



## **PUBLIC SERVICE VACANCY CIRCULAR**

**PUBLICATION NO 15 OF 2019**  
**DATE ISSUED: 26 APRIL 2019**

### **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** : **GAUTENG: DEPARTMENT OF E-GOVERNMENT:** Kindly note that the post of Deputy Director: Business Process Analyst with Ref No: REFS/003920 advertised in Public Service Vacancy Circular 14 dated 12 April 2019 has been withdrawn.

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## DEPARTMENT OF ENVIRONMENTAL AFFAIRS

## OTHER POSTS

<b><u>POST 15/01</u></b>	:	<b><u>PROJECT COORDINATOR REF NO: (EP9002/2019)</u></b>
<b><u>SALARY</u></b>	:	R316 791 per annum
<b><u>CENTRE</u></b>	:	North West Northern Cape (X2 Posts)
<b><u>REQUIREMENTS</u></b>	:	An appropriate 3-year Bachelor's Degree/National Diploma in Natural / Environmental Science. 3-5 Years' experience in relevant field. Understanding of Project management. Knowledge of Alien vegetation control Sound project management skills, good communication skills and sound organisation and planning skills. Knowledge of Working for Water policies and procedures, knowledge of legislation relevant to alien vegetation control will serve as an added advantage. Knowledge of the Public Service and Departmental procedures and prescripts. Computer literacy, knowledge of the Public Finance Management Act (PFMA). People management, change management and empowerment skills. Valid driver's license and willingness to travel and work long hours with limited supervision.
<b><u>DUTIES</u></b>	:	Provide project planning support services to the project by developing a strategic clearing plan and an Annual Plan of Operation (APO) for approval of budget allocation. Facilitate the implementation of project plans through the establishment of project advisory committees. Monitor implementation of project plans by conducting site audits to ensure compliance with Working for Water policies/standards, health and safety prescripts and various environment and agriculture legislation which govern alien vegetation control. Render project close out services by conducting final site inspections and facilitating in the handing over of cleared land to the land user.
<b><u>ENQUIRIES</u></b>	:	Mr V Lubisi Tel No: (012) 252 1025/ 012 252 0263-North West Mr M Ntsieni Tel No: (053) 8367639-Northern Cape
<b><u>APPLICATIONS</u></b>	:	Director-General, Department of Environmental Affairs, Private Bag X4390, Cape Town, 8000 or hand-deliver to 14 Loop Street, Cape Town.
<b><u>FOR ATTENTION</u></b>	:	Human Resource Management
<b><u>NOTE</u></b>	:	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. 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. The persons appointed to this position will be subjected to a security clearance. The department reserves the right not to make an appointment. No faxed, e-mailed and late applications will be considered. If you have not been contacted within three 3 months after the closing date of the advertisement, please accept that your application was unsuccessful. For more information regarding the requirements and duties in respect of each position, please visit our website at <a href="http://www.environment.gov.za">www.environment.gov.za</a> . Click on vacancies and ensure you follow the correct link to the position of interest.
<b><u>CLOSING DATE</u></b>	:	13 May 2019
<b><u>POST 15/02</u></b>	:	<b><u>SENIOR HEALTH AND SAFETY OFFICER (X2 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R316 791 per annum
<b><u>CENTRE</u></b>	:	Limpopo (Based in Polokwane) Ref No: EP01/2019 (X1 Post) North West (Based in Brits) Ref No: EP02/2019 (X1 Post)
<b><u>REQUIREMENTS</u></b>	:	National Diploma in Occupational Health and Safety/ Environmental / Risk / Quality Management or Equivalent qualification. 2-3 years' experience in relevant field with extensive experience in project or programme safety planning, implementation and compliance assessments; Registration with SACPCMP will be of an advantage. Experience in the ISO 45001 (previously OHSAS 18001) and ISO 14001 will be of an advantage; Good communication and report writing skills; Computer literacy; People, change management and empowerment skills; Knowledge of all

applicable legislation (e.g. Public Service Act, Departmental procedures and prescripts, Public Finance Management Act (PFMA), Health and Safety Act, Compensation for Occupational Injuries and Diseases Act, Environmental Management Act); Valid driver's license and willingness to travel and work long hours with limited supervision.

**DUTIES**

: The incumbent will be expected to undertake regular Occupational Health, Safety and Environment compliance site assessments, inspection and audits within a legislative framework; Attend OH&S meetings to monitor compliance and corrective actions. Complete task assessments, risk assessments and major incidents investigations and determine mitigation measures needed for OH&S interventions. Ensure compliance to COID; Make recommendations on relevant training and awareness campaigns to support Health and Safety. Write up safe work procedures and performance reports and engage with operations around the implementation of recommendations, Identify occupational health and safety interventions to address compliance shortcomings, Analyses quarterly self-assessment reports and recommend required intervention; Promote health and safety through competency checks, health and safety programmes and training; perform ad hoc duties as instructed by the relevant supervisor.

**ENQUIRIES  
APPLICATIONS**

: Mr M Talip Tel No: 021 441 2769  
: Director-General, Department of Environmental Affairs, Private Bag X447, Pretoria, 0001 or hand-delivered to: Environment House, Erf 1563 Arcadia Extension 6, Cnr Soutpansberg and Steve Biko Road, Arcadia, Pretoria.

**FOR ATTENTION  
NOTE**

: Ms Lerato Ngobeni  
: Application must be submitted on a signed and dated Z83 form with a copy of a comprehensive CV, certified copies of qualifications and ID document 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. Short-listed candidates will be subjected to 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 persons appointed to this position will be subjected to a security clearance. All candidates shortlisted for SMS post will be subjected to a technical competency exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend generic managerial competencies using the mandated DPSA SMS competency assessment tools. The Department reserves the right not to make an appointment. No faxed, e-mailed and late applications will be considered. If you have not been contacted within three (3) months after the closing date of the advertisement, please accept that your application was unsuccessful.

**CLOSING DATE**

: 13 May 2019

## GOVERNMENT PENSIONS ADMINISTRATION AGENCY (GPAA)

- APPLICATIONS** : Please forward your application, quoting the relevant reference number, Government Pensions Administration Agency, 34 Hamilton Street, or Private Bag X63, Arcadia, Pretoria, 0001
- FOR ATTENTION** : Mr Lesiba Sehlapelo– Recruitment
- CLOSING DATE** : 10 May 2019 12h00 noon. No email or faxed applications/ No late applications, 12H00 No late applications will be considered. No faxed / e-mailed / late applications will be considered.
- NOTE** : Requirement of applications: Applications must be submitted on form Z83, obtainable on the internet at <http://www.gpaa.gov.za> (Originally signed). The relevant reference number must be quoted on all applications. Application should consist of a comprehensive CV (specifying all experience and duties, indicating the respective dates MM/YY as well as indicating references with full contact details, original certified copies of all qualifications (including matriculation), Identity document, valid driver's license (where driving/travelling is an inherent requirement of the job) and proof of citizenship if not RSA Citizen. Note: Copies of certified documents will not be accepted – all copies must be originally certified in the past 3 months. Failure to submit the above information will result in the application not considered and deemed a regret. The candidate must agree to the following: Shortlisted candidates must be available for interviews at a date and time determined by GPAA. Applicants must note that pre-employments checks and references will be conducted once they are short-listed and the appointment is also subject to positive outcomes on these checks, which include but not limited to: security clearance, security vetting, qualification/study verification, citizenship verification, financial/asset record check, previous employment verification and criminal record. Applicants will be required to meet vetting requirements as prescribed by Minimum Information Security Standards. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Correspondence will only be conducted with the short- listed candidates. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. The candidate must take note of: It is intended to promote representativeness through the filling of these posts and the candidature of persons whose promotion/ appointment will promote representativeness, will receive preference. Disabled persons are encouraged to apply. For salary levels 11 – 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 GPAA reserves the right to utilize practical exercises/tests/competency assessments 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 GPAA reserves the right to cancel the filling/not to fill a vacancy that was advertised during any stage of the recruitment process. The successful candidate will have to sign and annual performance agreement and will be required to undergo a security clearance.

## OTHER POSTS

- POST 15/03** : **STRATEGY ADMINISTRATOR REF NO: SA/SPB/2019/04-1C**  
12 months contract
- SALARY** : R208 584 (basic salary) per annum (Level 06) plus 37% in lieu of benefits
- CENTRE** : Strategy and Policy Pretoria
- REQUIREMENTS** : An appropriate three year tertiary qualification (at least 360 credits) preferably in Public Management / Public Administration/Policy Development with 18 months proven experience in strategy or Grade 12 with three years proven experience in strategy. Preference will be given to candidates with pension administration

background. Computer literacy that includes a good working knowledge of the Microsoft Office packages. Knowledge of strategy development and implementation in a pension fund environment. Knowledge of strategy cascading process. Knowledge of Programme and Project management. Knowledge of Public Service Act and Regulations, Public Service Legislation and Regulatory framework. Knowledge of SA Pension Fund legislation. Ability to work in multi-disciplinary teams. Organizing and coordination skills. Critical thinking. Attention to detail. Time management. Verbal and written communication. Strong report writing skills. Stakeholder management. Strategic and analytic thinker. Dynamic, flexible, reliable. Business ethics (honesty and integrity). Customer focus and results orientation. Professionalism. Proactive and resourceful.

**DUTIES** : The purpose of the role is to provide strategy administrative support to the Strategy, Policy and Business Continuity Unit. Overall strategy and coordination support: Provide overall strategy support to the Senior Manager: Strategy, Policy and Business Continuity Office; Assist with the development of the current financial year project plan for Strategic Plan and Annual Performance Plan Formulation. Support to Strategic Planning and Cascading Workshops: Provide strategy administrative support, including the co-ordination of Strategic planning and Cascading Workshops: Assist in the development of the overall GPAA Strategic Plan aligned to the Annual Performance Plan; Development of templates for the collection of information to be incorporated in the Strategic Plan and Annual Performance Plans. Strategy compliance support: Assist Business Units adhere to the Simple, Measurable, Attainable, Realistic, Tangible (SMART) principle when formulating their operational plan; Assist with the review of operational plans and record keeping of approved operational plan; Interact with different internal and external Stakeholders (National Treasury and GEPP). Support to ad hoc business unit projects: Provide regular support when needed to all ad hoc business unit projects.

**ENQUIRIES** : Mr Lesiba Sehlapelo Tel No: 012 399 2710  
**NOTE** : Employment Equity target for the post is Coloured male/females or Indian male/female or White female or African male or people with disability. Candidates of the specified groups are encouraged to apply.

**POST 15/04** : **RESEARCH AND POLICY ADMINISTRATOR REF NO: RPA/SPB/2019/04-1C**  
 12 months contract

**SALARY** : R208 584 (basic salary) per annum (Level 06) plus 37% in lieu of benefits  
**CENTRE** : Strategy and Policy Pretoria  
**REQUIREMENTS** : An appropriate three year tertiary qualification (at least 360 credits) preferably in Public Management/Public Administration/Policy Development with 18 months proven experience in policy and research methodology or Grade 12 with three years proven experience in policy and research methodology. Preference shall be given to candidates with prior pension administration experience. Computer literacy that includes a good working knowledge of the Microsoft Office packages. Knowledge of Public Service Act and Regulations, Public Service Legislation and Regulatory framework. Knowledge of South Africa's Pension Fund Law. Knowledge of policy development and review process. A good understanding of government policies. Ability to research, write and present high quality policy analysis. Strong interest in government policy affairs. Fluent in Business English. Research skills. Organizing and coordination skills. Critical thinking. Attention to detail. Time management skills. Verbal and written communication. Strong report writing skills. Stakeholder management. Analytical thinking. Business ethics (honesty and integrity). Professionalism. Proactive and resourceful. Dynamic, flexible, reliable and attentive to detail.

**DUTIES** : The purpose of the position is to provide research and policy administrative support, and the co-ordination, implementation of policy review and development activities within the Strategy, Policy and Business Continuity Unit. Assist in conducting research activities on sector specific programmes: Assist in conducting needs analysis and identifying areas of research. Provide research input for the analysis required to develop, implement, review and evaluate new and existing policies. Assist in the drafting of research specifications, based on needs analysis. Conduct research, using different research methodologies, within timeframes and

budget. Assist in responding to external and internal research enquiries. Assist in the compilation of formal research reports. Assist in maintaining the repository of research products and facilitate dissemination of research results: Implement and maintain a research library. Manage numbering and archiving system of researched products. Assist in recording and monitoring research project plans. Create access paths to academic journals. Interact with academic librarians. Assist in the development and review of new and existing policies for the Department: Analyse and identify out-dated policies per business unit in their order of importance for review. Assist in developing and revising business units' policies. Assist in drafting new policies. Assist in the development and implementation of the checklist for all policies. Develop monthly reports. Support to ad hoc business unit projects: Provide regular support when needed to all ad hoc business unit projects.

**ENQUIRIES**  
**NOTE**

- : Mr Lesiba Sehlapelo Tel No: 012 399 2710
- : Employment Equity target for the post is Coloured male/females or Indian male/female or White female or African male or people with disability. Candidates of the specified groups are encouraged to apply.

## DEPARTMENT OF HEALTH

*The Department of Health is registered with the Department of Labour as a designated Employer and the filling of the following posts will be in line with the Employment Equity Act (including people with disabilities).*

- APPLICATIONS** : The Director-General, National Department of Health, Private Bag X828, Pretoria. 0001. Hand delivered applications may be submitted at Reception (Brown application Box), Civitas Building, corner of Thabo Sehume (formerly known as Andries) and Struben streets, Pretoria.
- FOR ATTENTION** : Ms L Malahlela
- CLOSING DATE** : 13 May 2019 at 12:00 Mid-Day
- NOTE** : All short-listed candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. Applications should be submitted on form Z83 obtainable from any Public Service Department and should be accompanied by a CV (previous experience must be comprehensively detailed) and certified copies of qualification certificates (including Senior Certificate/Grade 12 certificate regardless of the qualification requirement indicated in the advert), service certificates, including ID and driver's license. No faxed or e-mailed applications will be considered. Applications received after the closing date and those that do not comply with the requirements will not be considered. It is the applicant's responsibility to have foreign qualifications and national certificates (where applicable) evaluated by the South African Qualification Authority (SAQA). The Department reserves the right not to fill the posts. The successful candidate will be subjected to personnel suitability checks and other vetting procedures. Applicants are respectfully informed that correspondence will be limited to short-listed candidates only. If notification of an interview is not received within three (3) months after the closing date, candidates may regard their application as unsuccessful. The Department will not be liable where applicants use incorrect/no reference number(s) on their applications.

## MANAGEMENT ECHELON

- POST 15/05** : **CHIEF-DIRECTOR: HEALTH FACILITIES INFRASTRUCTURE MANAGEMENT REF NO: 7/2019**  
Chief Directorate: Health Facilities Infrastructure Management
- SALARY** : R1 189 338 per annum (An all inclusive remuneration package) [basic salary consists of 70% of total package, the State's contribution to the Government Employee's Pension Fund (13% of basic salary) and a flexible portion]. The flexible portion of the package can be structured according to Senior Management Service Guidelines.
- CENTRE** : Pretoria
- REQUIREMENTS** : An NQF 8 qualification, as recognised by SAQA in Management/Leadership, Build Environment or Engineering. At least five (5) years' experience at a senior management level in programme and project management. Knowledge and understanding of Health Facilities Infrastructure management, human resources processes and practices, understanding the application of government and departmental policies as well as understanding of Financial Policies as guided by Treasury Regulations. Good communication (written and verbal), change management, stakeholder engagement, analytical skills, integration skills and advanced computer office package skills. Ability to work independently and under pressure. A valid driver's license.
- DUTIES** : Provide infrastructure strategies, policies, systems, planning, specific plans, functional and technical norms and standards for the rendering of health services.



Development of Healthcare technology strategies, policies, systems, planning, specific plans, functional and technical norms and standards for rendering of health services. Delivery of the infrastructure and healthcare technology programmes and projects. Direct the undertaking of infrastructure analyses. Provincial performance and grant management. Direct the implementation of the annual Division of Revenue Act (DoRA) and supportive Instructions or Circulars. Direct interaction with National Treasury in terms of the infrastructure mandate of the health sector and the implementation of DoRA.

**ENQUIRIES**

:

Mr RW Morewane Tel No: 012 395-8757

**DEPARTMENT OF HIGHER EDUCATION AND TRAINING  
(WEST COAST TVET COLLEGE)**

- APPLICATIONS** : Direct your applications quoting the relevant reference number to: The HR Officer, West Coast College TVET College, P.O. Box 935, Malmesbury, 7300 or hand delivers at 2 Loedolf Street, Malmesbury, Central Office, 7300
- CLOSING DATE** : 10 May 2019 at 14h00
- NOTE** : Applications must be submitted on Z83 form obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents) and must be accompanied by a recently updated comprehensive cv (with three contactable references and certified copies of all qualifications, identity document (ID) not older than three months, including drivers license (where it is required). It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA) and the Evaluation Certificate from SAQA must be attached. Failure to sign Z83 and submit the requested documents will result in your application not being considered. Candidates whose appointments will promote representatively in terms of race, gender and disability will receive preference. As of 1st July 2006, all new appointments in the public service have to be part of the government employee medical scheme (GEMS) in order to qualify for a government medical subsidy. Correspondence will only be entered into with short-listed applicants. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. 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. The successful candidate will be required to sign an annual performance agreement, disclose his/her financial interests and be subjected to security clearance. Applications received after the closing date or faxed and emailed applications will not be considered.

**OTHER POSTS**

- POST 15/06** : **HUMAN RESOURCES MANAGER REF NO: WCC 36/19**  
Nature of contract: Permanent
- SALARY** : R376 596 per annum (Level 09) plus benefits as applicable in the Public Service
- CENTRE** : Central Office (Malmesbury)
- REQUIREMENTS** : Standard 10/Grade 12. A Bachelor Degree/Diploma in Human Resource Management/ PLUS A minimum of 5 years in Human Resource Management environment of which three (03) years should be supervisory experience; A Post Degree qualification will be an added advantage; Persal Certificates; Proof of computer literacy & qualifications in MS Software applications such as Word, Excel, PowerPoint & Outlook; Proof of current and previous work experience endorsed by Human Resource (Not certificate of service). Valid Driver's license. Knowledge, Skills Training and Competence Required: Broad knowledge and interpretation of Human Resource circulars, policies and procedures. Knowledge of public service legislative prescripts particularly Human Resource Prescripts. Sound communication, analytical and decision making and presentation skills. Good leadership, coaching, mentoring and interpersonal skills. Determination to strive for excellence.
- DUTIES** : Manage Human Resource Practices, Staff Relations, integrated and coordinated service. Promote sound employer-employee relationship and minimize conflict within institution in line with the vision, mission and core values of the department. Manage day to day functioning of the Human Resource components in the college in order to ensure that high quality of service is being provided. Ensure that advertising, recruitment, appointment and transfers are in accordance with the laid down policies and procedures. Ensure compilation of workplace skills plan.

Manage day to day functioning of HRD section in the department to ensure that high quality of training is being provided. Participate in the development, implementation, monitoring and reviewing of skills audit. Oversee and deal with misconduct, discipline and grievance procedure in the department in terms of Labour Relations Act. Participate in the development of HR strategies and policies. Attend to staff wellness and occupational health and safety of the institution. Develop Human Resource Plan and Equity Plan for the College and ensure that they are put into practice. Ensure the effective, efficient and economical utilization of resources allocated to the institution including the development of staff.

**ENQUIRIES** :

Ms A Arosi / Ms A Fortuin Tel No: (022) 482 1143

**POST 15/07** :

**SUPPLY CHAIN MANAGER REF NO: WCC 37/19**  
(College appointment, fixed term contract for 1 year)

**SALARY** :  
**CENTRE** :  
**REQUIREMENTS** :

R376 596 (Level 09) plus benefits  
Central Office (Malmesbury)  
A recognized three-year degree/diploma in SCM, Finance or related; 2-3 years' experience in Supply Chain Management and 2 years supervisory experience; knowledge of the public sector procurement processes; experience in tender based procurement; rules and regulations; understanding of the CTEA, Treasury Regulations and other related prescripts; good verbal and written communication skills; interpersonal relations, time management, office management and administration skills; good computer literacy in Microsoft office suite and accounting systems; ability to work under pressure and deliver on tight deadlines; valid code 8 drivers license.

**DUTIES** :

Ensure compliance with Procurement Policy as well as policies and procedures of the College; ensure compliance with provisions of the PFMA Act, Treasury Regulations and Preferential Procurement Policy Framework Act(PPPFA); assist end users with timeous development of the specification/terms of reference for sourcing of quotes and bids; assist end users with compilation of demand management and procurement plans; consolidate relevant reports and review demand management plans; conduct market and variance analysis, commodities, procurement of goods, services and works within the college by means of quotations and bids; maintenance of effective systems and procedures for the procurement of goods and services; compilation of bid documents; advertisement of bids, opening of bid/tender box, registration of bid offers in bid registers, coordination and attendance of briefing sessions, evaluation sessions, take minutes, interpret and analyse comparative schedules, prepare submissions and reports to bid Committees; provision of support to clients, Bid Committees and Supervisors; coordination of bid related matters with end users, ensure that internal control measures are adhered to; work closely with supervisors to ensure that the procurement of goods and services are valid, accurate and complete; support the management and monitoring of the procurement function of the College; prepare management information, reports, statistics and reporting on procurement to management; effective supervision of staff; effective contract management; providing tactical support to support service delivery; researching information for pricing database, as well as supplier industry analysis; reporting on demand management activities, exceptions and potential project failure; compiling information on SCM risk management.

**ENQUIRIES** :

Ms A Arosi / Ms A Fortuin Tel No: (022) 482 1143

**POST 15/08** :

**PROJECT MANAGER INFRASTRUCTURE MANAGEMENT REF NO: WCC 38/19**  
(College appointment, fixed term contract for 3 years)

**SALARY** :  
**CENTRE** :  
**REQUIREMENTS** :

R376 596 (Level 09) plus benefits  
Central Office (Malmesbury)  
Standard 10/ Grade 12. An appropriate 3 years Bachelor's Degree/National Diploma (NQF level 6/7) or equivalent qualification specializing in construction. At least 3 years' experience in managing construction projects. A driver's license. An individual with a conceptual understanding of the rules and standards governing project administration and management and ensure that the requirements for each

project are spelt out by packaging/statutory requirements. Further requirements are risk management experience in project management. Good communication: written and spoken skills. Proficiency in analysing and solving problems related to projects. Outstanding human relation skills evident in the ability to work with the team and excellence in gathering help needed in developing a working project management plan. Strong ability to give attention to details as well as tested organization skills. Strong knowledge and expertise in using modern information and communication technologies to projects. Adherence to project specifications, as well as to the regulatory body guidelines for the project (NIAMMS etc.). Knowledge of procurement processes. Advantageous: A post graduate qualification. Registration with a relevant professional body – proof should be attached.

**DUTIES** : Supervise different tasks in completing construction or repairs and maintenance project. Responsible for the flow of information from the college level project supervisor (the organisational point where the service/project is requested) to the team regarding the project in the Department of Higher Education and Training (Department). Make the arrangement for projects documentation on the recommendation and specification of the Department and ensure that specifications are set or meet a higher standard. Update information on the project management tools. Make arrangement for the project completion based on specifications of the project owner. Put a proficient team together to achieve the purpose of the work in a changing circumstance and fixed circumstance, and in a responsive circumstance using leadership and management.

**ENQUIRIES** : Ms A Arosi / Ms A Fortuin Tel No: (022) 482 1143

**POST 15/09** : **EDITORIAL AND SECRETARIAT SENIOR OFFICER REF NO: WCC 39/19**  
Nature of contract: Permanent

**SALARY CENTRE REQUIREMENTS** : R316 791 per annum (Level 08) plus benefits as applicable in the Public Service  
: Central Office (Malmesbury)  
: Standard 10/ Grade 12. A relevant degree in communication; proficiency in English; must have minute-taking training in the form of a short course or in-house training; excellent written and verbal communication skills; excellent organizational and time management skills; proficient in MS Office (Word, Excel, PowerPoint); strength of character, integrity and professionalism; discretion when handling confidential information; a keen eye for detail and good knowledge of company law; the ability to meet multiple deadlines; good numerical ability; must have sound experience in writing of articles or papers for internal and external consumption; must have experience in providing language services to internal clients within an educational institution; valid code 08 - driver's license. Good listening, oral & literacy skills; ability to produce accurate and concise minutes; ICT skills including keyboarding and e-mail skills; efficient time management skills and ability to meet deadlines; efficient; effective record keeping and information retrieval; knowledge of Council and or any other Governing Body procedures; knowledge of the appropriate relevant educational legislation and legal governance requirements; knowledge of the respective roles and responsibilities of the Council of a TVET College and its Sub - Committee; knowledge of TVET Colleges and the relevant legislation that guides the existence of Colleges; knowledge of the legislation pertaining to access to information; ability to ensure seamless collaboration across many departments; ability to explain complex concepts in layman's language.

**DUTIES** : Efficient management and maintaining of all College secretarial folders with the College Council; ensuring regulatory compliance; capturing of secretarial information; attendance and coordination of board and committee meetings; drafting of resolutions in accordance to TVET College Act; providing advice and guidance on the TVET College Act and related legislation; developing and overseeing key systems strategies which ensure that the College Council is compliant with various statutes; advisory in terms of corporate governance; management of College secretarial risks, trust management in the Council.

**ENQUIRIES** : Ms A Arosi / Ms A Fortuin Tel No: (022) 482 1143

**POST 15/10** : **IT TECHNICIAN (X2 POSTS)**  
Nature of contract: Permanent

**SALARY CENTRE** : R257 508 per annum (Level 07) plus benefits as applicable in the Public Service  
Citrusdal Campus Ref No WCC 40/19  
Malmesbury Campus Ref No: WCC 41/19

**REQUIREMENTS** : Standard 10/ Grade 12, A +. An appropriate three year diploma OR an equivalent three year qualifications, or recognized equivalent (National or International), N+ or recognized equivalent National or International), S+ or recognized equivalent (National or International), MCDST or recognized equivalent (National or International), MCSA or recognized equivalent (National or International), or recognized equivalent (National or International), MCSE A minimum of three years in information security, information technology or relevant field. Working knowledge of and experience in the policy and regulatory environment of information security, especially in the TVET or Higher Education Sector.

**DUTIES** : Installing and configuring computer hardware operating systems and applications. Monitoring and maintaining computer systems and network. Taking staff or clients through a series actions, either face to face or over the telephone to help set up systems or resolve issues. Troubleshooting system and network problems and diagnosing and solving hardware or software faults. Replacing parts as required. Providing support, including procedural documentation and relevant reports. Following diagrams and written instructions to repair a fault or set up to a system. Supporting the roll-out of new applications. Setting up new user's accounts and profiles and agreed time limits to call-outs. Working continuously on a task until completion (or referral to third parties, if appropriate). Prioritizing and managing many open cases at one time. Rapidly establishing a good working relationship with customers and other professionals, e.g. software developers. Testing and evaluating new technology. Conducting electrical safety checks on computer equipment.

