



PUBLIC SERVICE VACANCY CIRCULAR

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1. Introduction

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

2. Directions to candidates

- 2.1 Applications on form Z83 with full particulars of the applicants' training, qualifications, competencies, knowledge and experience (on a separate sheet if necessary or a CV) must be forwarded to the department in which the vacancy/vacancies exist(s).
- 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.

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DEPARTMENT OF COOPERATIVE GOVERNANCE

The vision of the Department of Cooperative Governance is one of having a well co-ordinated system of Government consisting of National, Provincial and Local spheres working together to achieve sustainable development and service delivery. The Department intends to invest in human capital, increase integrated technical capacity directed at service delivery and promote representivity in the Department through the filling of this post. Candidature of persons whose appointment/ transfer/ promotion will promote representivity will therefore receive preference.

- APPLICATIONS** : Applications may be posted to URS Response Handling, P O Box 11506, Tiegerpoort, 0056; submitted electronically via email: cogta32@ursonline.co.za ; or via fax: 086 415 5709.
- FOR ATTENTION** : URS Response Handling Tel No: 012 811 1900
- CLOSING DATE** : 15 February 2019
- NOTE** : All short-listed candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. The successful candidate will be appointed subject to positive results of the security clearance process and the verification of educational qualification certificates. Applications must be submitted on a signed Z83 Form (application form), obtainable from any Public Service department website, and should be accompanied by a comprehensive CV as well as certified copies of ID, all qualifications and all academic records. 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. Incomplete applications or applications received after the closing date will not be considered. It is important to note that it is the applicant's responsibility to ensure that all information and attachments in support of the application are submitted by the due date. Due to the large number of responses anticipated, correspondence will be limited to short-listed candidates only. If you have not been contacted within three months of the closing date of the advertisement, please accept that your application has been unsuccessful. Thank you for the interest shown in the Department. This is a Senior Management post. Candidates should therefore possess managerial skills. Candidates who are short-listed, could expect to undergo management competency assessments. Management competencies: Strategic capacity and leadership, people management and empowerment, advanced programme and project management, change management, financial management, knowledge management, Service Delivery Innovation, advanced problem solving and analysis, client orientation and customer focus, advanced communication (written and verbal) and advanced presentation/public speaking skills.

MANAGEMENT ECHELON

- POST 03/01** : **DIRECTOR: CORPORATE COMMUNICATION AND PUBLIC LIAISON REF NO: 25403/01**
- SALARY** : R1 005 063 per annum (Level 13) (An all-inclusive remuneration package). The package includes a basic salary (70% of package), and a flexible portion that may be structured in terms of the applicable guidelines.
- CENTRE** : Pretoria
- REQUIREMENTS** : An undergraduate qualification (NQF level 7) in Communication/ Public Relations/ Marketing or equivalent qualification as recognized by SAQA with 5 years' relevant experience in communication environment at middle management level. Technical competencies: Communication Strategy Development, Public Liaison and Events Management, Corporate Identity and Branding. Advanced knowledge of marketing and public relations principles.

DUTIES

: The successful candidate will perform the following duties: Develop and implement the corporate communication strategy and services, identity and branding guidelines. Develop and manage effective internal communication plans to deliver relevant information to employee and public. Oversee management, planning and execution of internal and external events. Oversee the establishment, build and maintain strong relations and liaise with stakeholders. Oversee management and maintenance of Information Centre (Library).

ENQUIRIES

: Mr L Leso Tel No: (012) 334 0765

GOVERNMENT COMMUNICATIONS AND INFORMATION SYSTEM

GCIS is an equal opportunity employer and practicing affirmative action employment. It is our intention to promote representivity (race, gender, disability) in the department through filling these posts. The candidature of persons whose appointment/transfer/promotion will promote representivity will receive preference.

- APPLICATIONS** : The DG of Government Communication and Information System, Private Bag X 745, Pretoria 0001, or hand deliver to Tshedimosetso House, 1035 Cnr Francis Baard & Festival streets, Hatfield, Pretoria
- FOR ATTENTION** : Mr S Matshageng
- CLOSING DATE** : 08 February 2019
- NOTE** : Applicants with disabilities are welcome to apply. Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.gov.za/documents. The completed and signed form Z83 should be accompanied by a recently updated, comprehensive CV as well as originally certified copies of all qualification(s) and ID-document. The certification must be within three (3) months. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. Failure to submit all the requested documents will result in the application not being considered. No faxed, copied or e-mailed application will be considered. Where a driver's license is essential, such a license should be attached. 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 successful candidate must disclose to the DG particulars of all registrable financial interests, sign a performance agreement and employment contract with the DG within three months from the date of assumption of duty and obtain a top secret security clearance". All appointments are subject to the verification of educational qualifications, previous experience, citizenship, reference checks and security vetting. Following the interview and technical exercise, the selection panel will recommend candidates to attend generic managerial competency assessment. The department reserves the right to fill or not to fill/not to fill the vacant post. Although these are freelance positions, the successful candidates must be available on request and willing to work irregular hours, on weekends and on public holidays, when required. The successful candidates will enter into a contract with the GCIS that will be reviewed based on performance, and must be in possession of their own transport and appropriate computer equipment and software.

OTHER POSTS

- POST 03/02** : **FREELANCE: WRITERS –REF NO: 3/1/5/1-19/01**
Directorate: Vukuzenzele
- SALARY** : Per assignment allocated (benefits excluded)
- CENTRE** : Head Office
- REQUIREMENTS** : An appropriate three-year degree or equivalent qualification in Journalism, Communication Science and or Public Relations. At least 2 years proven record of writing for print and online platforms. Journalism experience in print and online media, with broadcast experience as an optional advantage. Knowledge: Ability to solicit content and liaise with various information providers of levels. Ability to write well-researched articles within a short space of time. Ability to do minimal sub-editing of own copy. Excellent command of the English language, understand the requirements for effective writing. Excellent interpersonal, communication and interviewing skills. Ability to use Social Media platform(s) as part of communication and information dissemination channel. Ability to take photographs. A valid driver's licence is essential.
- DUTIES** : Professional writing (for both print and electronic forms) of analysis and feature articles as well as news for Vuk'uzenzele Newspaper and Public Sector Manager

(PSM) magazine on a bi-weekly and monthly basis. Ensure that written articles meet the needs of targeted audiences and deadlines for both publications. Contribute towards generation of story ideas for content plans across for the publications and online platform. Writing comprehensive news articles and features on government programmes and policies. Sourcing and gathering of newsworthy articles for Vuk'uzenzele and Public Sector Manager magazine. Liaise regularly with editors.

ENQUIRIES : Ms Ongezwa Mogotsi Tel No: 012 473 0353
NOTE : Shortlisted candidates will be required to provide a portfolio of their work

POST 03/03 : **FREELANCE: EDITORS AND PROOFREADERS REF NO: 3/1/5/1-19/02**
Directorate: Vukuzenzele

SALARY : Per assignment allocated (benefits excluded)
CENTRE : Head Office
REQUIREMENTS : An appropriate three-year degree or equivalent qualification in Journalism, English, Communication Science and or Public Relations. At least 3 years' experience of editing copy. Journalism and editing experience in the print, online media, social media mediums, with broadcast experience as an optional advantage. Knowledge: excellent command of the English language and excellent technical knowledge and experience of the process of writing, editing, proof reading and news gathering. Must have an eye for detail. Ability to write analysis and feature articles as well as news articles. Excellent interpersonal and interviewing skills. Ability to edit writers' copy, angle and re-angle stories under pressure. Ability to come up with catchy headlines and blurbs – non-negotiable.

DUTIES : Professional editing and proof reading (both print and electronic forms) of Vuk'uzenzele and Public Sector Manager Magazine to maintain the high standard of copy, improve clarity, consistency and accuracy. Ensure that copy is edited, free of spelling and grammatical errors, written to an appropriate length and laid out correctly. Write creative headlines for stories, reviewing stories for factual and grammatical accuracy, writing photo captions and reviewing of page proofs. Rewrite material so that it flows and adheres to the in-house style of a particular publication including checking facts to ensure that stories are accurate, adhere to the copyright laws and do not go against the publication policy.

ENQUIRIES : Ms Ongezwa Mogotsi Tel No: 012 473 0353
NOTE : Shortlisted candidates will be required to provide a portfolio of their work

POST 03/04 : **FREELANCE TRANSLATORS REF NO: 3/1/5/1-19/03**
Directorate: Vukuzenzele

SALARY : Per assignment allocated (benefits excluded)
CENTRE : Head Office
REQUIREMENTS : A recognised three-year Bachelor's degree or equivalent qualification in Translation, Linguistics or Language Practice; a proven track record and experience as a language practitioner/translator; ability to work under pressure and meet tight deadlines; computer literacy; a good knowledge and understanding of government programmes and projects; willingness to work overtime, including weekends and public holidays, when required to meet tight deadlines. At least 2 years' experience in translation of content from English into Afrikaans; Sesotho; Setswana; Sepedi; isiZulu; isiXhosa; isiNdebele; SiSwati; Tshivenda; Xitsonga; French or Portuguese. Must have excellent command of the English language.

DUTIES : Translate and quality control content for various information products. Must be flexible and be able to work under pressure.

ENQUIRIES : Mr Elias Tibane Tel No: 012 473 0069
NOTE : Shortlisted candidates will be required to provide a portfolio of their work

POST 03/05 : **FREELANCE GRAPHIC DESIGNERS REF NO: 3/1/5/1-19/04**
Directorate: Vukuzenzele

SALARY : Per assignment allocated (benefits excluded)
CENTRE : Head Office

- REQUIREMENTS** : An appropriate three-year degree or equivalent qualification in Graphic Design. At least 2 years' experience in the graphic design field in a glossy magazine and newspaper environment. Knowledge: Must be proficient in the use of an Apple Macintosh computer. Must be proficient in Adobe Illustrator, Photoshop, and In-Design in CS5 (Web and 3-D skills are a bonus). Strong design skills and thorough knowledge of reprography and printing. Good organisational and communication skills. The ability to work under pressure and meet deadlines. Should be highly motivated with an eye for detail.
- DUTIES** : Design and layout of the publications to ensure that the appearance is in accordance with the product development guidelines of GCIS. Work as a graphic designer on various products as per briefs. Conceptualise and handle visual execution of all design briefs within a high pressure environment. Ensure overall quality control of all designed products. Applicants must be flexible and be able to work under pressure. Liaise regularly with head of design.
- ENQUIRIES** : Ms Ongezwa Mogotsi Tel No: 012 473 0353
- NOTE** : Shortlisted candidates will be required to provide a portfolio of their work
- POST 03/06** : **FREELANCE PROJECT MANAGERS REF NO: 3/1/5/1-19/05**
Directorate: Vukuzenzele
- SALARY** : Per assignment allocated (benefits excluded)
- CENTRE** : Head Office
- REQUIREMENTS** : An appropriate three-year degree or equivalent qualification in media and communication. A post-graduate qualification in media and communication will be an added advantage. At least 3 years' experience in project management and working in the field of media and communication. Knowledge In-depth understanding of the South African media landscape and communication environment. Experience in managing the process of writing, editing and printing a book. Experience in writing, design, layout, editing and printing. Ability to develop policies. The ability to network and work independently and under pressure. Good communication/liaison, networking, planning, problem-solving and research skills. Inclination to pay attention to detail and willingness to take initiative. Advanced computer skills.
- DUTIES** : Develop briefing documents and project management plans. Source and coordinate and consolidate content contributions from experts in the media industry. Compile a media landscape booklet and oversee the editing, layout, design and printing. Develop specifications for the appointment of service providers, including the management of the service level agreements. Coordinate and liaise with external reference teams for specific projects. Draft reports for the GCIS Executive. Manage the process of developing a monitoring and evaluation tool for the implementation of the Government Communication Policy. Applicants must be flexible and be able to work under pressure with tight timelines.
- ENQUIRIES** : Ms Nkele Sebaso Tel No: (012) 473 0207
- POST 03/07** : **FREELANCE DATABASE MANAGERS REF NO: 3/1/5/1-19/06**
Directorate: Vukuzenzele
- SALARY** : Per assignment allocated (benefits excluded)
- CENTRE** : Head Office
- REQUIREMENTS** : An appropriate three-year degree in Research or related qualification. At least a years' experience in Research or working in the field of communication. Knowledge: In-depth understanding of the South African media landscape and communication environment. Experience in developing, programming, troubleshooting, managing and maintaining databases. The ability to network and work independently and under pressure. Good communication/liaison, networking, planning, problem-solving and research skills. Inclination to pay attention to detail and willingness to take initiative. Advanced computer skills.
- DUTIES** : Overlooking database design. Determining the best possible method of organising data, recording and implementing it. The type of database and data to be dealt with will depend on GCIS or client. Secure and maintaining database results by setting and enforcing standards and controls. Oversee projects and ensure all members of your team are working on the right thing at the right time to keep

databases in order. Developing protocols for data processing. The Database Manager will assist a number of people within GCIS, as well as assist in the smooth operation of the business as a whole. For example, depending on requirements, GCIS may use the data for communication purposes or for targeted marketing. Preparation for database expansion by studying plans and requirements; advising senior technical management; coordinating design and programming. Keep senior technical management informed by preparing reports on system performance and problems. To help non-technical people understand how to use the database system and ensure it is used properly. The Database Manager may write reports, training manuals and also be involved in direct training, either of your own team or of employees that will use the system i.e. training colleagues on how to input and extract data. Setting up and testing new database and data handling systems. Upgrading of hardware and software by assessing transaction processing and database production options. Monitoring database efficiency, maintenance of database performance by troubleshooting problems. Accomplish platform upgrades and improvements by supervising system programming. Update job knowledge by participating in educational opportunities; reading professional publications; maintaining personal networks; participating in professional organizations. Accomplish information systems and organization mission by completing related results as needed. Applicants must be flexible and be able to work under pressure with tight timelines.

ENQUIRIES

:

Ms Nicolette Prinsloo Tel No: (012) 473 0203

GOVERNMENT PRINTING WORKS

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

- APPLICATIONS** : All applications must be forwarded to: The Branch: Human Resources, Government Printing Works, 149 Bosman Street, Pretoria or Private Bag X85, Pretoria, 0001
- FOR ATTENTION** : Ms M Mbokane, Human Resources Tel No: 012 748 6296
- CLOSING DATE** : 08 February 2019, 12 noon
- NOTE** : Applications must be submitted on form Z83 (obtainable from any Public Service Department or download it from www.gpwonline) and must be completed in full and page 2 duly signed; Clear indication of the post and reference number that is being applied for must be indicated on your Z.83, A recent comprehensive CV specifying all qualifications and experience with respective dates. Certified copies of qualifications, ID and a valid driver's license (where required), must be attached. It is the responsibility of applicants in possession of foreign qualifications to submit evaluated results by the South African Qualifications Authority (SAQA). The Government Printing Works reserves the right to fill or not fill its advertised posts. General information: Shortlisted candidates must be available for interviews at a date and time determined by the Government Printing Works. Shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the jobs; the logistics of which will be communicated by the Government Printing Works. Following the interview and the technical exercise, the Selection panel will recommend candidates to attend a generic management competency assessment (in compliance with the DPSA Directive on the Implementation of Competency-based assessments). The competency assessment will be testing generic managerial competencies, using the mandated DPSA SMS competency assessment tools. Personnel suitability checks will also be administered as a part of the selection process. Successful candidates will be required to enter in an employment contract and performance agreement (as relevant), and must obtain a positive security clearance. Applications received after the closing date as well as those who do not comply with the requirements will not be taken into consideration. If you have not received a response from this institution within three months of the closing date, please consider your application unsuccessful.

OTHER POST

- POST 03/08** : **DEPUTY DIRECTOR: INTERNAL AUDIT REF NO: (GPW 19/04)**
The post was previously advertised as Internal Audit Specialist and all interested candidates may to re-apply.
- SALARY** : R697 011 per annum (Level 11) (all-inclusive package)
- CENTRE** : Pretoria
- REQUIREMENTS** : An appropriate 3-year degree/diploma or equivalent qualification (NQF Level 6) specializing in internal auditing, 4-5 years relevant working experience of which at least 2-3 years must be at a supervisory level Extensive knowledge of the IIA standards, Ability to prepare and review audit working papers, Excellent writing ability and verbal communication skills, Good presentation skills and the ability to liaise at a senior level, Computer literate with competence in Microsoft Office suite packages, Maintain confidentiality and be able to work independently, Knowledge of Public Finance Management Act and Treasury Regulations, Applicants must also be able to work as part of a team have strong problem solving skills and results orientation and work well under pressure, Adherence to independence and audit objectivity principles, Membership and good standing with the IIA; Valid code 08 driver's license CIA certification will be an added advantage.
- DUTIES** : Coordinate audit assignments, Supervise and review audit engagements and assess audit results against audit engagement objectives and scope, Assist with execution of integrated audit procedures, Evaluate audit conclusions and

recommendations, compile draft and final audit reports, Assist with quality reviews of audit work to ensure adherence to quality standards required by IIA, Provide coaching and constructive feedback on performance to members of the audit team, Review implementation of audit recommendations, Perform follow-ups on management action plans, Provide input into IA plans, methodologies and framework, Research and enhance operational audit programmes, Prepare regular progress reports on annual audit plan.

ENQUIRIES

:

Ms C. Shibambo Tel No: (012) 748 6082

DEPARTMENT OF MINERAL RESOURCES

- APPLICATIONS** : The Director-General, Department of Mineral Resources, Private Bag X59, Arcadia, 0007 or hand delivered to Trevenna Campus, corner Mentjies and Francis Baard Street, former Schoeman
- FOR ATTENTION** : Ms N Maseko/ Ms T Sibutha
- CLOSING DATE** : 08 February 2019
- NOTE** : 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 interviews and technical exercise, the selection panel will recommend candidates to attend a generic managerial Competency Assessment. Applications should be on Z83 form (which should be completed in full, accurately, legibly, signed and dated) and must be accompanied by a comprehensive CV, and originally certified copies of qualifications as well as ID not longer than 3 months (Where a drivers licence is a requirement, a certified copy must be attached). NB: Applicants who do not comply with the above-mentioned requirements, as well as application received after the closing date will not be considered). Requirements stated on the advertised posts are minimum inherent requirements; therefore criterion for shortlisting will depend on the proficiency of the applications received. The Department reserves the right to determine suitable candidate(s) during the Selection process. Confirmation of final appointment will be subject to a positive security clearance. Due to the large number of responses anticipated, correspondence will be limited to short listed candidates only. Short listed candidates will be contacted within three weeks after the closing date. Applicants who have not been contacted during this period may regard their applications as unsuccessful.

OTHER POSTS

- POST 03/09** : **ASSISTANT DIRECTOR: MINERAL INFORMATION MANAGEMENT REF NO: DMR/19/0003**
- SALARY** : R444 693 per annum (Level 10)
- CENTRE** : KwaZulu-Natal Region, Durban
- REQUIREMENTS** : A B Degree or National in GIS, Cartography, Environmental Science, Geomatics (Surveying), Town and Regional Planning with relevant experience PLUS the following key competencies; Knowledge: Geographical Information System, Mineral Law Coordinate System; Skills: Business organizations and institutions proven ability to record geographically co-ordinated, Information Proven ability to recognize the quality of geographical information; Communication: Communication between government department; Creativity: Understanding the objectives of the MPRDA and all its practical implications, Understand spatial proximity of applications and ensure that rights are duplicated.
- DUTIES** : Capture and edit spatial data collected on site and perform data manipulation to suit end users needs. Analyse spatial data and arial photography/ remote ensing data in accordance with user requirements and analyse geographic data to Provide decision support mechanism for Mineral Regulation Branch. Prepare and Compile maps for different stakeholders (other Departments) and liaise with public and environmental practitioners. Provide geo spatial decesion support for rezoning, change of land use and township development application whether or not they are in conflict with mining/prospecting investments and assist municipalities, government departments planners on land development matters Provide technical support and train end-users on basis GIS skills. Manage and maintain an up to date records of spatial database daily. Prepare ROD reports of all applications received.
- ENQUIRIES** : Ms N Khanyile ☎031 3359628
- NOTE** : Woman, Coloureds, Indians a well as people with disabilities are encouraged to apply.

<u>POST 03/10</u>	:	<u>ASSISTANT DIRECTOR: PERFORMANCE AUDIT REF NO: DMR/19/0004</u>
<u>SALARY</u>	:	R356 289 per annum (Level 09)
<u>CENTRE</u>	:	Head Office, Pretoria
<u>REQUIREMENTS</u>	:	A National Diploma/Degree in Internal Audit, Accounting, Cost and Management Accounting and other relevant qualifications PLUS the following key competencies; Knowledge: IIA Standards, COSO, PFMA, Treasury Regulations, King IV, Public Service Regulations and policies, INTOSAI, GAGAS; Skills: Leadership, Interviewing and investigating skills, Computer literacy, Coaching skills, Analytical skills; Communication: Verbal/written; Creativity: Information evaluation, decision-making creativity etc; Other: Ability and willingness to travel
<u>DUTIES</u>	:	Provide input to the enhancement of audit methodologies and technology. Conduct research for the internal audit unit. Prepare and review list of symptoms and risks to ensure that they are supported by adequate working papers. Maintain a register of audit projects, findings and monitor implementations including adherence to audit recommendations. Prepare and review the reliability, accuracy and correctness of internal audit conclusions in line with the standards and relevant prescripts. Evaluate, monitor and update the internal audit training and development plan. Attend and participate in Steering committee and sub-committee where required. Review/conduct performance assessment. Coach, Lead, train and develop new team members. Perform administrative tasks in support of audits. Build relationship with clients, external auditors, other assurance providers.
<u>ENQUIRIES</u>	:	Mr Vusi Myambo ☎012 444 3095
<u>NOTE</u>	:	Woman, Coloureds, Indians a well as people with disabilities are encouraged to apply.
<u>POST 03/11</u>	:	<u>INTERNAL AUDITOR: SPECIAL ASSIGNMENTS REF NO: DMR/19/0005</u>
<u>SALARY</u>	:	R299 709 per annum (Level 08)
<u>CENTRE</u>	:	Head Office, Pretoria
<u>REQUIREMENTS</u>	:	A National Diploma/Degree in Internal Audit, Policing, Forensic Investigation, Law and other relevant qualification, PLUS the following key competencies; Knowledge: IIA/ACFE Standards, COSO, PFMA, Treasury Regulations, King IV, Public Service Regulations and policies, Leadership, Interviewing and investigating skills, Computer literacy; Skills: Interviewing, Computer literacy, Analytical skills, Communication skills (both written and verbal); Communication: Verbal/written; Creativity: Information evaluation, decision-making creativity etc.
<u>DUTIES</u>	:	Prepare and review the preliminary assessment of allegations. Interview suspects and follow relevant leads. Perform quality investigative work in line with applicable investigation standards and other relevant laws and regulations. Prepare and review a submission to the Director General on audit reports issued. Prepare and provide relevant documentation to internal (Labour Relations) and external (SAPS) where such is needed. Participate in the discussion and provision of advice to Labour Relations on charges based. Compile and review draft investigative reports and communicate with clients in a timely manner. Build relationship with clients, external auditors, other assurance providers.
<u>ENQUIRIES</u>	:	Mr Sebina Mokubela ☎012 444 3402
<u>NOTE</u>	:	Woman, Coloureds, Indians a well as people with disabilities are encouraged to apply.
<u>POST 03/12</u>	:	<u>INTERNAL AUDITOR: OPERATIONAL AUDIT REF NO: DMR/19/0006</u>
<u>SALARY</u>	:	R299 709 per annum (Level 08)
<u>CENTRE</u>	:	Head Office, Pretoria
<u>REQUIREMENTS</u>	:	Internal Audit / National Diploma/Degree in Audit, Accounting, Cost and Management Accounting or an equivalent qualification, PLUS the following key competencies; Knowledge: IIA Standards, Accounting Standards, PFMA, Treasury Regulations, Skills: Interviewing, Computer literacy, Analytical skills, Communication skills (both written and verbal); Communication: Verbal/written; Creativity: Information evaluation, decision-making creativity etc

DUTIES : Compile the audit project plan where risks are identified. Compile reports on audit findings and make recommendations thereof. Conduct operational audit investigations. Identify internal process improvement opportunities e.g. updating the methodology. Render administrative tasks in support of audit, e.g. capturing of project time sheets, writing minutes at project meetings etc.

ENQUIRIES : Ms Nontobeko Baloyi ☎012 444 3208

NOTE : Woman, Coloureds, Indians a well as people with disabilities are encouraged to apply.

POST 03/13 : **CHIEF ADMINISTRATION CLERK REF NO: DMR/19/0007**

SALARY : R242 475 per annum (Level 07)

CENTRE : Mpumalanga Region, Witbank

REQUIREMENTS : Grade 12 Certificate with 5 years experience, PLUS the following key competencies; Knowledge: of relevant legislation/policies/prescripts and procedures, basic knowledge on financial administration, Skills: Good telephone etiquette, computer literacy, sound organizational skills, good people skills, high level of reliability, ability to act with tact discretion, self-management and motivation, Communication: Language skills and the ability to communicate well (verbal and written) with people at different levels and from different backgrounds, Creativity: Ability to do basic research and analyse documents, Other: Good interpersonal relations, good time management, ability to ensure confidentiality.

DUTIES : Assist the Principal Inspector of mines to manage and control budget expenditure in the region. Provide a clerical support service. Manage and oversee databases / examinations and documents management system to ensure record-keeping of compliance notices and administrative fines issued, codes of practice submitted by the mines, foreign files, examinations etc. Maintain effective and efficient administrative and registry controls and procedures systems. Generate and analyse reports, consolidate mine health and safety processes (inspections, audits, investigations and inquiry reports). Supervise and develop staff.

ENQUIRIES : Mr AE Zide ☎013 653 0514

NOTE : A tertiary qualification: Public Administration/Finance will be an added advantage
Woman, Coloureds, Indians a well as people with disabilities are encouraged to apply.

POST 03/14 : **PERSONAL ASSISTANT REF NO: DMR/19/0008**

SALARY : R242 475 per annum (Level 07)

CENTRE : Mpumalanga Region, Witbank

REQUIREMENTS : A National Diploma in Public Administration / three year tertiary qualification in Secretarial Studies / Office and at least one (1) year experience after qualification was obtained. PLUS the following key competencies; Knowledge: relevant legislation/policies/prescripts and procedures, basic knowledge on financial administration; Skills: Good telephone etiquette, computer literacy, sound organizational skills, good people skills, high level of reliability, ability to act with tact discretion, self-management and motivation; Communication: Language skills and the ability to communicate well (verbal and written) with people at different levels and from different backgrounds; Creativity: Ability to do basic research and analyse documents; Other: Good interpersonal relations, good time management, ability to ensure confidentiality.

DUTIES : Provides secretarial /receptionist support to the manager. Renders administrative support services to the manager/unit. Taking minutes during meetings. Study and understand the relevant Public Service and departmental prescripts/policies and other documents and ensure that the application thereof is understood properly. Remain abreast with the procedures and processes that apply in the office of the Manager. Collect and coordinate all the documents that relate to the manager's budget.

ENQUIRIES : Mr AE Zide ☎013 653 0514

NOTE : Woman, Coloureds, Indians a well as people with disabilities are encouraged to apply.

NATIONAL TREASURY

The National Treasury is an equal opportunity employer and encourages applications from women and the persons with disabilities in particular. It is intended to promote representivity through filling of these posts. Our buildings are accessible to people with disabilities.

<u>CLOSING DATE</u>	:	08 February 2019 at 12:00
<u>NOTE</u>	:	Applications should be accompanied by a comprehensive CV, fully completed Z83 (non-negotiable) and certified copies of qualifications and ID. Please forward your application, quoting the relevant reference number and the name of the publication in which you saw this advertisement, to the e-mail address mentioned below. No late applications will be accepted. The National Treasury No longer accepts hand delivered or posted applications. Please note: 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. Qualifications and SA citizenship checks will be conducted on all short-listed candidates and, where applicable, additional checks will be conducted. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). If you have not received feedback from the National Treasury within 3 months of the closing date, please regard your application as unsuccessful. Note: The National Treasury reserves the right not fill the below-mentioned posts.

MANAGEMENT ECHELON

<u>POST 03/15</u>	:	<u>CHIEF DIRECTOR: NEIGHBOURHOOD DEVELOPMENT PROGRAMMES REF NO: S001/2019</u> Division: Intergovernmental (IGR) Purpose: To Support and facilitate the development of urban network plans that consist of primary and secondary linkages interconnect to strategic urban hubs in townships and rural towns, precinct plans and projects in the delivery of catalytic infrastructure to leverage third party public and private sector in the development of urban hubs. Support and facilitate the packaging of interventions and participate in the development and reviews of Built Environment Performance Plans (BEPPs). Support the development of Precinct Management Plans, investment promotion, project implementation. Support and oversee the implementation of rural towns strategy.
<u>SALARY CENTRE REQUIREMENTS</u>	:	R1 189 338 per annum (all-inclusive remuneration package) Pretoria A Degree in Project Management/ Civil Engineering/ Urban Development/ Town and Regional Planning/ Economics/ Commerce/ Social Sciences/ Public Administration/ Law as recognised by SAQA, A minimum 5 years' experience obtained at a senior managerial level obtained in Grant Fund Management and strategic budgeting, Experience in management of infrastructure initiatives and funds, financing of property and related expenditure, Knowledge and experience of municipal service delivery legislation framework, e.g. Public Finance Management Act (MFMA), Treasury Operations, etc., In-depth knowledge of government departments operations, e.g. Local Government, and their supporting entities, Experience in the management of urban and/or economic infrastructure development, e.g. project analysis oversight and contractual matters.
<u>DUTIES</u>	:	Develop and implement an annual strategy aligned with the mandate of the NDP, Consult stakeholders and identify the defined key performance indicators within the strategy particularly relevant to Build Environment Performance Plans in metropolitan municipalities and Capital Investment Plans for intermediate cities. Support the development and implementation of rural towns strategy in collaboration relevant sectors, Monitor and evaluate systems to measure progress pertaining to targets and provide feedback to stakeholders, Manage the development and strategic outputs as specified in business plans through allocated resources, Implement dispute resolution mechanisms to overcome challenges hindering or threatening succession rate of implementation. Review

and communicate the Urban Networks Strategy and evaluate the optimisation of the grant operations to improve quality outputs, Initiate urban planning support, precinct management support, project packaging, and project implementation and innovation of best practices, Review the City-Wide Spatial Targeting Plans, Precinct Design Plans, Investment Phasing Plans, Precinct Management Plans and Project Plans for alignment, Provide inputs decisions for the prioritisation of capital projects for implementation within municipalities. Identify and develop plans to engage private sector investment strategies, Support and influence private sector investment strategies in alignment with city spatial strategies, Influence the implementation of private sector investment strategies by optimising the impact of investment on precinct and urban hubs, Engage with stakeholders, public sector and private sector investment decision-makers and facilitate the establishment of public-private sector investment cooperation, Engage internal stakeholders on value-for-money initiatives and long term impact of infrastructure planning and funding, Identify and prioritise opportunities for private sector investment, nationally in conjunction with portfolio management. Identify, develop and implement strategies to optimise key client relationship within the public sector, private sector and community, Establish resolution of stakeholder concerns and Implement the advocacy strategy, Identify stakeholders and the Urban Networks Strategy and initiate the implementation of industry standards, Initiate research and evaluate new and influential practices, develop knowledge products based on research findings.

ENQUIRIES : Ms Caroline Modibane Tel No: 012 315 5092
APPLICATIONS : E-mail to recruit.igr@treasury.gov.za, please state reference number and title of position on the subject line of the email. We no longer accept hand delivered applications or post.

POST 03/16 : **CHIEF DIRECTOR: PUBLIC FINANCE REF NO: S004/2019**
 Division: Public Finance (PF)
 Purpose: To Strategically monitor departments within the economic services sector in the development of financial planning, budgeting, expenditure trends and oversight on service delivery initiatives for policy enhancement and implementation thereof within the national and provincial government planetary.

SALARY : R1 189 338 per annum (all-inclusive remuneration package)
CENTRE : Pretoria
REQUIREMENTS : A minimum Degree in Economics as recognised by SAQA, A minimum 5 years' experience at a Senior Managerial level (Director) obtained in strategic management, and management of policy processes and project management, Knowledge and experience of policy development and implementation, Knowledge of the Public Service policy framework on intergovernmental fiscal relations, budget processes and financial management, Knowledge of innovative strategies on poverty eradication, inequality and discriminating practices hampering development within South Africa.

DUTIES : Liaise with departments and provincial treasuries on financial management and budgeting, policy development and implementation, Co-ordinate the annual budget process, sectoral expenditure review processes and intergovernmental technical committees, Maintain sound relationships with key stakeholders in the sectors and pursue a process of modernisation and reform, Communicate latest trends and processes for implementation in annual budget process, Analyse departmental budgets and policy proposals for departments in the economic services sector, Provide strategic direction in government financing of the sectors, including financing mechanisms and levels of funding, Co-ordinate the analysis of budget submissions and budgetary contributions to budget documentation (Medium-Term Budget Policy Statement, Budget Review, Estimates of National Expenditure and Intergovernmental Fiscal Review), Participate in fiscal and budget processes at national and provincial level, prioritise budget co-ordination, overall fiscal framework, division of revenue, and national and provincial main and adjustment estimates, Initiate budget reform in the sectors, the further development of three-year budgets (MTEF) cycle, service delivery indicators and the integration of strategic planning, Liaise and monitoring the development and reporting of systems and databases, Monitor the correct implementation of the

- Public Finance Management Act, Advise and monitoring the implementation and interpretation of the treasury regulations, Oversight of a number of public entities, Analysis of policy and advice to the Ministry of Finance, National Treasury and other stakeholders, Process/ Design for participation in sectoral policy processes, institutional reform & implementation, support for strengthening coherence of policy processes, policy analysis and costing, Contribute to budget documentation.
- ENQUIRIES** : Ms Caroline Modibane Tel No: 012 315 5092
- APPLICATIONS** : E-mail to recruit.pf@treasury.gov.za, please state reference number and title of position on the subject line of the email. We no longer accept hand delivered applications or post.
- POST 03/17** : **DIRECTOR: PROJECT IMPLEMENTATION REF NO: S002/2019**
 Division: Intergovernmental Relations (IGR)
 Purpose: To Advise and provide technical support to clients and stakeholders pertaining to project implementation and guidance
- SALARY** : R1 005 063 per annum (all-inclusive remuneration package)
- CENTRE** : Pretoria
- REQUIREMENTS** : Degree in Civil Engineering/ Architecture/ Project or Programme Management as recognised by SAQA, A minimum 5 years' experience obtained at a Middle Management (Deputy Director) level in project implementation in the infrastructure and construction build environments, Knowledge and experience of municipal service delivery challenges and legislation (including knowledge about the Public Finance Management Act, the Municipal Finance Management Act and other related Treasury instruments, Knowledge of the functioning of government departments, especially local government, and related institutions, Experience in the management of urban and/or economic infrastructure or construction development (including project analysis oversight, contract management and contract problem resolution).
- DUTIES** : Contribute to developing annual strategy that would informed the operational approach, Engage and in conjunction with stakeholders develop Project Implementation operations and business plans, Allocate Project Implementation resources to resolve challenges hindering or threatening the successful achievement of the Project Implementation strategy, Influence stakeholders to support the proposed strategic objectives, Participate in supporting metros for the development of the Built Environment Performance Plans (BEPPS) and their evaluation. Participate in the support and Development of the Capital Investment Frameworks for Intermediate Cities. Participate in developing an operational budget that meets the organisational requirements, Develop the implementation and alignment of Project Implementation policies and initiatives, Develop and implement a project implementation Plan and aligned with the business operations for execution, Facilitate technical projects and provide support to stakeholders in the preparation of project proposals for NDP Grant allocation particularly implementation support as per the Intergovernmental Project Pipeline for Metropolitan Municipalities, Capital Investment Framework for intermediate cities and rural municipalities as per the Rural Towns Regeneration Programme, Integrate best practices into project implementation in the achievement of projects objectives, Identify private, public and community parties that influence business and develop a Project Implementation team advocacy strategy, Engage quality information to clients and stakeholders within the project implementation environment for standardisation. The information should be shared through participation in the Built Environment Performance Plans process for metros and other relevant platforms for intermediate cities and rural municipalities. Develop implementation cash flows for project financing throughout the life cycle of the projects informed by consolidated cash flows from municipalities packaged into a payment schedule, Implement and manage benchmarking programmes to ensure grant allocation and management improvement and achievement of SLA's and standards, Monitor, evaluate and report on Municipal implementation progress and process. Contribute to the development of an NDP strategy and operational approach, Engage stakeholders on the strategic outputs and the development of a Project Implementation operations business plan, Allocate Project Implementation resources achieve strategy in accordance to segmented needs of

metropolitan, intermediate and rural municipalities, Develop a comprehensive process hindering or threatening the successful achievement of the Project Implementation and NDP Unit strategy, Influence stakeholders and clients to support the achievement of the Unit strategic objectives, Develop and implement and aligned project implementation policies framework.

**ENQUIRIES
APPLICATIONS**

: Ms Caroline Modibane Tel No: 012 315 5092
: E-mail to recruit.igr@treasury.gov.za, please state reference number and title of position on the subject line of the email. We no longer accept hand delivered applications or post.

POST 03/18

: **DIRECTOR: PRUDENTIAL REGULATION REF NO: S090/2018**
Division: Tax and Financial Sector Policy (TFSP)
Purpose: To manage and implement policy on financial inclusion and access issues and facilitate work on the transformation of the financial services sector

**SALARY
CENTRE
REQUIREMENTS**

: R1 005 063 per annum (all-inclusive remuneration package)
: Pretoria
: A minimum 5 years' experience at a middle management level (Deputy Director) obtained in the development of legislation on financial transformation, A Degree in Economics/ Business/ Law/ Finance or equivalent (NQF Level 7) as recognised by SAQA, Knowledge and experience of the government sector policy framework on financial inclusion and access.

DUTIES

: Co-operative Banks Policy: Facilitate Co-operative Banking Strategy and policy from a financial inclusion perspective Policy on Financial Inclusion: Develop a policy paper on financial inclusion, Initiate benchmarking of policy with international standards and trends through peer reviews, Drive the implementation of the policy through different stakeholder engagements and forums Monitor Financial Access: Develop a system to monitor progress in financial access through the usage of appropriate indicators for financial inclusion, Develop a database of relevant indicators as a tool to monitor progress on financial access, Publish and disseminate information on financial access Transformation of the Financial Services Sector: Support initiatives of National Treasury on the stakeholder forums on transformation of the Financial Services Sector, Participate in the Financial Sector Transformation Council and Nedlac working committees on transformation Stakeholder Engagement: From a financial Inclusion Perspective, Provide inputs to SASSA distribution of grant payments, Engage the SARB on Reform of the National Payment System Policy and Infrastructure, Participate on processes pertaining to Market Conduct, Insurance and Consumer Financial Education, Provide inputs to SME Access to finance development, Provide inputs on South Africa's position on multilateral (e.g. G20, World Bank, IMF) pertaining to initiatives on financial inclusion.

**ENQUIRIES
APPLICATIONS**

: Ms Caroline Modibane Tel No: 012 315 5092
: E-mail to recruit.tpfsp@treasury.gov.za, please state reference number and title of position on the subject line of the email. We no longer accept hand delivered applications or post.

OFFICE OF THE CHIEF JUSTICE

The Office of Chief Justice is an equal opportunity employer. In the filling of advertised posts the objectives of section 195(1)(i) of the Constitution of South Africa, 1996, (Act 108 of 1996) the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act 55) of 1998) and the relevant Human Resources policies of the Department will be taken into consideration. People with Disabilities are encouraged to apply

- APPLICATIONS** :
- National Office: Midrand/Constitutional Court:** 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. Enquiries: Ms D Botha/Ms C Gideon/Ms L Mothemane Tel No: (010) 493 2500/2528/2533
- KwaZulu-Natal:** Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X54372, Durban, 4000, or hand deliver applications to the Office of the Chief Justice, Human Resource Management, 1st floor, 2 Devonshire place, off Anton Lembede Street, Durban. Enquiries: Ms L Marrie Tel No: (031) 372 3164
- Gauteng/ Land Claims Court:** Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X7, Johannesburg, 2000 or hand deliver applications to the 12th floor, Corner Pritchard and Kris street, Johannesburg. Enquiries: Ms T Mbalekwa Tel No: (011) 335-0404
- Eastern Cape:** Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X1, Vincent, 5247, East London, or hand deliver applications to, Office of the Chief Justice, Provincial Service Centre, 59 Western Avenue, Sanlam Park Building, 2nd Floor Vincent, East London. Enquiries: Mr S Mponzo Tel No: (043) 726 5217
- Western Cape:** Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X9020, Cape Town 8000. Applications can also be hand delivered to, Office of the Chief Justice Provincial Service Centre, 30 Queen Victoria Street, Cape Town. Enquiries: Ms M Baker Tel No: (021) 469 4000
- Bloemfontein:** Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X20612, Bloemfontein, 9300 or hand deliver applications to the Free State High Court, Corner President Brand and Fontein Streets, Bloemfontein, 9301. Enquiries: Ms MA Luthuli/ Ms N De La Rey Tel No: (051) 406 8100
- Northern Cape:** Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X5043, Kimberley, 8300 or hand deliver applications to the High Court, Sol Plaatje Drive, Room B107, Kimberley. Enquiries: Ms S Ruthven Tel No: (053) 807 2733
- CLOSING DATE** :
- NOTE** :
- 08 February 2019
- Shortlisted candidates must be willing to undergo normal vetting and verification processes, including a competency assessment for Senior Management Service. Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The completed and signed form should be accompanied by a recently updated CV as well as certified copies of all qualification/s and ID document (no copies of certified copies are allowed, certification should not be more than three months old). Failure to submit all the requested documents will result in the application not being considered. Please indicate the reference number and position you are applying for on your application form. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Applications received after the closing date, as well as applications received via fax or email, will NOT be considered or accepted.

