Secretary of the SA Law Reform Commission in coordinating secretarial functions and managing the SALRC's legal research programme; Render Secretariat services to the SA law Reform Commission and its committees; Promote the efficient and effective functioning of the SALRC; Develop legal inputs for SALRC, government and parliamentary institutions; Coordinate the compilation of report on the annual activities of the SALRC; Provide inputs with regard to the SALRC's budget, expenditure and organizational structure; Investigate requests for inclusion of matters in the Commission's research programme including the preparation of submissions for consideration by the Working Committee, Commission and the Minister; Coordinate both local and international stakeholder and media relations; Oversee the administration of the SALRC and other task assigned by the Secretary or the Commission.

ENQUIRIES : Ms P Leshilo Tel No: (012) 357 8240
APPLICATIONS : Quoting the relevant reference number, direct your application to: Postal address: The Human Resources: Department of Justice and Constitutional Development, Private Bag X81, Pretoria, 0001 OR Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.

OTHER POSTS

POST 20/66 : **COURT MANAGER REF NO: 75/22/LMP**
(This is a re-advertisement: applicants who previously applied are encouraged to re-apply)

SALARY : R477 090 – R561 981 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE : Magistrate Praktiseer
REQUIREMENTS : A three (3) year qualification in Public Administration/Management /or a National Diploma/ Degree/ NQF level 6 in Service Management (NQF Level 5) plus module in Case Flow Management or equivalent qualification; Three (3) years managerial or supervisory experience; Knowledge and experience in office and district administration; Knowledge of the Public Financial Management Act (PFMA); Experience in managing Trust (Third Party Funds) and Vote Account; A valid driver's licence. Skills and Competencies: Computer literacy; Communication skills; Motivation skills; Planning and organizing skills; Presentation skills; Financial management skills; Decision making skills; Loyalty and honesty; ability to work under pressure; Team leadership; Management of interpersonal conflict and problems solving; Customer focus and responsive.

DUTIES : Key Performance Areas: Coordinate and manage the financial, human resource, risk and security in the court ; Manage the strategic and business planning processes; Manage the facility, physical resources, information and communication related to courts; Lead and manage the transformation of the office; Compile and analyze court statistics to show performance and trends; Support case flow management at the court; Compile annual performance and statutory reports to the relevant users; Develop and implement customer service improvements ; Manage service level agreements.

ENQUIRIES : Ms Mongalo MP. Tel No: 015) 287 2037 or Ms Phalane M.R Tel No: (015) 287 2036

APPLICATIONS : Quoting the relevant reference number, direct your application to: Postal address: The Regional Head, Department of Justice & Constitutional Development, Private Bag x 9526, Polokwane 0700 OR Physical address: Reception area, Limpopo Regional Office, 92 Bok Street, Polokwane, 0699.

POST 20/67 : **ADMINISTRATIVE OFFICER REF NO: 76/22/LMP**

SALARY : R321 543 – R378 765 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE : Magistrate Belabela
REQUIREMENTS : 3 year Bachelor's Degree /National Diploma in Public Management Administration or equivalent; 3 years administration experience; Knowledge of Human Resource Management, Supply Chain Management and risk management; Knowledge of Public Financial Management Act, Knowledge of Financial Management (Vote and Trust Account); Departmental Financial Instructions, BAS and Justice Yellow Pages. Skills and Competencies: People management; Computer literacy (Microsoft packages); Sound Leadership and management skills; Good interpersonal relations.

DUTIES : Key Performance Areas: Co-ordinate and manage the financial and human resources of the office; Co- ordinate and manage risk and security in the court; Manage the strategic and business planning processes; Manage the Criminal and Civil Court Administration Sections, section related to Family Courts, Supply Chain; Management of the office (Third Party Funds and Vote Accounts); Co-ordinate, manage and administer support services to Case Flow Management and other court users to ensure delivery of service; Perform any other duties necessary to ensure smooth office running.

ENQUIRIES : Ms. Manyaja P.M Tel No: (015) 287 2026 or Ms. Mongalo M.P Tel No: (015) 287 2037

APPLICATIONS : Quoting the relevant reference number, direct your application to: Postal address: The Regional Head, Department of Justice & Constitutional Development, Private Bag x9526, Polokwane 0700 OR Physical address: Reception area, Limpopo Regional Office, 92 Bok Street, Polokwane, 0700

POST 20/68 : **FORENSIC AUDITORS REF NO: 22/116/IA (X5 POSTS)**

SALARY : R321 543 – R378 765 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE REQUIREMENTS : National Office: Pretoria
: An appropriate three (3) year Degree or National Diploma with majors in Auditing/Internal Auditing, Accounting, Law , Police Administration or equivalent qualification; At least 1 year experience in Forensic Auditing/investigation environment with more emphasis on financial matters (includes internship/learnership); Knowledge of the Public Finance Management Act; Successful candidates will be required to complete a security clearance; In-depth knowledge of the standards set by The Institute of Internal Auditors (IIA); A valid driver's licence. Skills and Competencies: Communication (written and verbal); Analytical skills; Report writing skills; Computer literacy; Planning and organizing; Interpersonal relations.

DUTIES : Key Performance Areas: Provide evidence of fraud risks and contribute to the development of an early warning system; Conduct forensic audit investigations in accordance with the investigation methodology; Represent the Department in the criminal and civil recovery processes; Advise management on areas where inadequate measures exist to mitigate risks; Coordinate the forensic audit assignments with other units within the Department.

ENQUIRIES APPLICATIONS : Ms D. Modibane Tel No: (012) 315 1668
: Quoting the relevant reference number, direct your application to: Postal address: Human Resource: Department of Justice and Constitutional Development, Private Bag X81, Pretoria, 0001.OR Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.

NOTE : People with disabilities are encouraged to apply

POST 20/69 : **LEGAL ADMINISTRATION OFFICER MR4 REF NO: 22/62/KZN**

SALARY : R315 225 - R357 072 per annum. (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.

CENTRE REQUIREMENTS : Regional Office, Durban
: LLB degree or 4-year recognized legal qualification; At least five (5) years' appropriate post qualification legal experience; A sound knowledge of the South African Legal system; An understanding of the principles of Batho Pele, Victim's Charter and Restorative Justice; A valid driver's license; Knowledge on the implementation of legislation affecting vulnerable groups; Proficiency in isiZulu will be an added advantage. Skills and Competencies: Computer literacy; Excellent communication skills (both verbal and written); Leadership skills; public education and training; Good interpersonal and inter-cultural relations; Problem solving skills; Ability to analyze statistics; Time management skills; Accuracy and attention to details.

DUTIES : Key Performance Areas: Manage State losses within the Department i.e. deal with disposal, recovery and mitigation of losses; Identify and conduct training of officials dealing with Vulnerable Groups at the courts; Monitor and oversee special projects on Gender, Persons with disabilities and the Elderly; Represent the Regional Office on Inter-Departmental Committees; Ability to chair the various Provincial Fora; Manage the implementation of legislations aimed at protecting the rights of vulnerable groups); Ensure that the strategic responsibilities in respect of Regional Civil Courts, Sexual Offences Courts, Small Claims Courts, Equality Courts and Restorative Justice are met; Respond to petitions, representations and complaints from members of the public, civil society and other Government Departments. Manage statutory appointments.

ENQUIRIES APPLICATIONS : Ms M.P. Khoza Tel No: (031) 372 3000
: Quoting the relevant reference number and direct your application to: the Regional Head, Private Bag X54372, Durban, 4000 or physical address: Recruitment, First Floor, 2 Devonshire Place Off Anton Lembede Street, Durban

- POST 20/70** : **ADMINISTRATIVE OFFICER: TRUTH AND RECONCILIATION: REF NO: 22/120/CD**
- SALARY** : R261 372 – R307 890 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : National Office: Pretoria
- REQUIREMENTS** : An undergraduate qualification (NQF level 6) as recognized by SAQA in Office Management /Public Administration/ Public Management/Business Management; Minimum of 2 years in Office Administration; Knowledge of Supply Chain Management, DFI, BAS and JYP; Understanding of Public Service Regulations and Public Finance; Skills and Competencies: Computer literacy (MS office); Excellent communication (verbal and written); Good interpersonal relation; Office management; Accuracy and attention to detail; Ability to work under pressure.
- DUTIES** : Key Performance Areas: Render general administration support services; Provide financial and supply chain administration support services; Manage assets and control flow of documents; Render secretarial / logistical administrative support.
- ENQUIRIES** : Mr Mokoena Tel No: (012) 3578650
- APPLICATIONS** : Quoting the relevant reference number, direct your application to: Postal address: The Human Resources: Department of Justice and Constitutional Development, Private Bag X81, Pretoria, 0001.OR Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.
- NOTE** : People with disabilities are encouraged to apply.
- POST 20/71** : **SENIOR COURT INTERPRETER REF NO: 10/22/NC/KIM**
(This post is a re-advertisement; candidates who previously applied are encouraged to re-apply)
- SALARY** : R261 372 – R307 890 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Magistrate Office: Kimberley
- REQUIREMENTS** : Grade 12 and National Diploma: Legal Interpreting at NQF Level 5 or any other equivalent qualification in the field of languages with minimum of three (3) years' practical experience as a Court Interpreter OR Grade 12 with ten (10) years practical experience as a Court Interpreter; Knowledge of Legislation which governs transparency and confidentiality in the Public Service (Act 2 of 2000) as amended; A valid driver's license. Language Requirements: Isixhosa, Setswana, English, Afrikaans are compulsory. Sesotho or Isizulu or proficiency in any official language will be an added advantage. Skills and Competencies: Excellent communication, Listening, Inter- personal relations; Problem solving; Planning and organizing and Analytical thinking skills; Time management; Confidentiality and ability to work under pressure
- DUTIES** : Key Performance Areas: Interpret in court of Law (Civil and Criminal matters), small claims courts, pre- trial proceedings and consultations; Manage and supervise court interpreters; Consecutive interpreting from source to target language during court proceedings and , pre-trial , consultation, quasi and judicial; Interpret non-verbal gesture, dramatization and confessions; Collect, monitor interpreting register, calculate and compile statistics; Making arrangements for foreign languages interpreters in consultation with the Prosecutor; Provide effective people management.
- ENQUIRIES** : Ms M Phiri Tel No: (053) 8021300
- APPLICATIONS** : Quoting the relevant reference number, direct your application to: Postal address: The Regional Head: Justice and Constitutional Development, Private Bag X6106, Kimberley, 8300. OR hand delivers at the New Public Buildings, (Magistrates Court) of Knight and Stead Streets, 7th floor, Kimberley, 8301. Email or faxed applications will not be considered.
- POST 20/72** : **REGISTRAR: MR3 REF NO: 22/63/KZN**
(This is a re-advertisement: applicants who previously applied are encouraged to re-apply)
- SALARY** : R260 928 – R298 350 per annum. (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.

- CENTRE** : Magistrate's Office, Newcastle: (The successful candidate will also serve Madadeni, Ladysmith and Dundee Magistrate Courts)
- REQUIREMENTS** : LLB degree or recognized 4-year legal qualification; At least 2 years' appropriate post qualification legal experience. A valid driver's license. Skills and Competencies: Case flow management; Dispute Resolution; Legal drafting; Legal research; Office management, planning and organization skills; Good communication (written and verbal); Good interpersonal relations; Computer literacy (MS Office); Ability to interpret acts and regulations; Negotiation, motivation, customer relations, self-management and stress management skills.
- DUTIES** : Key Performance Areas Coordinate Case Flow Management support services to the judiciary; Issue all processes that initiate court proceedings; Process and grant judgments by default.; Issue, monitor and analyse court statistics; Manage the civil sections in co-operation with the judiciary and Court Manager; Manage and submit monthly returns to the Court Manager. Provide practical training and assistance to the clerks of court and Assistant Registrars in the lower courts. Provide effective people management.
- ENQUIRIES APPLICATIONS** : Ms M.P. Khoza Tel No: (031) 372 3000
: Quoting the relevant reference number and direct your application to: the Regional Head, Private Bag X54372, Durban, 4000 or physical address: Recruitment, First Floor, 2 Devonshire Place Off Anton Lembede Street, Durban.
- POST 20/73** : **REGISTRAR MR3: REF NO: 22/64/KZN**
(This is a re-advertisement: applicants who previously applied are encouraged to re-apply)
- SALARY** : R260 928 – R298 350 per annum. (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
- CENTRE** : Magistrate's Office, Pongola: (The successful candidate will also serve Vryheid, Nongoma and Ingwavuma Magistrate Courts)
- REQUIREMENTS** : LLB degree or recognized 4-year legal qualification; At least 2 years' appropriate post qualification legal experience. A valid driver's license. Skills and Competencies: Case flow management; Dispute Resolution; Legal drafting; Legal research; Office management, planning and organization skills; Good communication (written and verbal); Good interpersonal relations; Computer literacy (MS Office); Ability to interpret acts and regulations; Negotiation, motivation, customer relations, self-management and stress management skills.
- DUTIES** : Key Performance Areas Coordinate Case Flow Management support services to the judiciary; Issue all processes that initiate court proceedings; Process and grant judgments by default. Issue, monitor and analyse court statistics; Manage the civil sections in co-operation with the judiciary and Court Manager; Manage and submit monthly returns to the Court Manager. Provide practical training and assistance to the clerks of court and Assistant Registrars in the lower courts. Provide effective people management.
- ENQUIRIES APPLICATIONS** : Ms M.P. Khoza Tel No: (031) 372 3000
: Quoting the relevant reference number and direct your application to: the Regional Head, Private Bag X54372, Durban, 4000 or physical address: Recruitment, First Floor, 2 Devonshire Place Off Anton Lembede Street, Durban.
- POST 20/74** : **MAINTENANCE OFFICER (MR1-MR3) REF NO: 22/65/KZN**
- SALARY** : R201 387 – R298 350 per annum. (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
- CENTRE** : Magistrate Court, Verulam
- REQUIREMENTS** : LLB degree or recognized 4 year legal qualification; Knowledge of legal proceedings relevant to mediation, arbitration and conciliation; Basic knowledge and understanding of legal research principles; Basic understanding of drafting legal documents that provides clear motivation; Knowledge of legal proceedings relevant to mediation, arbitration and conciliation. A valid driver's license. Skills and Competencies: Languages skills (oral & written); Motivational skills; Loyalty, honesty, Ability to work under

DUTIES

pressure etc; Communication skills; Planning and organizing; Good interpersonal relations; Attention to detail; Customer care; Computer literacy;
: Key Performance Areas: Manage and perform Maintenance Officer's duties in terms of the Maintenance Act; Obtain financial information for the purposes of maintenance enquiries; Guide maintenance investigators in the performance of their functions; Implement Bench Orders.

ENQUIRIES

: Ms M.P. Khoza Tel No: (031) 372 3000

APPLICATIONS

: Quoting the relevant reference number and direct your application to: the Regional Head, Private Bag X54372, Durban, 4000 or physical address: Recruitment, First Floor, 2 Devonshire Place Off Anton Lembede Street, Durban.

NATIONAL PROSECUTING AUTHORITY

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

- APPLICATIONS** : All applications must be submitted to the relevant Recruitment Response E mails stated below.
- CLOSING DATE** : 21 June 2022
- NOTE** : Applicants must apply by submitting applications on the most recent Z83 form obtainable from any Public Service Department or on the DPSA web site link: <https://www.dpsa.gov.za/newsroom/psvc/> and a comprehensive CV (with detailed experience information). Failure to do so will result in your application being disqualified. Only shortlisted candidates will be required to submit certified copies of qualifications and other relevant documents on or before the day of the interview following communication from Human Resources. Foreign qualifications must be accompanied by an evaluation report issued by SAQA. It is the applicant's responsibility to have all foreign qualifications evaluated by SAQA and to provide proof of such evaluation. Handwritten Z83 must be completed in BLOCK LETTERS. All applications must reach the NPA on/or before the closing date. No late applications will be accepted/processed. The NPA cannot be held responsible for server delays. Applicant's attention is drawn to the fact that the NPA uses an Electronic Response Handling System in terms of e-mailed applications. Please DO NOT contact the NPA directly after you have e-mailed your applications to enquire if your application(s) have been received. If you have not received an acknowledgement of receipt within one week after the closing date then you can contact the NPA. The NPA reserves the right not to fill any particular position. If you do not hear from us within (6) six months from the closing date of the advert, please accept that your application was unsuccessful. Successful candidates will be subjected to a security clearance of at least confidential. Appointment to this position will be provisional, pending the issue of security clearance. Fingerprints will be taken on the day of the interview. The social media accounts of shortlisted applicants may be accessed as part of the verification process. A valid driver's license will be a requirement where applicable. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the NPA. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency based assessments (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. A Pre-entry certificate obtained from the National School of Government (NSG) is required for all SMS applicants for Public Service Act positions in the NPA. NPA Act appointments are exempted from the pre-entry certificate requirement. This is a Public Service specific training programme. The name of the course is Certificate for entry into the SMS. The full details can be sourced from the link <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. Applicants are advised that from 1 January 2021 a new application form for employment (Z83) is in use. The new application form for employment can be downloaded at www.dpsa.gov.za-vacancies. From 1 January 2021 should an application be received using the incorrect (old) application for employment (Z83), it will not be considered. NB! Applicants who are successful must please note that the NPA is not in a position to pay resettlement costs.
- ERRATUM:** The post Deputy Director of Public Prosecutions (Regional Head) with Recruit 2022/02 advertised in the PSVC 2 of 2022 dated 21 January is hereby withdrawn.

MANAGEMENT ECHELON

- POST 20/75** : **DIRECTOR: MANAGEMENT ACCOUNTING REF NO: RECRUIT 2022/214**
Financial Management- Management Accounting
- SALARY** : R1 073 187 per annum (Level 13), (total cost package) SMS
CENTRE : Head Office: Pretoria
REQUIREMENTS : A recognized B-degree or Advanced Diploma (NQF level 7). Ten (10) years working experience in public sector financial management. At least five (5) years management experience on middle or senior management level. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. In depth knowledge of Public Finance Management Legislation and other regulatory framework. Knowledge of legislation and regulations pertaining to Public Service Administration. Sound knowledge of GRAP (Generally Recognised Accounting Practices) and GAAP (Generally Accepted Accounting Practices) and zero-based basis of accounting, performance budgeting. Above average computer skills and system literacy -PERSAL; BAS and LOGIS. Sound knowledge of strategic planning and associated budgetary process. Strong leadership ability to secure financial resources to adequately fund the Strategic Plan of the NPA. Above average communication as well as report writing skills.
- DUTIES** : Assist with the budget planning and monitoring in line with the Strategic and Annual Plans of the organization in terms of the PFMA. Align/monitor budget and monthly expenditure according to Business Units and Annual Plans. Timely reporting on all budgeting related activities. Budget reporting presentations to NPA Management. Manage BAS as well as SafetyNet System. Manage maintenance of the NPA Code Structure. Review and amend SCOA classifications where required. Manage the production of accurate, reliable and timely financial and management accounting reports on an annual and quarterly basis. Manage requests, receipt, consolidation and analysis of all financial and non-finance inputs received annually and quarterly. Manage all audit adjustments and resubmissions of financial and management accounting reports. Manage information and reviews provided of the Annual Financial Statements as part of the Annual Report before publication. Manage an effective debtors' system within the NPA. Manage compilation of monthly debt account reconciliations and management reports. Review and manage all debt cases referred to Recovery Agency. Manage irregular expenditure, fruitless and wasteful expenditure and thefts/ losses cases presented to committees and management of registers accordingly. Manage the verification of SCOA allocations in respect of all payments processed. Liaise with the relevant role players within the various spheres of government. Provide clear aims, targets and strategies with respect to prioritization, institutional arrangements and a clear indication of resources and inputs required to achieve the units desired outcomes. Assist with the development of a budget, reporting and debt staff team who are committed to the vision and goals of the unit and have trust and leadership of the organization. Manage and encourage people, optimize their outputs and effectively manage relationships in order to achieve organizational goals.
- ENQUIRIES** : Hanika van Zyl Tel No: 012 845 6116
APPLICATIONS : e mail Recruit2022214@npa.gov.za

OTHER POSTS

- POST 20/76** : **SENIOR STATE ADVOCATE (OCC) REF NO: RECRUIT 2022/215**
National Prosecutions Services
- SALARY** : R997 764 per annum (total cost package) – R1 559 616 per annum (total cost package) (LP-9)
CENTRE : Head Office: Pretoria
REQUIREMENTS : An LLB or any appropriate legal qualification for serving prosecutors. At least eight years post qualification legal experience in civil and/or criminal litigation. Two years of such experience must be High Court prosecution and/or organised/commercial crimes prosecution related. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. Thorough understanding and experience or knowledge in POCA legislation and racketeering application. Demonstrable competency in acting Independently,

Professionally, Accountable and with Credibility. Experience in prosecution, competency in guiding investigations, drafting charge sheets, indictments and court documents dealing with representations. Extensive knowledge of civil and/or criminal procedure. Good advocacy and well-developed skills in legal research and legal drafting. Good interpersonal, analytical, presentation and communication skills. Extensive knowledge of civil and/or criminal procedure. High level of proficiency in prosecuting and presenting/arguing cases in court. Understanding of the work of NPS units will be an added advantage. Computer skills. Valid driver's license.

DUTIES : Attend and monitor racketeering applications for the authorization of the NDPP. Analyse evidence and prosecution of serious and complex organized and commercial crime cases, as well as all priority matters. Advise prosecutors and police on investigation of serious complex organised crime cases. Conduct legal research and keep up to date with legal developments. Prepare reports on organized crime matters, peruse and process applications for the office of the NDPP. Liaise with DPP's and lower court staff. Represent the NPA in legal challenges brought in the civil courts and/or representations related to OCC. Perform other ad hoc assignments as required by the senior management of the OCC.

ENQUIRIES APPLICATIONS : Gija Maswanganyi Tel No: 012 845 6944
: e mail Recruit2022215@npa.gov.za

POST 20/77 : **SENIOR STATE ADVOCATE REF NO: RECRUIT 2022/216 (X2 POSTS)**
National Prosecutions Services

SALARY : R997 764 per annum (total cost package) to R1 559 616 per annum (total cost package) (Level LP-9)

CENTRE REQUIREMENTS : Head Office: Pretoria
: An LLB or appropriate legal qualification for serving prosecutors. At least eight years' post qualification legal experience, in criminal and/or Civil Litigation. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. Good interpersonal, analytical, presentation and communications skills.

DUTIES : Make legal decisions in accordance with the law, NPA prosecution policies and directives. Management of the international cooperation in criminal matters (mutual legal assistance and extradition) including the processes provided for in Chapter 5 of the Cybercrime Act 19 of 2020. Conduct legal research, prepare reports, and draft legal opinions, policies, legislation, MOU and other legal documents. Participate in and represent the NPA in stakeholder engagements, meetings and projects. Assist with the development of strategic, operational and implementation plans. Identify and resolve challenges affecting the performance of the NPA and CJS.

ENQUIRIES APPLICATIONS : Gija Maswanganyi Tel No: 012 845 6944
: e mail Recruit2022216@npa.gov.za

POST 20/78 : **REGIONAL COURT CONTROL PROSECUTOR**
National Prosecutions Service

SALARY : R859 752 per annum (total cost package) to R1 405 245 per annum (total cost package) (Level SU-3)

CENTRE : CPP: Odi (Bafokeng) Ref No: Recruit 2022/220
(Ga-Rankuwa) (Re-advert) Ref No: Recruit 2022/237
CPP: Mmabatho (Molopo) Ref No: Recruit 2022/221
CPP: Ladysmith (Madadeni) Ref No: Recruit 2022/222

REQUIREMENTS : An LLB or any appropriate legal qualification for serving prosecutors. At least six years post qualification legal experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. The incumbent must have the ability to act independently or within minimum supervision. Proficiency in prosecuting, guiding investigation and giving instructions in complex or more difficult common law and statutory offences in Regional and District Court. Draft complex charge sheets and complex court documents. Good management skills. Must manage, give guidance and train prosecutors. Excellent administrative skills.

DUTIES : Manage, train and give guidance to prosecutors. Study case dockets, decide on the institution of and conduct criminal proceedings. Maintenance matters and inquest of a general and more advanced nature in the Regional and District

		<p>Court. Prepare cases for court and draft charge sheets and other proceedings for court. Present and assist prosecutors to present the State's case in court, to lead witnesses, cross examine and address the court on inter alia, conviction and sentence, and in general to conduct prosecutions on behalf of the State. Perform all duties related thereto in accordance with the code of conduct, policy and directives of the NPA. Assist the Senior Public Prosecutor with the performance assessment of staff. Perform general administrative duties of the office. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice system.</p>
<u>ENQUIRIES</u>	:	<p>CPP: Odi & CPP: Mmabatho Flora Kalakgosi Tel No: 018 381 9041 CPP: Ladysmith Thabsile Radebe Tel No: 033 392 8753</p>
<u>APPLICATIONS</u>	:	<p>CPP: Odi (Bafokeng) e mail Recruit2022220@npa.gov.za (Ga-Rankuwa) e mail Recruit2022237@npa.gov.za CPP: Mmabatho (Molopo) e mail Recruit2022221@npa.gov.za CPP: Ladysmith (Madadeni) e mail Recruit2022222@npa.gov.za</p>
<u>POST 20/79</u>	:	<p><u>STATE ADVOCATE REF NO: RECRUIT 2022/217</u> Asset Forfeiture Unit (Re-advert)</p>
<u>SALARY</u>	:	<p>R774 660 per annum (total cost package) to R1 285 149 per annum (total cost package) (Level LP- 7 to LP-8)</p>
<u>CENTRE</u>	:	<p>Cape Town</p>
<u>REQUIREMENTS</u>	:	<p>An LLB or any appropriate legal qualification for serving prosecutors. At least five years post qualification legal experience in civil and /or criminal litigation. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Valid Drivers licence. Professional and able to act independently. Willing to travel and able to work extended hours. Excellent communication skills. Well-developed skills in legal drafting and advocacy. Good knowledge of Asset Forfeiture Law will be an added advantage. Excellent interpersonal, analytical and presentation skills. Strong computer skills and knowledge of MS Word, Excel, Outlook and PowerPoint.</p>
<u>DUTIES</u>	:	<p>Civil Litigation on behalf of the State regarding all aspects of freezing of property and obtaining final forfeiture / confiscation orders. Liaise with prosecutors on cases with asset forfeiture potential. Draft and present asset forfeiture applications in all courts. Train Prosecutors and investigators in the use of Asset Forfeiture Law. Conduct research on identified areas of the law. Draft head of argument and policy documents on behalf of the unit. Keep up to date with legal developments.</p>
<u>ENQUIRIES</u>	:	<p>Lindie Swanepoel Tel No: 012 845 6638</p>
<u>APPLICATIONS</u>	:	<p>e mail Recruit2022217@npa.gov.za</p>
<u>POST 20/80</u>	:	<p><u>STATE ADVOCATE REF NO: RECRUIT 2022/218 (X5 POSTS)</u> National Prosecutions Service</p>
<u>SALARY</u>	:	<p>R774 660 per annum (total cost package) to R1 285 149 per annum (total cost package) (Level LP- 7 to LP-8)</p>
<u>CENTRE</u>	:	<p>DPP: Mmabatho</p>
<u>REQUIREMENTS</u>	:	<p>An LLB or any appropriate legal qualification for serving prosecutors. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. At least five years' post qualification legal experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. High level of proficiency in prosecuting and presenting/ arguing cases in court. Experience in guiding investigations and giving instructions in law and statutory offences. Interpersonal skills. Written and verbal communication skills. Ability to work independently.</p>
<u>DUTIES</u>	:	<p>Study case dockets. Decide on the institution of and conduct criminal proceedings. Draft charge sheets, indictments and other court documents. Represent the State in all courts. Prepare a case for court, including the acquisition of additional evidence and draft charge sheets and indictments. Present the State's case in court, lead and cross examine witnesses, address the court on, inter alia, conviction and sentence, study appeal and reviews. Attend to representations, prepare opinions and heads of arguments and argue cases in the appropriate court. Appear in court in motion application pertaining to criminal matters and in general conduct prosecution on behalf of the state. Perform all duties related thereto in accordance with the code of conduct policy</p>

and directives of the NPA. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice system.

ENQUIRIES : Flora Kalagosi Tel No: 018 381 9041
APPLICATIONS : e mail Recruit2022218@npa.gov.za

POST 20/81 : **STATE ADVOCATE (STU) REF NO: RECRUIT 2022/219**
National Prosecutions Service

SALARY : R774 660 per annum (total cost package) to R1 285 149 per annum (total cost package) (Level LP- 7 to LP-8)

CENTRE : DPP: Pietermaritzburg
REQUIREMENTS : An LLB or any appropriate legal qualification for serving prosecutors. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. At least 5 years post qualification legal experience in civil and/or criminal litigation. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. At least four years of relevant criminal court work experience in advocacy and drafting. Well-developed skills in legal research. Good interpersonal, analytical, organizational and communication skills. General computer literacy required. Excellent administrative skills. Extensive prosecutorial or litigation experience with regard to common law offences such as fraud, theft, forgery and uttering, commercial crimes and related matters is essential. Proficiency in guiding, competency in guiding investigations in complex or more difficult matters, including commercial matters, drafting charge sheet, indictments and court documents, dealing with representations and conducting motion proceedings. The ability to mentor and train prosecutors and stakeholders. Ability to act independently without supervision and manage court and case flow management independently. Required to travel to courts across the Division to prosecute tax cases as and when required. Valid driver's license is required.

DUTIES : To institute and conduct criminal proceedings on behalf of the state, to perform any act incidental thereto and carry out the duties and functions assigned to the prosecution under any Act and/or any directives, inter alia, to study case dockets, decide on the institution of and conduct criminal proceedings of a complex nature. Prepare cases for court by inter alia guiding the investigation, consulting with witnesses and acquiring additional evidence. Draft charge sheets and indictments. Deal with any representations. Present the state's case in court. Present evidence, cross-examine and address the court on inter alia, conviction and sentence. Study appeals and review, prepare options and heads of argument for complex matters and argue cases in the appropriate court with right of appearance. Appear in court in motion applications pertaining to criminal matters and in general conduct prosecutions on behalf of the State. Perform all duties, including administrative duties and specific tasks assigned by supervisor, related thereto in accordance with the Code of Conduct, policy and directives of the National Prosecuting Authority. Mentor and guide prosecutors and stakeholders (SARS CI Investigators, SAPS investigators). Assist in the keeping of proper records, statistics in relation to all criminal prosecutions conducted by the STU and assist in compilation of statistics/reports. Assist Deputy Directors in high-profile matters or matters where an increased risk element is present. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice system.

ENQUIRIES : Thabsile Radebe Tel No: 033 392 8753
APPLICATIONS : e mail Recruit2022219@npa.gov.za

POST 20/82 : **HEAD CONTROL PROSECUTOR 2**
National Prosecutions Service

SALARY : R518 088 per annum (excluding benefits) to R1 210 842 per annum (total cost package) (Level SU 1 to SU-2)

CENTRE : CPP: Ladysmith (Greytown) Ref No: Recruit 2022/223 (Re-advert)
CPP: Ntuzuma (Hammersdale) Ref No: Recruit 2022/224

REQUIREMENTS : CPP: Klerksdorp (Schweizer-Reneke) Ref No: Recruit 2022/225
An LLB or any appropriate legal qualification for serving prosecutors. At least four years' post qualification legal experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Proficiency in prosecuting, guiding investigation and giving instructions in

		complex and more difficult common law and statutory offences in the Regional and District Court. Proficiently drafting complex charge sheets and other complex court documents. Must be able to act independently without constant supervision. Excellent administrative skills.
<u>DUTIES</u>	:	Manage, train and give guidance to prosecutors. Study case dockets, decide on the institution of and conduct criminal proceedings. Maintenance matters and inquest of a general and more advanced nature in the Regional Court and District Court. Prepare cases for court and draft charge sheets and other proceedings for court, present and assist prosecutors to present the State's case in court, to lead witnesses, cross examine and address the court on inter alia, conviction and sentence, and in general to conduct prosecutions on behalf of the State. Perform all duties related thereto in accordance with the Code of Conduct, Policy and Directives of the National Prosecuting Authority. Assist the Senior Public Prosecutor with the performance assessment of staff. Perform general administrative duties of the office. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice.
<u>ENQUIRIES</u>	:	CPP: Ladysmith Thabsile Radebe Tel No: 033 392 8753 CPP: Ntuzuma Sibongiseni Ngcamu Tel No: 031 334 5068 CPP: Klerksdorp Flora Kalakgosi Tel No: 018 381 9041
<u>APPLICATIONS</u>	:	CPP: Ladysmith (Greytown) e mail Recruit2022223@npa.gov.za CPP: Ntuzuma (Hammersdale) e mail Recruit2022224@npa.gov.za CPP: Klerksdorp (Schweizer-Reneke) e mail Recruit2022225@npa.gov.za
<u>POST 20/83</u>	:	<u>REGIONAL COURT PROSECUTOR</u> National Prosecutions Service
<u>SALARY</u>	:	R518 088 per annum (excluding benefits) to R1 210 842 per annum (total cost package) (Level LP-5 to LP-6)
<u>CENTRE</u>	:	CPP: Ladysmith (Madadeni) Ref No: Recruit 2022/226 (Re-advert) (Greytown) Ref No: Recruit 2022/227 CPP: Mmabatho (Molopo) Ref No: Recruit 2022/228 CPP: Durban Ref No: Recruit 2022/238 CPP: Middelburg (Carolina) Ref No: Recruit 2022/239 (Re-advert)
<u>REQUIREMENTS</u>	:	An LLB or any appropriate legal qualification for serving prosecutors. At least four years post qualification legal experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. The incumbent must have the ability to act independently or with minimum supervision. Proficiency in prosecuting.
<u>DUTIES</u>	:	Study case dockets. Decide on the institution of and conduct criminal proceedings. Draft charge sheets and other documents and represent the State in all courts. Lead witnesses, cross-examine and address the court on inter alia, conviction and sentence and in general to conduct prosecutions on behalf of the state. Perform general administrative duties of the office. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice system. Perform all duties related thereto in accordance with the Code of Conduct, Policy and Directives of the National Prosecuting Authority.
<u>ENQUIRIES</u>	:	CPP: Ladysmith Thabsile Radebe Tel No: 033 392 8753 CPP: Mmabatho: Flora Kalakgosi Tel No: 018 381 9041 CPP: Durban Sibongiseni Ngcamu Tel No: 031 334 5068 CPP: Middelburg (Carolina) Tebogo Mashile Tel No: 013 045 0686
<u>APPLICATIONS</u>	:	CPP: Ladysmith (Madadeni) e mail Recruit2022226@npa.gov.za (Greytown) e mail Recruit2022227@npa.gov.za CPP: Mmabatho (Molopo) e mail Recruit2022228@npa.gov.za CPP: Durban e mail Recruit2022238@npa.gov.za CPP: Middelburg (Carolina) e mail Recruit2022239@npa.gov.za
<u>POST 20/84</u>	:	<u>PERSONAL ASSISTANT REF NO: RECRUIT 2022/229</u> National Prosecutions Service
<u>SALARY</u>	:	R261 372 per annum (Level 07), (excluding benefits)
<u>CENTRE</u>	:	Head Office: Pretoria
<u>REQUIREMENTS</u>	:	Grade 12 or equivalent qualification. Minimum two years secretarial experience and or related administrative experience. Minimum two years secretarial experience and or related administrative experience. Demonstrable competency in acting Independently, Professionally, Accountable and with

		Credibility. General computer literacy skills and knowledge in programs such as MS Word, Excel and outlook. Language skills and ability to communicate well with people at different levels and from different background. Good telephone etiquette and above average planning and organizing skills. Good people skills. High level of reliability. Written communication skills. Ability to conduct legal research. Ability to act with tact and discretion. Ability to identify and handle confidential matters, and to keep confidential matters as such. Good grooming, presentation. Good people's skills. Strong interpersonal and communication skills. Excellent typing skills and experience on Word, Excel and PowerPoint. A valid driver's license.
<u>DUTIES</u>	:	Establish and maintain an effective diary for the Special Director: NPS. Manage and coordinate the diary and appointments with the office of the Special Director. Act as receptionist for the Special Director's Office. Manage incoming and outgoing calls and maintain the telephone register. Provide hospitality services to all guest visiting. Render an office support and administration function, filing system and pending system with task list. Perform a variety of miscellaneous tasks for the Special Director. Keep records of all incoming and outgoing documentation on a daily basis according to the MISS requirements. Ensure the office security is maintained with regards to access to the office of the Special Director. Draft letters and memorandum as requested by the Special Director. Maintaining a tasks list for the office of the SDPP. Managing travel requests for the Special Director. Daily interaction with the Personal Assistant of the DNDPP.
<u>ENQUIRIES</u>	:	Gija Maswanganyi Tel No: 012 845 6944
<u>APPLICATIONS</u>	:	e mail Recruit2022229@npa.gov.za
<u>POST 20/85</u>	:	<u>ADMINISTRATIVE CLERK REF NO: RECRUIT 2022/230</u> Priority Crime Litigation Unit
<u>SALARY</u>	:	R176 310 per annum (Level 05), (excluding benefits)
<u>CENTRE</u>	:	Head Office: Pretoria
<u>REQUIREMENTS</u>	:	Grade 12 or equivalent qualification. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Administration related qualification will be an added advantage. Basic knowledge of PFMA and Treasury Regulations. Sound planning and organizing skills, written and verbal communication skills. General computer literacy skills. Ability to act independently. Ensure compliance with NPA policies and guidelines and all relevant prescripts. Basic numeracy skills.
<u>DUTIES</u>	:	Process the payments for the service providers for the unit e.g Substance and travelling claims, cellphone claims. Render support in the compilation and control budget. Carry out tasks relating to the acquisition, supply and distribution of inventory in accordance with the procurement policy. Check discrepancies in salary reports and distribute IRP5's. Administer stationary in the unit and manage petty cash. Design and keep a well organized administrative system for the office. Liaise with corporate service with all matters pertaining to the administrative functioning of the office. Render general administrative support such as filling, photocopying, faxing, receiving and dispatching of documents.
<u>ENQUIRIES</u>	:	Bonakele Jali Tel No: 012 845 6395
<u>APPLICATIONS</u>	:	e mail Recruit2022230@npa.gov.za
<u>POST 20/86</u>	:	<u>ADMINISTRATIVE CLERK REF NO: RECRUIT 2022/231</u> National Prosecutions Service
<u>SALARY</u>	:	R176 310 per annum (Level 05), (excluding benefits)
<u>CENTRE</u>	:	DPP: Mpumalanga
<u>REQUIREMENTS</u>	:	Grade 12 or equivalent qualification. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Excellent communication and administrative skills. Report writing, good verbal and written communication skills. Customers focus and responsiveness. Excellent administrative skills and problem-solving skills. Good analytical skills. General computer literacy skills and knowledge in programs MS Word; Excel; PowerPoint and Outlook. Documentation administration, writing skills and task management skills.
<u>DUTIES</u>	:	Provide high level administration support to the office. Design and keep a well-organized administrative system for the office. Execute a wide variety of administrative tasks pertaining to the provision of support to line functionaries.

		Draft correspondence to members of the public, other organizations and state Departments. Liaise with corporate services with all matters pertaining to the administrative functioning of the office. Provide administrative support to the legal staff, pertaining to finance, logistical and human resource. Deliver mails and faxes within the office and render general administrative support such as filing, photocopying, faxing, receiving and dispatching documents.
<u>ENQUIRIES</u>	:	Tebogo Mashile Tel No: 013 045 0686
<u>APPLICATIONS</u>	:	e mail Recruit2022231@npa.gov.za
<u>POST 20/87</u>	:	<u>ADMINISTRATIVE CLERK REF NO: RECRUIT 2022/232 (X4 POSTS)</u> National Prosecutions Service
<u>SALARY</u>	:	R176 310 per annum (Level 05), (excluding benefits)
<u>CENTRE</u>	:	DPP: Pietermaritzburg
<u>REQUIREMENTS</u>	:	Grade 12 or equivalent qualification. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Excellent communication and administrative skills. Report writing, good verbal and written communication skills. Customers focus and responsiveness. Excellent administrative skills and problem-solving skills. Good analytical skills. General computer literacy skills and knowledge in programs MS Word; Excel; PowerPoint and Outlook.
<u>DUTIES</u>	:	Provide high level administration support to the office. Design and keep a well-organized administrative system for the office. Execute a wide variety of administrative tasks pertaining to the provision of support to line functionaries. Draft correspondence to members of the public, other organizations and state Departments. Liaise with corporate services with all matters pertaining to the administrative functioning of the office. Provide administrative support to the legal staff, pertaining to finance, logistical and human resource. Deliver mails and faxes within the office and render general administrative support such as filing, photocopying, faxing, receiving and dispatching documents.
<u>ENQUIRIES</u>	:	Thabisile Radebe Tel No: 033 392 8753
<u>APPLICATIONS</u>	:	e mail Recruit2022232@npa.gov.za
<u>POST 20/88</u>	:	<u>REGISTRY CLERK</u> National Prosecutions Service
<u>SALARY</u>	:	R176 310 per annum (Level 05), (excluding benefits)
<u>CENTRE</u>	:	DPP: Kimberley Ref No: Recruit 2022/233
	:	DPP: Pietermaritzburg Ref No: Recruit 2022/234
<u>REQUIREMENTS</u>	:	Grade 12 or equivalent. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Good administrative skills. Good planning and organizing skills. Ability to work under pressure and independently. Ability to prioritize. Good verbal and oral communication skills. Client orientation and customer focus. Good interpersonal skills.
<u>DUTIES</u>	:	Provide registry counter service. Handle incoming and outgoing correspondence. Render an effective record management service. Operate office machines in relation to registry functions. Process documents for archiving and/or disposal.
<u>ENQUIRIES</u>	:	DPP: Kimberley Nicolas Mogongwa Tel No: 053 807 4539
	:	DPP: Pietermaritzburg Thabisile Radebe Tel No: 033 392 8753
<u>APPLICATIONS</u>	:	DPP: Kimberley e mail Recruit2022233@npa.gov.za
	:	DPP: Pietermaritzburg e mail Recruit2022234@npa.gov.za
<u>POST 20/89</u>	:	<u>SWITCHBOARD OPERATOR REF NO: RECRUIT 2022/235</u> National Prosecutions Service
<u>SALARY</u>	:	R147 459 per annum (Level 04), (excluding benefits)
<u>CENTRE</u>	:	DPP: Limpopo
<u>REQUIREMENTS</u>	:	Grade 12 or equivalent qualification. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Must be computer literate (Word, Excel, Outlook and PowerPoint). Excellent organizational and planning skills. Good communication and administrative skills. Ability to work independently and under pressure. Integrity, reliable, tolerant and determined. Able to act independently. Able to work extended hours. Excellent administration skills.
<u>DUTIES</u>	:	Answer all incoming calls. Keep staff extension numbers register up to date and change register when staff changes offices. Registration of daily incoming

inquest in the section. Report faulty machines when out of order. Attend to public at reception. Sort out incoming faxes and distribute to relevant officials. Maintain register of outgoing mail. Maintain telephone list.

ENQUIRIES
APPLICATIONS

: Thuba Thubakgale Tel No: 015 045 0285
: e mail Recruit2022235@npa.gov.za

POST 20/90

: **DRIVER MESSENGER REF NO: RECRUIT 2022/236**
National Prosecutions Service

SALARY
CENTRE
REQUIREMENTS

: R147 459 per annum (Level 04), (excluding benefits)
: DPP: Pietermaritzburg
: Grade twelve (12) or equivalent qualification. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Knowledge of Registry procedures. Able to work extended hours. Excellent communication skills. Able to work under pressure. Valid driver's license.

DUTIES

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

ENQUIRIES
APPLICATIONS

: Thabsile Radebe Tel No: 033 392 8753
: e mail Recruit2022236@npa.gov.za

NATIONAL SCHOOL OF GOVERNMENT

The National School of Government (The NSG) contributes to the building of an effective, capable and professional public service through the provision of relevant, mandatory and non-mandatory training programmes.



- APPLICATIONS** : Postal: The Principal: National School of Government, Private Bag X759, Pretoria, 0001 or E-mail at Recruitment.MMSSMS@thensg.gov.za
- FOR ATTENTION** : Ms Letty Raseroka Tel No: (012) 441 6626 or Mr Mpho Mugodo Tel No: (012) 441-6017
- CLOSING DATE** : 22 June 2022
- NOTE** : Suitably qualified, dynamic, passionate and experienced persons are invited to apply for the vacant permanent positions. Applicants are requested to visit the NSG website at www.thensg.gov.za or www.dpsa.gov.za for information on the requirements and duties of the position. Applications must consist of: A fully completed and signed new Z83 form with a comprehensive CV containing contactable references. Only shortlisted candidates will be required to submit certified documents on or before the day of the interview. The relevant reference number must be quoted in the application form. Foreign qualifications must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). All shortlisted candidates for SMS posts will be subjected to a technical exercise as well as personnel suitability checks such as security vetting, citizen verification, financial records check and qualifications verifications. The successful candidate will be expected to sign a performance agreement within three months from the date of assumption of duties and to disclose particulars of all registrable financial interests within a month. The selection process will be in line with the Senior Management System requirements. The employment decision shall be informed by the Employment Equity Plan of the Department to achieve its Employment Equity targets. It is the Department's intention to promote equity (race, gender and disability) through the filling of this post. The NSG reserves the right not to make an appointment and to use other recruitment processes. Correspondence will be limited to shortlisted candidates only. Successful completion of the Senior Management Pre-Entry Programme (Nyukela) is required for being considered for the SMS post(s). Enrolment for the course should be made on the NSG's website at <https://www.thensg.gov.za/training-course/sms-pre-entry-programme>

MANAGEMENT ECHELON

- POST 20/91** **DIRECTOR: LEARNER RECORDS REF NO: NSG: 07/2022**
- SALARY** : R1 073 187 per annum, (all-inclusive package) consisting of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Pretoria
- REQUIREMENTS** : Minimum relevant undergraduate qualification (NQF level 7) as recognized by SAQA in Archives and Records Management/Information Management/Management Information Systems/ Statistics/computer science or related field. A post graduate qualification will serve as an added advantage. Successful completion of the Senior Management Pre-Entry Programme (Nyukela). Travel and work extended hours. Experience: Five to ten years proven experience in the management of records and provision of post-learning support including the management of learner records and the certification of learners at a middle/senior managerial level. Knowledge: Theoretical and practical knowledge of the functional area of Quality Assurance of Learner Achievement and Learner Records Management. Training management and administration systems and user support and software used for learner records of Education, Training and Development (ETC) interventions. Total Quality Management Systems inclusive of learner and records management within an ETD environment. New developments around

the management of learner records and applying innovation, including the application of digital solutions. Various applicable legislative frameworks such as Skills Development Act; Public Administration and Management Act; Public Service Regulatory Frameworks; National Qualifications Framework; South African Quality Assurance, Higher Education and Training Act and Further Education and Training Act. Sector education and training. Learning Programme Evaluation tools/Instruments. Policy initiation, development, implementation and analysis. Government priorities as far as public sector ETD initiatives. Competencies/skills: Ability to use data processing software to process large-scale data. Proven writing skills, proofreading, editing and overwriting skills, including report writing, submissions and articles. Conduct and apply in depth research. Communicate excellently, both verbally and in writing. Proven statistical, analytical and research skills. Strategic leadership and development skills. Apply flexible problem solving and decision making by applying quantitative and qualitative information. Presentation skills. Client focused approach, strategic analysis skills, financial management skills, people management skills, project and programme management skills, strategic capability and excellent interpersonal skills. Personal Attributes: Lead, inspire, coach and mentor staff at a strategic level. Select, develop and performance-manage staff to deliver quality, rapid, responsive and reliable services. Interface at executive/strategic levels within and outside the organisation. Negotiate and manage effective service levels in respect of the function with clients (internal and external) and service providers to ensure sustained quality service delivery. Resolve conflicts decisively. Work under pressure to meet deadlines. Apply ethics and integrity in the area of work.

DUTIES : The successful candidate will be responsible for leading and managing the post-learning support, learner records and certification of learners enrolled with the National School of Government. Verification of education, training and development (ETD) and revenue information. Quality assurance of learner achievements for internal assessments and moderations. Manage the examinations conducted by the National School of Government. Manage the learner complaints, compliments and enquiries. Operational management of the Training Management System (TMS). Manage the performance of the Directorate.

ENQUIRIES : Kindly contact Ms Letty Raseroka Tel No: (012) 441 6626 or Mr Mpho Mugodo, Tel No: (012) 441-6017

OTHER POST

POST 20/92

DEPUTY DIRECTOR: ORGANISATIONAL DESIGN REF NO: NSG: 09/2022

SALARY : R744 255 per annum (Level 11), an inclusive remuneration package commencing, comprising basic salary (70% 75% of package), contribution to the Government Employee Pension Fund (15% of basic salary) and a flexible portion.

CENTRE REQUIREMENTS : Pretoria
 : Minimum relevant qualification (NQF level 7) as recognized by SAQA in Organizational Development/Organizational Psychology/Human Resources/Business Administration/ Public Administration/or other relevant social sciences. Postgraduate degree or equivalent in Organisational Design/Development will be an added advantage. Experience: 5-10 years' proven experience in organizational design and development (which includes job evaluation and work method studies). Knowledge: Theoretical and practical knowledge of the functional area of Organizational Design and Development. Knowledge of new developments in organizational design/development and job profiling. In depth knowledge of various applicable legislative frameworks such as the Public Service Act and public service regulations. Relevant Department of Public Service and Administration guidelines and directives. Formulation and management of organisational design/development policies, plans and reports. Develop and implement systems and controls to ensure sound organizational design and job evaluation reporting. Sound knowledge of business process management (including mapping, improvement, re-engineering and change management). Budget monitoring and management in respect of personnel costs. Computer Literacy in MS Office, JE Systems, Visio, Access, Excel. Competencies/skills: Proven advanced writing skills, proofreading, editing and overwriting skills, including report writing, submissions and OD business case compilation. Applied strategic thinking.

Applying technology. Budgeting and financial management. Communication and information management. Continuous improvement. Customer focus and responsiveness. Developing others. Diversity management. Impact and influence. Networking and building bonds. Planning and organizing. Problem solving and decision making. Project management. Team leadership. Personal Attributes: Confidentiality. Resolve conflicts decisively. Work under pressure to meet deadlines. Apply ethics and integrity in the area of work. Reliability. Innovative and creative. Flexibility. Teamwork. Planning and execution.

DUTIES

: The incumbent will provide organisational design (OD) and development functions to ensure organisational effectiveness. Develop OD frameworks. Design the organisational structure aligned to strategic functions, systems, service delivery model and budget allocations, in line with the Public Service Act and relevant prescripts and directives. Determine posts, roles and responsibilities, functions and span of control. Develop and manage effective and efficient job evaluation services including policies, procedures and reporting. Undertake job analysis and ensure post levels are correct through job evaluation and facilitate the compilation of job descriptions. Maintain the NSG establishment (designation, salaries and status of posts). Manage ongoing change processes associated with organisational design and ensure that organisational transition is planned prior to implementation. Serve on relevant structures such as the Job Evaluation Panel and Employment Equity Forum. Develop Standard Operating Procedures on the establishment of governance structures. Assess business processes for improvement and efficiency. Identify and manage strategic and operational risks that may militate against achievement of objectives. Provide effective and efficient management of resources, operations and performance by implementing digital transformation, business continuity management and total quality management.

ENQUIRIES

: Letty Raseroka Tel No: (012) 441 6626

OFFICE OF THE CHIEF JUSTICE

APPLICATIONS

: **National Office:** Midrand: Quoting the relevant reference number, direct your application to: The Director: Human Resources, Office of the Chief Justice, Private Bag X10, Marshalltown, 2107. Applications can also be hand delivered to the Office of the Chief Justice, Human Resource Management, 188, 14th Road, Noordwyk, Midrand, 1685.

Mpumalanga: Quoting the relevant reference number, direct your application to: The Provincial Head: Office of the Chief Justice, Private Bag X 20051, West Acres, 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.

Durban: Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X54314, Durban, 4001. Applications can also be hand delivered to 1st Floor Office No 118, CNR Somtseu8 & Stalwart Simelane Streets, Durban, 4000.

Gauteng: 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.

Free State: 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.

Eastern Cape: Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Postal Address: Private Bag x 13012, Cambridge 5206, East London. Applications can also be hand delivered to 59 Western Avenue, Sanlam Park Building, 2nd Floor, Vincent 5242, East London.

North West: Quoting the relevant reference number, direct your application to: The OCJ Provincial Head, Office of the Chief Justice, Private Bag X 2033, Mmabatho, 2735. Applications can also be hand delivered to 22 Molopo Road, Ayob Gardens, Mafikeng

CLOSING DATE

: 20 June 2022

NOTE

: All applications must be submitted on 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 and should be accompanied by a recent comprehensive CV; contactable referees (telephone numbers and email addresses must be indicated). Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following communication from Human Resources. 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 by the applicant to fully complete, sign and initial the application form will lead to disqualification of the application during the selection process. Applications on the old Z83 will unfortunately not be considered. 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 holders 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. All shortlisted candidates for Senior Management Service (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 committee will recommend candidates to attend generic managerial competencies using the mandated Department of Public Service and Administration (DPSA) SMS competency assessment tools. Applicants could be required to provide consent for access to their social media accounts. One of the minimum entry requirements to the Senior Management Service is the Nyukela Public Service SMS Pre-entry Programme (certificate) which is an online course, endorsed by the National School of Government (NSG). For more details on the pre-entry course visit: <https://www.thensg.gov.za/trainingcourse/sms-pre-entry-programme>. The successful candidate will be required to complete such prior to appointment. 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.