**ENQUIRIES** : Ms A Arosi / Ms A Fortuin Tel No: (022) 482 1143

**DEPARTMENT OF INTERNATIONAL RELATIONS AND COOPERATION**

*The Department of International Relations and Cooperation is an equal opportunity, affirmative action employer with clear employment equity targets.*

- APPLICATIONS** : Please forward your application to the e-mail address – internmultimedia@dirco.gov.za quoting the reference number (post number) or post name in the subject line in order to receive an acknowledgement.
- CLOSING DATE** : 10 May 2019
- NOTE** : Applications must be submitted on a Z83 (duly completed & hand signed) and must be accompanied by a comprehensive CV and certified copies not older than 3 months of qualifications, including academic transcripts, reflecting compliance with the minimum requirements as well as certified copy of your ID. Should your application not be duly completed and hand signed with the necessary attachments your application will not be considered; Applications must be submitted on a Z83 form (duly completed & hand signed) <http://www.dirco.gov.za/employment/employ.pdf> and must accompanied by a comprehensive CV, and certified copies not older than 3 months of qualifications, including academic transcripts, reflecting compliance with the minimum requirements, as well as certified copy of your ID. Please indicate the study field / area next to the reference number. No faxed / hand-delivered applications will be considered. Only first time government Internship Programme participants will be considered; Successful candidates must be willing to sign an oath of secrecy with the Department; Interns will be placed within the Department of International Relations and Cooperation at the Head Office in Pretoria, It is, therefore, required that candidates should have their own transport and accommodation; All appointments are subject to the verification of qualifications, citizenship, reference checks and security vetting; If you are in possession of foreign qualifications, an evaluation certificate from the South African Qualifications Authority (SAQA) must accompany your application. Failure to submit the required documents/information will result in your application not being considered; No late applications will be considered / accepted; Correspondence will be limited to short-listed candidates only; should you not be contacted within three (3) months after the closing date, please consider your application as unsuccessful. Please note that successful interns will be expected to sign an Internship Contract/Agreement with the Department. Note: Candidates who have already participated in an Internship Programme in any Government Department will not be considered.

**INTERNSHIP PROGRAMME**

**The Department of International Relations and Cooperation is inviting applications for a twenty-four (24) months Internship Programme as a contribution towards Skills Development by giving unemployed graduates an opportunity to gain experience in various areas.**

**OTHER POST**

- POST 15/11** : **MULTIMEDIA STUDIES WITH SPECIALISATION IN ONE (1) OR MORE OF THE FOLLOWING AREAS: GRAPHIC DESIGN (X1 POST) AND VIDEOGRAPHY AND VIDEO EDITING (X1 POST) (NUMBER OF INTERNS TO PARTICIPATE IN THE PROGRAMME: TWO (2))**  
Duration of Programme: Twenty-four (24) months
- STIPEND** : R5 500 per month
- CENTRE** : Pretoria
- REQUIREMENTS** : Applicants must have a degree (NQF 7) or diploma (NQF 6) in any of the aforementioned disciplines and must be at least 18 to 35 years old.
- ENQUIRIES** : Ms K Padayachee-Vacik Tel No: (012) 351 0319

## DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

*The DOJ&CD is an equal opportunity employer. In the filling of vacant posts the objectives of section 195 (1) (i) of the Constitution of South Africa, 1996 (Act No: 108 of 1996), the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act No: 55 of 1998) and relevant Human Resources policies of the Department will be taken into consideration.*

**CLOSING DATE** : 13 May 2019  
**NOTE** : Applications must be submitted on Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za. A Z83 form & CV must be accompanied by original certified copies of qualifications, identity document and a driver's license where necessary. A SAQA evaluation report must accompany foreign qualifications. Applications that do not comply with the above mentioned requirements will not be considered. All shortlisted candidates for SMS posts will be subjected to a technical and competency assessment. Candidate will complete a financial disclosure form and also be required to undergo a security clearance. The foreigners or dual citizenship holder must provide the Police Clearance certificate from country of origin. Reasonable accommodation shall be applied for People with Disabilities including where drivers license is a requirement. Correspondence will be limited to short-listed candidates only. If you do not hear from us within 3 months of this advertisement, please accept that your application has been unsuccessful. The department reserves the right not to fill these positions. Women and people with disabilities are encouraged to apply and preference will be given to the EE Target.

## OTHER POSTS

**POST 15/12** : **SENIOR COURT INTERPRETER REF NO: 19/46/FS**  
(Re-Advertisement)

**SALARY** : R257 508 – R303 339 per annum. The successful Candidate will be required to sign a performance agreement.

**CENTRE** : Magistrate's Office, Bethlehem

**REQUIREMENTS** : NQF level 4 / Grade 12; National Diploma: Legal Interpreting at NQF level 5 or any other relevant tertiary qualification at NQF level 5; Proficiency in two or more indigenous languages; Three (3) years practical experience; Driver's license will be an added advantage; Skills and Competences: Excellent communication; Listening, Inter-personal relations; Problem solving; planning and organising and Analytical thinking skills; Time management; Confidentiality and ability to work under pressure. Language Proficiency: Bethlehem: English, Afrikaans, Sesotho and IsiZulu.

**DUTIES** : Key Performance Areas: interpret in court of Law (Civil and Criminal matters; Entering of criminal cases in the criminal record book / register; interpret in small claims courts; Interpret in pre-trial proceedings and consultations; Consecutive interpreting from source to target language during Court proceedings pre-trial, consultation, quasi and judicial; Interpret non-verbal gesture, dramatization and confessions; Ensure that subordinates conclude performance agreements; Review performance and give feed back to Court Interpreters. Collect, monitor interpreting register, calculate and compile statistics; Making arrangements for foreign languages interpreters in consultation with the Prosecutor; perform a variety of routine interpreting duties related to the Core function of the Department; attend to all other duties that can be assigned to him/her from time to time and to assist with the necessary Administrative duties.

**ENQUIRIES** : Ms NM Dywili Tel No: (051) 407 1800

**APPLICATIONS** : Please direct your applications to: The Regional Head, Private Bag X20578, Bloemfontein, 9300 or hand deliver at 53 Colonial Building, Charlotte Maxeke Street, Bloemfontein, 9300.

**POST 15/13** : **CHIEF ACCOUNTING CLERK: MISCELLANEOUS PAYMENTS REF NO: 19/08/CFO**

**SALARY** : R257 508 – R303 339 per annum. The successful candidate will be required to sign a performance agreement.

**CENTRE** : National Office, Pretoria

**REQUIREMENTS** : Grade 12 certificate or equivalent qualification; 3 years' experience in government payroll environment; Knowledge of the Public Finance Management Act and Treasury Regulations; Experience in the Basic Accounting System (BAS); Skills and Competencies: Computer literacy (MS Office); Communication (written and verbal) skills; Planning and organizing skills; Accuracy and attention to details; Problem solving skills.

**DUTIES** : Key Performance Areas: Manage miscellaneous payments and the clearing of suspense/ control accounts; Management of transfer payments, resolve creditor queries and ensure compliance with payment period; Management of the telephone database and interface; Ensure document and records management; Implementation of internal control measures; Supervise subordinates by inter alia, allocating work, ensuring orderliness in work performance, quality and turnover and office discipline; Provide training to subordinates; Evaluate work performance of sub-ordinates.

**ENQUIRIES** : Ms. M. Qhamakoane Tel No: (012) 357 8591

**APPLICATIONS** : Quoting the relevant reference number, direct your application to: Postal Address: The Human Resource: Department of Justice and Constitutional Development; Private Bag X81, Pretoria, 0001 or Physical Address: Application Box, First Floor, Reception, East Tower, Momentum Building, 329 Pretorius Building, Pretoria, 0001.



## 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.*

- APPLICATIONS** : Chief Director: Provincial Operations: Private Bag X9368 Polokwane, 0700  
Physical address: 42a Schoeman Street, Polokwane 0700
- FOR ATTENTION** : Sub-directorate: Human Resources Management, Limpopo
- CLOSING DATE** : 13 May 2019
- NOTE** : Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at [www.gov.za/documents](http://www.gov.za/documents). The fully completed and signed form Z83 (Section A and B compulsory) 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 and failure to follow application instruction 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 15/14** : **TEAM LEADER (X2 POSTS)**
- SALARY** : R316 791 per annum
- CENTRE** : Labour Centre: Polokwane Ref No: HR4/4/6/46 (X1 Post)  
Labour Centre: Lephalale Ref No: HR4/4/6/47 (X1 Post)
- REQUIREMENTS** : Three (3) year relevant tertiary qualification Labour Relations/ Labour Law/ LLB/BCOM LAW or Electrical/Mechanical Engineering/ Environmental Health/ Analytical Chemistry/ Chemical Engineering/ Civil & Construction Engineering / Financial Management/ Auditing/ Accounting with Two (2) years functional experience in Inspection and Enforcement Services and a valid driver's license. Knowledge: Departmental policies and procedures, Skills Development Act, Labour Relation Act, Basic Conditions of Employment Act, Skills Development Levies Act Occupational Health and Safety Act, COIDA, SABS Codes, Unemployment Insurance Act, UI Contribution Act, Employment Equity Act, Immigration Act. Skills: Facilitation, Planning and organising, Computer literacy, Interpersonal Conflict handling, Negotiation, Problem Solving, Interviewing, Innovative, Analytical, Verbal and written communication.
- DUTIES** : Plan and independently conduct substantive inspections with the aim of ensuring compliance with all labour legislations, namely, Basic Conditions of Employment Act (BCEA), Labour Relations Act (LRA), Employment Equity Act (EEA),

Unemployment Insurance Act (UIA), Compensation for Occupational Injuries and Diseases Act (COIDA), Occupational Health and Safety (OHS) and UI Contribution Act (UCA). Plan and execute investigations independently on reported cases pertaining to contravention of labour legislation and enforce as and when necessary including making preparations for and appearing in Court as a State witness. Plan and conduct allocated proactive (Blitz) inspections regularly to monitor compliance with labour legislation including compilation and consolidation of reports emanating from such inspections. Plan and conduct advocacy campaigns on all labour legislation independently, analyse impact thereof, consolidate and compile report. Manage the finalisation of files of cases received and investigations conducted by the Inspectors. Contribute at a higher level to planning, drafting and maintenance of regional inspection plans and reports including execution of analysis and compilation of consolidated statistical reports on regional and allocated cases. Ensure that non-compliant employers are referred for prosecution within the relevant time frames.

**ENQUIRIES** :

Ms. Fope JM Tel No: (015) 290 1664

**POST 15/15** :

**OHS INSPECTOR REF NO: HR 4/4/6/62**

**SALARY** :  
**CENTRE** :  
**REQUIREMENTS** :

R316 791 per annum  
 Labour Centre: Lephalale  
 Senior Certificate plus a 3 year recognized qualification in the relevant field, i.e. Mechanical Engineering; Mechatronic Engineering; Electrical Engineering; Chemical Engineering; Chemistry; Construction; Life Sciences qualification majoring in any of the following: Biology; Microbiology; Biomedical Sciences; Biotechnology; Biochemistry. Valid Driving License. No experience required. Registration with relevant, recognized professional body is an advantage but not compulsory. Knowledge: Departmental policies and procedures, Occupational Health and Safety Act, as amended, Regulations (21), Compensation for Occupational Injuries and Diseases Act, South African National Standards (Codes)- Incorporated Codes become regulations, Unemployment Insurance Act. Skills: Facilitation, Planning and Organizing, Computer Literacy, Interpersonal, Conflict handling, Negotiation, Problem solving, Presentation, Innovative, Analytical, Verbal and written Communication, Communication, Interviewing.

**DUTIES** :

Plan and independently conduct inspections with the aim of ensuring compliance with the occupational Health and Safety Act, Act85 of 1993, Regulations and incorporated Standards. To confirm registration of with the Unemployment Insurance Act and the Compensation for Occupational Injuries and Diseases Act. Plan, investigations and finalize independently incidents and complaints reported pertaining to the OHS Act and relevant regulations and enforce as and when necessary, appear in court as a State witness. Plan and conduct allocated proactive inspections as per schedule to monitor compliance with the relevant labour legislation including compiling and consolidating reports emanating from such inspection. Plan and conduct advocacy campaigns on all labour legislation independently, analyse impact thereof, consolidate and compile report. Contribute at a higher level to planning, drafting and maintenance of regional inspection plans and reports including execution of analysis and compilation of consolidated statistical reports on regional and allocated cases.

**ENQUIRIES** :

Mr. J Mokobodi Tel No: (015) 290 1665

**POST 15/16** :

**INSPECTOR (X3 POSTS)**

**SALARY** :  
**CENTRE** :  
**REQUIREMENTS** :

R208 584 per annum  
 Labour Centre: Louis Trichardt Ref No: HR 4/4/6/48 (X2 Posts)  
 Labour Centre: Phalaborwa Ref No: HR 4/4/6/49 (X1 Post)  
 Three years relevant qualification in Labour Relations/BCOM Law/LLB and a valid driver's license. Knowledge: Departmental policies and procedures, Skills Development Act, Labour Relation Act, Basic Conditions of Employment Act, Skills Development Levies Act, Basic Conditions of Employment Act, Unemployment Insurance Act, UI Contribution Act. Skills: Facilitation, Planning and Organizing (Own work), Computing (Spread sheets, PowerPoint and word processing),

	:	Interpersonal, Problem solving, Interviewing, Analytical, Verbal and written communication, Employment Equity Act.
<b><u>DUTIES</u></b>	:	Conduct occupational inspections with the aim of ensuring compliance with all labour legislations. Execute investigations on reported cases pertaining to contravention of labour legislation and enforce where and when necessary. Conduct proactive (Blitz) inspections regularly to monitor compliance with labour legislation. Conduct advocacy campaigns on identified and allocated labour legislation. Assist in drafting of inspection plans, reports and compilation of statistics on allocated cases.
<b><u>ENQUIRIES</u></b>	:	Mr GS Mathumbu Tel No: (015) 290 1664
<b><u>POST 15/17</u></b>	:	<b><u>CLAIMS CREDITORS OFFICER REF NO: HR4/6/6/56 (X3 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R208 584 per annum
<b><u>CENTRE</u></b>	:	Provincial Office: Limpopo
<b><u>REQUIREMENTS</u></b>	:	Grade twelve/Senior Certificate with zero to six months experience. Knowledge: Unemployment Insurance Act (UIA), Unemployment Insurance Contribution Act (UICA), Generally Recognized Accounting Principles (GRAP), Generally Accepted Accounting Principles (GAAP), Financial Systems, Departmental policies and procedures, Public Finance Management Act, Treasury Regulations, Financial Management Processes and Procedures. Skills: Financial Management, Communication (verbal & written), Computer literacy, Time Management, Planning and organizing, Analytical, Numeracy, Interpersonal.
<b><u>DUTIES</u></b>	:	Collect outstanding Overpayments balance. Keep all Overpayment Debtors Records manually and electronically. Monitor the payments of benefits to clients.
<b><u>ENQUIRIES</u></b>	:	Ms. JM Fope Tel No: (015) 290 1664
<b><u>POST 15/18</u></b>	:	<b><u>SENIOR ADMIN CLERKS REF NO: HR4/6/6/57 (X2 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R208 584 per annum
<b><u>CENTRE</u></b>	:	Labour Centre: Tzaneen
<b><u>REQUIREMENTS</u></b>	:	Grade twelve certificate. No experience required Knowledge: Department of Labour and Compensation Fund objectives and business functions, Directorate or sub-directorate goals and performance requirements, Compensation Fund Services, Compensation Fund Value Chain and business processes, Relevant Fund policies, procedures and processes, Human anatomy/Biology, Medical terminology, Stakeholders and customer, Customer service (Batho Pele Principles), Fund values, Required IT knowledge, IT Operating Systems, Risk awareness, COIDA Act, Regulations and Policies, DPSA guidelines on COIDA, COIDA tariffs, Technical Knowledge. Skills: Required Technical Proficiency, Business Writing, Required IT, Fund IT operation systems, Data capturing, Data and records management, Telephone Skills and Etiquette.
<b><u>DUTIES</u></b>	:	Handle claims registration documentation. Prepare for adjudication. Prepare for medical claims processing. Render administrative duties.
<b><u>ENQUIRIES</u></b>	:	Mr. GC Morebodi Tel No: (015) 290 1768
<b><u>POST 15/19</u></b>	:	<b><u>UNEMPLOYMENT INSURANCE FUND CLAIMS OFFICER REF NO: HR4/6/6/55 (X3 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R208 584 per annum
<b><u>CENTRE</u></b>	:	Provincial Office: Limpopo
<b><u>REQUIREMENTS</u></b>	:	Grade twelve/Senior Certificate with zero - six months experience. Knowledge: Unemployment Insurance Act, Unemployment Insurance Contributions Act, Public Service Regulation, Public Service Act, Batho Pele Principles, Departmental policies and procedures, Customer care. Skills: Communication (verbal & written), Listening, Computer literacy, Customer Relations, Decision making.
<b><u>DUTIES</u></b>	:	Receive and assess all the UI Claims on the relevant systems in line with the Standard Operating Procedure (SOP). Register all employers and verify the declaration of employees as per the relevant prescripts. Execute the payment of approved claims as per the set time frames. Attend to enquiries relating to all the processed claims or any other matter relating to the processing of claims. Perform administrative duties within the section.

**ENQUIRIES** : Ms. JM Fope Tel No: (015) 290 1664

#### **INTERNSHIP PROGRAMME**

The Department of Labour Limpopo Provincial Office would like to invite qualifying graduates to apply to participate in an Internship Programme. The internship is meant to provide work exposure to 16 graduates for a period of twenty (24) months. Applicants must be unemployed and never participated in an internship programme previously and must be between the ages of 18-35.

#### **OTHER POSTS**

**POST 15/20** : **FINANCE AND SUPPLY CHAIN REF NO: HR4/4/6/64**  
Branch: Finance and Supply Chain

**STIPEND** : Salary: R68 742 per annum  
**CENTRE** : Provincial Office: Limpopo  
**REQUIREMENTS** : National Diploma/Degree in Finance/ Supply Chain Management.  
**ENQUIRIES** : Ms Maluleke T Tel No: (015) 290 1662

**POST 15/21** : **ADMINISTRATION: OFFICE OF THE CDPO REF NO: HR4/4/6/65**  
Branch: Office of the CDPO

**STIPEND** : Salary: R68 742 per annum  
**CENTRE** : Provincial Office: Limpopo  
**REQUIREMENTS** : National Diploma/Degree in Public Administration/ Management  
**ENQUIRIES** : Ms Maluleke T Tel No: (015) 290 1662

**POST 15/22** : **HUMAN RESOURCES MANAGEMENT REF NO: HR4/4/6/66 (X2 POSTS)**  
Branch: Human Resources Management

**STIPEND** : Salary: R68 742 per annum  
**CENTRE** : Provincial Office: Limpopo  
**REQUIREMENTS** : National Diploma/Degree in Human Resources Management  
**ENQUIRIES** : Ms Maluleke T Tel No: (015) 290 1662

**POST 15/23** : **UIF: REGISTRATION SERVICES REF NO: HR4/4/6/67 (X3 POSTS)**  
Branch: UIF Registration Services

**STIPEND** : Salary: R68 742 per annum  
**CENTRE** : Lephalale Labour Centre  
**REQUIREMENTS** : National Diploma/Degree in Public Administration/Management  
**ENQUIRIES** : Ms Maluleke T Tel No: (015) 290 1662

**POST 15/24** : **UIF: REGISTRATION SERVICES REF NO: HR4/4/6/68 (X2 POSTS)**  
Branch: UIF Registration Services

**STIPEND** : Salary: R68 742 per annum  
**CENTRE** : Thabazimbi Labour Centre  
**REQUIREMENTS** : National Diploma/Degree in Public Administration/Management  
**ENQUIRIES** : Ms Maluleke T Tel No: (015) 290 1662

**POST 15/25** : **MANAGEMENT SUPPORT SERVICES REF NO: HR4/4/6/69**  
Branch: Management Support Services

**STIPEND** : Salary: R68 742 per annum  
**CENTRE** : Groblersdal Labour Centre  
**REQUIREMENTS** : National Diploma/Degree in Public Administration  
**ENQUIRIES** : Ms Maluleke T Tel No: (015) 290 1662

**POST 15/26** : **UIF: REGISTRATION SERVICES REF NO: HR4/4/6/70 (X2 POSTS)**  
Branch: UIF Registration Services

**STIPEND** : Salary: R68 742 per annum

**CENTRE** : Jane Furse Labour Centre  
**REQUIREMENTS** : National Diploma/Degree in Public Administration/Management  
**ENQUIRIES** : Ms Maluleke T Tel No: (015) 290 1662

**POST 15/27** : **MANAGEMENT SUPPORT SERVICES REF NO: HR4/4/6/71**  
 Branch: Management Support Services

**STIPEND** : Salary: R68 742 per annum  
**CENTRE** : Giyani Labour Centre  
**REQUIREMENTS** : National Diploma/Degree in Public Administration  
**ENQUIRIES** : Ms Maluleke T Tel No: (015) 290 1662

**POST 15/28** : **MANAGEMENT SUPPORT SERVICES REF NO: HR4/4/6/72**  
 Branch: Management Support Services

**STIPEND** : Salary: R68 742 per annum  
**CENTRE** : Tzaneen Labour Centre  
**REQUIREMENTS** : National Diploma/Degree in Public Administration  
**ENQUIRIES** : Ms Maluleke T Tel No: (015) 290 1662

**POST 15/29** : **IT AND OFFICE REF NO: HR4/4/6/73**  
 Branch: IT and Office

**STIPEND** : Salary: R68 742 per annum  
**CENTRE** : Provincial Office: Limpopo  
**REQUIREMENTS** : National Diploma/ Degree in IT/ Computer Systems.  
**ENQUIRIES** : Ms Maluleke T Tel No: (015) 290 1662

**POST 15/30** : **COMMUNICATIONS REF NO: HR4/4/6/74**  
 Branch: Communications

**STIPEND** : Salary: R68 742 per annum  
**CENTRE** : Provincial Office: Limpopo  
**REQUIREMENTS** : National Diploma/Degree in Journalism/ Communication/ Public Relations.  
**ENQUIRIES** : Ms Maluleke T Tel No: (015) 290 1662

**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.*

- CLOSING DATE** : 10 May 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 forward your application, quoting the relevant reference number and the full name of the position on the subject line of the email under each advert. Kindly note: applications that are not compliant with the above requests will not be considered (non-negotiable). The National Treasury no longer accepts hand delivered or posted applications. Please note: All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Qualifications and SA citizenship checks will be conducted on all short-listed candidates and, where applicable, additional checks will be conducted. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). If you have not received feedback from the National Treasury within 3 months of the closing date, please regard your application as unsuccessful. Note: The National Treasury reserves the right not to fill the below-mentioned posts.

**OTHER POSTS**

- POST 15/31** : **SENIOR ADVISOR: MFMA GRANT MANAGEMENT REF NO: S035/2019**  
Division: Office of the Accountant-General (OAG)  
Purpose: To monitor the transfer of grants as determined by the Division of Revenue Act in compliance with policies and procedures and make recommendations on financial management grant pertaining to MFMA implementation.

- SALARY CENTRE REQUIREMENTS** : R869 007 per annum (all-inclusive remuneration package)  
: Pretoria  
: A minimum National Diploma/ Degree in Accounting/ Economics/ Finance as recognised by SAQA, A minimum 4 years' experience obtained in a Local Government Finance environment, Knowledge and experience of the Municipal Financial Management Act, Knowledge of the Local Government framework and Division of Revenue Act, Knowledge and experience of financial management and dissemination of information, Knowledge in the preparation, and analysis of reports.

- DUTIES** : Legislative Framework: Apply the provisions of the Division of Revenue Act and other relevant legislation pertaining to grants, Intergovernmental fiscal system, budget process, transfers and conditional grants, Good knowledge of general financial management, uniform norms and standards, Expert working knowledge of the MFMA and regulations, Provide comments on the Division of Revenue Act and revising the FMG framework  
Analysis of Information: Enhance tools and techniques to monitor financial and non-financial information relating to grants and FMCMMM/financial indicators, Evaluate support plans and reports submitted by municipalities, Assist in developing monitoring and evaluation tools in support of MFMA, Determining and revising the FMG allocations to each municipality based on the ENE allocations and additional criteria, Manage the identification of gaps for priority support and undertake research in best practice for wider dissemination  
Monitoring and Reporting: Develop quality assessment reports on the grant frameworks and monitor and report on grant conditions, Engage municipalities and report on progress of grant spending, Draft presentations and submissions on FMG, FMCMM and financial indicators  
Database Management: Maintain grants database on FMCMM and financial ratios, Initiate enhancements and proposed software developments for integration, Develop and produce relevant information from the database  
Stakeholder Engagement: Provide advice and guidance to provinces and municipalities on the grant, FMCMM, financial indicators and

		support programmes, Respond to enquiries from stakeholders, Attend meetings on grant management and implementation, Liaise with SALGA, provincial and national departments, municipalities on grants.
<b><u>ENQUIRIES</u></b>	:	Ms Charity Makhaza Tel No: 012 315 5488
<b><u>APPLICATIONS</u></b>	:	e-mail to Recruit.OAG@treasury.gov.za
<b><u>POST 15/32</u></b>	:	<b><u>SENIOR ECONOMIST: FORECASTING REF NO: S037/2019</u></b>
		Division: Economic Policy (EP)
		Purpose: To produce economic forecasts and analysis of the South African economy as well as general macroeconomic research.
<b><u>SALARY</u></b>	:	R869 007 per annum (all-inclusive remuneration package)
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	Minimum of 4 years' relevant work experience in economic forecasting & analysis and relevant work experience in developing econometric models, particularly large macro econometric models, and using them for policy analysis & forecasting, Degree in Economics/ Mathematical Economics/ and Econometrics or equivalent (NQF Level 7) as recognised by SAQA, An Honours degree in Economics (NQF Level 8) will be an added advantage, Excellent knowledge of software packages such as EViews, Experience in communicating economic terms to different stakeholders.
<b><u>DUTIES</u></b>	:	Short and long-run forecasts of the South African economy, scenarios which highlight how the materialisation of certain risks will affect the economy and the various tax bases, Maintenance and development of National Treasury's forecasting tools, Policy relevant economic research on various macro and micro economic topics, Presentations on the current economic environment, forecast and economic research stakeholders
<b><u>ENQUIRIES</u></b>	:	Ms Lorraine Pale Tel No: 012 406 9087
<b><u>APPLICATIONS</u></b>	:	e-mail to Recruit.EP@treasury.gov.za
<b><u>POST 15/33</u></b>	:	<b><u>MANAGER: STRATEGIC SOURCING AND ACQUISITION REF NO: S040/2019</u></b>
		Division: Corporate Services (CS)
		Purpose: Develop, review and implement the strategic sourcing strategies in compliance with relevant policies, and perform research on spend analysis in the development of a supply base on the categories of goods and services identified in government's spending portfolio, and identifying leverage points in the reduction of costs and increased benefits and commodities.
<b><u>SALARY</u></b>	:	R733 257 per annum (all-inclusive remuneration package)
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	A minimum National Diploma/ Degree in Logistics/ Procurement as recognised by SAQA, A minimum 4 years' experience obtained in the Acquisition or Bid management within the Supply Chain Management environment, Experience in drafting and the analyses of commercial contracts and service level agreements, Knowledge and experience of regulations pertaining to the broader SCM legislative framework.
<b><u>DUTIES</u></b>	:	Demand Management: Collaborate information from business units to design and develop procurement plans, Monitor available budgets in conjunction with stakeholders and advice on estimated commitments, Verify submissions for correctness and in compliance with prescribed legislative prerequisites, Evaluate the appropriateness of transactions in terms of the PPPFA for compliance Bids Management: Compile draft business plans for engagement with stakeholders and manage bids, Refine bid specifications and terms of reference and integrate the evaluation and assessment criteria, Develop and implement terms and conditions for bids, Coordinate the evaluation and assessments of bid adjudication meetings, Verify and confirm the updating of the bid register against outputs Strategic Sourcing: Compile a spend analyses process to identify high spend commodities and categorise items to enhance business effectiveness, Identify key sourcing reviews and evaluate its impact on the business to sensitise the market on the needs of business, Initiate the capacity building process on identifiable categorised items and develop a projection plan on business perception, Develop and implement strategic sourcing policies, processes and procedures, Initiate

awareness on strategic sourcing and promote implementation of strategic sourcing practices within the broader business Stakeholders Engagement: Forge business relationship and networking with suppliers to improve and widen sourcing items per category, Update stakeholders on the latest trends applied in strategic sourcing in compliance with the Financial Management Reporting framework, Provide progress reports on tenders and contracts aged analyses, Consult with stakeholders and engage on risk factors of procurement.