OTHER POSTS

- POST 03/19** : **DEPUTY DIRECTOR: JUDICIAL EDUCATION REF NO: 2019/386/OCJ**
- SALARY** : R697 011 – R821 085 per annum (all-inclusive remuneration package). The successful candidate will be required to sign a performance agreement
- CENTRE** : National Office: Midrand (SAJEI)
- REQUIREMENTS** : LLB degree with five (5) years' experience in a legal research; At least three years proven experience in a supervisory position; Proof of at least 1 publication in peer reviewed or accredited journal; LLM and a qualification in Project Management will be an added advantage; experience in working with governance or legislative structures and committees; A valid drivers licence; Skills and competencies: Advanced research (qualitative and quantitative) skills; Innovative and proactive; Advanced writing skills; Project Management; Stakeholder Management; Ability to work under pressure, long hours and weekends; Leadership skills.
- DUTIES** : Preparation of content for publications(Brochures, Newsletters, Articles) on continuing Judicial Education, Maintain and update database of Facilitators, Conduct training needs assessment, Conduct impact assessment on SAJEI programs, Conduct a review of Programme Content, Curriculum and Methodology of SAJEI workshops and seminars, Oversee legal research and monitor Law Researchers output, Identify regional and international best practices on Judicial Education, Facilitate research into Judicial education, Develop and implement SAJEI research Agenda.
- POST 03/20** : **DEPUTY DIRECTOR: INFORMATION TECHNOLOGY AUDIT REF NO: 2018/387/OCJ**
- SALARY** : R697 011 – R821 052 per annum. The successful candidate will be required to sign a performance agreement
- CENTRE** : National Office: Midrand
- REQUIREMENTS** : Applicants must be in possession of an appropriate tertiary qualification at NQF level 6/7 in Information Systems, Informatics, Computer Science or Internal Auditing. An Additional professional certification to IT Audit domain such as Certified Financial Services Auditor, Certified Information System Auditor, and Certification in Control Self-Assessment, Certified Government Auditing Professional, or certified Internal Auditor will be an added advantage. A minimum of five (5) years' experience in Information Technology Auditing and three (3) years internal audit supervisory/management experience (Assistant Director Level). A minimum of two (2) years specific experience in Information Technology Audit. Ability and willingness to travel extensively across the country. Valid code B driver's license. Skills and Competencies: Detailed knowledge of IT auditing in the following strategic and operational key areas: IT Governance, IT Risk Management, IT Strategy; IT Contracts and Service Level Agreements; Information Security: IT Policies and Procedures; IT Licensing; It Project Management; IT Audit Standards; Business continuity and Disaster Recovery. Application perspective – Applications Control Review; Business process mapping and Data Analysis. Technical perspective – General Control Reviews; Networking, firewalls, Routers, Web Applications, External and Internal Threats and Vulnerability Assessment, Virtual Private Network, Wireless, Encryption, operating system, Database, Physical Security and Information Security. Behavioural Competencies includes Client Service Orientation; Effective communication skills (written and verbal; Concern for quality and order; Time Management and ability to work under pressure; People Development and Management; Result Orientation; Problem Solving and analysis; Resource planning and presentation skills.
- DUTIES** : Contribute to the development and alignment of the three (3) year rolling audit plan and detailed annual IT audit plan based on the risk profile of the organization and is responsive to the business environment; Manage and execute the Information Technology Audits in line with the Annual Audit Plan; Manage the IT audit reporting processes to stakeholders as well as maintaining the findings register; Ensure quality assurance of all IT audit files and reports; Manage the Internal Audit technology to meet the requirements of the Internal Audit methodology and the

Quality Assurance and Improvement Programme; Identify areas for improvement to ensure a sustainable Audit Strategy, IT Audit Methodology and Resource Plan to ensure continuity of IT audit services; Keep abreast of global trends, new developments in the IT audit; Manage IT Audit resources effectively and efficiently to ensure delivery and overall achievement of IT Audit objectives; and Develop the training plan for IT Audit Sub-Unit to develop and retain capacity.

- POST 03/21** : **CHIEF REGISTRAR REF NO: 2019/383/OCJ**
- SALARY** : (MR6) R448 269 – R1 084 437 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Northern Cape High Court (Kimberly)
- REQUIREMENTS** : LLB Degree or equivalent qualification; At least 8 years' legal experience obtained after qualification. Skills and Competencies: Computer literacy (MS Office); Excellent communication skills (written and verbal); Good people skills/ interpersonal relations; Analytical thinking; Planning and organization skills; Attention to detail; Problem solving and decision making skills; Conflict management; Work ethics; Accuracy and attention to detail; Professional appearance and conduct; Self-management; Customer service orientated; Ability to work under pressure and solve problems; Confidentiality; Resilience; Honesty and integrity; Flexibility; Creative thinking.
- DUTIES** : Provide leadership of the High Court; Court and Case flow management Quasi-Judicial functions; Manage Service Level agreements framework and managing strategic Court efficiency projects and best practices; Information and Case/Court documentation management system and Human Resources Management.
- POST 03/22** : **REGISTRAR (X2 POSTS)**
- SALARY** : (MR3 – MR5) R242 064 – R867 399 per annum. (Salary will be in accordance with 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** : Land Claims Court Randburg, Ref No: 2019/384/OCJ
Labour Court Durban, Ref No: 2019/385/OCJ
- REQUIREMENTS** : A four (4) year legal qualification; a minimum of 2 years' legal experience obtained after qualification, Superior Court or litigation experience will be an added advantage, Skills and Competencies: Excellent communication skills (verbal and written); Computer literacy; Numerical skills; Attention to detail; Planning, Organizing and Control; Problem solving and decision making skills; Customer service orientated; Interpersonal skills; Conflict management; Strong work ethic; Professionalism, ability to work under pressure and meeting of deadlines.
- DUTIES** : Co-ordination of Case Flow Management and support to the Judiciary; Manage the issuing of all processes initiating court proceedings; Co-ordinate Appeals and reviews; process unopposed divorces and the facilitation of Pre-Trial conferences; Quality check Criminal Record books; Authenticate signatures of legal practitioners, notaries and sworn translators; Supervision and management of subordinates; Provide practical training and assistance to the registrars' clerks; Ensure annotation of relevant publications, codes, acts and rules; attend to and execute requests from the Judiciary in connection with cases and case-related matters; exercise control over the management and safekeeping of case records and the record room and deal with the files in terms of the relevant codes and legislation; manage submission of statistics to the Chief Registrar; attend to taxations including reviews; process and grant judgments by default; assist the public with court procedures; process reviews and appeals (civil and criminal); attend to and oversee general public queries or correspondence; Attend to judicial support functions; issue court orders; attend to office management.
- POST 03/23** : **ADMINISTRATION CLERK (ASSETS) (X16 POSTS)**
- SALARY** : R163 563 – R192 666 per annum (all-inclusive remuneration package). The successful candidate will be required to sign a performance agreement
- CENTRE** : Constitutional Court (X2 Posts)

Gauteng Division Pretoria Ref No: 2019/388/OCJ (X2 Posts)
Gauteng Local Division Johannesburg Ref No: 2019/389/OCJ (X2 Posts)
Western Cape Local Division Cape Town Ref No: 2019/390/OCJ (X2 Posts)
KwaZulu-Natal Local Division PMB Ref No: 2019/391/OCJ (X2 Posts)
KwaZulu-Natal Local Division Durban Ref No: 2019/392/OCJ (X2 Posts)
Free State Local Division Bloemfontein Ref No: 2019/393/OCJ (X1 Post)
Eastern Cape Local Division Mthatha Ref No: 2019/394/OCJ (X1 Post)
Eastern Cape Local Division Grahamstown Ref No: 2019/395/OCJ (X1 Post)
Eastern Cape Local Division Port Elizabeth Ref No: 2019/396/OCJ (X1 Post)

REQUIREMENTS

: A Grade 12 or equivalent qualification, relevant experience in Provisioning Administration/Supply Chain Management, demonstrate a sound understanding of the PFMA, Treasury Regulations, PPPFA, Supply Chain Management guidelines and other related prescript/s, Knowledge of the Public Sector procurement process, rules and regulations. A valid drivers license will serve as added advantage.

DUTIES

: Keep and update all records on the asset register, Bar code all newly acquired assets, Conduct quarterly assets and ensure that assets in the register matches the condition of its existence, Identify assets for disposal and facilitate the transfer thereof, Assist with the reconciliation of JYP and BAS assets register, Update records of leases on assets and maintain copies for audit purposes, follow up on losses reported to Legal Liability and update assets request according to assets status, Facilitate the movements of assets, Update of inventory list and assets register, compile daily, weekly and monthly statistics, Handle external and internal enquiries and assist with general office duties.

OFFICE OF THE PUBLIC SERVICE COMMISSION

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

- APPLICATIONS** : Forward your application, stating the relevant reference number to: The Director-General, Office of the Public Service Commission, Private Bag X121, Pretoria, 0001 or hand-deliver at Commission House, Office Park Block B, 536 Francis Baard Street, Arcadia, Pretoria or you can email your application to recruitment@opsc.gov.za.
- FOR ATTENTION** : Mr M Mabuza
- CLOSING DATE** : 15 February 2019, 15h45.
- NOTE** : Applications must be submitted on Form Z.83 obtainable from any Public Service department and should be accompanied by a recent updated comprehensive CV, certified copies of qualifications, Identity Document and driver's license. Should you be in possession of a foreign qualification(s), it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). The successful candidate will be required to obtain a top secret clearance issued by the State Security Agency. The OPSC will verify the qualifications and conduct reference checking on short-listed candidates. Candidates will be subjected to Competency Assessment to determine their suitability for the post. Please take note that late applications will not be accepted. Correspondence will be limited to shortlisted candidates only. Shortlisted candidates will be subjected to a practical test. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful. All shortlisted candidates for SMS post will be subjected to a technical exercise that intends to test the relevant technical elements of the job, logistics of which will be communicated by the office of the Public Service Commission. Following the interview and technical exercise, the selection panel will recommend a candidate to attend a generic managerial competency assessment (in compliance with the DPSA Directives on the competency based assessments). The competency will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools.

OTHER POST

- POST 03/24** : **ASSISTANT DIRECTOR: INFORMATION SYSTEMS REF NO: ASD/IS/02/18**
- SALARY** : R356 289 per annum (Level 09) (excluding benefits)
- CENTRE** : Head Office, Pretoria
- REQUIREMENTS** : The Public Service Commission requires the services of a technically experienced person to support it to fulfill its constitutional mandate and for this purpose she/he should have. A National Diploma/Degree in Information Technology or related field (New NQF Level 6 or 7). At least 3 – 5 years' experience of working with HTML, ASP, ASP.NET JavaScript, Administering Microsoft SQL 2012, 2014, 2016 and SharePoint administration is required. At least 3 – 5 years' experience in programming. At least 3 – 5 years' experience in working with Transversal systems BAS, PERSAL, LOGIS (user support). Knowledge and certification in IT project management will be an added advantage. A valid driver's license.
- DUTIES** : Asses the feasibility of proposals for new systems as presented by users. Prepare user requirements specification documents. Design and develop new systems, test and implement using SDLC methodology. Support users and maintain existing systems. Support SharePoint environment. Formulate programming changes in response to business needs. Initiate and document code changes. Prepare programme descriptions and documentation. Ensure that all changes follow the prescribed Change Management procedure before deployment into production environment. Provide first line support on all developed systems, including liaising with service provider. Provide support for the Data warehouse including writing

ENQUIRIES

queries, creating reports and providing user support. Manage Service Level Agreements with internal and external stakeholders
: Mr E Masango Tel No: (012) 352 1125

DEPARTMENT OF PUBLIC ENTERPRISES

- APPLICATIONS** : The Department of Public Enterprises, Private Bag X15, Pretoria, 0028 or hand deliver at 80 Hamilton Street, Arcadia 0083 and or 642 Cnr Olivia street and Jacqueline Drive, Garsfontein Pretoria, Postal Address: P.O BOX 394, Menlyn, 0063 or by email: dpe1@basadzi.co.za: Tel No: 012 998 8953/8049
- FOR ATTENTION** : Human Resources
- CLOSING DATE** : 08 February 2019
- NOTE** : Applications must be submitted on form Z83 and should be accompanied by certified copies of qualifications, ID as well as a comprehensive CV in order to be considered. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Correspondence will be limited to shortlisted candidates only. If you have not been contacted within 3 months after the closing date of this advertisement, please accept that your application was unsuccessful. Shortlisted candidates will be subjected to screening and security vetting to determine the suitability of a person for employment. Failure to submit the requested documents will result in your application not being considered. 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. Following the interview and the technical exercise, the selection panel will recommend candidates to attend a Generic Managerial Competency Assessment (In compliance with the DPSSA Directive on the Implementation of the Competency based assessment). The department reserve the right not to fill these positions. People with disability are encouraged to apply and preference will be given to the EE target.

OTHER POSTS

- POST 03/25** : **DEPUTY DIRECTOR: ICT INFRASTRUCTURE REF NO: DPE/2019/002**
Unit: Information Management
- SALARY** : R697 011 per annum (all-inclusive remuneration package consisting of a basic salary of 70% and a 30% flexible portion that can be structured according to individual.
- CENTRE** : Pretoria
- REQUIREMENTS** : Applicants must be in possession of undergraduate qualification in Information Technology or equivalent qualification (NQF Level 7) as recognized by SAQA accompanied by at least 3 years' experience in ICT environment. Competencies: ICT Operations Management, Sharp ICT Technical and Analytic skills, ICT Operational Planning, Network and Infrastructure Administration, Security Management, Helpdesk Management, Capacity Planning, ICT Architecture, Disaster Recovery Plan, ICT Risk management, ICT Asset Management (Hardware Refresh) ICT Audit and Compliance Management. People Management skills, Good Communication (both verbal and written), MS Windows, VMWARE, SharePoint, MS Exchange, SQL2008, System Centre, and Knowledge of FOSS.
- DUTIES** : development, maintenance and implementation of the DPE's: Master Information Management Systems Plan. Information Technology Plan. ICT Security Plan. ICT Policy Framework and Instruments. IT Recovery and Disaster Plan. Monitor, evaluate and report on the performance of the DPE's ICT policy regime. Ensure the provisioning of desk top support services in line with the ITIL framework and processes. Ensure effective management and monitoring of the ICT infrastructure software license portfolio. Ensure compliance to Service Level Agreement by SITA and service providers and invoke penalties as and when required. Provide technical input into the development of specifications. Maintain the ICT Inventory. Manage and monitor the provision of communication systems (LAN, WAN) and ensure that communication systems are operational and available. Lead timely and cost-effective implementation of ICT infrastructure projects. Guide and monitor the implementation of change in the ICT domain. Manage the deployment and maintenance of virtual infrastructure for desktop and server virtualization. Manage

and monitor the deployment and maintenance of VPN, Audio Visual Systems, VCX, VOIP systems and Unified Communications. Ensure that IT infrastructure is integrate with all applications and ensure a smooth running thereof in a secure operational environment and at the required performance level. Manage and monitor the provision of file, print and exchange backups. Manage and monitor the deployment and maintenance of hardware systems (SAN, servers, blade servers, switches, firewalls, laptops, desktops and tablets). Develop and maintain the ICT Risk register. Ensure the implementation of risk mitigation measures. Manage the provisioning of network, data and information security. Constantly review internal processes with audit and industry standards and facilitate corrective action. Manage and oversee the implementation of SLAs of service providers. Identify the resource (financial, human and equipment) needs of the Sub-Directorate required to optimally support the implementation of the Work Plan. Supervise the effective and efficient utilisation of the financial resources of the Sub-Directorate. Monitor, evaluate and report on the effective and efficient utilisation (value for money) of allocated resources. Supervise account for the utilisation of the Sub-Directorate's human resources. Based on operational imperatives re-prioritise the allocation of resources within the Sub-Directorate. Provide input on strategic, annual and work planning processes for the Directorate and generate the prescribed performance reports.

- ENQUIRIES** : Mr George Malatsi Tel No: 012 431 1117
- POST 03/26** : **SENIOR ANALYST ENVIRONMENTAL REF NO: DPE/2019/003**
Unit: Environmental Impact and Policy Alignment
- SALARY** : R697 011 per annum (all-inclusive remuneration package consisting of a basic salary of 70%, 75% and a 30%, 25% flexible portion that can be structured according to individual.
- CENTRE REQUIREMENTS** : Pretoria
Applicants must be in possession of an undergraduate qualification in Environmental Management or Equivalent qualification (NQF Level 7) as recognized by SAQA accompanied by at least 5 years' experience in environmental issues and knowledge of the public sector and the legislative environment within which the State Owned Companies (SOC) operate. Computer skills, communication skills, Coordination skills, Report writing skills, Interpersonal skills, Organising skills, Problem solving and analysis. National Environmental Management Act (NEMA), Associated Acts under NEMA, National Climate Change Response White Paper, Public Finance Management Act. Good track record and relevant experience in research and analysis and an understanding of environmental issues associated with SOC that fall within the mandate of the DPE. Innovation and creativity; Risk management, Ability to work independently, as well as in a team within a multi-dimensional environment, strong negotiation skills. Excellent interpersonal, organizational, planning skills; Ability to work under pressure over extended periods to meet tight deadlines. Expected to travel as and when required.
- DUTIES** : unpack the data and information requirements for research projects and develop a supporting specification/inventory. Define the data and information sources. Access on-line sources and extract the requisite data or information. Liaise with SOCs in the cluster to source the requisite data and information. Liaise with research institutions to source the requisite data and information. Liaise with policy and other Departments in the cluster to source the requisite data and information. Develop a repository, per assigned project, of all data and information products. Perform quality assurance and reliability testing on data and information received. Define data and information "gaps" and initiate processes to secure such data/information or escalate to Project Leader. In conjunction Project Leaders and Specialists define data- and information set requirements. Develop specifications for databases to support research initiatives. Develop databases/secure technical assistance for the development of complex databases. Oversee data capturing procedures and quality assure datasets. Generate initial findings and statistical reports for assessment by Specialist and align according to needs requirements. Apply a variety of quantitative and qualitative analytical methods, such as cost-benefit, business case, and risk-sensitivity analyses methodologies. Interpret

complex analyses findings into understandable reports. Present and explain projections and findings to Specialists or Project Teams.

ENQUIRIES : Mr George Malatsi Tel No: 012 431 1117

POST 03/27 : **SENIOR ADMINISTRATIVE OFFICER (REGISTRY) REF NO: DPE/2019/006**
Unit: Information Management

SALARY : R299 709 per annum
CENTRE : Pretoria
REQUIREMENTS : Applicants must be in possession of a three year National Diploma in Administration or equivalent qualification and at least three years supervisor experience in records management. Competencies: Good Communications Skills, both oral and writing; client orientation and customer focus; honesty and Integrity; service delivery innovation. Organizing skills, ability to work under pressure. Must have knowledge of Records Management.

DUTIES : Provide Supervise and provide registry counter services, Attend to clients. Handle telephonic and other enquiries received. Supervise-receipt, register and dispatch all documents received; filing of submissions and reports in line with the File Plan and standards set by the Provincial Archiving Service; retrieval of documents on request; the secure storage of documents; Scanning of documents and submissions for storage on the Branch's electronic filing system. Ensure the maintenance of equipment. Order stationary and other consumables for the Registry Office. Ensure a neat and safe workplace. Control the work of subordinate staff. Coordinate file and document searches. Align filing practices with departmental policy imperatives. Supervise the reception and receive all mail. Supervise and sort, register and dispatch mail. Distribute notices on registry issues. Opening and close files according to the record classification system. Filing/storage, tracing (electronically/manually) and retrieval of documents and files. Ensure and complete index cards for all file Electronic scanning of files. Sort and package files for archives and distribution. Compile list of documents to be archived and submit to the supervisor. Allocate and ensure quality of work. Personnel development. Assess staff performance. Apply discipline. Keep records for archived documents.

ENQUIRIES : Mr Benneth Baloyi Tel No: (012) 431 1029

DEPARTMENT OF PUBLIC SERVICE AND ADMINISTRATION

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

- APPLICATIONS** : Applications quoting reference number must be addressed to Mr Thabang Ntsiko. Applications must be posted to Department of Public Service and Administration, Private Bag X916, Pretoria, 0001 or delivered 546 Edmond Street, Batho Pele House, cnr Edmund and Hamilton Street, Pretoria. Faxed and emailed applications will not be considered. Applications should alternatively be submitted online at www.ejob.gov.za and it should be accompanied by a comprehensive Curriculum Vitae (CV) as well as certified copies of qualifications, Identity and valid driver's license (where driving/travelling is an inherent requirement of the job)
- CLOSING DATE** : 11 February 2019
- NOTE** : The successful candidate will have to sign an annual performance agreement and will be required to undergo a security clearance. Applications must be submitted on form Z.83 accompanied by copies of qualification(s), Identity Document (certified in the past 3 months.) Proof of citizenship if not RSA citizen, a comprehensive CV indicating duration of appropriate experience and three reference persons with the following information: name and contact numbers, an indication of the capacity in which the reference is known to the candidate. Reference checks will be done during the selection process. Note: Failure to submit these copies will result in the application not being considered. Note that correspondence will only be conducted with the short-listed candidates. If you have not been contacted within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. Applicants must note that further checks will be conducted once they are short-listed and that their appointment is subject to positive outcomes on these checks, which include security clearance, security vetting, qualification verification and criminal records.
- ERRATUM: DEPARTMENT OF PUBLIC SERVICE AND ADMINISTRATION:** kindly note that the post of Skills Development Officer advertised Public Service Vacancy Circular 02 dated 18 January 2019, the salary scale should read as follows: R242 475 per annum (Level 07). Annual progression up to a maximum salary of R285 630 per annum is possible, subject to satisfactory performance and the closing date should be 04 February 2019.

OTHER POST

- POST 03/28** : **AUDIT AND RISK COMMITTEE MEMBERS REF NO: DPSA/19/002 (X2 POSTS)**
- SALARY** : Audit and Risk Committee Members shall be appointed as independent contractors and not as employees of the Department. Appointment will be for a three-year term and remuneration shall be in accordance with National Treasury Regulations 3.1.6, read with 20.2.3. Members will be remunerated for preparation and attendance of meetings.
- CENTRE REQUIREMENTS** : Pretoria
- Applicants must be in possession of a graduate qualification in the field of either Accounting, Internal Auditing, Risk Management, Information Communication Technology, or Law. Possession of a CA (SA), CIA, CISA, CFE qualification will be an added advantage. Experience: Applicants must have a sound experience in Internal Audit, Governance and Risk Management, Information Communication Technology, Strategy Development, Implementation and Monitoring, Legal and External Auditing. A proven record of service or membership of the following Committees: Audit Committee, Risk Management Committee, IT Steering Committee, Ethics Committee and/or any Governance Body. Attributes and Skills: Independence, integrity, objectivity, reliability, sound knowledge of Public Sector environment, knowledge of governance and risk management principles and control processes, good communication skills, strong leadership skills, knowledge of the Public Administration industry. Independence from all operations of the Department of Public Service and Administration and the Centre for Public Service Innovation.

DUTIES

: The committee regulates and discharges its responsibilities in accordance with the provisions of the PFMA, Treasury Regulations and approved Audit Committee Charter.

ENQUIRIES

: Mr. E. Mogwanye Tel No: 012 336 1074

NOTE

: Applications are hereby invited from independent, suitably qualified and experienced professionals to serve as members of the Shared Audit and Risk Committee of the Department of Public Service and Administration and Centre for Public Service Innovation. Preference will be given to applicants who are citizens of the Republic of South Africa and resides within the Gauteng Province.

DEPARTMENT OF PUBLIC WORKS

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.



CLOSING DATE : 08 February 2019 at 16h00
NOTE : An indication by candidates in this regard will facilitate the processing of applications. If no suitable candidates from the unrepresented groups can be recruited, candidates from the represented groups will be considered. People with disabilities are encouraged to apply. Applications must be submitted on a signed Form Z83, obtainable from any Public Service department and must be accompanied by a comprehensive CV, recently certified copies of qualifications and an Identification Document. 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, e-mailed or late applications will NOT be accepted. People with disabilities are encouraged to apply.

OTHER POSTS

POST 03/29 : **DEPUTY DIRECTOR: USER DEMAND MANAGEMENT: CORRECTIONAL SERVICES & OTHERS REF NO: 2019/01**

Re-Advertisement: Those who applied previously are encouraged to re-apply

SALARY : R826 053 per annum (All-inclusive salary package) (total package to be structured in accordance with the rules of the Middle Management Service)

CENTRE : Head Office (Pretoria)
REQUIREMENTS : A three year tertiary qualification in the relevant field with extensive appropriate experience in the field of key account management within the Public Service Sector. Knowledge of Government Immovable Asset Management Act (GIAMA); Works Control System (WCS); Property Management Information System (PMIS); Public Finance Management Act (PFMA); Treasury Regulations; financial management and administration; technical knowledge of the built environment; programme, project, property and facilities management; construction regulations; occupational health and safety; financial administration, procurement processes and systems. Knowledge of Infrastructure Management Development System (IDMS). Skills: Interpersonal, written, verbal communication and presentation skills, advanced numeracy and computer literacy. Client relations, ability to work under pressure; provide training to clients and staff, facilitation and research. Willing to adapt work schedule in accordance with office requirements. Dispute resolution and conflict management. Management of performance development.

DUTIES : To manage the accommodation requirements of the Correctional Services & Others portfolio in alignment with GIAMA. Verify accommodation requests to determine correctness; assess and analyse accommodation requirements; issue procurement instructions or pre-designed information requests to relevant internal stakeholders; liaise with Correctional Services and other clients regarding project and leasing issues, facilities management and maintenance; interact with DPW and client regional offices and service providers; assist client with request for funding of accommodation needs; compile reports and submit to the Director for internal and external clients or on request of Management. Convene and chair client liaison forums meetings. Assist and train clients in the compilation of User Asset Management Plans and provide guidance on Custodial Asset Management Plans. Co-ordinate and monitor the budget and expenditure levels of Correctional Services and other clients - analyse budget on WCS; monitor expenditure levels;

align cash flows, project plans and quality reports per service on a monthly basis; compile client specific reports of expenditure and distribute reports to client departments; liaise with the Directorate, Financial Accounting with regard to the availability of funding; assist in the request for leased properties for the Medium Term Expenditure Framework (MTEF). Provide management support with general office functions related to the accommodation portfolio of Correctional Services and other clients; liaise with project managers on progress per project; verify registered services on the Work Control System (WCS); co-ordinate and attend progress site meetings with clients executing units and service providers; compile agenda and minutes of meetings; liaise and interact with regional offices and service providers. Manage the Sub Directorate: User Demand Management and undertake all administrative functions required with regard to financial and HR administration. Establish, implement and maintain efficient and effective communication and client relationships. Develop and manage the operational and financial plan of the sub-directorate and report on progress as required. Develop implement and maintain processes to ensure proper control of work. Compile and submit all required administrative reports. Chair and serve on task teams as required. Manage the procurement and asset functions for the sub-directorate. Plan and allocate work. Quality control the work delivered by employees.

- ENQUIRIES** : Mr Melikhaya Time Tel No: (012) 406 1152
- APPLICATIONS** : The Director-General, Department of Public Works Private Bag X65, Pretoria, 0001 or Hand delivered at, Corner Madiba (Vermeulen) and Bosman Street, Central Government Offices Building, Pretoria
- FOR ATTENTION** : Ms N.P Mudau
- POST 03/30** : **DEPUTY DIRECTOR: USER DEMAND MANAGEMENT: JUSTICE AND COMMISSIONS REF NO: 2019/02**
Re-Advertisement: Those who applied previously are encouraged to re-apply
- SALARY** : R826 053 per annum (All-inclusive salary package) (total package to be structured in accordance with the rules of the Middle Management Service)
- CENTRE** : Head Office (Pretoria)
- REQUIREMENTS** : A three year tertiary qualification in the relevant field with extensive experience in the field of key account management within the Public Service Sector. Knowledge of Government Immovable Asset Management Act (GIAMA); Works Control System (WCS); Property Management Information System (PMIS); Public Finance Management Act (PFMA); Treasury Regulations; financial management and administration; technical knowledge of the built environment; programme, project, property and facilities management; construction regulations; occupational health and safety; financial administration, procurement processes and systems. Knowledge of Infrastructure Management Development System (IDMS). Skills: Interpersonal, written, verbal communication and presentation skills, advanced numeracy and computer literacy. Client relations, ability to work under pressure; provide training to clients and staff, facilitation and research. Willing to adapt work schedule in accordance with office requirements. Dispute resolution and conflict management. Management of performance development.
- DUTIES** : To manage the accommodation requirements of the Justice & Commissions portfolio in alignment with GIAMA. Verify accommodation requests to determine correctness; assess and analyse accommodation requirements; issue procurement instructions or pre-designed information requests to relevant internal stakeholders; liaise with Justice & commissions clients regarding project and leasing issues, facilities management and maintenance; interact with DPW and client regional offices and service providers; assist client with request for funding of accommodation needs; compile reports and submit to the Director for internal and external clients or on request of Management. Convene and chair client liaison forums meetings. Assist and train clients in the compilation of User Asset Management Plans and provide guidance on Custodial Asset Management Plans. Co-ordinate and monitor the budget and expenditure levels of Justice and Commissions - analyse budget on WCS; monitor expenditure levels; align cash flows, project plans and quality reports per service on a monthly basis; compile client specific reports of expenditure and distribute reports to client departments; liaise with the Directorate, Financial Accounting with regard to the availability of

funding; assist in the request for leased properties for the Medium Term Expenditure Framework (MTEF). Provide management support with general office functions related to the accommodation portfolio of Justice and Commissions clients; liaise with project managers on progress per project; verify registered services on the Work Control System (WCS); co-ordinate and attend progress site meetings with clients executing units and service providers; compile agenda and minutes of meetings; liaise and interact with regional offices and service providers. Manage the Sub Directorate: User Demand Management and undertake all administrative functions required with regard to financial and HR administration. Establish, implement and maintain efficient and effective communication and client relationships. Develop and manage the operational and financial plan of the sub-directorate and report on progress as required. Develop implement and maintain processes to ensure proper control of work. Compile and submit all required administrative reports. Chair and serve on task teams as required. Manage the procurement and asset functions for the sub-directorate. Plan and allocate work. Quality control the work delivered by employees.

- ENQUIRIES** : Ms Jayshree Pardesi Tel No: (012) 406 2091
- APPLICATIONS** : The Director-General, Department of Public Works Private Bag X65, Pretoria, 0001 or Hand delivered at, Corner Madiba (Vermeulen) and Bosman Street, Central Government Offices Building, Pretoria
- FOR ATTENTION** : Ms N.P Mudau
- POST 03/31** : **DEPUTY DIRECTOR: USER DEMAND MANAGEMENT: DEFENCE AND OTHERS REF NO: 2019/03**
Re-Advertisement: Those who applied previously are encouraged to re-apply
- SALARY** : R826 053 per annum (All-inclusive salary package) (total package to be structured in accordance with the rules of the Middle Management Service)
- CENTRE** : Head Office (Pretoria)
- REQUIREMENTS** : A three year tertiary qualification in the relevant field with extensive experience in the field of key account management within the Public Service Sector. Knowledge of Government Immovable Asset Management Act (GIAMA); Works Control System (WCS); Property Management Information System (PMIS); Public Finance Management Act (PFMA); Treasury Regulations; financial management and administration; technical knowledge of the built environment; programme, project, property and facilities management; construction regulations; occupational health and safety; financial administration, procurement processes and systems. Knowledge of Infrastructure Management Development System (IDMS). Skills: Interpersonal, written, verbal communication and presentation skills, advanced numeracy and computer literacy. Client relations, ability to work under pressure; provide training to clients and staff, facilitation and research. Willing to adapt work schedule in accordance with office requirements. Dispute resolution and conflict management. Management of performance development.
- DUTIES** : To manage the accommodation requirements of the Defence and Others portfolio in alignment with GIAMA. Verify accommodation requests to determine correctness; assess and analyse accommodation requirements; issue procurement instructions or pre-designed information requests to relevant internal stakeholders; liaise with Defence and other clients regarding project and leasing issues, facilities management and maintenance; interact with DPW and client regional offices and service providers; assist client with request for funding of accommodation needs; compile reports and submit to the Director for internal and external clients or on request of Management. Convene and chair client liaison forums meetings. Assist and train clients in the compilation of User Asset Management Plans and provide guidance on Custodial Asset Management Plans. Co-ordinate and monitor the budget and expenditure levels of Defence and clients - analyse budget on WCS; monitor expenditure levels; align cash flows, project plans and quality reports per service on a monthly basis; compile client specific reports of expenditure and distribute reports to client departments; liaise with the Directorate, Financial Accounting with regard to the availability of funding; assist in the request for leased properties for the Medium Term Expenditure Framework (MTEF). Provide management support with general office functions related to the accommodation portfolio of Defence and other clients; liaise with project managers

on progress per project; verify registered services on the Work Control System (WCS); co-ordinate and attend progress site meetings with clients executing units and service providers; compile agenda and minutes of meetings; liaise and interact with regional offices and service providers. Manage the Sub Directorate: User Demand Management and undertake all administrative functions required with regard to financial and HR administration. Establish, implement and maintain efficient and effective communication and client relationships. Develop and manage the operational and financial plan of the sub-directorate and report on progress as required. Develop implement and maintain processes to ensure proper control of work. Compile and submit all required administrative reports. Chair and serve on task teams as required. Manage the procurement and asset functions for the sub-directorate. Plan and allocate work. Quality control the work delivered by employees.

ENQUIRIES : Ms Krishnie Nadasen Tel No: (012) 406 1261
APPLICATIONS : The Director-General, Department of Public Works Private Bag X65, Pretoria, 0001 or Hand delivered at, Corner Madiba (Vermeulen) and Bosman Street, Central Government Offices Building, Pretoria
FOR ATTENTION : Ms N.P Mudau

POST 03/32 : **DEPUTY DIRECTOR: DISPOSAL REF NO: 2019/04**

SALARY : R826 053 per annum (All-inclusive salary package) (total package to be structured in accordance with the rules of the Middle Management Service)

CENTRE : Head Office (Pretoria)
REQUIREMENTS : A three year tertiary qualifications in Real Estate Management/Property Management / Financial Management, Property Law or equivalent qualification. Relevant work experience in the property or immovable asset management preferably in disposals, relevant supervisory experience on Assistant Director Level. Knowledge: State Land Disposal Act, Broad Based Black Economic Empowerment Act, Public Financial Management Act, Treasury Regulations, Supply Chain Management framework, Preferential Procurement Policy Framework, Procurement directives and procedures, Government Budget procedures. Computer Literacy, Negotiation skills, Report writing skills, Effective communication. Ability to work under pressure. Willing to adapt work schedule in accordance with professional requirements. Willing to travel. A valid driver's license.

DUTIES : Manage the disposal process of State land- co-ordinate and facilitate the process of identifying superfluous land to be disposed; manage the prioritisation of land to be disposed; develop and implement strategies to guide the disposal of State land; establish the ownership of land to be disposed; ensure that all land disposal do not infringe with the National Land Reform Programme; manage the transfer of ownership of land disposed; ensure compliance to departmental policies on disposal. Manage financial processes on the disposal of land- assist in the valuation of land to be disposed; manage the compilation of budget inputs; compile and present budget review report on land disposal; manage the recovery of State funds; oversee and ensure timeous payments of consultants and related fees; prepare and present quarterly projections to the Supply Chain Management; attend to the resolution of audit queries.

ENQUIRIES : Mr M Cele Tel No: (012) 406 1204
APPLICATIONS : The Director-General, Department of Public Works Private Bag X65, Pretoria, 0001 or Hand delivered at, Corner Madiba (Vermeulen) and Bosman Street, Central Government Offices Building, Pretoria

FOR ATTENTION : Ms N.P Mudau

POST 03/33 : **DEPUTY DIRECTOR: INDUSTRY RESEARCH REF NO: 2019/05**

SALARY : R826 053 per annum (All-inclusive salary package) (total package to be structured in accordance with the rules of the Middle Management Service)

CENTRE : Head Office (Pretoria)
REQUIREMENTS : A three year tertiary qualification in Property, Finance, Economics, Mathematics, Statistics or equivalent qualification, Relevant work experience in the property, construction industries and in a research related role. Knowledge: Competence in

Microsoft Office applications, high competence in MS Excel (advanced), competence in research and report compilation, understanding of analytical tool development, knowledge of property investment, management and valuation, good project and people management skills. Personal attributes: Excellent interpersonal, communication and analytical skills, ability and willingness to work under pressure, able to work independently, dedicated, diligent and focused, passionate about knowledge and research, good presentation skills, innovative thinking, must be able to take initiative, commitment to excellence in every aspect of work.

DUTIES : Research and analyse financial, economic, social and other trends and topics independently, perform data analysis and documentation of insights, prepare comprehensive business reports, perform portfolio analysis, benchmarking and performance measurement, work closely with stakeholders with different backgrounds to validate analyses and output, provide technical assistance to other units within the business, develop analytical tools and investment related policies for the Department.

ENQUIRIES : Ms L Skhosana Tel No: (012) 406 1548

APPLICATIONS : The Director-General, Department of Public Works Private Bag X65, Pretoria, 0001 or Hand delivered at, Corner Madiba (Vermeulen) and Bosman Street, Central Government Offices Building, Pretoria

FOR ATTENTION : Ms N.P Mudau

POST 03/34 : **DEPUTY DIRECTOR: VALUATION SERVICES REF NO: 2019/06**

SALARY : R826 053 per annum (All-inclusive salary package) (total package to be structured in accordance with the rules of the Middle Management Service)

CENTRE : Head Office (Pretoria)

REQUIREMENTS : A three year tertiary qualification in Real Estate (Property Valuation). Relevant experience at Assistant Director Level in property Valuations. Must be Registered with The South African Council for Property Valuers Profession in terms of the Property Valuers Profession Act, 2000 (Act 47 of 2000) as a Professional Valuer . A valid unendorsed driver's licence. Knowledge of valuation of all types of properties and applicable legislation such as: PFMA, PVA, GIAMA, MPRA, Expropriation Act 63 of 1975 (as amended) and Act 108 of 1996 (Constitution). Effective communication, Project planning, Advance report writing, Computer literacy, Planning and organizing, Diplomacy, Interpersonal problem solving and presentation skills, Innovative, Creative, Hardworking, Self-motivated, Ability to work under pressure, Ability to communicate at all levels, Analytical thinking, Conflict resolution and Self Starter. Willingness to work longer hours and adapt to work schedules in accordance with professional requirements.

DUTIES : Undertake managerial functions and conduct valuation of all types' properties as delegated by the Director. Submit valuation reports to the Land Affairs Board for assessment and approval and liaise with the Board on valuation matters. Review and contesting municipal valuations on state owned properties, lodge objections where necessary to enable savings on municipal rates levied. Represent the Department in valuation disputes. Provide inputs into the appointment of private valuers. Consider and comment on valuations received from private and candidate valuers. Drive the mentorship programme for Candidate valuers and also supervise the work of Professional Associated valuers. Promote the interest of the valuers profession in general.

ENQUIRIES : Mr H Ndlovu Tel No: (012) 406 1888

APPLICATIONS : The Director-General, Department of Public Works Private Bag X65, Pretoria, 0001 or Hand delivered at, Corner Madiba (Vermeulen) and Bosman Street, Central Government Offices Building, Pretoria

FOR ATTENTION : Ms N.P Mudau

POST 03/35 : **DEPUTY DIRECTOR: FINANCIAL REPORTING REF NO: 2019/07 (X4 POSTS)**
(Twelve Months Contract)

SALARY : R697 011 per annum (All inclusive salary package). (Total package to be structured in accordance with the rules of the Middle Management service)

CENTRE : Head Office

- REQUIREMENTS** : A three year tertiary qualification in Financial Accounting or equivalent qualification with extensive relevant finance experience with GRAP or accrual accounting practical experience. Audit articles will be advantage. Willingness to travel with a valid driver's licence. Knowledge: A candidate must have public sector experience, extensive applied knowledge of the PMFA, GRAP and modified cash accounting frameworks. SAGE Financial Systems experience will be advantages. Skills: Strong analytical and communication skills (both written and verbal), computer literate with advanced Excel skills and good interpersonal skills. Presentation skills, planning and organizing, problem solving, diplomacy, ability to work under pressure to meet tight deadline. Strong negotiation skills.
- DUTIES** : Management of AFS accounting and disclosure of assets, accruals, operating & finance leases, prepaid expenses, commitments and retentions. Reviewing efficiency and effectiveness of systems of internal controls at head office and in the regions in order to improve the integrity of financial information. Liaising with line function and other finance officials in order to obtain accurate and reliable inputs for financial reporting purposes within deadlines (focusing on accrued expenses, prepaid expenses, immovable assets and construction projects related expenses, commitments). Compilation of accurate financial inputs for reporting purposes, including creation of audit file with supporting schedules and evidence. Provide technical accounting support to line function and finance officials. Assist in the development and monitoring of the audit action plan. Responsible for providing responses to audit findings, discussing technical audit issues with AGSA as well providing guidance on audit issues to line function and finance units within the regions. Performing month-end procedures including clearing suspense accounts and financial information for construction project management. Empower officials with GRAP accounting and financial management skills development. Effective management of the finance officials under candidate's supervision. Ensure effective corporate governance processes and sound resources management.
- ENQUIRIES** : Mr H Abrahams Tel No: (012) 406 1270
- APPLICATIONS** : The Director-General, Department of Public Works Private Bag X65, Pretoria, 0001 or Hand delivered at, Corner Madiba (Vermeulen) and Bosman Street, Central Government Offices Building, Pretoria
- FOR ATTENTION** : Ms N.P Mudau
- POST 03/36** : **EXECUTIVE OFFICER MANAGER REF NO: 2019/08**
- SALARY** : R697 011 per annum (All inclusive salary package). (Total package to be structured in accordance with the rules of the Middle Management Service)
- CENTRE** : Head Office (Pretoria)
- REQUIREMENTS** : A three year tertiary qualification in any of the following fields: Social Science, Administration, Building Sciences, Financial related or related field. Extensive experience on an Assistant Director level. Knowledge: Wide range of office management and administrative tasks, Demonstrative computer literacy, Structure and functioning of the Department, Conflict management, Project management; Skills: Communication (written and verbal) Policy analysis and development, Planning and organizing, People management, Financial management, Project coordination, Problem Solving, Computer literacy, Facilitation and presentation, Stakeholder and client liaison, Monitoring; Excellent inter-personal skills: People orientated, Creative, Trustworthy, Assertive, Hard-working, Self-motivated, Ability to work independently, Ability to work under pressure.
- DUTIES** : The provision of effective and efficient Office Management –management of the work flow of the component; Co-ordinate high-level meetings in all aspects; take charge of invitations and RSVP functions etc. Act as formal channel of communication between office of the DDG and other Departments and organisations; Compile briefing notes as well as other documentation to adequately prepare the DDG for such meetings; Contribute to the development and promotion of the programmes under the jurisdiction of the DDG; Undertake research and inform DDG of such outcomes in strengthening the position of the Branch within the wider context of its mandate; Represent DDG at meetings as and when required; attend certain branch meetings; liaise with relevant stakeholders regarding outstanding information and issues; co-ordinate meetings/

workshops (venues, travel, catering etc); manage due dates of correspondence; prepare documentation for meetings, presentations and reports; undertake research and develop appropriate policies, strategies programmes to be used to promote the Branch. Coordinate and manage projects in the office of the DDG. To render effective and efficient administrative support services – Consolidate all Chief Director’s reports to produce a monthly and quarterly Branch report; Ensure efficient records management; administer office correspondence, documents and reports; co-ordinate and organise office activities; draft and type correspondence/ documents; manage communication and flow of information in the office; manage the processing of S&T claims, payments and invoices relevant to the office; Manage budget in the DDG’s office. Risk and compliance management-Coach and guide staff on compliance to all relevant regulatory, internal and external compliance requirements; Report on all risk and financial indicators including e.g. financial losses, overpayment, etc. according to required format; Keep up to date with compliance and regulatory requirements and liaise with all relevant stakeholders within and external to the organisation to ensure accurate implementation; Interpret and implement all organisational circulars, policy and other communications that impact on the operation of the business unit. Management of human resources (financial, physical and human)-management of section performance within the sub-directorate; Report on the performance of the unit against operational plan, business requirements and targets; Develop the work plan for the unit and ensure effective prioritisation and resource planning; Agree on the training and development needs of the unit; Manage the implementation of compliant performance management; Manage compliance of the unit against finance, asset management, supply chain and procurement regulations and policy requirements; Manage the financial resources of programmes and projects in charge of in accordance to the PFMA.