OTHER POSTS

- POST 20/93** : **DEPUTY DIRECTOR: INFORMATION SECURITY REF NO: 2022/74/OCJ**
- SALARY** : R744 255 – R876 705 per annum, (all-inclusive salary package). The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : National Office: Midrand
- : Matric certificate and a 3 year National Diploma in IT related or equivalent qualification in Information Security at NQF Level 6 (360 Credits) as recognized by SAQA. CISSP or CISM or CASP or SABSA Certificates or Equivalent Certification. Minimum of five (5) years' experience in IT Information Security and ICT Governance environment. IT Security Policy Development and administration. Working knowledge and experience with ISO 27001, other related information security standards and frameworks. Good understanding of IT threats and vulnerabilities. Knowledge of Public Service Regulations. IT Governance. Information Security Governance. Vulnerability Management. Information Security architecture capabilities. Broad IT understanding. Understanding of Information Security Technologies. Understand Risk Management. Information Security related regulations. Skills and Competencies: Listening Skills. Analytical thinking. Forward thinking in driving innovation solution. Passionate about technology security. Good report writing skills. Problem solving skills. Communication skills.
- DUTIES** : Operating and monitoring a system for information security management including the development and implementation of the Information Security program. Develop and coordinate the Information Security risk treatment plan. Monitor and review the Information Security management program. Coordinate and manage user identity and logical access. Monitor the IT infrastructure for security related events and coordinate the implementation and maintenance of the Disaster Recovery and IT continuity plans. Liaise with external service providers, security experts and advisors regarding Information Security matters. Champion and educate the organization about the latest security strategies and technologies. Schedule periodic security audits. Quantify the risks of different IT architectures, and then communicate to other executives on how to manage that risk. Overseeing the management of the IT security and risks, giving leadership to the team and developing staff. Overseeing the ICT project management office and giving leadership to the team. Act as the IT risk champion. Coordination of the action plans to address internal and external audit findings. Coordination of technical controls defined within the Information Security Management Framework or program. Develop weekly, monthly and quarterly plans and reports for the Information Security environment.
- ENQUIRIES** : Technical and HR related enquiries: Ms C Gideon Tel No: (010) 493 2500/2528
- POST 20/94** : **COURT MANAGER REF NO: 2022/75/OCJ**
- SALARY** : R744 255 – R876 705 per annum, (all-inclusive salary package). The successful candidate will be required to sign a performance agreement.
- CENTRE** : Eastern Cape Division Of The High Court: Grahamstown

- REQUIREMENTS** : Matric Certificate and a three (3) year qualification in management/administration or relevant qualification at NQF Level 6 (360 Credits) as recognized by SAQA. A minimum of six (6) years' managerial or supervisory experience. A valid driver's license. Skills and Competencies: Knowledge of Human Resource Management, Financial, Assets and Supply Chain Management. Knowledge of Case Flow Management. Understanding of Facilities and Security Management. Leadership capabilities. Effective communications skills. Good interpersonal skills. Problem solving skills. Conflict management skills. Time management and ability to work under pressure.
- DUTIES** : Provide strategic and operational leadership to the Court to optimally deliver on the OCJ mandate. Provide integrated Human Resource Management and Development services, overall Financial, Asset and Supply Chain Management services in the Court. Coordinate and facilitate Internal Audit and Risk Management services. Provide administrative and technical support. Monitor the overall performance of the Court and enhance judicial stakeholder relations. Provide effective and efficient Management of Facilities and Security services to the Judiciary.
- ENQUIRIES** : Technical related enquiries: Mr Z Mahanjana Tel No: (043) 726 5217
HR related enquiries: Mr S Mponzo Tel No: (043) 726 5217
- POST 20/95** : **COURT MANAGER REF NO: 2022/76/OCJ**
- SALARY** : R744 255 – R876 705 per annum, (all-inclusive salary package). The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Mpumalanga Division of the High Court: Middelburg
: Matric Certificate and a three-year National Diploma/Degree in Management or Administration and related fields at NQF Level 6 (360 credits) as recognized by SAQA. A minimum of six (6) years' relevant experience of which three (3) years' should be at a Supervisory Level. A valid driver's license. Skills and Competencies: Knowledge of Human Resource Management, Financial, Assets and Supply Chain Management. Knowledge of Case Flow Management. Understanding of Facilities and Security Management. Leadership capabilities. Effective communications skills. Good interpersonal skills. Problem solving skills. Conflict management skills. Time management and ability to work under pressure.
- DUTIES** : Provide strategic and operational leadership to the Court to optimally deliver on the OCJ mandate. Provide integrated Human Resource Management and Development services, overall Financial, Asset and Supply Chain Management services in the Court. Coordinate and facilitate Internal Audit and Risk Management services. Provide administrative and technical support. Monitor the overall performance of the Court and enhance judicial stakeholder relations. Provide effective and efficient Management of Facilities and Security services to the Judiciary.
- ENQUIRIES** : Technical related enquiries: Ms J Ngobeni Tel No: (013) 758 0000
HR related enquiries: Mr M Jele/ Mr V Maeko Tel No: (013) 758 0000
- POST 20/96** : **CHIEF REGISTRAR REF NO: 2022/77/OCJ**
(Re-Advertisement), Candidates who previously applied are encourage to re-apply
- SALARY** : 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.
- CENTRE REQUIREMENTS** : Free State Division of the High Court: Bloemfontein
: Matric certificate and an LLB Degree or a four (4) year Legal qualification as recognized by SAQA. A minimum of eight (8) years' appropriate 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.
- DUTIES** : 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 all administration related functions.

- ENQUIRIES** : Technical related enquiries: Ms V Ntwasa Tel No: (051) 492 4523
HR related enquiries: Ms MA Luthuli Tel No: (051) 492 4523
- POST 20/97** : **ASSISTANT DIRECTOR: ORGANISATIONAL DEVELOPMENT AND CHANGE MANAGEMENT REF NO: 2022/78/OCJ**
- SALARY** : R382 245 – R461 745 per annum. The successful candidate will be required to sign performance agreement
- CENTRE REQUIREMENTS** : National Office: Midrand
Matric certificate and an appropriate Bachelor of Commerce/ Industrial and Organisational Psychology / National Diploma: Management Services/ National Diploma in Operations Management at NQF Level 6 (360 Credits) as recognized by SAQA. Certificate in Job Evaluation Analysis. A minimum of three (3) years' experience in a Work Study/ Organisational Development Environment as a Practitioner. Have a sound knowledge and understanding of policies, prescripts, regulations, white papers, public administration etc. Work-study techniques. Job description and specification. Job evaluation. Staff supervision. Knowledge and understanding of project and change management Skills: Communication, computer (including OrgPlus). **Skills and Competencies:** Report writing skills. Analytical skills. Basic research skills. Organising, coordinating and planning skills. Project management. Facilitation, training and motivational skills. Excellent communication skills (written and Verbal). Computer skills. Listening and interpretation skills. Problem solving skills. Ability to work under pressure.
- DUTIES** : The successful candidate will be responsible to lead/ undertake Organisational and post establishment investigations and advice management in this regard. Lead/ conduct job analysis and job evaluation. Develop Job Descriptions for positions in the Department. Lead/facilitate the implementation of Operations Management Framework. Ensure/ administer post establishment including costing of the approved structure. Create Organisational structure on OrgPlus for approval. Facilitate the process of capturing of the organisation structure on PERSAL. Facilitate/coordinate change management interventions. Ensure/ design forms. Provide managerial activities.
- ENQUIRIES** : Technical enquiries: Mr SW Meko Tel No: (010) 493 2526
HR related enquiries: Ms S Tshidino Tel No: (010) 493 2500/2635
- POST 20/98** : **LAW RESEARCHER REF NO: 2022/79/OCJ**
- SALARY** : R382 245 – R461 745 per annum. The successful candidate will be required to sign performance agreement.
- CENTRE REQUIREMENTS** : North West High Court
Matric certificate and an LLB degree or four (4) years' recognized legal qualification as recognized by SAQA. A minimum of two (2) years' relevant legal experience. A minimum of three (3) years' legal research experience and completed articles will be an advantage. Knowledge of Electronic Information Resource and online retrieval (Westlaw, LexisNexis, Jutastat). Skills and Competencies: Excellent research skills. Report writing and editing skills. Excellent communication skills (written and verbal). Problem analysis, solving and planning skills. Decision making skills. Time management skills. Creative and analytical skills.

- DUTIES** : Perform all legal duties for the judges to enable them to prepare- judgements. Research and retrieve all material from all sources in both hard copy and electronic formats on legal issues, as requested by a Judge. Read all the relevant material and analysis it thoroughly. Discuss all possible variations on a legal point with colleagues and/ or the judge's attention. Prepare a comprehensive memorandum on the outcome of the research. Proof read all judgement, articles, speeches and conference papers with respect to spelling and grammar. Double-check all references and footnotes in all judgements and legal articles against the original text to ensure correctness. Correct mistakes with the help of track changes so that judges can accept or decline any proposed changes. Drafting of speeches, legal articles and conference papers electronic formats on legal issues, as requested by a Judge. Read all the relevant materials and analysis it thoroughly. Prepare and draft speech, conference paper or article. Make all changes and addition if they require some. Prepare a PowerPoint where applicable. Submit the speeches.
- ENQUIRIES** : Technical enquiries: Mr O Sebatso Tel No: (018) 397 7065
HR related enquiries: Ms B Ontong Tel No: (018) 397 7064
- POST 20/99** : **JUDGE'S SECRETARY (X5 POSTS)**
Three-Year Contract
- SALARY** : R261 372 – R307 890 per annum plus 37% in lieu of benefits. The successful candidate will be required to sign a performance agreement.
- CENTRE** : KwaZulu-Natal Division of the High Court: Durban Ref No: 2022/80/OCJ (X2 Posts)
Gauteng Local Division of the High Court: Johannesburg Ref No: 2022/81/OCJ (X3 Posts)
- REQUIREMENTS** : Matric certificate. One (1) to three (3) years' secretarial experience or as an office assistant in a legal environment. 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 reception for the Judge and his/her visitors and attend to their needs. Management of the Judge's library and updating of loose-leaf publications. Will be required to work with other Judges should there be a need. Capture statistics, Execute legal research as directed by the Judge and comply with Departmental prescripts, policies, procedures and guidelines.
- ENQUIRIES** : **Durban:** Technical enquiries: Ms S Govender/Ms R Mahabeer Tel No: (033) 345 8211. HR related enquiries: Ms SZ Mvuyana Tel No: (031) 492 6206
Johannesburg: Technical enquiries: Ms S Letlaka Tel No: (011) 335 0157. HR related enquiries: Ms T Mbalekwa Tel No: (010) 494 8505

<u>POST 20/100</u>	:	<u>JUDGE'S SECRETARY REF NO: 2022/82/OCJ</u> One-Year Pool Contract
<u>SALARY</u>	:	R261 372 – R307 890 per annum, plus 37% in lieu of benefits. The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	Gauteng Local Division of the High Court: Johannesburg
	:	Matric certificate. One (1) to three (3) years' secretarial experience or as an office assistant in a legal environment. 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.
<u>DUTIES</u>	:	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 reception for the Judge and his/her visitors and attend to their needs. Management of the Judge's library and updating of loose-leaf publications. Will be required to work with other Judges should there be a need. Capture statistics, Execute legal research as directed by the Judge and comply with Departmental prescripts, policies, procedures and guidelines.
<u>ENQUIRIES</u>	:	Technical enquiries: Ms S Letlaka Tel No: (011) 335 0157 HR related enquiries: Ms T Mbalekwa Tel No: (010) 494 8505
<u>POST 20/101</u>	:	<u>JUDGE'S SECRETARY REF NO: 2022/83/OCJ (X2 POSTS)</u>
<u>SALARY</u>	:	R261 372 – R307 890 per annum, plus 37% in lieu of benefits. The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	Mpumalanga Division of the High Court: Middelburg
	:	Matric certificate. One (1) to three (3) years' secretarial experience or as an office assistant in a legal environment. 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.
<u>DUTIES</u>	:	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 reception 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** : Technical Enquiries: Ms J Ngobeni Tel No: (013) 758 0000
HR Related Enquiries: Mr MV Maeko/ Mr MI Jele Tel No: (013) 758 0000
- POST 20/102** : **SENIOR COURT INTERPRETER REF NO: 2022/84/OCJ**
- SALARY** : R261 372 – R307 890 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Eastern Cape Division of the High Court: Mthatha
- REQUIREMENTS** : Matric certificate and a three-year National Diploma in Legal Interpreting or equivalent qualification on NQF Level 6 (360 Credits) as recognized by SAQA. A minimum of three (3) years practical experience in Court Interpreting or Matric certificate and ten (10) years practical experience in Court Interpreting. Proficiency in English and two- or more indigenous languages (mainly IsiXhosa), Isi-Zulu and Southern Sotho will be an added advantage on languages. Valid (motor vehicle) driver's license will be an added advantage. Skills and Competencies: Knowledge of Public Services, Legislation, Prescripts and Regulations. Research skills. Computer literacy (MS Office), Excellent communication skills (written and verbal), Good people skills/ interpersonal relations, Analytical thinking, Planning and organization skills, Accuracy and attention to detail, Customer service orientated, Ability to work under pressure and solve problems, Exceptional listening skills, Confidentiality, Minute taking skills. Decision-making and time, management skills. Good reporting skills. Creative and analytical thinking, skills.
- DUTIES** : Render interpreting services in criminal court, civil court and quasijudicial proceedings. Translate legal documents and exhibits. Develop terminology and coin words. Assist with the reconstruction of court records. Rendering interpreting services during consultations. Perform specific line and administrative support functions to the Judiciary, Court Manager and Supervisor.
- ENQUIRIES** : Technical related enquiries: Ms C Lunyawana Tel No: (047) 504 5500
HR related enquiries: Mr S Mponzo Tel No: (043) 726 5217
- POST 20/103** : **SENIOR COURT INTERPRETER REF NO: 2022/85/OCJ**
- SALARY** : R261 372 – R307 890 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Gauteng Division: Pretoria
- REQUIREMENTS** : Matric certificate and a three-year National Diploma in Legal Interpreting or equivalent qualification at NQF Level 6 (360 Credits) as recognized by SAQA. A minimum of three (3) years practical experience in Court Interpreting or Matric certificate and ten (10) years practical experience in Court Interpreting. Proficiency in English and two- or more indigenous languages (Tshivenda, Xitsonga, Sepedi, Southern Sotho, Venda, Isiswati, IsiXhosa). Knowledge of either Shona, Isi-Zulu or Setswana. Knowledge of any foreign language, Isi-Ndebele, Afrikaans and Sepulane will be added advantage. A valid driver's license will be an added advantage. Candidates will be required to undergo Oral Language proficiency testing. Skills and Competencies: Excellent communication skills (written and verbal). Computer, literacy (MS Office). Good interpersonal relations. Ability to work under, pressure and solve problems. Accuracy and attention to detail. Customer, services. Planning and organising skills, Confidentiality. Analytical thinking, Listening skills. Ability to work independently, to be meticulous, to think logically, ability to work under pressure and solve problems and to practice good time management.

- DUTIES** : Render interpreting services in criminal court, civil court, labour and quasijudicial proceedings. Rendering interpreting services during consultations Translate legal documents and exhibits. Assist with reconstruction of court records. Develop terminology and coin words. Control and supervision of Interpreters. Perform specific line and administrative support functions to the Judiciary, Court Manager and Supervisor.
- ENQUIRIES** : Technical enquiries: Ms T Ledwaba Tel No: (012) 315 7429
HR related enquiries: Ms T Mbalekwa Tel No: (010) 494 8505
- POST 20/104** : **SECRETARY TO THE PROVINCIAL HEAD REF NO: 2022/86/OCJ**
- SALARY** : R176 310 – R207 681 per annum. The successful candidate will be required to sign performance agreement.
- CENTRE REQUIREMENTS** : North West Provincial Service Centre: Mahikeng
Matric certificate. Secretarial qualification or equivalent will be an added advantage. Experience in secretarial and office management. Knowledge and experience in the financial environment will be an added advantage. A valid driver's license will be an added advantage. Shortlisted candidates might be subjected to a test in order to demonstrate their typing and computer skills. Skills and Competencies: Good communication skills(written and verbal), proficiency in Microsoft Office (Word, Excel, PowerPoint outlook, Internet) Ability to conduct basic research, basic problem solving skills, good judgement and decision making skills, Assertiveness and confidence to interact at all levels, Ability to work under pressure, administrative and organisational skills, sound interpersonal relations, accuracy and attention to details.
- DUTIES** : Administer an online and physical diary of the Director: Court Operations. Manage information and data on behalf of the Director: Court Operations. Plan and schedule day to day task of the Director: Court Operations. Manage telephone calls and convey messages. Organise meetings/workshops/conference and functions. Draft coherent submission, executive reports, memorandum and letters. Type and edit correspondence. Receive and attend to visitors. Serve refreshment to visitors and/or at identified meetings as indicated by the Director: Court Operations. Handle travel arrangements passport and visa, accommodation, flights tickets, subsistence and travel claims, money exchange and other task as directed by the Director: Court operations. Accompany/attend meetings with the Director: Court Operations and compile minutes and reports.
- ENQUIRIES** : Technical enquiries: Mr O Sebatatso Tel No: (018) 397 7065
HR related enquiries: Ms B Ontong Tel No: (018) 397 7064
- POST 20/105** : **ADMINISTRATION CLERK (CRT) REF NO: 2022/87/OCJ**
- SALARY** : R176 310 – R207 681 per annum. The successful candidate will be required to sign performance agreement.
- CENTRE REQUIREMENTS** : Free State Division of the High Court: Bloemfontein
Matric certificate or equivalent qualification. Zero (0) – two (2) years relevant experience. A valid driver's license. Skills and Competencies: Job knowledge. Good communication skills (verbal and written). Interpersonal relations skills. Flexibility. Teamwork. Planning and organisation skills. Computer literacy (MS Office).
- DUTIES** : Perform digital recording of court proceedings locally and at circuit courts, and ensure integrity of such documents. Maintenance of criminal record books and charge sheets, writing and tracing of summonses and writing of witness fees book. Completion and issuing of committal warrants of arrest. Provide administrative support in general court and case flow management. Completion of case documents (charge sheet) and other court documents. Document scanning and data capturing. Provide any other administrative support as required by the judiciary, court manager and/or supervisor.
- ENQUIRIES** : Technical related enquiries: Mr SP Mathibeli Tel No: (051) 492 4563
HR related enquiries: Ms MA Luthuli Tel No: (051) 492 4523
- POST 20/106** : **ADMINISTRATION CLERK: DCRS REF NO: 2022/88/OCJ**
- SALARY** : R176 310 – R207 681 per annum. The successful candidate will be required to sign performance agreement.
- CENTRE** : Eastern Cape Division of the High Court: Mthatha

- REQUIREMENTS** : Matric certificate or equivalent qualification. Zero (0) – two (2) years relevant experience. Appropriate experience in general, administration or court related functions with regard to court recordings and /or case, flow management. A valid driver's license will be an added advantage. Understanding of confidentiality in Government Knowledge of relevant legislation. Skills and Competencies: Communication (written and verbal) and public relations skills. Computer literacy (MS Office). Good interpersonal. Good problem solving skills. Accuracy and attention to detail. Ability to work under pressure and solve problems. Customer service skills. Document management and operational knowledge of operating a DCRS/CRT machine.
- DUTIES** : Prepare court before court proceedings. Perform digital recording of court proceedings and ensure integrity of such documents. Provide administrative support in circuit courts. Collecting statistics. Provide administrative support in general on court performance and case flow management. Provide any other administrative support in performance duties in HR, Finance and Supply Chain. Facilities of the court as required by the Judiciary, Court Manager and /or Supervisor.
- ENQUIRIES** : Technical related enquiries: Ms A Makhaza Tel No: (043) 504 5500
HR related enquiries: Mr S Mponzo Tel No: (043) 726 5217
- POST 20/107** : **ADMINISTRATION CLERK: LEGAL REF NO: 2022/89/OCJ**
- SALARY** : R176 310 – R207 681 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Free State Provincial Service Centre (Stationed at the Bloemfontein Magistrate's Court)
- REQUIREMENTS** : Matric certificate or equivalent qualification. An LLB Degree or an equivalent qualification will serve as an added advantage. Zero (0) – two (2) years' relevant experience will serve as an added advantage. Skills and Competencies: Knowledge of Public Service legislation, prescripts and regulations. Research skills. Good communication skills (verbal and written). Minute taking skills. Decision making and time management skills. Good reporting skills. Creative and analytical thinking skills. Computer literacy (MS Office).
- DUTIES** : Conduct legal research for the Regional Court President/Chief Magistrate. Compilation of statistics. Case flow management. Assist the Regional Court Registrar and members of the public. Provide general administrative support as requested by the court manager and supervisor.
- ENQUIRIES** : Technical and HR related enquiries: Ms M Luthuli Tel No: (051) 492 4523
- POST 20/108** : **REGISTRAR'S CLERK (X4 POSTS)**
- SALARY** : R176 310 – R207 681 per annum. The successful candidate will be required to sign performance agreement.
- CENTRE** : Mpumalanga Division of the High Court: Mbombela Ref No: 2022/90/OCJ (X2 Posts)
Mpumalanga Division of the High Court: Middelburg Ref No: 2022/91/OCJ (X2 Posts)
- REQUIREMENTS** : Matric certificate or equivalent qualification. Zero (0) – two (2) year's relevant experience. Understanding of appeal process and petition procedures will be an added advantage. Appropriate experience in general administration or court related functions will serve as an added advantage. 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. Customer service skills orientated.
- DUTIES** : Rendering effective and efficient case flow management support service to the Court. Attend to all stakeholders' enquiries and correspondences. Ensure proper filing and safekeeping of all court records. Proper administration of all appeal and petition processes. Ensuring proper receipt, processing, administration and filing of all appeals and applications for leave to appeal. Typing (or formatting) of draft memorandum decisions, opinions or judgment entries written by or assigned by the judge. Perform general administrative duties.
- ENQUIRIES** : Technical Enquiries: Ms J Ngobeni Tel No: (013) 758 0000
HR Related Enquiries: Mr MV Maeko/ Mr MI Jele Tel No: (013) 758 0000

- POST 20/109** : **REGISTRAR'S CLERK REF NO: 2022/92/OCJ**
- SALARY** : R176 310 – R207 681 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Free State Division of the High Court: Bloemfontein
: Matric certificate or equivalent qualification. Appropriate experience in general administration or court related functions will serve as an added advantage. Understanding of confidentiality in the public service. 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 and organising skills. Customer service orientated.
- DUTIES** : Render efficient and effective support services to the court. Issuing of court process at the 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 processes. 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** : Technical enquiries: Mr. S.P Mathibeli Tel No: (051) 492 4563
HR related enquiries: Ms M Luthuli Tel No: (051) 492 4523
- POST 20/110** : **ASSISTANT LIBRARIAN REF NO: 2022/93/OCJ**
- SALARY** : R147 459 – R173 706 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Free State Division of the High Court: Bloemfontein
: Matric certificate or equivalent qualification. Relevant experience. Skills and competencies: Knowledge of library and information science matters, prescripts, legislation procedures and processes and library services.
- DUTIES** : Assist the Librarian to perform all aspects relating to the library's operations. Assist with classifying and cataloguing. Assist with tracking of library collections. Assist with annotations and updating of legislations. Circulation of legislation (Journals and government gazettes). Verify orders and file the library materials accordingly. Continuously review library collections for duplicate, obsolete or suspended materials. Keep and maintain library registers. Conduct annual stocktaking. Perform any other library administrative duties.
- ENQUIRIES** : Technical related enquiries: Ms V Ntwasa Tel No: (051) 492 4523
HR related enquiries: Ms MA Luthuli Tel No: (051) 492 4523

DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE

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



CLOSING DATE : 24 June 2022 at 16H00

NOTE : Kindly take note that with effect from 01 January 2021, DPSA approved the new Z83 Application Form (obtainable from any Public Service department); applicants are requested to use the new application form as failure to do so will result in their application being disqualified. The Z83 form must be signed when submitted, To streamline the recruitment process to be more responsive to the public, as well as to create more protective measures during the pandemic by avoiding over-crowding and curb the costs incurred by applicants such measures should include the following regarding certification: Advertisement and accompanying notes must clearly capture the requirements for the certification to reflect that applicants, Please not note that applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed Curriculum Vitae. The communication from HR of the department regarding requirements of certified documents will be limited to shortlisted candidates. Therefore only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. The application for employment Form (Z83) provides under the sectional "additional information" that candidates who are selected for interviews will be requested to furnish additional certified information that may be requested to make final decision. It must be borne in mind that when a document is certified as a true copy of an original, the certifier only confirms it being a true copy of the original presented. Therefore, the certification process does not provide validation of the authenticity of the original document. The validation occurs when the documents is verified for authenticity. Regulation 67 (9) requires the executive authority to ensure that he or she is fully satisfied of the claims being made and these read with Regulations (57) (c) which requires the finalisation of Personnel Suitability Checks in order to verify claims and check the candidate for purpose of being fit and proper for employment. Applications not complying with the above will be disqualified. Should you not have heard from us within the next months, please regard your application as unsuccessful. Note: It is the responsibility of all applicants to ensure that foreign and other qualifications are evaluated by SAQA. Recognition of prior learning will only be considered on submission of proof by candidates. Kindly note that appointment will be subject to verification of qualifications and a security clearance. Faxed or late applications will NOT be accepted. Shortlisted candidates must be willing to undergo normal vetting and verification processes. Should you not have heard from us within the next 3 months, please regard your application as unsuccessful.

ERRATUM: Kindly note that the following post was advertised in Public Service Vacancy Circular 18 dated 20 May 2022, Photocopier Operator: Registry Ref No: 2022/192, Centre: Cape Town Regional Office, has been withdrawn.

OTHER POSTS

POST 20/111 : **ASSISTANT DIRECTOR: INTERGOVERNMENTAL RELATIONS REF NO: 2022/202**

SALARY : R382 245 per annum

CENTRE : Head Office (Pretoria)

REQUIREMENTS : A three year tertiary qualifications (NQF Level 6) in Public Administration Politics, Corporate Governance, Development Studies or equivalent qualification, plus extensive proven knowledge of and experience in coordinating stakeholders around government programmes in the public

service. Excellent knowledge of the Public Finance Management Act (Act 1 of 1999) and Treasury Regulations; Good knowledge of legislation applicable to Intergovernmental Relations; Experience in administrative support; Proven skills in stakeholder management and programme/ sector coordination; professional writing skills; Ability and willingness to work under pressure and meet tight deadlines; Ability to work independently and as part of a team; Maintain confidentiality of information.

DUTIES : Support and contribute in development and review policies to support inter-governmental strategy. Plan and coordinate high level meetings; sector work streams, operational Exco and DDM structures. Provide secretariat support to sector IGR structures. Provide protocol support at IGR functions and events. Provide support on performance and financial management and reporting. Manage records of all sector and internal governance structures managed by the Directorate: IGR. Undertake other general administrative support functions. General supervision of employees.

ENQUIRIES APPLICATIONS : Ms Phathutshedzo Mabuda Tel No: 012 406 1425
: Head Office Applications: The Director-General, Department of Public Works, Private Bag x65, Pretoria, 0001 or CGO Building, Cnr Bosman and Madiba Street, Pretoria.

FOR ATTENTION : Ms NP Mudau

POST 20/112 : **SENIOR ADMIN OFFICER: SCM ACQUISITION – PROPERTY AND FACILITIES MANAGEMENT REF NO: 2022/203**

SALARY CENTRE REQUIREMENTS : R321 543 per annum
: Head Office (Pretoria)
: A three year tertiary qualification (NQF Level 6) in Supply Chain Management/ Purchasing Management/ Business Management/ Economics/ Finance / Administration / Management Sciences, Logistics. Relevant experience in Procurement/Supply Chain Management. Knowledge of Supply Chain Management Framework, procurement related legislation, including the Public Finance Management Act, Code of Conduct for Supply Chain Management Practitioners, Treasury Regulations and Preferential Procurement Policy Framework Act and Preferential Procurement Regulations. Good verbal and written communication skills, the ability to manage confidential information, advanced interpersonal and diplomacy skills, problem solving skills, decision making skills, numeracy and computer literacy are all advantageous. Must be prepared to travel and willing to adapt to a work schedule in accordance with operational requirements.

DUTIES : Compile a Procurement Plan. Conduct a market and industry analysis. Coordinate the procurement and processing of bids. Serve as a secretariat to Bid committees. Co-ordinate the compilation agenda for the Bid and Sub Bid Committees. Compile accurate minutes of the proceedings of the Bid committees meetings and distribution of such Minutes agendas to members of the Bid committees together with the submissions for consideration. Advise the Bid committee on procurement processes and prescripts. Liaise with project managers and project leaders with respect to Bid recommendation submissions and make follow up on decision taken by the Bid committees. Check submitted bids for responsiveness criteria. Maintain record for the awarding of bids and reporting thereof on monthly basis. Assist in scrutinizing bid recommendations. Compile bid committee reports. Ensure advertising of tenders in the Government Tender Bulletin. Compiling of tender documents and handing out of tender documents to contractors. Ensure SCM compliance in all BAC submissions. Ensure the Opening of tenders. Attend briefing session where necessary. Compile letters, memoranda, circulars & staff notices. Monitor the validity periods of all tenders until the award stage, confirmation of prices and unit rates from contractors. Manage and administer contracts. Supervise Admin Officer/s within the unit. Assist the Head of the unit on all procurement related functions and also perform any other assigned duties in relation to the implementation of the SCM.

ENQUIRIES APPLICATIONS : Mr. HN Masha Tel No: (012) 406 1997
: Head Office Applications: The Director-General, Department of Public Works, Private Bag x65, Pretoria, 0001 or CGO Building, Cnr Bosman and Madiba Street, Pretoria.

FOR ATTENTION : Ms NP Mudau

POST 20/113 : **GENERAL FOREMAN CLEANING SERVICE REF NO: 2022/204**

SALARY : R147 459 per annum
CENTRE : Mmabatho Regional Office (Brits)
REQUIREMENTS : Senior Certificate/Grade 12 certificate, computer literate. Communication and basic numeracy, interpersonal relations, administrative skills. Exposure to cleaning chemicals and hazardous working conditions, Knowledge of cleaning methods, chemicals and cleaning material and ability to write report.

DUTIES : Administer attendance records for the cleaners. Inspect the physical environment to ensure hygiene and cleanliness. Monitor the condition and availability of cleaning equipment. Order, receive and issue cleaning material. Ensure safe keeping of cleaning material and equipment. Manage and resolve grievances of the cleaning staff. Compile attendance reports. Delegate work responsibilities. Assist in cleaning certain areas in the building. Report faults and defects that might affect daily normal operations.

ENQUIRIES : Mr. B. Mabale Tel No: (018) 386 5303
APPLICATIONS : Mmabatho Regional Applications: The Regional Manager, Department of Public Works, Private Bag X120, Mmabatho 2735 or 810 Corner Albert Luthuli Drive and Maisantwa Streets, Unit 3, Mmabatho, 2735.

FOR ATTENTION : Mr T. Oagile

POST 20/114 : **CLEANER: FACILITY MANAGEMENT REF NO: 2022/205**

SALARY : R104 073 per annum
CENTRE : Mmabatho Regional Office (Potchefstroom Magistrate Court)
REQUIREMENTS : Senior Certificate/ Grade 12, ABET 2, 3, 4, Standard 8 or Grade 10 or equivalent qualifications. Good interpersonal skills, basic communication and literacy. Ability to perform routine tasks. Knowledge on usage of cleaning materials.

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

ENQUIRIES : Mr. B. Mabale Tel No: (018) 386 5303
APPLICATIONS : Mmabatho Regional Applications: The Regional Manager, Department of Public Works, Private Bag X120, Mmabatho 2735 or 810 Corner Albert Luthuli Drive and Maisantwa Streets, Unit 3, Mmabatho, 2735.

FOR ATTENTION : Mr T. Oagile
NOTE : Preference will be given to males.

**PROVINCIAL ADMINISTRATION: EASTERN CAPE
DEPARTMENT OF COMMUNITY SAFETY**

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** : Submitted via post to P/Bag X 0057, Bhisho or hand delivered to Department of Community Safety, Corner Independence Avenue and Circular Drive, Bhisho, ERF 5000 Building 5605 or utilise recruitments system which is available on <https://erecruitment.ecotp.gov.za>. For technical support email your ID number, your profile email, and the details of the issue to: erecruitment@safetyec.gov.za. Applications received after the closing date will not be considered. No faxed applications will be accepted. No late applications will be accepted.
- FOR ATTENTION** : Mr L Bobi / Ms L. Mazwi at 079 284 6709
- CLOSING DATE** : 20 June 2022
- NOTE** : Applications must be submitted on a duly completed New Z83 form obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed signed Z83 form and a detailed Curriculum Vitae. Shortlisted candidates will be required to submit certified copies of qualifications and other relevant documents to HR on or before the day of the interview. Applicants must note that further Personnel Suitability checks will be conducted on short-listed candidates and that their appointment is subject to the outcome of these checks which include security clearance, security vetting, qualification verification and criminal record checks. Reference checks will be done on nominated candidate(s). Note that correspondence will only be conducted with the short-listed candidates. If you have not been contacted by the Department 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. People with disabilities are encouraged to apply for these posts.

MANAGEMENT ECHELON

- POST 20/115** : **DIRECTOR: STRATEGIC PLANNING REF NO: ECDOCS 01/05/2022**
- SALARY** : R1 073 187 per annum (Level 13), (an all-inclusive remuneration package), (basic salary consist of 70% of total package, the State's contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion]. The flexible portion of the package can be structured according to the Senior Management Service guidelines.
- CENTRE** : Bhisho
- REQUIREMENTS** : National Senior Certificate, An Undergraduate qualification (NQF 7) as recognised by SAQA in Social Sciences/ Operations Management/ Public Management Management/ Business Management/ Management. Post graduate qualification will be an advantage. At least five (5) years' experience at middle/senior management level. Knowledge and understanding of the legislative and regulatory requirements that impact planning in the Department of Community Safety, knowledge of government planning and budgeting processes, Public Finance Management Act (PFMA) and Public Service regulations. Good leadership, organisational, interpersonal, analytical, planning, communication (written and verbal) and computer literacy (Microsoft Office package) skills. Ability to work independently and with the team, willingness to travel extensively and work irregular hours. A valid driver's licence.
- DUTIES** : Develop and maintain DoCS's Strategic and Annual Performance planning Agenda. Based on legislative and policy directives develop and publish DoCS's planning agenda. Develop and maintain planning input instruments and templates for the department. Provide technical support to line managers to enable compliance with the planning agenda. Facilitate the development and maintenance of DoCS's Strategic Plan Facilitate the development of DoCS's Strategic Plan based on the legislative mandate of the Department, Provincial Safety Strategy and Provincial Government's Plan of Action. Coordinate strategic research initiatives to inform/influence planning processes.

Coordinate and consolidate strategic planning input processes for the DoCS and other external stakeholders. Coordinate and consolidate consultation processes, including at sector, provincial and national levels e.g. Eastern Cape Planning Commission. Develop and publish DoCS's Strategic Plan for tabling in the Legislature by the Member of the Executive Council. Provide continuous technical support and advisory services to DoCS's governance structures (EXCO, GMC and Audit Committee) and to ensure that planned activities are aligned to objectives set out in the Strategic Plan. Develop and maintain organisational monitoring, evaluation and reporting instruments and templates for the Department: Coordinate evaluation processes for the Department. Based on the identified objectives and performance targets set in relevant plans coordinate the submission of quarterly performance reports. Validate and analyse performance data/evidence, develop and present on a quarterly basis performance reports to the governance structures of the Department. Provide early warning support to executive management. Coordinate performance input processes for reporting to the Legislature. Coordinate the development and publishing of DoCS's Annual Performance Report. Coordinate organisational performance review processes. Manage the allocated resources of the Directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives. Identify the resource (financial, human and equipment) needs of the Directorate required to optimally support the implementation of the Annual Performance Plan and Work Plan. Represent the operational intent of the Directorate as part of internal resource allocation processes. Manage and account for the utilisation of the financial resources of the Directorate in line with the departmental delegations. Monitor, evaluate and account for the effective and efficient utilisation (value for money) of allocated resources. Direct, manage and account for the utilisation of the Directorate's human resources. Based on operational imperatives re-prioritise the allocation of resources within the Directorate. Manage strategic, annual- and work planning as well as reporting processes for the Directorate and ensure compliance with DoCS's Strategic Planning and Performance Review Agenda. Direct the utilisation of technology in support of the Directorate's business processes.

ENQUIRIES

: Mr L. Bobi at 079 284 6709
e-Recruitment Technical enquiries: erecruitment@safetyec.gov.za

NOTE

: applicants from designated groups especially in respect of women and people with disabilities will receive preference.

OTHER POSTS

POST 20/116

: **COMMUNITY LIAISON OFFICER REF NO: ECDOCS 02/05/2022**

SALARY

: R321 543 – R378 765 per annum (Level 08), (inclusive)

CENTRE

: Amathole District

REQUIREMENTS

: National Senior Certificate, Degree or National Diploma in the field of Social Sciences and/or Police Science, Public Management/Administration with 3 to 5 year's relevant experience. Competencies: The Constitution of RSA, 1996. Civilian Secretariat for Police Service Act, 2011. Independent Investigative Directorate Act 1 of 2011. Knowledge of public service Act and regulations. PFMA. South African Police Service Act, 1995. National Crime Prevention Strategy, 1996. Domestic Violence Act, 1998. Child Care Act, 1983. Criminal Procedure Act, 1977. South African Police Service National Instructions, Standing Orders and Regulations (remove). Promotion of Administrative Justice Act, 2000. Promotions of Access to Information Act, 2000. Communication skills. Project management skills, Community Development (remove). Report writing skills. Financial Management skills (remove). Valid driver's license Code B

DUTIES

: Conduct effective oversight of the South African Police Services. Conduct Policing Accountability engagement. Conduct service delivery evaluations at police stations. Strengthen community police relations in the district. Conduct assessment of functionality of the CPF structures within the district. Oversee CPF Elections. Establish and monitor the functioning of street and village Committees. Conduct capacity building programs for CPFs in the district. Conduct social crime prevention awareness. Support Municipalities with establishment and functioning of Community Safety forum, Participate in IDP and IGR sessions. Facilitate the establishment, payment and monitoring of safety patrollers. Compile and Submit Performance reports. Submit verified

monthly progress reports on activities add this line conducted as per the district Operational Plan. Comply with PMDS requirements.
ENQUIRIES : Mr L. Bobi at 079 284 6709
e-Recruitment Technical enquiries: erecruitment@safetyec.gov.za

POST 20/117 : **ADMIN OFFICER REF NO: ECDPCS 03/05/2022**

SALARY : R261 372 – R 307 890 per annum (Level 07)
CENTRE : Joe Gqabi: District
REQUIREMENTS : National Senior Certificate, plus a Degree/National Diploma in Public Management/Administration/ Financial Management/ Human Resource Management. 3-5 years' relevant experience in Financial Management or Supply Chain Management and Human Resource Management. A Valid Driver' licence. Competences: Knowledge of Public Service Act, Public Service Regulations, PFMA, PPPFA, Treasury regulations, acquisition procedures, human resource procedures and other relevant prescripts. Financial management skills, problem solving, planning and organising, interpersonal skills, communication skills (Verbal and Witten), customer care etc. Knowledge and ability to use BAS, LOGIS and PERSAL. Ability to work under pressure and independently. Computer Literacy.

DUTIES : Supervise and render general clerical support services. Supervise and provide supply chain and asset management support services within the district. Supervise and provide personnel administration clerical support services within the district. Supervise and provide financial administration support services within the district. Supervise human resources/staff.

ENQUIRIES : Mr L. Bobi at 079 284 6709
e-Recruitment Technical enquiries: erecruitment@safetyec.gov.za

POST 20/118 : **ADMIN OFFICER REF NO: ECDPCS 04/05/2022**

SALARY : R261 372 – R 307 890 per annum (Level 07)
CENTRE : Amathole District
REQUIREMENTS : National Senior Certificate, plus a Degree/National Diploma in Public Management/Administration/ Financial Management/ Human Resource Management. 3-5 years' relevant experience in Financial Management or Supply Chain Management and Human Resource Management. A Valid Driver' licence. Competences: Knowledge of Public Service Act, Public Service Regulations, PFMA, PPPFA, Treasury regulations, acquisition procedures, human resource procedures and other relevant prescripts. Financial management skills, problem solving, planning and organising, interpersonal skills, communication skills (Verbal and Witten), customer care etc. Knowledge and ability to use BAS, LOGIS and PERSAL. Ability to work under pressure and independently. Computer Literacy.

DUTIES : Supervise and render general clerical support services. Supervise and provide supply chain and asset management support services within the district. Supervise and provide personnel administration clerical support services within the district. Supervise and provide financial administration support services within the district. Supervise human resources/staff.

ENQUIRIES : Mr L. Bobi at 079 284 6709
e-Recruitment Technical enquiries: erecruitment@safetyec.gov.za

DEPARTMENT OF COOPERATIVE GOVERNANCE AND TRADITIONAL AFFAIRS

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

APPLICATIONS : must be submitted as follows: Via the provincial e-recruitment system accessible at: <https://ecprov.gov.za> and/or at <https://erecruitment.ecotp.gov.za>. The Provincial E-Recruitment System Closes at 23: 59 on the Closing Date. And should be directed to: The Head of Department: Cooperative Governance & Traditional Affairs; Private Bag X0035, Bhisho, 5605. Hand delivered applications will be received at Foyer.

FOR ATTENTION : Mr M. Matebese
CLOSING DATE : 20 June 2022. Applications received after closing date will not be considered.
NOTE : Applications must be submitted on a duly completed New Z83 form obtainable from any Public Service Department or on the internet at

www.dpsa.gov.za/documents. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed signed Z83 form and a detailed Curriculum Vitae. Shortlisted candidates will be required to submit certified copies of qualifications and other relevant documents to HR on or before the day of the interview. Applicants must note that further Personnel Suitability checks will be conducted on short-listed candidates and that their appointment is subject to the outcome of these checks which include security clearance, security vetting, qualification verification and criminal record checks. Reference checks will be done on nominated candidate(s). Note that correspondence will only be conducted with the short-listed candidates. If you have not been contacted by the Department 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. People with disabilities are encouraged to apply for these posts.

MANAGEMENT ECHELON

<u>POST 20/119</u>	:	<u>DIRECTOR: TRADITIONAL FINANCE MANAGEMENT REF NO: COGTA (01/05/2022)</u>
<u>SALARY</u>	:	R1 073 187 – R1 264 176 per annum (Level 13)
<u>CENTRE</u>	:	Bhisho Head Office
<u>REQUIREMENTS</u>	:	Senior Certificate plus NQF 7 (Degree) as recognised by SAQA in Financial Accounting / Financial Management/ Public Finance or any other related field. A minimum of five (5) years' working experience at middle management level position in Finance or Accounting / Financial Management environment. Experience in Traditional Affairs working environment will be an added advantage. Competencies Required: In-depth knowledge of legislative framework that governs the Public Service. Understanding and application of the following prescripts: Public Financial Management Act, National Treasury Regulations, National Treasury Instruction & Practice notes, National Treasury Circulars, DPSA Circulars, Accounting Systems, to render effective creditors payments services. Applied Strategic Thinking, Applying Technology, Budgeting and Financial Management, Communication and Information Management, Continuous Improvement, Citizen Focus and Responsiveness, Developing Others, Diversity Management, Impact and Influence, Managing Interpersonal Conflict and Resolving Problems, Networking and Building Bonds, Planning and Organising, Problem Solving and Decision Making, Project Management, Team Leadership, Honesty and integrity, Professionalism, Self – driven, Team work, Good communication skills (written and verbal skills) and a good command of English language.
<u>DUTIES</u>	:	Manage creditor's payments and reconciliation of accounts: Manage settlement of creditors accounts. Manage drawing and processing payment reports. Manage maintenance of accrual and invoice register. Manage reconciliation of creditors accounts. Provide and drive strategic direction for the Division and ensure the formulation and implementation of strategic policies which will enable the division/administration to successfully fulfill its role in delivering services to the communities/clients. Manage salary payments and rebates: Manage authorisations and processing of salary payments, deductions and terminations on PERSAL. Manage maintenance of departmental salary records. Manage reconciliations between PERSAL and BAS. Manage salary pay-overs and statutory returns including tax. Promote and facilitate the intergovernmental relations as well as municipal international relations (twinning arrangements). Manage the provisioning of Departmental bas system control support: Ensure the management of BAS information systems. Ensure the management of monitoring of exception reports. Ensure the management of departmental system control support and facilitation of systems training. Ensure the management of maintenance of accounts records. Ensure the management of rendering reconciliations between LOGIS and BAS. Ensure the management of cash flow releases and reconciliation Treasury and Provincial Departments in relation to PFMA compliance. Manage the provisioning of debt management: Ensure the management of revenue collection and receipting. Ensure the reviewal of policies and procedures. Ensure the management of petty cash and cash on hand. Ensure the management of debt and the write-off thereof in compliance with the prescripts. Manage the allocated resources of the directorate: 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 descriptions 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 : Mr W.M Cwele at Tel No: (040) 940 7073/7083/7071/7077/7079/7082/7080
 Technical Enquiries: Nande.Mabusela@eccogta.gov.za

OTHER POSTS

POST 20/120 : **CONTROL SURVEY TECHNICIAN GRADE A: LAND SURVEY AND CADASTRAL REF NO: COGTA 06/05/2022**

SALARY CENTRE REQUIREMENTS : R459 687 – R517 842 per annum, (OSD)
 : Bhisho Head Office
 : National Senior certificate plus National Diploma/Degree in Survey or Cartography or relevant qualification. Compulsory registration with PLATO as a Survey Technician /Surveyor / Professional Land Surveyor in training. Six year's post qualification technical (Survey) experience, Ms Office, Survey programmes, GNSS, CAD & GIS software. Valid driver's licence (Code B/EB). Competencies Required: Knowledge of Local Government environment, and other Relevant Land Survey and Land Use Legislation Management and development procedures. Have strong Project Management knowledge and experience. Ability to carry out field surveys as and when required. Have Good financial management, interpersonal, self-leadership, and supervisory skills. Knowledge of Geographic Information system (GIS) and Local Government System experience will be an added advantage.

DUTIES : Support Municipalities in monitoring the execution of Cadastral Surveys and Mapping Services. Assist in the interpretation of Land Survey and Planning legislation, and processes. Assist in the efficient execution of functions of the division, maintenance of discipline; promotion of sound labour relations, and proper use of state resources. Assist in rendering technical support in relation to Land Survey services across Municipalities without capacity. Provide information on Land Survey related issues to the Municipalities and other clients.

ENQUIRIES : Mr W.M Cwele at Tel No: (040) 940 7073/7083/7071/7077/7079/7082/7080
 Technical Enquiries: Nande.Mabusela@eccogta.gov.za

POST 20/121 : **ASSISTANT DIRECTOR: MUNICIPAL PUBLIC PARTICIPATION REF NO: COGTA 02/05/2022 (X3 POSTS)**

SALARY CENTRE REQUIREMENTS : R382 245 – R450 255 per annum (Level 09)
 : Sarah Baartman
 : Chris Hani
 : Alfred Nzo
 : Senior Certificate plus recognised three (3) year Degree / Diploma (NQF6/7) in Public Administration/ Management or equivalent qualification in the relevant field. Three to Five (3-5) years' experience at a supervisory level in Public Administration and Community Development preferably Local Government environment. An added advantages: Computer Literacy, research skills, Valid Driver's license 8 (EB). Competencies Required: Knowledge of the Community Development Facilitation and Community participation processes at Municipal Level. Understanding of government programmes and project must be able to interpret Government policy to communities, good working relations with the community. Positive attitude towards public. Team building skills, conflict management and interpersonal skills. Creative thinking and innovative, communication and interpersonal skills. This refers to the ability to communicate effectively and in understanding way without defeating the purpose of communication. Cultural Sensitivity: Being able to respect the culture and customs of the community, recognising the important role. Cultural historical and social factors play as an integral part of balance development. Adult education skills: Being able to teach experientially using participatory techniques. Programming and developmental skills: The ability to plan, manage, implement, monitor, and evaluate programmes in a wide array of

- developmental disciplines. Such as water supply, agriculture, infrastructure development, housing, sports and recreation. Personal Attitude: self-motivation, flexibility & ability to work in a team on participatory projects.
- DUTIES** : Development regulatory framework to set minimum standards for community participation and development and engagement. Support Municipalities in the establishment of functional structure to foster community participation and develop mechanisms to monitor functionally of such constituencies. Develop and implement citizen, improve communication between government and citizens. (Engaging with individuals or organisation which are having a high level of influence on public opinion, identifying publicizing and rewarding innovations and good practices of citizen engagement. Number of municipalities supported with community participation and empowerment of partnerships. Coordination and supervision of community between government and citizens through resolving community problems and identification of good practices. Coordination and implementation of Masiphathisane.
- ENQUIRIES** : Mr W.M Cwele at Tel No: (040) 940 7073/7083/7071/7077/7079/7082/7080
Technical Enquiries: Nande.Mabusela@eccogta.gov.za
- POST 20/122** : **ASSISTANT DIRECTOR: MUNICIPAL PERFORMANCE MONITORING, REPORTING AND EVALUATION REF NO: COGTA 03/05/2022**
- SALARY CENTRE REQUIREMENTS** : R382 245 – R450 255 per annum (Level 09)
: Joe Gqabi District Support Centre
: National Senior Certificate plus an undergraduate national diploma or Degree (NQF 6/7) in Public Management/Social Science or any other related qualification coupled with 3-5 years working experience at a supervisory level. Computer Literacy ((MS Word, MS Excel, and PowerPoint & MS Outlook). Valid driver's license code 08. Competencies Required: Full understanding of Local Government: Municipal Systems Act and other Local Government Legislation, including policies and procedures. Excellent communication skills (written and verbal) including producing quality reports. Interpersonal relation skills: ability to work under pressure; attention to details; analytical skills; presentation skills; meticulous planning and organisational skills.
- DUTIES** : Responsible for supporting municipalities with institutionalisation of PMS (i.e. development of PMS Framework). Monitor municipalities in the development and adoption of Annual Reports and tabling thereof to ensure compliance. Assist in timely preliminary assessment of Section 46 reports from municipalities. Assist in the assessment of Section 46 reports for the purposes of developing Section 47 report. Assist in the development of a high-quality Section 47 report for the province. Support assist and monitor municipalities in the implementation of Local Government indicators (Circular 88 of MFMA) by ensuring reports are submitted by municipalities on a quarterly basis. Monitor and develop progress report on the implementation of Municipal Support & Intervention Plans (MSIPs). Assist in conducting evaluation of support programmes. Assist in providing hands on support on development of Performance Agreements (PAs) of Section 54A and Section 56 managers of municipalities. Monitor signing and timely submission of PAs as required by the Legislation. Assist in analysing PAs and give feedback to the municipalities (acknowledgement). Assist in compiling timely responses of parliamentary questions by the Directorate Assist in the management and monitoring of the directorate financial and non-financial resources.
- ENQUIRIES** : Mr W.M Cwele at Tel No: (040) 940 7073/7083/7071/7077/7079/7082/7080
Technical Enquiries: Nande.Mabusela@eccogta.gov.za
- POST 20/123** : **ASSISTANT DIRECTOR: DEMAND MANAGEMENT REF NO: COGTA 04/05/2022**
- SALARY CENTRE REQUIREMENTS** : R382 245 – R450 255 per annum (Level 09)
: Bhisho Head Office
: Senior Certificate plus, a three year Degree, NQF 7 in Finance/Public Administration with 3- 5 years' experience at a supervisory level in Demand Management under Supply Chain Management. Microsoft PowerPoint Suit (Excel, Word and PowerPoint, Valid Driving License Code 08. Competencies Required: Knowledge of Specification committee duties, report writing and communication skills. Computer literacy. Ability to work effectively with officials across all levels within the Department. Good team work. Management skills. Excellent communication skills (written and verbal). Ability to work under

		pressure. Good telephone and e-mail etiquette. Knowledge and understanding of the Constitution, PFMA, PPPFA, BBBEE and all applicable Legislations as well as applying them in the work environment. Knowledge of the bidding process. Good financial Management & presentation skills. Experience in Demand Management processes.
<u>DUTIES</u>	:	The incumbent will be responsible for the following: Track all movements of Specifications and Terms of Reference submissions. Facilitate sittings of Bid Committees. Provide secretariat support to the Bid Committee. Provide technical assistance to cost centres to promote sound financial management. Draw reports, interpret financial data and present to immediate supervisor/s in preparation for management meetings Prepare monthly and quarterly demand management reports. Establish needs analysis. Perform market analysis for benchmarked price. Establish procurement plans for the Department. Ensure required quantity and specifications are correctly determined. Assist in management of monitoring of budget and personnel. Assist in gathering information and responding to audit queries. Willing to work irregular hours.
<u>ENQUIRIES</u>	:	Mr W.M Cwele at Tel No: (040) 940 7073/7083/7071/7077/7079/7082/7080 Technical Enquiries: Nande.Mabusela@eccogta.gov.za
<u>POST 20/124</u>	:	<u>ASSISTANT DIRECTOR: TRADITIONAL LEADERSHIP POLICY AND LEGISLATION DEVELOPMENT REF NO: COGTA 05/05/2022</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R382 245 – R450 255 per annum (Level 09) Bhisho Head Office National Senior Certificate plus a recognised three-year Degree / National Diploma (NQF6/7) in Policy Studies, Law, Public Administration / Management, Social Sciences, or any relevant qualification. Three to Five (3-5) years' experience at a supervisory level in Policy Development and Legislative Drafting Environment. Computer literacy with knowledge of Microsoft Office Applications, Ms Word, MS Excel, Ms PowerPoint, and Ms Outlook. Code 8 drivers' licence is compulsory. Competencies Required: Writing and Analytical Skills. Sound Communication Skills (written & verbally). Presentation and Report Writing Skills. Interpersonal skills, Human & Financial Management Skills. Sound Knowledge and Understanding of Policy Development Processes. Knowledge and Understanding of Legislative Drafting Processes. Knowledge and Understanding of Legislation and Regulatory Frameworks Governing Traditional Leadership Institutions. Ability to analyse information for the purposes of formulating policies, development of policy related documents and Drafting of Legislation. Ability to work in a team to accomplish objectives. Ability to liaise, coordinate and manage stakeholders (both internally and externally) and Willingness to travel and work beyond normal working hours.
<u>DUTIES</u>	:	Participate in the development and reviewal of policies, guidelines and other policy related documents impacting on traditional leadership institution. Assist in the drafting and amendment of legislation, regulations, and other legislative related documents. Regularly liaise with key and relevant stakeholders (both internal and external), on new and existing policies, legislation, and regulatory frameworks (both provincial and national). Conduct awareness workshops to ensure effective implementation of policies / legislation and compliance thereof. Provide advice on policy and legislative matters with a bearing on traditional leadership institution, to end-users and stakeholders. Responsible for the effective and efficient management of the directorate, including the compilation of budget / related reporting documents, utilisation, and training of staff. Maintenance of discipline and promotion of sound labour relations. Ensure compliance with the PFMA and other legislation relevant to the department.
<u>ENQUIRIES</u>	:	Mr W.M Cwele at Tel No: (040) 940 7073/7083/7071/7077/7079/7082/7080 Technical Enquiries: Nande.Mabusela@eccogta.gov.za
<u>POST 20/125</u>	:	<u>SENIOR ADMIN OFFICER: (LED: O.R. TAMBO DISTRICT SUPPORT CENTRE) REF NO: COGTA: 06/05/2022</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R321 543 – R378 765 per annum (Level 08) O.R. Tambo District Support Centre National Senior certificate plus a recognised three (3) year National Diploma/ Degree (NQF6/7) in Public Admin/ Management of Economic/ Development Studies or equivalent relevant qualification. 1-2 years' experience at supervisory level or 4 years' experience at level 6 or equivalent ranks.

