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Department:
Public Service and Administration
REPUBLIC OF SOUTH AFRICA

PUBLIC SERVICE VACANCY CIRCULAR

PUBLICATION NO 17 OF 2024

DATE ISSUED 17 MAY 2024

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.

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

OTHER POSTS

<u>POST 17/68</u>	:	<u>ASSISTANT NURSING MANAGER (SPECIALTY STREAM) REF NO: FNH 03/2024 (X1 POST)</u>
<u>SALARY</u>	:	R715 977 - R818 643 per annum. Other Benefits: 13th Cheque, Medical Aid Optional, Housing Allowance (Employee must Meet prescribed requirements)
<u>CENTRE REQUIREMENTS</u>	:	Fort Napier Hospital Senior Certificate/equivalent Degree/Diploma in General and Psychiatric Nursing; Diploma in Advance Psychiatric Nursing; A minimum of 10 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with South African Nursing Council in General Nursing; At least 6 years of the period referred to above must be appropriate/recognizable experience in Psychiatry after obtaining the 1 year post basic qualification in Advanced Psychiatric Nursing. A minimum of 3 years of the period referred to above must be appropriate/recognizable experience at Management level; Current S.A.N.C receipt (2024). Shortlisted candidates to produce Certificate of Service. Knowledge, Skills, Training & Competences Required: Knowledge of nursing prescripts, policies, procedures and protocols. Knowledge and experience of the Public Service Policies, Acts and Regulations. Sound Management, Negotiation, Interpersonal and problem solving skills. Knowledge of Human Resource matters, Labour Relations and Disciplinary procedures and Basic Financial Management skills. Good verbal and written communication, problem solving and project management skills. Ability to function well within the team. Basic Computer Literacy.
<u>DUTIES</u>	:	Provide guidance and leadership towards the realization of the Institutional strategic and operational goals. Delegate, supervise and co-ordinate the provision of effective and efficient patient care through adequate nursing care within legal framework. Work effectively and amicably at a Supervisory level with persons of diverse intellectual, cultural, racial and religious differences. Ensure that sound labour relations is promoted and practiced within the scope of labour and other relevant prescripts. Ensure clinical nursing practice by the nursing team in accordance with the scope of practice and standard as determined by the relevant health facility. Ensure that the environment complies with the Health and Safety regulations and other relevant prescripts in order to minimize risks. Ensure that staff adheres to the standard precautions and that their welfare is maintained to achieve optimal productivity. Exercise control of expenditure by ensuring efficient and effective management of material and human resources. Ensure the implementation of National, Provincial and District quality improvements initiatives at the hospital level and Conduct nursing staff meetings to disseminate information such as updates on Nursing, new policies etc.
<u>ENQUIRIES APPLICATIONS</u>	:	Mrs TN Ngcobo Tel No: (033) 260 4314
	:	The Human Resource Manager, Fort Napier Hospital, PO Box 370, Pietermaritzburg, 3201 or Hand delivered to: 01 Devonshire Road, Napierville, Pietermaritzburg, 3201.
<u>FOR ATTENTION CLOSING DATE</u>	:	Ms. SP Ndlovu 31 May 2024
<u>POST 17/69</u>	:	<u>OPERATIONAL MANAGER NURSING (SPECIALTY UNIT -PHC) REF NO: SMCHC 05/2024 (X1 POST)</u> Directorate: SMCHC
<u>SALARY</u>	:	R656 964 - R748 683 per annum. Plus Rural Allowance (provided the post meets the requirements), plus 13th Cheque, Medical Aid (optional). Housing/Homeowners allowance (Employee must meet prescribed conditions)
<u>CENTRE REQUIREMENTS</u>	:	ST Margaret's CHC (Riverside Clinic) Grade 1: Grade 12 (Senior Certificate) standard 10/or (Vocational National Certificate, Registration with SANC as general Nurse (Current South African Nursing Council receipt-license to practice 2023) Basic R425 qualification (i.e. Degree/ Diploma in Nursing qualification that allows registration with South African Nursing Council as a Professional Nurse. Registration with SANC