- ENQUIRIES** : Ms. Florence Rabada Tel No: (012) 406 1142
- APPLICATIONS** : The Director-General, Department of Public Works Private Bag X65, Pretoria, 0001 or Hand delivered at, Corner Madiba (Vermeulen) and Bosman Street, Central Government Offices Building, Pretoria
- FOR ATTENTION** : Ms N.P Mudau
- POST 03/37** : **ASSISTANT DIRECTOR: PROPERTY BUDGET MANAGEMENT REF NO: 2019/09**
- SALARY** : R444 693 per annum
- CENTRE** : Head Office
- REQUIREMENTS** : A three year tertiary qualification in Accounting, Financial Management or equivalent qualifications. Relevant experience in budgeting and planning for property related expenditure and willing to adapt to work schedule in accordance with office requirements. Have knowledge of Public Finance Management Act; Treasury Regulations; MS Office Word and Excel; basic research and information gathering. Sound interpersonal and communication skills, computer literate, multi-tasked skills, self-driven, result orientated, motivated, meet deadlines and acceptance of responsibility. Applicants must clearly demonstrate their competencies regarding MS Office packages, especially Excel.
- DUTIES** : Compile, analyse and submit budget review and proposal documents for the PMTE during the annual budget process; Prepare the monthly expenditure report and advice thereof; analyse expenditure; evaluate financial implications on policy development and changes, provide budget and financial advice to budget managers in terms of PFMA, Treasury Regulation and Treasury Guidelines, attend to internal and external queries, including audit queries, facilitate the collection of budget inputs from line managers; analyse and verify budget inputs with line managers; consolidation of budget input inputs and allocating per objective; assist in coordinating the shifting of funds; ensure that budget planning is within the statutory requirements; advise line managers on over and under expenditure, drawing financial reports from SAGE; compiling progress reports and submit to management for financial reporting; assist in providing financial support to management and assist with the implementation of the strategic plan of the PMTE; ensure that all financial records are in compliance with financial policies, regulations, manuals, directives, Acts and Accounting Standards before any

transaction can be effected either manually or on the system; Implement Internal control measures and conduct risk assessments.

ENQUIRIES : Ms. M Dlova, Tel No: (012) 406 1255

APPLICATIONS : The Director-General, Department of Public Works Private Bag X65, Pretoria, 0001 or Hand delivered at, Corner Madiba (Vermeulen) and Bosman Street, Central Government Offices Building, Pretoria

FOR ATTENTION : Ms N.P Mudau

POST 03/38 : **ASSISTANT DIRECTOR: VALUATION SERVICES REF NO: 2019/10**

SALARY : R444 693 per annum

CENTRE : Head Office

REQUIREMENTS : A three year tertiary qualification in Real Estate (Property Valuation). Relevant experience in property Valuations. Must be Registered with The South African Council for Property Valuers Profession in terms of the Property Valuers Profession Act, 2000 (Act 47 of 2000) as a Professional Valuer or Professional Associated Valuer. A valid unendorsed driver's licence. Knowledge of valuation of various types of properties and applicable legislation such as: PFMA, PVA, GIAMA, MPRA, Expropriation Act 63 of 1975 (as amended) and Act 108 of 1996 (Constitution). Effective communication, Project planning, Advance report writing, Computer literacy, Planning and organizing, Diplomacy, Interpersonal problem solving and presentation skills, Innovative, Creative, Hardworking, Self-motivated, Ability to work under pressure, Ability to communicate at all levels, Analytical thinking, Conflict resolution and Self Starter. Willingness to work longer hours and adapt to work schedules in accordance with professional requirements.

DUTIES : Assist in the managerial functions and conduct valuation of various properties as delegated by the Director. Submit Valuation reports to the Land Affairs Board for assessment and retification and liaise with the Board on valuation matters. Assist in reviewing and contesting municipal valuations on state owned properties, lodge objections where necessary to enable savings on municipal rates levied. Assist in driving the mentorship programme for candidate valuers and associated initiatives. Promote the interest of the valuers profession in general.

ENQUIRIES : Mr H Ndlovu Tel No: (012) 406 1888

APPLICATIONS : The Director-General, Department of Public Works Private Bag X65, Pretoria, 0001 or Hand delivered at, Corner Madiba (Vermeulen) and Bosman Street, Central Government Offices Building, Pretoria

FOR ATTENTION : Ms N.P Mudau

POST 03/39 : **ASSISTANT DIRECTOR: SITE DELIVERY PROGRAMME REF NO: 2019/11**

SALARY : R444 693 per annum

CENTRE : Head Office

REQUIREMENTS : A three year tertiary qualifications in Town and Regional Planning. Relevant experience in Land Use Management and Administration, Project Management, Development Studies/Planning and Town and Regional Planning. Knowledge of: Applicable legislation, standards and guidelines related to town and regional planning, Technical issues related to town and regional planning, Site layout, Feasibility investigations regarding property development, Policy research, analysis and development, Procurement processes and procedures, Built environment. Town and regional planning; Public works programmes. Finance and Administration, Contract management, Registration with the SA Council for Planners or have a Candidate Planner Certificate as an added advantage; drivers' license; must be prepared to travel; willing to adapt work schedule in accordance with office requirements. Skills: Financial administration, Management of service level agreements, Effective communication, Technical report writing, Numeracy, Computer literacy. Organisation and planning, Relationship management; Programme and project management. Interpersonal and diplomacy skills, Problem solving skills, Decision making skills, Motivational skills, Conflict resolution, Negotiation skills, Analytical thinking, Innovative, Creative, Solution orientated, Ability to work under pressure, Ability to communicate at all levels, People orientated, Hard-working, Highly motivated.

DUTIES : Monitor the implementation of town and regional planning principles on fixed asset development –manage Site Delivery Programme in line with town and regional planning principles applicable in fixed asset development and as per set timeframes and budgets; compile and maintain departmental town planning policy documents, records and files to enhance Site Identification delivery services; formulate policies and guidelines based on related best practices; verify compliance with legislation and conditions by relevant authorities. Provide site identification delivery services:- develop, negotiate and manage the Site Delivery Programme; verify Pre-Design Information Requests; negotiate Project Execution Plans; facilitate the identification and determination of the feasibility of potential sites; issue Service Delivery Agreements to service providers; facilitate site clearance in terms of Project Execution Plans; manage site clearance standards as agreed with Project Managers; identifying blockages and required interventions; provide helpdesk and stakeholder liaison services on National Site Identification progress; Attend to site related queries. Develop and manage framework for the development of state assets -ensure the involvement of all related stakeholders; facilitate the development of the framework; co-ordinate and monitor the implementation thereof in compliance with applicable legislation and town and regional planning standards and guidelines; evaluate the impact of private developments on adjoining state assets.

ENQUIRIES APPLICATIONS : Malusi Ganiso. Tel No: (012) 406 1035
: The Director-General, Department of Public Works Private Bag X65, Pretoria, 0001 or Hand delivered at, Corner Madiba (Vermeulen) and Bosman Street, Central Government Offices Building, Pretoria

FOR ATTENTION : Ms N.P Mudau

POST 03/40 : **ASSISTANT DIRECTOR: PROPERTY MANAGEMENT (EXISTING PROPERTIES) REF NO: 2019/12**

SALARY CENTRE REQUIREMENTS : R444 693 per annum
: Head Office
: A three tertiary qualification in property management or related qualification field with extensive experience in the relevant field; Asset Management. Knowledge: Public Finance Management Act; financial administration; procurement directives and procedures; programme and project planning; market research; property economics; reporting procedures. Skills: Effective communication skills; advanced report writing skills; computer literacy; planning and organising; numeracy; diplomacy skills; interpersonal skills; problem solving; presentation skills, Innovative; creative; hardworking; self-motivated; ability to work under pressure; ability to communicate at all levels. Must be prepared to travel; a valid driver's licence. Willing to adapt work schedule in accordance with professional requirements.

DUTIES : Assist with the effective management of the administration of Departmental property - provide advice and inputs on drafting plans regarding immovable assets; assist with the control of property rights and vesting of state land; ensure compliance to property legislations; interact with facilities management to ensure effective cleaning, gardening and security services of Departments` property; facilitate capturing of revenue and expenditure of all state owned and leased property in property information, The effective administrative support to the component -ensure effective maintenance and function ability of properties leased out, ensure effective administration and performance of buildings for client satisfaction; administrate property portfolios; manage and maintain a comprehensive and accurate property asset register; ensure timeous payments of all services rendered to state properties.

ENQUIRY APPLICATIONS : Mr. S Ncoane Tel No: (012) 406 1575
: The Director-General, Department of Public Works Private Bag X65, Pretoria, 0001 or Hand delivered at, Corner Madiba (Vermeulen) and Bosman Street, Central Government Offices Building, Pretoria

FOR ATTENTION : Ms N.P Mudau

POST 03/41 : **PROJECT COORDINATOR REF NO: 2019/13**
(Twenty Four Months Contract)

SALARY : R444 693 per annum
CENTRE : Head Office
REQUIREMENTS : A three tertiary qualification in Public Management/ Administration, Social Science, Commerce, Political Science, Development or Policy Development Studies. A qualification in project or programme management will serve as an added advantage. Knowledge and experience: Competent project or programme administrator or coordinator with relevant experience in public or private service. Knowledge and experience in use of office package is essential; Skills: Communication (written and verbal) Policy analysis and development, Planning and organizing, People management, Financial management, Project coordination, Problem Solving, Computer literacy, Facilitation and presentation, Stakeholder and client liaison, Monitoring; Excellent inter-personal skills: People orientated, Creative, Trustworthy, Assertive, Hard-working, Self-motivated, Ability to work independently, Ability to work under pressure. Extensive travelling and working irregular hours. The role also demand excellent oral and written communication skills.

DUTIES : Stakeholder management-Develop and maintain database of stakeholders. Liaises with stakeholders on constant basis. Support the implementation of the Stakeholder Consultation Strategy and Plans. Administrative support-Provide administrative support. Document management system implementation. Secretariat support- Coordinate logistics for meetings. Send invitations and receive confirmation. Draft the Agendas. Record, circulate and update minutes. Filing and record management. Update coordinated action list. Request and receive documents. Compile meeting packs. Arrangement of workshops and events-Bookings of venues for workshops and events. Attend to all workshops and events logistical services. Arrange all events related to the project. Produce draft event and workshop report/s. Project Work stream coordination-Administer the work of the work streams. Support coordination and collation of work streams inputs. Project progress report coordination- Update and track project progress. Generate project reports on a need basis. Documents management -Provide efficient management of document among the project team and affected stakeholders. Receive and classify inputs from stakeholders. Store and retrieve project documents from time to time.

ENQUIRIES : Mr. Mthokozisi Sidambe Tel No: (012) 406 1789
APPLICATIONS : The Director-General, Department of Public Works Private Bag X65, Pretoria, 0001 or Hand delivered at, Corner Madiba (Vermeulen) and Bosman Street, Central Government Offices Building, Pretoria

FOR ATTENTION : Ms N.P Mudau

POST 03/42 : **ASSISTANT DIRECTOR: PROPERTY ACQUISITIONS REF NO: 2019/14**

SALARY : R444 693 per annum
CENTRE : Head Office
REQUIREMENTS : A three year tertiary qualification in property management, financial management or legal studies or business studies or other related field, with experience in the property environment, Relevant working experience in Property Management, Supervisory experience, Extensive experience in property acquisitions will be an added advantage. Willingness to travel, valid unendorsed drivers licence. Knowledge: Broad Based Black Economic Empowerment Act, Public Finance Management Act, Treasury Regulations, Property Management Information Sources/systems; Supply Chain Management framework, Preferential Procurement Policy Framework, Procurement directives and procedures, Government Budget procedures. Skills: Computer Literacy, Time management, People management, Negotiation skills, Coaching and mentoring, Presentation skills, Report writing skills, Planning and organising, Diplomacy, Problem solving, Facilitation skills, Effective communication. Personal Attributes: Trustworthy, Dependable, Innovative, Hardworking, Analytical Thinking, Ability to work under pressure, Self-motivated and Creative.

DUTIES : Verify confirmation of funds from client departments. Lead the procurement process for all procurements at head office. Make findings regarding offices and procured accommodation. Support the inspection and selection of suitable accommodation according to the requirements of client departments. Support in negotiating terms and condition of contracts and leases. Compile monthly reports regarding procured properties. Ensure lease agreements are within industry trends Ensure optimal procurement practices are followed for all properties. Conduct component's monthly report meetings. Compile budget and expenditure reports for the section.

ENQUIRIES : Mr M Mabinja Tel No: (012) 406 2066
APPLICATIONS : The Director-General, Department of Public Works Private Bag X65, Pretoria, 0001 or Hand delivered at, Corner Madiba (Vermeulen) and Bosman Street, Central Government Offices Building, Pretoria

FOR ATTENTION : Ms N.P Mudau

POST 03/43 : **ASSISTANT DIRECTOR: FINANCIAL REPORTING REF NO: 2019/15 (X2 POSTS)**

SALARY : R356 289 per annum
CENTRE : Head Office (Pretoria)
REQUIREMENTS : A three year tertiary qualification in Financial Accounting or equivalent qualification plus extensive finance experience with experience of Accrual Accounting and practical experience. A valid driver's licence and willingness to travel for official purposes. Demonstrative knowledge of Movable and Immovable Assets, Finance Leases and Accruals disclosure. Knowledge: Public sector experience with applied knowledge of the PMFA, Treasury Regulations and GRAP. Microsoft Excel and SAGE X3 financial systems experience will be advantages. Skills: Sound analytical and communication skills (both written and verbal), computer literate with advanced Excel skills and good interpersonal skills. Presentation skills, planning and organising, problem solving, diplomacy, ability to work under pressure to meet tight deadline.

DUTIES : Liaising with line function and other finance officials in order to obtain accurate and reliable inputs for financial reporting purposes within deadlines (focusing on accruals, provisions, other liabilities immovable assets (property, plant & equipment, investment property, heritage assets) and leases). Compilation of accurate financial inputs, journals and disclosure notes, in accordance with GRAP, for reporting purposes, including creation of audit file with supporting schedules and evidence. Responsible for providing responses to audit findings relating to relevant section and assistance with audit coordination. Effective application of sound financial management in accordance with PFMA and recognized accounting practices and policies. Improve the control environment within finance and line function. Effective management of the finance officials under candidate's supervision Support the supervisors in Financial Reporting unit in the preparation of the Financial Statements and other financial reporting duties.

ENQUIRIES : Mr H Abrahams Tel No: (012) 406 1270
APPLICATIONS : The Director-General, Department of Public Works Private Bag X65, Pretoria, 0001 or Hand delivered at, Corner Madiba (Vermeulen) and Bosman Street, Central Government Offices Building, Pretoria

FOR ATTENTION : Ms N.P Mudau

POST 03/44 : **ASSISTANT DIRECTOR: REVENUE AND DEBT MANAGEMENT REF NO: 2019/16**

SALARY : R356 289 per annum
CENTRE : Head Office (Pretoria)
REQUIREMENTS : A three year tertiary qualification in Financial Management with accounting as a major subject or relevant qualifications. Knowledge of Transversal systems (BAS, PMIS), Public Finance and Management Act, Compiling of reports. Skills: Managerial skills, Report writing, Accounts and numeric skills, Communication skills, Problem solving skills. Ability to work under stressful conditions.

DUTIES : Facilitate and implement the financial processes for the recovery of funds owed to the department: compile invoices based on itemised billing; calculate monthly

advance charges for clients department; invoice clients department for recoverable claims and advances and confirm the receipt by the client dept; ensure timeous payment of advances on accommodation charges; compile and update Credit Register on amounts invoiced and amounts recovered; reconcile the Credit Register against the recovery report; Liaise and interact with stakeholders and client departments on budget allocations- Confirm receipt of invoices by client department; liaise with client departments on non- payment; liaise with the regions on corrections to be done on the invoices. Attend to client queries. Ensure effective client relations management. Verification of Municipal payments. Obtain detail payments downloads from PMIS. Liaise with Regions for verification/journal. Attend to queries from clients relating to Municipal Services. Issue claims for Municipal Services to all National Government Departments. Monitoring and reconciliation of payments received for Municipal Services obtain and consolidate information from BAS and PMIS:- Report on revenue collected by the department. Balancing payments received. Following up on non-payment of invoices and communicate with the debt management team Management or Treasury. Ensure clearance of the suspense account BAS (Municipal) Reconciliations. Monitor credit register, reconcile payments recoveries (Municipal) with PMIS download.

ENQUIRIES : Mr W Van Jaarsveld Tel No: (012) 406 2151
APPLICATIONS : The Director-General, Department of Public Works Private Bag X65, Pretoria, 0001 or Hand delivered at, Corner Madiba (Vermeulen) and Bosman Street, Central Government Offices Building, Pretoria

FOR ATTENTION : Ms N.P Mudau

POST 03/45 : **ASSISTANT DIRECTOR: PROPERTY PAYMENTS AND REVENUE REF NO: 2019/17**
 (Re-Advertisement: Those who applied previously are encouraged to re-apply)

SALARY : R356 289 per annum
CENTRE : Head Office (Pretoria)
REQUIREMENTS : three year tertiary qualification in economics, accounting, business studies or relevant qualification and relevant working experience in Property Management and / or finance, Supervisory experience, Extensive experience in State land administration and verification of immovable assets (land and buildings) will be an added advantage, Willingness to travel, Valid unendorsed drivers licence. Knowledge: Knowledge of the property industry, Property management processes and systems, Procurement and tender regulations, Public Finance Management Act, Treasury Regulations, financial delegations and applicable financial management legislation. Skills: Effective communication skills, Advanced report writing skills, Numeracy and accounting, Computer literacy, Ability to work with service providers and clients at various levels, Organisation and planning, Relationship management, Project management, Interpersonal and diplomacy skills, Presentation skills, Analytical thinking, Problem solving skills, Decision making skills, Negotiation, Conflict resolution, Motivational skills. Personal Attributes: Innovative, Creative, Solution orientated – ability to design ideas without direction, Ability to work under stressful situations, Ability to communicate at all levels, People orientated, Hard-working and highly motivated, research.

DUTIES : Ensure that annual financial results are compiled in accordance with policies, prescripts and directives; implementation internal control policies in compliance with departmental policies; Monitor debtor age analysis trend and provide intervention where required. Effectively manage claims by ensuring that debt claims are recovered within prescribed timeframes; ensure that balances are confirmed with client department; resolve tenants disputes on payments; ensure that debt claims are correctly recorded; Monitor tenant's rental payment trend analysis. Ensure compliance with related prescripts, delegations and procedures, Implement internal control measures, Effective implementation of the property expenditure management system, Manage property revenues, Liaise with clients regarding property payments and revenue and respond to audit queries.

ENQUIRIES : Mr E Nkuna Tel No: (012) 406 1210
APPLICATIONS : The Director-General, Department of Public Works Private Bag X65, Pretoria, 0001 or Hand delivered at, Corner Madiba (Vermeulen) and Bosman Street, Central Government Offices Building, Pretoria

FOR ATTENTION : Ms N.P Mudau

POST 03/46 : **STATE ACCOUNTANT: FINANCIAL REPORTING REF NO: 2019/18 (X1 POST)**

SALARY : R242 475 per annum
CENTRE : Head Office
REQUIREMENTS : A three year tertiary qualification in Financial Accounting or equivalent qualification with relevant experience in financial reporting. A valid driver's licence and willingness to travel for official purposes. Knowledge: Public sector experience with applied knowledge of the PMFA, Treasury Regulations and GRAP/IFRS. SAGE X3 Financial Systems experience will be advantages. Skills: Sound analytical, problem identification and solving skills, communication skills (written and verbal), report writing and presentation skills, problem solving, analytical thinking, and time management skills. Ability to work independently, computer literate with advanced Excel skills. Ability to meet deadlines.

DUTIES : Liaising with line function and other finance officials in order to obtain accurate and reliable inputs for financial reporting purposes within deadlines (focusing on assets, accruals, provisions, other liabilities and leases). Assist in preparing and consolidating workings, preparing disclosure notes and supporting workings for journals relating to financial reporting. Processing of journals on financial system. Ensure that workings are compliant with GRAP standards. Perform and manage administrative related functions as required. Support the Assistant Director in financial reporting tasks.

ENQUIRIES : Mr H Abrahams Tel No: (012) 406 1270
APPLICATIONS : The Director-General, Department of Public Works Private Bag X65, Pretoria, 0001 or Hand delivered at, Corner Madiba (Vermeulen) and Bosman Street, Central Government Offices Building, Pretoria

FOR ATTENTION : Ms N.P Mudau

POST 03/47 : **STATE ACCOUNTANT REF NO: 2019/19**

SALARY : R242 475 per annum
CENTRE : Cape Town Regional Office
REQUIREMENTS : A three year tertiary qualification in Accounting, Auditing or equivalent qualification as well as appropriate experience in Financial Management. Knowledge of PMIS and SAGE as well as National Treasury Regulation, Public Finance Management Act (PFMA) and Standard Chart of Accounts (Scoa) will serves as a recommendation.

DUTIES : Check and Authorise/Verify Municipal Services and Rates and Taxes payments on PMIS. Manage and Control the suspense accounts Deposit Municipalities and Claims Recoverable Accounts. Deal with all enquiries by internal and external clients. Prepare monthly reconciliation with regards to the mentioned suspense accounts. Draft submissions and other correspondence relating to his / her sphere of work. Give inputs on the quarterly and annual financial statements. Exercise document control in respect of payment document before submitting to the batch room. Couch and develop junior staff within your component.

ENQUIRIES : Ms N. Ndiyane Tel No: 021 402 2108
APPLICATIONS : all Cape Town regional applications: The Regional Manager, Department of Public Works, Private Bag X9027, Cape Town, 8000. Or Hand Deliver at Customs House Building Lower Heerengracht Street Cape Town.

FOR ATTENTION : Ms N Mtsulwana

POST 03/48 : **ACCOUNTING CLERK: FINANCE ACCOUNT PAYABLES REF NO: 2019/20 (X3 POSTS)**
(Twelve Months Contract)

SALARY : R196 407 per annum
CENTRE : Mthatha Regional Office
REQUIREMENTS : A Three year Tertiary qualification in Financial Accounting with relevant experience in Financial Management/Accounting. Experience within a financial environment (accounts payables) will be an advantage. Knowledge of the Public Finance Management Act (PFMA), Treasury Regulations and transversal accounting

systems such as BAS, PMIS, WCS, SAGE. Sound interpersonal and communication skills, computer literate, multi-tasked skills, self-driven, result orientated, motivated, meet deadlines and acceptance of responsibility.

DUTIES : The successful candidate will be responsible for the following main objectives: Check that documents presented for payments are valid, accurate, and complete and authorised by the delegated authority to ensure that the payment is ready for capturing. Capture payments/ claims on transversal accounting systems (BAS, PMIS, WCS, SAGE). Prepare payment documents/claims for filing. Maintain entity banking details. Respond to payment/ claims and entity queries. Assist internal and external stakeholders with payment and other financial related queries. Ensure compliance with the PFMA, financial policies, prescripts and internal policies. Assist on any other ad hock activities as requested by the supervisor.

ENQUIRIES APPLICATIONS : Mr A. Ngqongqo Tel No: (047) 502 7003
: all Mthatha applications: The Regional Manager, Department of Public Works, Private Bag X5007, Sutherland Street, Mthatha 7099 or Hand Deliver at 29 Sutherland Street, PRD II Building, 5th Floor, Mthatha.

FOR ATTENTION : Mr S Makhonzi Tel No: (012) 492 3298

POST 03/49 : **PAYMENT CLERKS: PROPERTY PAYMENTS REF NO: 2019/21 (X4 POSTS)**
Twelve Months Contract

SALARY CENTRE REQUIREMENTS : R196 407 per annum
: Cape Town Regional Office
: A Senior Certificate (Grade 12) or equivalent qualification with experience in MS Office software (Word & Excel), Good communication skills (both verbal and written). Excellent typing skills and good telephone etiquette. The position requires candidates with the ability to work under pressure and meet deadlines.

DUTIES : Responsible for receiving, recording, batching and capturing of all day to day maintenance and contract payments on PMIS. Record payments on the batch voucher and send to Finance for final authorization. Ensure that the payment register is updated with correct payment information on daily basis. Assist with daily receiving compiling of manual rentals, municipal services and levies payments. Compile weekly progress report of payments.

ENQUIRIES APPLICATIONS : Mr B Berends Tel No: (021) 402 2309
: all Cape Town regional applications: The Regional Manager, Department of Public Works, Private Bag X9027, Cape Town, 8000. Or Hand Deliver at Customs House Building Lower Heerengracht Street Cape Town.

FOR ATTENTION : Ms N. Mtsulwana

POST 03/50 : **SENIOR ACCOUNTING CLERK REF NO: 2019/22 (X1 POST)**

SALARY CENTRE REQUIREMENTS : R163 563 per annum
: Cape Town Regional Office
: A Senior Certificate (Grade 12) or equivalent qualification with Accounting. Relevant experience in financial environment. Experience in MS Office software (Word and Excel) Good communication both verbal and written. Knowledge of Financial systems like PMIS, SAGE and BAS as well as National Treasury Regulation, Public Finance Management Act (PFMA) and Standard Chart of Accounts (Scoa) will serve as a recommendation.

DUTIES : Handling of Petty Cash office, Capturing of BAS and SAGE payments, Distributing of Payroll certificates, ensuring that filling system is in order, Handling of external and internal queries

ENQUIRIES APPLICATIONS : Ms N. Ndiyane Tel No: (021) 402 2108
: all Cape Town regional applications: The Regional Manager, Department of Public Works, Private Bag X9027, Cape Town, 8000. Or Hand Deliver at Customs House Building Lower Heerengracht Street Cape Town.

FOR ATTENTION : Ms N. Mtsulwana

DEPARTMENT OF RURAL DEVELOPMENT AND LAND REFORM

DRDLR is an equal opportunity and affirmative action employer. It is our intention to promote representivity in DRDLR through the filling of posts. We reserve the right not to fill a position.

- APPLICATIONS** : Online applications can be submitted on <https://drdlr.erecruit.co/candidateapp/Jobs/Browse.aspx>. Kindly note that technical support is available from Graylink, Monday to Friday from 8:30 to 17.00 @ 086 137 0202 should you experience any difficulties with your online application.
- CLOSING DATE** : 08 February 2019 at 16:00
- NOTE** : DRDLR has a dual applications system where applicants can apply online via the e-Recruitment System or manually submit a Z83 obtainable from any Public Service department that should be accompanied by a comprehensive CV (previous experience must be comprehensively detailed) and certified (certification must not be older than 12 months) copies of qualifications, service certificates (in case of an OSD post), identification document and permanent residency/work permit. Reasonable accommodation shall be applied for People with Disabilities including where a driver's licence is a requirement in a non-Occupational Specific Dispensation (OSD) post. Please ensure that you submit your application before the closing date as no late applications will be considered. It would be appreciated if you can only upload/attach those course certificates applicable to the post that you apply for. Failure to submit the requested documents may result in your application not being considered. If you manually apply for more than one post in the DRDLR, please submit a separate manual application form for each post. All applicants must be SA Citizens/Permanent Residents or Non-SA Citizens with a valid work permit. Applicants will be expected to be available for selection interviews and competency assessments at a time, date and place as determined by DRDLR. The Department reserves the right to conduct pre-employment security screening and appointment is subject to positive security clearance outcome. Applicants must declare any/pending criminal, disciplinary or any other allegations or investigations against them. Should this be uncovered post the interview the application will not be considered for the post and in the unlikely event that the person has been appointed such appointment will be terminated.

MANAGEMENT ECHELON

- POST 03/51** : **DIRECTOR: STRATEGIC INSTITUTIONAL PARTNERSHIPS REF NO: 3/2/1/2019/001**
Directorate: Strategic Institutional Partnerships
- SALARY** : R1 005 063 per annum (Level 13) (All inclusive package to be structured in accordance with the rules for SMS)
- CENTRE** : Pretoria
- REQUIREMENTS** : A Bachelor's Degree in Law (NQF 7). 5 years' experience at middle/senior management level with a focus on land reform. Job related knowledge Policy and Legislation Development, Research Analysis, Strategic Management, Content Development, Legal Administration, Mediation and dispute resolution, Project Management, Contract Management, Litigation. Job related skills: Project Management, Report writing, Analytical, Computer Literacy (MS Word, Excel, PowerPoint, Project), Communication, Problem solving and Decision making, Consultation, Planning and organising, Facilitation and Presentation, Reporting writing, Strategic leadership capability, Training and development, Interpersonal Relations. A valid driver's licence. Willingness to travel. Ability to work under pressure, and long and irregular hours.
- DUTIES** : Provide legal advice and compliance on strategic institutional partnerships. Drafting and managing partnership agreements and Service Level Agreements. Provide legal advice on land development agreements and land acquisition transactions. Monitor and quality assure land development agreements for legal compliance. Liaise with commodity groups and financial institutions on strategic land reform development. Conduct risk profile of strategic partners and beneficiaries. Identify risks and ensure legal compliance on Branch submissions.

Manage strategic land reform related complaints and investigations. Investigate and report on enquiries relating to complaints. Manage mediation processes. Facilitate and liaise with internal and external stakeholders on referred investigations. Maintain database of complaints, queries and investigations. Report on complaints, queries and investigations. Ensure the establishment and management of strategic institutional partnerships. Develop and maintain land reform commodity groups and beneficiary's partnerships. Monitor and evaluate land reform strategic institutional partnerships. Provide reports on developmental programmes initiated through strategic institutional partners.

APPLICATIONS : Applications can also be submitted by post Private Bag X833, Pretoria, 0001 or hand it delivered to: 184 Jeff Masemola Street (formerly known as Jacob Mare), corner of Jeff Masemola and Paul Kruger Streets, Pretoria.

NOTE : Appointment is subject to a positive security clearance and the signing of a performance agreement. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools.

POST 03/52 : **DIRECTOR: PLANNING POLICY AND STANDARDS DEVELOPMENT REF NO: 3/2/1/2019/015**
Directorate: Planning Policy and Standards Development

SALARY : R1 005 063 per annum (Level 13) (All inclusive package to be structured in accordance with the rules for SMS)

CENTRE : Pretoria

REQUIREMENTS : Bachelor Degree in Town and Regional/Urban Regional Planning (NQF 7). 5 years' experience at middle/senior management level. Job related knowledge: Spatial Planning and Land Use Management Act and related legislation, Application of development concepts and initiatives, Intergovernmental legislation, Governments plan and programmes. Job related skills: Computer Literacy, Communication (written and verbal), Negotiation, Financial Management, Project Management, Team Management, Interpersonal Relations.

DUTIES : Develop national Planning and Land Use Management Policies, guidelines, norms and standards. Identify and finalise the development of norms and standards in line with Section 8 of the Spatial Planning and Land Use Management Act. Develop Policies and guidelines to facilitate the effective implementation of the Spatial Planning and Land Use Management. Develop, manage and maintain the Policy and standards component of the National Spatial Development Framework. Identify and finalise Policy and standards on the National Spatial Development Framework. Integrate and manage parallel systems of Sectoral Policy and instruments for Spatial Planning and Land Use Management. Develop tools to facilitate the alignment of authorisations. Monitor and evaluate relevant aspects of Spatial Planning and Land Use Management implementation, including overall responsibility for maintenance of legislation. Develop tools and systems to monitor the implementation of the Spatial Planning and Land Use Management Act. Develop tools and systems to ensure compliance to the Spatial Planning and Land Use Management Act. Develop tools and systems to provide for the enforcement of the Spatial Planning and Land Use Management Act. Identify areas for legislation intervention. Develop legislation for the implementation of Spatial Planning and Land Use Management. Identify areas for amendments where necessary. Monitor and evaluate Provincial and Municipal planning Policy. Develop tools to support the development of Provincial and Municipal planning Policy. Develop tools and systems to monitor the development and implementation of Provincial and Municipal Policy on Spatial Planning and Land Use Management.

APPLICATIONS : Applications can also be submitted by post Private Bag X833, Pretoria, 0001 or hand it delivered to: 184 Jeff Masemola Street (formerly known as Jacob Mare), corner of Jeff Masemola and Paul Kruger Streets, Pretoria.

NOTE : Appointment is subject to a positive security clearance and the signing of a performance agreement. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. The job will require of the official to work irregular and extended hours. The successful candidate will have to make provision for this.

OTHER POSTS

POST 03/53 : **DEPUTY DIRECTOR: LAND ACQUISITION AND RECAPITALISATION REF NO: 3/2/1/2019/002**
Directorate: Strategic Land Acquisition

SALARY : R826 503 per annum (Level 12) (All inclusive package to be structured in accordance with the rules for MMS)

CENTRE : North West (Dr Ruth Segomotsi Mompati District)
REQUIREMENTS : Bachelor's Degree in Agriculture (Animal Production/Crop Production/Agricultural Economics). 3 - 5 years' relevant experience. Job related knowledge: Land Reform: Provision of Land and Assistance Act, Land Reform (Land Tenants) Act, Agrarian Transformation as well as Key Priorities of Government, Comprehensive Rural Development Programmes (CRDP), Recapitalisation and Development Programme, Relevant prescripts pertaining to land reform and Redistribution. Job related skills: People Management, Strategic thinking, Communication (written and verbal), Strategic Management. A valid driver's licence.

DUTIES : Manage the provision of Land Acquisition and Warehousing Services. Development of Regional Strategy. Use Proactive Land Acquisition Strategy (PLAS) to acquire land. Provide land to small holder farmers. Monitor implementation at the District. Ensure conducting of area based plans. Manage the identification of movable and immovable assets for acquisition by the state for beneficiaries. Ensure development of Service Level Agreements on leased assets with beneficiaries and caretaker or service provider. Manage the process of valuation of immovable assets. Manage the identification and facilitation of Land Reform Strategic Institutional Partnerships. Ensure assessment of company legal compliance for the formation of Institutional Partnerships. Ensure assessment of the Risk Profile and Business Plan of the strategic partners (SP) to determine the business compatibility between the SP and the beneficiaries. Provide District Land Acquisition Services. Manage the implementation of Redistribution Programmes. Manage the implementation of redistribution programmes. Manage the implementation of Land Acquisition and Development Services. Manage the identification and selection of potential Recapitalisation Projects. Conduct an analysis and selection of CRDP Projects based on Agricultural assessment reports and development needs. Profile selected projects to establish baseline information and recruit suitable partners for the development of Business Plans. Prioritise selected projects in accordance with the Agricultural Land Holdings Policy Framework and State Land Disposal Policy. Implement recapitalisation project procedures within the relevant policy and programme guidelines. Analyse and assess Recapitalisation Business Plans. Liaise with relevant stakeholders regarding Recapitalisation Projects. Work together with commercial agricultural and private farming sector to promote black economic empowerment. Create partnerships between emerging and established farmers. Create linkages between agricultural produce retailers and small farmers through procurement and contracting. Monitor the maintenance of accurate and accessible recapitalisation project support requirements. Facilitate the provision of mentorship strategic support to the Black Emerging Farmers. Facilitate the provision of co-management arrangement, share-equity arrangements and contract farming support on recapitalisation projects. Manage and supervise human resource of the Sub-Directorate. Manage and monitor finances of the Sub-Directorate. Manage the

		procurement of items for the Sub-Directorate. Ensure effective use of physical resources and equipment. Ensure effective management of Business Risk and Audit Management Plans.
<u>APPLICATIONS</u>	:	Applications can also be submitted by post Private Bag X74, Mahikeng, 2745 or hand it delivered to: Cnr James Moroka and Sekame Drive, West Gallery, Megacity, Mmabatho, 2735.
<u>NOTE</u>	:	Coloured, Indian and White males and Coloured, Indian and White females and Persons with disabilities are encouraged to apply.
<u>POST 03/54</u>	:	<u>CANDIDATE TOWN AND REGIONAL PLANNER REF NO: 3/2/1/2019/003</u> Directorate: Spatial Planning and Land Use Management Services
<u>SALARY</u>	:	R506 682 per annum (Salary in accordance with the OSD for Engineers) (Fixed term contract)
<u>CENTRE</u>	:	KwaZulu-Natal (Pietermaritzburg)
<u>REQUIREMENTS</u>	:	Bachelor's Degree in Urban/Town and Regional Planning. Registration with South African Council for Planners (SACPLAN) as a Town and Regional Planner in training is compulsory upon appointment. Job related knowledge: Town and Regional Planning Legislation, Department or Rural Development legislation, Town and Regional legal and operational compliance, Town and Regional Planning Systems and principles, Research and Development. Job related skills: Project Management, Research and Development, Computer-aided applications, Knowledge of legal compliance, Technical report writing, Networking, Listening, Problem solving and analysis, Communication, Computer Literacy, Self-management, Customer focus and responsiveness, Planning, Organising and execution, Language Proficiency, Decision making, Team work, Analytical, Creativity. A valid driver's licence.
<u>DUTIES</u>	:	Perform planning functions and activities in accordance with Town and Regional Planning principles in land development. Provide technical assistance to professional teams on all aspects regarding Town and Regional Planning projects. Adhere to legal requirements in Town and Regional Planning. Co-ordinate the implementation of development in compliance with applicable legislation and Town and Regional Planning standards and guidelines. Provide support in compilation and adoption of technical and planning standards, norms and guidelines. Implement planning legislation, guidelines, policies and regulations. Co-ordinate site clearance processes in terms of Project Execution Plans. Support the planning and design of sustainable human settlement. Provide technical assistance in the compilation of Spatial Development Frameworks as part of the Integrated Development Planning processes. Provide office administration services. Provide assistance with tender (bid) administration. Liaise and interact with Service Providers. Contribute to the human resources and related activities. Maintain the record management system. Utilise resources allocated effectively. Conduct research and development. Keep up with new technologies and procedures. Research/literature on new Town and Regional Planning expansion and renewal processes. Liaise with relevant bodies/councils on Town and Regional Planning related matters. Follow approved programme of development for registration purposes.
<u>APPLICATIONS</u>	:	Applications can also be submitted by post Private Bag X9132, Pietermaritzburg, 3200 or hand it delivered to: 1st Floor, 270 Jabu Ndlovu Street, Pietermaritzburg, 3200.
<u>NOTE</u>	:	African, Coloured, Indian and White males and African, Coloured, Indian and White females and Persons with disabilities are encouraged to apply.
<u>POST 03/55</u>	:	<u>PROJECT COORDINATOR: LAND ACQUISITION REF NO: 3/2/1/2019/004</u> Directorate: Strategic Land Acquisition
<u>SALARY</u>	:	R444 693 per annum (Level 10)
<u>CENTRE</u>	:	KwaZulu-Natal (Ladysmith)
<u>REQUIREMENTS</u>	:	Bachelor's Degree/National Diploma in Economics, Natural Sciences, Development Studies or relevant qualification. 3-5 year's relevant working experience, Understanding the value-added development of communities. Job related knowledge: Understanding and interpretation of Budget Management,

		Project Management, Departmental Land Reform Programmes, Legislation and Procedures. Job related skills: Financial Management, People Management, Performance Management, Conflict Management, Facilitation, Capacity building, Good negotiation, Map reading, analysis and interpretation. A valid driver's licence. Willing to travel and work irregular hours.
<u>DUTIES</u>	:	Identify potential projects within the area of responsibility to facilitate planning and budgeting. Acknowledge receipt of project file(s) from regional manager/ Deputy Director: Land Acquisition. Make arrangement with the farm/land owner for Farm assessment. Conduct Farm assessment in conjunction with Department of Agriculture Forestry and Fisheries (DAFF), Gauteng Department of Agriculture and Rural Development (GDARD) and Municipalities (Stakeholders). Prepare presentations for the District Screening Committee for approval of Planning Funds. Conduct Farm visits to locate the property and confirm Land Claim status. Implement land acquisition project procedures within relevant policy and programme guidelines (Regional Agricultural Development Program (RADP) and Proactive Land Acquisition Strategy (PLAS). Facilitate the appointment of service providers to conduct relevant studies. Engage in the Land Price Negotiations Process. Prepare submission for approval by relevant committees. Liaise with relevant role-players/Stakeholders with regards to Land Acquisition projects support requirements. Consult with Land Acquisition and Warehousing to assess the valuation reports and give a mandate for land price negotiations. Investigate and respond to Presidential enquiries and Ministerial tasks and queries. Consult with the office of the Public Protector to investigate and respond to query within 7-14 days. Liaise with the Banks (Land Bank) to investigate and determine the settlement amount for rescue purposes. Conduct investigation of mineral rights with the Department of Minerals. Consult Eskom on electricity related matters. Facilitate project financial administration process. Obtain approval of planning funds for implementation of projects. Develop Terms of Reference for procurement of service provider. Facilitate the appointment of service providers through adjudication process. Compile monthly and quarterly projections for expenditure of approved funds. Ensure payment of invoices for service rendered within stipulated time. Provide support to the management of the Region. Coordinate Regional Project Implementation. Manage regional project database. Administer regional application. Manage day to day operations of the Senior Project Officers. Check and correct submissions of Senior Project Officers prior to submission to the Regional Manager. Provide input into the strategic direction of the region/unit.
<u>APPLICATIONS</u>	:	Applications can also be submitted by post Private Bag X9132, Pietermaritzburg, 3200 or hand it delivered to: 1st Floor, 270 Jabu Ndlovu Street, Pietermaritzburg, 3200.
<u>NOTE</u>	:	Coloured and White males and African, Coloured, Indian and White females and Persons with disabilities are encouraged to apply.
<u>POST 03/56</u>	:	<u>ASSISTANT DIRECTOR: ADMINISTRATION SUPPORT REF NO: 3/2/1/2019/005</u> Directorate: Rural Enterprise And Industrial Development: Gauteng
<u>SALARY CENTRE REQUIREMENTS</u>	:	R356 289 per annum (Level 09) Pretoria 3 year National Diploma/Bachelor's Degree in Public Service Administration. 3 years' working experience in the relevant field. Experience in procurement and in information management and reporting. Job related knowledge: Office administration, planning and information management systems, Understanding of financial management acts, policies and regulations, Understanding of the Departmental Human Resource Policies, Supply Chain legislation and processes. Job related skills: Communication, Planning and Organising. A valid driver's license. Ability to work under pressure and willingness to travel and work irregular hours. A self-driven and agile individual.
<u>DUTIES</u>	:	Provide Human Resource administration support. Manage Employee Performance Management Systems. Manage leave and working hours register. Assist with training requests. Assists with wellness referrals. Provide information management support. Manage report system and databases. Coordinate day to day reports as required. Coordinate Directorate reporting and performance. Monitor and report

expenditure performance. Prepare presentations. Provide financial management support. Coordinate linkage of administration with Supply Chain Management process. Act as budget controller. Demand Management Plan and Procurement Plan Management. Render office services support. Manage goods and services budget and procurement. Facilitate the budget planning process. Facilitate the strategic planning process. Provide records management support. Manage filing and records system of the Directorate. Manage audit processes. Manage Enterprise Project Management Office.