**ENQUIRIES** : Ms Zama Sangweni Tel No: 012 315 5301  
**APPLICATIONS** : Recruit.CS@treasury.gov.za

**POST 15/34** : **ASSISTANT DIRECTOR: TRANSVERSAL CONTRACTING (COMMODITY)**  
**REF NO: S039/2019 (X2 POSTS)**

Division: Office of the Chief Procurement Officer (OCPO)

Purpose: Coordinate and manage commodity process within Transversal Contracting for the efficient facilitation and processing of transversal term contracts on behalf of government.

**SALARY** : R376 596 per annum (Excl. benefits)  
**CENTRE** : Pretoria  
**REQUIREMENTS** :

A Degree/ Diploma in Economics/ Business Economics/ Supply Chain Management related fields as recognised by SAQA, A minimum 3 years' experience obtained in a supply chain environment, Knowledge of PFMA, Treasury Regulations, Supply Chain Management Policies and prescribes.

**DUTIES** : Management of Centralized Contracts: Assist in the management the facilitation and administration of Transversal Term Contracts on behalf of the State, Demand Management, Acquisition Management, Contract Management, Supplier performance management and reporting Promote and support strategic procurement: Assist in implement strategic procurement, Application of strategic sourcing, Quantification of economic benefits, Price Benchmarking Compliance and risk management: Improve internal control environment, Promote the transparency and compliance of SCM processes, Develop and Implement risk mitigation strategies, Apply SCM business processes, Supplier performance management, Improve contract management, Manage litigation Promote Government Socio-economic objectives: Assist in implementation of Government policies aimed at improving the socio-economic objectives by supporting, Industrial policies, Preferential Procurement, Black Economic Empowerment, Small, Medium and Micro Enterprises Development and, Other policies with a developmental agenda.

**ENQUIRIES** : Ms Lorraine Pale Tel No: 011 406 9087  
**APPLICATIONS** : Recruit.OCPO@treasury.gov.za



## OFFICE OF THE PUBLIC SERVICE COMMISSION

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

- APPLICATIONS** : Forward your application, stating the relevant reference number to: The Director-General, Office of the Public Service Commission, Private Bag X121, Pretoria, 0001 or hand-deliver at Commission House, Office Park Block B, 536 Francis Baard Street, Arcadia, Pretoria, or you can email your application to recruitment@opsc.gov.za.
- FOR ATTENTION** : Mr M Mabuza
- CLOSING DATE** : 10 May 2019, 15h45.
- NOTE** : Applications must be submitted on Form Z.83 obtainable from any Public Service department and should be accompanied by a recent updated comprehensive CV, certified copies not older than 3 months of qualifications, Identity Document and driver's license. Should you be in possession of a foreign qualification(s), it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). The successful candidate will be required to obtain a top secret clearance issued by the State Security Agency. The OPSC will verify the qualifications and conduct reference checking on short-listed candidates. Candidates will be subjected to Competency Assessment to determine their suitability for the post. 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. Please take note that late applications will not be accepted. If an applicant wishes to withdraw an application, this must be done in writing. Failure to submit the required documentation will automatically disqualify applications. Following the interview and technical exercise, the Selection Committee will recommend a candidate to attend a generic managerial competency assessment (in compliance with the DPSA Directives on the competency based assessments). The competency will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools.

## MANAGEMENT ECHELON

- POST 15/35** : **CHIEF FINANCIAL OFFICER REF NO: CFO/04/2019**
- 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** : The Public Service Commission requires the services of a technically experienced person to support it to fulfill its constitutional mandate and for this purpose she/he should have. An appropriate recognised Bachelor's Degree (NQF level 7) in Accounting, Financial Management and related fields. A postgraduate qualification, Chartered Accountant (South Africa) qualification coupled with extensive Public Sector Financial Management experience will serve as an added advantage. Eight (8) years' experience in an accounting environment, of which a minimum of 5 years' experience at senior management level. Expertise knowledge of the Basic Accounting Systems, PERSAL, Medium Term Expenditure Framework and Budget process, Public Finance Management Act (PFMA), Public Service Act, Public Service Regulations, Division of Revenue Act, Income Tax Act, Supply Chain Management, Treasury Regulations and associated practice notes. Extensive experience in the application of Strategic management, Business planning and design, Performance measurement, Financial accounting (including

principles of GRAP/MCS), Management accounting, Cost Accounting, Internal control, Internal and external audit, Information systems and Supply Chain Management. Strategic understanding and knowledge of the application of the Constitutional Values and Principles (CVPs) as contained in Section 195. An understanding of how current public administration management and operational processes comply, or do not comply, with the CVPs. Exceptional written, communication skills and report writing skills. Generic management competencies, including strategic capability and leadership, programme and project management, people management and empowerment and financial management. Analytical thinking, problem solving and conflict resolution skills. Well-developed research skills. Negotiation and interpersonal skills. Solid experience in the Microsoft Office Suite. A Valid driver's license (with exception of disabled applicants).

**DUTIES**

: The successful candidate will be responsible for supporting the Public Service Commission, the Accounting Officer (Director-General) and other senior managers in the execution of their functions in terms of the Public Finance Management Act, 1999 and the Treasury Regulations. It will be expected of the incumbent to manage the financial, supply chain management and Information Technology functions of the Department. Specific focus areas will include the following: Establishing sound financial management in the Department. Establishing and maintaining appropriate systems (analytical tools, information systems and models or projections of cost behaviour) and policies to ensure effective and efficient management of resources. Ensuring an appropriate supply chain management system which is fair, equitable, transparent, competitive and cost effective. Ensuring the effective, efficient, economical and transparent use of the resources of the Department. Taking effective and appropriate steps to collect all money due to the Department, prevent unauthorised, irregular and fruitless and wasteful expenditure. Ensuring proper management of the assets (including the safeguarding and the maintenance thereof) and the liabilities of the Department. Settling all contractual obligations and paying all money owing, including inter-governmental claims, within the prescribed or agreed period. Ensuring compliance by the PSC to the provisions of the PFMA. Ensuring that expenditure of the PSC is in accordance with the vote of the PSC and the main divisions within the vote. Ensuring that full and proper records of the financial affairs of the PSC are kept (including preparation of financial statements for each financial year). Prepare management account reports for the preparation of periodic non-financial performance reports, e.g. financial reports, quarterly reports etc. Formulating creative solutions to enhance cost effectiveness and efficiency in the delivery of the services and the administration of the Department. Advising the Accounting Officer (Director-General) pertaining to matters that have strategic and financial implications. Coordinating Medium-term Expenditure Framework (MTEF) and Estimate of National Expenditure (ENE) processes in respect of the PSC. Liaising with the relevant role-players in the financial environment regarding transversal financial matters. Oversee the information technology function of the department and to ensure the establishment of sound information management systems. Align the department's information management system and information technology (enabler) strategy with the strategic direction, management plans and the business processes of the department. Overseeing the management of financial and human resources of the Chief Directorate: CFO.

**ENQUIRIES**

: Mr DC Ndlondlolozi Tel No: (012) 352 1212

## 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. [www.dpme.gov.za](http://www.dpme.gov.za)
- FOR ATTENTION** : Ms J Mchunu
- CLOSING DATE** : 10 May 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.

## OTHER POSTS

- POST 15/36** : **SECTOR EXPERT: EDUCATION AND SKILLS REF NO: 009/2019**  
Outcome: Education and Skills
- SALARY** : R869 007 per annum (Level 12) (all-inclusive salary package). 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** : An appropriate 3-year tertiary qualification (NQF 6) in Social Sciences (with Labour Economics at third year level); Economics or equivalent with at least 6 years' appropriate experience of which 3 years should be in post school education and

training (PSET and national skills development) monitoring environment and 3 years at ASD level. An NQF 7 qualification and extensive experience in M & E of PSET will serve as an advantage. Competencies / Skills: The ideal candidate should have the following skills: in-depth knowledge and understanding of PSET sector (University, TVET Colleges, CET Colleges and National Skills Development SETA landscape; artisan development system) and how it works; funding and monitoring in PSET sector; research competency; ability to use MS Excel; good report writing and PowerPoint Presentation skills; ability to work independently, strong ability to demonstrate sound knowledge, understanding and analytical skills of policies and practices in the PSET sector; knowledge of national skills development legislation and artisan development system; be reliable and take initiative; should have good interpersonal; communication skills, be flexible and be a team player; planning and execution of functions, the ability to delegate and empower subordinates. The ideal candidate should have management skills and be able to control financial resources and supervise staff. 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. A valid driver's license.

**DUTIES** : The successful candidate will be responsible to support in leading strategic discussions and planning processes to enhance the effectiveness of plans and implementation PSET programmes in support of the goals of the NDP. This entails design and managing research studies to guide effective planning and implementation of PSET programmes and policies and provide support and advice to departments in the PSET sector on the implementation of relevant proposals in the NDP. Provide advice on different aspects of PSET policy and planning and budgeting process for the PSET sector; Support the departments in PSET, their planning processes and PSET projects and Management of human capital development. Ensuring the Directorate's statutory responsibilities in terms of the Public Finance Management Act (PFMA) and DPSA prescripts are adhered to and ensuring effective and efficient Human Resources planning, business/operational and performance annual planning as well as management of procurement within the Directorate and ensuring sound corporate governance mechanisms for the Directorate.

**ENQUIRIES** : Ms J Mchunu Tel No: (012) 312-0462

**POST 15/37** : **ASSISTANT DIRECTOR: OD AND HR PLANNING REF NO: 010/2019**  
Sub-Directorate: OD, HR Planning and Administration

**SALARY** : R376 596 per annum (Level 09) plus 37% in lieu of benefits  
**CENTRE** : Pretoria

**REQUIREMENTS** : A 3 year tertiary qualification (NQF 6) in the area of Human Resource Management or equivalent with at least 5 years appropriate experience of which 3 years must be in the various disciplines of HR and Organisational Design and 2 years at supervisory level. PERSAL Training, knowledge of an EQUATE system, accreditation as a trained JE Analyst and OD certificate will serve as an added advantage. Should possess high level skills in: report writing, sound knowledge of the Microsoft Office suite (including excel and power point). Should have knowledge of PSA, PSR and HR policies and other relevant legislation and policy provisions. Competencies / Skills: Should produce good quality of work, be reliable and take initiative. Should have good Interpersonal relations and communication skills, should be flexible and have the ability to work with the team. 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. The incumbent must be able to exercise professional judgement.

**DUTIES** : The successful candidate will be responsible to facilitate effective and efficient Organisational Design, Job Evaluation, HR Planning as well as HR Administration. This entails coordinating organisational design and job evaluation processes in the department and coordinating the review and design of job descriptions. Ensure that the PERSAL establishment records are in-line with the approved organisational structure and facilitate requests for the creation of new posts.

Quality control monthly Establishment and In-Year-Monitoring reports and ensure the timeous distribution thereof to the relevant stakeholders. Compile HR-Plan, monitor implementation of the approved HR-Plan on a continuous basis and ensure that the annual HR-Plan Implementation Report is compiled and submitted to the DPSA. Monitor implementation of HR-Component evaluation recommendations and ensure the timeous HR Component Assessment and submission of the HR-Component Assessment report to the DPSA annually before the due date. Monitor Employment Equity targets and compliance, quality control the monthly updated EE-targets and facilitate timeous submission of Employment Equity Reports. Carry out PERSAL controller responsibilities and supervise staff and resources of the section. Undertake the more complex implementation and maintenance of human resource administration practices and develop/quality assure the correctness of submissions to delegated authorities. Provide effective recruitment and selection service and provide an effective HR Information Service.

**ENQUIRIES**

:

Ms J Mchunu Tel No: (012) 312-0462

## 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.*



- APPLICATIONS** : The Director-General, Department of Public Works Private Bag X65, Pretoria, 0001 or Hand delivered at, Corner Madiba (Vermeulen) and Bosman Street, Central Government Offices Building, Pretoria.
- FOR ATTENTION** : Ms N.P Mudau
- CLOSING DATE** : 10 May 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 (not older than 3 months) of qualifications, valid driver's license (where necessary) and 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.

## MANAGEMENT ECHELON

- POST 15/38** : **CHIEF DIRECTOR: FACILITIES PROGRAMME MANAGEMENT REF NO: 2019/71**  
(Re-Advertisement: Those who applied previously are encouraged to re-apply)
- SALARY** : R1 189 338 per annum (All-inclusive salary package) (Total package to be structured in accordance with the rules of the Senior Management Services).
- CENTRE** : Head Office (Pretoria)
- REQUIREMENTS** : Undergraduate qualification (NQF level 7) in Property Management or Facilities Management or Programme Management or equivalent qualification plus 5 years senior management experience in the relevant field. Knowledge: Framework for supply chain management, Structure and functioning of the Department, Business functions and processes of the Department, Supply Chain Management, GIAMA, IDMS, Asset Management, Public Finance Management Act, Treasury Regulations and Public Service Act and Regulations. Skills: Strategic capability and leadership. Programme and project management. Information and Knowledge management. Policy analysis and development. Client orientation and customer focus. Stakeholder management. Planning and coordination. Presentation and facilitation. Quality management. Ability to handle confidential information. Ability to work independently. Ability to work under pressure. A Valid Driver's license.
- DUTIES** : Lead the development of facilities management contracts: Oversee the development of facilities contract management guidelines, norms & standard, policies and strategies to ensure compliance with procurement procedures and legislation; Oversee the preparation, analysis, negotiation and review of contracts for facilities management services; Oversee the development of service level agreement and key performance indicators for facilities management contracts; Lead the development of technical specifications and standards for technical contracts:- Oversee the development of User Asset Management Plans (U-AMP); Oversee the development of strategies, policies and master portfolio; Ensure liaising with external service providers with regard to new technologies; Oversee

the development of templates and forms for regional offices; training manuals; engineering procedures & standards and engineering specifications; Ensure the development and implementation of systems for management of maintenance. Lead the implementation of facilities management & maintenance services; Ensure the development and implementation of policies and strategies; Oversee the implementation of facilities managements minor and major maintenance projects; Ensure the development and implementation of monitoring of quality standards of all projects; Develop and coordinate the implementation of schedule for on-going planned maintenance across asset portfolio.

**ENQUIRIES** : Ms N Makhubele Tel No: (012) 406 1623  
**NOTE** : All short-listed candidates will be subjected to a compulsory competency-based assessment as part of the interview process. It will be expected of the successful candidate to undergo a competency assessment and sign a performance agreement and be subjected to security clearance.

**POST 15/39** : **CHIEF-DIRECTOR: REVENUE AND DEBT (PMTE FINANCE) REF NO: 2019/72**

**SALARY** : R1 189 338 per annum (All-inclusive package) (Total package to be structured in accordance with the rules of the senior management service)

**CENTRE** : Head Office (Pretoria)  
**REQUIREMENTS** : An undergraduate qualification (NQF Level 7) in Finance or Accounting with extensive experience of which 5 years must have been at senior management level. A valid driver's license, the willingness to travel. Knowledge: Public sector experience with applied knowledge of the PMFA, Treasury Regulations and GRAP/IFRS, Knowledge or experience in the property and construction asset industry will be an advantage. Skills: Strong analytical and communication skills (both written and verbal), Computer literate with advanced MS Excel, Presentation, Planning and organizing, Problem solving, Ability to work under pressure to meet tight deadlines, Good interpersonal skills, Strong negotiation skills.

**DUTIES** : Lead the Chief Directorate: Revenue and Debt Management under the guidance of the Chief Financial Officer. Design, implement and maintain the Chief Directorate's strategic and operational plans, Identify and manage risks. Ensure that business processes are aligned to strategic plans and that internal controls adequately address risks, Compile and present reports on the functioning of the Chief Directorate and other financial reports required by EXCO and other governance structures. Manage internal and external financial audits. Effectively communicate with stakeholders and client departments on matters relating to invoicing, revenue and client relationships. Develop and implement revenue generation and billing strategies. Ensure financial sustainability of the entity. Manage billing, collect revenue and manage debtors. Monitor and support regions regarding billing and leasing issues. Provide technical accounting support for accounting related queries from line functions. Ensure effective corporate governance processes and sound resources management, Manage the budget and expenditures of the Chief Directorate.

**ENQUIRIES** : Mr M. Sithole Tel No: (012) 406 1698  
**NOTE** : All short-listed candidates will be subjected to a compulsory competency-based assessment as part of the interview process. It will be expected of the successful candidate to undergo a competency assessment and sign a performance agreement and be subjected to security clearance.

**POST 15/40** : **DIRECTOR: ITEMISED BILLING PROJECT REVENUE AND DEBT MANAGEMENT REF NO: 2019/73**  
 (36 Months Contract)

**SALARY** : R1 005 063 per annum (All-inclusive package) (Total package to be structured in accordance with the rules of the senior management service).

**CENTRE** : Head Office (Pretoria)  
**REQUIREMENTS** : An undergraduate qualification (NQF Level 7) in Accounting or Project Management plus 5 years relevant working experience in the relevant environment at MMS or SMS level. Knowledge: Public sector experience with applied knowledge of the PMFA, Treasury Regulations and GRAP/IFRS, Knowledge or experience in the property and construction asset industry will be an advantage.

Skills: Effective communication, Advanced report writing, Computer literacy, Planning and organizing, Numeracy, Diplomacy, Interpersonal skills, Policy analysis and development, Problem solving and presentation skills, Strong analytical and communication skills (both written and verbal), Computer literate with advanced MS Excel, Presentation, Planning and organizing, Problem solving, Ability to work under pressure to meet tight deadlines, Good interpersonal skills, Strong negotiation skills. Personal attributes: Innovative, Creative, Hardworking, Self-motivated, Ability to work under pressure, Ability to communicate at all levels, Analytical thinking, Conflict resolution, Research, Facilitation, Self-starter, A valid driver's license, Willingness to adapt to a work schedule in accordance with professional requirements of the job.

**DUTIES** : Lead the Itemised Project and ensure that the project plan is implemented successfully. Compile and present reports on the itemised billing project to internal and external stakeholders and other governance structures. Effectively communicate with stakeholders and client departments on matters relating to user charges, revenue and client relationships. Develop and implement revenue generation and billing strategies. Ensure financial sustainability of the entity. Ensure effective corporate governance processes and sound resources management.

**ENQUIRIES** : Ms Sipokazi Ngamlana Tel No: (012) 406 1221

#### **OTHER POSTS**

**POST 15/41** : **CHIEF ENGINEER: CIVIL REF NO: 2019/74**

**SALARY** : R1 042 827 - R1 192 365 per annum (All-inclusive salary package). (Total package to be structured in accordance with the rules of the OSD)

**CENTRE** : Head Office (Pretoria)

**REQUIREMENTS** : Engineering degree (B Eng/ BSC (Eng) or relevant qualification. Six (6) years post qualification experience required as a registered professional engineer. Valid driver's license. Compulsory registration with ECSA as a Professional Engineer. Extensive experience in various fields of civil engineering which include but not limited to: geotechnical investigations and designs; water engineering (design and construction of: bulk water services, connector infrastructures, reticulation systems, water reservoirs, waste water and water treatment works); traffic engineering (i.e. geometrics and pavement design); and construction materials. Exposure to the four main contracts used in the civil engineering industry. Good understanding of the CIDB standard for uniformity. Knowledge of the Infrastructure Delivery Management System (IDMS) and Standard for Infrastructure Delivery and Procurement Management (SIPDM). Good communication skills. Excellent technical report writing and presentation skills are required. Innovative problem solving ability and ability to work independently at strategic, production and execution levels. Applied knowledge of all relevant Built Environment legislative/regulatory requirements of National and International standards the ability/willingness to travel are essential. Experience in managing and leading junior engineers, technicians, technologist and engineering candidates.

**DUTIES** : Technical specification and evaluation of professional service providers' and contractors' bids. Review and acceptance of the professional service provider's concept and detailed designs. Assist in compilation of tender documentation. Conduct technical inspections and integrity surveys on various civil engineering assets. Compilation of technical justifications to initiate new projects. Compilation of business cases to justify funds for new projects. Conduct quality control over the work of the consultant and the contractor during the execution phase of the project. Assist project managers in resolving technical disputes arising at different stages of the project. Review and audit final professional civil engineering accounts. Accept responsibility for the development, implementation, review and regular updating of standardised civil engineering practice manuals for the Department. Undertake detail design, documentation and implementation of minor projects. Engage with client departments and stakeholders on technical matters. Provide mentorship and supervision to candidate engineers, technologists and technicians.

**ENQUIRIES** : Mr M Ramushu Tel No: (012) 406 2109



<b><u>POST 15/42</u></b>	:	<b><u>CHIEF ENGINEER: STRUCTURAL REF NO: 2019/75</u></b>
<b><u>SALARY</u></b>	:	R1 042 827 - R1 192 365 per annum (All-inclusive salary package). (Total package to be structured in accordance with the rules of the OSD)
<b><u>CENTRE</u></b>	:	Head Office (Pretoria)
<b><u>REQUIREMENTS</u></b>	:	Engineering degree (B Eng/ BSC (Eng) or relevant qualification. Six (6) years post qualification experience required as a registered professional engineer. Valid driver's license. Compulsory registration with ECSA as a Professional Engineer. Extensive experience in the field of structural engineering which include but not limited to: design and construction of concrete structures (such as industrial, residential and office building; water and waste water treatment works, bridges, dams etc.); Steel structures (such as industrial and office buildings) and masonry structures. Experience in the interpretation of geological information and data obtained from geotechnical investigations and the application thereof in the design of building foundations. Exposure to the four main contracts used in the civil engineering industry. Good understanding of the CIDB standard for uniformity. Knowledge of the Infrastructure Delivery Management System (IDMS) and Standard for Infrastructure Delivery and Procurement Management (SIPDM). Good communication skills. Excellent technical report writing and presentation skills are required. Innovative problem solving and ability to work independently at strategic, production and execution levels. Applied knowledge of all relevant Built Environment legislative/regulatory requirements of National and International standards and the ability/willingness to travel are essential. Experience in managing and leading junior engineers, technicians, technologist and candidates.
<b><u>DUTIES</u></b>	:	Technical specification and evaluation of professional service providers' and contractors' bids. Review and acceptance of the professional service provider's concept and detailed designs. Assist in compilation of tender documentation. Conduct technical inspections and integrity surveys on various civil engineering assets. Compilation of technical justifications to initiate new projects. Compilation of business cases to justify funds for new projects. Conduct quality control over the work of the consultant and the contractor during the execution phase of the project. Assist project managers in resolving technical disputes arising at different stages of the project. Review and audit final professional civil engineering accounts. Accept responsibility for the development, implementation, review and regular updating of standardised civil engineering practice manuals for the Department. Undertake detail design, documentation and implementation of minor projects. Engage with client departments and stakeholders on technical matters. Provide mentorship and supervision to candidate engineers, technologists and technicians.
<b><u>ENQUIRIES</u></b>	:	Mr M Ramushu Tel No: (012) 406 2109
<b><u>POST 15/43</u></b>	:	<b><u>CHIEF ENGINEER: GEOTECHNICAL (DOLOMITE) REF NO: 2019/76</u></b>
<b><u>SALARY</u></b>	:	R1 042 827 - R1 192 365 per annum (All-inclusive salary package). (Total package to be structured in accordance with the rules of the OSD)
<b><u>CENTRE</u></b>	:	Head Office (Pretoria)
<b><u>REQUIREMENTS</u></b>	:	Engineering degree (B Eng/ BSC (Eng) or relevant qualification. Six (6) years post qualification experience required as a registered professional engineer. Valid driver's license. Compulsory registration with ECSA as a Professional Engineer. Extensive experience in various fields of civil engineering which includes but not limited to: geotechnical investigations and designs; water engineering (design and construction of: bulk water services, connector infrastructures, reticulation systems, water reservoirs, waste water and water treatment works); traffic engineering (i.e. geometric and pavement design); and construction materials. Experience in design and construction of civil engineering infrastructure on dolomite land will be an added advantage. Familiarity with SANS 1936 which deals with classification of dolomite-related infrastructure will be an added advantage. Advanced computer aided design experience within the AutoCAD environment and the ARC GIS suite of programmes. Exposure to the four main contracts used in the civil engineering industry. Good understanding of the CIDB standard for uniformity. Knowledge of the Infrastructure Delivery Management System (IDMS) and Standard for Infrastructure Delivery and Procurement Management (SIPDM). Good communication skills. Excellent technical report writing and presentation

<b><u>DUTIES</u></b>	:	skills are required. Innovative problem solving and ability to work independently at strategic, production and execution levels. Applied knowledge of all relevant Built Environment legislative/regulatory requirements of National and International standards and the ability/willingness to travel are essential. Experience in managing and leading junior engineers, technicians, technologist and candidates. Technical specification and evaluation of professional service providers' and contractors' bids. Review and acceptance of the professional service provider's concept and detailed designs. Assist in compilation of tender documentation. Conduct technical inspections and integrity surveys on various civil engineering assets situated on dolomite land. Compilation of technical justifications to initiate new projects. Compilation of business cases to justify funds for new projects. Conduct quality control over the work of the consultant and the contractor during the execution phase of the project. Assist project managers in resolving technical disputes arising at different stages of the project. Review and audit final professional civil engineering accounts. Accept responsibility for the development, implementation, review and regular updating of standardised civil engineering practice manuals for the Department. Undertake detail design, documentation and implementation of minor projects. Engage with client departments and stakeholders on technical matters related to dolomite. Provide mentorship and supervision to candidate engineers, technologists and technicians.
<b><u>ENQUIRIES</u></b>	:	Mr M Ramushu Tel No: (012) 406 2109
<b><u>POST 15/44</u></b>	:	<b><u>CHIEF ENGINEER: ELECTRICAL REF NO: 2019/77</u></b>
<b><u>SALARY</u></b>	:	R1 042 827 - R1 192 365 per annum (All-inclusive salary package). (Total package to be structured in accordance with the rules of the OSD)
<b><u>CENTRE REQUIREMENTS</u></b>	:	Head Office (Pretoria) Engineering degree (B Eng/ BSC (Eng) or relevant qualification. Six (6) years post qualification experience required as a registered professional engineer. Valid driver's license. Compulsory registration with ECSA as a Professional Engineer. Experience in Project Management; Electrical Engineering. Project Management; Electrical Engineering. Electrical Engineering best practice; Project Management; Extensive knowledge of all electrical engineering aspects of the building and construction environment; Public Finance Management Act; Occupational Health and Safety Act; Supply Chain Management; Contract Management. Ability to undertake critical review/analysis and provide technical advice; Ability to maintain integrity of confidential information; Financial administration; Effective verbal communication; Advanced technical report writing; Numeracy; Computer Literacy; Planning and Organising; Relationship management; Programme and project management; Interpersonal and diplomacy skills; Problem solving; Decision making; Motivational skills; Conflict resolution; Negotiation skills. Analytical thinking; Innovative; Creative; Solution orientated; Ability to work under stressful situations; Ability to communicate at all levels; People oriented; Trustworthy; Assertive; Hard-working; Ability to work independently. Willing to adapt to working schedule in accordance with office requirements. Preparedness to travel.
<b><u>DUTIES</u></b>	:	Engineering design and analysis effectiveness; Perform final review and approvals or audits on new engineering designs according to design principles or theory; Co-ordinate design efforts and integration across disciplines to ensure seamless integration with current technology; Pioneering of new engineering services and management methods. Maintain engineering operational effectiveness-Manage the execution of maintenance strategy through the provision of appropriate structures, systems and resources; Set engineering maintenance standards, specifications and service levels according to organizational objectives to ensure optimum operational availability; Monitor maintenance efficiencies according to organizational goals to direct or redirect engineering services for the attainment of organizational objectives. Governance. Allocate, control, monitor and report on all resources; Compile risk logs and manages significant risk according to sound risk management practice and organizational requirements; Provide technical consulting services for the operation on engineering related matters to minimize possible engineering risks; Manage and implement knowledge sharing initiatives e.g. short-term assignments and secondments within and across operations, in support of individual development plans, operational requirements and return on

investment; Continuously monitor the exchange and protection of information between operations and individuals to ensure effective knowledge management according to departmental objectives. Financial Management; Ensure the availability and management of funds to meet the MTEF objectives within the engineering environment; Manage the operational capital project portfolio for the operation to ensure effective resourcing according to organizational needs and objectives; Manage the commercial value add of the discipline-related programmes and projects; Facilitate the compilation of innovation proposals to ensure validity and adherence to organizational principles; Allocate, control and monitor expenditure according to budget to ensure efficient cash flow management; People management; Manage the development, motivation and utilization of human resources for the discipline to ensure competent knowledge base for the continued success of engineering services according to organizational needs and requirements; Manage subordinates' key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve departmental objectives.

