



PUBLIC SERVICE VACANCY CIRCULAR

PUBLICATION NO 06 OF 2019
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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.

AMENDMENT

FREE STATE: DEPARTMENT OF HEALTH: Kindly note that all the posts advertised in Public Service Vacancy Circular 05 dated 08 February 2019 for the above mentioned department has been withdrawn. We apologise for the inconvenience caused.

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ANNEXURE A

DEPARTMENT OF ARTS AND CULTURE

The Department of Arts and Culture is an equal opportunity affirmative action employer and it is its intention to promote representatively in the Public Sector through the filling to this post. Persons whose transfer / promotion / appointment will promote representatively will therefore receive preference. An indication in this regard will expedite the processing of applications



- APPLICATIONS** : Please forward your application, quoting the relevant reference number and the number and the name of this publication to: The Director: Human Resource Management, Department of Arts and Culture, Private Bag X897, Pretoria, 0001. Applications can also be hand delivered to the Department of Arts and Culture, Sechaba House (previously known as VWL Building), 202 Madiba Street, cnr Madiba and Paul Kruger Streets, Pretoria
- CLOSING DATE** : 01 March 2019, 16:00
- NOTE** : Applications are hereby invited from suitably and qualified person to apply for the following post(s). Applications must be submitted on Form Z83, obtainable from any Government department or online at www.gov.za. All sections of the Z83 must be completed and signed and the application form should be accompanied by a comprehensive CV (including two recent and contactable referees) and Original Certified Copies of the applicant's ID and educational qualifications. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA) prior to the selection process. Applicants applying for more than one post must submit a separate form Z83 (as well as the documentation mentioned above) in respect of each post being applied for. If an applicant wishes to withdraw an application it must be done in writing. Failure to submit the required documentation will automatically disqualify applications. No faxes or e-mails will be accepted. The Department reserves the right not to fill the above-mentioned post(s). The successful candidate will be required to enter into an employment contract and sign an annual performance agreement. All short-listed candidates will be subjected to personnel suitability checks and the successful candidate will have to undergo full security vetting. All applicants are required to disclose memberships of boards and directorships that they may be associated with. The successful candidate will have to annually disclose his/her financial interests. Identified candidate(s) for the SMS will be subjected to a Government specific competency assessment as well as a technical practical exercise as part of the selection process.

MANAGEMENT ECHELON

- POST 06/01** : **CHIEF DIRECTOR: HUMAN RESOURCE MANAGEMENT REF NO: 1/DAC/2019**
Branch: Corporate Services
- SALARY** : R1 189 338 per annum (An all-inclusive remuneration package), consisting of a basic salary (70% of the total remuneration package), State's contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion that may be structured in terms of applicable rules and guidelines. The position is based in Pretoria. Women are encouraged to apply.
- CENTRE** : Pretoria
- REQUIREMENTS** : Applicants must be in possession of an NQF 7 as recognized by SAQA in the field of Human Resource Management or related area, A post graduate qualification will be an added advantage, 5 years proven experience in a senior managerial position in Human Resource Management, preferably in Public Service, Knowledge of the following functional fields is critical: In-depth understanding of dynamics of the Public Service, Government Systems and Operations, good understanding of the PFMA, good understanding of the Public Service Human Resource Regulatory Framework, ability to work in

DUTIES

cross / functional projects / teams, excellent co-ordination and project management skills, good understanding of Government policies and initiatives and the role of information in government decision-making, Demonstrated strategic and operational management ability and experience, experience in leading and managing transformation, change and diversity.

: As the Head of the Human Resource Management Chief Directorate, the incumbent of this position will be responsible for providing overall strategic management and leadership in respect of the Human Resource Management and Auxiliary Services functions, to develop and implement a people strategy and implementation plan, to facilitate the development and maintenance of an organizational structure that is in line with and supporting the strategic objectives of the department, to build capacity through Human Resource Development and Performance Management. to maintain an appropriate labour relations environment and maintain and develop relationships with organised labour and other key role-players, to ensure a workforce that is equitably represented at all levels and to ensure compliance with the Employment Equity Act, to facilitate processes for ensuring that the Department has adequate human resource capacity, to promote employee health and wellness in the department, to ensure a strategic HR planning and policy framework that supports the objectives of the department, to ensure a conducive and safe work environment including security management services, occupational health and safety and other key auxiliary services (i.e. central registry services, government transport, travel, building maintenance office cleaning services), to ensure the provision of HR support services in line with business requirements and departmental strategy.

ENQUIRIES

: Ms S Botha Tel No: 012 441 3646

POST 06/02

: **DIRECTOR: FINANCIAL ADMINISTRATION REF NO: 2/DAC/2019**
Office of the Chief Financial Officer

SALARY

: R1 005 063 per annum (An all-inclusive remuneration salary package), consisting of a basic salary (70% of the total remuneration package), State's contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion that may be structured in terms of applicable rules and guidelines. The position is based in Pretoria. This is a re-advertisement. Applicant who previously applied are encouraged to still apply for the post.

**CENTRE
REQUIREMENTS**

: Pretoria
: The applicants must be in possession of a (NQF Level 7) qualification as recognized by SAQA in the field of Financial Management or equivalent qualification. 5 years of experience at middle/senior managerial level, preferably in the Public Service. Knowledge of policies such as PFMA, Traveling, debt recovering Policy, Petty Cash, Suspense Accounts Policy, Salary Advance Policy, Donor funding Policy, Bank and Cash Management policy) Adequate experience in financial administration, bookkeeping and reporting. Strategic and leadership capabilities. Management and leadership skills, computer skills, problem solving skills, good communication and interpersonal relations, strategic planning, stakeholder relations, numeracy and entire controls.

DUTIES

: The successful candidate's responsibility will be to manage and provide effective and efficient financial services to the Department. Establishment of a system of internal control to mitigate risks, including the segregation of duties. To provide effective and efficient financial administration services to the Department and ensure that all financial transaction is accounted for accurately and timely during specific financial year. Conducting regular reviews of existing fees, tariffs etc. relating to revenue accruing to the relevant revenue fund. Compile interim and annual financial statement. Ensuring that the Department monthly expenditure is in accordance with cash flow projections Establishment age analysis reports and effective processes to collect outstanding debts. Establishment age analysis reports and effective processes to settle liabilities within 30 days. Ensure the implementation of PFMA treasury regulation and compliance thereof. Liaise with stakeholders, External and Internal auditors.

ENQUIRIES : Ms N Ngcama Tel No: 012 441 3430

OTHER POST

POST 06/03 : **AUDIT COMMITTEE MEMBER (X1 POST)**

SALARY : Remuneration will be in line with the requirement of the Treasury Regulation – TR 20.2.3. Terms of Office: Three (3) years

CENTRE : Pretoria

REQUIREMENTS : Applicants must be in possession of an appropriate NQF 8 qualification (a higher qualification will be an added advantage) in any of the following fields: Information Technology/ Legal/ Social Sciences/ Risk Management/ Accounting and Auditing. Applicants should have more than ten (10) years' management experience. Preference will be given to applicants who are Chartered Accountants with strong ICT knowledge and skills. Expertise gained from either or a combination of the following fields, preferably in the public sector: Internal and External Audit. Accounting. Risk Management. Financial Management. Information Technology. Knowledge of Information Technology Governance. Legal and compliance. Project Management. Excellent communication skills (verbal and written). Extensive leadership and experience in serving on an audit committee, but not a political office bearer. Preference will be given to applicants who are serving as professionals in other Government departments, public entities, private sector institutions, academic institutions or a retired professional. Applicants may not be in the employment of the department, and must have no business or personal relationships with the Department. Knowledge of the Arts and Culture sector will serve as an advantage. Knowledge of the Public Finance Management Act and its Treasury Regulations, and other relevant legislations / policies / governance best practices. Successful candidates will be required to enter into a contract with the Department.

DUTIES : The Audit Committee will carry out its responsibilities as legislated by the Public Finance Management Act and Treasury Regulations, and operate according to its approved charter. The roles and responsibilities of the Audit Committee are clearly defined in the approved charter: The Audit Committee will fulfil its oversight responsibilities to ensure that the Department maintains effective, efficient and transparent systems of financial, risk management, governance and internal control. The committee will amongst others, review the effectiveness of the Internal Audit activity and provide direction, review the work of external auditors, the Department's financial statements, and monitor compliance with legislation. Assist the Accounting Officer in the effective execution of his / her responsibilities by reporting and making recommendations to the Accounting Officer.

ENQUIRIES : Ms N Ngcama Tel No: 012 441 3430

DEPARTMENT OF DEFENCE

**NOTE**

- : The advertisement(s) contained herein is/are meant for the attention/perusal of all interested job seekers, whether they are serving employees/officials of the DOD/Public Service, unemployed persons or persons employed outside the Public Service. Persons not employed by the DOD/Public Service are encouraged to apply for the vacancies advertised in this circular. Applications must be submitted on the prescribed form Z83 (obtainable from any Public Service department), which must be originally signed and dated by the applicant and which must be accompanied by a detailed CV (with full particulars of the applicants' training, qualifications, competencies, knowledge & experience) and clear certified copies of original educational qualification certificates, ID document and Driver's license (where applicable). Failure to comply with the above instructions will result in applications being disqualified. Applicants applying for more than one post must submit a separate form Z83 (as well as the documentation mentioned above) in respect of each post being applied for. If an applicant wishes to withdraw an application it must be done in writing. Should an application be received where an applicant applies for more than one post on the same applications form, the application will only be considered for the first post indicated on the application and not for any of the other posts. Under no circumstances will photostat copies or faxed copies of application documents be accepted. The successful candidates will be subjected to Personnel Suitability Checks (criminal record-, citizenship- & financial/asset record checks and qualification and employment verification). Successful candidates will also be subjected to security clearance processes. Applicants who do not receive confirmation or feedback within 3 (three) months after the closing date, please consider your application unsuccessful. Due to the large volume of responses anticipated, receipt of applications will not be acknowledged and correspondence will be limited to short-listed candidates only. For more information on the job description(s) please contact the person indicated in the post details. Successful candidates will be appointed on probation for the period of twelve (12) months in terms of the prescribed rules.

OTHER POSTS**POST 06/04**

- : **SECRETARY REF NO: DCM/01/19**
Directorate Human Resource Career Management

SALARY
CENTRE
REQUIREMENTS

- : R163 563 per annum (Level 05)
: Bank of Lisbon: Pretoria
: A minimum of Grade 12 with typing as a subject or any other training course/qualification that will enable the person to perform the work satisfactorily. Special requirements (skills needed): Computer literate (MS Word, Excel and Power Point) and good telephone etiquette. Language skills and the ability to communicate well with people at different levels and from different backgrounds. Sound organisational skills. Good people skills. High level of reliability. Basic written communication skills. Ability to act with tact and discretion. Good grooming and presentation.

DUTIES

- : Provide a secretarial support service to the Manager. Receives telephone calls and refers the calls to the correct role players if not meant for the relevant manager. Record appointments and events in the diary of the manager. Types documents for the manager and other staff within the unit on a word processor. Operates office equipment like fax machines and photocopiers. Provide a clerical support service to the manager. Liaises with travel agencies to make travel arrangements. Checks the arrangements when the relevant documents are received. Arrange meetings and events for the manager and the staff in the unit. Identifies venues, invites role players, organises refreshments and

sets up schedules for meetings and events. Processes the travel and subsistence claims for the unit. Process all invoices that emanate from the activities of the work of the manager. Records basic minutes of the meetings of the manager and the unit where required. Draft routine correspondence and reports. Does filing of documents for the manager and the unit where required. Administers matters like the leave registers and telephone accounts. Handle the procurement of standard items like stationary, refreshments etc. Collects all relevant documents to enable the manager to prepare for meetings. Remains up to date with regard to prescripts/policies and procedures applicable to her/his work terrain to ensure efficient and effective support to the manager. Studies the relevant Public Service and departmental prescripts/policies and other documents to ensure that the application thereof is understood properly. Remains abreast with the procedures and processes that apply in the office of the manager.

ENQUIRIES : Ms M.J. Moreki Tel No: (012) 339 5571.
APPLICATIONS : Department of Defence, Directorate Human Resource Career Management, Private Bag X976, Pretoria, 0001 or hand delivered to: Bank of Lisbon Building, Corner Paul Kruger & Visagie Street, (Defence Reception), Pretoria, 0001
CLOSING DATE : 08 March 2019 (Applications received after the closing date and faxed copies will not be considered).
POST 06/05 : **SECRETARY REF NO: DI/14/19 (X2 POSTS)**
 Directorate: Defence Intelligence Division
SALARY : R163 563 per annum (Level 05)
CENTRE : Pretoria
REQUIREMENTS : Grade 12 with typing as a subject or any other training course/qualification that will enable the person to perform satisfactorily. Secretarial experience will be an advantage. Special requirements (skills needed): Knowledge of general office administration and ability to operate an efficient and organised office. Strong interpersonal skills. Computer literacy (Ms Office Suite). Co-ordination and good typing, communication skills, (written and verbal). Sound organisational skills. Ability to act with fact and discretion. Must be able to obtain Secret Security Clearance within a year.
DUTIES : Keep and update director's dairy. Arranging appointments for members and other stakeholders in the Department of Defence. Render personal assistance and support service to the director eg. Taking of minutes, agendas, confirmatory notes, memorandums, letters and the transcription thereof. Set up schedules for meetings and events. Handle classified documents. Assist with travel arrangements and process subsistence and travel (S&T) advances and claims for the Director. Arrange parking for visitors. Manage general office duties. Accept and manage incoming and outgoing files and documents. Remove outgoing letters and files from directors' office and distribute. Provide a reception, communication and coordination service. Provide an office security service.
ENQUIRIES : Ms T.C. Nkopane, Tel No: (012) 315-0508
APPLICATIONS : Department of Defence, Defence Intelligence Division, Private Bag X367, Pretoria, 0001. (278 Madiba Street, Liberty Building).
FOR ATTENTION : Ms T.C. Nkopane, Tel (012) 315-0508
CLOSING DATE : 01 March 2019 (Applications received after the closing date and faxed copies will not be considered).

ANNEXURE C

DEPARTMENT OF ENERGY

<u>APPLICATIONS</u>	:	The Director-General, Department of Energy, Private Bag X96 Pretoria, 0001 or hand delivered to Department of Energy Building, Corner Paul Kruger and Visagie Street (192 Visagie Street)
<u>FOR ATTENTION</u>	:	Mr. D Mbhokota/ Mr. T Kekana
<u>CLOSING DATE</u>	:	01 March 2019
<u>NOTE</u>	:	Applications must be on a fully completed Z83 forms, signed and dated accompanied by a Comprehensive CV and certified copies of qualifications as well as ID. References should include present and former supervisors as well as their telephone, fax and e-mail addresses. Suitable candidates will be subjected to Personnel Suitability Checks (criminal record, citizen, credit record checks, qualification and employment verification). Confirmation of final appointment will be subject to a positive security clearance. All non-SA citizens must attach a certified proof of permanent residence in South Africa. Due to the large number of responses anticipated, receipt of applications will not be acknowledged and correspondence will be limited to short listed candidates only. Applicants are advised not to send their applications through registered mail as the Department will not take responsibility for non-collection of these applications. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA) and proof must be attached thereof. It will be expected of candidates to be available for selection interviews on a date, time and place as determined by the Department. All applications must be sent to the address provided above, and not to the specific region(s). The successful candidates will be required to sign a performance agreement within three (3) months of appointment. Should you not be contacted after 60 days of the closing date, please consider your application unsuccessful. N.B email or fax applications will not be accepted.

OTHER POSTS

<u>POST 06/06</u>	:	<u>ASSISTANT DIRECTOR: EMPLOYEE HEALTH AND WELLNESS</u>
<u>SALARY</u>	:	R356 289 per annum (Level 09)
<u>CENTRE</u>	:	Head Office (Pretoria)
<u>REQUIREMENTS</u>	:	Degree/National Diploma in Social Science or Psychology or Occupational Health and Safety. A minimum of 3 years' experience in public health and wellness or psychological or occupational health and safety environment PLUS the following key competencies: Knowledge of Public service policies, prescripts, regulations on HIV/ AIDS, OHS and Employee Health & Wellness matters, EHW Framework, Policy analysis and design Thinking Demand: Creativity and initiative, Decision making Skills: Analytical skills, Written and verbal communication skills, Computer skills, Report writing skills, Presentation and facilitation skills Personal Attributes: Logical thinker, Objective, Perseverance, Accurate, Good interpersonal relations, Openness and friendliness, Ability to independently or as part of a team, Ability to empathize.
<u>DUTIES</u>	:	Develop, implement and manage Health and Wellness policies in the workplace as per DPSA and the department of Labour, Oversee compliance of OHS regulations, Disease Management and handling of injury on duty cases, Develop and execute EHWP Business Operational plans, Advise the Department concerning employee relations matters, Conduct pre and post counselling, Liaise with relevant organisations/stakeholders and conduct research on global standards on EHWP strategies on issues relating to Employee Health and Wellness, HIV/AIDS and communicable diseases as well as on issues of Occupational Health and Safety.
<u>ENQUIRIES</u>	:	Mr. E Lamola Tel No: 012 406 7485

<u>POST 06/07</u>	:	<u>LEGAL ADMINISTRATION OFFICER</u>
<u>SALARY</u>	:	R242 064 – R332 823 per annum, plus benefits (Salary Notch will be determined in accordance with experience in term of the OSD for Legally Qualified Professionals) (Level MR3 to MR4)
<u>CENTRE</u>	:	Head Office (Pretoria)
<u>REQUIREMENTS</u>	:	An LLB or equivalent four year legal qualification plus 2 years post qualification legal experience PLUS the following key competencies, Knowledge of: South African Legal System, Constitutional and Administrative law, Law of Contract, DoE Policies and Acts, Public Service Acts and Legislation, Legal Drafting and Interpretation. Skills: Computer Skills, Project Management, Research skills, Legal Court Practice Skills, Legal Administration, Negotiation and dispute resolution, Communication (Written and Verbal). Personal Attributes: Information Evaluation, Decision Making, Problem Solving. Recommendation: Written Assessment will be conducted and all applications must include a certified copy of course credits.
<u>DUTIES</u>	:	Draft legal documents, memoranda, reports and submissions and provide verbal and written legal opinions on a variety of matters. Scrutinize legislation and subordinate legislation administered by the Department and provide assistance during the legislative process. Attend to litigation matters on behalf of the Department through the State Attorney. Advice the Minister or Director-General on appeals lodged against administrative decisions taken in terms of legislation administered by the Department. Monitor the implementation of the Promotion of Access to Information Act, 2000 and the Promotion of Administrative Justice Act, 2000 in the Department. Scrutinize draft international agreements and comply with the prescribed procedure for the conclusion of international agreements.
<u>ENQUIRIES</u>	:	Ms S Naidoo Tel No: 012 406-7508

DEPARTMENT OF ENVIRONMENTAL AFFAIRS*The National Department of Environmental Affairs is an equal opportunity, affirmative action employer*

- APPLICATIONS** : Director-General: The Director-General, Department of Environmental Affairs, Private Bag X4390, Cape Town, 8000 or Hand deliver to Department of Environmental Affairs, 14 Loop Street Cape Town or 63 strand Street, Cape Town 8000.
- FOR ATTENTION** : Human Resource Management
- NOTE** : Applications must be submitted on a Z83 form with a copy of a comprehensive CV, certified copies of qualifications and ID document in order to be considered. No faxed, e-mailed or late applications will be considered. The National Department of Environmental Affairs is an equal opportunity; affirmative action employer. It is our intention to promote representivity (race, gender and disability) in the department through the filling of posts and candidates appointment/transfer will promote representivity will receive preference. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Correspondence will be limited to successful candidates only. If you have not been contacted within three 3 months after the closing date of the advertisement, please accept that your application was unsuccessful. Short-listed candidates will be subjected to the following : a technical exercise that intends to test relevant technical elements of the job, screening and security vetting to determine their suitability for employment, including but not limited to: Criminal records; Citizen Status; Credit worthiness; Previous employment (reference checks); and Qualification verification. The person appointed to this position will be subjected to a security clearance. SMS candidates will be subjected to a competency assessment test and the signing of a performance agreement and an employment contract (once appointed). The Department reserves the right not to make an appointment.

MANAGEMENT ECHELON

- POST 06/08** : **DIRECTOR: BIOSECURITY SERVICES: REF NO: EP9001/2019**
- SALARY** : R1 005 063 per annum (all inclusive remuneration package)
- CENTRE** : Cape Town
- REQUIREMENTS** : Bachelor's Degree (NQF level 7) in Natural or Physical Sciences, or Environmental Management or Development Planning. A minimum of Five years' experience at Middle Management level. Knowledge and experience (minimum 10 years) in natural resource management, planning, implementation, research and development. Specific knowledge of and experience in invasive species prevention and management, including risk assessments; legal requirements, permitting, compliance and enforcement, pathway and vector control; eradication techniques, advocacy and data management. Knowledge of Public Service and Departmental procedures and prescripts. Knowledge of the Public Finance Management Act (PFMA). People management, change management and empowerment skills. Strong strategic planning and leadership skills. Good analytical, innovative, problem solving, interpersonal and conflict management skills. Commitment of Departmental values. Human Resources Management experience. Able to work under pressure, long hours and travel extensively.
- DUTIES** : Manage policy, legal and strategic development for the effective provision of biosecurity management in the country. Manage data management, monitoring and evaluation, and research and administrative functions, for the effective provision of biosecurity management in the country. Provide strategic leadership and overall management responsibility for the implementation of the invasive species risk assessment frameworks, the Issuing Authority functions, early detection and rapid response, and eradication interventions. Co-ordinate the development and deployment of biosecurity interventions at ports of entry in order to prevent the entry of (potentially) invasive species into

ENQUIRIES

the country. Provide strategic leadership, co-ordination and support for the implementation of post-border compliance and enforcement functions and other relevant Competent Authority functions.
: Ms P Diphaha Tel No: 021-814 8099

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** : 04 March 2019, 12 noon.
- NOTE** : Applications must be submitted on form Z83 (obtainable from any Public Service Department or download it from www.gpwnline) 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 POSTS

- POST 06/09** : **ARTISAN (PRODUCTION) GRADE A (MECHANISED BINDING) VARIOUS POSITION REF NO: (GPW 19/09)**
- SALARY** : R179 523 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : Grade 10 or equivalent qualification plus a completed apprenticeship and passed trade test in mechanized/craft binding, Basic computer skills, Quality conscious, Good knowledge of mechanized binding equipment / craft binding operations, Willingness to work shifts, Grade 12 will be an added advantage.
- DUTIES** : Responsible to adjust, run and maintain Mechanised binding and or personalisation equipment/machines, Ensure optimum productivity and maintain high quality standards of binding, Reconcile documents daily, Responsible for basic operating and maintenance, Adherence to Occupational Health and Safety regulations and procedures.
- ENQUIRIES** : Mr. M Mudau Tel No: (012) 748 6142
- POST 06/10** : **DRIVER (HEAVY VEHICLE) REF NO: (GPW 19/10)**
- SALARY** : R163 563 per annum (Level 05)
- CENTRE** : Pretoria

- REQUIREMENTS** : Grade 10 or equivalent qualification with at least 1 - 2 years' truck driving experience, Valid code 10 driving licence with PDP, Knowledge of stock management customer service and distribution of goods, Experience in operating a fork lift will be an added advantage, Willingness to work extended hours.
- DUTIES** : Drive heavy vehicles delivery vans and light vehicles, Delivery and or collect printed matter and related items to and from customers, Assist with loading and off of items, Drive GPW officials internal and external clients and official visitors as may be requested, Comply with all traffic regulations e.g speed limits, Comply with control requirements relating to GPW fleet vehicles, Responsible for routine maintenance and garaging of the vehicles and timely
- ENQUIRIES** : Mr V Manganye Tel No: (012) 748 – 6131

**DEPARTMENT OF HIGHER EDUCATION AND TRAINING
(BUFFALO CITY TVET COLLEGE, THEKWINI TVET COLLEGE & INGWE TVET COLLEGE)**

OTHER POSTS

<u>POST 06/11</u>	:	<u>COUNCIL SECRETARY (GOVERNING COUNCIL) REF NO: BCC012019/01</u> College Council permanent appointment
<u>SALARY</u>	:	R356 289 per annum (Level 09) (plus benefits)
<u>CENTRE</u>	:	Admin Centre (Buffalo City TVET College)
<u>REQUIREMENTS</u>	:	A BComm Law or LLB Degree; At least 5 years' experience in administrative and secretarial duties; Knowledge of Microsoft Windows and Microsoft Office. Competencies: Well-developed verbal and written communication skills; Ability to develop comprehensive yet succinct written and presentation documents that communicate Council resolutions; Document Management and record keeping skills; High level of diplomacy and tact, ensuring confidentiality of information at all times; Well-groomed and self-motivated with learning agility; Good organisational and time management skills; Ability to work under pressure and within tight deadlines; Ability to work flexi hours as and when required.
<u>DUTIES</u>	:	Arranging logistics for the Council and Exco for meetings; Providing secretarial functions for the Council and Exco meetings; Ensuring regulatory compliance with relevant related legislation, Policies, guidelines, protocols and systems; Providing advice and guidance on relevant policy gaps; Advising Council on best practices of corporate governance; Maintain accurate records of official documents and safeguard sensitive or confidential information from disclosure; Manage correspondence and serves as a point of contact between the Council and other parties; Compile and monitor the Council budget and expenditure; Process claims of Council members; Execute duties as and when delegated by the Principal.
<u>ENQUIRIES</u>	:	Ms N Miza Tel No: 043 704 9237
<u>APPLICATIONS</u>	:	Buffalo TVET College, HR Division, Private Bag 9016, East London 5200 or deliver it to the HR office, Administration Centre, corner of Lukin Road and King Street, Selborne, East London
<u>NOTE</u>	:	Candidates who are suitably qualified for the above positions should submit a signed letter of application, together with a signed official application form (Z83 for support staff and EDP01 for educators), a comprehensive CV and recently certified copies of the following: ID, all relevant qualifications with transcripts, certificates of service for previous experience and a driver's license, together with contact details, including e-mail addresses, of at least three work-related references to:. No faxed or emailed applications will be accepted. Late and incomplete applications will not be considered. Application forms and the full advert are available on our website, www.bccollege.co.za . The college reserves the right to verify any information received in applications. Selected candidates will be subjected to a vetting process and personnel suitability check in terms of minimum information security standards. Short-listed candidates will be invited for an interview and may be subjected to a competency assessment as part of the selection process. Submission of fraudulent documentation and canvassing of Council members or College staff will immediately disqualify the candidate. If you have not been contacted within 4 weeks please consider your application as unsuccessful. Preference will be given, but not limited to, to candidates from designated groups in terms of the Employment Equity Act and the College's Employment Equity Plan. The college reserves the right not to appoint/fill this position. All permanent employees will be subjected to a year's probation period and fixed term employees to six months.
<u>CLOSING DATE</u>	:	07 March 2019 at 15:00

<u>POST 06/12</u>	:	<u>PA TO COLLEGE PRINCIPAL REF NO: 2019/01</u>
<u>SALARY</u>	:	R242 475 – R285 630 per annum (Level 07)
<u>CENTRE</u>	:	Ingwe TVET College, Central Office
<u>REQUIREMENTS</u>	:	Senior Certificate or equivalent. National N Diploma in Management Assistant or Secretarial Diploma and a valid driver's licence. 3 (three) years' experience as the secretary or Personal assistant. Knowledge: Public Service Act/ Regulations, Departmental Policies, understanding SCM practices in the Public Service, reporting procedures and work environment, Computer based SCM Control systems, understanding of all prescripts, practices and procedures, Application of policies/legislation, Problem solving and analytical thinking, Planning and co – ordination, Computer skills. (MS Word, Ms Excel, Ms PowerPoint, Ms Access, Team building, Communication (verbal, written and networking).
<u>DUTIES</u>	:	To render a secretarial and related support to the College Principal and College Council. Provide secretarial/receptionist support service to the Manager. Provide clerical support service to the College Principal. Managing the Principal's diary both manually and electronically, Booking meetings, attending the meetings/events and taking minutes, Liaising with staff, clients on behalf of the Principal, Assisting in managing the Principal's office budget. Contributing to team effort by accomplishing related results as needed. Preparing reports and presentation by collecting information. Typing documents and preparing papers for meetings. Maintaining the Principal's office supplies inventory by checking stock to determine the inventory level.
<u>ENQUIRIES</u>	:	Ms NA Damoyi Tel No: (039) 940 2142
<u>APPLICATIONS</u>	:	Ingwe TVET College, HRM&D Unit, PO Box 92491, Mount Frere, 5090 or alternatively, applications can be hand-delivered to the Central Office, Badibanise A/A, Mount Frere 5090
<u>NOTE</u>	:	Applications must be submitted on form Z83 obtained from schools, colleges and government departments) and must be completed in full and page 2 duly signed. Clear indication of the post and reference number that is being applied for must be indicated on your Z83 and covering letter. Lecturers must submit their applications on edp01 form obtained from Google. A recent, comprehensive Curriculum Vitae. Certified copies of all original qualifications (Matric Certificate must also be attached) and academic records, your ID Document and valid driver's licence (certification must be within the last 3 months). Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of their Permanent Residence Permits to their application. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualifications Authority (SAQA). A separate application must be submitted for each post that you are applying for. Late (received after closing date and time), incomplete, emailed and faxed applications will not be considered. The employer is an equal opportunity affirmative, action employer. The employment decision shall be informed by the Employment Equity Plan of the Department. It is the Department's intention to promote equity (race, gender and disability) in the Department through the filling of this post(s) with a candidate whose appointment will promote representatively in line with the numerical targets as contained in our Employment Equity Plan. The Employer reserves the right not to make an appointment. Where applicable, candidates will be subjected to a skills test. Correspondence will be limited to short-listed candidates. All short-listed candidates will be subjected to a qualifications and citizen verification; criminal record and financial/asset record checks. Applicants who have not been invited for an interview within 60 days of the closing date should consider their application unsuccessful.
<u>CLOSING DATE</u>	:	08 March 2019 at 16:30
<u>POST 06/13</u>	:	<u>STUDENT LIAISON OFFICER REF NO: SSS 01/02/2019 (X1 POST)</u> Permanent
<u>SALARY</u>	:	R163 563 per annum (Level 05)
<u>CENTRE</u>	:	Thekwini TVET College (Central Office)

<u>REQUIREMENTS</u>	:	Matric certificate 12 or equivalent. Recognised tertiary qualification in Education, Psychology or Social Science (REQV 13). Valid Driver's Licence. Minimum 3 years' working experience with students or youth. Ability to oversee and coordinate SRC activities at both campus and college levels. Computer literate in MS Word, MS Excel and MS PowerPoint. Excellent communication skills (verbal and written). Good presentation and facilitation skills. Good problem – solving skills. Team work. Willingness to work irregular hours; travel and capacity to work under pressure. Good interpersonal skills. Coltech experience will be an added advantage. Fluency in both English and isiZulu is recommended.
<u>DUTIES</u>	:	Manage student governance structure issues with the DHET and college policy framework. Assume responsibility for student guidance and counselling. Coordinate all activities with regard to student induction. Assist, administer and coordinate bursaries. Provide general administrative support and ensure proper operation of the Student Support Services (SSS) unit. Assist with academic support programmes for students. Coordinate extra-mural and sporting activities. Promote health and wellness programmes.
<u>ENQUIRIES</u>	:	Ms Catri Sibiya Tel No: 031 250 8418
<u>APPLICATIONS</u>	:	Deliver or post to Thekwini TVET College, Human Resources Management & Development Department, Central Office, 262 D'Aintree Avenue, Asherville or P//Bag X06, Dormerton, Durban
<u>NOTE</u>	:	Applications must be submitted on the prescribed Z83 (obtainable from any Public Service Department or on the internet at (www.gov.za/document), which must be completed in full, originally signed and dated by the applicant. NB: All parts of the Z83 form must be filled in full, including sections where the form states that "please ignore if you have attached a CV with these details". Applications must be accompanied by a covering letter, a comprehensive Curriculum Vitae and Certified Copies of all qualifications incl. academic records, Identity Document, and Drivers Licence (where applicable). NB: All document certification dates must be within three months of the application date. The specific reference number of the post applied for must be quoted. A separate application must be submitted for each post applying for. For foreign applications; a certified copy of SAQA Evaluation of Qualifications Certificate, Work Permit and Passport must be included. NB: All applications to include ALL required documentation as listed above. Incomplete applications will not be considered. Thekwini TVET College is an equal opportunity employer. The College reserves the right not to make an appointment in these positions. Correspondence will be limited to short-listed candidates only. All successful candidates will be subjected to qualifications and citizenship verification, criminal record and financial record checks, previous employment verification before appointment. Applicants who have not been contacted within eight weeks of the closing date of advertisement should accept that their applications were unsuccessful.
<u>CLOSING DATE</u>	:	01 March 2019 AT 13h30
<u>POST 06/14</u>	:	<u>FINANCE CLERK (NATIONAL SKILLS FUND) REF NO: BCC012019/02</u> (01 March to 31 December 2019) (College Council fixed term appointment)
<u>SALARY</u>	:	R163 563 per annum (Level 05) (plus benefits)
<u>CENTRE</u>	:	School of Occupational Training (King Street Site), Buffalo City TVET College
<u>REQUIREMENTS</u>	:	A Grade 12 or NCV level 4 certificate, plus a relevant 3 year degree or diploma in Financial Management or Accounting; valid code 8 drivers license; relevant experience in finance or financial management in a project environment will be an added advantage.
<u>DUTIES</u>	:	Capturing of data related to the NSF Project; Assist with procurement procedures and Update expenditure incurred; Attend to financial queries internally and externally; Management of assets; Prepare Monthly and Quarterly Financial Report; Preparation of documents for financial meetings (notices of meeting, minute taking, agendas, circulate minutes and compile reports); Provide assistance in the administration and maintenance of Project records and student registration; Provide professional support to internal and

	external customers and students, including taking accurate and detailed messages, word processing duties and attending to routine correspondence; Assist with salary claims and stipends monthly. Competencies: Excellent financial management skills, Communication skills (verbal and written); Problem solving and time management skills; Sound understanding of learnerships; Must be able to work under pressure, meet deadlines and be prepared to work odd hours when required.
<u>ENQUIRIES</u>	: Ms N Miza Tel No: 043 704 9237
<u>APPLICATIONS</u>	: Buffalo TVET College, HR Division, Private Bag 9016, East London 5200 or deliver it to the HR office, Administration Centre, corner of Lukin Road and King Street, Selborne, East London
<u>NOTE</u>	: Candidates who are suitably qualified for the above positions should submit a signed letter of application, together with a signed official application form (Z83 for support staff and EDP01 for educators), a comprehensive CV and recently certified copies of the following: ID, all relevant qualifications with transcripts, certificates of service for previous experience and a driver's license, together with contact details, including e-mail addresses, of at least three work-related references. No faxed or emailed applications will be accepted. Late and incomplete applications will not be considered. Application forms and the full advert are available on our website, www.bccollege.co.za . The college reserves the right to verify any information received in applications. Selected candidates will be subjected to a vetting process and personnel suitability check in terms of minimum information security standards. Short-listed candidates will be invited for an interview and may be subjected to a competency assessment as part of the selection process. Submission of fraudulent documentation and canvassing of Council members or College staff will immediately disqualify the candidate. If you have not been contacted within 4 weeks please consider your application as unsuccessful. Preference will be given, but not limited to, to candidates from designated groups in terms of the Employment Equity Act and the College's Employment Equity Plan. The college reserves the right not to appoint/fill this position. All permanent employees will be subjected to a year's probation period and fixed term employees to six months.
<u>CLOSING DATE</u>	: 07 March 2019 at 15:00
<u>POST 06/15</u>	: <u>GROUNDSMAN: CORPORATE SERVICES REF NO: 2019/02</u> (College appointment, fixed term contract for 1 year)
<u>SALARY</u>	: R96 549 – R113 730 (Level 02)
<u>CENTRE</u>	: Ingwe TVET College, Central Office
<u>REQUIREMENTS</u>	: ABET qualification or STD 6 as minimum requirement. Knowledge of cleaning procedures, maintenance procedures, and safety requirements attached to the duties of the posts. Ability to operate electrical equipment e.g. Lawnmowers. Basic literacy and numeracy skills to read operating instructions and notices.
<u>DUTIES</u>	: Ensure the cleaning of classrooms and surroundings, carry out numerous gardening duties and requiring a minimum amount of supervision, soil cultivation, digging, forking, mulching, watering, raking, weeding, edging, pruning, bed preparation and planting. Empty litter bins and dumping. Ensure all equipment, machinery and buildings are secure, keep tool shed/mess room clean and tidy.
<u>ENQUIRIES</u>	: Miss NA Damoyi Tel No: (039) 940 2142
<u>APPLICATIONS</u>	: Ingwe TVET College, HRM&D Unit, PO Box 92491, Mount Frere, 5090 or alternatively, applications can be hand-delivered to the Central Office, Badibanise A/A, Mount Frere 5090
<u>NOTE</u>	: Applications must be submitted on form Z83 obtained from schools, colleges and government departments) and must be completed in full and page 2 duly signed. Clear indication of the post and reference number that is being applied for must be indicated on your Z83 and covering letter. Lecturers must submit their applications on edp01 form obtained from Google. A recent, comprehensive Curriculum Vitae. Certified copies of all original qualifications (Matric Certificate must also be attached) and academic records, your ID Document and valid driver's licence (certification must be within the last 3

months). Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of their Permanent Residence Permits to their application. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualifications Authority (SAQA). A separate application must be submitted for each post that you are applying for. Late (received after closing date and time), incomplete, emailed and faxed applications will not be considered. The employer is an equal opportunity affirmative, action employer. The employment decision shall be informed by the Employment Equity Plan of the Department. It is the Department's intention to promote equity (race, gender and disability) in the Department through the filling of this post(s) with a candidate whose appointment will promote representatively in line with the numerical targets as contained in our Employment Equity Plan. The Employer reserves the right not to make an appointment. Where applicable, candidates will be subjected to a skills test. Correspondence will be limited to short-listed candidates. All short-listed candidates will be subjected to a qualifications and citizen verification; criminal record and financial/asset record checks. Applicants who have not been invited for an interview within 60 days of the closing date should consider their application unsuccessful.

<u>CLOSING DATE</u>	:	08 March 2019 at 16:30
<u>POST 06/16</u>	:	<u>GROUNDSMAN: CORPORATE SERVICES REF NO: 2019/03</u> (College appointment, fixed term contract for 1 year)
<u>SALARY</u>	:	R96 549 – R113 730 (Level 02)
<u>CENTRE</u>	:	Ingwe TVET College, Maluti Campus
<u>REQUIREMENTS</u>	:	ABET qualification or STD 6 as minimum requirement. Knowledge of cleaning procedures, maintenance procedures, and safety requirements attached to the duties of the posts. Ability to operate electrical equipment e.g. Lawnmowers. Basic literacy and numeracy skills to read operating instructions and notices.
<u>DUTIES</u>	:	Ensure the cleaning of classrooms and surroundings, carry out numerous gardening duties and requiring a minimum amount of supervision, soil cultivation, digging, forking, mulching, watering, raking, weeding, edging, pruning, bed preparation and planting. Empty litter bins and dumping. Ensure all equipment, machinery and buildings are secure, keep tool shed/mess room clean and tidy.
<u>ENQUIRIES</u>	:	Miss NA Damoyi Tel No: (039) 940 2142
<u>APPLICATIONS</u>	:	Ingwe TVET College, HRM&D Unit, PO Box 92491, Mount Frere, 5090 or alternatively, applications can be hand-delivered to the Central Office, Badibanise A/A, Mount Frere 5090
<u>NOTE</u>	:	Applications must be submitted on form Z83 obtained from schools, colleges and government departments) and must be completed in full and page 2 duly signed. Clear indication of the post and reference number that is being applied for must be indicated on your Z83 and covering letter. Lecturers must submit their applications on edp01 form obtained from Google. A recent, comprehensive Curriculum Vitae. Certified copies of all original qualifications (Matric Certificate must also be attached) and academic records, your ID Document and valid driver's licence (certification must be within the last 3 months). Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of their Permanent Residence Permits to their application. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualifications Authority (SAQA). A separate application must be submitted for each post that you are applying for. Late (received after closing date and time), incomplete, emailed and faxed applications will not be considered. The employer is an equal opportunity affirmative, action employer. The employment decision shall be informed by the Employment Equity Plan of the Department. It is the Department's intention to promote equity (race, gender and disability) in the Department through the filling of this post(s) with a candidate whose appointment will promote representatively in line with the numerical targets as contained in our Employment Equity Plan. The Employer reserves the right not to make an appointment. Where applicable, candidates will be subjected to a skills test.

Correspondence will be limited to short-listed candidates. All short-listed candidates will be subjected to a qualifications and citizen verification; criminal record and financial/asset record checks. Applicants who have not been invited for an interview within 60 days of the closing date should consider their application unsuccessful.

CLOSING DATE

: 08 March 2019 at 16:30

INDEPENDENT POLICE INVESTIGATIVE DIRECTORATE

The Independent Police Investigative Directorate (IPID) is an equal opportunity and affirmative action employer. It is our intention to promote representatively in terms of race, gender and disability within the Department through the filling of posts.

CLOSING DATE : 01 March 2019 at 16h30

NOTE : Applications must be submitted on form Z83, obtainable from any Public Service Department accompanied by a fully completed and signed form Z83 and a recently updated, comprehensive CV as well as recently certified copies (Not older than 3 months after publication of the advert) of all qualification(s) including a Senior Certificate and ID-document [Driver's license where applicable]. Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of their Permanent Residence Permits to their applications. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) weeks after the closing date of this advertisement, please accept that your application was unsuccessful. The successful candidate will have to undergo security vetting. His / her character should be beyond reproach. The appointment is subject to security clearance, verification of qualifications and competency assessment (criminal record, citizenship, credit record checks, qualification verification and employment verification). The successful candidates will be appointed on a probation period of 12 months and will be required to sign a performance agreement. The suitable candidate will be selected with the intention of promoting representivity and achieving affirmative action targets as contemplated in the Department's Employment Equity Plan.

OTHER POSTS

POST 06/17 : **DEPUTY DIRECTOR: MONITORING AND EVALUATION REF NO: Q9/2019/05**

SALARY : R697 011 per annum (Level 11)

CENTRE : National Office

REQUIREMENTS : A three (3) years National Diploma or Degree in Public Management/ Business Administration. Minimum of three (3) years working experience within organisational performance monitoring and evaluation environment, which 2 years must be at Assistant Director Level. A valid driver's license is essential. Knowledge and understanding of government planning and M&E process. Sound knowledge of PFMA, Treasury Regulations, Policy Framework for managing performance Information, Framework for Strategy Plans and Annual Performance Plans. Public Service Regulations, National Development Plan and Medium Term Strategic Framework. Knowledge of public audit act.