APPLICATIONS : Applications can also be submitted by post Private Bag X09, Hatfield, 0028 or hand it delivered to: Sancaradia Building, 6th floor, Cnr Steve Biko and Stanza Bopape Street, Arcadia, 0007.

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

POST 03/57 : **ASSISTANT DIRECTOR: ADMINISTRATION SUPPORT REF NO: 3/2/1/2019/006**
Directorate: Rural Enterprise and Industrial Development

SALARY : R356 289 per annum (Level 09)
CENTRE : North West (Mmabatho)

REQUIREMENTS : Bachelor's Degree/National Diploma in Public Administration. 3 years' working experience in the relevant field. Experience in Human Resource and/or procurement administration and support environment. Job related knowledge: Labour Relations Act, Personnel and Salary Administration (PERSAL), Logistical Information System (LOGIS), Basic Accounting System (BAS), Understanding of the Departmental Human Resource Policies, Supply Chain legislation and processes. Job related skills: Communication, Planning and Organising, Understanding of Supply Chain Management policy. A valid driver's licence.

DUTIES : Provide budgetary planning process support. Compile Medium Term Expenditure Framework (MTEF) for the Directorate. Compile Estimates of National Expenditure (ENE). Compile Adjustment Estimates of National Expenditure (AENE). Compile cash flow projections/drawings. Provide reporting and monitoring support. Manage filing and records systems of the Directorate. Manage reports and databases. Coordinate day to day reports as required. Coordinate monthly, quarterly and annual performance reports. Manage and monitor the budget and expenditure. Provide supply chain management support. Ensure that supply chain management processes are adhered to when procuring goods and services. Give guidance on new procurement Policy changes. Manage the procurement of goods and services. Provide human resource administration support. Manage leave of all officials within the Directorate. Ensure compliance on Employee Performance Management Development System. Manage all human resource related matters. Render office services support. Manage all correspondence of the Directorate including project files. Coordinate Comprehensive Rural Development Programme (CRDP) meetings.

APPLICATIONS : Applications can also be submitted by post Private Bag X74, Mahikeng, 2745 or hand it 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 03/58 : **ASSISTANT DIRECTOR: PROJECT IMPLEMENTATION REF NO: 3/2/1/2019/007**
Directorate: Social Organisational and Youth Development

SALARY : R356 289 per annum (Level 09)
CENTRE : Northern Cape (Kimberley)

REQUIREMENTS : National Diploma in Business Management/Community Development/Project Management/Public Administration. 3 years' working experience in Youth Development field. Job related knowledge: Project Management Life Cycle, Skills Development Act, South African Qualification Act, Youth Development. Job related skills: Planning and Organising, Financial Management, Decision-making, Communication and Interpersonal Relations, Computer Literacy (MS Word, MS

		Project, MS Excel, MS PowerPoint, internet), Skills Development, Youth development. A valid driver's licence.
<u>DUTIES</u>	:	Coordinate and facilitate the recruitment and the management of youth enrolled in National Rural Youth Service Corps (NARYSEC) Programme within the District. Engage local stakeholders regarding eminent NARYSEC recruitment. Prepare recruitment advertisement in consultation with the Director and place advert in local key points. Chair interviews and keep minutes. Arrange orientation of new youth into NARYSEC programme. Facilitate recruitment of youth who meet criteria and submit required documents and signing of contract with recruited youth. Monitor youth participation in the programme and compile monthly reports. Update records of youth in different training colleges, community service and leadership training. Facilitate election of PROREG members by youth periodically and hold monthly meetings with PROREG members, keep records of meetings and submit monthly reports. Facilitate and coordinate logistical for youth attending training, meetings and events. Administer attendance registers during training and community service for the payment of stipend and additional allowance to youth. Compile monthly report on youth that have absconded/not active whose stipend/additional allowance must be frozen or terminated. Manage the performance of community service by the youth within the District Municipality. Facilitate the securing of place where youth will perform community service. Facilitate signing of attendance registers when youth performing community service. Monitor at least once a month to assist with monitoring attendance, training progress and compile reports. Coordinate and facilitate skills development of NARYSEC youth within the Districts Municipality. Facilitate and coordinate career guidance sessions through Deputy Director: Skills Development. Facilitate youth signing of training commitment letters. Educate and explain to the youth on how the additional allowance is paid and mentioned. Visit training venues monthly to assist with monitoring attendance, training progress and compile reports. Coordinate, facilitate and support exit opportunities for the NARYSEC youth. Assist with facilitation and coordination of awareness campaign on entrepreneurship skills and other existing opportunities. Link youth to identified internal and external existing opportunities. Assist with the facilitation and coordination establishment of cooperatives and support for existing ones.
<u>APPLICATIONS</u>	:	Applications can also be submitted by post Private Bag X5007, Kimberley, 8302 or hand it delivered to: 6th floor, New Public Building, Knight and Stead Street, Kimberley, 8302.
<u>NOTE</u>	:	African, Coloured and Indian males and Coloured and Indian females and Persons with disabilities are encouraged to apply.
<u>POST 03/59</u>	:	<u>ASSISTANT DIRECTOR: ADMINISTRATION REF NO: 3/2/1/2019/018</u> Branch: Financial Services
<u>SALARY</u>	:	R356 289 per annum (Level 09)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	National Diploma in Public Administration/Public Management/Business Management. 3 years' experience at supervisory level in administration environment. Job related knowledge: Supply Chain Management process, Government systems and structure, Public Service Regulations, Treasury Regulations. Public Finance Management Act (PFMA), Preferential Procurement Policy Framework Act (PPPFMA), Departmental Transversal Systems (Basic Accounting System, Personnel and Salary Administration System, Logistical Information System). Job related skills: Planning and Organising, Analytical, Documents Management, Office Management, Interpersonal Relations, Computer Literacy, Resource Planning, Problem Solving and Decision making, Time Management, Communication. A valid driver's licence. Willing to travel and work irregular hours. Ability to work under pressure.
<u>DUTIES</u>	:	Administer budget control and expenditure control. Ensure enough budget for expenditure incurred. Certify correctness of invoices. Compile budget inputs. Ensure Medium Term Expenditure Framework (MTEF) processes are adhered. Ensure that expenditure take precaution unauthorised, wasted or fruitless irregular expenditure. Provide administrative support services. Manage travel arrangements. Provide office accommodation. Provide registry services. Compile

reports on a monthly basis. Provide supply chain management support. Compile and execute Demand Management Plan. Manage commitment (LOGIS) effectively. Safeguard asset. Ensure compliance with internal and external financial and supply chain policies. Comply with PFMA, PPPFMA and Treasury Regulations. Provide human resource administrative support services. Facilitate all training requirements and activities. Facilitate recruitment process. Maintain accurate leave record.

APPLICATIONS : Applications can also be submitted by post Private Bag X833, Pretoria, 0001 or hand it 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 03/60 : **SURVEY TECHNICIAN REF NO: 3/2/1/2019/008 (X3 POSTS)**
Chief Directorate: National Geo-Spatial Information

SALARY : R293 652 per annum (Salary in accordance with OSD for Engineers post registration relevant experience may be considered for a higher commencing notch)

CENTRE : Western Cape (Mowbray, Cape Town)
REQUIREMENTS : National Diploma (NQF 6) in Surveying/Geomatics or Cartography/GISc. Compulsory registration with South African Geomatics Council as a Technician. 3 years' post qualification experience in Survey/Geomatics. Job related knowledge: Programme and Project Management, Survey, Legal and Operational Compliance, Survey Operational Communication, Mobile equipment, Process knowledge and skills, Maintenance skills and knowledge, Geo-database design and analysis knowledge, Creating high performance organisational culture, Technical consulting, Survey Design and analysis knowledge, Research and Development, Computer-aided survey applications, Technical report writing. Job related skills: Problem solving and analysis, Decision making, Team work, Analytical, Creativity, Customer focus and responsiveness, Communication, Computer Literacy, Planning and Organising. A valid driver's licence.

DUTIES : Provide technical survey services and support. Provide technical services in terms examination, maintenance, archiving and information supply of survey documents and submit for evaluation/approval by the relevant authority. Perform surveys and survey computations. Promote safety in line with statutory and regulatory requirements. Evaluate plans, existing technical manuals, standard drawings and procedures to incorporate new technology. Provide GIS, mapping and information supply services. Perform administrative and related functions. Provide inputs into the budgeting process and compile and submit reports as required. Provide and consolidate inputs to the technical survey operational plan. Develop, implement and maintain database. Supervise and control candidate survey technician/officers and related personnel and assets. Undertake research and development. Continuous professional development to keep up with new technologies and procedures. Research/literature studies on technical survey technology or new survey techniques to improve expertise. Liaise with relevant bodies/councils on survey-related matters.

APPLICATIONS : Applications can also be submitted by post Private Bag X10, 7705, Mowbray, or Hand delivered at 1st floor No. 14 Long Street, Cape Town, 8000.

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

POST 03/61 : **CANDIDATE GISc TECHNICIAN REF NO: 3/2/1/2019/009**
Directorate: Spatial Planning and Land Use Management Services

SALARY : R253 026 per annum (Salary in accordance with the OSD for Engineers) (Fixed term contract)

CENTRE : KwaZulu-Natal (Pietermaritzburg)
REQUIREMENTS : Diploma in Geographical Information Systems (GISc), Cartography (NQF6). Registration with South African Geomatics Council (SAGC) as a GISc Technician in training is compulsory upon appointment. Job related knowledge: Geo-database implementation, Understanding of GISc applications and spatial data, Theory,

principles, and practices of GISc, GISc standards, GISc software applications, GISc software customisations, Basic understanding of technologies such as Global Positioning System (GPS), Photogrammetry and Remote Sensing, Projections, Principles of Cartography. Job related skills: Problem solving and analysis, Decision making, Team work, Analytical, Creativity, Self-management, Customer service, Communication and Interpersonal relations, Advance Computer Literacy, Planning, Organising and Execution, Language Proficiency. A valid driver's licence.

DUTIES : Perform GISc activities to improve spatial decision making for problem solving. Capture and clean spatial data from various formats and sources. Source spatial information from various data custodians. Advise on coordinate systems and projections. Provide inputs in the maintenance spatial database. Acquire skills in development and implement relational/object orientated databases. Produce customised maps to meet client's needs. Undertake spatial analysis with regard to GISc projects. Provide geographical support to internal and external stake holders. Maintain GISc unit effectiveness. Maintain GISc tools. Compile content for web publishing. Capture metadata. Update GISc software and renewal of licenses. Document GISc processes. Conduct research and development. Keep up with developments in geo-spatial industry. Participate in relevant GISc Forum.

APPLICATIONS : Applications can also be submitted by post Private Bag X9132, Pietermaritzburg, 3200 or hand it delivered to: 1st Floor, 270 Jabu Ndlovu Street, Pietermaritzburg, 3200.

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

POST 03/62 : **LEGAL ADMINISTRATION OFFICER REF NO: 3/2/1/2019/010**
Directorate: Tenure Reform Implementation

SALARY : The salary will be between R186 828 to R867 399 per annum, based on the number of years' post qualification experience in accordance with the OSD for legal personnel

CENTRE REQUIREMENTS : North West (Mmabatho)
MR 1: LLB Degree or equivalent. MR 2: LLB Degree or equivalent plus a minimum of 1 year post qualification experience in the legal profession. MR 3: LLB Degree or equivalent plus a minimum of 2 years post qualification experience in the legal profession. MR 4: LLB Degree or equivalent plus a minimum of 8 years post qualification experience in the legal profession. MR 5: LLB Degree or equivalent plus a minimum of 14 years post qualification experience in the legal profession. Job related knowledge: Land rights matters. Job related skills: Negotiation, Presentation, Facilitation, Organising, Planning, Interviewing, Communication (verbal and written). A valid driver's licence recommended.

DUTIES : Provide legal support services. Coordinate litigation in which the office may be involved and liaise with the Directorate: Legal Services regarding such litigation. Instruct State Attorneys based on outcomes promptly according to Policy. Assist with the application and interpretation of all legislation that are administered by or applicable to the Department and make presentations on such legislation when required. Manage contracts. Evaluate contract instruction and opinion as soon as it is made available. Draft contracts and formulate opinion continually. Provide written opinions and verbal advice in all fields of law when required. Publish contracts and opinions in the government gazette upon completion. Submit draft contract for review to management and or client as soon as it is made available. Calculate access fees and demand from requester continuously. Determine whether it is necessary to demand a deposit from requester and demand it if applicable. Provide secretariat support services. Re-draft contracts based on management or client's input as required. Research law and facts regarding contract on continuous basis. Participate in all structures created in terms of Tenure Policy and Legislation. Offer guidance in terms of Policy and programmes of the Department. Make presentations of Policy and programmes of the Department. Represent the Department in relevant structures.

APPLICATIONS : Applications can also be submitted by post Private Bag X74, Mahikeng, 2745 or hand it delivered to: Cnr James Moroka and Sekame Drive, West Gallery, Megacity, Mmabatho, 2735.

NOTE

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

DEPARTMENT OF TRANSPORT

Department of Transport is an equal opportunity, affirmative action employer with clear employment equity targets. Preference will be given to candidates whose appointment will assist the department in achieving its Employment Equity targets at these specific levels in terms of the Department's Employment Equity Plan.

- APPLICATIONS** : Department of Transport, Private Bag X193, Pretoria, 0001 or hand deliver at the 159 Forum Building, Cnr Struben and Bosman Street, Pretoria for attention Recruitment Unit. Room 4034.
- CLOSING DATE** : 11 February 2019
- NOTE** : Applications must be accompanied by form Z83, obtainable from any Public Service Department, (or obtainable at www.gov.za) and a recent updated comprehensive CV (previous experience must be comprehensively detailed, i.e. positions held and dates), as well as certified copies of all qualifications and ID document. Failure to submit the requested documents/information will result in your application not being considered. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The Department reserves the right not to fill the posts. The successful candidates must be willing to sign an oath of secrecy with the Department. Applicants will be expected to be available for selection interviews and assessments at a time, date and place as determined by the Department. All appointments are subject to the verification of educational qualifications, previous experience, citizenship, reference checks and security vetting. Please note: Correspondence will only be entered into with short-listed candidates.

OTHER POST

- POST 03/63** : **ASSISTANT DIRECTOR: GIS SPECIALIST REF NO: HRM/2019/01**
Branch: Transport Information System
Chief Directorate: Information Systems
Directorate: Business Intelligence
Sub-Directorate: GIS
- SALARY CENTRE REQUIREMENTS** : R444 693 per annum (All inclusive salary package)
: Pretoria
: An appropriate recognised NQF level 6/7 qualification in any of the following: Geographic Information System (GIS), Geography, Cartography, Geomatics, Town planning, Information Communication Technology (ICT) or any relevant qualification with 3 years' experience in Geographical Information System. Valid driver's license. Competencies skills and Knowledge: Project Management skills, Presentation skills. Good communication skills (written and verbal). Knowledge of government legislation relevant to spatial information. Specialised training in GIS administration, Database, GIS web application development and customization will be an added advantage.
- DUTIES** : Assisting with the technical running of the Department's GIS and mapping services. Compile, maintain operational policy and procedures documents. Continuously review and improve the Geo-database. Develop effective spatial applications that meet the requirements of the Department and other stakeholders. Acquire, assess, standardize and store spatial information for the transport sector. Assist with performing research to obtain and expand the existing data sets. Gather and report on GIS data and determine how data sets are best utilised through GIS. Conduct planning, research, analysis, and assessments in order to best direct any GIS project.
- ENQUIRIES** : Ms Lebogang Kwadjo Tel No: (012) 309 3984

DEPARTMENT OF WATER AND SANITATION

CLOSING DATE : 08 February 2019
NOTE : Applications must be submitted on a signed and dated Z83 form, obtainable from any Public Service Department, and should be accompanied by a comprehensive CV as well as certified copies of qualifications and Identity document. No late, faxed or e-mailed applications will be accepted. Correspondence will be limited to shortlisted candidates only. If you have not heard from us within two (2) months of the closing date, please accept that your application was unsuccessful. Preference will be given to previously disadvantaged groups. Successful applicants will be required to undergo standard Government security clearance procedures including verification of qualifications. Should you be in a possession of a foreign qualification(s), it must be accompanied by an evaluation from South African Qualification Authority (SAQA). People with disabilities are encouraged to apply for the posts. People who are not employed by the Public Service Departments are welcomed to apply for posts. The department reserves the right not to make an appointment

OTHER POSTS

POST 03/64 : **CHIEF ENGINEER GRADE A: SANITATION MACRO PLANNING: IMPLEMENTATION SUPPORT REF NO: 080219/01**
 Branch: NWR
 CD Sanitation Services
 SD: Technical Support

SALARY CENTRE REQUIREMENTS : R991 281 per annum (All inclusive, OSD)
 : Pretoria
 : An Engineering Degree (B Eng/ BSc (Eng). Minimum six (6) years post qualification experience. Compulsory registration with ECSA as a Professional Engineer (proof must be attached). A valid driver's licence (certified copy must be attached). Experience in planning and management of water supply and sanitation projects at all levels (urban and rural). Engineering knowledge of the planning, design, and construction of on-site sanitation, waterborne sanitation including sewer reticulation, sewer collector mains sewage pump stations, wastewater treatment works, water resources development and water supply infrastructure. The applicant should have an understanding of wastewater treatment processes and process design. Knowledge of O&M of water and sanitation schemes at municipal level will be an advantage. The applicant should have good communication skills (verbal and written) and negotiation skills. Experience in working with municipalities will be an added advantage. Must be willing to travel.

DUTIES : Evaluation / assessment of sanitation project technical reports and business plans submitted by municipalities to ensure that these meet technical, financial and policy standards and requirements. Ensure & regulate that government funding on sanitation is allocated to the most viable projects that will meet basic requirements and that a municipality can afford to operate and maintain. Undertake visits to municipalities to conduct site visits to sites where projects are to be implemented or are under construction to confirm all components of the business plan and technical report, and to ensure the projects meet design specifications. Attendance of provincial MIG projects appraisal meetings to present the assessments of technical reports that have been evaluated by DWS national office. Provide support to municipalities where their technical reports submitted to DWS do not meet quality standards. Provide technical support to under capacitated municipalities during implementation stage of their sanitation projects and to monitor quality of work and adherence to initially agreed scope of work. Provide technical capacity development, mentorship and training to DWS staff at both national and regional offices where necessary or applicable. Liaise with municipal water services managers regarding assessments of technical reports and / or implementation of sanitation projects in their respective areas. Provide professional and technical advice as well as civil engineering support services

within the Directorate. Keeping abreast with the latest developments in the field of appropriate sanitation technologies and good practice. Managing administrative and personnel -related functions.

ENQUIRIES : Ms I Mathye Tel No: 012 336 7016
APPLICATIONS : Head Office (Pretoria): Please forward your applications quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X350, Pretoria, 0001 or hand deliver to 285 Continental Building, Corner of Visagie and Bosman Street, Pretoria.

FOR ATTENTION : Ms. LI Mabile

POST 03/65 : **DEPUTY DIRECTOR: STRATEGIC SUPPORT REF NO: 080219/02**
Branch: International Obligations and Institutional Governance

SALARY : R826 053 Level 12 (All-inclusive package)
CENTRE : Head Office (Pretoria)
REQUIREMENTS : A National Diploma or Bachelor's Degree in Public Management / Administration or equivalent. Three (3) to (5) five years relevant management experience in administration and strategic planning. Sound knowledge of National Development Plan, Government Priorities and Outcomes approach. Risks Management, integrated Human Resource Management Plan. Understanding of internal relations. Government planning processes and framework and Monitoring Performance Assessment Tool (MPAT). In-depth knowledge and understanding of the Constitutional mandate of the Department of Water and Sanitation and its strategic direction, policies, regulations and legislation. Sound knowledge of the public service framework, legislations and Batho-Pele principles. Knowledge of Project Management principles (Project Management Body of Knowledge). General management, Presentation, report writing, interpersonal relations planning organising, decision-making, consultation, motivating, conflict resolution and management, problem solving and analytical skills. Knowledge of computer literacy.

DUTIES : Coordinate the inclusion of sector inputs into water and sanitation policies and strategies. Co-ordinate corporate support services and ensure adherence to HRM and HRD policies and regulations by monitoring recruitment and selection processes; conditions of service benefits; performance management and development system, and labour relations matters. Co-ordinate and ensure the development and implementation of Annual Performance Plan (APP) and operational plan for the Branch. Co-ordinate and ensure development and implementation of quarterly and annual performance reports and conduct regular performance review sessions to discuss strategic issues. Co-ordinate and ensure development of the International Calendar. Ensure compliance with risk requirements, internal and external audits findings and develop action plans across the Branch. Ensure effective and efficient documents management, information and record management system in line with the MISS and National Archive and Record Services of South Africa. Ensure quality assurance with regard to the content, compliance, completeness and accuracy of submissions and documents to be submitted to the Director-General, and Minister. Co-ordinate and manage cabinet, parliamentary, questions, referrals and media enquiries to the Branch and provide responses timeously.

ENQUIRIES : Ms P Mahlangu Tel No: 012 336 8287
APPLICATIONS : Head Office (Pretoria): Please forward your applications quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X350, Pretoria, 0001 or hand deliver to 285 Continental Building, Corner of Visagie and Bosman Street, Pretoria.

FOR ATTENTION : Ms. LI Mabile

POST 03/66 : **ASSISTANT DIRECTOR: ORGANISATIONAL DESIGN REF NO: 080219/03**
Branch: Corporate Management
Dir: Organisational Development

SALARY : R444 693 per annum (Level 10)
CENTRE : Head Office, Pretoria

REQUIREMENTS : A National Diploma or Degree in Organisational Development/Management Services/Operations Management or related. Three (3) years supervisory experience in Organisational Development. Knowledge of policy development, implementation and organisational design. Disciplinary knowledge in HR information. Understanding of Government legislation. Knowledge in Financial management and PFMA. Knowledge of techniques and procedures for the planning and execution of operations. Experience in programme and project management. Knowledge of relationship management. Problem solving, analysis, people, diversity management, client orientation and customer focus skills. Excellent communication skills. Accountability and ethical conduct. Knowledge of analytical procedures.

DUTIES : The successful candidate will be responsible to develop job profiles, Implement organisational design policies, Develop organisational structures, Conduct job evaluations and implement organisational design systems. The successful candidate should be able to advise Senior Management on all of the above matters including interpretation and application.

ENQUIRIES : Mr R Neduvhuledza Tel No: 012 336 7968

APPLICATIONS : Head Office (Pretoria): Please forward your applications quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X350, Pretoria, 0001 or hand deliver to 285 Continental Building, Corner of Visagie and Bosman Street, Pretoria.

FOR ATTENTION : Ms. LI Mabole

POST 03/67 : **ENVIRONMENTAL OFFICER (SPECIALISED PRODUCTION) REF NO: 080219/04**
Branch: Chief Operations Office Western Cape
Div: Water Quality Related Water Use Management

SALARY : R380 364 per annum (OSD)

CENTRE : Bellville

REQUIREMENTS : A relevant Honours Degree in Natural or Earth Sciences, Environmental Management or a related field. Experience in the field or water quality management and integrated water resource management will serve as an advantage. Sound knowledge of the National Water Act (Act 36 of 1998) and related policies, strategies and guidelines is required as well as knowledge of other relevant legislation. Knowledge of industrial, agricultural and mining processes as well as waste water treatment processes. Good computer literacy. A valid Code EB driver license (Certified copy must be attached). Supervision and negotiation skills. Excellent communication (Verbal and Written) and good writing skills. Willingness to travel extensively and work irregular hours.

DUTIES : Process water use authorisation applications in the Water Management Area. Provide comments on environmental impact assessments (EIAs), environmental management programme reports, mine closure reports and other technical reports. Site inspections relating to water pollution incident and water quality compliance. Sampling and provide feedback to stakeholders and the public on water use water quality related issues. Attending meetings. Liaise with stakeholders in the water sector and other government departments. Conduct regular compliance monitoring at industries, local authorities, etc and prepare reports. Assist with the supervision of staff.

ENQUIRIES : Mr D Daniels Tel No: 021 941 6189

APPLICATIONS : Western Cape (Bellville): Please forward your applications quoting the relevant reference number to the Provincial Head: Western Cape, Department of Water and Sanitation, Private Bag X16, Sanlamhof, 7532 or hand deliver to Sigma Building, 3 Blanckenberg Road, Bellville.

FOR ATTENTION : Ms K Melelo

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

POST 03/68 : **ENGINEERING TECHNICIAN PRODUCTION GRADE A: CIVIL REF NO: 080219/05**
Branch: Chief Operations Office Western Cape

SALARY : R293 652 per annum (OSD)
CENTRE : Worcester
REQUIREMENTS : A National Diploma in Civil Engineering or relevant qualification. Three (3) years post qualification technical (Engineering) experience. Compulsory registration with ECSA as a Professional Engineering Technician (certified copy must be attached). Valid driver's licence. (Certified copy must be attached). Experience in Project Management. Knowledge of technical design and analysis. Research and development. Knowledge of legal compliance. Computer-aided engineering applications. Technical report writing. Technical consulting. Problem solving and analysis. Decision making. Team work. Creativity. Customer focus and responsiveness. Excellent communication skills. Good computer skills. People management, planning and organising. Change management and people management skills.

DUTIES : Assist Engineers, Control Engineering Technicians and associates in the field, workshop and office activities. Promote safety in line with statutory and regulatory requirements. Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology. Produce technical designs with the specifications and submit for evaluation and approval by the relevant authority. Provide inputs into the budgeting process as required. Compile and submits reports as required. Provide and consolidate inputs to the technical/engineering operation plan. Develop, implement and maintain databases. Supervise and control technical and related personnel and assets. Continuous professional development to keep up with new technologies and procedures. Research/literature studies on technical engineering technology to improve expertise. Liaise with relevant bodies/council on engineering related matters.

ENQUIRIES : Mr C Botma Tel No: 023 342 – 2673.
APPLICATIONS : Western Cape (Worcester): Please Forward Your Applications Quoting The Relevant Reference Number To The Provincial Head: Western Cape, Department Of Water And Sanitation, Private Bag X16, Sanlamhof, 7532 Or Hand Deliver To Sigma Building, 3 Blanckenberg Road, And Bellville.

FOR ATTENTION : Ms K Melelo
NOTE : Persons with disabilities, African males, African females and Indian males are encouraged to apply.

POST 03/69 : **DRIVER/OPERATOR REF NO: 080219/08**
Branch: Chief Operations Office Western Cape
Div: Data Management

SALARY : R136 800 per annum (Level 04)
CENTRE : George
REQUIREMENTS : A Grade 10 certificate. Driver's License Code EC with valid PDP / Operator License (Certified copy must be attached). One (1) – three (3) years' experience in driving. Experience in driving services. Knowledge in operating services. Knowledge of organizational policies, procedures, process and organizational and government structures. Basic knowledge in technical services. Knowledge of government regulations, practice notes, circulars, and policy frameworks. Delegation authority. Knowledge of Financial management and PFMA.

DUTIES : Responsible for conducting quality assurance of driver/operator systems. Implement best practice of driver/operator systems. Responsible for daily roadworthy inspections. Responsible to ensure that vehicles are serviced on time. Analyze logistics operations. Transportation of personnel, equipment and materials. Collection of goods at suppliers and departmental stores. Maintenance of register regarding deliveries and pickups. Function in accordance with applicable legislative requirements. Routine maintenance of equipment. Routine inspection of visible defects around the exterior of the equipment and vehicles. Attend to special requests. Recording of daily trips, fuel and fluids levels. Periodic checks on vehicles maintenance standards. Ensure that the place is clean, where equipment is kept in order to avoid fire hazards. Ensure the safekeeping of

equipment and vehicles. Assist with maintenance work at gauging stations. Assist with refurbishment and construction work at gauging stations. Assist the technical personnel with special tasks.

ENQUIRIES
APPLICATIONS

: Mr J Kriel, Tel No: 044 802 – 2733
: Western Cape (George): Please Forward Your Applications Quoting The Relevant Reference Number To the Provincial Head: Western Cape, Department Of Water And Sanitation, Private Bag X16, Sanlamhof, 7532 Or Hand Deliver To Sigma Building, 3 Blanckenberg Road, And Bellville.

FOR ATTENTION
NOTE

: Ms K Melelo
: Persons with disabilities, African females, White females, Indian females, White males and Indian males are encouraged to apply.

**PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT OF EDUCATION**

- APPLICATIONS** : Applications must be delivered or posted to: Physical address: 26th Loveday Street, Kuyasa Building, Johannesburg. Postal address: The Director: Recruitment and Selection, Gauteng Department of Education, P.O. Box 7710, Johannesburg, 2000.
- CLOSING DATE** : 08 February 2019
- NOTE** : Applications must be submitted on a Z83 form, obtainable from any public service department or website, which must be completed in full and originally signed. An updated CV as well as certified copy of your identity document and qualifications must be attached. The specific reference number of the post must be quoted. Failure to comply with these instructions will disqualify applications from being processed. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Department reserves the right not to make appointment(s) to the advertised post(s). Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, financial/asset record check, qualification/study verification and previous employment verification). Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic management competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic management and development for SMS posts.

MANAGEMENT ECHELON

- POST 03/70** : **CHIEF DIRECTOR: EXAMINATIONS AND ASSESSMENT REF NO: HQ2019/01/04**
(5 Years Fixed Term Contract Performance Based)
Branch: Curriculum and Management Delivery
- SALARY** : R1 189 338 per annum (an all-inclusive package)
- CENTRE** : Head Office, Johannesburg
- REQUIREMENTS** : An appropriate NQF level 7 qualification in management/administration, with at least a minimum of 5 years senior management experience. Proven management skills in education management. Advance analytical skills and extensive knowledge of the prescripts of the Public Service, Education Policies and strategies. Good understanding of the curriculum, exams and assessment policies and implementation, educational management, governance and service delivery. Competencies: Strategic capability and leadership Programme and Project Management, Financial Management, Change Management, Service Delivery Innovation, People Management and Empowerment Client Orientation and Customer focus Communication, Computer literate. Valid South African driver's license is essential. Ability to work under pressure.
- DUTIES** : To provide strategic leadership, oversight, management support, coordination, monitoring in the administering of external examinations and assessment process for ordinary and public schools. To lead, coordination, support and monitor the activities within the Chief Directorate. To integrate and Project Manage all deliverables within the Directorates of Assessment, Exam Management and Exam Administration. To support, coordinate and monitor school-based assessment in all Grades (Grades 1 to 12). To monitor, analyze and report on the performance of all learners in all grades. Monitor policy implementation relating to examinations & assessment in the FET and GET band in the National Senior Certificate, Senior Certificate & AET examinations. Establish internal moderation systems for school based assessments across all grades. Manage the Integrated Examination Computer System (IECS), the certification process for the NSC, SC & AET examinations. Develop credible examination and assessment instruments for all the grades. Manage and maintain a highly secured printing precinct and electronic document archival repository. Ensure effective automation of all examination and

assessment processes to meet the demands of the fourth industrial revolution. The successful incumbent must be willing to travel between Provincial offices, National Office and liaise with other stakeholders that have an interest in examinations & assessment in the GET & FET band. Formulate strategies for efficient implementation of assessment and examinations within the province. Ensure the implementation, monitoring and evaluation of all assessment and examinations processes within the province. Ensure compliance with National policy frameworks. Compliance with National policy frameworks and standards. Report to and participate in all appropriate national, provincial, departmental and other structures and processes. Ensure the credibility and integrity of examination and assessment systems at all times.

ENQUIRIES : Mr. MH Tsosane Tel No: 011 355 0009

POST 03/71 : **DISTRICT DIRECTOR: TSHWANE NORTH REF NO: TN2019/01/01**
(5 Years Fixed Term Contract Performance Based)
Chief Directorate: District Operations Management (Tshwane Region)

SALARY : R1 005 063 per annum (an all-inclusive package)
CENTRE : Tshwane North District
REQUIREMENTS : An appropriate NQF level 7 qualification, with at least a minimum of 5 years middle/senior management experience. Proven management skills in education management or equivalent. Knowledge of advance analytical skills and extensive knowledge of the prescripts of the Public Service, Education Policies and strategies. Competencies: Strategic capability and leadership Programme and Project Management, Financial Management, Change Management, Service Delivery Innovation, People Management and Empowerment Client Orientation and Customer focus Communication, Computer literate. Valid South African driver's license is essential.

DUTIES : Manage the provision of support to institutions: Ensure proper coordination for all support and activities to and with institutions. Manage the support provided to circuit teams e.g. educations support, learning implementation. Facilitate the HR and Corporate support to district office and circuit teams. Ensure the maintenance of teaching and learning activities in schools within the district. Manage the strategic support direction and planning in the districts: Formulate strategies for efficient support to circuits and institutions. Ensure the implementation, monitoring and evaluation of departmental policies and strategies. Implement corrective intervention plans for districts to ensure effective learning take place in institutions. Manage all resources of the District Office: Supervise and manage sub-ordinates and other participants in the Branch activities. Responsible for the financial management of the component's activities. Plan, organise and control activities pertaining to functions of the Districts. Adhere to and promote statutory prescripts and the Code of Conduct for the Public Service. Ensure compliance with National policy frameworks and standards. Report to and participate in all appropriate provincial, departmental and other structures and processes. Compile and take full responsibility for regular reports forwarded to the Department.

ENQUIRIES : Mr. MH Tsosane Tel No: 011 355 0009

POST 03/72 : **DIRECTOR: PERFORMANCE MANAGEMENT & DEVELOPMENT REF NO: HO2019/01/02**
(5 Years Fixed Term Contract Performance Based)
Chief Directorate: Strategic Human Resource Management

SALARY : R1 005 063 per annum (an all-inclusive package)
CENTRE : Head Office, Johannesburg
REQUIREMENTS : An appropriate NQF level 7 qualification, with at least a minimum of 5 years middle/senior management experience. Proven management skills in Human Resource/Education Management or equivalent. Knowledge of advanced analytical skills and extensive knowledge of the Public Service prescripts, Education Policies and strategies. Competencies: Strategic capability and leadership Programme and Project Management, Financial Management, Change Management, Service Delivery Innovation, People Management and

- DUTIES** : Empowerment Client Orientation and Customer focus Communication, Computer literate. Valid South African driver's license is essential.
- DUTIES** : Manage the development of policies, frameworks and procedures for the Performance Management Systems (PMS/IQMS) and ensure the implementation, monitoring and the maintenance thereof. Provide technical advice and assistance on the performance management and HRD issues. Ensure compliance on all Performance Management / IQMS Cycles and manage the implementation of performance rewards and expenditure. Manage the provision of an optimal development of the Departmental Personnel. Develop Skills Development Plan and ensure the implementation thereof. Oversee the provision of training and capacity development for Office Based Employees. Oversee the provision of bursaries, learnership, internship programmes and employee health and wellness programmes. Ensure the effective, efficient and economical management and utilisation of resources allocated to the Department as outlined in the legislative framework for good governance.
- ENQUIRIES** : Mr. MH Tsosane Tel No: 011 355 0009
- POST 03/73** : **DIRECTOR: HUMAN RESOURCE TRANSVERSAL SERVICES (JHB REGION)**
REF NO: HO2018/01/03
 (5 Years Fixed Term Contract Performance Based)
 Chief Directorate: Transversal Human Resource Services
- SALARY CENTRE REQUIREMENTS** : R1 005 063 per annum (an all-inclusive package)
 : Head Office, Johannesburg
 : An appropriate NQF level 7 qualification, with at least a minimum of 5 years middle/ senior management experience. Proven management skills in Human Resource/Education management or equivalent. Knowledge of advance analytical skills and extensive knowledge of the Public Service prescripts, Education policies and strategies. Competencies: Strategic capability and leadership Programme and Project Management, Financial Management, Change Management, Service Delivery Innovation, People Management and Empowerment Client Orientation and Customer focus Communication, Computer literate. Valid South African driver's license is essential.
- DUTIES** : To manage the provision of an effective and efficient transactional services to Johannesburg districts on all Human Resource matters. Manage the provision of HR Transaction Services on Policy and Procedure on Incapacity Leave for Ill-Health Retirement (PILIR). Coordinate the implementation of the Service Level Agreement between GDE and the Health Risk Manager. Facilitate the correct alignment of PERSAL with the approved organisation and post establishment for the districts (Office and Institutions). Ensure timeous implementation of changes on PERSAL / SAP and ensure that establishment problems are properly investigated. Develop all departmental Human Resource policies, strategies and procedures and ensure the implementation and adherence by Departmental personnel thereof. Conduct Research on HR best practices. In consultation with all stakeholders, develop HR strategies, policies and HR Procedure manual to meet Departmental needs. Facilitate HR administration activities / processes. Ensure compliance with the HR related statutory requirements. Ensure the implementation of adequate policies in the areas of employment, compensation and grievance. To provide Human Resource Advisory services to all districts personnel. Guide and advice personnel on human resource administration matters to enhance the correct implementation of personnel administration practises/ policies. Liaise with Unions / Labour relations on matters related to personnel. Facilitate information sharing sessions for all the personnel in the Department. Write reports / memos for the Top Management on HRA issues and make recommendations where necessary.
- ENQUIRIES** : Mr. MH Tsosane Tel No: 011 355 0009

DEPARTMENT OF E-GOVERNMENT

- APPLICATIONS** : All applications should be delivered to: Gauteng Department of e-Government, Imbumba House, 75 Fox Street, Marshalltown, 2107 or Applicants can apply online at: www.gautengonline.gov.za.

FOR ATTENTION : Mr. Themba Psungo, Human Resources Tel No: 011 689 6980
CLOSING DATE : 08 February 2019
NOTE : Applications must be submitted on form Z83 (obtainable from any Public Service department) and must be completed in full and page 2 duly signed. Clear indication of the post and reference number that is being applied for must be indicated on your Z.83. A recent, comprehensive CV, specifying all qualifications and experience, with respective dates and certified copies of qualifications and ID (not older than 6 months) must be attached. General information: Short-listed candidates must be available for interviews at a date and time determine by the Gauteng Department of e-Government. Successful candidates maybe be subjected to competency assessment and must obtain a positive security clearance. Applications received after the closing date as well as those who do not comply with the requirements will not be taken into consideration. If you have not received a response from this institution within three months of the closing date, please consider your application unsuccessful. Gauteng Department of e-Government is inviting strategic and innovative thinkers who are technocrats to champion the crafting of the strategy to deliver the modernisation mandate of the Gauteng City Region and to support radical transformation, modernisation and re-industrialisation. The successful candidate must be innovative with proven applied leadership skills as well as ability to plan and co-ordinate activities at a strategic level. Must have a client focused attitude. Excellent writing and impeccable communication skills, as well as relationship building, people management and the ability to work under pressure. It is the department's intention to promote equity through the filling of all numeric targets as contained in the Employment Equity Plan. To facilitate this process successfully, an indication of race, gender and disability status is required. The Gauteng Department of e-Government reserves the right to fill or not fill the above-mentioned posts.

OTHER POSTS

POST 03/74 : **ASSISTANT DIRECTOR: BUSINESS INTELLIGENCE DEVELOPER REF NO: 003588**
 Directorate: Business Intelligence

SALARY : R444 693 per annum (Level 10)
CENTRE : Johannesburg
REQUIREMENTS : Matric Plus National Diploma/Degree in Computer Science / Information Technology of study with 2-3 years' relevant experience in SAP BI Development OR Matric with 6-7 years' years relevant experience in SAP BI Development. SAP Business Intelligence Certification will be an added advantage.

DUTIES : Provide general administration for various applications. Provide support for existing applications. Maintain and update existing applications. Develop modules for various applications. Test various applications. Produce reports from various applications. Provide basic user training for various applications. Assist users with general support. Resolve user problems and issues. Develop and apply modifications/enhancements to existing applications. Develop and create code for various applications. Execute application testing, modular testing and peer testing. Involved with the initial user training. Actively monitor various applications and produce the reports.