- ENQUIRIES** : Mr M Tladi Tel No: 012 492 3247
- POST 15/45** : **CHIEF ENGINEER: MECHANICAL REF NO: 2019/78**
- SALARY** : R1 042 827 - R1 192 365 per annum (All-inclusive salary package). (Total package to be structured in accordance with the rules of the OSD)
- CENTRE** : Head Office (Pretoria)
- REQUIREMENTS** : Engineering degree (B Eng/ BSC (Eng) or relevant qualification. Six (6) years post qualification experience required as a registered professional engineer. Valid driver's licence. Compulsory registration with ECSA as a Professional Engineer. Prepared to travel; willing to adapt to a working schedule in accordance with office requirements Mechanical engineering best practice and integration of other engineering services in the built environment; Project Management; Extensive knowledge of all mechanical engineering aspects in the built environment; Public Finance Management Act; Occupational Health and Safety Act; Supply Chain Management; Understanding of different types of contracts used in the built environment and implementation thereof. Applied knowledge of all relevant built environment legislative/regulatory requirements of National and International standards (ISO/SANS). Ability to undertake critical review/analysis and apply engineering skills in projects; Ability to maintain integrity of confidential information; Financial administration; Effective verbal communication; Advanced technical report writing; Computer literacy; Planning and Organising; Relationship management; Engineering Computer Aided Software's; Programme and project management; Interpersonal and diplomacy skills; Problem solving; Decision making; Motivational skills; Conflict resolution; Negotiation skills. Analytical thinking; Innovative; Creative; Solution orientated; Ability to work under stressful situations; Ability to communicate at all levels; People oriented; Trustworthy; Assertive; Hardworking; Ability to work independently.
- DUTIES** : Implementation and updating of mechanical engineering related policies, manuals, guidelines, standards and specifications; Ensure that all policies, guidelines and standards implemented are aligned to the Department's strategic objectives; Develop and maintain professional best practice parameters and quality control measures; Technical evaluation of professional service providers and contractors bids. Review and acceptance of the professional service provider's concept and detailed designs. Assist in compilation of tender documentation. Conduct technical inspections, and integrity surveys on various electrical engineering assets and provide reports on request. Conduct quality control over the work of the consultant and the contractor during the project. Assist project managers in all mechanical engineering related matters at all stages of the project. Review and audit final professional mechanical engineering accounts and construction contract final accounts. Undertake detail design, documentation and implementation of projects. Ensuring the completion of as built drawings is completed as per engineering best practices. Provide mentorship and supervision to candidate engineers, technologists and technicians.
- ENQUIRIES** : Mr M Tladi Tel No: 012 492 3247

<b><u>POST 15/46</u></b>	:	<b><u>CHIEF ENGINEER: MECHANICAL REF NO: 2019/78</u></b>
<b><u>SALARY</u></b>	:	R1 042 827 - R1 192 365 per annum (All-inclusive salary package). (Total package to be structured in accordance with the rules of the OSD)
<b><u>CENTRE</u></b>	:	Head Office (Pretoria)
<b><u>REQUIREMENTS</u></b>	:	Engineering degree (B Eng/ BSC (Eng) or relevant qualification. Six (6) years post qualification experience required as a registered professional engineer. Valid driver's license. Compulsory registration with ECSA as a Professional Engineer. Prepared to travel; willing to adapt to a working schedule in accordance with office requirements Mechanical engineering best practice and integration of other engineering services in the built environment; Project Management; Extensive knowledge of all mechanical engineering aspects in the built environment; Public Finance Management Act; Occupational Health and Safety Act; Supply Chain Management; Understanding of different types of contracts used in the built environment and implementation thereof. Applied knowledge of all relevant built environment legislative/regulatory requirements of National and International standards (ISO/SANS). Ability to undertake critical review/analysis and apply engineering skills in projects; Ability to maintain integrity of confidential information; Financial administration; Effective verbal communication; Advanced technical report writing; Computer literacy; Planning and Organising; Relationship management; Engineering Computer Aided Software's; Programme and project management; Interpersonal and diplomacy skills; Problem solving; Decision making; Motivational skills; Conflict resolution; Negotiation skills. Analytical thinking; Innovative; Creative; Solution orientated; Ability to work under stressful situations; Ability to communicate at all levels; People oriented; Trustworthy; Assertive; Hardworking; Ability to work independently.
<b><u>DUTIES</u></b>	:	Implementation and updating of mechanical engineering related policies, manuals, guidelines, standards and specifications; Ensure that all policies, guidelines and standards implemented are aligned to the Department's strategic objectives; Develop and maintain professional best practice parameters and quality control measures; Technical evaluation of professional service providers and contractors bids. Review and acceptance of the professional service provider's concept and detailed designs. Assist in compilation of tender documentation. Conduct technical inspections, and integrity surveys on various electrical engineering assets and provide reports on request. Conduct quality control over the work of the consultant and the contractor during the project. Assist project managers in all mechanical engineering related matters at all stages of the project. Review and audit final professional mechanical engineering accounts and construction contract final accounts. Undertake detail design, documentation and implementation of projects. Ensuring the completion of as built drawings is completed as per engineering best practices. Provide mentorship and supervision to candidate engineers, technologists and technicians.
<b><u>ENQUIRIES</u></b>	:	Mr M Tladi Tel No: 012 492 3247

**DEPARTMENT OF SCIENCE AND TECHNOLOGY**

*The Department of Science and Technology is an affirmative action employer, and people with disabilities are encouraged to apply for these positions.*



- APPLICATIONS** : The Chief Director: Human Resources, Private Bag X894, Pretoria, 0001, or hand-deliver them to the Department at Building 53, CSIR Campus, Meiring Naudé Road, Brummeria. (Applicants must bring their ID/driver's licence/passport to get access to the department.)
- CLOSING DATE** : 10 May 2019
- NOTE** : Applications must be accompanied by a signed Z83 application for employment form and up-to-date curriculum vitae (including three contactable referees) as well as recently certified copies of all qualifications and the applicant's identity document. It is the responsibility of applicants to have any foreign qualifications verified by the South African Qualifications Authority (SAQA). Evaluation by SAQA should accompany all foreign qualifications. The department reserves the right not to make an appointment and correspondence will be limited to shortlisted candidates, who will be interviewed on a date and at a time specified by the department. Suitable candidates will be subjected to personnel suitability checks while confirmation of permanent appointment will be subject to the applicant receiving a positive security clearance. All shortlisted candidates for Senior Management Service (SMS) positions will be subjected to a technical exercise as part of the selection processes. Recommended candidates would attend a generic managerial competency assessment (in compliance with the DPSA directive on the implementation of competency-based assessment and using the mandated DPSA SMS competency-assessment tools). It is the department's intention to promote representatively (race, gender and disability) within the department and candidates whose appointment would promote representivity would receive preference.

**MANAGEMENT ECHELON**

- POST 15/47** : **CHIEF DIRECTOR: HUMAN CAPITAL AND SCIENCE PROMOTION**
- SALARY** : R1 189 338 – R1 422 012 per annum (all-inclusive remuneration package)
- CENTRE** : Pretoria
- REQUIREMENTS** : An undergraduate qualification (minimum NQF 7) in natural/physical science. A master's degree in research would be an added advantage. Minimum five years' working experience at senior managerial level within a research environment. Sound knowledge of the Public Finance Management Act, Treasury Regulations including all governance legislation. Understanding of the national system of innovation, corporate governance systems. Advance skills in Policy formulation, analysis & implementation. Knowledge of research training, support and funding value chains. Strategic capability and leadership, programme and project management, financial management, change management, people management and empowerment, service delivery and innovation, customer orientation and service delivery, problem solving, communication (written, presentation and verbal). Ability to work under pressure, to function independently and as part of a team. Demonstrate innovation and creativity, be diplomatic, excellent negotiation skills, relationship management stakeholder engagement skills.
- DUTIES** : Provide leadership in the conceptualization, implementation and monitoring of human capital development programmes. Facilitate conceptualization of research strategies and programmes and manage the resourcing of research support initiatives. Provide oversight in the management of science engagement programmes. Provide strategic leadership within the sub-programme and ensure efficient and effective management of human, financial and physical resources.
- ENQUIRIES** : Ms Duduzile Magampa Tel No: 012 843 6701

**POST 15/48** : **DIRECTOR: PRIVATE SECTOR RESEARCH AND DEVELOPMENT PROMOTIONS**

**SALARY CENTRE REQUIREMENTS** : R1 005 063 – R1 183 932 per annum (all-inclusive remuneration package)  
: Pretoria

: An undergraduate qualification (minimum NQF 7) in science, commerce, engineering or law. Minimum five years' working experience at middle or senior management level in a scientific, technological research & development or industrial incentives programmes. Good understanding of Science and Technology policies. Excellent understanding of the institutional landscape, government programmes for investment in research and development innovation, the Income Tax Act, relevant intellectual property legislation and incentives both nationally and internationally. In-depth understanding of relevant terminology and industrial activities for research, development and innovation together with policy analysis and impact evaluation approaches. Strategic capability and leadership, programme and project management, financial management, change management, people management and empowerment, service delivery and innovation, customer orientation and service delivery, problem solving, communication (written, presentation and verbal). Ability to work under pressure independently and as part of a team. Engage in relationship management and stakeholder management. An excellent negotiation with strong research formulation and analysis skills.

**DUTIES** : Develop strategy and policies to promote and support private sector research and development activities. Manage and implement incentives to promote private sector research, development and innovation. Monitor performance and introduce continuous improvements in the implementation of the research and development tax incentive programme. Promote awareness to increase private sector investment in research and development. Promote effective and efficient management of the directorate.

**ENQUIRIES** : Ms Dolly Masuku Tel No: 012 843 6692

**POST 15/49** : **DIRECTOR: ADMINISTRATION IN THE OFFICE OF THE DEPUTY DIRECTOR-GENERAL (X2 POSTS)**

**SALARY CENTRE REQUIREMENTS** : R1 005 063 – R1 183 932 per annum (all-inclusive remuneration package)  
: Pretoria

: An undergraduate degree (minimum NQF level 7) in business management/public administration. Minimum five years' working experience at middle or senior management level within administration. Sound understanding of corporate governance systems, policy analysis and implementation. Understanding of the Science and Technology system in South Africa and internationally, including the relevant legislation and policies. Excellent knowledge of financial and change management policies, strategic and planning processes, information management and business process optimization. Strategic capability and leadership, programme and project management, financial management, change management, people management and empowerment, service delivery and innovation, customer orientation and service delivery, problem solving, communication (written, presentation and verbal). Research formulation, analysis and stakeholder management. Ability to work under pressure, whether independently and as part of a team including extended hours, diplomacy. Ability to gather information and conduct analysis, excellent negotiations skills, innovation and creativity.

**DUTIES** : Provide financial management and oversight functions within the programme. Facilitate strategic and operational planning within the programme. Ensure sound administration and coordination across the programme and adequate programme liaison with stakeholders. Promote efficient information management and processing, planning and reporting, and compliance monitoring within the programme. Promote effective and efficient Human Resource Management within the programme.

**ENQUIRIES** : Ms Dolly Masuku Tel No: 012 843 6692

**POST 15/50** : **DIRECTOR: EMERGING AND CONVERGING TECHNOLOGIES**

**SALARY** : R1 005 063 – R1 183 932 per annum (all-inclusive remuneration package)

**CENTRE** : Pretoria

**REQUIREMENTS** : An undergraduate degree (minimum NQF level 7) in natural or physical science. A postgraduate qualification will be added advantage. Minimum five years' working experience at middle or senior management level within the Science and Technology innovation and a research environment. Good understanding of national science, innovation and corporate governance systems. Knowledge of emerging and converging technology trends, policy analysis and implementation. Knowledge of government policies and relevant legislation. Sound knowledge and understanding of the Public Service Regulation Act and Public Finance Management Act. Strategic capability and leadership, programme and project management, financial management, change management, people management and empowerment, service delivery and innovation, customer orientation and service delivery, problem solving, communication (written, presentation and verbal). Ability to work under pressure, whether independently and as part of a team including extended hours, diplomacy. Ability to gather information and conduct analysis, excellent negotiations skills, service delivery innovation and creativity.

**DUTIES** : Facilitate emerging, converging technologies in support of national, departmental policies and strategies. Manage the development of emerging and converging technologies and the implementation of plans. Oversee the development of instruments of planning e.g. technology road mapping. Development of appropriate and robust performance measurement and reporting mechanisms. Provide effective and efficient management of Human and financial resources.

**ENQUIRIES** : Ms Dolly Masuku Tel No: 012 843 6692

## DEPARTMENT OF TRADE AND INDUSTRY

- APPLICATIONS** : can be submitted: By post to the Registry Office, The Department of Trade and Industry, Private Bag X84, Pretoria, 0001; Hand-delivered to the dti Campus, corner of Meintjies and Robert Sobukwe Street, Sunnyside, Pretoria; or go to: <http://www.thedti.gov.za> and click on the "Careers" link to submit online application.
- CLOSING DATE** : 10 May 2019
- NOTE** : Applications must be submitted with a completed and signed form Z83, obtainable from any Public Service Department or on the internet at [www.gov.za/documents](http://www.gov.za/documents) or <http://www.thedti.gov.za/careers>. Shortlisted candidates will be subjected to a technical exercise and the selection panel for MMS and SMS positions will further recommend candidates to attend a generic managerial competency-based assessment. Background verification and security vetting will form part of the selection process and successful candidates will be subjected to security vetting. The dti is committed to the pursuit of diversity and redress. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Applications received after the closing date will not be considered. Correspondence will be limited to short-listed 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 dti reserves the right not to fill any advertised position(s).

## MANAGEMENT ECHELON

- POST 15/51** : **CHIEF DIRECTOR: EXPORT PROMOTION & MARKETING REF NO: TISA/EP & DEV 001**  
Overview: To provide strategic leadership to the implementation of South Africa's National Export Strategy.
- SALARY** : R1 189 338 per annum (Level 14) (All-inclusive remuneration package)
- CENTRE** : Pretoria
- REQUIREMENTS** : An undergraduate qualification (NQF Level 7) in Business Management / Trade Law / Economics / Marketing in a trade environment. 5 years' relevant senior managerial experience in a trade promotion, trade negotiations and outward investment facilitation environment. Key Requirements: Experience in strategy development and planning. Experience in monitoring and evaluation. Experience in research management, policy development and implementation. Experience in stakeholder management, financial management, strategic capability and leadership, project management and people management. Knowledge of the relevant economic sectors as defined by the National Development Plan, Industrial Policy Action Plan and Trade Policy Framework. Knowledge and understanding of Public Service act, Public Service Regulations, PFMA and Treasury regulations. Problem solving and decision making skills, presentation skills, communication skills (written and verbal), strong negotiation skills and conflict management. Willingness to travel (local & international) as and when required. Must be able to work overtime as and when required. Proficient in MS Office packages.
- DUTIES** : Strategy and Planning: Manage strategic planning for the chief directorate. Ensure effective planning and management in the units. Establish clear performance criteria and service standards for staff. Design and implement strategies and actions plans in the sector. Implement the National Export Strategy: Provide guidance to develop and manage systems, policies and procedures to ensure effective implementation and monitoring of a National Export Strategy. Identifies both export both export development and promotion strategies in the medium and long term for National Export Strategy. Lead the coordination and development of interventions in line with National Export Strategy. Identify and address challenges faced by National Exporters. Conduct research and implement business processes. Define and external market strategy through priority market definitions and foreign office export and outward investment promotions programmes. Monitoring and Evaluation: Monitoring performance of the chief directorate



monitored against business and project plans and corrective measures introduced where necessary. Ensure compliance with integrated performance reporting system including high level dashboard reporting. Monitor and evaluate strategy implemented in the South Africa's National Exporters. Stakeholder management: Establish, maintain strategic partnerships and engage with local and foreign private sector companies, Export /Trade Promotion Offices. Manage the relationships with key stakeholders in order to ensure implementation of National Export programs. Ensure effective communication of the work of the chief directorate to key stakeholders (external public and sector stakeholders). Ensure that there is a coherent system and framework for stakeholder engagement. Financial Management: Expenditure management. Ensure compliance with PFMA requirements at all times. Ensure that budget submissions and reports are submitted within the specified timelines. Chief Directorate Management: Conduct human resource forecasting. Effective performance management in line with HR guidelines. Training and development of staff in accordance with Personal Development Plans and Divisional Training and Development plans.

**ENQUIRIES**

:

Should you have enquiries or experience any problem submitting your application contact the Recruitment Office on 012 394 1809/1835.

## DEPARTMENT OF TRANSPORT

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

- APPLICATIONS** : Department of Transport, Private Bag X193, Pretoria, 0001 or hand deliver at the 159 Forum Building, Cnr Struben and Bosman Street, Pretoria
- FOR ATTENTION** : Recruitment Unit. Room 4034.
- CLOSING DATE** : 14 May 2019
- NOTE** : Applications must be accompanied by form Z83, obtainable from any Public Service Department, (or obtainable from www.gov.za) and a recent updated comprehensive CV (previous experience must be comprehensively detailed, i.e. positions held and dates), as well as certified copies of all qualifications and ID document. Failure to submit the requested documents/information will result in your application not being considered. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The Department reserves the right not to fill the posts. The successful candidates must be willing to sign an oath of secrecy with the Department. Applicants will be expected to be available for selection interviews and assessments at a time, date and place as determined by the Department. All appointments are subject to the verification of educational qualifications, previous experience, citizenship, reference checks and security vetting. Please note: Correspondence will only be entered into with short-listed candidates.

## MANAGEMENT ECHELON

- POST 15/52** : **DIRECTOR: INFRASTRUCTURE FINANCE (MODELLING AND ECONOMIC ANALYSIS) REF NO: DOT/HRM/2019/01**  
(Branch: Integrated Transport Planning)  
(Chief Directorate: Modelling and Economic Analysis)  
(Directorate: Infrastructure Finance (Modelling and Economic Analysis))
- SALARY** : All-inclusive salary package of R1 005 063 per annum of which 30% may be structured according to the Individual needs.
- CENTRE** : Pretoria
- REQUIREMENTS** : An appropriate Financial Degree/Diploma or equivalent qualification and at least five years' experience in transactional development and analysis of financial models. The following will serve as strong recommendations: Member of institute for public finance. Strategic thinker who is able to work with individuals and teams at both executive and operational levels. Excellent communication (verbal, liaison and writing) skills. Strategic leadership and co-ordination skills. High-level ability to analyse and synthesise information and to formulate policies and strategies. Extensive knowledge of Public Finance Management Act and other related legislations and regulations. A good track record of financial projects including project finance. Willingness to work beyond normal working hours.
- DUTIES** : Evaluate funding options for transport modes. Develop/recommend financial models for transport entities. Prepare and submit implementation plans for donor funding projects, oversee the receipt and spending of donor funds. Evaluate infrastructure-spending plans of the three spheres of government and transport entities. Liaise with all finance institutions stakeholders to encourage funding investment in transport projects. Consult with transport entities on their funding requirements. Undertake comprehensive benchmark studies where required. Develop optimum capital structures and determine the optimal size and capacity of organization that are responsible for transport infrastructure spending. Assess whether infrastructure spending by the sphere of government and transport public entities are spent optimally and advises as and when necessary. Oversee the preparation of working papers and approved budgets for infrastructure spending needs in the transport sector. Ensure that infrastructure expenditures are monitored and that reports are prepared to maintain balance accounts.
- ENQUIRIES** : Mr M Ngcamu Tel No: (012) 309 3693

**POST 15/53** : **DIRECTOR: ROAD FUNDING AND ECONOMIC REGULATIONS REF NO: DOT/HRM/2019/02**  
Branch: Road Transport  
Chief Directorate: Road Infrastructure and Industry Development  
Directorate: Road Funding and Economic Regulation

**SALARY** : R1 005 063 per annum (Level 13) (All-inclusive salary package)  
**CENTRE** : Pretoria  
**REQUIREMENTS** : A Bachelor of Commerce degree in Financial Management, Transport Economics or Accounting at NQF Level 7 as recognized by SAQA. A postgraduate degree will serve as a strong recommendation. The incumbent should have at least 6 – 10 year work experience of which 5 years must be at middle management level or senior management level. Computer applications and working with large database files; appropriate work experience and knowledge of Public Sector funding administration and Roads Regulatory Environment. Must have knowledge of Economic regulations; Financial, Strategic, People, Change, and Project Management. Knowledge of Public Finance Management Act, DORA National Treasury Regulations and Government Processes. Knowledge in Management Systems Implementation; Valid driver's license. The following will serve as a recommendation; Understanding of relevant prescripts, economic regulatory and policy development skills. Analytical and problem-solving skills. Strategic capability and leadership. Communication skills. Client orientation and customer focus. Must be willing to travel extensively and work irregular hours.

**DUTIES** : Manage economic regulatory framework and policy for the roads sector. Manage and control road funding and the transfers to Road Agencies, Provinces and Municipalities and ensure compliance to Treasury processes and prescripts. The incumbent will be expected to take overall responsibility for verification that all projects are registered on the Government Information Systems i.e. the IRM, the QPR & the EPWP MIS. Monitoring, evaluation and reporting on progress and expenditure received from the monthly IRM, QPR & EPWP MIS for all registered projects. Must be able to contribute / participate in the development of institutional, legal and economic regulatory framework for roads, freight and cross border activities. Conduct risk-profiling exercises to identify and sample the list of projects for physical inspections and/or further investigations on an on-going basis. Monitoring and evaluation of data to determine unit costing and budgets to implement future projects. Develop sound financing strategies, options and models for road infrastructure financing. Develop, maintain and update infrastructure-funding models in collaboration with all three spheres of government. To increase the scope of private involvement in infrastructure development. Develop multimodal policy and investment assessments tools. Maintain effective liaisons with stakeholders. Manage and control the directorate. Applicants must disclose to the Director-General: Transport particulars of all registerable financial interests.  
**ENQUIRIES** : Mr Whity Maphakela Tel No: (012)3093519 or Mr Leonard Malapane Tel No: (012)3093543

#### **OTHER POSTS**

**POST 15/54** : **DEPUTY DIRECTOR: DRIVING STANDARDS AND DRIVING SCHOOL INDUSTRY REF NO: DOT/HRM/2019/03**  
Branch: Road Transport  
Chief Directorate: Road Transport Regulation  
Directorate: Road Traffic Legislation and Standards  
Sub Directorate: Driving Standards and Driving School Industry

**SALARY** : R869 007 per annum (Level 12) (All-inclusive salary package)  
**CENTRE** : Pretoria  
**REQUIREMENTS** : NQF level 6/7 Diploma/Degree qualification in Road Traffic Management/ Traffic Diploma/ Public Administration/ Management, with 5 years' experience. Knowledge and understanding of Government policies, programmes and priorities, proven practical relevant experience in external communication with a strong inter-governmental and community liaison focus, excellent writing and editing skills,

excellent interpersonal skills, proven planning, organising and project management skills. Candidates must have excellent verbal and written communications skills, excellent computer skills (MS Word, MS Excel, MS PowerPoint, MS Outlook, and Internet Explorer) and the ability to work accurately and independently. Candidates must also have sound inter-personal relations, negotiation skills and the ability to communicate with stakeholders at all levels. Knowledge and skills in formulating and writing reports and submissions are essential. Candidates have to be in possession of a valid driving licence. The following will serve as strong recommendations: Knowledge of the National Road Traffic Act, 1996 (Act No.93 of 1996) and all other road traffic related legislation, i.e. AARTO Act. Knowledge of the K53 Practical driving test manuals for motor vehicles; Input in the development of driving licence regulatory framework. Willingness to travel and work extended hours.

**DUTIES** : Development of driving standards (theory and practical driving standards). Development of standards for professional drivers, Development of guidelines to regulate the driving school industry, Chairing of various National Committees, working groups and sub-working group meetings. Assist with the implementation of the National Road Traffic Legislation, relating to driving standards and all other road traffic related legislation. Assist in the development and implementation driver related interventions to enhance improved road safety. Development of submissions, inputs and comments on proposed Road Traffic Legislation dealing with driving standards with Government Departments, Provincial Departments, any Agency of the Department, Local Authorities and role-players. Assist in the processing of any requests concerning proposals on driving standards or amendments to existing driving standards. Attend to all enquiries as well as correspondence in relation to driving standards and legal requirements. Harmonisation of the Driving Standards and requirements within the SADC, COMESA and EAC.

