



the dpsa

Department:  
Public Service and Administration  
REPUBLIC OF SOUTH AFRICA

## PUBLIC SERVICE VACANCY CIRCULAR

PUBLICATION NO 16 OF 2024

DATE ISSUED 10 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](http://www.thensg.gov.za).

### AMENDMENTS

: **DEPARTMENT OF CORRECTIONAL SERVICES:** Kindly note that the post of Director: Area Commissioner under the Eastern Cape region: Sada Management Area with Ref No: HO 2024/04/18 advertised on Public Service Vacancy Circular 15 dated 03 May 2024 with a closing date of 20 May 2024 has been withdrawn.  
**OFFICE OF THE CHIEF JUSTICE:** Kindly note that the closing date for the posts that were advertised on Public Service Vacancy Circular 15 dated 03 May 2024 with a closing date of 17 May 2024 has been extended to 24 May 2024. Apologies for any inconvenience caused.

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

*In line with the Employment Equity Plan of the Department of Health and Wellness, 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.  
**ERRATUM:** Kindly note that the Post 15/176: Operational Manager Nursing: Grade 1 (General: Post Natal, Neonatal Low Care and KMC) has been amended as follows: Operational Manager Nursing: Grade 1 (General: Post Natal, Neonatal Low Care and KMC Including Top Services)

**OTHER POSTS**

**POST 16/166** : **SENIOR MANAGER: MEDICAL SERVICES**

**SALARY** : R1 730 937 per annum, (A portion of the package can be structured according to the individual's personal needs). (It will be expected of the successful candidate to participate in a system of remunerated commuted overtime).

**CENTRE** : Tygerberg Hospital, Parow Valley

**REQUIREMENTS** : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Registration with a professional council: Registration with the HPCSA as a Medical Practitioner. Experience: A minimum of 3 years of appropriate experience as a Medical Practitioner. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Appropriate and proven managerial experience in a Health Care environment, including leadership, strategic and operational skills, to enable the practical implementation of the departmental vision. Specific Knowledge and proven managerial experience regarding management of Clinical Services; Human Resource Management, Financial Resource Management and Infrastructure which will enable the effective planning of clinical services according to available corporate resources. Extensive knowledge of National, Provincial, and institutional health delivery systems, policies and laws which govern resource allocations, as well as Medico-Legal matters. Proven skills in quality improvement strategies and implementation thereof. Excellent communication (written and verbal) and conflict management skills. Proven computer literacy with proficiency in (i.e. MS Word, Excel and PowerPoint) with the ability to understand and analyse statistical and financial information in order to plan clinical services. A postgraduate qualification in Management, Public/Community Health, Public Administration or Business management.

**DUTIES** : Overall strategic and operational management of clinical services within the given clinical and corporate governance frameworks. Participate in strategies to strengthen the relationships in the regional and district health care system to ensure equity of access to specialised care within the drainage system. Ensure that the highest standards of patient care are maintained and determine policies and practices regarding admission, treatment, and discharge of patients with available resources. Effective, efficient, and sustainable human resource management and planning within relevant general specialist and highly specialised clinical departments. Continuous improvement of technical quality, internal efficiency, effectiveness and appropriateness of relevant FBUs, i.e. ensuring a well-functioning clinical centre within available human and financial resources. Special portfolios/projects, as delegated by the CEO. Ensure the effective, sufficient and sustainable functioning within the National and Provincial Health policies. Support HEIs to provide, facilitate and promote training, teaching and research, members of the hospital management and the faculties of Health Sciences of the Universities of Cape Town, Stellenbosch, Western Cape and the Cape University of Technology. Ensure and provide a platform for teaching, training, development, and research.

**ENQUIRIES** : Dr M Mukosi Tel No: (021) 938-4136

**APPLICATIONS** : Applications are submitted online via [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications").