General Nurse (Current South African Nursing Council receipt –licence to practice 2024 .A Post basic qualification in Primary Health Care, Clinical Nursing science, Health assessment, Treatment and Cure with duration of at least one year, accredited with the South African Nursing Council PHC.A minimum of 9 years appropriate experience in Nursing after registration as a professional Nurse and Midwifery with the SANC in General Nursing, of which 5 years must be recognisable experience after obtaining 1 year post basic qualification in primary Health care. Experience in TB/HIV/AIDS management. Recommendations: HIV/AIDS Certificate, Diploma. Driver's License, Computer Certificate and NIMART Training. Knowledge, Skills, Training and Competence Required: Thorough knowledge and insight of nursing care processes and procedures, nursing statuses and other relevant legal framework such as: Nursing Act, Health Act, Occupational Health and Safety Act, Patients Right Charter, Batho Pele Principles, Operational management skills. Ability to interact with diverse stakeholders, health care users and givers. Good communication skills, Report writing skills, Facilitation skills, Co-ordination skills, Liaison skills, Networking, Problem solving, Information management and Planning and Organizing skills, Computer skills. Leadership, decision making, supervisory and problem solving skills. Coaching, conflict handling and counselling skills. Financial and Budgetary knowledge and skills pertaining to the relevant resources under management. Disciplinary code procedure, Grievance procedure and financial policies and practices.

DUTIES

: Responsible for overall supervision of an integrated quality and comprehensive primary health care services delivery to the community. Improve outcomes of by focusing on health prevention, Health promotion, curative and rehabilitative approach through implementation of policies, guidelines and SOPs. Ensure PITC and adherence counselling is being provided to clients in the facility. Promote advocacy, disclosure and adherence to treatment and care thus, ensuring that facilities comply with the Batho Pele Principles. Ensure provision of Primary prevention and strategies and integrated screening of TB, HIV, COVID 19, NCDs STIs and Mental Health. Ensure availability of medication, essential equipment and supplies a well as proper utilization thereof. Participate in the realization and maintenance of ideal clinic program, (ICRM) to comply with norms and standards of the health establishment according to OHSC. Ensure data Management is implemented and monitored. Ensure communication and collaboration with other stakeholders is improved through the support of OSS interventions. Maintain intersectoral collaborations with other government structures. Participate in monitoring of hr performance through EPMDs.

ENQUIRIES

: All enquiries must be directed to Mr. SP Adonis: Deputy Manger Nursing Tel No: (039) 2599 222.

APPLICATIONS

: must be directed to The Manager: St Margaret's CHC, Private Bag X517, Umzimkhulu, 3297 or Hand delivered to: St Margaret's CHC Clydesdale Location UMzimkhulu 3297 or Email to Stmargaret'sHospital.HRjobApplication@kznhealth.gov.za

FOR ATTENTION NOTE

: Mr. TL Nzimande: Human Resource
 : An application must be submitted on the prescribed Application for Employment form (Z83) which must be originally signed, initialled and dated. Applications received on the incorrect Z83 will not be considered. All required information on the Z83 must be provided. Failure to complete or disclose all information will automatically disqualify the applicant Note: 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. These will be requested only from shortlisted candidates. This Department is an equal opportunity; affirmative action employer whose aim is to promote candidates representatively at all occupational categories in the department. People with disabilities are encouraged to apply. The reference number must be indicated in the column provided on the form Z83, e.g. ref SMCHC05/2024. Please note that failure to comply with the above instructions will disqualify applicants. Please note that the selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, there will be no acknowledgement of applications. Should you not hear from us within 60 days of the closing date, kindly consider your application as unsuccessful. And only shortlisted candidates will be advised of the outcome of interview. Please note that due to financial constraints, there will be no payment of S&T claims covering transport fees to the interview venue.

CLOSING DATE : 07 June 2024

POST 17/70 : **OPERATIONAL MANAGER NURSING GRADE 1 (GENERAL UNIT)-
SURGICAL DEPARTMENT WARD REF NO: NURS 18/2024 (X1 POST)**

SALARY : R520 560 – R596 322 per annum. Other benefits: 13th Cheque, 8% Inhospitable Area Allowance, Housing Allowance and Medical Aid: Optional (Employee must meet Prescribed Requirements)

CENTRE : Harry Gwala Regional Hospital

REQUIREMENTS : Grade 12 certificate/Senior Certificate. Diploma/Degree in General Nursing Science and Midwifery or equivalent qualification that allows registration with SANC as a Professional Nurse. Current registration with the South African Nursing Council as a Registered Nurse and Midwife/ Accoucheur. Minimum of 7 years appropriate /recognizable experience in Nursing after registration as a General Nurse. Knowledge and insight into nursing processes and procedures. Nursing statutes and other relevant Public Service Acts. Decision making & problem solving skills. Interpersonal skills in dealing with conflict management. Knowledge and implementation of Batho Pele principles. Good communication skills. Supervisory and analytical thinking skills.