<u>DUTIES</u>	:	Computer Literacy (Microsoft, Ms Excel, Project & PowerPoint) are all mandatory. A valid code 8 driver's licence is compulsory.
	:	Render a fully functional & efficient support office within the LED Directorate. Assist in compilation, analysis & management of the directorate financial & non-financial reports. Support & monitor the development & implementation of LED strategies. Provide administration support for effective management of LED strategies, LED partnerships & LED Capacity.
<u>ENQUIRIES</u>	:	Mr W.M Cwele at Tel No: (040) 940 7073/7083/7071/7077/7079/7082/7080 Technical Enquiries: Nande.Mabusela@eccogta.gov.za
<u>POST 20/126</u>	:	<u>PERSONAL ASSISTANT: CHRIS HANI DISTRICT SUPPORT CENTRE REF NO: COGTA: 07/05/2022</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R261 372 - R307 890 per annum (Level 07)
	:	Chris Hani District Support Centre
	:	National Senior certificate plus a recognised National Diploma /Degree, NQF6/7, in Administrative Management / Office Management. Computer literacy. Valid Driver's license. Competencies: Administrative skills, time management, planning, good verbal and written communication, customer service excellence, ability to operate office equipment.
<u>DUTIES</u>	:	Facilitate smooth running of the office of the District Director. Manage diary of the District Director Screening phone calls, enquiries and requests and handling of them properly. Arranging travel and accommodation for the District Director and District Support Centre staff. Arrange meetings, venues for scheduled meetings and refreshments for such meetings. Taking minutes in meetings and report writing. Assess incoming correspondence and distribute where it is required. Filing of documents according to the departmental filing index. Procurement of office supplies, stationery, cleaning material, refreshments. Responsible for the directorate's commitment register and analyse expenditure patterns. Monitoring of weekly plans of all staff members.
<u>ENQUIRIES</u>	:	Mr W.M Cwele at Tel No: (040) 940 7073/7083/7071/7077/7079/7082/7080 Technical Enquiries: Nande.Mabusela@eccogta.gov.za
<u>POST 20/127</u>	:	<u>PERSONAL ASSISTANT: TRADITIONAL INSTITUTIONAL SUPPORT COORDINATION REF NO: COGTA: 08/05/2022</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R261 372 - R307 890 per annum (Level 07)
	:	Bhisho Head Office
	:	National senior certificate plus National Diploma/ B Degree (NQF Level 6/7) in Administration or Financial Management or related qualification. Computer literacy (Ms Word, Excel & Power Point). 1-2 years' working experience in administration. Understanding of financial management will be an added advantage. Valid Drivers' licence. Competencies: Excellent writing and presentation skills. Good communication skills. Stakeholder management and coordination skills. Paying attention to details. Ability to work long hours. Exceptional communication skills. Exceptional understanding of government processes. Possess analytical and observation. Possess exceptional reading skills. Very organised and structural person. Understanding of how government works across the Traditional Leadership Institutions.
<u>DUTIES</u>	:	Ensure the smooth functioning of the Director's Office. Ensure safekeeping of records and accessibility at all times. Assess incoming correspondence and distribution thereof. Preparation of reports on PowerPoint, Provide support in the coordination of submissions from directorates regions, kingdoms and Local Houses, Thorough management of the Directors diary, preparation of reimbursement claims, procurement of goods and services. Provide secretariat duties during meetings. Manage the diary and provide logistical arrangements as and when required. Liaise and communicate with other staff responsible for supporting Traditional Leadership Institutions as and when required.
<u>ENQUIRIES</u>	:	Mr W.M Cwele at Tel No: (040) 940 7073/7083/7071/7077/7079/7082/7080 Technical Enquiries: Nande.Mabusela@eccogta.gov.za
<u>POST 20/128</u>	:	<u>PERSONAL ASSISTANT: DEVELOPMENTAL LOCAL GOVERNMENT REF NO: COGTA: 09/05/2022</u>
<u>SALARY CENTRE</u>	:	R261 372 - R307 890 per annum (Level 07)
	:	Bhisho Head Office

<u>REQUIREMENTS</u>	:	National Senior certificate, plus National Diploma/Degree (NQF level 6/7) in Office Administration/ public administration/Management or any relevant equivalent qualification. 1-2 years relevant working experience with a senior manager. Computer literacy (Ms Word, Excel & Power Point). Code 08 (B), Driver's license is compulsory. Competencies: Very good writing and presentation skills. Good communication skills. Paying attention to details. Ability to work long hours. Exceptional communication skills. Understanding of government processes. Possess analytical and observation. Possess exceptional reading skills. Very organised and structural person.
<u>DUTIES</u>	:	Facilitate the smooth running of the DDG's office. Facilitate the availability of all office record at all times. Assess incoming work, quality assure and distribute where required. Type correspondence delegated by the DDG. Manage the diary of the DDG. Provide support in the coordination of submissions from Chief Directorates. Provide support in budget monitoring. Read BAS (or other related systems) generated reports. Coordinate the preparation of the In Year Monitoring (IYM) reports for the branch. Prepare power point presentations for various meetings. Provide support in meetings of the DDG. Facilitate travelling arrangements and subsistence claims for the DDG. Manage the budget of the office of the DDG.
<u>ENQUIRIES</u>	:	Mr W.M Cwele at Tel No: (040) 940 7073/7083/7071/7077/7079/7082/7080 Technical Enquiries: Nande.Mabusela@eccogta.gov.za
<u>POST 20/129</u>	:	<u>COMMUNITY DEVELOPMENT WORKERS: MUNICIPAL PUBLIC PARTICIPATION REF NO: COGTA: 10/05/2022 (X4 POSTS)</u>
<u>SALARY CENTRE</u>	:	R211 713 - R249 378 per annum (Level 06)
	:	Ngqushwa Local Municipality (Ward 02)
	:	Ndlambe Local Municipality (Ward 03)
	:	KSD Local Municipality (Ward 27)
	:	Ingquza Hill Local Municipality (Ward 15)
<u>REQUIREMENTS</u>	:	National Senior Certificate, Grade 12/ Diploma (NQF 5). Computer literacy-Ms Word, Ms Excel, Project and PowerPoint all mandatory. Understanding of the Community Development work and other development processes will be an added advantage. Competencies: Knowledge of the Community Development Facilitation and Community participation processes at Municipal level. Understanding of government programmes and projects must be able to interpret government policy to communities, good working relations with the community. Positive attitude towards public. Team building skills, conflict management and interpersonal skills. Creative thinking and innovative, communication and interpersonal skills: This refers to the ability to communicate effectively and in an understandable way without defeating the purpose of communication. Cultural Sensitivity: Being: Being able to respect the culture, values and customs of the community, recognising the important role, cultural, historical and social factors play as an integral part of balance development. Adult educational skills: being able to teach experientially using participatory techniques. Programming and development skills: The ability to plan, manage, implement, monitor and evaluate programmes in a wide array of developmental disciplines such as water supply, agriculture, infrastructure development, health, education, social development, environmental protection, forestry, transport, housing, sports and recreation. Personal Attributes: self-motivation, flexibility and ability to work in a team on participatory projects. Added advantages: Computer literacy, research skills, a valid code 8 (EB) drivers licence.
<u>DUTIES</u>	:	Disseminate government and other information to community members in a timely and equitable manner. Listen and receive feedback and directing this appropriately to providers. Supervise work teams of volunteers or community members involved in community projects such as those employed on public works programmes. Assist communities in understanding government programmes, developing and submitting Integrated Development Plans to municipalities and other spheres of government or donors. Coordinate inter-departmental programmes and encourage improved integration. Maintain ongoing and liaison and collaboration with various community-based organisations and other cadres of community-based workers. Promote the principles of Batho Pele and community participation. Alert communities and other service providers to problems and delays in the delivery of basic services. Assist in the implementation of government programmes and projects. Liaise and advocate on behalf of communities with government parastatals, NGO and

- private sector donors, monitor and evaluate the development impact government projects and programmes have on communities and submit a report to the relevant structures of government (local, provincial and national). Assist local communities in dealing with the HIV/AIDS pandemic by intensifying education and awareness on HIV related matters.
- ENQUIRIES** : Mr W.M Cwele at Tel No: (040) 940 7073/7083/7071/7077/7079/7082/7080
Technical Enquiries: Nande.Mabusela@eccogta.gov.za
- POST 20/130** : **SENIOR PERSONNEL OFFICERS: HUMAN RESOURCE PROVISIONING REF NO: COGTA 11/05/2022 (X2 POSTS)**
- SALARY CENTRE REQUIREMENTS** : R176 310 – R207 681 per annum (Level 05)
: Bhisho Head Office
: National Senior Certificate, Grade 12/ Diploma (NQF Level 5). Experience in Human Resource Management /Public Administration will be an added advantage. Computer literacy. Competencies: Knowledge and Understanding of Human Resource Management prescripts, and Legislation, Basic Conditions of Employment Act, Public Service Regulations, Analytical thinking & Report Writing.
- DUTIES** : Facilitate the process of advertisement of vacant posts. Facilitate recruitment, selection and appointment process. Facilitate the process of a reference checking during recruitment process. Facilitate submission of forms for Personnel Suitability check to Security Officer (pre- employment screening forms), Facilitate the staff movement that is, acting appointments, Transfer and secondments. Facilitate the verification of qualifications by suitable service provider and Confirmation of probations.
- ENQUIRIES** : Mr W.M Cwele at Tel No: (040) 940 7073/7083/7071/7077/7079/7082/7080
Technical Enquiries: Nande.Mabusela@eccogta.gov.za
- POST 20/131** : **SENIOR ADMIN CLERK: FIXED ASSET REF NO: COGTA 12/05/2022**
- SALARY CENTRE REQUIREMENTS** : R176 310 – R207 681 per annum (Level 05)
: Bhisho Head Office
: Senior certificate, Grade 12/Diploma (NQF Level 5). Experience in Accounting or Finance environment will be added advantage. Computer literacy.
- DUTIES** : Recording of all state assets. Conduct asset verification and barcode all new procured assets at Head Office, Regions and Traditional Council, write report after asset verification. Facilitate asset movement, updating of Inventory form and ensure that the movement is recorded on the asset movement form. Identify lost and redundant asset during asset verification. Assist in facilitating disposal of redundant or unserviceable assets. Ensure asset in the department are monitored on a daily basis.
- ENQUIRIES** : Mr W.M Cwele at Tel No: (040) 940 7073/7083/7071/7077/7079/7082/7080
Technical Enquiries: Nande.Mabusela@eccogta.gov.za
- POST 20/132** : **GROUNDSMAN: PHOTL REF NO: COGTA: 13/05/2022**
- SALARY CENTRE REQUIREMENTS** : R124 434 - R146 577 per annum (Level 02)
: Bhisho Head Office
: Grade 10 (Standard 8 certificate. Competencies: Good Communication skills. Basic Communication skills. Basic Cleaning skills.
- DUTIES** : Cleaning and maintenance of House of Traditional Leaders Building. Collecting of refuse bags within the building. Lifting and moving of heavy goods such as office furniture. Assist in House of Traditional Leaders events as directed by the supervisor. Cleaning of government vehicles allocated to House of Traditional Leaders.
- ENQUIRIES** : Mr W.M Cwele at Tel No: (040) 940 7073/7083/7071/7077/7079/7082/7080
Technical Enquiries: Nande.Mabusela@eccogta.gov.za

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 can apply using eRecruitment system which is available on www.ecprov.gov.za or <https://ecprov.gov.za/> <https://erecruitment.ecotp.gov.za/> or email their applications and quote the reference number of the post in the subject of the email to:

recruitment@ecotp.gov.za. To report technical glitches send email to: recruitment@ecotp.gov.za with your ID number, your profile email address, details of the issue. The system closed at 23:59 on the closing date, however, technical support is limited to weekdays and working hours (08:00-16:30 Mon-Thur and 08:00-16:00 on Fri). Applicants are encouraged to apply using the e-recruitment system. Refer all application related queries to the specified contact person.

CLOSING DATE
NOTE

: 20 June 2022
: Applications must be submitted on a duly completed New Z83 form obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed signed Z83 form and a detailed Curriculum Vitae. Shortlisted candidates will be required to submit certified copies of qualifications and other relevant documents to HR on or before the day of the interview. Applicants must note that further Personnel Suitability checks will be conducted on short-listed candidates and that their appointment is subject to the outcome of these checks which include security clearance, security vetting, qualification verification and criminal record checks. Reference checks will be done on nominated candidate(s). Note that correspondence will only be conducted with the short-listed candidates. If you have not been contacted by the Department 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. People with disabilities are encouraged to apply for these posts.

OTHER POSTS

POST 20/133

: **DEPUTY DIRECTOR: ASSET MANAGEMENT AND LOGISTICS REF NO: OTP 01 /05/2022**

SALARY
CENTRE
REQUIREMENTS

: R744 255 per annum (Level 11)
: Bhisho
: National Senior Certificate, NQF level 7 as recognized by SAQA Degree in Supply Chain / Logistics / Financial Management / Accounting / Public Management/ other commerce related qualifications, 3 years' experience at Assistant Director level in asset and logistics management services, Good communication skills (written and verbal skills) and a good command of English language, In-depth understanding of legislative framework that governs the Public Service, Departmental policies and procedures, Government financial systems, SCM Performance Management, Asset management, Inventory management, Public sector supply chain management models and processes, Delegation Framework Management regulatory framework in the Public Service, Understanding of Financial Management best practices.

DUTIES

: Manage the departmental assets and fleet management: Manage the development and implementation of Asset and Fleet management plan, Manage the implementation of cell phone policy, Monitor stock take and asset verification to ensure accuracy, Management Policies, Procedures and Strategies, Manage and maintain Asset Register, Manage the dispensation of subsidized vehicles., Manage departmental fleet, Manage the meetings of the transport committee effectively. Provide LOGIS system control: Manage departmental system control support, Monitor commitment and recommitment on the system, Management provisioning of LOGIS training to departmental users. Manage logistics and inventory management services: Develop and review inventory management policy and procedure, ensure proper inventory management processes, Manage and control purchasing of stores and equipment, Manage and maintain inventory stock levels. Manage disposal management for the department: Manage the development and maintenance of redundant material database, Facilitate the development and implementation of Dipsosal Policy and Strategy, Ensure execution of disposal process is managed effectively, Facilitate the sittings of the Disposal Asset Committee. Manage the allocated resources of the sub-directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives.

ENQUIRIES

: Ms. Nozuko Mafu at 082 562 2347/ Mr N. Mhlawuli at 076 783 6993
eRecruitment technical enquiries: recruitment@ecotp.gov.za

POST 20/134 : **STATE ACCOUNTANT: BUDGET MANAGEMENT REF NO: OTP 02 /05/2022**

SALARY CENTRE REQUIREMENTS : R261 372 per annum (Level 07)
: Bhisho

: National Senior Certificate, NQF level 6 as recognized by SAQA in Financial Management or any related field with a minimum of 1-2 years' experience in budgeting management/planning. In-depth knowledge of legislative framework that governs the Public Service (PFMA, DORA, PSA, PSR, PPPFA, Financial Manual). Understanding of Financial Management best practices. Knowledge of the Financial Management Systems (PERSAL, BAS & LOGIS). Internal control procedures and systems.

DUTIES : Confirmation of availability of funds: Approve of purchase requisition after checking of availability of funds. Allocate expenditure to correct item codes and responsibility codes. Check delegation levels of expenditure approvals. Distribute bas report and capture compliance related issues: Retrieve BAS report from BAS with commitment report on a weekly basis. Identify misallocations and expenditure paid incorrectly and compile draft report and submit to Senior State Accountant. Advise Senior State Accountant for over expenditure and advise to shift funds where necessary. Assist with circulation of the expenditure report to GM's and Office Managers. Analyse monthly expenditure reports and identify misallocations: Generate expense paid report on BAS on a weekly basis and submit to Senior State Accountant. Request 5.7.2.8 PERSAL expenditure report from HR to collate all COE misallocations. Assist with the loading of departmental budget: Assist with loading of budget adjustments to the spreadsheet received from the directorates. Assist with loading of original budget onto BAS system to correct components. Assist with the shifting of funds between items if necessary. Assist with virements as per needs for funding according to PFMA rules.

ENQUIRIES : Ms. Nozuko Mafu at 082 562 2347/ Mr N. Mhlawuli at 076 783 6993
eRecruitment technical enquiries: recruitment@ecotp.gov.za

PROVINCIAL TREASURY

APPLICATIONS : be forwarded to: additional note: Applicants are encouraged to apply using e-Recruitment system which is available on <https://erecruitment.ecotp.gov.za/>. The system is available 24/7 and closes at 23:59 on the closing date. To report technical glitches, for assistance regarding the system, and/or for activation of your profile, send an email to: nolungalungisa.nelani@ecotp.gov.za (NB: For technical glitches Only – No CVs). Email with your ID Number, your profile email address, details of the issue. Technical support is limited to working hours: (08:00-16:30 Mon-Thursday and 08:00-16:00 on Fri). Should you submit your applications/CVs to: nolungalungisa.nelani@ecotp.gov.za and not as specified – your application will be regarded as lost and will not be considered. Refer all application related enquiries to the specified contact person.

CLOSING DATE : 20 June 2022

NOTE : Applications must be submitted on a duly completed New Z83 form obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed signed Z83 form and a detailed Curriculum Vitae. Shortlisted candidates will be required to submit certified copies of qualifications and other relevant documents to HR on or before the day of the interview. Applicants must note that further Personnel Suitability checks will be conducted on short-listed candidates and that their appointment is subject to the outcome of these checks which include security clearance, security vetting, qualification verification and criminal record checks. Reference checks will be done on nominated candidate(s). Note that correspondence will only be conducted with the short-listed candidates. If you have not been contacted by the Department 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. People with disabilities are encouraged to apply for these posts.

MANAGEMENT ECHELON

<u>POST 20/135</u>	:	<u>DIRECTOR: INTERNAL AUDIT REF NO: PT.01 /05/2022</u>
<u>SALARY</u>	:	R1 073 187 per annum (Level 13), (all-inclusive)
<u>CENTRE</u>	:	Head Office
<u>REQUIREMENTS</u>	:	B Com Degree or B Tech in Internal Auditing or Auditing or related qualification (NQF LEVEL 7) with Internal Auditing or Auditing and Accounting as major subjects coupled with a minimum of 7 years relevant experience of which 5 years must have been at middle / senior management level plus articles (Deputy Director level or above) in Internal Auditing. Certifications i.e. CIA, PIA, IAT, CFE, CCSA, QAR will be added advantage. Have a valid Driver's Licence. Skills and Competencies: In-depth understanding of legislative framework that governs the Public Service; Sound knowledge and application of standards governing Internal Auditors – IIA standards and methodology; Internal Audit regulatory frameworks and policies; Practice of Internal Auditing; Risk Management Strategy, Combined Assurance Frameworks and Plans, Enterprise Risk Management (ERM) Concepts, framework and methodologies. Strategic Capability and Leadership, Programme and Project Management, Budget and Financial Management, Change Management, Knowledge Management, Project Management, Information Management, Service Delivery Innovation, Problem Solving and Analysis, People Management and Empowerment, Client Orientation and Customer Focus, Communication (verbal & written), Computer Literacy, Extensive strategic planning, Programme management, Financial management skills, presentation skills. Personal Attributes: Confidentiality. Ability to work under pressure. Impact and Influence, Managing Interpersonal Conflict and Resolving Problems.
<u>DUTIES</u>	:	Manage the Provision of Internal Audit Services in the Department; Develop the 3 year rolling audit plan, Ensure availability of appropriate resources completion of the audit plan, Institute Audits as requested or as deemed appropriate, Ensure the development / refinement and approval of audit programmes, Monitor progress and completion of the audit plan, Ensure provision of reports to relevant Management , Follow-up to ensure that appropriate action is taken by relevant Departmental Managers. Develop and maintain a Quality Assurance and Improvement Programme for the Internal Audit unit. Manage the Provision of Administrative and Technical Support to Audit Committee; Execute CAE responsibilities and report to the Audit Committee Functionally as per the IIA Standards; Ensure annual approval of the Internal Audit Plans & Charters by the Audit Committee; Plan and execute the annual Audit Committee meetings' plan/ schedule in consultation with the Audit Committee and Management. Ensure the secretariat duties is performed for the Audit Committee sittings, Ensure Technical support assistance to the Audit Committee is provided, Assist Audit Committee to develop Audit Committee reports annually Manage Area of Responsibility; Supervise and co-ordinate the effective and efficient running and management of the Unit, Develop and implement service delivery improvement programmes. Develop and supervise the implementation of the Unit's. Annual Operational Plans. Monitor and report on the implementation thereof monthly, quarterly and annually. Ensure that performance agreements and development plans are developed and implemented for all staff in the Unit 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 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. Implement and Manage 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.
<u>ENQUIRIES</u>	:	Ms T. Nkonyile at 083 8755 707 /Ms B Ndayi at 060 543 5574 eRecruitment technical enquiries: Thelisiwa.Nkonyile@ectreasury.gov.za

OTHER POSTS

- POST 20/136** : **DEPUTY DIRECTOR: LABOUR RELATIONS REF NO: PT 02/05/2022**
Purpose: To manage and facilitate the provision of Employee Relations Services in the Department.
- SALARY** : R744 255 per annum (Level 11)
CENTRE : Head Office
REQUIREMENTS : National Senior Certificate plus National Diploma (NQF level 6) or Degree in Human Resource Management (NQF level 7 as recognized by SAQA) or any other relevant qualification with a Minimum 5 years relevant work experience of which 3 years' experience must have been at Assistant Director level in Labour Relations environment. Skills and Competencies: In-depth knowledge of legislative framework that governs the Public Service. Applied Strategic Thinking, Applying Technology, Budgeting and Financial Management. Communication and Information Management. Continuous Improvement. Citizen Focus and Responsiveness. Developing Others, Diversity Management, Impact and Influence. Managing Interpersonal Conflict and Resolving Problems. Networking and Building Bonds. Planning and Organising. Problem Solving and Decision Making. Project Management, Team Leadership, Good Communication Skills (verbal & written) and Computer Literate.
- DUTIES** : Manage The Development of Departmental Labour Relations Policies and Guidelines: Annually review and quality assure labour relations policies and procedures. Research best practice with regard to labour relations policies and procedures. Draft recommendations of improvements and submit to the Director. Conduct workshops in respect of changes. Attend Labour Law updates to keep abreast of changes in legislation and practices, Conduct workshops on Sexual Harassment policy, Conduct workshops on Employment Equity Policy. Manage Collective Bargaining and Dispute Resolution Processes: Receive changes to conditions of employment from organised labour, receive all dispute referrals, Check dispute referrals for jurisdiction, Report monthly on number of reasons for and resolution of disputes. Represent employer in conciliation/arbitration. Manage Disciplinary Processes: Advise management in respect of progressive disciplinary processes, Draft precautionary suspension letters, Conduct disciplinary investigations in conjunction with the relevant manager regarding serious allegations, Make recommendations with regard to allegations/charges, Report monthly on number of disciplinary hearings and outcomes, Establish trends relating to disciplinary action, Facilitate the submission of grievance to the authority is aware of the timeframe, Ensure that relevant authority is aware of the timeframe. Manage Consultation and Negotiation Processes: Manage meetings with organised labour to determine concerns, Represent the department at conciliation or arbitration processes, Represent the department in the provincial and sector chamber, Provide advisory service to employees in respect of grievances and poor performance. Manage Area of Responsibility: Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness, Resolve problems of motivation and control with minimum guidance from manager, Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities, Ensure Performance Agreements, Work Plans and Personal Development Plans (PDP's) for all subordinates are developed and implemented timeously, Manage employee performance daily and ensure timely submission of Performance Assessments of all subordinates, Ensure assets are managed, maintained and kept safely by subordinates.
- ENQUIRIES** : Ms T. Nkonyile at 083 8755 707 /Ms B Ndayi at 060 543 5574
eRecruitment technical enquiries: Thelisiwa.Nkonyile@ectreasury.gov.za
- POST 20/137** : **EXECUTIVE SUPPORT TO DDG: PROVINCIAL SCM MOVABLE & IMMOVABLE ASSET MANAGEMENT REF NO: PT 03/05/2022**
(1 Year Contract)
Purpose: To provide executive support in the office of the DDG: Provincial SCM Movable & Immovable Asset Management and ensure the effective management and smooth operation of the Branch.
- SALARY** : R744 255 per annum (Level 11)

<u>CENTRE REQUIREMENTS</u>	:	Head Office
	:	National Senior Certificate plus B. Degree (NQF level 7 as recognized by SAQA) in Public Administration / Finance / Accounting plus Minimum of 5 years' experience in a relevant field (specifically program / project management) of which 3 years must have been at Assistant Director Level. A Postgraduate qualification in the above areas will be an added advantage. Skills and Competencies: Knowledge and application of Legislation, regulations and policies that governs the Public Service (PFMA, Treasury Regulations, PSR,). Good project management skills, financial management acumen, people management skills. Excellent communication skills (verbal and written), computer literacy, problem solving and decision making abilities as well as customer orientation and focus.
<u>DUTIES</u>	:	Provide direction and guidance on the effective management of the Office of the DDG: Ensure staff adhere to relevant protocols in the day-to-day running of the DDG office. Provide an oversight role in the implementation of governance systems and take corrective action where necessary. Develop internal control systems, policies and procedures. Ensure that internal control systems, policies and procedures are adhered to at all time. Prepare and distribute Annual Planner for the Programme and ensure adherence to it. Maintain high standards of professionalism by ensuring that the team / unit produces excellent work in terms of quality, quantity and timeliness. Advise and sensitise the DDG and CD's of upcoming events and the preparations required for these events. Recommend systems that will help support service delivery in the unit to DDG so as to achieve Programme objectives. Support the Programme by providing Strategic and Technical Leadership in order to ensure the full Execution of Departmental Plans and Programmes: Facilitate the preparations for the development of the Annual Performance Plan (APP) and monitor its implementation in the Programme. Coordinate the development of stakeholder protocols and monitor the implementation thereof. Facilitate the preparation and the implementation of the Delegations Framework. Coordinate the development of the Annual Operational Plan and monitor its implementation. Coordinate and consolidate all Programme reports and other required submissions timeously within the stipulated timeframes and submit them to the DDG. Coordinate Chief Directorate meetings and ensure that optimum benefit is realised by ensuring that all necessary arrangements / preparations are done, minutes are accurate and distributed within 5 working days. Make follow up on resolutions taken during the meetings. Provide support towards ensuring appropriate and sound Finance, Human Resource Management: Facilitate the timeous submission of Performance Agreements for the Programme and quality check these prior to submission to DDG. Facilitate the timeous conduct of quarterly Performance Assessments / Evaluations and the submission thereof. Provide input to the annual budget process. Ensure effective expenditure control which is in line with the approved budget for the Programme. Ensure the management, safekeeping and maintenance of assets in the DDG office. Maintain proper financial records in the office of the DDG. Analyse monthly, quarterly and any other ad hoc reports so as to identify risks that could negatively impact programme performance, advise DDG and CD's and recommend corrective action where necessary. Facilitate the development and management of the Risk Management Register and Plan. Facilitate the budget preparations, recruitment and procurement plans within the stipulated timeframes. Review IYM report to Financial Management and quarterly report to OSM and ensure that the information contained therein is accurate, variances on IYM are costed and that mitigation plans on variances are valid. Ensure timely reporting on Procurement Plans to SCM, Recruitment Plans to HR, Risk Management and Audit Improvement Plans and responses to CFO and the Performance Report, and follow up on deviations.
<u>ENQUIRIES</u>	:	Ms T. Nkonyile at 083 8755 707 /Ms B Ndayi at 060 543 5574 eRecruitment technical enquiries: Theliswa.Nkonyile@ectreasury.gov.za
<u>POST 20/138</u>	:	<u>ASSISTANT DIRECTOR: RISK AND SUPPLY CHAIN MANAGEMENT PERFORMANCE REF NO: PT 04/05/2022</u> Purpose: To render Risk and Supply Chain Performance Management Services in the department
<u>SALARY CENTRE</u>	:	R382 245 per annum (Level 09)
	:	Head Office

<u>REQUIREMENTS</u>	:	National Senior Certificate and a Degree (NQF level 7 as recognised by SAQA) in Supply Chain Management / Internal Auditing qualification coupled with Minimum of 3 years' work experience in Supply Chain Management environment, Internal Auditing, Contracts and compliance, Risk and Supply Chain Performance Management environment at an officer (Level 7 or higher).
<u>DUTIES</u>	:	Render Support in ensuring Optimum Compliance within the SCM Unit: Assist in monitoring compliance with SCM policies and procedures within the department. Assist in monitoring and evaluation supplier performance in relation to contractual obligation. Assist in monitoring and evaluating SCM performance in respect of compliance to all SCM elements. Assist in monitoring the adherence to the prescribed code of conduct by the SCM practitioner and report any contraventions. Render support in ensuring Compliance Assessment Report Writing: Ensure accuracy of information on the Compliance Assessment Report. Submit a detailed report to the Deputy Director for review. Facilitate Implementation of Risk Management Interventions of SCM Unit: Identify and evaluate risks within SCM unit. Assist with audit coordination for SCMU during Internal audits and external audits (AG). Record all SCMU Related Complaints on the Complaints Register. Investigate complaints and report to complainant. Assist with the monitoring and evaluation of bid processes within the department.
<u>ENQUIRIES</u>	:	Ms T. Nkonyile at 083 8755 707 /Ms B Ndayi at 060 543 5574 eRecruitment technical enquiries: Theliswa.Nkonyile@ectreasury.gov.za
<u>POST 20/139</u>	:	<u>ASSISTANT DIRECTOR: SCM STRATEGIC PROCUREMENT AND TRANSVERSAL CONTRACT MANAGEMENT REF NO: PT 05/05/2022</u> Purpose: To render SCM transversal contract management and strategic procurement mechanism and provide contract management support to Provincial Departments and Public Entities
<u>SALARY CENTRE REQUIREMENTS</u>	:	R382 245 per annum (Level 09) Head Office
<u>DUTIES</u>	:	Arrange and Manage Transversal Contracts, Render Secretariat Services to the Interim Bid Advisory Committee (IBAC) to support Compliant and Accurate Contract Awards: Coordinate the review process for development of business cases and conduct research on opportunities for transversal contracts. Facilitate the arrangement of transversal contracts by ensuring that the correct processes of awarding contracts have been followed. Coordinate the review of Bids received from Departments by ensuring that the correct processes of evaluating tenders have been followed. Handle any anomalies detected in the review of submission process thereof. Review Specifications received from Departments to ensure compliance to the LEDPF and Treasury Regulations. Render all secretariat services of the convening committees. Render The Implementation and Institutionalisation of Contract Management: Coordinate the development of questionnaires and conduct onsite visits to Provincial Departments to ensure compliance to contract management practices. Review the status of contract management to ensure compliance to the Contract Management Framework. Render the monitoring of the contract management plan and analyse responses from stakeholders to ensure update on status of Gap analysis report. Render support to departments on contract management disputes. Render the arrangement of contract management workshops and rollout best practises to Institutionalise contact management in the Provincial Departments. Promote Contract Management Strategic Procurement: Conduct and train Departments on Spend analysis for all procurement in a financial year. Identify procurement needs for all Departments. Monitor implementation of Strategic Procurement Framework on set commodities. Manage Area of Responsibility: Maintain high standards by ensuring that the team I 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 and development opportunities. Ensure Performance Agreements, Work Plans and Personal Development Plans (PDP's) for all subordinates are developed and implemented timeously,

Manage employee performance daily and ensure timely submission of Performance Assessments of all subordinates Ensure assets are managed, maintained and kept safely by subordinates.

ENQUIRIES : Ms T. Nkonyile at 083 8755 707 /Ms B Ndayi at 060 543 5574
eRecruitment technical enquiries: Theliswa.Nkonyile@ectreasury.gov.za

DEPARTMENT OF SOCIAL DEVELOPMENT

APPLICATIONS : can be forwarded to the following District: Head Office: Hand Delivery: Albertina Sisulu Building, No 7 Beatrice Street (behind KFC-Alexandra Road), King William's Town, or Post to The Director: HRA: Social Development, Private Bag X0039, Bhisho, 5605.

FOR ATTENTION : Ms A Njaba
CLOSING DATE : 20 June 2022

NOTE : Applications must be submitted on a duly completed New Z83 form obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed signed Z83 form and a detailed Curriculum Vitae. Shortlisted candidates will be required to submit certified copies of qualifications and other relevant documents to HR on or before the day of the interview. Applicants must note that further Personnel Suitability checks will be conducted on short-listed candidates and that their appointment is subject to the outcome of these checks which include security clearance, security vetting, qualification verification and criminal record checks. Reference checks will be done on nominated candidate(s). Note that correspondence will only be conducted with the short-listed candidates. If you have not been contacted by the Department 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. People with disabilities are encouraged to apply for these posts.

MANAGEMENT ECHELON

POST 20/140 : **DISTRICT DIRECTOR: JOE GQABI REF NO: DSD 02/05/2022**
(Re-Advertisement)

SALARY : R1 073 187 per annum (Level 13)
CENTRE : Provincial Office
REQUIREMENTS : National Senior Certificate, Senior Certificate, B. Degree (NQF Level 7) in Social Science or Social Work or Community Development or Public Administration with at least 5 years proven managerial (MMS) experience. Sound Knowledge of Public Management Framework will serve as a recommendation. A valid driver's license is a prerequisite. Competencies: Previous exposure to, inter alia, good staff management. Project Management skills, budget utilization, quality assurance and customer care. Report writing skills. Stakeholder management.

DUTIES : Coordinate and manage activities within the district office. Design strategies and mechanism for service delivery that are area specific, operations and management of programmes and projects delivery at service centre in the area. Co-ordinate administrative support to service centres within the metro district. Conduct district profiling and analyse emerging trends. Develop business plans that are area specific and aligned with the municipal IDPS. Evaluate outcomes of service at community level. Manage communication office. Facilitate the development of District plans that are aligned with a departmental strategic plan. Manage administrative support services for capacitating service centre. Develop strategy for partnership collaboration and management of such network. Oversee implementation of Departmental Transformation plan within the District. Provide strategic direction, operation and leadership to ensure implementation of key policies and programme in aligning with Provincial Policy directives. Manage District and Area Offices as focus points of service delivery. To provide strategic leadership to ensure that services are delivered in a coherent and integrated manner to communities. Monitor and ensure full operations at all levels in the Chris Hani District. A clear understanding of both the provincial and departmental priorities as espoused in the NDP, PGDP, SOPA and the MEC'S Policy Speech. To ensure the institutionalization and establishment of an operational organizational

performance information management systems and practices in the department.
ENQUIRIES : can be directed to Ms Z. Moyeni at 043 605-5110 / Ms A. Njaba at 043 605-5101
eRecruitment technical enquiries: Zukisa.Moyeni@ecdsd.gov.za

OTHER POST

POST 20/141 : **AUDIT COMMITTEE MEMBER REF NO: DSD 01/05/2022 (X2 POSTS)**

SALARY : Appointment and Remuneration will be in accordance with the Provincial Treasury Instruction Note No.6 of 2014/15 -Framework for Appointment and remuneration of Audit Committee Members.

CENTRE REQUIREMENTS : Provincial Office
National Senior Certificate, Senior Certificate, B. Degree (NQF Level 7) in Information and Communication Technology, Strategic Management, Social Work, Public Management, Business Management or any relevant qualification to the services provided by the department of Social Development. A candidate must have operated at an Executive Level of an organization for a minimum of five (5) years. Served in the Audit Committee or any governance structures for the minimum of two (2) years. Be a member of recognized professional body. Understanding of the oversight regulatory framework governing public sector in terms of PFMA, Treasury Regulations, etc. is required. Competencies: Be independent and knowledgeable with experience in participating in the governance structures. Be able to dedicate time to the activities of the Audit Committee. Have strong analytical abilities, persuasion and good communication skills.

DUTIES : Monitor and review performance & effectiveness of the Internal Audit Function including approval of Internal Audit Services Coverage Plans & Policies. Review AGSA' independence and objectivity and the effectiveness of the audit process. Review AFS for abnormal and/or significant transactions of the entity and the disclosure thereof in the AFS and advise. Consider the Entity's risk and ethics management strategies and policies and advise management. Monitor and review financial and non-financial performance of the Department against service delivery expectations. Review the adequacy and effectiveness of the internal control and governance systems. Review compliance with legal and regulatory provisions. Consider ICT infrastructure and systems in place for effectiveness in the delivery of services. Audit Committee will report directly to the Head of Department and the Member of the Executive Council (MEC) of the Department of Social Development.

ENQUIRIES : can be directed to Ms Z. Moyeni at 043 605-5110 / Ms A. Njaba at 043 605-5101

NOTE : Preference will be given to candidates with experience in the ICT operations, Core Business related operations, or Strategic Management, Monitoring & Evaluation.
eRecruitment technical enquiries: Zukisa.Moyeni@ecdsd.gov.za

DEPARTMENT OF SPORT, RECREATION, ARTS AND CULTURE

APPLICATIONS : Applicants are encouraged to use e-recruitment system which is available on <https://erecruitment.ecotp.gov.za>. Applications received after closing date will not be considered. No faxed applications will be accepted. Application instructions: The system closes at 23:59 on the closing date; however, the technical support is limited to working hours: (08:00-16:30 Monday -Thursday and 08:00-16:00 on Friday). Applicant must register on the E-recruitment system, complete and submit required information and apply for position as advertised following the following link <http://www.ecprov.gov.za>.

Head Office 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 Mkwazi Building, King William's Town, 5605. Enquiries – Mr. Y. Dlamkile Tel No: 043 492 1386 or Mrs. R. E. Swartbooi Tel: 043 492 0949

Amathole Museum: Post to: The Museum Head, Amathole Museum, Private Bag X9030, East London 5200 OR Hand deliver to: Alexandria Road, King William's Town, 5601. Enquiries Mr. F. Kigozi Tel No: 081 268 3501 / 061 419 4142

Buffalo City Metro District: Post to: The Senior Manager, Department of Sport, Recreation Arts and Culture, Private Bag X9030, East London 5200 OR Hand deliver to: No 16 Commissioner Street, Old Elco Building, East London, 5201. Enquiries Ms. L. Xoseka Tel No: 043 492 2140

Amathole District: Post to: The Senior Manager, Department of Sport, Recreation Arts and Culture, Private Bag X9030, East London 5200 OR Hand deliver to: No 16 Commissioner Street, Old Elco Building, East London, 5201. Enquiries Mr. B. Mbangatha Tel No: 043 492 1838

Chris Hani District: Post to: The Senior Manager, Department of Sport, Recreation Arts and Culture, Private Bag, Komani, 5320 OR Hand deliver to: Bathandwa Ndongdo Office Park, Komani Hospital Office Complex, Komani, 5320. Enquiries Mr. X. Kwanini at 066 071 6200

Joe Gqabi District: Post to: The Senior Manager: Department of Sport, Recreation, Arts and Culture, Private Bag X1010, Aliwal North, 9750 OR Hand deliver to: No. 02 Cole Street, Aliwal North. Attention Mr. D. Ndzongwana Tel No: 051 492 4757

Sarah Baartman District: Post to: The Senior Manager: Department of Sport, Recreation, Arts and Culture, Private Bag X1003, Grahamstown, 6140 OR Hand deliver to: Registry, 1st floor, Corner African and Milner Street, Grahamstown. Attention Mr. V Ketelo Tel No: 046 492 0223

Alfred Nzo District: Post to: The Senior Manager: Department of Sport, Recreation, Arts and Culture, Private Bag X531, Mt Ayliff, 5100 OR Hand deliver to: No 67 Church Street Mt Ayliff. Attention Mr. Gugwana Tel No: 039 254 0960 / 082 542 4726

OR Tambo District: Post to: The Senior Manager, Department of Sport, Recreation, Arts and Culture, Private Bag X5003, Mthatha, 5100, Hand deliver to human Resource Management, 6th Floor, Botha Sgcau Building, corner Leeds and Owen Street, Umtata. Attention Mr. S. Stuma Tel No: 047 495 0853 / 073 322 9654

Nelson Mandela District: Post to: The Senior Manager: Department of Sport, Recreation, Arts and Culture, Private Bag X6003, Port Elizabeth, 6003 OR Hand deliver to: 2nd Floor - 66 Corporate Place, Ring Road, Greenacres, Newton Park, Port Elizabeth. Attention Mr S. Javu Tel No: 041 492 1231 / 1230

Bayworld Museum: Post to: The Senior Manager: Department of Sport, Recreation, Arts and Culture, Private Bag X6003, Port Elizabeth, 6003 OR Hand deliver to: 2nd Floor - 66 Corporate Place, Ring Road, Greenacres, Newton Park, Port Elizabeth. Attention Mr. L. Mini: 041 584 0650

CLOSING DATE
NOTE

: 20 June @16H00
: Directions to Applicants: Applications must be submitted on a duly completed New Z83 form obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed signed Z83 form and a detailed Curriculum Vitae. Shortlisted candidates will be required to submit certified copies of qualifications and other relevant documents to HR on or before the day of the interview. Please note that copies submitted need not to be certified. Communication regarding the requirements for certified documents will be limited to shortlisted candidates. Applications received after closing date will not be considered. All applications must be submitted to the relevant centre as specified in the advert. Applicants must note that further Personnel Suitability checks will be conducted on short-listed candidates and that their appointment is subject to the outcome of these checks which include security clearance, security vetting, qualification verification and criminal record checks. Reference checks will be done on nominated candidate(s). Note that correspondence will only be conducted with the short-listed candidates. If you have not been contacted by the Department 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. People with disabilities are encouraged to apply for these posts.

MANAGEMENT ECHELON

POST 20/142

: **DIRECTOR: AMATHOLE DISTRICT REF NO: DSRAC 01/05/2022**

SALARY
CENTRE

: R1 073 187 per annum, an all-inclusive remuneration
: Amathole District

REQUIREMENTS : A National Senior Certificate plus undergraduate NQF level 7 in Social Science, Industrial Psychology, Business Administration and /or equivalent as recognised by SAQA with 5 years' experience at MMS/SMS. Extensive experience in a relevant managerial field. Experience in developing strategic and business plans. Experience in government financial management. Extensive knowledge and experience in Government policies and procedures. Excellent communication and analytical skills. Computer literacy with and emphasis in excellent PowerPoint. And independent worker, meeting time frames. Monitoring and managing compliance of the District with the Statutory Bodies. Must be in possession of a valid driving license. 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 which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competence assessment (in compliance with the DPSA directive on the implementation of competence-based assessment). The competence assessment will be testing generic managerial competences using the mandated DPSA SMS competence assessment tools. Knowledge and Skills: Knowledge of accounting principles. Knowledge and understanding of Government imperatives and priorities. Knowledge and understanding of the white paper on the transformation of public service delivery (Batho Pele). It is a DPSA requirement for applicants to produce or attach a pre-entry Certificate for entry into the SMS posts. The recommended candidate has to produce an SMS Pre-entry certificate (Nyukela) as offered by the National School of Government (NSG) prior to appointment. The name of the pre-entry course is "Certificate for entry into the SMS" and full details can be sourced by following the link: <https://www.thensg.gov.za/training-cours/sms-pre-entry-programme/>. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools.

DUTIES : Overall management of the District Office in terms of the following: Corporate Services which includes Human Resource Management, Financial management and Supply Chain Management and administrative aspects. Provide strategic leadership within the district. Managing alignment of Annual Performance Plan and Budget Plan. Ensure that the line function managers carryout their duties and responsibilities in the following areas: Sport and Recreation, Libraries and Archives Services, Museum and Heritage Resources, Arts and Culture. Establish and maintain inter-governmental and non-governmental organisation relations for the integration of programmes. Manage the district budget and compile all reports as required. Monitor performance of the district in relations to planned objectives. Ensure that the operation of the district is in compliance with regulations.

ENQUIRIES : Y. Dlamkile Tel No: 043 492 1386
eRecruitment technical enquiries: rowena.swartbooi@ecsrac.gov.za

OTHER POSTS

POST 20/143 : **DEPUTY DIRECTOR: ICT INFRASTRUCTURE REF NO: DSRAC 02/05/2022**

SALARY : R744 255 per annum (Level 11), an all-inclusive remuneration
CENTRE : Head Office
REQUIREMENTS : National Senior Certificate plus a National Diploma / preferable B. Degree (NQF level 7) qualification in Information Technology plus 3 years' relevant experience as Assistant Director in production level. Knowledge of government legislations/ prescripts, policies, procedures, and processes. Advanced project management. Government operating systems. Strategic vision of the province and the department. Project Management. Report writing skills. Risk management. Time management. Communication skills. Basic computer literacy. Strategic capability and leadership. Client orientation and customer focus. People management and empowerment. Problem analysis and solving. Negotiation, communication, and networking skills. Ability to do research, analyse documents and give solutions. Programme and project management. A valid code 08 driving license.

DUTIES : Management of ICT Infrastructure. Maintain and ensure operational procedures and tasks are achieved reliably and consistently. Manage the operation of outsourced IT services to maintain the protection of departmental information. Monitor ICT infrastructure. Maintain measures for protection against environmental factors in ICT facilities. Provide business analysis

services. Oversee ICT Continuity. Develop, maintain and test ICT continuity policy, plan and procedures. Maintain availability of business-critical ICT services and electronic information. Assess the adequacy of the ICT Continuity policy, plan and procedures following the successful resumption of services after a disruption. Manage ICT Security. Oversee protection against malware, network, endpoints and all forms of connectivity. Oversee management of ICT user identity and logical access. Monitor the infrastructure for security related events. Management of Configuration. Establish and maintain a logical model of the services, assets and infrastructure and how to record configuration items. Establish and maintain a configuration management repository and create controlled configuration baselines. Define and produce configuration reports on status changes. Periodically verify repository for completeness and correctness against the desired target. Ensure proper problem management. Define and implement criteria and procedures to report identified problems, including problem classification, categorization and prioritization. Oversee the investigation and diagnosis of problems. Supervise the creation of known-error records and appropriate workarounds and identification of potential solutions. Facilitate the identification and initiation of sustainable solutions addressing the root cause. Oversee collection and analysis of operational data. Ensure effective and efficient management of the component. Give input on the development of strategic, business/operation and procurement plans of the unit. Give advice on procurement of goods and services for the unit. Ensure sound working IT environment for IT personnel (allocation of resources). Promote sound labour relations and maintain discipline on staff. Compile weekly/monthly IT operations reports. Ensure IT tools are available to all departmental users. Manage financial resources (budget, cash flow projections & in-year monitoring). Manage human resources (attendance register and leave records).

- ENQUIRIES** : R. Swartbooi Tel No: 043 492 0949
eRecruitment technical enquiries: mawabo.cezula@ecsrac.gov.za
- NOTE** : People with disabilities who meet the requirements will be given preference.
- POST 20/144** : **DEPUTY DIRECTOR: INFRASTRUCTURE COMMUNITY & DEVELOPMENT**
REF NO: DSRAC 03/05/2022
- SALARY** : R744 255 per annum (Level 11), an all-inclusive remuneration
CENTRE : Head Office
REQUIREMENTS : National Senior Certificate plus a National Diploma / preferable B. Degree (NQF level 7) qualification in any built environment coupled with 3 years relevant experience at junior management/ Assistant Director in project management. Understanding development planning at national, provincial and local level. Knowledge of government legislations/ prescripts, policies, procedures and processes. Knowledge governing construction industry. Advanced project management. Government operating systems. Strategic vision of the province and the department. Project Management. Report writing skills and social facilitation skills. Risk management. Time management. Communication skills. Basic computer literacy. Strategic capability and leadership. Client orientation and customer focus. People management and empowerment. Problem analysis and solving. Financial management. Programme and project management. Ability to interpret results of feasibility studies and development specifications accordingly. Ability to conduct community engagement and social facilitation processes. Broad understanding of Heritage Resources Act. A valid code 08 driving license.
- DUTIES** : Facilitate appointment of the implementing agents, consultants and contractors. Coordinate signing of the service level agreement with the implementing agents. Ensure that consultants and contractors are briefed about their respective roles. Manage registration of appointed service provider. Ensure compliance of regulations by appointed consultants and contractors. Monitor and evaluate the construction process of projects. Attend progress and technical meetings on the building sites. Coordinate the implementation of municipal infrastructure grant (MIG). Draw up sector conditions for sport and recreation. Determine norms and standards for sport facilities and in the MIG forums. Manage the community development and EPWP. Coordinate recommendation of the implementing agent to be used. Management of administration support. Give input in the development of strategic, operational, business, procurement and budget plans. Attend and respond to audit query matters. Manage human and financial resources. Manage allocation of staff

		resources. Manage compilation and submission of monthly and quarterly reports. Manage EPMDs and staff development training needs. Manage attendance register and leave records.
<u>ENQUIRIES</u>	:	R. Swartbooi Tel No: 043 492 0949
		eRecruitment technical enquiries: mawabo.cezula@ecsrac.gov.za
<u>NOTE</u>	:	People with disabilities who meet the requirements will be given preference.
<u>POST 20/145</u>	:	<u>ASSISTANT DIRECTOR: SCM REF NO: DSRAC 04/05/2022</u>
<u>SALARY</u>	:	R382 245 per annum (Level 09)
<u>CENTRE</u>	:	OR Tambo District
<u>REQUIREMENTS</u>	:	National Senior Certificate plus 3-year National Diploma (NQF Level 6) in Supply Chain Management / Financial Management / Logistics Management/Purchasing Management/ Public Administration/ Public Management with 3 years' experience at a supervisory level (7/8) in Supply Chain Management. Job related knowledge: Knowledge of the Public Finance Management Act and Treasury Regulations. Knowledge of the Preferential Procurement Policy Framework and Supply Chain Management Framework. Knowledge of Basic Accounting System (BAS) and Logistical Information System (LOGIS). Understanding of supply chain management processes. Knowledge of economics. Job related skills: Communication skills (verbal and written), Negotiation and Conflict resolution skills, Strategic management skills and leadership skills, Project management skills, networking skills, Team management skills, People management skills, Customer and client focus. Statistical forecasting. A valid driving licence and willingness to travel.
<u>DUTIES</u>	:	Manage the Demand Management Plan (DMP) and acquisition of goods, services and assets. Identify preferential procurement objectives. Develop systematic approach that achieves the lowest cost of ownership regarding purchase of goods, services and asset. Determine bid criteria and facilitate evaluation accordingly. Conduct historical data analysis to determine procurement trends. Identify critical delivery dates. Conduct expenditure analysis based on historical data and link Medium Term Expenditure Framework (MTEF). Conduct frequency analysis of industries / commodities to determine best alternatives. Provide logistical and transport services. Implement Logistics Management Systems LOGIS, procedures and processes. Ensure the integrity of LOGIS. Manage inventory levels. Initiate payments for goods, services and assets. Manage stores and warehousing. Manage creditors' reconciliation. Manage fleet services and travel arrangements. Provide asset management services. Maintain asset registers. Implement controls for safeguarding assets. Reconcile asset registers with LOGIS and BAS. Maintain the Barcoded Asset Audit (BAUD) system. Verify asset purchases. Manage office administration services. Provide facilities services.
<u>ENQUIRIES</u>	:	S. Stuma Tel No: 047 495 0853
		eRecruitment technical enquiries: rowena.swartbooi@ecsrac.gov.za
<u>NOTE</u>	:	This post is earmarked for persons with disabilities.
<u>POST 20/146</u>	:	<u>HR PRACTITIONER – PERFORMANCE MANAGEMENT REF NO: DSRAC 05/05/2022</u>
<u>SALARY</u>	:	R321 543 per annum (Level 08), an all-inclusive remuneration
<u>CENTRE</u>	:	Head Office
<u>REQUIREMENTS</u>	:	National Senior Certificate plus a National Diploma/ B degree qualification (NQF Level 6) certificate in Human Resources Management/ Public Administration or relevant qualification. At least 1 - 2 years working experience in Performance Management environment. Knowledge of PERSAL is essential (PERSAL Introduction Certificate). Knowledge of Public Service Act, Public Service Regulations, & PMDS Handbook/Manual and must be computer literate. A valid code 8 driving licence.
<u>DUTIES</u>	:	Collection of PMDS documents and report on Departmental levels. Coordinate submissions of Performance agreements, reviews, and annual assessments, capturing Performance Agreements and Assessments on PERSAL. Compile PMDS data for stability purpose, compile and prepare PMDS reports and submit to provincial HRD, prepare the PMDS schedule plan. Organisation of committees for moderations, coordination of moderation committee meetings for all categories, document management in terms of validity and quality assurance. Organise the function of moderation committees, record minutes of

		moderation committees, compile submission for approval, administer the moderation system as part of information and records management. Organisation of performance incentives.
<u>ENQUIRIES</u>	:	R. Swartbooi Tel No: 043 492 0949
		eRecruitment technical enquiries: mawabo.cezula@ecsrac.gov.za
<u>NOTE</u>	:	People with disabilities who meet the requirements will be given preference.
<u>POST 20/147</u>	:	<u>HR PRACTITIONER – HR STRATEGIES REF NO: DSRAC 06/05/2022</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R321 543 per annum (Level 08), an all-inclusive remuneration
	:	Head Office
	:	National Senior Certificate plus a National Diploma/ B degree qualification (NQF Level 6) certificate in Human Resources Management/ Public Administration or relevant qualification. At least 1 - 2 years working experience at HR strategies/practice environment. Knowledge of Public Service Legislation/Policies/Prescripts and Procedures. Basic Knowledge on Financial Administration. Public Service Regulatory Framework. Knowledge HR policies. Organizing and Planning. Communication and Presentation skills. Computer Literacy (PowerPoint & Excel). Ability to interpret legislation. Problem Solving skills. Report writing Knowledge of PERSAL is essential (PERSAL Introduction Certificate). Knowledge of Public Service Act, Public Service Regulations. Knowledge of Vulindlela and analysis of PERSAL reports. A valid code 8 driving licence.
<u>DUTIES</u>	:	Render support on the development/review of integrated Human Resource policies. Identify if current practices are line with current legislation. Conduct research/benchmark of best practices and establish policy task team. Assist in consolidating inputs and submit final draft for adoption and approval. Provide support in conducting awareness sessions to departmental employee. Provide support on the development/review of the integrated Human Resource Plan. Render administration support on analysis of HR current status. Conduct HR needs (forecast HR demand and supply) and workforce analysis. Render assistance in identification of gaps in supply and demand. Provide support on consolidation of inputs and development of action plan. Obtain approval and submit to the office of the Premier and DPSA. Administer the development/review of integrated employment equity plan monitor its implementation. Render consultation with relevant stakeholders to determine gap. Provide support in conducting awareness workshop on employment equity throughout the department. Render support in the implementation of employment equity programmes. Assist in monitoring and evaluation of employment equity plan through employment equity committee meetings. Provide support on compilation of report to the department of labour on progress made on equity status. Perform administration function. Ensure that filing of records is maintained in line with relevant standards. Assist in the compilation of reports. Provide support to Internal Audit, Strategic Management and Risk Management sections on HRM related matters. Provide mentorship to interns and learners.
<u>ENQUIRIES</u>	:	R. Swartbooi Tel No: 043 492 0949
		eRecruitment technical enquiries: mawabo.cezula@ecsrac.gov.za
<u>NOTE</u>	:	People with disabilities who meet the requirements will be given preference.
<u>POST 20/148</u>	:	<u>ARTS CENTER SUPERVISOR (X2 POSTS)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R321 543 per annum (Level 08), an all-inclusive remuneration
	:	Ingquza Arts Center (OR Tambo) Ref No: DSRAC 07/05/2022
	:	Mdantsane Arts Center (Amathole) Ref No: DSRAC 08/05/2022
	:	National Senior Certificate plus a National Diploma at NQF level 6 in Fine Arts. At least 1 to 2 years working experience in an Arts and Culture or Arts Centre field. Knowledge of Public Service Legislation, Policies and Prescripts. Basic knowledge of financial administration. Knowledge of public service. Departmental management. Knowledge of Batho Pele principles. Knowledge of the visual arts, craft and design sectors. Knowledge of government strategies to use the arts to grow the economy. Good computer, organising, communication and report writing skills. Excellent human and interpersonal relations. Sound knowledge of stakeholders. A valid code 08 driving license.
<u>DUTIES</u>	:	Coordinate national art festivals. Organise logistics and attend meetings. Responsible for groups and designer artists. Monitor festival equipment for artists. Coordinate art centre programs. Ensure crafting of rooster for activities.