DUTIES : Plan and Manage performance monitoring and evaluation activities. Develop, review and implement the Organisational Performance Management Policy, Coordinate verification and analyse quarterly and mid-year organisational performance on implementation of Annual Performance Plan (APP), Consolidate and verify annual performance report on the implementation of the Annual Performance Plan. Coordinate reporting on implementation of operational plans and verification thereof. Coordinate submission of consolidated department performance reports to external stakeholders. Facilitate Performance Reporting Workshop. Develop, review and implement department Evaluation Framework and Evaluation Plan. Facilitate evaluation projects as per the Evaluation Plan. Facilitate provincial performance audits visits to assess the state of performance and verify performance information in line with standard operating Procedure and Technical indicator description. Provide technical advice and recommendations to strengthen reliability of

	performance information. Validate information for Management Performance Assessment Tool (MPAT) for strategic Management. Monitoring the implementation of MPAT development Plans. Provide actions plan for performance information findings, monitor and report on their implementation (Internal Audit and the Auditor – General SA Findings) Prepare presentations on organisational performance. Conduct research in order to contribute to continuous improvement of organisational performance management processes. Engage with senior management on regular basis to provide technical support. Manage and supervise staff.
<u>ENQUIRIES</u>	: Ms S Letlape @ 012 399 0068
<u>APPLICATIONS</u>	: Independent Police Investigative Directorate, National Office Private Bag X 941, Pretoria, 002 hand deliver to 114 Madiba Street, City Forum Building, Pretoria, 0001
<u>FOR ATTENTION</u>	: Ms DR Kumalo @ 012 399 0038
<u>POST 06/18</u>	: <u>PERSONAL ASSISTANT TO THE PROVINCIAL HEAD (X2 POSTS)</u>
<u>SALARY</u>	: R196 407 per annum (Level 06)
<u>CENTRE</u>	: Free State (Bloemfontein) Ref No: Q9/2019/08 Western Cape (Bellville) Ref No: Q9/2019/09
<u>REQUIREMENTS</u>	: A Secretarial Diploma or equivalent qualification. Minimum of 3-5 years' experience in rendering support service to Senior Management. Advanced proficiency in Ms Word, Ms Power point, Ms Excel, Outlook and Internet Explorer. Good office management skills (document tracking, storage and retrieval system). Sound minute taking and communication skills, telephone etiquette, and people's skills, as well as general office experience are essential. The ability to act with tact and discretion. Planning and organising skills. The ability to do research and analyse documents and situations. Knowledge of relevant legislation / policies / prescripts and procedures; as well as basic knowledge of financial administration are vital. Applicants must be able to work under pressure, independently and be willing to work overtime when necessary. The successful candidate must be highly reliable, self-motivated, flexible, creative, client focused and quality orientated. Driver's license is essential.
<u>DUTIES</u>	: The successful candidate will be primarily responsible to render personal assistance, including secretary support to the Provincial Head. Render administrative support services. Provide support to the Provincial Head regarding meetings. Supporting the Provincial Head with the administration of the budget of the office, as well as remaining abreast with the prescripts/policies/procedures relevant to the Provincial Head. Receiving and making telephone calls. Managing the Provincial Head's diary, Making travel and accommodation arrangements. Coordination of the Provincial Head's Travel and Subsistence Claims, Typing of letters/ memorandums/ submissions/reports. Ensuring the effective flow of information and documents to and from the office of the Provincial Head as well as ensuring the safekeeping of all documentation in the office of the Provincial Head. Obtain inputs, collates and compile reports. Arranging meetings and take minutes. Assist with documents analysis in preparation for meetings. Keep and maintain registers. Maintaining a task list of request into the Provincial Head's office and requests made by the Provincial Head, ensuring that these requests are brought to the attention of the people who have to action them and keeping a tracking list of the actions. Ensure adherence to brought forward dates, Filing, document retrieval and tracking.
<u>ENQUIRIES</u>	: Mr T Motsoeneng Tel No: 051 406 6800 (Bloemfontein) Mr G Trussell Tel No: 021 941 4800 (Bellville)
<u>APPLICATIONS</u>	: Independent Police Investigative Directorate, Private Bag X20708, Bloemfontein 9301 or hand deliver to 15 Cnr Andrew & Wesburger Streets Ground Floor Standard Bank Building, Bloemfontein Independent Police Investigative Directorate, Private Bag X43, Bellville, 7535 or hand deliver to 1st Floor, Fintrust Building, Corner Petrusa & Mazzur Streets, Bellville, 7530
<u>FOR ATTENTION</u>	: Mr T Komphela Tel No: 051 406 6800 (Bloemfontein)

Ms N Matintela (Bellville)

DEPARTMENT OF LABOUR

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

CLOSING DATE : 04 March 2019 at 16:00

NOTE : Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.gov.za/documents. The fully completed and signed form Z83 should be accompanied by a recently updated, comprehensive CV as well as recently certified copies(Not older than 3 months after publication of the advert) of all qualification(s) including a Senior Certificate and ID-document [Driver's license where applicable]. Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of their Permanent Residence Permits to their applications. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. The Department does not accept applications via fax or email. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within eight (8) weeks after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification). Where applicable, candidates will be subjected to a skills/knowledge test. All shortlisted candidates for SMS posts will be subjected to a technical competency exercise that intends to test relevant technical elements of the job, the logistics of which be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend generic managerial competencies using the mandated DPSA SMS competency assessment tools. Successful candidates will be appointed on a probation period of 12 months. The Department reserves the right not to make any appointment(s) to the above post. Successful candidates will be expected to sign a performance agreement.

OTHER POSTS

POST 06/19 : **ASSISTANT DIRECTOR: COID REF NO: HR4/4/6/37**

SALARY : R444 693 per annum

CENTRE : Labour Centre: Modimolle

REQUIREMENTS : Diploma/ Degree qualification in Public Management / Business Management / HRM / Operational Management/ Nursing Diploma (3years) Degree. Three (3) years experience in claims/ Medical insurance processing environment on senior claim assessor/ supervisor level. Knowledge: Public Service Regulations, DOL and Compensation Fund business strategies and goals Directorate goals and performance requirements Compensation Fund Services, PFMA and Treasury Regulations, Relevant Stakeholders, Customer service(Batho Pele principles), Fund values, Required IT Knowledge, Fund IT Operating system, Public Services Act Technical knowledge. Skills: Required Technical Proficiency, Business Writing, Required IT, Strategic Leadership, Programme and Project Management, Financial Management, Change management, Knowledge Management, Service Delivery Innovation (SDI), Planning and Organising, Problem Solving and Analysis, Decision Making, Accountability, People management and Empowerment (Including developing others), Client Orientation and Customer Focus Communication, Work Ethic and Self Management, Risk Management and Corporate Governance.

DUTIES : Provide oversight and control to claims processing and employer assessment processes as required in terms of segregation of duties. Manage the resolution

		of all COID enquiries. Manage the quality assurance on all COID claims and employer registrations and assessments. Provide technical advice and guidance on finalization of all COID activities. Assist in the management of the sub-directorate.
<u>ENQUIRIES</u>	:	Mr. J Mokobodi Tel No: (015) 290 1665
<u>APPLICATIONS</u>	:	Chief Director: Provincial Operations: Private Bag X 9368 Polokwane, 0700
		Physical address: 42a Schoeman Street, Polokwane 0700
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Management, Limpopo
<u>POST 06/20</u>	:	<u>PRINCIPAL COID: EMPLOYER AUDITOR REF NO: HR4/4/8/367</u>
<u>SALARY</u>	:	R444 693 per annum
<u>CENTRE</u>	:	Provincial Office: Kimberly
<u>REQUIREMENTS</u>	:	Three (3) years tertiary qualification in Financial Accounting / BCOM Accounting / BCOM Law / BCOM Commerce / LLB. Two (2) years functional experience in compliance / Inspection and Enforcement Environment. Two (2) years supervisory experience. Valid drivers licence. Knowledge: Departmental policies and procedures, Basic Conditions of Employment Act, Batho Pele Principles, Compensation of Occupational and Injury Disease Act (COIDA), OHS act and Regulations, Public Service Regulation, Public Financial Management Act (PFMA). Skills: Facilitation, Planning and Organizing, Communication written and verbal, Computer Literacy, Research, Interpersonal, Innovative and creative.
<u>DUTIES</u>	:	Manage the implementation of SOP'S and COIDA employer audit service enforcement strategy. Manage the inspection and audits of the employers in relation to COIDA. Manage and coordinate advocacy campaigns on COIDA. Manage resources of the section.
<u>ENQUIRIES</u>	:	Mr. IS Vass Tel No: (053) 838 1652
<u>APPLICATIONS</u>	:	Chief Director: Provincial Operations: Private Bag X 5012, Kimberly, 8301 or hands deliver at Corner Compound and Pniel Road
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resource Management, Kimberly
<u>POST 06/21</u>	:	<u>ASSISTANT DIRECTOR: PUBLIC EMPLOYMENT SERVICES REF NO: HR4/4/1/170</u>
<u>SALARY</u>	:	R444 693 per annum
<u>CENTRE</u>	:	Provincial Office: East London
<u>REQUIREMENTS</u>	:	Matriculation/ Grade 12/ Senior Certificate plus Three (3) years relevant tertiary qualification in Social Sciences (Psychology,) Public/ Business Administration Management. Two (2) years supervisory experience. Three (3) years functional experience in Public Employment/ Public Administration /Management Services. Knowledge: All Labour Legislations and Regulations, Private Employment Agency regulations and related ILO conventions, Public Service Regulations, Public Service Act, Knowledge of the Departmental Policies, Procedures and Guidelines, Batho Pele principles. Skills: Interpersonal, Telephone etiquette, Interviewing, Computer literacy, Communication, Ability to interpret legislation, Problem solving.
<u>DUTIES</u>	:	Provide operational and technical support to labour centres for the delivery of effective work- seeker registration services. Facilitate the training of ESSA end users (internal and external) on work-seeker registration service. Facilitate the provision of IT infrastructure and implementation of innovations to render effective registration service. Manage and analyse reports for work-seeker registration. Manage operations and personnel resources for work-seeker registration service for subunit.
<u>ENQUIRIES</u>	:	Ms KD Mogotloane Tel No: (043) 701 3074
<u>APPLICATIONS</u>	:	Chief Director Provincial Operations: Eastern Cape Provincial Office: Private Bag X 9005, East London, 5200 or hand delivered at No. 3 Hill Street, East London
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Management: Provincial Office: East London

POST 06/22 : **ASSISTANT DIRECTOR: HUMAN RESOURCE OPERATIONS AND EMPLOYMENT RELATIONS REF NO: HR4/4/4/01/04**

SALARY : R356 289 per annum
CENTRE : Provincial Office: Gauteng
REQUIREMENTS : Three (3) year relevant tertiary qualification in Human Resource Management. Two (2) years supervisory experience. Two (2) years functional experience doing Human Resource and Employment Relations. Valid drivers licence. Knowledge: Public Service transformation and management issues, White paper on transformation of Public Service, Ability to convert policy into action, Human Resources Systems and Procedures, Public Service Act and Resolution, Recruitment and Selection, Departmental policies and procedures, Batho Pele Principles, Minimum Information Security Standards. Skills: Administration and financial management, Project management, Interpersonal, Communication (verbal and written), Computer literacy, Analytical, Problem Solving, Conflict management, People management.

DUTIES : Coordinate and monitor the implementation of human resources management policies in the Province. Monitor and provide advice on the implementation of Employment Relations policies and prescripts. Coordinate and manage the implementation of programmes of Employment Equity. Monitor the administration of service benefits.

ENQUIRIES : Ms. MH Rampou Tel No: (011) 853 0300
APPLICATIONS : Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001, or hands deliver at 77 Korte Street, Braamfontein

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

POST 06/23 : **ASSISTANT DIRECTOR: FLEET MANAGEMENT SERVICES REF NO: HR4/4/6/29**

SALARY : R356 289 per annum
CENTRE : Provincial Office: Limpopo
REQUIREMENTS : Three (3) year relevant tertiary qualification in Transport Management or equivalent in the relevant Field. Two (2) years supervisory experience. Two (2) years functional experience in Fleet and/or Transport Services. Valid driver's license. Knowledge: Public Service Financial Management, Departmental Policy and Procedures Project management, Intermediate Human Resource Development, General Management, Strategic Management, Skills Development Act, Labour Relations Act and Basic Conditions of Employment Act. Skills: Leadership, Facilitation, Computer literacy, Presentation, Innovative, Analytical, Verbal and written communication, People management.

DUTIES : Provide inputs and implement policies pertaining licensing of Provincial vehicles. Monitor licensing discs and tracking systems disc for all vehicles in the Province. Monitor asset register of Departmental vehicles. Coordinate and monitor payment of fines to relevant traffic Departments. Provide support and oversee the procurement and operation of the subsidised motor transport scheme.

ENQUIRIES : Ms. TE Maluleke Tel No: (015) 290 1662
APPLICATIONS : Chief Director: Provincial Operations: Private Bag X 9368 Polokwane, 0700
Physical address: 42a Schoeman Street, Polokwane 0700

FOR ATTENTION : Sub-directorate: Human Resources Management, Limpopo

INTERNSHIP PROGRAMME

The Department of Labour would like to invite qualifying graduates to apply to participate in an Internship Programme. The internship is meant to provide work exposure to 58 graduates for a period of twenty four (24) months. Applicants must be unemployed and never participated in an internship programme previously and must between the ages of 18-35.

OTHER POSTS

POST 06/24 : **WORK SEEKER SUPPORT REF NO: HR4/19/02/01HO (X4 POSTS)**
Branch: Essa System Support

SALARY : R68 742 per annum
CENTRE : Head Office
REQUIREMENTS : National Diploma/Degree Graphic Design/ Data Analytics/ Web Design and Maintenance
ENQUIRIES : Mr. M Ngwezi Tel No: (012) 309 4527
APPLICATIONS : Chief Director: Human Resources Management: Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street.
FOR ATTENTION : Sub-directorate: Human Resources Operations, Head Office

POST 06/25 : **PES MSS REF NO: HR4/19/02/02HO**
Branch: Essa System Support

SALARY : R68 742 per annum
CENTRE : Head Office
REQUIREMENTS : National Diploma/Degree Human Resource Development/ Management of Training/ Human Resource Management
ENQUIRIES : Mr. M Ngwezi Tel No: (012) 309 4527
APPLICATIONS : Chief Director: Human Resources Management: Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street.
FOR ATTENTION : Sub-directorate: Human Resources Operations, Head Office

POST 06/26 : **PES MSS, M&E REF NO: HR4/19/02/03HO (X2 POSTS)**
Branch: PESS MSS, Monitoring &Evaluation

SALARY : R68 742 per annum
CENTRE : Head Office
REQUIREMENTS : B-Degree/Honours Monitoring and Evaluation/Public Administration and Management
ENQUIRIES : Mr. M Ngwezi Tel No: (012) 309 4527
APPLICATIONS : Chief Director: Human Resources Management: Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street.
FOR ATTENTION : Sub-directorate: Human Resources Operations, Head Office

POST 06/27 : **EMPLOYER SERVICES REF NO: HR4/19/02/04HO**
Branch: Employer Services

SALARY : R68 742 per annum
CENTRE : Head Office
REQUIREMENTS : National Diploma/ Degree Admin/ Public Management
ENQUIRIES : Mr. M Ngwezi Tel No: (012) 309 4527
APPLICATIONS : Chief Director: Human Resources Management: Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street.
FOR ATTENTION : Sub-directorate: Human Resources Operations, Head Office

POST 06/28 : **LABOUR MIGRATION SERVICES AND PLACEMENT REF NO: HR4/19/02/05HO (X2 POSTS)**
Branch: Labour Migration Services and Placement

SALARY : R68 742 per annum
CENTRE : Head Office
REQUIREMENTS : National Diploma/ Degree Admin/ Public Management
ENQUIRIES : Mr. M Ngwezi Tel No: (012) 309 4527
APPLICATIONS : Chief Director: Human Resources Management: Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street.
FOR ATTENTION : Sub-directorate: Human Resources Operations, Head Office

POST 06/29 : **PRIVATE EMPLOYMENT AGENCIES REF NO: HR4/19/02/06HO**
Branch: Registration of Private Employment Agencies/Temporary Employment Services

SALARY : R68 742 per annum
CENTRE : Head Office
REQUIREMENTS : National Diploma/ Degree Social Sciences/ Humanities/ Public Administration/ Development Studies

ENQUIRIES : Mr. M Ngwezi Tel No: (012) 309 4527
APPLICATIONS : Chief Director: Human Resources Management: Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street.

FOR ATTENTION : Sub-directorate: Human Resources Operations, Head Office

POST 06/30 : **ES BOARD SECRETARIAT REF NO: HR4/19/02/07HO**
Branch: ES Board Secretariat

SALARY : R68 742 per annum
CENTRE : Head Office
REQUIREMENTS : National Diploma/ Degree Social Sciences/ Humanities/ Public Administration/ Development Studies

ENQUIRIES : Mr. M Ngwezi Tel No: (012) 309 4527
APPLICATIONS : Chief Director: Human Resources Management: Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street.

FOR ATTENTION : Sub-directorate: Human Resources Operations, Head Office

POST 06/31 : **SCM REF NO: HR4/19/02/08HO (X3 POSTS)**
Branch: Supported Employment Enterprise

SALARY : R68 742 per annum
CENTRE : Silverton
REQUIREMENTS : National Diploma/ Degree Cost and Management Accounting/ Purchasing Management/ Public Administration

ENQUIRIES : Mr. M Ngwezi Tel No: (012) 309 4527
APPLICATIONS : Chief Director: Human Resources Management: Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street.

FOR ATTENTION : Sub-directorate: Human Resources Operations, Head Office

POST 06/32 : **FACTORY REF NO: HR4/19/02/09HO**
Branch: Supported Employment Enterprise

SALARY : R68 742 per annum
CENTRE : Silverton
REQUIREMENTS : National Diploma/ Degree Operations Management

ENQUIRIES : Mr. M Ngwezi Tel No: (012) 309 4527
APPLICATIONS : Chief Director: Human Resources Management: Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street.

FOR ATTENTION : Sub-directorate: Human Resources Operations, Head Office

POST 06/33 : **ADMIN REF NO: HR4/19/02/10HO (X4 POSTS)**
Branch: Supported Employment Enterprise

SALARY : R68 742 per annum
CENTRE : Silverton
REQUIREMENTS : National Diploma/ Degree Finance/ Accounting

ENQUIRIES : Mr. M Ngwezi Tel No: (012) 309 4527
APPLICATIONS : Chief Director: Human Resources Management: Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street.

FOR ATTENTION : Sub-directorate: Human Resources Operations, Head Office

POST 06/34 : **BUSINESS DEVELOPMENT REF NO: HR4/19/02/11HO (X4 POSTS)**
Branch: Supported Employment Enterprise

SALARY : R68 742 per annum
CENTRE : Silverton
REQUIREMENTS : National Diploma/ Degree/ Hons Marketing
ENQUIRIES : Mr. M Ngwezi Tel No: (012) 309 4527
APPLICATIONS : Chief Director: Human Resources Management: Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street.
FOR ATTENTION : Sub-directorate: Human Resources Operations, Head Office

POST 06/35 : **HRM REF NO: HR4/19/02/12HO (X4 POSTS)**
Branch: Supported Employment Enterprise

SALARY : R68 742 per annum
CENTRE : Silverton
REQUIREMENTS : National Diploma/ Degree Human Resource Management
ENQUIRIES : Mr. M Ngwezi Tel No: (012) 309 4527
APPLICATIONS : Chief Director: Human Resources Management: Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street.
FOR ATTENTION : Sub-directorate: Human Resources Operations, Head Office

POST 06/36 : **INFORMATION TECHNOLOGY REF NO: HR4/19/02/12HO (X2 POSTS)**
Branch: Supported Employment Enterprise

SALARY : R68 742 per annum
CENTRE : Silverton
REQUIREMENTS : National Diploma/ Degree in ICT
ENQUIRIES : Mr. M Ngwezi Tel No: (012) 309 4527
APPLICATIONS : Chief Director: Human Resources Management: Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street.
FOR ATTENTION : Sub-directorate: Human Resources Operations, Head Office

POST 06/37 : **OFFICE OF THE COO REF NO: HR4/19/02/13HO**
Branch: PME

SALARY : R68 742 per annum
CENTRE : Head Office
REQUIREMENTS : Degree/Honours Monitoring and Evaluation/Public Administration and Management
ENQUIRIES : Mr. M Ngwezi Tel No: (012) 309 4527
APPLICATIONS : Chief Director: Human Resources Management: Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street.
FOR ATTENTION : Sub-directorate: Human Resources Operations, Head Office

POST 06/38 : **OPERATIONS REF NO: HR4/19/02/14HO**
Branch: Operations

SALARY : R68 742 per annum
CENTRE : Head Office
REQUIREMENTS : B-Degree Operations Management/ Public Administration and Management
ENQUIRIES : Mr. M Ngwezi Tel No: (012) 309 4527
APPLICATIONS : Chief Director: Human Resources Management: Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street.
FOR ATTENTION : Sub-directorate: Human Resources Operations, Head Office

POST 06/39 : **EMPLOYEE RELATIONS REF NO: HR4/19/02/15HO**
Division: Employee Relations

SALARY : R68 742 per annum
CENTRE : Head Office
REQUIREMENTS : LLB/National Diploma/Degree Labour Relations

ENQUIRIES : Mr. M Ngwezi Tel No: (012) 309 4527
APPLICATIONS : Chief Director: Human Resources Management: Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street.
FOR ATTENTION : Sub-directorate: Human Resources Operations, Head Office

POST 06/40 : **PERFORMANCE MANAGEMENT REF NO: HR4/19/02/16HO**
Division: Performance Management

SALARY : R68 742 per annum
CENTRE : Head Office
REQUIREMENTS : National Diploma/Degree Human Resource Management/ Human Resource Development/ Management of Training/Public Management.

ENQUIRIES : Mr. M Ngwezi Tel No: (012) 309 4527
APPLICATIONS : Chief Director: Human Resources Management: Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street.
FOR ATTENTION : Sub-directorate: Human Resources Operations, Head Office

POST 06/41 : **EMPLOYEE HEALTH AND WELLNESS REF NO: HR4/19/02/17HO**
Division: EHWP

SALARY : R68 742 per annum
CENTRE : Head Office
REQUIREMENTS : Degree Psychology/Social Work
ENQUIRIES : Mr. M Ngwezi Tel No: (012) 309 4527
APPLICATIONS : Chief Director: Human Resources Management: Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street.
FOR ATTENTION : Sub-directorate: Human Resources Operations, Head Office

POST 06/42 : **HRD REF NO: HR4/19/02/18HO**
Division: HRD

SALARY : R68 742 per annum
CENTRE : Head Office
REQUIREMENTS : National Diploma/Degree Human Resource Development/ Management of Training/ Human Resource Management.

ENQUIRIES : Mr. M Ngwezi Tel No: (012) 309 4527
APPLICATIONS : Chief Director: Human Resources Management: Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street.
FOR ATTENTION : Sub-directorate: Human Resources Operations, Head Office

POST 06/43 : **INTERNAL AUDIT REF NO: HR4/19/02/19HO (X2 POSTS)**
Division: Internal Audit

SALARY : R68 742 per annum
CENTRE : Head Office
REQUIREMENTS : National Diploma/ Degree Internal Auditing/ Accounting/ Information System.
ENQUIRIES : Mr. M Ngwezi Tel No: (012) 309 4527
APPLICATIONS : Chief Director: Human Resources Management: Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street.
FOR ATTENTION : Sub-directorate: Human Resources Operations, Head Office

POST 06/44 : **RISK MANAGEMENT REF NO: HR4/19/02/20HO**
Division: Risk Management

SALARY : R68 742 per annum
CENTRE : Head Office
REQUIREMENTS : National Diploma/Degree Risk Management/ Administration/ Auditing/Commerce/Accounting.

ENQUIRIES : Mr. M Ngwezi Tel No: (012) 309 4527
APPLICATIONS : Chief Director: Human Resources Management: Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street.
FOR ATTENTION : Sub-directorate: Human Resources Operations, Head Office

POST 06/45 : **SECURITY SERVICES REF NO: HR4/19/02/21HO (X4 POSTS)**
Division: Security Services

SALARY : R68 742 per annum
CENTRE : Head Office
REQUIREMENTS : National Diploma/Degree Security Management/ Policing/ Correctional Services/ Forensic Investigation
ENQUIRIES : Mr. M Ngwezi Tel No: (012) 309 4527
APPLICATIONS : Chief Director: Human Resources Management: Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street.
FOR ATTENTION : Sub-directorate: Human Resources Operations, Head Office

POST 06/46 : **LEGAL SERVICES REF NO: HR4/19/02/22HO (X2 POSTS)**
Division: Legal Services

SALARY : R68 742 per annum
CENTRE : Head Office
REQUIREMENTS : LLB Degree
ENQUIRIES : Mr. M Ngwezi Tel No: (012) 309 4527
APPLICATIONS : Chief Director: Human Resources Management: Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street.
FOR ATTENTION : Sub-directorate: Human Resources Operations, Head Office

POST 06/47 : **OHS REF NO: HR4/19/02/23HO (X3 POSTS)**
Division: IES OHS

SALARY : R68 742 per annum
CENTRE : Head Office
REQUIREMENTS : National Diploma/Degree Electrical Engineering / Mechanical Engineering
ENQUIRIES : Mr. M Ngwezi Tel No: (012) 309 4527
APPLICATIONS : Chief Director: Human Resources Management: Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street.
FOR ATTENTION : Sub-directorate: Human Resources Operations, Head Office

POST 06/48 : **STATUTORY AND ADVOCACY SERVICES REF NO: HR4/19/02/24HO (X6 POSTS)**
Division: Statutory and Advocacy Services

SALARY : R68 742 per annum
CENTRE : Head Office
REQUIREMENTS : LLB Degree
ENQUIRIES : Mr. M Ngwezi Tel No: (012) 309 4527
APPLICATIONS : Chief Director: Human Resources Management: Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street.
FOR ATTENTION : Sub-directorate: Human Resources Operations, Head Office

POST 06/49 : **ADMIN: DDG'S OFFICE REF NO: HR4/19/02/25HO**
Division: DDG: IES

SALARY : R68 742 per annum
CENTRE : Head Office
REQUIREMENTS : National Diploma/ Degree Office Management/ Public Administration
ENQUIRIES : Mr. M Ngwezi Tel No: (012) 309 4527
APPLICATIONS : Chief Director: Human Resources Management: Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street.
FOR ATTENTION : Sub-directorate: Human Resources Operations, Head Office

POST 06/50 : **EMPLOYMENT COUNSELLING REF NO: HR4/19/02/26HO (X3 POSTS)**
Branch: Work-Seeker Support

SALARY : R68 742 per annum

<u>CENTRE</u>	:	Head Office
<u>REQUIREMENTS</u>	:	B Psych with registration as Psychometrics. (Independent Practice, or Counsellor or Psychologist)
<u>ENQUIRIES</u>	:	Mr. M Ngwezi Tel No: (012) 309 4527
<u>APPLICATIONS</u>	:	Chief Director: Human Resources Management: Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street.
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Operations, Head Office

DEPARTMENT OF MINERAL RESOURCES

<u>APPLICATIONS</u>	:	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
<u>FOR ATTENTION</u>	:	Ms N Maseko/ Ms T Sibutha
<u>CLOSING DATE</u>	:	01 March 2019
<u>NOTE</u>	:	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

<u>POST 06/51</u>	:	<u>DEPUTY DIRECTOR: INTERNAL CONTROL AND REPORTING REF NO: DMR/19/0010</u>
<u>SALARY</u>	:	R697 011 per annum (Level 11) (All inclusive package)
<u>CENTRE</u>	:	Head Office, Pretoria
<u>REQUIREMENTS</u>	:	A Degree in Accounting or Finance related field coupled with relevant experience of which 3 years must be as an Assistant Director, PLUS the following key competencies: Knowledge: Computer Literacy, BAS, PFMA, Treasury Regulations, DORA and Accounting Standards; Skills: High numerical skills, computer skills; Communication: Good verbal and written communication; Creativity: Creativity and innovative thinker; Other: Batch control process.
<u>DUTIES</u>	:	Oversee the maintenance of records, collection and reporting on Departmental Revenue and debts managements, Review bank reconciliation and management of petty cash, Oversee the administration of rehabilitation trust Account this includes reviewal of financial provision refunds and also preparing Trust Fund Financial Statements, Developing the internal control policies and procedures, Follow up on internal and external audit findings, Prepare the Departmental Financial Statements, Review and submit monthly compliance certificate to National Treasury and also Supervise and develop staff.
<u>ENQUIRIES</u>	:	Mr Gideon Tshivhase Tel No: (012) 4443092
<u>NOTE</u>	:	Woman, Coloureds, Indians as well as people with disabilities are encouraged to apply.
<u>POST 06/52</u>	:	<u>CHIEF MINERAL ECONOMIST (INDUSTRIAL MINERALS) REF NO: DMR/19/0011</u>
<u>SALARY</u>	:	R697 011 per annum (Level 11) (All inclusive package)
<u>CENTRE</u>	:	Head Office, Pretoria

<u>REQUIREMENTS</u>	:	An appropriate 4 year degree or equivalent qualification in Mineral Economics, Mining Engineering, Geology, Chemistry, Chemical Engineering or Metallurgy/ Metallurgical Engineering coupled with relevant extensive experience of which three years as an Assistant Director level and a valid drivers license, PLUS the following competencies: Knowledge: In-depth knowledge of mineral commodities. Advanced knowledge and expertise with respect of South Africa's minerals and mining industry especially in the field of Industrial Minerals commodities as well as acquaintance with diversified mineral and mining terrains worldwide. Advanced knowledge of policies applicable to mining and mineral industries, Skills: Well developed supervisory skills, leadership, policy implementation and negotiation skills, Strong problem solving, time management, interpersonal and organisational skills, Ability to compile, analyse and interpret large amounts of data, Well developed research, report writing and presentation skills, Computer literacy particularly in the application of Microsoft word, excel, power point, outlook and the application of internet, Communication: Proficient in communication at high level, including public speaking, Creativity: Innovative and ability to independently take appropriate corrective action, Other: Meticulous and logical thinker with the ability to work under pressure.
<u>DUTIES</u>	:	Conduct in-depth research and analyses, forecast trends on prices, supply, demand as well as investment patterns. Advise management on mineral economic trends and the optimal utilization of South Africa's mineral resources by compiling comprehensive mineral economic reports, articles, memoranda on Industrial Minerals. Contribute towards policy and commodity strategies development. Supervise and enhance the quality of work of mineral economists. Assist in the promotion of South Africa's mineral industry through participation in conference, seminars, forums, workshops and exhibitions both locally and internationally. Advice management at all levels on the mineral economic issues including the promotion and optimal utilisation of South Africa's minerals. Handle mineral economic related enquiries and respond to ad hoc tasks promptly.
<u>ENQUIRIES</u>	:	Mr Ray Masetlana Tel No: (012) 444 3731
<u>NOTE</u>	:	The incumbent will be required to travel both locally and internationally on a regular basis. Coloureds, Indians as well as people with disabilities are encouraged to apply.
<u>POST 06/53</u>	:	<u>INSPECTOR OF MINES: MINE EQUIPMENT REF NO: DMR/19/0012 (X2 POSTS)</u>
<u>SALARY</u>	:	R697 011 per annum (Level 11) (All inclusive package)
<u>CENTRE</u>	:	KwaZulu-Natal Region, Durban
<u>REQUIREMENTS</u>	:	A Government Certificate of Competency (GCC) in Electrical and/or Mechanical Engineering with appropriate experience, or the person must be a Professional Engineer (Electrical or Mechanical), PLUS the following key competencies: Knowledge: Mine Health and Safety Act, Extensive knowledge of Mine Equipment used on all types of mines, surface and underground. Knowledge of Winders, Boilers, Elevators and Chairlifts. Basic knowledge of Labour relations and human resources, Skills: High level management. Risk assessment techniques. Conflict resolution. Planning and organising. Computer literacy, Communication: Ability to communicate verbally and in writing in such a way that the image and professionalism of the department is enhanced, Creativity: Ability to analyse workload and work-related problems and draft and implement a strategy to ensure an improvement.
<u>DUTIES</u>	:	The appointees' primary responsibility will be the enforcement of the Mine Health and Safety Act, 1996 (Act No 29 of 1996) (in addition, he/she will: (conduct inspections and audits (surface and underground) (Conduct inquiries and investigation into accidents and incidents (Make inputs on regional action plans to develop strategies required to monitor mines in respect of legal compliance (Give support and assistance in the promotion of health and safety in the mining industry (Play a role in the formulation of health and safety legislation, guidelines and various regulatory mechanisms (Participate in tripartite structures and develop strategies towards the promotion of tripartism

		within the mining industry (Manage Information systems (Support and develop a transformation process within the regional office.
<u>ENQUIRIES</u>	:	Ms ME Sebitloane Tel No: (031 335 9626
<u>NOTE</u>	:	Appointment will be subject to a pre-medical examination of fitness and candidates must be in possession of a valid code 08 driver's licence. Woman, Coloureds, Indians as well as people living with disabilities are encouraged to apply.
<u>POST 06/54</u>	:	<u>INSPECTOR OF MINES: OCCUPATIONAL HYGIENE REF NO: DMR/19/0013</u>
<u>SALARY</u>	:	R697 011 per annum (Level 11) (All inclusive package)
<u>CENTRE</u>	:	Mpumalanga Region, Witbank
<u>REQUIREMENTS</u>	:	A Certificate in Mine Environmental Control with a valid Code 8 driver's licence PLUS the following competencies: Knowledge: Mine Health and Safety Act and Regulations & Legal Hazard Identification and Risk Management Public Service Staff Code. Basic knowledge of labour relations and human resources management, Skills: High level management, Risk assessment techniques, Conflict resolutions, negotiations planning and organising, Computer literacy, Communications: Ability to communicate verbally and in writing in such a way that the image and professionalism of the department is enhanced, Creativity: Innovative and creative thinking ability, Other: Ability to work under pressure.
<u>DUTIES</u>	:	The appointee primary responsibility will be to enforce and adherence to the Mine Health and Safety Act, 1996 (Act No 29 of 1996). Statistical analysis and conducting inspections on different mines based on the performance and Health and Safety statistics prioritising high risk mining. Analyse occupational Hygiene reports, write report and give appropriate instructions for remedial actions to be implemented. Investigate mine related, contraventions and complaints as well as analyse mine accidents and trends to determine high risk mines and take appropriate action. Conduct surface, shaft and underground audits and inspections on occupational hygiene matters at mines and give appropriate verbal and or written instructions. Investigate, consult and make recommendations to other department on closure certificate, prospecting rights, mining rights and permits, EMP's and township development. Compile report by giving relevant inputs to Head of branch on matter related to Hygiene in the region inclusive of the status of the Mines.
<u>ENQUIRIES</u>	:	Mr A Zide Tel No: (013 653 0500
<u>NOTE</u>	:	Appointment will be subject to a pre-medical examination of fitness and candidates. Woman, Coloureds, Indians as well as people living with disabilities are encouraged to apply.
<u>POST 06/55</u>	:	<u>ASSISTANT DIRECTOR: SOCIAL LABOUR PLAN REF NO: DMR/19/0014</u>
<u>SALARY</u>	:	R444 693 per annum (Level 10)
<u>CENTRE</u>	:	Mpumalanga Region, Witbank
<u>REQUIREMENTS</u>	:	A Degree in Social Science, Development Studies, Development Economic and Industrial Science coupled with relevant experience and a valid drivers licence PLUS the following competencies: Knowledge of the MPRDA 2002 and the Minerals Act 50 of 1991, Labour Relations Act. Knowledge of previous Minerals Legislation. The mining charter, Social and Labour Plan, skills development Act 1998, South African Mining Industry economic and legislation. Understanding of the IDP & LED processes; Skills: Human Resource Development and labour legislation skills, analytical skills, analytical skills, research skills, report writing and literacy. Computer literacy; Communication: Excellent Verbal and written Communication skills, Good Listening Skills, Ability to negotiate clearly and concisely at different levels, Professional conduct; Creativity: Dynamic individual, creative thinking, easily adaptable to change, ability to solve problems in a creative and constructive manner. Assertive and confident approach, innovative and self-driven; Other: Ability to work under pressure and beyond official working hours, Ability to work individually and within a team.

<u>DUTIES</u>	:	Adjudicate SLP submitted for mining right applications. Monitor the implementation of mining industry Human Resource Development. Monitor the mining industry socio-economic development process. Monitoring the downscaling and retrenchment process. Co-ordinate workshops and meetings between department and clients. Provide administrative support for the sub-directorate. compile letters to clients in the line with the outcome of the assessment.
<u>ENQUIRIES</u>	:	Ms N Khanyile Tel No: (013) 653 0508
<u>NOTE</u>	:	Positive attitude and willingness to perform various other functions in the absence of colleagues. Woman, Coloureds, Indians a well as people living with disabilities are encouraged to apply.
<u>POST 06/56</u>	:	<u>ASSISTANT DIRECTOR: NETWORK OPERATIONS REF NO: DMR/19/0015</u>
<u>SALARY</u>	:	R356 289 per annum (Level 09)
<u>CENTRE</u>	:	Head Office, Pretoria
<u>REQUIREMENTS</u>	:	A three year tertiary qualification in Information Technology or Computer Science with extensive experience in IT field, ICT Infrastructure (Network and telephony) and technical experience PLUS the following competencies: Knowledge of: Technical expertise within Information and Communication Technology infrastructure management key focus areas as follows: Virtual, Physical Server Administration, Cloud services and technologies management, Network, database, switches, routers, PABX administration, installation of application software ensure LAN and workstations configurations in accordance with policies and procedures, VOIP Telephony infrastructure and user support management, Microsoft technology, develop and implement VOIP telephony infrastructure policies and procedures, Coordinate backup testing and restoration, coordinate and remediate security intrusion and penetration actions, coordinate and remediate risk and audit issues, overall supervision of subordinates, Skills: Analytical skills, interpersonal skills, problem solving skills, team work , people and conflict management skill, IT Architecture, system integration, project management, Communication: Good verbal and written communication skills, Ability to communicate at all levels, Creativity: Ability to organize/prioritise/initiate work activities/gather information/perform well under pressure/learn quickly and be innovative, self driven, strong work ethic, reliable, honest and a positive attitude.
<u>DUTIES</u>	:	Manage and administer information and communication technology infrastructure management key focus areas as follows: virtual , physical server administration, cloud services and technologies management, network, database, switches, routers, PABX administration, installation of application software ensure LAN and workstations configurations in accordance with policies and procedures, VOIP Telephony infrastructure and user support management, Microsoft technology, develop and implement VOIP telephony infrastructure policies and procedures, Coordinate backup testing and restoration, coordinate and remediate security intrusion and penetration actions, coordinate and remediate risk and audit issues, alignment to IT Architecture, overall supervisions of subordinates.
<u>ENQUIRIES</u>	:	Mr T Mudau Tel No: (012 444 3294
<u>NOTE</u>	:	Woman, Coloureds, Indians a well as people living with disabilities are encouraged to apply.
<u>POST 06/57</u>	:	<u>STATE ACCOUNTANT: BUDGET REF NO: DMR/19/0016</u>
<u>SALARY</u>	:	R299 709 per annum (Level 08)
<u>CENTRE</u>	:	Head Office, Pretoria
<u>REQUIREMENTS</u>	:	A National Diploma/ Degree: Government Accounting, Cost Accounting, Economics Accounting coupled with relevant experience in financial accounting, planning and budgeting PLUS the following competencies: Knowledge: PFMA, Treasury Regulations, Departmental Policies and procedures, Government budget processes and procedures, Financial and related transversal systems used by government (BAS, Persal, Logis &safety web), Financial administration and Management accounting, Knowledge of

		Batho Pele principle; Skills: Highly numeric, Financial and accounting skills, Communication, Letter and report writing Computer literacy, Problem solving / Innovation, Management and organisational skills, Project management, Computer literacy Communication skills, Problem solving and Innovative, Communication: Excellent interpersonal skills, Report writing, Presentation, Creativity: Analytical and innovative thinker, Punctuality, Sense of duty (responsibility), Adaptability to change, Pay attention to detail, Quick learner, Ability to work under pressure.
<u>DUTIES</u>	:	Assist in the compilation of templates and annexures for populating budget inputs, Compile AENE, ENE and MTEF database based on the requirements by National Treasury, Prepare and submit monthly schedules of projected drawings against the national revenue funds and adjust for approved additional funds during the financial year to National Treasury, Report on approved virement, Assist Auditor-General, Capture / Ensure that Safetyweb System is available when monthly funds are requested. Compile Quarterly/Annual appropriation statement and any inputs required for the departmental annual financial statements, Compile and Submit IYM report and database to the Minister and National Treasury, Create/activate BAS codes in line with the departmental structure and upload on the ELS (Electronic Logging System), Create/amend and reset Users profile on BAS (Basic Accounting System) and Safetyweb.
<u>ENQUIRIES</u>	:	Mr V Mukhathi Tel No: (012 444 3370
<u>NOTE</u>	:	Woman, Coloureds, Indians a well as people with disabilities are encouraged to apply.
<u>POST 06/58</u>	:	<u>STATE ACCOUNTANT PAYMENTS REF NO: DMR/19/0017</u>
<u>SALARY</u>	:	R299 709 per annum (Level 08)
<u>CENTRE</u>	:	Head Office, Pretoria
<u>REQUIREMENTS</u>	:	A National Diploma / Degree in Accounting or finance related field coupled with relevant experience, PLUS the following competencies: Knowledge: BAS, LOGIS and Safety net; Skills: High numerical skills Computer skills; Communication: Good verbal and written communication; Creativity: Creative and innovative thinker; Other: Batch control process.
<u>DUTIES</u>	:	Verify allocations and pre authorize transactions on LOGIS, Safety Net, and Sundry payments on BAS. Approve journals on BAS, O oversee the processes of receiving and expediting of invoices and follow up on outstanding payments. Oversee/identify the irregular and fruitless expenditure during pre authorization process. Coordinate the maintenance of invoices and disbursement registers clearing of the suspense accounts. Attend to auditors (internal and external) including client queries. Supervise and develop staff.
<u>ENQUIRIES</u>	:	Mr N Tshabalala Tel No: (012) 444 3104
<u>NOTE</u>	:	Woman, Coloureds, Indians a well as people with disabilities are encouraged to apply.
<u>POST 06/59</u>	:	<u>OFFICE ADMINISTRATOR (AUDIT SERVICES) REF NO: DMR/19/0018</u>
<u>SALARY</u>	:	R242 475 per annum (Level 07)
<u>CENTRE</u>	:	Head Office, Pretoria
<u>REQUIREMENTS</u>	:	An appropriate National Diploma: Office Management or other relevant qualification coupled with relevant experience; PLUS the following key competencies: Knowledge: Minute Taking and Records Management, Problem Solving Skills: Analytical skills, Communication skills, Organisational skills; Communication: (both written and verbal); Creativity: Ability to support multiple teams, Willingness to learn et, Ability to work under pressure and being organized.
<u>DUTIES</u>	:	Prepare and update weekly, monthly, quarterly and annual productivity reports for the Chief Directorate. Compile client and staff satisfaction survey report for the Chief Directorate. Maintain a list of planned audit Committee Meetings. Arrange venue, catering and stationery for the meetings. Facilitate the compilation and distribution of the Audit Committee packs. Provide Administrative support in the appointment of Audit Committee Members.

ENQUIRIES
NOTE

- Record minutes of Audit Committee Meetings. Follow-up on input for resolutions taken in Audit Committee meetings. Maintain an effective filing system for the Chief Directorate. Scheduling Plan and Staff Training.
- : Mr M Mphuthi Tel No: (012) 444- 3216
- : This is a re-advert, candidates who applied previously are advised to re-apply if they are still interested. Woman, Coloureds, Indians as 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.

- APPLICATIONS** : Please forward your application, quoting the relevant reference number and the name of the publication in which you saw this advertisement, to the Recruitment Administrator: National Treasury, Private Bag X115, Pretoria 0001 or to the e-mail address mentioned below. No late applications will be accepted.
- CLOSING DATE** : 01 March 2019 at 12:00 pm
- NOTE** : Applications should be accompanied by a comprehensive CV, fully completed Z83 (non- negotiable) and certified copies of qualifications and ID. 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.