**ENQUIRIES** : Mr John Motsatsing Tel No: 012 309 3574/3114

**POST 15/55** : **ASSISTANT DIRECTOR: ROAD STANDARD MONITORING AND EVALUATION REF NO: DOT/HRM/2019/04**  
 Branch: Road Transport  
 Chief Directorate: Road Engineering Standards  
 Directorate: Road Transport Policy, Research, Standards and Guidelines  
 Sub directorate: Road Standards Monitoring and Evaluation

**SALARY** : R470 040 per annum (Level 10)

**CENTRE** : Pretoria

**REQUIREMENTS** : Educational Qualifications and Experience: A recognised NQF level 6/7 in Civil Engineering / suitable technical qualifications with 3 years' experience. Must be able to register with ECSA. Procurement experience, Research and Project Management. Compilation of management and technical reports and proposals. PFMA, MFMA, Treasury Regulations and GIAMA. Estimating, Budgeting, financial Management and Economics. Processes and procedures for development of Policies and Technical Standards. Knowledge and skill: Verbal & Written communication – English – above average. Computer literacy – above average. Job knowledge: Good general knowledge of transport sector and road infrastructure related matters. Knowledge of existing Road Infrastructure Standards.

**DUTIES** : Assist through monitoring and evaluation assessments in developing technical standards, guidelines, manuals and regulations for road infrastructure and road traffic signs; including non-motorised transport infrastructure. Monitor the South African and Southern African Development Community Road Traffic Signs Manuals and road traffic legislation. Develop and maintain road and road traffic signs standards management systems. Interact with stakeholders on road and road traffic sign standards, guidelines and regulations. Represent the Department at meetings, steering committees, workshops and conferences on issues related to the development of road transport infrastructure and road traffic sign standards, guidelines and regulations. Facilitate and coordinate harmonisation of road and road traffic sign standards in SADC. Respond to queries and provide technical responses to all stakeholders. Inter-Governmental Coordination.

- ENQUIRIES** : Mr Msondezi Futshane Tel No: (012) 309 3610
- POST 15/56** : **ASSISTANT DIRECTOR: INTERNAL AUDIT REF NO: DOT/HRM/2019/05**  
 Branch: Office of the Director-General  
 Chief Directorate: Internal Audit and Fraud Investigations  
 Directorate: Internal, Performance and IT Audits  
 Sub-Directorate: Internal Audit
- SALARY** : R376 596 per annum (Level 09)  
**CENTRE** : Pretoria  
**REQUIREMENTS** : Applicants must be in possession of 3 years tertiary qualification (National Diploma or Degree) in Internal Auditing/Auditing or an equivalent qualification with 5 years Internal Audit experience. The following key competencies are essential: Knowledge of internal audit methodology, risk based auditing, Treasury Regulations and Public Finance Management Act (PFMA); Knowledge of the International Standards for the Professional Practice of Internal Auditing and Code of Ethics; good interpersonal and communication skills (both written and verbal); report writing; problem solving; project management skills, knowledge of barnowl audit and risk management software. The incumbent must be able to establish and maintain harmonious working relationship with co-workers and audit clients.
- DUTIES** : The incumbent will be responsible for the following: Provide inputs in the internal audit strategic and operational plans; Review the effectiveness of internal control systems, risk management and governance processes of the department; Plan audit projects; Develop adequate audit procedures; Execute audit programme by gathering all relevant data and audit evidence; Document all audit findings and provide supporting evidence; Compile audit reports and discuss with clients; Conduct internal audits in compliance with the International Standards for the Professional Practice of Internal Auditing; Perform follow up reviews to ensure that agreed action plans were implemented; Manage time and monitor audit progress against the plan; Supervise and conduct staff performance review; Manage internal audit resources (human, financial, assets) within area of responsibility. All appointments are subject to verification of educational qualifications, previous experience, citizenship, reference checks and security vetting.
- ENQUIRIES** : Ms Nomboniso Haka Tel No: (012) 309 3076
- POST 15/57** : **LEGAL ADMINISTRATION OFFICER: LEGISLATION: GR 5 REF NO: DOT/HRM/2019/06**  
 Branch: Administration  
 Office of the Chief Operations Officer (COO)  
 Chief Directorate: Legal Services  
 Directorate: Legislation
- SALARY** : R373 389 per annum (salary will be in accordance with OSD determination)  
**CENTRE** : Pretoria  
**REQUIREMENTS** : A recognised NQF Level 7 degree in law with relevant /appropriate 3 years postgraduate experience. The following will serve as strong recommendations: Application of the Law to the facts. Legislation drafting skills and convention; Knowledge of the Constitution; Knowledge of Administrative Acts; Knowledge of General Public Service Prescripts; Presentation skills; Communication Skills; Project Management and Problem solving skills.
- DUTIES** : The incumbent will be responsible to: Ensure proper formulation of the problem statement; Formulate an opinion; draw a consultation and make specific recommendation; Provide Legal Advisory Services; Provide comments on Legal documents: policies; Bills and proposals to amend legislation; Draft documents for the State Law Advisers to provide formal legal advice; Manage the process for scrapping identified Acts; Manage the legislative process for promulgation of Acts through Parliament.
- ENQUIRIES** : Mr Sello Mokubyane Tel No: (012) 309 3540

## DEPARTMENT OF WATER AND SANITATION

**CLOSING DATE** : 13 May 2019  
**NOTE** : Applications must be submitted on a signed and dated Z83 form, obtainable from any Public Service Department, and should be accompanied by a comprehensive CV as well as certified copies of qualifications and Identity document. No late, faxed or e-mailed applications will be accepted. Correspondence will be limited to shortlisted candidates only. If you have not heard from us within two (2) months of the closing date, please accept that your application was unsuccessful. Preference will be given to previously disadvantaged groups. Successful applicants will be required to undergo standard Government security clearance procedures including verification of qualifications. Should you be in a possession of a foreign qualification(s), it must be accompanied by an evaluation from South African Qualification Authority (SAQA). People with disabilities are encouraged to apply. People who are not employed by the Public Service Departments are welcomed to apply for posts. The department reserves the right not to make an appointment.

## OTHER POSTS

**POST 15/58** : **ASSISTANT DIRECTOR: WATER SKILLS DEVELOPMENT REF NO: 130519/01**  
 Branch: Chief Operations Office

**SALARY CENTRE REQUIREMENTS** : R376 595 per annum (Level 09)  
 : Pretoria Head Office  
 : A National Diploma or Degree in Human Science or Natural Science. Three (3) year's supervisory experience in Water Skills Development. Knowledge and experience in policy development and implementation. Knowledge of Human Resource Development. Disciplinary knowledge and experience in water related functions. Good understanding of Government legislation. Financial management skills. Knowledge of the PFMA. Knowledge of techniques and procedures for the planning and execution of operations in the water and sanitation sector. Knowledge and experience in programme, project management and stakeholder management. People and diversity management. Good communication skills both verbal and written. Accurate business and report writing skills. Accountability and ethical conduct. Knowledge of analytical procedures.

**DUTIES** : Coordinate and provide analytic input in the development of water skills policy and strategy. Co-ordinate the development and implementation of water and sanitation sector workplace skills plan at National and Provincial level. Accurate data analysis and reporting of the water resource and water services skills. Co-ordinate the implementation and reporting of the water and sanitation sector skills development programmes. Give expert advice to managers on the implementation of water and sanitation skills development interventions/programmes. Conduct research on the latest development on water skills development issues. Co-ordinate, monitor, evaluate and report the implementation of water and sanitation sector skills development programmes.

**ENQUIRIES APPLICATIONS** : Mrs K Mathiba Tel No: 012 336 6875  
 : Head Office (Pretoria): Please forward your applications quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X350, Pretoria, 0001 or hand deliver to 285 Continental Building, Corner of Visagie and Bosman Street, Pretoria.

**FOR ATTENTION** : Ms LI Mabile

**POST 15/59** : **ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: 130519/02**  
 Branch: Chief Operations Office Gauteng

**SALARY CENTRE REQUIREMENTS** : R376 596 per annum (Level 09)  
 : Pretoria Gauteng Office  
 : A Bachelor's Degree (NQF 7) qualification in Finance / Supply Chain Management. Three (3) to five (5) years relevant experience. Supervisory experience required.

Knowledge of policy development and implementation. Knowledge of organizational and government structures. Knowledge of Government legislation. Knowledge of Supply Chain Management Regulations, practice notes, circulars and policy frameworks. Knowledge of Broad Based Black Economic Empowerment Act of 2003. Practical experience in contract management. Knowledge of strategic sourcing. Practical knowledge of Public sector Supply Chain Management models and processes. Delegation authority. Financial management and knowledge of PFMA. Knowledge of techniques and procedures for the planning and execution of operations. Practical knowledge of Programme and Project Management. Knowledge of relationship management. Problem solving and analytical skills. Client Orientation and Customer Focus. Good communication skills, both written and verbal. Accountability and Ethical Conduct. A valid Driver's license (certified copy must be attached). The incumbent must be willing to travel.

**DUTIES** : Acquisition of goods and services. Sourcing of quotations. Evaluation of quotations. Processing of documents to Logistics for creation of purchase briefing. Provide regular feedback to data base management on the performance of suppliers. Disposal management of redundant and unserviceable goods. Manage stock and non-fixed stock items. Maintain the database of redundant goods. Administrate the sales according to tender. Demand management. Specification analysis. Market and commodity research. Contract management. Maintain PSP database. Management of contract appointment processes. Ensure compliance to the PFMA. Attend to audit queries related to SCM. Be able to provide all SCM reports that are required on ad hoc basis. Facilitate training and career development of staff.

**ENQUIRIES** : Ms G Skosana Tel No: 012 392 1324  
**APPLICATIONS** : COO Gauteng (Pretoria): Please forward your applications quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X350, Pretoria, 0001 or hand deliver at 285 Bothongo Plaza East, Francis Baard Street, 15<sup>th</sup> Floor ,Pretoria, 0001.

**POST 15/60** : **CHIEF DEVELOPMENT EXPERT REF NO: 130519/03**  
 Branch: Chief Operations Office Mpumalanga  
 Dir: Water Sector Support  
 SD: Capacity Building  
 (This is a re-advertisement; applicants who have previously applied are encouraged to re-apply)

**SALARY** : R376 596 per annum (Level 09)  
**CENTRE** : Mbombela  
**REQUIREMENTS** : A National Diploma or Degree in Social Sciences or similar. Three (3) to five (5) years' experience in partnerships, corporate social investment and / or stakeholder relations. Knowledge and experience in stakeholder relations, partnerships and / or corporate social investment. Fundraising experience is an added advantage. Working experience in inter-governmental relations. Knowledge of relationship management. Framework for managing performance information. Problem solving and analysis skills, people and diversity management. Client orientation and customer focus. Good communication skills both verbal and written. An understanding of and commitment to government objectives, policies and programmes. Ability to work under pressure and meet deadlines.

**DUTIES** : Advocacy and communication of activities and programmes of the department to sector partners. Develop integrated Water Sector M & E system and maintenance thereof. Develop policies and water sector frame work that will guide implementation of WSDP. Attend to personnel matters and their PMDS. Monitor and evaluate the implementation of WSP nationally and in the regions. Develop and conceptualise community engagement programme and inter-governmental relations. Conduct research on spatial and non-spatial data from clients. Develop meaningful partnerships with private sector, NGO and community based organisations. Participate in the development of IDP for various municipalities. Support partnership strategy of the department. Conduct research where a need arises on re-evaluation of policies. Facilitate workshops on the implementation of the DWS agenda with partners. Handle project management and conduct research

in support of partnership strategy. Identify projects to be executed according to develop WSDP and IDP's. Liaise with municipalities on the implementation of projects. Support DWS Provincial Offices on the implementation of partnerships projects. Management of finance and human resources. Assist in budget compilation for the Directorate. Compile monthly projects and do PMDS projects for staff.

- ENQUIRIES APPLICATIONS** : Mr Ntabeni P.H Tel No: 013 759 7306  
: COO Mpumalanga (Mbombela): Please forward your applications quoting the relevant reference number to: The Department of Water and Sanitation, Private Bag X 11259, Mbombela 1200, or hand deliver to the Department of Water and Sanitation at the reception ground floor, Prorom Building, 35 Brown Street - Corner Brown & Paul Kruger Streets, Mbombela.
- FOR ATTENTION** : Mr MJ Nzima
- POST 15/61** : **CHIEF SURVEY OFFICER REF NO: 130519/04**  
Branch: Planning Monitoring and Evaluation  
Sub-Directorate: Surveys
- SALARY CENTRE REQUIREMENTS** : R316 791 per annum (Level 08)  
: Pretoria Head Office  
: A Grade 12 Certificate or equivalent. Survey Officer Certificate and skipper Certificate. Six (6) to Ten (10) years experience in survey services. A valid Driver's license. Knowledge of all survey standards and specifications. Experience in field work and survey data processing in Survey (Topo, Aerial, Engineering, Cadastral, Hydrographical and Deformation) Operation of survey software is recommended. Knowledge of Water Resource Management. Technical report writing skills. Computer literacy.
- DUTIES** : Acquisition, capturing and processing of relevant surveys. Performing Engineering, Cadastral, Hydrographical and Topographical surveys as per Operational plan and Clients request. Processing of measured data. Report formulating and compiling. Supplying quality information to set standards. Capture and acquire survey information from stakeholders. Technical Data Management and Distribution. Filing, archiving and retrieving of information /plans. Database management. Assist in training of Graduate Trainee's and mentoring.
- ENQUIRIES APPLICATIONS** : Ms C. Rajah Tel No: 012 336 7831  
: Head Office (Pretoria): Please forward your applications quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X350, Pretoria, 0001 or hand deliver to 285 Continental Building, Corner of Visagie and Bosman Street, Pretoria.
- FOR ATTENTION** : Ms. LI Mabile
- POST 15/62** : **SUPPLY CHAIN CLERK – ASSET MANAGEMENT REF NO: 130519/05**  
Branch: Chief Operations Office KZN  
Div: Asset Management
- SALARY CENTRE REQUIREMENTS** : R173 703 per annum (Level 05)  
: Durban  
: A Grade 12 Certificate or equivalent. One (1) year experience in Asset Management Environment will be an added advantage. A valid driver's license (Attach certified copy). Knowledge of the PFMA, Asset Management Framework and Treasury Regulations and other relevant legislation. Knowledge of Basic Accounting System (BAS), GRAP and LOGIS. Computer literacy with sound knowledge of Ms Office Suite, preferably Excel. Good written and verbal communication skills.
- DUTIES** : Verify the existence of assets. Ensure that all movements of assets are updated. Ensure that the Asset Register is updated regularly. Update inventory list. Assist in the implementation and management of registers for leased assets. Assist in implementing and monitoring acquisitions, disposal and losses of assets. Ensure assets are bar coded and perform other activities as required to achieve the goals of Department of Water and Sanitation.
- ENQUIRIES** : Mr T Khoza Tel No: 031 336 2700



**APPLICATIONS** : KwaZulu Natal (Durban): Please forward your applications quoting the relevant reference number to the Provincial Head: KwaZulu-Natal, Department of Water and Sanitation, P O Box 1018, Durban, 4000.

**FOR ATTENTION** : The Manager (Human Resources)

**POST 15/63** : **SUPPLY CHAIN CLERK: SUPPLY CHAIN MANAGEMENT REF NO: 130519/06 (X2 POSTS)**  
Branch: IBOM - Eastern Operations

**SALARY CENTRE REQUIREMENTS** : R173 703 per annum (Level 05)  
: Midmar Dam  
: A Grade 12 Certificate or equivalent. Basic knowledge of Supply Chain functions, practices as well as the ability to capture data, operate computer and collecting statistics. Basic knowledge of work procedures in terms of the working environment. Working knowledge and understating of legislation governing the public service. Flexibility, and ability to work in a Team. Problem solving and analytical skills. People and Diversity Management. Client Orientation and Customer Focus. Good communication skills both verbal and written. Accountability and Ethical Conduct.

**DUTIES** : Render demand and acquisition clerical support. Update and maintain contracts register. Register suppliers on SAP system. Provide secretariat functions. Render logistical support services. Place orders for goods. Receive requests for goods from end users. Maintain quotations register.

**ENQUIRIES APPLICATIONS** : Mr N Singh Tel No: 033 239 1216  
: IBOM (Midmar Dam) Please forward your application quoting the relevant reference number to The Department of Water and Sanitation, Private Bag X 24, Howick 3290, or hand deliver at R103 Prospect Road, Midmar Dam, 3290.

**FOR ATTENTION** : Ms T Sindane

**POST 15/64** : **SUPPLY CHAIN CLERK: ASSETS MANAGEMENT REF NO: 130519/07**  
Branch: IBOM - Eastern Operations

**SALARY CENTRE REQUIREMENTS** : R173 703 per annum (Level 05)  
: Midmar Dam  
: A Grade 12 Certificate or equivalent. Working experience of Supply Chain Management and Asset Management will be an added advantage. The ability to capture Asset related data. Ability to function on Microsoft Word and Microsoft Excel. Statistical skills. Basic knowledge of work procedures in terms of the asset management working environment. Ability to capture data. Basic understanding of the legislative framework governing the public service. Proven knowledge of Sap asset management module, Team work, Basic knowledge of problem solving and analysis. People and Diversity Management. Client orientation and customer focus. Good communication skills both verbal and written. Accountability and Ethical Conduct.

**DUTIES** : Render asset management clerical support. Compile and maintain asset records. Identify redundant, non-serviceable and obsolete equipment for disposal. Verify all movable assets, immovable assets and general assets in the asset register. Render demand and acquisition clerical support for movable asset services. Update and maintain lease and losses register. Create asset master-data on SAP system. Provide secretariat functions on various asset committees. Render logistical support services for asset section including receiving, bar-cording and distribution of assets. Receive asset related acquisition requests from end users.

**ENQUIRIES APPLICATIONS** : Mr S. Ngobese Tel No: 033 239 1200  
: IBOM (Midmar Dam) Please forward your application quoting the relevant reference number to The Department of Water and Sanitation, Private Bag X 24, Howick 3290, or hand deliver at R103 Prospect Road, Midmar Dam, 3290.

**FOR ATTENTION** : Ms T Sindane

**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".*

- APPLICATIONS** : The Presidency, Private Bag X1000, Pretoria, 0001 or Hand deliver at Government Avenue, Union Buildings.
- FOR ATTENTION** : Mr K Futhane
- CLOSING DATE** : 10 May 2019 @16:30
- NOTE** : Applications must be submitted on form Z83 and should be accompanied by certified copies of qualifications, ID as well as a comprehensive CV in order to be considered. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Correspondence will be limited to 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 POSTS**

- POST 15/65** : **DEPUTY DIRECTOR: INTERNAL CONTROL**  
Chief Directorate: Financial Management
- SALARY** : R733 257 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : A Senior Certificate plus Bachelor's Degree or an equivalent qualification on NQF level 7. A minimum of three (3) years' experience at supervisory/management (Assistant Director) level. Competencies: Communication, both oral and writing. Client orientation and customer focus. Honesty and integrity. Service delivery innovation. Knowledge Management: financial management. Problem solving and analysis. Strategic capability leadership. Program and project management. Public Service Regulatory Framework. Policy formulation process within government. Monitoring and evaluation methods, tools and techniques.
- DUTIES** : The successful candidate will be responsible for managing the Internal Control unit. Implementing effective and efficient internal control systems in the office of the Chief Financial Officer. Ensure compliance to management. Performing internal control responsibilities to prevent fraud and risk. Coordinate Presidency external and internal audit inquiries. Follow-up on the request for information by the Auditor General; reviews of Internal Audit; communications issued by Auditor General and quality check the responses from the units to Auditor General. Ensure that the requested information is provided within specified time-frames. Ensure that the audit communications are responded to within specified time-frames. Keep record of the internal audit reviews and ensure that responses are submitted to IA. Presidency Audit Matrix, monitor and report progress on implementation of action plans. Report monthly to SMs, Branch Heads, Top Management on progress made on implementation of the action plans. Provide progress report quarterly to AC. Irregular, fruitless and wasteful expenditure. Non-compliance register. Establish the register for non-compliance to procurement processes and keep the record of all issues in order to follow-up and report to the Accounting Officer. Safeguarding of resources. Validation of documents and safekeeping of documents: batch controllers. Compile response to SCOPA resolutions to questions raised through SCOPA Resolutions. Parliamentary questions. Quarterly monitoring reports and MPAT reporting.
- ENQUIRIES** : Mr K Mashapha Tel No: 012 300 5998

<b><u>POST 15/66</u></b>	:	<b><u>DEPUTY DIRECTOR: FINANCIAL ACCOUNTING (X2 POSTS)</u></b> Directorate: Financial Administration
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R733 257 per annum Pretoria A Senior Certificate plus Bachelor's Degree or an equivalent qualification on NQF level 7. A minimum of three (3) years' experience in financial accounting at supervisory/management (Assistant Director) level. Competencies: Communication, both oral and writing. Client orientation and customer focus. Honesty and integrity. Service delivery innovation. Knowledge Management: financial management. Problem solving and analysis. Strategic capability leadership. Program and project management. Public Service Regulatory Framework. Policy formulation process within government. Monitoring and evaluation methods, tools and techniques.
<b><u>DUTIES</u></b>	:	The successful candidate will be responsible for managing the sub-directorate, develop, review and implement financial accounting systems and procedures in line with relevant legislation, regulation managing the financial revenue, expenditure management and accounting sub-directorate. Monitoring the policy and legislative framework to ensure that cognizance is taken of new developments. Developing and maintaining policies and processes. Monitor revenue collected and expenditure incurred and submit reports and plans as required. Monitor compliance with financial prescripts. Provide advice and guidance to role players on revenue and expenditure procedures. Undertake revenue, expenditure management and accounting work as required. Ensuring that cashier, banking, debt management, tax reconciliations, monitoring and reporting services are rendered. Ensure that payment for compensation of employees, goods and services including S&T, transfers, subsidies and reporting are efficiently and effectively performed. To provide financial administration and accounting services (legers/journals, accounting and reporting, interim and annual financial statements). Managing the sub-directorate revenue and expenditure management, Persal, Tax and Accounting. Maintenance of discipline. Management of performance and development. Undertake Human Resource and other related administrative functions. Establish, implement and maintain efficient and effective communication arrangements. Develop and manage the operational plan of the sub-directorate and report on progress as required. Develop, implement and maintain processes to ensure proper control of work. Compile and submit all required administrative reports. Serve on transverse task teams as required. Procurement and asset management for the sub-directorate. Planning and allocate work. Quality control of work delivered by employees. Functional technical advice and guidance.
<b><u>ENQUIRIES</u></b>	:	Mr K Mashapha Tel No: 012 300 5998
<b><u>POST 15/67</u></b>	:	<b><u>ASSISTANT DIRECTOR: FINANCIAL ACCOUNTING</u></b> Directorate: Financial Administration
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R376 596 per annum (Level 09) Pretoria A Senior Certificate plus a Bachelor's Degree or qualification on NQF level 7. A minimum of three (3) years' experience in financial environment. Competencies: Communication, both oral and writing. Client orientation and customer focus. Honesty and integrity. Service delivery innovation. Knowledge Management: Financial Management. Problem solving and analysis. Strategic capability leadership. Program and project management. People management and empowerment. Public Service Regulatory Framework. Policy formulation process within government. Business and management principles involved in strategic planning, resource allocation, human resource modelling and leadership technique. Monitoring and evaluation methods, tools and techniques.
<b><u>DUTIES</u></b>	:	The successful candidate will be responsible for expenditure management (compensation of employees). Overseeing the verification of the capturing of payroll transactions on the accounting system, quality assures all payroll transactions and verification of information for payroll certification. Authorising reimbursement transactions on the accounting system and payments to third

parties (employer contributions to pension funds, medical aid funds, tax contributions and reconciliations etc) outside the payroll system. Managing monthly and annual payroll reconciliations and all tax related matters. Administration of Travel and Subsistence claims and advances. Monitoring and reporting on assets and liabilities. Oversee and undertake the development of corrective measures when required. Oversee and review disclosure notes on assets and liabilities. Oversee and collate financial supporting information for planning purposes. Ensure completeness and accuracy of financial information. Supervising employees to ensure an effective financial accounting service. This would, inter alia, entail the following: general supervision of employees. Allocate duties and do quality control of the work delivered by supervisees. Advise and lead supervisees with regard to all aspects of the work. Manage performance, conduct and discipline of supervisees. Ensure that all supervisees are trained and developed to be able to deliver work of the required standard efficiently and effectively. Develop, implement and monitor work systems and processes to ensure efficient and effective functioning.

**ENQUIRIES**

:

Ms M Smit Tel No: (012) 300 5908

**PROVINCIAL ADMINISTRATION: FREE STATE  
DEPARTMENT OF HEALTH**

**CLOSING DATE** : 20 May 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.

**OTHER POSTS**

**POST 15/68** : **OPERATIONAL MANAGER: PNB-3: REF NO: H/O/18**

**SALARY** : R562 800 per annum (OSD)  
**CENTRE** : Mangaung Metro District  
**REQUIREMENTS** : Degree/ Diploma in Nursing or equivalent qualification that allows registration with the SANC plus a post-basic Specialty nursing qualification in Clinical Health Science with a duration of at least 1 year, accredited with SANC. A minimum of 9 years appropriate/recognizable experience in nursing after registration with SANC as a Prof Nurse. At least 5 years of the period referred to above must be appropriate / recognizable experience after obtaining the 1-year post – basic qualification. Computer literacy. Valid driver's license. Current registration with the SANC. Knowledge and Skills: Good communication and interpersonal skills. Knowledge of key priority health programs. Knowledge and understanding of National Core Standards and Ideal clinic realization program. Strong management and leadership skills.

**DUTIES** : Provide holistic nursing care to patients at a cost effective, efficient and equitable manner. Provide and monitor clinical health science practices and mentoring. Manage and implement quality assurance program and attainment of quality standards of the facility for service delivery. Monitor data and manage information to improve on performance indicators. Apply knowledge of human, finance and information resources and related policies.