		Organise art centre structures. Consult with relevant stakeholders. Identify beneficiaries. Coordinate approval of submission. Manage access of the art centre. Market the institution to the communities. Monitor day to day operations of the art centre. Responsible for art centre material. Develop database for artists. Manage institutional support Maintain working relations with the stakeholders. Give support to developing artists. Monitor progress of artists. Provide administration support to the art centre. Give input in the development of art centre business plan. Consolidate, compile and submit monthly and quarterly reports. Monitor budget expenditure and revenue collection. Ensure approval of procurement submission. Ensure staff development of PMDS. Maintain staff discipline. Supervise and monitor visitor's register.
<u>ENQUIRIES</u>	:	OR Tambo: S. Stuma Tel No: 047 495 0853. eRecruitment technical enquiries: rowena.swartbooi@ecsrac.gov.za Amathole: B. Mbangatha Tel No: 043 492 1838. eRecruitment technical enquiries: rowena.swartbooi@ecsrac.gov.za
<u>NOTE</u>	:	People with disabilities who meet the requirements will be given preference.
<u>POST 20/149</u>	:	<u>PRINCIPAL LIBRARIAN (X3 POSTS)</u>
<u>SALARY CENTRE</u>	:	R321 543 per annum (Level 08), an all-inclusive remuneration
	:	Chris Hani District (District Office) Ref No: DSRAC 09/05/2022
	:	Sarah Baartman District (Grahamstown Depot) Ref No: DSRAC 10/05/2022
	:	Sarah Baartman District (Humansdorp) Ref No: DSRAC 11/05/2022
<u>REQUIREMENTS</u>	:	National Senior Certificate plus a National Diploma at NQF level 6 in Library Science or Information Science B. Bibl Degree or. At least 1 - 2 years working experience in a Library and Information Service field. Knowledge of Public Service Legislation, Policies and Prescripts. Basic knowledge of Library and Information science matters. Prescripts and legislations. Procedures and processes. Good computer, organising, communication, and report writing skills. Excellent human and interpersonal relations. Sound knowledge of stakeholders. A valid code 08 driving license.
<u>DUTIES</u>	:	Implement the provisioning of library materials to community/public libraries. Implement awareness campaigns, outreach programmes and promotion of library use to all communities within the district. Implement stock control of all library material in all affiliated libraries. Supervision of selection and processing of library material to be delivered to libraries. Conduct monitoring visits to public libraries within the District. Supervision of staff in the district office/depot. Analyse user needs submitted by public libraries. Compilation and consolidation of monthly /quarterly user statistics and reports.
<u>ENQUIRIES</u>	:	Chris Hani: X. Kwanini Tel No: 066 071 6200. eRecruitment technical enquiries: rowena.swartbooi@ecsrac.gov.za Sarah Baartman: V. Ketelo Tel No: 046 492 0223. eRecruitment technical enquiries: rowena.swartbooi@ecsrac.gov.za
<u>NOTE</u>	:	People with disabilities who meet the requirements will be given preference.
<u>POST 20/150</u>	:	<u>ARCHAEOLOGIST REF NO: DSRAC 12/05/2022</u> Re-advertisement: Previous applicants are encouraged to re-apply
<u>SALARY CENTRE</u>	:	R321 543 per annum (Level 08), an all-inclusive remuneration
	:	Head Office
<u>REQUIREMENTS</u>	:	National Senior Certificate plus B. Degree (NQF Level 7) in Archaeology, or other relevant field; at least 1 - 2 years of experience directly related to the duties and responsibilities specified. Completed degree (s) from an accredited institution. A valid code 08 driving licence.
<u>DUTIES</u>	:	Conduct field investigations of historic/ prehistoric sites for preservation assessment. Compile and Evaluate Heritage Impact Assessments (HIA's) and Environmental Impact Assessment (EIA) and other related reports. Evaluate permit applications, issue comments, and make recommendations to developments. Develop and maintain a heritage resource information database. Serve as liaison with clients, contractors, landowners, and local state/state/federal agency representative, as appropriate, to ensure smooth project operation. Make recommendations as to site significance. Ensure timely completion of project reports. May need to contribute input to budgets and research design development. Perform miscellaneous job-related duties as assigned. Skills in the use of computers for writing, analysis, and report production.
<u>ENQUIRIES</u>	:	R. Swartbooi Tel No: 043 492 0949

NOTE : eRecruitment technical enquiries: mawabo.cezula@ecsrac.gov.za
 People with disabilities who meet the requirements will be given preference.

POST 20/151 : **PRINCIPAL CURATOR REF NO: DSRAC 13/05/2022**
 Re-advertisement: Previous applicants are encouraged to re-apply

SALARY : R321 543 per annum (Level 08)
CENTRE : Bayworld
REQUIREMENTS : National Senior Certificate plus BA Degree/ Diploma (NQF Level 6) in History/ Social Science/Philosophy with at least 1 - 2 years of experience in the field of museum and heritage. Knowledge and understanding of government processes. Project management skills. Good communication and interpersonal skills. Ability to work under pressure without supervision. Computer literacy. A valid code 08 driving license.

DUTIES : Curate and develop the collection for long term preservation and storage. Add to the collection by undertaking active survey/research and actively seek to obtain collections from donors. Assist public researchers, community museums, institutions of learning, etc. with research in humanities and museology. Edit and write articles for the museum newsletter, journals or periodicals and give lectures. Supervision of staff at no. 7 Castle Hill branch. Assist in compiling quarterly and annual reports and monitor the Implementation of the frameworks for the benefaction of designated and monitor the Implementation of the frameworks for the benefaction of designated groups.

ENQUIRIES : L. Mini Tel No: 041 584 0650
 eRecruitment technical enquiries: rowena.swartbooi@ecsrac.gov.za

NOTE : People with disabilities who meet the requirements will be given preference.

POST 20/152 : **STATE ACCOUNTANT – PRE-AUDIT (INTERNAL CONTROL) REF NO: DSRAC 14/05/2022**

SALARY : R261 372 per annum (Level 07), an all-inclusive remuneration
CENTRE : Chris Hani District
REQUIREMENTS : National Senior Certificate plus a National Diploma (NQF level 6 as recognised by SAQA) in Internal Audit or Accounting or Cost & Management Accountant or Financial Information System or Public Management with at least 1 to 2 years' experience within the public sector internal control / pre-audit unit. Knowledge of financial systems (PERSAL & LOGIS). Knowledge of public service. Legislation / policies / prescripts and procedures. Knowledge of Batho Pele principles. Computer literacy. Good communication skills. Sound organisational skills. Report writing. People management. Customer / client orientated approach Ability to work under pressure and independently. A valid code 08 driving licence.

DUTIES : Ensure compliance with the applicable laws and regulations in procurement processes, supplier payments and HR related claims. Prevent and detect irregular, unauthorized fruitless and wasteful expenditures within the district. Maintain proper filing of payment vouchers for easy retrieval during the audit period. Submit RFI's to Head Office within the required time. Check compliance of goods and services in line with procurement procedures and financial delegations. Check compliance with prescripts and pre-audit checklist. Issuing pre-audit certificate. Post-auditing for payment, filing and reporting on unauthorised, irregular and fruitless expenditure. Checking that all supporting documents for payment are present and are in compliance with the prescripts. Affix pre-audit stamp and process to payment section. Administration and filing of procurement documents. Filing of all procurement submissions. Responding to all request for information from auditors. Compile and consolidate finance reports. Capture all paid payments monthly. Update and record unauthorized irregular fund and gift reports.

ENQUIRIES : X. Kwanini Tel No: 066 071 6200
 eRecruitment technical enquiries: rowena.swartbooi@ecsrac.gov.za

NOTE : People with disabilities who meet the requirements will be given preference.

POST 20/153 : **EXHIBITION OFFICER REF NO: DSRAC 15/05/2022**

SALARY : R261 372 per annum (Level 07), an all-inclusive remuneration
CENTRE : Amathole Museum

- REQUIREMENTS** : National Senior Certificate plus an NQF Level 6 Certificate in Graphic Design and 1 - 2 years' relevant experience in a graphic design / museum environment. Design principles, techniques and tools. Exhibition techniques. Stylistic and decorative processes and techniques. Artistic skill. Museum mission statement. International museum standards. Project management. Techniques of application of materials. Verbal and written communication skill. Photographic skills. Organising skills. Interpersonal skills. Report writing skills. Problem solving skills. Computer skills. Inspection and analytical skills. A valid code 08 driving license.
- DUTIES** : Plan and design exhibitions, publications and promotional items. Design all museum promotional material, adverts and website banners. Design brochures, invitations, booklets and signage to highlight national celebrations. Design all museum publications and newsletters. Design and plan all museum marketing programmes. Design temporary and permanent exhibitions. Design museum signage. Design and coordinate all the workflow processes. Developing systems and processes for the smooth and effective delivery of all design and graphic work. Coordinate all graphic design work done to ensure brand identity consistence. Attend all meetings to ensure smooth and systematic delivery of all work requested of the design team. Develop style guides and sheets as required. Develop and maintain brand identity manual policies. Conceptualize and produce graphic design items for the museum. Prepare sketches diagrams, illustrations and layout design concepts. Use sketches, measurements, photographs and computer-generated images to illustrate the visual proposal. Layout and design computer generated designs and prints using specialized graphic software programmes. Consult with woodwork section on framing and display options. Maintain an archive of images, photographs and any previous work products for future use. Created and design displays enhancement specimens. Design displays using molding and casting techniques. Manufacture relevant displays. Install displays. Source and purchase materials for displays. Conduct research on appropriate photographs, video and sound presentations. Provide advice and technical support. Ensure all museum buildings are branded, provided artwork for all rooms. Give advice on display exhibitions.
- ENQUIRIES** : S. Cakata at 061 419 4142
- NOTE** : eRecruitment technical enquiries: rowena.swartbooi@ecsrac.gov.za
People with disabilities who meet the requirements will be given preference.
- POST 20/154** : **CULTURAL OFFICER REF NO: DSRAC 16/05/2022**
- SALARY CENTRE REQUIREMENTS** : R261 372 per annum (Level 07), an all-inclusive remuneration
Sarah Baartman District (Dakawu Arts Center)
- DUTIES** : National Senior Certificate plus a National Diploma at NQF level 6 in Arts and Culture. At least 1 to 2 years working experience in an Arts and Culture field. Knowledge of Public Service Legislation, Policies and Prescripts. Basic knowledge of financial administration. Good computer, organising, communication and report writing skills. Excellent human and interpersonal relations. Sound knowledge of stakeholders. A valid code 08 driving license.
- DUTIES** : Coordinate Arts & Culture Provincial Programmes. Organise logistics and attend meetings. Responsible for groups and designer artists. Organise festival equipment for artists. Facilitate and implement art centre programs. Craft rooster for activities. Organise arts centre structures. Consult with relevant stakeholders. Identify beneficiaries. Coordinate approval of submissions. Facilitate access of the art centre. Market the institution to the communities. Monitor day to day operations of the art centre. Responsible for art centre material. Develop database for artists. Provide institutional support. Maintain working relations with the stakeholders. Give support to developing artists. Monitor progress of artists. Provide administrative support. Draft art centre business plan. Consolidate and compile quarterly and annual reports. Monitor budget expenditure and revenue collection. Coordinate procurement submission. Organise and monitor visitor's register.
- ENQUIRIES** : V. Ketelo Tel No: 043 492 0223
- NOTE** : eRecruitment technical enquiries: rowena.swartbooi@ecsrac.gov.za
People with disabilities who meet the requirements will be given preference.
- POST 20/155** : **LIBRARIAN (X7 POSTS)**
- SALARY** : R261 372 per annum (Level 07), an all-inclusive remuneration

<u>CENTRE</u>	:	Nelson Mandela District (Colchester Public Library) Ref No: DSRAC 17/05/2022 (X1 Post) Nelson Mandela District Kuyga Library) Ref No: DSRAC 18/05/2022 (X1 Post) Joe Gqabi District (Eureka Library) Ref No: DSRAC 19/05/2022 (X1 Post) Joe Gqabi District (Alwal North Public Library) Ref No: DSRAC 20/05/2022 (X1 Post) OR Tambo District (PSJ -Thombo Modular Library) Ref No: DSRAC 21/05/2022 (X1 Post) OR Tambo District (Bazindlovu Modular Library -Mqanduli) Ref No: DSRAC 22/05/2022 (X1 Post) Amathole District (Nomaka Mbeki Library) Ref No: DSRAC 23/05/2022 (X1 Post)
<u>REQUIREMENTS</u>	:	National Senior Certificate plus a Bibl. Degree/ B Tech in Library Information Studies / National Diploma in Library and Information Studies (NQF level 6) or equivalent studies with at least 1 to 2 years working experience in a Library and Information Service field. Knowledge of public service legislation, policies and prescripts. Basic knowledge of library and information science matters. Prescripts and legislations. Procedures and processes. Good computer, organising, communication, and report writing skills, excellent human, and interpersonal relations. Sound knowledge of stakeholders. A valid code 08 driving license.
<u>DUTIES</u>	:	Implement the provisioning of library materials to community/public libraries. Implement awareness campaigns, outreach programmes and promotion of library use to all communities within the district. Implement stock control of all library material in all affiliated libraries. Selection and processing of library material to be delivered to libraries. Conduct monitoring visits to public libraries within the District. Supervision of staff in the district office/depot. Analyse user needs submitted by public libraries. Compilation and consolidation of monthly user statistics and reports.
<u>ENQUIRIES</u>	:	Sarah Baartman: V. Ketelo Tel No: 043 492 0223. eRecruitment technical enquiries: rowena.swartbooi@ecsrac.gov.za Joe Gqabi: D. Ndzongwana Tel No: 051 492 4757. eRecruitment technical enquiries: rowena.swartbooi@ecsrac.gov.za OR Tambo: S. Stuma Tel No: 047 495 0853. eRecruitment technical enquiries: rowena.swartbooi@ecsrac.gov.za Amathole: B. Mbangatha Tel No: 043 492 1838. eRecruitment technical enquiries: rowena.swartbooi@ecsrac.gov.za Nelson Mandela: A. Dyalvana Tel No: 041 492 1230. eRecruitment technical enquiries: rowena.swartbooi@ecsrac.gov.za
<u>NOTE</u>	:	People with disabilities who meet the requirements will be given preference.
<u>POST 20/156</u>	:	<u>SPORT PROMOTION OFFICER – SCHOOL SPORT REF NO: DSRAC 24/05/2022</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R261 372 per annum (Level 07), an all-inclusive remuneration Sarah Baartman District
<u>DUTIES</u>	:	National Senior Certificate plus a National Diploma in Sport Management or Human Movement Science (NQF Level 6) with at least 1 - 2 years' experience in Sport Development. Good communication and organising skills. Ability to work under pressure. Basic computer skills. Basic knowledge of Financial Administration. Report writing skills, Presentation skills will be an added advantage. Knowledge of relevant prescripts. Exposure in a number of codes or federations. A valid code 08 driving license. To promote and encourage participation in Sport Development. To create platform for talent identification through the implementation of the Sport Development & Federations Activities. To facilitate and implement capacity building programmes. To facilitate participation of Federations from grassroots to National Level.
<u>ENQUIRIES</u>	:	V. Ketelo Tel No: 043 492 0223 eRecruitment technical enquiries: rowena.swartbooi@ecsrac.gov.za
<u>NOTE</u>	:	People with disabilities who meet the requirements will be given preference.
<u>POST 20/157</u>	:	<u>SPORT PROMOTION OFFICER – CLUB DEVELOPMENT REF NO: DSRAC 25/05/2022</u>
<u>SALARY CENTRE</u>	:	R261 372 per annum (Level 07), an all-inclusive remuneration Sarah Baartman District

- REQUIREMENTS** : National Senior Certificate plus a National Diploma in Sport Management or Human Movement Science (NQF Level 6) with at least 1 -2 years' experience in Sport Development. Knowledge of Sport Prescripts. Sport Administration. Knowledge of how to implement conditional grants in line with the DORA framework and the national Sport and Recreation plan. Basic knowledge of Financial Administration. Good communication and organising skills. Ability to work under pressure. Basic computer skills. Report writing skills, Presentation skills will be an added advantage. Knowledge of relevant prescripts. Exposure in several codes or federations. A valid code 08 driving license.
- DUTIES** : Facilitate the establishment, support and maintenance of recreation; schools, and clubs' structures in municipalities and wards. Provide support services to federations, clubs, hub structures and school sport structures. To implement operational plans of the district. Liaise with hubs, sport federations, school sports structures, sport councils and academy to increase the number of participants in sports and recreation activities. Create an enabling environment for the talent identification through the implementation of the Sports Development and federations activities. Compilation of monthly reports. Collection of credible data and evidence.
- ENQUIRIES** : V. Ketelo Tel No: 043 492 0223
eRecruitment technical enquiries: rowena.swartbooi@ecsrac.gov.za
- NOTE** : People with disabilities who meet the requirements will be given preference.
- POST 20/158** : **SPORT PROMOTION OFFICER – RECREATION DEVELOPMENT REF NO: DSRAC 26/05/2022**
- SALARY** : R261 372 per annum (Level 07), an all-inclusive remuneration
CENTRE : Joe Gqabi District
REQUIREMENTS : National Senior Certificate plus a National Diploma in Sport Management or Human Movement Studies (NQF Level 6) with at least 1 - 2 years' experience in Recreation Development. Knowledge of how to implement conditional grants in line with the DORA framework and National Sport and Recreation plan. Must have a good organising, interpersonal, and Project Management skills, must be able work under pressure, computer literacy, Good communication and organising skills. Ability to work under pressure. Basic knowledge of Financial Administration. Basic computer skills. A valid code 08 driving license.
- DUTIES** : Facilitate, organise and implementation of Recreation Development programmes in the district. Preparation of documentation for submissions. Organise and co-ordinate Recreation Development projects provincially, in accordance with the Provincial Sport and Recreation policy. Liaise with communities, structures, federations and maintain partnership. Organise capacity building workshops. Compile reports.
- ENQUIRIES** : D. Ndzongwana Tel No: 051 492 4757
eRecruitment technical enquiries: rowena.swartbooi@ecsrac.gov.za
- NOTE** : People with disabilities who meet the requirements will be given preference.
- POST 20/159** : **LANGUAGE PRACTITIONER (AFRIKAANS) REF NO: DSRAC 27/05/2022**
Re-advertisement: Previous applicants are encouraged to re-apply
- SALARY** : R261 372 per annum (Level 07)
CENTRE : Head Office
REQUIREMENTS : National Senior Certificate plus a B. A. Degree/ National Diploma at (NQF level 6) in Language Practice with Afrikaans and English. Experience in translating from English to Afrikaans vice versa. 1 to 2 years' experience and ability to translate technical and legal documents in the languages mentioned above. Experience and knowledge in publishing and creative writing field. Knowledge of language policy; computer literacy. The candidate must possess good interpersonal relations and ability to work as a team. Must have written and verbal communication skills. Candidate must be able to work independently, under pressure, and after hours. Be willing to travel to various districts for stakeholder engagement. Knowledge of Sign Language or willingness to learn the language would be an added advantage. Driver's license would be an advantage.
- DUTIES** : Render language services duties such as translation of official documents from and into Afrikaans, English for our department and other government departments. Provide and facilitate any language related development initiative. Provide interpreting service when required. Facilitate editing, proofreading and prepare manuscripts for publication. Liaise and meet with

		stakeholders for language development projects as well as organizing language related events.
<u>ENQUIRIES</u>	:	R. Swartbooi Tel No: 043 492 0949 eRecruitment technical enquiries: mawabo.cezula@ecsrac.gov.za
<u>NOTE</u>	:	People with disabilities who meet the requirements will be given preference.
<u>POST 20/160</u>	:	<u>LIBRARY ASSISTANT (X3 POSTS)</u>
<u>SALARY CENTRE</u>	:	R176 310 per annum (Level 05), an all-inclusive remuneration
	:	Chris District Ref No: DSRAC 28/05/2022
	:	Joe Gqabi (Lower Tsitsana Library) Ref No: DSRAC 29/05/2022
	:	Alfred Nzo District (Mount Frere Library) Ref No: DSRAC 30/05/2022
<u>REQUIREMENTS</u>	:	National Senior Certificate with no experience. A National diploma in library and information studies (NQF Level 6) will be an added advantage. Good command of at least two (2) official languages. Knowledge of library systems and relevant government prescripts. Computer literacy. Good verbal and written skills.
<u>DUTIES</u>	:	Perform all circulations duties in the library. Join and renew library membership. Assist with shelving and circulation of all library material. Attend reference queries brought by members of the public library and learners. Maintain good public relations with the neighborhood or community. Attend meetings where and when necessary. Compile statistics of the library. Assist in organising and/ or be involved in awareness programmes (Advocacy and Marketing). Assist in the information of library structure. Responsible for orientation and children's programmes Assist in the management of library donations, perform all circulation duties and other programmes in the library including ICT and mini-lib services.
<u>ENQUIRIES</u>	:	Chris Hani: X. Kwanini at 066 071 6200. eRecruitment technical enquiries: rowena.swartbooi@ecsrac.gov.za D. Ndzongwana Tel No: 051 492 4757. eRecruitment technical enquiries: rowena.swartbooi@ecsrac.gov.za M. Gugwana Tel No: 039 492 0297. eRecruitment technical enquiries: rowena.swartbooi@ecsrac.gov.za
<u>NOTE</u>	:	People with disabilities who meet the requirements will be given preference.
<u>POST 20/161</u>	:	<u>HR CLERK REF NO: DSRAC 31/05/2022</u>
<u>SALARY CENTRE</u>	:	R176 310 per annum (Level 05), an all-inclusive remuneration
<u>REQUIREMENTS</u>	:	BCM District National Senior Certificate with no experience. An appropriate NQF Level 4 Qualification in Human Resource Management / Personnel Management / Public Administration will be an added advantage. Knowledge of Human Resources, and Conditions of Service. A fair understanding of Public Service Regulations, Public Service Act and other Legislation governing Human Resource Administration. Computer literacy. Knowledge of PERSAL will be an added advantage. A valid code 08 driving licence will be an added advantage.
<u>DUTIES</u>	:	Implement human resource administration practices. Coordinate recruitment and selection process. Implement conditions of services. Render termination of service. Facilitate appointments and transfers. Capture all appointments of employees. Verify appointment with relevant supporting documents. Capturing of information on system. Avoid faulty transactions from the system. Facilitate injury on duty (IOD) cases for employees. Receive IOD forms. Fill in and forward the forms to the relevant doctor. Ensure doctor's registration. Forward forms to the department of labour. Facilitate submission of approval. Processing of payments. Facilitate leave matters. Request database of employees for long service. Check verification of notches from the system. Facilitate the process of leave discounting. Verification of the amount to be paid. Capture the documents on the system. Render Human Resource clerical services within the District.
<u>ENQUIRIES</u>	:	L. Xoseka Tel No: 043 492 2140 eRecruitment technical enquiries: rowena.swartbooi@ecsrac.gov.za
<u>NOTE</u>	:	People with disabilities who meet the requirements will be given preference.
<u>POST 20/162</u>	:	<u>HR CLERK REF NO: DSRAC 32/05/2022</u>
<u>SALARY CENTRE</u>	:	R176 310 per annum (Level 05), an all-inclusive remuneration
	:	Amathole Museum

<u>REQUIREMENTS</u>	:	National Senior Certificate with no experience. An appropriate NQF Level 4 Qualification in Human Resource Management / Personnel Management / Public Administration will be an added advantage. Knowledge of Human Resources and Conditions of Service. A fair understanding of Public Service Regulations, Public Service Act and other Legislation governing Human Resource Administration. Computer literacy. Knowledge of PERSAL will be an added advantage. A valid code 08 driving licence will be an added advantage.
<u>DUTIES</u>	:	Implement human resource administration practices. Coordinate recruitment and selection process. Implement conditions of services. Render termination of service. Facilitate appointments and transfers. Capture all appointments of employees. Verify appointment with relevant supporting documents. Capturing of information on system. Avoid faulty transactions from the system. Facilitate injury on duty (IOD) cases for employees. Receive IOD forms. Fill in and forward the forms to the relevant doctor. Ensure doctor's registration. Forward forms to the department of labour. Facilitate submission of approval. Processing of payments. Facilitate leave matters. Request database of employees for long service. Check verification of notches from the system. Facilitate the process of leave discounting. Verification of the amount to be paid. Capture the documents on the system. Render Human Resource clerical services within the Museum.
<u>ENQUIRIES</u>	:	S. Cakata at 061 419 4142
<u>NOTE</u>	:	eRecruitment technical enquiries: rowena.swartbooi@ecsrac.gov.za People with disabilities who meet the requirements will be given preference.
<u>POST 20/163</u>	:	<u>COLLECTION ASSISTANT REF NO: DSRAC 33/05/2022</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R147 459 per annum (Level 04), an all-inclusive remuneration Barkley East Museum
<u>DUTIES</u>	:	National Senior Certificate with no experience. An appropriate qualification in technical field. (NQF Level 4) will be an added advantage. Legislative framework governing museums. Occupational Health and Safety prescripts. Problem solving. Good Communication skills. Planning and Organising skills. Computer literacy. Creativity. Reliability. Commitment. Professionalism. A valid code 08 driving license will be an added advantage. Render Collection Management. Ensure the storage areas are clean. Assist with emptying of dehumidifiers and ensuring proper working of equipment. Assist with care and conservation of objects in collections. Receive donations on an ad hoc basis and check with the Historian if it is needed. Record donated object information, process and store it. Keep the display areas ornaments clean. Render custodian services. Make presentations on the history of the house to group of learners, local and foreign visitors. Handle incoming calls and do school bookings. Open and close the museum. Arm the alarm when closing the museum. Render administration and maintenance services. Selling of tickets to museum visitors. Ensure the money is locked in the safe at the end of each day. Record information in the petty cash book. Compile monthly and quarterly reports. Ensure that rates, electricity and telephone are paid. Clean the museum building.
<u>ENQUIRIES</u>	:	D. Ndzongwana Tel No: 051 492 4757
<u>NOTE</u>	:	eRecruitment technical enquiries: rowena.swartbooi@ecsrac.gov.za People with disabilities who meet the requirements will be given preference.
<u>POST 20/164</u>	:	<u>CLEANER (X3 POSTS)</u>
<u>SALARY CENTRE</u>	:	R104 073 per annum (Level 02), an all-inclusive remuneration Somerset East Museum Ref No: DSRAC 34/05/2022 Amathole Museum Ref No: DSRAC 35/05/2022 Burgersdorp Museum Ref No: DSRAC 36/05/2022
<u>REQUIREMENTS</u>	:	Grade 8 certificate or ABET qualification. Good interpersonal skills. Good verbal communication skills. Self – motivated.
<u>DUTIES</u>	:	Provisioning of cleaning services. 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: Cleaning of bins. Wash and keep stock of kitchen utensils. Cleaning the rest rooms 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 materials and equipment. Cleaning of machines (microwaves, vacuum cleaners etc.) and equipment after use.
- ENQUIRIES** : **Amathole:** S. Cakata at 061 419 4142. eRecruitment technical enquiries: rowena.swartbooi@ecsrac.gov.za
Burgersdorp: D. Ndzongwana – 051 492 4757. eRecruitment technical enquiries: rowena.swartbooi@ecsrac.gov.za
Somerset: V. Ketelo Tel No: 042 492 0223. eRecruitment technical enquiries: rowena.swartbooi@ecsrac.gov.za
- NOTE** : People with disabilities who meet the requirements will be given preference.
- POST 20/165** : **GENERAL ASSISTANT: LIBRARIES REF NO: DSRAC 37/05/2022**
- SALARY CENTRE REQUIREMENTS** : R104 073 per annum (Level 02), an all-inclusive remuneration
 : Sarah Baartman District
 : Grade 8 certificate or ABET qualification. Must be able to write and read. Good interpersonal skills. Good Verbal and written communication skills. Self – motivated.
- DUTIES** : Perform routine duties relating to maintenance of the centre. Assist in packing the delivered items to the storeroom and office. Ensure prompt delivery and safe keeping of information. Delivery of documents within and other departments. Photocopying and faxing documents. Render transport services for provincial library staff. Ferry officials and stakeholders to departmental events. Report all defects to the relevant official. Perform general assistant work. Load and off load furniture, equipment and any other goods to relevant destination. Perform any other duties related to general assistant work that may arise.
- ENQUIRIES** : V. Ketelo Tel No: 043 492 0223
 eRecruitment technical enquiries: rowena.swartbooi@ecsrac.gov.za
- NOTE** : People with disabilities who meet the requirements will be given preference.

**INTERNSHIP PROGRAMME / ICT SECTION FOR AUGUST 2022/ AUGUST 2024
 (24 MONTHS 2022 - 2024)**

OTHER POSTS

- POST 20/166** : **SYSTEMS FUNCTIONAL SUPPORT / DATA ANALYST-SCIENTIST REF NO: DSRAC 4705/2022 (X4 POSTS)**
 Directorate: ICT Operations
- STIPEND CENTRE REQUIREMENTS** : R6 174.96 per month for graduates.
 : Head Office
 : NQF level 6 qualification in either. National Diploma/Degree: IT; Business Applications; Software Development; Technical Programming. Mathematical Statistics, Computer Science, Applied Mathematics, or other relevant & equivalent qualifications. Coupled with relevant data scientist/analysis Certificates like: Big Data; Data Analysis & Modelling (Pandas, NumPy, Matplotlib, seaborn, SciPy); Machine learning and Deep Learning (Sklearn, TensorFlow, Keras, Pytorch); Data visualization (Power BI, Tableau); Coding/IDEs (Python, Jupyter, Spyder, Pycharm, R programming).
- DUTIES** : Providing functional and technical support for departmental systems. Proving technical/functional. Application support for the various designated applications/systems including the Departmental Intranet & Website. Proving help-desk support services for the all users and handling help-desk escalations. Understand designated applications/systems business functionality; and use technical and analytical expertise to locate and resolve applications/systems related problems. Provide system related advisory service to departmental users and help-desk services. Providing training for users for designated systems. Provide data analytic/analysis related services. Work closely with business to identify issues and use data to propose solutions for effective decision making. Build algorithms and design experiments to merge, manage, interrogate, and extract data to supply tailored reports to colleagues, customers, or the wider organisation. Use machine learning tools and statistical techniques to produce solutions to problems and dashboards for internal stakeholders. Test data mining models to select the most appropriate ones for use on identified projects or business units. Maintain clear and coherent communication, both verbal and written, to understand data needs and report results. Assess the effectiveness of data sources and data-

- gathering techniques and improve data collection methods. Build predictive models and machine-learning algorithms for the various business units. Work with stakeholders throughout the organization to identify opportunities for leveraging company data to drive business solutions.
- ENQUIRIES** : S. Somdaka Tel No: 043 492 1371
eRecruitment technical enquiries: rowena.swartbooi@ecsrac.gov.za
- POST 20/167** : **LAN / DESKTOP SUPPORT TECHNICIAN INTERNSHIP (X13 POSTS)**
Directorate: ICT Infrastructure
- STIPEND CENTRE** : R6 174.96 per month for graduates.
: Head Office Ref No: DSRAC 38/05/2022 (X5 Posts)
Amahole District Ref No: DSRAC 39/05/2022 (X1 Post)
BCM District Ref No: DSRAC 40/05/2022 (X1 Post)
Chris Hani District Ref No: DSRAC 41/05/2022 (X1 Post)
Joe Gqabi District Ref No: DSRAC 42/05/2022 (X1 Post)
OR Tambo District Ref No: DSRAC 43/05/2022 (X1 Post)
Alfred Nzo District Ref No: DSRAC 44/05/2022 (X1 Post)
Nelson Mandela District Ref No: DSRAC 45/05/2022 (X1 Post)
Sarah Baartman District Ref No: DSRAC 46/05/2022 (X1 Post)
- REQUIREMENTS** : Minimum NQF level 6 qualification in either National Diploma: IT; Communications Networks; Desktop Support; Or other relevant & equivalent qualification.
- DUTIES** : Providing ICT related first-line support (desktops/computers, printer support & LAN connectivity) and serving as a contact point for IT related issues for the users. Provide call management on Information Technology Service Management System (ITSM). Applying technical standards/procedures, end user support procedures, operating systems, Active Directory, backup technologies and processes. Manage, monitor network connectivity, servers, network security and performance. Log and troubleshoot all ICT related issues and resolution. Liaise with internal & external including third parties towards resolution of technical issues. Ensure computer security and anti-virus updates. Control and approve access to server rooms. Monitor servers, racks and cooling systems. Provide administrative support to all ICT related issues. Keep inventory of hardware and maintenance records. Ensure all software are properly licensed. Valid driver's license would be an added advantage as maybe required to travel to provide ICT support to other district offices or institutions.
- ENQUIRIES** : S. Somdaka Tel No: 043 492 1371
eRecruitment technical enquiries: rowena.swartbooi@ecsrac.gov.za

**PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT OF HEALTH**

ERRATUM: Kindly note that the following 2 posts (**for Sebokeng Hospital**) advertised in the Public Vacancy Circular 14 dated 22 April 2022: Operational Manager: Professional Nurse Specialty (Theatre) Grade1 with Ref No: SEB/PNS/22/01, the Post title has been amended to Professional Nurse Specialty (Theatre). And also the post of Operational Manager: Professional Nurse Specialty (Peads) with Ref No: SEB/PNS/22/02, the post title has been amended to Professional Nurse Specialty (Theatre). People who previously applied are encouraged to re-apply. We apologise for the inconvenience caused. The closing date has been extended to 23 June 2022.

OTHER POSTS

- POST 20/168** : **MEDICAL SPECIALIST GRADE 1 – GRADE 3 REF NO: PHOLO 2022/05/02 (X1 POST)**
Directorate: Ophthalmology
- SALARY** : Grade 1: R1 122 630 – R1 191 510 per annum, (all inclusive)
Grade 2: R1 283 592 – R1 362 363 per annum, (all inclusive)
Grade 3: R1 489 665 – R1 862 412 per annum, (all inclusive)
- CENTRE REQUIREMENTS** : Pholosong Hospital
Appropriate qualification that allows registration with HPCSA as Medical Specialist in ophthalmology. HPCSA registration as Medical Specialist in ophthalmology. Proof of current registration with HPCSA (2022/2023). 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 under pressure beyond normal working hours and work with diverse team. Ability to work in a multi-disciplinary team. Experience: Grade 1: None after registration with the HPCSA as Medical Specialist in Ophthalmology. **Grade 2:** A minimum of 5 years appropriate experience as Medical Specialist after registration with the HPCSA as Medical Specialist in Ophthalmology. **Grade 3:** A minimum of 10 years appropriate experience as Medical Specialist after registration with the HPCSA as Medical Specialist in Ophthalmology Extensive experience in Ophthalmological surgery, particularly cataract and trauma surgery
- DUTIES** : Render an efficient and cost-effective Ophthalmology service to patients managed by the institution. Ensure effective and efficient administration of the Ophthalmology Division. Ensure the rational use of resources (medical/surgical sundries and equipment) and apply antibiotic stewardship, patient audits and Clinical Governance. Ensure appropriate training of all clinical staff within the department. Organize and partake in Outreach and Support services. Attendance of relevant administrative meetings like morbidity and mortality meetings, near miss meetings and completing MEDICO legal Documents timeously. Comply with the Performance Management and Development System (contracting, quarterly reviews and final assessment).
- ENQUIRIES APPLICATIONS** : Dr H.P.N Mlahleki Tel No: (011) 812 5163
should be hand delivered to Pholosong Hospital between 8am and 3pm at Ground Floor, Human Resource Offices Nurses Residence. The Assistant Director: Human Resource Department, Pholosong Hospital, 1067 Ndaba Street Tsakane Brakpan, Private Bag X4, Brakpan, 1550.
- NOTE** : No faxed or emailed applications will be considered. Fully completed new Z83 and detailed Curriculum Vitae. Certified documents will only be requested to shortlisted candidates on or before the day of the interview. 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 maybe subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments 146 will be

made in accordance with the Employment Equity target of the department. People with disability are encouraged to apply.
24 June 2022

CLOSING DATE

:

POST 20/169

:

MEDICAL SPECIALIST GRADE 1 – GRADE 3 REF NO: PHOLO 2022/05/03 (X2 POSTS)
Directorate: Obstetrics and Gynaecology

SALARY

:

Grade 1: R1 122 630 – R1 191 510 per annum, (all inclusive)
Grade 2: R1 283 592 – R1 362 363 per annum, (all inclusive)
Grade 3: R1 489 665 – R1 862 412 per annum, (all inclusive)

CENTRE REQUIREMENTS

:

Pholosong Hospital
Appropriate qualification that allows registration with HPCSA as Medical Specialist in normal Specialty registration. HPCSA registration as Medical Specialist in obstetrics and gynaecology. Proof current registration with HPCSA (2022/2023). 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 under pressure beyond normal working hours and work with diverse team. Ability to work in a multi-disciplinary team. Experience: **Grade 1:** None after registration with the HPCSA as Medical Specialist in Obstetrics & Gynaecology. **Grade 2:** A minimum of 5 years appropriate experience as Medical Specialist after registration with the HPCSA as Medical Specialist in Obstetrics & Gynaecology. **Grade 3:** A minimum of 10 years appropriate experience as Medical Specialist after registration with the HPCSA as Medical Specialist in Obstetrics & Gynaecology.

DUTIES

:

The incumbent will be responsible the investigation, diagnosis and overseeing of patient treatment of patients. Improve quality of care by providing appropriate clinical supervision of junior medial 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 morbidity and mortality meetings, near miss meetings and completing MEDICO legal Documents timeously (e.g. Death certificate). Participation in the academic program in the hospital and all activities of the discipline in relation to teaching and research. Ensure proper and accurate record keeping as legally and ethically required. Reporting to the head of unit on service delivery, clinical audits and where necessary quality improvement plans. Assist the HOU to monitor, implement and adhere to the compliance to National Core Standards within the department. Participate in departmental outreach programs. Preparing and writing of reports. Assist the HOU with Administration responsibilities. To assist in teaching programme of interns and medical officers. Attend meetings and training as approved by HOU. Comply with the Performance Management and Development System (contracting, quarterly reviews and final assessment).

ENQUIRIES APPLICATIONS

:

Dr H.P.N Mlahleki Tel No: (011) 812 5163

:

should be hand delivered to Pholosong Hospital between 8am and 3pm at Ground Floor, Human Resource Offices Nurses Residence. The Assistant Director: Human Resource Department, Pholosong Hospital, 1067 Ndaba Street Tsakane Brakpan, Private Bag X4, Brakpan, 1550.

NOTE

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No faxed or emailed applications will be considered. Fully completed new Z83 and detailed Curriculum Vitae. Certified documents will only be requested to shortlisted candidates on or before the day of the interview. 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 maybe subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments 146 will be made in accordance with the Employment Equity target of the department. People with disability are encouraged to apply.

CLOSING DATE

:

24 June 2022

- POST 20/170** : **MEDICAL REGISTRAR REF NO: REFS/014183**
Directorate: Paediatrics Surgery
- SALARY** : R833 523 per annum, (all-inclusive package)
CENTRE : Charlotte Maxeke Johannesburg Academic Hospital
REQUIREMENTS : Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Registrar Medical. Registration with the HPCSA as Registrar (Medical). No experience required after registration with the HPCSA as Registrar (Medical).
- DUTIES** : The incumbent will be responsible to interview, investigate, diagnose, and oversee the treatment of patient related administrative duties, participate in all activities of the discipline in relation to teaching and research, participating in departmental audit activities, preparing, and writing of reports, liaison and communication services and community liaison. Supervising junior doctors (undergraduate students, interns, and community service doctors). Willing to do commuted overtime. Attendance of relevant administrative meetings like mortality meetings, near miss meetings and completing MEDICO legal Documents timeously. (e.g., Death Certificate). Improve quality of care by providing appropriate clinical care. Reduce medical litigation by exercising good clinical ethos. Implement and monitor adherence to National Core Standards (norms and standards). Participate in multidisciplinary team to the management of patients. Performance of practical procedures relevant to the care of patients. Participation in departmental meetings, journal clubs, case presentation, lectures, and ward rounds. Ensure that administration and record keeping is done in the department. Rendering of after-hours (night, weekend, and public holiday) duties to provide continuous uninterrupted care of patients. Registrars will inter alia be responsible for rendering of clinical services, assessment and treatment of patients, Registrars will be rotated through related departments at various hospitals, comprising hospitals served in their specific outreach programmes. Registrars will be appointed jointly between the Gauteng Provincial Government and the following tertiary institution: University of the Witwatersrand (WITS).
- ENQUIRIES** : Dr. EM. Mapunda Tel No: 011 488 3397
APPLICATIONS : Applications should be submitted strictly on a (PDF Format only) to the following email-address Medicalhr.Cmjah@gauteng.gov.za. Please use the reference as subject.
- NOTE** : Applications must be submitted on a new Z83 form (obtainable from any Public Service Department or on www.dpsa.gov.za/documents) with an updated, clear and detailed C.V with 3 contactable referees. Only shortlisted candidates will be required to submit certified documents on or before the day of the interview. Suitable candidate will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification), security clearance process and undergo medical screening test. Suitable candidates will have to disclose their financial interests. The Department of Health reserves the right to fill or not fill the position. Due to high volumes of anticipated applications, communication will be limited to the shortlisted candidates only. Should you not hear from us within 3 months after the closing date, please consider your application unsuccessful. The Department of Health is committed to the achievement and maintenance of diversity and equity employment, especially of race, gender, and disability.
- CLOSING DATE** : 20 June 2022
- POST 20/171** : **MEDICAL REGISTRAR REF NO: REFS/014145 (X5 POSTS)**
Directorate: Orthopaedic Surgery
- SALARY** : R833 523 per annum, (all-inclusive package)
CENTRE : Chris Hani Baragwanath Academic Hospital
REQUIREMENTS : Appropriate qualification that allows registration with the HPCSA as Medical Practitioner. Must have HPCSA registration as an independent Medical Practitioner and must be post Community Service. Proof of current registration with HPCSA (2022/2023). Having the completed Primaries and Intermediate CMSA exams and Orthopaedics surgery work experience will be an advantage. Must have 6-12 Months experience as Medical Officer in relevant department. Must be a South African citizen or permanent resident.
- DUTIES** : The incumbent will be responsible for Fulfilment of all assigned clinical service and academic related duties as per Gauteng Department of Health and the

University of Witwatersrand prescripts. A four-year contract will be signed with the relevant hospital authority, which will run concurrently with the university (MMed Orthopaedic Surgery) and HPCSA annual registrations in an accredited training post as a full-time postgraduate student. All trainees are expected to rotate through all the three Wits University affiliated central and satellite hospitals. Participation in identified outreach programmes and commuted overtime as well as adherence to regular performance and development management processes will be mandatory. An orthopaedic surgery specialist qualification will be conferred upon completion and submission of the university MMed dissertation and passing the CMSA-run HPCSA Board exit examination. Prof Ramokgopa and Ms K Mofokeng Tel No: (011) 933 8914

**ENQUIRIES
APPLICATIONS**

: can be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital from 8am to 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>. No faxed applications will be considered.

NOTE

: Applications must be submitted on the new Z83 form. The application form is obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The new Z83 must be fully completed (please refer on the left side of Z83 special notes for clarity), it must be initialled and signed. On the Z83 the Department where position was advertised it should state Department of Health (Chris Hani Baragwanath Academic Hospital). According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications and other relevant documents on application, but must submit the a fully completed Z83 and a detailed Curriculum Vitae. The Curriculum Vitae should be recently updated that specifies the following: All experience should be in a chronological order indicating the position, institution and respective dates indicating the starting and ending period (DD/MM/YYYY). The information on the new Z83 must be the same with the Curriculum Vitae. Only shortlisted candidates will be required/requested to submit certified copies of qualifications and other relevant documents. 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. Failure to submit all the relevant information will result in disqualifying the candidate. Identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). 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). 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

: 20 June 2022

POST 20/172

: **MEDICAL OFFICER GRADE 1 REF NO: REFS/014149 (X2 POSTS)**
Directorate: Orthopaedic Surgery

**SALARY
CENTRE
REQUIREMENTS**

: R833 523 per annum, (all-inclusive package)
: Chris Hani Baragwanath Academic Hospital
: Appropriate qualification that allows registration with the HPCSA as Medical Practitioner. HPCSA registration as an independent Medical Practitioner Proof of current registration with HPCSA (2022/2023. At least 6 months' experience in Orthopaedics Surgery or have passed intermediate exams will be added as an advantage.

DUTIES

: Fulfilment of all assigned clinical service and academic related duties as expected or as directed by the Clinical Head of Department or proxies. The Medical Officers shall work in support of the Registrars and Interns and

participate in commuted overtime. Participation in identified outreach programmes and adherence to regular performance and development management processes will be mandatory. Clinical assessment, history taking, mental state examination and physical examination of all patients. Assessment and management of emergencies. Counselling and education of patients and families. Proper clinical record keeping. Preparation of referral letters and discharge summaries for all patients. Recording of all lab results. Participation in ward/department admin and academic program. Commitment to providing emergency care. Highest level of ethics, professionalism and punctuality. Ability to work in a team and to report all potential conflict of interests and corruption.

**ENQUIRIES
APPLICATIONS**

: Prof Ramokgopa Tel No: (011) 933 8914
 : can be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital from 8am to 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>. No faxed applications will be considered.

NOTE

: Applications must be submitted on the new Z83 form. The application form is obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The new Z83 must be fully completed (please refer on the left side of Z83 special notes for clarity), it must be initialled and signed. On the Z83 the Department where position was advertised it should state Department of Health (Chris Hani Baragwanath Academic Hospital). According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications and other relevant documents on application, but must submit the a fully completed Z83 and a detailed Curriculum Vitae. The Curriculum Vitae should be recently updated that specifies the following: All experience should be in a chronological order indicating the position, institution and respective dates indicating the starting and ending period (DD/MM/YYYY). The information on the new Z83 must be the same with the Curriculum Vitae. Only shortlisted candidates will be required/requested to submit certified copies of qualifications and other relevant documents. 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. Failure to submit all the relevant information will result in disqualifying the candidate. Identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). 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). 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

: 20 June 2022

POST 20/173

: **ASSISTANT MANAGER NURSING PNB4 SPECIALTY 3 REF NO: PHOLO
2022/05/04 (X1 POST)**
 Directorate: Nursing

**SALARY
CENTRE
REQUIREMENTS**

: R624 216 – R702 549 per annum, (plus benefits)
 : Pholosong Hospital
 : Diploma/degree in nursing or equivalent qualification that allows registration with SANC as a Professional Nurse with midwifery. A post basic qualification, with a duration of at least 1 year in Advanced Midwifery and Neonatal Nursing Science accredited with SANC. Proof of current registration with SANC as a Professional Nurse. A minimum of 10 years appropriate/recognizable experience in nursing after registration with SANC as Professional Nurse in

General Nursing. At least 6 years of the period referred to above must be appropriate/recognizable experience after obtaining the 1-year post basic qualification in the relevant specialty. At least 3 years of the period referred to above must be appropriate/recognizable experience at management level. Knowledge of nursing care processes and procedures, nursing statutes, and other relevant legal frameworks such as: Nursing Act, Health Act, OHS Act, Patient Rights Charter, Batho-Pele principles, Public Service regulations, Labour Relations Act, Disciplinary Code and Procedure, Grievance Procedure, etc. Skills: Leadership, organizational, decision making and problem-solving abilities within the limit of the public sector and institutional policy framework. Interpersonal skills including public relations, negotiating, conflict handling and counselling skills. Financial and budgetary knowledge pertaining to the relevant resources under management. Insight into procedures and policies pertaining to nursing care. Computer skills in basic programs is mandatory. Personal: Responsiveness, Pro-activeness, Professionalism, Accuracy, Flexibility, Initiative, Co-operation, Team player, Supportive, Assertive.

DUTIES

: Coordination of optimal, holistic specialized nursing care provided within set standards and a professional/legal framework. Effectively manage the utilisation and supervision of resources. Coordination of the provision of 190 effective training and research. Provision of effective support to Nursing Services. Maintain professional growth/ethical standards and self-development. Sustain effective management of quality nursing service. Coordinate optimal, holistic general and specialized nursing care provided within the set standards and professional/legal framework. Manage effectively the utilization and supervision of resources, provision of effective support to nursing services. Maintain professional growth/ethical standards, self-development and mentoring of Operational Managers. Maintain and manage PMDS of subordinates, ensure effective communication within the health setting, ensure optimal utilization of personnel in the department and have the ability to deal with conflict. Knowledge of DOH policies, develop SOPs and protocol for the department, ensure that the Regulated Norms and Standards are maintained and upheld. Manage the Human Resource and ensure skilling and quality care. Manage the department efficiently and cost effectively. Coordination of effective training and research. Maintain accuracy and integrity in Collation and consolidation of Midnight statistics. Support the Department of Health Strategic Objectives of quality patient care at night. Compile evidence based reports for continuity of patient care for morning reports and handing over. Implement disciplinary and corrective measures to staff. Implement SOPs for the nursing and Hospital SOPs and maintain evidence based practice. Patient complaints management and resolution of complaints for efficient patient care. Do random patient care satisfaction surveys? Random nursing 75 records audits to improve rendering of safe and evidence-based quality nursing care. Implement hospital contingency plans per given incident and reports. Coordinate and monitor the operations of non-clinical systems that have direct impact to patient care at night. Monitor the flow of patients from emergency units and provide informed directives for continuity of care immediately. Immediate resolution of patients, public complaints, and keep records of all detailed complaints and interventions. Implement complaints and patient safety incidents guidelines.

**ENQUIRIES
APPLICATIONS**

: Ms. G. Makgoba Tel No: (011) 812 5162
: should be hand delivered to Pholosong Hospital between 8am and 3pm at Ground Floor, Human Resource Offices Nurses Residence. The Assistant Director: Human Resource Department, Pholosong Hospital, 1067 Ndaba Street Tsakane Brakpan, Private Bag X4, Brakpan, 1550.

NOTE

: No faxed or emailed applications will be considered. Fully completed new Z83 and detailed Curriculum Vitae. Certified documents will only be requested to shortlisted candidates on or before the day of the interview. 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 maybe subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments 146 will be

made in accordance with the Employment Equity target of the department. People with disability are encouraged to apply
24 June 2022

CLOSING DATE

POST 20/174

OPERATIONAL MANAGER (SPECIALTY) PNB 3 REF NO: PHOLO 2022/05/04 (X1 POST)
Directorate: Nursing

SALARY

CENTRE

REQUIREMENTS

R571 242 – R642 933 per annum, (plus benefits)
Pholosong Hospital
Appropriate Diploma/Degree in Nursing or equivalent qualification that allows registration with South African Nursing Council as a Professional Nurse. A one year post basic qualification in Advanced Psychiatry, which is accredited by SANC. A minimum of 9 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least five years of the period above must be appropriate/recognizable experience in Psychiatry after obtaining the advanced psychiatric qualification. Proof of current registration with SANC. Good interpersonal, communication and leadership skills. Knowledge of the Mental Health Care Act, Criminal Procedure Act PFMA, Public Sector Regulations, Regulated Norms and Standards and other legislative framework. Computer literacy will be an added advantage.

DUTIES

Ensure effective, efficient coordination and integration of quality specialized nursing care and management of complex psychiatric cases through implementation of advanced procedures and nursing interventions that are in accordance Mental Health Act and related Policies. Ability to liaise with Multi-disciplinary team to ensure best practices and to facilitate effective Mental Health Care outcomes. Active participation in Ideal Hospital realization framework. Able to take charge of the hospital after hours, during weekends and public holidays. Demonstrate basic understanding of Human Resource Policies and practices through effective implementation of PMDS, Disciplinary Code, leave management and Supply Chain Management Procedures. Compliance to Batho-Pele Principles, Mental Health Care Act procedures and Quality Assurance Standards. Drive the implementation of the National Nursing Strategy. Participate in hospital committees, training, coaching and mentoring of young nurses.

ENQUIRIES

APPLICATIONS

Ms. G. Makgoba Tel No: (011) 812 5162
should be hand delivered to Pholosong Hospital between 8am and 3pm at Ground Floor, Human Resource Offices Nurses Residence. The Assistant Director: Human Resource Department, Pholosong Hospital, 1067 Ndaba Street Tsakane Brakpan, Private Bag X4, Brakpan, 1550.

NOTE

No faxed or emailed applications will be considered. Fully completed new Z83 and detailed Curriculum Vitae. Certified documents will only be requested to shortlisted candidates on or before the day of the interview. 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 maybe subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments 146 will be made in accordance with the Employment Equity target of the department. People with disability are encouraged to apply

CLOSING DATE

POST 20/175

OPERATIONAL MANAGER PNB3 (PAEDIATRICS) REF NO: PHOLO 2022/05/05 X (1 POST)
Directorate: Nursing

SALARY

CENTRE

REQUIREMENTS

R571 242 – R642 933 per annum, (plus benefits)
Pholosong Hospital
Basic qualification accredited with the SANC in terms of Government Notice R425 (i.e. Diploma/ Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse plus a post-basic qualification in Child Nursing Science with duration of one year accredited with

SANC in terms of Government Notice R 212. A minimum of 9 years appropriate/ recognizable experience in Nursing after registration as a Professional Nurse with SANC in General Nursing. At-least 5 years of the period mentioned above must be appropriate/ recognizable experience after obtaining a 1-year post-basic qualification in Child Nursing Science. Computer literacy will be an added advantage.

DUTIES

: Overall supervision and control of quality Paediatric patient care in the unit. Formulation relevant Standard operating procedures based on relevant Policies. Collect and analyze relevant data related to Specialized Paediatric programs that aims at reducing child mortality and improving Paediatric nursing outcomes. Efficient implementation and evaluation of patient care programs in the unit according to department's strategic goals. Active participation in Ideal Hospital realization framework. Ensure adequate and appropriate staffing according to patient's needs. Establish efficient communication with the multidisciplinary team. Demonstrate basic understanding of Human Resource Policies and practices through effective implementation of PMDS, Disciplinary Code, leave management and Supply Chain Management Procedures. Secure and allocate resources and budget to achieve workplace objectives. Proactively identify performance requirements to improve teamwork. Able to take charge of the hospital after hours, during weekends and public holidays.

ENQUIRIES

: Ms. G. Makgoba Tel No: (011) 812 5162

APPLICATIONS

: should be hand delivered to Pholosong Hospital between 8am and 3pm at Ground Floor, Human Resource Offices Nurses Residence. The Assistant Director: Human Resource Department, Pholosong Hospital, 1067 Ndaba Street Tsakane Brakpan, Private Bag X4, Brakpan, 1550.

NOTE

: No faxed or emailed applications will be considered. Fully completed new Z83 and detailed Curriculum Vitae. Certified documents will only be requested to shortlisted candidates on or before the day of the interview. 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 maybe subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments 146 will be made in accordance with the Employment Equity target of the department. People with disability are encouraged to apply.

CLOSING DATE

: 24 June 2022

POST 20/176

: **DIAGNOSTIC RADIOGRAPHERS REF NO: REFS/ 014154 (X6 POSTS)**
Directorate: Radiography

SALARY CENTRE

: R322 746 – R367 299 per annum, (plus benefits)
: Chris Hani Baragwanath Academic Hospital

REQUIREMENTS

: National Diploma in Diagnostic Radiography/Degree. Appropriate qualification that allows registration with the Health Professions Council of South African (HPCSA) in Radiography. Completion of Community service in Diagnostic Radiography is necessary. Registration with the Health Professions Council of South Africa as a Diagnostic Radiographer. Current registration with HPCSA for 2022/2023. Experience in Digital Radiography, Experience in utilisation of Computerised Radiography System. Experience in Theatre and Ward Radiography. Experience in handling of Trauma patients. 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.

DUTIES

: Render effective patient centred Radiography service for in-and out-patient in adherence to the scope of practice and health protocols. To work with colleagues, relieve as and when the need arises and to work closely with the interdisciplinary team members. Carry out delegated duties. To participate in providing 24-hours radiography services in the hospital. Report to the Assistant

Director: Radiography. Supervise, develop, train and monitor the performance of the sub-ordinate staff and other related category of staff in all aspects of service delivery whilst adhering to Batho Pele Principles. Adhere to provincial hospital and departmental policies, procedures, guidelines regulations. Perform record keeping, data collection; assist with budget control and assets management. Contribute and participate in professional development of self, colleagues and members of the interdisciplinary team members. Participate in research project of the department. Communicate effectively with all stakeholders. Perform all the administrative functions required of the job. Supervision and performance evaluation. Implement and maintain the quality assurance and National Core Standard and norms at departmental level. Adhere to provincial, hospital and departmental policies, procedures, guidelines and regulations. Contribute and participate in professional development of self and colleagues. Applicant should be prepared to undergo Medical Surveillance as an inherent job requirement. Comply with the Performance Management and Development System (contracting, quarterly reviews and final assessment)

ENQUIRIES
APPLICATIONS

: Ms. M. Mavhungu Tel No: (011) 933 0120
: can be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital from 8am to 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>. No faxed applications will be considered.