OTHER POSTS

- POST 06/60** : **SENIOR ECONOMIST: MICROECONOMIC POLICY REF NO: S010/2019**
Division: Economic Policy Division
Purpose: Monitor and evaluate economic developments in the primary, secondary sector and tertiary sectors of the economy and advise on the socio-economic impacts of various policy proposals made by government departments.
- SALARY** : R697 011 per annum (including benefits)
- CENTRE** : Pretoria
- REQUIREMENTS** : A degree in Economics/ Econometrics as recognised by SAQA, A postgraduate degree will be an added advantage, Minimum of 4 years' experience in an economic policy analysis environment, Knowledge of the asset verification and disposal process and administrative support, Knowledge and experience of a sound understanding of applied microeconomics, Knowledge and experience of the different research engines, analysis and report writing skills, with the ability to interpret economic policy outcomes.
- DUTIES** : Provide impact reports on sector developments in the economy and implications for growth and development, Analyse and research factors that drive growth for consultation and improvement, Provide in-depth analysis on the socio-economic impact of various policy proposals for implementation, Draft speaking notes and speeches for the DG and Minister, Develop Databases of various microeconomic and macroeconomic indicators to assist in the estimation of costs and benefits, Portray National Treasury positions on real economy and policy issues developed in conjunction with other units of the National Treasury Policy Advice: Prepare briefing notes and memos to the Director-General and Minister on various real economy and industrial policy issues for consideration, Provide inputs into various National Treasury policy discussions documents for consultation with stakeholders, Represent National Treasury at various fora stakeholder Sector Analysis and Research: Research and assist with factors that impact on growth in the real economy, Perform research on economic developments and benchmark international best practices and trends, Engage stakeholders on policy and related issues impacting the secondary sectors Project Management and support: Plan and coordinate projects and provide the financial feasibility impact, Provide

ENQUIRIES
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safekeeping of records for expenditure commitments and monitor expenditure trends, Keep abreast of changes pertaining projects concerning the real economy and the impact of stakeholders.

: Ms Caroline Modibane Tel No: 012 315 5092
: e-mail to Recruit.EP@treasury.gov.za. Please state reference number and title of position on the subject line of the email

POST 06/61

: **ECONOMIST: MICROECONOMIC POLICY REF NO: S011/2019**

Division: Economic Policy Division

Purpose: Monitor and evaluate economic developments in the economy, pertaining to the primary, secondary and tertiary sectors of the economy and to advise on the socio-economic impacts of various policy proposals made by government departments.

SALARY
CENTRE
REQUIREMENTS

: R444 693 per annum (excluding benefits)

: Pretoria

: A degree in Economics/ Econometrics as recognised by SAQA, A Postgraduate degree will be an added advantage, Minimum of 3 years' experience in an economic policy analysis environment, Knowledge and experience of a sound understanding of applied microeconomics, Knowledge and experience of the different research engines, analysis and report writing skills, with the ability to interpret economic policy outcomes

DUTIES

: Analysis and research: Provide impact reports on sector developments in the economy and their implications for growth and development, Analyse and research factors that drive growth for consultation and improvement, Provide in-depth analysis on the socio-economic impact of various policy proposals for implementation, Draft speaking notes and speeches for the DG and Minister, Develop Databases of various microeconomic and macroeconomic indicators to assist in the estimation of costs and benefits, Portray National Treasury positions on real economy and policy issues developed in conjunction with other units of the National Treasury Policy Advice: Prepare briefing notes and memos to the Director-General and Minister on various real economy and policy issues for consideration, Provide inputs into various National Treasury policy discussions documents for consultation with stakeholders Sector Analysis and Research: Research and assist with factors that impact on growth in the real economy, Perform research on economic developments and benchmark international best practices and trends, Provide support to engagements with stakeholders on policy and related issues impacting the real economy, Keep abreast of changes pertaining projects concerning the real economy and the impact of stakeholders.

ENQUIRIES
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: Ms Caroline Modibane Tel No: 012 315 5092

: e-mail to Recruit.EP@treasury.gov.za. Please state reference number and title of position on the subject line of the email

OFFICE OF THE CHIEF JUSTICE

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



- APPLICATIONS** :
- National Office: Midrand:** Quoting the relevant reference number, direct your application to: The Director: Human Resources, Office of the Chief Justice, Private Bag X10, Marshalltown, 2107. For the attention of HR Directorate. 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 Tel No: (010) 493 2500/2533
- Gauteng Province (JHB and PTA) / 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 X14, Vlaeberg, 8018, Cape Town. 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 Tel No: (051) 406 8100
- CLOSING DATE** :
- NOTE** :
- 01 March 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 06/62** :
- CHIEF REGISTRAR REF NO: 2019/418/OCJ**
- SALARY** :
- (MR6) R448 269 – R1 084 437 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.
<u>CENTRE REQUIREMENTS</u>	:	Gauteng Local Division, Johannesburg
	:	An 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; and Creative thinking.
<u>DUTIES</u>	:	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.
<u>POST 06/63</u>	:	<u>LAW RESEARCHER REF NO: 2019/419/OCJ</u>
<u>SALARY</u>	:	R356 289 – R419 679 per annum (all-inclusive remuneration package). The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	Western Cape High Court
	:	A four (4) year legal qualification. A minimum of 1 years' post-qualification work experience in legal research; Knowledge of electronic information resource and online retrieval. Skills and Competencies: Excellent communication skills (verbal and written); Computer literacy; Research capabilities; Administrative and organizational skills; Problem solving and planning skills; Decision making skills; Time management skills; Customer service orientated; Assertiveness and decisiveness, Attention to detail; Initiative; Ability to remain calm, work under pressure and meet deadlines; Problem solving; Interpersonal relations; Assertiveness and decisive where appropriate.
<u>DUTIES</u>	:	Conduct legal research as directed by Judges; Maintain a repository of research products; Ensure the effective and efficient use of legal materials allocated to the court; Proofreading and citation checking of all draft judgements; Prepare draft speeches and or papers for local and international conferences where so requested; and Alert Judges of new developments in the law.
<u>POST 06/64</u>	:	<u>SENIOR PRACTITIONER: EMPLOYMENT EQUITY REF NO: 2019/420/OCJ</u> Sub Directorate: Employee Health and Wellness
<u>SALARY</u>	:	R299 709 – R353 043 per annum. The successful candidate will be required to sign a performance agreement
<u>CENTRE REQUIREMENTS</u>	:	National Office: Midrand
	:	An appropriate three (3) year qualification (National Diploma or Degree) in Human Resource Management or Development / Social/ Behavioural Science (Industrial Psychology) / Public Administration / Public Management or related. A minimum of 3 - years' experience in Human Resource Management / Transformation/ Diversity Management/ Gender Mainstreaming environment. Computer literacy with knowledge and experience of Microsoft office packages. PERSAL Certificates (Introduction and Establishment Management) would be an added advantage.
<u>DUTIES</u>	:	Facilitate implementation of HR policies, strategies and plans. Implement and monitor the EE Plan. Develop templates, schedules and registers to support implementation processes. Developing and reporting of the plan. Prepare the equity plan and submit it to Department of Labour. Implement mechanism to monitor and evaluate the implementation of the plan. Participate actively in the development and implementation of the employment equity actions. Provide regular reports on Employment Equity to ensure progress against targets and suggest corrective actions where require. Make recommendations on how best to implement Employment Equity. Keep record of all employment equity

activities (Minutes, Plans, etc) .Conduct awareness and training. Consultation with the Employment Equity Forum. Maintain and monitor statistical analysis templates and Employment Equity (EE) status reports, Provide EE profiles in support of employment practices. Develop and update database. Communicate with stakeholders, clients and management. Draft general correspondence such as response letters, emails, status reports, memos, presentations and submissions. Conduct formal presentations during awareness workshops / meetings. Provide logistical support services by arranging meetings, venues and refreshments (includes procurement process).

POST 06/65 : **PRACTITIONER: OCCUPATIONAL HEALTH AND SAFETY REF NO: 2019/421/OCJ**

Sub Directorate: Employee Health and Wellness

SALARY : R242 475 – R285 630 per annum. The successful candidate will be required to sign a performance agreement

CENTRE : National Office: Midrand

REQUIREMENTS : A National Diploma or Degree in Environmental Health/Occupational Hygiene/Safety Management or relevant qualification. Two (2) to three (3) year's relevant functional experience in Occupational Health and Safety; Policy implementation; Compensation for Occupational Injuries and Disease Act; Occupational Health and Safety Act; Public Finance Management Act; Public Service Act and Regulations; Basic Conditions of Employment Act; Knowledge of research procedures and techniques; Knowledge of design principles, techniques and tools; and an Understanding of Government legislation. A Valid driver's license. Skills and Competencies: Computer literacy (Microsoft Office). Candidates should display good communication, liaison, planning and decision making skills.

DUTIES : Conduct safety audits; Compile statistics of all Occupational Health and Safety related matters; Implement all SHERQ related activities and ensure proper integration of the EHWP Framework and supporting SHERQ policies; Facilitate hazard and risk identification; Implementing risk mitigation and monitor implementation of corrective measures to prevent occupational injuries/illnesses; Implementing and promoting ergonomics standards, fire prevention, safety evacuation procedures, standards of operation for medical surveillance and worker's compensation; Champion investigation of incidents and monitor non-compliance pertaining to SHERQ policies; OHS legislation and report to relevant stakeholders. Assist with operational planning and identify objectives to further enhance and improve the SHERQ function within the department; Co-ordinate safety training and awareness programmes; Implement Occupational Health and Safety within the entire department; Interpret and co-ordinate recommendations from external audits reports; Develop quarterly reports on fatalities, serious injuries and all related issues described on the incident reporting matrix; Report all defects of OHS and Facilities to relevant managers and Perform other administrative related duties.

POST 06/66 : **JUDGES' SECRETARY REF NO: 2019/424/OCJ**

SALARY : R242 475 – R285 630 per annum. The successful candidate will be required to sign a performance agreement

CENTRE : Labour and Labour Appeals Court Johannesburg

REQUIREMENTS : Grade 12. 1 to 3 years Secretarial experience or Office Assistant. LLB, or a minimum of 20 modules completed towards an LLB, BA or BCom Law Degree and a valid driver's license will serve as an added advantage. Results must be attached. Skills and Competencies: Proficiency in English and Afrikaans; Computer Literacy (MS Word); Good communication skills (verbal and written); Administrative and organizational skills; Problem solving and planning skills; Decision making skills; Time management skills; Customer service orientated; Assertiveness and decisiveness; Attention to detail and accuracy; Initiative and Ability to remain calm under pressure.

<u>DUTIES</u>	:	Typing(or format) of draft memorandum on decisions, opinions or judgement entries written by assigned Judge, administrator or staff attorney and modifies or corrects same as directed (including dicta typing); Arrange and diarize appointments, meetings, official visits, and make travel and accommodation arrangements, etc.; Safeguarding of all case files and the endorsement of case files with order made by Judge; Provide general secretarial/administrative duties to the Judge; Update files, documents and provide copies of documents to the Registrar; Accompany the Judge to Court and circuit Courts; After a case has been completed and opinion, decision or judgement entry released, returns case file to administration for returns to clerk's office; Management of Judge's vehicle, logbook and the driving thereof; Compile data and prepares reports and documents for assigned Judges as necessary, including expense reports, continuing legal hours, financial disclosure statements, and case management; Cooperates with Judges, Supervisors and co-workers as necessary to ensure the smooth and efficient operation of the Court, Arrange receptions for the Judge, and his/her visitors and attend to their needs, Manage of Judge's library, Any other task for or allocated by the Judge; Comply with Departmental Policies and procedures or guidelines for the generated reports and indirectly oversee the monthly submission of data by court administration personnel and project members.
<u>POST 06/67</u>	:	<u>SENIOR COURT INTERPRETER (X4 POSTS)</u>
<u>SALARY</u>	:	R242 475 – R285 630 per annum. The successful candidate will be required to sign a performance agreement
<u>CENTRE</u>	:	Western Cape High Court Ref No: 2019/425/OCJ Grahamstown High Court Ref No: 2019/426/OCJ Mthatha High Court Ref No: 2019/427/OCJ Gauteng Division Pretoria Ref No: 2019/428/OCJ
<u>REQUIREMENTS</u>	:	A National Diploma: Legal Interpreting at NQF level 5 or equivalent relevant qualification and a minimum of 3 years practical experience in Court Interpreting or Grade 12 / NQF Level 4 qualification and ten (10) years practical experience in Court Interpreting, Proficiency in English and two or more indigenous languages, A valid driver's license and Knowledge of any foreign language or sign language will be an added advantage. Candidates will be required to undergo oral and written languages proficiency testing. Skills and competencies: Excellent communication skills(written and verbal), Computer literacy(MS Office), Good interpersonal relations, Ability to work under pressure and solve problems, Accuracy and attention to detail, Customer services, Planning and organizing skills, Confidentiality, Analytical thinking, Listening skills, Time management and Ability to work under pressure.
<u>DUTIES</u>	:	Render Interpreting services in Criminal court, Civil court, Labour and Quasi proceedings, interpreting during consultation, Translate legal documents and exhibits, Assist with reconstruction of court records, Develop terminology, Control and supervision of interpreters, perform specific line and administrative support functions to the Judiciary, Court Manager and supervisor.
<u>POST 06/68</u>	:	<u>REGISTRAR (X2 POSTS)</u>
<u>SALARY</u>	:	(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.
<u>CENTRE</u>	:	Western Cape High Court Ref No: 2019/422/OCJ Gauteng Division, Pretoria Ref No: 2019/423/OCJ
<u>REQUIREMENTS</u>	:	A four (4) year legal qualification; a minimum of 2 to 3 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.
<u>DUTIES</u>	:	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.
<u>POST 06/69</u>	:	<u>REGISTRAR'S CLERK (CIVIL) REF NO: 2019/429/OCJ (X2 POSTS)</u>
<u>SALARY</u>	:	R163 563 – R192 666 per annum. The successful candidate will be required to sign a performance agreement
<u>CENTRE</u>	:	High Court: Bisho
<u>REQUIREMENTS</u>	:	Grade 12, 0-2 years' experience. Skills and Competencies: Computer Literacy: Excellent communication (Verbal and Written); Good interpersonal and public relations skills.
<u>DUTIES</u>	:	Attending to queries from the members of the public, Attorneys and Advocates; Attend to drawing of court files as requested for the public and legal fraternity; Attend to filing of documents and files in accordance with the filing roster; Open new files; Attend to issuing documents in accordance with the rules; Ensure the documents relating to Chamber book applications, Default judgements, Notice of Set Downs for trials and applications, Rule 37 questionnaires and minutes are attended to; Attend to boxing of files; Ensure that the original order is signed and that a copy is made for each party and for the court file; Search for divorce order when there is no case number available; Allocate trial dates; Attend to documents that is going to a foreign country; Attend to queries and matters in connection with evidence on commission; Capturing information on the High Court System, Compilation of Court laws, Indexing of registers; and other duties may be delegated.
<u>POST 06/70</u>	:	<u>ACCOUNTING CLERK REF NO: 2019/454/OCJ</u>
<u>SALARY</u>	:	R163 563 – R192 666 per annum. The successful candidate will be required to sign a performance agreement
<u>CENTRE</u>	:	Labour Court Port Elizabeth
<u>REQUIREMENTS</u>	:	Grade 12. Working experience in Supply Chain Management; Knowledge of the PFMA, Treasury Regulations, PPPFA, BBBEE Ac etc; Knowledge of BAS, LOGIS, Persal, DFI and JYP systems; and a valid drivers license will be an added advantage. Skills and Competencies: Good communication Skills (verbal and written); Good interpersonal relations; Ability to work under pressure; Attention to detail; Conflict management and ability to work under pressure.
<u>DUTIES</u>	:	Sourcing of quotations as per National Treasury guidelines; Receive and assess quotations to ensure that they comply with the minimum requirements; Assist end users with the compliant specifications; Ensure compliance to achieve Non-Qualified Audit, Capture requisition on the supply chain system, Prepare quotes and compliance request for quotes; Ensure that all relevant forms are completed and attached; Extend the validity periods of quotes in advance of expiry dates; Capturing of awarded contracts on the contract register; Ensure that supplier performance evaluation is conducted; Ensure procedures comply with SCM Policies; Ensure proper filing and safe keeping

of documents; Ensure timeous processing of payments to suppliers; Receiving and issuing of stock items and perform any other duties as delegated by the supervisor.

<u>POST 06/71</u>	:	<u>ADMINISTRATION CLERK: LEGAL (X22 POSTS)</u>
<u>SALARY</u>	:	R163 563 – R192 666 per annum. The successful candidate will be required to sign a performance agreement
<u>CENTRE</u>	:	Regional Courts: RC: Johannesburg Ref No: 2019/430/OCJ RC: Port Elizabeth Ref No: 2019/431/OCJ RC: Cape Town Ref No: 2019/432/OCJ RC: Kimberley Ref No: 2019/433/OCJ RC: Durban Ref No: 2019/434/OCJ RC: Mmabatho Ref No: 2019/435/OCJ RC: Nelspruit Ref No: 2019/436/OCJ RC: Polokwane Ref No: 2019/437/OCJ RC: Bloemfontein Ref No: 2019/438/OCJ District Courts: DC: Johannesburg Ref No: 2019/439/OCJ DC: Pretoria Ref No: 2019/440/OCJ DC: Bloemfontein Ref No: 2019/441/OCJ DC: Mmabatho Ref No: 2019/442/OCJ DC: Port Elizabeth Ref No: 2019/443/OCJ DC: Umthatha Ref No: 2019/444/OCJ DC: Polokwane Ref No: 2019/445/OCJ DC: Kimberley Ref No: 2019/446/OCJ DC: Durban Ref No: 2019/447/OCJ DC: Pietermaritzburg Ref No: 2019/448/OCJ DC: Nelspruit Ref No: 2019/449/OCJ DC: Cape Town Ref No: 2019/450/OCJ DC: Wynberg Ref No: 2019/451/OCJ
<u>REQUIREMENTS</u>	:	Grade 12. The following will serve as an added advantage an LLB and 0-2 years' experience. Skills and Competencies: Research skills; Communication skills (verbal and written); Minute taking skills; Good reporting skills; Creative and analytical thinking skills; and Computer literacy.
<u>DUTIES</u>	:	Conduct legal research for the Regional Court President/ Chief Magistrate; Conduct legal research or research on any other topic requested for by the Regional Court President/ Chief Magistrate; Download the cases in the monthly notifications from Juta; Download for distribution to the Magistrates of all judgments as well as any amendments to relevant legislation. Compilation of statistics: The compilation of court performance statistics monthly/quarterly/annually or as required by Regional Court President/ Chief Magistrate; Provide support with the gathering of statistics from all courts; Verify and validate statistic; Provide support with the production of the court performance reports; Provide support with the presentation and dissemination of the court performance information; Provide support with the training of the court clerks. Case flow management: Forwarding case flow challenges reports to relevant stakeholders as it is reported and the monthly incidents to each relevant stakeholder; Compile Provincial Efficiency Enhancement Committee (PEEC), Regional Efficiency Enhancement Committee (REEC) and District Efficiency Enhancement Committee (DEEC) court performance reports and related matter; Assistance with logistics for case flow management meetings (minute taking, compilation of meeting packs, distribution of agendas and minutes). Assisting regional court registrar: Assist Assistant Registrars in civil issuing offices with issuing, capturing etc; Assist Regional Court Registrar as requested with reports and inspections. Provide administrative functions to the Regional Court President/ Chief Magistrate.
<u>ENQUIRIES</u>	:	Ms L Mothemane Tel No: (010) 493 2500/2533
<u>APPLICATIONS</u>	:	National Office: Midrand: Quoting the relevant reference number, direct your application to: The Director: Human Resources, Office of the Chief Justice, Private Bag X10, Marshalltown, 2107, Applications can also be hand delivered

		to the Office of the Chief Justice, Human Resource Management, 188 14th Road, Noordwyk, Midrand, 1685.
<u>FOR ATTENTION</u>	:	HR Directorate
<u>NOTE</u>	:	Please complete a separate application for each centre and reference number
<u>POST 06/72</u>	:	<u>TYPIST (X2 POSTS)</u>
<u>SALARY</u>	:	R136 800 – R161 148 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Free State High Court Ref No: 2019/452/OCJ Bisho High Court Ref No: 2019/453/OCJ
<u>REQUIREMENTS</u>	:	Grade 12, Minimum typing speed of 35 wpm; Shortlisted candidates will be required to pass a typing test. The following will serve as an added advantage, relevant experience; Knowledge of Public Regulations; Skills and Competencies: Computer literacy (MS Word); Accuracy and attention to detail; Ability to work under pressure.
<u>DUTIES</u>	:	Typing of reports, appeals, Court orders, review reports, minutes, circulars and memorandums; Attend to queries and perform other administration duties as may be allocated from time to time.

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 representivity will therefore receive preference. Persons with disability are especially encouraged to apply. An indication of representivity 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 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** : 08 March 2019, 15:45pm
- 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. Correspondences will be limited to shortlisted candidates. If you have not been contacted within 3 months of the closing dates of this advertisement, please accept that your application was unsuccessful. Please take note that late applications will not be accepted. All shortlisted candidates for SMS post will be subjected to a technical exercise that intends to test the relevant technical elements of the job, logistics of which will be communicated by the Office of the Public Service Commission. Following the interview and technical exercise, the Selection Committee will recommend a candidate to attend a generic managerial competency assessments (in compliance with the DPSA Directive on the competency based assessments). The competency will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools.

MANAGEMENT ECHELON

- POST 06/73** : **CHIEF DIRECTOR: SERVICE DELIVERY AND COMPLIANCE EVALUATIONS REF NO: CD: SDCE/02/2019**
- SALARY** : R1 189 338 per annum (All-inclusive remuneration package). The package includes a basic salary (70% of package), State's contribution to the Government Employees Pension Fund ((13% of basic salary) and a flexible portion of 30% that may be structured in terms of applicable rules. The successful candidate will be required to enter into a performance agreement within three months after assumption of duty.
- CENTRE** : Head Office, Pretoria
- REQUIREMENTS** : Ideal candidate's profile: The successful candidate must have an appropriate recognized Bachelor's Degree or equivalent qualification (NQF level 7) in the field of Public Management, Public Administration and Social Sciences. A relevant post graduate qualification will be an added advantage. 5 years' relevant experience in a senior management post. An experienced evaluator/ policy analyst/ researcher, preferably specialising in the organisation and administration, governance and management of institutions, underpinned by the nine principles in section 195 of the Constitution. Knowledge and experience in the application of the provisions of the relevant legislation and regulations that govern the Public Service. Strong research and research supervision skills. Excellent project management and problem solving abilities. Exceptional understanding of the policy environment within which Public Service delivery takes place. Excellent communication (written and verbal)

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

DUTIES

: Conduct and manage evaluations of the organisation and administration of the public service (Organisation and administration include all the institutional characteristics that determine the performance of the public service, including the regulatory framework, service delivery model, governance framework, policies, structures, systems and processes). Conduct and manage service delivery evaluations and inspections. Conduct and manage evaluations of the compliance of public service departments with the nine principles governing public administration in section 195 of the Constitution. Provide conceptual leadership to the component. Ensure that the performance targets of the component are achieved. Manage resources efficiently and effectively in accordance with Public Service policies and prescripts.

ENQUIRIES

: Ms I Mathenjwa Tel No: 012 352 1109

DEPARTMENT OF PLANNING, MONITORING AND EVALUATION



- APPLICATIONS** : Applications must be sent to: The Department of Planning, Monitoring and Evaluation (DPME), by mail to Private Bag X944, Pretoria, 0001 or hand delivered at 330 Grosvenor Street, Hatfield, Pretoria, website: www.dpme.gov.za
- FOR ATTENTION** : Ms J Mchunu
- CLOSING DATE** : 01 March 2019 @ 12:00 pm
- NOTE** : The relevant reference number must be quoted on all applications. The successful candidate will have to sign an annual performance agreement and will be required to undergo a security clearance. Applications must be submitted on originally signed Z.83 accompanied by original certified copies of qualification(s), Identity Document, valid driver's license (where driving/travelling is an inherent requirement of the job), proof of citizenship if not RSA citizen, and a comprehensive CV specifying all experience indicating the respective dates (MM/YY) as well as indicating three reference persons with the following information: name and contact number(s), email address and an indication of the capacity in which the reference is known to the candidate. Applicants will be required to meet vetting requirements as prescribed by Minimum Information Security Standards. All copies must be certified in the past 12 months. Failure to submit the above information will result in the application not being considered. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Reference checks will be done during the selection process. Note that correspondence will only be conducted with the short-listed candidates. If you have not been contacted within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. Shortlisted candidates must be available for interviews at a date and time determined by DPME. Applicants must note that pre-employment checks will be conducted once they are short-listed and the appointment is also subject to positive outcomes on these checks, which include security clearance, security vetting, qualification verification and criminal records. Shortlisted candidates will be required to complete a written test as part of the selection process. For salary levels 11 to 15, the inclusive remuneration package consists of a basic salary, the state's contribution to the Government Employees Pension Fund and a flexible portion in terms of applicable rules. SMS will be required to undergo a Competency Assessment as prescribed by DPSA. All candidates shortlisted for SMS positions will be required to undergo a technical exercise that intends to test the relevant technical elements of the job. The DPME reserves the right to utilise practical exercises / tests for non-SMS positions during the recruitment process (candidates who are shortlisted will be informed accordingly) to determine the suitability of candidates for the post(s). The DPME also reserves the right to cancel the filling / not to fill a vacancy that was advertised during any stage of the recruitment process.

MANAGEMENT ECHELON

- POST 06/74** : **PROGRAMME MANAGER: NATIONAL PLANNING COORDINATION REF NO: 002/2019**
Directorate: NPC Secretariat
- SALARY** : R1 189 338 - R1 422 012 all-inclusive salary package per annum (Level 14). The remuneration package consists of a basic salary, the State's contribution to the Government Employees Pension Fund and a flexible portion that may be structured according to personal needs within the relevant framework.
- CENTRE** : Pretoria
- REQUIREMENTS** : A relevant Bachelor's Degree/Advanced Diploma (NQF 7) in Research, Policy Coordination, Knowledge Management, Public Administration, M&E or related

with at least 10 years' appropriate experience of which 5 years must be at/in Senior Managerial level and in the area of research and knowledge management. A relevant post-graduate qualification (NQF 8) will be an added advantage. Must have In-depth understanding of the NPC and the NDP; knowledge of Stakeholder Management & Communication Skills; Research Methodologies and Budgetary Planning Frameworks and systems Competencies / Skills: Research, report writing project management and leadership skills. In-depth knowledge of the legislative environment applicable to government and the development, implementation and monitoring of related policies and procedures; excellent financial, HR and strategic management skills. Good interpersonal relations and written & verbal communication skills. A sound knowledge of Microsoft Office and data analysis applications (especially Microsoft Excel) are essential. Personal attributes: The incumbent must be assertive and self-driven, innovative and creative, client orientated and customer focused, solution orientated and able to work under stressful situations and the ability to maintain high levels of confidentiality.

DUTIES

: The successful incumbent will be responsible to manage, coordinate and facilitate specific research and research projects to inform planning, promote policy coordination and the implementation of a knowledge management strategy for the National Planning Commission. This entails developing the NPC research agenda, per sector and research synthesis methodology to support the National Development Plan and Create a systemised approach for guiding on going analysis needed to address gaps and for identifying opportunities for innovation and policy making/ adjustments drawing on data and information. Manage and establish systems and processes for collecting, managing and sharing of data and information with all stakeholders, including policy makers; Manage and facilitate collaborative partnerships for development, and liaise with stakeholder to set NPC research agenda, disseminate policy information and interface with funders and research intelligence institutions and manage, develop and maintain a NPC sharing and storing Knowledge Management Repository. Monitoring/recommending of the unit's statutory responsibilities in terms of PSA, PFMA and DPSA directives. Managing/supervising of effective and efficient Human Resources planning for the unit. Ensuring of effective and efficient business/operational and annual performance planning for the unit and ensuring of effective and efficient management/supervision of procurement, equipment and facilities within the unit in a supportive role.

ENQUIRIES

: Mr N Nomlala Tel No: (012) 312-0452

DEPARTMENT OF PUBLIC SERVICE AND ADMINISTRATION

It is the intention to promote representivity in the Department through the filling of these positions. The candidature of applicants from designated groups especially in respect of 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 Edmond and Hamilton Street, Pretoria, Arcadia 0001. Faxed and emailed applications will not be considered.
- CLOSING DATE** : 05 March 2019
- NOTE** : All short-listed candidates for posts will be subjected to a technical exercise that intend to test relevant technical elements of the job, the logistics of which will be communicated by the department. 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 certified copies of qualification(s), Identity Document (certified in the past 06 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 and indication of the capacity in which the reference is known to the candidate. Reference checks will be done during the selection process. 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 screening, security vetting, qualification verification and criminal records.

OTHER POST

- POST 06/75** : **ASSISTANT DIRECTOR: FINANCIAL CONTROL AND REPORTING REF NO: DPSA/19/003**
Purpose: To ensure quality assurance of transactions for expenditure incurred, ensuring compliance with all relevant legislation and prescripts including the PFMA, Treasury Regulations, Supply Chain Management Framework, Public Service Act and Regulations and compiling accurate Interim and Annual Financial Statements.
- SALARY** : R334 545 per annum (Level 09). Annual progression up to a maximum salary of R404 121 per annum is possible subject to satisfactory performance.
- CENTRE** : Pretoria
- REQUIREMENTS** : An appropriate qualification NQF level 6 in Auditing, Accounting or Financial Environment, at least 3-5 years' experience in financial environment. Sound knowledge of the PFMA, Treasury Regulations and procedures related to expenditure and payments PERSAL and the Basic Accounting System (BAS). Advanced Computer literacy. Excel, MS Word and PowerPoint. Strong organizational and leadership skills. Good communication and managerial skills.
- DUTIES** : To manage and provide financial administration and accounting service. Quality assurance and internal control on payments within 30 days. Quality assurance and internal control on payments to identify, record and process irregular and fruitless and wasteful expenditure. Co-ordinate and populate the three (03) Interim and Annual financial statements for submission to National Treasury and The Auditor-General. Oversee the administration of the Department Landline Telephone Account. Oversee the administration and updating of the consultants/contractors and SITA database. Oversee the administration of the Debt Management Suspense Account.
- ENQUIRIES** : Ms. Desere Wilsenach Tel No: (012) 336 1339

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 March 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 06/76 : **DEPUTY DIRECTOR: IAR ACCOUNTING REF NO: 2019/45 (X2 POSTS)**
(24 Months Contract)
(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 Financial Accounting, Asset Management and Business Administration as recognized by SAQA, relevant experience in Asset Management, financial reporting and project management will be an added advantage. Willingness to travel. Valid unendorsed drivers license, Excellent inter-personal Skills and Presentation Skills. Negotiation, Communication and networking Skills. Ability to work under pressure and dead line driven. Advanced MS Office Skills. Proven Skills in MS Project or similar tool skills is an added advantage. Prioritizing and managing workflow and to be outcome orientated. Use initiative but be flexible, energetic and able to act with authority .Provide support to Programme Managers. Good Verbal and written communication Skills. Understanding the mandate of the Department. People Management Skills, Strategic leadership and Economic orientation.

DUTIES : Perform regular review and assessments of IARM policies and procedures to ensure that they are aligned to the GRAP (16, 17 and 103), GIAMA, PFMA and other statutory requirements, Liaise with technical and other units that inform GRAP compliance, Identify completed projects for capitalisation, Design and manage a plan for physical verification of completed projects, Ensure that the IAR is updated with acquisitions, valuations, disposals and transfers, Apply deemed cost on properties (transfer, additions etc.), Perform monthly reconciliations for itemised billing, leases, AUC, municipal rates & taxes and other customer transactions, Perform reconciliations between Deeds and the IAR bi-annually, Ensure that IAR inputs (AFS note, journals, IAR and supporting schedules) are prepared timeously for the Interim Financial Statements and Annual Financial Statements, Perform reconciliation between properties handed over for physical verification and QA report and update IAR, Develop the risk and control matrix; and monitor compliance thereof, Analyse audit reports and develop audit remediation plans, Implement

		audit plans and respond to audit queries, Provide advisory support to management on asset register and GRAP standards.
<u>ENQUIRIES</u>	:	Mr. S. Sokhela Tel No: (012) 406 1143 / 2043
<u>APPLICATIONS</u>	:	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,
<u>FOR ATTENTION</u>	:	Ms N.P Mudau
<u>POST 06/77</u>	:	<u>ASSISTANT DIRECTOR: CANDIDATE GISC PROFESSIONAL:</u> <u>IMMOVABLE ASSET REGISTER REF NO: 2019/ 46 (X2 POSTS)</u> (12 Months Contract) Re-Advertisement: Those who applied previously are encouraged to re-apply)
<u>SALARY</u>	:	R356 289 per annum
<u>CENTRE</u>	:	Head Office
<u>REQUIREMENTS</u>	:	A three year tertiary qualification in Geography, Land Surveying; Information Technology, Geographic Information Systems (GIS); Property Management; Environmental Science; Geo-informatics; Real Estate; Town and Regional Planning. Experience in Geographic Information Systems, Immovable Asset Management; Property management and State Land Administration. Computer Literacy. A valid driver's license. Registration with the SACG office within GIS and experience at a supervisory level will be added advantage. Knowledge: Immovable Asset Lifecycle Management, PFMA; Treasury Regulations; GRAP; Structure and Business functions of the department; GIAMA Act; South African Spatial Data Infrastructure Act; Electronic management Act; PAIA Act; Geomatics Profession Act; Statistics Act; SA Geographical Names Council Act; Public Service Act and Regulations, Disposal Act; State Land Administration; ArcGIS Tool box; ArcGIS online; in-depth spatial data analysis and techniques. Have good knowledge of related systems such as ArcGIS, QGIS; CSG website, Deeds office website, Lapsis website; Lightstone website, Land Administration website. Skills: Good verbal and written communication skills; Problem solving skills; Financial management skills; Interpersonal skills; On-job training skills in GIS; Asset Management skills; People Management; Project Management; Influencing skills; Time management skills; Negotiation skills; Decision making skills; Motivational skills; Programmatic skills. Personal Attributes: Ability to handle confidential information; Ability to take accountability; Good code of ethics; Ability to work independently and in a group, Ability to supervise people; Ability to work under pressure; Adaptability, Resilience and Proactivity. Willingness to travel and meet deadlines.
<u>DUTIES</u>	:	Research, plan, and document GIS related procedures and solutions within REIRS Branch. Spatial reconciliation of National and Provincial Immovable Asset Registers. Perform spatial representation of Immovable Asset data and information on ad hoc request from internal stakeholders. Provide inputs on GIS work flows for the maintenance of the Immovable asset register. Geo-database maintenance and clean-up of land and buildings information for the immovable asset register. Provide spatial information for internal and external audit queries. Perform and present gap analysis and remedy actions on GIS State Land and State buildings data for completeness of immovable asset register. Perform quality control checks to ensure spatial data integrity on Immovable Asset Register. Prepare GIS Dashboards and web maps for internal Stakeholders. Consolidate reports on projects undertaken in the REIRS Branch as required by the DD and the Director. Engage relevant Stakeholders on State Land Administration. Verify queries related to physical verification. Capture metadata. Perform State Land use verification. Geo-referencing of administrative geographically data. Manage the processes of capturing and digitizing of building footprints to support field verification.
<u>ENQUIRIES</u>	:	Mr Mkhacani Chauke Tel No: (012)406 2043
<u>APPLICATIONS</u>	:	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
<u>FOR ATTENTION</u>	:	Ms N.P Mudau

POST 06/78 : **ADMINISTRATIVE OFFICER: PROPERTY ACQUISITIONS REF NO: 2019/47**

SALARY : R242 475 per annum
CENTRE : Port Elizabeth Regional Office
REQUIREMENTS : A three year tertiary qualification in Property Management/Real Estate/Property Law/ Public Management or equivalent qualification. Relevant experience in acquisitions of property rights in fixed property and property administration will serve as an advantage. Computer literacy. Knowledge and understanding of government procurement processes, contractual policies and procedures. Understanding of the property market and its trends. Understanding of the derivatives forms of acquisition of property (expropriation, common law & prescriptions etc.) negotiation skills. A valid drivers' license is a must have. Willingness to travel extensively. Communication, report-writing and presentation skills. Computer literacy.

DUTIES : Procure leased fixed properties or rights in fixed properties to be utilised by client departments. Keep track of the property market and its trends. Negotiate property purchases. View tendered or identified properties. Negotiate lease terms with Landlords and manage signing of lease agreements. Do site inspections to ensure optimal utilisation of leased buildings. Manage lease renewals to ensure that leases are renewed in time. Attend to both clients and landlords complaints in leased buildings. Perform general administrative.

ENQUIRIES : Ms S Minne Tel No: (041) 408 2067
APPLICATIONS : Port Elizabeth: The Regional Manager, Department of Public Works, Private Bag X 3913, North End, Port Elizabeth, 6056.

FOR ATTENTION : Ms. F Clark

POST 06/79 : **ADMINISTRATION CLERK: FINANCE & SCM REF NO: 2019/48**

SALARY : R163 563 per annum
CENTRE : Port Elizabeth Regional Office
REQUIREMENTS : A Senior Certificate (Grade 12) with relevant experience in office administration. Advanced communication (verbal and Written. Basic numeracy, Interpersonal skills, office administration and organizational skills, planning and Organizing. Computer literacy.

DUTIES : Support the effective management of the work flow of the component. Support the administration of functions of the office. Liaise with relevant stakeholders regarding outstanding information and issues. Co-ordinate meetings and minutes. Manage due dates of correspondence. Manage visits and visitors. Prepare documentation for meetings, presentations and Reports. Manage sorting and filing of documents. Arrange travel and accommodation. Process forms and documents related to claims, payments and invoices relevant to the office.

ENQUIRIES : Mr. S Mkutukana Tel No: (041) 408 2040
APPLICATIONS : Port Elizabeth: The Regional Manager, Department of Public Works, Private Bag X 3913, North End, Port Elizabeth, 6056.

FOR ATTENTION : Ms F Clark

DEPARTMENT OF SMALL BUSINESS DEVELOPMENT

- APPLICATIONS** : Applications can be submitted by post to: The Registry Office, Department Small Business Development, Private Bag X672, Pretoria 0001 or hand delivered at Block G, the dti Campus, corner of Amenities and Robert Sobukwe Streets, Sunnyside, Pretoria.
- CLOSING DATE** : 01 March 2019 at 16h00. Applications received after the closing date will not be considered.
- NOTE** : Applications must be submitted on a signed Z83 form, (unsigned Z83 forms will disqualify an application) which can be obtained from any Government institution, and must be accompanied by a comprehensive CV with copies of qualifications (Matric certificate must also be attached) and ID document and driver's licence (where applicable), including the details of at least two contactable referees (should be people who recently worked with the applicant). Background verification, including qualifications, financial, criminal record and citizenship check will be conducted on recommended candidates. Competency assessment may form part of the selection process. Department of Small Business Development is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference (as per EE Plan). It is the applicants' responsibility to have their foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Correspondence will be limited to shortlisted candidates only. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful. The Department reserves the rights not to fill or withdraw any advertised post.

MANAGEMENT ECHELON

- POST 06/80** : **DIRECTOR: COMMUNICATIONS & MARKETING REF NO: COMM/05/19**
- SALARY** : R1 005 063 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : An undergraduate qualification (NQF level 7) in International Relations / Communication / Communication & Marketing as recognised by SAQA. 5 years of experience at a middle/senior managerial level. Senior Management Leadership Programme. Additional: Security Clearance of Secret, Computer Literacy and Drivers Licence.
- DUTIES** : Provide strategic direction in the design and development of communication platforms and content. Provide oversight in the management of media relations. Provide guidance in the management of marketing events, branding and customer interface services. Engage with departments in all spheres of government, locally and internationally, and media organizations and general public on issues relating to small business development. Influence the provision of social media platforms, publication and photo journalism services for the department. Manage services delivered by the Directorate in line with set norms and standards and implement innovative opportunities to improve service delivery. Manage the financial, human and physical resources of the Directorate.
- ENQUIRIES** : Enquiries for all advertised posts should be directed to the recruitment office on (012) 394-5286/ 43097/41440
- NOTE** : EE Requirements: Preference will be given to White Male / African Female and People with disabilities.

OTHER POSTS

- POST 06/81** : **DEPUTY DIRECTOR: HUMAN RESOURCE ADMINISTRATION REF NO: HRA/05/19**
- SALARY** : R697 011 per annum

<u>CENTRE REQUIREMENTS</u>	:	Pretoria
	:	An appropriate three (3) year qualification National Diploma/B. Degree (NQF level 6 / 7) in Human Resource Management and/or Development or Public Administration. A minimum of 5 years' experience in Human Resource Administration as well as Recruitment and Selection. Computer literacy with knowledge and experience of Microsoft office packages. Knowledge of PERSAL. PERSAL Certificates (PERSAL Controller would be considered an advantage). Driver's license and Confidential Security Clearance would be an added advantage.
<u>DUTIES</u>	:	Develop and review HR administration related policies (includes but not limited to Recruitment and Selection, Resettlement, Leave Management etc). Manage recruitment, selection, appointment and other life cycle events of employees. Manage conditions of service of employees. Ensure compliance with applicable prescripts governing service benefits. Manage and administer policy and procedure in incapacity leave and ill-health retirement (PILIR) in the department. Records and Systems Management (Develop and implement Human Resource Administration record management systems, including PERSAL records; HR PERSAL control). Manage PERSAL (Perform all duties of HR PERSAL controller for the department). Communicate with stakeholders, clients, management & colleagues (Draft correspondence such as response letters, emails, status reports and submissions, Give advice on procedural and technical related matters in respect of Human Resource Administration policies and strategies to ensure compliance with regulations as well as conducting formal presentations). Manage the Human Resources of the Sub-Directorate (Manage performance, training and development of officials / Ensure maintenance of discipline).
<u>ENQUIRIES</u>	:	Enquiries for all advertised posts should be directed to the recruitment office on (012) 394-5286/ 43097/41440
<u>NOTE</u>	:	EE Requirements: Preference will be given to African Male / Coloured Male / White Male / Coloured Female / Asian or Indian Females / White Females and People with disabilities.
<u>POST 06/82</u>	:	<u>ADMINISTRATOR REF NO: ADMIN/06/19 (X4 POSTS)</u> (12 Months Contract)
<u>SALARY</u>	:	R196 407 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	An appropriate three (3) year qualification (National Diploma or B Degree) in Business Administration, Public Administration or relevant qualification. A Minimum of 2 years administrative experience in the public/private sector environment. Computer literacy with knowledge and experience of Microsoft office packages. Driver's license would be an added advantage.
<u>DUTIES</u>	:	Provide administrative support (Organise meetings, workshops and record applicable information / Manage the diary of the Director). Provide logistical support service for the unit (Arrange venue / catering for meetings). Maintain database of information for the unit (File documents for record keeping). Administer unit budget, purchases and payments (Manage petty cash / Order stationery for the unit / Submit monthly budget inputs and expenditure statements as per PFMA requirements for the unit). Information Management (Compile weekly, monthly and quarterly reports for the unit). Communicate with staff, service providers and all relevant stakeholders (Draft general correspondence such as response letters, emails, status reports, formal presentations and submissions / Give advice on procedural and technical related matters in respect of policies and strategies to ensure compliance with the regulations).
<u>ENQUIRIES</u>	:	Enquiries for all advertised posts should be directed to the recruitment office on (012) 394-5286/ 43097/41440
<u>NOTE</u>	:	EE Requirements: Preference will be given to African Male / Coloured Male / White Male / Coloured Females / White Females and People with disabilities.