DUTIES : Ensure adequate supervision of staff and provision of quality patient care in an efficient and cost effective manner. Manage and supervise effective utilization of all resources in the units. Ensure effective implementation of infection control and prevention practices by all staff including support service and cleaning staff. Supervise implementation of health care service delivery policies, procedures, clinical guidelines, protocols, Operational and Strategic Plans aimed at improving service delivery. Facilitate and ensure the implementation of Departmental Health Priorities and Office of Health Standard Compliance. Monitor and evaluate the care and management of all patients and ensure the safe keeping of accurate and complete patients' records. Demonstrate a concern for patients, promoting and advocating for a proper treatment and care. Monitor and evaluate staff performance, EPMDS. Ensure effective data management. Ensure ethics and professionalism is maintained. Demonstrate effective communication with staff, patients, colleagues, and clinicians. Exercise control over discipline, grievance and all labour related issues. Develop/establish and maintain constructive working relationship with nursing and other stakeholders. Monitor waiting times and reduce complaints. Establish and maintain good interpersonal relations with all Stakeholders.

ENQUIRIES : Mrs. N.C. Ngubo Tel No: (033) 395 4427

APPLICATIONS : All applications to be posted to: The Chief Executive Officer, Harry Gwala Regional Hospital, Private Bag X509, Plessislaer, 3216 or hand delivered to the box main gate behind the security office.

FOR ATTENTION : Mr. T.C. Manyoni

NOTE : The following documents must be submitted: Application for Employment Form (Form Z.83), which is obtainable at any Government Department or from the website - www.kznhealth.gov.za. Comprehensive CV (with detailed experience) with full record of service, stating duties performed/performing and years of experience written in full e.g. 01/01/2024. Copies of Qualifications, Registration Certificates and drivers licence must not be submitted when applying for employment. Only shortlisted candidates will be requested to bring certified copies on or before the day of the interview. The Reference Number must be indicated in the column provided on the form Z.83. NB: Failure to comply with the above instructions will disqualify applicants. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Please note that applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not been contacted within two months after the closing date of advertisement, please accept that your application was unsuccessful. Harry Gwala Regional Hospital is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all occupational categories in the institution. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three months of the closing date of this advertisement, please accept that your application was unsuccessful. NB: Please ensure that your application reaches this office not later than 16h00 on weekdays. Employment Equity: Preference will be

given to the following candidates as per Employment Equity target: All appointments will be made in accordance with the Employment Equity targets of the Hospital. People with disabilities are encouraged to apply.
31 May 2024

CLOSING DATE

:

DEPARTMENT OF HUMAN SETTLEMENTS

APPLICATIONS

:

Forward your applications, quoting the relevant reference number and the name of publication which you saw this advertisement which you saw this advertisement to the Head of Department of Human Settlements, Private Bag x 54367 Durban 4000, or hand delivered to 353 – 363 Dr Pixley ka Seme Street, Murchison Passage, Eagle Building, Durban, Ground Floor.

FOR ATTENTION

:

Ms. N Mungwe

CLOSING DATE

:

31 May 2024

NOTE

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Applications must be submitted on the New prescribed applications form signed Z83 (which must be signed and completed in full), accompanied by a detailed CV. Relevant qualification, Identity document and a valid South African driver's license (where necessary) will be required on or before the of the interview from shortlisted candidates. Failure to comply with these instructions will lead to applications being disqualified. Should an applicant wish to apply for more than one post, separate applications i.e. all the documents must be submitted for each post applied for. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Under no circumstances will faxed or e – emailed applications be accepted. Receipt of applications will not be acknowledged and applicants who have not received an invitation to attend an interview within three (3) months of the closing date should assume that their application was unsuccessful. Please note that where experience is a requirement for the post, the successful candidate will be required to submit documentary proof of such work experience prior to assuming duty. A personnel suitability check (criminal record, credit record checks, qualification verification and employment verification) will be conducted prior employment. The Department reserves the right not to fill the post (s). Note: Applications not submitted on the fully completed new Z83 application forms will not considered.