**ENQUIRIES** : Me N J Ramarou-Makhoali Tel No: (051) 447 2197  
**APPLICATIONS** : The District Manager, Mangaung Metro, PO Box 441, Bloemfontein, 9300 or hand deliver @ FSPC Complex, No 4 President Brand Street, Bloemfontein

**FOR ATTENTION** : Mr T A Mokoqo

<b><u>POST 15/69</u></b>	:	<b><u>OPERATIONAL MANAGER: PNB-3 (X3 POSTS)</u></b>
<b><u>SALARY CENTRE</u></b>	:	R562 800 per annum (OSD)
	:	Thabo Mofutsanyana District, Witsieshoek: Harrismith Clinic Ref No: H/O/ 13 Tshame Clinic Ref No: H/O/ 14 Matsieng Clinic Ref No: H/O/ 15
<b><u>REQUIREMENTS</u></b>	:	An appropriate Bachelor's Degree/ Diploma in nursing or equivalent qualification. Registration with the SANC as Professional Nurse and Midwife plus a post-basic nursing qualification with a duration of at least 1 year in Curative Skills in Primary Health Care, accredited with SANC. A minimum of 9 years appropriate/recognizable experience in nursing after registration with SANC as a Prof Nurse. At least 5 years of the period referred to above must be appropriate / recognizable experience after obtaining the 1-year post – basic qualification. Current registration with the SANC. Valid driver's license. Knowledge and Skills: Appropriate Bachelor's Degree/Diploma in Nursing Management will be an advantage. Ability to work under pressure. Ability to implement and manage change. Good written and verbal communication skills. Confidentiality. Good interpersonal relations.
<b><u>DUTIES</u></b>	:	To ensure that a comprehensive nursing treatment and care service is delivered to patients in a cost effective, efficient and equitable manner by the specialty Unit. Ensure compliance to professional and ethical practice. Manage the implementation of Primary Health Care package in order to provide quality PHC service contributing towards the Districts targets and objectives. Manage all non-patient related programmers within the facility to ensure an effective and efficient administration system and well informed community. Manage all resources allocated to the facility to ensure a cost effective PHC service. Management, qualification skills experience. Attend to relevant meetings and attend relevant training. Arrange training for subordinates where necessary. Control leave of clinic personnel. Management of official's arrival, lunch and departure time (time management).
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Me M C Ramakotjo Tel No: (058) 7130515 ext. 148
	:	The District Manager, Thabo Mofutsanyana District, Private Bag X824, Witsieshoek, 9870 or hand delivered @ Ombudsman Building, Mampoi Road, Phuthaditjhaba
<b><u>FOR ATTENTION</u></b>	:	Mr Shabangu
<b><u>POST 15/70</u></b>	:	<b><u>OPERATIONAL MANAGER: PNB-3 (X2 POSTS)</u></b>
<b><u>SALARY CENTRE</u></b>	:	R562 800 per annum (OSD)
	:	Lejweleputswa District Office: Leratong Clinic, Allanridge Ref No: H/O/16 Chief Albert Lethuli Clinic, Wesselsbron Ref No: H/O/17
<b><u>REQUIREMENTS</u></b>	:	An appropriate Bachelor's Degree/ Diploma in nursing or equivalent qualification. Registration with the SANC as Professional Nurse plus a post-basic nursing qualification with a duration of at least 1 year in Curative Skills in Primary Health Care, accredited with SANC. A minimum of 9 years appropriate/recognizable experience in nursing after registration with SANC as a Prof Nurse. At least 5 years of the period referred to above must be appropriate / recognizable experience after obtaining the 1-year post – basic qualification. Current registration with the South African Nursing Council (SANC). Knowledge and Skills: Appropriate Bachelor's Degree/Diploma in Nursing Management will be an advantage. Ability to work under pressure. Ability to implement and manage change. Good written and verbal communication skills. Confidentiality. Good interpersonal relations.
<b><u>DUTIES</u></b>	:	Ensure that a holistic nursing care service is delivered to patients in a cost effective, efficient and equitable manner by the clinic. Ensure compliance to professional and ethical practice. Manage the implementation of PHC Care Package in order to provides a quality PHC service, contributing towards the Districts' targets and objectives. Manage all non-patient related programmers within the facility to ensure an effective and efficient administration system and well-informed community. Manage all resources allocated to the facility to ensure

a cost effective PHC Service. Attend relevant meetings and attend relevant training. Arrange training for subordinates where necessary. Control leave of the clinic personnel. Management of official's arrival and departure time. (Time management).

**ENQUIRIES** : Me M H Mahamo, Leratong Clinic: Allanridge at 087 940 8112

**APPLICATIONS** : Me TVM Motsalane, Albert Lethuli Clinic: Wesselsbron Tel No: (057) 9103222

**FOR ATTENTION** : The District Manager, Lejweleputswa District, Private Bag X15, Welkom. 9460 or Hand delivered @: HR Office Kopano Building, Meulen Street

**POST 15/71** : **ASSISTANT MANAGER: NURSING: PNA-7 REF NO: H/A/30**

**SALARY** : R562 800 per annum (OSD)

**CENTRE** : Albert Nzula Hospital, Trompsburg

**REQUIREMENTS** : An appropriate Bachelor's Degree/ Diploma in nursing or equivalent qualification. Registration with the SANC as Professional Nurse. A minimum of 8 years appropriate/ recognizable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. At least 3 years of the period referred to above must be appropriate/recognizable experience at management level. Knowledge and Skills: Computer Literacy.

**DUTIES** : Ensure that a holistic nursing care service is delivered to patients in a cost effective, efficient and equitable manner by Nursing Units that form part of the specific Nursing Area including the overall management (i.e.) Operational, HR and Finance) of the Nursing Services. Ensure compliance to professional and ethical practice. Detailed key performance areas can be obtained from the contact person.

**ENQUIRIES** : Mr N E Kgasane Tel No: (051) 492 2420

**APPLICATIONS** : The Chief Executive Officer, Albert Nzula Hospital, Private Bag 2, Trompsburg, 9913 or hand delivered @ 22 Louw Street, Trompsburg

**FOR ATTENTION** : Mr T S Monatisa

**POST 15/72** : **OPERATIONAL MANAGER: PNB-3: REF NO: H/O/20**

**SALARY** : R562 800 per annum (OSD)

**CENTRE** : Kgotsong Clinic, Welkom, Lejweleputswa District

**REQUIREMENTS** : Diploma/Degree in nursing or equivalent qualification that allows registration with the South African Nursing Council. Registration with the SANC as Professional Nurse plus a post-basic nursing qualification with a duration of at least 1 year in Curative Skills in Primary Health Care, accredited with SANC. A minimum of 9 years appropriate/recognizable experience in nursing after registration with SANC as a Prof Nurse. At least 5 years of the period referred to above must be appropriate / recognizable experience after obtaining the 1-year post – basic qualification. Current registration with the South African Nursing Council (SANC). Valid driver's license. Knowledge and Skills: Appropriate Bachelor's Degree/Diploma in Nursing Management will be an advantage. Ability to work under pressure. Ability to implement and manage change. Good written and verbal communication skills. Confidentiality. Good interpersonal relations.

**DUTIES** : Ensure that a holistic nursing care service is delivered to patients in a cost effective, efficient and equitable manner by the clinic. Ensure compliance to professional and ethical practice. Manage the implementation of PHC Care Package in order to provide a quality PHC service, contributing towards the Districts' targets and objectives. Manage all non-patient related programmes within the facility to ensure an effective and efficient administration system and well-informed community. Manage all resources allocated to the facility to ensure a cost effective PHC Service. Attend relevant meetings and attend relevant training. Arrange training for subordinates where necessary. Control leave of the clinic personnel. Management of official's arrival and departure time. (Time management).

**ENQUIRIES** : Mr Mohloki Tel No: 057 9103269

**APPLICATIONS** : The District Manager, Lejweleputswa District, Private Bag X15, Welkom. 9460 or Hand delivered @: HR Office Kopano Building, Meulen Street

**FOR ATTENTION** : Me L Bester

**POST 15/73** : **CLINICAL PROGRAM COORDINATOR: PNA-5: INFECTION PREVENTION AND CONTROL REF NO: H/C/30**

**SALARY CENTRE REQUIREMENTS** : R444 276 per annum (OSD)  
: Tokollo District Hospital, Heilbron  
: Diploma/degree in Nursing or equivalent qualification that allows registration with the South African Nursing. Current registration with the (SANC) as Professional Nurse. A minimum of 7 years appropriate/ recognizable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. Computer literacy. Valid driver's license and must be willing to travel. Sound knowledge of Infection Prevention and Control and Quality Assurance in Health Care. Knowledge and Skills: Previous experience in Infection Prevention and Control will serve a strong advantage. Good inter personal relations. Problem solving skills.

**DUTIES** : Support health institution with implementation of Quality Assurance Standards. Coordinate surveillance of Nosocomial Infections in the institution. Participate in the Patient Safety Programme activities. Collaborate with the Waste Management team. Facilitate and oversee the development of operational/business plans to give strategic guidelines. Provide professional and technical support for the provision of quality patient care through proper management of relevant programmes. Develop and implement quality assurance programmes, guidelines, protocols, norms and standards. Utilize information technology (IT) and other management information systems to manage information for the enhancement of service delivery: Establish, maintain and participate in inter-professional and multi-disciplinary teamwork that promotes effective and efficient health care. Manage and utilize resources in accordance with the relevant directives and legislation.

**ENQUIRIES APPLICATIONS FOR ATTENTION** : Mr S J Mofumane Tel No: (058) 853 5424  
: The Chief Executive Officer, Tokollo Hospital, Private Bag X8, Heilbron, 9650  
: Me P A Makoti

**POST 15/74** : **CLINICAL PROGRAM CO-ORDINATOR: PNA-5: REF NO: H/C/31**

**SALARY CENTRE REQUIREMENTS** : R444 276 per annum (OSD)  
: Fezi Ngubentombi Hospital, Sasolburg  
: Diploma/Degree in Nursing or equivalent qualification that allows registration with SANC as Professional Nurse. A minimum of 7 years appropriate/ recognizable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. Current registration with the South African Nursing Council (SANC). At least 3 Years of the period referred to above must be appropriate experience at management level in infection prevention and control. Knowledge and Skills: Ability to promote quality patient care. Leadership, change and general management, teaching and training skills. Ability to independently, under pressure, co-operate with colleagues and stakeholders at all levels. Computer skills with working knowledge of MS Office.

**DUTIES** : Responsible for planning, managing, coordinating and maintaining an optimal infection prevention and control service at Fezi Ngubentombi District Hospital. Initiate, co-ordinate and implement an in service training programme, awareness drives and outreach initiatives for infection control principles for the institute and designated area. Maintain a systematic policy formulation and review mechanism for the institute. Develop clinical quality improvement programmes, guidelines, indicators and proc prevention and control and risk management, Monitor and evaluate operational practices, techniques and collate quarterly reports from department into comprehensive report. Facilitate, guide and support Infection Control Committee for effective functioning and liaise, advise and effectively communicate with the relevant internal and external stakeholders.

**ENQUIRIES APPLICATIONS FOR ATTENTION** : Me N M Mokoena Tel No: (016) 970 9420  
: The Chief Executive Officer, Fezi Ngubentombi Hospital, Private Bag X2017, Sasolburg, 1947  
: Me S M Mokadi

**POST 15/75** : **CLINICAL NURSE PRACTITIONER: PNB-1: REF NO: H/C/ 25**

**SALARY** : R383 226 per annum (OSD)



**CENTRE REQUIREMENTS** : Thaba Bosio Clinic, Thabo Mofutsanyana District, Witsieshoek  
: An appropriate Bachelor's Degree/ Diploma in nursing or equivalent qualification. Registration with the South African Nursing Council (SANC) as Professional Nurse plus a post-basic nursing qualification with a duration of at least 1 year, accredited with SANC. A minimum of 4 years appropriate/recognizable experience in nursing after registration with SANC as a Prof Nurse. Current registration with the South African Nursing Council (SANC). Knowledge and Skills: Understanding of nursing legislation and related legal ethical nursing practices. Perform a clinical nursing practices in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Effective management of resources. Implementation of Ministerial Injunction. Management of projects and campaigns in the facility.

**DUTIES** : Provide comprehensive nursing treatment and care to patients in cost effective, efficient and equitable manner. Act as shift leader in unit where necessary. Ensure the implementation of PHC Services in line with the Departmental Strategic Goals. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility.

**ENQUIRIES APPLICATIONS** : Mr M S Shabangu Tel No: (058) 7130515 ext. 144  
: The District Manager, Thabo Mofutsanyana District, Private Bag X824, Witsieshoek, 9870 or hand delivered @ Ombudsman Building, Mampoi Road, Phuthaditjhaba

**FOR ATTENTION** : Mr Shabangu

**POST 15/76** : **CLINICAL NURSE PRACTITIONER: PNB-1: (X7 POSTS)**

**SALARY CENTRE** : R383 226 per annum (plus benefits) (OSD)  
: Fezi Ngubentombi Hospital, Sasolburg:  
Midwifery Ref No: H/C/29 (X2 Posts)  
Theatre: Ref No: H/C/26 (X2 Posts)  
Paediatrics Ref No: H/C/28  
Trauma Ref No: H/C/27 (X2 Posts)

**REQUIREMENTS** : Diploma/Degree in nursing or equivalent qualification that allows registration with the South African Nursing Council as Professional Nurse: A minimum of 4 years appropriate/recognizable experience in nursing after registration with SANC as a Prof Nurse plus a post-basic nursing qualification, accredited with SANC, with a duration of at least 1 year in: Advanced Midwifery and Neonatal Nursing Science for Midwifery, Theatre Tech for Theatre, Advanced Paediatric Nursing Science for Paediatrics and Advanced Trauma in Nursing Science for Trauma. Current registration with the SANC. Knowledge and Skills: Ability to work under pressure and being able to give relief for Maternity and Neonatal Patients, Theatre patients, Paediatric patients and Trauma and Emergency. Knowledge of legal framework appropriate for nursing practice. Good communication skills and interpersonal relations.

**DUTIES** : Provision of optimal holistic nursing care within a professional and equitable manner. Effective utilization of resources. Participation in training and research. Provision, Support and Monitor implementation of Maternity and Neonatal policies, Paediatric policies, Theatre policies and Trauma and Emergency policies. Provision of administrative services. Provision of clinical services, usage of machineries and equipment.

**ENQUIRIES APPLICATIONS** : Me N M Mokoena Tel No: (016) 970 9420  
: The Chief Executive Officer, Fezi Ngubentombi Hospital, Private Bag X2017, Sasolburg, 1947

**FOR ATTENTION** : Me S M Mokadi

**POST 15/77** : **OCCUPATIONAL THERAPIST REF NO: H/O/19**

**SALARY CENTRE REQUIREMENTS** : R317 976 per annum (OSD)  
: Elizabeth Ross Hospital, Witsieshoek  
: Bachelor Degree: Occupational Therapy. Registration with the HPCSA as an Occupational Therapist. Experience: None after registration with the HPCSA as an Occupational Therapist in respect of South African qualified employees who performed Community Service, as required in South Africa. One-year relevant

experience after registration with the HPCSA as an Occupational Therapist in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Knowledge and Skills: Knowledge of Occupational Therapy's scope of practice. Knowledge of Batho Pele Principles and patients' rights in the Department of Health. Knowledge of ethical and professional rules of the HPCSA. Computer literacy. Applicant will work on MS Excel and MS PowerPoint on a regular basis.

**DUTIES** : Management of patients and out-patients: Manage referrals, evaluation and treatment of patients, complete relevant evaluations and do overviews when needed. Participate in Risk management and Office of Health Standard Compliance in the Hospital. Participate in Inter-professional and multi-disciplinary teamwork that promotes efficient and effective patient care in the relevant service area. Attendance of ward rounds and team meetings. Supervision of Occupational Therapy Technician and Students. Executing of administrative tasks related to area and patients. Care and maintenance of equipment and consumable stock. Take responsibility for allocated assets. Procurement and management of Assistive Devices. Participate in outreach programs.

**ENQUIRIES** : Dr J Raza Tel No: (058) 718 4000  
**APPLICATIONS** : The Chief Executive Officer, Elizabeth Ross Hospital, Private Bag X804, Witsieshoek, 9866

**FOR ATTENTION** : Mr N A Mashinini

**POST 15/78** : **SENIOR STATE ACCOUNTANT REF NO: H/S/44 (X2 POSTS)**

**SALARY** : R316 791 per annum (Level 08)  
**CENTRE** : Internal Control Directorate: Corporate Office  
**REQUIREMENTS** : A relevant National Diploma or B-Degree. 4-5 Years relevant experience in Irregular Expenditure, Wasteful and Fruitless Expenditure. Knowledge and Skills: Knowledge in Irregular Expenditure, Wasteful and Fruitless Expenditure. Good inter personal skills, communication (verbal and written) and report writing skills.

**DUTIES** : Identification and investigation of irregular and Wasteful Expenditure. To render support to various institutions within the Department with regard to in Irregular and Wasteful Expenditure. Determination of liability for loss of the Department. Supervise activities of Clerks and State Accountants.

**ENQUIRIES** : Mr M Sekhonyane Tel No: (051) 408 1490  
**APPLICATIONS** : Director, Human Resource Management, PO Box 227, Bloemfontein, 9300 or hand delivered @ Entrance, Bophelo House Building, Ground Floor Reception, Cnr Charles and Charlotte Maxeke Street.

**FOR ATTENTION** : Me P Mpu

**POST 15/79** : **LABOUR RELATIONS OFFICER REF NO: H/L/10**

**SALARY** : R257 508 per annum (Level 07)  
**CENTRE** : Dihlabeng Hospital, Bethlehem  
**REQUIREMENTS** : Recognized three-year degree/Diploma in Labour Law/Labour Relations or equivalent qualification plus 2 years' functional experience. Computer literacy. Valid driver's license. Knowledge and Skills: Knowledge of the relevant legislation such as PSA, COIDA, PFMA, LRA, BCEA etc. Knowledge and understanding of PHSDBC, PSCBC and CCMA procedures. Knowledge of Public Service Regulations, competency to provide Labour Relations matters through understanding of negotiation skills, training skills, mediation and arbitration.

**DUTIES** : Handle misconduct cases, grievances and disputes in line with relevant legislation/ resolutions to ensure proper resolution thereof. Advise management on all labour relations matters in order to minimize unfair labour practices. Capture information of misconduct cases, grievances and disputes on employee relations management information system for record keeping purposes. Represent the Department in bilateral discussions with organized labour unions and provide a secretariat service to the Departmental Consultative Committee.

**ENQUIRIES** : Me S Mpanza Tel No: (058) 3071253  
**APPLICATIONS** : The Chief Executive Officer, Dihlabeng Hospital, Private Bag X3, Bethlehem, 9700  
**FOR ATTENTION** : Me S Mpanza

<b><u>POST 15/80</u></b>	:	<b><u>PROFFESIONAL NURSE: PNA-2 - PNA-4 REF NO: H/P/12</u></b>
<b><u>SALARY</u></b>	:	Grade 1: R256 905 per annum (OSD) Grade 2: R315 963 per annum (OSD) Grade 3: R383 226 per annum (OSD)
<b><u>CENTRE REQUIREMENTS</u></b>	:	Soffel Coetzee Hospital, Smithfield Degree/ Diploma/ in nursing or equivalent qualification that allows registration with the South African Nursing Council. Current registration with the SANC as a Professional Nurse. Experience: <b>Grade 1:</b> None after Registration with the SANC as a Professional Nurse. <b>Grade 2:</b> A minimum of 10 years appropriate/recognizable experience in nursing after registration with the SANC as Professional Nurse. <b>Grade 3:</b> A minimum of 20 years appropriate/recognizable experience in nursing after registration with the SANC as Professional Nurse. Knowledge and Skills: Good communication skills, interpersonal relations, ability to work under pressures, computer literacy.
<b><u>DUTIES</u></b>	:	Provide holistic nursing care to patients in a nursing unit (General and Maternity Ward) in a cost effective, efficient and equitable manner. Demonstrate an understanding of nursing legislation and related legal and ethical nursing practices. Perform a clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Detailed Key Performance Areas can be obtained from the contact person.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mr J M Molupe Tel No: (051) 683 1120/0168 The Chief Executive Officer, Stoffel Coetzee Hospital, Private Bag 5, Smithfield, 9966
<b><u>FOR ATTENTION</u></b>	:	Mr T J Molise
<b><u>POST 15/81</u></b>	:	<b><u>PHARMACIST ASSISTANT; POST BASIC: REF NO: H/P/8</u></b>
<b><u>SALARY</u></b>	:	R208 383 per annum (OSD)
<b><u>CENTRE REQUIREMENTS</u></b>	:	Universitas Hospital, Bloemfontein Registration with the SAPC as Pharmacist Assistant (Post-Basic). Experience: None after registration with the SAPC as Pharmacist's Assistant (Post- Basic). Knowledge and Skills: 1-year functional experience required.
<b><u>DUTIES</u></b>	:	Assist with the delivery of good pharmaceutical services to patients. The provision of information to individuals in order to promote health. Assist with the compounding, manipulation, preparation and manufacturing of non-sterile and sterile medicine or scheduled substances according to formulas and SOP's approved by the responsible pharmacist Reading and preparation of prescriptions, the selection, manipulation or compounding of the medicine, the labelling and supply of the medicine in an appropriate container under the indirect personal supervision a pharmacist. Provision of instructions regarding the correct use of medicine supplied (not counselling). Issuing of pharmaceutical products. Assist with the control of pharmacy stock (Schedule 0-6 medicines). Assist with the control of pharmacy stock (Schedule 0-6 medicines): Checking and cleaning of shelves & stock, monitoring of temperature, maintenance of pharmacy hygiene, checking of expired stock & stock levels, stock taking. Assist with the ordering of medicine and scheduled substances up to schedule 6 according to an instruction of a person authorized in terms of the Medicines Act to purchase and obtain such medicine. Receiving and unpacking of received stock Other pharmacy related tasks: Statistics, records, registers, stock cards, customer care, answering of phones. Report deficiencies in the department. Keep all storage areas locked. Report broken items. Report lost items to supervisor. Work overtime as service delivery demands. Rotation to different pharmacy components.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Me Z Loots Tel No: (051) 405 3949 The Chief Executive Officer, Universitas Hospital, Private Bag X20660, Bloemfontein 9300 or hand delivered at HR Offices, Room1103 Me Finger or Room 1104 Me F Steenkamp, 1St Floor Universitas Hospital, 1 Logeman Street, Universitas, Bloemfontein
<b><u>FOR ATTENTION</u></b>	:	Me A Finger

**PROVINCIAL ADMINISTRATION: GAUTENG  
DEPARTMENT OF HEALTH**

**OTHER POSTS**

- POST 15/82** : **HEAD CLINICAL UNIT: PROSTHODONTICS (DENTAL) GRADE 1**  
Directorate: Prosthodontics
- SALARY** : R1 728 807 per annum (inclusive package) excluding commuted overtime
- CENTRE** : Wits Oral Health Centre
- REQUIREMENTS** : Registration with the HPCSA as Dental Specialist in Prosthodontics specialty. A minimum of 3 years appropriate experience as a Dental Specialist after registration with the HPCSA as a Dental Specialist in a normal specialty or a in a recognized specialty. Proven record of teaching at under and postgraduate levels. A track record of supervision or co-supervision of postgraduate research projects.
- DUTIES** : To manage and direct the activities of the department including education and training of under and post graduates, service rendering for referred cases. To conduct and publish research and to supervise others in research. Report to the HOD of Prosthodontics.
- ENQUIRIES** : Prof Shackleton Tel No: (011) 488 4925
- APPLICATIONS** : must be send to Wits Oral Health Centre, Private Bag X 15 Braamfontein 2017 or hand delivered to Wits Oral Health Centre, c/o Charlotte Maxeke Johannesburg Academic Hospital, Area 385 Block 3 (Orange Block) HR Office Room 9/10, Parktown or apply online at [www.gautengonline.gov.za](http://www.gautengonline.gov.za). No faxed /E-mailed applications will be accepted.
- 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** : 10 May 2019
- POST 15/83** : **MEDICAL SPECIALIST PAEDIATRIC REF NO: LERA/MSP/0012 (X1 POST)**  
Directorate: Medical
- SALARY** : Grade 1: R1 106 040 - R1 173 900 per annum (All inclusive package)  
Grade 2: R1 264 623 - R1 342 230 per annum (All inclusive package)  
Grade 3: R1 467 651 - R1 834 890 per annum (All inclusive package)
- CENTRE** : Leratong Hospital
- REQUIREMENTS** : Appropriate qualification that allows registration with HPCSA as a Specialist in Paediatrics (MMED/ FCS.SA). Current registration with HPCSA as a Specialist in Paediatrics. Appropriate Knowledge and experience as a Paediatrician. The following will be an added advantage Current certificate in Advance Cardiac Life Support (ACLS), Paediatric Advance Life Support (PALS), Advance Trauma Life Support (ATLS), ECG, BLS Course, Surgical skills and Neonatal Resuscitation Course. Good verbal and written communication skills. Ability to work in a team. Ability to work under pressure in a changing environment. To relieve colleagues as the need arises and work closely with other disciplines.
- DUTIES** : Provision of 24 hour Paediatric services. Manage critically ill patients in the Neonatal ICU. Participate in Commuted Overtime. Supervision and training of Medical Officers, Community Service Medical Officers and Medical Interns. Assist the HOD in ensuring the Department's compliance to National Core Standards. Ensure proper and curate record keeping as legally and ethically require. Ensure effective outreach to District Hospital in the West Rand. Assist the Clinical Head with Administration responsibilities. Provision of Quality cost effective 24 hour's service in keeping with Batho Pele Principles. Ensure that the Department is compliant to National Core Standards and LEAN management principles. Perform Clinical Audits and participate in and conduct M&M.
- ENQUIRIES** : Dr. Phanzu Tel No: (011) 411 3818/ Dr Mokae Tel No: (011) 411 3646
- APPLICATIONS** : Applications should be hand delivered to Human Resource Manager: Human Resource, Leratong Hospital or Posted to Human Resource, Leratong Hospital,

- Private Bag X2078, Krugersdorp, 1740. Applications should be submitted before 12h00 pm (Noon) on the closing date
- NOTE** : The Department of Health is committed to the achievement and Maintenance of diversity and equity employment, especially of race, gender and disability. Applications must be submitted on a Z83 form fully completed. Obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents). Attached certified copies of ID document, relevant qualification/s including matric certificate, HPCSA registration certificate and proof of current registration with HPCSA. Certification should not be older than three months. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- provide at least 3 of which one must be an immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate(s) may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. Leratong Hospital reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidate(s) for the post(s).
- CLOSING DATE** : 10 May 2019 at 12h00 PM
- POST 15/84** : **MEDICAL SPECIALIST GENERAL SURGERY REF NO: LERA/MSGs/0011 (X1 POST)**  
Directorate: Medical
- SALARY** : Grade 1: R1 106 040 - R1 173 900 per annum (All inclusive package)  
Grade 2: R1 264 623 - R1 342 230 per annum (All inclusive package)  
Grade 3: R1 467 651 - R1 834 890 per annum (All inclusive package)
- CENTRE** : Leratong Hospital
- REQUIREMENTS** : Appropriate qualification that allows registration with HPCSA as a Medical Specialist in General Surgery (MMED/FCS.SA) Current registration with HPCSA as a Specialist in General Surgery. The following will be an added advantage Current certificate in Advance Cardiac Life Support (ACLS), Paediatric Advance Life Support (PALS), Advance Trauma Life Support (ATLS), ECG, BLS Course, Surgical skills and Neonatal Resuscitation Course. Good verbal and written communication skills. Ability to work in a team. Ability to work under pressure in a changing environment. To relieve colleagues as the need arises and work closely with other disciplines.
- DUTIES** : Provision of 24 hours clinical services in General Surgery and Trauma. Manage critically ill surgical patients admitted in intensive care. Participate in commuted overtime. Supervision and training of medical officers, Community service Medical officers and Medical Interns. Assist the HOD in assuring the Department is compliant to National Core Standards. Ensure proper and accurate record keeping as legally and ethically expected. Ensure effective outreach to District Hospital in the West Rand. Assist the Clinical Head of department in General Surgery with administrative duties when required. Provision of Quality cost effective 24 hours service in keeping with Batho Pele Principles. Ensure that the Department is compliant to National Core Standards and LEAN management principles. Perform Clinical Audits and participate in and conduct M&M.
- ENQUIRIES** : Dr. Phanzu Tel No: (011) 411 3508/ Dr Mokae Tel No: (011) 411 3679
- APPLICATIONS** : Applications should be hand delivered to Human Resource Manager: Human Resource, Leratong Hospital or Posted to Human Resource, Leratong Hospital, Private Bag X2078, Krugersdorp, 1740. Applications should be submitted before 12h00 pm (Noon) on the closing date
- NOTE** : The Department of Health is committed to the achievement and Maintenance of diversity and equity employment, especially of race, gender and disability. Applications must be submitted on a Z83 form fully completed. Obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents). Attached certified copies of ID document, relevant qualification/s including matric certificate, HPCSA registration certificate and proof of current registration with HPCSA. Certification should not be older than three months. Failure to submit all

the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- provide at least 3 of which one must be an immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate(s) may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. Leratong Hospital reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidate(s) for the post(s).