ENQUIRIES : Mr. Themba Psungo Tel No: 011 689 6980

POST 03/75 : **ASSISTANT DIRECTOR: ASSET MANAGEMENT REF NO: 003589**
 Directorate: Financial Management

SALARY : R356 289 per annum (Level 09)
CENTRE : Johannesburg
REQUIREMENTS : Matric plus National Diploma/Degree in Logistics/Supply Chain Management or related qualification with a minimum of 2-3 years' experience in Asset Management, Supply Chain Management and Finance environment or Matric plus 6-7 years in Asset Management, Supply Chain Management and Finance environment. Knowledge of the PFMA & Treasury Regulations and other relevant statutory laws.

DUTIES : Monitor and review the capturing of all physical (moveable and immoveable) assets in the physical asset management registers. Monitor and review the allocation of assets to asset holders. Determination of the asset allocation according to furniture and equipment policy and procedures of the department. Capturing of asset information on the inventory list (room list) of the asset holder. Issuing of asset and inventory list (room list) list to asset holder. The delivery of assets to the asset holder. Approval of the moveable asset register updates. Oversee and review the monitoring of assets in accordance with the relevant policy and procedures. Monitoring assets for compliance with asset control prescripts. Monitoring assets for physical condition, utilisation functionality and financial performance. Monitoring the performance of asset verification according to prescribed time frames. Compile reports on the state of assets. Promote correct implementation of sound asset management practices by informing guiding and advising departmental employees on asset management matters; and contributing to the design and development of asset management systems, policies, strategic and annual physical asset management planning. Supervise employees to ensure sound physical asset management. General supervision of employees. Allocate duties and do quality control of the work delivered by supervisees. Advice and lead supervisees with regard to all aspects of the work. Manage performance, conduct and discipline of supervisees. Ensure that all supervisees are trained and developed to be able to deliver work of the required standard efficiently and effectively. Develop, implement and monitor work systems and processes to ensure efficient and effective functioning. Address enquiries and provide advice and guidance on asset allocation and control.

ENQUIRIES : Mr. Themba Psungo Tel No: 011 689 6980

POST 03/76 : **HUMAN RESOURCE PRACTITIONER: PERFORMANCE MANAGEMENT & DEVELOPMENT REF NO: 003590**
Directorate: Human Resource Management

SALARY : R242 475 per annum (Level 07)
CENTRE : Johannesburg
REQUIREMENTS : Matric plus National Diploma/Degree in Human Resource Management or related field with 1-2 years' experience in a role relating to Human Resource Development OR Matric plus 4-5 years' experience in a role relating to Human Resource Development.

DUTIES : Identification of training needs. Training Co-ordination. Coordinate training for performance management and facilitate the induction programme. Manage the financial study assistance process and follow up on payments. Manage program of the study assistance committee. Processing applications and present to the study assistance committee. Provide career guidance and sourcing of course information. Implement Financial Study Assistance policy within the framework of the Public Service Regulations. Manage administration for Learnerships and Internships as guided by the Departments' requirements. Coordinate the sourcing/procurement of service providers. Assisting with short listing and interviews for Learners and Interns. Administration and capturing of monthly reports/timesheets for learners. Liaising between relevant parties (SETA's professional bodies, and managers). Schedule all Learnership Steering Committees and mentor Forums. Consolidate and prepare learners progress reports for HRD team. Communicate with all stakeholders on training, study assistance, Performance Management and Learnership matters. Provide training and study assistance reports for the Quarterly Monitoring Reports, Workplace Skills Plan and the Annual Training Reports. Do all necessary administration as required.

ENQUIRIES : Mr. Themba Psungo Tel No: 011 689 6980

POST 03/77 : **PRACTITIONER: INCAPACITY (PILIR) MANAGEMENT REF NO: 003591**
Directorate: Human Resource Management

SALARY : R242 475 per annum (Level 07)
CENTRE : Johannesburg

- REQUIREMENTS** : Matric plus National Diploma/Degree in Human Resource Management/ Business Administration or related with 1-2 years' experience in a role relating to Leave Management OR Matric plus 4-5 years' experience in a role relating to Leave Management. Knowledge of GPG HR processes, PILIR, IOD policies and leave determination.
- DUTIES** : Manage the implementation of new and assessed closed cases as per PILIR policy. Manage and implement quality assurance of the effectiveness PILIR and IOD process for the entire department. Manage the confidentiality of all PILIR cases of affected e-Gov employees. Provide support and advise regarding PILIR and IOD through workshop to the employees. Administer all actions of PILIR and IOD for the department. Liaise and assist employees with sick leave management through EAP. Ensuring that all process sick leave matters are in line with PILIR policy. Ensuring quality financial management for all monthly payments to accredited Health Risk Managers. Develop PILIR and IOD reporting template for monthly and quarterly cases. Maintain proper updated daily and weekly data information for all activities occurred. Ensuring timeous action taken to ultimately render excellent service for e-Gov employees. Provide comprehensive detail advice and support on complex issues to entire e-Gov employees. Managing all new application forms for affected employees including home or hospital visits. Maintain a proper PERSAL system record through an implementation of assessed cases from Health Risk Management. Managing all queries relating to PILIR and IOD matters.
- ENQUIRIES** : Mr. Themba Psungo Tel No: 011 689 6980
- POST 03/78** : **PRACTITIONER: HR PLANNING & OD REF NO: 003592**
Directorate: Human Resource Management
- SALARY CENTRE REQUIREMENTS** : R242 475 per annum (Level 07)
: Johannesburg
- REQUIREMENTS** : Matric plus National Diploma/Degree in Human Resource Management/Management Services /Work Study or related with 1-2 years' experience in a role relating to human resources planning & organisational development Or Matric plus 4-5 years' experience in a role relating to human resources planning & organisational development.
- DUTIES** : Implement HR plan and coordinate organisational design and development. Assist in the development of HR strategies. Manage HR information and knowledge. Monitoring and evaluation on the implementation of HR strategies.
- ENQUIRIES** : Mr. Themba Psungo Tel No: 011 689 6980

DEPARTMENT OF HEALTH

MANAGEMENT ECHELON

- POST 03/79** : **DIRECTOR: FINANCE REF NO: CHBAH 116**
Directorate: Finance
- SALARY CENTRE REQUIREMENTS** : R1 005 063 per annum (All-inclusive package)
: Chris Hani Baragwanath Academic Hospital
- REQUIREMENTS** : Undergraduate qualification (NQF level 7) In Accounting/Financial Management or equivalent qualification (as required by SAQA) and 5 years of experience at a middle/senior manager level and a valid Driver's licence: Must be self-driven, independent, dynamic and self-confident, a self-starter with a client focused approach and attitude. Must demonstrate good interpersonal, people management and leadership skills. The ability to interpret and implement policies and meet deadlines. Knowledge of departmental policies and procedures, regulations and amendments, Financial Management; Financial Accounting; Change management; Essentials of budget formulation. Knowledge: Public Finance Management Act; Public Service Regulations; National Treasury regulations, guidelines and directives (MTEF, ENE); preferential procurement policy; Government supply chain management framework; Government budget systems and Procedures; Government financial system (PERSAL, BAS, LOGIS); Financial prescripts (GAAP and GRAP). Skills: Planning and organizing. Knowledge of

coaching and developing people's skills; Ability to work on tight deadlines and time frames; Report writing; Management skills Time-frames; Report writing; Management skills; Numeric skills; Advanced computer skills. Personal attributes; Creative; dedicated; approachable; Hard-working; Trustworthy; Ability to Communicate at all levels. Administrative and management knowledge: Project management, teambuilding, people and interpersonal relations skills. Communication skills (verbal and written), organizational, problem-solving and interventional skills. Highly motivated and enthusiastic to contribute to the financial management services and ability to lead a team. The ability to work under pressure, lead transformational change in a complex environment and the ability to manage change in the Institution. Accounting articles will be an added advantage.

DUTIES

: Provide leadership and guide the hospital in financial management towards the achievement of the priorities and financial systems. Self-driven, independent, dynamic, self-confident outputs of the current strategic plan. The enhancement of corporate efficiency, providing leadership in respect of financial management related issues. Ensure that planning is aligned to the Budget planning process as well as the promotion of effective budgeting and monitoring. Manage the sub-units of the finance unit, i.e. Budget, Revenue, Cash Management and Accounts Payable. Accountable for the effective performance of the finance unit and the managers in this unit. Undertakes to ensure that appropriate internal controls and reporting systems are established and maintained to establish a well-functioning finance team that is performance orientated. Management, controlling and monitoring of financial, human, facility, equipment, information and other resources. Ensure effective and efficient delivery of public sector health care services within Chris Hani Baragwanath Academic Hospital. Perform financial management of the Chief directorate functions in accordance with the provisions of the Public Finance Management Act 1999 (as amended) and the Treasure Regulations. To carry out the duties and functions necessary to support the statutory and executive responsibilities of the Chief Executive Officer as well as those that may reasonably be delegated and assigned to from time to time by the employer. Drive the reconfiguration of the finance unit to yield an effective organizational structure and job profile that reflect the goals and strategic objectives of the department. Ensure that sound internal controls and reporting systems are in place, the effective management of the directorate – Manage all the resources allocated to the directorate; Develop and maintain continuous communication with stakeholders.

ENQUIRIES

: Mr C Senoamadi Tel No: (011) 933 9750

APPLICATIONS

: Applications should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 4pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808.

NOTE

: Applications must be submitted on form Z83 fully completed, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Documents to be attached is certified ID document, certified copies of qualification/s including matric, certified and relevant council registration certificate and proof of current registration (Where applicable). Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- provide at least 3 off which one must be immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools.” The Gauteng

Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. People with disability are encouraged to apply.
08 February 2019

CLOSING DATE

:

OTHER POSTS

POST 03/80

:

CLINICAL MANAGER (MEDICAL) GRADE: 1 RE NO: CLIMAN/103/19

Directorate: Medical

SALARY

:

R1 115 874 per annum (All-inclusive package)

CENTRE

:

Telle Mogoerane Regional Hospital

REQUIREMENTS

:

MB ChB and registration with the Health Professions Council of South Africa as Medical Practitioner. Minimum of 4 years' appropriate clinical experience after registration with the HPCSA as Medical Practitioner. Additional qualifications will be an advantage.

DUTIES

:

Overall clinical leadership and management of allocated cluster of departments/ units/ sections. Offer a comprehensive quality secondary level hospital services to patients. Optimally supervise heads of departments/ units/ sections, mentor and coach junior medical staff. Co-ordinate outreach and support district health services in our drainage areas. Participate in academic activities at undergraduate and postgraduate (registrars) level as required. Participate in continuing medical education, as required by the Health Professions Council of South Africa. Participate and network with other regional and tertiary (academic) hospitals in and outside the cluster.

ENQUIRIES

:

Dr. M.M. Malaka Tel No: (010) 345 0971 ext. 0006

APPLICATIONS

:

Applications should be submitted to Thelle Mogoerane Hospital, 12390 Nguza Street Extension 14 Vosloorus, First Floor HR Department (place your application on the recruitment cabinets) and sign in register book or post to Private Bag X01 Alrode 1451.

NOTE

:

Application must be submitted on a Z83 form, obtainable from any Public service Department or on the Internet at www.dpsa.gov.za/documents with a detailed CV, Certified copies of the ID and Qualifications which must not be more than six months old to be attached. The appointed employee will be subjected to OHS Medical surveillance as required in the HBA regulation within the OHS Act 85 of 1993. Persons with disability are encouraged to apply. If you do not response within three (3) month, please accept that your application was not successful. The appointments are subjected to positive outcome obtained from State Security Agency (SSA) to the following (Security clearance (Vetting), Criminal clearance, citizenship, credit records.), Verification of Education qualification by SAQA, Verification of previous employers and verification form the Company Intellectual Property Commission (CIPC) The institution reserves the right not to fill post.

CLOSING DATE

:

08 February 2019

POST 03/81

:

MEDICAL SPECIALIST OBSTETRICS AND GYNAECOLOGY

Directorate: Medical

SALARY

:

Grade 1: R1 051 368 - R1 115 874 per annum (All-inclusive package) Ref No: LER/1001/19

Grade 2: R1 202 112 – R1 275 885 per annum (All-inclusive package) Ref No: LER/1002/19

Grade 3: R1 395 105 – R1 744 191 per annum (All-inclusive package) Ref No: LER/1003/19

CENTRE

:

Leratong Hospital

REQUIREMENTS

:

Appropriate qualification that allows registration with the HPCSA as Medical Specialist in a normal specialty. Registration with the HPCSA as Medical Specialist in a normal specialty and proof of current registration. No experience required after registration with the HPCSA as Medical Specialist in a normal specialty.

DUTIES

:

Provision of 24-hour Obstetrics and Gynaecology services. Manage critically ill patients in the Neonatal ICU. Participate in Commuted Overtime. Supervision and training of Medical Officers, Community Service Medical Officers and Medical Interns. Assist the HOD in ensuring the Department's compliance to National Core

	:	Standards. Ensure proper and curate record keeping as legally and ethically require. Ensure effective outreach to District Hospital in the West Rand. Assist the Clinical Head with Administration responsibilities. Provision of Quality cost effective 24 hour's service in keeping with Batho Pele Principles. Perform Clinical Audits and participate in and conduct M&M.
<u>ENQUIRIES APPLICATIONS</u>	:	Dr. Phanzu R Tel No: (011) 411 3818/ Dr. Mokae W Tel No: 011 411 3679
<u>NOTE</u>	:	Applications should be submitted at Leratong Hospital Human Resource Department (Block 6) 1 Adcock Street Chamdor1740
	:	Applications must be submitted on a Z83 form with a C.V, Certified copies of I.D. HPCSA Registration and Qualifications to be attached. Suitable candidate will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification) Successful candidates will also be subjected to security clearance processes. Successful will undergo a medical screening test.
<u>CLOSING DATE</u>	:	08 February 2019
<u>POST 03/82</u>	:	<u>SPECIALIST: GENERAL SURGERY</u> Directorate: Medical
<u>SALARY</u>	:	Grade 1: R1 051 368 - R1 115 874 per annum (All-inclusive package) Ref No: LER/1004/19 Grade 2: R1 202 112 – R1 275 885 per annum (All-inclusive package) Ref No: LER/1005/19 Grade 3: R1 395 105 – R1 744 191 per annum (All-inclusive package) Ref No: LER/1006/19
<u>CENTRE REQUIREMENTS</u>	:	Leratong Hospital Appropriate qualification as a Specialist in General Surgery (MMED/ FCS.SA). Current registration with HPCSA as a Specialist in General Surgery. Appropriate experience as a Specialist in General surgery.
<u>DUTIES</u>	:	Provision of 24 hours clinical services in General Surgery and Trauma. Manage critical ill surgical patients admitted in intensive care. Participate in commuted overtime. Supervision and training of medical officers, Community service Medical officers and Medical Interns. Assist the HOD in assuring the Department is compliant to National Core Standards. Ensure proper and accurate record keeping as legally and ethically expected. Ensure effective outreach to District Hospital in the West Rand. Assist the Clinical Head of department in General Surgery with administrative duties when required. Provision of Quality cost effective 24 hours service in keeping with Batho Pele Principles. Ensure that the Department is compliant to National Core Standards. Perform Clinical Audits and participate in and conduct M&M.
<u>ENQUIRIES APPLICATIONS</u>	:	Dr. Phanzu R Tel No: (011) 411 3818/ Dr. Mokae W Tel No: 011 411 3679
<u>NOTE</u>	:	Applications should be submitted at Leratong Hospital Human Resource Department (Block 6) 1 Adcock Street Chamdor1740
	:	Applications must be submitted on a Z83 form with a C.V, Certified copies of I.D. HPCSA Registration and Qualifications to be attached. Suitable candidate will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification) Successful candidates will also be subjected to security clearance processes. Successful will undergo a medical screening test.
<u>CLOSING DATE</u>	:	08 February 2019
<u>POST 03/83</u>	:	<u>MEDICAL SPECIALIST GRADE 1 REF NO: MEDSPEC/RMMCH/1/2019</u> Directorate: Obstetrics and Gynaecology
<u>SALARY</u>	:	R1 051 368 per annum (All-inclusive package)
<u>CENTRE REQUIREMENTS</u>	:	Rahima Moosa Mother and Child Hospital Appropriate qualification that allows registration with the HPCSA as Medical Specialist in a normal specialty. Registration with the HPCSA as Medical Specialist in a normal specialty and proof of current registration. No experience required after registration with the HPCSA as Medical Specialist in a normal specialty.
<u>DUTIES</u>	:	Ensure effective and efficient Obstetric and Gynaecology service delivery. Supervision of Undergraduates, Interns and Medical Officers. Teaching and

	:	training subordinates. Manage hospital administrative duties as well as academic administration.
<u>ENQUIRIES</u>	:	Prof. H. Lombaard Tel No: (011) 470-9090
<u>APPLICATIONS</u>	:	Applications to be submitted on a Z83 form with a CV, certified copies of ID, HPCSA registration and qualifications attached. Correspondence will be limited to shortlisted candidates
<u>APPLICATIONS</u>	:	Applications to be forwarded to the Rahima Moosa Mother and Child Hospital, Cnr. Fuel and Oudtshoorn Street, Coronationville, 2092 or Private Bag X20, Newclare, 2112 or the Human Resource Office, Administration Building, 1st Floor.
<u>CLOSING DATE</u>	:	08 February 2019
<u>POST 03/84</u>	:	<u>DEPUTY MANAGER NURSING REF NO: LER/1007/19</u> Directorate: Nursing
<u>SALARY</u>	:	R801 918 – R902 550 per annum (All-inclusive package)
<u>CENTRE</u>	:	Leratong Hospital
<u>REQUIREMENTS</u>	:	Diploma/ Degree in Nursing accredited with SANC in terms of R425 or equivalent that allows registration with S.A.N.C as a Professional Nurse. Minimum 9 years appropriate/recognisable experience in nursing after registration as Professional Nurse with SANC in General Nursing At least 4 years of the period referred to above must be appropriate recognisable experience in nursing after registration as Professional. Nurse with SANC in General Nursing. In depth knowledge and insight into NCS, Six Key Priorities, Infection Prevention & Control Good communication, presentation, facilitation and analytic skills & report writing skills.
<u>DUTIES</u>	:	Provide guidance and leadership towards the realization of strategic goals and objectives of the division. Provide professional, technical and management support for the provision of quality patient care through proper management of nursing care programs. Advocate and ensure the promotion of nursing ethos and professionalism. Develop and monitor the implementation of policies, programmes, regulations, practices, procedures and standards pertaining to nursing care. Utilize information technology and other management information system to manage nursing information for the enhancement of service delivery. Establish, maintain and participate in inter-professional and multi-disciplinary teamwork that promotes efficient and effective health care. Manage and utilise resources in accordance with relevant directives and legislation: Human, Financial & Physical and material. Oversight the accreditation programme for the hospital in line with NCS & IPC Programmes. Effective management of Human and Material Resources in line with PFMA. Liaise and collaborate with linked/associated Nursing Colleges. Coordinate & Support the implementation of LEAN Management System.
<u>ENQUIRIES</u>	:	Mr. G.J Dube Tel No: (011) 411 3531
<u>APPLICATIONS</u>	:	Applications should be submitted at Leratong Hospital Human Resource Department (Block 6) 1 Adcock Street Chamdor, Krugersdorp, 1740.
<u>NOTE</u>	:	Applications must be submitted on a Z83 form with a C.V, Certified copies of I.D. SANC Registration and Qualifications to be attached. Suitable candidate will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification) Successful candidates will also be subjected to security clearance processes. Successful will undergo a medical screening test.
<u>CLOSING DATE</u>	:	08 February 2019
<u>POST 03/85</u>	:	<u>MEDICAL OFFICER REF NO: CHBAH 81</u> (Ophthalmology, Otolaryngology, General Surgery, Trauma, Neurosurgery, Orthopaedic Surgery, Urology, Paediatric Surgery, Plastic Surgery, Maxillo Facial)
<u>SALARY</u>	:	Grade 1: R780 612 per annum (All-inclusive package) Grade 2: R892 551 per annum (All-inclusive package) Grade 3: R1 035 831 per annum (All-inclusive package)
<u>CENTRE</u>	:	Chris Hani Baragwanath Academic Hospital
<u>REQUIREMENTS</u>	:	Appropriate qualification that allows registration with the HPCSA as Medical Practitioner Registration with the HPCSA as Medical Practitioner as Medical Practitioner, proof of current registration and preference will be given to South

African citizens and permanent residents. **Grade 1:** No experience required. **Grade 2:** A minimum of 5 years' appropriate experience as Medical Officer after registration with the HPCSA as Medical Practitioner. **Grade 3:** A minimum of 10 years' appropriate experience as Medical Officer after registration with the HPCSA as Medical Practitioner.

DUTIES : The incumbent will be responsible to interview, investigate, diagnose and oversee the treatment of patient. Supervising junior doctors (undergraduate students, interns and community service doctors). 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). Participating in all activities of the discipline in relation to teaching and research. Participate in multidisciplinary team to the management of patients. Performance of practical procedures relevant to the care of patients. Ensure that administration and record keeping is done in the department. Willing to do commuted overtime rendering of after-hour (night, weekend and public holiday) duties to provide continuous uninterrupted care of patients.

ENQUIRIES : Dr K Mustafa Tel No: (011) 933 9154/8154
APPLICATIONS : Applications should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 4pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808.

NOTE : Applications must be submitted on form Z83 Fully completed, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Documents to be attached is certified ID document, certified copies of qualification/s including matric, certified and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. People with disability are encouraged to apply. This is an open advertisement and posts will be filled from date of advertising up to the closing date of 31 March 2019 in line with PSR, 65 (8). Candidates must please communicate with departmental contact persons to ascertain whether vacancies are still available in categories which are of interest to them. Amendment to Posts Published On Circular No 47 of 2018 (Medical, Allied and Nursing) Chris Hani Baragwanath Academic Hospital (Chbah). NB: Added- preference will be given to South African citizens and permanent residents.

CLOSING DATE : 31 March 2019

POST 03/86 : **MEDICAL OFFICER REF NO: CHBAH 82**
(Obstetrics and Gynae, Paediatrics)

SALARY : Grade 1: R780 612 per annum (All-inclusive package)
Grade 2: R892 551 per annum (All-inclusive package)
Grade 3: R1 035 831 per annum (All-inclusive package)

CENTRE : Chris Hani Baragwanath Academic Hospital
REQUIREMENTS : Appropriate qualification that allows registration with the HPCSA as Medical Practitioner Registration with the HPCSA as Medical Practitioner as Medical Practitioner, proof of current registration and preference will be given to South African citizens and permanent residents. **Grade 1:** No experience required.

Grade 2: A minimum of 5 years' appropriate experience as Medical Officer after registration with the HPCSA as Medical Practitioner. **Grade 3:** A minimum of 10 years' appropriate experience as Medical Officer after registration with the HPCSA as Medical Practitioner.

DUTIES : The incumbent will be responsible to interview, investigate, diagnose and oversee the treatment of patient. Supervising junior doctors (undergraduate students, interns and community service doctors). 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). Participating in all activities of the discipline in relation to teaching and research. Participate in multidisciplinary team to the management of patients. Performance of practical procedures relevant to the care of patients. Ensure that administration and record keeping is done in the department. Willing to do commuted overtime rendering of after-hour (night, weekend and public holiday) duties to provide continuous uninterrupted care of patients.

ENQUIRIES :
APPLICATIONS : Applications should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 4pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808.

NOTE : Applications must be submitted on form Z83 Fully completed, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Documents to be attached is certified ID document, certified copies of qualification/s including matric, certified and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. People with disability are encouraged to apply. This is an open advertisement and posts will be filled from date of advertising up to the closing date of 31 March 2019 in line with PSR, 65 (8). Candidates must please communicate with departmental contact persons to ascertain whether vacancies are still available in categories which are of interest to them. Amendment to Posts Published On Circular No 47 of 2018 (Medical, Allied and Nursing) Chris Hani Baragwanath Academic Hospital (Chbah). NB: Added- preference will be given to South African citizens and permanent residents.

CLOSING DATE : 31 March 2019

POST 03/87 : **MEDICAL OFFICER REF NO: CHBAH 83**
(Cardiology Department, Internal Medicine Department, Neurology, Psychiatry Department, Dermatology, Palliative Care)

SALARY : Grade 1: R780 612 per annum (All-inclusive package)
Grade 2: R892 551 per annum (All-inclusive package)
Grade 3: R1 035 831 per annum (All-inclusive package)

CENTRE : Chris Hani Baragwanath Academic Hospital
REQUIREMENTS : Appropriate qualification that allows registration with the HPCSA as Medical Practitioner Registration with the HPCSA as Medical Practitioner, proof of current registration and preference will be given to South African citizens and permanent residents. **Grade 1:** No experience required. **Grade 2:** A minimum of 5 years'

		appropriate experience as Medical Officer after registration with the HPCSA as Medical Practitioner. Grade 3: A minimum of 10 years' appropriate experience as Medical Officer after registration with the HPCSA as Medical Practitioner.
<u>DUTIES</u>	:	The incumbent will be responsible to interview, investigate, diagnose and oversee the treatment of patient. Supervising junior doctors (undergraduate students, interns and community service doctors). 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). Participating in all activities of the discipline in relation to teaching and research. Participate in multidisciplinary team to the management of patients. Performance of practical procedures relevant to the care of patients. Ensure that administration and record keeping is done in the department. Willing to do commuted overtime rendering of after-hour (night, weekend and public holiday) duties to provide continuous uninterrupted care of patients.
<u>ENQUIRIES</u>	:	Dr N Soma Tel No: (011) 933 9154/8154
<u>APPLICATIONS</u>	:	Applications should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 4pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808.
<u>NOTE</u>	:	Applications must be submitted on form Z83 Fully completed, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents . Documents to be attached is certified ID document, certified copies of qualification/s including matric, certified and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. People with disability are encouraged to apply. This is an open advertisement and posts will be filled from date of advertising up to the closing date of 31 March 2019 in line with PSR, 65 (8). Candidates must please communicate with departmental contact persons to ascertain whether vacancies are still available in categories which are of interest to them. Amendment to Posts Published On Circular No 47 of 2018 (Medical, Allied and Nursing) Chris Hani Baragwanath Academic Hospital (Chbah). NB: Added- preference will be given to South African citizens and permanent residents.
<u>CLOSING DATE</u>	:	31 March 2019
<u>POST 03/88</u>	:	<u>MEDICAL OFFICER REF NO: CHBAH 84</u> (Anaesthetics Department, Intensive Care Unit, Radiology Department, Accident and Emergency)
<u>SALARY</u>	:	Grade 1: R780 612 per annum (All-inclusive package) Grade 2: R892 551 per annum (All-inclusive package) Grade 3: R1 035 831 per annum (All-inclusive package)
<u>CENTRE</u>	:	Chris Hani Baragwanath Academic Hospital
<u>REQUIREMENTS</u>	:	Appropriate qualification that allows registration with the HPCSA as Medical Practitioner Registration with the HPCSA as Medical Practitioner, proof of current registration and preference will be given to South African citizens and permanent residents. Grade 1: No experience required. Grade 2: A minimum of 5 years' appropriate experience as Medical Officer after registration with the HPCSA as

		Medical Practitioner. Grade 3: A minimum of 10 years' appropriate experience as Medical Officer after registration with the HPCSA as Medical Practitioner.
<u>DUTIES</u>	:	The incumbent will be responsible to interview, investigate, diagnose and oversee the treatment of patient. Supervising junior doctors (undergraduate students, interns and community service doctors). 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). Participating in all activities of the discipline in relation to teaching and research. Participate in multidisciplinary team to the management of patients. Performance of practical procedures relevant to the care of patients. Ensure that administration and record keeping is done in the department. Willing to do commuted overtime rendering of after-hour (night, weekend and public holiday) duties to provide continuous uninterrupted care of patients.
<u>ENQUIRIES</u>	:	Dr K Mustafa Tel No: (011) 933 9154/8154
<u>APPLICATIONS</u>	:	Applications should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 4pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808.
<u>NOTE</u>	:	Applications must be submitted on form Z83 Fully completed, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents . Documents to be attached is certified ID document, certified copies of qualification/s including matric, certified and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. People with disability are encouraged to apply. This is an open advertisement and posts will be filled from date of advertising up to the closing date of 31 March 2019 in line with PSR, 65 (8). Candidates must please communicate with departmental contact persons to ascertain whether vacancies are still available in categories which are of interest to them. Amendment to Posts Published On Circular No 47 of 2018 (Medical, Allied and Nursing) Chris Hani Baragwanath Academic Hospital (Chbah). NB: Added- preference will be given to South African citizens and permanent residents.
<u>CLOSING DATE</u>	:	31 March 2019
<u>POST 03/89</u>	:	<u>SOCIAL WORK MANAGER GRADE: 1 REF NO: SOCMAN/102/19</u> Directorate: Allied Services
<u>SALARY</u>	:	R755 598 per annum (All-inclusive package)
<u>CENTRE</u>	:	Thelle Mogoerane Regional Hospital
<u>REQUIREMENTS</u>	:	Registration with South African Council for Social Professional (SACSSP) as Social Worker. Tertiary qualification in Social Work. 10 years appropriate experience in social work after registration with South African Council for Social Professional (SACSSP) as Social Worker. Sound knowledge of Mental Health Care Act and other Social work-related legislation. Good communication, interpersonal, problem solving and organizational setting. Knowledge of relevant policies, protocols and guidelines. Must be proactive, innovative and independent. Team leader. Excellent time management. Self-motivated and goal orientated.

<u>DUTIES</u>	:	Analytical and solution orientated. Ability to effectively communicate to technical and no-technical personnel at various levels in the organization.
	:	Provide a social work service of the highest, most advanced and specialised nature within defined area of specialisation with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes in partnership with stakeholders. Attend to any other matters that could result in, or stem from, social instability in any form. Facilitate the development and planning of programmes and interventions to render a social work service through the efficient, economical and effective utilisation of financial resources. Manage social work unit to ensure that an efficient and effective social work service is delivered through the efficient and effective utilisation of human resources. This would, inter alia, include the following: General consultation with clients and advising subordinates regarding follow-up actions to be taken, especially down-referrals of stable mental health users to secondary level clinics in the community to utilize district health services, Management of a social work unit. This would, inter alia, entail the following: Quality control of the work delivered by subordinates, Advising subordinates with regard to all aspects of the work, Manage the performance and conduct of subordinates and the social work unit, Ensure that subordinates are trained and developed to be able to deliver work of the required standard efficiently and effectively, Establish, implement and maintain efficient and effective communication arrangements in the unit, Ensure that subordinates maintain their professional registration as required, The development and management of the business plan of the unit and reporting on progress as required. Keep up to date with new developments in the social work and management fields.
<u>ENQUIRIES</u>	:	Dr. M.M. Malaka Tel No: (010) 345 0971 ext. 0006
<u>APPLICATIONS</u>	:	Applications should be submitted to Thelle Mogoerane Hospital, 12390 Nguza Street Extension 14 Vosloorus, First Floor HR Department (place your application on the recruitment cabinets) and sign in register book or post to Private Bag X01 Alrode 1451.
<u>NOTE</u>	:	Application must be submitted on a Z83 form, obtainable from any Public service Department or on the Internet at www.dpsa.gov.za/documents with a detailed CV, Certified copies of the ID and Qualifications which must not be more than six months old to be attached. The appointed employee will be subjected to OHS Medical surveillance as required in the HBA regulation within the OHS Act 85 of 1993. Persons with disability are encouraged to apply. If you do not response within three (3) month, please accept that your application was not successful. The appointments are subjected to positive outcome obtained from State Security Agency (SSA) to the following (Security clearance (Vetting), Criminal clearance, citizenship, credit records.), Verification of Education qualification by SAQA, Verification of previous employers and verification form the Company Intellectual Property Commission (CIPC) The institution reserves the right not to fill post.
<u>CLOSING DATE</u>	:	08 February 2019
<u>POST 03/90</u>	:	<u>DEPUTY DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: DDSCM/100/19</u> Directorate: Supply Chain Management
<u>SALARY</u>	:	R697 011 (all-inclusive package)
<u>CENTRE</u>	:	Thelle Mogoerane Regional Hospital
<u>REQUIREMENTS</u>	:	Appropriate recognizable Bachelor's degree or National Diploma in public Management/Supply Chain Management/Logistics Management with 5 years appropriate experience in Supply Chain Management of which three years of this period must have been an Assistant Director. Extensive knowledge and understanding of Supply Chain Management, PAS Prescripts, Including PFMA Act, PPF Act, BBBEE, Treasury Regulations, and other related Supply Chain Management prescripts. Excellent knowledge of SAP/SRM and BAS systems. High level of computer literacy. Sound knowledge of Microsoft suite of applications is essential. Excellent written and verbal communication skills and valid driver's license. Ability to work under pressure and deliver on tight deadlines. Customer care and service orientated. Conflict management skills. Knowledge of grievance and disciplinary procedures, management and decision-making skills. Report

writing skills. Able to analyse and interpret financial information. Ability to develop the unit into a team. Ability to interpret, present policies and other prescripts. The ideal candidate must have presentation skills, ability to facilitate workshops and give training.

DUTIES : Ensure effective and efficient systems related to the acquisition, receiving, storage, continuous distribution and payment of goods and services for the Hospital. Monitor that GRV are timely captured. Monitor clearing of work cycle. Give support to all business units to forecast on demand and Procurement plans. Close partially paid purchase orders and delete all un-serviced purchase orders. Provide administration support to the management. Monitor stock counts reports from supervisor. Compile and submit monthly stock balances reports to Head. Ensure that stocktaking for stores and assets is conducted twice per year. Ensure that assets bar coding and verification is conducted daily. Compile and distribute procurement reports. Management of supply chain staff. Conduct disposal meetings according to legal prescripts. Effective and efficient management and safekeeping of stock. Management of staff development and overall supervision. Conduct in service training. Conflict resolution. Contribute to Supply Chain Management Department planning, budget and procurement processes as well as monitoring and evaluation. Management of personnel performance and review thereof. Contracting, quarterly review final assessment. Perform all other duties that are delegated by the hospital CEO.

ENQUIRIES : Dr. M.M. Malaka Tel No: (010) 345 0971 ext. 0006

APPLICATIONS : Applications should be submitted to Thelle Mogoerane Hospital, 12390 Nguza Street Extension 14 Vosloorus, First Floor HR Department (place your application on the recruitment cabinets) and sign in register book or post to Private Bag X01 Alrode 1451.

NOTE : Application must be submitted on a Z83 form, obtainable from any Public service Department or on the Internet at www.dpsa.gov.za/documents with a detailed CV, Certified copies of the ID and Qualifications which must not be more than six months old to be attached. The appointed employee will be subjected to OHS Medical surveillance as required in the HBA regulation within the OHS Act 85 of 1993. Persons with disability are encouraged to apply. If you do not response within three (3) month, please accept that your application was not successful. The appointments are subjected to positive outcome obtained from State Security Agency (SSA) to the following (Security clearance (Vetting), Criminal clearance, citizenship, credit records.), Verification of Education qualification by SAQA, Verification of previous employers and verification form the Company Intellectual Property Commission (CIPC) The institution reserves the right not to fill post.

CLOSING DATE : 08 February 2019

POST 03/91 : **DEPUTY DIRECTOR: FINANCIAL MANAGEMENT REF No: DDFM/101/19**
Directorate: Financial Management

SALARY : R697 011 (all-inclusive package)
CENTRE : Thelle Mogoerane Regional Hospital
REQUIREMENTS : Bachelor's Degree/National Diploma in Financial Management or Financial Accounting. 3 - 5 years' supervisory experience in a finance environment. Job related knowledge: Financial Policies, Procedures and Prescripts, Financial Systems including Basic Accounting System (BAS) and Logistical information System (LOGIS), Treasury Regulations, Budgets and reporting procedure. Job related skills: Computer Literacy, Supervisory, Communication (written and verbal).A valid driver's licence.

DUTIES : Manage financial accounting functions for the Hospital. Management of an allocated budget and projections (Medium Term Expenditure Framework) adjustment, shifting and annual and monthly projections. Preparation of monthly management reports and presentations. Monitoring accounts payables and expenditure management. Prevention of unauthorised, irregular and fruitless expenditure. Effective management of risk. Management of audit findings and recommendations. Provide project financial support. Management of suspense account and the commitment register. Ensure the implementation of internal control and the safe keeping of all financial records. Compile monthly, quarterly and annual management reports. Submit inputs for Annual Financial Statement.

Manage payments and system on a daily basis. Ensure proper financial management control and compliance with delegation regularly.

ENQUIRIES : Dr. M.M. Malaka Tel No: (010) 345 0971 ext. 0006

APPLICATIONS : Applications should be submitted to Thelle Mogoerane Hospital, 12390 Nguza Street Extension 14 Vosloorus, First Floor HR Department (place your application on the recruitment cabinets) and sign in register book or post to Private Bag X01 Alrode 1451.

NOTE : Application must be submitted on a Z83 form, obtainable from any Public service Department or on the Internet at www.dpsa.gov.za/documents with a detailed CV, Certified copies of the ID and Qualifications which must not be more than six months old to be attached. The appointed employee will be subjected to OHS Medical surveillance as required in the HBA regulation within the OHS Act 85 of 1993. Persons with disability are encouraged to apply. If you do not respond within three (3) month, please accept that your application was not successful. The appointments are subjected to positive outcome obtained from State Security Agency (SSA) to the following (Security clearance (Vetting), Criminal clearance, citizenship, credit records.), Verification of Education qualification by SAQA, Verification of previous employers and verification form the Company Intellectual Property Commission (CIPC) The institution reserves the right not to fill post.

CLOSING DATE : 08 February 2019

POST 03/92 : **DEPUTY DIRECTOR: ADMINISTRATION REF NO: LER/1008/19**
Directorate: Cooperate service

SALARY : R697 011 – R821 052 per annum (All-inclusive package)

CENTRE : Leratong Hospital

REQUIREMENTS : A recognized 3 years bachelor's degree or National Diploma in Public Management, Public Management and Administration or Public Administration with at least 3 years' experience in management position. Candidates with Hospital Management experience will be added advantage. Strong management leadership skills and the ability to interpret and implement policies, directives and guidelines of the Gauteng Department of Health. Excellent verbal and written communication skills with good interpersonal skills. Negotiation, team building, conflict and problem-solving skills. Must have the understanding of the hospital corporate management as well as the following administrative, support and logistics. Ensure proper implementation and compliance to the Public Finance Management Act, 1999; HR Policies and other relevant statutory prescriptions. Prepared to work under pressure and stressful situations. Must have at least code 08 driver's license and be computer literate.

DUTIES : Will be responsible for overall management of the administration and support departments in keeping with the legislative framework, delegation and total quality management. Facilitate and monitor implementation of strategic Plan, Operational Plan and Quarterly Reviews in the institution. Maintain sound financial and budgetary process to ensure the adherence of the Hospital statutory responsibilities in the PFMA. Adherence to procurement, asset and facility management procedure. Comply with Supply Management, provisioning administration and BBBEE requirements. Ensure that system are in place for the continuous maintenance of the Hospital. Ensure effective utilization of human resources, corporate governance. Liaise with stakeholders to establish sound hospital/community relationship. Ensure proper record keeping through the utilization of paper based and electronic systems. Ensure information risk management, security and protocols are implemented and adhered to.

ENQUIRIES : Mr. G.J Dube Tel No: (011) 411 3531

APPLICATIONS : Applications should be submitted at Leratong Hospital Human Resource Department (Block 6) 1 Adcock Street Chamdor, Krugersdorp, 1740

NOTE : Applications must be submitted on a Z83 form with a C.V, Certified copies of I.D. and Qualifications to be attached. Suitable candidate will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification) Successful candidates will also be subjected to security clearance processes. Successful will undergo a medical screening test.

CLOSING DATE : 08 February 2019

<u>POST 03/93</u>	:	<u>CLINICAL PSYCHOLOGIST REF NO: CHBAH 99</u>
<u>SALARY</u>	:	Grade 1: R674 892 per annum (All-inclusive package) Grade 2: R791 253 per annum (All-inclusive package) Grade 3: R918 288 per annum (All-inclusive package)
<u>CENTRE REQUIREMENTS</u>	:	Chris Hani Baragwanath Academic Hospital Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Psychologist in a relevant registration category (e.g. clinical, counselling, education, industrial, research psychology). Registration with the HPCSA in a relevant registration category (e.g. clinical, counselling, education, industrial, research psychology) and proof of current registration. Grade 1: (No experience required after registration with the HPCSA as Psychologist in respect of RSA qualified employees who performed Community Service in relevant profession as required in South Africa or 1 Year relevant experience after registration with the HPCSA Psychologist in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa), Grade 2: A minimum of 8 years' relevant experience required after registration with the HPCSA as Psychologist in respect of RSA qualified employees who performed community service in relevant profession as required in South Africa or 9 Year relevant experience after registration with the HPCSA Psychologist in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa), Grade 3: A minimum of 16 years' relevant experience required after registration with the HPCSA as Psychologist in respect of RSA qualified employees who performed community service in relevant profession as required in South Africa or 17 Year relevant experience after registration with the HPCSA Psychologist in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa
<u>DUTIES</u>	:	Assessing a client' needs abilities or behavior using a variety of methods, including psychometric tests, interviews and direct observation of behavior. Working as part of multidisciplinary team alongside doctors, nurses, social workers, health professionals, health visitors, psychiatrists and occupational therapists, devising and monitoring appropriate treatment programs, including therapy, counseling or advice, in collaboration with colleagues, offering therapy and treatment and treatments for difficulties relating to mental health problems such as anxiety, depression, addiction, social and interpersonal problems and challenging behavior, developing and evaluating service provision for clients, providing consultation to other professions, encouraging a psychological approach in their work, counseling and supporting careers, carrying out applied research, adding to the evidence base of practice in a variety of healthcare settings. Assess and identify psycho-social problems of employees through counseling and applying appropriate interventions, contribute to the department's planning, budget and procurement process as well monitoring and evaluation. Assist with incapacity leave evaluation. Run therapeutic groups and participate in wellness events.
<u>ENQUIRIES APPLICATIONS</u>	:	Prof F.Y. Jeenah Tel No: (011) 933 9239 Applications should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 4pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808.
<u>NOTE</u>	:	Applications must be submitted on form Z83 Fully completed, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents . Documents to be attached is certified ID document, certified copies of qualification/s including matric, certified and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may

be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. People with disability are encouraged to apply. This is an open advertisement and posts will be filled from date of advertising up to the closing date of 31 March 2019 in line with PSR, 65 (8). Candidates must please communicate with departmental contact persons to ascertain whether vacancies are still available in categories which are of interest to them. Amendment to posts published on circular no 47 of 2018 (medical, allied and nursing), Chris Hani Baragwanath Academic Hospital (CHBAH)). NB: There was omission regarding experience of foreign qualified employees- No experience required after registration with the HPCSA as Psychologist in respect of RSA qualified employees who performed Community Service in relevant profession as required in South Africa or 1 Year relevant experience after registration with the HPCSA Psychologist in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa), Grade 2. A minimum of 8 years' relevant experience required after registration with the HPCSA as Psychologist in respect of RSA qualified employees who performed community service in relevant profession as required in South Africa or 9 Year relevant experience after registration with the HPCSA Psychologist in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa), Grade 3: A minimum of 16 years' relevant experience required after registration with the HPCSA as Psychologist in respect of RSA qualified employees who performed community service in relevant profession as required in South Africa or 17 Year relevant experience after registration with the HPCSA Psychologist in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa

<u>CLOSING DATE</u>	:	31 March 2019
<u>POST 03/94</u>	:	<u>PHARMACIST REF NO: CHBAH 100</u>
<u>SALARY</u>	:	Grade 1: R655 980 per annum (All-inclusive package) Grade 2: R713 904 per annum (All-inclusive package) Grade 3: R780 612 per annum (All-inclusive package)
<u>CENTRE</u>	:	Chris Hani Baragwanath Academic Hospital
<u>REQUIREMENTS</u>	:	Basic qualification accredited with the South African Pharmacy Council (SAPC) that allows registration with the SAPC. Registration with the SAPC as Pharmacist and proof of current registration. Grade 1: No experience required after registration as Pharmacist with the SAPC in respect of RSA qualified employees who performed Community Service in relevant profession as required in South Africa or 1year relevant experience after registration as Pharmacist 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: A minimum of 5 years' relevant experience after registration as Pharmacist with the (SAPC) in respect of RSA qualified employees required to perform community service as required in South Africa or 6 years relevant experience after registration as Pharmacist 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: A minimum of 13 years' relevant experience required after registration as Pharmacist with the (SAPC) in respect of RSA qualified employees who performed community service in relevant profession as required in South Africa or 14 year relevant experience after registration as Pharmacist 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.
<u>DUTIES</u>	:	Manage quality provision of pharmaceutical care by implementing and monitoring work procedures, policies and National Drug Policy. Accept managerial responsibility and accountability of drug supply management. Provide medical information to health professionals and engage in patient education and

counseling. Maintain necessary records and statistics and ensure effective pharmaceutical care. Manage stock control. See that Batho-Pele Principles are implemented in workplace environment.