<u>POST 06/83</u>	:	<u>RECEPTIONIST REF NO: CORP SERVICES / REC 07/19</u> (12 Months Contract)
<u>SALARY</u>	:	R163 563 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Mandatory requirements: Matric Certificate. 1 year Receptionist experience. Computer literacy (Microsoft Office package) and Telephone Etiquette.
<u>DUTIES</u>	:	Provide front-line receptionist services. Receive and attend to all visitors. Attend to and/or refer queries to respective officials. Make appointments upon request from visitors or staff. Receive goods and items on behalf of staff. Address electronic and telephone enquiries by responding to and/or route electronic enquiries to the relevant official. Attend to and/or route calls to the relevant officials. Provide secretarial support. Maintain electronic diaries. Book and make arrangements for meetings. Provide administrative support including typing documents (excel, word, power point, etc). Assemble and organise documents. Make photocopies, scan and file documents. Provide logistical support and order office stationery. Maintain incoming and outgoing registers. Register all documents, goods or items received in the relevant register. Inform relevant parties of documents, goods or items received.
<u>ENQUIRIES</u>	:	Enquiries should be directed to the recruitment office at (012) 394-5286/ 43097
<u>NOTE</u>	:	EE Requirements: Preference will be given to African Male / Coloured Male / White Male / Coloured Females / White Females and People with disabilities.

THE PRESIDENCY

The Presidency is an equal opportunity, affirmative action employer. It is our intention to promote representivity (race, gender and disability). The candidature of persons whose transfer/appointment will promote representivity will receive preference. Candidates with disabilities are encouraged to apply. Candidates will be subjected to a security clearance up to the level of "Top Secret".

<u>APPLICATIONS</u>	:	The Presidency, Private Bag x1000, Pretoria, 0001 or Hand deliver at Government Avenue, Union Buildings.
<u>FOR ATTENTION</u>	:	Ms Kefilwe Maubane
<u>CLOSING DATE</u>	:	01 March 2019
<u>NOTE</u>	:	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 successful 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 a pre-employment screening and a Top Secret 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.

OTHER POST

<u>POST 06/84</u>	:	<u>ASSISTANT DIRECTOR: OCCUPATIONAL HEALTH AND SAFETY</u> Directorate: Internal Security
<u>SALARY</u>	:	R356 289 per annum (Level 09)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A Senior Certificate plus a Bachelor's Degree/National Diploma in Security Management or equivalent qualification on NQF level 6. A minimum of three (3) years supervisory experience in Health and Safety. Competencies: Must be professional, highly motivated, initiative and critical thinker who will be able to gather and analyse information skilfully, Have good interpersonal skills; Have excellent organizational and planning skills; ability to read and analyse official documents; have good presentation, facilitation and training skills; have average understanding of information security and document management; be able to work independently as part of a team and under pressure; have project management knowledge and experience; confidentiality, integrity and trust. Knowledge management: Problem solving and analysis; good computer and capturing skills; knowledge of classification of information. Knowledge of Treasury Regulations, project management, construction regulations, built environment, procurement directives and procedure; have effective oral and written communication skills; have advanced numeracy and budgeting skills. Knowledge of the National Strategic Intelligence Act 1994 (Act 39 of 1994); Protection of information Act 2000 (Act 84 of 2004); the National Vetting Strategy in the Public Service; Minimum Information Security Standards (MISS) and Criminal Procedure Act 1997 (Act 51 of 1997); Occupational Health and Safety Act; 1993 (Act 85 of 1993); have good knowledge of policy analysis and development and good office management skills.
<u>DUTIES</u>	:	The successful candidate will be responsible for implementing health and safety policy; identifying areas needing development of health and safety and developing health and safety related procedures. Ensuring statutory appointments are in place and functioning health and safety committee. Identifying areas without statutory appointees. Sending forms to section managers for the nomination of statutory appointees. Developing Appointment letters and issue to appointees and sub-committee meeting. Managing all statutory appointees; implementing health and safety steering committee's charter; holding quarterly OHS sub-committee meetings and serving in the OHS steering committee. Coordinating training and awareness for all statutory

appointee's awareness campaigns to all employees by using various communications platforms. Investigation and recording of incidents and facilitation of emergency preparedness plan; compiling and implementing incident reporting procedure; communicating reporting procedure to all employees; compiling quarterly incident register; finalising emergency plans for the organisation and have it approved; drafting emergency plans for all other Presidential sites; ensuring emergency equipment is in order; communicating emergency evacuation procedure and planning and executing an evacuation drill with stakeholders. Conducting inspections and risk assessments. Compiling inspection register for Safety Reps, First aiders and Fire Fighters; ensuring that Health and Safety Reps conduct monthly inspection; ensuring that First Aiders and Fire Fighters conduct quarterly inspections; conducting quarterly inspection; communicating identified non-compliances to stakeholders and relevant sections for rectifications; managing inspection register from appointees; conducting a baseline Risk Assessment and developing a risk register.

ENQUIRIES

: Mr I Photo Tel No: (012) 308 1759

**PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT OF COMMUNITY SAFETY**

APPLICATIONS
CLOSING DATE
NOTE

- : Applicants must apply online at: www.gautengonline.gov.za
- : 01 March 2019
- : 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 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. 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. 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. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification).

MANAGEMENT ECHELON

POST 06/85

- : **DIRECTOR: HUMAN RESOURCE MANAGEMENT REF NO: REFS/003646**
Directorate: Human Resource Management

SALARY
CENTRE
REQUIREMENTS

- : R1 005 063 per annum. An all-inclusive remuneration package
- : Johannesburg
- : Matric plus a Bachelor Degree (NQF Level 7) in Human Resource Management/Development. 6-10 years working experience plus 5 years in middle management. A valid driver's license. No criminal record or cases pending against you. Knowledge and skills: Customer Management, Negotiation, Problem solving, Innovation, Strategic thinking, Negotiation, Planning and Organising, Leadership, Diversity Management, Strategic and Policy development, Diversity Management, Network and Building Bonds, People Management, Delegation, Communication, Visioning, Change Management and Business acumen. Relevant Legislations, strategies and Public Services Regulation, Treasury Regulation, Knowledge Management, Understanding of Government Programmes and Projects. Team Worker, Problem Solving. Responsive, Flexible/Change oriented. Interpersonal and relations. Customer focus. Credible.

DUTIES

- : To provide effective human resource administration to the Department. Manage and facilitate the provision of labour relations services. Manage, coordinate and facilitation of Performance Management Development Programmes. Manage, coordinate and facilitate Human Resource Planning, Strategy and Human Resource Utilization, organisational development and operations management. Manage and Facilitate the Provision of Employee Health and Wellness Programme.

ENQUIRIES

- : Ms Makgopa Evelyn Tel No: 011 689 3726

<u>POST 06/86</u>	:	<u>DIRECTOR: CORRIDOR COORDINATION ROAD TRAFFIC REF NO: REFS/003647</u> Directorate: Traffic Management
<u>SALARY</u>	:	R1 005 063 per annum. An all-inclusive remuneration package
<u>CENTRE</u>	:	Northern Corridor (Pretoria)
<u>REQUIREMENTS</u>	:	Matric plus a Bachelor Degree (NQF Level 7) in Traffic Management. 6-10 years working experience in traffic and transport law enforcement and administration environment and 05 years in middle managerial level. Proven track record of project management. A valid Driver's license. No criminal record or cases pending against you. Knowledge and Skills: Change management, Strategy, Leadership, Human Resources Management, Vision, Computer, Training, HR matters, Finance, Technical Standards/procedures, Needs and priorities of stakeholders, Planning and Organising, knowledge of applicable regulating Act/Measures, Knowledge of prosecuting procedures, managerial functions. Analytical thinking, Research, Policy formulation, Financial Management, Management to ensure that performance standards remains adequate and that responsibilities are adhered to within budget limits, customer management, results quality management, business thinking, Innovation/continuous improvement, strategic thinking, decision making, initiative, problem solving, presentation, negotiation and communication.
<u>DUTIES</u>	:	Manage and coordinate traffic law enforcement programmes and projects, manage and coordinate public transport related programmes and projects, manage and ensure the rendering of road safety educational programmes and projects, manage and coordinate special services programmes and projects, manage coordinate administration support services and regulatory personnel, manage strategic and operational risk, manage the finances, procurement, asset and calibration of equipment's.
<u>ENQUIRIES</u>	:	Ms Nkhensani Manganyi Tel No: 011 689 3701/3726
<u>POST 06/87</u>	:	<u>DIRECTOR: CORRIDOR COORDINATION ROAD TRAFFIC REF NO: REFS/003648</u> Directorate: Traffic Management
<u>SALARY</u>	:	R1 005 063 per annum. An all-inclusive remuneration package
<u>CENTRE</u>	:	Eastern Corridor (East of Johannesburg)
<u>REQUIREMENTS</u>	:	Requirements: 6-10 years working experience in traffic and transport law enforcement and administration environment and 05 years in middle managerial level. Proven track record of project management. A valid Driver's license. No criminal record or cases pending against you. Knowledge and Skills: Change management, Strategy, Leadership, Human Resources Management, Vision, Computer, Training, HR matters, Finance, Technical Standards/procedures, Needs and priorities of stakeholders, Planning and Organising, knowledge of applicable regulating Act/Measures, Knowledge of prosecuting procedures, managerial functions. Analytical thinking, Research, Policy formulation, Financial Management, Management to ensure that performance standards remains adequate and that responsibilities are adhered to within budget limits, customer management, results quality management, business thinking, Innovation/continuous improvement, strategic thinking, decision making, initiative, problem solving, presentation, negotiation and communication.
<u>DUTIES</u>	:	Manage and coordinate traffic law enforcement programmes and projects, manage and coordinate public transport related programmes and projects, manage and ensure the rendering of road safety educational programmes and projects, manage and coordinate special services programmes and projects, manage coordinate administration support services and regulatory personnel, manage strategic and operational risk, manage the finances, procurement, asset and calibration of equipment's.
<u>ENQUIRIES</u>	:	Ms Nkhensani Manganyi Tel No: 011 689 3701/3726

DEPARTMENT OF E-GOVERNMENT

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.

- 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.
- CLOSING DATE** : 01 March 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 Z83. 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 determined by the Gauteng Department of e-Government. Successful candidates may 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. The Gauteng Department of e-Government reserves the right to fill or not fill the above-mentioned posts.

OTHER POSTS

- POST 06/88** : **TEAM LEADER- DOCUMENT MANAGEMENT CENTRE REF NO: REFS/003633**
Directorate: DMC

- SALARY** : R299 709 per annum (plus benefits)
- CENTRE** : Johannesburg
- REQUIREMENTS** : Matric plus NQF level 6 in Business Management or related with 2-3 years' experience in Document Management or Matric plus 5-6 years' experience in Document Management. Advanced Computer skills. Supervisory orientation or Management training is essential.

- DUTIES** : Manage implementation and provide guidance to the document management practitioners on ISO 9000 standards for electronic and physical content with emphasis on workflow and audit trails. Outline the job expectations, descriptions, duties and essential attributes required for document management practitioners. Conclude performance contracts, reviews and develop personal development plans for the document lifecycle management practitioners. To implement document management practices and to ensure that relevant aspects in terms of ISO 9000 standards. To ensure that information can be identified, traced and supplied when requested through the central query management solution. Manage staff performance viz attendance registers, daily reports, quality assurance, coaching, mentoring, training, induction and guidance of document management practitioners.

- ENQUIRIES** : Mr. Oscar Baloyi Tel No: (011) 689 4648

- POST 06/89** : **TEAM LEADER: RECORDS MANAGEMENT REF NO: REFS/003635**
Directorate: Document & Records Management

- SALARY** : R299 709 per annum (plus benefits)
- CENTRE** : Johannesburg
- REQUIREMENTS** : Matric plus NQF level 6 in Archival Science or related with 2-3 years' experience in Records Management, or Matric plus 5-6 years' experience in Records Management. Advanced Computer skills. Supervisory orientation or Management training.

- DUTIES** : Conducting information audits/records survey in Business Units within e-Government (to determine records that need to be transferred to archives)

storerooms, to appraise records for disposal, update loan register and transfer register. Handling transfer of records. Sorting and batching. Retrieval of records. Dispatching and recovery of records. Administer request for records through the Records Management facility for electronic records. Management of Records Management practitioners. Manage performance development of record management practitioners. Control and monitor records in the warehouse. Consolidate data in terms of the record kept in the warehouse
ENQUIRIES : Mr. Oscar Baloyi Tel No: (011) 689 4648

DEPARTMENT OF HEALTH

OTHER POSTS

POST 06/90 : **HEAD CLINICAL DEPARTMENT (DENTAL) PROSTHODONTICS REF NO: HCU/PROS/6/2/19**

Directorate: Prosthodontics

SALARY : R2 054 577 – R2 180 646 per annum (inclusive package), excl commuted overtime

CENTRE : Wits Oral Health Centre and School of Oral Health Sciences
REQUIREMENTS : Appropriate qualification that allows registration with the HPCSA as Dental Specialist in Prosthodontics. Registration with HPCSA as a Dental Specialist in Prosthodontics, Independent Practice. A minimum of 3 years appropriate Clinical experience as Specialist in Prosthodontics after registration with Health Professional Council of South Africa. Supervision to completion of prosthodontics registrars and MSc in Dentistry. Minimum of 3 years' experience in management and supervision of junior staff members. Experience in teaching of under and postgraduate and proven research record. Good standing in the profession.

DUTIES : The incumbent will be responsible inter alia, for the general management and administration of the Prosthodontics Department. The monitoring of service rendered to hospital patients in this discipline, undergraduate and postgraduate teaching & training, development and supervision of research projects, academic outreach. Management of the department including Finances.

ENQUIRIES : Prof MS Nmutandani Tel No: 011 488 4893/4864
APPLICATIONS : Applications must be send to Human Resource Department Wits Oral Health Centre, Private Bag X 15 Braamfontein or hand delivered to Wits Oral Health Centre, c/o Charlotte Maxeke, JHB Academic Hospital, and Johannesburg. Area 385 Block 3 (orange Block) HR Office Room 9 or 10 Parktown.

NOTE : Applicants to attach certified copies of all the necessary documents to the application including a valid identity document, CV with referees, relevant certificates, current proof of HPCSA. Applications without proof of the necessary documents will be disqualified. The incumbent should be a catalyst for Transformation. The academic level of the University appointment will be determined on an individual basis applicable to the University of the Witwatersrand criteria.

CLOSING DATE : 01 March 2019

POST 06/91 : **DENTAL SPECIALIST GRADE 1/2/3 (PROSTHODONTICS) REF NO: DENTSPEC/PROS/7/2/19**

Directorate: Prosthodontics

SALARY : R1 051 368 – R1 395 105 per annum (inclusive package), excl commuted overtime

CENTRE : Wits Oral Health Centre
REQUIREMENTS : Appropriate qualification that allows registration with the HPCSA as Dental Specialist in Prosthodontics. Registration with HPCSA as a Dental Specialist within the relevant discipline Prosthodontics. Clinical experience as Specialist in Prosthodontics after registration with Health Professional Council of South Africa.

<u>DUTIES</u>	:	Implementation, monitoring and evaluation of academic dental services on the Oral Health Teaching Platform. Supervisory and administrative role with regards to teaching and training of both undergraduate and postgraduate students. Responsible for quality assurance on teaching/training and clinical governance. Carry out own and supervise research. Participate in any other activity as directed by the Head of Department.
<u>ENQUIRIES</u>	:	Prof JL Shackleton Tel No: 011 488 4925
<u>APPLICATIONS</u>	:	Applications must be send to Human Resource Department Wits Oral Health Centre, Private Bag X 15 Braamfontein or hand delivered to Wits Oral Health Centre, c/o Charlotte Maxeke, JHB Academic Hospital, and Johannesburg. Area 385 Block 3 (orange Block) HR Office Room 9 or 10 Parktown.
<u>NOTE</u>	:	Applicants to attach certified copies of all the necessary documents to the application including a valid identity document, CV with referees, relevant certificates, current proof of HPCSA. Applications without proof of the necessary documents will be disqualified.
<u>CLOSING DATE</u>	:	01 March 2019
<u>POST 06/92</u>	:	<u>REGISTRARS: DENTAL REF NO: REG/8/2/19 (X11 POSTS)</u> <u>(PROSTHODONTICS X1 POST, ORAL MEDICINE AND</u> <u>PERIODONTOLOGY X4 POSTS, ORTHODONTICS X1 POST,</u> <u>MAXILLOFACIAL ORAL AND SURGERY X4 POSTS, ORAL PATHOLOGY</u> <u>X1 POST)</u> Directorate: Prosthodontics, Oral Medicine and Periodontology, Orthodontics, Maxillofacial Oral and Surgery, Oral Pathology
<u>SALARY</u>	:	R780 612 – R816 264 per annum (inclusive package), exc. commuted overtime.
<u>CENTRE</u>	:	Wits Oral Health Centre and School of Oral Health Sciences
<u>REQUIREMENTS</u>	:	Registration with HPCSA as Dentist in category Independent Practice. Two years' experience as a Dentist excluding Community Service. Working in public service in the rural areas is a strong recommendation. Applicant must show specific interest in Prosthodontics/Oral Medicine and Periodontology/ Maxillofacial Oral and Surgery.
<u>DUTIES</u>	:	Incumbents will follow a course of study which on successful completion will entitle the graduate to register with HPCSA as a specialist in Prosthodontics/Oral Medicine and Periodontology/ Maxillofacial Oral and Surgery. This requires treatment of variety of patients in oral and craniofacial rehabilitation, carry out and present a research report, assist with training of undergraduate students and involvement in the administrative duties of the department.
<u>ENQUIRIES</u>	:	Prosthodontics - Prof JL Shackleton Tel No: 011 488 4925/4883 Oral Medicine and Periodontology- Prof SL Shangase Tel No: 011 488 4887/4889 Maxillofacial Oral and surgery - Prof RE Rikhotso Tel No: 011 717 2130/2230 Orthodontics - Prof TC Dandajena Tel No: 011 488 4871/4879 Oral Pathology - Dr S Ngwenya Tel No: 011 717 2139/2197
<u>APPLICATIONS</u>	:	Applications must be send to Human Resource Department Wits Oral Health Centre, Private Bag X 15 Braamfontein or hand delivered to Wits Oral Health Centre, c/o Charlotte Maxeke, JHB Academic Hospital, and Johannesburg. Area 385 Block 3 (orange Block) HR Office Room 9 or 10 Parktown.
<u>NOTE</u>	:	Applicants to attach certified copies of all the necessary documents to the application including a valid identity document, CV with referees, relevant certificates, current proof of HPCSA. Applications without proof of the necessary documents will be disqualified. Applicants must indicate the Department for which they are applying for.
<u>CLOSING DATE</u>	:	01 March 2019
<u>POST 06/93</u>	:	<u>MEDICAL OFFICER GRADE 1-3 REF NO: SIZ003</u> Directorate: Clinical
<u>SALARY</u>	:	Grade 1: R780 612 per annum (All-inclusive package) Grade 2: R892 551 per annum (All-inclusive package)

<u>CENTRE REQUIREMENTS</u>	:	Grade 3: R1 035 831 per annum (All-inclusive package) Sizwe Tropical Disease Hospital
	:	Appropriate qualification that allows registration with HPCSA as a Medical Practitioner. Registration with HPCSA as a Medical Practitioner and proof of current registration. Relevant experience in a drug resistant TB clinical management environment will be an added advantage.
<u>DUTIES</u>	:	Clinical Care: Facilitate a holistic approach to patient care within the multidisciplinary team. Specialized clinical care of patients with drug resistant TB and HIV/AIDS including adults and pediatric patients. Care of co-morbidities in patients with drug resistant TB. Keep abreast with developments in the whole spectrum of medical care with special emphasis on drug resistant TB and HIV/AIDS. Administrative Duties: Keep statistics of patients seen as directed by the line Manager. Facilitate optimal running of clinical services. Assistance with data collection and entry. Reporting of adverse events related to therapeutic management. Assist in updating protocols and SOPs as required by the Clinical departments and ensuring that they are being followed. Participation in research and training activities of the hospital, Provincial and National departments, relevant to the work environment. Attendance of academic meetings and statutory meetings of the hospital like PTC meetings, Clinical Governance committee meetings, Mortality and Morbidity meetings, Multi-disciplinary committee meetings and CPD meetings. Networking: Liaise with local community Clinics and hospitals to assist them with telephonic consults and when needed facilitate transfer of the patient. Arrange referral for patients requiring services not offered by Sizwe Tropical Disease Hospital. Legislation and Policies and Procedures: Familiarize self with rules and regulations with the Health Act and other relevant legislations. Comprehensive understanding of the rights of patients in terms of clinical care. It is mandatory to participate in the commuted overtime duties as required by the clinical service requirements.
<u>ENQUIRIES APPLICATIONS</u>	:	Dr. X.S Padanilam (Clinical Manager) Tel No: 011 531 4410
	:	Applications must be submitted at Sizwe Tropical Disease Hospital, Private Bag X2, Sandringham, 2131 or hand delivered to No. 2. Corner Club & Modderfontein Road, Sandringham Edenvale.
<u>NOTE</u>	:	Medical surveillance will be conducted on the recommended applicants, at no cost. People with disabilities are welcome to apply. Applications must be filled on a form accompanied by a comprehensive CV highlighting or stating the requirements mentioned above; and certified copies of ID, proof of current HPCSA registration and qualifications (not older than 3 months certified). Applicants must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. Qualifications of candidates recommended for appointment will be verified. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting processes. Applications received after closing date will not be accepted. The Department reserves the right not to make an appointment. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department. No phone interviews will be entertained.
<u>CLOSING DATE</u>	:	01 March 2019
<u>POST 06/94</u>	:	<u>DENTIST GRADE 1/2/3 (GENERAL DENTAL PRACTICE) REF NO: DENT/GDP/9/2/19</u> Directorate: General Dental Practice
<u>SALARY</u>	:	R757 707 – R1 035 831 per annum (inclusive package), excl. commuted overtime
<u>CENTRE REQUIREMENTS</u>	:	Wits Oral Health Centre
	:	Registration with HPCSA as Dentist in category independent practice. Minimum of five years' appropriate experience as a Dentist preferably in a Public Sector environment. MSc Dent Degree/equivalent or postgraduate qualification in Health is an added advantage.

<u>DUTIES</u>	:	Dentist will be responsible for clinical services, teaching, research and trainings, participation in all departmental activities and related administration.
<u>ENQUIRIES</u>	:	Dr DF Kotsane Tel No: 011 488 4875
<u>APPLICATIONS</u>	:	Applications must be send to Human Resource Department Wits Oral Health Centre, Private Bag X 15 Braamfontein or hand delivered to Wits Oral Health Centre, c/o Charlotte Maxeke, JHB Academic Hospital, and Johannesburg. Area 385 Block 3 (orange Block) HR Office Room 9 or 10 Parktown.
<u>NOTE</u>	:	Applicants to attach certified copies of all the necessary documents to the application including a valid identity document, CV with referees, relevant certificates, current proof of HPCSA. Applications without proof of the necessary documents will be disqualified.
<u>CLOSING DATE</u>	:	01 March 2019
<u>POST 06/95</u>	:	<u>HEAD OF DEPARTMENT – GENERAL NURSING SCIENCE DEPARTMENT</u> <u>REF NO: 3/4/1/1/1</u> Directorate: Nursing College
<u>SALARY</u>	:	PND 3- R548 436 - R635 778 per annum (plus benefits)
<u>CENTRE</u>	:	Ann Latsky Nursing College
<u>REQUIREMENTS</u>	:	Basic qualifications accredited with SANC in terms of Government Notice 425 (i.e. Diploma/Degree in Nursing) that allows registration with the SANC as a professional nurse. A bachelor's degree in nursing/ Nursing Education and Management. A Master's degree will be an added advantage. A minimum of nine (9) years appropriate recognizable nursing experience after registration as Professional Nurse with SANC. At least five (5) years, of the period referred to above must be appropriate / recognizable experience in Nursing Education after obtaining the Post Basic Nursing Education qualification. Experience in clinical assessment practice. Knowledge of procedures and processes related to Basic and Post Basic Nursing programmes. Knowledge of relevant Acts and Legislation, Code of Ethics and Professional Practice of South African Nursing Council. Knowledge in Human Resources and Finance matters. Sound communication, and Leadership skills and valid driver's license.
<u>DUTIES</u>	:	Coordinate the provision of education and training of student nurses: Manage clinical learning exposure to learners between college and clinical areas. Develop an ensure implementation of quality assurance programmes, collaborate with other stake holders and build a sound relationship within the department, supervise staff, oversee the supervision of students. Supervise marking and moderating theoretical and practical examinations.
<u>ENQUIRIES</u>	:	Ms M du Plessis Tel No: (011) 644 8911/8934 or Mr. J.D. Cloete Tel No: 011644 8912
<u>APPLICATIONS</u>	:	Applications must be submitted to: Physical address No 37 Plunkett Avenue, Hurst Hill, Johannesburg, Postal address P/Bag 40, Auckland Park, 2006
<u>CLOSING DATE</u>	:	01 March 2019
<u>POST 06/96</u>	:	<u>HEAD OF DEPARTMENT – COMMUNITY NURSING SCIENCE (CNS) AND PRIMARY HEALTH CARE (PHC) DEPARTMENT</u> <u>REF NO: 3/4/1/3 (X1 POST)</u> Directorate: Nursing College
<u>SALARY</u>	:	PND 3- R548 436 - R635 778 per annum (plus benefits)
<u>CENTRE</u>	:	Ann Latsky Nursing College
<u>REQUIREMENTS</u>	:	Basic qualifications accredited with SANC in terms of Government Notice 425 (i.e. Diploma/Degree in Nursing) that allows registration with the SANC as a professional nurse. Bachelor's degree in nursing/ Nursing Education and Management, a qualification in Community Nursing Science and a post basic qualification in Primary Health Care A Master's degree in the specialty. A minimum of nine (9) years appropriate recognizable nursing experience after registration as Professional Nurse with SANC. A minimum of five (5) years, of the period referred to above must be appropriate / recognizable experience in Nursing Education after obtaining the Post Basic Nursing Education qualification. Appropriate experience in clinical assessment practice in the specialty. Knowledge of educational procedures and processes related to

		Basic and Post Basic Nursing programmes. Knowledge of relevant Acts and Legislation, Code of Ethics and Professional Practice of South African Nursing Council. Knowledge in Human Resources and Finance matters. Sound communication, and Leadership skills and valid driver's license.
<u>DUTIES</u>	:	Coordinate the provision of education and training of student nurses: Manage clinical learning exposure to learners between college and clinical areas. Develop an ensure implementation of quality assurance programmes, collaborate with other stake holders and build a sound relationship within the department, supervise staff, oversee the supervision of students. Supervise marking and moderating theoretical and practical examinations.
<u>ENQUIRIES</u>	:	Ms M du Plessis Tel No: (011) 644 8911/8934 or Mr. J.D. Cloete Tel No: 011644 8912
<u>APPLICATIONS</u>	:	Applications must be submitted to: Physical address No 37 Plunkett Avenue, Hurst Hill, Johannesburg, Postal address P/Bag 40, Auckland Park 2006
<u>CLOSING DATE</u>	:	01 March 2019
<u>POST 06/97</u>	:	<u>HEAD OF DEPARTMENT – PSYCHIATRIC NURSING AND SOCIAL SCIENCES DEPARTMENT REF NO: 3/4/1/2 (X1 POST)</u> Directorate: Nursing College
<u>SALARY</u>	:	PND 3- R548 436 - R635 778 per annum (plus benefits)
<u>CENTRE</u>	:	Ann Latsky Nursing College
<u>REQUIREMENTS</u>	:	Basic qualifications accredited with SANC in terms of Government Notice 425 (i.e. Diploma/Degree in Nursing) that allows registration with the SANC as a professional nurse. Bachelor's degree in nursing/ Nursing Education and Management. A Master's degree in the specialty will be an added advantage. A minimum of nine (9) years appropriate recognizable nursing experience after registration as Professional Nurse with SANC. A minimum of five (5) years, of the period referred to above must be appropriate / recognizable experience in Nursing Education after obtaining the Post Basic Nursing Education qualification. Appropriate experience in clinical assessment practice in the specialty. Knowledge of educational procedures and processes related to Basic and Post Basic Nursing programmes. Knowledge of relevant Acts and Legislation, Code of Ethics and Professional Practice of South African Nursing Council. Knowledge in Human Resources and Finance matters. Sound communication, and Leadership skills and valid driver's license.
<u>DUTIES</u>	:	Coordinate the provision of education and training of student nurses: Manage clinical learning exposure to learners between college and clinical areas. Develop an ensure implementation of quality assurance programmes, collaborate with other stake holders and build a sound relationship within the department, supervise staff, oversee the supervision of students. Supervise marking and moderating theoretical and practical examinations.
<u>ENQUIRIES</u>	:	Ms M du Plessis, Tel No: 011 644 8911/8934 or Mr. J.D. Cloete Tel No: 011644 8912
<u>APPLICATIONS</u>	:	Applications must be submitted to: Physical address No 37 Plunkett Avenue, Hurst Hill, Johannesburg, Postal address P/Bag 40, Auckland Park 2006
<u>CLOSING DATE</u>	:	01 March 2019
<u>POST 06/98</u>	:	<u>CLINICAL COORDINATOR GRADE 1: TRAINING AND DEVELOPMENT REF NO: SIZ0012</u> Directorate: Nursing Services
<u>SALARY</u>	:	R420 318 - R473 067 per annum plus benefits
<u>CENTRE</u>	:	Sizwe Tropical Disease Hospital
<u>REQUIREMENTS</u>	:	Grade 12(Standard 10), Basic qualification in terms of Government Notice 425 i.e. Degree/Diploma or equivalent qualification that allows registration with SANC. Minimum of seven (7) years appropriate/recognisable experience in Nursing after registration with SANC as a Professional Nurse in General Nursing. Experience in Nursing Education / Staff Development will be an added advantage. Computer skills: Microsoft Word, Excel, PowerPoint and presentation skills. Effective communication skills. Ability to analyse training and development reports.

<u>DUTIES</u>	:	Facilitate, coordinate and assess staff learning needs in both theory and practical to promote sustainable growth and development and professional knowledge. Compile training plan, schedule lectures and in – service training/courses in line with Gauteng Department of Health objectives. Implement and monitor adherence to CPD for professional growth. Execute formal duties within the department of health context. Participate in committees as delegated. Submit quality training reports according to set standards. Coordinate training for the institution in line with the Skills Development Act and other related legislation.
<u>ENQUIRIES</u>	:	Mrs B.M Rikhotso (Nursing Service Manager) Tel No: (011) 531 4304
<u>APPLICATIONS</u>	:	Applications must be submitted at Sizwe Tropical Disease Hospital, Private Bag X2, Sandringham, 2131 or hand delivered to No. 2. Corner Club & Modderfontein Road, Sandringham Edenvale.
<u>NOTE</u>	:	To be submitted on Z83 form, certified copies of qualifications, curriculum vitae (CV)/resume, certified ID copy.
<u>CLOSING DATE</u>	:	01 March 2019
<u>POST 06/99</u>	:	<u>SOCIAL WORK SUPERVISOR GRADE 1 REF NO: SIZ0067</u> Directorate: Allied Health Services
<u>SALARY</u>	:	R363 507 - R421 404 per annum plus benefits
<u>CENTRE</u>	:	Sizwe Tropical Disease Hospital
<u>REQUIREMENTS</u>	:	Four (4) year Degree in Social Work and current Registration with SACSSP and proof of original registration as a Social Worker with the council. Minimum of seven (7) years appropriate experience in social work after registration as a social worker with the SACSSP. Good knowledge of public service legislation and Department of Health and the Social Work Profession legislation, policies and guidelines. Computer skills, sound written and verbal communication skills. Knowledge of Quality Assurance and National Core Standards. Extensive experience in the hospital/ health care setting. Working experience in a TB (MDR & XDR) environment will be an added advantage. Ability to work within a multidisciplinary team environment. Good understanding of medium and long stay inpatient and outpatient systems and management of families and caregivers Ability to further develop the standard and scope of hospital services in the related profession in terms of stakeholder management and capacity building. Knowledge and skills in the area of budgeting and resource allocation.
<u>DUTIES</u>	:	Reports to the Allied Manager. Manage the Social Work unit in terms of supervision, Monitoring & Evaluation and Performance Management Development System in accordance with Departmental policy. Provide social work services to patients referred from in and out of the hospital and carry a patient case load as required. Participate in the Tuberculosis rehabilitation programmes of the hospital and associated districts. Strategically coordinate and delegate the departmental activities and resources to achieve maximum productivity. Oversee implementation and submission of Allied Clinical Quality Audits as required. Manage the workflow in the entire department. Provide professional advice on issues pertaining to policies and legislation related to health and social work. Provide input into compilation of the strategic and operational plans of the department and hospital. Manage conflict and implement corrective measures and all governing departmental policies. Compilation and submission of monthly statistics and stock control. Represent the department and institution at various forums and meetings as per delegation, internally and externally. Ensure adherence to Continued Professional Development (CPD) requirements and self-development. Perform any ad-hoc duties allocated by management and must be a team player within the department and institution.
<u>ENQUIRIES</u>	:	Mr. L. J. Mopeli Tel No: (011) 531 4488/4462
<u>APPLICATIONS</u>	:	Applications must be submitted at Sizwe Tropical Disease Hospital, Private Bag X2, Sandringham, 2131 or hand delivered to No. 2. Corner Club & Modderfontein Road, Sandringham Edenvale.
<u>NOTE</u>	:	To be submitted on Z83 form, certified copies of qualifications, curriculum vitae (CV)/resume, certified ID copy.

<u>CLOSING DATE</u>	:	01 March 2019
<u>POST 06/100</u>	:	<u>LECTURER PND1/PND2/ SOCIAL SCIENCES AND PSYCHIATRIC NURSING SCIENCE REF NO: CHBNC/2019/PNS01 (X3 POSTS)</u> Directorate: Nursing Education and Training
<u>SALARY</u>	:	R362 559 per annum (plus benefits) PN-D1 R420 318 per annum (plus benefits) PN-D2
<u>CENTRE</u>	:	Chris Hani Baragwanath Nursing College
<u>REQUIREMENTS</u>	:	Basic qualifications accredited with SANC in terms of Government Notice R425 (i.e. Diploma/Degree in nursing) or equivalent qualification that allows registration with the SANC as a Registered Nurse. Post basic qualification in Nursing Education registered with the SANC. A minimum of four (4) years appropriate/recognizable nursing experience after registration as Registered Nurse with the SANC in General Nursing. A minimum of two (2) years' experience in Clinical Psychiatric Nursing. Valid drivers' license. The ability to do power point presentation and report writing using micro-soft word. Sound communication, supervisory, word and presentation skills. Ability to work in a team and under pressure.
<u>DUTIES</u>	:	Involvement in the planning, coordination and implementation of Psychiatric Nursing Science training programmes. Provide theoretical and clinical instruction, and evaluation of Social Sciences and Psychiatric Nursing Science. Clinical accompaniment which include clinical teaching and evaluation to determine students' competencies. Exercise control over students. Provide student with clinical guidance and support. Support the mission of the College by serving in Committees, attending and participating in meetings and College activities. Promote the image of the College. Participate in research relevant to Nursing Education. Develop, review and evaluate curriculum. Engage in own professional development related to Nursing Education.
<u>ENQUIRIES</u>	:	Mr. H.R Letlape Tel No: (011) 983 3007
<u>APPLICATIONS</u>	:	Applications should be submitted at the Chris Hani Baragwanath Nursing College (inside the Hospital premises), Chris Hani Road, Diepkloof, Soweto or posted to Private Bag X05, Bertsham, 2013
<u>NOTE</u>	:	Applications must be submitted on a Z83 form with your C. V., certified copies of your I.D, current SANC receipt, valid driver's license and attached Qualifications. Certified copy of service records in Nursing Education. State all your competencies including computer literacy in your C.V. Certification stamp must not be over three months on the day of submitting the application. Driver's license and smart card must be copied both sides. Employment history must reflect the complete calendar date (e.g. 01 April 2017) on the C.V. The successful candidates will be subjected to positive results of the security clearance process (citizenship, criminal records and financial records) and the verification of educational qualifications certificates. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The successful candidate will be subjected to Pre-employment medical surveillance conducted by the Occupational Health Nurse Practitioner (OHNP). Incomplete applications or applications received after closing date will not be considered.
<u>CLOSING DATE</u>	:	01 March 2019
<u>POST 06/101</u>	:	<u>LECTURER PND1/PND2 IN MIDWIFERY NURSING SCIENCE REF NO: CHBNC/2019/MNS1 (X7 POSTS)</u> Directorate: Nursing Education and Training
<u>SALARY</u>	:	R362 559 per annum (plus benefits) PND1 R420 318 per annum (plus benefits) PND2
<u>CENTRE</u>	:	Chris Hani Baragwanath Nursing College
<u>REQUIREMENTS</u>	:	Basic qualifications accredited with SANC in terms of Government Notice R425 (i.e. Diploma/Degree in nursing) or equivalent qualification that allows registration with the SANC as a Registered Nurse. Post basic qualification in Nursing Education registered with the SANC. PN-D1, minimum of four (4)

years appropriate/recognizable nursing experience after registration as Registered Nurse with the SANC in General Nursing and Midwifery. Minimum 5 years' experience in midwifery practice. PND2 minimum of 14 years appropriate/ recognizable nursing experience after registration as a Professional Nurse, at least 10 years of the period must be appropriate experience in nursing education. A minimum of five (5) years' experience in clinical Midwifery Nursing. A thorough knowledge and application of the South African Nursing Council Code of Ethics, Nursing Standards of Practice and Scope of Practice and all relevant regulations. Must be computer literate. Sound communication, supervisory, report writing and presentation skills. Ability to work in a team and under pressure. Valid driver's license and have ability to drive.

DUTIES

: The successful candidate will be responsible for, amongst others, the following specific tasks: planning, coordination and implementation of training programmes; provide theoretical and clinical instructions, and conduct evaluations of Midwifery Nursing Science academic programmes; clinical accompaniment, supervision and implementation of assessment strategies to determine student competencies; exercise control over students; provide student guidance and support towards attainment of minimum course requirements as set by SANC; support the mission of the College by serving in Committees, attending and participating in meetings and College activities; promote the image of the College; participate in research relevant to Nursing Education; develop, review and evaluate curriculum, and engage in own continuous professional development (CPD) related to own area of practice and to Nursing Education.

ENQUIRIES APPLICATIONS

: Mrs. T.I. Sithole Tel No: (011) 983 3010
: Applications should be submitted at the Chris Hani Baragwanath Nursing College (inside the Hospital premises), Chris Hani Road, Diepkloof, Soweto or posted to Private Bag X05, Bertsham, 2013

NOTE

: Applications must be submitted on a Z83 form with your C. V., certified copies of your I.D, current SANC receipt, valid driver's license and attached Qualifications. Certified copy of service records in Nursing Education. State all your competencies including computer literacy in your C.V. Certification stamp must not be over three months on the day of submitting the application. Driver's license and smart card must be copied both sides. Employment history must reflect the complete calendar date (e.g. 01 April 2017) on the C.V. The successful candidates will be subjected to positive results of the security clearance process (citizenship, criminal records and financial records) and the verification of educational qualifications certificates. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The successful candidate will be subjected to Pre-employment medical surveillance conducted by the Occupational Health Nurse Practitioner (OHNP). Incomplete applications or applications received after closing date will not be considered.

CLOSING DATE

: 01 March 2019

POST 06/102

: **LECTURER PND1/PND2 IN GENERAL NURSING SCIENCE REF NO: CHBNC/2019/GNS1 (X6 POSTS)**

Directorate: Nursing Education and Training

SALARY

: R362 559 per annum (plus benefits) PND1
R420 318 per annum (plus benefits) PND2

CENTRE REQUIREMENTS

: Chris Hani Baragwanath Nursing College
: Basic qualifications accredited with SANC in terms of Government Notice R425 (i.e. Diploma/Degree in nursing) or equivalent qualification that allows registration with the SANC as a Registered Nurse. Post basic qualification in Nursing Education registered with the SANC. PN-D1, minimum of four (4) years appropriate/recognizable nursing experience after registration as Registered Nurse with the SANC in General Nursing and Midwifery. PND2 minimum of four (4) years appropriate/ recognizable nursing experience after registration as a Professional Nurse and 10 years appropriate experience in Nursing Education. A thorough knowledge and application of the South African

Nursing Council Code of Ethics, Nursing Standards of Practice and Scope of Practice and all relevant regulations. Valid driver's license. Must be computer literate. Sound communication, supervisory, report writing and presentation skills. Ability to work in a team and under pressure. Current registration with SANC.