- CLOSING DATE** : 10 May 2019
- POST 15/85** : **ASSISTANT MANAGER PHARMACEUTICAL SERVICES REF NO: LERA/AMP/004 (X1 POST)**  
Directorate: Allied
- SALARY CENTRE REQUIREMENTS** : R897 936 – R1 042 095 per annum (All inclusive package)  
: Leratong Hospital  
: A BPharm qualification that allows for the registration with SAPC as a Pharmacist. A minimum of 5 years post-registration experience at a Public Health institution. An in-depth understanding of the National Drug Policy, all legislation and the knowledge of Government regulations policies and acts. Good interpersonal skills, Good communication skills (verbal and written). Good computer skills essential. Organisational skills, Problem solving and interventional skills. The ability to work under pressure and willing to go beyond the call of duty. Candidates with at least two years supervisory experience will have an added ad.
- DUTIES** : The ability to implement policies. Administrative and management knowledge, project management skills. Team building and people skills as well as interpersonal relations. Highly motivated and enthusiastic to contribute to Pharmacy services. To assume responsibility, manage and ensure an efficient pharmaceutical service delivery in the unit. The provision of pharmaceutical care by taking responsibility for the patients medicine related needs. Ensure compliance to SOP when compounding, manufacturing and manipulation of medicine. Purchase and supply or distribution of medicine according to government policies and GPP. Play an active role in Hospital committee, project management, research and development. Provision of information to promote public health and professional advice on Pharmacy issues. To ensure maintenance of records for audit and professional purposes. Active involvement in HR management and development to ensure and maintain productivity and standards. Compilation and analysis of data to produce monthly reports. Monitoring and evaluation of compliance to National Core Standards and apply LEAN management principles.
- ENQUIRIES APPLICATIONS** : Dr Mokae Tel No: (011) 411 3679  
: Applications should be hand delivered to Human Resource Manager: Human Resource, Leratong Hospital or Posted to Human Resource, Leratong Hospital, Private Bag X2078, Krugersdorp, 1740. Applications should be submitted before 12h00 pm (Noon) on the closing date
- NOTE** : The Department of Health is committed to the achievement and Maintenance of diversity and equity employment, especially of race, gender and disability Applications must be submitted on form Z83 fully completed, obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents). Documents to be attached is certified ID document, certified copies of qualification/s including matric, certified and SAPC registration certificate and proof of current SAPC receipt. Certification should not be older than three months. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- provide at least 3 of which one must be immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and

Safety Act, Act 5/1993. Leratong Hospital reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s).

**CLOSING DATE** : 10 May 2019 at 12h00 PM

**POST 15/86** : **MEDICAL OFFICER CASUALTY REF NO: LERA/MOC/005 (X2 POSTS)**  
Directorate: Medical

**SALARY** : Grade 1: R821 205 - R884 670 per annum (All – inclusive package)  
Grade 2: R938 964 - R1 026 693 per annum (All inclusive package)  
Grade 3: R1 089 693 - R1 362 366 per annum (All – inclusive package)

**CENTRE REQUIREMENTS** : Leratong Hospital  
Appropriate qualification that allows registration with HPCSA as a Medical Practitioner. Candidates completing community service by the 31 May 2019 will be considered. The following will be an added advantage Current certificate in Advance Cardiac Life Support (ACLS), Paediatric Advance Life Support (PALS), Advance Trauma Life Support (ATLS), ECG, BLS Course, Surgical skills and Neonatal Resuscitation Course. Good verbal and written communication skills. Ability to work in a team. Ability to work under pressure in a changing environment. To relieve colleagues as the need arises and work closely with other disciplines.

**DUTIES** : Full participation in all activities is required as from the post, including patient ward care, outpatient clinics, after hour duties as per roster, as well as academic discussion and research. Daily student tutorials. Referrals, bookings and performance of surgical procedures for correct indication. To ensure maintenance of records for audit and professional purposes. Assist in HR management and development of maintenance in productivity standards and participate in LEAN management.

**ENQUIRIES APPLICATIONS** : Dr. Phanzu Tel No: (011) 411 3508/ Dr Mokae Tel No: (011) 411 3679  
Applications should be hand delivered to Human Resource Manager: Human Resource, Leratong Hospital or Posted to Human Resource, Leratong Hospital, Private Bag X2078, Krugersdorp, 1740. Applications should be submitted before 12h00 pm (Noon) on the closing date

**NOTE** : The Department of Health is committed to the achievement and Maintenance of diversity and equity employment, especially of race, gender and disability. Applications must be submitted on a Z83 form fully completed. Obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents). Attached certified copies of ID document, relevant qualification/s including matric certificate, HPCSA registration certificate and proof of current registration with HPCSA. Certification should not be older than three months. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- provide at least 3 of which one must be an immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate(s) may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. Leratong Hospital reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidate(s) for the post(s).

**CLOSING DATE** : 10 May 2019 at 12h00 PM

**POST 15/87** : **MEDICAL OFFICER SURGERY REF NO: LERA/MOS/006 (X2 POSTS)**  
Directorate: Medical

**SALARY** : Grade 1: R821 205 - R884 670 per annum (All – inclusive package)  
Grade 2: R938 964 - R1 026 693 per annum (All inclusive package)  
Grade 3: R1 089 693 - R1 362 366 per annum (All – inclusive package)

**CENTRE REQUIREMENTS** : Leratong Hospital  
Appropriate qualification that allows registration with HPCSA as a Medical Practitioner. Candidates completing community service by the 31 May 2019 will be considered. The following will be an added advantage Current certificate in

- Advance Cardiac Life Support (ACLS), Paediatric Advance Life Support (PALS), Advance Trauma Life Support (ATLS), ECG, BLS Course, Surgical skills and Neonatal Resuscitation Course. Good verbal and written communication skills. Ability to work in a team. Ability to work under pressure in a changing environment. To relieve colleagues as the need arises and work closely with other disciplines.
- DUTIES** : Full participation in all activities is required as from the post, including patient ward care, outpatient clinics, after hour duties as per roster, as well as academic discussion and research. Daily student tutorials. Referrals, bookings and performance of surgical procedures for correct indication. To ensure maintenance of records for audit and professional purposes. Assist in HR management and development of maintenance in productivity standards and participate in LEAN management.
- ENQUIRIES** : Dr. Phanzu Tel No: (011) 411 3508/ Dr Mokae Tel No: (011) 411 3679
- APPLICATIONS** : Applications should be hand delivered to Human Resource Manager: Human Resource, Leratong Hospital or Posted to Human Resource, Leratong Hospital, Private Bag X2078, Krugersdorp, 1740. Applications should be submitted before 12h00 pm (Noon) on the closing date
- NOTE** : The Department of Health is committed to the achievement and Maintenance of diversity and equity employment, especially of race, gender and disability. Applications must be submitted on a Z83 form fully completed. Obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents). Attached certified copies of ID document, relevant qualification/s including matric certificate, HPCSA registration certificate and proof of current registration with HPCSA. Certification should not be older than three months. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- provide at least 3 of which one must be an immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate(s) may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. Leratong Hospital reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidate(s) for the post(s).
- CLOSING DATE** : 10 May 2019 at 12h00 PM
- POST 15/88** : **MEDICAL OFFICER ANESTHESIA REF NO: LERA/MOA/007 (X2 POSTS)**  
Directorate: Medical
- SALARY** : Grade 1: R821 205 - R884 670 per annum (All – inclusive package)  
Grade 2: R938 964 - R1 026 693 per annum (All inclusive package)  
Grade 3: R1 089 693 - R1 362 366 per annum (All – inclusive package)
- CENTRE** : Leratong Hospital
- REQUIREMENTS** : Appropriate qualification that allows registration with HPCSA as a Medical Practitioner. Candidates completing community service by the 31 May 2019 will be considered. The following will be an added advantage Current certificate in Advance Cardiac Life Support (ACLS), Paediatric Advance Life Support (PALS), Advance Trauma Life Support (ATLS), ECG, BLS Course, Surgical skills and Neonatal Resuscitation Course. Good verbal and written communication skills. Ability to work in a team. Ability to work under pressure in a changing environment. To relieve colleagues as the need arises and work closely with other disciplines.
- DUTIES** : Full participation in all activities is required as from the post, including patient ward care, outpatient clinics, after hour duties as per roster, as well as academic discussion and research. Daily student tutorials. Referrals, bookings and performance of surgical procedures for correct indication. To ensure maintenance of records for audit and professional purposes. Assist in HR management and development of maintenance in productivity standards and participate in LEAN management.
- ENQUIRIES** : Dr. Phanzu Tel No: (011) 411 3508/ Dr Mokae Tel No: (011) 411 3679
- APPLICATIONS** : Applications should be hand delivered to Human Resource Manager: Human Resource, Leratong Hospital or Posted to Human Resource, Leratong Hospital,



		Private Bag X2078, Krugersdorp, 1740. Applications should be submitted before 12h00 pm (Noon) on the closing date
<b><u>NOTE</u></b>	:	The Department of Health is committed to the achievement and Maintenance of diversity and equity employment, especially of race, gender and disability. Applications must be submitted on a Z83 form fully completed. Obtainable from any Public Service Department or on the internet at <a href="http://www.dpsa.gov.za/documents">www.dpsa.gov.za/documents</a> . Attached certified copies of ID document, relevant qualification/s including matric certificate, HPCSA registration certificate and proof of current registration with HPCSA. Certification should not be older than three months. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- provide at least 3 of which one must be an immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate(s) may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. Leratong Hospital reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidate(s) for the post(s).
<b><u>CLOSING DATE</u></b>	:	10 May 2019 at 12h00 PM
<b><u>POST 15/89</u></b>	:	<b><u>ASSISTANT MANAGER NURSING (PRIMARY HEALTH CARE) (X1 POST)</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R614 991 -R692 166 per annum (plus benefits) Johannesburg Health District (Discoverers CHC) A basic R425 qualification i.e. diploma/ degree in nursing or equivalent qualification that allows registration with SANC as a Professional Nurse and proof of current registration. A post basic nursing qualification with duration of at least one year accredited with SANC in one of the specialties referred to in the glossary of terms. A minimum of ten (10) years appropriate/ recognizable experience in Nursing after registration as professional nurse with SANC in General Nursing. At least six (6) years of the period referred to above must be appropriate/ recognizable experience after obtaining 1 year post basic qualification in relevant specialty. At least three (3) years of the period referred to above must be appropriate/recognizable experience at management/supervisory level. (Less one-year experience from candidates appointed from outside the public service after complying with registration requirements). Financial management and human resource management, leadership, organizational, decision making and problem-solving skills; sound knowledge of public service policies, Code of Conduct, team building and policy formulation. Computer literacy.
<b><u>DUTIES</u></b>	:	Ensure that a Comprehensive Nursing Treatment and Care Service is delivered to Patients in a Cost Effective, Efficient and Equitable manner by the Facility. To Ensure Compliance to Professional and Ethical Standards always. Promote Quality of Nursing Care as directed by the Professional Scope of Practice and Standards as determined by South African Nursing Counsel (SANC). Facilitate Provision of a Comprehensive Package of Service at PHC level and Ensure that the Unit Adheres to the Batho Pele Principle. Ensure Effective Implementation of Service Quality Improvement Plans, Occupational Health and Safety as well as Quality Assurance Programmes etc. Ensure Compliance with Clinical Protocols, Norms and Standards within the clinic. Adhere to National Core Standards and ensure Effective Achievement on Ministerial Priorities, Ideal Clinic Compliance and support PHC Re-Engineering Programme Implementation. Ensure Management and Control of Human Resource, Financial and Material Resources. Monitor Utilization of Budget to ensure that the clinic Functions within the Allocated Budget. Supervise and Monitor Staff Performance in accordance with Performance Management and Development System (PMDS); Develop and Implement Staff Training Plan. Attend to Grievances of Staff and Administer Discipline and ensure that Absenteeism and Abonnement of Staff is Effectively Controlled. Ensure Submission of Weekly, Monthly, Quarterly and Annual Reports. Be reachable at all time Ensure effective management of data in the facility.
<b><u>ENQUIRIES</u></b>	:	Ms. L Matlala at 079 517 0549

- APPLICATIONS** : Applications on Z83 together with certified copies of qualifications and ID not older than three months. CVs, ID and qualifications to be left in the box provided at Hillbrow CHC or Discoverers CHC, No35 Clarendon Street
- CLOSING DATE** : 10 May 2019
- POST 15/90** : **ASSISTANT MANAGER NURSING PN B-4 (SPECIALTY) REF NO: RM/AMN/04/2019 (X1 POST)**  
Directorate: Nursing Services – (Maternity)
- SALARY** : R614 991 per annum (Plus benefits)
- CENTRE** : Rahima Moosa Mother and Child Hospital
- REQUIREMENTS** : Diploma/degree in nursing or equivalent qualification that allows registration with the SANC as a Professional Nurse. Current registration with SANC as a Professional Nurse. A post basic qualification in Nursing Administration, Advanced Midwifery and Neonatal Nursing Science. A qualification in Nursing Education will be an added advantage. A minimum of 10 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 6 years of the period referred to above must be appropriate/recognizable experience after obtaining the 1 year post basic qualification. At least 3 years of the period referred to above must be appropriate/recognizable experience at management level. Knowledge of nursing care processes and procedures, nursing statutes, and other relevant legal frameworks such as: Nursing Act, Health Act, OHS Act, Patient Rights Charter, Batho-Pele principles, Public Service regulations, Labour Relations Act, Disciplinary Code and Procedure, Grievance Procedure, etc. Skills: Leadership, organizational, decision making and problem-solving abilities within the limit of the public sector and institutional policy framework. Interpersonal skills including public relations, negotiating, conflict handling and counselling skills. Financial and budgetary knowledge pertaining to the relevant resources under management. Insight into procedures and policies pertaining to nursing care. Computer skills in basic programs. Personal: Responsiveness, Pro-activeness, Professionalism, Accuracy, Flexibility, Initiative, Co-operation, Team player, Supportive, Assertive.
- DUTIES** : Coordination of optimal, holistic specialized nursing care provided within set standards and a professional/legal framework. Manage effectively the utilization and supervision of resources. Coordination of the provision of effective training and research. Provision of effective support to Nursing Services. Maintain professional growth/ethical standards and self-development.
- APPLICATIONS** : to be forwarded to the Rahima Moosa Mother and Child Hospital, Cnr. Fuel and Oudtshoorn Street, Coronationville, 2092 or Private Bag X20, Newclare, 2112 or the Human Resource Office, Administration Building, 1st Floor. Correspondence will be limited to shortlisted candidates.
- ENQUIRIES** : Matron R Luphai Tel No: (011) 470-9033
- NOTE** : Applications to be submitted on a Z83 form with a CV, certified copies of ID, SANC registration and qualifications attached.
- CLOSING DATE** : 10 May 2019
- POST 15/91** : **OPERATIONAL MANGER SPECIALTY OPERATING THEATRE AND CSSD REF NO: LERA/OMS/0010 (X1 POST)**  
Directorate: Nursing
- SALARY** : R562 800 – R633 432 (Plus Benefits)
- CENTRE** : Leratong Hospital
- REQUIREMENTS** : Diploma/Degree or equivalent qualification that allows registration with SANC as a Professional Nurse. One year post basic qualification in theatre nursing science accredited with SANC. Minimum 9 years 'appropriate recognizable experience in nursing after registration as a Professional Nurse in General nursing with at least 5years of the period referred to above must be appropriate/recognizable experience in as a specialty. Good verbal and written communication skills. Ability to work in a team. Ability to work under pressure in a changing environment. To relieve colleagues as the need arises and work closely with other disciplines.
- DUTIES** : Coordination of optimal, holistic specialised nursing care provide within set standards and a professional/legal framework. Coordination of the provision of

effective training and research. Work as part of the multi-disciplinary team. Ensure good nursing care by the team. Work effectively and amicably at Supervisory level with persons of diverse intellectual, cultural, racial and religious differences. Able to manage own work, time and that of Junior colleagues, to ensure proper nursing service in the unit. Participate in the analysis, formulation and implementation of nursing guidelines, practice and standard operating procedures. Provision of effective support to nursing services. Manage and monitor proper utilization of human, financial and physical resources. Maintain professional growth/ethical standard and self-development. Ensure adherence to governmental prescripts e.g. Batho-Pele principals and be informed on Labour Act Practices.

- ENQUIRIES** : Mrs WM Phambuka Tel No: 011 411 3506
- APPLICATIONS** : Applications should be hand delivered to Human Resource Manager: Human Resource, Leratong Hospital or Posted to Human Resource, Leratong Hospital, Private Bag X2078, Krugersdorp, 1740. Applications should be submitted before 12h00 pm (Noon) on the closing date
- NOTE** : The Department of Health is committed to the achievement and Maintenance of diversity and equity employment, especially of race, gender and disability. Applications must be submitted on a Z83 form fully completed. Obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents). Attached certified copies of ID document, relevant qualification/s including matric certificate, SANC registration certificate and proof of current SANC receipt. Certification should not be older than three months. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- provide at least 3 of which one must be an immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate(s) may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. Leratong Hospital reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidate(s) for the post(s).
- CLOSING DATE** : 10 May 2019 at 12h00 PM
- POST 15/92** : **OPERATIONAL MANAGER NURSING: (SPECIALTY: CRITICAL CARE) REF NO: SEB-OMN/05 (X1 POST)**  
Directorate: Nursing (Internal Medicine)
- SALARY** : R444 276 per annum (All-inclusive package)
- CENTRE** : Sebokeng Hospital
- REQUIREMENTS** : Basic R425 qualification (i.e. diploma or degree in nursing) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse and Midwife. A post – basic degree/diploma in Nursing Administration will be an advantage. Current registration with the SANC – as a Professional Nurse and Midwife. Supervisory, problem solving, conflict resolution and interpersonal skills. Good leadership and communication skills. Knowledge of nursing legislation, related legal and ethical nursing practices and framework. Labour relations legislation and relevant public sector policies. Ability to plan, organize, lead and co-ordinate quality health services in the Unit. Demonstrate basic understanding of human resources, disciplinary procedures as well as financial management policies, guidelines and practices. A minimum of 7 years appropriate/recognizable experience after registration with SANC as a Professional Nurse and Midwife. At least three (3) years of the above period should be appropriate recognizable experience in Medical/Surgical Nursing.
- DUTIES** : Responsible for the coordination and delivery of quality nursing care in the Unit, Participate in the formulation, monitoring and implementation of policies, guidelines, standard procedures related to nursing care, Effective management of human financial and material resources, Collect, provide and use relevant information for the enhancement of service delivery (Statistics), Execute after hour and week-end duties as scheduled, Deputize for Assistant Manager of relevant discipline when necessary.

- ENQUIRIES** : Mr. SJK Sejeng Tel No: (016) 930 3066
- APPLICATIONS** : should be send by courier or hand delivered to Sebokeng Hospital, the HR Department, Moshoeshoe Street, Sebokeng, 1983
- NOTE** : Applications must be submitted on form Z83 obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents). The completed and signed form should be accompanied by a recent updated CV as well as certified copies of all qualification and ID document (no copies of certified copies allowed. Certification should not be more than 3 months old). 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 please accept that your application was unsuccessful. People with disabilities are encouraged to apply. Recommended candidates will be subjected to medical assessment.
- CLOSING DATE** : 10 May 2019
- POST 15/93** : **LECTURER PNDI / PNDII: GENERAL NURSING SCIENCE, MIDWIFERY, COMMUNITY NURSING SCIENCE, PSYCHIATRIC NURSING SCIENCE**  
Directorate: Nursing Education and Training
- SALARY** : R383 226 – R444 276 per annum (plus benefits)  
R471 333 – R614 991 per annum (plus benefits)
- CENTRE** : Ann Latsky Nursing College
- REQUIREMENTS** : **PNDI**: A Basic R425 qualification (i.e. Diploma/Degree in Nursing) or equivalent qualification that allows for registration with SANC as a Professional Nurse. A post-basic qualification in Nursing Education and registered with SANC. Proof of current registration with SANC. A minimum of 4 years' appropriate/recognisable experience as a Professional Nurse with SANC in General Nursing (less 1 year experience for candidates appointed from outside the Public Service after complying with registration requirements). A valid code 8 driver's license. Computer literacy in MS Office and sound communication skills. Good supervisory skills, report- writing and presentation skills. The ability to work in a team and under pressure. **PNDII**: A Basic R425 qualification (i.e. Diploma/Degree in Nursing) or equivalent qualification that allows for registration with SANC as a Professional Nurse. Registration with SANC as a Professional Nurse and proof of current registration. A post- basic nursing qualification in Nursing Education and registered with the SANC. A minimum of 14 years' appropriate/recognisable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in nursing education after obtaining the 1- year post-basic qualification in the relevant specialty (less 1 years' experience for candidate appointed from outside the Public Service after complying with registration requirements). A Valid Code 8 driver's license. The ability to apply computer technology and programmes. Good communication, supervisory, report writing and presenting skills. The ability to work in a team under pressure.
- DUTIES** : Provide education and training to student nurses, co-ordinate clinical learning exposures to students between college and clinical facilities. Support the vision and mission and promote the image of the college. Implement assessment strategies to determine student's competencies. Exercise control over students. Planning and implementation of the academic programme. Employment of a variety of teaching and learning strategies to reach required outcomes. Accompaniment of students in the clinical areas. Management of a student database. Initiate and/or participate in nursing research. Participate in continuing professional development in Nursing Education and own field of practice.
- ENQUIRIES** : Ms: Ms OM. Kgori, or Ms A. van As, Tel No: 011 644 8901/ 644 9006
- APPLICATIONS** : Application documents must be submitted to Ann Latsky Nursing College, No.1 Plunkett Avenue, Hurst Hill, Johannesburg or posted to P/Bag X40, Auckland Park, 2006 or apply on-line at [www.gautengonline.gov.za](http://www.gautengonline.gov.za).
- NOTE** : Application must be completed fully on Z83 form, certified copies not older than three (3) months of all required documents must be attached. Driver's license, current SANC receipt and certified copies of qualifications. Applicants will be subjected to a pre-employment Medical Surveillance. The institution reserves the right not to appoint. Persons with disabilities will receive preference.

**CLOSING DATE** : 10 May 2019

**POST 15/94** : **ORAL HYGIENIST GRADE 1/2/3 (X2 POSTS)**  
Directorate: Community Dentistry Department

**SALARY** : R317 976 – R439 164 per annum  
**CENTRE** : Wits Oral Health Centre  
**REQUIREMENTS** : Registration as an Oral Hygienist with the Health Professional Council of South Africa. Basic qualification accredited with the HPCSA and proof of current registration. Postgraduate qualification, years of experience in public sector and rural employment will be an added advantage.

**DUTIES** : Perform clinical functions as stipulated in the HPCSA Scope of Practice (2013) for Oral Hygienists. Provide service delivery to patients at the Wits Oral Health Centre. Plan and supervise oral health education and oral health promotion activities and outreach programmes. Compile monthly and/or weekly reports of community outreach programmes, academic matters and clinical service delivery relating to patients. Be involved in theoretical (tutorial and lectures) and clinical sessions with dental and oral hygiene students. Conduct research and participate in research activities in the Department. NB: The candidate should be prepared to perform under pressure and after hours to support academic activities to improve service delivery. Recommendation: A postgraduate qualification will be an advantage.

**ENQUIRIES** : Ms L.M. Mazibuko Tel No: (011) 481 2099  
**APPLICATIONS** : must be send to Wits Oral Health Centre, Private Bag X 15 Braamfontein 2017 or hand delivered to Wits Oral Health Centre, c/o Charlotte Maxeke Johannesburg Academic Hospital, Area 385 Block 3 (Orange Block) HR Office Room 9/10, Parktown or apply online at [www.gautengonline.gov.za](http://www.gautengonline.gov.za). No faxed /E-mailed applications will be accepted.

**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** : 10 May 2019

**POST 15/95** : **DIETICIAN REF NO: LERA/DIET/002 (X1 POST)**  
Directorate: Allied

**SALARY** : Grade 1: R317 976 – R361 872 per annum (Plus benefits)  
Grade 2: R372 810 – R395 703 per annum (Plus benefits)  
Grade 3: R401 640 – R426 291 per annum (Plus benefits)

**CENTRE** : Leratong Hospital  
**REQUIREMENTS** : B / BSc Degree in Dietetics. Registration with HPCSA as dietitian. Candidates completing community service by the 31 May 2019 will be considered. Candidates should have sound knowledge of dietetic principles including nutritional assessments and analysis, as well as knowledge of general clinical nutritional management. Good verbal and written communication skills. Ability to work in a team. Ability to work under pressure in a changing environment. To relieve colleagues as the need arises and work closely with other disciplines.

**DUTIES** : Render effective patient centered dietetic services for in and out-patients in adherence to the scope of practice and health protocols. Implement anthropometric and other measurements of patients. Provide dietetic advice and plan nutritional care for individual or group of patients to meet specific nutritional requirements. Implementation of nutritional plans. Evaluate the effects of nutrition care intervention on patients and determine the efficiency of nutritional care plans and adapt if necessary. Monitor that therapeutic meal standards are maintained. Provision of evidence-based nutrition education for patients to implement nutrition principles. Monitor patient compliance and give appropriate counseling. Improve professional competence by regular self-evaluation and application of current research information to optimize care. Attend scheduled ward rounds and meetings. Refer patients to appropriate level of care. Communication with relevant stakeholders. Implement quality assurance measures to improve patient care. Auditing of standards and implementation of corrective measures. Perform record keeping, data collection, assist with budget control and assets management. Work

in a multi-disciplinary team. Participate in dietetic student training. Give training and advice to other occupational classes. Participate and facilitate continuous professional development. Implement National and Provincial strategies and policies and assist with compiling and implementation of operational plans. Perform all administrative functions required for the job.

**ENQUIRIES** : Mrs Anna-Marie Swart Tel No: (011) 411 3652  
**APPLICATIONS** : Applications should be hand delivered to Human Resource Manager: Human Resource, Leratong Hospital or Posted to Human Resource, Leratong Hospital, Private Bag X2078, Krugersdorp, 1740. Applications should be submitted before 12h00 pm (Noon) on the closing date.