ENQUIRIES
APPLICATIONS

: Mr. S. Dikgang Tel No: (011) 933 8797
: Applications should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 4pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808.

NOTE

: Applications must be submitted on form Z83 Fully completed, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Documents to be attached is certified ID document, certified copies of qualification/s including matric, certified and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. People with disability are encouraged to apply. This is an open advertisement and posts will be filled from date of advertising up to the closing date of 31 March 2019 in line with PSR, 65 (8). Candidates must please communicate with departmental contact persons to ascertain whether vacancies are still available in categories which are of interest to them. (NB: amendment to posts published on circular no 47 of 2018 (medical, allied and nursing). Chris Hani Baragwanath Academic Hospital (CHBAH)). NB: There was omission regarding experience of foreign qualified employees- No experience required after registration as Pharmacist with the SAPC in respect of RSA qualified employees who performed Community Service in relevant profession as required in South Africa or 1 year relevant experience after registration as Pharmacist 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:** A minimum of 5 years' relevant experience after registration as Pharmacist with the (SAPC) in respect of RSA qualified employees required to perform community service as required in South Africa or 6 years relevant experience after registration as Pharmacist 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:** A minimum of 13 years' relevant experience required after registration as Pharmacist with the (SAPC) in respect of RSA qualified employees who performed community service in relevant profession as required in South Africa or 14 year relevant experience after registration as Pharmacist 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.

CLOSING DATE

: 31 March 2019

POST 03/95

: **ASSISTANT MANAGER SURGICAL REF NO: LER/1009/19**
Directorate: Nursing

SALARY
CENTRE
REQUIREMENTS

: R532 449 – R617 253 per annum (Plus benefits)
: Leratong Hospital
: Diploma/Degree in Nursing accredited with SANC in terms of R 425 or equivalent that allows registration with S.A.N.C as a Professional General Nurse. Senior Certificate. Minimum 8 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General. Nursing at least

- 3years of the above must be appropriate and recognizable experience at management level.
- DUTIES** : Provide effective leadership and supervision in line with all relevant prescripts & legislation. Delegate, supervise and coordinate the provision of effective and efficient nursing care to patients/ service users in the area of function in line with Department mandates. Initiate and participate in health promotion to ensure consistent communication of relevant accurate comprehensive information on health care. Develop, establish and maintain constructive working relationships with nursing and timeous redress of gaps and clinical SOP's. Participate in the analysis, formulation and implementation of nursing guidelines periodically, Human Resource Management using the Lean management methods. Monitor and ensure utilization of financial resources. Ensure compliance with National Core Standards- efficient management of equipment and consumables through daily status sheet driven oversight rounds. Compliance with Performance Management and Development System. Implemented relevant recommendations and priorities of the National Strategic plan for Nurse Education, Training and Practice. A deliverogy and department recovery implementation plan. Ensure effective communication in designated unit.
- ENQUIRIES** : Mrs M. Khoza Tel No: (011) 411 3502
- APPLICATIONS** : Applications should be submitted at Leratong Hospital Human Resource Department (Block 6) 1 Adcock Street Chamdor, Krugersdorp, 1740.
- NOTE** : Applications must be submitted on a Z83 form with a C.V, Certified copies of I.D. SANC Registration and Qualifications to be attached. Suitable candidate will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification) Successful candidates will also be subjected to security clearance processes. Successful will undergo a medical screening test.
- CLOSING DATE** : 08 February 2019
- POST 03/96** : **ASSISTANT MANAGER QUALITY ASSURANCE REF NO: LER/1010/19**
Directorate: Nursing
- SALARY** : R532 449 – R617 253 per annum (Plus benefits)
- CENTRE** : Leratong Hospital
- REQUIREMENTS** : Basic Diploma/Degree accredited with the SANC in terms of R425 or equivalent qualification that allows registration with SANC as a professional Nurse. A minimum of 08 years appropriate/recognised experience in nursing after registration as professional Nurse with SANC in General Nursing. At least 3 years of the above must be appropriate and recognisable experience at management level. Report writing and Communication skills.
- DUTIES** : Encourages and co-ordinate the activities of the quality assurance programmes. Manages a programme of customer care in the hospital which entails complaints management, client satisfaction. Manage the accreditation programme for the hospital in line with the NCS. Manage the clinical audit system which will include reporting and investigation of SAE's, mortality and morbidity meetings. Liase with central and regional office quality management matters. Prepare and present quality improvement report to CEO. Monitor evaluate compliance with N.C.S and implementation of LEAN based quality improvement plans. Effective management of Human and Material Resources in line PFMA. Oversight of infection prevention and control programme.
- ENQUIRIES** : Mrs M. Khoza Tel No: (011) 411 3502
- APPLICATIONS** : Applications should be submitted at Leratong Hospital Human Resource Department (Block 6) 1 Adcock Street Chamdor, Krugersdorp, 1740.
- NOTE** : Applications must be submitted on a Z83 form with a C.V, Certified copies of I.D. SANC Registration and Qualifications to be attached. Suitable candidate will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification) Successful candidates will also be subjected to security clearance processes. Successful will undergo a medical screening test.
- CLOSING DATE** : 08 February 2019

<u>POST 03/97</u>	:	<u>ASSISTANT MANAGER TRAINING AND DEVELOPMENT REF NO: LER/1015/19</u> Directorate: Nursing
<u>SALARY</u>	:	R532 449 – R617 253 per annum (Plus benefits)
<u>CENTRE</u>	:	Leratong Hospital
<u>REQUIREMENTS</u>	:	Basic Diploma/Degree accredited with the SANC in terms of R425 or equivalent qualification that allows registration with SANC as a professional Nurse. Minimum 8 yrs. appropriate/recognised experience in nursing after registration as professional Nurse with SANC in General Nursing. At least 3 yrs. of the above must be appropriated and recognisable experience at management. Computer literacy with ability to apply computer technology and programmes. Communication, Supervisory, report writing, facilitation & presentation skills. Analytic thinking & organizational skills. Ability to work in a Team.
<u>DUTIES</u>	:	Support implementation of relevant recommendations and priorities of the National Strategic Plan for Nurse Training and Practice. Conduct skills audit & training needs analysis. Delegate, supervise & coordinate the provision of Training & Development that improves level of competence. Oversee CPD Implementation. Co-ordinate and manage all training activities in the Institution which include development of training materials & manuals aligned to relevant training needs. Co-ordinates study leave applications in line with Policy. Align clinical training & Human Resource Department issues to the Departmental strategic. Co-ordination of Human Resources issues and documents Management between Nursing Management and HR. department i.e. leaves claims for payments of overtime and allowances. PMDS Personal Documents e.g. (certificates, etc. Miscellaneous correspondence to HR. Facilitate Recruitment and terminations between Nursing Management and HR department. Allocation of Nursing Staff to various departments including community Services Professional Nurses. Facilitate Nursing Agency processes to mitigate and shortage of nursing staff. Participate in verification of staff in monthly pay roll meetings. Provide direction & support with regard to strategic issues, supervision & Development and implementation of policies. Establish, maintain & participate inter-professional and multidisciplinary team work that promotes effective & efficient patient care. Manage & utilize Resources in accordance with legislation. Attend meetings & updates relating to HRD, LMSD & Nursing Colleges. Submission of reports & statistics to relevant areas.
<u>ENQUIRIES</u>	:	Mrs M. Khoza Tel No: (011) 411 3502
<u>APPLICATIONS</u>	:	Applications should be submitted at Leratong Hospital Human Resource Department (Block 6) 1 Adcock Street Chamdor, Krugersdorp, 1740.
<u>NOTE</u>	:	Applications must be submitted on a Z83 form with a C.V, Certified copies of I.D. SANC Registration and Qualifications to be attached. Suitable candidate will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification) Successful candidates will also be subjected to security clearance processes. Successful will undergo a medical screening test.
<u>CLOSING DATE</u>	:	08 February 2019
<u>POST 03/98</u>	:	<u>CHIEF RADIOGRAPHER</u> Directorate: Radiology
<u>SALARY</u>	:	Grade 1: R440 982 – R489 429 per annum (Plus Benefits) Ref No: LER/1011/19 Grade 2: R504 219 – R559 611 per annum (Plus Benefits) Ref No: LER/1012/19
<u>CENTRE</u>	:	Leratong Hospital
<u>REQUIREMENTS</u>	:	A three-year degree/diploma in Diagnostic Radiography. Senior certificate. Current registration with HPCSA as a Diagnostic Radiographer. A minimum of 3 years appropriate experience in Diagnostic Radiographer after registering with HPCSA.
<u>DUTIES</u>	:	Provide a 24 hours quality radiographic service. Supervise subordinates and other support personnel in the department. Compliance with Radiation Control legislation. Ensure the implementation of quality assurance and improvement programs. A working knowledge of departmental equipment and fault reporting. Compliance with the National patients Right Character and professional ethics.

Promote Batho Pele in execution of all tasks for effective service delivery. Participate in continuous Professional Development as required by HPCSA. Knowledge of National Core standards and Six Key priorities.

ENQUIRIES : Ms M Ratshilumelo Tel No: (011) 411 3573

APPLICATIONS : Applications should be submitted at Leratong Hospital Human Resource Department (Block 6) 1 Adcock Street Chamdor, Krugersdorp, 1740.

NOTE : Applications must be submitted on a Z83 form with a C.V, Certified copies of I.D. SANC Registration and Qualifications to be attached. Suitable candidate will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification) Successful candidates will also be subjected to security clearance processes. Successful will undergo a medical screening test.

CLOSING DATE : 08 February 2019

POST 03/99 : **OPERATIONAL MANAGER GENERAL – MEDICAL WARD**
Directorate: Nursing

SALARY : Grade 1: R420 318 – R473 067 per annum (Plus Benefits) Ref No: LER/1013/19
Grade 2: R487 266 – R548 436 per annum Ref No: LER/1014/19

CENTRE : Leratong Hospital

REQUIREMENTS : Diploma/Degree in Nursing accredited with SANC in terms of R 425 or equivalent that allows registration with S.A.N.C as a Professional General Nurse. Senior certificate. Minimum 7 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing Relevant discipline specific skills and Competences will be considered.

DUTIES : To ensure holistic care to patient is rendered in a cost effective and equitable manner. Co-ordinate and monitor the implementation of nursing care plans and evaluate care. Ensure compliance with Key Priorities and National Core Standards and Quality Improvement. Ensure implementation, integration, coordination of IPC, OHS & waste management policies. Effective utilization and management of Human Resources. Compliance with performance management and development system. Effective management of Material Resources in Line with PFMA. Maintain professional growth and ethical standards. Ensure compliance with all National Health Priorities and Programs.

ENQUIRIES : Mrs M. Khoza Tel No: (011) 411 3502

APPLICATIONS : Applications should be submitted at Leratong Hospital Human Resource Department (Block 6) 1 Adcock Street Chamdor, Krugersdorp, 1740.

NOTE : Applications must be submitted on a Z83 form with a C.V, Certified copies of I.D. SANC Registration and Qualifications to be attached. Suitable candidate will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification) Successful candidates will also be subjected to security clearance processes. Successful will undergo a medical screening test.

CLOSING DATE : 08 February 2019

POST 03/100 : **COORDINATOR INFECTION CONTROL**
Directorate: Nursing

SALARY : Grade 1: R420 318 – R473 067 per annum (Plus Benefits) Ref No. LER/1016/19
Grade 2: R487 266 – R548 436 per annum (Plus benefits) Ref No: LER/1017/19

CENTRE : Leratong Hospital

REQUIREMENTS : Diploma/Degree in Nursing accredited with SANC in terms of R 425 or equivalent that allows registration with S.A.N.C as a Professional General Nurse. Senior certificate. Minimum 7 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing Relevant discipline specific skills and Competences will be considered.

DUTIES : To facilitate, coordinate and Monitor compliance to National, Provincial and Regional Legislation regarding Infection Prevention Control and Quality Assurance Policies and Protocols. Coordinates the activities of IPC and Quality Assurance Programme. Implement and Maintain an Effective & efficient Hospital Infection Surveillance system in Alignment with the Infection Control Policies. Coordinates a programme of stakeholder awareness of IPC & Participate in Institutional

		orientation and induction programme. Assist to coordinate the accreditation programme for the hospital & related mandatory committees. Participate in the clinical audit system of the hospital Monitor the implementation of continues IPC & Quality Assurance - through LEAN based Improvement plans Strengthen, Maintain internal and external collaboration with relevant stakeholders. Be willing to work.
<u>ENQUIRIES</u>	:	Mrs M. Khoza Tel No: (011) 411 3502
<u>APPLICATIONS</u>	:	Applications should be submitted at Leratong Hospital Human Resource Department (Block 6) 1 Adcock Street Chamdor, Krugersdorp, 1740.
<u>NOTE</u>	:	Applications must be submitted on a Z83 form with a C.V, Certified copies of I.D. SANC Registration and Qualifications to be attached. Suitable candidate will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification) Successful candidates will also be subjected to security clearance processes. Successful will undergo a medical screening test.
<u>CLOSING DATE</u>	:	08 February 2019
<u>POST 03/101</u>	:	<u>PROFESSIONAL NURSE (SPECIALTY) REF NO: CHBAH 113</u> (Theatre, Intensive Care, Advanced Midwifery, Neonatal, Renal, Trauma, Advanced Psychiatry, Paediatrics, Orthopaedics, Infection Control, Ophthalmology, Oncology, Occupational Health and Safety
<u>SALARY</u>	:	Grade 1: R362 559 per annum (Plus benefits) Grade 2: R445 917 per annum (Plus benefits)
<u>CENTRE</u>	:	Chris Hani Baragwanath Academic Hospital
<u>REQUIREMENTS</u>	:	A Basic R425 qualification (i.e. diploma/ degree in nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse. Registration with the SANC as Professional Nurse and proof of current registration. Grade 1: A post-basic nursing qualification with duration of at least one year, accredited with the SANC in one of the specialties referred to in the glossary of terms. A minimum of 4 years' appropriate/ recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. in terms of recognition of previous experience for nurses coming from outside public service one year will be deducted from their years of experience. Grade 2: A post-basic nursing qualification with duration of at least one year, accredited with the SANC in one of the specialties referred to in the glossary of terms. 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 in the specific specialty after obtaining the one-year post-basic qualification in the relevant specialty, in terms of recognition of previous experience for nurses coming from outside public service one year will be deducted from their years of experience
<u>DUTIES</u>	:	Render a nursing service within the scope of practice of a Professional Nurse. Provide direction and supervision for the implementation of the nursing plan (clinical practice and quality patient care). Implement standards, practices, criteria and indicators for quality nursing. Practice nursing and health care in accordance with the laws and regulations relevant to nursing and health care. Maintain a constructive working relationship with nursing and other stakeholders. Utilize human, material and physical resources efficiently and effectively. 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.
<u>ENQUIRIES</u>	:	Ms DF Ngidi Tel No: (011) 933 0134
<u>APPLICATIONS</u>	:	Applications should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 4pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808.
<u>NOTE</u>	:	Applications must be submitted on form Z83 Fully completed, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents . Documents to be attached is certified ID document, certified copies of qualification/s including matric, certified and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates. Failure to submit all the requested documents will result in the application not being

considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. People with disability are encouraged to apply. This is an open advertisement and posts will be filled from date of advertising up to the closing date of 31 March 2019 in line with PSR, 65 (8). Candidates must please communicate with departmental contact persons to ascertain whether vacancies are still available in categories which are of interest to them. (NB: amendment to posts published on circular no 47 of 2018 (medical, allied and nursing). Chris Hani Baragwanath Academic Hospital (Chbah). NB: Less one year from experience for candidates appointed from outside the Public Service after complying with the registration requirements -rephrased statement to -the in terms of recognition of previous experience for nurses coming from outside public service one year will be deducted from their years of experience

- CLOSING DATE** : 31 March 2019
- POST 03/102** : **ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT**
Directorate: Supply Chain Management
- SALARY** : R356 289 per annum (plus benefits)
- CENTRE** : Thelle Mogoerane Regional Hospital
- REQUIREMENTS** : The ideal candidate must be in a possession of a minimum National Diploma in Logistics or NQF level 6 as recognized by SAQA in Public Administration, Financial Management or Supply Chain Management coupled with 3 years supervisory experience in supply chain management environment. Essential Knowledge, Skills and Competencies Required: The successful candidate must have: sound knowledge of supply chain management, sound knowledge of PFMA, treasury regulations, SCM and other prescripts, functional knowledge of procurement, good planning, decision making and problem solving skills, ability to develop the unit into a team, numeracy skills, good communication skills (both written and verbal), computer literacy in MS Office, a valid driver's license.
- DUTIES** : The successful candidate will be required to guide to management of Stores, Demand Plan, Acquisition, Contracts in accordance with departmental policies and compliance with legislative requirements with the following key responsibilities, ensure the monitoring of contract compliance, co-ordinate the monitoring, implementation of minimum and maximum stock level (analytical technique) analysis and determination of actions to ensure proper contract administration, ensure that you identify gaps in terms of the SCM system and put standard operation procedures in place(SOP). Ensure that administration support is provided for the component, manage risks and resolve disputes in a timely manner, provide advice, guidance and input to policy, procedures and guidelines for managing SCM and Asset Management, manage staff under your control.
- ENQUIRIES** : Dr. M.M. Malaka Tel No: (010) 345 0971 ext. 0006
- APPLICATIONS** : Applications should be submitted to Thelle Mogoerane Hospital, 12390 Nguza Street Extension 14 Vosloorus, First Floor HR Department (place your application on the recruitment cabinets) and sign in register book or post to Private Bag X01 Alrode 1451.
- NOTE** : Application must be submitted on a Z83 form, obtainable from any Public service Department or on the Internet at www.dpsa.gov.za/documents with a detailed CV, Certified copies of the ID and Qualifications which must not be more than six months old to be attached. The appointed employee will be subjected to OHS Medical surveillance as required in the HBA regulation within the OHS Act 85 of 1993. Persons with disability are encouraged to apply. If you do not response

within three (3) month, please accept that your application was not successful. The appointments are subjected to positive outcome obtained from State Security Agency (SSA) to the following (Security clearance (Vetting), Criminal clearance, citizenship, credit records,), Verification of Education qualification by SAQA, Verification of previous employers and verification form the Company Intellectual Property Commission (CIPC) The institution reserves the right not to fill post.

- CLOSING DATE** : 08 February 2018
- POST 03/103** : **CLINICAL TECHNOLOGIST REF NO: CHBAH 104**
- SALARY** : Grade 1: R281 148 per annum (Plus benefits)
Grade 2: R331 179 per annum (Plus benefits)
Grade 3: R390 129 per annum (Plus benefits)
- CENTRE REQUIREMENTS** : Chris Hani Baragwanath Academic Hospital
Appropriate qualification that allows for the required registration with the Health Professions Council of South Africa (HPCSA) in the relevant profession (where applicable). **Grade 1:** No experience required after registration with the HPCSA in the relevant profession (where applicable) in respect of RSA qualified employees who performed Community Service as required in South Africa or 1 Year relevant experience after registration with the HPCSA in a relevant profession in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa, **Grade 2:** A minimum of 10 years' relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of RSA qualified employees who performed Community Service in relevant profession as required in South Africa or 11 Year relevant experience after registration with the HPCSA in a relevant profession in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa, **Grade 3:** A minimum of 20 years' relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of RSA qualified employees who performed Community Service in relevant profession as required in South Africa or 21 Year relevant experience after registration with the HPCSA in a relevant profession in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa.
- DUTIES** : Render effective patient centred clinical technology service for in- and out-patients 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 student training, 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. 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 projects of the department. Participate in quality assurance methods and CPD activities. Communicate effectively with all stakeholders. Exercise care with all consumables and equipment.
- ENQUIRIES APPLICATIONS** : Mr. M.W. Madondo Tel No: (011) 933 9412
Applications should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 4pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808.
- NOTE** : Applications must be submitted on form Z83 Fully completed, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Documents to be attached is certified ID document, certified copies of qualification/s including matric, certified and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, identity

verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. People with disability are encouraged to apply. This is an open advertisement and posts will be filled from date of advertising up to the closing date of 31 March 2019 in line with PSR, 65 (8). Candidates must please communicate with departmental contact persons to ascertain whether vacancies are still available in categories which are of interest to them. NB: amendment to posts published on circular no 47 of 2018 (medical, allied and nursing), Chris Hani Baragwanath Academic Hospital (Chbah)). NB: There was omission regarding experience of foreign qualified employees- No experience required after registration with the HPCSA in the relevant profession (where applicable) in respect of RSA qualified employees who performed Community Service as required in South Africa or 1 Year relevant experience after registration with the HPCSA in a relevant profession in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Grade 2: A minimum of 10 years' relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of RSA qualified employees who performed Community Service in relevant profession as required in South Africa or 11 Year relevant experience after registration with the HPCSA in a relevant profession in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa,. Grade 3: A minimum of 20 years' relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of RSA qualified employees who performed Community Service in relevant profession as required in South Africa or 21 Year relevant experience after registration with the HPCSA in a relevant profession in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa.

- CLOSING DATE** : 31 March 2019
- POST 03/104** : **DIAGNOSTIC RADIOGRAPHER REF NO: CHBAH 105**
- SALARY** : Grade 1: R281 148 per annum (Plus benefits)
Grade 2: R331 179 per annum (Plus benefits)
Grade 3: R390 129 per annum (Plus benefits)
- CENTRE** : Chris Hani Baragwanath Academic Hospital
- REQUIREMENTS** : Appropriate qualification that allows for the required registration with the Health Professions Council of South Africa (HPCSA) in the relevant profession (where applicable). **Grade 1:** No experience required after registration with the HPCSA in the relevant profession (where applicable) in respect of RSA qualified employees who performed Community Service as required in South Africa or 1 Year relevant experience after registration with the HPCSA in a relevant profession in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa, **Grade 2:** A minimum of 10 years' relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of RSA qualified employees who performed Community Service in relevant profession as required in South Africa or 11 Year relevant experience after registration with the HPCSA in a relevant profession in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa,. **Grade 3:** A minimum of 20 years' relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of RSA qualified employees who performed Community Service in relevant profession as required in South Africa or 21 Year relevant experience after registration with the HPCSA in a relevant profession in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa.

DUTIES

: Preparing the patients for the x-ray examination and select the appropriate equipment. Performing x-ray examinations that yield important diagnostic information. Use x-ray machines to view and interpret images with sound waves for the diagnosis and treatment of medical conditions. Render effective patient x-ray service for in- and out-patients 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 student training, 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. 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 projects of the department. Participate in quality assurance methods and CPD activities. Communicate effectively with all stakeholders. Exercise care with all consumables and equipment.

ENQUIRIES

: Ms. G. Tsoeu Tel No: (011) 933 8434

APPLICATIONS

: Applications should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 4pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808.

NOTE

: Applications must be submitted on form Z83 Fully completed, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Documents to be attached is certified ID document, certified copies of qualification/s including matric, certified and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. People with disability are encouraged to apply. This is an open advertisement and posts will be filled from date of advertising up to the closing date of 31 March 2019 in line with PSR, 65 (8). Candidates must please communicate with departmental contact persons to ascertain whether vacancies are still available in categories which are of interest to them. NB: amendment to posts published on circular no 47 of 2018 (medical, allied and nursing), Chris Hani Baragwanath Academic Hospital (CHBAH). NB: There was omission regarding experience of foreign qualified employees- No experience required after registration with the HPCSA in the relevant profession (where applicable) in respect of RSA qualified employees who performed Community Service as required in South Africa or 1 Year relevant experience after registration with the HPCSA in a relevant profession in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Grade 2: A minimum of 10 years' relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of RSA qualified employees who performed Community Service in relevant profession as required in South Africa or 11 Year relevant experience after registration with the HPCSA in a relevant profession in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa,. Grade 3: A minimum of 20 years' relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of RSA qualified employees who performed Community Service in relevant profession as required in South Africa or 21 Year relevant

experience after registration with the HPCSA in a relevant profession in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa.

- CLOSING DATE** : 31 March 2019
- POST 03/105** : **DIETICIAN REF NO: CHBAH 106**
- SALARY** : Grade 1: R281 148 per annum (Plus benefits)
Grade 2: R331 179 per annum (Plus benefits)
Grade 3: R390 129 per annum (Plus benefits)
- CENTRE REQUIREMENTS** : Chris Hani Baragwanath Academic Hospital
Appropriate qualification that allows for the required registration with the Health Professions Council of South Africa (HPCSA) in the relevant profession (where applicable). **Grade 1:** No experience required after registration with the HPCSA in the relevant profession (where applicable) in respect of RSA qualified employees who performed Community Service as required in South Africa or 1 Year relevant experience after registration with the HPCSA in a relevant profession in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa, **Grade 2:** A minimum of 10 years' relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of RSA qualified employees who performed Community Service in relevant profession as required in South Africa or 11 Year relevant experience after registration with the HPCSA in a relevant profession in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa, **Grade 3:** A minimum of 20 years' relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of RSA qualified employees who performed Community Service in relevant profession as required in South Africa or 21 Year relevant experience after registration with the HPCSA in a relevant profession in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa.
- DUTIES** : Render effective patient centred dietetics service for in- and out-patients 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 student training, 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. 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 projects of the department. Participate in quality assurance methods and CPD activities. Communicate effectively with all stakeholders. Exercise care with all consumables and equipment.
- ENQUIRIES APPLICATIONS** : Ms. N.F. Mongoeji Tel. No: (011) 933 9016
Applications should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 4pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808.
- NOTE** : Applications must be submitted on form Z83 Fully completed, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Documents to be attached is certified ID document, certified copies of qualification/s including matric, certified and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and

Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. People with disability are encouraged to apply. This is an open advertisement and posts will be filled from date of advertising up to the closing date of 31 March 2019 in line with PSR, 65 (8). Candidates must please communicate with departmental contact persons to ascertain whether vacancies are still available in categories which are of interest to them. NB: amendment to posts published on circular no 47 of 2018 (medical, allied and nursing), Chris Hani Baragwanath Academic Hospital (CHBAH). NB: There was omission regarding experience of foreign qualified employees- No experience required after registration with the HPCSA in the relevant profession (where applicable) in respect of RSA qualified employees who performed Community Service as required in South Africa or 1 Year relevant experience after registration with the HPCSA in a relevant profession in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Grade 2: A minimum of 10 years' relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of RSA qualified employees who performed Community Service in relevant profession as required in South Africa or 11 Year relevant experience after registration with the HPCSA in a relevant profession in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa,. Grade 3: A minimum of 20 years' relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of RSA qualified employees who performed Community Service in relevant profession as required in South Africa or 21 Year relevant experience after registration with the HPCSA in a relevant profession in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa.

- CLOSING DATE** : 31 March 2019
- POST 03/106** : **MEDICAL ORTHOTIST AND PROSTHETIST REF NO: CHBAH 107**
- SALARY** : Grade 1: R281 148 per annum (Plus benefits)
Grade 2: R331 179 per annum (Plus benefits)
Grade 3: R390 129 per annum (Plus benefits)
- CENTRE** : Chris Hani Baragwanath Academic Hospital
- REQUIREMENTS** : Appropriate qualification that allows for the required registration with the Health Professions Council of South Africa (HPCSA) in the relevant profession (where applicable). **Grade 1:** No experience required after registration with the HPCSA in the relevant profession (where applicable) in respect of RSA qualified employees who performed Community Service as required in South Africa or 1 Year relevant experience after registration with the HPCSA in a relevant profession in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. **Grade 2:** A minimum of 10 years' relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of RSA qualified employees who performed Community Service in relevant profession as required in South Africa or 11 Year relevant experience after registration with the HPCSA in a relevant profession in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. **Grade 3:** A minimum of 20 years' relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of RSA qualified employees who performed Community Service in relevant profession as required in South Africa or 21 Year relevant experience after registration with the HPCSA in a relevant profession in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa.
- DUTIES** : Render effective patient centred orthotist and prosthetist service for in- and out-patients 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

student training, 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. 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 projects of the department. Participate in quality assurance methods and CPD activities. Communicate effectively with all stakeholders. Exercise care with all consumables and equipment.

ENQUIRIES : Mr. D. Machaba Tel No: (011) 933 8815/8816
APPLICATIONS :

Applications should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 4pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808.

NOTE : Applications must be submitted on form Z83 Fully completed, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Documents to be attached is certified ID document, certified copies of qualification/s including matric, certified and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. People with disability are encouraged to apply. This is an open advertisement and posts will be filled from date of advertising up to the closing date of 31 March 2019 in line with PSR, 65 (8). Candidates must please communicate with departmental contact persons to ascertain whether vacancies are still available in categories which are of interest to them. NB: amendment to posts published on circular no 47 of 2018 (medical, allied and nursing). Chris Hani Baragwanath Academic Hospital (CHBAH). NB: There was omission regarding experience of foreign qualified employees- No experience required after registration with the HPCSA in the relevant profession (where applicable) in respect of RSA qualified employees who performed Community Service as required in South Africa or 1 Year relevant experience after registration with the HPCSA in a relevant profession in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Grade 2: A minimum of 10 years' relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of RSA qualified employees who performed Community Service in relevant profession as required in South Africa or 11 Year relevant experience after registration with the HPCSA in a relevant profession in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa,. Grade 3: A minimum of 20 years' relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of RSA qualified employees who performed Community Service in relevant profession as required in South Africa or 21 Year relevant experience after registration with the HPCSA in a relevant profession in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa.

CLOSING DATE : 31 March 2019

POST 03/107 : **OCCUPATIONAL THERAPIST REF NO: CHBAH 108**

SALARY : Grade 1: R281 148 per annum (Plus benefits)

**CENTRE
REQUIREMENTS**

Grade 2: R331 179 per annum (Plus benefits)

Grade 3: R390 129 per annum (Plus benefits)

- : Chris Hani Baragwanath Academic Hospital
- : Appropriate qualification that allows for the required registration with the Health Professions Council of South Africa (HPCSA) in the relevant profession (where applicable). **Grade 1:** No experience required after registration with the HPCSA in the relevant profession (where applicable) in respect of RSA qualified employees who performed Community Service as required in South Africa or 1 Year relevant experience after registration with the HPCSA in a relevant profession in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. **Grade 2:** A minimum of 10 years' relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of RSA qualified employees who performed Community Service in relevant profession as required in South Africa or 11 Year relevant experience after registration with the HPCSA in a relevant profession in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. **Grade 3:** A minimum of 20 years' relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of RSA qualified employees who performed Community Service in relevant profession as required in South Africa or 21 Year relevant experience after registration with the HPCSA in a relevant profession in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa.

DUTIES

- : Render effective patient centered occupational therapy service for in- and out-patients 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 student training, 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. 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 projects of the department. Participate in quality assurance methods and CPD activities. Communicate effectively with all stakeholders. Exercise care with all consumables and equipment.

**ENQUIRIES
APPLICATIONS**

- : Ms LA Soulsby Tel No: (011) 933 8187
- : Applications should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 4pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808.

NOTE

- : Applications must be submitted on form Z83 Fully completed, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Documents to be attached is certified ID document, certified copies of qualification/s including matric, certified and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. People with disability are encouraged to apply. This is an open advertisement and posts will be filled on a continuous basis from date of advertising up to the closing date of 31 March 2019 in line with PSR, 65 (8). Candidates must please

communicate with departmental contact persons to ascertain whether vacancies are still available in categories which are of interest to them. NB: amendment to posts published on circular no 47 of 2018 (medical, allied and nursing), Chris Hani Baragwanath Academic Hospital (CHBAH). NB: There was omission regarding experience of foreign qualified employees- No experience required after registration with the HPCSA in the relevant profession (where applicable) in respect of RSA qualified employees who performed Community Service as required in South Africa or 1 Year relevant experience after registration with the HPCSA in a relevant profession in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Grade 2: A minimum of 10 years' relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of RSA qualified employees who performed Community Service in relevant profession as required in South Africa or 11 Year relevant experience after registration with the HPCSA in a relevant profession in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa,. Grade 3: A minimum of 20 years' relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of RSA qualified employees who performed Community Service in relevant profession as required in South Africa or 21 Year relevant experience after registration with the HPCSA in a relevant profession in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa.

- CLOSING DATE** : 31 March 2019
- POST 03/108** : **PODIATRIST REF NO: CHBAH 109**
- SALARY** : Grade 1: R281 148 per annum (Plus benefits)
Grade 2: R331 179 per annum (Plus benefits)
Grade 3: R390 129 per annum (Plus benefits)
- CENTRE** : Chris Hani Baragwanath Academic Hospital
- REQUIREMENTS** : Appropriate qualification that allows for the required registration with the Health Professions Council of South Africa (HPCSA) in the relevant profession (where applicable). **Grade 1:** No experience required after registration with the HPCSA in the relevant profession (where applicable) in respect of RSA qualified employees who performed Community Service as required in South Africa or 1 Year relevant experience after registration with the HPCSA in a relevant profession in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. **Grade 2:** A minimum of 10 years' relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of RSA qualified employees who performed Community Service in relevant profession as required in South Africa or 11 Year relevant experience after registration with the HPCSA in a relevant profession in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. **Grade 3:** A minimum of 20 years' relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of RSA qualified employees who performed Community Service in relevant profession as required in South Africa or 21 Year relevant experience after registration with the HPCSA in a relevant profession in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa.
- DUTIES** : Render effective patient centred podiatry service for in- and out-patients 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 student training, 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. 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 projects of the department. Participate in quality assurance methods

		and CPD activities. Communicate effectively with all stakeholders. Exercise care with all consumables and equipment.
<u>ENQUIRIES</u>	:	Ms P Naik Tel No: (011) 933 8154
<u>APPLICATIONS</u>	:	Applications should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 4pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808.
<u>NOTE</u>	:	Applications must be submitted on form Z83 Fully completed, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents . Documents to be attached is certified ID document, certified copies of qualification/s including matric, certified and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. People with disability are encouraged to apply. This is an open advertisement and posts will be filled from date of advertising up to the closing date of 31 March 2019 in line with PSR, 65 (8). Candidates must please communicate with departmental contact persons to ascertain whether vacancies are still available in categories which are of interest to them. NB: Amendment to Posts Published On Circular No 47 of 2018 (Medical, Allied and Nursing), Chris Hani Baragwanath Academic Hospital (CHBAH). NB: There was omission regarding experience of foreign qualified employees- No experience required after registration with the HPCSA in the relevant profession (where applicable) in respect of RSA qualified employees who performed Community Service as required in South Africa or 1 Year relevant experience after registration with the HPCSA in a relevant profession in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Grade 2: A minimum of 10 years' relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of RSA qualified employees who performed Community Service in relevant profession as required in South Africa or 11 Year relevant experience after registration with the HPCSA in a relevant profession in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa,. Grade 3: A minimum of 20 years' relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of RSA qualified employees who performed Community Service in relevant profession as required in South Africa or 21 Year relevant experience after registration with the HPCSA in a relevant profession in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa.
<u>CLOSING DATE</u>	:	31 March 2019
<u>POST 03/109</u>	:	<u>PHYSIOTHERAPIST REF NO: CHBAH 110</u>
<u>SALARY</u>	:	Grade 1: R281 148 per annum (Plus benefits) Grade 2: R331 179 per annum (Plus benefits) Grade 3: R390 129 per annum (Plus benefits)
<u>CENTRE</u>	:	Chris Hani Baragwanath Academic Hospital
<u>REQUIREMENTS</u>	:	Appropriate qualification that allows for the required registration with the Health Professions Council of South Africa (HPCSA) in the relevant profession (where applicable). Grade 1: No experience required after registration with the HPCSA in the relevant profession (where applicable) in respect of RSA qualified employees

who performed Community Service as required in South Africa or 1 Year relevant experience after registration with the HPCSA in a relevant profession in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. **Grade 2:** A minimum of 10 years' relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of RSA qualified employees who performed Community Service in relevant profession as required in South Africa or 11 Year relevant experience after registration with the HPCSA in a relevant profession in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. **Grade 3:** A minimum of 20 years' relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of RSA qualified employees who performed Community Service in relevant profession as required in South Africa or 21 Year relevant experience after registration with the HPCSA in a relevant profession in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa.

DUTIES

: Render effective patient centred physiotherapy service for in- and out-patients 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 student training, 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. 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 projects of the department. Participate in quality assurance methods and CPD activities. Communicate effectively with all stakeholders. Exercise care with all consumables and equipment.

ENQUIRIES

: Ms. E. Haarhoff Tel No: (011) 933 8927

APPLICATIONS

: Applications should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 4pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808.

NOTE

: Applications must be submitted on form Z83 Fully completed, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Documents to be attached is certified ID document, certified copies of qualification/s including matric, certified and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. People with disability are encouraged to apply. This is an open advertisement and posts will be filled from date of advertising up to the closing date of 31 March 2019 in line with PSR, 65 (8). Candidates must please communicate with departmental contact persons to ascertain whether vacancies are still available in categories which are of interest to them. NB: Amendment to Posts Published On Circular No 47 of 2018 (Medical, Allied and Nursing), Chris Hani Baragwanath Academic Hospital (CHBAH). NB: There was omission regarding experience of foreign qualified employees- No experience required after registration with the HPCSA in the relevant profession (where applicable) in respect of RSA qualified employees who performed Community Service as required in South Africa or 1 Year relevant

experience after registration with the HPCSA in a relevant profession in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. **Grade 2:** A minimum of 10 years' relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of RSA qualified employees who performed Community Service in relevant profession as required in South Africa or 11 Year relevant experience after registration with the HPCSA in a relevant profession in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa,. **Grade 3:** A minimum of 20 years' relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of RSA qualified employees who performed Community Service in relevant profession as required in South Africa or 21 Year relevant experience after registration with the HPCSA in a relevant profession in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa.

- CLOSING DATE** : 31 March 2019
- POST 03/110** : **SPEECH THERAPIST/AUDIOLOGIST REF NO: CHBAH 111**
- SALARY** : Grade 1: R281 148 per annum (Plus benefits)
Grade 2: R331 179 per annum (Plus benefits)
Grade 3: R390 129 per annum (Plus benefits)
- CENTRE** : Chris Hani Baragwanath Academic Hospital
- REQUIREMENTS** : Appropriate qualification that allows for the required registration with the Health Professions Council of South Africa (HPCSA) in the relevant profession (where applicable). **Grade 1:** No experience required after registration with the HPCSA in the relevant profession (where applicable) in respect of RSA qualified employees who performed Community Service as required in South Africa or 1 Year relevant experience after registration with the HPCSA in a relevant profession in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. **Grade 2:** A minimum of 10 years' relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of RSA qualified employees who performed Community Service in relevant profession as required in South Africa or 11 Year relevant experience after registration with the HPCSA in a relevant profession in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. **Grade 3:** A minimum of 20 years' relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of RSA qualified employees who performed Community Service in relevant profession as required in South Africa or 21 Year relevant experience after registration with the HPCSA in a relevant profession in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa.
- DUTIES** : Render effective patient centred speech therapy and audiology service for in and out-patients 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 student training, 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. 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 projects of the department. Participate in quality assurance methods and CPD activities. Communicate effectively with all stakeholders. Exercise care with all consumables and equipment.
- ENQUIRIES** : Dr. S. Balton Tel No: (011) 933 9263/9264
- APPLICATIONS** : Applications should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 4pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808.