NOTE

: Applications must be submitted on the new Z83 form. The application form is obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The new Z83 must be fully completed (please refer on the left side of Z83 special notes for clarity), it must be initialled and signed. On the Z83 the Department where position was advertised it should state Department of Health (Chris Hani Baragwanath Academic Hospital). According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications and other relevant documents on application, but must submit the a fully completed Z83 and a detailed Curriculum Vitae. The Curriculum Vitae should be recently updated that specifies the following: All experience should be in a chronological order indicating the position, institution and respective dates indicating the starting and ending period (DD/MM/YYYY). The information on the new Z83 must be the same with the Curriculum Vitae. Only shortlisted candidates will be required/requested to submit certified copies of qualifications and other relevant documents. 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. Failure to submit all the relevant information will result in disqualifying the candidate. Identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). 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). 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

: 20 June 2022

DEPARTMENT OF HUMAN SETTLEMENTS (GDHS)

CLOSING DATE
NOTE

: 24 June 2022
: Requirement of applications: No late applications will be considered. No faxed or emailed applications will be accepted. People with disabilities are encouraged to apply. It is our intention to promote representivity (race, gender

and disability) in the Public Service through the filling of these posts. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Applications should be submitted strictly online at <http://professionaljobcentre.gpg.gov.za> and it should be accompanied by a Z83 and a comprehensive Curriculum Vitae (CV). Certified copies of qualifications, ID and drivers licence (where driving/ travelling is an inherent requirement of the job) will be limited to shortlisted candidates only. Correspondence will only be limited to shortlisted candidates. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful. Following the interview and exercise, the selection panel will recommend candidates to attend a generic management competency assessment (in compliance with the DPSA Directive on the implementation of competency-based assessments). The competency assessment will be testing generic management and development for SMS posts. The Department reserves the right not to make appointment(s) to the advertised post(s).

OTHER POSTS

- POST 20/177** : **ASSISTANT DIRECTOR: POLICY REF NO: REFS/014158**
- SALARY** : R382 245 per annum
CENTRE : Johannesburg
REQUIREMENTS : Matric plus a National Diploma/NQF level 6 in a Public Administration/Public Management or related fields. 3-4 years' working experience in policy development environment or Knowledge Management and Administration, Working knowledge or conceptual understanding in critical analysis of human settlements legislation and policies. An understanding of the operations of the housing sector and its challenges in general. Computer literacy, communication (written and verbal) co-ordination, report writing and interpersonal skills. Ability to identify policy gaps in the sector, including the ability to conceptualize new policy themes and initiatives to assist in the Policy and Research work for the Department. Valid Driver's license (requirement).
- DUTIES** : Facilitate the development and implementation of policies, strategies, guidelines, SOP's and any other legislative frameworks in the department. Attending inter-sectoral summits, conferences, and forums. Providing inputs as requested on housing related issues. Plan, organize and host the Gauteng, Policy, Research and Strategy forum. Reporting back on tasks, allocating resources, and identifying required budget for policy development outlined in the annual operational plan. Developing and executing project plans. Provide key administrative and logistical support for critical projects. Provide secretariat support to the Policy Review Committee. Supervise junior staff and administration functions of the unit. Identifying possible partnerships for effective human settlements development and implementation
- ENQUIRIES** : Ms O Seletela at 079 804 3939
APPLICATIONS : Please apply online at <http://professionaljobcentre.gpg.gov.za>
- POST 20/178** : **ASSISTANT DIRECTOR: NEEDS RESEARCH REF NO: REFS/014159**
- SALARY** : R382 245 per annum
CENTRE : Johannesburg
REQUIREMENTS : Matric plus National Diploma/NQF level 6 qualification in a Quantitative Numerical discipline- Statistics/Mathematics/Economics or related fields. 3-4 years' experience in research development environment. The ideal candidate must have good command and experience in quantitative research. Statistical analysis skills. Working knowledge or conceptual understanding in critical analysis of human settlements legislation and policies. An understanding of the operations of the housing sector and its challenges in general. Computer literacy, communication (written and verbal) co-ordination, report writing and interpersonal skills. Ability to identify research gaps in the sector, including the ability to conceptualize new research themes and policy initiatives to assist in the Policy and Research work for the Department. Valid Driver's license (requirement).
- DUTIES** : Compiling research reports in line with acceptable research methodologies and quality standards. Conceptualising research themes, undertaking research investigations and analysis, presenting work. Collecting and processing reliable data. Critically analysing and interpreting data to draw clear practical

conclusions for human settlements. Disseminating research findings and information to various stakeholders in the province and sector. Leading in material layout, editing and publication of completed research work. Providing background research and information for defining the research agenda. Ensuring progressive management of the research function within the Directorate. Attending inter-sectoral summits, conferences and forums. Planning, organising and hosting the Gauteng, Policy, Research and Strategy Providing inputs as requested on housing related issues. Reporting back on tasks, allocating resources and identifying required budget for research projects outlined in the annual operational plan. Developing and executing project plans. Providing key administrative and logistical support for critical projects. Identifying possible research funding sources. Identifying possible partnerships for effective human settlements development and implementation

ENQUIRIES : Ms O Seletela at 079 804 3939
APPLICATIONS : Please apply online at <http://professionaljobcentre.gpg.gov.za>

DEPARTMENT OF SPORT, ARTS, CULTURE AND RECREATION

APPLICATIONS : should be submitted online at <http://professionaljobcentre.gpg.gov.za>, also can apply manually or post to 35 Rissik Street, Surrey House, Johannesburg 2000 using new Z83 form accompanied by a detailed CV.

FOR ATTENTION : Ms. Vivien Khanye

CLOSING DATE : 24 June 2022

NOTE : Certified copies of qualifications and other supporting documents will be required from shortlisted candidates. "Applicants are advised that until 31 December 2020 the current application for employment (Z83) form will be applicable, however from 01st January 2021, a new application form which can be downloaded at www.dpsa.gov.za-vacancies. From 01 January 2021 should an application be received using the incorrect application for employment (Z83), it will not be considered". Please note that due to a large number of applications expected, applications will therefore not be acknowledged in writing. Be assured that your applications are acknowledged with appreciation. The Department reserves the right to withdraw posts if by doing so, the interests of the Department will be best served.

OTHER POSTS

POST 20/179 : **DEPUTY DIRECTOR: LIBRARY SERVICES REF NO: REFS/014146**
 Directorate: Library Services

SALARY : R744 255 per annum, (all-inclusive package)

CENTRE : Johannesburg (Head office)

REQUIREMENTS : The successful candidate should have a Grade 12 certificate plus a 3-year tertiary qualification (National diploma/degree in library science/ information science or relevant qualifications). A minimum of 3-5 years in management. Skills: Organizing own work; Problem solving; Customer care: Good interpersonal relations; Creative thinking; Computer literacy e.g. Micro Soft Office and Internet; Numeracy; Ability to work under pressure; Language proficiency; Communication; Analytical thinking; Managerial; Project management; Strategic planning; Financial management. Knowledge: Library and information science matters; Prescripts and legislations; Procedures and processes; Public Finance Management Act; Public Service Act and Regulations; Other applicable Legislations governing Public Service practices; Departmental strategy; Public Service policy and strategy on library and archive matters; Promotion of access to information Act 2 of 2000(PAIA).

DUTIES : Manage the line function of library services and information resources; Provide the library and information management systems; Facilitate the classification and cataloguing; Monitor the selection and acquisition of library material; Facilitate the provision of reference and information services; Plan the marketing of the library services. Manage the development of library policies and procedures; Conduct research on relevant information; Develop and ensure implementation of policies and procedures; Review and evaluate the outcomes of the policy and procedures; Develop operational plan. Manage human, financial and physical resources.

ENQUIRIES : Ms. Vivien Khanye Tel No: (011) 355 - 2606

- POST 20/180** : **ASSISTANT DIRECTOR: LIBRARY SERVICES REF NO: REFS/014150**
 Directorate: Library Services
- SALARY** : R382 245 per annum, (plus benefits)
- CENTRE** : Johannesburg (Head office)
- REQUIREMENTS** : The successful candidate should have a Grade 12 certificate plus a 3-year tertiary qualification (National diploma/degree in library science/ information science). A minimum of 3 - 5 years in library and knowledge of library management. Skills: organizing, ability to operate computer, problem solving, conflict resolution, project management, policy analysis and development, policy / objectives formulation, budgeting, facilitation, research, analytical thinking, ability to relate different matters which have common denominators, interpersonal relationships. Knowledge: Finance, HR matters, training, compilation of management reports, reporting procedures, research / analyzing, procurement directives and procedures, planning and organizing, computer, how a department functions.
- DUTIES** : Work with municipal library managers. Develop action plans and monitoring mechanism in line with the norms and standards. Conduct monitoring visits to libraries across Gauteng. Support LIS services of local government by assisting them to develop business plans and by attending monthly and quarterly decision-making meeting. Formulate project plans. Reconcile financial expenditure of municipalities. Verify project implementation and expenditure by visiting the respective libraries. Compile monthly, quarterly reports on monitoring findings and make recommendations, supervise staff. Assist in developing policy for monitoring and evaluation and support.
- ENQUIRIES** : Ms. Vivien Khanye Tel No: (011) 355 - 2606

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

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

OTHER POSTS

- POST 20/181** : **HEAD CLINICAL UNIT: ANAESTHETICS: GRADE 1 REF NO: HRM 13/2022 (X1 POST)**
Directorate: Dept. of Anaesthetics
- SALARY CENTRE REQUIREMENTS** : Grade 1: R1 755 739 – R1 862 412 per annum, (all inclusive package)
: King Edward VIII Hospital (KEH) to be based at St. Aidens Hospital
: Senior certificate (Grade 12) or equivalent PLUS MBCHB or equivalent qualification PLUS FCA(SA) or MMed in Anaesthesia PLUS Registration with HPCSA as a “Specialist Anaesthesiology PLUS Current registration with HPCSA as a Medical Specialist in Anesthesiology, Proof of evaluation and results by the South African Qualifications Authority (SAQA) for qualifications obtained outside South Africa, Foreigner applicant must first read HRM Circular 65 of 2014 before applying, Non-South Africans with qualification outside South Africa must have minimum of one year experience from the country abstained the qualification and 3 years experience after registration with HPCSA as Medical Specialist in Anaesthesiology, Certificate of service endorsed by HR Department. Recommendation: Computer Literacy. Knowledge, Skills, Training and Competencies Required: Possess sound knowledge of Human Resources Management, budgeting, planning, implementation and evaluation, information management and quality assurance programs, Knowledge of current Health and Public Service legislation, regulations and policy including medical ethics, epidemiology and statistics , Good communication, leadership, decision-making and clinical skills, Demonstrate the ability to work as part of a multidisciplinary team., Sound knowledge of clinical procedures and protocols within the discipline, Assessment, management of patients. Participation in the After Hours call system is essential. Behavioural Attributes: Stress tolerance, to work within a team, self-confidence and the ability to build and maintain good relationships.
- DUTIES** : Ensure procedure in the clinical Anaesthetic service of a regional/tertiary hospital by: Providing consultant cover in theatre daily. Providing after-hour consultant cover in Anaesthetics. Pre-operative assessment of high-risk patients in the Anaesthetic clinic. Undertaking development of sub-speciality services at St Aidan’s/ King Edward VIII Hospital complex. Peri-operative Analgesic Service. Support trauma and resuscitative units. Epidural Analgesic service. Specialized Surgical Services – Urology & Plastics. Participate in outreach programs for the development of safe Anaesthetic services in St Aidan’s/ King Edward VIII Hospital complex. Participate in the teaching programs for vocational, post-graduate and nursing staff. Undertake appropriate clinical research and support the research efforts of junior staff. Provide supervisory and administration for the unit. Ensuring effective utilization and placement of staff. Develop operational plan for the Unit. Maintaining discipline and ensure that staff act with integrity and professionalism within the law. Delegating duties to senior staff without lessening one’s own responsibility and accountability for actions taken on one’s behalf. Liaising with hospital management regarding infrastructure needs including financial, physical, equipment, staff and support of the Anesthetic Department. Participate in HCU, Theatre users and any relevant hospital committee meetings. Maintain self-development and staff development by CPD and CME activities. Ensure sound Clinical Governance and co-ordinate participation in Quality Improvement measures by staff. Assess patients, plan, initiate and supervise medical care management. Ensure the proper and economical use of equipment and other resources.
- ENQUIRIES APPLICATIONS** : Dr. B. Pepu Tel No: 031 314 2330
: 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) and detailed Curriculum Vitae must be completed and forwarded. This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za. 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. Persons with disabilities and African males are encouraged to apply. Please note that other race groups are also not restricted from applying)
- CLOSING DATE** : 20 June 2022
- POST 20/182** : **ENGINEERING CHIEF GRADE A REF NO: GS 7/22**
Component: Grey's Hospital: Engineering Services
- SALARY** : R1 058 469 per annum, all-inclusive package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules,
- CENTRE** : Greys Hospital, Pietermaritzburg
- REQUIREMENTS** : Senior Certificate (Standard 10/Grade 12 or equivalent; Engineering degree (B Engineering/BSC (Engineering) or relevant qualification; Three years post qualification experience is required as a registered Professional Engineer; Compulsory registration with ECSA as Professional Engineer and valid driver's license(Code B/C); A Government Certificate of competencies in Mechanical or Electrical Engineering(since the installed power of electricity supply and boilers exceeds 300kw(OHS ACT 1983-General Machinery Regulations requires a certificated Electrical or Mechanical Engineer); and Proof of working experience in the form of a certificate of service endorsed by Human Resources Management Component/Department. Recommendation: Knowledge, Skills and Experience: Sound knowledge of all trades and engineering systems installed and used by the Health Institution; Effective internal and external communicator and knowledge of building structures; Sound knowledge of tender procedures or documents and evaluation of tenders; Sound knowledge of CAD drawing design experience would be an advantage; Strategic capability and leadership, problem solving and analysis and decision making skills; Programme and project management; engineering; legal and operational compliance; Engineering operational communication process; Maintenance skills and knowledge, and mobile equipment operating skills; Engineering design and analysis knowledge, research and development; Computer-aided engineering applications and creating high performance culture; Technical consulting and professional judgement; Technical leadership; creativity and knowledge of financial, human and labour relations management skills; Customer focus and responsiveness; communication and people management skills; Planning and organizing, conflict management and negotiation skills; and Change management and computer skills.
- DUTIES** : Management of engineering department and ensure that all engineering plants are functioning effectively through preventative maintenance, monitoring and by ensuring compliance with all regulations. Set engineering standards specifications and services levels according to organizational objectives to ensure optimum operational availability. Be available to be designated as the responsible person at a Tertiary Hospital in accordance with the terms and conditions of the Occupational Health and Safety Act (Act 85 of 1993) and regulations if so required. Compile and co-ordinate maintenance budgets and setting of priorities for maintenance work, including Minor New Work, Repairs and Routine work. Monitor and control all maintenance expenditure. Liaise with other Departments, such as, Department of Works, ensuring that the requirements of the institution are met. Provide a Hospital Engineering Service to the District Managers and Chief Executive Officer within the District. Ensure that proper training is provided to junior staff in carrying out their duties and to promote career development. Monitor and record all forms of energy resources consumed at the institution such as electricity, water, fuel and medical gases.

		Monitor implementation efficiencies according to organizational goals to direct or redirect engineering services for the attainment of organizational objectives. Ensure that all engineering plants are functioning effectively through preventative maintenance, monitoring and by ensuring compliance with all regulations. Provide technical consulting services for operation on engineering related matters to minimize possible engineering risks.
<u>ENQUIRIES</u>	:	Dr KB Bilenge Tel No: 033 – 897 3321
<u>APPLICATIONS</u>	:	Applications to be forwarded to: The Human Resources Management Office, Greys Hospital Private Bag x 9001, Pietermaritzburg, 3200
<u>FOR ATTENTION</u>	:	Mrs M Chandulal
<u>NOTE</u>	:	Directions to Candidates: Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 form and a detailed curriculum vitae. The employment equity target for this post is: African Male, African Female, Coloured Male
<u>CLOSING DATE</u>	:	20 June 2022
<u>POST 20/183</u>	:	<u>MANAGER NURSING (LEVEL 3 HOSPITAL) REF NO: GS 6/22</u> Component: Grey's Hospital: Nursing Management Services
<u>SALARY</u>	:	R963 723 per annum, all-inclusive package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules.
<u>CENTRE</u>	:	Greys Hospital, Pietermaritzburg
<u>REQUIREMENTS</u>	:	Senior Certificate (Standard 10/Grade 12) or equivalent; Diploma/Degree in Nursing or equivalent qualification (basic R425 qualification) that allows registration with the SANC as a Professional Nurse; Registration with the SANC as a Professional Nurse; Current registration (2022) with the SANC; A minimum of 10 years appropriate or recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing; At least 5 years of the period referred to above must be appropriate and recognizable experience at management level; and Proof of working experience in the form of a certificate of service endorsed by Human Resource Management Component/Department. Recommendation: Knowledge, Skills and Experience: Working knowledge of the public sector policies, acts and regulations; Knowledge of Nursing Management and relevant policies, regulations and procedures; Knowledge and understanding of Human Resources and Financial Management practices; Knowledge of Labour Relations and Disciplinary procedures and processes; Sound Management, organization, interpersonal and problem solving skills; Good verbal and written communication skills; Mentorship and supervisory skills; and Computer literacy in Microsoft software packages.
<u>DUTIES</u>	:	Provide leadership and facilitate strategic planning, policy planning, development and implementation. Exercise overall control over nursing care, including information and implementation of nursing programmes, execution and evaluation thereof. Execute duties and function with proficiency, in support of aims and strategic objectives of the hospital and of the Department of Health. Demonstrate hospital's commitment to quality nursing care and ensure compliance with National Core Standards. Ensure control of the selection, recruitment and development of nursing staff. Ensure control of disciplinary matters, grievances and labour issues. Facilitate cost control in the utilization of both human and material resources. Advise the CEO and management team on norms and standards of Nursing Practices. Ensure that systems and processes are in place to support implementation of objectives. Facilitate clinical workshops and meetings to update nursing staff. Ensure compliance with all relevant legislations including the OHS Act. Submit verbal and written reports timeously to the CEO. Coordinate, facilitate and implement quality improvement initiatives and good governance.
<u>ENQUIRIES</u>	:	Dr KB Bilenge Tel No: 033 – 897 3321
<u>APPLICATIONS</u>	:	Applications to be forwarded to: The Human Resources Management Office, Greys Hospital Private Bag x 9001, Pietermaritzburg, 3200
<u>FOR ATTENTION</u>	:	Mrs M Chandulal
<u>NOTE</u>	:	Directions to Candidates: Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 form and a detailed curriculum vitae. The employment equity target for this post is: African Male, African Female, Coloured Male.
<u>CLOSING DATE</u>	:	20 June 2022

<u>POST 20/184</u>	:	<u>MEDICAL OFFICER: GRADE 1 REF NO: GS 8/22</u> Component: Anaesthesia and Critical Care
<u>SALARY</u>	:	Grade 1: R833 523 per annum, (all inclusive package) consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules, Plus Commuted Overtime which is subject to the needs of the department. Incumbents will have to sign the commuted overtime contract form. Rural allowance is payable for periods working at Harry Gwala Hospital only.
<u>CENTRE REQUIREMENTS</u>	:	Grey's Hospital, Harry Gwala or Northdale Hospital
<u>REQUIREMENTS</u>	:	Grade 12 Certificate, MBCHB Degree or equivalent qualification that allows registration with HPCSA as a Medical Practitioner, Current registration with the Health Professions Council South Africa as a Medical Practitioner. Grade 1: Experience: Not Applicable. Foreign qualified candidates require 1-year relevant experience after registration as a Medical Practitioner with a recognized Foreign Health Professional Council, of whom it is not required to perform Community Service, as required in South Africa. DA will be an advantage. Advantages: ATLS, APLS, and ACLS. Diploma in Anaesthesia (DA). Other relevant CMSA diplomas: Dip PEC (SA), DCH, Dip Obs. Fellowship of Anaesthesia examinations or portions thereof. Anaesthetic work experience in a large regional or tertiary hospital and/or in a registrar program. Knowledge, Skills and Experience: Participation in the After Hours call system is essential. Medical Practice as appropriate at post Community Service level. Information management. Current Health and Public service legislation, regulations and policy. Medical ethics, epidemiology and statistics. NB: Priority will be applied to incumbent/s that are available immediately in order to maintain clinical services. Pietermaritzburg is only able to employ South African citizens and permanent residents into these medical officer posts. Those candidates who are still in their community service year may apply for the post on the understanding that appointment to the post can only be made after they have received registration from the HPCSA as a medical practitioner. NB Those candidates who hold a bursary that requires them to work outside of Pietermaritzburg must supply a letter from the Institution/District Office that holds their service obligation indicating that the bursary holder will be released to come to Pietermaritzburg for training. Bursary holders who are unable to supply this authority will not be shortlisted. Incumbents will be expected to work in the Department of Anaesthesia in Pietermaritzburg for at least one year. During which time they will receive appropriate training to pass the Diploma in Anaesthesia, (if this qualification is not already held). Anaesthetic Medical Officers will also be able to apply for a three month rotation through Intensive Care during this year. In subsequent years it is anticipated that appropriate candidates will either commence specialising in anaesthesia or proceed to work in district and other regional hospitals providing high quality Medical Officer Anaesthesia, Pietermaritzburg
<u>DUTIES</u>	:	Clinical responsibility including examine, investigate diagnose and oversee treatment of patients. The incumbent will be part of the Pietermaritzburg Metropolitan Group of hospitals and will be expected to rotate through all hospitals in Pietermaritzburg. To perform appropriate preoperative examination and optimisation of patients for planned surgery. To provide safe and appropriate anaesthesia during surgery. To participate in post-operative care of patients. Anaesthetists must be prepared for early starts to the working day (07:15) and late, unpredictable finishes to the normal working day. The nature of anaesthesia means that frequent weekend shifts are required inside the commuted overtime package. The incumbent will be part of the Pietermaritzburg Metropolitan Group of hospitals and will be expected to rotate through all hospitals in Pietermaritzburg. Assist with human resource development for medical staff. Conduct Orientation and Induction Programme for new Medical staff. Provide guidance and advice to junior medical staff (interns/CSOs). Assist with the development of training programmes. Participate in relevant training programmes. Maintain accurate and appropriate health records in accordance with the legal/ethical considerations and continuity of patient care. Undertake continuing medical education and professional development and study professional literature e.g. Medical journals. To identify health care needs and communicate these to seniors so that new ideas could be developed on policies/methods/techniques and procedures. To participate in audit and quality control programs to improve the standard of patient care. To participate in departmental administration by

ensuring compliance with all departmental rules and regulations with regard to leave, call rosters and rotations. To participate in Outreach services in the drainage area of Harry Gwala hospital as appropriate to their grade of qualification and experience. To maintain a logbook of clinical duties

ENQUIRIES : Dr Z Farina Tel No: 033 897 3414

APPLICATIONS : Applications to be forwarded to: The Human Resources Management Office, Greys Hospital Private Bag x 9001, Pietermaritzburg, 3200.

FOR ATTENTION : Mrs M Chandulal

NOTE : Directions to Candidates: Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 form and a detailed curriculum vitae. The Employment Equity Target for this post is: African Male, African Female or Coloured Male.

CLOSING DATE : 20 June 2022

POST 20/185 : **MEDICAL OFFICER: GRADE 1, 2, 3 REF NO: GS 9/22 (X3 POSTS)**
Component: Neurology – Department of Internal Medicine

SALARY : Grade 1: R833 523 per annum
Grade 2: R953 049 per annum
Grade 3: R1 106 037 per annum
All-inclusive package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules, Plus Commuted Overtime which is subject to the needs of the department. Incumbents will have to sign the commuted overtime contract form annually.

CENTRE : Grey's Hospital, Pietermaritzburg

REQUIREMENTS : Grade 12 Certificate, MBChB Degree or equivalent qualification PLUS Current Registration with the Health Professions Council of South Africa as a Medical practitioner. **Grade 1:** Experience: Not Applicable. Foreign qualified candidates require 1 year relevant experience after registration as a Medical Practitioner with a recognized Foreign Health Professional Council, of whom it is not required to perform Community Service, as required in South Africa. **Grade 2:** Experience: 5 years appropriate experience as a Medical Officer after registration with the HPCSA as a Medical Practitioner. Foreign candidates require 6 years relevant experience after registration with a recognized Foreign Health Professional Council, of whom it is not required to perform Community Service as required in South Africa. **Grade 3:** Experience: 10 years experience after registration with the HPCSA as a Medical Practitioner. Foreign qualified candidates require 11 years relevant experience after registration as Medical Practitioner with a recognized foreign health professional council in respect of foreign qualified employees of whom it is not required performing community service as required in South Africa. NB: Community Service Officers may apply if eligible for HPCSA registration as an Independent Medical Practitioner within 1 months of the closing date of this advertisement. Knowledge, Skills and Experience: Sound clinical and patient management skills; human resource management; information management; quality assurance programs. Current health and public service legislation, regulations and policy, and medical ethics. Recommendations: ACLS course completed (current valid certificate), Post-graduate qualifications in Neurology (FCN (SA) Part 1; Diploma in Internal Medicine; Diploma in HIV Medicine. Experience working a Neurology Unit or Internal Medicine Unit. Involvement in Research &/or publications.

DUTIES : Medical care of Neurology patients: Level of care required – medical care appropriate to Grey's Hospital Neurology Service, (Tertiary). Diagnosing and treating medical & neurological emergencies; Managing Neurology inpatients and outpatients. Consulting on referrals from other Departments and communicating with other Departments and institutions; Inter-unit rotations at facilities included in the KZN Neurology Academic Complex i.e. IALCH Hospital. Outreach services to facilities in Area 2 may be required either regularly or from time to time. Overtime requirements – commuted overtime within the Department of Neurology is mandatory, as required by operational demands within the Neurology after hour's service. Commuted Overtime within the Department of Internal Medicine, Greys Hospital may be required, as required by operational demands. Administration and management: Supervise junior medical staff, including in clinical work, attendance, time management, conflict management etc. Service logistics – assist in administrative aspects of running the Department e.g. roster and rotation planning, clinical and operational protocol development; Quality improvement – assist and participate in quality improvement, including audits, patient safety incident

reporting and morbidity and mortality reviews. Medico-legal matters – assist with medico-legal tasks such as medical reports for insurance claims. Academic programme: Training - provide in-service training to staff or be a recipient of in-service training, as appropriate for a medical officer and to meet the needs of the service; Teaching – participate in and support departmental training programmes (undergraduate, postgraduate and in-service). This includes teaching, examinations, administration, departmental talks etc. as required by the programmes. Academic activities – active participation in academic activities such as journal clubs, academic presentations and seminars etc. Research – participate in departmental research. Initiation and performance of research is required.

- ENQUIRIES** : Dr A. Naidoo Tel No: 033 – 897 3000
- APPLICATIONS** : Applications to be forwarded to: The Human Resources Management Office, Greys Hospital Private Bag x 9001, Pietermaritzburg, 3200
- FOR ATTENTION** : Mrs M Chandulal
- NOTE** : Directions to Candidates: Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 form and a detailed curriculum vitae. The Employment Equity Target for this post is: African Male, African Female or Coloured Male
- CLOSING DATE** : 20 June 2022
- POST 20/186** : **MEDICAL OFFICER REF NO: MOCARDIO/01/2022 (X 1 POST)**
Department: Cardiology
- SALARY** : Grade 1: R833 523 per annum, (all inclusive salary package), excluding Commuted Overtime
Grade 2: R953 049 per annum, (all-inclusive salary package), excluding Commuted Overtime
Grade 3: R1 106 037 per annum, (all-inclusive salary package), excluding Commuted Overtime
- CENTRE** : Inkosi Albert Luthuli Central Hospital
- REQUIREMENTS** : MBCHB Degree. Registration with the Health Professions Council of South Africa as Medical Practitioner. Current registration as Medical Practitioner with HPCSA. Experience: **Grade 1:** No Experience required from South African qualified employees. Must be registered as an independent medical practitioner with the HPCSA. One year relevant experience after registration as a Medical Practitioner with a recognised foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. **Grade 2:** 5 years appropriate experience as a Medical Officer after Registration with HPCSA as a Medical Practitioner. Six years relevant experience after registration as a Medical Practitioner with a recognised foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. **Grade 3:** 10 year's appropriate experience as a Medical Officer after Registration with HPCSA as a Medical Practitioner. Eleven years relevant experience after registration as a Medical Practitioner with a recognised foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Knowledge, Skills, Training and Competency Required: Knowledge and skills in clinical medicine, including acute emergency medicine. Demonstrate the ability to work as part of a multidisciplinary team. Sound communication, negotiating, and planning, organizing and interpersonal skills.
- DUTIES** : Provision of Cardiology services based at IALCH. Management of patients in the Ward, CCU and Cardiac Clinics. Provision of afterhours (nights, weekends, public holidays) call for the department at IALCH. Manage designated areas of responsibility in the Cardiology Department. Active involvement in the administration of Cardiac Clinics and Wards to optimize patient care. Assist in the implementation of guidelines, protocols and clinical audits. Involvement in the teaching of Paramedical staff in the Department. Participate in the academic programme, including research. Completion of Community Service.
- ENQUIRIES** : Dr S Khan at 082 564 7477 / Dr. D.R. Naidoo at 082 300 1625
- 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. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed Curriculum Vitae. Certified copies of qualifications, proof of registration and other relevant documents will be requested from shortlisted candidates only which may be submitted to HR on or before the day of the interview. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g. ref APRO/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. Please note that it is the applicant's responsibility to have the foreign qualification, which is the requirement of the post, evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation on application. Failure to comply will result in the application not being considered will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Please note that due to financial constraints, there will be no payment of S&T claims.
- CLOSING DATE** : 21 June 2022
- POST 20/187** : **MEDICAL OFFICER REF NO: MOENT/01/2022 (X 1 POST)**
Department: ENT
- SALARY** : Grade 1: R833 523 per annum, (all inclusive salary package) excluding Commuted Overtime
Grade 2: R953 049 per annum, (all-inclusive salary package), excluding Commuted Overtime
Grade 3: R1 106 037 per annum, (all-inclusive salary package), excluding Commuted Overtime
- CENTRE REQUIREMENTS** : Inkosi Albert Luthuli Central Hospital
: MBCHB Degree, Registration with HPCSA as a Medical Officer. Current unrestricted registration with the Health Professions Council of South Africa as an Independent Medical Practitioner. Experience: **Grade 1:** No Experience required from South African qualified employees. One year relevant experience after registration as a Medical Practitioner with a recognised foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. **Grade 2:** Five (5) years appropriate experience as a Medical Officer after registration with HPCSA as a Medical Practitioner. 6 Years relevant experience after registration as Medical Practitioner with a recognised foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. **Grade 3:** Requires ten (10) years appropriate experience as a Medical Officer after registration with HPCSA as a Medical Practitioner. 11 Years relevant experience after registration as Medical Practitioner with a recognised foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Knowledge, Skills and Competencies Required: Sound communication, negotiation, planning, organising, leadership, decision-making and interpersonal skills. Demonstrate the ability to work as part of a multidisciplinary team. Ability to function as a part of the ENT team in the District functional region. Knowledge and skills/experience in surgery and/or ENT is an added advantage; as are CMSA ENT primary qualifications.
- DUTIES** : Participate in the delivery of Otorhinolaryngology services to the district functional region, as determined by the Head of Department. Provide appropriate peri-operative assessment of the ENT patient, management and follow-up of patients as determined by the surgical condition and the patient's co-morbidities. Actively participate in the academic, research and outreach activities of the Discipline. Participate in the quality improvement programs of the department including clinical audits, clinical governance and CPD activities. Maintain clinical, professional and ethical standards. Ensure sound labour relations in compliance with relevant legislation while maintaining the interests

of the patient. Mandatory participation in Commuted Overtime. The successful applicant will be required to perform after hour duties in the Durban Functional Region, covering more than one hospital in the regional including but not limited to IALCH and King Edward VIII Hospitals.

**ENQUIRIES
APPLICATIONS**

: Dr. Andile Sibiya & Dr. Warren Kuhn Tel No: (031) 2401754
: 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. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed Curriculum Vitae. Certified copies of qualifications, proof of registration and other relevant documents will be requested from shortlisted candidates only which may be submitted to HR on or before the day of the interview. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g. ref APRO/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. Please note that it is the applicant's responsibility to have the foreign qualification, which is the requirement of the post, evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation on application. Failure to comply will result in the application not being considered will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Please note that due to financial constraints, there will be no payment of S&T claims.

CLOSING DATE

: 21 June 2022

POST 20/188

: **MEDICAL OFFICER: RENAL /NEPHROLOGY REF NO: MO
RENAL/NEPH/1/2022 (X3 POSTS)**
Department: Renal/Nephrology

SALARY

: Grade 1: R833 523 per annum, (all inclusive salary package), excluding commuted overtime
Grade 2: R953 049 per annum, (all-inclusive salary package), excluding commuted overtime
Grade 3: R1 106 037 per annum, (all-inclusive salary package), excluding commuted overtime

**CENTRE
REQUIREMENTS**

: Inkosi Albert Luthuli Central Hospital
: Registration with the Health Professions Council of South Africa as a medical practitioner. Senior Certificate. MBCHB degree. Proof of completion of Community Service. Experience: **Grade 1:** No experience required. The appointment to grade 1 requires 1 year relevant experience after registration as a Medical Practitioner with a recognised foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 2:** Five (5) years appropriate experience as a Medical Officer after Registration with HPCSA as a Medical Practitioner The appointment to Grade 2 requires a minimum of six years (6) relevant experience after registration as a Medical Practitioner with a recognised foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 3:** Ten (10) years appropriate experience as a Medical Officer after Registration with HPCSA as a Medical Practitioner The appointment to Grade 3 requires a minimum of eleven years (11) relevant experience after registration as a Medical Practitioner with a recognised foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Knowledge Skills and Experience Required: Sound clinical knowledge in Internal medicine with ability to manage medical emergencies. Knowledge of ethical medical practice. Ability to assess, diagnose and manage in-patients

<u>DUTIES</u>	:	and out-patients in general nephrology, peritoneal dialysis, haemodialysis and renal transplantation. Driver's licence is preferable.
	:	Examination, diagnosis and management of patients. Performance of commuted overtime. Facilitation of staff training and on-going medical education. Participation in quality improvement imperatives (morbidity and mortality meetings, clinical audits). Performance of research. Contribution to the Department's academic programme. Be part of a multi-disciplinary team.
<u>ENQUIRIES</u>	:	Dr. S Hariparshad Tel No: 031-240 1258/ 031-240 1325
<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 . Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed Curriculum Vitae. Certified copies of qualifications, proof of registration and other relevant documents will be requested from shortlisted candidates only which may be submitted to HR on or before the day of the interview. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g. ref APRO/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. Please note that it is the applicant's responsibility to have the foreign qualification, which is the requirement of the post, evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation on application. Failure to comply will result in the application not being considered will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Please note that due to financial constraints, there will be no payment of S&T claims.
<u>CLOSING DATE</u>	:	21 June 2022
<u>POST 20/189</u>	:	<u>MEDICAL OFFICER REF NO: MONUCLEARMED/02/2022 (X1 POST)</u> Department: Nuclear Medicine Re-advertising, all applicants are requested to re-apply
<u>SALARY</u>	:	Grade 1: R833 523 per annum, (all inclusive salary package), excluding commuted overtime Grade 2: R953 049 per annum, (all-inclusive salary package), excluding commuted overtime Grade 3: R1 106 037 per annum, (all-inclusive salary package), excluding commuted overtime
<u>CENTRE</u>	:	Inkosi Albert Luthuli Central Hospital
<u>REQUIREMENTS</u>	:	MBCHB Certificate. Registration Certificate with the HPCSA as a Medical Practitioner. Current renewed registration with HPCSA. Grade 1: No experience required from South African qualified employees. One year relevant experience after registration as a Medical Practitioner with recognised foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Grade 2: Five (5) years appropriate experience as a Medical Officer after Registration with HPCSA as a Medical Practitioner. Six years relevant experience after registration as a Medical Practitioner with a recognised foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Grade 3: Ten (10) years appropriate experience as a Medical Officer after Registration with HPCSA as a Medical Practitioner. Eleven years relevant experience after registration as a Medical Practitioner with a recognised foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Knowledge Skills and Experience Required: Good interpersonal skills. Sound moral values based on integrity, trust and judgment. Sound communication skills. Demonstrable interest in medical imaging and radiation sciences with

intention to join specialisation programme in Nuclear Medicine specifically. Added Advantage: Experience in radiation/imaging medicine. Expectation of entering the Nuclear Medicine registrar programme.

DUTIES : Inclusive of, but not limited to, the following: Clinical cover of patients within the department. Thyroid / oncology clinic cover, a service which includes both oncology and endocrine patients referred from locally and referral base hospitals. Evaluation and screening of referrals to PET/CT and general Nuclear Medicine. Pre-evaluation of approved referrals to ensure proper scan protocols are followed. Patient preparation. Clinical management of patients which includes overall management while in the ward. The successful applicant will be required to perform after hours duties.

ENQUIRIES APPLICATIONS : Dr Bawinile Hadebe Tel No: 031 240 1880
: 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. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed Curriculum Vitae. Certified copies of qualifications, proof of registration and other relevant documents will be requested from shortlisted candidates only which may be submitted to HR on or before the day of the interview. 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 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 : 21 June 2022

POST 20/190 : **OPERATIONAL MANAGER (MOBILE 1) REF NO: MAN02/2022 (X1 POST)**

SALARY : R571 242 - R642 933 per annum. Other Benefits: 13th Cheque, Medical Aid (Optional), Home Owner Allowance (Employee must meet prescribed requirement) and 12% of Rural allowance

CENTRE REQUIREMENTS : Manguzi Hospital
: Matric/equivalent, Degree or Diploma in General nursing plus one year post basic qualification in Primary Health Care. A minimum of (9) nine years appropriate recognizable experience in Nursing after registration as a General Nurse. 5 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 Primary Health Care. Proof of current registration with SANC (2022). Proof of working experience must be endorsed and stamped by HR Office. Knowledge, Skills, Training and Competence Required: Knowledge of Public Finance Management Act, SCM Act, Treasury Regulation, SANC rules, regulations and scope of practice. Project Management skills, supervisory and analytical thinking skills. Ability to handle disciplinary procedure and knowledge of Labour Relations Act. Ability to formulate patient care related Standard Operation Procedures. Have the ability to deal with all levels of staff. Recommendations: Valid driver's license will be recommended

DUTIES : Monitor and evaluate performance of Clinic staff according to set standards, norms targets and to ensure effective reporting. Ensure provision of high quality comprehensive care through provision of preventive, curative and rehabilitative services. Ensure and monitor implementation and evaluation of all services including priority programmes by all clinic staff members i.e Office of Health standard compliance, Ideal Clinic and Nerve Centre/Operation

Phuthuma. Provide relevant information to the Health care users to assist in the achievement of optimal health care. Maintain good relationship with relevant role players and stakeholders. Manage and monitor proper utilization of human, financial and other resources entrusted to you. Deal with disciplinary and grievance matters including monitoring and management of staff absenteeism. Provision of administrative services by planning, organizing, and ensure the availability of medicines, supplies and essential equipment. Ensure monitoring and evaluation of staff performance through the EPMS system. Ensure that there are effective systems for data management and reporting of quality data on relevant indicators at the hospital and local clinics. Support PHC re-engineering by ensuring that outreach teams are functional. Ensure effective implementation of Sukuma Sakhe programmes to maximize patient care. Conduct patient satisfaction survey and waiting times for the clinics. Ensure adequate control and allocation of Human and Material resources. Be involved and assist other staff members in the clinical management of clients. Strengthening of complaints, compliment and suggestion management. Ensure that the facility complies with policies and guidelines for infection prevention control, occupational health, safety and management of Covid 19.

**ENQUIRIES
APPLICATIONS**

: Ms.JJ Vumase Tel No: 035 5920 150 (EXT 1008)
 : All applications should be forwarded to: The HR Manager, Manguzi Hospital, Private Bag X 301, Kwa-Ngwanase, 3973. Hand delivered: To Manguzi Hospital, Human Resources Office.

NOTE

: Directions to Candidates: Reference is made circular no 5/2021. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and detailed curriculum vitae only. In order to alleviate administrative burden on HR sections as well considering the costs of applicants, the departments are encourage to request a certified copies of qualifications and other relevant documents from short listed candidates only which may be submitted to HR on or before the day of the interview. The following documents must be submitted: Application must be accompanied by new Z83 form, obtainable from any Public Service Department, (or obtainable at www.kznhealth.gov.za). A recent updated Comprehensive Curriculum Vitae (previous experience must be comprehensively detailed i.e. positions held and dates), only shortlisted candidates will be required to submit certified documents on or before the day of the interviews following communication from the department failure to submit the requested document/ information will result in your application not be considered. Applicants in possession of a foreign qualification must attach an evaluation/verification certificate from the South African Qualifications Authority (SAQA) or other regulating bodies to their applications. Non- RSA Citizens/Permanent Resident/ Work Permit holders must submit a documentary proof together with their applications. 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. All employees in the Public Service that are presently on the same salary level but on a notch/package above the minimum as that of the advertised post are free to apply. This Department is an equal opportunity, affirmative action employer, whose aim is to promote representative in all levels of all occupational categories in the Department. The appointment is subject to positive outcome obtained from the NIA to the following checks: security Clearance, credit records, qualification, citizenship and previous experience verifications. Failures to comply with the above instructions will results to your application being disqualified. Due to financial constraints S&T Claims will not be considered. Employment equity target for this post is an African male or African male.

CLOSING DATE

: 24 June 2022

POST 20/191

: **OPERATIONAL MANAGER NURSING REF NO: GAM CHC 01/2022**

SALARY

: R571 242 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-Casualty/Maternity Night Duty Services
 : 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 (2022 receipt). A minimum of 09 years appropriate/ recognizable nursing experience after registration as Professional Nurse with SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/ recognizable experience after obtaining the 1 year post basic qualification in the relevant specialty. Proof of previous and current work experience endorsed and stamped by Human Resource Department (certificate of service). Applicants must submit confirmation letter of relevant experience from their supervisors in an official letterhead of the employer when they apply. Skills: Knowledge of SANC Rules and Regulations. Knowledge of Legislative Framework and Departmental prescripts. Leadership, organizational, Decision making, problem solving and interpersonal skills. Basic financial management skills. Knowledge of Human Resource Management. Personal Attitude, Responsive, Professionalism, Supportive, Assertive and Team player role. Communication skills and decision making skills. Leadership and supervisory skills.

DUTIES

: Assist in planning, organising and monitoring of objectives of the specialised unit. Manage all resources within the unit effectively and efficiently to ensure optimum service delivery. Ability to plan and organise own work and that of support personnel to ensure proper nursing care. Display a concern for patients, promoting and advocating proper treatment and care including. Monitor Provision of quality comprehensive service delivery at emergency unit. Participate actively in Operation Sukuma Sakhe programme. Work as part of the multidisciplinary team to ensure good nursing care. Demonstrate effective communication with patients, community and multidisciplinary team. Monitor safe patient service and improve client satisfaction. Participate in the attainment of National Core Standards. Contribute to the realization of Ideal Clinic (ICRM) status. Participate in the analysis and formulation of nursing policies and procedures. Provide direct and indirect supervision of all staff within the unit and give guidance. Demonstrate an understanding of Human Resource and Financial Management Policies and procedures. Monitor and evaluate the care and management of all patients through clinical audits. Ability to supervise Medical and Surgical emergencies and refer appropriately. Monitor implementation of PHC Re-Engineering. Monitor implementation and performance on indicators on daily, weekly and monthly basis; provide feedback to management, analyse data and draw up quality improvement plan and implementation plan. Exercise control of discipline and any other Labour Related issues in terms of laid down procedures. Ensure compliant management is functional in the Clinic. Ensure functionality of the Clinic committee programme so that community involvement and participation is achieved.

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

: 20 June 2022

POST 20/192

: **ASSISTANT NURSING MANAGER-PN-A7: MEDICAL INPATIENT NURSING SERVICES REF NO: ANM NURS: AMN/1/2022**
Department: Medical domain

SALARY

: R571 242 per annum. Other Benefits: 13th cheque: Housing Allowance-Employee to meet prescribed requirements: Medical Aid: optional

CENTRE

: Inkosi Albert Luthuli Central Hospital

REQUIREMENTS

: Basic R425 qualification (Degree/Diploma in Nursing or equivalent qualification that allows registration with SANC as a Professional Nurse. Registration (2022) with South African Nursing Council. A minimum of eight (8) years appropriate /recognisable post registration professional nurse experience with the SANC in General Nursing. At least 3 years of the period referred to above must be appropriate/recognisable experience at management level. Degree/Diploma in Nursing Administration will be an added advantage. Knowledge, Skills, Training and Competence Required: Knowledge and experience of Public Service Policies, Acts and Regulations .Sound managerial skills; negotiation, decision-making; inter-personal and problem solving skills. Good verbal and written communication skills. Sound working knowledge of nursing component in central hospitals. Knowledge of human resource management policies and practices, including recruitment, conditions of service, performance management, training and development and labour relations including

<u>DUTIES</u>	: disciplinary, grievance and abscondment processes / procedures. Computer literacy and information management. Basic financial management skills. : Ensure the provision of highest possible nursing care through adequate supervision, guidance and support. Provision of guidance, support and leadership in Medical domain Ensure that there is efficient and effective utilization of allocated budget in the Nursing Service area—Medical domain. Ensure that nursing staff is equitable allocated to units as per needs of each area. Ensures that performance of nursing staff is monitored through EPMDS system. Ensure that all nursing staff comply with all the relevant Acts / prescripts applicable within the nursing and healthcare environment. Participate in the analysis, formulation and implementation of nursing policies and procedures. Ensure that the units comply with the National Core and Ideal Hospital Standards and there is continuous quality improvement programs/projects as determined by the needs of the department. Ensure that quality is monitored in various programs e.g. IPC, Resuscitation and Health and safety. Ensure that the patient care environment is conducive for best patient-care outcomes. Deal with labour relation issues in terms of legislative and procedural guides. Ensure that policies and practices governing conditions of service of nursing staff, including leave and exits, are adhered to. Monitoring and verification of nursing staff in the pay-point as designated. Participates in supply chain management and financial management process as determined by PFMA. Monitoring, reporting and mitigation of patient safety incidents in the outpatient area. Implement risk assessment and monitoring to ensure quality standard of care. Ensures that the Complaints management policy and procedure is adhered to.
<u>ENQUIRIES APPLICATIONS</u>	: N.O. Mkhize Tel No: (031) 2601063 : 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 . Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed Curriculum Vitae. Certified copies of qualifications, proof of registration and other relevant documents will be requested from shortlisted candidates only which may be submitted to HR on or before the day of the interview. 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 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>	: 21 June 2022
<u>POST 20/193</u>	: <u>CLINICAL NURSE PRACTITIONER GR 1, 2 REF NO: GAM CHC 02/2022 (X2 POSTS)</u>
<u>SALARY</u>	: 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
<u>CENTRE REQUIREMENTS</u>	: Gamalakhe CHC-Casualty & PHC Mobile1 : STD 10 Certificate, Degree / Diploma in General nursing and Midwifery plus 1 year post basic qualification in Primary Health Care. Current Registration with SANC (2022 Receipt). Previous and current proof of experience endorsed by

Human Resources department 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 for the clients and the community. 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. Motivate staff regarding development in order to increase level of expertise and assist patients and families to develop a sense of self care. Promote scientific quality nursing care by functioning as a therapeutic team, coordinating between CHC and community and preventing medico-legal hazards. Encourage research by assisting in departmental projects and always ensuring that the community needs, are taken into account. Assist the unit manager with overall management and necessary support for effective functioning in the facility. Maintain client satisfaction through quality services, innovation and professional nursing care by holding Batho Pele principles and standards set by the accreditation. Participate in clinical records audits, Conduct outreach services to improve health outcomes. Ensure proper utilization and management of resources and integration of health services. Participate in multidisciplinary teams (OSS) and outreach services with stakeholders including NGO's, other governmental departments. Advocate Nursing Professionalism and Ethics.

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 : 20 June 2022

POST 20/194 : **CLINICAL TECHNOLOGIST REF NO: CLINTECHPERF/01/2022 (X1 POST)**
 Department: Cardiovascular – Perfusion- Cardiothoracic

SALARY : Grade 1: R322 746 per annum, Plus 13th cheque, Medical Aid -Optional & Housing Allowance
 Grade 2: R 378 402 per annum, Plus 13th Cheque, Medical Aid optional and Housing Allowance
 Grade 3: R445 752 per annum, Plus 13th Cheque, Medical Aid optional and Housing Allowance

CENTRE : Inkosi Albert Luthuli Central Hospital
REQUIREMENTS : Bachelor of Technology or Diploma in Clinical Technology - Cardiovascular Perfusion. Current registration with HPCSA as a Clinical Technologist. Recommendation: Trained in Cardiovascular Perfusion in a unit registered by the Professional Board of Clinical Technology. Log book of cases performed. Knowledge, Skills, Training and Competencies Required: A clear understanding of cardiopulmonary bypass techniques, and life support systems in theatre and the intensive care unit. Good management of Intra-aortic balloon pump and its associated functions. A good understanding of paediatric and neonatal perfusion procedures. A working knowledge of blood gas analysers. Experience: **Grade 1:** Employee must meet prescribed requirements. No experience after registration with the Health Professions Council of South Africa (HPCSA) as a Clinical Technologist Cardiovascular Perfusion in respect of RSA qualified employees who performed Community Service as required in South Africa. One year relevant experience after registration with the Health Professional Council of South Africa as a Clinical Technologist in respect of foreign qualified employees, of whom it is not

required to perform Community Service as required in South Africa. **Grade 2:** Employee must meet prescribed requirements. Minimum 10 years relevant experience after registration with the HPCSA as a Clinical Technologist Cardiovascular Perfusion in respect of RSA qualified employees who performed Community Service as required in South Africa. Minimum 11 years relevant experience after registration with the HPCSA as a Clinical Technologist in respect of foreign qualified employees of whom it is not required to perform community service as required in South Africa. **Grade 3:** Employee must meet prescribed requirements. Minimum of 20 years relevant experience after registration with the HPCSA as a Clinical Technologist Cardiovascular Perfusion in respect of RSA Qualified employees who performed Community Service as required in South Africa. Minimum 21 years relevant experience after registration with the HPCSA as a Clinical Technologist in respect of foreign qualified employees of whom it is not required to perform community service as required in South Africa.

DUTIES : To provide a clinical service encompassing cardiopulmonary bypass techniques and procedures during open heart surgery for Adults, Paediatrics and Neonates. Provide efficient monitoring for patients in theatre and the intensive care unit. Recording of patient bypass charts onto the system. Maintenance of perfusion equipment and replenishment of stock including ICU duties. To engage in academic research culminating in the publication of papers in scientific journals or the presentation of the results of such research at a scientific congress.

ENQUIRIES : Dr Y Harilall Tel No: 031 2402015/ 2509

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

CLOSING DATE : 21 June 2022

POST 20/195 : **CLINICAL TECHNOLOGY NEUROPHYSIOLOGY REF NO: CLINTECHNEURO/1/2022 (X2 POSTS)**
Department: Neurophysiology

SALARY : Grade 1: R322 746 per annum, Plus 13th cheque, Medical Aid -Optional & Housing Allowance
Grade 2: R378 402 per annum, Plus 13th Cheque, Medical Aid optional and Housing Allowance
Grade 3: R445 752 per annum, Plus 13th Cheque, Medical Aid optional and Housing Allowance

CENTRE : Inkosi Albert Luthuli Central Hospital

REQUIREMENTS : Appropriate tertiary qualification in Clinical Technology Neurophysiology, B Tech Degree or Diploma in Clinical Neurophysiology. Registration with HPCSA as a Clinical Technologist in the category Neurophysiology. Current registration

with the Health Professions Council of South Africa Recommendation Current Independent practice .Candidates currently enrolled in BHS or BTech with qualification date prior to start of service may apply. Post graduate qualification in Clinical Technology Neurophysiology will be beneficial. Knowledge, Skills, Training and Competencies Required: Competency and skills in independently performing Electroneurodiagnostic studies for paediatric and adult populations: including routine, mobile and long term EEG, transcranial Doppler ultrasound, visual- auditory- and somatosensory evoked potentials, basic and advanced nerve conduction studies and assisting physicians with EMG examinations. Technical report writing skills for previously mentioned procedures. Willingness to learn additional skills, such as autonomic testing, and basic clinical knowledge of diagnostic and therapeutic procedures are required. Additional experience in sleep and high density EEG testing will be an advantage. Experience working with digital patient record networked systems will be advantageous. Good communication, organisational and interpersonal skills. Ability to work independently and in a team. Knowledge of ethical code of conduct, patient's right and Batho Pele Principles.

DUTIES : Work in an active clinical and training Neurophysiology unit. Performing of EEG's, NCS's, EP's, TCCDD's, sleep studies and long term epilepsy monitoring under the supervision of the Assistant Director. Ensure high quality and technically sound recordings of tests performed. Ensure integrity of the recording systems and stock control. Actively participate in teaching and training of students and neurology registrars in clinical neurophysiology. Promote Batho Pele principles in order to promote effective service delivery. Maintain and check equipment regularly in order to comply with safety requirements. Exercise patient care and expertise when performing procedures.

ENQUIRIES : Ms Christelle van der Walt Tel No: (031) 240-1633/4, Christelle.vanderwalt@ialch.co.za

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. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed Curriculum Vitae. Certified copies of qualifications, proof of registration and other relevant documents will be requested from shortlisted candidates only which may be submitted to HR on or before the day of the interview. 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 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 : 21 June 2022

POST 20/196 : **CLINICAL TECHNOLOGIST VASCULAR REF NO:**
CLINTECHVASC/01/2022 (X1 POST)
Department: Vascular Surgery

SALARY : Grade 1: R322 746 per annum, Plus 13th cheque, Medical Aid -Optional & Housing Allowance
Grade 2: R 378 402 per annum, Plus 13th Cheque, Medical Aid optional and Housing Allowance

**CENTRE
REQUIREMENTS**

Grade 3: R445 752 per annum, Plus 13th Cheque, Medical Aid optional and Housing Allowance

: Inkosi Albert Luthuli Central Hospital
: B. Tech Degree or Diploma in Clinical Technology or Cardiovascular perfusion. Current registration with the Health Professions Council of South Africa. Recommendation: Vascular laboratory experience will be an advantage. Experience: **Grade 1:** No experience after registration with the Health Professions Council of South Africa (HPCSA) as a Clinical Technologist in respect of RSA qualified employees who performed Community Service as required in South Africa. One year relevant experience after registration with the Health Professional Council of South Africa as a Clinical Technologist in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. **Grade 2:** Minimum 10 years relevant experience after registration with the HPCSA as a Clinical Technologist Vascular in respect of RSA qualified employees who performed Community Service as required in South Africa. Minimum 11 years relevant experience after registration with the HPCSA as a Clinical Technologist in respect of foreign qualified employees of whom it is not required to perform community service as required in South Africa. **Grade 3:** Minimum of 20 years relevant experience after registration with the HPCSA as a Clinical Technologist Vascular in respect of RSA Qualified employees who performed Community Service as required in South Africa. Minimum 21 years relevant experience after registration with the HPCSA as a Clinical Technologist in respect of foreign qualified employees of whom it is not required to perform community service as required in South Africa

DUTIES

: To report to the chief clinical technologist in charge of the vascular laboratory. Perform all facets of non-invasive vascular investigations and record results of such tests. Attendance involvement and participation in clinical management, academic meetings and ward rounds. Undertake administrative duties as required for the running of the laboratory. Liaise with referring physicians regarding the use of and results of specific investigations. Assist in teaching junior staff learning the techniques of non –invasive investigations. Responsible for accurate record keeping. Prepare, inform and educate patients about impending procedures. Performance of ambulatory Doppler studies as and when required in theatre, ICU and the angiosuite, active participation in therapeutic imaging procedures. Ensuring equipment calibration and functionality. Maybe required to service other hospitals in the DFR. Participation in collation of vascular lab statistics, research and presentation of data and interesting cases at the weekly Departmental angiogram meeting. Required to perform any other duties requested by the HOD.