MANAGEMENT ECHELON

POST 17/71

:

CHIEF DIRECTOR: SUSTAINABLE HUMAN SETTLEMENTS REF NO: CD: PM 04/2024

SALARY

:

R1 371 558 per annum (Level 14), (all inclusive)

CENTRE

:

Durban

REQUIREMENTS

:

Applicants must be in possession of a Degree at NQF level 7 as recognised by SAQA, in Project Management/Construction Management/Housing Development, coupled with 5 years' experience at Senior Managerial level. SMS Pre- Entry Certificate prior to employment – please access this website for more information <https://www.thensg.gov.za/trainingcourse/sms-pre-entry-programme>. A valid driver's license. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA competency-based assessments). Knowledge, Skills and Competencies: Knowledge of PFMA, Knowledge of Public Service Act, Knowledge of Public Service Regulations, Knowledge of Human Resource prescriptions, Knowledge of Housing Act and Housing Code, Knowledge of Labour Relations Acts, Knowledge of Legislations, Knowledge of criminal Act, Extensive knowledge of Legal interpretations, Knowledge of BBE Acts, Knowledge of Treasury Regulations and guideline, Knowledge of the Constitution of South Africa, In depth knowledge of Procurement Policies and Acts, Knowledge of and understanding of the Standard Chart of Accounts (SCOPA), Knowledge of the Basic Accounting System (BAS) and LOGIS as well as the Departmental Reporting Framework Guide, Presentation Skills, Analytical skills, Interpersonal relation skills, Computer skills, Strategic Planning skills, Research Skills, Financial management skills, Communication skills, Time management skills, Report writing skills, Problem solving skills, Conflict management skills, Change management skill, Project management

- skills, Decision making skills, Chairing of meetings, Time frame driven confidentiality, Proactive, Honesty, Integrity, Professionalism, Punctual, Service oriented, Ability to work under pressure, Flexibility to work extra hours, Team orientated, Quick thinker.
- DUTIES** : Ensure the creation of sustainable human settlements throughout the province, Manage the state-owned property and facilitate home ownership through relevant policies, ensure effective administration of housing subsidy system in the department, ensure effective administration of contracts to fast-track housing development projects, ensure provisioning of special projects, Ensure effective and efficient management of human, financial resources of the Chief Directorate and co- ordinate projects.
- ENQUIRIES** : related to the post can be directed to: Mr. MOS Zungu Tel No: (033) 392 6400
- POST 17/72** : **DIRECTOR: INFORMATION MANAGEMENT SYSTEMS AND TECHNOLOGY REF NO: D: IMST 05/2024**
- SALARY CENTRE REQUIREMENTS** : R1 162 200 per annum (Level 13), (all inclusive)
: Durban
: Applicants must be in possession of a Degree or NQF Level 7 as recognised by SAQA in Information Technology and Information Management Systems coupled with 5 years relevant middle management experience in IT and IMS environment. SMS Pre- Entry Certificate prior to employment – please access this website for more information <https://www.thensg.gov.za/trainingcourse/sms-pre-entry-programme>. A valid driver's license. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA competency-based assessments). Knowledge, Skills and Competencies: Knowledge of the Constitution of the RSA, Knowledge of Public Finance Management Act and Treasury Regulations, Knowledge of Promotion of Information Act, Extensive knowledge of Global Information Technology process, Knowledge of SITA Act, Knowledge of computer hardware and software, Knowledge of computer operating system, Knowledge of Archives Act, Public Service knowledge of COBIT, ITLL and ISO, Knowledge of IT guidelines. Strategic Planning Skills, Computer Skills, Time Management, Analytical Skills, Technical Expertise, Facilitation Skills, Presentation Skills, Management Skills, Communication Skills, Assertiveness, Negotiation Skills, Decision Making Skills, Networking.
- DUTIES** : Ensure the provisioning of information technology services, Equipment and Software Programs in the department. Ensure the provision of Information System requirements in the department. Ensure the provision of Information Management Support Services in the department. Ensure and maintain Information Resource Centre in the department. Manage effective and efficient utilisation of human and financial resources of the directorate.
- ENQUIRIES** : related to the post can be directed to: Mr. MOS Zungu Tel No: (033) 392 6400