NOTE

: Applications must be submitted on form Z83 Fully completed, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Documents to be attached is certified ID document, certified copies of qualification/s including matric, certified and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. People with disability are encouraged to apply. This is an open advertisement and posts will be filled from date of advertising up to the closing date of 31 March 2019 in line with PSR, 65 (8). Candidates must please communicate with departmental contact persons to ascertain whether vacancies are still available in categories which are of interest to them. (NB: Amendment to Posts Published On Circular No 47 of 2018 (Medical, Allied and Nursing), Chris Hani Baragwanath Academic Hospital (CHBAH). NB: There was omission regarding experience of foreign qualified employees- No experience required after registration with the HPCSA in the relevant profession (where applicable) in respect of RSA qualified employees who performed Community Service as required in South Africa or 1 Year relevant experience after registration with the HPCSA in a relevant profession in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Grade 2: A minimum of 10 years' relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of RSA qualified employees who performed Community Service in relevant profession as required in South Africa or 11 Year relevant experience after registration with the HPCSA in a relevant profession in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa,. Grade 3: A minimum of 20 years' relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of RSA qualified employees who performed Community Service in relevant profession as required in South Africa or 21 Year relevant experience after registration with the HPCSA in a relevant profession in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa.

CLOSING DATE

: 31 March 2019

POST 03/111

: **PROFESSIONAL NURSE (GENERAL) REF NO: CHBAH 112**

SALARY

: Grade 1: R241 908 per annum (Plus benefits)
Grade 2: R297 516 per annum (Plus benefits)
Grade 3: R362 559 per annum (Plus benefits)

CENTRE

: Chris Hani Baragwanath Academic Hospital

REQUIREMENTS

: Basic R425 qualification or equivalent qualification that allows registration with the SANC as a Professional Nurse. Registration with the SANC as Professional Nurse and proof of current registration. **Grade 1:** No experience required after registration with the SANC as Professional Nurse, in terms of recognition of previous experience for nurses coming from outside public service one year will be deducted from their years of experience **Grade 2:** A minimum of 10 years' appropriate/ recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing , in terms of recognition of previous experience for nurses coming from outside public service one year will be deducted from their years of experience. **Grade 3:** A minimum of 20 years' appropriate/ recognizable experience in nursing after registration as Professional

		Nurse with the SANC in General Nursing, in terms of recognition of previous experience for nurses coming from outside public service one year will be deducted from their years of experience.
<u>DUTIES</u>	:	Render a nursing service within the scope of practice of a Professional Nurse. Provide direction and supervision for the implementation of the nursing plan (clinical practice and quality patient care). Implement standards, practices, criteria and indicators for quality nursing. Practice nursing and health care in accordance with the laws and regulations relevant to nursing and health care. Maintain a constructive working relationship with nursing and other stakeholders. Utilize human, material and physical resources efficiently and effectively. 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.
<u>ENQUIRIES</u>	:	Ms DF Ngidi Tel No: (011) 933 0134
<u>APPLICATIONS</u>	:	Applications should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 4pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808.
<u>NOTE</u>	:	Applications must be submitted on form Z83 Fully completed, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents . Documents to be attached is certified ID document, certified copies of qualification/s including matric, certified and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. People with disability are encouraged to apply. This is an open advertisement and posts will be filled from date of advertising up to the closing date of 31 March 2019 in line with PSR, 65 (8). Candidates must please communicate with departmental contact persons to ascertain whether vacancies are still available in categories which are of interest to them. (NB: Amendment to Posts Published On Circular No 47 of 2018 (Medical, Allied and Nursing), Chris Hani Baragwanath Academic Hospital (CHBAH). NB: Less one year from experience for candidates appointed from outside the Public Service after complying with the registration requirements -rephrased statement to -the in terms of recognition of previous experience for nurses coming from outside public service one year will be deducted from their years of experience
<u>CLOSING DATE</u>	:	31 March 2019
<u>POST 03/112</u>	:	<u>HUMAN RESOURCE CLERK REF NO: HRC/SDHS/01/19</u> Directorate: Human Resource Department
<u>SALARY</u>	:	R163 563 per annum (plus benefits)
<u>CENTRE</u>	:	Sedibeng District Health Services
<u>REQUIREMENTS</u>	:	Grade 10 plus 5-10 years' experience in Human Resource, Grade 12 Certificate plus 2-5 years' experience in Human Resource, National Diploma/Degree in Human Resource plus 0-2 years' experience in Human Resource. Knowledge of Persal. Computer and communication skills. Interpretation of Regulations and Legislature framework related to Personnel and Administration. Excellent time management, organizational skills, communication skills, Self-motivated and goal orientated. Analytical and solution orientated. Ability to effectively communicate to technical and non-technical personnel at various levels in the organization.

- DUTIES** : Receive, record and capture leave. Do leave audits. Receive, record and capture over-time. Do appointments, upgrading and terminations. Deal with housing allowance. Sit in short-listings and interviews. Deal with administrative aspects as required in HRM including but not limited to: Processing Service Benefits. Record Performance Management and Development System (PMDS). Proper control of record in Personnel Section. Receive documents in HR and send related documents to E- Government. Attend to HR queries. Ensure that HRM policies and procedures are adhered to. Sign performance contract on annual basis. Take part in Gauteng turnaround strategy, PHC Reengineering and Establishment of the Sub-District.
- ENQUIRIES** : Ms. M. Leonard, Tel No: (016) 950 6168
- APPLICATIONS** : Quoting the relevant reference number, direct applications to The HR Manager-Sedibeng DHS, Private Bag X023 Vanderbijlpark 1900 or hand deliver at 2nd Floor, Cnr Frikkie Meyer & Pasteur Blvd, HR Managers office NB! Attach certified copies of your qualifications, identity book, curriculum vitae, and z83
- NOTE** : 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. Preference for this position will be given to people with disability
- CLOSING DATE** : 08 February 2019

DEPARTMENT OF ROADS AND TRANSPORT

- APPLICATIONS** : Applications to be delivered: Life Centre Building, 45 Commissioner Street, Marshalltown, Johannesburg, 2107 for attention: Deputy Director General Corporate Services – Ms. M. Harker or posted to P.O Box X83, Marshalltown, 2107. Applications received after the closing date will be disqualified.
- CLOSING DATE** : 15 February 2019
- NOTE** : Your Z83 form must be signed. Copies of qualifications and driver's license copy must be certified. Applications cannot be submitted via email. Errors and Omissions Expected. The Department reserves the right not to fill the position. All shortlisted candidates will be subjected to a technical exercise that intends to test the relevant technical elements of the job, the logistics of which will be communicated by the Department. Shortlisted candidates will be subject to pre-employment screening (vetting). "All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools." The successful candidate needs to demonstrate expert competencies as a strategic leader, advanced financial management skills, change management, service delivery innovation, knowledge management and strategic communication. Signing of Performance contract: Mandatory.

MANAGEMENT ECHELON

- POST 03/113** : **DEPUTY DIRECTOR - GENERAL: TRANSPORT REF NO: DRT/TB/2019/13**
Branch: Corporate Services
- SALARY** : R1 446 378 per annum (An all-inclusive remuneration package). The package includes a basic salary (70% of package), and a flexible portion that may be structured in terms of the applicable guidelines.
- CENTRE** : Johannesburg
- REQUIREMENTS** : An undergraduate qualification and post graduate qualification (NQF level 8) in Transportation Management, Economics or Engineering as recognised by SAQA. At least 8 -10 years senior management experience within the Public Transport environment. A working and understanding of the Government regulatory frameworks and policies governing transport and roads. A valid driver's licence.

DUTIES

: Manage the regulation and facilitation of public transport services and freight. Monitor and control licencing of motor vehicles, driver registration and licencing. Manage the regulation of transport operators. Manage the registration of public transport operators and issuing of operating licences. Facilitate the Integration of Public Transport in Gauteng City Region.

ENQUIRIES

: Mr. Ronald Swartz Tel No: (011) 355 - 7342

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

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

OTHER POSTS

<u>POST 03/114</u>	:	<u>HEAD CLINICAL UNIT – INTERNAL MEDICINE REF NO: PSH 01/19</u>
<u>SALARY</u>	:	Grade 1: R1 643 352 package. (The all-inclusive remuneration package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules) PLUS 22% rural allowance and commuted overtime
<u>CENTRE</u>	:	Port Shepstone Hospital
<u>REQUIREMENTS</u>	:	Appropriate qualification that allows registration with the Health Professions Council of South Africa as a specialist /or Registration with the HPCSA as a Specialist with F.C.P Internal medicine (or equivalent). Current registration with HPCSA for 2018/19. Five (5) years post registration experience as a Specialist in Internal medicine. Knowledge Skills Experience: Outstanding clinical skills in field of Internal Medicine preferably obtained in public service /environment. Ability and practical experience to setup and provide training program for under and post graduates. Develop and review clinical protocols and guidelines for Internal Medicine. Quality Management (improvement, assurance, audits, etc.). Leadership, people management, problem solving, decision making and communications skills. Mentoring, coaching, facilitation, teaching and training skills. General Management Skills: Human Resources, Finance, Operations, Strategy, Marketing, Knowledge of relevant protocols, policies, legislation and guidelines.
<u>DUTIES</u>	:	Must have knowledge of being able to provide cost effective and appropriate Internal Medicine service at a Regional hospital. Provision of specialist Internal Medicine services to PHC / CHC and District Hospitals. Capacity building in district hospitals and provision of outreach services with the focus on improving services. Provide Intern, Doctor's and nurse Supervision. Post Graduate Internal Medicine development and strengthening. Develop a training programme for under – and post graduates. Clinical Quality: conduct audits, morbidity and mortality reviews, develop clinical guidelines, protocols, quarterly reports, Monitoring of inappropriate admissions, referrals for specialty. Play a leadership role in conducting ward rounds, problem ward rounds, grand ward rounds, multidisciplinary meetings and mortality meeting for teaching purposes. Teleconferencing participation with the entire team. Patient Satisfaction: satisfaction surveys, community consultation and active participation in development of services, waiting times, open days and customisation of services. Systems: Provide appropriate level of care, referral pathways, seamless and integrative service delivery system Health Information and Research: Monitor and evaluate disease profile, setting up of database for chronic conditions, conduct relevant research. To perform compulsory overtime duties in line with hospital needs. Must be willing to reside in the Ugu District.
<u>EQUIRIES</u>	:	Dr. PB Dlamini Tel No: (039) 688 6000 / 6147
<u>APPLICATIONS</u>	:	Applications should be posted to: The Human Resource Manager, Port Shepstone Hospital, Private Bag X5706, Port Shepstone 4240
<u>FOR ATTENTION</u>	:	Mr. ZM Zulu
<u>NOTE</u>	:	directions to candidates: Application for employment (Z83). Certified copy of Identity document. Certified copy of MBChB qualification. Certified copy of FCP/Specialist qualification/equivalent. Certified copy of HPCSA Registration as a Specialist in Internal Medicine. Proof of payment of HPCSA annual fees or relevant Certificate. Detailed Curriculum vitae. NB: Please note that due to financial constraints, there will be no payment of S&T Claims. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC).

CLOSING DATE : 08 February 2019

POST 03/115 : **MANAGER: MEDICAL SERVICES CLINICAL-NON CLINIC REF NO: GTN 05/2019**

SALARY : R1 115 874. Other benefits 13th cheque, 12% rural allowance, medical aid (optional) and housing allowance (Employee must meet prescribed requirement)

CENTRE : Greytown Hospital

REQUIREMENTS : Senior Certificate (Grade 12) MBCHB qualification .Registration with the Health Profession Council of South Africa (HPCSA) as a Medical Practitioner .A minimum 5 years' experience after registration with PHCSA as a Medical Practitioner. Identity document. Unendorsed valid Code B driving licence (Code 08). All shortlisted candidates will be required to submit proof of work experience endorsed and stamped by employer/s prior to the date of the interview. Knowledge, Skills and Competencies Required: Possess knowledge of relevant legislation such as National Health Act, Public Finance Management Act (PFMA), Public Service Act and related regulations and policies. Possess knowledge of procurement, human resource management, work methods and procedures. Have strategic capability and leadership, programme and project management, financial Management, change management people management and empowerment. Have service delivery innovation, knowledge management, problem solving and analysis. Basic computer literacy. Knowledge of Labour Relations and Conflict Management.

DUTIES : Key performance areas: Providing a vision, setting the direction for the organization and inspiring others to deliver on the organizational mandate. Delivering efficient, effective services in accordance with the Batho Pele principles. Exploring and implementing ways of delivering services that contribute to the improvement of services Initiating and supporting organizational transformation and change in order to implement new initiatives successfully and meet service delivery needs. Systematically identifying, analyzing and resolving existing and anticipated problems in order reach optimum solutions in a timely manner. Promoting the generation and sharing of knowledge and learning in order to enhance the collective knowledge of the organization. Formulate policies and procedures for medical service and ensure that these are in accordance with the current statutory regulations and guidelines Involvement in the control and monitor the budget of the hospital and ensure that there is efficient and effective control medical supplies , equipment and miscellaneous stores. Analze data and advice on sub district performance to ensure positive outcomes. Ensure functionality of clinical governance committees. Monitor and manager staff performance especially on the medical spheres. Develop and implement medical equipment management plan. Co-ordinate development and review of all institution plans.

ENQUIRIES : Ms. KJ Mngadi Tel No: 033 413 9405

APPLICATIONS : Applications forwarded to: Human Resource Manager, Private bag X 5562, Greytown, 3250

FOR ATTENTION : Mr LP Ntombela Tel No: 033 413 9227

CLOSING DATE : 08 February 2019

POST 03/116 : **MEDICAL SPECIALIST REF NO: MEDSPECORTHO /1/2019**
Department: Orthopaedics
Purpose of Post: This post is primarily designed to enhance the candidates understanding and skills in Hip and Knee arthroplasty. It is hoped that candidates will have a superior understanding of Hip and Knee Arthroplasty after spending one full year in the unit.

SALARY : Grade 1: R1 051 368 per annum all-inclusive salary Package (excluding commuted overtime)
Grade 2: R1 202 112 per annum all-inclusive salary package (excluding commuted overtime)
Grade 3: R1 395 105 per annum (All-inclusive salary Package (excluding commuted overtime)

CENTRE : Inkosi Albert Luthuli Central Hospital

REQUIREMENTS : Applicants must be currently registered with the Health Professions Council of South Africa as a Specialist in Orthopaedic Surgery. Experience in a dedicated

arthroplasty unit is an advantage (total hip and knee arthroplasty unit). Candidates must also have experience in managing severe trauma. Candidate must be able to operate independently on patients with orthopaedic trauma and uncomplicated elective orthopaedic patients requiring surgical treatment. **Grade 1:** The appointment to Grade I requires appropriate qualification plus registration with the Health Professions Council of South Africa as a Medical Specialist in a normal specialty (Orthopaedics). Registrars who have completed their training may also apply on condition that their appointment will be subject to them submitting documentary evidence of registration with the Health Professions Council of South Africa as Medical Specialist – Orthopaedics. **Grade 2:** Five (5) years post registration experience as a Medical Specialist -Orthopaedics with Health Professions Council of South Africa. **Grade 3:** requires Ten (10) years post registration experience after registration as Medical Specialist – Orthopaedics with Health Professions Council of South Africa.

DUTIES : The individual will provide expert knowledge in the specialty of Orthopaedic Surgery. This encompasses primarily the assessment and treatment of patients requiring orthopaedic care. The candidate will also be responsible for teaching junior medical and paramedical staff. He is expected to engage in research and perform administrative functions as directed by the Head of Department. He will also participate in orthopaedic outreach programmes within the framework of the Department of Health. After hours duties are mandatory. Provide orthopaedic care to patients with orthopaedic conditions, especially trauma. Provide orthopaedic services to the trauma unit and elective orthopaedic services. Be responsible for basic operations, especially for bone and soft tissue trauma. To supervise and teach new doctors in the treatment of orthopaedic conditions, especially trauma. Conduct Out-patient clinics in the hospital. Conduct patient management in the wards including both High Care and Intensive Care Unit and ensuring set standards are maintained. Doctors have to be available after hours to provide relevant emergency cover as required. Clerk all admissions and compile discharge summaries. Be responsible for all letters and assist patients with SASSA forms and medico-legal issues and forms. Conduct research in the field of orthopaedics. The incumbent will also be responsible for teaching of medical, paramedical and nursing staff. Prepare and Attend Mortality and Morbidity meetings as required and forms. Conduct research in the field of orthopaedics.

ENQUIRIES : Dr PV Ryan Tel No: 031-240 2160

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. Certified copies of ID documents, Std 10, educational qualifications, certificates of service and professional registration certificates (not copies of certified copies) and proof of current registration must be submitted together with your CV. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g. ref APRO/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. Please note that the selected candidate 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 : 08 February 2019

POST 03/117 : **MEDICAL SPECIALIST REF NO: MEDSPECPLASTSURG/1/2019 (X1 POST)**
Department: Plastics and Reconstructive Surgery

SALARY : Grade 1: R1 051 368 per annum all-inclusive salary Package (excluding commuted overtime)

		Grade 2: R1 202 112 per annum all-inclusive salary Package (excluding commuted overtime)
		Grade 3: R1 395 105 per annum all-inclusive salary package (excluding commuted overtime)
<u>CENTRE REQUIREMENTS</u>	:	Inkosi Albert Luthuli Central Hospital
	:	Applicants must be registered as a Specialist Plastic & Reconstructive Surgeon with the Health Professions Council of South Africa with prior surgical experience. Grade 1: Experience: Not applicable. Registrars who have completed their training may also apply on condition that their appointment will be subject to them submitting documentary evidence of registration with Health Professional Council of South Africa. Grade 2: Experience: 5 Years appropriate experience as a Medical Specialist after registration with the HPCSA as a Medical Specialist (Plastic & Reconstructive Surgeon). Grade 3: Experience: 10 Years appropriate experience as a Medical Specialist after registration with the HPCSA as a Medical Specialist (Plastic & Reconstructive Surgeon). Knowledge, Skills, Training and Competencies: The following will serve as an advantage: Clinical knowledge and experience of treating plastic surgery patients. Knowledge of current health and public service legislation, regulations and policy. Good communication, decision making and clinical skills. In addition, you should have one of the following Advanced Trauma Life Support (ATLS) Advanced Cardiac Life Support (ACLS) Advanced Paediatric Life Support (APLS).
<u>DUTIES</u>	:	The appointee will be required to perform plastic & reconstructive surgery operations expected of a junior specialist, attend to administration matters, outpatient duty and "on call duties when he/she will field urgent referrals and be required to take the appropriate action regarding these. He/she would also do ward rounds and teaching of undergraduate and postgraduate Medical Students.
<u>ENQUIRIES APPLICATIONS</u>	:	Prof A Madaree Tel No: 031 2401171
	:	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 . Certified copies of ID documents, Std 10, educational qualifications, certificates of service and professional registration certificates (not copies of certified copies) and proof of current registration must be submitted together with your CV. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g. ref APRO/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. Please note that the selected candidate 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>	:	08 February 2019
<u>POST 03/118</u>	:	<u>MEDICAL SPECIALIST GRADE 1, 2 OR 3 REF NO: UMZ01/2019 (X1 POST)</u>
<u>SALARY</u>	:	Grade 1: R1 051 368 per annum Grade 2 – R1 202 112 per annum Grade 3: R1 395 105 per annum Other Benefits: PLUS 13 th Cheque, 22% Rural Allowance, Commuted overtime, Medical Aid (Optional) and Home Owners Allowance (employee must meet prescribed requirements).
<u>CENTRE REQUIREMENTS</u>	:	Umzimkhulu Pschiatric Hospital
	:	Grade1: Senior Certificate or equivalent qualification, appropriate qualification in the Health Science – MBCHB Degree plus initial registration and current registration with Health Professional Council of South Africa (HPCSA) as a Medical Specialist (Psychiatry). One year relevant experience after registration as a

Medical Specialist with a recognized 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. Proof of experience endorsed and stamped by Human Resources (Service Certificate). **Grade 2:** Senior Certificate or equivalent qualification. Appropriate qualification in the Health Science – MBCHB Degree plus initial registration and current registration with Professional Council of South Africa (HPCSA) as a Medical Specialist (Psychiatry). Five (05) years relevant experience after registration with the Health Professional Council of South Africa (HPCSA) as a Medical Specialist. Six (06) years relevant experience after registration as a Medical Specialist with a recognized 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. Proof of experience endorsed and stamped by Human Resources (Service Certificate). **Grade 3:** Senior Certificate or equivalent qualification, appropriate qualification in the Health Science – MBCHB Degree plus initial registration and current registration with Health Professional Council of South Africa (HPCSA) as a Medical Specialist (Psychiatry). Ten (10) years relevant experience after registration with the Health Professional Council of South Africa (HPCSA) as a Medical Specialist. Eleven (11) years relevant experience after registration as a Medical Specialist with a recognized Foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service in South Africa. Proof of experience endorsed and stamped by Human Resources (Service Certificate). Knowledge, Skills, Training & Competencies Required: Grade 1, 2 or 3: Knowledge of current health and services registration, regulation and policy including Medical ethics, epidemiology and statistics. Good communication and leadership skills. Decision making and clinical competency skills and knowledge essential. Sound knowledge of procedures and protocols in Psychiatric set up. Sound knowledge of Psychological, emotional and behavioural disorder. Participate in on call roster. Possess sound knowledge of Human Resource Management. Information management and quality assurance programs. Have the ability to evaluate technologies and decide on the cost effective implementation thereof. Ability and experience in teaching, research and administration.

DUTIES : Render Psychiatric services in the hospital. Ensure adherence to Professional Medical Standards. Supervise and provide training to other Medical Officers, Interns and Nurses. Coordinate multi-disciplinary team. Ensure that the environment complies with the Health and Safety Act, that the staff adhere to the safety precaution and that staff welfare is maintained to attain optimal productivity. Formulate and manage protocols in accordance with departmental policies that will have a positive impact on the provision of services and ensure that the staff is aware of these. Develop Psychiatry services and provide clinical staff with expert advice and opinion with regard to mental health care. Coordinate and support the mental outreach programme. Implement fiscal control measures and guidance on quality assurance to comply with the set quality standard

ENQUIRIES : Dr P.A. Songo Tel No: 039 2590 310 EXT: 116

APPLICATIONS : All applications should be forwarded to The Human Resource Manager Umzimkulu Hospital, Private Bag X 514 Umzimkulu 3297

FOR ATTENTION : Dr P.A Songo

NOTE : Directions to candidates: The following documents must be submitted: Application for employment form (Z83 fully completed), which is obtained at any Government Department OR from the website: www.kznhealth.gov.za. Certified copies of Identity documents, Grade 12 certificate or other required tertiary qualification certificate, Curriculum Vitae must be attached starting with relevant experience, Certificates of service starting with relevant experience. NB: Certified copies should not be older than three months, not copies of certified copies & faxed applications will not be considered. The reference number must be indicated in the column provided on the form Z83, e.g. UMZ 02/2018. Failure to comply with the above instruction will lead to disqualification of applicants. Please note that due to the large number of applications, we anticipate to receive applications will not be acknowledged. Correspondence will be limited to shortlisted candidates only. Please note that due to financial constraints no S&T and resettlement claims will be considered for payment to candidates that are invited to interviews. Please note

that pre-employment screening and verification process, including CIPC, criminal records verification will be undertaken. Applications in possession of foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Non-RSA Citizens / Permanent Residents/ Work Permit holders must submit documentary proof together with their applications. This department is an equal opportunity, affirmative action employer whose aim is to promote respectively in all levels of all occupational categories in the department. People with disabilities are encouraged to apply. Note: African females are encouraged to apply

- CLOSING DATE** : 15 February 2019
- POST 03/119** : **MEDICAL SPECIALIST GRADE 1/ 2/ 3 REF NO: PSH 02/19**
(Radiology)
- SALARY** : Grade 1: R1 051 368 – R1 115 874 per annum
Grade 2: R1 202 112 – R1 275 885 per annum
Grade 3: R1 395 105 - R1 744 191 per annum
(The all-inclusive remuneration package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules)
Other Benefits: 22% of basic salary – Rural Allowance & Commuted Overtime (conditions applies)
- CENTRE** : Port Shepstone Hospital
- REQUIREMENTS** : Senior certificate, MBChB degree, Registration certificate with the HPCSA as a Medical Specialist in Radiology, Current HPCSA Registration card 2018 – 2019, Registrars who have completed their training may also apply on condition that their appointment will be subject to them submitting documentary evidence of registration with HPCSA as a Specialist in Radiology. Proof of experience endorsed and stamped by Human Resource Office must be attached to the application. Knowledge, Skills and Experience: Sound knowledge and appropriate experience in all aspect of imaging. Ability to teach and supervise junior staff. Good administration, leadership, decision making and communication skills. Ability to work in a team. Sound knowledge of medical ethics. Knowledge of Health and Labour legislation. Capacity to build and maintain relationships. Cross cultural awareness.
- DUTIES** : Participate in on-going provision of radiological services in Port Shepstone hospital and other Ugu district health facilities. Perform, interpret and report radiological procedures and studies. Provide expert opinion where required. Promote and participate in outreach programmes in the feeder district hospitals and CHCs. Training and supervision of the medical officer working and other staff categories. Participate in interdepartmental academic meetings. Participate in quality improvement programs and clinical audit activities in the department. Provide after hour service in accordance with commuted overtime contract. Control and manage the radiological services as delegated. Maintain professional and ethical standards. Assist head of clinical unit in radiology regarding administrative matters.
- ENQUIRIES** : Dr. PB Dlamini Tel No: 039 688 6000 or Dr. M Panajatovic Tel No: (039) 688 6147
- APPLICATIONS** : Applications should be posted to: The Human Resource Manager, Port Shepstone Hospital, Private Bag X5706, Port Shepstone 4240
- FOR ATTENTION** : Mr. Z.M. Zulu
- NOTE** : Please note that due to financial constraints, there will be no payment of S&T Claims. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Due to financial constraints, S&T claims will not be paid to candidates who attended interviews. The appointment is subject to positive outcome obtained from the NIA to the following checks: security clearance, credit records, qualification, citizenship and previous experience employment verifications.
- CLOSING DATE** : 08 February 2019

POST 03/120 : **MEDICAL SPECIALIST GRADE 1/ 2/ 3 REF NO: PSH 03/19**
(Psychiatry)

SALARY : Grade 1: R1 051 368 – R1 115 874 per annum
Grade 2: R1 202 112 – R1 275 885 per annum
Grade 3: R1 395 105 - R1 744 191 per annum
(The all-inclusive remuneration package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules)
Other Benefits: 22% of basic salary – Rural Allowance & Commuted Overtime (conditions applies)

CENTRE REQUIREMENTS : Port Shepstone Hospital
: Senior certificate, MBChB degree, Registration certificate with the HPCSA as a Medical Specialist in Psychiatry, Current HPCSA Registration card 2018 – 2019, Registrars who have completed their training may also apply on condition that their appointment will be subject to them submitting documentary evidence of registration with HPCSA as a Specialist in Radiology. Proof of experience endorsed and stamped by Human Resource Office must be attached to the application. The incumbent of the post will provide specialist clinical services to psychiatric patients utilizing hospitals in Ugu region. Six percent services to GJ Crookes Hospital; twenty percent services to community clinics around GJ Crookes; twenty percent services to St Andrews Hospital. A basic qualification of MBChB plus FC Psychiatry or M Med Psychiatry or equivalent. Current registration with the HPCSA. Appropriate and relevant experience, skills, knowledge and competencies in Psychiatry. Knowledge, Skills and Experience: Sound knowledge of clinical concept within the department of Psychiatry. Good operative skills to carry out advance clinical services. Research and organizational ability. Supervisory and teaching skills. Ability to work in a team. Ability to diagnose and manage most common psychiatry conditions, including emergencies. Leadership, managerial and supervisory skills. Financial and project management.

DUTIES : Provide safe, ethical and high quality of care throughout the development of standard, audits, research and assessments in the following areas: Clinical and customer care (patient perspective). Close the gap to provide full package of service. Develop a monitoring and evaluation system with performance indicators, outputs, outcomes and target in agreement with the institutional management. Develop, maintain and audit the correct implementation of clinical protocols, guidelines ensuring efficient, effective and seamless service delivery process within the hospital and referring and receiving facilities. To promote team work and improve relations within and between other specialties and other stakeholders within the referral system to improve service delivery capacity. Develop, monitor and evaluate health promotion and health education interventions for Ugu District in consultation with stakeholders. Plan and provide continuous medical education to multidisciplinary team member. Manage performance of junior staff within the area of control. Assist with the process to plan, monitor and evaluate the cost effectiveness of service provided. Align service clinical service delivery plans priorities with hospital plans and priorities. Recruit, attract and retain staff for the unit.

ENQUIRIES : Dr PB Dlamini or Dr M Panajatovic Tel No: (039) 688 6000 or Tel No: 039 688 6044 / 6147

APPLICATIONS : Applications should be posted to: The Human Resource Manager, Port Shepstone Hospital, Private Bag X5706, Port Shepstone 4240

FOR ATTENTION NOTE : Mr. ZM Zulu
: Please note that due to financial constraints, there will be no payment of S&T Claims. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Due to financial constraints, S&T claims will not be paid to candidates who attended interviews. The appointment is subject to positive outcome obtained from the NIA to the following checks: security clearance, credit records, qualification, citizenship and previous experience employment verifications.

CLOSING DATE : 08 February 2019

POST 03/121 : **MEDICAL SPECIALIST GRADE 1/2/3 REF NO: PSH 04/19**
(Ophthalmology)

SALARY : Grade 1: R1 051 368 – R1 115 874 per annum
Grade 2: R1 202 112 – R1 275 885 per annum
Grade 3: R1 395 105 - R1 744 191 per annum
(The all-inclusive remuneration package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules)
Other Benefits: 22% of basic salary – Rural Allowance & Commuted Overtime (conditions applies)

CENTRE REQUIREMENTS : Port Shepstone Regional Hospital
: Senior certificate. An appropriate qualification that allow registration with HPCSA as a Medical Specialist in Ophthalmology Registration certificate with the HPCSA as a Medical Specialist in Ophthalmology. Current HPCSA Registration card 2018 / 2019. **Grade 1:** No Experience required. Registrars who have completed their training may also apply on condition that their appointment will be subject to them submitting documentary evidence of registration with HPCSA as a Specialist in Ophthalmology. **Grade 2:** Minimum of 5 years relevant experience after registration with HPCSA as a Medical Specialist in Ophthalmology. **Grade 3:** Minimum of 10 years relevant experience after registration with HPCSA as a Medical Specialist in Ophthalmology. Proof of experience endorsed and stamped by Human Resource Office must be attached to the application. Knowledge, Skills and Experience: Broad sound knowledge and experience in ophthalmology. Ability to teach and supervise junior staff. Good management and administrative skills and research principles. Good communication, decision making, problem solving, leadership and mentoring skills. Knowledge of relevant acts, regulations and policies in regard to medical ethics.

DUTIES : Provide a specialist ophthalmology service to Port Shepstone Hospital and the whole of Ugu District. Control and manage these services as delegated. Maintain clinical, professional and ethical standards related to these services. Provide after hour care in accordance with the commuted overtime contract. Provide expert opinion where required to consult with specialist ophthalmic procedures. Assist with the supervision, support, training and development of medical officers and interns. Participate in the departmental academic programme. Ensure correct management through implementation of quality standard and practice. Conduct and assist research.

ENQUIRIES : Dr PB Dlamini or Dr M Panajatovic Tel No: (039) 688 6000 or Tel No: 039 688 6044 / 6147

APPLICATIONS : Applications should be posted to: The Human Resource Manager, Port Shepstone Hospital, Private Bag X5706, Port Shepstone 4240

FOR ATTENTION NOTE : Mr. ZM Zulu
: Please note that due to financial constraints, there will be no payment of S&T Claims. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC).Due to financial constraints, S&T claims will not be paid to candidates who attended interviews. The appointment is subject to positive outcome obtained from the NIA to the following checks: security clearance, credit records, qualification, citizenship and previous experience employment verifications.

CLOSING DATE : 08 February 2019

POST 03/122 : **MEDICAL SPECIALIST- ORTHOPAEDICS GRADE 1, 2 & 3 REF NO: PSH 05/19**
(X1 POST)

SALARY : Grade 1: R1 051 368 per annum
Grade 2: R1 202 112 per annum
Grade 3: R1 395 105 per annum
(The all-inclusive remuneration package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules)

		Other Benefits: 22% of basic salary – Rural Allowance & Commuted Overtime (conditions applies)
<u>CENTRE REQUIREMENTS</u>	:	Port Shepstone Hospital
	:	Senior certificate, MBChB degree, Registration certificate with the HPCSA as a Medical Specialist in Orthopaedics, Current HPCSA Registration 2018 – 2019. Proof of experience endorsed and stamped by Human Resource Office must be attached to the application. Knowledge, Skills and Competencies Required: Sound knowledge of clinical and patient management skills within the discipline. Ability to assess, diagnose and manage patients as well as ability to deal with all emergencies. Ability to supervise and teach junior staff as well as prepare them for the diploma in Orthopaedics. Leadership, decision making, communication, problem solving and conflict management skills. Sound medical ethical practice skills. Knowledge of Human Resource Management and of current Health and Public Servants Legislations, regulations and policy.
<u>DUTIES</u>	:	Provide specialist Orthopaedic care to all patients in Ugu district. Provide for the effective running of the wards, outpatient department and operating Theatres. Capacity building in district hospitals and provision of outreach services with focus on improving orthopaedic services. Develop a CPD and training programme in all hospitals in the district. Support and supervise junior staff in the district hospitals and regional hospital complex. Develop and implement protocols for Orthopaedics. Support quality improvements in the hospital. Conduct research and train doctors towards a diploma in Orthopaedics. To perform commuted overtime in line with hospital needs and as per commuted overtime contract.
<u>ENQUIRIES APPLICATIONS</u>	:	Dr PB Dlamini Tel No: (039) 688 6147 or Dr F Coetzee Tel No: 039 688
	:	Applications should be posted to: The Human Resource Manager, Port Shepstone Hospital, Private Bag X5706, Port Shepstone 4240
<u>FOR ATTENTION NOTE</u>	:	Mr. ZM Zulu
	:	Please note that due to financial constraints, there will be no payment of S&T Claims. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC).Due to financial constraints, S&T claims will not be paid to candidates who attended interviews. The appointment is subject to positive outcome obtained from the NIA to the following checks: security clearance, credit records, qualification, citizenship and previous experience employment verifications.
<u>CLOSING DATE</u>	:	08 February 2019
<u>POST 03/123</u>	:	<u>MEDICAL OFFICER (FAMILY MEDICINE) (GRADE 1-3) REF NO: MAD 01/2019 (X3 POSTS)</u>
<u>SALARY</u>	:	Grade 1: R780 612 – R840 942 per annum Grade 2: R892 551 – R975 945 per annum Grade 3: R1 035 831 – R1 295 0250 per annum per annum. The all-inclusive package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules, 18% inhospitable of basic salary plus fixed commuted overtime.
<u>CENTRE REQUIREMENTS</u>	:	Madadeni Provincial Hospital
	:	A basic qualification of MBChB plus Current (2019) registration with the HPCSA. Registration Certificate with HPCSA as a Medical Practitioner. Proof of current and previous work experience endorsed by HR (Certificate of Service). Experience: Medical Officer Grade 1 : No experience required from South African qualified employees. One (1) year relevant experience after registration as a Medical Practitioner with a recognized 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. Medical Officer Grade 2 : Five (5) years' relevant experience as Medical Officer after registration with the HPCSA as a Medical Practitioner. Six (6) years' relevant experience after registration as a Medical Practitioner with a recognized 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. Medical Officer Grade 3 : Ten (10)

years' relevant experience as Medical Officer after registration with the HPCSA as a Medical Practitioner. Eleven (11) years' relevant experience after registration as a Medical Practitioner with a recognized 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 Clinical Skills and knowledge in District level Medical Services especially Emergency Medicine/ TB MDR and HIV Medicine, Sound knowledge of Family Medicine disciplines, Primary Health Care, Good interpersonal Skills, Sound Assessment, Diagnostic and Management Skills, Knowledge and Skills Care.

DUTIES : Clinical / and administrative duties/ responsibilities for the respective sections. Implement quality standards and practices and treatment protocol to ensure correct and effective Management of patients. Examination, Diagnosis and Treatment of patients in OPD, Casualty, Clinics and different Departments. Perform emergency procedures. Application of Family Medicine principles of care to patients and relatives. Facilitation of staff training and on-going Medical Education and after-hours participation in call rosters.

ENQUIRIES : Dr MI Siddique Tel No: 034 328 8185

APPLICATIONS : All applications should be posted to: The Recruitment Officer, Madadeni Hospital, Private Bag X6642, Newcastle, 2940

FOR ATTENTION : The Recruitment Officer

NOTE : The contents of this Circular Minute must be brought to the notice of all eligible officers and employees on your establishment of all Institutions. Institutions must notify all candidates who qualify for post in this circular minute even if they are absent from their normal places of work to apply. Direction to Candidates: the following documents must be submitted: Application for Employment form (Z83) which is obtainable from any Government Department OR from the website - www.kznhealth.gov.za. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of Qualifications and Identity document – not copies of certified copies. The reference number must be indicated in the column provided on the form Z83 and on the back of the envelope, e.g. MAD 01/2016. NB: Failure to comply with the above instructions will be disqualify applicants. Person with disabilities should feel free to apply for the post. The appointment is subject to positive outcome obtained from the NIA the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verification). Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualification Authority (SAQA) to their applications. Non –RSA Citizens /Permanent Residents/Work permits holders must submit documentary proof together with their Applications. Due to the large number of applications, receipt of applications will not be acknowledged. However, correspondence will be limited to shortlisted candidates only. Please note that due to financial constraint no S&T claims will be considered for payment to the candidates that are invited for an interview.

CLOSING DATE : 08 February 2019

POST 03/124 : **MEDICAL OFFICER REF NO: MOPLASTSURG/1/2019 (X2 POSTS)**
Department: Plastics and Reconstruction Surgery

SALARY : Grade 1: R780 612 per annum (All-inclusive Salary Package) excluding Commuted Overtime.
Grade 2: R892 551per annum (All-inclusive Salary Package) excluding Commuted overtime.
Grade 3: R1 035 831 per annum (All-inclusive Salary Package) excluding commuted Overtime.

CENTRE : Inkosi Albert Luthuli Central Hospital
REQUIREMENTS : Registration with the Health Professions Council of South Africa as Medical Practitioner Current registration with the Health Professions Council of South Africa as a Medical Practitioner. Previous surgical experience in a plastic surgery environment and FCS primary will be an advantage. Successfully completion of FCS (SA) primary and/or intermediate examinations will be an advantage. **Grade 1:** No experience required. The appointment to grade 1: requires 1year 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 year (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 (11) 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 Competencies: Candidates must be able to do a detailed clinical assessment of trauma and plastic surgery patients. Ability and knowledge of basic trauma resuscitation, including endotracheal intubation of patients is a requirement. Candidates with basic surgical course & ATLS course will be an advantage.

- DUTIES** : Active participation in ward rounds, patient management on the wards, assisting in theatre, and doing calls after hours are a basic part of the duties. Candidates are expected, when on call, to field many calls from referring doctors and after discussion with a senior to advise the referring doctors appropriately. Good communication skills and courtesy are essential. Attendance and participation in the academic programme of the department is a requirement.
- ENQUIRIES** : Prof A Madaree Tel No: 031 – 2401171
- 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. Certified copies of ID documents, Std 10, educational qualifications, certificates of service and professional registration certificates (not copies of certified copies) and proof of current registration must be submitted together with your CV. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g. ref APRO/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. Please note that the selected candidate 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** : 08 February 2019
- POST 03/125** : **MEDICAL OFFICER REF NO: MO ORTHO/1/ 2019 (X1 POST)**
Department: Orthopaedics and Trauma Unit
- SALARY** : Grade 1: R780 612per annum (All Inclusive Salary Package) excluding Commuted Overtime
Grade 2: R892 551 per annum (All-inclusive Salary Package) excluding Commuted Overtime
Grade 3: R1 035 831 per annum (All-inclusive Salary Package) excluding Commuted Overtime
- CENTRE** : Inkosi Albert Luthuli Central Hospital
- REQUIREMENTS** : Applicants must be currently registered with the Health Professions Council of South Africa as a Medical Practitioner. A minimum of 12 months previous orthopaedic experience is an advantage. Candidate must be able to operate independently on patients with simple orthopaedic trauma and uncomplicated

elective orthopaedic patients requiring surgical treatment. Preference will be given to candidates who wish to specialise in orthopaedics in future. Preference will be given to applicants who have successfully completed the primary and/or intermediate exams of the College of Medicine in Orthopaedics of South Africa. Registrars who has completed/exited the registrar training and Registrars who have completed their Final Orthopaedic Fellowship Exams and are still busy with their M. Med are also encouraged to apply. **Grade 1:** Experience No experience required from South African qualified employees. One (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:** Experience: Five (5) years appropriate experience as a Medical Practitioner after registration with HPCSA as a Medical Practitioner. Six (6) 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:** Experience: Ten (10) years appropriate experience as a Medical Practitioner after registration with HPCSA as a Medical Practitioner. Eleven (11) 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.

DUTIES : Provide orthopaedic care to patients with orthopaedic conditions, especially trauma. Provide orthopaedic services to the trauma unit and elective orthopaedic services. Be responsible for basic operations, especially for bone and soft tissue trauma. To supervise and teach new doctors in the treatment of orthopaedic conditions, especially trauma. Conduct out-patient clinics in the hospital. Conduct patient management in the wards including both High Care and Intensive Care Unit and ensuring set standards are maintained. Doctors have to be available after hours to provide relevant emergency cover as required. Clerk all admissions and compile discharge summaries. Be responsible for all letters and assist patients with SASSA forms and medico-legal issues and forms. Conduct research in the field of orthopaedics. The incumbent will also be responsible for teaching of medical, paramedical and nursing staff. Prepare and attend Mortality and Morbidity meetings as required. The successful candidate may be seconded to the Orthopaedic Department of any other KZN state Hospital to render orthopaedic services.