**ENQUIRIES
APPLICATIONS**

: Mr B.Pillay Tel No: 031 2401000
: 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. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed Curriculum Vitae. Certified copies of qualifications, proof of registration and other relevant documents will be requested from shortlisted candidates only which may be submitted to HR on or before the day of the interview. 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 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>	:	21 June 2022
<u>POST 20/197</u>	:	<u>CLINICAL TECHNOLOGIST REF NO: CLINTECHPAEDCARD/01/2022 (X1 POST)</u> Department: Paediatric Cardiology
<u>SALARY</u>	:	Grade 1: R322 746 per annum, Plus 13th cheque, Medical Aid -Optional & Housing Allowance Grade 2: R 378 402 per annum, Plus 13th Cheque, Medical Aid optional and Housing Allowance Grade 3: R445 752 per annum, Plus 13th Cheque, Medical Aid optional and Housing Allowance
<u>CENTRE REQUIREMENTS</u>	:	Inkosi Albert Luthuli Central Hospital A relevant Bachelor of Technology Degree or Diploma in Clinical Technology. Current registration with the Health Professions Council of South Africa as a Cardiac Clinical Technologist. Recommendation: Two years appropriate post-registration experience. Knowledge, Skills, Training and Competencies Required: Knowledge of both paediatric and adult diagnostic and interventional procedures. Cardio-pulmonary resuscitation. Interest in paediatric echocardiography is essential and previous experience an advantage. Good communication skills both written and verbal. Experience: Grade 1: No experience after registration with the Health Professions Council of South Africa (HPCSA) as a Cardiac Clinical Technologist in respect of RSA qualified employees who performed Community Service as required in South Africa. One year relevant experience after registration with the Health Professional Council of South Africa as a Clinical Technologist in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Grade 2: Minimum 10 years relevant experience after registration with the HPCSA as a Cardiac Clinical Technologist in respect of RSA qualified employees who performed Community Service as required in South Africa. Minimum 11 years relevant experience after registration with the HPCSA as a Cardiac Clinical Technologist in respect of foreign qualified employees of whom it is not required to perform community service as required in South Africa. Grade 3: Minimum of 20 years relevant experience after registration with the HPCSA as a Cardiac Clinical Technologist in respect of RSA Qualified employees who performed Community Service as required in South Africa. Minimum 21 years relevant experience after registration with the HPCSA as a Clinical Technologist in respect of foreign qualified employees of whom it is not required to perform community service as required in South Africa.
<u>DUTIES</u>	:	The candidate must have some background in performing echocardiography and will receive instruction as required in paediatric echocardiography. This will be the primary focus of the post. Previous experience in paediatric echocardiography is an advantage. Perform all procedures in the cardiac catheterization laboratory but primarily paediatric involvement as well as exercise stress testing, ambulatory ECG (Holter), pacemaker follow-up clinic and emergency call-out as required by Paediatric Cardiology. Participate in all departmental activities as required by the Head of Paediatric Cardiology.
<u>ENQUIRIES APPLICATIONS</u>	:	Dr. Hoosen Tel No: 031240 1476 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 . Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed Curriculum Vitae. Certified copies of qualifications, proof of registration and other relevant documents will be requested from shortlisted candidates only which may be submitted to HR on or before the day of the interview. 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 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** : 21 June 2022
- POST 20/198** : **PROFESSIONAL NURSE GR 1, 2 REF NO: GAM CHC 03/2022**
- SALARY** : Grade 1: R260 760 per annum
Grade 2: R320 703 per annum
Grade 3: R388 974 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-Peadiatric Health Services
: STD 10 Certificate, Basic R425qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse (2022 Receipt). Previous and current proof of experience endorsed by Human Resources department must be attached (with complete dates, months and year). Experience: **Grade 1:** No experience needed. **Grade 2:** A minimum of ten years appropriate/recognizable experience in nursing after registration as professional Nurse with the SANC in General Nursing. **Grade 3:** A minimum of 20 years appropriate/recognisable experience in nursing after registration as professional Nurse with the SANC in General Nursing. 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** : 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 MNCWH 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. P.N. Kuboni 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 CLOSING DATE** : Human Resource Department
: 20 June 2022

- POST 20/199** : **PROFESSIONAL NURSE: GENERAL STREAM REF NO: MAN03/2022 (X10 POSTS)**
 Component: Maputa, Thengani, Mahlungulu, Zamazama, Zibi, Mshudu, Phelandana, Ndaba, Mvelabusha, Mboza.
- SALARY** : Grade 1: R260 760 – R302 292 per annum. Other Benefits: 13th Cheque, Medical Aid (optional), home owner allowance, (Employees must meet prescribed requirements) 12% Rural Allowance
- CENTRE REQUIREMENTS** : Manguzi Hospital
 : Matric / Equivalent, Diploma / Degree in General Nursing PLUS Midwifery, Proof of current registration with SANC (2022). Registration with South African Nursing Council as the General Nurse and Midwife. Knowledge, Skills, Training and Competencies Required: Knowledge of nursing care process and procedures and other legal framework. Good verbal and written communication and report writing skills. Decision making and problem solving skills. Conflict management and negotiation skills.
- DUTIES** : Provide directions and supervision for the implementation of the nursing plan (clinical practise=quality patient care). Implement standards, practices, criteria and indicators for quality nursing care programmes eg nerve centre/Operation Phuthuma. Strengthening of complaints, compliment and suggestion management. Ensure that the facility complies with the policies and guidelines for infection prevention and control occupational health, safety and Covid 19. Strengthen practises of ethics, professionalism and Botho Pele principles. Participate in staff development using EPMDS system and other work related programmes and training. Ensure accurate data management and good understanding of clinic target needs according to the facility. Actively engage in the planning and implementation of outreach programmes within the facility catchment areas. Administration and clinical functions- EMTCT (HIV and AIDS) management. Maintain complete and accurate nursing records according to legal requirements. Be knowledgeable in chronic conditions and their management during pregnancy. To assist Operational Manager in solving problems and organising smooth running of the department. Identify areas of improvement, problems etc. and communicate these to the operational manager. Able to manage a woman during antenatal, labour, delivery and in postnatal care. Be knowledgeable about Maternal and Child health programmes e.g. BANC, EMTCT. Manage and monitor proper utilization of human, financial and other resources entrusted to you.
- ENQUIRIES APPLICATIONS** : Ms.JJ Vumase Tel No: 035 5920 150 (EXT 1008)
 : All applications should be forwarded to: The HR Manager, Manguzi Hospital, Private Bag X 301, Kwa-Ngwanase, 3973. Hand delivered: To Manguzi Hospital, Human Resources Office.
- NOTE** : Directions to Candidates: Reference is made circular no 5/2021. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and detailed curriculum vitae only. In order to alleviate administrative burden on HR sections as well considering the costs of applicants, the departments are encourage to request a certified copies of qualifications and other relevant documents from short listed candidates only which may be submitted to HR on or before the day of the interview. The following documents must be submitted: Application must be accompanied by new Z83 form, obtainable from any Public Service Department, (or obtainable at www.kznhealth.gov.za). A recent updated Comprehensive Curriculum Vitae (previous experience must be comprehensively detailed i.e. positions held and dates), only shortlisted candidates will be required to submit certified documents on or before the day of the interviews following communication from the department failure to submit the requested document/ information will result in your application not be considered. Applicants in possession of a foreign qualification must attach an evaluation/verification certificate from the South African Qalifications Authority (SAQA) or other regulating bodies to their applications. Non- RSA Citizens/Permanent Resident/ Work Permit holders must submit a documentary proof together with their applications. 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. All employees in the Public Service that are presently on the same salary level but on a notch/package above the minimum as that of the advertised post are free to apply. This Department is an equal opportunity, affirmative action employer, whose aim is to promote representative in all levels of all

occupational categories in the Department. The appointment is subject to positive outcome obtained from the NIA to the following checks: security Clearance, credit records, qualification, citizenship and previous experience verifications. Failures to comply with the above instructions will result to your application being disqualified. Due to financial constraints S&T Claims will not be considered. The employment equity target for this post is African male or African female.

CLOSING DATE

:

24 June 2022

**PROVINCIAL ADMINISTRATION: LIMPOPO
DEPARTMENT OF ECONOMIC DEVELOPMENT, ENVIRONMENT AND TOURISM**

The Department of Economic Development, Environment and Tourism is an equal opportunity, affirmative action employer. It is our intent to promote representativeness (race, gender and disability) in the Department through the filling of this post. The candidature of persons whose transfer / promotion / appointment will promote representativeness, in line with the numeric targets as contained in the Department's Employment Equity Plan, will receive preference. An indication of representativeness profile by the applicants will expedite the processing of applications.

- APPLICATIONS** : Direct your application quoting the relevant reference number, position and management area on the Z83 to: The Acting Head of Department: Department of Economic Development, Environment and Tourism, Private Bag X 9484, Polokwane, 0700. Hand delivered applications may be submitted at Evridiki Towers, Registry Office, 19 Biccard Street, Office B1-73, Polokwane.
- CLOSING DATE** : 01 July 2022
- NOTE** : Correspondence will be limited with the short-listed candidates only. If you have not been contacted within three (3) months after the closing date of the advertisement, please accept that your application was unsuccessful. However, should there be any dissatisfaction, applicants are hereby advised to seek reasons for the above administration action in terms of Promotion of Administrative Justice Act (PAJA), Act No.3 of 2000. Shortlisted applicants should be willing to undergo normal vetting and verification process as well as other relevant security and pre-employment checks as prescribed by the Minimum Information Security Standards. Consequently, the appointment will be subject to positive outcomes on these processes, which includes amongst others security clearance, security vetting, qualification verification, criminal record verification and reference checks. Appointment to some of this post will be provisional, pending the issue of a positive security clearance. Therefore, the appointment will be reconsidered/possibly terminated in case where the applicant failed to get a positive security clearance. Fingerprints will be taken on the day of the interviews. The Department of Economic Development, Environment and Tourism reserve the right not to fill any of these advertised posts. All costs associated with an application will be borne by the applicant. The new Z83 form must be fully completed and signed by the applicant. The following must be considered in relation to the completion of the Z83 by applicants: All the fields in Part A, Part C and Part D should be completed. In Part B, all fields should be completed in full except the following: South African applicants need not provide passport numbers. If an applicant responded "no" to the question "Are you conducting business with the State or are you a Director of a Public or Private company conducting business with the State? then it is acceptable for an applicant to indicate not applicable or leave blank to the question. If yes (provide detail)". Applicants may leave the following question blank if they are not in possession of such: "If your profession or occupation requires official registration, provide date and particulars of registration". Noting there is limited space provided for Part E, F & G, applicants often indicate "refer to Curriculum Vitae (CV) or see attached", this is acceptable as long as the CV has been attached and provides the required information. If the information is not provided in the CV, the applicant may be disqualified. It must be noted that a CV is an extension of the application of employment Z83, and applicants are accountable for the information that is provided therein. The questions related to conditions that prevent re-appointment under Part F must be answered. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation. The recommended candidate will be subjected to security clearance procedures. The candidates will be required to disclose his/her financial interests in accordance with the applicable prescripts (applicable to salary level 9 to 14). For Management Echelon posts: In order to ensure that potential SMS members have a background on processes and procedures linked to the SMS, a further requirement for appointment at SMS level will be the successful completion of the Senior Management Pre-Entry Programme as endorsed by the National School of Government with effect from 01 April 2020. This is a Public Service specific training programme which will be applicable for appointments at SMS post. The link is as follows: www.thensg.gov.za/training-course/sms-pre-entry-programme. All shortlisted candidates for SMS posts will be subjected to a

technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend a candidate(s) to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. Applications must reach the Department before the closing date. It is the sole responsibility of an applicant to ensure that their applications reach the Department of Economic Development, Environment and Tourism before the stipulated closing date. Applicants who have retired from the Public Service with a specific determination that they cannot be reappointed or have been declared medically unfit will not be considered. The contents of the advertised post will also be posted on the following websites www.limpopo.gov.za / www.ledet.gov.za / www.dpsa.gov.za. The Department reserves the right not to make any appointment to the posts advertised. The employment decision shall be informed by the Employment Equity Plan of the Department.

MANAGEMENT ECHELON

- POST 20/200** : **CHIEF DIRECTOR REF NO: C3/22/1**
Directorate: Business Regulations and Governance
- SALARY** : R1 269 951 – R1 518 396 per annum (Level 14), (an all-inclusive remuneration package). The remuneration package includes a basic (70% of packages), State contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion which can be structured according to the individuals' personal needs
- CENTRE REQUIREMENTS** : Head Office: Polokwane
: An undergraduate qualification (NQF 7) in Economics / Business Studies / Management Studies / Law / Policing / Business Management / Commerce / Commercial Law or equivalent as recognized by SAQA. Five (5) years of experience at a senior managerial level. Valid driver's license (with exception of person with disability). Competencies: Strategic Capability and Leadership. Programme and Project Management. Change Management. Financial Management. People Management and Empowerment. Knowledge Management. Problem Solving and Analysis. Client orientation and customer focus. Communication. Skills and Knowledge: Interpret and implement economic related legislations. Knowledge of policy and legislation development and analysis. Knowledge of economic issues. Project management. Labour relations. Financial and human resource management. Computer literacy. Leadership skills. Report writing. Presentation skills. Problem solving and analysis skills. Excellent communication skills. Interpersonal skills. Organization and delegation. Forward planning and strategic thinking. Problem solving and decision-making.
- DUTIES** : Develop and facilitate policy and strategic and business plans. Provide leadership on the promotion of a healthy and fair-trading environment within the liquor industry. Facilitate and oversee business regulations. Promote and co-ordinate the provision of consumer protection services. Provide co-ordination, integration and interaction with national and local partners and stakeholder. Provide support services and facilitate compliance with the Liquor Board, Gambling Board and Consumer Court to relevant legislations.
- ENQUIRIES** : Mrs S Pelsler Tel No: (015) 293 8678
- POST 20/201** : **CHIEF DIRECTOR REF NO: C3/22/2**
Directorate: Enterprise Development
- SALARY** : R1 269 951 – R1 518 396 per annum (Level 14), (an all-inclusive remuneration package). The remuneration package includes a basic (70% of packages), State contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion which can be structured according to the individuals' personal needs
- CENTRE REQUIREMENTS** : Head Office: Polokwane
: An undergraduate qualification (NQF 7) in Economics / Business Studies / Management Studies or equivalent as recognized by SAQA. Five (5) years of experience at a senior managerial level. Valid driver's license (with exception

		of person with disability). Competencies: Strategic Capability and Leadership. Programme and Project Management. Change Management. Financial Management. People Management and Empowerment. Knowledge Management. Problem Solving and Analysis. Client orientation and customer focus. Communication. Skills and Knowledge: Interpret and implement economic related legislations. Knowledge of policy and legislation development and analysis. Knowledge of economic issues. Project management. Labour relations. Financial and human resource management. Computer literacy. Leadership skills. Report writing. Presentation skills. Problem solving and analysis skills. Excellent communication skills. Interpersonal skills. Organization and delegation. Forward planning and strategic thinking. Problem solving and decision-making.
<u>DUTIES</u>	:	Develop Enterprise policies, strategies and business plans. Provide leadership and co-ordination in the implementation of enterprise strategies and plans. Promote and support SMME and Cooperatives. Provide leadership and monitoring of entrepreneurship training, development and marketing services. Interpretation and implementation of Branch strategy. Develop policies. Design planning frameworks and guidelines to operationalise strategy. Manage functions of Directors and Components. Ensure resources are available, Financial management, etc. Performance / Standards / Policies / M&E.
<u>ENQUIRIES</u>	:	Mrs S Pelser Tel No: (015) 293 8678
<u>POST 20/202</u>	:	<u>DIRECTOR REF NO: C3/22/3</u> Directorate: Supply Chain Management
<u>SALARY</u>	:	R1 073 187 – R1 264 176 per annum (Level 13), (an all-inclusive remuneration package). The remuneration package includes a basic (70% of packages), State contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion which can be structured according to the individuals' personal needs
<u>CENTRE REQUIREMENTS</u>	:	Head Office: Polokwane An undergraduate qualification (NQF7 level) in Supply Chain Management / Logistics / Financial Management / Accounting / Purchasing or equivalent as recognized by SAQA; Five (5) years of experience at middle/senior managerial level; A valid drivers license (with exception with people with disabilities). Competencies: Strategic Capability and Leadership. Programme and Project Management. Change Management. Financial Management. People Management and Empowerment. Knowledge Management. Problem Solving and analysis. Client orientation and Customer Focus. Communication. Skills and Knowledge: Knowledge and experience in the application of legislative framework that governs supply chain management in the Public Service environment, PFMA, PPPFA, BBBEE and Treasury Regulation; Computer literacy; Excellent verbal and written communication skills; Problem solving, analytical skills and computer literacy; Knowledge of LOGIS and BAS; Strong planning and coordination abilities; Proven management skills and a track record in the preparation, implementation and management of strategic, operational and financial plans and projects. Public Service, Supply Chain Management Legislative Framework and LOGIS, Knowledge, Negotiations, Policy formulation and Analytical thinking.
<u>DUTIES</u>	:	Manage the procurement of goods and services within the department (provide demand, acquisition, purchasing, contract, stores, warehouse and asset management); Manage demand analysis process in the department; Manage the implementation of the Departmental Annual Procurement Plans; Ensure compliance with Supply Chain Management Legislative Framework; Prepare monthly management reports on procurement and SCM Performance and provide early warning signs to management; Management of the Directorate staff and budget; Management of the Departmental Asset Register (including all the State Owned Nature Reserves); Develop and implement appropriate performance management internal controls and audit trails to ensure efficient and effective supply chain management services; Provide strategic support, advice and guidance to all responsibility managers to ensure compliance with Supply Chain Management regulations; Follow up and provide advice and monitor the response to SCM audit findings in line with the agreed action plan; Identify and report on risks in respect of Supply Chain Management within the department and recommend corrective action; Monitor SCM supplier performance and complaints register; Manage strategic sourcing; Support the

various departmental Bid Specification, Evaluation and Adjudication Committees; Ensure the implementation of all procurement processes and procedures; Manage the relationship between the department and its different categories of service providers; Manage tender procurement processes in accordance with the PPPFA, related regulations and instruction notes and generally recognized financial practices to ensure the achievement of strategic objectives; Manage and assist in the compilation of Bids documents; Manage stock-taking and asset verification processes; Manage the safe guarding of assets; Manage the maintenance of assets register; Manage the assets disposal process; Prepare and compile the relevant financial management information for inclusion in the Interim and Annual financial statements; Ensure the achievement of operational targets; Develop procedure manuals / guidelines / practices / framework to ensure continues monitoring and evaluation of the SCM functions and standards; Plan, co-ordinate and ensure proper management of the department's government owned vehicles, subsidized vehicles, motor financial scheme and related services; Coordinate proper acquisition and disposal of motor transport; Manage and monitor vehicles operations and customer services; Manage technical services; Manage vehicles inspections and audit services; Manage inventory; Manage Project; Ensure the achievement of operational targets; Manage others and ensure that all contribute towards achievement of dept goals; Develop Guidelines / Practices/ Frameworks / M&E.

- ENQUIRIES** : Mrs S Pelsler Tel No: (015) 293 8678
- POST 20/203** : **DIRECTOR REF NO: C3/22/4**
Directorate: Consumer Affairs
- SALARY** : R1 073 187 – R1 264 176 per annum (Level 13), (an all-inclusive remuneration package). The remuneration package includes a basic (70% of packages), State contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion which can be structured according to the individuals' personal needs
- CENTRE REQUIREMENTS** : Head Office: Polokwane
: An undergraduate qualification (NQF 7) in Law / Policing / Business Management / Commerce / Commercial Law or equivalent as recognized by SAQA. Five (5) years of experience at a middle/senior managerial level. Valid driver's license (with exception of person with disability). Competencies: Strategic Capability and Leadership. Programme and Project Management. Change Management. Financial Management. People Management and Empowerment. Knowledge Management. Problem Solving and Analysis. Client orientation and customer focus. Communication. Skills and Knowledge: Interpret and implement economic related legislations. Knowledge of policy and legislation development and analysis. Knowledge of economic issues. Project management. Economic management. Labour relations. Financial and human resource management. Computer literacy. Leadership skills. Report writing. Presentation skills. Problem solving and analysis skills. Excellent communication skills. Interpersonal skills. Organization and delegation. Forward planning and strategic thinking. Problem solving and decision-making.
- DUTIES** : Develop and ensure implementation of policies, strategies and business plans. Promote and facilitate customer protection services. Promote, co-ordinate and monitor consumer education and advice. Facilitate and ensure business compliance. Manage projects. Ensure the achievement of operational targets. Manager others. Ensure that Il contribute towards achievement of departmental goals. Guidelines / Practices / Frameworks / M&E.
- ENQUIRIES** : Mrs S Pelsler Tel No: (015) 293 8678
- POST 20/204** : **DIRECTOR REF NO: C3/22/5**
Directorate: Corporate Governance
- SALARY** : R1 073 187 – R1 264 176 per annum (Level 13), (an all-inclusive remuneration package). The remuneration package includes a basic (70% of packages), State contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion which can be structured according to the individuals' personal needs
- CENTRE REQUIREMENTS** : Head Office: Polokwane
: An undergraduate qualification (NQF 7) in Law / Policing / Business Management / Commerce / Commercial Law or equivalent as recognized by

SAQA. Five (5) years of experience at a middle/senior managerial level. Valid driver's license (with exception of person with disability). Competencies: Strategic Capability and Leadership. Programme and Project Management. Change Management. Financial Management. People Management and Empowerment. Knowledge Management. Problem Solving and Analysis. Client orientation and customer focus. Communication. Skills and Knowledge: Interpret and implement economic related legislations. Knowledge of policy and legislation development and analysis. Knowledge of economic issues. Project management. Economic management. Labour relations. Financial and human resource management. Computer literacy. Leadership skills. Report writing. Presentation skills. Problem solving and analysis skills. Excellent communication skills. Interpersonal skills. Organization and delegation. Forward planning and strategic thinking. Problem solving and decision-making.

DUTIES : Develop and ensure implementation of policies, strategies and business plans. Provide administrative support and co-ordination to the Liquor Board. Provide supervision on liquor affairs education, awareness and advice. Promote and ensure business compliance and inspection. Manage projects. Ensure the achievement of operational targets. Manager others. Ensure that all contribute towards achievement of departmental goals. Guidelines / Practices / Frameworks / M&E.

ENQUIRIES : Mrs S Pelser Tel No: (015) 293 8678

OTHER POSTS

POST 20/205 : **DEPUTY DIRECTOR REF NO: C3/22/6**
Directorate: Limpopo Wildlife Resorts: Business Development Management

SALARY : R882 042 – R1 038 999 per annum (Level 12), (an all-inclusive remuneration package)

CENTRE : Head Office: Polokwane

REQUIREMENTS : An NQF 6/7 qualification in Business Management or equivalent as recognized by SAQA. Three (3) to five (5) years' experience. A valid driver's license (with exception with people with disabilities). Competencies: Strategic Capability and Leadership. Programme and Project Management. Change Management. Financial Management. People Management and Empowerment. Knowledge Management. Problem Solving and Analysis. Client orientation and customer focus. Communication. Skills and Knowledge: Knowledge of financial management. Planning and organizing. Project management. Computer literacy. Knowledge of relevant acts, policy directives and resolutions. Management and leadership. Analytical thinking. Communication (verbal & written) and negotiation. Policy development. Conflict management and problem solving. Interpersonal relations and networking abilities. Financial management. Planning and organization. Facilitation and presentation. Telephone etiquette.

DUTIES : Manage and implement infrastructure development plans in the reserves and resorts. Facilitate and manage the upgrading and rehabilitation of infrastructure projects in the reserves and resorts. Manage and implement maintenance programme plans and projects in the reserves and resorts. Manage the budget allocation for infrastructure projects.

ENQUIRIES : Mrs S Pelser Tel No: (015) 293 8678

POST 20/206 : **DEPUTY DIRECTOR REF NO: C3/22/7**
Directorate: Employee Relations

SALARY : R744 255 – R876 705 per annum (Level 11), (an all-inclusive remuneration package)

CENTRE : Head Office: Polokwane

REQUIREMENTS : An NQF 6/7 qualification in Labour Relations / Human Resource Management – Employee Relations / Labour Law or equivalent as recognized by SAQA. Three (3) to five (5) years relevant experience of which three years must be at Junior / Lower Management level. Valid driver's license (with exception of person with disability). Competencies: Strategic Capability and Leadership. Programme and Project Financial Management. Change Management. Financial Management. People Management and Empowerment. Knowledge Management. Problem Solving and Analysis. Client orientation and customer focus. Communication. Skills and Knowledge: Sound and in-depth knowledge of relevant prescripts, as well as understanding of the legislative framework

		governing the Public Service such as: Employment Equity Act, Basic Conditions of Employment Act, Labour Relations Act, Public Service Act, Administrative Justice Act, Promotion of Access of Information Act, Public Service Regulations and various Bargaining Council Resolutions. Computer literacy. Negotiation skills. Planning and organizing. Time management. Strategic planning. Policy analysis and development. Group dynamics and diversity management. Facilitation skills. Leadership skills. Disciplinary management. Facilitation of grievances.
<u>DUTIES</u>	:	Promote sound employment relations and prevent conflict through the coordination and monitoring of discipline, grievances and disputes. Provide strategic advice to management on labour trends that may have a negative impact on operations of the Department. The provisions to manage, handle, coordinate, investigate, initiate and chair over disciplinary cases/hearings and implement the outcome of disciplinary cases and appeals. Conduct investigations on alleged acts of misconducts, grievances and disputes and recommend strategic course of action and or probable solutions to the HOD. Provide well-researched, sound labour relations opinions and advice to line managers, the HOD and MEC. Serve as the Initiator or Chairperson in disciplinary and grievance hearings. Facilitate and monitor implementation of disciplinary sanctions, outcomes of grievances and disputes. Ensure existence of an efficient and effective monitoring and evaluation system aligned to the regulatory framework and its reporting requirements relating to case management including case statistics. Ensure awareness workshops to line managers and employees on policies and legal framework regulating employment relationship. Represent the Department at the provincial Bargaining Councils and the dispute resolution Forums. To contribute to policy development and ensure implementation of employee relations policies in line with the national and provincial regulatory frameworks and directives.
<u>ENQUIRIES</u>	:	Mrs S Pelser Tel No: (015) 293 8678
<u>POST 20/207</u>	:	<u>DEPUTY DIRECTOR REF NO: C3/22/8</u> Directorate: Internal Control
<u>SALARY</u>	:	R744 255 – R876 705 per annum (Level 11), (an all-inclusive remuneration package)
<u>CENTRE</u>	:	Head Office: Polokwane
<u>REQUIREMENTS</u>	:	An NQF 6/7 qualification in Auditing / Financial Accounting / Cost Accounting or equivalent as recognized by SAQA. Three (3) to five (5) years experience in Internal/External Auditing / Internal Control and Compliance at a supervisory/management (ASD) level. A valid driver's license (with exception with people with disabilities). Competencies: Strategic Capability and Leadership. Programme and Project Management. Change Management. Financial Management. People Management and Empowerment. Knowledge Management. Problem Solving and Analysis. Client orientation and customer focus. Communication. Skills and Knowledge: Knowledge and understanding Finance and SCM Legislations, Public Sector policies and regulations, Public Finance Management Act (PFMA) and Treasury Regulations. Intermediary knowledge of Public Service Act, Public Sector Fraud prevention strategies and guidelines. Problem solving, strategic and analytical thinker. Computer literate (especially MS Power Point and Excel). Good communication skills (written and verbal).
<u>DUTIES</u>	:	Establish an integrated internal control system. Facilitate assurance services providers. Coordinate sectional and the work of governance structures. Managing of unwanted expenditure. Conduct follow-up on exception reports.
<u>ENQUIRIES</u>	:	Mrs S Pelser Tel No: (015) 293 8678
<u>POST 20/208</u>	:	<u>ASSISTANT DIRECTOR REF NO: C3/22/9</u> Directorate: Supply Chain Management: Acquisition Management
<u>SALARY</u>	:	R382 245 – R450 255 per annum (Level 09)
<u>CENTRE</u>	:	Head Office: Polokwane
<u>REQUIREMENTS</u>	:	An NQF 6/7 qualification in Supply Chain Management / Financial Management / Purchasing / Logistics / Public Administration / Finance / Accounting / Economics / Internal Audit as recognized by SAQA. Three (3) to five (5) years' experience in Supply Chain Management. A valid driver's license (with exception with people with disabilities). Skills and Knowledge: Knowledge of Legislative frameworks, Supply Chain Management Policy, Treasury

		practice and instruction notes, Treasury Regulations, Public Service Act, Preferential Procurement Policy Framework Act and Regulations, Public Finance Management Act, Broad-Based Black Economic Empowerment Act, Administrative Justice Act, Promotion of Access of Information Act, The Constitution of the Republic of South Africa, LOGIS, BAS and CSD systems. Possess the required skills, sound written and oral communication. Report writing skills. Good planning and organizing skills. Conflict management. Problem solving skills. Computer literacy. Policy analyzing and interpretation skills. Time management. Batho-Pele Principles. Ability to work under pressure and meet deadlines.
<u>DUTIES</u>	:	Coordinate, review and execute the bidding process. Coordinate, review and compile the list of prospective providers for quotations. Coordinate, review and source quotations from database according to the threshold values determined by the National Treasury. Supervise employees to ensure an effective acquisition management service and undertake all administrative functions required with regards to financial and HR administration.
<u>ENQUIRIES</u>	:	Mrs S Pelser Tel No: (015) 293 8678
<u>POST 20/209</u>	:	<u>ASSISTANT DIRECTOR REF NO: C3/22/10</u> Directorate: Supply Chain Management: Demand Management
<u>SALARY</u>	:	R382 245 – R450 255 per annum (Level 09)
<u>CENTRE</u>	:	Head Office: Polokwane
<u>REQUIREMENTS</u>	:	An NQF 6/7 qualification in Financial Management / Supply Chain Management / Purchasing / Logistics / Public Administration / Finance / Accounting / Economics / Internal Audit as recognized by SAQA. Three (3) to five (5) years experience in Supply Chain Management. A valid drivers license (with exception with people with disabilities). Skills and Knowledge: Knowledge of Legislative frameworks, Supply Chain Management Policy, Treasury practice and instruction notes, Treasury Regulations, Public Service Act, Preferential Procurement Policy Framework Act and Regulations, Public Finance Management Act, Broad-Based Black Economic Empowerment Act, Administrative Justice Act, Promotion of Access of Information Act, The Constitution of the Republic of South Africa, LOGIS, BAS and CSD systems. Possess the required skills. Sound written and oral communication. Report writing skills. Good planning and organizing skills. Conflict management. Problem solving skills. Computer literacy. Policy analyzing and interpretation skills. Time management. Batho-Pele Principles. Ability to work under pressure and meet deadlines.
<u>DUTIES</u>	:	Coordinate, review, collect and collate information for the annual departmental procurement plan. Coordinate the submission of consolidated procurement plan to Treasury. Analyse and compile monitoring reports on implementation of procurement plans. Coordinate compilation of Bid/Quotation specifications. Provide administrative duties to Bid Specification Committee. Coordinate the benchmarking of market-related prices, commodity (items) analysis and core-business of the enterprise. Facilitate deviation from normal procurement processes. Administration of Central Supplier Database (CSD). Manage daily employee performance and ensure timely Performance Assessments of all subordinates.
<u>ENQUIRIES</u>	:	Mrs S Pelser Tel No: (015) 293 8678
<u>POST 20/210</u>	:	<u>ASSISTANT DIRECTOR REF NO: C3/22/11</u> Directorate: Information Technology: Information Systems Management
<u>SALARY</u>	:	R382 245 – R450 255 per annum (Level 09)
<u>CENTRE</u>	:	Head Office: Polokwane
<u>REQUIREMENTS</u>	:	An NQF 6/7 qualification in Information Technology / Engineering Computer Systems / Computer Sciences / Network/Information Systems as recognized by SAQA. Two (2) to three (3) years' experience in IT / ICT related field. Industry related qualification such as A+, N+, Security +, MCSA, MCSE, MCITP, ITIL/COBIT, IT project management. Microsoft Azure, Microsoft Office 365 and Microsoft Sharepoint certification and/or experience will be an added advantage. A valid driver's license (with exception with people with disabilities). Skills and Knowledge: Knowledge in Microsoft Windows server 2016/2019, LAN administration, Wide Area Network, user administration, MS Active Directory 2016, MS Exchange 2019/Exchange Online. Knowledge of administering backup and security systems. Knowledge of Microsoft

Office/Office 365 and backup solutions, system development, database administration. Knowledge of government procurement processes. Server management. Legislative framework governing the Public Service such as Public Service Act, Labour Relations Act, PFMA. Good governance and Batho Pele Principles. Government decision making processes. Diversity management. Performance management. Government systems (BAS, PERSAL and LOGIS) and structures. Strategic capability and leadership. Programme and project management. Financial management. Change management. Knowledge management. Problem solving and analysis. People management and empowerment. Communication skills. Computer literacy. Presentation skills. Planning and organizing. Decision making skills. Report writing skills. Reliable, loyal and organized. Willing to work extended hours and to travel to various destinations. Be able to work in a team and independently. Must have the ability to work under pressure. Strategic focused. Proactive. Client service focused. Must have integrity and be committed.

DUTIES : Assist ICT management with daily operations and function of the network and systems. Ensure that network infrastructure can handle new initiatives aligned to e-Government. Ensure effective implementation of backup and backup strategies. Provide Security control and user access rights. Ensure that internet security, network security and physical security measures are taken against malicious harm and theft. Administer and monitor voice and data integrity for unified messaging, server management and storage management. Provide expertise and advice on network and technical support. Investigate new technologies and systems. Assist in management of ICT projects. Liaise with stakeholders. Assist in MTEF planning. Assist in development, review, monitoring and implementation of Information Communication Technology (ICT) policies. Implement, enforce and ensure adherence of IT policies and procedures. Assist in IT audits. Support departmental systems. Administer and monitor ICT Security. Assist in the implementation of ICT Disaster Recovery Plan. Ensure improved connectivity and bandwidth. Manage and maintain WAN, LAN, e-mail and internet connection. Troubleshoot, resolve and maintain ICT related issues. Assist with the procurement process of desktop and network equipment and services.

ENQUIRIES : Mrs S Pelsler Tel No: (015) 293 8678

POST 20/211 : **ENVIRONMENTAL OFFICER (PRODUCTION) GRADE A REF NO: C3/22/12**
Directorate: Wildlife Trade and Regulations

SALARY : R276 831 – R307 230 per annum, (OSD)
CENTRE : Waterberg District: Modimolle
REQUIREMENTS : An NQF 6/7 qualification in Nature Conservation / Environment as recognized by SAQA. One (1) to two (2) years experience in nature / environment fields. Environmental Management Inspectorate (EIM) qualification will be an added advantage. A valid firearm competency certificate (rifle and shotgun). A valid driver's license (with exception with people with disabilities). Skills and Knowledge: Knowledge of environmental legislations and multilateral environmental agreements. Computer literacy. Ability to work overtime. Leadership skills. Financial management. Logistics. Strategic management. Project management. Conflict management. Risk management. Personnel management.

DUTIES : Regulate and monitor the wildlife industry. Management of damage causing animals. Training and monitor the training of previously disadvantaged individuals to enter the Hunting Industry. Monitor and regulate taxidermists. Investigate cases where Professional Hunters and Hunting Outfitters are involved. Liaison with other institutions regarding the Hunting Industry. Regulate and monitor the Game Translocation Industry. Monitor game reduction process in protected areas managed by the Limpopo Tourism and Parks. Regulate the establishment and functioning of wildlife centres. Implement the Convention on International Trade in Endangered Species of Wild Fauna and Flora (CITES). Processing of permit applications for the use of natural resources. Maintenance of database. Report writing (monthly, quarterly and annual reports). Scanning of the means of verifications.

ENQUIRIES : Mrs S Pelsler Tel No: (015) 293 8678

<u>POST 20/212</u>	:	<u>SYSTEM ANALYST REF NO: C3/22/13</u> Directorate: Information Technology: Information Systems Management
<u>SALARY CENTRE REQUIREMENTS</u>	:	R261 372 – R307 890 per annum (Level 07) Head Office: Polokwane An NQF 6/7 qualification in Information Management/Technology / Computer Science / Systems related as recognized by SAQA. One (1) to two (2) years' experience as a system analysis or related field. Microsoft Office 365 and Microsoft SharePoint certification and/or experience will be an added advantage. A valid driver's license (with exception with people with disabilities). Skills and Knowledge: Sound and in depth knowledge of relevant prescripts, application of the legislative framework governing the Public Service e.g. Public Service Act, Labour Relations Act, PFMA, etc. Business process analysis and modelling. Experience in project leading and management. System development and database administration. Negotiation skills. Presentation skills. People management skills. Time management. Communication (formal and informal). Interpersonal skills. Responsiveness. Pro-active. Professionalism. Accuracy. Flexibility. Supportive. Willingness to work under pressure. Focused. Client oriented.
<u>DUTIES</u>	:	Identify systems in the department. Establish user forums of all the systems. Assess the systems. Assess the environment system owners. Identify systems operation. Identify problem and modification process. Revise previous documentation. Develop small system and database. Test functionality of the systems and databases. Train system users. Troubleshoot and upgrade the corrupted system and database. Install the systems and database. Update the content management system. Update the scripts. Identify the fault. Resolve database and systems problems. Update the IT helpdesk system. Identify the database users. Record the system and database information. Assign users access rights. Revoke users' access rights. Maintain data system administration. Monitor and assess the existing systems. Implement small database. Installation and upgrading of systems. Rectify administering database.
<u>ENQUIRIES</u>	:	Mrs S Pelser Tel No: (015) 293 8678
<u>POST 20/213</u>	:	<u>FIELD RANGER REF NO: C3/22/14 (X9 POSTS)</u> Directorate: Wildlife Trade and Regulations
<u>SALARY CENTRE</u>	:	R147 459 – R173 706 per annum (Level 04) Mopani District: Klaserie Service Centre (X1 Post) Mopani District: Phalaborwa Service Centre (X2 Posts) Mopani District: Tzaneen Service Centre (X1 Post) Vhembe District: Malamulele Service Centre (X2 Posts) Vhembe District: Musina Service Centre (X1 Post) Vhembe District: Thohoyandou Service Centre (X2 Posts)
<u>REQUIREMENTS</u>	:	An NQF 4 qualification (Grade 12) as recognized by SAQA. Game ranging certificate. A NQF 6 qualification in Nature Conservation will be an added advantage. Valid firearm competency certificate (handgun, rifle, shotgun). A valid driver's license (with exception with people with disabilities). Skills and Knowledge: Tracking and firearm handling. Report writing skills. Verbal and written communication skills. Be able to work irregular hours (weekends, public holidays). Be able to travel as and when required.
<u>DUTIES</u>	:	Management of damage causing animals. Processing of damage causing animal's carcasses. Field patrol. Regulate the wildlife industry. Monitor of hunting activities. Conduct game farm inspections. Monitor game capture operations. Liaise with stakeholders and clients. Monitor and regulate taxidermists. Investigate cases where Professional Hunters and Hunting Outfitters are involved. Regulate and monitor the Game Translocation Industry. Monitor game reduction process in protected areas managed by the Limpopo Tourism and Parks.
<u>ENQUIRIES</u>	:	Mrs S Pelser Tel No: (015) 293 8678
<u>POST 20/214</u>	:	<u>FIELD RANGER REF NO: C3/22/15 (X11 POSTS)</u> Directorate: State Owned Nature Reserves
<u>SALARY CENTRE</u>	:	R147 459 – R173 706 per annum (Level 04) Doorndraai Nature Reserve (X3 Posts) Hans Merensky Nature Reserve (X2 Posts)

		Maleboch Nature Reserve (X1 Post) Masebe Nature Reserve (X2 Posts) Modjadji Nature Reserve (X1 Post) Schuinsdraai Nature Reserve (X1 Post) Wonderkop Nature Reserve (X1 Post)
<u>REQUIREMENTS</u>	:	An NQF 4 (Grade 12) qualification as recognized by SAQA. A valid firearm competency certificate (handgun, rifle, shotgun). Physically fit. No criminal records. Valid driver's license and PDP (with exception with people with disabilities). Skills and Knowledge: Problem solving and analysis, client orientation and customer focus, communication. Related training is essential (from SAWC, or any other accredited institution). Computer literacy (with certificate) will be an added advantage.
<u>DUTIES</u>	:	Assist with the protection of the reserve and its natural environment resources which will include nature conservation patrols. Inspect and repair boundary fence. Warn visitors on unauthorized actions in reserves and report non-compliance. Assist with fire management services and assist with access control. Assist with monitoring of ecological processes, habitats and biodiversity in nature reserves which include gather biological and ecological data. Report on areas for rehabilitation and monitor rehabilitation areas. Assist with the monitoring and control of recreational facilities which will include control and monitoring of recreational activities and maintenance of recreational areas. Assists with wildlife management in other areas and communities.
<u>ENQUIRIES</u>	:	Mrs S Pelser Tel No: (015) 293 8678
<u>POST 20/215</u>	:	<u>CLEANER REF NO: C3/22/16 (X4 POSTS)</u> Directorate: Logistical Support Services: Infrastructure Support
<u>SALARY CENTRE</u>	:	R104 073 – R122 592 per annum (Level 02)
	:	Capricorn District: Polokwane (X2 Posts)
	:	Mopani District: Giyani (X1 Post)
	:	Mopani District: Tzaneen Service Centre (X1 Post)
<u>REQUIREMENTS</u>	:	A Grade 10 / AET certificate. No experience needed. Skills and Knowledge: Must be able to function in a team. Willing to receive guidance and instructions. Basic knowledge of cleaning techniques. Ability to use cleaning equipment and products, application thereof according to specified cleaning techniques to ensure acceptable clean and neat appearance of building. Understanding of basic hygiene practices. Chemical handling skills. Knowledge of cleaning products and applications. Ability to read and write. Communication and listening skills. Planning, organizing and people skills
<u>DUTIES</u>	:	Cleaning of offices, reception area, corridors, elevators, boardrooms, kitchen, restrooms, equipment, state property and assets on a daily basis. Keep and maintain cleaning materials and equipments. Empty office dustbins daily and dispose of all refuse appropriately in the refuse bins for collection. Check bathrooms twice a day and clean accordingly. Clean windows on the inside at least quarterly on a rotational basis. Store all cleaning equipment and products neatly in the designed cupboards. Provide assistance in the preparation of meetings in the boardroom. Serving water/tea/coffee. Request cleaning materials.
<u>ENQUIRIES</u>	:	Mrs S Pelser Tel No: (015) 293 8678

**PROVINCIAL ADMINISTRATION: MPUMALANGA
DEPARTMENT OF HEALTH**

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

- CLOSING DATE** : 24 June 2022
- NOTE** : Applicants are advised to apply as early as possible to avoid disappointments. Applications should be submitted on Form Z.83, obtainable from any Public Service Department. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed Curriculum Vitae. In order to alleviate administration burden on HR Sections as well as considering the cost for applicants, Departments are encouraged to request certified copies of qualifications and other relevant documents from shortlisted candidates only which may be submitted to HR on or before the day of the interview following communication from the relevant HR section of the Department. A complete set of application documents should be submitted separately for every post that you wish to apply for. Please ensure that you clearly state the full post description and the relevant Post Reference Number on your application. No fax applications will be considered. Applicants must ensure that they fully complete and sign form Z 83, even if they are attaching a CV. Incomplete and/or unsigned applications will not be considered. If you are currently in service, please indicate your PERSAL number at the top of form Z83. Due to ongoing internal processes, the Department reserves the right to withdraw any post at any time. The Department reserves the right to verify the qualifications of every recommended candidate prior to the issuing of an offer of appointment. All short listed candidates will be subject to a vetting process prior to appointment. If no response is received from Mpumalanga Department of Health within 90 days after the closing date of the advertisement, applicants must assume that their application was not successful. Please quote the CORRECT references when applying and where possible the station / centre where the post is. www.mpuhealth.gov.za. Only online applications will be accepted. NB: Candidates who are not contacted within 90 DAYS after the closing date must consider their applications as having been unsuccessful. Please Note: Candidates shortlisted for SMS positions will be subjected to a Technical Exercise as part of the interview. Recommended candidates for MMS and SMS posts will need to undergo a Competency Assessment. Candidate recommended for SMS positions must be in possession of Certificate of Entry into SMS within the Public Service obtained from the NSG before they are appointed. Security clearance will be conducted before appointment is made in all positions. Those who have previously applied for the re-advertised posts may re-apply. The Department reserves the right to amend / review / withdraw the advertised posts if by so doing, the best interest of the department will be well served. (People with disabilities are also requested to apply and indicate such in their applications)
- ERRATUM:** Kindly note that the post were advertised in Public Service Vacancy Circular 16 dated 06 May 2022, the post of an Assistant Director: Supply Chain Management (Replacement) (Provincial Office, Mbombela) with Ref No: MPDoH/APR/22/44 has been withdrawn.

OTHER POSTS

- POST 20/216** : **DEPUTY DIRECTOR: EXECUTIVE SUPPORT SERVICES:
(REPLACEMENT) REF NO: MPDOH/JUNE/22/01**
- SALARY** : R744 255 per annum, (all-inclusive remuneration package)
- CENTRE** : Mapulaneng Hospital (Ehlanzeni District)
- REQUIREMENTS** : Senior Certificate / Grade 12 plus an undergraduate relevant qualification (NQF Level 7) in Administration or Public Management as recognized by SAQA in Administration or Public Management with at least five (5) years' relevant experience in health environment of which 3 years must be at supervisory level (ASD) in management. A valid driver's licence. Skills and Competency: Sound knowledge of PFMA, National Health Act and Public Service regulations. Must

		have good communication (Verbal and written), interpersonal, report writing, planning and coordination, Strategic capability and Leadership skills, Computer Literacy, Project Management, Change Management and People Management. Progress Competencies: Knowledge Management, Problem Solving, Communication, Client Orientation and Customer Focus.
<u>DUTIES</u>	:	Manage and coordinate the implementation of quality assurance programmes. Manage and monitor the implementation of risk management and control services. Manage and monitor the implementation of waste management services. Render communication services. Administer Health information management system. Render gender and Transformation programmes. Render change management programmes.
<u>ENQUIRIES</u>	:	Mr. Michael Mlangeni Tel No: (013) 766 3753 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Mr. Sydney Nkosi Tel No: (013) 766 3077 / 3004.
<u>APPLICATIONS</u>	:	Departmental Online Application System: www.mpuhealth.gov.za.
<u>POST 20/217</u>	:	<u>ASSISTANT MANAGER NURSING (PN-B4): PHC (REPLACEMENT) REF NO: MPDOH/JUNE/22/02</u>
<u>SALARY</u>	:	R614 991 - R692 166 per annum, (Depending of years of experience in terms of OSD).
<u>CENTRE</u>	:	Msukaligwa Sub-District (Gert Sibande District)
<u>REQUIREMENTS</u>	:	Senior Certificate / Grade 12 plus Basic qualification accredited with the South African Nursing Council in Terms of Government Notice 425, (i.e. Diploma/ Degree in Nursing) that allows registration with the 'South African Nursing Council' (SANC) as a Professional Nurse and Midwifery plus a post basic nursing qualification, with duration of at least one (01) year accredited with the SANC in above mentioned specialties in nursing. A Diploma in Clinical Nursing Assessment, treatment and Care or Community Health Nursing Science. A minimum of ten (10) years appropriate/recognisable nursing experience after registration as Professional Nurse with the SANC in General Nursing. At least six (6) years of the period referred to above must be appropriate/ recognisable experience in the relevant specialty after obtaining the 1-year post-basic qualification in the specific specialty. At least three (3) years of the period referred to above must be appropriate/ recognisable experience at management level. Experience and Knowledge of the District Health System. Must have understanding of principles of Primary Health Care Re-engineering. Demonstrate an in depth understanding of Nursing legislation and related legal and ethical nursing practices and how this impacts on service delivery. A valid Driver's Licence. NB: Any previous experience must be covered by the attachment of certificate of services.
<u>DUTIES</u>	:	Supervise and Support allocated PHC facilities in line with the PHC Supervision Policy. Conduct monthly red flags and regular reviews. Demonstrate understanding of the District Health Information System (DHIS). Demonstrate and basic understanding of HR and financial policies and practices. Must have the following skills: Administrative skills. Good interpersonal skill. Planning and organizational skills. Good written and communication skills. Problem solving and analytical skill. Basic computer literacy as a support tool to enhance service delivery Form part of the quarterly programme in-depth reviews together with respective Programme Co-ordinators. Form part of the Sub-district and District review session to monitor progress on set targets according to the District Health Plan (DHP). Ensure that PHC facilities that she/he is responsible for are compliant with the National Core Norms and Standards. Ascertain smooth implementation of the referral system and address constraints related to continuity of care. Support initiatives of the three streams of PHC Re-engineering. Implement the Performance Management and Development System (PMDS) with Operational Managers of PHC facilities that she/he is responsible for.
<u>ENQUIRIES</u>	:	Mr. Michael Mlangeni Tel No: (013) 766 3753 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Mr. Sydney Nkosi Tel No: (013) 766 3077 / 3004.
<u>APPLICATIONS</u>	:	Departmental Online Application System: www.mpuhealth.gov.za.

POST 20/218 : **ASSISTANT MANAGER NURSING (PN-A7): MOTHER, CHILD, WOMAN, YOUTH & HEALTH (MCWYH) REF NO: MPDOH/JUNE/22/03**

SALARY : R571 242 - R662 223 per annum, (Depending of years of experience in terms of OSD).

CENTRE : Gert Sibande District Office, Ermelo

REQUIREMENTS : Senior Certificate / Grade 12 plus Basic R425 Qualification i.e. (Diploma/ Degree in Nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse (2022). A Diploma in Clinical Nursing Assessment, treatment and Care or Community Health Nursing Science. A minimum of eight (8) years appropriate/recognisable nursing experience after registration as Professional Nurse with the SANC in General Nursing. At least three (3) years of the period referred to above must be appropriate/ recognisable experience at managerial level. Experience and Knowledge of the District Health System. Must have understanding of principles of Primary Health Care Re-engineering. Demonstrate an in depth understanding of Nursing legislation and related legal and ethical nursing practices and how this impacts on service delivery. Experience of working in MCWYH Primary Health Care or Hospital setting. To have knowledge of Health issues including Acts and Policies. Knowledge of Government Policies and Legislations. Knowledge in strategic planning, financial management and budgeting, monitoring and evaluation. The individual must be able to work under pressure. Possess a valid driver's license. Understanding MCWYH related policies. Strategic leadership qualities and programme management abilities. Good communication and human relation skills. Problem solving and decision is making skills. Report writing skills. Computer literacy. Valid Driver's Licence. NB: Any previous experience must be covered by the attachment of certificate of services.

DUTIES : Coordinate MCWYH programme in the District and liaise with Province Sub-Directorate, Sub Districts and other sectors on issues related to MCWYH. Develop strategic plans, policies and protocols on implementation of MCWYH programme. Support Sub Districts with the implementation of national and provincial policies. Render technical support, advices and capacity building of personnel. Manage the MCWYH services in the District. Support the implementation of norms and standard for MCWYH programme. Manage the programme's finances and budget. Monitor and evaluate the impact of the programme. Compile reports.

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

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

POST 20/219 : **OPERATIONAL MANAGER NURSING (PN-B3): PHC (REPLACEMENTS) REF NO: MPDOH/JUNE/22/04 (X4 POSTS)**

SALARY : R571 242 - R662 223 per annum, (Depending of years of experience in terms of OSD).