<u>DUTIES</u>	:	The successful candidate will be responsible for, amongst others, the following specific tasks: planning, coordination and implementation of training programmes; provide theoretical and clinical instructions, and conduct evaluations of General Nursing Science academic programmes; clinical accompaniment, supervision and implementation of assessment strategies to determine student competencies; exercise control over students; provide student guidance and support towards attainment of minimum course requirements as set by SANC; support the mission of the College by serving in Committees, attending and participating in meetings and College activities; promote the image of the College; participate in research relevant to Nursing Education; develop, review and evaluate curriculum, and engage in own continuous professional development (CPD) related to own area of practice and to Nursing Education.
<u>ENQUIRIES</u>	:	Ms. N Kubheka Tel No: (011) 983 3003 Ms. K Kunene Tel No: (011) 983 3005
<u>APPLICATIONS</u>	:	Applications should be submitted at the Chris Hani Baragwanath Nursing College (inside the Hospital premises), Chris Hani Road, Diepkloof, Soweto or posted to Private Bag X05, Bertsham, 2013
<u>NOTE</u>	:	Applications must be submitted on a Z83 form with your C. V., certified copies of your I.D, current SANC receipt, valid driver's license and attached Qualifications. Certified copy of service records in Nursing Education. State all your competencies including computer literacy in your C.V. Certification stamp must not be over three months on the day of submitting the application. Driver's license and smart card must be copied both sides. Employment history must reflect the complete calendar date (e.g. 01 April 2017) on the C.V. The successful candidates will be subjected to positive results of the security clearance process (citizenship, criminal records and financial records) and the verification of educational qualifications certificates. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The successful candidate will be subjected to Pre-employment medical surveillance conducted by the Occupational Health Nurse Practitioner (OHNP). Incomplete applications or applications received after closing date will not be considered.
<u>CLOSING DATE</u>	:	01 March 2019
<u>POST 06/103</u>	:	<u>LECTURER 1 PND1 / PND2 IN COMMUNITY NURSING SCIENCE REF NO: CHBNC/2019/CNS1</u> Directorate: Nursing Education and Training
<u>SALARY</u>	:	R362 559 per annum (plus benefits) PND1 R420 318 per annum (plus benefits) PND2
<u>CENTRE</u>	:	Chris Hani Baragwanath Nursing College
<u>REQUIREMENTS</u>	:	Basic qualifications accredited with SANC in terms of Government Notice R425 (i.e. Diploma/Degree in nursing) or equivalent qualification that allows registration with the SANC as a Registered Nurse. Post basic qualification in Nursing Education registered with the SANC. Diploma in Community Nursing Science. Primary Health Care qualification would be advantageous. Current SANC registration receipt. PN-D1, minimum of four (4) years appropriate/recognizable nursing experience after registration as Registered Nurse with the SANC in General nursing and Midwifery. PND2 minimum of four (4) years appropriate/ recognizable nursing experience after registration as a Professional Nurse and ten (10) years appropriate experience in nursing education. A thorough knowledge and application of the South African Nursing Council Code of Ethics, Nursing Standards of Practice and Scope of Practice and all relevant regulations affecting Community Nursing Science. Must be computer literate. Sound communication, supervisory, report writing and

	presentation skills. Ability to work in a team and under pressure. Valid driver's license.
<u>DUTIES</u>	: The successful candidate will be responsible for, amongst others, the following specific tasks: planning, coordination and implementation of training programmes; provide theoretical and clinical instructions, and conduct evaluations of Community Nursing Science academic programs; clinical accompaniment, supervision and implementation of assessment strategies to determine student competencies; exercise control over students; provide student guidance and support towards attainment of minimum course requirements as set by SANC; support the mission of the College by serving in Committees, attending and participating in meetings and College activities; promote the image of the College; participate in research relevant to Nursing Education; develop, review and evaluate curriculum, and engage in own continuous professional development (CPD) related to own area of practice and to Nursing Education.
<u>ENQUIRIES</u>	: Ms. M.I. Makgoka Tel No: (011) 983 3012
<u>APPLICATIONS</u>	: Applications should be submitted at the Chris Hani Baragwanath Nursing College (inside the Hospital premises), Chris Hani Road, Diepkloof, Soweto or posted to Private Bag X05, Bertsham, 2013
<u>NOTE</u>	: Applications must be submitted on a Z83 form with your C. V., certified copies of your I.D, current SANC receipt, valid driver's license and attached Qualifications. Certified copy of service records in Nursing Education. State all your competencies including computer literacy in your C.V. Certification stamp must not be over three months on the day of submitting the application. Driver's license and smart card must be copied both sides. Employment history must reflect the complete calendar date (e.g. 01 April 2017) on the C.V. The successful candidates will be subjected to positive results of the security clearance process (citizenship, criminal records and financial records) and the verification of educational qualifications certificates. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The successful candidate will be subjected to Pre-employment medical surveillance conducted by the Occupational Health Nurse Practitioner (OHNP). Incomplete applications or applications received after closing date will not be considered.
<u>CLOSING DATE</u>	: 01 March 2019
<u>POST 06/104</u>	: <u>ASSISTANT DIRECTOR: FINANCE AND SUPPLY CHAIN REF NO: ASD/FIN/10/2/19</u> Directorate: Administration
<u>SALARY</u>	: R356 289 per annum (excluding benefits)
<u>CENTRE</u>	: Wits Oral Health Centre
<u>REQUIREMENTS</u>	: A Bachelor's Degree/Diploma (NQF level 6/7) in Financial Management/Accounting. Three years relevant experience Financial Management with 2 years supervisory experience. Knowledge and experience in budget & expenditure, procurement, assets and patient revenue. Good understanding of Financial and Accounting policies, systems and relevant prescripts (Treasury regulations, BAS system, PPPFA, SCM procedures and delegations of authority). Good communication and report writing skills, Presentation and interpersonal skills. Computer literate with extensive knowledge of excel Spreadsheet. Able to work under pressure.
<u>DUTIES</u>	: Co-ordinate and compile the Institutional budget and ensure compliance with prescripts. Compile Management reports with regard to budget, expenditure and projections and monitor expenditure against budget. Analyze expenditure reports and give sound advice to management for decision making. Ensure timeous submission of monthly, quarterly and annual reports and MTEF reports. Monitor and manage Budget in line with the objectives of the department by ensuring budgetary control mechanism are placed and effective. Provide support and assistance with regard to business planning costing and management. Check payments with regard to authenticity, authorization and allocations. Oversee monthly reconciliation of transversal systems as well as creditor's reconciliation. Ensure proper controls and

		systems are in place to manage the workflow in the division and attend to audit queries. Manage and supervise staff by ensuring their development, performance appraisal and discipline. Supervise collection of cash and capturing of payments. Verify journals. Ensure completeness of patient revenue, by adhering to timeous billing of accounts, tracing and allocation. Identify, evaluate and address/mitigate financial management risks on a continuous basis. And adhoc duties/projects.
<u>ENQUIRIES</u>	:	Ms. MS Raphalo Tel No: 011 481 2237
<u>NOTE</u>	:	Applicants to attach certified copies of all the necessary documents to the application including a valid identity document, CV with referees, relevant certificates, current proof of HPCSA. Applications without proof of the necessary documents will be disqualified.
<u>APPLICATIONS</u>	:	Applications must be send to Human Resource Department Wits Oral Health Centre, Private Bag X 15 Braamfontein or hand delivered to Wits Oral Health Centre, c/o Charlotte Maxeke, JHB Academic Hospital, and Johannesburg. Area 385 Block 3 (orange Block) HR Office Room 9 or 10 Parktown.
<u>FOR ATTENTION</u>	:	Mr. P.F Monama Tel No: 011 481- 2099; Pulankana.Monama@gauteng.gov.za
<u>CLOSING DATE</u>	:	01 March 2019
<u>POST 06/105</u>	:	<u>DIAGNOSTIC RADIOGRAPHER GRADE 1 REF NO: SIZ007</u> Department: Radiography/X- Ray Department Directorate: Allied Health Services
<u>SALARY</u>	:	R300 828 – R 342 357
<u>CENTRE</u>	:	Sizwe Tropical Disease Hospital
<u>REQUIREMENTS</u>	:	National Diploma or Degree in Diagnostic Radiography Qualification. Current registration with HPCSA as an independent diagnostic radiographer. Grade 1: No experience required after registration with the HPCSA in the relevant profession. Grade 2: A minimum of 10 years' relevant experience after registration with the HPCSA in the relevant profession. Grade 3: A minimum of 20 years' relevant experience after registration with the HPCSA in the relevant profession. Must have completed community service as per requirements of the professional body (where applicable). Computer skills, excellent time management skills, written and verbal communication skills and report writing. Honesty, integrity and high work ethic. Good interpersonal skills. Knowledge of Public Service legislation, Policies and Procedures. Knowledge of current DoH guidelines and Policies governing the Health Sector and Radiography profession. Knowledge and relevant experience in radiographic procedures, Quality Control and Record keeping processes is essential.
<u>DUTIES</u>	:	Participate in providing 24-hour radiographic services in the hospital. Advise the management in Radiographic policy planning and implementation for service improvement. To adhere to Batho Pele Principles, National Core Standards, Quality Assurance and other Public Service policies and acts. Manage conflict and implement corrective measures and all governing departmental policies. Carry out duties delegated by the departmental management. Must be a team player within the department and institution. Perform and ensure that prescribed Quality Assurance protocols are adhered to. Perform any ad-hoc duties allocated by manager. Be a team player for the department and the institution.
<u>ENQUIRIES</u>	:	Mr. L.J. Mopeli Tel No: 011 531 4488/4462
<u>APPLICATIONS</u>	:	Applications must be submitted at Sizwe Tropical Disease Hospital, Private Bag X2, Sandringham, 2131 or hand delivered to No. 2. Corner Club & Modderfontein Road, Sandringham, Edenvale.
<u>NOTE</u>	:	To be submitted on Z83 form, certified copies of qualifications, Pharmacy Council current registration curriculum vitae (CV)/resume, certified ID copy.
<u>CLOSING DATE</u>	:	01 March 2019
<u>POST 06/106</u>	:	<u>PHARMACY ASSISTANT (POST BASIC) GRADE 1 REF NO: SIZ0023</u> Directorate: Pharmaceutical Services
<u>SALARY</u>	:	R196 218- R221 034 per annum plus benefits.

<u>CENTRE REQUIREMENTS</u>	:	Sizwe Tropical Disease Hospital
	:	Grade 12(Standard 10, Post Basic Qualification as Pharmacy Assistant, registration with Pharmacy Council as a Pharmacy Assistant (Post Basic). Basic communication skills, good interpersonal skills, basic administrative skills, e.g. filing, record keeping, basic calculation skills, basic computer skills, basic research/data collection and analytical skills, basic technical work skills, basic management skills, basic problem-solving skills, decision making skills and ability to work in a team. Understanding of relevant legislation and policies to provide a quality cost effective service, including finance requirements.
<u>DUTIES</u>	:	Assist with the management of the expenditure versus budget and compliance with Public Finance Management Act (PFMA). Ordering, stock control and distribution of finished products. Pre- packing, manufacturing and compounding of medicine. Dispensing and provision of information to individuals. Recording and reporting. Form part of the monitoring and evaluation teams. Assist with projects as identified in the pharmacy. Must take effective and appropriate steps to prevent any unauthorised, irregular, fruitless and wasteful expenditure. Perform any legitimate task requested for the provision of pharmaceutical care.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms M.A Rasekgoga, (Pharmacy Supervisor) Tel No: (011) 531 4332
	:	Applications must be submitted at Sizwe Tropical Disease Hospital, Private Bag X2, Sandringham, 2131 or hand delivered to No. 2. Corner Club & Modderfontein Road, Sandringham, Edenvale.
<u>NOTE</u>	:	To be submitted on Z83 form, certified copies of qualifications, Pharmacy Council current registration curriculum vitae (CV)/resume, certified ID copy.
<u>CLOSING DATE</u>	:	01 March 2019
<u>POST 06/107</u>	:	<u>HUMAN RESOURCE CLERK REF NO: HRC/ADMIN/11/2/19</u> Directorate: Administration
<u>SALARY CENTRE REQUIREMENTS</u>	:	R163 563 per annum (excluding benefits)
	:	Wits Oral Health Centre
	:	Degree/Diploma in HRM with 1 year experience or equivalent to Grade 12 with 2 years relevant experience in Human Resource in Public Service. Knowledge of PERSAL. Good understanding of HR policies and regulation prescripts (EEA, PSA, PSR, LRA). Good communication and report writing skills. Able to work under pressure.
<u>DUTIES</u>	:	The incumbent will be expected to attend to HR related queries including of leave, remunerations, allowances and other service benefits. Processing and submissions of Human Resource mandates to Gauteng Department of Finance as required. Capture leave and PMDS information on Persal. Manage conditions of services. Assist with management of Human Resource administration: Appointments, Service Terminations, Transfers, Promotions, Salary administrations and other additional duties. Assist with PILIR management and reports. Compile reports on RWOPS and Statutory compliance. Handling of overtime and periodical claims. Reports to HR Manager.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr. P.F Monama Tel No: 011 481- 2099
	:	Applications must be send to Human Resource Department Wits Oral Health Centre, Private Bag X 15 Braamfontein or hand delivered to Wits Oral Health Centre, c/o Charlotte Maxeke, JHB Academic Hospital, and Johannesburg. Area 385 Block 3 (orange Block) HR Office Room 9 or 10 Parktown.
<u>NOTE</u>	:	Applicants to attach certified copies of all the necessary documents to the application including a valid identity document, CV with referees, relevant certificates, current proof of HPCSA. Applications without proof of the necessary documents will be disqualified.
<u>CLOSING DATE</u>	:	01 March 2019
<u>POST 06/108</u>	:	<u>MATERIAL RECORDING CLERK REF NO: SIZ0056</u> Directorate: Administration & Support (SCM)
<u>SALARY CENTRE</u>	:	R163 563 per annum (plus benefits)
	:	Sizwe Tropical Disease Hospital

- REQUIREMENTS** : Grade 12 or NQF4 or ABET level 4. Certificate, diploma or degree in SCM, Procurement, Finance & Logistics will be an added advantage. Experience in warehousing, stores & procurement will also be an added advantage. Must be computer literate (MS Word & MS Excel).
- DUTIES** : Manage accounting section i.e. issuing, and receiving of stock using the VA 11a, VA 10 and VA8 system. Monitoring of stock level and liaise with buyers to order stock. Posting of VA2s, process. Supplier invoices and perform stock records. Keep proper record of relevant documents/information as per PFMA, Treasury Regulations, SCM Policies and PPPFA for Audit purposes, to partake in bi-annual stock take. Compile and reconcile issuing summaries and annexure A & B. Compile monthly departmental cost center. Manage departmental ordering files (VA4 & VA5). Be able to rotate within supply chain, attend meetings and undergo training when nominated. Execute all work-related instructions as required by the supervisor.
- ENQUIRIES** : Mr. L.P Pheeha Tel No: (011) 531 4372
- APPLICATIONS** : Applications must be submitted at Sizwe Tropical Disease Hospital, Private Bag X2, Sandringham, 2131 or hand delivered to No. 2. Corner Club & Modderfontein Road, Sandringham, Edenvale.
- NOTE** : To be submitted on Z83 form, certified copies of qualifications, Pharmacy Council current registration curriculum vitae (CV)/resume, certified ID copy.
- CLOSING DATE** : 01 March 2019

POST 06/109 : **CLEANER (SUPPORT SERVICE DEPARTMENT) REF NO: C/SSD/12/2/19**
Directorate: Administration

- SALARY** : R96 549 per annum (excluding benefits)
- CENTRE** : Wits Oral Health Centre
- REQUIREMENTS** : Grade 12 certificate. Minimum of 2 years working experience as a cleaner in a health facility/environment. Good verbal and written communication skills, good interpersonal skills and be productive. Knowledge of OHS. Ability to read and write. Ability to work under pressure. Be able to work in a team.

- DUTIES** : The incumbent will be expected to clean all designated areas such as windows, wall basins, sinks, lockers, kitchen and bathroom. Sweep, mop and polish all floors and designated areas in the institution. Provide routine general work and compliance services. Open windows every day for hygienic and infection control purpose. Damp and dry dusting. Emptying of dustbins in all designated areas in the institution. Periodically assess and update toilets cleaning checklist in line with set hygienic standards, request and replace toilet paper/towels and hand soap. Remove and store waste in the designated areas. Report safety and hazardous treats in the environment. Provide routine maintenance services. Clean and take proper care of cleaning equipment, store and safe guard cleaning materials and equipment. Report electrical or mechanical malfunction of cleaning machines and other related equipment.

- ENQUIRIES** : Mr. P.F Monama Tel No: 011 481- 2099
- APPLICATIONS** : Applications must be send to Human Resource Department Wits Oral Health Centre, Private Bag X 15 Braamfontein or hand delivered to Wits Oral Health Centre, c/o Charlotte Maxeke, JHB Academic Hospital, and Johannesburg. Area 385 Block 3 (orange Block) HR Office Room 9 or 10 Parktown.

- NOTE** : Applicants to attach certified copies of all the necessary documents to the application including a valid identity document, CV with referees, relevant certificates, current proof of HPCSA. Applications without proof of the necessary documents will be disqualified.

- CLOSING DATE** : 01 March 2019

DEPARTMENT OF HUMAN SETTLEMENTS (GDHS)

- APPLICATIONS** : Please apply online at www.gautengonline.gov.za
- CLOSING DATE** : 08 March 2019, 12h00. No late applications will be considered.
- NOTE** : Requirement of applications: People with disabilities are encouraged to apply. It is our intention to promote representivity (race, gender and disability) in the Public Service through the filling of these posts. It is the applicant's responsibility to have foreign qualifications evaluated by the South African

Qualifications Authority (SAQA). Applications should be submitted strictly online at www.gautengonline.gov.za and it should be accompanied by a Z83, 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). Correspondence will only be limited to shortlisted candidates. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful. No faxed or emailed applications will be accepted. The Department reserves the right not to make appointment(s) to the advertised post(s). Following the interview and exercise, the selection panel will recommend candidates to attend a generic management competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic management and development for SMS posts.

OTHER POST

<u>POST 06/110</u>	:	<u>ASSISTANT DIRECTOR: EDUCATION AND AWARENESS REF NO: REFS/003632</u> Directorate: Anti-Fraud and Corruption
<u>SALARY</u>	:	R356 289 per annum
<u>CENTRE</u>	:	Johannesburg (Head Office)
<u>REQUIREMENTS</u>	:	Matric plus a 3-year Degree/ National Diploma in Public Administration. A minimum of 3 years' experience in Education and Awareness. A valid driver's licence.
<u>DUTIES</u>	:	Under the supervision of the Deputy Director, will conduct regular awareness campaign to sensitize the department and the stakeholders on the fraud and corruption risks within the department. Will ensure that the communications tools are in place and fully marketed within the department and that collected results thereof is reported to the Director. Ensure that there is regular communication with our stakeholders on matters of fraud and corruption; as well as mechanism in place to deal with fraud and corruption. Assist the Deputy Director in conducting regular Fraud Risk assessments in the department, reporting on same and ensuring the implementation of the control measures. Ensure that reports are generated on the education and awareness measure that are put in place and submit same to the manager. Conduct investigation of ethical violations and assist periodically with auditing of Ethics policies to ensure compliance to ethical standards. Working with the Deputy Director, will ensure training and development for internal capacity of the unit. Investigate and give reports on the effectiveness of the education and awareness campaigns that are conducted. Perform other duties and responsibilities assigned from time to time by the Deputy Director.
<u>ENQUIRIES</u>	:	Ms K Mavuso @ 071 602 5742.

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

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

OTHER POSTS

<u>POST 06/111</u>	:	<u>CLINICAL MANAGER (OBSTETRICS AND GYNAECOLOGY) REF NO: COSH 03/2019</u>
<u>SALARY</u>	:	R1 115 874 per annum, 22 % Rural Allowance, Commuted Overtime (conditions apply)
<u>CENTRE</u>	:	Church of Scotland Hospital
<u>REQUIREMENTS</u>	:	Senior Certificate/Matric or Grade 12, MBCHB Degree or equivalent qualification. Current registration with HPCSA as a Medical Practitioner. At least 5 years experience as a Medical Practitioner after registration with HPCSA as a Medical Practitioner. Valid driver's license code EB. NB Proof of health legislation endorsed and stamped by Human Resource. Knowledge of health legislation and policies at public institution. Communication and leadership skills. Sound knowledge and clinical skills. Ability to develop policies. Sound knowledge of Obstetrics and Gynaecology. Computer literacy, sound negotiation, planning, organizing, decision making and conflict management skills. Knowledge of ESMOE. Good team building and problem solver. Knowledge of medical disciplines and management skills, knowledge and experience in District Health System.
<u>DUTIES</u>	:	Management of Obstetrics and Gynaecology inpatients. Provide the management support and supervision to all medical officers in maternity ward and theatre. Support continuous professional development by information seminars and scheduling external meetings. Chair monthly perinatal and mortality in absence of the chairperson. Ensure provision of protocols and guidelines to doctors. Participate to quality improvement plans. Ensure continuous monitoring of perinatal and mortality meetings through clinical audits. Perform overtime when need arises. Provide an after hour emergency Obstetrics and Gynae services. Ensure the running Antenatal and Gynae Out Patient clinic. Manage the work in labour ward and Theatre. Participate in Academic activities of the Department and teaching of junior staff. Contribute to the running of the obstetrics services in the community referral clinics. Work as a part of team providing district hospital based Obstetrics and Gynaecology services under consultant guidance, support CHC and clinics referring to Obstetrics and Gynaecology department.
<u>ENQUIRIES</u>	:	Dr T.K Kabwe Tel No: 033 4931000 Ext. 4026
<u>APPLICATIONS</u>	:	Please forward/deliver applications quoting the reference number to the The Human Resource Department, Church of Scotland Hospital, R33 Dundee Main Road, Tugela Ferry, 3010, Postal Address: Private Bag X 502, Tugela Ferry, 3010
<u>FOR ATTENTION</u>	:	Mrs N.P Sithole
<u>NOTE</u>	:	Application must be submitted on the Application for Employment Form (Form Z.83) which is obtainable at any Government Department or from the website- www.kznhealth.gov.za must accurately completed and signed. Reference Number must be indicated in the column provided on the form Z.83. Comprehensive Curriculum Vitae, certified copies of Identity document, educational qualifications and professional registration certificates – not copies of certified copies. Persons with disabilities should feel free to apply for the posts. Applicants in possession of a foreign hority (SAQA) or other regulating bodies to their applications. None – RSA Citizens/Permanent Resident/Work Permit holders must submit a documentary proof together with their applications. This Department is an equal opportunity, affirmative action employer, whose aim is to promote representatively in all levels of all occupational categories in the Department. The appointment is subject to positive outcome obtained from the NIA to the following checks; security

		clearance, credit records, qualification, citizenship and previous experience verifications. Failure to comply with the aforementioned instructions will result to your application being disqualified. Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful.
<u>CLOSING DATE</u>	:	01 March 2019 (Late applications will not be accepted)
<u>POST 06/112</u>	:	<u>MEDICAL SPECIALIST: CLINICAL HAEMATOLOGY SUBSPECIALIST</u> <u>REF NO: MEDSPECHAEM/1/2019</u> Department: Clinical Haematology
<u>SALARY</u>	:	Grade 1: R1 051 368 per annum all-inclusive package (Excluding commuted overtime) Grade 2: R1 202 112 per annum all-inclusive package (excluding commuted overtime) Grade 3: R1 395 105 per annum all-inclusive package (excluding commuted overtime)
<u>CENTRE REQUIREMENTS</u>	:	Inkosi Albert Luthuli Central Hospital MBChB, Registration with HPCSA as a Medical Specialist or Haematopathologist. Current Registration with HPCSA as a subspecialist with a Certificate in Clinical Haematology. Grade 1: No experience required after registration with HPCSA as a sub-specialist in Clinical Haematology. Grade 2: Five (5) years appropriate experience as a Medical Specialist post registration with the HPCSA as a Sub-Specialist in Haematology. Grade 3: Ten (10) years appropriate experience as a Medical Specialist after registration with the HPCSA as a sub-specialist in Haematology. Knowledge, Skills, Training and Competencies Required: Appropriate specialist procedures and protocols with the field of expertise, Management Skills, Computer skills, Ability to work with a team, Cross cultural awareness, HR Management skills.
<u>DUTIES</u>	:	To efficiently execute duties which support the aims and objectives of Department of Clinical Haematology. Daily ward rounds, attendance at specialist clinics and assisting with elective and medical procedures, including the Stem Cell Transplantation Unit. Liaise with other Metropolitan Hospitals and Medical School as and when necessary in consultation with the Head of Department. To provide specialist care for in patients and out patients in the Department of Clinical Haematology. To supervise the training of registrars and medical officers. To participate in the administrative responsibilities of the Department of Clinical Haematology. To participate and contribute to the education, training, research and outreach activities of the Department of Clinical Haematology. Assist with the setting of protocols for management of adult haematology patients. Assist with the development of clinical audit programmes in the hospital. Develop measures to ensure quality assurance for the adult Clinical Haematology unit.
<u>ENQUIRIES APPLICATIONS</u>	:	Dr S Parasnath Tel No: 031 2401904 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>	:	01 March 2019
<u>POST 06/113</u>	:	<u>MEDICAL SPECIALIST (ONCOLOGIST) – (GRADE 1, 2 AND 3) REF NO: GS 9/19 (X2 POSTS)</u> Component–Oncology
<u>SALARY</u>	:	Grade 1: R1 051 368 per annum, all inclusive package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules Plus Commuted overtime which is subject to the needs of the Department. Employee must sign the commuted overtime contract form. Grade 2: R1 202 112 per annum, all inclusive package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules Plus Commuted overtime which is subject to the needs of the Department. Employee must sign the commuted overtime contract form. Grade 3: R1 395 105 per annum package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules Plus Commuted overtime which is subject to the needs of the Department. Employee must sign the commuted overtime contract form.
<u>CENTRE REQUIREMENTS</u>	:	Greys Hospital MBChB or equivalent, FC Rad Onc (SA) and / or MMED Current Registration with HPCSA as a Specialist Oncologist Registrars who have completed their training may also apply – their appointment will be will be subject to final specialist registration with the Health Professions Council of South Africa. Grade 1: Experience: Not applicable; Registration with the HPCSA as a Medical Specialist in the relevant discipline. Grade 2: Experience: 5 Years appropriate experience as a Medical Specialist after registration with the HPCSA as a Medical Specialist in in the relevant discipline. Grade 3: Experience: 10 Years appropriate experience as a Medical Specialist after registration with the HPCSA as a Medical Specialist in the relevant discipline. Knowledge, Skills, Training and Competency Required: Sound knowledge of medical oncology, including appropriate and rational prescribing of chemotherapeutic agents and biologicals. In-depth theoretical and practical understanding of radiotherapy including its prescription, contouring, plan evaluation and revision. Comprehensive understanding of palliative care and its application in oncology. Good clinical decision-making and communication skills. Ability to undertake teaching and training of students and Staff as required. Knowledge of basic ethical and academic research principles. Detailed and accurate patient record-keeping. Administrative skills to ensure efficient running of a unit. Good verbal and written communication skills. Interpersonal skills - ability to communicate professionally with staff, students and patients; Conduct oneself in a professional manner at all times; display sound ethical values; apply. Strong work ethic and to work with commitment individually as well as within a team. Interest in conducting and supervising research.
<u>DUTIES</u>	:	Control and management of clinical services as delegated by the Head Clinical Unit. Provide clinicians with expert advice and opinion to aid diagnosis, management and treatment of patients. Conduct and oversee out-patient specialist clinics (both new and follow-up) and provide expert opinion where required. Participate in multi-disciplinary teams. Prescribe radiotherapy, contour volumes, evaluate and revise radiotherapy plans (definitive and palliative). Maintain satisfactory clinical, professional and ethical standards related to these services. Maintain necessary discipline over staff under his/her supervision. Provide supervision, teaching and mentorship to medical officers, registrars, nursing staff and radiotherapists. Play an active role in the departmental academic programme. Involvement in administration and management of the unit, including attendance of meetings, day-to-day administrative tasks and strategic planning. Assist with the maintenance of good clinical governance. Assist in the development of guidelines and

		protocols. Ensure timeous submission of statistics and other information as requested by the HCU.
<u>ENQUIRIES</u>	:	Dr L. Stopforth Tel No: 033 – 8973222
<u>APPLICATIONS</u>	:	Applications to be forwarded to: The Human Resources Department, Greys Hospital Private Bag x 9001, Pietermaritzburg, 3200
<u>FOR ATTENTION</u>	:	Mrs. M. Chandulal
<u>NOTE</u>	:	Directions To Candidates: The following documents must be submitted: Application for employment form (Z83) which is obtainable at any Government Department OR website, certified copies of highest educational qualifications and professional registration certificate- not copies of certified copies. Curriculum Vitae and certified ID copy NB: Failure to comply with the above instructions will disqualify applicants. The circular minute number / reference must be indicated in the column provided on the form Z83 e.g GS 9/19. Please note due to large numbers of applications we envisage to receive, applicants will not be acknowledged. Communication will only be entered into with candidates that have been short-listed. If you have not heard from us two months after the closing date, please consider your application as being unsuccessful. The appointment is subject to positive outcome obtained from the State security Agency (SSA) to the following checks (security clearance, credit records, qualifications, citizenship and previous employment verifications and verification from the Company Intellectual Property (CIPC). African Males are encouraged to apply.
<u>CLOSING DATE</u>	:	01 March 2019
<u>POST 06/114</u>	:	<u>DEPUTY MANAGER NURSING REF NO: COSH 01/2019</u>
<u>SALARY</u>	:	R801 918 per annum (Inclusive Package). Other Benefit: 12% Rural Allowance
<u>CENTRE</u>	:	Church of Scotland Hospital
<u>REQUIREMENTS</u>	:	Senior Certificate / Matric or Grade 12PLUS Degree/Diploma in General Nursing and Midwifery. Current registration with SANC as a registered General nurse and midwife. Current registration with SANC (Receipt). Experience: A minimum of 9 years appropriate/recognizable experience after registration as a Professional Nurse with SANC in General Nursing, at least 4 years of the period referred to above must be appropriate/recognizable experience at management level. Proof of current and previous experience endorsed and stamped by Human Resource must be attached. Recommendation: Degree/Diploma in Nursing Administration, Valid driver's licence Computer literacy (Ms Office: Word, Outlook, PowerPoint and Excel). Good interpersonal skills, sound communication / negotiation skills, conflict management skills, be analytical, E innovative, policy formulation skill, basic knowledge of Financial and HR policies and practices, display concern for excellence, in depth understanding of Nursing and related legislation.
<u>DUTIES</u>	:	Provide effective management and professional leadership by ensuring that the institution is well organized and full functional. Maintain high quality nursing care based on current legislation, standards, guidelines and scientific nursing principles. Execute duties and functions with proficiency in support of the aims and strategic objectives of the department. Give effect to clear and effective communication to relevant stakeholders allowing for efficiency in service delivery within a multidisciplinary approach. Ensure adherence to rules, regulations and procedures provided by the Department as well as relevant councils. Give expert advice to management on issues relating to nursing services. Promote primary health care approach by strengthening PHC components. Manage human resource in nursing components and ensure cost effectiveness. Be part of the strategic planning process in developing the vision, mission and strategic objectives of the institution. Maintain good relationship in nursing components. Ensure client satisfaction through quality services innovation and nursing care by upholding the principles of Batho Pele.
<u>ENQUIRIES</u>	:	Mrs B. Dlomo Tel No: 033 4931000 Ext. 4332
<u>APPLICATIONS</u>	:	Please forward/deliver applications quoting the reference number to the The Human Resource Department, Church of Scotland Hospital, R33 Dundee Main Road, Tugela Ferry, 3010, Postal Address: Private Bag X 502, Tugela Ferry, 3010

**FOR ATTENTION
NOTE**

: Mrs N.P Sithole
:
: Application must be submitted on the Application for Employment Form (Form Z.83) which is obtainable at any Government Department or from the website-www.kznhealth.gov.za must accurately completed and signed. Reference Number must be indicated in the column provided on the form Z.83. Comprehensive Curriculum Vitae, certified copies of Identity document, educational qualifications and professional registration certificates – not copies of certified copies. Persons with disabilities should feel free to apply for the posts. Applicants in possession of a foreign hority (SAQA) or other regulating bodies to their applications. None – RSA Citizens/Permanent Resident/Work Permit holders must submit a documentary proof together with their applications. This Department is an equal opportunity, affirmative action employer, whose aim is to promote representatively in all levels of all occupational categories in the Department. The appointment is subject to positive outcome obtained from the NIA to the following checks; security clearance, credit records, qualification, citizenship and previous experience verifications. Failure to comply with the aforementioned instructions will result to your application being disqualified. Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful.
:
: 01 March 2019 (Late applications will not be accepted)

CLOSING DATE

POST 06/115

: **MEDICAL OFFICER GRADE 1, 2, 3 REF NO: COSH 04/2019 (X4 POSTS)**

SALARY

: Grade 1: R780 612 per annum
: Grade 2: R892 551 per annum
: Grade 3: 1 035 831 per annum
(Inclusive package consists of 70% and 30% applicable rules, 22 % Rural Allowance and Commuted Overtime)

**CENTRE
REQUIREMENTS**

: Church of Scotland Hospital
:
: **Grade 1:** Senior Certificate/Matric or Grade 12. MBCHB Degree or equivalent qualification PLUS Current registration with HPCSA as a Medical Practitioner. Minimum of 1 year relevant experience after registration as a Medical Practitioner with 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. **Grade 2:** Senior Certificate/Matric or Grade 12. MBCHB degree or equivalent qualification plus current registration with HPCSA as a Medical Practitioner 5 years relevant experience after registration with HPCSA as a Medical Practitioner. 6 years relevant experience after registration with HPCSA as a Medical Practitioner if Foreign Qualified and do not require to perform community service. NB Proof of experience endorsed and stamped by Human Resource. **Grade 3:** MBCHB degree or equivalent qualification plus Current registration with HPCSA as a Medical Practitioner, 10 years relevant experience after registration with HPCSA as a Medical Practitioner. 11 years relevant experience after registration with HPCSA as a Medical Practitioner if Foreign Qualified and do not require to perform community service. NB Proof of experience endorsed and stamped by Human Resource. Sound assessment, diagnostic and management skills, team work spirit. Sound knowledge of relevant ethical and medico-legal issues. Good communication skills (written and verbal) and problem solving skills. Good interpersonal skills. Sound management clinical and technical skill as expected. Ability to work under pressure. Knowledge of relevant Acts, Policies and Regulations of the Dept. of Health. Knowledge, understanding and implementation of Batho Pele Principles.

DUTIES

: Provide quality patient care at all times. Examine, investigate, diagnose and oversee the treatment of patients. Assist in clinical audits and quality improvement programmes. Ensure the provision of safe, ethical and high quality medical care. Be part of the institutional strategic planning process. Assist with the development, maintaining and updating of clinical protocols. Manage medical & surgical emergencies. Be expected to participate on MMC camps. Provide after-hours medical services as per roster/ when needs arises. Manage performance of junior staff. Assist at the CHC when need arises.

<u>ENQUIRIES</u>	:	Dr T. Kabwe Tel No: (033) 4931000 Ext. 4026
<u>APPLICATIONS</u>	:	Please forward/deliver applications quoting the reference number to the The Human Resource Department, Church of Scotland Hospital, R33 Dundee Main Road, Tugela Ferry, 3010, Postal Address: Private Bag X 502, Tugela Ferry, 3010
<u>FOR ATTENTION</u>	:	Mrs N.P Sithole
<u>NOTE</u>	:	Application must be submitted on the Application for Employment Form (Form Z.83) which is obtainable at any Government Department or from the website- www.kznhealth.gov.za must accurately completed and signed. Reference Number must be indicated in the column provided on the form Z.83. Comprehensive Curriculum Vitae, certified copies of Identity document, educational qualifications and professional registration certificates – not copies of certified copies. Persons with disabilities should feel free to apply for the posts. Applicants in possession of a foreign hority (SAQA) or other regulating bodies to their applications. None – RSA Citizens/Permanent Resident/Work Permit holders must submit a documentary proof together with their applications. This Department is an equal opportunity, affirmative action employer, whose aim is to promote representatively in all levels of all occupational categories in the Department. The appointment is subject to positive outcome obtained from the NIA to the following checks; security clearance, credit records, qualification, citizenship and previous experience verifications. Failure to comply with the aforementioned instructions will result to your application being disqualified. Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful.
<u>CLOSING DATE</u>	:	01 March 2019 (Late applications will not be accepted)
<u>POST 06/116</u>	:	<u>MEDICAL OFFICER: UROLOGY REF NO: MO URO/1/2019 (X2 POSTS)</u> Department: Urology
<u>SALARY</u>	:	Grade 1: R780 612per 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
<u>CENTRE</u>	:	Inkosi Albert Luthuli Central Hospital
<u>REQUIREMENTS</u>	:	An appropriate qualification in the appropriate Health Science PLUS Current Registration with the Health Professions Council of South Africa as an independent medical practitioner. Completion of Community Service. Grade 1: 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: 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: 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. Recommendation: Experience in Urology. FCS – 1A (Primary), ATLS, ACLS or PALS will be a distinct advantage. Knowledge Skills and Experience Required: Knowledge of operative and post-operative management of the surgical patient. Any training in the field of general surgery will be a distinct advantage Preference will be given to those who have completed some or all of their surgical training. Demonstrate the ability to work as part of a multidisciplinary team. Sound communication, negotiation, planning, organising, leadership, decision-

	making and interpersonal skills. Experience in Urology. Ability to assist the Urology staff in the smooth running of the Department. Ability to function in a multi-disciplinary setting.
<u>DUTIES</u>	: Provide appropriate medical care to all urologic patients. Assist in teaching undergraduates. Attend all academic activities and teaching/training sessions in the department. Performance of after hour duties.
<u>ENQUIRIES</u>	: Dr EH Abdel Goad Tel No: 031 2401179
<u>APPLICATIONS</u>	: All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the entrance to the Management Building at IALCH or posted to Private Bag X03 Mayville 4058.
<u>NOTE</u>	: An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za . 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>	: 01 March 2019
<u>POST 06/117</u>	: <u>MEDICAL OFFICER: PAEDIATRIC SURGERY REF NO: MO PAEDSURG/1/2019 (X1 POST)</u> Department: Paediatric Surgery
<u>SALARY</u>	: Grade 1: R780 612per 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
<u>CENTRE</u>	: Inkosi Albert Luthuli Central Hospital
<u>REQUIREMENTS</u>	: MBCHB Degree. Current unrestricted registration with the Health Professions Council of South Africa as a Medical Practitioner. FCS Part I (primary exam) will be an advantage. At least 6 months post community service will be an advantage. Grade 1: No experience required after completion of Community Service however 6 months experience in surgery at MO level or above will be preferable. Appointment to grade 1 requires 1 year relevant experience after registration as a Medical Practitioner with a recognised foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Grade 2: Five years appropriate experience as a Medical Officer after Registration with HPCSA as a Medical Practitioner of which at least 6 months must be in surgery at MO level or above. 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 of which at least 6 months must be in surgery at MO level or above. The appointment to Grade 3 requires a minimum of 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. Skills, Knowledge, Training and Competency Required: Knowledge and skills in Surgery, Paediatric Surgery or Paediatrics. Demonstrate the ability to work as part of a multidisciplinary team. Sound communication, negotiation, planning, organising, leadership, decision-making and interpersonal skills.
<u>DUTIES</u>	: Assist with the provision and development of tertiary level Paediatric surgical care services as determined by the Head of Paediatric surgery at Inkosi Albert Luthuli Central Hospital. Participate in the delivery of Paediatric surgical services in Durban. Provision of outpatient services at Inkosi Albert Luthuli Central Hospital. Management of ward patients Inkosi Albert Luthuli Central Hospital. Provide initial resuscitative, peri-operative surgical care, operative surgical care and post-operative care of patients in the department of Paediatric surgery. Ensure that the scientific principles of Paediatric Surgical care are maintained. Ensure sound labour relations in compliance with relevant legislation while maintaining the interests of the patient. To participate in clinical audit programmes and research. To assist in outreach and teaching when required. Perform after hour work as required.
<u>ENQUIRIES</u>	: Dr MH Sheik Gafoor Tel No: (+27)31-240 1579
<u>APPLICATIONS</u>	: All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the entrance to the Management Building at IALCH or posted to Private Bag X03 Mayville 4058.
<u>NOTE</u>	: An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za . 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>	: 01 March 2019
<u>POST 06/118</u>	: <u>MEDICAL OFFICER: RENAL REF NO: MO RENAL/1/2019 (X1 POST)</u> Department: Renal
<u>SALARY</u>	: Grade 1: R780 612per 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
<u>CENTRE</u>	: Inkosi Albert Luthuli Central Hospital and DFR
<u>REQUIREMENTS</u>	: Registration with the Health Professions Council of South Africa as a medical practitioner. Current registration as a Medical Practitioner with HPCSA. Senior Certificate. MBCHB degree. Appropriate qualification. Proof of completion of Community Service. Driver's licence. Grade 1: No experience required. The appointment to grade 1 requires 1 year relevant experience after registration as a Medical Practitioner with a recognised foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Grade 2: Five (5) years appropriate experience as a Medical Officer after Registration with HPCSA as

a Medical Practitioner. The appointment to Grade 2 requires a minimum of six years (6) relevant experience after registration as a Medical Practitioner with a recognised foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 3:** Ten (10) years appropriate experience as a Medical Officer after Registration with HPCSA as a Medical Practitioner. The appointment to Grade 3 requires a minimum of eleven years (11) relevant experience after registration as a Medical Practitioner with a recognised foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Knowledge Skills and Experience Required: Sound clinical knowledge of Internal medicine with ability to manage medical emergencies. Knowledge of ethical medical practice. Ability to assess, diagnose and manage in-patients and out-patients in general nephrology, peritoneal dialysis, haemodialysis and renal transplantation.

<u>DUTIES</u>	:	Examination, diagnosis and management of patients. Performance of commuted overtime. Facilitation of staff training and on-going medical education. Participation in quality improvement imperatives (morbidity and mortality meetings, clinical audits). Performance of research. Contribution to the Department's academic programme. Be part of a multi-disciplinary team
<u>ENQUIRIES</u>	:	Dr. S Hariparshad Tel No: 031-240 1258
<u>APPLICATIONS</u>	:	All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the entrance to the Management Building at IALCH or posted to Private Bag X03 Mayville 4058.
<u>NOTE</u>	:	An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za . 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>	:	01 March 2019
<u>POST 06/119</u>	:	<u>MEDICAL OFFICER REF NO: SAH 02/2019 (X3 POSTS)</u>
<u>SALARY</u>	:	Grade 1: R780 612per annum (All Inclusive Package) Grade 2: R892 551per annum (All-inclusive Package) Grade 3: R1 035 831 per annum (All-inclusive Package)
<u>CENTRE</u>	:	ST Andrews Hospital: Medical and Surgical
<u>REQUIREMENTS</u>	:	Grade 1: Senior Certificate PLUS Appropriate qualification in Health Science-MBCHB PLUS Current registration with HPCSA as a Medical Practitioner or 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: Senior Certificate PLUS Appropriate qualification in Health Science-MBCHB PLUS Current registration with HPCSA as a Medical Practitioner plus 5 years experience after registration with the HPCSA as a Medical Practitioner or 6 years 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:** Senior Certificate PLUS Appropriate qualification in Health Science-MBCHB PLUS Current registration with HPCSA as a Medical Practitioner plus 10 years experience after registration with the HPCSA as a Medical Practitioner or 11 years 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. Skills: Ability to diagnose and manage common medical and surgical problems including emergencies in the major clinical disciplines. Surgical and Anesthetic skills. Sound knowledge and experience in the respective medical discipline. Sound knowledge of Human Resource Management, Information Management and Quality Assurance Programme. Knowledge of current health and public service legislation, regulations and policies. Sound Medical ethics and emphasis on budget control, epidemiology and statistics. Sound teaching and supervisory skills. Good communication and interpersonal skills.

DUTIES : Providing a holistic patient care, inclusive of preventive measures, treatment and rehabilitation. Assist with human resource development for medical staff. Conduct orientation and induction for new staff. Conduct continuous professional development by organizing information seminars. Ensuring correct patient management through the implementation of quality standards and practice and treatment protocols. Ensuring the development, maintenance and updating of clinical procedures. Ensuring effective utilization of all resources in the clinical field within the sphere of functioning. Provide Medical Services at the department appointed to. Clinical responsibilities including examine, investigate, diagnose and oversee that treatment of patients in the relevant department. Provide guidance, training, evaluation and mentorship of junior medical staff. Participate in community health programmes. Monitor the cost effectiveness of medical examinations with due regard of effective patient care, and ethical decision making. Assist the evaluation of existing standards and effectiveness of health care. Assist with application of sound labour relations policy in accordance with relevant legislation and guidelines

ENQUIRIES : Dr SK Lumeya Tel No: 039-4331955 EXT 214
APPLICATIONS : Should Be Forwarded: The Chief Executive Officer. St Andrews Hospital, Private Bag X1010 Harding, 4680 or Hand Delivery: 14 Moodie Street, Harding 4680.

FOR ATTENTION : Human Resource Manager
NOTE : African Male and People with Disability may feel free to apply
CLOSING DATE : 01 March 2019

POST 06/120 : **DEPUTY DIRECTOR: HUMAN RESOURCE MANAGEMENT REF NO: DD: HRM/1/2019 (X1 POST)**
 Department: Human Resource Department

SALARY : R697 011 per annum (Level 11) (an all-inclusive remuneration package)
CENTRE : Inkosi Albert Luthuli Central Hospital
REQUIREMENTS : An appropriate Degree/National Diploma in Human Resource Management. Plus five (5) years' experience in a Human Resource Component, of which a minimum of three (3) years must be managerial experience. Letter of confirmation of relevant work and managerial experience in terms of the advert. Knowledge, Skills, Training and Competencies Required: Broad knowledge and understanding of Human Resources Management. In-depth knowledge of relevant acts, policies and regulations in Human Resource Management. Sound knowledge of Human Resource Practices, Staff Relations and Training and Development matters. Computer literacy. (Proof required). Sound knowledge of Persal. (Proof required). Sound decision making, planning and leadership skills. Financial Management. Problem solving and conflict management skills. Ability to prioritise issues and other work related matters in order to comply with tight deadlines. Extensive knowledge of computerised personnel and salary systems (PERSAL), MS Packages and applications thereof. (Knowledge of SAP would be an advantage).