**NOTE** : No payment of any kind is required when applying for this post.

**CLOSING DATE** : 31 May 2024

**POST 16/167** : **ULTRASOUND RADIOGRAPHER GRADE 1 TO 3**  
Chief Directorate: Metro Health Services

**SALARY** : Grade 1: R465 645 per annum  
Grade 2: R545 262 per annum  
Grade 3: R641 436 per annum

**CENTRE** : Vanguard: MOU CHC-24 Hours

**REQUIREMENTS** : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) in Ultrasound Radiography. Registration with a professional council: Registration with the HPCSA as a Radiographer in Ultrasound. Experience: **Grade 1:** None after registration with the HPCSA in Ultrasound Radiography in

respect of RSA-qualified employees. One year of relevant experience after registration with the HPCSA in Radiography (Ultrasound) in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 2:** Minimum of 10 years relevant experience after registration with the HPCSA in Radiography (Ultrasound) in respect of RSA-qualified employees. Minimum of 11 years relevant experience after registration with the HPCSA in Radiography (Ultrasound) 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 in Radiography (Ultrasound) in respect of RSA-qualified employees. Minimum of 21 years relevant experience after registration with the HPCSA in Radiography (Ultrasound) in respect of foreign qualified employees of whom it is not required to perform Community Service as required in South Africa. Inherent requirement of the job: Valid driver's licence (Code B/EB). Competencies (Knowledge/skills): Ability to work independently and as part of a multi-disciplinary team. Knowledge of Obstetrics, gynaecology, abdominal ultrasound, general and other ultrasound examinations as required.

**DUTIES** : Additional duties as required for service delivery. Assist with effective and efficient administration of the Department. Assist with training and quality assurance in the sonography department. Ensure the rational use of resources and equipment. Render an efficient and effective sonography service to patients. To service geographical areas in the sub-district. Written reports of ultrasound investigations performed.

**ENQUIRIES APPLICATIONS** : Dr L Johnson Tel No: (021) 695-8242  
: Applications are submitted online via [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications").

**NOTE** : 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 on or before the day of the interview. This concession is only applicable to health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for a change in registration status)". The pool of applicants will be considered for other vacant Ultra-sonographer posts within the Chief Director of Metro Health Services, for a period of 3 months from the date of the advert.  
**CLOSING DATE** : 31 May 2024

**POST 16/168** : **CLINICAL NURSE PRACTITIONER: GRADE 1 TO 2 (PRIMARY HEALTH CARE)**  
Central Karoo District

**SALARY** : Grade 1: R451 533 per annum  
Grade 2: R553 545 per annum  
(Plus a non-pensionable rural allowance of 12% of basic annual salary)

**CENTRE REQUIREMENTS** : Kwa-Mandlenkosi CC, Beaufort-West Sub-district  
: Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse and Midwife. A post-basic qualification with duration of at least 1-year Diploma in Clinical Nursing Science: Health Assessment, Treatment and Care, accredited with SANC (R48). Registration with a professional council: Registration with the SANC as a Professional Nurse and Midwife. Experience: **Grade 1:** A minimum of 4 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. **Grade 2:** A minimum of 14 years appropriate/recognizable 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/recognizable experience after obtaining the 1-year post-basic qualification as mentioned above. Inherent requirements of the job: A valid (Code B/EB) driver's licence and willing to drive a Mobile Clinic. Willingness to work overtime when necessary and willingness to work at other clinics in the Sub-district. Competencies (knowledge/skills): NIMART training or experience. Basic computer skills in MS Word, Excel, Outlook. Knowledge of relevant legislation and policies of the Department of Health Western Cape.

**DUTIES** : Manage and provide clinical comprehensive PHC service. Plan and implement Health Promotion and Prevention activities in facility and community. Link with the community structures and NPO's. Collect data and submit reports on or before time. Manage human resources under supervision.

**ENQUIRIES APPLICATIONS** : Mr W J Erasmus Tel No: (023) 414-8200  
: Applications are submitted online via [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications").

**NOTE** : No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in the post basic qualification: Diploma in Clinical Nursing Science, Health Assessment, Treatment Care.

**CLOSING DATE** : 31 May 2024