CENTRE : Newtown Clinic (Nkangala District), Malelane Clinic (Ehlanzeni District). Kromdraai Clinic and Badplaas CHC (Gert Sibande District)

REQUIREMENTS : Senior Certificate / Grade 12 plus Basic qualification accredited with the South African Nursing Council in Terms of Government Notice 425, (i.e. Diploma/ Degree in Nursing) or Equivalent qualification that allows registration with the SANC as a Professional Nurse plus a post basic nursing qualification, with duration of at least 1 year, accredited with the SANC in terms of Government Notice No R212 in Primary Health Care. A minimum of nine (09) years appropriate / recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least five (05) years of the period referred to above must be appropriate / recognizable experience in theatre after obtaining the 1 year post basic PHC Nursing Science qualification. Proof of current registration with SANC (2022). Experience and knowledge of the District Health System. Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices and how this impacts on service delivery. Demonstrate a basic understanding of HR and financial and practices. Knowledge of relevant legal framework such as Nursing Act, Health Occupational and Safety Act, Patients Right Charter, Batho Pele Principles, Operational Management Skills. Problem

		solving, planning and Organizing Skills. Expected to work under pressure and on night duty. Leadership. Supervisory, problem-solving, conflict resolution, inter-personal ad communication and communication skills. Demonstrate an in depth understanding of legislation and related ethical nursing practices and how this impact will be on service delivery. Computer literacy will be an added advantage (MS Word, Excel, PowerPoint and Outlook). NB: Any previous experience must be covered by the attachment of certificate of services.
<u>DUTIES</u>	:	Manage and provide PHC facility supervisory in line with the PHC Supervision Guideline. Ensure clinical nursing practice by the nursing team in the facility in accordance with the scope and practice and nursing standard as determined by the relevant health facility. Promote quality nursing care as directed by the professional scope of practice and standard in accordance to the PHC delivery package. Ensure the implementation on National Core Norms and Standards including Six Priority Areas. Advocate for patients through ensuring adherence to Batho Pele Principles. Coordinate community involvement and participation. Manage and Monitor effective use and maintenance of assets and infrastructure of the facility. Monitor information management and documentation.
<u>ENQUIRIES</u>	:	Mr. Michael Mlangeni Tel No: (013) 766 3753 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Mr. Sydney Nkosi Tel No: (013) 766 3077 / 3004.
<u>APPLICATIONS</u>	:	Departmental Online Application System: www.mpuhealth.gov.za.
<u>POST 20/220</u>	:	<u>OPERATIONAL MANAGER (PN-A5): FEMALE WARD (REPLACEMENT)</u> <u>REF NO: MPDOH/JUNE/22/05</u>
<u>SALARY</u>	:	R450 939 - R507 531 per annum, (Depending of years of experience in terms of OSD).
<u>CENTRE</u>	:	Mmamethlake Hospital (Nkangala District)
<u>REQUIREMENTS</u>	:	Senior Certificate / Grade 12 plus Basic qualification accredited with the South African Nursing Council in Terms of Government Notice 425, (i.e. Diploma / Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. A minimum of seven (7) years appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. Proof of current registration with SANC (2022). A Diploma / Degree in Nursing administration and Management is an added advantage. Knowledge/skills: Basic computer literacy, strong Leadership, Good communication and Sound Interpersonal skills. Ability to work under pressure, manage own time, function as an effective leader of the nursing team. Implement and manage change. Willingness to work shifts and standby in accordance with the requirements of the unit and nursing services. Report writing. NB: Any previous experience must be covered by the attachment of certificate of services.
<u>DUTIES</u>	:	The candidate will be responsible for Planning, Organizing, Managing, and coordinating as well as maintaining an optimal Nursing Services as an Operational Manager in Female ward. Develop / establish and maintain constructive working relationships with Nursing and stakeholders (i.e. inter-Professional, inter-sectoral and multi – disciplinary team workers). Participate in the analysis, formulation, and implementation of nursing guidelines, practices, Standards, and procedures. Effectively manage the utilization of Human, Financial and Physical resources. Maintain professional Growth / Ethical standards and self-development. Deliver a supportive service to the Nursing Service and the institution by taking overall supervision after hours and on weekends. Ensure implementation of Norms and Standards and Ideal Hospital Framework and develop Quality Improvement Plans. Manage Performance and Development of staff as well as participating in the Managers scheduled meetings. Exercise control of discipline, grievance and other labour related issues in terms of laid down policies or procedures. Manage data in the unit and ensure submission to facility information office. Identify develop and control Risk Management Systems within the unit. Provide safe therapeutic environment as laid by Nursing Acts, Occupational Health and safety Acts and all the applicable prescripts. Implementation and management of Infection Prevention and Control protocols. Uphold the Batho Pele and Patients Right Principles.
<u>ENQUIRIES</u>	:	Mr. Michael Mlangeni Tel No: (013) 766 3753 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa

		Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Mr. Sydney Nkosi Tel No: (013) 766 3077 / 3004. Departmental Online Application System: www.mpuhealth.gov.za.
<u>APPLICATIONS</u>	:	
<u>POST 20/221</u>	:	<u>ASSISTANT DIRECTOR: HEALTH PROMOTION (REPLACEMENT) REF NO: MPDOH/JUNE/22/06</u>
<u>SALARY</u>	:	R477 090 per annum, (plus service benefits)
<u>CENTRE</u>	:	Nkangala District Office, Witbank
<u>REQUIREMENTS</u>	:	Senior Certificate / Grade 12 plus appropriate three year Diploma / Degree or Post Basic Diploma in Public Health with 3 – 5 years' extensive relevant experience of which three (3) years' experience must be at supervisory / managerial (Level 8). Understanding of the culture of people of Mpumalanga. Computer literacy. Sound interpersonal and communication skills (written and verbal). Good management and supervisory skills. Ability to work independently and tight deadlines. Analytical skills. A valid driver's licence.
<u>DUTIES</u>	:	Develop an integrated Health Promotion strategy that empowers community to improve control over their health. Implement Community based healthy lifestyle interventions to combat communicable and non-communicable disease. Implement and monitor the Health promoting School, early learning centres and Crèche Initiative in collaboration with the school health teams. Implement and monitor the Household Community Component of IMCI. Outbreak Response enablement and health & hygiene interventions. Establish and maintain a Resource centre. Work with the Private sector and organised labour to promote healthy lifestyle practices in the workplace. Advocate for health promotion programmes in institutions of higher education.
<u>ENQUIRIES</u>	:	Mr. Michael Mlangeni Tel No: (013) 766 3753 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Mr. Sydney Nkosi Tel No: (013) 766 3077 / 3004. Departmental Online Application System: www.mpuhealth.gov.za.
<u>APPLICATIONS</u>	:	
<u>POST 20/222</u>	:	<u>CLINICAL PROGRAMME CO-ORDINATOR GR1 (PN-A5): MOTHER, CHILD, WOMAN, YOUTH & HEALTH (MCWYH) REF NO: MPDOH/JUNE/22/07</u>
<u>SALARY</u>	:	R450 939 - R507 531 per annum, (Depending of years of experience in terms of OSD).
<u>CENTRE</u>	:	Steve Tshwete Sub-District (Nkangala District)
<u>REQUIREMENTS</u>	:	Senior Certificate / Grade 12 plus Basic R425 qualification (i.e. Diploma / Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse (2022). A minimum of seven (7) years appropriate / recognisable experience in nursing after registration as a Professional nurse with SANC in General Nursing. Experience in infection control and prevention. Training in infection control will be an added advantage. Computer literacy. Understanding of infection control policy, good interpersonal skills, ability to plan and organize, presentation skills, conflict management skills, people management. NB: Any previous experience must be covered by the attachment of certificate of services.
<u>DUTIES</u>	:	Coordinate Mother, Child, Women, Youth and Health (MCWYH) programme in the Sub-District and liaise with Districts and other sectors on issues related to the programme. Develop strategic plans, policies and protocols on implementation of MCWYH programme. Support Sub Districts with the implementation of national and provincial policies. Render technical support, advices and capacity building of personnel. Manage the MCWYH services in the Sub-District. Support the implementation of norms and standard for MCWYH programme. Manage the programme's finances and budget. Monitor and evaluate the impact of the programme. Compile reports.
<u>ENQUIRIES</u>	:	Mr. Michael Mlangeni Tel No: (013) 766 3753 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Mr. Sydney Nkosi Tel No: (013) 766 3077 / 3004. Departmental Online Application System: www.mpuhealth.gov.za.
<u>APPLICATIONS</u>	:	

POST 20/223 : **PROFESSIONAL NURSE GRADE 1 (PN-B1): OCCUPATIONAL HEALTH (REPLACEMENT) REF NO: MPDOH/JUNE/22/08**

SALARY : R388 974 – R450 939 per annum, (Depending of years of experience in terms of OSD).

CENTRE REQUIREMENTS : Matibidi Hospital (Ehlanzeni District)
: Senior Certificate / Grade 12 qualification or equivalent plus Basic qualification accredited with the SANC in terms of Government Notice R425 (i.e. Diploma / Degree in General Nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse and Midwifery (2022), a post-basic nursing qualification, with a duration of at least 1 year, accredited with the SANC in terms of Government Notice R212 specialty in Occupational Health Nursing Science. Minimum of four (4) years appropriate /recognizable experience in nursing after registration as a Professional Nurse with the SANC. Recommendations: Ability to function independently and to prioritize work. Leadership and sound interpersonal skills, problem solving and decision making skills. Good supervisory and teaching skills. NB: Any previous experience must be covered by the attachment of certificate of services.

DUTIES : Provision of optimal, holistic specialized nursing care with set standards and within a professional/legal framework. Provide comprehensive health care services in the in Occupational Health Unit. Ensure effective and efficient management of resources. Provide quality patient care, follow norms and standards. Participate in quality improvement programs. Supervise and implement patient care standards. Implement and practice nursing health care in accordance with the statutory laws governing the nursing profession, labour and health care. Implement constructive working relations with nurses and other stake holders. Ensure compliance of Infection Prevention and Control policies. Ensure that equipment are functional and ready all the time. Ability to prioritize, coordinate activities of patient management according to protocols. Able to plan and organize own work and that of support personnel to ensure proper nursing care. Participate in staff development and performance management. Report patient safety incidence, challenges and deficiencies within the unit. Work effectively, co-operatively amicably with persons of diverse intellectual, cultural, racial or religious differences. Ensure adherence to Batho - Pele Principles and Patient's Right Charter.

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

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

POST 20/224 : **PROFESSIONAL NURSE GRADE 1 (PN-B1): PAEDIATRIC (REPLACEMENT) REF NO: MPDOH/JUNE/22/09**

SALARY : R388 974 – R450 939 per annum, (Depending of years of experience in terms of OSD).

CENTRE REQUIREMENTS : Witbank Hospital (Nkangala District)
: Senior Certificate / Grade 12 qualification or equivalent plus Basic qualification accredited with the SANC in terms of Government Notice R425 (i.e. Diploma / Degree in General Nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse and Midwifery (2022), a post-basic nursing qualification, with a duration of at least 1 year, accredited with the SANC in terms of Government Notice R212 specialty in Paediatric Nursing Science. Minimum of four (4) years appropriate /recognizable experience in nursing after registration as a Professional Nurse with the SANC. Recommendations: Ability to function independently and to prioritize work. Leadership and sound interpersonal skills, problem solving and decision making skills. Good supervisory and teaching skills. NB: Any previous experience must be covered by the attachment of certificate of services.

DUTIES : Provision of optimal, holistic specialized nursing care with set standards and within a professional/legal framework. Provide comprehensive health care services in the in Paediatric Unit. Ensure effective and efficient management of resources. Provide quality patient care, follow norms and standards. Participate in quality improvement programs. Supervise and implement patient care standards. Implement and practice nursing health care in accordance with the statutory laws governing the nursing profession, labour and health care. Implement constructive working relations with nurses and other stake holders.

		Ensure compliance of Infection Prevention and Control policies. Ensure that equipment are functional and ready all the time. Ability to prioritize, coordinate activities of patient management according to protocols. Able to plan and organize own work and that of support personnel to ensure proper nursing care. Participate in staff development and performance management. Report patient safety incidence, challenges and deficiencies within the unit. Work effectively, co-operatively amicably with persons of diverse intellectual, cultural, racial or religious differences. Ensure adherence to Batho - Pele Principles and Patient's Right Charter.
<u>ENQUIRIES</u>	:	Mr. Michael Mlangeni Tel No: (013) 766 3753 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Mr. Sydney Nkosi Tel No: (013) 766 3077 / 3004.
<u>APPLICATIONS</u>	:	Departmental Online Application System: www.mpuhealth.gov.za .
<u>POST 20/225</u>	:	<u>PROFESSIONAL NURSE GRADE 1 (PN-B1): ADVANCED MIDWIFERY (REPLACEMENTS) REF NO: MPDOH/JUNE/22/10 (X2 POSTS)</u>
<u>SALARY</u>	:	R388 974 – R450 939 per annum, (Depending of years of experience in terms of OSD).
<u>CENTRE REQUIREMENTS</u>	:	Witbank Hospital (Nkangala District)
	:	Senior Certificate / Grade 12 qualification or equivalent plus Basic qualification accredited with the SANC in terms of Government Notice R425 (i.e. Diploma / Degree in General Nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse and Midwifery (2022), a post-basic nursing qualification, with a duration of at least 1 year, accredited with the SANC in terms of Government Notice R212 specialty in Advanced Midwifery Nursing Science. Minimum of four (4) years appropriate /recognizable experience in nursing after registration as a Professional Nurse with the SANC. Recommendations: Ability to function independently and to prioritize work. Leadership and sound interpersonal skills, problem solving and decision making skills. Good supervisory and teaching skills. NB: Any previous experience must be covered by the attachment of certificate of services.
<u>DUTIES</u>	:	Provision of optimal, holistic specialized nursing care with set standards and within a professional/legal framework. Provide comprehensive health care services in the in Advanced Midwifery Unit. Ensure effective and efficient management of resources. Provide quality patient care, follow norms and standards. Participate in quality improvement programs. Supervise and implement patient care standards. Implement and practice nursing health care in accordance with the statutory laws governing the nursing profession, labor and health care. Implement constructive working relations with nurses and other stake holders. Ensure compliance of Infection Prevention and Control policies. Ensure that equipment are functional and ready all the time. Ability to prioritize, coordinate activities of patient management according to protocols. Able to plan and organize own work and that of support personnel to ensure proper nursing care. Participate in staff development and performance management. Report patient safety incidence, challenges and deficiencies within the unit. Work effectively, co-operatively amicably with persons of diverse intellectual, cultural, racial or religious differences. Ensure adherence to Batho - Pele Principles and Patient's Right Charter.
<u>ENQUIRIES</u>	:	Mr. Michael Mlangeni Tel No: (013) 766 3753 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Mr. Sydney Nkosi Tel No: (013) 766 3077 / 3004.
<u>APPLICATIONS</u>	:	Departmental Online Application System: www.mpuhealth.gov.za .
<u>POST 20/226</u>	:	<u>PROFESSIONAL NURSE GRADE 1 (PN-B1): ONCOLOGY (REPLACEMENT) REF NO: MPDOH/JUNE/22/11</u>
<u>SALARY</u>	:	R388 974 – R450 939 per annum, (Depending of years of experience in terms of OSD).
<u>CENTRE REQUIREMENTS</u>	:	Witbank Hospital (Nkangala District)
	:	Senior Certificate / Grade 12 qualification or equivalent plus Basic qualification accredited with the SANC in terms of Government Notice R425 (i.e. Diploma / Degree in General Nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse and Midwifery (2022), a post-basic nursing qualification, with a duration of at least 1 year, accredited with the

SANC in terms of Government Notice R212 specialty in Oncology Nursing Science. Minimum of four (4) years appropriate /recognizable experience in nursing after registration as a Professional Nurse with the SANC. Recommendations: Ability to function independently and to prioritize work. Leadership and sound interpersonal skills, problem solving and decision making skills. Good supervisory and teaching skills. NB: Any previous experience must be covered by the attachment of certified certificate of services.

DUTIES : Provision of optimal, holistic specialized nursing care with set standards and within a professional/legal framework. Provide comprehensive health care services in the in Oncology Unit. Ensure effective and efficient management of resources. Provide quality patient care, follow norms and standards. Participate in quality improvement programs. Supervise and implement patient care standards. Implement and practice nursing health care in accordance with the statutory laws governing the nursing profession, labor and health care. Implement constructive working relations with nurses and other stake holders. Ensure compliance of Infection Prevention and Control policies. Ensure that equipment are functional and ready all the time. Ability to prioritize, coordinate activities of patient management according to protocols. Able to plan and organize own work and that of support personnel to ensure proper nursing care. Participate in staff development and performance management. Report patient safety incidence, challenges and deficiencies within the unit. Work effectively, co-operatively amicably with persons of diverse intellectual, cultural, racial or religious differences. Ensure adherence to Batho - Pele Principles and Patient's Right Charter.

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

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

POST 20/227 : **ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT (REPLACEMENT) REF NO: MPDOH/JUNE/22/12**

SALARY CENTRE REQUIREMENTS : R382 245 per annum, (plus service benefits)
: Witbank Hospital (Nkangala District)
: Senior Certificate / Grade 12 plus Diploma / Degree in Finance / Logistics / Procurement / Supply Chain / Financial / Accounting Managements with 3 – 5 years' extensive relevant experience of which three (3) years' experience must be at supervisory / managerial (Level 8). Experience in acquisition of goods and services, procurement of goods, logistic, fleet management, and demand and contract management. Computer literacy, presentation skills, good communication skill and excellent interpersonal relations. Experience on government systems (BAS & LOGIS) and knowledge of financial prescripts. Knowledge of legislative prescripts governing the public sector Financial Administration, but emphasis should be on the Public Finance Management Act and Treasury Regulations, the Preferential Procurement Policy Framework Act of 2000, supply chain management. A guide to Accounting Officer / Authority and practice notes. Full knowledge of management and performance on the transversal system used in Government. Skills such as MS Word and Excel Spreadsheet application of any software, financial analytical skills, will be a pre-requisite. Extensive knowledge of all relevant legislation. Practical knowledge of Basic Accounting System (BAS) and LOGIS including SCOA (Standard Chart of Accountants). Valid driver's licence. Analytical skills. A valid driver's licence.

DUTIES : Implementation of asset, acquisition, procurement, logistic, demand, contract and fleet management policies and procedures of the department, Oversee, coordinate and advice on the process of drafting specifications / terms of reference and special conditions of contract, compile a procurement plan. Compile monthly SCM reports. Oversee the utilization of the Central Supplier Database in the bid / quotation process. Control and oversee a compliant execution of the bid / quotation processes. Oversee management of fleet and assets. Administer demand management inventory. Oversee management of department, provincial interdepartmental and national contracts. Compile operational plan for the unit. Identify and mitigate risk within the unit providing training to officials on new developments and SCM processes and policies.

		Management of Human Resource in the unit including performance assessment of the officials in the unit.
<u>ENQUIRIES</u>	:	Mr. Michael Mlangeni Tel No: (013) 766 3753 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Mr. Sydney Nkosi Tel No: (013) 766 3077 / 3004.
<u>APPLICATIONS</u>	:	Departmental Online Application System: www.mpuhealth.gov.za.
<u>POST 20/228</u>	:	<u>ASSISTANT DIRECTOR: FINANCE REF NO: MPDOH/JUNE/22/13 (X2 POSTS)</u> (Re-Advertisement)
<u>SALARY CENTRE</u>	:	R382 245 per annum, (plus service benefits) Gert Sibande District Office, Ermelo and KwaMhlanga Hospital (Nkangala District)
<u>REQUIREMENTS</u>	:	Senior Certificate / Grade 12 plus Diploma / Degree in Finance / Financial / Accounting with 3 – 5 years' extensive relevant experience of which three (3) years' experience must be at supervisory / managerial (Level 8) within Financial / Accounting Management Environment. Knowledge of legislative prescripts governing the public sector Financial Administration, but emphasis should be on the Public Finance Management Act and Treasury Regulations, the Preferential Procurement Policy Framework Act of 2000, supply chain management. A guide to Accounting Officer / Authority and practice notes. Full knowledge of management and performance on the transversal system used in Government. Skills such as MS Word and Excel Spreadsheet application of any software, financial analytical skills, will be a pre-requisite. Extensive knowledge of all relevant legislation. Practical knowledge of Basic Accounting System (BAS) and LOGIS including SCOA (Standard Chart of Accountants). Analytical skills. A valid driver's licence.
<u>DUTIES</u>	:	Responsible for the effective financial management and accounting which includes: the implementation of financial systems and timely submission of financial reports in strict compliance with the PFMA and other prescripts, preparation and maintenance of bank reconciliation statements, preparation, compilation and interpretation of Interim and Annual Financial Statements. Develop and manage the budget processes in the institution in conjunction with hospital management and other stakeholders in line with departmental financial strategy. Improve supply chain management compliance in line with related prescripts. Develop, implement and monitor measures designed to optimize revenue collection. Manage institutional fleet, and maintenance/repairs of infrastructure and buildings. Ensure that all payments for compensation of employees, goods and services, transfers, subsidies and reporting are efficiently and effectively performed. Reconcile all ledger accounts with control accounts in the ledger. Liaise with relevant role players regarding transversal financial matters. Ensure that all financial records and documents are kept safe and up to date. Must be able to identify, develop and implement internal controls (including policies) to prevent unauthorized, irregular and fruitful expenditure. Ensure effective management of debtors. Manage Finance staff, undertake human resource and other related administrative functions, and ensure sound financial management is provided all the time within the hospital. Identification of measure cost drivers and develop strategies to minimize over spending of budget.
<u>ENQUIRIES</u>	:	Mr. Michael Mlangeni Tel No: (013) 766 3753 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Mr. Sydney Nkosi Tel No: (013) 766 3077 / 3004.
<u>APPLICATIONS</u>	:	Departmental Online Application System: www.mpuhealth.gov.za.
<u>POST 20/229</u>	:	<u>OCCUPATIONAL THERAPIST GRADE 1 (REPLACEMENT) REF NO: MPDOH/JUNE/22/14</u>
<u>SALARY</u>	:	R322 746 – R367 299 per annum, (Depending of years of experience in terms of OSD).
<u>CENTRE</u>	:	Middelburg Hospital (Nkangala District)
<u>REQUIREMENTS</u>	:	Senior Certificate / Grade 12 plus appropriate qualification that allows for the registration with the HPCSA in the relevant profession (where applicable). Current registration with the HPCSA as an Occupational Therapist (2022) (Independent Practice). A valid work permit will be required from non-South

Africans. **Grade 1:** No experience required after registration with the HPCSA as an Occupational Therapist (Independent Practice). Minimum of 1 year relevant experience after registration with a recognised Foreign Health Professions and / or the HPCSA as an Occupational Therapist (Independent Practice) for foreign qualified employees. Clinical experience in general adult and pediatric assessment and treatment is required. Knowledge in the fields of mental health, vocational rehabilitation, neurology, hand injuries, burns, amputations, developmental delays, etc. is be expected. Clinical experience in these fields will be beneficial. NB: Any previous experience must be covered by the attachment of certificate of services.

DUTIES : To provide optimal and evidence based occupational therapy in individual and group settings for in, out and clinics patients. To administer standardized and clinical assessments to patients requiring FCEs and other clinical reports. To perform and complete administrative functions including record keeping, statistics, participate in various meetings and awareness campaigns. To plan for and participate in internal and external audits and ensure departmental standards and effective service delivery. To participate in the performance management and training and development programs within the department. To supervise junior level staff. To supervise allocated students and learners.

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

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

POST 20/230 : **SENIOR STATE ACCOUNTANT: BUDGET AND EXPENDITURE (REPLACEMENT) REF NO: MPDOH/JUNE/22/15**

SALARY : R321 543 per annum, (plus service benefits)
CENTRE : Piet Retief Hospital (Gert Sibande District)
REQUIREMENTS : Senior Certificate / Grade 12 or equivalent qualification plus six (6) years relevant experience in Finance and Financial Transversal Systems (LOGIS & BAS) or Degree / Diploma in Finance / Logistics / Procurement / Supply Chain / Financial / Accounting Managements with three (3) years relevant experience in Finance and Financial Transversal Systems (LOGIS & BAS). Understanding financial Management as implemented in Government and within the context of infrastructure/construction finance and spending. Knowledge: PFMA/Division of Revenue Act/Treasury Regulations/Practice Notes/Instructions/Circulars. Departmental Supply Chain Management Policies, Procedures and Delegations, Preferential Procurement Policy Framework Act of 2000, Promotion of Access to Information Act of 2000. Promotion of Administrative Justice Act of 2000. Government Immovable Asset Management Act of 2007. Health Act and Regulations, Act 61 of 2003. National Archives and Records Service Act of 1996. Public Service Act of 1994 and Regulations.

DUTIES : Extract relevant infrastructure project data from BAS and other relevant systems. Capture payments on LOGIS. Check budget allocation for payments processing. Prepare payments reports for internal purposes and PWRT schedule. Identify any variances of infrastructure projects expenditure against budgets and cash flow projections to the Assistant Director Finance. Overall management of staff and administration for the unit. Update financial commitments in line with approved budgets and cash flow projections. Update accruals for the unit on monthly basis. Validate that no duplicate payments as made in terms of projects with a Cession Agreement in terms of subcontractors. Attend to payment queries. Assist with supply chain management. Prepare the issuing of Work orders or Task orders after SCM processes have been completed. Assist with the capturing of invoices on LOGIS/BAS for payments after signed off by Director and Chief Director. [Authorization of issuing of work orders and payments of invoices will be the Director and Chief Director in terms of delegations]. Assist to manage adherence to financial policies [Division of Revenue Act, PFMA, SCM, National and Provincial Treasury directives / prescripts, Finance instructions, Departmental financial policies]. Development of employees. Undertake human resources and other related administrative functions. Establish and maintain effective and efficient communication arrangements.

ENQUIRIES : Mr. Michael Mlangeni Tel No: (013) 766 3753 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa

Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Mr. Sydney Nkosi Tel No: (013) 766 3077 / 3004. Departmental Online Application System: www.mpuhealth.gov.za.

<u>APPLICATIONS</u>	:	
<u>POST 20/231</u>	:	<u>PROFESSIONAL NURSE GRADE 1 (PN-A2): GENERAL NURSING AND MIDWIFERY (REPLACEMENTS) REF NO: MPDOH/JUNE/22/16 (X10 POSTS)</u>
<u>SALARY</u>	:	R260 760 – R302 292 per annum, (Depending of years of experience in terms of OSD).
<u>CENTRE</u>	:	Middelburg Hospital (Nkangala District) (X9 Posts) Paulina Morapeli CHC (Gert Sibande District) (X1 Post)
<u>REQUIREMENTS</u>	:	Senior Certificate/ Grade 12 qualification or equivalent plus Basic qualification accredited with the SANC in terms of Government Notice R425 (I.E. Diploma/ Degree in General Nursing and Midwifery) or equivalent qualification that allows registration with the SANC as Professional Nurse and Midwifery (2022). Current registration with SANC as Professional Nurse. A minimum of 1-10 years appropriate/ recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. Recommendations: Ability to function independently and to prioritize work. Leadership and sound interpersonal skills, problem solving and decision making skills. Good supervisory and teaching skills. NB: Any previous experience must be covered by the attachment of certificate of services.
<u>DUTIES</u>	:	Demonstrate an understanding of Nursing legislation and related legal and ethical nursing practices. Perform a clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the health facility. Promote quality of nursing care as directed by the professional scope of practice and standards. Participate in the implementation of the National Core Standards and Ideal Hospital Realization Framework. Demonstrate effective communication with patients, supervisors and other clinicians, including report writing when required. Work as part of the multi-disciplinary team to ensure quality nursing care. Work effectively, co-operatively amicably with persons of diverse intellectual, cultural, racial or religious differences. Able to plan and organize own work and that of support personnel to ensure proper nursing care. Display a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to Patient needs, requirements and expectations (Batho- Pele). Effectively manage resources allocated in your unit.
<u>ENQUIRIES</u>	:	Mr. Michael Mlangeni Tel No: (013) 766 3753 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Mr. Sydney Nkosi Tel No: (013) 766 3077 / 3004.
<u>APPLICATIONS</u>	:	Departmental Online Application System: www.mpuhealth.gov.za.
<u>POST 20/232</u>	:	<u>PRINCIPAL PERSONNEL OFFICER (REPLACEMENT) REF NO: MPDOH/JUNE/22/17</u>
<u>SALARY</u>	:	R261 372 per annum, (plus service benefits)
<u>CENTRE</u>	:	Bethal Hospital (Gert Sibande District)
<u>REQUIREMENTS</u>	:	Senior Certificate / Grade 12 or equivalent plus three (3) years' experience in Human Resource unit or Diploma / Degree in Human Resource, Administration / Public Management. Extensive knowledge of PERSAL and at list must have three PERSAL courses including interpreting PERSAL reports. A Good understanding and Functional knowledge of the Public Service Act, Public Service regulations, Basic condition of employment Act, Employment Equity Act, Computer literacy, Good interpersonal skills, Good written and verbal communication skills. Ability to work under pressure. Sound communication and interpersonal skills. Analytical skills on problem solving, decision making and organizational skills. Computer literacy particularly MS, Excel, outlook & Word. A valid driver's licence will serve as an added advantage.
<u>DUTIES</u>	:	Implement and maintain human resource administration practices. Render administrative functions including the following: recruitment and selection of staff. HR provisioning (recruitment and selection, appointments, transfers, verification of qualifications, vetting of candidates, secretarial functions for interviews, absorptions of staff, probationary periods, etc. and also responsible for conditions of service and benefits: leave salaries, leave graduates, pensions, termination of services, procedure on Incapacity leave and ill-health,

housing allowance, overtime, translations and writing reports etc.). Coordinate Performance management system, address human resource administration enquiries to ensure the correct implementation of human resource management practices, inform, guide and advise the staff on human resource administration matters to enhance the correct implementation of human resource administration practices/policies. Assist with preparation of reports on human resource administration issues and statistics. Coordinate the implementation of recruitment and selection process. Provide support to Chief Personnel Officer / HR Manager.

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

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

POST 20/233 : **PROVISIONING ADMINISTRATIVE OFFICER: RTC (REPLACEMENT) REF NO: MPDOH/JUNE/22/18**

SALARY : R261 372 per annum, (plus service benefits)
CENTRE : Regional Training Centre, Evander
REQUIREMENTS : Senior Certificate / Grade 12 plus three (3) years relevant experience or Diploma / Degree in Finance / Public Administration / Management / Logistics Management / Procurement Management / Supply Chain Management. Knowledge and experience of provisioning administration, main focus in the following areas: LOGIS, Preferential Procurement Policy framework (PPPPFA), State Tender Board Regulations (ST 36 and ST 37) and Public Finance Management Act (PFMA) and National Treasury Regulations and general knowledge of Basic accounting system (BAS). Knowledge of the Central Supplier Database. Introductory Training in Supply Chain Management field, as well as advanced knowledge of the CSD (Central Supplier Database) system is a must. The incumbent must have a working knowledge of a Computer Spreadsheet and Word processor. Facilitation skills, presentation skills, good Interpersonal and Customer Relations, as well as the ability to interpret and explain and to communicate registration and SCM processes to suppliers. Knowledge of the PFMA and all other prescripts regarding Supply Chain Management. Computer literacy. Sound interpersonal and communication skills (written and verbal). Good management and supervisory skills. Ability to work independently and tight deadlines. Valid driver's licence is a must.

DUTIES : Provisioning of goods and services. Procurement and accounting for all goods and services. Placement of orders and effect payment. Safekeeping of goods received and delivery thereof. Provisioning of administrative support for self-managing centre. Control of equipment /stock (stocktaking). Assist with responses to audit queries. Control of equipment / stock and asset management.

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

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

POST 20/234 : **PHARMACIST ASSISTANT (POST-BASIC) GRADE 1 (REPLACEMENT) REF NO: MPDOH/JUNE/22/19**

SALARY : R211 509 – R238 260 per annum, (Depending of years of experience in terms of OSD).

CENTRE : Themba Hospital (Ehlanzeni District)
REQUIREMENTS : Senior Certificate / Grade 12. Registered as Post- Basic Pharmacist Assistant with South African Pharmacy Council (SAPC) (2022). Valid work permit will be required from non-South Africans. Skills in terms of consultations. Knowledge of current health and public service legislation, regulations and policies. Good communication, problem solving and conflict management skills. Professionalism, accuracy, flexibility, independence and ethical behaviour.

DUTIES : Ensure proper receipt recording and storage of all medicines and consumables according to standard operating procedures handled in the area of operations. Ensure responsibility and accountability for safe patient medicine use. Compounding and preparation of any medicines as delegated. Promote correct

evaluation prescriptions and legal processing of medicine prescription, stocktaking and distribution of supplies to the client. Promotion of Public Health. Ensure accurate recording of statistics and administrative requirements as required by policy. NB: Any previous experience must be covered by the attachment of certificate of services.

ENQUIRIES

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

APPLICATIONS

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

**PROVINCIAL ADMINISTRATION: NORTHERN CAPE
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
- CLOSING DATE** : 21 June 2022
- NOTE** : Applications must be submitted on the prescribed form Z83 (obtainable from any Public Service Department) and must be completed in full and page 2 originally signed; Clear indication of the post, reference number and town that is being applied for must be indicated on your Z.83, A detailed comprehensive CV specifying all qualifications and experience with respective dates. Applications submitted on the incorrect application form (old Z83) will be disqualified. Only shortlisted candidates will be required to submit certified copies of qualifications, ID and driver's license before or on 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). All shortlisted candidates will 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 following will apply for the Senior Manager position: 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. The successful candidate will be required to enter into an annual performance agreement and will have to disclose his/her financial interests annually. No faxed, e-mailed or late applications will be accepted. Applications received after the closing date as well as those who do not comply with the requirements will not be taken into consideration. All applications, including those submitted via registered mail must reach the department before 16.00 on the day of the closing date. Incomplete applications, faxed applications, emailed applications, applications on incorrect forms, applications sent or delivered to the wrong address or applications received after closing date will be disqualified. Due to the large volume of applications to be processed, receipt of applications will not be acknowledged and correspondence will be limited to shortlisted candidates only.

MANAGEMENT ECHELON

- POST 20/235** : **SENIOR MANAGER: EXECUTIVE COUNCIL SERVICES REF NO: SM/EXCO/2022**
- SALARY** : R1 073 187 per annum, (all-inclusive remuneration package) (All-inclusive remuneration package consists of a basic salary and flexible portion structured according to personal needs)
- CENTRE** : Kimberley
- REQUIREMENTS** : Applicants must be in possession of an B-degree/ Advanced Diploma (NQF 7) or higher qualification in Public Management/Administration or related fields as recognised by SAQA. Candidates must also have a minimum of 6 years' relevant middle management experience. A requirement for all applicants 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. Competencies: The following key competencies and skills are required for the position: Strategic and leadership management; Policy development and the ability to drive implementation; excellent planning, organizing and analytical skills; knowledge and understanding of key public

service legislative framework. The ability to initiate, plan, manage, monitor and evaluate specific outputs in order to achieve desired objectives. Be able to initiate and support organizational change. Be able to manage and compile budgets, and have an understanding of government procurement processes. Ability to innovate and solve problems. Knowledge of People Management and Empowerment, Computer literacy a valid driver's licence are further prerequisites.

- DUTIES** : The successful candidate will be responsible for the following duties: Develop the unit's strategic, annual and operational plans; manage the overall performance of staff and the resources of the unit; Provide Secretariat and administrative support to the Executive Council and sub-committees; Provide secretariat and administrative support to the Clusters; Development and co-ordination of Provincial Cluster Programme of Action; Prepare recommendations/ reports in respect of Cluster meetings; Tracking and monitoring of implementation of Executive Council and Joint Cluster decisions/ recommendations; Provide strategic guidance and advice in relation to Cluster projects/ initiatives; Develop, manage and maintain the Cabinet Manual; Provide feedback on implementation of Executive Council decisions; Provide secretariat services to Executive Council strategic retreats; Arranging of events with sectors/ fraternities; Co-ordinate Lekgotla's and related programmes and various activities such as Executive Council visits to communities, Presidential Imbizo's, National Imbizo's and Municipal Imbizo's with relevant stakeholders.
- ENQUIRIES** : Mr. J. Bekebeke Tel No: (053) – 8382950

OTHER POSTS

POST 20/236 : **DEPUTY DIRECTOR: BURSARY COORDINATION REF NO: DD/HRD/2022**

SALARY : R744 255 per annum (Level 11), (all-inclusive remuneration package consists of a basic salary and flexible portion structured according to personal needs)

CENTRE : Kimberley

REQUIREMENTS : Applicants should be in possession of an appropriate Bachelor's Degree/ BTech Degree or Advanced Diploma (NQF level 7) in Public Administration, Human Resource Management or related fields coupled with 3-5 years junior management experience in the Human Resource Development environment. Knowledge and understanding of public service policies; procedures; policy development; government machinery; HR Practices; Training and relevant legislation. Competencies: The following key competencies and skills are required for the position: Knowledge on the relevant legislature/policies/prescripts and procedures; Leadership and Management skills; Computer literacy; good interpersonal skills, Good written and verbal communication skills; people management; general office administration practices; compilation of management reports.

DUTIES : The successful candidate will be responsible for the following duties: Coordinate and facilitate the provisioning of the provincial bursary program by managing the awarding of bursaries to out of school youth, contracts, leases, and service level agreements. Develop and manage the implementation of the provincial bursary policy. Manage the quality assurance of provincial bursary processes. Manage the placement of graduates with various stakeholders to gain experiential learning; manage the marketing, advocacy and career guidance of the provincial bursary program; and manage the secretarial function of the Provincial Bursary Technical Committee.

ENQUIRIES : Ms. R. Benjamin Tel No: (053) 838 2450

POST 20/237 : **DEPUTY DIRECTOR: SERVICE DELIVERY IMPROVEMENT MONITORING REF NO: DD/SDIM/2022 (X2 POSTS)**

SALARY : R744 255 per annum (Level 11), (all-inclusive remuneration package consists of a basic salary and flexible portion structured according to personal needs)

CENTRE : Kimberley

REQUIREMENTS : Applicants must be in possession of an appropriate Bachelor's Degree/ BTech Degree or Advanced Diploma (NQF level 7) in Public Management/Administration; Statistics or Information Management coupled with 3-5 years' proven experience in Monitoring and Evaluation field at junior/middle management level. Competencies: The following key competencies and skills are required for the position: Sound knowledge of monitoring and evaluation principles, policy frameworks governing Monitoring

and Evaluation, as well as advanced knowledge of research methodology, data management and analysis, policy development. The candidate should have well developed skills in collecting and analyzing data from varying data sources and translating these into logical conclusions. Supported by strong communication skills, facilitation skills, analytical report-writing skills. Excellent computer literacy skills with advanced proficiency in EXCEL, MS-WORD. The post requires a person with proven organizing and coordinating capabilities, coupled with strong interpersonal relationship skills and dealing with stakeholders at a strategic level, ability to work under pressure with multiple deadlines and maintaining confidentiality.

DUTIES : The successful candidate will be responsible for the following duties: Monitor and evaluate and track provincial performance relating to the implementation of Government and Provincial Priorities (MTSF, PGDP, and SOPA). Produce high level analytical (quantitative and qualitative) performance assessment reports on the implementation Government and Provincial priorities for reporting to national and provincial reporting structures. Track progress at the coalface of service delivery to assess real change and improvement on the lives of citizens through the Frontline Service Delivery Programme and Citizen Based Monitoring. Monitor the implementation of policies directed at developing women, people with disabilities and youth development sectors, to ensure mainstreaming. Co-ordinate and monitor the implementation of Conditional Grants. Manage and contribute to the development of an integrated monitoring and evaluation report on performance analysis. Enable OTP to triangulate data from different M&E systems, as well as external M&E systems, to provide a holistic picture of the performance of government and impacts on citizens. Detailed progress reporting and feedback on the monitoring of successes and challenges on provincial priorities, sector priorities and plans. Track the development impacts of government policies, plans and programmes at through evaluation studies, but informed by monitoring data. Coordinate the development and implementation of Provincial Evaluation Plans (PEP) in line with the National Evaluation Policy Framework (NEPF) and evaluation guidelines. Develop provincial monitoring and reporting tools and formulate frameworks and guidelines. Support and guide departments through capacity building interventions. Perform strategic and operational planning. Represent the Monitoring and Evaluation at provincial forums and structures.

ENQUIRIES : Ms. P. Nogwili Tel No: (053) 838 2358

POST 20/238 : **GISC PROFESSIONAL REF NO: GISC/PP/2022**

SALARY : R628 014 – R676 539 per annum, (all-inclusive remuneration package), (Depending on qualification and experience)

CENTRE : Kimberley

REQUIREMENTS : Applicants should be in possession of an GISc post graduate degree or equivalent post graduate qualification (degree). Compulsory registration with PLATO and SACPLAN in the category of Professional GISc Practitioner and 3-5 years post registration GISc professional experience. Competencies: The following key competencies and skills are required for the position: GISc implementation; Geo database design and repository management; Geo statistical analysis; Standard development and policy formulation; Technical report writing; Spatial analysis knowledge; GIS applications; Legal requirements and compliance; High level spatial design and modelling. Organisational Process knowledge; Systems maintenance; Mobile equipment operating; Open Access; Advanced computer skills; Interaction and communication. An understanding of provincial and municipal planning systems. A valid driver's license.

DUTIES : The successful candidate will be responsible for the following duties: Strategic management of the institutional GISc function and Provincial Spatial Data Infrastructure. Integration and support to planning services and executive management. Provide strategic direction and leadership on GISc activities. Strategically profiling and positioning GISc functions within the Office of the Premier. Plan and manage the establishment of GISc unit. Plan, coordinate and facilitate GISc project activities. Monitor and evaluate GISc function within the Province. Ensure compliance with relevant legislation and policies. Manage compliance and setting up of applicable standards. Identify underlying strategic issues and implement appropriate GISc responses. Oversee the process of advance spatial analysis and modelling for institutional strategic guidance. Recommend the best possible policy direction and service delivery priorities.

Conduct research. Provide overall framework for research and development activities. Provide standards, specification and service levels according to organisational objectives. Provide implementation guidance and training on new GIS innovations. Ensure GIS implementation. Supervise the development of GIS and technical systems.

ENQUIRIES : Ms. J. Meyer Tel No: (053)-838 2541

POST 20/239 : **ASSISTANT MANAGER: SUPPLY CHAIN MANAGEMENT REF NO: AM/SCM/2022**

SALARY : R382 245 per annum (Level 09)

CENTRE : Kimberley

REQUIREMENTS : Applicants should be in possession of an appropriate Bachelor's Degree/ BTech Degree or Advanced Diploma (NQF level 7) in Finance, Public Administration, Economic or Developmental Studies coupled with 3-5 years' experience in Supply Chain Management. Competencies: The following key competencies and skills are required for the position: Well-developed knowledge of the PFMA, Treasury Regulations, PPPFA, public financial management; Supply Chain Management procedures and policies; Knowledge of Logis procurement system and BAS financial system; Management skills; Computer literacy especially Microsoft Excel and Word; Good written and verbal communication skills; ability to develop written reports and action plans; sound organizational skills; Be able to function under pressure and work within a team or independently.

DUTIES : The successful candidate will be responsible for the following duties: Preparation of annual procurement plan and monitor performance against the targets; Ensure an efficient system of procurement of goods and services in accordance with approved delegations, directives and supply and chain management procedures; Compilation of monthly reports prescribed by legislation; Assist in the compilation of the quarterly and annual financial statements; Preparation of quarterly and annual performance review reports; Supervise employees to ensure an effective and efficient Supply Chain Management services.

ENQUIRIES : Ms. E. Appies Tel No: (053) - 838 2927

POST 20/240 : **ASSISTANT MANAGER: MONITORING AND EVALUATION REF NO: AD/M&E/2022**

SALARY : R382 245 per annum (Level 09)

CENTRE : Kimberley

REQUIREMENTS : Applicants should be in possession of an appropriate Bachelor's Degree/ BTech Degree or Advanced Diploma (NQF level 7) in Public Administration, Economic or Developmental Studies coupled with 3-5 years experience in Monitoring and Evaluation. Knowledge and understanding of public service policies and procedures. Competencies: The following key competencies and skills are required for the position: Well-developed knowledge of Monitoring and Evaluation systems; project management; provincial growth and development strategy. Knowledge on the relevant legislature/policies/prescripts and procedures; Management skills; Computer literacy; Good written and verbal communication skills; ability to develop written reports and action plans; sound organizational skills; Be able to function under pressure and work within a team or independently.

DUTIES : The successful candidate will be responsible for the following duties: Provide support with the facilitation of information sessions within the Department and give advice to management in matters relating to resources/ verification of documents as required by the Auditor-General; Represent the Department in national and provincial meetings on matters related to monitoring and evaluation, attend and participate in scheduled national and provincial meetings / fora; Participate in the development and implementation of an organisational performance and monitoring and evaluation system aligned to policies, strategies, guidelines and directives; Participate in coordination of management responses to audit findings on performance information (Internal Audit and Auditor-General of South Africa); Participate in the identification of risks to achievement of shareholder objectives, and provide assistance to branches in implementing risk reduction measures; Conduct spot checks on progress of departmental projects on a regular basis and liaison with Departmental Branch Coordinators; Collect and collate inputs from all

Branches towards the development of Quarterly Reports, Business Plans and Annual Reports of the Department, and ensure finalisation and routing thereof; Assist with the implementation of performance measurement frameworks and policies; Develop, manage and maintain departmental monitoring and evaluation frameworks and systems; and evaluate the implementation of departmental policies and assessment of impact and sustainability of programmes.

ENQUIRIES : Ms. Z. Langeveldt Tel No: (053) 838 2951

POST 20/241 : **PERSONAL ASSISTANT**
Strategic Human Capital Development Ref No: PA/SHCD/2022
Provincial Performance Monitoring and Evaluation Ref No: PA/PPME/2022

SALARY CENTRE REQUIREMENTS : R261 372 per annum (Level 07)
: Kimberley
: Applicants should be in possession of a Grade 12 plus a Secretarial Diploma or equivalent qualification (NQF Level 6). A minimum of 3 years' experience in rendering a support service to senior management. Competencies: The following key competencies and skills are required for the position: Office administration skills; Computer literacy; Good interpersonal skills, communication verbal and written skills; Ability to prioritise and deal with confidential matters; Ability to work under pressure; Good in minutes taking and report writing; Performing administrative tasks in accordance with regulatory framework relating to general office administration; Understanding of ethical standards & MISS (confidentiality, security clearance); Self-Management and motivation; Computer skills; Problem solving skills; Planning & Organizing skills; Be able to pay attention to detail.

DUTIES : The successful candidates will be responsible for the following duties: Provides secretarial / receptionist services to the Executive Manager. Records the engagements of the Chief Director. Renders administrative support services that entail i.e. travel and accommodation arrangements, procurement services and etc. Provides support to the Chief Director regarding meetings or events. Supports the Chief Director with the administration of the budget by monitoring the expenditure and alerts manager of possible over or under spending. Keep record of and follow up on all decisions and actions with Chief Director and stakeholders. Ensures the effective flow of information and documents to and from the office of the Chief Director. Collect, analyse, collate information and draft reports, documents and presentation as required by the Chief Director.

ENQUIRIES : Ms. R. Booyesen Tel No: (053) – 838 2370

POST 20/242 : **ACCOUNTING CLERK: FINANCIAL ACCOUNTING REF NO: AC/FA/2022**

SALARY CENTRE REQUIREMENTS : R176 310 per annum (Level 05)
: Kimberley
: Applicants should be in possession of a Senior Certificate or an appropriate equivalent qualification. Candidates must have experience between 0 - 2years in the financial environment. Competencies: Preference will be given to candidates with basic knowledge of financial functions, practices as well as the ability to capture data, operate computer and collate financial statistics; Basic knowledge and insight of the Public Service Financial Legislations, procedures and Treasury regulations (PFMA, DORA, PSA, PSR,; Basic knowledge of basic financial operating systems (PERSAL, BAS, LOGIS, etc); Have good written and verbal communication skills, basic interpersonal relations, accuracy, planning and organizing skills, Computer literacy; The ability to operate office equipment and perform routine tasks; Be able to function under pressure and work within a team or independently.

DUTIES : The successful candidate will be responsible for the following duties: Render financial accounting transactions; Receive invoices, check invoices for correctness, verification and approval (internal control); Perform payment administration support services; Payment preparation of invoices presented for payment and capturing of payments on the BAS; Petty cash controller; Issuing of receipts and replenish petty cash; Journal preparation and capturing thereof on the BAS; Safeguarding of financial records and face value forms.

ENQUIRIES : Mr. J Carolus Tel No: (053) – 838 2770

**PROVINCIAL ADMINISTRATION: NORTH WEST
DEPARTMENT OF HUMAN SETTLEMENTS**

The North West Department of Human Settlements is an Affirmative Action Employer with the intention of promoting representatively (race, gender and disability) through the filling of these posts.

- APPLICATIONS** : Completed applications should be forwarded to the Director: Human Resource Management: Department of Human Settlements, Private Bag X 2145, Mmabatho, 2735, hand deliver to Cnr Provident Drive and University Drive, West wing, 2nd floor Garona Building, Mmabatho.
- CLOSING DATE** : 24 June 2022, Time (15H00)
- NOTE** : Directions to Applicants: Applications must be submitted in the prescribed form, new Z83 (fully completed), obtainable from any Public Service office. Kindly take note of Circular 19 of 2022 regarding the practice note on the Z83 application and completion thereof. Submission of original/certified certificates will be expected from all the shortlisted candidates only, and such documents should be submitted before or on the day of the interview. A comprehensive CV with competencies, experience and with full names, addresses and telephone numbers of at least three referees. Applicants' with foreign qualifications must submit a SAQA evaluation report on the qualifications. Applications should be forwarded in time to the Department, since applications received after the closing date indicated below will, as a rule, not be accepted. It will be expected of candidates to be available for interviews on a date and time and at a place as determined by the Department. Appointment of successful candidate (s) will be strictly subject to the Personnel Suitability Checks results/outcome. Please note: It is a responsibility of a person in possession of a foreign qualification to furnish the Department with an evaluation certificate from South African Qualifications Authority (SAQA). Failure to comply with the above requirements will result in the disqualification of the application. The applicants should state the applicable reference number with the relevant post. Candidates requiring additional information regarding the advertised post must direct their enquiries to the relevant person indicated on enquiries. NB: The department reserves the right not to make appointments. Correspondence will be limited to short-listed candidates only.

MANAGEMENT ECHELON

- POST 20/243** : **DIRECTOR HOUSING SUBSIDY ADMINISTRATION AND CLAIMS REF NO: H/S 07/22-23**
Directorate: Housing Subsidy Administration and Claims
- SALARY CENTRE REQUIREMENTS** : R1 073 187 per annum (Level 13), all-inclusive remuneration package
: Head Office Mafiekng
: Matric/grade 12. Degree (NQF level 7) as recognised by SAQA) in Public Management or any other relevant equivalent qualification. Pre-entry certificate for SMS. Minimum 5 years relevant experience at Middle Management/ Deputy Director Level. Valid driver's Licence. Competencies/Knowledge/Skills: Knowledge of Public Service Legislations and other Regulations, Housing Development Policy and Acts, Financial Management, Computer Literacy, Communication and Interpersonal Skills, Extensive knowledge of PFMA and DORA.
- DUTIES** : Manage the Administration of Housing subsidies. Manage the processing of Housing claims. Manage the provision of deeds management services. Ensure proper timeous disbursement of the Housing fund through the processing of claims in respect of all Housing programmes. Manage and mitigate risks associated with the subsidy administration and claims directorate. Manage human and financial resources.
- ENQUIRIES** : Mr V. Bidi Tel No: 018 388 5510
- POST 20/244** : **DIRECTOR: QUALITY ASSURANCE, PROJECT MONITORING AND IMPLEMENTATION REF NO: H/S 08/22-23**
Directorate: Housing Subsidy Administration and Claims
- SALARY CENTRE** : R1 073 187 per annum (Level 13), all-inclusive remuneration package
: Head Office Mafiekng

REQUIREMENTS : Matric/grade 12. Degree (NQF level 7) as recognised by SAQA) in Project Management/ Built Environment/ Civil Engineering studies/ Human settlement. Pre-entry certificate for SMS. Minimum 5 years relevant experience at Middle Management (Deputy Director Level). Valid driver's Licence. Competencies/Knowledge/Skills: Knowledge of the Constitution of RSA 1996 and other applicable legislative and regulatory requirements, policies and standards, ability to analyse complex information and large datasets, in-depth understanding of the Built Environment, experience in dealing with Municipalities, budget and financial management, economic and fiscal policy, government budget processes and financial analysis, vast knowledge of housing environment policy, extensive knowledge of PFMA and DORA, good interpersonal skills, good knowledge of corporate governance.

DUTIES : Management of the delivery of prescribed housing programmes within District. Management of the implementation of the National and Provincial Housing programmes and policies in the District. Source and oversee the implementation of a wide range of models and scenarios to establish Human Settlements and service delivery. Participate in the Development of the Departmental strategic plan and Annual Performance plan. Ensure that the business plan is in line with the priorities set out in the Provincial growth and development strategy and plan. Facilitate the development of a series of high-level plans for the establishment of centres of competence. Develop and implement a strategic partnership and engagement with the Department of Trade and Industry and other stakeholders in developing sustainable Human Settlements. Overall management of both financial and human resources for the directorate.

ENQUIRIES : Mr V. Bidi Tel No: 018 388 5510

OTHER POSTS

POST 20/245 : **PROFESSIONAL TOWN AND REGIONAL PLANNER GRADE C REF NO H/S 09/22-23**
Directorate: Housing Technical Support Services

SALARY CENTRE REQUIREMENTS : R809 634 per annum, all-inclusive remuneration package, (SL- OSD)
: Head Office (Mmabatho)
: Matric/Grade: 12. Degree in Urban/Town and Regional planning (NQF Level 7) or any other relevant, equivalent qualification. Compulsory registration with SACPLAN. 3 years post qualification professional experience required. A Valid driver's Licence. Competencies/Knowledge/Skills: Programme and Project management. T&R principles and methodologies. Research and development. Computer-aided applications. Professional judgement. Technical consulting. Report writing. Team leadership. Analytical and Communication skills.

DUTIES : Develop integrated planning for short and long term sustainable human settlements. Monitor the growth patterns of human settlements. Conduct readiness and feasibility assessment. Monitor the implementation of human settlements planning projects in accordance with the approved business plan.

ENQUIRIES : Mr M.G Mashabane Tel No: 018 388 5486

POST 20/246 : **CONTROL GIS TECHNICIAN GRADE B REF NO: H/S 10/22-23**
Directorate: Strategic Management Services
2 Years Contract

SALARY CENTRE REQUIREMENTS : R797 658 per annum, all-inclusive remuneration package, (OSD)
: Head Office (Mmabatho)
: Matric/Grade 12. Diploma/Degree (NQF Level 7 as recognised by SAQA) in Geographic Information Science/ Geomatics/Geography/Earth Science/ Environmental Science or any other relevant, equivalent qualification. 6 years post qualification GIS related experience with two (2) years of GIS software packages. Compulsory registration with South African Geomatics Council (SAGC) / PLATO as GISc Technician. Valid driver's Licence. Competencies/Knowledge/Skills: Proven experience in Human Settlements GIS related assignments. Understanding of Government's planning framework. Geographical Information System mobile devices operating. Financial, programme and project management. Legal and operational compliance. GIS system maintenance. Geo-database design and analysis. Research and development. Creating high performance organisational culture.

DUTIES : Technical report writing. Understanding of spatial planning. GIS implementation and strategies. Accountability. Organize, process knowledge. Design, plan and perform advanced GISc analysis to address organisational strategic objective. Facilitate the collection and capturing of spatial data from various formats and sources. Coordinate the design, development and creation of geospatial databases. Develop and manage spatial information and GIS to all clients in the department. Research, investigate and advice on new GIS technologies, advice on research viability and feasibility.

ENQUIRIES : Mr Magakwe Tel No: 018 388 2272

POST 20/247 : **SNR LEGAL ADMIN OFFICER REF NO: H/S 11/22-23**
Directorate: Legal Services

SALARY : R774 660 per annum, all-inclusive remuneration package (MR 6)
CENTRE : Head Office (Mmabatho)
REQUIREMENTS : Matric/Grade 12. LLB Degree (NQF Level 7 as recognised by SAQA) or any other relevant, equivalent qualification. Atleast 5-8 year's relevant experience in legal matters. Valid driver's Licence. Competencies/Knowledge/Skills: Knowledge of the constitution of the Republic of South Africa, 1996. PFMA, 1999. Regulations and all acts and regulations administered by the department. Good knowledge of corporate governance. Proven management and leadership skills. Conflict resolution. Good interpersonal skills. Computer literacy Planning and organizing skills. Project management. Change management skills and management skills.

DUTIES : Provide verbal and written legal opinions to the department on issues affecting the department. Draft legal documents and contracts entered by/with the department. Liaise with the chief state law advisor and the state attorney regarding litigation matters. Provide legislative drafting services.

ENQUIRIES : Mr T Lerefelo Tel No: 018 388 4832

POST 20/248 : **DEPUTY DIRECTOR: HOUSING SUBSIDY CLAIMS REF NO: H/S 12/22-23**
Directorate: Housing Subsidy Administration and Claims

SALARY : R744 255 per annum (Level 11), all-inclusive remuneration package
CENTRE : Head Office (Mmabatho)
REQUIREMENTS : Matric/Grade 12. National Diploma/ Degree (NQF Level 6/7 as recognised by SAQA) in Public Management or any other relevant, equivalent qualification. 3-5 years relevant experience at Assistant Director in Housing Development. Valid driver's Licence. Competencies/Knowledge/Skills: Knowledge of Public Service Legislations and other Regulations, Computer Literacy/ Excellent with Excel, Knowledge of HSS, Communication and Interpersonal skills, Extensive Knowledge of PFMA and DORA. Report writing skills.

DUTIES : Administration and Management of all subsidy claims in terms of the various Human settlements programmes. Maintain and ensure administration and management of Human Settlement capital funds. Manage the production of the HSDG (Human Settlements Development Grant). Administer daily, weekly and monthly and process claims status registers and process claims reports. Management of claims in terms of all non-credit linked individuals as well as FLISP programmes.