<u>DUTIES</u>	:	Manage all Human Resource components i.e. Human Resource Practices, Human Resource Planning and Development, Staff Relations and Employee Wellness and ensure provision of accessible and efficient services. Advise Managers on all aspects of Human Resource Management. Participate in the recruitment and selection of staff in different fields within the institution. Ensure adequate availability and efficient utilization of staff. Plan, monitor and control the use of budget and equipment allocated to Human Resource component. Participate in strategic and other planning processes within the institution. Develop Human Resource Policies that are in line with Human Resource strategies of the department and ensure the implementation thereof. Maintain discipline and deal with Labour Relations issues in terms of laid down policies and procedures. Identify training needs and ensure the implementation of suitable training programmes. Management of the day to day function of the HR Department in the institution to ensure the rendering of high quality HR services. Service on various committees such as Cash Flow, SMT, Hospital Board, etc. Provide Human Resource Management services in line with the requirements of National Core Standards/ Ideal Hospital.
<u>ENQUIRIES</u>	:	Dr LP Mtshali Tel No: 031 2401124
<u>APPLICATIONS</u>	:	All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the entrance to the Management Building at IALCH or posted to Private Bag X03 Mayville 4058.
<u>NOTE</u>	:	An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za . 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>	:	01 March 2019
<u>POST 06/121</u>	:	<u>DEPUTY DIRECTOR: SYSTEMS REF NO: GS 8/19</u> Component: Systems Department
<u>SALARY</u>	:	R697 011 per annum (Level 11) (all inclusive remuneration package)
<u>CENTRE</u>	:	Greys Hospital, Pietermaritzburg
<u>REQUIREMENTS</u>	:	Bachelors Degree / National Diploma in Human Sciences / Administration Qualifications. 3-5 Years experience at an Assistant Management Level with extensive exposure to Systems Management. Proof of current and previous experience in a Systems environment endorsed by the HR Department or the relevant employer. Recommendation: Certificates: MS Office Software Applications i.e. Ms Word, Excel, PowerPoint and Outlook. Valid Drivers Licence. Knowledge, Skills, and Experience: Knowledge of legislation, White Papers and Treasury instructions. Ability to develop policies. Computer Literacy. Knowledge in auditing procedures including norms and standards. Good communication skills and negotiation skills. Planning and organizing activities and projects for components. Compilation of management reports. Knowledge of provisioning procedures and procurement directives.
<u>DUTIES</u>	:	Monitor the provision of all hotel services and facilities by contractors in order to ensure contract adherence and highest level of quality. Manage the following areas to ensure optimal usage and cost effectiveness: Information

Technology, Cleaning Services, Catering Services, Maintenance Services, Gardening Services, Mortuary Services, Housekeeping, Security Services, Transport. Ensure that all Hospital Information Systems (Patient related and other) are maintained so as to provide reliable, valid timeous processing and information. Implement and monitor effective hospital policies, protocols, practices within the day to day operational areas. Ensure compliance with all statutory regulations and bylaws. Provide technical advice to the management team in respect of operations. Ensure that standby and emergency facilities are properly maintained. Ensure that an effective, up to date disaster and major incident management plan is maintained. Contribute as a member of multidisciplinary management team towards the effective management of the Hospital.

**ENQUIRIES
APPLICATIONS**

**FOR ATTENTION
NOTE**

CLOSING DATE

POST 06/122

SALARY

**CENTRE
REQUIREMENTS**

- : DR K B Bilenge Tel No: 033 897 3321
- : Applications to be forwarded to: The Human Resources Department, Greys Hospital Private Bag X9001, Pietermaritzburg, 3200
- : Mrs. M. Chandulal
- : Directions To Candidates: The following documents must be submitted: Application for employment form (Z83) which is obtainable at any Government Department OR website, certified copies of highest educational qualifications and professional registration certificate- not copies of certified copies. Curriculum Vitae and certified ID copy NB: Failure to comply with the above instructions will disqualify applicants. The circular minute number / reference must be indicated in the column provided on the form Z83 e.g GS 8/19. Please note due to large numbers of applications we envisage to receive, applicants will not be acknowledged. Communication will only be entered into with candidates that have been short-listed. If you have not heard from us two months after the closing date, please consider your application as being unsuccessful. The appointment is subject to positive outcome obtained from checks (security clearance, credit records, qualifications, citizenship and previous employment verifications and verification from the Company Intellectual Property (CIPC). African Males are encouraged to apply. All applicants who have previously applied should not re-apply.
- : 01 March 2019
- : **ASSISTANT NURSING MANAGER (OBSTETRICS, PEADS & GYNEACOLOGY) REF NO: APP/01/2019**
- : R581 826 - R654 840 per annum. Benefits: 13th cheque, medical aid (optional) and 8% rural allowance
- : Appelsbosch Hospital
- : Grade 12 qualification. Diploma /Degree in General Nursing or equivalent qualification that allows registration with SANC as Professional Nurse and Midwife. Registration with SANC as Professional Nurse. Proof of current SANC receipt (2019). Post Basic qualification in Advanced Midwifery and Neonatal Science. Experience: A minimum of 10 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least 6 years of the period referred to above must be appropriate/ recognizable experience in the specialty after obtaining the 1 year post basic qualification in Advanced Midwifery and Neonatal Nursing Science. At least 3 years of the period referred to above must be appropriate/ recognizable experience at management level. Proof of current and previous experience endorsed and stamped by HR and Certificate of Service must be attached. Recommendation: Degree/Diploma in Nursing Administration. Proof of computer literacy. Unendorsed driver's license. Knowledge & Skills: Knowledge of Nursing Care process and procedures, Nursing statutes, and other relevant legal frame works i.e. Nursing Act, Occupational Health and Safety Act, Patient's Rights Charter, Batho Pele Principles, Public Service Regulations, Labour Relations Act, Disciplinary Code and Procedure, Grievance Procedure, Accountability and Responsibility. Good verbal, writing and communication skills. Facilitation skills. Co-ordination skills. Problem - solving skills. Ability to plan, organize and manage conflicts. Extensive

	knowledge of National and Provincial policies and guidelines. Ability to lead a team and to interact effectively with communication structures.
<u>DUTIES</u>	: Co-ordinate of optimal, holistic specialized nursing care provided within set standard and professional legal framework. Foster team spirit and commitment among all categories of staff. Monitor and control human resource needs utilization and development. Monitor and supervise staff performance in maternity and paediatric wards. Deal with discipline, grievances and other issues including monitoring and managing absenteeism. Manage effectively and efficiently the utilization and supervision of all resources. Participate in the analysis, formulation and implementation of policies, practices and procedures. Establish and maintain constructive working relationship with nursing and other stake holders. Ensure that healthy and safe environment is maintained. Monitor and control the quality of patient care. Indicate and conduct audits. Attend CHIPP and PPP reviews and monitor implementation of action plans. Ensure implementation of priority programmes. Compile monthly and quarterly report.
<u>ENQUIRIES</u>	: Mrs. MT Zondi Tel No: (032)2948000 ext. 261
<u>APPLICATIONS</u>	: Human Resource Manager, P/Bag X 215, Ozwathini, 3242
<u>FOR ATTENTION</u>	: Mrs. DZ Shabangu
<u>NOTE</u>	: Equity Target: African Male
<u>CLOSING DATE</u>	: 08 March 2019
<u>POST 06/123</u>	: <u>OPERATIONAL MANAGER SPECIALTY REF NO SAH 03/2019 (X1 POST)</u>
<u>SALARY</u>	: R532 449 per annum. Other Benefits: 13th cheque, 12 % rural allowance, home owners allowance (employee must meet prescribed requirements)
<u>CENTRE</u>	: ST Andrews Hospital: Casualty (Trauma & Medical Emergency)
<u>REQUIREMENTS</u>	: Diploma / Degree in Nursing, Current registration with SANC as a General Nurse and Midwife Plus 1 year post basic qualification in Trauma Nursing Science or Critical Care Nursing. A minimum of 9 years appropriate / recognisable experience in nursing after registration as a Professional Nurse with the SANC in general nursing of which at least 5 years must be appropriate / recognisable experience after obtaining the one year post basic qualification in the relevant speciality. Knowledge, Skills and Competencies: Knowledge of Nursing care processes and procedures, nursing statutes, and other relevant legal frameworks. Leadership, organizational, decision making and problem solving abilities within the limit of the public sector and institutional policy framework, Interpersonal skills including public relations, negotiating, conflict handling and counselling skills, Financial and budgetary knowledge pertaining to the relevant resources under management, Insight into procedures and policies pertaining to nursing care. Computer skills in basic programmes.
<u>DUTIES</u>	: To plan, organize and monitor the objectives of the unit in the consultation with subordinates. Provision of Quality Nursing Care through the implementation of National core standards, policies and procedures coupled with supervision and monitoring the implementation thereof. To provide a therapeutic environment to staff, patients and the public. To effectively manage the utilization and supervision of resources. Coordination of the provision of effective training and research. Maintain professional growth / ethical standards and self-development. Coordinate optimal, holistic, specialised nursing care with set standards and within a professional / legal framework. Implementation and management of Infection Control and Prevention Protocols. Maintain accurate and complete patient records according to legal requirements. To participate in quality improvement programmes and Clinical Audits. Participate in staff, student and patient training. Monitor the implementation of EPMDS. Exercise control over discipline, grievance and labour relation issues according to the laid down policies and procedures. Identify, develop and control Risk Management systems within the unit. Uphold the Batho Pele and Patients' Rights Principles. Implementation of programmes for prevention. Detection and treatment on non-communicable diseases and illnesses. Develop policies and protocols to improve triaging and resuscitation techniques. Monitor and improve emergency services rendered in the department.
<u>ENQUIRIES</u>	: Mrs MR Singh Tel No: 039-4331955 EXT 211

<u>APPLICATIONS</u>	:	Should Be Forwarded: The Chief Executive Officer. St Andrews Hospital, Private Bag X1010 Harding, 4680 or Hand Delivery: 14 Moodie Street, Harding 4680.
<u>FOR ATTENTION</u>	:	Human Resource Manager
<u>NOTE</u>	:	African Male and People with Disability are encouraged to apply
<u>CLOSING DATE</u>	:	01 March 2019
<u>POST 06/124</u>	:	<u>OPERATIONAL MANAGER (PHC) GRADE1 REF NO: APP/02/2019</u>
<u>SALARY</u>	:	R532 449 - R654 840 per annum. Benefits: 13th cheque, medical aid (optional) and 8 % rural allowance
<u>CENTRE</u>	:	Bambanani Clinic
<u>REQUIREMENTS</u>	:	Grade 12 qualification. Degree/Diploma in General Nursing and Midwifery. A post basic qualification with a duration of at least 1 year in Clinical Nursing Science, Assessment, Diagnosis, Treatment and Care (PHC) accredited with SANC. Proof of current registration with SANC (2019 receipt). Experience: A minimum of 9 years appropriate/recognizable nursing experience after registration as Professional Nurse with SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognizable experience after obtaining the 1- year post-basic qualification in PHC. Proof of previous and current work experience endorsed and stamped by Human Resource department. Certificate of Service. Code 8 or 10 Driver's License. Knowledge & Skills: Ability to interact with diverse stakeholders and health care users and givers. Good verbal, writing and communication skills. Facilitation and co-ordination skills. Problem-solving skills. Ability to plan, organise and manage conflicts. Basic financial and management skills, knowledge of human resource management, personal attitude, responsive, professionalism, supportive, assertive and team player role leadership and supervisory skills.
<u>DUTIES</u>	:	Assist in planning, organising and monitoring of objective of the facility. Manage all resources within the unit effectively and efficiently to ensure optimum service. Ability to plan and organise own work and that of support personnel to ensure proper nursing care. Display a concern for patients, promoting and advocating proper treatment and care. Monitor provision of quality comprehensive service delivery at emergency room. Participate actively in Operation Sukuma Sakhe Programme. Work as part of the multidisciplinary team to ensure good nursing care. Demonstrate effective communication with patients, community and multidisciplinary team. Monitor safe patient service and improve client satisfaction. Participate in the attainment of National Core Standards. Contribute to the realisation of Ideal Clinic (ICRM) status. Participate in the analysis of and formulation of nursing policies and procedures. Provide direct and indirect supervision of all staff within the unit and give guidance. Demonstrate an understanding of Human Resource and Financial Management Policies and procedure. Monitor and evaluate the care and management of all patients through clinical audits. Ability to supervise Medical and surgical emergencies and refer appropriately. Supervise and monitor implementation of PHC Re-Engineering. Monitor implementation and performance on indicators on daily, weekly and monthly basis. Provide feedback to management. Analyse data and draw up quality improvement plan and implementation plan. Exercise control of discipline and any other labour related issues in terms of laid down procedures. Ensure complaint management is functional in the clinic. Ensure functionality of the clinic committee programme so that community involvement and participation is achieved. Conduct Clinic Open days. Monitor and evaluate HR performance through EPMDS for all relevant staff.
<u>ENQUIRIES</u>	:	Mr M Zele Tel No: (032) 2948000 ext. 103
<u>APPLICATIONS</u>	:	Human Resource Manager, P/Bag X 215, Ozwathini, 3242
<u>FOR ATTENTION</u>	:	Mrs DZ Shabangu
<u>NOTE</u>	:	Equity Target: African Male
<u>CLOSING DATE</u>	:	08 March 2019

<u>POST 06/125</u>	:	<u>ASSISTANT MANAGER NURSING (MONITORING & EVALUATION) REF NO: COSH 05/2019</u>
<u>SALARY</u>	:	R532 449 per annum PLUS 13th Cheque, 12 Rural Allowance, Medical Aid (Optional) and Housing Allowance
<u>CENTRE</u>	:	Church of Scotland Hospital
<u>REQUIREMENTS</u>	:	Senior Certificate / Matric or Grade 12 PLUS Degree/Diploma in General Nursing and Midwifery. Current registration with SANC as a registered General nurse and midwife. A minimum of 8 years appropriate/recognizable experience after registration as a Professional Nurse, at least 3 years of the period referred to above must be appropriate/recognizable experience at management level. Current registration with SANC (Receipt). Computer literacy (Ms Office: Word, Outlook, PowerPoint and Excel). Valid driver's licence EB. Proof of current and previous experience endorsed and stamped by Human Resource must be attached. Recommendation: Degree/Diploma in Nursing Management. Leadership, management, planning, organizing and co-ordination skills, knowledge of relevant Acts, prescripts, policies and procedures governing health care service delivery, specially medical and surgical. Sound understanding of relevant legislation, Acts, Policies and Procedures. Knowledge of EPMDS and National Core Standards, Regulations, Labour Relations Act and PFMA. Good communication, interpersonal, decision-making, problem-solving facilitation, mentorship, supervisory and change management skills. Ability to analyse and negotiate. Information and data management skills.
<u>DUTIES</u>	:	Develop processes to ensure user friendly and measurable performance indicators that are timeously defined for the assessment of institutional performance against stated strategic/service transformation objectives as well as policy and programme interventions aimed at improving the health status of the population. Develop policies for the institution and monitor implementation. Monitor implementation of all the plans of the institution and ensure progress reports are submitted timeously. Administer and facilitate the implementation of an integrated Monitoring and Evaluation Framework. System to be fully aligned to national, provincial, district and departmental performance reporting requirements. Ensure that improvements plans are done on time. Ensure that there is provision of optimal, holistic, specialized nursing care with set standards and target and within a professional/legal framework. Consult and collaborate with multi-disciplinary health teams, organizations and special interest groups. Monitor, evaluate and report on delivery of quality care at the institution including clinical care, waiting times and client experiences. Participate and represent the sub district at various forums. Utilize information technology (IT) and other management information systems to manage information for the enhancement of service delivery. Maintain the quality of data and information in documentary and electronic systems. Evaluate the content of minimum program data set and utilize it to compare interventions and outcomes. Analyse and interpret programme information to evaluate the quality and cost effectiveness of the health care delivery approaches. Implement fair labour practices. Administer evidence-based monitoring and evaluation system at the hospital. Utilize analysed data to assist during decision-making. Develop good working relationships within the department and with other stakeholders. Facilitate facility performance reviews including implementation of the year plan. Monitor performance against set indicators and targets. Conduct staff meetings such as performance and information reviews to disseminate information on performance against set indicators and targets. Ensure the efficient and effective utilization of allocated resources to the component.
<u>ENQUIRIES</u>	:	Mrs B. Dlomo Tel No: 033 4931000 Ext. 4332
<u>APPLICATIONS</u>	:	Please forward/deliver applications quoting the reference number to the The Human Resource Department, Church of Scotland Hospital, R33 Dundee Main Road, Tugela Ferry, 3010, Postal Address: Private Bag X 502, Tugela Ferry, 3010
<u>FOR ATTENTION</u>	:	Mrs N.P Sithole

<u>NOTE</u>	:	Application must be submitted on the Application for Employment Form (Form Z.83) which is obtainable at any Government Department or from the website- www.kznhealth.gov.za must accurately completed and signed. Reference Number must be indicated in the column provided on the form Z.83. Comprehensive Curriculum Vitae, certified copies of Identity document, educational qualifications and professional registration certificates – not copies of certified copies. Persons with disabilities should feel free to apply for the posts. Applicants in possession of a foreign hority (SAQA) or other regulating bodies to their applications. None – RSA Citizens/Permanent Resident/Work Permit holders must submit a documentary proof together with their applications. This Department is an equal opportunity, affirmative action employer, whose aim is to promote representatively in all levels of all occupational categories in the Department. The appointment is subject to positive outcome obtained from the NIA to the following checks; security clearance, credit records, qualification, citizenship and previous experience verifications. Failure to comply with the aforementioned instructions will result to your application being disqualified. Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful.
<u>CLOSING DATE</u>	:	01 March 2019 (Late applications will not be accepted)
<u>POST 06/126</u>	:	<u>OPERATIONAL MANAGER NURSING: SPECIALTY NURSING STREAM PN-B3- TRAUMA REF NO: OPMAN (SPEC NURS) TRAUMA UNIT/1/2019</u> Department: Trauma Unit
<u>SALARY</u>	:	R532 449 per annum plus 13th cheque, Housing Allowance: Employee must meet prescribed requirements. Medical Aid: optional
<u>CENTRE</u>	:	Inkosi Albert Luthuli Central Hospital
<u>REQUIREMENTS</u>	:	Degree/Diploma in General Nursing (R425 qualification or equivalent) plus 1 year post basic qualification (R212) as required above. Current registration with SANC as General Nurse and Midwife and in required field as indicated above. A minimum of 9 years appropriate recognisable experience in nursing after registration as a Professional Nurse with the SANC in General nursing is required. At least 5 years of this period must be appropriate/recognisable experience in the specific speciality after obtaining the 1-year post- basic qualification in the Trauma Nursing speciality. Knowledge, Skills, Training and Competencies Required: Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices. Possess communication skills for dealing with patients, supervisors and other members of the multi-disciplinary team including the writing of reports when required. Good human relations; displaying a concern for patients, promoting and advocating proper treatment and care including a willingness and awareness to respond to patient's needs and expectations. Demonstrate ability to provide support and guidance within the unit. Basic understanding of HR and Financial policies and practices. Demonstrate working knowledge of the hospital information system to enhance quality in the service delivery Demonstrate basic computer literacy as a support tool to enhance service delivery. Ability to plan and organise own work, time and that of support personnel to ensure proper nursing care in the unit.
<u>DUTIES</u>	:	Work as part of a multi-disciplinary team to ensure good nursing care. Ensure cost -effective, equitable and efficient high quality patient care. Perform a quality comprehensive clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the legislative framework and National Core Standards. Ensures compliance with ideal hospitals project. Perform duties within the ambits of legal framework as required. Ensure compliance to professional and ethical practice. Work effectively and amicably at supervisory level with persons of diverse intellectual, cultural, racial or religious differences. Perform duties as delegated by the supervisor and relief duties of the assistant nurse manager's office as requested.
<u>ENQUIRIES</u>	:	Miss NO Mkhize Tel No: (031) 240 1063
<u>APPLICATIONS</u>	:	All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the entrance to

	the Management Building at IALCH or posted to Private Bag X03 Mayville 4058.
<u>NOTE</u>	: An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za . 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>	: 01 March 2019
<u>POST 06/127</u>	: <u>OPERATIONAL MANAGER: PRIMARY HEALTH CARE STREAM REF NO: UMG01/01/19</u> Component: Richmond Clinic
<u>SALARY</u>	: R532 449 – 599274 per annum PLUS 8% Rural allowance. Benefits: 13th Cheque, home owner's allowance, and Medical aid optional. {Employee must meet prescribed conditions}
<u>CENTRE</u>	: Umgungundlovu District Office
<u>REQUIREMENTS</u>	: Diploma/Degree in General Nursing and Midwifery plus one year diploma in PHC. Current Registration with SANC as general Nurse and Primary Health Care Nurse. A minimum of 9 years recognizable nursing experience after registration as professional nurse with SANC in General Nursing of which 5 Years must be recognizable experience after obtaining one year post basic qualification in primary Health Care. Computer literacy with a proficiency in MS Office Software applications. Code 8 Drivers licence. Proof of current and previous work experience endorsed by the employer must be attached. Knowledge, Skills, Training and Competencies Required: Demonstrate understanding of Nursing legislation and related legal and ethical nursing practices within Primary Health Care environment, demonstrate a basic understanding of HR and financial policies and practice. Good communication skills. Good interpersonal skills. Team building and supervisory skills.
<u>DUTIES</u>	: Assist in planning, organising and monitoring of objectives of the specialised unit. Manage all resources within the unit effectively and efficiently to ensure optimum service delivery. Ability to plan and organise own work and that of support personnel to ensure proper nursing care. Display a concern for patients, promoting and advocating proper treatment and care including. Monitor Provision of quality comprehensive service delivery at emergency unit. Participate actively in Operation Sukuma Sakhe programme. Work as part of the multidisciplinary team to ensure good nursing care. Demonstrate effective communication with patients, community and multidisciplinary team. Monitor safe patient service and improve client satisfaction. Participate in the attainment of National Core Standards. Contribute to the realization of Ideal Clinic (ICRM) status. Participate in the analysis and formulation of nursing policies and procedures. Provide direct and indirect supervision of all staff within the unit and give guidance. Demonstrate an understanding of Human Resource and Financial Management Policies and procedures. Monitor and evaluate the care and management of all patients through clinical audits. Ability to supervise Medical and Surgical emergencies and refer appropriately. Monitor implementation of PHC Re-Engineering. Monitor implementation and performance on indicators on daily, weekly and monthly basis; provide

		feedback to management, analyse data and draw up quality improvement plan and implementation plan. Exercise control of discipline and any other Labour Related issues in terms of laid down procedures. Ensure compliant management is functional in the Clinic. Ensure functionality of the Clinic committee programme so that community involvement and participation is achieved.
<u>ENQUIRIES</u>	:	Mrs NA Mbana Tel No: 033 395 4340
<u>APPLICATIONS</u>	:	All applications should be forwarded to: The District Director, Umgungundlovu Health District, Private Bag X 9124, Pietermaritzburg, 3200 or Hand Deliver to: 171 Hoosen Haffeejee Street (Burg street)
<u>FOR ATTENTION</u>	:	Human Resource Department
<u>CLOSING DATE</u>	:	01 March 2019
<u>NOTE</u>	:	Applications must be submitted on the prescribed Application for Employment form (Z83) which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of certificates, Identity Document and Driver's Licence (not copies of previously certified copies). The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Faxed and e-mailed applications will NOT be accepted. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. The Department will not be liable where applicants use incorrect/no reference number(s) on their applications. Preference will be given to African males.
<u>POST 06/128</u>	:	<u>ASSISTANT MANAGER NURSING GENERAL: M&E REF NO: REFERENG TN 02/2019</u>
<u>SALARY</u>	:	R532 449 per annum Plus Other Benefits, 13th Cheque, rural allowance 12%, medical aid optional and housing allowance. Must meet prescribed requirement)
<u>CENTRE</u>	:	Greytown Hospital
<u>REQUIREMENTS</u>	:	senior certificate (Grade 12) Diploma /Degree in general nursing and midwifery. Current registration with SANC as a general nurse and midwife for 2019 .A minimum of 8 years appropriate /recognizable experience in nursing after registration as a Professional Nurse with SANC in general nursing and midwifery .At least three (3) Of the period mentioned above must be experience at management /program level. Computer literacy (Ms. Office, word, outlook, PowerPoint and excel), valid driver's License .A certificate of service endorsed by Human Resource Department as a Proof of experience must be included. Knowledge skills and competencies required for the post. Knowledge of the legislative, policy and M&E framework informing health Service delivery .Knowledge of legislation and planning framework, hospital quality Assurance, infection prevention control practices, Health facility functions and operation. Understand HR policies and practices and staff relations and financial management. Knowledge of DHMIS Policy, SOP and relevant information system, knowledge of Information and data management, knowledge of monitoring and evaluation and 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 organizational skills ,project management skills ,decision making skills and problem solving skills and communication Skills, report writing skills, ability to work independently and under pressure, ability to compile concise reports.
<u>DUTIES</u>	:	Strengthen integrated planning and monitoring functions within the Institution, coordinate development and review of all institution plans. Administer

evidence /result –based monitoring and evaluation system In the institution 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 and IHRM, Ensure the efficient And effective utilization of resources allocated to the component ,inclusive of the development of staff ,strengthen data quality management system to Achieve qualified audit ,monitor the performance of the institution and advise on early warning signs ,facilitate performance reviews including implementation of the year plan. Facilitate compliance with policies and Legislations governing healthcare, such as PME framework, DHIMS, Ideal Hospital framework, etc. implement fair labor practices.

ENQUIRIES : Ms KJ Mngadi Tel No: 033 4139 405
APPLICATIONS : applications should be forwarded to: Human Resource Manager, Private Bag X 5562, Greytown, 3250
FOR ATTENTION : Mr LP Ntombela
CLOSING DATE : 01 March 2019

POST 06/129 : **CLINICAL PROGRAMME COORDINATOR REF NO: UGU DO 02/2019**
 Component: Chronic Diseases, Geriatrics & Eye Care

SALARY : R420 318 per annum (Level 09)
CENTRE : Ugu Health District Office
REQUIREMENTS : Senior certificate/matric or Grade 12. B Degree / National Diploma in General Nursing that allows registration with the South African Nursing Council (SANC) as a General Nurse. Minimum 7 years appropriate / recognizable nursing experience after registration as Professional Nurse with SANC in General Nursing. Current registration with SANC (2019 SANC receipt). Valid Code EB license (Code 08). Proof of computer literacy (Attach certificate). Proof of current and previous work experience endorsed and stamped by Human Resources. Sound Project Management skills. Good facilitation, human relations negotiation and problem solving skills. Good verbal and written communication skills. Good monitoring and evaluation skills. Knowledge of District Health System. Knowledge of Public Service Legislative prescripts. Basic financial management skills. Presentation skills. An understanding of challenges facing the public health sector. Aptitude for research so as to acquire new knowledge swiftly. Computer literacy: MS Office Software Applications.

DUTIES : Monitoring and evaluation of the implementation of the Chronic Diseases, Geriatrics and Eye Care programmes, Initiate the district plan for Chronic Diseases, Geriatrics and Eye Care with targets. Monitor and control the utilization of budget allocated for the programme. Coordinate and support programme development through training to ensure implementation. Plan, organize and conduct community rallies and events that convey health messages and practices which support health programme strategies. Ensure that clinical strategies to manage chronic health conditions contained under the health programmes are implemented in all Institutions. Network with other provincial departments, NOG's & the Municipality to maintain a referral service to community members. Analyze emerging chronic health practices and trends and introduce remedial action in conjunction with health care specialists.

ENQUIRIES : Mrs P.P. Fica Tel No: 039 – 688 3000
APPLICATIONS : Application to be forward to: The Human Resource Manager, Ugu Health District Office, Private Bag X735, Port Shepstone, 4240
FOR ATTENTION : Mrs T. Madlala
CLOSING DATE : 01 March 2019

<u>POST 06/130</u>	:	<u>CLINICAL PROGRAMME COORDINATOR REF NO: UGU DO 01/2019</u> Component: TB Control
<u>SALARY</u>	:	R420 318 per annum
<u>CENTRE</u>	:	Ugu Health District Office
<u>REQUIREMENTS</u>	:	Senior certificate/matric or Grade 12. B Degree / National Diploma in General Nursing that allows registration with the South African Nursing Council (SANC) as a General Nurse. Minimum 7 years appropriate / recognizable nursing experience after registration as Professional Nurse with SANC in General Nursing. Current registration with SANC (2018 SANC receipt). Valid Code EB license (Code 08). Proof of computer literacy (Attach certificate). Proof of current and previous work experience endorsed and stamped by Human Resources. Knowledge of TB electronic register / database. Knowledge of TIER.NET. Project management. Excellent management, facilitation, communication and interpersonal skills. Ability to do Powerpoint presentations. Report writing skills. Financial management skills. Empathy and counselling skills and knowledge. Ability to make independent decisions. An ability to prioritize issues and other work related matters and to comply with timeframes. Proven initiative, decisiveness and the ability to acquire new knowledge swiftly. A clear understanding of challenges facing the Public Sector. Ability to work under pressure. Ability to meet the set targets.
<u>DUTIES</u>	:	Coordinate and facilitate planning for TB programme in the district. Monitor the implementation of strategies contained in the health programme plan. Oversee the reporting of notifiable Medical Condition by all Institutions and TB control programme in the district. Liaison with government and NGO's on issues relating to TB control programme. Ensure good working relations with all role players and relevant stake holders. Analyze emerging health practices and trends and introduce remedial action in conjunction with health care specialist. Participate in Operation Sukuma Sakhe Programmes. Participate in nerve centre meetings. Provide support and mentoring to facilities within the district.
<u>ENQUIRIES</u>	:	Mrs P.P. Fica Tel No: 039 – 688 3000
<u>APPLICATIONS</u>	:	Application to be forward to: The Human Resource Manager, Ugu Health District Office, Private Bag X735, Port Shepstone, 4240
<u>FOR ATTENTION</u>	:	Mrs T. Madlala
<u>CLOSING DATE</u>	:	01 March 2019
<u>POST 06/131</u>	:	<u>ULTRASOUND RADIOGRAPHER GRADE 1, 2, 3 REF NO: NDH 04/2019</u> Cluster: Medical Department
<u>SALARY</u>	:	Grade1: R374 364 per annum Grade 2: R440 982 per annum Grade 3: R519 456 per annum Other Benefits: 13th cheque Medical Aid (optional) Housing Allowance (employee must meet prescribed requirements)
<u>CENTRE</u>	:	Northdale Hospital: Pietermaritzburg
<u>REQUIREMENTS</u>	:	Senior certificate/Grade 12, National Diploma/Degree in Ultrasound PLUS, Registration Certificate with Health Professions Council South Africa (HPCSA) in the category Independent Practice: Ultrasound. Current registration with HPCSA as an ultrasound radiographer (2018-2019) in the category Independent Practice: Ultrasound. Grade 1: Four (4) years appropriate experience after registration with HPCSA as a Diagnostic Radiographer. Grade 2: Minimum of 14 years relevant experience after registration with HPCSA of which 10 years must be after registration in Ultrasound. Grade 3: Minimum of 24 years relevant experience after registration with HPCSA of which 20 years must be after registration in Ultrasound. Applicants with four (4) year Radiography Speciality qualification (not in possession of Diagnostic Radiography qualification) who do not have experience as a Diagnostic radiographer may apply and will be appointed as a Diagnostic Radiographer. Knowledge, Skills, Training and Competencies Required: Sound knowledge of obstetrics and Gynaecology ultrasound. Sound knowledge of general ultrasound scans. Sound knowledge of Ultrasound procedures and protocols, Sound report writing and administrative skills. Computer literacy. Knowledge

	of relevant Health and Safety Policies, Regulations and Acts. Able to work autonomously. Sound communication, problem solving, teaching and training skills. Good interpersonal relations and ability to perform well within a team.
<u>DUTIES</u>	: Provision of high quality ultrasound services according to patients needs. Execute all ultrasound procedures competently to prevent complications. Perform general administrative duties as required. Provide guidance and supervision to junior staff and students. Promote Batho Pele in execution of all duties for effective service delivery. Inspect and utilize equipment professionally to ensure that they comply with safety regulations. Give factual information to patients and clients on ultrasound. Promote good health practices and ensure optimal patient care. Compile report and memos as required in the working environment. Participate in Ultrasound quality improvement programs and compliance with National Core Standards. Participate in developing protocols to ensure that sonographic services comply with the required prescripts. Participate in continued professional development (CPD).
<u>ENQUIRIES</u>	: R Bedford Tel No: 033 387 6459
<u>APPLICATIONS</u>	: All applications should be forwarded to: Human Resources Department Northdale Hospital, Private Bag X 9006, Pietermaritzburg, 3200
<u>FOR ATTENTION</u>	: Dr Mag Molla
<u>NOTE</u>	: Applications must be submitted on the prescribed Application for Employment form (Z83) which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of certificates, Identity Document and Driver's Licence (not copies of previously certified copies). The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Faxed and e-mailed applications will NOT be accepted. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Applicants in possession of a 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. All employees in the Public Service that are presently on the same salary level but on a notch/package above of the advertised post are free to apply.
<u>CLOSING DATE</u>	: 01 March 2019
<u>POST 06/132</u>	: <u>PROFESSIONAL NURSE: SPECIALTY NURSING STREAM (OPHTHALMOLOGY X1 POST, CRITICAL CARE X1 POST) REF NO: PN (SPEC NURS) OPHTHAL & CRITCARE /1/2019 (X2 POSTS)</u> Department: Ophthalmology and Critical Care
<u>SALARY</u>	: Grade 1: R362 559 per annum Grade 2: R445 917 per annum Other Benefits: 13th cheque, Housing Allowance: employee to meet prescribed requirements. Medical Aid: optional
<u>CENTRE</u>	: Inkosi Albert Luthuli Central Hospital
<u>REQUIREMENTS</u>	: Degree Diploma in General Nursing and 1 year post basic qualification in the relevant specialty. Ophthalmology x 1 and Critical Care x 1. Current registration with SANC as General Nurse and relevant specialty. A minimum of 4 years appropriate/recognisable post registration experience as a General Nurse. Registration as Midwife will be a recommendation. Grade 1: Experience: A minimum of 4 years appropriate/recognizable experience in Nursing after registration as Professional Nurse with SANC in General Nursing is required. Grade 2: Experience: A minimum of 14 years

appropriate/recognisable experience in Nursing after registration as Professional Nurse with SANC in General Nursing is required. At least 10 years of the period referred to above must be appropriate/recognisable experience in the specific Speciality after obtaining the 1 year post basic qualification in the relevant speciality. Knowledge, Skills, Training and Competencies Required: Demonstrate a comprehensive understanding of nursing legislation and related legal and ethical nursing practices. Possess communication skills for dealing with patients, supervisors and other members of the multi-disciplinary team including the writing of reports when required. Good human relations displaying a concern for patients, promoting and advocating proper treatment and care including a willingness and awareness to respond to patient's needs, requirements and expectations (Batho Pele). Ability to plan and organise own work and that of support personnel to ensure proper nursing care.

DUTIES : Work as part of a multi-disciplinary team to ensure good nursing care that is cost effective, equitable and efficient. Perform a quality comprehensive clinical nursing practice in accordance with the scope of practice and nursing standards determined by IALCH. Internal rotation of staff within the relevant speciality will be exercised according to patients need. Night duty will apply. Act as shift leader in Unit when necessary. Perform duties as delegated by the supervisor of the area.

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

NOTE : An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za. 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 : 01 March 2019

POST 06/133 : **PROFESSIONAL NURSE: SPECIALTY NURSING STREAM: THEATRE**
REF NO: PN (SPEC NURS) THEATRE /1/2019 (X11 POSTS)
 Department: Theatre

SALARY : Grade 1: R362 559 per annum
 Grade 2: R445 917 per annum
 Other Benefits: 13th cheque, Housing Allowance: employee to meet prescribed requirements. Medical Aid: optional

CENTRE : Inkosi Albert Luthuli Central Hospital
REQUIREMENTS : Degree/ Diploma in General Nursing and DOTT. Current registration with SANC as General Nurse and relevant speciality. A minimum of 4 years appropriate/recognisable post registration experience as a General Nurse. **Grade 1:** Experience: A minimum of 4 years appropriate/recognizable experience in Nursing after registration as Professional Nurse with SANC in General Nursing is required. **Grade 2:** Experience: A minimum of 14 years appropriate/recognisable experience in Nursing after registration as

Professional Nurse with SANC in General Nursing is required. At least 10 years of the period referred to above must be appropriate/recognisable experience in the specific Speciality after obtaining the 1 year post basic qualification in the relevant speciality. Knowledge, Skills, Training and Competencies Required: Demonstrate a comprehensive understanding of nursing legislation and related legal and ethical nursing practices. Possess communication skills for dealing with patients, supervisors and other members of the multi-disciplinary team including the writing of reports when required. Good human relations displaying a concern for patients, promoting and advocating proper treatment and care including a willingness and awareness to respond to patient's needs, requirements and expectations (Batho Pele). Ability to plan and organise own work and that of support personnel to ensure proper nursing care.

DUTIES : Work as part of a multi-disciplinary team to ensure good nursing care that is cost effective, equitable and efficient. Perform a quality comprehensive clinical nursing practice in accordance with the scope of practice and nursing standards determined by IALCH. Internal rotation of staff within the relevant speciality and night duty will be exercised according to patients need. Act as shift leader in Unit when necessary. Perform duties as delegated by the supervisor of the area.

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

NOTE : An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za. 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 : 01 March 2019

POST 06/134 : **PROFESSIONAL NURSE- SPECIALTY: PRIMARY HEALTH CARE**
STREAM REF NO: UMG01/04/19
 Component: Caluza Clinic

SALARY : Grade 1: R362 559 – R420 318 per annum PLUS 8% rural allowance
 Grade 2: R445 917 – R548 436 per annum Plus 8% rural allowance
 Benefits: 13th Cheque, home owner's allowance, and Medical aid optional
 [Employee must meet prescribed conditions]

CENTRE : Umgungundlovu Health District
REQUIREMENTS : Minimum Requirements: Senior Certificate or equivalent Degree/Diploma in General Nursing plus One (1) year post basic qualification in Trauma and Emergency Nursing. Current registration with SANC as General Nurse and relevant specialty (2019 receipt) Minimum of 4 years appropriate/recognizable registration experience as General Nurse and 1 year in the Speciality. **Grade 1:** Experience: A minimum of 4 years appropriate/recognizable experience as a General Nurse and 1 year in the Speciality. **Grade 2:** Experience: A minimum of 14 years appropriate/recognizable experience in nursing after registration

as Professional Nurse with SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognizable experience in the specialty after obtaining the one year post basic qualification in the relevant Speciality. Proof of current and previous work experience endorsed by the employer must be attached. Knowledge, Skills, Training and Competencies Required: Demonstrate understanding of Nursing legislation and related legal and ethical nursing practices within Primary Health Care environment, demonstrate a basic understanding of HR and financial policies and practice. Good communication skills. Good interpersonal skills. Team building and supervisory skills.

DUTIES : Perform clinical nursing practice in accordance with the scope of practice and nursing standards as determined for a primary health care facility. Able to plan and organize own work and that of support personnel to ensure proper nursing care. Work as part of the multi- disciplinary team to ensure good nursing care at primary health care level. Demonstrate effective communication with patients, supervisors and other clinicians, including report writing when required. Work effectively, co-operatively and amicably with persons of diverse intellectual, cultural, racial or religious differences. Display a concern for patients, promoting and advocating proper treatment and care including willingness to respond to patients' needs and expectations according to Batho Pele Principles. Promote quality of nursing care as directed by standards at primary health care facilities. Diagnose and manage obstetric emergencies in the absence of a doctor i.e. Eclampsia, APH etc. Identify high risk clients during ante-partum and post-partum periods manage them or refer them according to policy. Develop mission and vision and objectives for obstetric unit. Develop, implement and review obstetric policies and procedures. Facilitate facility perinatal Mortality review or meetings. Know South African Nursing Council rules and regulations pertaining to obstetrics. The incumbent will be expected to work overtime and extended hours.

ENQUIRIES : Mrs NM Ngubane Tel No: 033 395 4330
APPLICATIONS : All applications should be forwarded to: The District Director Umgungundlovu Health District, Private Bag X 9124, Pietermaritzburg, 3200 or Hand Deliver to: 171 Hoosen Haffeejee Street (Burg street)

FOR ATTENTION : Human Resource Practices
NOTE : Applications must be submitted on the prescribed Application for Employment form (Z83) which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of certificates, Identity Document and Driver's Licence (not copies of previously certified copies). The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Faxed and e-mailed applications will NOT be accepted. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. The Department will not be liable where applicants use incorrect/no reference number(s) on their applications. Preference will be given to African males

CLOSING DATE : 01 March 2019

POST 06/135 : **CLINICAL NURSE PRACTITIONER: PRIMARY HEALTH CARE STREAM**
 Component: Caluza Clinic

SALARY : Grade 1: R362 559 – R420 318 per annum PLUS 8% rural allowance
 Grade 2: R445 917 – R548 436 per annum Plus 8% rural allowance
 Benefits: 13th Cheque, home owner's allowance, and Medical aid optional
 [Employee must meet prescribed conditions]

CENTRE : Umgungundlovu Health District:

Caluza Clinic Ref No: UMG01/03/19

Taylors Clinic Ref No: UMG01/02/19

REQUIREMENTS

: **Grade 1:** grade 12 (National Senior Certificate), Degree/Diploma in General nursing and Midwifery 1 year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care (PHC). Registration with SANC as General Nurse, Midwife and Primary Health Care. A minimum of 4 years appropriate/recognizable experience as a General Nurse. **Grade 2:** Matric grade 12 (National Senior Certificate) Degree/Diploma in Nursing Science and Midwifery Plus (1) year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care (PHC) plus; Current registration with SANC as General Nurse with Midwifery plus Clinical Nursing Science, Health Assessment, Treatment and Care (PHC) plus; A minimum of 14 years appropriate/recognizable nursing experience after registration as a General Nurse with SANC of which 10 years must be appropriate/recognizable PHC experience after obtaining a one year basic qualification in Primary Health Care. Proof of current and previous work experience endorsed by the employer must be attached. Knowledge, Skills, Training and Competencies Required: Demonstrate understanding of Nursing legislation and related legal and ethical nursing practices within Primary Health Care environment, demonstrate a basic understanding of HR and financial policies and practice. Good communication skills. Good interpersonal skills. Team building and supervisory skills.

DUTIES

: Provide quality comprehensive Primary Health care by promoting preventative, curative and rehabilitative services for the clients and community. Administrative service such as providing accurate statistics for evaluation and future planning, identifying needs for financial planning and indirect control of expenditure as an integral part of planning and organization. Motivate staff regarding development in order to increase level of expertise and assist patients and families to develop a sense of self care. Work effectively, co-operatively and amicably with persons of diverse intellectual, cultural, racial or religious differences. Display a concern for patients, promoting and advocating proper treatment and care including willingness to respond to patients' needs and expectations according to Batho Pele Principles. Promote quality of nursing care as directed by standards at Primary Health Care facilities. The incumbent will be expected to work overtime and extended hours.