DEPARTMENT OF PUBLIC WORKS

- APPLICATIONS** : Direct your application quoting the reference number of the post you are applying for and the name of the publication in which you saw the advertisement to The Director: Human Resource Management Department of Public Works, Private Bag x9142 Pietermaritzburg 3200, for attention Mrs ZJ Hlongwane. Alternatively, applications can be delivered to 191 Prince Alfred Street, Pietermaritzburg or online via kznpw.jobs.headoffice@kznworks.gov.za. Applicants are encouraged to apply for posts through the online e-Recruitment system at www.kznonline.gov.za/kznjobs. Applicants can submit their Z83 and CV online and directly to the email addresses indicated above in respect of the different centres where the posts exist. Applicants may also visit any one of our Designated Online Application Centre's (DOACS) where our friendly staff will assist you with applying online or receiving your hardcopy application. You can find the list of Designated Online Application Centers (DOACS) at www.kznonline.gov.za/kznjobs."
- CLOSING DATE** : 07 June 2024

NOTE

: Directions to candidates: The Provincial Administration of KwaZulu-Natal is an equal opportunity, affirmative action employer and Women and people with disabilities are encouraged to apply. Applications must be submitted individually on the prescribed new approved Z83 form, the form is available from the website www.kznworks.gov.za or can be obtainable from any Public Service department and must be accompanied by a comprehensive Curriculum Vitae (CV). Certified copies of supporting documents need not accompany your application and CV, as these will be requested from shortlisted candidates only. Faxed or electronic copies will not be considered. Candidates are urged to view the guidelines available to all prospective candidates applying for vacant position on the departmental website before completing applications for posts. Candidates are also advised not to send their applications through registered mail, as the Department will not take responsibility for non-collection thereof. It is the applicants' responsibility to have foreign qualifications assessment for equivalent by the South African Qualifications Authority (SAQA). Applications that do not comply with the above-mentioned instructions will be disqualified. Please note that the Department reserves the right not to fill the post. Recommended candidate's personal information will be subject to vetting prior to an offer of appointment being made. Candidates are expected to be available on the date set for the interviews or they may be disqualified. Should you not have been contacted by this office within 3 months of the closing date of the advertisement, kindly consider your application being unsuccessful. Please note that further communication shall be restricted to those candidates who will have been shortlisted. The appointed candidate shall be required to sign a performance agreement. Please note that reference checks and/or confirmation of employment will be done with the current employer and candidates are advised to include references from the current employment to facilitate this. The filling of this post will be guided by the Department's Employment Equity targets. Please note that requests for higher salaries will not be entertained for the advertised posts, however it may only be considered for posts falling within the Occupational Specific Dispensation (OSD) subject to the existing provisions. Candidates applying for advertised posts in the Department, will be deemed to have granted consent to their personal information being used to determine suitability in terms of the POPIA Act, 4 of 2013.

MANAGEMENT ECHELON

POST 17/73

: **DIRECTOR: HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT**
REF NO: HO/D/HRM&D/2024

SALARY

: R1 162 200 per annum (Level 13), (all-inclusive), to be structured in accordance with the rules for Senior Management Services [SMS]

CENTRE

: Head Office: Pietermaritzburg

REQUIREMENTS

: An appropriate and recognised NQF level 7 qualification in Human Resource management plus 5 years relevant experience at a senior or middle managerial level within a human resource environment. Proficiency in relevant word processing, spreadsheet and presentation software packages. Possession of a valid drivers licence and an appropriate and applicable SMS Pre-entry (Nyukela) Certificate to be submitted prior to appointment. Knowledge, Skills, Training and Competencies Required: Understanding of all relevant prescripts. Interpretation and application of policies /legislations. Project Management skills. Financial Management skills. Strategic Planning and coordination skills. People management and empowerment skills. Analytical, creative and innovative thinking skills. NB: Recommended candidates will be subjected to a security clearance, competency assessment and will also be required to disclose their financial interests and will also be subjected to a technical assessment during the selection process.

DUTIES

: Manage the provision of Human Resource Administration services. Manage Employee Health and Wellness programmes. Manage Labour Relations. Manage Human Resource Utilisation and Capacity Building. Manage the development and implementation of policies. Manage the resources of the Directorate.

ENQUIRIES

: Mr SP Majola (Head of Department) Tel No: (033) 355 5562