ENQUIRIES : Dr PV Ryan Tel No: 031-240 2160
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. Certified copies of ID documents, Std 10, educational qualifications, certificates of service and professional registration certificates (not copies of certified copies) and proof of current registration must be submitted together with your CV. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g. ref APRO/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. Please note that the selected candidate 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 : 08 February 2019

POST 03/126 : **MEDICAL OFFICER REF NO: MONEUROSURG/1/2019 (X2 POSTS)**
Department: Neurosurgery

SALARY : Grade 1: R780 612 per annum (All Inclusive Salary Package) excluding Commuted Overtime
Grade 2: R892 551 per annum (All-inclusive Salary Package) excluding Commuted Overtime
Grade 3: R1 035 831 per annum (All-inclusive Salary Package) excluding Commuted Overtime

CENTRE REQUIREMENTS : Inkosi Albert Luthuli Central Hospital
: MBChB Degree. Current registration with the Health Professions Council of SA as a Medical Practitioner. Completion of Community Service. **Grade 1:** Experience No experience required from South African qualified employees. One (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:** Experience: Five (5) years appropriate experience as a Medical Practitioner after registration with HPCSA as a Medical Practitioner. Six (6) 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:** Experience: Ten (10) years appropriate experience as a Medical Practitioner after registration with HPCSA as a Medical Practitioner. Eleven (11) 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 Competencies: Required: Candidates must be able to do a detailed clinical assessment of trauma and neurological patients. Ability and knowledge of basic trauma resuscitation, including endotracheal intubation of patients is a requirement. Candidates with basic surgical experience and skills will be at an advantage. Previous surgical experience in a Neurosurgery environment will be an advantage. Good communication skills and courtesy are essential.

DUTIES : Active participation in ward rounds, patient management in the wards, assisting in theatre, and doing calls after hours are a basic part of the duties. Candidates are expected, when on call, to field many calls from referring doctors and after discussion with a senior to advise the referring doctors appropriately. They must be able to carry out resuscitation of trauma patients using ATLS principles. Attendance and participation in the academic programme of the department is a requirement.

ENQUIRIES APPLICATIONS : Dr BC Enicker) Tel No: 031 240 1134/ 031 26240 1133
: 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. Certified copies of ID documents, Std 10, educational qualifications, certificates of service and professional registration certificates (not copies of certified copies) and proof of current registration must be submitted together with your CV. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g. ref APRO/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. Please note that the selected candidate 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 : 08 February 2019

<u>POST 03/127</u>	:	<u>MEDICAL OFFICER GRADE 1, 2 OR 3 REF NO: SAP 01/2019 (X1 POST)</u>
<u>SALARY</u>	:	Grade 1: R780 612 – R840 942 per annum (All-inclusive packages) Grade 2: R892 551 – R975 945 per annum (All-inclusive packages) Grade 3: R1 035 831 – R1 295 025 per annum (All-inclusive packages) Other Benefits: Rural Allowance. Commuted Overtime (subject to prior approval)
<u>CENTRE REQUIREMENTS</u>	:	St Apollinaris Hospital Grade 1: Senior Certificate PLUS appropriate qualification (MBCHB) plus registration with HPCSA as a Medical Practitioner in respect of RSA qualified who have performed community service, and 1 year relevant experience after registration as a Medical Practitioner with recognized foreign health profession council in respect of foreign qualified employees of whom it is not a requirement to perform community service, as required in South Africa. Experience in Maternity and Caesarian sections. Grade 2: Senior Certificate PLUS appropriate qualification (MBCHB) and registration certificate plus 5 years' experience after registration with HPCSA as a Medical Practitioner, in respect of RSA qualified who have performed community service, and 6 years relevant experience after registration as a Medical Practitioner with recognized foreign health profession council in respect of foreign qualified employees of whom it is not a requirement to perform community service, as required in South Africa. Experience in Maternity and Caesarian sections. Certificate of service endorsed by Human Resources. Grade 3: Senior Certificate PLUS appropriate qualification (MBCHB) and registration certificate with HPCSA plus 10 years' experience after registration with HPCSA as Medical Practitioner, in respect of RSA qualified who have performed community service, and 11 years relevant experience after registration as a Medical Practitioner with recognized foreign health profession council in respect of foreign qualified employees of whom it is not a requirement to perform community service, as required in South Africa. Certificate of service endorsed by Human Resources. Skills: Clinical knowledge. Knowledge of ethical medical practice. Good interpersonal skills. Ability to work under pressure. Assessment, analysis and Management skills.
<u>DUTIES</u>	:	Assist in clinical audits and quality improvement programmes. Ensure the provision of safe, ethical and high quality medical care. Manage and facilitate the formulation of medical service policies and procedures of the Institution and ensure that these are in line with the current statutory regulations and code of ethics. Assist with the development, maintaining and updating of clinical protocols. Handle medicine and surgical emergencies. Administer anesthetics. Provide after-hours medical service as per roster.
<u>ENQUIRIES APPLICATIONS</u>	:	Dr NE Mancini @ (039) 833 8000/8002 Direct your application quoting the relevant reference number to: The Chief Executive Officer, St. Apollinaris Hospital, Private Bag x206, Creighton, 3263, Hand delivered applications may be submitted to Human Resource Section, St Apollinaris Hospital or be dropped in the application box at Security Department on or before the closing date before 16:00.
<u>FOR ATTENTION NOTE</u>	:	Human Resources Section Applications should be submitted on form Z83 obtainable from any Public Service Department or from the website www.kznhealth.gov.za and should be accompanied by a CV (experience must be comprehensively detailed) and certified copies of qualification certificates plus registration certificates. Certificate of service endorsed by Human Resources. Certified copy of Identity Document. No faxed or e-mailed applications will be considered. The Department reserves the right not to fill the post after advertisement The appointments are subject to positive outcomes obtained for the Pre-Employment Checks which will be conducted by the Department for the following i.e. Security Clearance/vetting, Security Screening for Criminal Records, Credit Records (Financial, Asset Records, etc), validation/verification of Identity Document (ID), Driver's Licence, Professional Driving permit (where required), Citizenship/ Permanent Residency, Company Intellectual Property Commission (CIPC) - Business Interest/s, verification of Educational Qualifications by the South African Qualifications Authority (SAQA), verification of Employment History/ reference checks - previous experience from Employers. Applicants are respectfully informed that

correspondence will be limited to short-listed candidates only. "People with disabilities should feel free to apply". The target group in terms of employment equity for posts advertised is African male. The Department will not be liable where applicants use incorrect/no reference numbers on their applications. Short-listed candidates will not be compensated for S & T claims.

- CLOSING DATE** : 08 February 2019
- POST 03/128** : **ASSISTANT MANAGER NURSING (MONITORING & EVALUATION) REF NO: ITSH 05/2019**
- SALARY** : R532 449 per annum. Other benefits 13th cheque, medical aid (optional) Housing allowance (Employee must meet prescribed requirements) and 12% Rural allowance
- CENTRE** : Itshelejuba Hospital
- REQUIREMENTS** :
Matric Senior Certificate/ Grade 12 .Degree/ Diploma qualification that allows registration to Nursing and Midwifery. Current registration certificate with SANC as General Nurse and Midwifery for 2019. A minimum of 8 years appropriate/ recognizable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing and Midwifery. At least 3 years of the period referred to above must be appropriate/recognizable experience at management level. Computer literacy (Ms Office: Word, Outlook. PowerPoint and Excel) Valid driver's licence. A certificate of service endorsed by Human Resource Department as proof of experience must be included. Knowledge, Skills Training and Competencies Required: Knowledge of the legislative, Policy and M&E frame work informing health service delivery. Knowledge of legislation and planning framework, hospital quality assurance, infection prevention and control practices, Health facility functions and operations. Understand HR policies and practices and staff relations and Financial Management. Knowledge of DHMIS policy, SOP and relevant informing system. Knowledge of informing and Data management knowledge of M&E principles. Ability to critically analyse complex information and interpret that in relation to performance, health outcomes relevant to institution, and performance reports. Strong leadership and management skills, planning and organizational skills, project management skills. Financial management skills and Human Resource management skills. Decision making skills and problem solving. Ability to work independently and under pressure. High level of communication skills, both written and verbal. Computer skills and research skills, ability to compile concise reports and presentation skills. Advanced facilitation skills to manage consultation.
- DUTIES** : Demonstration effective communication with the supervisors, other health professionals and support services and junior colleges, including more complex report writing when required. Ability to direct multidisciplinary team to ensure production of quality data at an Institutional level. Work effectively and amicably, at management level with persons of diverse intellectual, cultural, racial, religious differences. Able to manage own work and that of unit reporting to the post and to ensure appropriate interventions to enhance nursing service at Institution level. Able to developing and maintain a health service environments that promotes the rights of patients, advocating facilitating proper treatment and care and ensuring that the principles of Bath Pele are adhered to. Able to develop contact, build and maintain a network of professional relations in order to enhance service delivery. Demonstrate the required computer literacy to adequately manage information according to the requirements of the Institution. Able to maintain and control the budget for the M&E component. Strengthen integrated planning and monitoring functions within the institution. Co-ordinate development and review of all institution and Sub-District plans. Administer an evidence/result - based monitoring and evaluation systems in the Sub-District within the Provincial M&E Framework, including monitoring of research activities within the institution. Ensure monitoring and evaluation of Clinical Care including the health service effectiveness and report thereof. Monitor, evaluate and report on delivery of quality care at the institution including clinical care, waiting times and client experiences. Facilitate integration, streamlining and management of various priority programs including quality improvement initiatives, ICRM, CBM and IHRM. Ensure the efficient and effective utilization of resources allocated to the component inclusive of the

development of staff. Strengthen data quality management systems to achieve qualified audit. Monitor the performance of the institution and advise on early warnings signs. Facilitate facility performance reviews including implementation of the year plan. Facilitate compliance with policies and Legislations Governing Health Care, such as PME Framework, DHIMS, ideal Hospital framework, etc. Implement fair Labour practices.

- ENQUIRIES** : Should be directed to Mrs TM Vilakazi Tel No: 034 4134000
- APPLICATIONS** : All applications must be addressed to Itshelejuba Hospital Private Bag X0047 Pongola 3170 or Hand delivered to the Human Resources Office at Itshelejuba Hospital.
- NOTE** : An application for Employment Form (z83) must be completed and forwarded. This is obtainable from any Public Department the website www.kznhealth.gov.za Certified copies of ID documents, Std10,educational qualifications, certificates of service and professional registration certificates (not copies of certified copies) and proof of current registration must be submitted together with your CV. Original signed letter from your current employer ,confirming current and appropriate work experience related to the requirements and recommendations for 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 z83. Please note that failure to comply with the above instructions will disqualify applicants. Please note that the selected candidate will be subjected to pre-employment screening and verification process. 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 payments of S&T claims.
- CLOSING DATE** : 08 February 2019
- POST 03/129** : **ASSISTANT MANAGER NURSING GENERAL – (MONITORING AND EVALUTAION) REF NO: ST 03/2019 (X1 POST)**
Component: 029851
- SALARY** : Grade 1: R532 449 per annum Plus 8% rural allowance, Benefits: 13th Cheque, home owner’s allowance, and Medical aid optional [Employee must meet prescribed policy requirements]
- CENTRE** : Stanger Hospital
- REQUIREMENTS** : Matric certificate Diploma /degree in General Nursing and Midwifery. A minimum of 8 years appropriate / recognisable experience after registration as professional Nurse with SANC IN General nursing and Midwifery. Current registration with SANC (2019) receipts. At least 3 years of the period mentioned above must be experience at Management / programme level. Valid drivers licence. Proof of current and previous work experience endorsed by Human Resource Department must be attached. Knowledge, skills training and competencies required: Knowledge of the legislative, Policy and M&E framework informing health service delivery. Knowledge of legislation and planning framework, hospitality quality assurance infection prevention and control practices, Health facility functions and operations. Understand HR Policies and practices and staff relations and Financial Management. Knowledge of DHIMIS policy, SOP and relevant information system. Knowledge of information and Data Management. Knowledge of M&E principles. Ability to critically analyse complex information and to interpret that in relation to performance, health outcomes relevant to institution, and performance reports. Strong leadership and management skills, planning and Organisational skills, project management skills, project Management skills. Financial management skills and Huma Resource management skills Decision making skills and problem solving Ability to work independently and pressure. High level of communication skills, both written and verbal Computer skills, research skills. Ability to compile concise reports Advances facilitation skills to manage consultation.
- DUTIES** : Strengthen integrated planning and monitoring functions within the institution. Co-ordinate development and review of all institutional plans. Administer evidence/ result – base monitoring and evaluation system in the institution within the Provincial M&E Framework, including monitoring of research activity within the institution. Ensure Monitoring and Evaluation of Clinical care including the health service effectiveness and report thereof. Monitor, evaluate and report on the

delivery of quality care at the institution including clinical care, waiting times and client experience. Facilitate integration, streamlining and management of various priority programs including quality improvement initiatives. Ensure the efficient and effective utilization of resources allocated to the component. Inclusive of the development of staff. Strengthen data quality management systems to achieve quality audit. Monitor the performance of the institution and advice on early warning signs. Facilitate facility performance reviews including implementation of the year plan. Facilitate compliance with policies and Legislations Governing Health Care, such as PME framework, DHIMS, Ideal hospital Framework etc. Implement fair Labour practices.

- ENQUIRIES** : DR N Vabaza (Chief Executive Officer) Tel No: 032 437 6200
- APPLICATIONS** : Applications to be forwarded to: Human Resources Department, Postal address: The Human resource Manager, Stanger Hospital, Private Bag X10609, Stanger 4450, Physical address: The Human Resource Department, Corner of Patterson & King Shaka Street
- FOR ATTENTION** : Mr. S. Govender (Human Resource Manager)
- NOTE** : Directions to Candidates: The following documents must be submitted, Application for employment form (Z83), which is obtainable at any Government Department or form website-www.kznhealth.gov.za. Originally signed Z83 must be accompanied by a detailed CV and originally recently certified copies of highest educational qualification/s (not copies of certified copies) of required educational qualifications set out in the advertisement plus certified I.D Copy, Updated Curriculum Vitae. Applications must be submitted on or before the closing date. The reference number must be indicated in the column provided on the form Z83 e.g. St/17/2018 .NB: Failure to comply with the above instruction will disqualify applicants. Please note that due to the number of applications anticipated, applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not been contacted within two months after the closing date of the advertisement, please accept that your application was unsuccessful. The appointment is subject to positive outcome obtained from NIA to the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verifications and verification from the company Intellectual Property (CIPC). The Department reserves the right not to fill the post (s). This Department is an equal opportunity, affirmative employer, whose aim is to promote representivity in all levels of all occupational categories in the Department. Persons with disabilities should feel free to apply for the post. Due to the severe budget constraints, the department is experiencing, S&T will not be paid to any candidate that is attending the interview process.
- CLOSING DATE** : 08 February 2019
- POST 03/130** : **CHIEF RADIOGRAPHER (GRADE 1) (DIAGNOSTIC) REF NO: CHIEFRADDIAGL1/2019 (X1 POST)**
- SALARY** : R440 982 Plus 13th Cheque, Medical Aid- Optional and Housing Allowance- Employee must meet prescribed requirement
- CENTRE** : IALCH
- REQUIREMENTS** : An appropriate three year National Diploma/Degree in Diagnostic Radiography. Current registration with the Health Professions Council of South Africa as a Diagnostic Radiographer (Independent practice). A minimum of three (3) years appropriate experience in Diagnostic Radiography (independent practice) after registration with the HPCSA as a Diagnostic Radiographer. Recommendations: Current experience in CT scanning is preferred. Knowledge, Skills Training and Competencies Required: Working knowledge and experience of radiography principals, systems and procedures performed within radiology. Sound supervisory skills. Sound knowledge of radiation safety regulations Sound knowledge of diagnostic radiography equipment and protocols. Ability to train junior radiography staff. Knowledge of relevant public service policies, acts and regulations. Knowledge of HR related policies and procedures. Knowledge of EPMDs. Knowledge and experience of quality assurance policies. Human resource management skills. Good verbal and written communication skills. Sound interpersonal skills. Good report writing skills.

- DUTIES** : Provide a clinical radiographic service by implementation of departmental policies & procedures, performance of imaging examinations, supervision of junior staff, whilst adhering to radiography protocols, practices, and techniques in a 24 hour diagnostic imaging department. Participate in the radiation protection and quality assurance program, in a completely digital radiology and central hospital environment, ensuring that safety protocols and quality standards in compliance with the Department Of Health policies and procedures are adhered too. Perform all delegated departmental tasks with limited supervision, and having the ability to deal with crisis situations independently. Perform overtime duties as required.
- ENQUIRIES** : MS BV Mfeka Tel No: 031 2401950
- 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. Certified copies of ID documents, Std 10, educational qualifications, certificates of service and professional registration certificates (not copies of certified copies) and proof of current registration must be submitted together with your CV. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g. ref APRO/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. Please note that the selected candidate 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** : 08 February 2019
- POST 03/131** : **CLINICAL PROGRAMME COORDINATOR-MMC REF NO: UMZIN 02/2019**
- SALARY** : Grade1: R420 318 per annum. Other Benefits: 13th cheque, Medical aid: Optional, Homeowner's allowance: Employee must meet prescribed requirements, Rural allowance on claim basis
- CENTRE** : Umzinyathi Health District Office
- REQUIREMENTS** : Grade 12/Matric certificate. An appropriate B Degree/ National Diploma or equivalent qualification in Nursing PLUS Minimum of 7 years appropriate /recognizable nursing experience after registration as a Professional Nurse with SANC in General Nursing. Current Registration with SANC. Valid Driver's License – Code 8 plus Proof of Computer Literacy – Ms Office (Word, Excel, Outlook & PowerPoint). Attach Proof of previous and /or Current Employment verified, signed and stamped by the HR Department/ Employer. Recommendations: Experience in the MMC programme, Knowledge, Skills and Competencies Required: Project management. Excellent management, facilitation, communication and interpersonal skills. Report writing abilities. Financial Management skills. Empathy and counseling skills and knowledge. Ability to make independent decisions. An ability to priorities issues and other work related matters and to comply with timeframes. Proven initiative, decisiveness and the ability to acquire new knowledge swiftly. A clear understating of challenges facing the Public Sector.
- DUTIES** : Ensure the recruitment of eligible MMC initiates. Assist in identifying suitable venues for MMC camps. Organize and co-ordinate relevant resources for MMC camps. Work closely with HR and Head Office to recruit sessional doctors for the MMC program. Monitor and verify all MMC done. Ensure the efficient procurement, receipt and distribution of MMC kits. Conduct monthly District MMC meetings, support all Sub-District MMC. HAST and Nerve Centre meetings. Develop and implement the District HTS plan for comprehensive services in accordance with the Provincial HAST plans. Identify training needs and coordinate training, onsite mentoring and support for HTS as needed. Develop and implement a referral system that ensures that patients tested HIV positive are referred to the next level

of care. Ensure that high transmission areas, other sectors are reached through targeted HIV testing. Ensure that male and female condoms are procured and distributed. Compile monthly, quarterly and annual reports for MMC, HTS and condom distribution and submit to all levels.

ENQUIRIES : Mrs. S Sibiya Tel No: (034) 2999 103
APPLICATIONS : All applications should be forwarded to: The Human Resource Office, Umzinyathi Health District Office, Private Bag X 2052, Dundee, 3000, 34 Wilson Street, Dundee, 3000,
FOR ATTENTION : Mrs. ML Mbatha
CLOSING DATE : 08 February 2019

POST 03/132 : **OPERATIONAL MANAGER OUT PATIENT DEPARTMENT (GENERAL STREAM) REF NO: GTN01/2019**

SALARY : R420 318 – R548 436 Other Benefits: 13th Cheque (Bonus) Medical Aid: Optional Home Owner: Employee must meet prescribed requirement.

CENTRE : Greytown Hospital
REQUIREMENTS : Senior Certificate/Grade 12. Diploma /Degree in General Nursing and Midwifery or Equivalent qualification that allows registration with SANC as a Professional Nurse PLUS Current registration (2018) with the South African Nursing Council as a General Nurse and Midwife Nurse PLUS .A Minimum of 7 years appropriate/recognizable experience in nursing after registration as Professional Nurse with SANC in General nursing plus midwifery. Proof of previous and current work experience on a letterhead endorsed and stamped by HR must be attached. [Certificates of service]. Recommendation: Diploma/Degree in nursing management Knowledge of Nursing Care, Processes, Procedures, Nursing statutes and other relevant Legal framework such as Nursing Act, Health Act, Labour Relations Act, Batho Pele Principles, Patient Right Charter etc. Demonstrate effective communication with patient, supervisors, other health professional and juniors, colleagues, including more complex report writing when required. Work as part of multi-disciplinary team at unit level to ensure good nursing care by the nursing team. Work effectively and amicably at a supervisory level with persons of diverse intellectual, cultural, racial or religious differences. Able to manage own work time and junior colleagues to ensure proper nursing service in the unit. Demonstrate the required computer literacy to adequately manage information according to the requirements of the facility. Able to develop contacts build and maintain a network of professional relations in order to enhance service delivery. Able to carry out inspection/ supervision and attend meetings. Leadership, organizational, decision making, problem solving and interpersonal skills within the limits of the Public Sector quality nursing care as directed by the professional scope of practice and standards as determined by the institution. Ability to manage the acute, Emergency/trauma service in an outpatient department setting. Assist in planning, organizing, monitoring and evaluation of objectives of the units and departments Demonstrate an understanding of Human resource and Financial Management practices and procedures. Supervise staff under.

DUTIES : your control, both clinical and non-clinical. Manage all resources within the unit effectively and efficiently to ensure optimal service delivery. Ensuring effective, efficient data management system. Able to plan and organize own work and that of support personnel to ensure proper nursing care. Display a concern for patients , promoting and advocating proper treatment and care including awareness and willingness to respond to patient's needs, requirement and expectations (Batho Pele) .Demonstrate effective communication with patients, supervisor and other clinicians, including report writing when required. Ensure implementation, attainment of National Core Standards/and develop QIP as per legal prescripts. Ensure compliance with all National, Provincial and Professional prescripts in order to render safe patient service and improve client satisfaction. Monitor and evaluate the care and management of all patients and ensure the maintenance of accurate and complete patient record. Participate in evaluation the analysis and information of nursing policies and procedures. Carry out EPMDS of the staff, formulate training programmes and participate in the training and development of staff. Provide directions and indirect supervision of all staff within the nursing department

and give guidelines. Ensure that all equipment in the nursing department is adequate, checked and in working order. Provide safe, therapeutic and hygienic environment as laid down by Nursing Act occupational. Health And Safety Act and all other applicable prescripts. Work effectively and amicably at supervisory level with persons of diverse intellectual cultural, racial or religious differences. Exercise control of discipline. Demonstrate flexibility where Health services need to be carried out. Oversee the functioning of the department and report to Assistant Manager Nursing. Support Nursing Management .Liaise with wards to arrange patient admission and movements.

ENQUIRIES : Ms.PPL Nkala Tel No: 0334139400
APPLICATIONS : Applications forwarded to: Human Resource Manager, Private bag X 5562, Greytown, 3250
FOR ATTENTION : Mr LP Ntombela Tel No: 033 413 9227
CLOSING DATE : 08 February 2019

POST 03/133 : **CLINICAL PROGRAMME COORDINATOR (MCWH) REF NO: UMZIN 01/2019 (X1 POST)**
 Re-Advertisement

SALARY : R420 318 per annum Plus 13th cheque, Housing allowance (Employee must meet prescribed requirements, Medical Aid (Optional), Rural allowance (On claim basis)
CENTRE : Umzinyathi Health District Office

REQUIREMENTS : Grade 12/Matric certificate. An appropriate B Degree/ National Diploma or equivalent qualification in Nursing PLUS Minimum of 7 years appropriate /recognizable nursing experience after registration as a Professional Nurse with SANC in General Nursing. Registration as a Midwife/Accoucheur with SANC. Current Registration with SANC. Valid Driver's License – Code 8 plus Attach Proof of previous and / or Current Employment verified, signed and stamped by HR Department/ Employer. Recommendations: Supervision and management in a maternity setting. Advanced Midwifery qualification. Proof of Computer Literacy – Ms Office (Word, Excel, Outlook & PowerPoint). Knowledge, Skills, Training and Competencies Required: Strong interpersonal and communication skills. Report writing. Knowledge on District Health Systems. Knowledge of relevant regulation and policies. An understanding of challenges facing the Public Health sector. Ability to translate and transform objectives into practical plan. Leadership, organizational, decision making and problem solving abilities within the DHS framework.

DUTIES : Develop, implement and monitor the MNCWH plan in line with the District Health Plan. Achieve targets as set out in the annual performance agreement. Co-ordinate and promote MNCWH activities within the District. Co-ordinates and facilitate MNCWH in-service Training and Workshops. Ensure that clinical audits are conducted a Sub-District level. Ensure integration of MNCWH with other Health programs. Monitor indicators which measure the health practices. Provide support, guidance and mentoring to health facilities with an aim of improving quality of patient care. Manage all resources allocated to MNCWH. Ensure that an orientation and induction programme is in place for newly appointed midwives. Ensure Programme integration into Sukuma Sakhe Objectives. Facilitate, conduct and support mortality meetings. Support the facilities with provision of guidelines and protocols. Monitor implementation of current policies and protocols with an aim to achieve the SDG's. Compile monthly, quarterly and annual reports and forward to Supervisor and respective Provincial Managers.

ENQUIRIES : Mrs. S Sibiya Tel No: 034 299 9114
APPLICATIONS : all applications should be forwarded to: The District Manager, Umzinyathi Health District, Private Bag X2052, Dundee, 3000, Hand delivery: 34 Wilson Street, Dundee, 3000

FOR ATTENTION : Ms. M Ngwenya
NOTE : Please note that due to financial constraints, there will be no payment of S&T claims.

CLOSING DATE : 08 February 2019

POST 03/134 : **RADIATION ONCOLOGY RADIOGRAPHER (RADIOTHERAPIST) REF NO: RAD RADIOONCO/1/2019 (X1 POST)**
 Department: Radiation Oncology

SALARY : Grade 1: R374 364 per annum, Plus 13th cheque, Medical Aid - Optional & Housing Allowance: Employee must meet prescribed requirements.
 Grade 2: R440 982 per annum Plus 13th cheque, Medical Aid optional and Housing Allowance- Employee must meet prescribed requirements.
 Grade 3: R519 456 per annum Plus 13th cheque, Medical Aid optional and Housing Allowance- Employee must meet prescribed requirements.

CENTRE : EThekwni Oncology complex (Inkosi Albert Luthuli Central Hospital and Addington Hospital)

REQUIREMENTS : Diploma or Bachelor degree in Radiography. Current registration with the Health Professions Council of South Africa as a Radiographer (Radiotherapy Oncology). Four (4) years 'appropriate experience after registration with Health Profession Council of South Africa (HPCSA) as Diagnostic Radiographer. **Grade 1:** Four (4) years 'appropriate experience after registration with Health Profession Council of South Africa (HPCSA) as Diagnostic Radiographer. Applicants with a four (4) year Radiography specialty qualification (not in possession of Diagnostic Radiography qualification) who do not have experience as Diagnostic Radiographer may apply and will be appointed as Diagnostic Radiographer and will be paid a Diagnostic Radiographer salary. Current Community Service workers can apply on condition that their appointment will be subject to them submitting documentary evidence of registration with the Health Professions Council of South Africa as Radiation Oncology Radiographer. **Grade 2:** Minimum 14 years relevant experience after registration with the HPCSA as a Diagnostic Radiographer of which 10 years must be after registration as a Radiation Oncology Radiographer. **Grade 3:** Minimum 24 years relevant experience after registration with the HPCSA as a Diagnostic Radiographer of which 20yrs must be after registration as a Radiation Oncology Radiographer. Knowledge, Skills, Training and Competences Required: Knowledge of radiotherapy standard techniques, dose protocols, equipment and accessories associated with relevant techniques and including specialised techniques. Knowledge of basic quality assurance in Radiotherapy, radiation effects & Radiation protection on patients. Anatomy vs. tumor treatment vs. effects on physiology care patterns for patients. Taking and evaluating of Portal images / C.T. scans and MRI scans for treatment planning purposes. Knowledge of Radiotherapy Planning. Good interpersonal skills and basic supervisory skills. Must have the ability to perform effectively in a team. Knowledge of basic patient care.

DUTIES : Undertake all basic radiation planning and treatment preparation including the tumor localisation, graphic planning, radiation dose calculation and the necessary data preparation needed for treatment accessory construction. Undertake Brachytherapy Planning and treatment procedure. Liaise with the Physicist, Oncologist, Oncology nurses and the patient. Safely operate, care and construct accessories and immobilization devices used in the planning and treatment of the patient. Dosimetry checks done before delivery of treatment. Ensure accurate records kept of the course of Radiotherapy treatment delivered. Serve as Health and Safety Representative. Provide afterhours duties and rotate between Inkosi Albert Luthuli Central Hospital Radiotherapy department and Addington Hospital Radiotherapy department when needed.

ENQUIRIES : Ms T.Hlengwa Tel No: 013 2401857/1839

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.

CLOSING DATE : 08 February 2019

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

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

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

OTHER POSTS

POST 03/135 : **MEDICAL SPECIALIST GRADE 1 TO 3 (PSYCHIATRY)**

Chief Directorate: Rural Health Services

SALARY : Grade 1: R1 051 368 per annum
Grade 2: R1 202 112 per annum
Grade 3: R1 395 105 per annum
(A portion of the package can be structured according to the individual's personal needs) (It will be expected of the successful candidates to participate in a system of remunerated commuted overtime).

CENTRE REQUIREMENTS : George Hospital
: Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Psychiatry. Registration with a professional council: Registration with the HPCSA as a Medical Specialist in Psychiatry. Experience: **Grade 1:** None after registration with the HPCSA as Medical Specialist in Psychiatry. **Grade 2:** A minimum of 5 years' appropriate experience as Medical Specialist after registration with the HPCSA (or recognised foreign Health Professional Council in respect of foreign qualified employees) as Medical Specialist in Psychiatry. **Grade 3:** A minimum of 10 years' appropriate experience as Medical Specialist after registration with the HPCSA (or recognised foreign Health Professional Council in respect of foreign qualified employees) as Medical Specialist in Psychiatry. Inherent requirements of the job: Commuted overtime contract is compulsory, as well as ability to work after-hours. Valid (Code B/EB) driver's license, as well as willingness and ability to travel. Competencies (knowledge/skills): Ability to (read, write and speak) in at least two of the three official languages of the Western Cape. Knowledge of a public health approach to delivering integrated psychiatric services. Ability to work in integrated multi-disciplinary teams across platforms. Clinical, leadership, administrative, teaching and mentoring skills. Computer literacy in MS Office mandatory. Creativity to develop new ideas which can result in positive changes to existing processes.

DUTIES : Specialist psychiatric care to patients (all age groups) at George Hospital and at selected outreach sites in the beautiful Garden Route/ Eden - Central Karoo districts. Participate in clinical governance of a growing integrated district mental health service. Teaching and clinical supervision of junior and allied mental health practitioners, generalists and medical students within a well-established Rural Training Complex.

ENQUIRIES APPLICATIONS FOR ATTENTION NOTE : Dr ZN North Tel No: (044) 802-4535
: The Chief Executive Officer: George Hospital, Private Bag X6534, George, 6530.
: Mr BH Cassim

: No payment of any kind is required when applying for this post. 'Candidates, who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted with their job application / on appointment. Please note that the afore-said concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (this includes individuals who must apply for change in registration status).

CLOSING DATE : 15 February 2019

POST 03/136 : **STOMATOLOGIST GRADE 1 TO 3**
Chief Directorate: Emergency and Clinical Services

SALARY : Grade 1: R1 051 368 per annum
Grade 2: R1 202 112 per annum
Grade 3: R1 395 105 per annum
(A portion of the package can be structured according to the individual's personal needs)

CENTRE REQUIREMENTS : Oral Health Centres
Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Dentist and an appropriate post basic Master's degree in Maxillo Facial Radiology. Registration with a professional council: Registration with the HPCSA as a Dentist. Experience: **Grade 1:** None after registration with the HPCSA as Dentist and after acquiring the appropriate Master's degree in Maxillo Facial Radiology. **Grade 2:** Minimum of 5 years' appropriate experience as Dentist after registration with the HPCSA (or a recognised foreign Health Professional Council in respect of a foreign qualified employees) after acquiring the appropriate Master's degree in Maxillo Facial Radiology. **Grade 3:** Minimum of 10 years' appropriate experience as Dentist after registration with the HPCSA (or a recognised foreign Health Professional Council in respect of a foreign qualified employees) after acquiring and the appropriate Master's degree in Maxillo Facial Radiology. Inherent requirement of the job: Registered as an Independent Practitioner by the HPCSA with post-graduate training and expertise in Maxillo Facial Radiology.

DUTIES : Related administrative support to the Radiology Cluster. Planning, organising and implementing of preclinical and clinical courses. Assessment of pre-clinical and clinical work done by students and evaluation of attendance records of junior and senior students. Compilation and assessment of test and examinations and maintaining standards in student assignments. Available as a Consultant in a patient referral network in the Western Cape. Provide leadership in teaching and training and to utilise the platform for operational research in order to optimise service delivery with the efficient utilisation of state resources.

ENQUIRIES : Dr E Prince Tel No: (021) 937-3196
APPLICATIONS : The Dean/Manager, Oral Health Centres, Private Bag X1, Tygerberg, 7505.
FOR ATTENTION : Ms P De Bruin
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 08 February 2019

POST 03/137 : **QUALITY ASSURANCE COORDINATOR**
Garden Route District

SALARY : R356 289 per annum
CENTRE : Harry Comay Hospital
REQUIREMENTS : Minimum educational qualification: Appropriate 4 year diploma/degree in Health Sciences. Experience: Appropriate experience in health-related Quality Assurance (QA). Experience in Infection Prevention Control (IPC), Occupation Health and Safety (OH&S). Inherent requirement of the job: Valid (Code B/EB) driver's licence and willingness to travel extensively within the Rural Districts. Competencies (knowledge/skills): Experience in Management. Ability to analyse and interpret Health Systems Information, compile reports and present the data to direct planning. Knowledge of Project and Financial Management. Good organisational, interpersonal, creative problem solving and research skills. Computer literacy (Ms Office: Word, Excel, PowerPoint and Outlook). Ability to communicate effectively (verbal and written) in at least two of the three official languages of the Western Cape.

DUTIES : Support the Health Establishment staff with the implementation of the Ideal Clinic Realisation and Maintenance (ICRM) and National Core Standards (NCS) requirements. Ensure the maintenance of the Infection Prevention and Control (IPC) standards. Establish measures that will ensure health and safety of staff and users. Help build the competency of staff by identifying, planning and addressing

Quality Improvement (QI), Infection Prevention and Control (IPC) and Occupational Health and Safety training needs and maintaining and updating the Health Establishment training data base. Monitor data quality in the Health Establishment.

ENQUIRIES : Ms MJF Marthinus Tel No: (044) 814-1100
APPLICATIONS : The Manager: Eden District Office, Private Bag X6592, George, 6530.
FOR ATTENTION : Ms S Pienaar
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 08 February 2019

POST 03/138 : **CLINICAL CODING TRAINER**
(Contract Post until 31 March 2021)
Directorate: Clinical Coding Services and Diagnosis Related Groups (DRGs)

SALARY : R299 709 per annum plus 37% in lieu of service benefits.
CENTRE : Head Office, Cape Town based at Tygerberg Hospital Office
REQUIREMENTS : Minimum educational qualification: A health related three-year National Diploma or Degree registrable with the Health Professions Council of South Africa (HPCSA) or the South African Nursing Council (SANC). Experience: Appropriate leading organisational knowledge and experience level of coding, experience in Training and Development of Training material in Diagnostic and Procedural coding in South Africa. Appropriate knowledge and experience in Learning Management Systems (LMS) (e-Learning platform e.g. Moodle) with roles as Administrator and or Teacher and or Student. Inherent requirements of the job: Valid unendorsed (Code B/EB) driver's licence. Willingness to travel on a regular basis away from work place to visit Healthcare Facilities that fall under the Western Cape Department of Health. Competencies (knowledge/skills): Excellent written and verbal communication skills in at least two of the three official languages of the Western Cape. Excellent presentation, facilitation and training skills and abilities. Ability to interpret and apply financial policies, procedures and prescripts, ability to work independently and within a team and able to liaise at a high level. Excellent people, technical and conceptual skills and the ability to represent the Department with confidence in engagements with internal and external clients, as well as other Departmental Institutions. Advanced computer literacy in Microsoft Office applications (MS Word, Excel, PowerPoint, Outlook). Train-the-Trainer or equivalent qualification. ICD-10 Basic and Intermediate Certificates.

DUTIES : Develop (research training material), Maintain and revise training manuals, presentations, user guides, LMS. Deliver formal training to Clinical and Administrative staff to improve Clinical Coding accuracy and comprehensiveness, optimal revenue generation and management in all the Institutions of the WCG: Health (including latest Finance Instructions, system enhancements, etc.). Assist Assistant Manager, Manager as administrator for clinical coding training on Moodle. Establish the training needs of institutions and plan training sessions including making necessary arrangements for training, workshops and presentations. Evaluate training and update skills inventories in respect of the allocated institutions and provide feedback of training to management of the relevant institution. Professional communication both telephonically and in writing with all role players. Accurate record keeping and accurate and timeous distribution of training material. General office and ad-hoc duties.

ENQUIRIES : Mr F Vorster Tel No: (021) 938-4362 or E-mail: frans.vorster@westerncape.gov.za
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs
NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a competency test.
CLOSING DATE : 08 February 2018

POST 03/139 : **INDUSTRIAL TECHNICIAN PRODUCTION**
Directorate: Health Technology

SALARY : R242 475 per annum
CENTRE : Head Office, Cape Town based at Clinical Engineering in Goodwood
REQUIREMENTS : Minimum educational qualifications: National Diploma (T or N or S stream) Electronics/Electrical–light Current or Mechatronics/ Mechanical or Bio-medical or

registration with the Engineering Council of South Africa (ECSA) as a professional Engineering Technician. Experience: Appropriate experience with repair and maintenance to Life Support and related medical equipment or demonstrate an aptitude for this type work. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Willingness to work overtime, stay away and travel throughout the Western Cape Province. Competencies (knowledge/skills): Excellent ability to fault find and repair down to component level. Practical hands-on experience with repair of Life Support equipment. Computer literate. Good written and verbal communication.

DUTIES : Support Unit Head by completing task with time limits. Liaise with clients with regard to information and work progress. Ensure compliance with Occupational Health and Safety Act. Prioritise work and consideration of operational requirements and assist with training of staff and operators. Request parts and service via LOGIS system. Maintaining of Maintenance Management and internal records. Write reports and assist with specifications. Carry out maintenance, repairs and installation of Life Support and related medical equipment. Visit institutions to maintain service routes and preventative maintenance schedules.

ENQUIRIES : Mr M Njamela or Mr G Lee Tel No: (021) 591-7126

APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs

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

CLOSING DATE : 08 February 2019

POST 03/140 : **ARTISAN PRODUCTION GRADE A TO C (MECHANICAL)**
Chief Directorate: Rural Health Services

SALARY : Grade A: R179 523 per annum
Grade B: R211 464 per annum
Grade C: R246 870 per annum

CENTRE : Paarl Hospital

REQUIREMENTS : Minimum educational qualification: Appropriate trade test certificate. Experience: **Grade A:** No experience required. **Grade B:** At least 18 years appropriate/recognisable experience in the area after obtaining the relevant Trade Test Certificate. **Grade C:** At least 34 years appropriate/recognisable experience in the area after obtaining the relevant Trade Test Certificate. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Perform standby duties and attend to emergency breakdowns after-hours. Competencies (knowledge/skills): Conversant with the Machinery and Occupational Health and Safety Act. Computer literacy. Proficiency in at least two of the three official languages of the Western Cape. Appropriate experience in compressors, autoclaves, air-conditioning and refrigeration systems. Supervisory experience including People and Financial Management. Problem-solving and analysis skills.

DUTIES : Check, maintain, install and repair mechanical, air conditioner, electrical installations and equipment. Check and reset fire alarms. Manage and supervise work schedules for the division and assist in supervising and training of staff. Manage and assist with the execution of maintenance projects/repairs. Exercise control over tools and materials.

ENQUIRIES : Mr G R Abrahams Tel No: (021) 860-2797

APPLICATIONS : The Chief Executive Officer: Paarl Hospital, Private Bag X3021, Paarl 7620.

FOR ATTENTION : Mr KN Cornelissen

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

CLOSING DATE : 15 February 2019

POST 03/141 : **ADMINISTRATION CLERK: SUPPORT**
Central Karoo District

SALARY : R163 563 per annum

CENTRE : Beaufort West Hospital

REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Sound knowledge of the Basic

Accounting System (BAS) and of all applicable government legislation. Knowledge of the LOGIS payment system. Computer literacy (MS Word and Excel). Proficiency in at least two of the three official languages of the Western Cape. Appropriate experience in an accounting or finance environment. Workable knowledge of PFMA, National and Provincial Treasury Directives.

DUTIES : Reconcile expenditure and asset and liability accounts on the Basic Accounting System (BAS). Request expenditure and asset and liability reports. Clear asset and liability accounts. Transact BAS Journals. Transact BAS payments and Debts. Transact S&T Claims and payments on Logis. Handle supplier queries and relieve transport clerk. Filing and safekeeping of documentation. Relieve transport clerk.

ENQUIRIES : Mr H van Wyk Tel No: (023) 414-8200

APPLICATIONS : The Director: Garden Route District Office, Private Bag X6592, George, 6530.

FOR ATTENTION : Ms S Pienaar

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

CLOSING DATE : 15 February 2019

POST 03/142 : **PORTER**

SALARY : R96 549 per annum

CENTRE : Red Cross War Memorial Children's Hospital, Rondebosch

REQUIREMENTS : Minimum requirement: Basic literacy and numeracy. Experience: Porter duty experience in a hospital environment. Inherent requirements of the job: Willingness to work shifts, including nightshift. Willingness to handle bodies (corpses). Ability to handle heavy objects. Competencies (knowledge/skills): Ability to communicate in at least two of the three official languages of the Western Cape.

DUTIES : Accompany walking patients and transport sitting/non-walking patients per wheelchair/trolley from reception to the wards or from the wards to the treatment centres. Direct or accompany visitors to various destinations. Assist with the loading of patients in/out of ambulances/vehicles and transfer of patients to beds/trolleys and vice versa. Carry medical and other documentation (patient files and reports) to wards/treatment areas. Assist with shifting of medical equipment to and from rooms. Responsible for the cleanliness and reporting of defects of trolleys and wheelchairs. Assist with the transportation of corpses from wards.

ENQUIRIES : Mr J Van Rooi Tel No: (021) 658-5457

APPLICATIONS : The Chief Executive Officer: Red Cross War Memorial Children's Hospital, Private Bag X5, Rondebosch, 7700.

FOR ATTENTION : Ms C Davids

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

CLOSING DATE : 15 February 2019