ENQUIRIES

: MRS NM Ngubane Tel No: 033 395 4330

APPLICATIONS

: All applications should be forwarded to: The District Director, Umgungundlovu Health District, Private Bag X 9124, Pietermaritzburg, 3200 or Hand Deliver to: 171 Hoosen Haffeejee Street (Burg street)

FOR ATTENTION

: Human Resource Practices

NOTE

: Applications must be submitted on the prescribed Application for Employment form (Z83) which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of certificates, Identity Document and Driver's Licence (not copies of previously certified copies). The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Faxed and e-mailed applications will NOT be accepted. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. The Department will not be liable where applicants use incorrect/no reference number(s) on their applications. Preference will be given to African males.

CLOSING DATE

: 01 March 2019

POST 06/136 : **PROFESSIONAL NURSE SPECIALTY GRADE 1 MATERNITY REF NO: GTN 13/2019 (X3 POSTS)**

SALARY : R362 559 per annum Plus Other Benefits, 13th Cheque, rural allowance 12%, medical aid optional and housing allowance Must meet prescribed requirement)

CENTRE REQUIREMENTS : Greytown Hospital
: senior certificate (Grade 12) Diploma /Degree in general nursing and registration Midwife/ Accoucher with SANC. Registration with S.A.N.C. as a General Nurse and Specialty Nurse (Advanced midwifery and neonatal nursing science).One year Post-Basic registration Degree/Diploma in relevant specialty plus 4 years Appropriate/recognizable experience as a General Nurse. Proof of current registration with SANC (2019 receipt).Attach Proof of previous and / or current employment verified, signed and stamped by HR Department /Employer. Knowledge and insight into nursing care procedures and processes, nursing statutes, other relevant legal frameworks and MCWH Programmes. Good communication skills-verbal and written. Co-ordination and liaison skills. Problem solving and decision making skills. Leadership and managerial skills.

DUTIES : Assist in planning/organizing and monitoring of objectives of the specialized unit. Proper implementation and monitoring of MNCWH programmes e.g. CARMMA, HBB Effective monitoring and management of complicated cases using the essential steps in the management of obstetrical emergencies. Assist in conducting training within the department e.g HBB/ESMOE drills. Partake in clinical record audits and assist in the formulation and implementation of quality improvement plans. To deputize the Operational manager and assist with relief duties when the need arises. Assist with allocation/ change list, day and night duty rosters and inputs for leave. To act as shift –leader on both day and night shift. To assist in EPMDS evaluation of staff and implement EAP. Ensure meticulous data management and proper record-keeping to improve data quality. Maintain accurate and complete patients records. Assist in orientation, induction and mentoring of all nursing staff especially junior midwives and students. Provide direct and indirect supervision of all nursing staff housekeeping staff and give the guidance. Demonstrate effective communication with patients, families and with the multi-disciplinary team as well as other departments within the hospital. Provide a therapeutic for staff, patients and the public. Promote quality specialized nursing care as directed by scope of practice and standards determined by the relevant speciality. Effective participation in all other health related programmes e.g IPC, Quality and Health and safety. Effective and efficient management of all resources allocated to MNCW.

ENQUIRIES APPLICATIONS : Ms PPL Nkala Tel No: 033 4139 41
: applications should be forwarded to: Human Resource Manager, Private Bag X 5562, Greytown, 3250

FOR ATTENTION CLOSING DATE : Mr LP Ntombela
: 01 March 2019

POST 06/137 : **PROFESSIONAL NURSE – (SPECIALTY) THEATRE REF NO: PNT 01 /2019 (X1 POST)**
Directorate: Dundee Hospital

SALARY : R362 559 per annum (13% cheque, housing allowance (employee must meet prescribed requirements) medical aid (optional) 12% rural allowance

CENTRE REQUIREMENTS : Dundee Hospital
: Matric Senior Certificate (Grade 12). Diploma / Degree in nursing or equivalent qualification that allows registration with the SANC as Professional Nurse and Midwife. 1 year Post Basic Qualification in the speciality (Diploma in Operating Theatre Technique). A minimum of 4 years appropriate recognizable experience in Nursing after registration with SANC. Current registration with SANC as a Professional nurse (2019). Proof of current/ previous work experience and stamped by the employer(s) must be attached. Knowledge, Skills and Competencies Required: Knowledge of nursing care process and

	procedures, nursing and other relevant legal Frameworks. Knowledge of labour relations. Good communication, interpersonal, counselling and time management skills. Financial and budgetary knowledge pertaining to the relevant resources under Management. Knowledge and experience in implementation of Batho Pele Principle and Patients, Right Charter, Code of conduct. Ability to function well within the team. Knowledge of National Core Standards.
<u>DUTIES</u>	: Provision of optimal, holistic specialized nursing care provided within set standards and Professional/ legal standards. Maintain accurate and complete patients records according to legal requirements. Compilation and analysis of statistics. Participate in auditing of clinical charts and QIPs. Participate in the implementation of National Core Standards, guidelines, protocols. Effective, efficient and economical use of all allocated resources. Provision of effective support to nursing services. Assist in supervision and development of staff. Participate in training and research. Maintain professional growth / ethical standards and self-development. Participate in all hospital programs e.g IPC, Quality Assurance. Scrubbing for minor as well as major operations. Promote good working relationship with multidisciplinary team. Ensuring the availability of the necessary basic equipment and stock.
<u>ENQUIRIES</u>	: Mrs. N.T Mkhize Tel No: 034 212 1111 Ext 268
<u>APPLICATIONS</u>	: Applications should be delivered to: KwaZulu-Natal Department of Health, Dundee Provincial Hospital, 121 McKenzie Street, Dundee, 3000 Postal Address Dundee Provincial Hospital, Private Bag X2011, Dundee, 3000
<u>NOTE</u>	: It is the department's intention to promote equity through 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. NB: (Employment Equity Plan: African Male)
<u>CLOSING DATE</u>	: 01 March 2019
<u>POST 06/138</u>	: <u>PROFESSIONAL NURSE- SPECIALTY REF NO: DANCHC 01/2019 (X1 POST)</u> Cluster: Maternity
<u>SALARY</u>	: Grade 1: R362 559 - R420 318 per annum Grade 2: R445 917 – R548 436 per annum Other benefits: 13th Cheque, Medical Aid (Optional), Housing Allowance: Prescribed requirements to be met, Inhospitable Area Allowance: 8%
<u>CENTRE</u>	: Dannhauser Community Health Centre
<u>REQUIREMENTS</u>	: Standard 10 or Grade 12. Proof of current registration with SANC (2019). Diploma/Degree in General Nursing PLUS Midwifery; PLUS One year post-basic Advanced Midwifery qualification accredited with SANC. Grade 1: Minimum of 4 years appropriate/recognizable experience in nursing after Registration as Professional Nurse with SANC. Grade 2: A minimum of 14 years appropriate/recognizable experience in nursing after Registration as a Professional Nurse with SANC in General Nurse. At least 10 years of the period referred to the above must be appropriate /recognizable experience in the specific specialty after obtaining the 1 year post- basic qualification in Advanced Midwifery. Registration with South African Nursing Council as the General Nurse and Midwife. All shortlisted candidates will be required to submit proof of work experience endorsed and stamped by the employer / s prior to the date of the interview.
<u>DUTIES</u>	: Provisions of quality patient care through setting of standards, policies and procedures. To provide nursing care that lead to improved service delivery by upholding Batho Pele principles and Patient's rights. Ensure and advocate for the provision and supervision of patient's needs. Improve perinatal mortality and morbidity through implementation of priority programmes; e.g. Provide and manage all resources within the unit cost affectively and ensure optimum service delivery. Provided quality nursing care for patient with obstetric emergencies. Through implementation of infection Control and Prevention, Occupational Health and Safety Act and prevention of medico/legal risks. Create and maintain complete and accurate patients records and registers. Ensure the provision of accurate statistical information for data management.

	Assist in the Implementation of National Core Standards and involved in campaigns. Promote women's mother and child health. Advocate for the Nursing Profession by promoting Professionalism and Nursing Ethics.
<u>ENQUIRIES</u>	: Mrs. M Ntseki Tel No: 034-621 6119
<u>APPLICATIONS</u>	: All applications should be forwarded to: The Assistant Director: HRM; KZN: Department of Health; Private Bag X1008; Dannhauser; 3080 or Hand delivered to Dannhauser Community Health Centre; No 7, Durnacol Road; Dannhauser; 3080
<u>FOR ATTENTION</u>	: Mrs DBP Buthelezi
<u>NOTE</u>	: Applications must be submitted on the prescribed application for Employment from (Z83) which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed curriculum vitae, certified copies of certificates, Identity document and Driver's license (not copies of previously certified copies). The reference Number must be indicated in the column (part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Faxed and e-mailed applications will NOT be accepted. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks security clearance (vetting), criminal clearance, credit records and citizenship, verification of Educational qualifications by SAQA, verification of previous experience from Employers and verification from the company Intellectual Property commission (CIPC). Applicants are respectfully informed that, if no Notification of appointments is received within 3 months after closing Date, they must accept that their applications were unsuccessful. Applicants in possession of foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their Applications. Non-RSA Citizen/Permanent Residents/Work Permit holders must submit documentary proof together with their applications. Preference will be given to Indian females and Indian males
<u>CLOSING DATE</u>	: 01 March 2019
<u>POST 06/139</u>	: <u>CLINICAL NURSE PRACTITIONER REF NO: SAHHCLIN 01/2019</u>
<u>SALARY</u>	: Grade 1: R362 559 per annum Grade 2: R445 917 per annum Other Benefits: 13th cheque, 12% rural allowance, Home owners allowance (employee must meet prescribed requirements, Medical Aid (Optional)
<u>CENTRE</u>	: St Andrew's Hospital Harding Clinic
<u>REQUIREMENTS</u>	: Senior Certificate. Degree / Diploma in General Nursing and Midwifery plus 1 year post basic qualification in Primary Health Care. Registration with SANC as a General Nurse, Midwifery and Primary Health Care Nurse. Grade 1: Experience: A minimum of 4 years appropriate/ recognizable experience in nursing after registration as Professional nurse with SANC in general nursing. Grade 2: Experience: A minimum of 14 years appropriate / recognizable experience in nursing after registration as a Professional Nurse with SANC in general nursing, of which at least 10 years must be appropriate / recognizable experience after obtaining the one year post basic qualification in Primary Health Care. Knowledge, Skills and Competencies: Knowledge of nursing care and processes and procedures, Basic knowledge of Public service regulations, Disciplinary code, human resource policies, hospital generic and specific policies. Leadership, supervisory and good communication skills, Team building and cross cultural awareness.
<u>DUTIES</u>	: To provide nursing care that leads to improved health service delivery by upholding principles of Batho Pele. To execute duties and functions with proficiency and perform duties according to scope of practice. Ensuring supervision and provision of basic needs of patients viz. oxygen supply, nutrition, elimination, fluid and electrolyte balance and a safe and therapeutic environment. Implement infection control standards and practices to improve quality nursing care. Ensure proper implementation of National Core Standards, quality and clinical audits. Improve the knowledge of staff and patients through health education and in-service training. Implement

		standards, practices criteria for quality nursing. Maintain a constructive working relationship with nursing and other stakeholders. Ensuring clinical interventions to the clients including giving of prescribed medications and doing ongoing observation to patients. Supervision of patient reports, intervention and keeping a good valid record on all client interventions. Ensuring proper utilization of Human, material and financial resources and keeping up to date records of resources.
<u>ENQUIRIES</u>	:	Mrs VV Ncume Tel No: 039-4331955 EXT 286
<u>APPLICATIONS</u>	:	should be forwarded: The Chief Executive Officer. ST Andrews Hospital, Private Bag X1010 Harding, 4680 or Hand Delivery: 14 Moodie Street, Harding 4680.
<u>FOR ATTENTION</u>	:	Human Resource Manager
<u>NOTE</u>	:	People with disability and African male are encouraged to apply
<u>CLOSING DATE</u>	:	01 March 2019
<u>POST 06/140</u>	:	<u>CLINICAL NURSE PRACTITIONER REF NO: SAHELIM 02/2019</u>
<u>SALARY</u>	:	Grade 1: R362 559 per annum Grade 2: R445 917 per annum Other Benefits: 13th cheque, 12% rural allowance, Home owners allowance (employee must meet prescribed requirements, Medical Aid (Optional)
<u>CENTRE</u>	:	ST Andrew's Hospital: Elim Clinic
<u>REQUIREMENTS</u>	:	Senior Certificate. Degree / Diploma in General Nursing and Midwifery plus 1 year post basic qualification in Primary Health Care. Registration with SANC as a General Nurse, Midwifery and Primary Health Care Nurse. Grade 1: Experience: A minimum of 4 years appropriate/ recognizable experience in nursing after registration as Professional nurse with SANC in general nursing. Grade 2: Experience: A minimum of 14 years appropriate / recognizable experience in nursing after registration as a Professional Nurse with SANC in general nursing, of which at least 10 years must be appropriate / recognizable experience after obtaining the one year post basic qualification in Primary Health Care. Knowledge, Skills and Competencies: Knowledge of nursing care and processes and procedures, Basic knowledge of Public service regulations, Disciplinary code, human resource policies, hospital generic and specific policies. Leadership, supervisory and good communication skills, Team building and cross cultural awareness.
<u>DUTIES</u>	:	To provide nursing care that leads to improved health service delivery by upholding principles of Batho Pele. To execute duties and functions with proficiency and perform duties according to scope of practice. Ensuring supervision and provision of basic needs of patients viz. oxygen supply, nutrition, elimination, fluid and electrolyte balance and a safe and therapeutic environment. Implement infection control standards and practices to improve quality nursing care. Ensure proper implementation of National Core Standards, quality and clinical audits. Improve the knowledge of staff and patients through health education and in-service training. Implement standards, practices criteria for quality nursing. Maintain a constructive working relationship with nursing and other stakeholders. Ensuring clinical interventions to the clients including giving of prescribed medications and doing ongoing observation to patients. Supervision of patient reports, intervention and keeping a good valid record on all client interventions. Ensuring proper utilization of Human, material and financial resources and keeping up to date records of resources.
<u>ENQUIRIES</u>	:	Mrs VV Ncume Tel No: 039-4331955 EXT 286
<u>APPLICATIONS</u>	:	should be forwarded: The Chief Executive Officer. ST Andrews Hospital, Private Bag X1010 Harding, 4680 or Hand Delivery: 14 Moodie Street, Harding 4680.
<u>FOR ATTENTION</u>	:	Human Resource Manager
<u>NOTE</u>	:	People with disability and African male are encouraged to apply
<u>CLOSING DATE</u>	:	01 March 2019

<u>POST 06/141</u>	:	<u>PROFESSIONAL NURSE SPECIALTY: ADVANCED MIDWIFERY REF NO SAHELIM 03/2019 (X1 POST)</u>
<u>SALARY</u>	:	Grade 1: R362 559 per annum Grade 2: R445 917 per annum Other Benefits: 13th cheque, 12% rural allowance, Home owners allowance (employee must meet prescribed requirements, Medical Aid (Optional)
<u>CENTRE REQUIREMENTS</u>	:	ST Andrew's Hospital: Elim Clinic Grade 1: Diploma/ Degree in General Nursing and Midwifery PLUS 1 year post basic qualification in Advanced Midwifery and Neonatal Nursing Science. A minimum of 4 years appropriate recognizable experience in nursing after registration with SANC in general nursing and midwifery. Current registration with SANC as a General Nurse and Advanced Midwifery and Neonatal Nursing Science. Grade 2: Diploma/ Degree in General Nursing and Midwifery PLUS 1 year post basic qualification in Advanced Midwifery and Neonatal Nursing Science. A minimum of 14 years appropriate recognizable experience in nursing after registration with SANC in general nursing and midwifery. At least 10 years of the period mentioned above must be recognizable experience in the specific specialty, after obtaining the one year post basic qualification in the relevant specialty. Current registration with SANC as a General Nurse, Midwifery and Advanced Midwifery and Neonatal Nursing Science. Skills: Knowledge of nursing care and processes and procedures. Knowledge of Public service regulations. Disciplinary code, human resource policies, hospital generic and specific policies. Leadership, supervisory and good communication skills. Team building and cross cultural awareness. Knowledge of SANC rules and regulations. Knowledge of Batho Pele Principles and patients rights charter.
<u>DUTIES</u>	:	Must be able to handle obstetric and emergencies and high risk conditions. To execute duties and functions with proficiency within prescript of applicable legislation. Provision of quality patient care through setting of standards, policies and procedures. To participate in quality improvement programmes and clinical audits. Uphold Batho Pele and patients rights principles. Provide a safe, therapeutic environment as laid down by the Nursing act. Maintain accurate and complete patient records according to legal requirements. Exercise control over discipline, grievance and labour relations issues. Manage and supervise effective utilization of all resources e.g. Human, Financial, material etc. Implementation and management of infection control and prevention protocols. Assist with performance reviews i.e. EPMDs as well as student progress reports. Analyse reports and utilize the information to improve the health status of women. Endure the implementation of saving mothers, saving babies recommendation. Ensure the implementation of Antenatal and post natal policy including PMTCT.
<u>ENQUIRIES APPLICATIONS</u>	:	Mrs VV Ncume Tel No: 039-4331955 EXT 286 should be forwarded: The Chief Executive Officer. ST Andrews Hospital, Private Bag X1010 Harding, 4680 or Hand Delivery: 14 Moodie Street, Harding 4680.
<u>FOR ATTENTION NOTE</u>	:	Human Resource Manager
<u>CLOSING DATE</u>	:	People with disability and African male are encouraged to apply 01 March 2019
<u>POST 06/142</u>	:	<u>PROFESSIONAL NURSE SPECIALTY: ADVANCED MIDWIFERY REF NO: SAH 01/2019 (X1 POST)</u>
<u>SALARY</u>	:	Grade 1: R362 559 per annum Grade 2: R445 917 per annum Other Benefits: 13th cheque, 12% rural allowance, Home owners allowance (employee must meet prescribed requirements, Medical Aid (Optional)
<u>CENTRE REQUIREMENTS</u>	:	ST Andrew's Hospital Grade 1: Diploma/ Degree in General Nursing and Midwifery PLUS 1 year post basic qualification in Advanced Midwifery and Neonatal Nursing Science. A minimum of 4 years appropriate recognizable experience in nursing after registration with SANC in general nursing and midwifery. Current registration

with SANC as a General Nurse and Advanced Midwifery and Neonatal Nursing Science. **Grade 2:** Diploma/ Degree in General Nursing and Midwifery PLUS 1 year post basic qualification in Advanced Midwifery and Neonatal Nursing Science. A minimum of 14 years appropriate recognizable experience in nursing after registration with SANC in general nursing and midwifery. At least 10 years of the period mentioned above must be recognizable experience in the specific specialty, after obtaining the one year post basic qualification in the relevant specialty. Current registration with SANC as a General Nurse, Midwifery and Advanced Midwifery and Neonatal Nursing Science. Skills: Knowledge of nursing care and processes and procedures. Knowledge of Public service regulations. Disciplinary code, human resource policies, hospital generic and specific policies. Leadership, supervisory and good communication skills. Team building and cross cultural awareness. Knowledge of SANC rules and regulations. Knowledge of Batho Pele Principles and patients rights charter.

DUTIES : Must be able to handle obstetric and emergencies and high risk conditions. To execute duties and functions with proficiency within prescript of applicable legislation. Provision of quality patient care through setting of standards, policies and procedures. To participate in quality improvement programmes and clinical audits. Uphold Batho Pele and patients rights principles. Provide a safe, therapeutic environment as laid down by the Nursing act. Maintain accurate and complete patient records according to legal requirements. Exercise control over discipline, grievance and labour relations issues. Manage and supervise effective utilization of all resources e.g. Human, Financial, material etc. Implementation and management of infection control and prevention protocols. Assist with performance reviews i.e. EPMDS as well as student progress reports. Maintain a plan to improve the quality of Nursing and health care in operating theatre. Formulation of theatre policies to ensure good practice. Ensuring the availability of the necessary basic equipment.

ENQUIRIES : Ms MR Singh Tel No: 039-4331955 EXT 211
APPLICATIONS : should be forwarded: The Chief Executive Officer. ST Andrews Hospital, Private Bag X1010 Harding, 4680 or Hand Delivery: 14 Moodie Street, Harding 4680.

FOR ATTENTION : Human Resource Manager
NOTE : People with disability and African male are encouraged to apply
CLOSING DATE : 01 March 2019

POST 06/143 : **ASSISTANT DIRECTOR: HRM**

SALARY : R356 289 per annum (Level 09)
CENTRE : G.J. Crookes Hospital
REQUIREMENTS : Senior certificate/matric or Grade 12. Degree / National Diploma in Human Resource Management / Public Management. 3-5 years' experience in Human Resource Component, of which three (03) years must be supervisory level. A valid code B (08) driver's license. Proof of current and previous work experience endorsed and stamped by Human Resource Department. Knowledge of the Persal system. Computer literacy (MS Word, MS Excel, MS Powerpoint). Broad knowledge and understanding of Human Resource Management. In-depth knowledge of relevant acts, policies, regulations in Human Resource Management. Sound knowledge of Persal, project and financial management. Sound decision making, planning and leadership skills. Good communication (written and verbal) skills.

DUTIES : Management of day-to-day functioning of Human Resource Department (Labour relations, HR Practices, Employee Wellness, HR Development & Planning) in the hospital to ensure the rendering of high quality services. Participate in the development of Human Resources policies that are in line with HR strategies of the department and ensure they are implemented. Management and control of compensation of employee's budgets and resources allocated to Human Resources component. Plan, control and monitor personnel budget and expenditure for the entire Institution. Develop Human Resource Plan and Employment Equity plan for the hospital and ensure that they are put into practice. Identify training needs and ensure the

implementation of in-service training programmes. Promote efficiency in a manner in which financial and human resources are utilized in HR department and that the use of resources is in accordance with relevant government prescripts. Management of recruitment and selection of staff in different fields within the hospital and attached clinics. Promote and maintain sound labour peace within the Institution and also represent the Institution at conciliation and arbitration sittings. Advise managers and supervisors on all human resources management matters to ensure that they confirm to the public service act and other relevant legislation. Investigate and preside over disciplinary cases within the Institution and district wide. Attend Institutional, district and provincial meetings.

ENQUIRIES : Mrs S.P. Nyawo Tel No: 039 – 978 7081
APPLICATIONS : Application to be forward to: The Chief Executive Officer, G.J. Crookes
Hospital, Private Bag X5501, Scottburgh, 4180
FOR ATTENTION : Human Resource Department
CLOSING DATE : 01 March 2019

POST 06/144 : **FINANCE MANAGER REF NO: COSH 06/2019**

SALARY : R356 289 per annum (Level 09)
CENTRE : Church of Scotland Hospital
REQUIREMENTS : Senior Certificate/Matric or Grade 12. Bachelor Degree/ National Diploma in Accounting, Cost Management/Accounting, Financial Management, or equivalent qualification; plus minimum of three(3) years supervisory experience in financial management. Valid driver's licence (code 8). NB Proof of experience endorsed and stamped by Human Resource. Possess thorough knowledge of Laws, Regulations, Policies, Instructions, Practice Notes, Public Finance Act, Treasury Regulations and Treasury Guidelines. Possess in depth knowledge of budget procedures and BAS. Have the ability to perform independently and under pressure. Have good communication and interpersonal relations. Be computer literate with a proficiency in MS Word, Excel and Power Point software applications. Possess knowledge of Human Resource Management policies. Have planning, organising, analytical thinking and presentation skills. Be able to develop/implement policies and financial practices. Be able to deliver and present formal day-to-day training courses. Possess knowledge of basic HR matters including HR practices, labour relations, negotiations and dealing with conflict. Possess knowledge of procurement procedures and directives. Decision making skills.

DUTIES : Develop and manage the budgeting process in the institution in consultation with hospital management and other stake holders in line with the Department's strategy on financial management and other applicable prescripts by seeking to administer and coordinate the annual budget cycle. Develop and customise guidelines for outsourcing non-core hospital functions and train line managers on the guidelines and their implementation. Judge the efficiency of distinctive financial systems and control and justify procedures, instructions and manuals in respect of financial administration. Exercise overall control of the budget and expenditure of the institution as a Responsibility Manager in terms of Treasury Instructions and as appointed by the Head of Department. Maintain adequate availability of stores supplies. Provide the Chief Executive Officer with financial information that is accurate, concise, reliable and timely to facilitate effective decision making. Develop and maintain quality improvement program within financial component. Develop and facilitate the implementation of financial reporting mechanisms to promote financial accountability. Develop, implement and monitor measures designed to optimise the collection of revenue from patients. Analyse, audit, interpret and consolidate financial data as contained in books for a financial year, in accordance with accounting procedures. Maintain the availability, effective and efficient utilization of staff in Finance, Accounts Services Revenue, Asset Management and SCM sections. Safeguard and maintain Assets and liabilities. Maximize revenue collection in conjunction with the Systems Manager. Ensure effective Cash Flow and Procurement Committees at the Hospital and Clinics. Implementation of the turnaround strategy as

		recommended by AG's report i.e proper inventory management, elimination of surplus stock ward level and at SCM , effective document management and proper linking of employees to correct objectives. Exercise management and leadership over the areas/clinics allocated.
<u>ENQUIRIES</u>	:	Mrs B. Dlomo Tel No: 033 4931000 Ext. 4332
<u>APPLICATIONS</u>	:	Please forward/deliver applications quoting the reference number to the The Human Resource Department, Church of Scotland Hospital, R33 Dundee Main Road, Tugela Ferry, 3010, Postal Address: Private Bag X 502, Tugela Ferry, 3010.
<u>FOR ATTENTION</u>	:	Mrs N.P. Sithole
<u>NOTE</u>	:	Application must be submitted on the Application for Employment Form (Form Z.83) which is obtainable at any Government Department or from the website- www.kznhealth.gov.za must accurately completed and signed. Reference Number must be indicated in the column provided on the form Z.83. Comprehensive Curriculum Vitae, certified copies of Identity document, educational qualifications and professional registration certificates – not copies of certified copies. Persons with disabilities should feel free to apply for the posts. Applicants in possession of a foreign qualification must attach evaluation/verification certificate from the South African Qualifications Authority (SAQA) or other regulating bodies to their applications. None – RSA Citizens/Permanent Resident/Work Permit holders must submit a documentary proof together with their applications. This Department is an equal opportunity, affirmative action employer, whose aim is to promote representatively in all levels of all occupational categories in the Department. The appointment is subject to positive outcome obtained from the NIA to the following checks; security clearance, credit records, qualification, citizenship and previous experience verifications. Failure to comply with the aforementioned instructions will result to your application being disqualified. Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful.
<u>CLOSING DATE</u>	:	01 March 2019 (Late applications will not be accepted)
<u>POST 06/145</u>	:	<u>SESSIONAL MEDICAL OFFICER: CRISIS CENTRE GRADE 1/2/3 REF NO: NDH 05/2019</u> Cluster: Medical Unit
<u>SALARY</u>	:	01 X 09 Hours Grade 1: R175 968 per annum Grade 2: R201 240 per annum Grade 3: R233 064 per annum
<u>CENTRE</u>	:	Northdale Hospital
<u>REQUIREMENTS</u>	:	Grade 1: Matric certificate or equivalent, MBCHB degree or equivalent qualification plus, Registration Certificate with HPCSA as an Independent Practice, Current registration with Health Professions Council of SA as a Medical Practitioner for Independent Practice. Grade 2: 5 years experience after registration with HPCSA as a Medical Practitioner for Independent Practice. Grade 3: 10 years experience after registration with HPCSA as a Medical Practitioner for Independent Practice. Recommendations: A post graduate qualification in an appropriate field would be an advantage e.g. A post graduate Forensic Medicine qualification. Relative experience in Crisis Centre or Forensic Medicine would be a recommendation. All shortlisted candidates will be required to submit proof of work experience endorsed and stamped by the employer/s prior to the date of the interview. Knowledge, Skills, Training and Competencies Required: Sound clinical knowledge and skills in forensic medicine. Ability to diagnose and manage common medical problems including implementation of rape survivor kits, attending to drunken driving as well as all other forensic and related matters. Ability to teach and supervise staff at all levels eg Junior Medical Officers and nursing personnel. Good communication skills, leadership and decision making qualities. Must be able to work in a challenging and highly stressful environment. Knowledge, understanding and implementation of Batho Pele principles. Provide Team

Work; and ability to manage conflict resolution. Good sound assessment, diagnostic and management skills. Sound knowledge of relevant ethical and medico-legal issues. Knowledge of relevant Acts, Policies and Regulations of the Department of Health /Department of Justice/Department of Social Welfare.

DUTIES

: Manage patients presenting to the Crisis Centre at Northdale hospital. Ensure the completion of medico legal documentation. Attendance at court and other legal proceedings. Participation in the after-hours service duties is compulsory so that the service provided is 24 hour per day 7 days a week. Perform duties as delegated by supervisor. Maintain accurate medical records in accordance with legal and ethical standards.

ENQUIRIES
APPLICATIONS

: Dr Mag Molla Tel No: 033 387 9000 Ext 9014
: All applications should be forwarded to: Human Resources Department, Northdale Hospital, Private Bag X 9006, Pietermaritzburg, 3200

FOR ATTENTION
NOTE

: Dr MAG Molla
: Applications must be submitted on the prescribed Application for Employment form (Z83) which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of certificates, Identity Document and Driver's Licence (not copies of previously certified copies). The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Faxed and e-mailed applications will NOT be accepted. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Applicants in possession of a 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. All employees in the Public Service that are presently on the same salary level but on a notch/package above of the advertised post are free to apply.

CLOSING DATE

: 01 March 2019

**PROVINCIAL ADMINISTRATION: LIMPOPO
DEPARTMENT OF AGRICULTURE AND RURAL DEVELOPMENT**

Limpopo Department of Agriculture and Rural Development is an equal opportunity, affirmative action employer with clear employment equity targets. Applications are hereby invited for the filling of the vacant posts, which exist in the Limpopo Department of Agriculture and Rural Development. Women and people with disabilities are encouraged to apply.

- APPLICATIONS** : Applications should be forwarded to The Head of Department, Department of Agriculture and Rural Development, Private Bag X9487 Polokwane, 0700 or hand delivered at office 48, floor 2 at 67/69 Biccard Street; Temo Towers; Polokwane.
- CLOSING DATE** : 08 March 2019 @16h30
- NOTE** : Applications should be submitted on the prescribed Form Z83 (Obtainable from any Public Service Department or on the Internet at www.gov.za), which must be completed in full, originally signed and dated by the applicant. Application should be accompanied by 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, endorsed academic record/transcript, ID document and where it is a requirement, a certified copy of the driver's license must be attached. Failure to submit the requested documents will result in your application not being considered. NB: you are kindly requested to complete A, B and C of the Z83 in full. Applications received after the closing date, faxed or e-mailed will not be considered. Applicants who apply for more than one position are requested to submit separate applications for each position they wish to apply for, indicating the reference number. Correspondence will be limited to short-listed candidates only due to the large number of applications we envisage to receive and if you have not heard from us within 90 days of the closing date, please accept that your application has been unsuccessful. However, should there be any dissatisfaction, applicants are hereby advised to, within 90 days, request reasons from the department for any administrative action which has adversely them in terms of section 5, sub – section 1 and 2 of the Promotion of Administrative Justice Act 3 of 2000. Copies of certified copies will be disqualified. All shortlisted candidates will be subjected to security clearance. Candidates with foreign qualifications are advised to attach SAQA accreditation of their qualifications. The successful candidates must be willing to sign an oath of secrecy with the Department. All appointments are subject to personnel suitability checks e.g. the verification of educational qualifications, previous experience, citizenship, reference checks and security vetting. If you have not heard from us within 60 days of the closing date, please accept that your application has been unsuccessful. Note: all cost associated with the application will be borne by the applicant.

OTHER POSTS

- POST 06/146** : **ACADEMIC MANAGER (X2 POSTS)**
This contract posts are (One year fixed term contract)
Re- advert candidates who previously applied are encouraged to re-apply)
- SALARY CENTRE** : R697 011 per annum (Level 11) (All-inclusive remuneration package)
Tompie Seleka College Ref No: LDARD 01/1 (X1 Post)
Madzivhandila College Ref No: LDARD 02/19 (X1 Post)
- REQUIREMENTS** : Grade 12 plus NQF Level 7 in Education as recognised by SAQA. Qualification in Agriculture will be serve as an added advantage. Minimum of 3-5 years appropriate management experience. Compulsory registration with Educational Professional body (Please attach certified copy). A valid drivers' license (Please attach a certified copy). Knowledge, Skills and Competencies: Problem solving and conflict resolutions, Leadership and Management skills. Formal Training, Communication and presentation skills. Knowledge of all relevant legislative frameworks governing Education and Training Institutions. Computer proficiency skills will be tested.

<u>DUTIES</u>	:	To manage the Higher Education Training (HET) programme of the Agricultural Training Institute (ATI). Manage the development and implementation of strategies and policies in relation to Higher Education (HE) requirements. Coordinate and manage the implementation of Education and Training Programs. Manage the creation of linkages and strategic partnerships with South African and international agricultural education and training institutions to engage in joint training projects. Manage the provision of a student affairs service. Manage and perform administrative and related functions.
<u>ENQUIRIES</u>	:	Mr Mabula NJ, Ms Mtswene P & Mr. Sepale M.F Tel No: 015 294 3000
<u>POST 06/147</u>	:	<u>QUALITY ASSURANCE MANAGER (X2 POSTS)</u> This contract posts are (One year fixed term contract) Re- advert candidates who previously applied are encouraged to re-apply)
<u>SALARY CENTRE</u>	:	R444 693 per annum (Level 10) (All-inclusive remuneration package) Tomp Seleka College Ref No: LDARD 03/19 (X1 Post) Madzivhandila College Ref No: LDARD 04/19 (X1 Post)
<u>REQUIREMENTS</u>	:	Grade 12 plus NQF Level 7 in Education as recognised by SAQA. Qualification in Agriculture will be serve as an added advantage. Minimum of 3-5 years appropriate management experience. Compulsory registration with Educational Professional body (Please attach certified copy). A valid drivers' license (Please attach a certified copy). Knowledge Skills and Competencies: Knowledge in policy formulation, interpretation and implementation. Knowledge of all relevant legislative frameworks governing Education and Training Institutions. Sound knowledge of quality assurance. Planning & organizing skills. Formal training and presentation skills. Computer proficiency skills will be tested.
<u>DUTIES</u>	:	To manage all Agricultural Training Institute (ATI) policies. To ensure total quality assurance systems and procedures. To coordinate accreditation processes with Council of Higher Education (CHE).Ensure accountability on quality planning. Ensure compliance with the accreditation requirements linked to curriculum and staff development. Coordinate all ATI committees and partnerships. Perform and oversee administrative and related functions.
<u>ENQUIRIES</u>	:	Mr Mabula NJ, Ms Mtswene P & Mr. Sepale M.F Tel No: 015 294 3000
<u>POST 06/148</u>	:	<u>REGISTRAR (X2 POSTS)</u> This contract posts are (One year fixed term contract) Re- advert candidates who previously applied are encouraged to re-apply)
<u>SALARY CENTRE</u>	:	R444 693 per annum (Level 10) (All-inclusive remuneration package) Tomp Seleka College Ref No: LDARD 05/19 (X1 Post) Madzivhandila College Ref No: LDARD 06/19 (X1 Post)
<u>REQUIREMENTS</u>	:	Grade 12 plus NQF Level 6 in Public Administration or equivalent relevant qualification as recognised by SAQA. A minimum 3-5 years' appropriate managerial experience. A valid drivers' license (Please attach a certified copy). Skills and Competencies: Good Communication Skills. Good knowledge of the Agricultural training. Planning & organizing skills. All relevant legislative frameworks governing Education and Training Institutions. Formal training and presentation skills. Computer proficiency skills will be tested.
<u>DUTIES</u>	:	Proper management of student information. Manages efficient use of college properties and infrastructure by students. Supervises all learner processes from enrolments to graduation. Provision of secretariat services. Performs the essential roles of supporting, facilitating, and promoting the academic mission of the College. Manage and foster adherence to college policies.
<u>ENQUIRIES</u>	:	Mr Mabula NJ, Ms Mtswene P & Mr. Sepale M.F Tel No: 015 294 3000
<u>POST 06/149</u>	:	<u>EXAMINATION OFFICER (X2 POSTS)</u> This contract posts are (One year fixed term contract) Re- advert candidates who previously applied are encouraged to re-apply)
<u>SALARY CENTRE</u>	:	R299 709 per annum (Level 08) Tomp Seleka College Ref No: LDARD 07/19 (X1 Post)

<u>REQUIREMENTS</u>	:	Madzivhandila College Ref No: LDARD 08/19 (X1 Post) Grade 12 plus NQF Level 6 in Public Administration or equivalent relevant qualification as recognised by SAQA. Minimum 3 years' appropriate experience. A valid drivers' license (Please attach a certified copy). Skills and Competencies: Planning & organizing skills. Formal training and presentation skills. Communication skills. Computer proficiency skills will be tested.
<u>DUTIES</u>	:	To oversee all aspects of examinations management within the college. Coordinate preparation of examination. Ensure current assessment regulations and conventions are adhered to. Supplying all the necessary stationery and materials related to exam. Prepare other necessary logistics for smooth running of examination. Maintain confidential records in respect of all aspects of the examination process.
<u>ENQUIRIES</u>	:	Mr Mabula NJ, Ms Mtswene P & Mr. Sepale M.F Tel No: 015 294 3000

**PROVINCIAL ADMINISTRATION: MPUMALANGA
DEPARTMENT OF EDUCATION**

The Mpumalanga Department of Education is committed to provide equal opportunities and practices affirmative action employment. It is the intention of the Department to promote representivity (disability, gender and race) through the filling of posts and a candidate whose transfer / promotion / appointment will promote representivity will receive preference.

- APPLICATIONS** : The Head of Department, Department of Education, Private Bag X11341, Nelspruit, 1200 or applications may also be placed in the application container located at the Security Desk, Upper Ground, Building 5 of the Riverside Government Complex.
- FOR ATTENTION** : Mr. G Mathebula, HR Provisioning
- CLOSING DATE** : 07 March 2019
- NOTE** : The Mpumalanga Department of Education awaits applications from suitably qualified and experienced persons for appointment to positions funded through the DORA Infrastructure Conditional Grant, as set out below. Applications should be submitted on Form Z.83, obtainable from any Public Service Department. Applications must in all cases be accompanied by a recent updated comprehensive CV, originally certified copies (not older than three months) of all qualifications and RSA ID-document, as well as valid driver's license where required. Please note that a passport or driver's license will not be accepted in lieu of an Identity document. Failure to attach the requested documents will result in your application not being considered. A complete set of application documents should be submitted separately for every post that you wish to apply for. Please ensure that you clearly state the full post description and the relevant Post Reference Number on your application. No fax applications will be considered. Applicants must ensure that they fully complete and sign form Z 83, even if they are attaching a CV. Incomplete and/or unsigned applications will not be considered. If you are currently in service, please indicate your PERSAL number at the top of form Z83. The filling of posts will be done in terms of the Department's approved Employment Equity Plan. Due to ongoing internal processes, the Department reserves the right to withdraw any post at any time. The Department reserves the right to verify the qualifications of every recommended candidate prior to the issuing of an offer of appointment. All short listed candidates will be subject to a vetting process prior to appointment. If no response is received from Mpumalanga Department of Education within 90 days after the closing date of the advertisement, applicants must assume that their application was not successful.

OTHER POSTS

- POST 06/150** : **CLINICAL NURSE PRACT GR 1: SEN SCHOOL / BOARDING SCHOOL
REF NO: N1/011**
- SALARY** : R362 559 per annum
- CENTRE** : Steve Tshwete Boarding School, Elandspruit, Middelburg
- REQUIREMENTS** : A Diploma/Degree in nursing or equivalent qualification as well as a post basic qualification with a duration of at least 1 year in curative skills in Primary Health Care accredited with the SANC. Proof of registration with the SANC as Professional Nurse. Knowledge of relevant legal requirements for nursing. Sufficient credible experience. Knowledge of Education White Paper 6 on Inclusive Education. A PHC qualification will serve as an added advantage. Computer literacy. A valid driver's license.
- DUTIES** : Identify and monitor health care needs of learners. Accompany and arrange medical treatment for learners. Render day to day nursing care services. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by health facilities. Display a concern for learners, promote and advocate proper support. Facilitate a wide range of medical care for short-, medium- and long term medical needs of learners.

<u>ENQUIRIES</u>	:	Ms M Masilela Tel No: (013) 947 1816
<u>POST 06/151</u>	:	<u>CHIEF WORKS INSPECTOR: WORKS INSPECTIONS REF NO: N1/016</u>
<u>SALARY</u>	:	R299 709 per annum
<u>CENTRE</u>	:	Gert Sibande District Office, Ermelo
<u>REQUIREMENTS</u>	:	National Diploma in Building or Mechanical or Electrical or N3 with passed Trade Test or National Diploma in Engineering. Three to Five Years' relevant post-qualification (after completing qualification) experience. Computer literate. Valid driver's license.
<u>DUTIES</u>	:	Plan and execute inspections on infrastructure projects and implement condition assessments. Prepare specifications for work. Develop bill of quantities. Develop proposals on associated costs. Implement inspections on all building projects. Facilitate and resolve technical problems. Implement condition assessments. Manage people and finances.
<u>ENQUIRIES</u>	:	Mr MP Nkosi Tel No: (017) 801 5077, Ms G Motau, Tel No: (017) 801 5097

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

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

CLOSING DATE : 01 March 2019

NOTE : Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.gov.za/documents. The fully completed and signed form Z83 should be accompanied by a recently updated, comprehensive CV as well as recently certified copies of all qualification(s), academic records including a Senior certificate and ID-document [Driver's license where applicable]. The certification must be within three (3) months as at the advert closing date. Non RSA Citizens/Permanent Resident Permit Holders must attach a copy of their Permanent Residence Permits to their applications. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. The Department does not accept applications via fax or email. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within eight (8) weeks after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record, qualification verification and employment verification). Where applicable, candidates will be subjected to a skills/knowledge test. Successful candidates will be appointed on a probation period of 12 months. The Department reserves the right not to make any appointment(s) to the above post. The successful candidate will be expected to sign a performance agreement. The Department of Health is an equal opportunity affirmative action employer. The employment decision shall be informed by the Employment Equity Plan of the Department. It is the Department's intention to promote equity (race, gender and disability) through the filling of this post(s) with a candidate whose transfer / promotion / appointment will promote representativity in line with the numerical targets as contained in our Employment Equity Plan.

MANAGEMENT ECHELON

POST 06/152 : **CHIEF EXECUTIVE OFFICER RMSH REF NO: NCDOH 01/2019**
Re-Advertisement

SALARY : R1 189 338 annum (all-inclusive package)

CENTRE : Robert Mangaliso Sobukwe Hospital

REQUIREMENTS : A Degree or Diploma in management or health/medical science qualification. Registration with the relevant Professional Council, where applicable, 5 years' experience on a senior management level, experience in health services facility manager or Management experience in a health services environment. A valid B (08) driver's licence is an inherent requirement.