ENQUIRIES : Mr V. Bidi Tel No: 018 388 5510

POST 20/249 : **DEPUTY DIRECTOR: STRATEGIC PLANNING REF NO: H/S 13/22-23**
Directorate: Strategic Management Services

SALARY : R744 255 per annum (Level 11), all-inclusive remuneration package
CENTRE : Head Office (Mmabatho)
REQUIREMENTS : Matric/Grade 12. National Diploma/ Degree (NQF Level 6/7 as recognised by SAQA) in Public Administration/ Management or any other relevant, equivalent qualification. 3-5 years relevant experience at Assistant Director Level. Valid driver's Licence. Competencies/Knowledge/Skills: Sound and in-depth knowledge of relevant prescripts, application of resources as well as understanding of legislative frameworks and variety of work ranges and procedures governing the public services such as Labour Relations Act, Public serviced Act, Public Service Regulation, Promotion of Access of Information Act, EXCO resolutions, Managerial functions, Medium-Term Strategic Framework. Ability to interpret and apply policies, Analytical and innovative

		thinking, Research, Report writing, Presentation and facilitation skills, Organizing and leadership skills, Conflict management.
<u>DUTIES</u>	:	Facilitate strategic and operational planning sessions. Coordinate the development of strategic and operational plans in line with accepted planning guidelines. Align departmental planning with National, Provincial and sectors plans. Management of HR practices and administration in the unit.
<u>ENQUIRIES</u>	:	Mr Magakwe Tel No: 018 388 2272
<u>POST 20/250</u>	:	<u>DEPUTY DIRECTOR: ASSET AND DISPOSAL MANAGEMENT REF NO: H/S 14/22-23</u> Directorate: Supply Chain Management
<u>SALARY CENTRE REQUIREMENTS</u>	:	R744 255 per annum (Level 11), all-inclusive remuneration package
	:	Head Office (Mmabatho)
	:	Matric/Grade 12. National Diploma/ Degree (NQF Level 6/7 as recognised by SAQA) in Administration or any other relevant, equivalent qualification. 3-5 years relevant experience as an Assistant Director in supply chain/ Asset management. Valid driver's Licence. Competencies/Knowledge/Skills: Knowledge of government financial systems (BAS/WALKER/BAUD). Knowledge of SCM processes. Conversant with PFMA and GIAMA. Communication skills. Computer Literacy. Good telephone etiquette. High level of reliability. Presentation skills
<u>DUTIES</u>	:	Manage the disposal of assets. Maintain the loss register. Develop and monitor the implementation of movable and immovable asset management strategy. Participate in preparation of interim financial statements and annual financial statements. Ensure the safeguard of assets and implementation of the maintenance plan. Conduct asset verification of movable assets. Facilitate investigations, record and report on theft, loss, damage and mismanagement of assets
<u>ENQUIRIES</u>	:	Ms M Tumane Tel No: 018 388 2474
<u>POST 20/251</u>	:	<u>LEGAL ADMIN OFFICER REF NO: H/S 15/22-23</u> Directorate: Legal Services
<u>SALARY CENTRE REQUIREMENTS</u>	:	R378 990 per annum (MR 5)
	:	Head Office (Mmabatho)
	:	Matric/Grade 12. LLB Degree (NQF Level 7 as recognised by SAQA) or any other relevant, equivalent qualification. At least 3 year's relevant experience in Civil Litigation. Contract drafting and legal opinions is essential. Valid driver's Licence. Competencies/Knowledge/Skills: Knowledge of the constitution of the Republic of South Africa, 1996. PFMA, 1999. Regulations and all acts and regulations administered by the department. Good knowledge of corporate governance. Proven management and leadership skills. Conflict resolution. Good interpersonal skills. Computer literacy Planning and organizing skills. Project management. Change management skills and management skills.
<u>DUTIES</u>	:	Provide verbal and written legal opinions to the department on issues affecting the department. Draft legal documents and contracts entered by/with the department. Liaise with the chief state law advisor and the state attorney regarding litigation matters. Provide legislative drafting services
<u>ENQUIRIES</u>	:	Mr T Lerefolo Tel No: 018 388 4832
<u>POST 20/252</u>	:	<u>SENIOR ADMINISTRATIVE OFFICER: HUMAN SETTLEMENTS RESEARCH REF NO: H/S 22/22-23</u> Directorate: Research and Policy Development
<u>SALARY CENTRE REQUIREMENTS</u>	:	R321 543 per annum (Level 08)
	:	Head Office (Mmabatho)
	:	Matric/Grade 12. National Diploma with 3-5 years relevant experience/ relevant Degree and 2-3 years relevant experience/Honours Degree with 1-2 years relevant experience or Master Degree with no experience. Competencies/Knowledge/Skills: In-depth knowledge of relevant government legislation and prescripts applicable to the public service. Verbal and written communication.
<u>DUTIES</u>	:	Develop departmental research agenda. Stakeholder engagements and assessments. Conduct research and evaluation on departmental programmes. Facilitate dissemination of research findings to relevant stakeholders. Human resource supervision.

ENQUIRIES

: Ms H Du Plessis Tel No: 018 388 3863

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

- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- CLOSING DATE** : 20 June 2022
- NOTE** : Only applications submitted online at: www.westerncape.gov.za/jobs or <https://westerncapegov.erecruit.co> will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16.00. Should you experience any difficulties with your online application you may contact the helpline at 0861 370 214. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POST

- POST 20/253** : **ACCOUNTING CLERK: DEPARTMENTAL ACCOUNTING SERVICES REF NO: CAS 10/2022**
- SALARY** : R176 310 per annum (Level 05)
- CENTRE** : Department of Cultural Affairs and Sport, Western Cape Government
- REQUIREMENTS** : Senior Certificate (Grade 12 or equivalent qualification) with Accounting and/or mathematics as passed subject/s. Recommendation: Relevant accounting experience; A valid (code B or higher) driving licence; Experience in Personnel and Salary Administration System (PERSAL)/Basic Accounting System (BAS). Competencies: A good understanding of the following: Basic Accounting System (BAS); Ledgers; Personnel and Salary Administration System (PERSAL); Tax; Skills needed: Written and verbal communication; Ability to work independently and as part of a team.
- DUTIES** : Responsible for clearing of Ledger accounts; Administration of Departmental Debts; Compilation of salary claims; Implementation of deductions and allowances; Dealing with clearance certificates; Calculation and dealing with tax queries; Administer Control Paysheet System (CPS).
- ENQUIRIES** : Mr A Amien at Tel No: (021) 483 9551

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.

MANAGEMENT ECHELON

- POST 20/254** : **CHIEF DIRECTOR: STRATEGY**
Chief Directorate: Strategy
- SALARY** : R1 269 951 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: An appropriate tertiary qualification (NQF 7) in a Health/Social Science or related field with at least 5 years' experience at a senior managerial level. Pre-entry Certificate for the Senior Management Services (Candidates not in possession of this entry requirement can still apply but is requested to register for the course and complete as such as no appointment can be made in the absence thereof. The course is available at the National School of Governance (NSG) under the name Certificate for entry into the SMS and the full details can be sourced by following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. All

costs associated hereof will be the responsibility of the applicant). Experience: Proven extensive management experience of health systems. Proven knowledge and understanding of planning and policy development approaches. Inherent requirement of the job: Valid (Code B/EB) drivers licence and willingness to travel extensively in the province. Competencies (knowledge/skills): Knowledge and understanding of the National and Provincial Health related legislation, guidelines and other health related policies and prescripts. Proven knowledge and understanding of development management and inter-sectoral actions for Health and Community development. Proven knowledge and understanding of development, strategy management and strategy monitoring and review processes within a Systems Thinking paradigm. Proven strategic and leadership capabilities. Programme and project management knowledge and skills. Proven leadership capabilities. Proven knowledge and understanding of Change, Financial, People Management and empowerment.

DUTIES : Leading technical advisor and facilitator to the departmental executive with regard to the departmental strategic management processes, in collaboration with external partners and spheres of government, as well as strategic leadership, oversight and accountability in respect of the Chief Directorate. Implement and maintain Health Intelligence Systems and data to enable informed management decision making to improve service delivery, patient care and quality of life. Facilitate Strategy and policy development, priority setting, planning and coordination of implementation actions. Establish and maintain IT solutions and technical support and advice for Departmental processes. Responsible for Departmental assurance with regard to optimal patient experience and outcomes. Lead and Coordinate the Chief Directorate's strategic planning process in a seamless and integrated manner in alignment with the departmental strategic processes. Define and review on a continual basis the purpose, objectives, priorities and activities of the Chief Directorate. Overall responsible for People - and Financial Management of the Chief Directorate.

ENQUIRIES : Mr S Kaye Tel No: (021) 483-8690
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 : 20 June 2022

OTHER POSTS

POST 20/255 : **MEDICAL SPECIALIST GRADE 1 TO 3 (RADIOLOGY)**
 Full Time with Commuted Overtime

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)

CENTRE : Red Cross War Memorial Children's Hospital
REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Specialist in Radiology. Registration with a professional council: Registration with the HPCSA as a Medical Specialist in Radiology. Experience: **Grade 1:** None after registration with HPCSA as a Medical Specialist in Radiology. **Grade 2:** A minimum of 5 years' appropriate experience after registration with the HPCSA (or recognised foreign Health Professional Council in respect of a foreign qualified employee) as a Medical Specialist in Radiology. **Grade 3:** A minimum of 10 years appropriate experience after registration with the HPCSA (Or as recognised foreign Health Professional council in respect of a foreign qualified employee) as a Medical Specialist in Radiology. Competencies (knowledge/skills): Knowledge and experience in Diagnostic Paediatric Radiology with experience in Interventional Radiology. Good interpersonal, organisational, relevant clinical and teaching skills. Ability to initiate own research projects and supervise research projects.

DUTIES : Provide in- and after-hours diagnostic paediatric radiology service. Provide in-hours paediatric interventional radiology service. Assist in setting up and running paediatric cardiac imaging service. Conduct teaching and training in diagnostic paediatric radiology to undergraduate and postgraduate students.

		Assist HOCU with administration and management of diagnostic and interventional radiology service. Conduct research in diagnostic paediatric radiology with publications and presentations. Initiate, supervise and manage MMed theses. Provide innovation and outreach in diagnostic paediatric radiology.
<u>ENQUIRIES</u>	:	Prof T Kilborn Tel No: (021) 658-5396/ tracy.kilborn@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. '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).'
<u>CLOSING DATE</u>	:	20 June 2022
<u>POST 20/256</u>	:	<u>ASSISTANT MANAGER NURSING (PRIMARY HEALTH CARE) (X2 POSTS)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R624 216 (PN-B4) per annum
<u>CENTRE</u>	:	Khayelitsha Community Health Centre (X1 post) Mfuleni Community Day Centre (X1 post)
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic R425 qualification (i.e. degree/diploma in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse and Midwife. Post-basic qualification with duration of at least 1 year in Clinical Nursing Science: Health Assessment, Treatment and Care (R48). Registration with a professional council: Registration with the SANC as a Professional Nurse and Midwife. Experience: A minimum of 10 years appropriate/recognisable experience in nursing after registration as Professional Nurse in General Nursing. At least 6 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1-year post-basic qualification reflected as in the requirements above. At least 3 years of the period referred to above must be appropriate/recognisable experience at management level. Inherent requirements of the job: Valid Code B/EB drivers licence. Willingness to work after hours. Competencies (knowledge/skills): Computer literacy (MS office). Proven leadership abilities. Good interpersonal and people management skills. Knowledge of Public Sector legislation. The ability to function independently as well as in a multi-disciplinary team and make decisions.
<u>DUTIES</u>	:	Leadership, Guidance and Support to overall management to achieve strategic goals and objectives. Oversight and support to Operational Managers using information to enhance service delivery and priority programs and co-ordination of Students from Higher Education Institutions as well as NPOs. Ensure that prescribed policies and procedures are implemented and contribute to quality assurance and quality improvement. Responsible for People Management, Supply Chain and Financial Management, Strategy and Health Technology and Support. Responsible for the enhancement of Community Governance. Monitoring of Facilities Management, Maintenance and Infrastructure.
<u>ENQUIRIES</u>	:	Ms C Steyn Tel No: (021) 360-4713, email: Cheryl.Steyn@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>	:	20 June 2022
<u>POST 20/257</u>	:	<u>OPERATIONAL MANAGER NURSING (SPECIALTY: THEATRE)</u> Chief Directorate: Rural Health Services
<u>SALARY</u>	:	R571 242 per annum
<u>CENTRE</u>	:	George Regional Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic R425 qualification (diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council as Professional Nurse. A post-basic nursing

qualification with a duration of at least 1 year accredited with the South African Nursing Council (SANC) in Medical and Surgical Nursing Science: Operating Theatre Nursing. Registration with a Professional Council: Registration with the SANC as a Professional Nurse. Proof of annual registration with SANC. Experience: A minimum of 9 years appropriate/recognizable experience after registration with the SANC as Professional Nurse in General Nursing. At least 5 years of the above-mentioned period must be appropriate and recognizable experience after the obtaining of the post basic course the 1 year post-basic qualification as mentioned above. Inherent requirement of the job: Ability to work shifts, weekends and public holidays and overtime when required by supervisor. Competencies (knowledge/skills): Ability to function independently in a multi-disciplinary team and the ability to direct the team to ensure quality nursing care. Ability to manage own work and that of the units reporting to the post with good auditing skills. Demonstrate in-depth knowledge of nursing and public service legislation and human resource and financial policies. Computer literacy (Microsoft Office). Proficiency in at least 2 of the 3 official languages of the Western Cape.

DUTIES : Supervise and ensure the provision of effective and efficient patient care through the identification of nursing care needs, the planning & implementation of nursing care and the guidance of nursing and other personnel. Manage human, material and physical resources efficiently and effectively. Maintain professional growth/ethical standards and development of self and others. Display of core values of the Department of Health WCG in the execution of duties.

ENQUIRIES : Ms LK De Goede Tel No: (044) 802-4537
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 : 20 June 2022

POST 20/258 : **HEALTH DATA SCIENTIST**
 Head Office, Cape Town

SALARY : R477 090 per annum
CENTRE : Directorate: Health Intelligence (Based at Norton Rose House, 8 Riebeeck Street, Cape Town)

REQUIREMENTS : Minimum educational qualification: Undergraduate or Postgraduate Degree: Majoring in one or more of the following: Computer Science, Information Systems, Mathematics, Statistics, Demography, Biostatistics, Epidemiology. Experience: Appropriate experience in handling and manipulating large datasets using enterprise database technologies. Appropriate experience in building SQL-based ETL processes. Appropriate experience in advanced SQL programming. Appropriate experience building web-based reports, preferably using enterprise reporting tools. Appropriate experience team-based software development and management approaches. Appropriate experience data analysis based on large datasets. Appropriate experience with health data would be advantageous. Competencies (knowledge/skills): Ability to design databases and build new ETL processes. Ability to code proficiently in one computer or statistical environment with an aptitude to learn others as needed. Analytic skills to conceptualise and execute data extraction and analysis tasks. Ability to conceptualise, design and implement efficient data-driven reports.

DUTIES : Assist with the development and maintenance of data take-on processes and curation of routine health data. Data Analysis and developing web-based reports. Process and deliver against data requests of varying complexity. Supervise junior data staff as required. Administratively support the functioning of the Provincial Health Data Centre.

ENQUIRIES : Prof A Boulle Tel No: (021) 483-9341, Andrew.boulle@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 Provincial Department of Health in the Western Cape has established the Provincial Health Data Centre for the consolidation of all person-level health data in support of patient care and health system operations. The Department seeks to appoint a suitable, qualified, and motivated Data Scientist to further develop and maintain this key initiative. The successful candidate will be responsible for both responding to internal data requests and developing and maintaining routine reporting from the consolidated environment. Examples of reports

produced by the Provincial Health Data Centre and the Health Intelligence directorate are the public-facing dashboards for Covid-19 (<https://coronavirus.westerncape.gov.za/covid-19-dashboard>) and TB (<https://www.westerncape.gov.za/site-page/provincial-tb-dashboard>). For more information regarding the Provincial Health Data Centre and its outputs please refer to the following resources <https://ijpds.org/article/view/1143>, <https://www.youtube.com/watch?v=B3oo7Xy9yGk>.

- CLOSING DATE** : 20 June 2022
- POST 20/259** : **RADIOGRAPHER: GRADE 1 TO 3 (RADIATION THERAPY)**
- SALARY** : Grade 1: R401 640 per annum
Grade 2: R473 112 per annum
Grade 3: R557 301 per annum
- CENTRE** : Tygerberg Hospital
- REQUIREMENTS** : Minimum educational qualification: Appropriate qualification that allows for the required registration with the HPCSA as Radiographer (Radiation Therapy). Registration with a professional council: Registration with the Health Professions Council of South Africa (HPCSA) as Radiographer (Radiation Therapy). Inherent requirement of the job: Ability to work independently and in a team environment. Experience: **Grade 1:** None after registration with the HPCSA as Radiographer (Radiation Therapy) in respect of SA qualified employees. **Grade 2:** Minimum of 10 years relevant experience with the Health Professions Council of South Africa (HPCSA) as Radiographer (Radiation Therapy) in the relevant profession (where applicable) in respect of RSA qualified employees. **Grade 3:** "Minimum of 20 years relevant experience with the Health Professions Council of South Africa (HPCSA) as Radiographer (Radiation Therapy) in the relevant profession (where applicable) in respect of RSA qualified employees. Competencies (knowledge/skills): Fluency in two of the three languages of the Western Cape. Good communication and organisational skills. Knowledge of meeting procedures. Good telephone etiquette. Good interpersonal skills. Ability to handle information in a confidential manner.
- DUTIES** : Co-ordination and administration of monitoring service for the Radiation workers and LASER workers in Tygerberg Hospital, including education on radiation protection. Administration and maintenance of the Radionuclide Laboratory in the Radiation Oncology Division. Ordering of radioisotopes. General administration and maintenance of Quality Assurance programme, including standard operating procedures. Administration and implementation of licensing of Radionuclides, X-rays producing equipment and LASER equipment. Maintain a CPD/CEU programme in the division.
- ENQUIRIES** : Dr CJ Trauernicht Tel No: (021) 938 -6027
- 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** : 20 June 2022
- POST 20/260** : **PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY CLINICAL NURSE TRAINING)**
Chief Directorate: Metro Health Services
- SALARY** : Grade 1: R388 974 (PN-B1) per annum
Grade 2: R478 404 (PN-B2) 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. A post basic qualification with a duration of at least one year, accredited with SANC in Advanced Midwifery and Neonatal Nursing Science. Registration with a professional council: Proof of registration with the SANC as Professional Nurse and Midwife with the proof of current registration i.e. annual licensing receipt and proof of payment for 2022. Experience: **Grade 1:** A minimum of 4 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. **Grade 2:** A minimum of 14 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable

- experience in the specific speciality after obtaining the one year post basic qualification in the relevant speciality as mentioned above. Competencies (knowledge/skills): Extensive knowledge of Nursing Act, policies, procedures and protocols pertaining to peri-natal care. Insight into perinatal training initiatives (EOST, ESMOE,) competent in facilitation, mentoring, coaching, and presentation skills. Knowledge of basic and post basic training programmes. Computer literacy (MS Office, Excel, PowerPoint and Internet) (will be tested). Proficient in two of the three official languages of the Western Cape and excellent communication skills (verbal, written, report writing).
- DUTIES** : Facilitate learning opportunities for all nursing personnel. Provide professional, technical and educational support for the maintenance of quality perinatal care through proper management of nursing care programmes. Assist with the monitoring of the implementation of policies and procedures, protocols and regulations, to maintain good clinical practice standards. Co-ordinate formal nurse training programmes (undergraduate/postgraduate) and effective utilization of material resources. Compilation and execution of peri-natal education training programmes.
- ENQUIRIES** : Mrs AB Africa Tel No: (021) 659 4936
- 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** : 20 June 2022
- POST 20/261** : **ASSISTANT DIRECTOR: HRM (HR PLANNING AND EMPLOYMENT PRACTICES)**
Overberg District
- SALARY** : R382 245 per annum
- CENTRE** : Overberg District Office, Caledon
- REQUIREMENTS** : Minimum educational qualification: Appropriate 3-year Diploma / Degree in a Human Resource related field. Experience: Appropriate experience in HR Planning, Establishment Administration, Recruitment and Selection Administration and Performance Management. Appropriate previous experience in a supervisory or managerial position. Inherent requirements of the job: Valid (Code B/EB/C1) driver's licence. Willingness to travel and essential skills to do after hour's work. Competencies (knowledge/skills): Ability to communicate in at least two of the three official languages of the Western Cape. Leadership capabilities, managerial and organisational skills. Computer literacy (MS Word, Excel, PowerPoint, Outlook and Internet). Ability to manage conflict and function under pressure. The ability to analyze, interpret and apply legislation, policies and prescripts.
- DUTIES** : Responsible for the effective management of HR Planning, Establishment Control, Recruitment and Selection, and Compensation management within the District and Conduct training in this regard. Responsible for the effective management of the Staff Performance Management System in the District. Give support and guidance to the institutions in the District regarding the HR Planning process. Manage the staff establishment within the parameters of the approved post structure, i.e. the creation/ abolishment of posts, the Approved Post List and the HF2 process. Responsible for the investigation of grievances/disputes linked to recruitment and selection and performance management. Serve as nodal point for maintaining and reporting on integrated HR Information and provide input to the District Health Plan. Effective management and development of sub ordinates.
- ENQUIRIES** : Mr E Sass Tel No: (028) 214-5805
- 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** : 20 June 2022
- POST 20/262** : **CHIEF PERSONNEL OFFICER**
Head Office, Cape Town
- SALARY** : R321 543 per annum
- CENTRE** : Directorate: People Management Planning and Practices, Section WCA and Transversal People Management Practices
- REQUIREMENTS** : Minimum educational qualification: Appropriate 3-year National Diploma or Degree in Human Resources or Public Administration. Experience: Extensive

experience in the administration of the COIDA and the various functions attached thereto. Experience in BAS system transaction processing. Extensive experience in people administration conditions of service. Extensive experience in Team Management. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Sound knowledge of Compensation for Occupational and Diseases Act, (COIDA). Sound knowledge of the administration of the COIDA systems. Advanced computer literacy (MS Word, Excel and Outlook) and ability to communicate in at least two of the three official languages of the Western Cape. Good communication, conflict management, interpersonal leadership and supervisory skills. Good assessment, analytical, planning, meeting and report writing skills and competencies. Good training and facilitation skills.

DUTIES : The successful candidate will be responsible for the overall COIDA administration of the Department of Health and Wellness which will include the following: Ensure effective application of COIDA cases. Manage capturing of applications on CompEasy and Maintain COID in-house programme. Payment of medical accounts relating to COIDA. Provide COIDA stats to various role-players. Provide training and information sessions and guidance to health institutions/districts. Liaise with various role players (internal and external). Regular interaction with the Department of Employment and Labour and payment of annual assessment. Administration of transversal people administration practices which include various allowances as well as the transversal administration of resettlement costs, foreign travel and sabbatical leave. Overall supervision of component and performance management of staff in the component.

ENQUIRIES : Mr B Booth Tel No: (021) 483-4006
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 : 20 June 2022

POST 20/263 : **SENIOR ADMINISTRATIVE OFFICER: FINANCE AND SCM**
 Chief Directorate: Metro Health Services

SALARY : R321 534 per annum
CENTRE : Mowbray Maternity Hospital
REQUIREMENTS : Minimum educational qualification: Appropriate 3-year National diploma or degree. Experience: Appropriate experience in Finance and Supply Chain Management. Appropriate experience in the procurement of Goods and Services, Warehouse Management and Asset Management in a health care environment. Appropriate supervisory experience. Practical experience in Supply Chain Management, a Government procurement System, BAS e-Procurement System (EPS). Competencies (knowledge/skills): Organisational, managerial, leadership skills and an aptitude for working with financial figures. Appropriate knowledge of relevant financial prescripts, departmental policies, delegations and procedures. Strong people management and supervisory skills, ability to work in a team context and motivate team members. Computer literacy Microsoft Package. Knowledge of PFMA, Finance instructions, Provincial and National Treasury regulations, as well as Accounting Officer System. Good verbal and written communication skills in at least two of the three official languages of the Western Cape.

DUTIES : Responsible for the overall management for all Supply Chain Management functions. Ensure the effective and efficient application of procurement policies and process. Responsible for the Inventory control, Warehouse Management and Asset Management. Managing of Sundry Payments and the clearance of Asset and Liabilities account. Ensure effective supervision are maintained. Timeous preparation of reports and assist with Annual and Interim Financial Statements. Efficient Creditor Management.

ENQUIRIES : Mr EK Swanepoel Tel No: 021 659 5567
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 : 20 June 2022

- POST 20/264** : **SENIOR ADMIN OFFICER: INFORMATION MANAGEMENT**
Chief Directorate: Rural Health Services
- SALARY** : R321 543 per annum
CENTRE : Worcester Hospital
REQUIREMENTS : Minimum educational qualification: Appropriate 3-year National Diploma or bachelor's degree. Experience: Experience as a supervisor in Information Management or Knowledge Management environment. Inherent requirements of the job: Valid (Code B/EB) driver's licence, willingness to travel and work after-hours when required. Competencies (Knowledge/Skills): Advanced computer literacy skills with sound practical knowledge of health applications, systems, and data management. Sound practical knowledge of acts, policies, and prescripts, governing health information and information communication systems. Knowledge of health care data sets and targets. Good training, presentation, time and priority management, interpersonal, and leadership skills. Supervisory experience in people management, disciplinary matters, staff development, and staff performance. Analytical thinking, problem-solving, good planning, coordinating, good verbal communication, and report writing skills.
- DUTIES** : Coordinate information management activities, meetings, training, information communication technology-, health applications roll-out, and system support. Interrogate data and generate hospital performance reports to Management and stakeholders for planning, monitoring and evaluation of services. Optimise health information management processes and systems. Ensure good quality data through compliance monitoring, internal audits, remedial action plan development and implementation at service points. Support the development and implementation of institutional health indicators, elements, and data collection tools. Supervise sound people management, -development, and labor practices within the component and provide support to the supervisor.
- ENQUIRIES** : Ms GE Barnardt Tel No: (023) 348 6458
APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
- NOTE** : No payment of any kind is required when applying for this post.
CLOSING DATE : 20 June 2022
- POST 20/265** : **SENIOR ADMINISTRATIVE OFFICER: INFORMATION MANAGEMENT**
Overberg District
- SALARY** : R321 543 per annum
CENTRE : Swellendam and Cape Agulhas Sub-district (stationed at Swellendam Hospital)
REQUIREMENTS : Minimum educational qualification: Appropriate three-year National Diploma/Degree. Experience: Appropriate experience in health Information Management. Inherent requirements of the job: Valid driver's licence (Code B/EB). Willingness to travel and overnight. Willingness to perform overtime duties when required. Competencies (knowledge/skills): Intermediate to advanced computer literacy especially in MS Office with good numerical and analytical skills to support report writing, interpretation, analysis of data management projects/interventions. Advanced knowledge and experience in the National and Provincial Information Systems and Databases utilised by the WCG: Health e.g. SINJANI, Clinicom PHCIS, Ideal Health Facility, Business Intelligence, TIER.net and office 365 environment. Knowledge and experience in planning and policy development process.
- DUTIES** : Ensure good quality data, compliance and adherence to legislative target dates. Regular stakeholder engagement, support and feedback (written and verbal). Compiling and presentation of monthly Reports and helping with information management during campaigns. Adhere to national/provincial data policies and maintain good quality data at all times within the District/Sub-district. Support with monthly sub-district Monitoring and Evaluation events. Conduct audits within the Sub-district when assigned or needed. Project management with regards to Data, IT matters and Systems optimisation where you apply your technical knowledge. Perform Supervisory function within the Health Information Management team within the Sub-district and ensure that staff are skilled to perform their duties. Interrogate Data and generate reports e.g. via SINJANI, Business Intelligence and other related health systems.
- ENQUIRIES** : Ms G Van der Westhuizen Tel No: (028) 514-8400

<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>	:	20 June 2022
<u>POST 20/266</u>	:	<u>ADMIN OFFICER: BUSINESS DEVELOPMENT ANALYST (INTEGRATED FACILITIES MANAGEMENT SERVICES)</u> (1 Year Contract Post – Renewable) Head Office, Cape Town
<u>SALARY</u>	:	R261 372 per annum, plus 37% in lieu of service benefits
<u>CENTRE</u>	:	Directorate: Facilities Management, M4 Building, Karl Bremmer
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate 3-year National diploma or degree in commerce. Experience: Appropriate experience in PPP's/PPI's, Project Management and Support. Inherent requirements of the job: Valid Code B driver's licence. Willingness to travel. Competencies (knowledge/skills): Advanced computer proficiency in MS Word, Excel and Office. Communication skills in at least two of the three official languages of the Western Cape. Ability to work co-operatively with colleagues and stakeholders at all levels of authority. Strategic thinking, presentation, analytical and logical thinking skills. Excellent writing, reporting and research skills.
<u>DUTIES</u>	:	Assist in the compilation and technical assistance for reports, projects and proposals required for Departmental submission. Assist with the development of policies, guidelines, protocols and tools necessary to guide resources forecasting, prioritisation, implementation and monitoring. Assist with research, data analysis (both financial and statistical) and the interpretation thereof. Conduct regular situational analyses in respect of the Department of Health. Assist with ADHOC matters not yet defined as a project or with other research and administrative work not encompassed above but which directly is aligned to the functioning of the Integrated Facilities Management Services Sub-Directorate.
<u>ENQUIRIES</u>	:	Mr AG Basardien Tel No: (021) 918-1564
<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>	:	20 June 2022
<u>POST 20/267</u>	:	<u>ARTISAN FOREMAN: GRADE A (PLUMBING)</u> Head Office, Cape Town
<u>SALARY</u>	:	Grade A: R304 263 per annum
<u>CENTRE</u>	:	Directorate: Engineering and Technical Support Services (Metro West, Zwaanswyk, Retreat)
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate Trade Test Certificate in Plumbing. Experience: Five years relevant post qualification experience as an Artisan. Inherent requirement of the job: A valid driver's licence (Code B/EB) and willing to travel throughout the Western Cape. Competencies (knowledge/skills): Be conversant with the requirements of the Machinery and Occupational Health and Safety Act.
<u>DUTIES</u>	:	Perform standby duties. Perform necessary supervisory and administrative functions. Control over tools and materials. Train and supervision of subordinates. Assist and supervise the execution of engineering projects/repairs at hospitals and health institutions. Maintain and repairs of plumbing installations and equipment at health institutions within the Metro. Assist Chief Artisan with their duties.
<u>ENQUIRIES</u>	:	Mr K Matthews Tel No: (021) 715-5940
<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>	:	20 June 2022
<u>POST 20/268</u>	:	<u>TELKOM OPERATOR</u> (Chief Directorate: Metro Health Services)
<u>SALARY</u>	:	R147 459 per annum
<u>CENTRE</u>	:	Western Cape Rehabilitation Centre

- REQUIREMENTS** : Minimum educational qualification: General Education and Training Certificate (GETC)/Grade 9 (Std. 7). Experience: Appropriate experience in the operating of a high-volume switchboard in a hospital environment. Inherent requirement of the job: Physically able to hear and speak clearly. Competencies (knowledge/skills): Appropriate knowledge and ability to operate Switchboard equipment, a messaging and paging system effectively and efficiently. Excellent listening skills and telephone etiquette. Appropriate experience of General reception (Helpdesk) duties and computer literacy in Microsoft Packages (Word, Excel and Outlook). Ability to communicate effectively (verbal and written) in at least two of the three official languages of the Western Cape.
- DUTIES** : Manage switchboard, efficient communication handling (both internally and externally) of incoming and outgoing calls and answer telephonic queries and deliver messages. Handling of all telecommunication equipment and related tasks and ensuring that switchboard and telephone equipment is in working order and report all faults to supervisor/ relevant persons. Maintain internal telephone directory. Provide feedback on the operational running of the component and support supervisor by adhering to the Code of Conduct for the Public Service. Monitor telephone accounts and distribute monthly to departments. Render a general reception and an administrative support service to patients, public, and staff.
- ENQUIRIES** : Ms M Morkel Tel No: (021) 370-2326
- APPLICATIONS** : The Chief Executive Officer: Western Cape Rehabilitation Centre, Private Bag X19, Mitchells Plain, 7785.
- FOR ATTENTION** : Ms LM Ryan
- NOTE** : No payment of any kind is required when applying for this post.
- CLOSING DATE** : 20 June 2022

DEPARTMENT OF LOCAL GOVERNMENT

- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- CLOSING DATE** : 20 June 2022
- NOTE** : Only applications submitted online at: www.westerncape.gov.za/jobs or <https://westerncapegov.erecruit.co> will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16:00. Should you experience any difficulties with your online application you may contact the helpline at 0861 370 214. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POSTS

- POST 20/269** : **CHIEF ENGINEER (CIVIL): PLANNING AND SUPPORT REF NO: LG 19/2022**
- SALARY** : Grade A: R1 058 469 per annum, (all-inclusive salary package), (OSD as prescribed).
- CENTRE** : Department of Local Government, Western Cape Government
- REQUIREMENTS** : An appropriate Civil Engineering degree (B Eng/ BSC (Eng) or relevant qualification; Must be registered with ECSA as a Professional Engineer; A minimum of six years post qualification experience required as a Registered Professional Engineer; A valid code B driving licence. Recommendation: Proven experience in the following: Water and sanitation infrastructure forward planning and design; Asset management; Drafting of tender documents; Contract Manage and Contract Law. Competencies: Knowledge of the following: Programme and project management; Engineering design and analysis; Research and development; Legal compliance; Technical report writing; Creating high performance culture; Networking; Engineering and professional judgment. Skills in the following: Decision making; Team leadership; Analytical and creativity; Self-management; Financial management; Customer focus and responsiveness; Communication (written and verbal); Planning and organising; Proven computer literacy; Conflict

- management; People management; Negotiation, problem solving and analysis; Change management; Innovation.
- DUTIES** : Long term infrastructure planning, Infrastructure financing, procurement, contract management, maintenance and operational, Directorate: Financial and People Management; Engineering design and analysis effectiveness; Maintain engineering operational effectiveness: Governance: Allocate, control, monitor and report on all resources.
- ENQUIRIES** : Mr M Brand at Tel No: (021) 483 2856
- POST 20/270** : **CONTROL ENGINEERING TECHNOLOGIST: MUNICIPAL INFRASTRUCTURE REF NO: LG 20/2022**
(12 Month Contract)
- SALARY** : Grade A: R762 816 per annum, (all-inclusive salary package), (OSD as prescribed).
- CENTRE** : Department of Local Government, Western Cape Government
- REQUIREMENTS** : Bachelor of Technology (B Tech) or relevant qualification; A minimum of six years post qualification experience; Compulsory registration with ECSA as a Professional Technologist; A valid code B driving license. Competencies: Knowledge of the following: Programme and project management; Computer application; Legal compliance; Financial systems; Disciplinary codes and procedures; Monitoring systems; Skills needed: Report writing; Creating a high performance culture; Networking; Written and verbal communication.
- DUTIES** : Manage technical service and support in conjunction with engineers, technologists and associates in the field, workshops and technical office activities; Manage administrative and related functions; Provide input into the budgeting process; Research and development; Continuous professional development to keep up with new technologies.
- ENQUIRIES** : Mr M Brand at Tel No: (021) 483 2856
- POST 20/271** : **DEPUTY DIRECTOR: MUNICIPAL INFRASTRUCTURE REF NO: LG 17/2022**
(3 Contract Positions for 12 Months)
- SALARY** : R744 255 per annum (Level 11), all-inclusive salary package
- CENTRE** : Department of Local Government, Western Cape Government
- REQUIREMENTS** : An appropriate 3-year tertiary qualification (National Diploma/ B-Degree or higher) in Built Environment; A minimum of 3 years' experience in Built Environment; 3 years management level experience. Recommendation: Infrastructure and/or Programme Management certificates. Competencies: Knowledge of the following: Programme and Project Management; Engineering design and analysis and professional judgement; Computer applications; Legal compliance; Technical and general report writing; Monitoring systems; Managing contractors and consultants; Financial systems; Skills needed: Communication (written and verbal); Proven computer literacy in MS Office packages; Project Management; Professional judgement; Presentation and facilitation skills; Customer liaison; Networking; Financial Management; Negotiation. Ability to create a high performance culture.
- DUTIES** : Project Management of the MIG Programme; Investigate service delivery complaints; Answer Parliamentary questions; Participate in IGR platforms; Assist with implementation of JDMA implementation plan; Conduct Infrastructure and Service delivery assessments/Diagnostics; Update Municipal Infrastructure Status report; Monitoring and evaluation of municipal performance; Participate in DLG grant implementation and compliance with TPAs; Participate in other programmes such as water and energy resilience and infrastructure financing mechanisms.
- ENQUIRIES** : Mr M Brand at Tel No: (021) 483 2856
- DEPARTMENT OF THE PREMIER**
- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- CLOSING DATE** : 20 June 2022
- NOTE** : Only applications submitted online at: www.westerncape.gov.za/jobs or <https://westerncapegov.erecruit.co> will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes.

These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16.00. Should you experience any difficulties with your online application you may contact the helpline at 0861 370 214. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POST

POST 20/272 : **ASSISTANT DIRECTOR: EMPLOYMENT EQUITY SUPPORT REF NO: DOTP 08/2022**

SALARY CENTRE REQUIREMENTS : R382 245 per annum (Level 09)
 : Department of the Premier, Western Cape Government
 : An appropriate 3-year tertiary qualification (B-Degree or equivalent); A minimum of 3 years relevant experience in People Management and/or Research and Business Intelligence. Recommendation: Data analytics experience; A valid driving license (Code B or higher). Note: People with disabilities that restrict driving abilities but have reasonable access to transport may also apply. Competencies: Knowledge of the following: Policy Development; Budgeting processes; National and Provincial instruments and legislation pertaining to human resources management with specific reference to the Public Service Amendment Act, Public Service Regulations and Labour Relations Act; White Paper on the Transformation of the Public Service, 1995. Skills needed: Consultancy; Advanced computer literacy in MS Office Package (Word, Excel, PowerPoint, Outlook etc); Analytical thinking; Strategic thinking; Budgeting; Communication (Written and verbal); Conflict resolution; Monitoring; Evaluation and People analytics; Presentation; Problem Solving; Research. Abilities: Influence; Analyse; Conceptualise and implement policy.

DUTIES : Research, apply and promote inclusion and diversity (I&D) initiatives in WCG Departments; Employment Equity and related data analytics and presentation to inform planning and decision-making; Translate equality legislation into practice to ensure Departments meet statutory requirements; Provide advice, guidance and support on equality and diversity issues to EE managers/line managers; Promote and mainstream Gender and Disability Equality by facilitating the drafting, consultation and finalisation of generic Gender Equality and Disability Strategic plans as well as coordination for reporting for departments; Workforce Planning in support of addressing the current and future I&D needs; Assist with the supervising, recruitment, selection and performance evaluation of the employees in the sub-directorate; Provide secretariat services to departmental employment equity consultative forum; Provide general support and assistance relating to employment equity.

ENQUIRIES : Mr L. Ntshwanti at Tel No: (021) 483 5488

PROVINCIAL TREASURY

APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

CLOSING DATE : 20 June 2022

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

OTHER POST

- POST 20/273** : **ECONOMIST: PROVINCIAL GOVERNMENT BUDGET OFFICE REF NO: PT 11/2022**
- SALARY CENTRE REQUIREMENTS** : R744 255 per annum (Level 11), all-inclusive salary package
: Provincial Treasury, Western Cape Government
: An appropriate 3-year tertiary qualification (B-Degree or higher) in Economics, Finance, Business Administration, Public Policy, Public Administration or Econometrics; 3 years' management level experience in economic, policy research and/or budgeting and policy analysis. A valid driving license (Code B or higher). Note: People with disabilities that restrict driving abilities but have reasonable access to transport may also apply. Recommendation: A post graduate qualification in Economics, Finance, Business Administration, Public Policy, Public Administration or Econometrics; Experience in public sector planning, financial management, budget analysis; Keen interest in working in an applied economic policy environment. Competencies: Knowledge of public sector strategic planning and budgeting; Policy; Research, writing and reporting skills; Strategic thinking and analytical ability; Computer literacy; Communication (written and verbal) skills.
- DUTIES** : Provide inputs into the Budget overview and Medium-Term Budget policy statement; Conduct inter-sectoral research and analysis to make recommendations for budget policy and allocations; Conduct research in Economics; Monitor and assess provincial budget preparation and quarterly performance and annual reports; Provide support to provincial departments on budget planning and performance related matters.
- ENQUIRIES** : Ms T van De Rheede at Tel No: (021) 483 6131

DEPARTMENT OF SOCIAL DEVELOPMENT

- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- CLOSING DATE** : 20 June 2022
- NOTE** : Only applications submitted online at: www.westerncape.gov.za/jobs or <https://westerncapegov.erecruit.co> will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16:00. Should you experience any difficulties with your online application you may contact the helpline at 0861 370 214. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POST

- POST 20/274** : **SOCIAL WORK SUPERVISOR: SERVICE DELIVERY TEAMS (SOMERSET WEST) REF NO: DSD 11/2022**
- SALARY CENTRE REQUIREMENTS** : R389 991 - R452 106 per annum, (OSD as prescribed)
: Department of Social Development, Western Cape Government
: Formal tertiary qualification in Social Work (e.g. Bachelor of Social Work) that allows professional registration with the SACSSP; Registration with the SACSSP as a Social Worker; A minimum of 7 years appropriate experience in social work after registration as Social Worker with the SACSSP; A valid code B driving licence. Competencies: Knowledge of the following: Job related knowledge; Analytic, diagnostic, assessment tools, evaluation methods and processes; Personnel Management; Supervision Framework for Social Workers; Social Work legislation related to children; Social work theory and interventions; Information and Knowledge Management; Protocol and professional ethics; Skills needed: Communication (written and verbal); Proven computer literacy; Organising and planning; Project planning; Psycho social intervention; Report writing; Presentation and facilitation; Analytical and problem-solving; Client orientation and customer focus.
- DUTIES** : Ensure that a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities

through the relevant programmes is rendered; Attend to any other matters that could result in or stem from social instability in any form; Supervise employees: Supervise and advise social workers, social auxiliary workers and volunteers to ensure an effective social work service; Keep up to date with new developments in the social work field; Supervise all the administrative functions required in the unit and undertake the higher level administrative functions.

ENQUIRIES : Ms M Harris at Tel No: (021) 001 2145

DEPARTMENT OF TRANSPORT AND PUBLIC WORKS

APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

CLOSING DATE : 20 June 2022

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

OTHER POSTS

POST 20/275 : **ASSISTANT DIRECTOR: ENATIS SECURITY REF NO: TPW 61/2022**

SALARY : R382 245 per annum (Level 09)
CENTRE : Department of Transport and Public Works, Western Cape Government
REQUIREMENTS : An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher); A minimum of 5 years extensive NaTIS and supervisory experience. A valid Code B (08) driving licence. Note: People with disabilities that restrict driving abilities but have reasonable access to transport may also apply. Recommendation: NaTIS Security aspects; Disaster recovery management; Project management; Willingness to regularly as required. Competencies: Knowledge of the following: National Road Traffic Act, 1996 (Act 93 of 1996) and the National Road Traffic Regulations, 2000; National Traffic Information System (NaTIS); NaTIS Security Policy; Disaster recovery management. Communication (Written and verbal) skills.

DUTIES : Develop and regularly revisit policy documents and standard operating procedures in line with legislative requirements, regarding the following NaTIS Security aspects: Information security, user access to NaTIS and physical security; Conduct Business Continuity (Disaster Recovery) Planning site inspections; Advise management regarding: Non-compliance of NaTIS users to legislation and prescripts and the necessity and compliance of new NaTIS sites to NaTIS Security aspects; Ensure compliance with relevant legislative, statutory, regulatory and supervisory requirements towards the achievement of component projects and goals; Human Resource Management.

ENQUIRIES : Mr RW Barreiro Tel No: (021) 483 2061

POST 20/276 : **ENGINEERING TECHNOLOGIST (PRODUCTION LEVEL): SYSTEMS REF NO: TPW 56/2022**

SALARY : Grade A: R369 351- R398 166 per annum
 Grade B: R420 402 - R452 895 per annum
 Grade C: R480 678 - R566 223 per annum
 (Salary will be determined based on post registration experience as per OSD prescript).

CENTRE : Department of Transport and Public Works, Western Cape Government
REQUIREMENTS : Bachelor of Technology in Engineering (B Tech) or relevant qualification; A minimum of 3 years post qualification Engineering Technologist experience required; A valid code B driving licence; Compulsory registration with ECSA as a Professional Engineering Technologist. Or have submitted with ECSA for Professional registration as a Professional Engineering Technologist. (Proof of payment to be submitted with application) and compulsory registration with

ECSA as a Professional Engineering Technologist will then be applicable within 6 months from appointment. Recommendation: Public Sector experience / exposure minimum of one-year; Applicable experience in transport infrastructure, road construction and/or maintenance experience of surface and gravel roads or the asset management processes of these assets; Exposure of financial, human resource, supply chain, contract management; Thorough knowledge of all relevant legislation, regulations and policies related to Provincial proclaimed roads; Exposure to project management, budget and financial management; Exposure to systems and the development of systems; Further studies or courses; Experience across various design stages concept, preliminary, detail for multidisciplinary design projects; Experience compiling/preparing tender projects and supervising staff /teams. Competencies: Knowledge of the following: Technical: Project management; Technical design and analysis; Research and development; Computer-aided engineering applications; Knowledge of legal compliance; Technical report writing, Networking; Professional Judgment; Generic: Problem solving and analysis; Decision making; Team leadership; Creativity; Self-management; Customer focus and responsiveness; Communication skills; Computer skills; Planning and Organising; People management.

DUTIES : Provide technological advisory services:-Support Engineers, Technicians and associates in field, workshop and office activities; Promote safety standards in line with statutory and regulatory requirements; Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology; Solve broadly defined technological challenges through application of proven techniques and procedures; Develop, maintain and manage current technologies; and Identify and optimize technical solutions by applying engineering principles; Perform administrative and related functions: Compile and submit monthly and quarterly reports; Provide inputs to the operational plan; and Develop, implement and maintain databases; Research and development: Keep up with new technologies and procedures; Research/literature studies on technical engineering technology to improve expertise; To liaise with relevant boards/councils on engineering-related matters.

ENQUIRIES : Mr J Neethling at (073) 952 9707

POST 20/277 : **CUSTOMER RELATIONS OFFICER: WALK-IN-CENTRE REF NO: TPW 59/2022 (X4 POSITIONS AVAILABLE IN VANGATE)**

SALARY : R261 372 per annum (Level 07)
CENTRE : Department of Transport and Public Works, Western Cape Government
REQUIREMENTS : An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher); A minimum of 1 year relevant experience in Customer Relations Administration or related field. Competencies: Knowledge of the following: Public Transport Regulations System (PTRS); Public Finance Management Act (PFMA); National Land Transport Act 5 of 2009 Regulations; Client/ Customer Care; Business Processing Management; Q-Matic (Electronic ticket systems); Communication (verbal and written) skills; Conflict resolution, problem solving and analytical skills; Administrative, listening and financial skills; Ability to work independently as well as in a team.

DUTIES : Customer relations management; Provide an effective and efficient client service; Cash Management; Services delivery; Public Transport Regulations System (PTRS).

ENQUIRIES : Ms L Wilmot at Tel No: (021) 483 0214

POST 20/278 : **ADMINISTRATIVE OFFICER: E-NATIS CLIENT SERVICES REF NO: TPW 62/2022**

SALARY : R261 372 per annum (Level 07)
CENTRE : Department of Transport and Public Works, Western Cape Government
REQUIREMENTS : Senior certificate (Grade 12 or equivalent qualification); A minimum of 6 years administrative experience. Recommendation: Relevant NaTIS experience; A valid Code B (08) or higher driving licence. Note: People with disabilities that restrict driving abilities but have reasonable access to transport may also apply. Competencies: Knowledge of the following: National Road Traffic Act, 1996 (Act 93 of 1996) and the National Road Traffic Regulations, 2000; National Traffic Information System (NaTIS); Public Finance Management Act, 1999

		(Act1 of 1999); Skills needed: Problem-solving & decision-making; Proven computer literacy; Written and verbal communication.
<u>DUTIES</u>	:	Verification and capturing of centralised NaTIS motor vehicle registration and licensing transactions; Handle motor vehicle licensing enquiries and applications at the Provincial Call Centre and the Provincial Walk-In Centre; Process applications for Special Licence Numbers; Process applications for assistance in respect of outstanding motor vehicle licence fees, refund of motor vehicle licence fees, registration of motor dealers, motor trade numbers, duplicate registration and deregistration certificate authorisations i.r.o motor vehicles and the issuing of information to other Government Departments.
<u>ENQUIRIES</u>	:	Mr BD Ellie at Tel No: (021) 483 2828
<u>POST 20/279</u>	:	<u>PROVISIONING CLERK: LOGISTICS REF NO: TPW 57/2022 (X2 POSTS)</u>
<u>SALARY</u>	:	R261 372 per annum (Level 07)
<u>CENTRE</u>	:	Department of Transport and Public Works, Western Cape Government
<u>REQUIREMENTS</u>	:	Senior Certificate (Grade 12 or equivalent qualification). Recommendation: Relevant experience. Competencies: A good understanding of the following: Financial and procurement procedures; Accounting; Skills needed: Written and verbal communication; Self-management; Concern for others; Diversity.
<u>DUTIES</u>	:	Utilise the Logistical Information System (LOGIS) effectively for the provisioning functions: Act as Chief user clerk for section/completes requisition form; Support service functions; Complete payments on Basic Accounting System (BAS); Warehouse Management; Responsible for the safekeeping of store stock; Inventory Management; Assist with annual stock takes and spot checks; Electronic Purchasing system: Allocate reference numbers to all enquiries in register.
<u>ENQUIRIES</u>	:	Mr W Amsterdam at Tel No: (021) 483 8259
<u>POST 20/280</u>	:	<u>ARTISAN PRODUCTION LEVEL: CENTRAL MECHANICAL WORKSHOP REF NO: TPW 57/2021 R1</u>
<u>SALARY</u>	:	Grade A: R193 512 - R214 770 per annum Grade B: R227 943- R252 984 per annum Grade C: R266 109 - R329 580 per annum (Salary will be determined as per OSD prescripts)
<u>CENTRE</u>	:	Department of Transport and Public Works, Western Cape Government
<u>REQUIREMENTS</u>	:	Appropriate Trade Test Certificate (Fitter and Turner); A valid (Code B or higher) driving licence. Recommendation: Experience in repair and maintenance of road construction plant and vehicles spare parts or similar lathe experience. Competencies: Knowledge of the following: Technical analysis; Legal compliance; Technical report writing; Team leadership; Problem solving and analysis; The following skills: Decision making; Team work; Analytical; Creativity; Self-management; Customer focus and responsiveness; Planning and organising; Proven computer literacy; Conflict Management; Written and verbal communication skills.
<u>DUTIES</u>	:	Design: Produce designs according to client specification and within limits of production capability; Production: Produce objects with material and equipment according to job specification and recognise standards; Maintenance: Inspect equipment and/or facilities for technical faults; Perform administrative and related functions: Compile and submit reports; Maintain expertise: Continuous individual development to keep up with new technologies and procedures.
<u>ENQUIRIES</u>	:	Mr R Oliver at Tel No: (021) 959 7700
<u>POST 20/281</u>	:	<u>ASSET CLERK: ASSET MANAGEMENT REF NO: TPW 60/2022 (X2 POSTS)</u>
<u>SALARY</u>	:	R176 310 per annum (Level 05)
<u>CENTRE</u>	:	Department of Transport and Public Works, Western Cape Government
<u>REQUIREMENTS</u>	:	Grade 12 (Senior Certificate or equivalent qualification). Recommendation: A valid Code B (or higher) driving licence; Relevant work experience. Competencies: Knowledge of the following: Accounting; Office procedures; Applicable legislative and regulatory requirements, policies and standards; Disciplinary knowledge in public administration; Administrative and clerical procedures and systems; Applicable information management system;

- Communication (verbal and written) skills; Concern for others; Diversity citizen; Self-management.
- DUTIES** : Order and receive assets by ensuring that there is funding available and a need exists; Receive, capture and file Log1; Obtain quotes in accordance with policies and prescriptions; Maintain contracts file and asset register by utilising contracts to procure goods/services that are on contracts; Maintain accurate records of contracts utilised and available for use; Marking assets; Maintaining an accurate ledger of assets on logis; Identify shortages and surpluses; Update asset register; Update theft and losses register; Report on movement of assets by capturing all donations received and issued; Download asset reports; Participate in annual (bi-annual) stock take; Check if transactions comply with legislative requirements with regards to transaction control sheet.
- ENQUIRIES** : Mr C Matthyse at Tel No: (021) 483 4636
- POST 20/282** : **ADMINISTRATION CLERK: REGISTRATION AND COMPLIANCE REF NO: TPW 63/2022 (X5 POSTS AVAILABLE IN ATHLONE)**
- SALARY CENTRE REQUIREMENTS** : R176 310 per annum (Level 05)
: Department of Transport and Public Works, Western Cape Government
: Grade 12 (Senior Certificate or equivalent qualification). Recommendation: Relevant administrative exposure/experience. Competencies: Knowledge of the following: Latest advances in public management theory and practices; Modern systems of governance and administration; Office administration; Records management; PFMA; Inter-governmental and international relations; Financial Instructions; PSR, 2001 as amended); Communication, media management, public participation and public transport; Skills needed: Communication (written and verbal) and presentation; Planning and organising; Report writing; Computer literacy; Conflict resolution; Creative and innovative; Accuracy and Numeracy; Ability to persuade and influence; Analytical; Networking; Ability to lead and direct teams of professionals and service provider.
- DUTIES** : Receiving and capturing of applications; Handle all enquiries in respect of the registration process; Maintain data on system; General administration support; Notifying application on registrar's decisions.
- ENQUIRIES** : Mr A Isaacs at Tel No: (021) 483 0252
- POST 20/283** : **ADMINISTRATION CLERK: REGISTRATION AND COMPLIANCE REF NO: TPW 64/2022 (X2 POSTS AVAILABLE IN GEORGE)**
- SALARY CENTRE REQUIREMENTS** : R176 310 per annum (Level 05)
: Department of Transport and Public Works, Western Cape Government
: Senior Certificate (Grade 12 or equivalent qualification). Recommendation: Relevant administrative exposure/experience. Competencies: Knowledge of the following: Latest advances in public management theory and practices; Modern systems of governance and administration; Office administration; Records management; PFMA; Inter-governmental and international relations; Financial Instructions; PSR, 2001 as amended); Communication, media management, public participation and public transport; Skills needed: Communication (written and verbal) and presentation; Planning and organising; Report writing; Computer literacy; Conflict resolution; Creative and innovative; Accuracy and Numeracy; Ability to persuade and influence; Analytical; Networking; Ability to lead and direct teams of professionals and service provider.
- DUTIES** : Receiving and capturing of applications; Handle all enquiries in respect of the registration process; Maintain data on system; General administration support; Notifying application on registrar's decisions.
- ENQUIRIES** : Mr A Isaacs at Tel No: (021) 483 0252
- POST 20/284** : **ADMINISTRATION CLERK: PROVINCIAL REGULATORY ENTITY (GEORGE) REF NO: TPW 65/2022**
- SALARY CENTRE REQUIREMENTS** : R176 310 per annum (Level 05)
: Department of Transport and Public Works, Western Cape Government
: Senior Certificate (Grade 12 or equivalent qualification); A valid (Code B or higher) driving licence. Note: People with disabilities that restrict driving abilities but have reasonable access to transport may also apply. Recommendation: Relevant administrative/registry experience. Competencies: Knowledge and

understanding of the following: Registry and document management procedures; Filing system electronic document management; File plan; Archive and regulatory prescripts; Finance background; PTRS System. Skills in the following: Basic numeracy; Proven computer literacy; Interpersonal relations; Verbal and written communication; Ability to work under pressure and meet deadlines.

DUTIES

: Scanning, finance, capturing applications on PTRS System; Safekeeping of operating licenses; Maintaining and supervising of government vehicles; Communication with taxi industry.

ENQUIRIES

: Ms L Batt at Tel No: (044) 813 2904