DUTIES : To plan, direct, co-ordinate and manage the efficient and effective delivery of clinical and administrative hospital services. To provide strategic leadership to improve operational efficiency of the hospital service and improve health outcomes. Prepare and execute a strategic plan for the hospital to ensure that it is in line with the 10 Point Plan, National and Provincial, Regional and District Health Plans. Maximise revenue through collection of all income due to the Hospital. Ensure that the Hospital is managed within budget in line with PFMA and relevant guidelines. Ensure that adequate policies, systems and procedures are in place to enable prudent management of financial resources, planning of financial resource mobilisation, monitoring and evaluation and asset and risk management. Ensure that systems and procedures are in place to ensure effective infrastructure planning and maintenance, as well as

availability of essential equipment and maintenance. Develop, implement and maintain human resource management policies and guidelines, systems and procedures that will ensure effective and efficient utilisation of human resources. Promote a safe and healthy working environment through compliance with relevant legislation including occupational health and safety. Implement a procurement and provisioning system that is fair, transparent, competitive and cost effective in terms of provincial delegated authority and in line with the PFMA, ensure that goods and services are procured in a cost effective and timely manner. Oversee clinical governance to ensure a high standard of patient care. Establish strong and viable community networks; and ensure a functional Hospital Board. Responsible for good corporate governance. Improve quality of services through compliance with all domains of the National Core Standards for the prevention of Medico-legal hazards and the promotion of a positive patient experience at the hospital. Manage the hospitals risks to ensure optimal achievement of health outcomes, the safety of all staff, patients and visitors, environmental safety, and proper management of buildings and other assets.

ENQUIRIES : Ms FP Ntsiko Tel No: 053-830 0500

OTHER POSTS

POST 06/153 : **DEPUTY MANAGER NURSING REF NO: NCDOH 02/2019**

SALARY CENTRE : R801 918 TCE package per annum
: Provincial Office (X1 Post)
: Robert Mangaliso Sobukwe Hospital (X1 Post)

REQUIREMENTS : A basic R425 qualification diploma/degree that allows registration with SANC as a Professional Nurse. A minimum of 9 years' appropriate/recognisable, experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 4 years of the period referred to above must be appropriate recognisable experience at managerial level. A post-basic nursing qualification, with a duration of at least 1 year, accredited with SANC in one of the registered specialties. A Nursing Education and Nursing Administration qualification would be an added advantage. A Valid Driver's Licence.

DUTIES : Provide Guidance and Leadership towards the realization of strategic goals and objectives of the Nursing Directorate and Department. Provide Professional, technical and management support for the provision of quality patient care through proper management of nursing 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. Utilize information technology and other management information systems to manage nursing information for the enhancement of service delivery and reducing medico-legal risks. Establish, maintain and participate in inter-professional and multidisciplinary teamwork that promotes efficient and effective health care. Manage the professional practice department of nursing. Responsible for Nursing Clinical governance in clinical facilities and management towards primarily patient care. Provide reports with regard to professional development programs. Promote quality of nursing care through sound education and training implementation. Identify opportunities for and foster clinical nursing research. Collaborate in research to improve clinical nursing practice. Compilation of a quality manual which includes nursing policies. Jointly develop and monitor a quality assurance system for clinical training. Manage and utilise resources in accordance with relevant directives and legislation. Development and implementation of nursing related education and training programmes. The incumbents will be performing outreach services within the Department and will be requested to travel extensively within the Province.

ENQUIRIES : Mr R Strydom Tel No: 053 830 0636

POST 06/154 : **ASSISTANT MANAGER NURSING SPECIALTY REF NO: NCDOH 03/2019**

SALARY : R581 826 per annum

<u>CENTRE</u>	:	Provincial Office (X2 Posts) Robert Mangaliso Sobukwe Hospital (X1 Post)
<u>REQUIREMENTS</u>	:	A basic R425 qualification diploma/degree that allows registration with SANC as a Professional Nurse. A minimum of 8 years' appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 3 years of the period referred to above must be appropriate/recognisable experience at management level. A 1 year post basic qualification in nursing specialisation as recognised by the SANC. Computer Literacy (excel and data management systems). A Valid Driver's Licence would be an added advantage.
<u>DUTIES</u>	:	Coordination and establishment of optimal, holistic nursing care provided within set standards and a professional/legal framework. Manage effectively and efficiently the utilisation of and supervision of resources. Coordination and implementation of effective training and research. Provision of effective and efficient support to Nursing Services. To support the development, establishment, implementation and maintenance of learning opportunities and systems for nursing education and training e.g. in-service training, orientation and competency-based training and education. Clinical governance in clinical facility, management primarily for patient care. Clinical teaching, supervision and mentoring. Manage professional development, in service training and the mentoring programme contribute to student progress/competence reporting and reports. Responsible for policy development and standards in nursing. Identify opportunities for and fosters clinical nursing research. Collaborate in research to improve clinical nursing practice. Promote quality of nursing care through sound education and training implementation. Support the development of and the monitoring of a quality assurance system for clinical nursing training. The incumbents will be performing outreach services within the Department and will be requested to travel extensively within the Province.
<u>ENQUIRIES</u>	:	Mr R Strydom Tel No: 053 830 0636

**PROVINCIAL ADMINISTRATION: NORTH WEST
DEPARTMENT OF SOCIAL DEVELOPMENT**

The North West Department of Social Development is an Equal Opportunity, Affirmative Action Employer and is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender and disability.

- APPLICATIONS** : The Director Human Capital Management. Department of Social Development, Private Bag X6, Mmabatho 2735 or hand delivered to Provident House Building, University Drive, Mmabatho 2735.
- FOR ATTENTION** : Ms P.P Setsiba
- CLOSING DATE** : 08 March 2019 @15:30 pm. Application received after the closing date will not be accepted.
- NOTE** : Applications must be submitted on form Z83 (obtainable from any Public Service department) and must be accompanied by a compressive C.V (including full particulars of training, educational qualifications, skills competencies and knowledge). All educational qualification will be verified, and they must be certified copies of the original educational certificates. Certified copy of the identity Documents or National Identity Cards must be attached as well. The date on certified stamp must not be older than 3 months. If an applicant wishes to withdraw his or her application, must done in writing and addressed to the Acting Head of Department. Under no circumstances will the Department accept required application documents through facsimile or email. The shortlisted candidates will be subjected to the personnel suitability check, competency assessment, as well as a technical test prior or during the interviews. Incomplete applications will not be considered. Due to the huge number of applications for posts, acknowledgement of receipt of applications will not be done. We will only communicate with candidates to be invited for interviews. It will be expected of candidates to be available for selection interviews on a date, time and place as determined by the Department. The department reserves the rights not to make appointment of position(s). Applicants with foreign qualifications must submit a SAQA Evaluation report on the qualification.

MANAGEMENT ECHELON

- POST 06/155** : **DIRECTOR SUPPLY CHAIN MANAGEMENT REF NO: SD/07/14/18**
Chief Directorate: Financial Management
Directorate: Supply Chain Management
- SALARY** : R1 005 063 per annum (Level 13) (An all-inclusive remuneration package)
- CENTRE** : Provincial Head Office (Mahikeng)
- REQUIREMENTS** : A Bachelor's Degree in Commerce/Finance or equivalent qualification in finance. A minimum of 5 years of experience at middle management level within the relevant field. Extensive knowledge of public sector procurement process, rules and regulations. Sound understanding of PFMA, PPPFA. A valid driver's license. Competencies: Knowledge of services policies, rules and regulations, including the public service act, public service regulations, public finance management act, treasury regulations and other related prescripts. A result driven, customer focused approach with excellent planning, communication and presentation skills. Analytical and innovative thinking. Knowledge of human and financial resource management. Computer literacy (MS Word, Excel and PowerPoint) and accounting system (BAS). The ability to work under pressure and deliver to tight deadlines. Leadership skills, Research and policy formulation.
- DUTIES** : Ensure sound and strategic supply chain management services and resources in the department. Manage financial logistics, demand and acquisition services for the department. Develop and implement effective systems aimed at improving turnaround time. Comprehensively manage the procurement system of the department (e-procurement/ bas) assist in ensuring compliancy with the policies and procures of the department. Ensuring and manage the

development of the monitoring tools to conform to procurement standards and regulations, effectively coordinate year end closure and prepare working paper fill for audit purpose. Work closely with clients and service providers to ensure seamless service delivery, effectively manage monthly reports on accruals and commitment. Ensure and manage effectively and efficiencies SCM contractually obligations of the departments with other stakeholders. Provide training and support to subordinates, chief users and decentralized offices. Advice Chief Financial Officers (CFO) on all supply chain management matters. Provide management information, statistics and reports to all relevant stakeholders.

ENQUIRIES

:

Mr E.P Legoale Tel No: 018 388 2869/2198

**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 06/156 : **HEAD CLINICAL UNIT: MEDICAL (RADIOLOGY)**
Chief Directorate: Rural Health Services

SALARY : R1 643 352 per annum (A portion of the package can be structured according to the individual's personal needs).

CENTRE : George Hospital

REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Specialist in Radiology. Registration with a professional council: Registration with HPCSA as Medical Specialist in Radiology. Experience. A minimum of 3 years' appropriate experience as Medical Specialist after registration with the HPCSA as a Medical Specialist in Radiology. Inherent requirements of the job: After-hour clinical service delivery in Radiology. Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Good literacy and proficiency in at least two of the three official languages of the Western Cape. Computer literacy in (Outlook, Excel, Word and PowerPoint) Relevant statutory frameworks, including Healthcare 2030, Best Practice Criteria, National Core Standards, EDL, Standard Treatment Guidelines.

DUTIES : Render an efficient and cost-effective Radiology service to patients managed by the George Hospital and District Health Care Services in Eden and Central Karoo. Ensure clinical governance for the Radiology Service at both George Hospital and in Eden and Central Karoo Districts. Ensure the effective organisation of the radiology department (including radiation exposure, laboratory investigations, medication, consumables and equipment). Assist with effective and efficient administration of the Radiology Department. Plan and partake in the training of staff including registrars, medical officers, community service MOs', Interns and final year UCT medical students. Clinical, administrative and financial management of the Radiology Unit in conjunction with the Radiography Manager.

ENQUIRIES : Dr Z North Tel No: (044) 802-4535

APPLICATIONS : The Director: People Practices and Administration, Department of Health, P O Box 2060, Cape Town, 8000.

FOR ATTENTION : Ms C Dawood

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

CLOSING DATE : 01 March 2019

POST 06/157 : **MANAGER: MEDICAL SERVICES**

SALARY : R1 115 874 per annum (A portion of the package can be structured according to the individual's personal needs. It will be expected of the successful candidate to participate in a system of remunerated commuted overtime).

CENTRE : Groote Schuur Hospital, Observatory

REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Registration with a professional council: Registration with the HPCSA as Medical Practitioner. Experience: A minimum of 3 years' appropriate experience as Medical Officer after registration with the HPCSA as Medical Practitioner. Inherent requirement of the job: Valid (Code B/EB)

	driver's licence. Competencies (knowledge/skills): Appropriate and proven managerial experience in a Health Care environment, showing leadership, strategic and operational skills. Knowledge and proven managerial experience with regard to managing Clinical Services; Human Resource and Financial Resource Management. Extensive knowledge of National, Provincial and institutional health delivery system, policies and law, governing resource allocations, as well as Medico-Legal matters. Proven skills in quality improvement strategies and implementation thereof. Excellent communication (written and verbal) and conflict management skills. Proven computer literacy with proficiency in (i.e. MS Word, Excel and PowerPoint) with the ability to understand and analyse statistical and financial information.
<u>DUTIES</u>	: Overall strategic and operational management, clinical and corporate governance of clinical service departments. Participate in strategies to strengthen the regional and district health care system ensuring equity of access to tertiary care for adults within the GSA and the relevant priority grouping. Continuous improvement of technical quality, internal efficiency, effectiveness and appropriateness of relevant FBUs, i.e. ensuring well-functioning clinical centre within available resources. Special portfolios/projects, which may include data collection, manipulation and analysis. Ensure teaching, training and development. Ensure the highest standards of patient care are maintained and determine policies and practices regarding admission, treatment and discharge of patients within available resources. Effective, efficient and sustainable human resource management and planning within relevant general specialist and highly specialised clinical departments. Provide a platform for teaching, training, development and research.
<u>ENQUIRIES</u>	: Dr B Eick Tel No: (021) 404-6288
<u>APPLICATIONS</u>	: The Chief Executive Officer: Groote Schuur Hospital, Private Bag X4, Observatory, 7935.
<u>FOR ATTENTION</u>	: Ms N Mbilini
<u>NOTE</u>	: No payment of any kind is required when applying for this post.
<u>CLOSING DATE</u>	: 01 March 2019
<u>POST 06/158</u>	: <u>OPERATIONAL MANAGER NURSING (SPECIALTY AREA: ONCOLOGY)</u>
<u>SALARY</u>	: R532 449 (PN-B3) per annum
<u>CENTRE</u>	: Tygerberg Hospital, Parow Valley
<u>REQUIREMENTS</u>	: Minimum educational qualifications: Basic R425 qualification (i.e. Diploma or Degree in Nursing) or equivalent qualification that allows registration as Professional Nurse with the South African Nursing Council (SANC) as Professional Nurse. A post basic nursing qualification with duration of at least 1 year, accredited with the SANC in Medical and Surgical Nursing Science: Oncology. Registration with a Professional Council: Registration with the SANC as Professional Nurse. Experience: A minimum of 9 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least 5 years of the period above must be appropriate recognisable experience in the specific speciality after obtaining the 1 year post-basic qualification as mentioned above. Inherent requirement of the job: Willingness to work shifts, weekends and public holidays when required. Competencies (knowledge/skills): Basic Computer literacy. Ability to communicate in at least two of the three official languages of the Western Cape. Knowledge and insight of relevant legislation and policy related to this nursing specialty within the public sector. Ability to promote quality patient care through the setting, implementation and monitoring of standards. Ability to function independently as well as part of a multi-disciplinary team. Effective communication, interpersonal, leadership, decision making, and conflict resolution skills. Good organisational skills and the ability to function under pressure.
<u>DUTIES</u>	: Plan, manage, co-ordinate and maintain an optimal, specialised Nursing Service as an Operational Manager in an Oncology setting. Effective management and utilisation of Human and Financial Resources to ensure optimal operational function in the area. Initiate and participate in training,

		development and research within the nursing department. Deliver a support service to the Nursing Service and the institution. To maintain ethical standards and promote professional growth and self-development.
<u>ENQUIRIES</u>	:	Ms F Marthinus Tel No: (021) 938-4055
<u>APPLICATIONS</u>	:	The Chief Executive Officer: Tygerberg Hospital, Private Bag X3, Tygerberg, 7505.
<u>FOR ATTENTION</u>	:	Ms V Meyer
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>CLOSING DATE</u>	:	01 March 2019
<u>POST 06/159</u>	:	<u>CLINICAL PROGRAMME COORDINATOR GRADE 1(HAST PROGRAMME)</u> (West Coast District)
<u>SALARY</u>	:	R420 318 (PN-A5) per annum
<u>CENTRE</u>	:	Saldanha Sub-district
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic R425 qualification (i.e diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Registration with a professional council: Current Registration with the SANC as Professional Nurse. Experience: Minimum of 7 years appropriate/recognisable experience in Nursing after registration as Professional Nurse with the SANC in General Nursing .Inherent requirements of the job: Valid (Code B/EB) driver's licence. Willingness to travel. Competencies: (knowledge/skills): Computer literacy (MS Word and Excel). Ability to effectively communicate in at least two of the three official languages of the Western Cape. Good interpersonal, leadership and communication skills. Ability to work independently and in a multi-disciplinary team. General programmes and Strategic Planning. Management experience. Experience with statistical data.
<u>DUTIES</u>	:	Coordination, effective and efficient management of the National HIV/AIDS/STI/TB control programmes within the Sub-district. Involvement in training programmes in conjunction with Human Resources Department. Monitor and evaluate programme goals and targets. Collect, validate and interpret statistical data. Effective implementation of appropriate projects to improve the HIV/AIDS/STI/TB programmes in the Sub- district. Coordination of lay counsellors. Monthly visits to health facilities and service points to provide support and supervision and regular feedback to the facility and service points.
<u>ENQUIRIES</u>	:	Ms N Mkhwela Tel No: (022) 709-5067
<u>APPLICATIONS</u>	:	The Manager: Medical Services; Saldanha Bay Sub-District, Private Bag X3, Vredenburg, 7381.
<u>FOR ATTENTION</u>	:	Mr MZ Emandien
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>CLOSING DATE</u>	:	01 March 2019
<u>POST 06/160</u>	:	<u>OPERATIONAL MANAGER NURSING GRADE 1 (GENERAL: OUTPATIENTS)</u>
<u>SALARY</u>	:	R420 318 (PN-A5) per annum
<u>CENTRE</u>	:	Tygerberg Hospital, Parow Valley
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic R425 qualification (i.e. Diploma or Degree in Nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse. Registration with a Professional Council: Registration with the SANC as Professional Nurse. Experience: A minimum of 7 years appropriate/recognisable experience in Nursing after registration as a Professional Nurse with SANC in General Nursing. Inherent requirement of the job: Willingness to work shifts, weekends and public holidays when required. Competencies (knowledge/skills): Basic Computer literacy. Ability to communicate in at least two of the three official languages of the Western Cape. Knowledge and insight of relevant legislation and policy related to nursing within the public sector. Ability to promote quality patient care through the setting, implementation and

	monitoring of standards. Ability to function independently as well as part of a multi-disciplinary team. Effective communication, interpersonal, leadership, decision making, and conflict resolution skills. Good organisational skills and the ability to function under pressure.
<u>DUTIES</u>	: Plan, manage, co-ordinate and maintain an optimal quality Nursing Service as an Operational Manager in the Outpatients department. Participative management and utilisation of Human Resources to fulfil operational and developmental functions in the area. Manage and monitor the Financial Resources of the clinical area. Initiate and participate in training, development and research within the nursing department. Deliver a support service to the Nursing Service and the institution. Maintain ethical standards and promote professional growth and self-development.
<u>ENQUIRIES</u>	: Ms F Marthinus Tel No: (021) 938-4055
<u>APPLICATIONS</u>	: The Chief Executive Officer: Tygerberg Hospital, Private Bag X3, Tygerberg, 7505.
<u>FOR ATTENTION</u>	: Ms V Meyer
<u>NOTE</u>	: No payment of any kind is required when applying for this post.
<u>CLOSING DATE</u>	: 01 March 2019
<u>POST 06/161</u>	: <u>MEDICAL PHYSICIST GRADE 1 TO 3 (5/8TH POST)</u>
<u>SALARY</u>	: Grade 1: R391 551 per annum Grade 2: R445 593 per annum Grade 3: R509 481 per annum (A portion of the package can be structured according to the individual's personal needs).
<u>CENTRE</u>	: Tygerberg Hospital, Parow Valley
<u>REQUIREMENTS</u>	: Minimum educational qualification: An appropriate qualification that allows for registration with the Health Professions Council of South Africa (HPCSA) as a Medical Physicist. Registration with a Professional Council: Registration with the HPCSA as a Medical Physicist. Experience: Grade 1: None after registration with the HPCSA as a Medical Physicist. Grade 2: 8 Years appropriate experience after registration with the HPCSA as a Medical Physicist. Grade 3: 16 Years appropriate after registration with the HPCSA as a Medical Physicist. Inherent requirement of the job: Willingness to work after hours and overtime. Competencies (knowledge/skills): Skills pertaining to the scope of the profession of medical physicists. Understand the physics of radiotherapy-, diagnostic X-ray and nuclear medicine equipment, computers and software; and have a thorough knowledge of diagnostic radiology physics. Knowledge of the statutory regulations regarding the medical use of ionising radiation, particularly concerning diagnostic radiology. Good communication, interpersonal relationship, research, development and teaching skills. Capable of using initiative for problem solving, recognising the need for action, consider possible risks and taking responsibility for results. Be a highly motivated and methodical individual who pays attention to detail with exceptional standards for accuracy. Ability to work under pressure and meet deadlines. Potential to develop management skills.
<u>DUTIES</u>	: Responsibility for the management of the dosimetry, quality assurance and radiation protection functions of Medical Physics in the Department of Diagnostic Radiology, with support to Radiation Oncology. Active participation in the routine execution of clinically related medical physics tasks. Co-ordinate and supply physics support in the Department of Diagnostic Radiology. Ensure compliance with Department of Health: Radiation Control regulations in Diagnostic Radiology. Assistance with equipment tender preparation, evaluation and commissioning. Assisting with management of staff and departmental administration. Assistance with the lecturing in the teaching and training programme of the Medical Physics Department. Active participation and assistance with the management of the research and development programme of the Medical Physics Department.
<u>ENQUIRIES</u>	: Mr C Trauernicht Tel No: (021) 938-6027, E-mail: cjt@sun.ac.za
<u>APPLICATIONS</u>	: The Chief Executive Officer: Tygerberg Hospital, Private Bag X3, Tygerberg, 7505.

<u>FOR ATTENTION NOTE</u>	:	Ms V Meyer
	:	No payment of any kind is required when applying for this post. 'Candidates, who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted with their job application / on appointment. Please note that the afore-said concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (this includes individuals who must apply for change in registration status).'
<u>CLOSING DATE</u>	:	01 March 2019
<u>POST 06/162</u>	:	<u>ULTRASOUND RADIOGRAPHER GRADE 1 TO 3</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	Grade 1: R374 364 per annum Grade 2: R440 982 per annum Grade 3: R519 456 per annum
<u>CENTRE REQUIREMENTS</u>	:	Khayelitsha District Hospital
	:	Minimum educational qualification: Appropriate qualification that allows for the required registration with the Health Professions Council of South Africa (HPCSA) in Radiography (Ultrasound). Registration with a professional council: Registration with the HPCSA in Radiographer in Ultrasound. Experience: Grade 1: None after registration with the HPCSA in Radiography (Ultrasound) in respect of RSA qualified employees. One-year relevant experience after registration with the HPCSA in Radiography (Ultrasound) in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Grade 2: Minimum of 10 years' relevant experience after registration with the HPCSA in Radiography (Ultrasound) in respect of RSA qualified employees. Minimum of 11 years' relevant experience after registration with the HPCSA in Radiography (Ultrasound) in respect of foreign qualified employees of whom it is not required to perform Community Service as required in South Africa. Grade 3: Minimum of 20 years' relevant experience after registration with the HPCSA in Radiography (Ultrasound) in respect of RSA qualified employees. Minimum of 21 years' relevant experience after registration with the HPCSA in Radiography (Ultrasound) in respect of foreign qualified employees of whom it is not required to perform Community Service as required in South Africa. Inherent requirement of the job: Willingness to assist in the geographic area when required. Competencies (knowledge/skills): Thorough knowledge of ante-natal, paediatric, gynaecology, vascular studies and abdominal ultrasound. Good interpersonal skills. Ability to work independently and in a team. Ability to communicate in at least two of the three official languages of the Western Cape (written and verbal). Knowledge of PACS/RIS will be an advantage.
<u>DUTIES</u>	:	Conduct ante-natal paediatric, gynaecology, vascular studies and abdominal ultrasound examinations. General care of patients. Maintain case records and statistics. Participate in OPD training programmes. Responsible for quality assurance in the sonography department.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr A Cokoyi Tel No: (021) 306-4305
	:	The Chief Executive Officer: Khayelitsha District Hospital, Metro Health Services, Private Bag X6, Khayelitsha, 7783.
<u>FOR ATTENTION NOTE</u>	:	Mr C Louw
	:	No payment of any kind is required when applying for this post. "Candidates, who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted with their job application/on appointment. This concession is only applicable on health professionals whom apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)".

<u>CLOSING DATE</u>	:	08 March 2019
<u>POST 06/163</u>	:	<u>ASSISTANT DIRECTOR: FINANCE (FINANCE/SUPPLY CHAIN MANAGEMENT/REVENUE)</u> Overberg District
<u>SALARY</u>	:	R356 289 per annum
<u>CENTRE</u>	:	Swellendam Hospital (Cape Agulhas Sub-district)
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate 3-year National Diploma or Degree. Experience: Appropriate relevant experience in Finance, Revenue and Supply Chain Management. Experience in budget and expenditure control. Experience in the management of Asset and Liability Accounts Proven Supervisory experience. Inherent requirement of the job: Valid (Code B/EB) driver's licence and willingness to travel. Competencies (knowledge/skills): Computer literacy in Microsoft Office suite. Knowledge of policies regarding Financial and Supply Chain Management. Sound knowledge of completion and control of expenditure and revenue budget processes. Proven report writing skills. The ability to communicate in at least two of the three official languages of the Western Cape. Extensive knowledge and experience of BAS, LOGIS and DELTA 9 systems. Knowledge and experience of accounting and bookkeeping systems.
<u>DUTIES</u>	:	Ensure sound budget management. Ensure that the Asset and Liability accounts are maintained. Ensure effective Supply Chain Management, including contract and asset management Ensure effective Revenue Management Ensure Compliance Management Ensure accurate and credible information in respect of the Financial Statements Ensure Effective management of the Human Resources within the component.
<u>ENQUIRIES</u>	:	Dr JP Du Toit Tel No: (028) 514-1142
<u>APPLICATIONS</u>	:	The District Director: Overberg District Office, Private Bag X07, Caledon, 7230.
<u>FOR ATTENTION</u>	:	Ms A Brits
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a practical test.
<u>CLOSING DATE</u>	:	01 March 2019
<u>POST 06/164</u>	:	<u>ASSISTANT DIRECTOR: HUMAN RESOURCE ADMINISTRATION</u>
<u>SALARY</u>	:	R356 289 per annum
<u>CENTRE</u>	:	Tygerberg Hospital, Parow Valley
<u>REQUIREMENTS</u>	:	Minimum educational qualification: An appropriate three-year qualification. Experience: Extensive supervisory and experience of People Management Administration. Appropriate PERSAL experience. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): People Management skills. Ability to communicate in at least two of the three official languages of the Western Cape. Proven knowledge of Public Service Regulations, Prescripts and Acts.
<u>DUTIES</u>	:	Lead, manage, supervise and co-ordinate the work and responsibilities of People Management Administration (Personnel Administration) component. Provide Human Resource Administration service to all employees at the institution. Administer conditions of service, allowances and deductions (housing, medical aid, leave, pension, overtime, commuted overtime and acting). Coordinate and administer COIDA, PILIR and incapacity processes. Manage applications for RWOPS, including capturing and declarations on PERSAL. Ensure implementation and compliance with HR policy and practices. Monitor and manage commuted overtime contracts.
<u>ENQUIRIES</u>	:	Mr PJ Wolfaardt Tel No: (021) 938-4138
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>CLOSING DATE</u>	:	08 March 2019

<u>POST 06/165</u>	:	<u>ASSISTANT DIRECTOR: COMMUNICATION</u> Directorate: Communications
<u>SALARY</u>	:	R356 289 per annum
<u>CENTRE</u>	:	Head Officer, Cape Town
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate 3-year National Diploma or Degree in Communication, Journalism or Public Relations. Experience: Appropriate Management, communication, public relations or marketing environment experience. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Competences (knowledge/skills): Excellent verbal and written communication skills. Strong interpersonal skills. Excellent writing and editing skills in English, Afrikaans and or Xhosa. Comprehensive media management experience. Sound knowledge of how the media works. Computer literate.
<u>DUTIES</u>	:	Implementation of corporate communication plans and campaigns. Line-management. Reputation management including media and brand. Project and Event Management. Internal Communications (Strategy and implementation).
<u>ENQUIRIES</u>	:	Mr M van der Heever Tel No: (021) 483 3716
<u>APPLICATIONS</u>	:	Please submit your application to www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>CLOSING DATE</u>	:	01 March 2019
<u>POST 06/166</u>	:	<u>SENIOR PERSONNEL PRACTITIONER (PEOPLE PLANNING)</u> Directorate: People Strategy
<u>SALARY</u>	:	R299 709 per annum
<u>CENTRE</u>	:	Head Office, Cape Town
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate National Diploma/Degree in Human Resources/Public Administration/Information Systems or Commerce. Experience: Appropriate experience in Human Resource Management (especially in research as well as Human Resource Planning processes) and Data Base Administration (DBA) in a Microsoft environment as well as Data Analysis. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Advanced analytical skills. Advanced report writing. Skills in MS Office (Word/Excel III or PowerPoint, etc). Advanced Skills in MS Office (Word/Excel and PowerPoint, etc).
<u>DUTIES</u>	:	Assist with the HR Planning Process as well as the Human Resource Implementation planning process. Provide training to end users of HR planning. Assist with the drawing and analyses of data and reports from applicable systems. i.e. PERSAL xx2019 reports. Draw pivots, do V-Lookups and produce info in Excel report format or PowerPoint. Do research on People Management issues in support of HR Planning. Minute taking at meetings. Assist with the MPAT process. Assist with the bi-annual People Management M&E. Draft circulars and motivations. Maintain an up to date Delegations register. Administer the Delegations Decisions Registers. Assist in maintaining the Exit Interview System of the department. Keep abreast of latest policies and circulars of the Department of Public Services and Administration.
<u>ENQUIRIES</u>	:	Mr CB Lubbe Tel No: (021) 483-4274
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a competency based assessment.
<u>CLOSING DATE</u>	:	08 March 2019
<u>POST 06/167</u>	:	<u>COMMUNICATIONS OFFICER</u> Directorate: Communications
<u>SALARY</u>	:	R299 709 per annum
<u>CENTRE</u>	:	Head Office, Cape Town. Stationed at Overberg District Officer, Caledon
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate 3-year National Diploma or Degree in Journalism, Public Relations or Marketing. Experience: Appropriate communication experience in related working environment/field. Inherent

requirement of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Excellent verbal and written communication skills in at least two of the three official languages of the Western Cape. Strong interpersonal skills. Well-developed writing and editing skills in English, Afrikaans or Xhosa. Reputation management. Media Liaison. Brand Management. Operational management capability, analytical and problem-solving abilities. Ability to work independently.

DUTIES : Developing and executing awareness communication campaigns. Compile research, coordinate, edit and produce communication material. Handle all queries from the general public through official platforms. Reputation Management, including Media liaison (handling of media queries, writing of media releases, Media monitoring and evaluation, above and below the line material and brand management. Communicate with all staff involved when there is a special event. Identifying interesting and positive stories for the media.

ENQUIRIES : Ms M Lesch Tel No: (021) 483-5454
APPLICATIONS : Please submit your application to www.westerncape.gov.za/health-jobs (click "online applications").

NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 01 March 2019

POST 06/168 : **ADMINISTRATIVE OFFICER: SUPPORT SERVICES**

SALARY : R242 475 per annum
CENTRE : Groote Schuur Hospital, Observatory
REQUIREMENTS : Minimum educational qualification: Grade 12/Senior Certificate plus competencies. Experience: Appropriate experience in Management or Supervision of staff and services. Inherent requirements of the job: Willingness to work overtime and perform standby duties when required. Willingness to relieve Managers/Supervisors in other departments. Competencies (knowledge/skills): Ability to work independently with minimum supervision and effectively within a team. Ability to work with a high degree of accuracy and care under pressure. Proficiency in at least two of the three official languages of the Western Cape. Computer literacy (MS Word, MS Excel and MS Power Point). Willingness to undergo training. High ethical standards as incumbent will have access to confidential files and patient information. Knowledge of Medico Legal or a Legal back-ground. Knowledge in Human Resource Management.

DUTIES : Manage the operations, including service delivery at Medico Legal Department. Manage the processing of public and patient requests, e.g. RAF, SAPS, Insurance, Medical Reports, Medical Records and COIDA. Effective handling, manage and resolve queries and complaints. Effective communication with external and internal clients. Effective Human Resource Management. Effective management and submission of stats. Effective incident and progress report- writing.

ENQUIRIES : Mr JC Corner Tel No: (021) 404-2303
APPLICATIONS : The Chief Executive Officer: Groote Schuur Hospital, Private Bag X4, Observatory, 7935.

FOR ATTENTION : Ms N Mbilini
NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates may have to undergo a practical skills test.

CLOSING DATE : 08 March 2019

POST 06/169 : **ARTISAN PRODUCTION GRADE A TO C (MECHANICAL)**
 Directorate: Engineering and Technical Support Services

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

CENTRE : Bellville Mobile Workshop
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: A valid driver's licence (Code B/EB) and willing to travel throughout the Western Cape. Perform standby duties. Competencies (knowledge/skills): Be conversant with the requirements of the Occupational Health and Safety Act and Regulations.
<u>DUTIES</u>	:	Perform necessary administrative functions. Control over tools and materials. Train and supervision of subordinates. Assist with the execution of engineering projects/repairs at hospitals and health institutions. Maintain and repairs of mechanical installations and equipment at health institutions within the Western Cape. Maintain and repair laundry equipment, boilers, autoclaves and hot water systems. Assist Artisan Foremen/Chief Artisan with their duties.
<u>ENQUIRIES</u>	:	Mr G Williams Tel No: (021) 830-3772
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>CLOSING DATE</u>	:	01 March 2019
<u>POST 06/170</u>	:	<u>FOOD SERVICES SUPERVISOR</u> Cape Winelands Health District
<u>SALARY</u>	:	R136 800 per annum
<u>CENTRE</u>	:	Montagu Hospital, Langeberg Sub-District
<u>REQUIREMENTS</u>	:	Minimum educational requirement: General education and Training Certificate (GETC) Grade 9 (Std 7). Experience: Appropriate foodservice experience in an Industrial foodservice unit, within a Health Institution. Supervisory experience. Inherent requirements of the job: Willingness to work shifts (weekends and public holidays). Valid (Code B/EB) drivers licence. Competencies (knowledge/skills): Language proficiency in at least two of the three official languages of the Western-Cape. Sound communication (read, speak and write) and numerical skills. Knowledge and skills with regards to the operational procedures in an Industrial Food Service Unit, as well as a Milk Kitchen. Knowledge of hygiene, occupational health, HACCP and safety principles and the incumbent must be able to work according to rules and standards and meet deadlines. Computer literate in Microsoft office.
<u>DUTIES</u>	:	Implement standard menu, production planning and correct procedures for receipt, storage, preparation, portioning and distribution of food, supplements, tube feeds and bottle-feeds. Communicate any feedback from staff, patients and/or ward staff to the food service manager. Implement, maintain and effectively supervise safety and security measures as well as hygiene and infection control. Implement the food service financial management system, to ensure the food expenditure remains within the budget. Compile of duty rosters and HR relative matters. Effective utilisation and supervision of food service team, by means of allocating tasks and co-ordinating work schedules.
<u>ENQUIRIES</u>	:	Mr P Kleintjies Tel No: (023) 626-8551
<u>APPLICATIONS</u>	:	The District Director: Cape Winelands Health District Office, Private Bag X3079, Worcester, 6849.
<u>FOR ATTENTION</u>	:	Ms JB Salie
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Short-listed candidates will be expected to complete a practical test.
<u>CLOSING DATE</u>	:	08 March 2019
<u>POST 06/171</u>	:	<u>DRIVER (HEAVY DUTY VEHICLE)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R115 437 per annum
<u>CENTRE</u>	:	Alexandra Hospital
<u>REQUIREMENTS</u>	:	Minimum requirement: Basic Numeracy and Literacy. Experience: Appropriate experience as a Driver. Inherent requirements of the job: Valid Public Driver's Permit (PDP). Valid code C1 (code 10) driver's licence. Work overtime as per needs requirement and perform standby duties afterhours, including weekends and public holidays. Sober habits. Competencies (knowledge/skills):

		Knowledge of Transport Circular U2 of 2000. Good knowledge of road networks in the Peninsula. Ability to accept accountability and responsibility and to work independently and unsupervised. Good interpersonal skills. Responsible for vehicles and maintenance. Capacity to work amongst people with disabilities / special mental healthcare needs.
<u>DUTIES</u>	:	Schedule and plan transport routes for the transport of goods, services and personnel from one point to another. Ensure accurate completion of logbooks. Conduct routine maintenance, inspecting on vehicles and timely reporting of defects. Adhere to departmental codes and procedures. Assist the Transport Officer to maintain the transport fleet in a clean and roadworthy condition.
<u>ENQUIRIES</u>	:	Mr MS Ariefdien Tel No: (021) 503-5061
<u>APPLICATIONS</u>	:	The Chief Executive Officer: Human Resource Department, Private Bag X1, Maitland, 7405.
<u>FOR ATTENTION</u>	:	Mr F Leukes
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>CLOSING DATE</u>	:	08 March 2019
<u>POST 06/172</u>	:	<u>HOUSEHOLD AIDS (X2 POSTS)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R96 549 per annum
<u>CENTRE</u>	:	Lentegeur, Stikland, Valkenberg, Alexandra and New Somerset Hospitals
<u>REQUIREMENTS</u>	:	Minimum requirement: Basic literacy and numeracy. Experience Appropriate experience in cleaning, linen, stock and food related services in a hospital/health environment. Inherent requirements of the job: Ability to lift/move heavy equipment and supplies. Incumbent must be prepared to work shifts, weekends and public holidays. Competencies (knowledge/skills): Good communication skills in at least two of the three official languages of the Western Cape. Knowledge of basic food preparation. Appropriate knowledge with the use of the cleaning equipment, cleaning materials and cleaning detergents.
<u>DUTIES</u>	:	Deliver an effective cleaning service such as dusting, sweeping, polishing, scrubbing and mopping of floors, clean furniture and other equipment and empty dustbins. Effective use of cleaning agents, equipment and provide a hygienic environment to prevent the spread of infection. Ensure that cleaning equipment is cleaned after usage and securely stored. Safekeeping and stock control of linen, stock, consumables and equipment. Serve meals to patients and when required prepare basic snacks. (This is not applicable at New Somerset Hospital). Responsible for general hygienic and safe environment in terms of standards and procedures. Optimal support to supervisor and colleagues.
<u>ENQUIRIES</u>	:	Ms B Beukes Tel No: (021) 815-8749
<u>APPLICATIONS</u>	:	The Chief-Director: Metro Health Services, Private Bag X15, Parow, 7500.
<u>FOR ATTENTION</u>	:	Ms R Hatting
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a competency test. Kindly indicate your preference of institution on your Z83.
<u>CLOSING DATE</u>	:	08 March 2019
<u>POST 06/173</u>	:	<u>FOOD SERVICES AID</u>
<u>SALARY</u>	:	R96 549 per annum
<u>CENTRE</u>	:	Valkenberg, Stikland, Alexandra, and New Somerset Hospitals
<u>REQUIREMENTS</u>	:	Basic literacy and numeracy. Experience: Appropriate experience in a large scale Food Service environment. Inherent requirements of the job: Incumbent must be prepared to work shifts and overtime which include weekends and public holidays. Incumbent must be fit and strong enough to lift heavy objects and be on their feet the entire day. Must be willing to enter hospital wards, large scale freezers and cold rooms. Valid (Code B/EB) drivers licence. (only applicable at Valkenberg Hospital). Competencies (knowledge/skills): Knowledge of production for normal and therapeutic diets in an Industrial Food Service Unit on a large scale. Knowledge of hygiene, Occupational Health,

<u>DUTIES</u>	:	HACCP and safety principles. Ability to read, speak and write in at least two of the three official languages of the Western Cape.
	:	Assist in the receipt and storage of all provisions and stock in the Food Service unit. Pre-prepare and produce all normal and therapeutic diets. Weigh, dish and distribute food to various wards. Cleaning of all areas, utensils and equipment in the Food Service Department. Follow and adhere to Health and Safety prescripts, PAWC recipes and menus. Follow and adhere to elementary control measures and standard operational procedures.
<u>ENQUIRIES</u>	:	Ms B Beukes Tel No: (021) 815-8749
<u>APPLICATIONS</u>	:	The Chief Director: Metro Health Services, Bellville Health Park, Private Bag X15, Parow, 7500.
<u>FOR ATTENTION</u>	:	Ms R Hattingh
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a practical test. Kindly indicate your preference of institution on your Z83.
<u>CLOSING DATE</u>	:	08 March 2019
<u>POST 06/174</u>	:	<u>CLEANER</u> Garden Route District
<u>SALARY</u>	:	R96 549 per annum
<u>CENTRE</u>	:	Conville Clinic, George Sub-district
<u>REQUIREMENTS</u>	:	Minimum requirements: Basic numeracy and literacy skills. Inherent requirement of the job: The incumbent must be strong enough to lift heavy objects and be on their feet the entire day. Experience: Appropriate cleaning experience in a health environment. Competencies (knowledge/skills): Good interpersonal skills. Knowledge of the correct methods of handling and disposal of refuse, waste products and adherence to policy and cleaning practices. Excellent communication skills (verbal and written) in at least two of the three official languages in the Western Cape.
<u>DUTIES</u>	:	General cleaning and maintenance (sweep, scrub, refuse removal, dust, mop, polish, clean clinic grounds, clean windows and walls). Effective and efficient utilisation and storage of cleaning material and equipment. Adhering to safety precautions and ensure adherence to occupational health and safety policies. Maintain a high standard of neatness and hygiene in the facility. Optimal support to Facility manager, Housekeeper and colleagues.
<u>ENQUIRIES</u>	:	Ms MJF Marthinus Tel No: (044) 814-1100
<u>APPLICATIONS</u>	:	The District Manager: Garden Route District, Private Bag X6592 George, 6529.
<u>FOR ATTENTION</u>	:	Ms S Pienaar
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Successful candidates may be Subject to pre-test.
<u>CLOSING DATE</u>	:	08 March 2019

DEPARTMENT OF TRANSPORT AND PUBLIC WORKS

<u>APPLICATIONS</u>	:	Only applications submitted online will be accepted. To apply submit your application online only: https://westerncapegov.erecruit.co.za
<u>CLOSING DATE</u>	:	01 March 2019
<u>NOTE</u>	:	Only applications submitted online will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. Please ensure that you submit your application before the closing date as no late applications will be considered. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16:00 should you experience any difficulties with your online application, contact the Helpline: 0861 370 202

OTHER POST

<u>POST 06/175</u>	:	<u>PERSONAL ASSISTANT: OFFICE OF THE DEPUTY-DIRECTOR GENERAL - PROVINCIAL PUBLIC WORKS REF NO: TPW 2019-19</u>
<u>SALARY</u>	:	R242 475 per annum (Level 07)
<u>CENTRE</u>	:	Department of Transport and Public Works, Western Cape Government
<u>REQUIREMENTS</u>	:	Senior Certificate (Grade 12 or equivalent qualification) plus an accredited Secretarial Certificate/ Diploma with a minimum of 3 years` relevant experience in office administration and rendering support services to Senior Management. Recommendation: A relevant 3-year tertiary qualification. Competencies: Knowledge of the following: Policies, prescripts, regulations and procedures; Administration and Financial Management; Procurement Processes; Understanding of functioning, systems and processes of government; Proven computer literacy in MS Office (Word, Excel and PowerPoint); Excellent communication (written and verbal) skills in at least two of the official languages of the Western Cape; Excellent telephone etiquette, planning, organising and report writing skills; High levels of assertiveness and professionalism.
<u>DUTIES</u>	:	Provide a secretarial/ receptionist support service to the Senior Manager; Render administrative support services which includes procurement and minute taking; Provide support to the manager regarding meetings; Support the manager with the administration of the budget; Analyse the relevant public service and departmental prescripts/ policies and other documents and ensure that the application thereof is understood properly. Ensuring effective flow of information/ documents through the office; Safekeeping and filing of documents; Compile reports and scrutinise routine submissions, reports and draft documents as required; Manage travel arrangements.
<u>ENQUIRIES</u>	:	Adv. G Kode Tel No: (021) 483 2593