**NOTE** : The Department of Health is committed to the achievement and Maintenance of diversity and equity employment, especially of race, gender and disability. Applications must be submitted on a Z83 form fully completed. Obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents). Attached certified copies of ID document, relevant qualification/s including matric certificate, HPCSA registration certificate and proof of current registration with HPCSA. Certification should not be older than three months. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- provide at least 3 of which one must be an immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate(s) may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. Leratong Hospital reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidate(s) for the post(s).

**CLOSING DATE** : 10 May 2019 at 12h00 PM

**POST 15/96** : **OCCUPATIONAL THERAPIST REF NO: LERA/OT/001 (X1 POST)**  
Directorate: Allied

**SALARY** : Grade 1: R317 976 – R361 872 per annum (Plus benefits)  
Grade 2: R372 810 – R395 703 per annum (Plus benefits)  
Grade 3: R401 640 – R426 291 per annum (Plus benefits)

**CENTRE** : Leratong Hospital  
**REQUIREMENTS** : B.SC Occupational Therapy Degree. Registration with HPCSA as an Occupational Therapist. Candidates completing community service by the 31 May 2019 will be considered. Candidates should have sound knowledge of general occupational therapy principles including rehabilitation, assessment and analysis. Good verbal and written communication skills. Ability to work in a team. Ability to work under pressure in a changing environment. To relieve colleagues as the need arises and work closely with other disciplines.

**DUTIES** : Render and manage Occupational therapy services that comply with standards and norms. Implement individual and group programmes in keeping with a recovery model. Adhere to provincial, hospital and departmental policies, procedures and regulations. Participate in quality assurance audits. Work as part of the MDT in subsection. Participate in continued professional development programmes. Exercise care with all consumables and equipment.

**ENQUIRIES** : Ms Lebohang Lebopo Tel No: (011) 411 3579  
**APPLICATIONS** : Applications should be hand delivered to Human Resource Manager: Human Resource, Leratong Hospital or Posted to Human Resource, Leratong Hospital, Private Bag X2078, Krugersdorp, 1740. Applications should be submitted before 12h00 pm (Noon) on the closing date.

**NOTE** : The Department of Health is committed to the achievement and Maintenance of diversity and equity employment, especially of race, gender and disability. Applications must be submitted on a Z83 form fully completed. Obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents). Attached certified copies of ID document, relevant qualification/s including matric certificate, HPCSA registration certificate and proof of current registration with HPCSA. Certification should not be older than three months. Failure to submit all

the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- provide at least 3 of which one must be an immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate(s) may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. Leratong Hospital reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidate(s) for the post(s).

- CLOSING DATE** : 10 May 2019 at 12h00 PM
- POST 15/97** : **CHIEF ADMINISTRATION CLERK (X1 POST)**
- SALARY** : R257 508 - R303 339 per annum
- CENTRE** : Sub District ABCEF: Johannesburg Health District
- REQUIREMENTS** : Grade 12 or equivalent qualification. 5-7 years' experience in administration. Certificate in computer course. Good managerial and conflict resolution skills, (Organizational, analytical, good communication, leadership, assertiveness is important). Prepared to rotate within the units of the Sub District. Sound interpersonal relations. Conflict management, Supervisory skills, Record management and sound knowledge of government policies e.g. PFMA, National Treasury Regulations, public Service Act etc. Driver's license Code 8 & 10 acceptable. No criminal record.
- DUTIES** : Supervise and render general support service to the unit such as cleaning, gardening, and fleet management, security service and facility management and maintenance. Provide and supervise staff within his/she component. Staff development and training. Ensuring compliance to legislative framework within his/she area of responsibility. Conduct performance assessment evaluation. Institution visits when necessary for monitoring of service within the area responsibility. Compile and submit monthly reports to supervisor. Organize, retrieve, and store information. Order resources necessary for the effectively functioning of the unit. Liaise with internal and external stakeholders in relation to his area of responsibility. Provide financial administration support to the unit. Manage labour related issue terms of department policies.
- ENQUIRIES** : Ms. L Matlala at 079 517 0549
- APPLICATIONS** : to be submitted to the corner Klein and Smit Street Hillbrow JHB in the admin building
- NOTE** : 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 allowed, certification should not be more than six months old). 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 with (3) months after the closing date, please accept that your application was unsuccessful.
- CLOSING DATE** : 10 May 2019
- POST 15/98** : **LOGISTICAL SUPPORT OFFICER REF NO: HRM 29/2019**  
Directorate: Supply Chain Management
- SALARY** : R257 508 per annum plus benefits
- CENTRE** : Steve Biko Academic Hospital
- REQUIREMENTS** : An appropriate Degree/National Diploma in Supply Chain Management or related with 3 years' experience in Demand, Acquisition, Asset and warehouse management or Grade 12 with years' experience in Demand, Acquisition, Asset and Warehouse management. Knowledge and understanding of procurement policies and procedures, PFMA, PPPFA, BBBEE, Treasury Regulations, Supply Chain Management and Contract Management. Candidate must have good communication skills, both verbal and written, problem solving skills. Initiative and interpersonal skills. Highly motivated, results orientated and have the ability to

- plan. Working knowledge of BAS, SAP and SRM. Proven computer literacy is essential. Ability to work under pressure and a valid driver's license is required.
- DUTIES** : Ensure Compliance with policies and procedures that regulate and govern supply chain management processes. Provide an efficient Supply Chain Management service. Assist management to implement and maintain procurement systems. Check Procurement requests In accordance with and in adherence with procurement policies and procedures and proper usage of supplier's database to achieve BBBEE targets. Ensure proper update of procurement Registers for requisitions. Prepare monthly procurement reports. Check and monitor requisitions captured on SRM. Follow up with HPC for creating purchase orders. Expedite purchase orders. Monitor progress of the unit and report to management on a weekly basis. Ensure all GRV's are captured on time. Compile submissions, motivations and reports. Manage and attend all queries related to procurement, provide advice and guidance as and when required. Provide guidance and support to End users. Facilitate all contract management processes. Update contract management registers. Ensure proper control and management of stores. Attend meetings and take minutes. Monitor, supervise, train and manage PMDS of staff in the unit. Assist with web cycles and SAP related activities.
- ENQUIRIES APPLICATIONS** : Mr. D Moraswi Tel No: (012) 354 5159
- NOTE** : Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3. Applications must be submitted with a Z83 form, certified copies of ID and certificate of qualifications. Steve Biko Academic Hospital 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.
- CLOSING DATE** : 10 May 2019
- POST 15/99** : **SUPPLY CHAIN SUPERVISOR REF NO: SEB-LSO/02**  
Directorate: Supply Chain Supervisor
- SALARY CENTRE REQUIREMENTS** : R257 508 per annum (All-inclusive package)  
: Sebokeng Hospital  
: Grade 12 with 4 – 5 years' experience in Supply Chain Management/ NQF level 5 relevant to Supply Chain Management or equivalent qualification. Knowledge of PFMA Policies and Supply Chain Management procedure. Understanding of expectations of customers and good communication skills. Computer literacy. Knowledge of problem solving and human resources management and labour relations.
- DUTIES** : Manage and Supervise in line with the Departmental Policies. Manage the procurement of goods and services in line with the needs of the Institution. Manage the Goods received vouchers and transit in functions effectively and efficiently. Manage, Plan and supervise the stock take process and compile the report and submit it timeously. Manage the warehouse and contract management effectively and efficiently. Compile the monthly theoretical report. Attend to queries from internal and external stake holders. Attend to all committees seconded to and provide the feedback if requested. Assist in the management of budget in the Institution. Monitor the development and performance of staff. Act as the link between the Management and Procurement. Stock management including stock need analysis, ordering and receiving of stock. Ensure that stock ordering levels are determined, and stock is kept at optimum and economical level. Develop and maintain stock control systems; monitor stock requests. Implement corrective measures where necessary. Ensure compliance with policies and procedures that regulate and govern Supply Chain Management and stores management processes. Prepare motivations and requests for stock required. Ensure timeous submission of GRVs. Issue stock and update relevant VA cards. Follow up with suppliers on all open purchase orders to ensure timeous delivery of goods and services. Ensure that stock taking is done twice annually. Attend to queries from stakeholders and maintain excellent customer satisfaction at all times. Provide advice, support and guidance to end users as and when required.
- ENQUIRIES APPLICATIONS** : Ms. T.M Ramaifo Tel No: (016) 930 3313  
: should be send by courier or hand delivered to Sebokeng Hospital, the HR Department, Moshoeshoe Street, Sebokeng, 1983.



- NOTE** : Applications must be submitted on form Z83 obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents). The completed and signed form should be accompanied by a recent updated CV as well as certified copies of all qualifications and ID document (no copies of certified copies allowed). Certification should not be more than 3 months old). 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 please accept that your application was unsuccessful. On line applications cannot be accommodated due to system challenges. People with disabilities are encouraged to apply. Recommended candidates will be subjected to medical assessment.
- CLOSING DATE** : 10 May 2019
- POST 15/100** : **KEY BOARD OPERATOR CLERK REF NO: LERA/KBO/008 (X1 POST)**  
Directorate: Nursing Administration
- SALARY CENTRE REQUIREMENTS** : R173 703 – R204 612 Plus Benefits)  
: Leratong Hospital  
: Grade 10 or Equivalent Qualification with 5 years hospital experience Grade 12 or Equivalent Qualification. Computer literacy (Ms Word, Excel and PowerPoint) will be an added advantage. Sound knowledge on customer care service in the hospital setting. Good verbal and written communication skills. Ability to work in a team. Ability to work under pressure in a changing environment. To relieve colleagues as the need arises and work closely with other disciplines.
- DUTIES** : Screen, transfer calls and handle telephonic as well as other enquiries from internal and external clients. Ensure the effective flow of information and documents to and from the responsible office. Provide administrative support in the office of the Nursing Manager. Ensure safekeeping of all documentation in the office. Compile, type and distribute Documents correspondence, reports and documents. Administer the in and out flow of correspondence. Assist with various administrative and secretarial duties as assigned by the Nursing Manager. Maintenance of a user-friendly office. Assist with the following administrative records: e.g Leave lists, allocation lists, overtime records etc.
- ENQUIRIES APPLICATIONS** : Mrs Phambuka Tel No: (011) 411 3506  
: should be hand delivered to Human Resource Manager: Human Resource, Leratong Hospital or Posted to Human Resource, Leratong Hospital, Private Bag X2078, Krugersdorp, 1740. Applications should be submitted before 12h00 pm (Noon) on the closing date
- NOTE** : The Department of Health is committed to the achievement and Maintenance of diversity and equity employment, especially of race, gender and disability. Applications must be submitted on a Z83 form fully completed. Obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents). Attached certified copies of ID document, relevant qualification/s including matric certificate. Certification should not be older than three months. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- provide at least 3 of which one must be an immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate(s) may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. Leratong Hospital reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidate(s) for the post(s).
- CLOSING DATE** : 10 May 2019 at 12h00 PM
- POST 15/101** : **CLIENT INFORMATION CLERK – IT REF NO: CIC01/2019 (X1 POST)**  
Directorate: Logistic and Support
- SALARY CENTRE** : R173 703 – R204 612  
: Far East Rand Hospital

- REQUIREMENTS** : Information Technology Diploma NQF 6 or Grade 12 plus NQF 5 / one-year IT certificate (A+N+, MCSE / MCITP) with 12 months relevant IT experience. Preferably someone with health environment related experience in supporting transversal systems (SAP, BAS, SRM, Persal). Must have customer relationship management and client satisfaction skills to deal with end- users (Computer users) on daily basis. Competencies; Strong interpersonal and communication skills with good knowledge in computer packages (MS Office 2010 & 2016).
- DUTIES** : The officer will be expected to render desktop services to all users in the hospital. Configure and troubleshoot computers, laptops and printers. Support all system applications used in the hospital. Ensure anti-virus management at desktops level, and set up email accounts, resolve problems at client / user level. Provide day to day support to desktop and network operations. Manage LAN and WAN connectivity. Ensure adherence to standard operating procedure manuals in line with available ICT policies, guidelines and service levels. Produce reports timeously and continually meet deadlines and targets.
- ENQUIRIES APPLICATIONS** : Mr T Vilakazi Tel No: 011 812 8699  
Applications must be submitted on Z83 form, CV, certified Copies ID and Qualifications to be attached. Applications should be submitted at HR Department, Far East Rand Hospital, Private bag x50, Springs, 1560 or hand delivered at: Hospital Road, New State Area, Springs.
- NOTE** : A curriculum vitae with detailed description of duties and names of two referees who are previous supervisors. You have to be contacted within Three (3) months after the closing date if applicant suitable. It is the applicant responsibility to have foreign qualifications evaluated by SAQA. The Gauteng Department of health supports the appointment of persons with disabilities. Suitable candidates will be subjected to Occupational Health and Safety (OHS) Medical Surveillance as required in the Hazardous Biological Agents (HBA) and Hazardous Chemical Substance (HCS) Regulations within the OHS Act 85 of 1993.
- CLOSING DATE** : 10 May 2019
- POST 15/102** : **ENROLLED NURSE REF NO: SEB/EN/03 (X8 POSTS)**  
Directorate: Nursing
- SALARY CENTRE REQUIREMENTS DUTIES** : R171 381 per annum (All-inclusive package)  
Sebokeng Hospital  
Qualification that allows registration with the SANC as an Enrolled Nurse.  
Maintains patient's hygiene e.g. washing etc. Provide nutrition, Assist with patient mobility, Assist with elimination procedures, Monitor, interpret and record vital signs, Prepare patients for diagnostic and surgical procedures, Assist Professional Nurses with clinical procedures, Order stock and equipment in a cost effective manner.
- ENQUIRIES APPLICATIONS** : Mr. SJK Sejeng Tel No: (016) 930 3302  
should be send by courier or hand delivered to Sebokeng Hospital, the HR Department, Moshoeshoe Street, Sebokeng, 1983.
- NOTE** : Applications must be submitted on form Z83 obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents). The completed and signed form should be accompanied by a recent updated CV as well as certified copies of all qualification and ID document (no copies of certified copies allowed). Certification should not be more than 3 months old). 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 please accept that your application was unsuccessful. People with disabilities are encouraged to apply. Recommended candidates will be subjected to medical assessment.
- CLOSING DATE** : 10 May 2019
- POST 15/103** : **PHYSIOTHERAPY ASSISTANT REF NO: LERA/PHYSIOA/003 (X1 POST)**  
Directorate: Allied
- SALARY** : Grade 1: R168 429 – R192 576 (Plus benefits)  
Grade 2: R198 396 – R230 238 (Plus benefits)
- CENTRE** : Leratong Hospital

<b><u>REQUIREMENTS</u></b>	:	Appropriate/ equivalent qualification with or prescribed in service training that allowed registration with HPCSA as a Physiotherapist Assistant. Candidates should have should have a good understanding of the job requirements as well as the limitation regarding scope of practice and prospects of career advancement. Good verbal and written communication skills. Ability to work in a team. Ability to work under pressure in a changing environment. To relieve colleagues as the need arises and work closely with other disciplines.
<b><u>DUTIES</u></b>	:	To re-asses and treat patients allocated, to assist in emergency situations and be able to recognise cardinal signs of distress, do patient group activities allocated, assist in departmental housekeeping, clerical and reception requirements to ensure patient and environmental safety.
<b><u>ENQUIRIES</u></b>	:	Ms Peggy Selepe Tel No: (011) 411 3570/3682
<b><u>APPLICATIONS</u></b>	:	Applications should be hand delivered to Human Resource Manager: Human Resource, Leratong Hospital or Posted to Human Resource, Leratong Hospital, Private Bag X2078, Krugersdorp, 1740. Applications should be submitted before 12h00 pm (Noon) on the closing date.
<b><u>NOTE</u></b>	:	The Department of Health is committed to the achievement and Maintenance of diversity and equity employment, especially of race, gender and disability. Applications must be submitted on a Z83 form fully completed. Obtainable from any Public Service Department or on the internet at <a href="http://www.dpsa.gov.za/documents">www.dpsa.gov.za/documents</a> . Attached certified copies of ID document, relevant qualification/s including matric certificate, HPCSA registration certificate and proof of current registration with HPCSA. Certification should not be older than three months. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- provide at least 3 of which one must be an immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate(s) may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. Leratong Hospital reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidate(s) for the post(s).
<b><u>CLOSING DATE</u></b>	:	10 May 2019 at 12h00 PM
<b><u>POST 15/104</u></b>	:	<b><u>ENROLLED NURSING ASSISTANT REF NO: SEB-ENA/04 (X4 POSTS)</u></b> Directorate: Nursing
<b><u>SALARY</u></b>	:	R132 525 per annum (All-inclusive package)
<b><u>CENTRE</u></b>	:	Sebokeng Hospital
<b><u>REQUIREMENTS</u></b>	:	Qualification that allows registration with the SANC as a Nursing Assistant.
<b><u>DUTIES</u></b>	:	Maintains patient's hygiene e.g. washing etc., Provide nutrition, Assist with patient mobility, Assist with elimination procedures, Monitor, interpret and record vital signs, Prepare patients for diagnostic and surgical procedures.
<b><u>ENQUIRIES</u></b>	:	Mr. SJK Sejeng Tel No: (016) 930 3302
<b><u>APPLICATIONS</u></b>	:	should be send by courier or hand delivered to Sebokeng Hospital, the HR Department, Moshoeshoe Street, Sebokeng, 1983
<b><u>NOTE</u></b>	:	Applications must be submitted on form Z83 obtainable from any Public Service Department or on the internet at <a href="http://www.dpsa.gov.za/documents">www.dpsa.gov.za/documents</a> . The completed and signed form should be accompanied by a recent updated CV as well as certified copies of all qualification and ID document (no copies of certified copies allowed. Certification should not be more than 3 months old). 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 please accept that your application was unsuccessful. People with disabilities are encouraged to apply. Recommended candidates will be subjected to medical assessment.
<b><u>CLOSING DATE</u></b>	:	10 May 2019

- POST 15/105** : **NURSING ASSISTANT**
- Directorate: Nursing Department
- SALARY** : R132 525 – R176 331 per annum
- CENTRE** : Wits Oral Health Centre
- REQUIREMENTS** : Qualification that allows registration with SANC as Nursing Assistant (Enrolled Nursing Assistant). Registration with the South African Nursing Council.
- DUTIES** : Assist patient with activities of daily living (Physical care). Measure, interpret and record vital signs. Operate all relevant apparatus and equipments. Provide basic Nursing care and patient safety. Implement infection control practices and proper waste management. Maintain ethical standards. Assist professional nurse with clinical procedures. Preparation of patients for diagnostic and surgical procedures. Communicate skills (verbal and written). Knowledge of relevant nursing legislation. Compulsory shift work and flexibility. Give health education to patient and families.
- ENQUIRIES** : Ms T Mquqo Tel No: (011) 488 4312
- APPLICATIONS** : must be send to Wits Oral Health Centre, Private Bag X 15 Braamfontein 2017 or hand delivered to Wits Oral Health Centre, c/o Charlotte Maxeke Johannesburg Academic Hospital, Area 385 Block 3 (Orange Block) HR Office Room 9/10, Parktown or apply online at [www.gautengonline.gov.za](http://www.gautengonline.gov.za). No faxed /E-mailed applications will be accepted.
- 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** : 10 May 2019
- POST 15/106** : **GENERAL STORE ASSISTANT REF NO: LERA/GSA/009 (X1 POST)**
- Directorate: Pharmacy Support
- SALARY** : R102 534 – R120 780 per annum (Plus Benefits)
- CENTRE** : Leratong Hospital
- REQUIREMENTS** : Abet or equivalent. Good understanding of Batho-Pele principles, six quality key priorities and National Core Standards. Gathering data and basic record keeping skills. Awareness regarding continuous supply of medicine. Good verbal and written communication skills. Ability to work in a team. Ability to work under pressure in a changing environment. To relieve colleagues as the need arises and work closely with other disciplines. Time management skills. Ability to work in a team. Preference will be given to Interns, Counsellors, Private security, EPWP, CPW Currently serving Leratong Hospital.
- DUTIES** : Receive stock from the wards, stores and other suppliers. Pack stock on the shelves and pallets in a neat and tidy manner in storage areas under supervision. Prepare, issue and deliver stock in a secured manner (Black Box) to the wards especially vacolitres under supervision. Ensure a clean and hygienic environment for the pharmacy and emergency room which entails general cleanliness including toilets, cleaning of utensils, equipment and fridges. Running of work-related errands to and from various departments in hospital and externally. Collecting weekly tea, milk, sugar and cleaning materials from the kitchen and cleaning department. Daily replenishment of water for patients in the waiting area. Collection of information for statistical and procurement requirements.
- ENQUIRIES** : Ms Rehana Laher Tel No: 011 411 3882
- APPLICATIONS** : should be hand delivered to Human Resource Manager: Human Resource, Leratong Hospital or Posted to Human Resource, Leratong Hospital, Private Bag X2078, Krugersdorp, 1740. Applications should be submitted before 12h00 pm (Noon) on the closing date
- NOTE** : The Department of Health is committed to the achievement and Maintenance of diversity and equity employment, especially of race, gender and disability. Applications must be submitted on a Z83 form fully completed. Obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents). Attached Certified copies of ID document and relevant qualification/s. Certification should not be older than three months. Failure to submit all the requested documents will result in the application not being considered. If you have not been

contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- provide at least 3 of which one must be an immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate(s) may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. Leratong Hospital reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidate(s) for the post(s).

**CLOSING DATE** : 10 May 2019 at 12h00 PM

**PROVINCIAL TREASURY**

*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** : Applications must be submitted on a duly signed Z83 form, comprehensive CV, certified copies of ID and all Qualifications to be attached. Application should be submitted at Gauteng Provincial Treasury: Ground Floor, Imbumba House, 75 Fox Street, Marshalltown, Johannesburg, or posted to: Private Bag X12, Marshalltown, 2107

**CLOSING DATE** : 13 May 2019  
**NOTE** : Applications must be submitted on form z83, obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents). The Completed and signed form should be accompanied by a recently updated 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 as well as certified copies of all required qualification/s as per the advertisement and ID document ( no copies of certified copies allowed, certification should not be more than three (3) months old). 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. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Failure to submit all the requested documents will result in the application not being considered. The persons appointed to this position will be subjected to a security clearance. SMS candidates will be required to undergo a Competency Assessment as prescribed by the DPSA. All shortlisted candidates for SMS positions will be required to undergo a technical exercise that intends to test the relevant technical elements of the job. Gauteng Provincial Treasury (GPT) reserves the right to utilise practical exercises / tests for non-SMS positions and during the recruitment process (candidates who are shortlisted will be informed accordingly) to determine the suitability of candidates for the post(s). GPT also reserves the right to cancel the filling / not to fill a vacancy that was advertised during any stage of the recruitment process. Please use Circular post number as a reference number.

**OTHER POST**

**POST 15/107** : **DEPUTY DIRECTOR: CONTRACT MANAGEMENT**  
 Provincial Supply Chain Management

**SALARY** : R733 257 per annum (All-inclusive package)  
**CENTRE** : Johannesburg  
**REQUIREMENTS** : Tertiary qualification (minimum NQF Level 7) BCom Finance or BCom Logistics or BCom Supply Chain Management with contract management modules. Minimum

**DUTIES**

three years' experience in contract management. 3-5 years' experience as a junior manager (assistant director).

: Manage the functional operation of the sub-directorate in relation to planning, human resource, risk and financial management. Manage Transversal Contracts. Manage the coordination, review and monitoring of contract compliance by determining whether goods and services are delivered at the right time, of the right quantity, right products, right place, right conditions, right quality and right price according to the contract. Ensure that signed and uploaded contracts are communicated to all relevant parties to provide contract visibility, awareness, interpretation to support implementation. Ensure that all departments upload contracts on the ERP system and avoid contract buy-outs. Perform contract performance analysis and report on trends for all contracts in the Gauteng Province and devise strategies to close out identified deficiencies and risks related to contract management. Develop contract management policies and procedures. Participate in the transversal contract negotiation process. Ensure that transversal contract modifications /amendments are correctly documented and uploaded on the ERP system. Handle supplier disputes. Evaluate and report on supplier performance.

**ENQUIRIES**

: Ms. Linda Ninzi Tel No: (011) 227 9000

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

**ERRATUM:** kindly note that the post of Senior Manager: Medical Services (**For R K Khan Hospital**) with Ref No: RKKM 02/2019 advertised in Public Service Vacancy Circular 14 dated 12 April 2019 has been withdrawn. Enquiries: Mr L Munsami Tel No: (031) 459 6004.

**OTHER POSTS**

- POST 15/108** : **MEDICAL SPECIALIST REF NO: MEDSPECVASCULAR/1/2019 (X2 POSTS)**  
Department: Vascular Surgery
- SALARY** : Grade 1: R1 106 040 per annum (all-inclusive salary package) (excluding commuted overtime).  
Grade 2: R1 264 623 per annum (all-inclusive salary package) (excluding commuted overtime).  
Grade 3: R1 467 651 per annum (all-inclusive salary package) (excluding commuted overtime).
- CENTRE REQUIREMENTS** : Inkosi Albert Luthuli Central Hospital  
Specialist qualification in General Surgery. Current registration with the Health Professions Council of South Africa as a certified vascular specialist or a General surgeon with an intention to train as a vascular surgeon. Preference will be given to candidates without other subspecialty qualifications. **Grade 1:** No experience required. **Grade 2:** Five (5) Years appropriate experience as a Medical Specialist after registration with the HPCSA as a Medical Specialist (General Surgery). **Grade 3:** Ten (10) Years appropriate experience as a Medical Specialist after registration with the HPCSA as a Medical Specialist (General Surgery). Knowledge, Skills, Training and Competencies: Sound knowledge and experience in surgery. Ability to teach and supervise junior staff. Middle Management Skills. Research principles. Good administrative, decision making and communication skills.
- DUTIES** : Provide vascular service to all departments at Albert Luthuli Hospital as well as in the relevant Durban Metropolitan State Hospitals. Control and management of these services as delegated. Maintain clinical, professional and ethical standards related to these services. Provide after hour care in accordance with the commuted overtime contract. Training of undergraduate medical students, and allied personnel and participate in formal teaching as required by the department. Promote community orientated services. Conduct outpatient clinics, and provide Expert opinion where required in consultation with senior specialists. Participate in the Quality Improvement Programmes of the Department. Maintain necessary discipline over staff under his/her control. Attend to administrative matters as pertains to the unit. Conduct, assist and stimulate research. Organise both academic and clinical service functions of the Department, including ward rounds, outpatient's clinics, and clinical training ward rounds. Participate in clinical research and academic programmes in the respective clinical department. Train postgraduate students, both bedside training and classroom training at the hospital. Provide academic and clinical administrative leadership. Form part of the senior management in the hospital.
- ENQUIRIES APPLICATIONS** : Dr B.Pillay (Clinical Head) Tel No: 031-2401000  
All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the entrance to the Management Building at IALCH or posted to Private Bag X03 Mayville, 4058
- NOTE** : An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website [www.kznhealth.gov.za](http://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** : 31 May 2019
- POST 15/109** : **MEDICAL SPECIALIST: PAEDIATRIC SURGEON REF NO: MEDSPECPAEDSURG/1/2019 (X1 POST)**  
Department: Paediatric Surgery
- SALARY** : Grade 1: R1 106 040 per annum (all-inclusive salary package) (excluding commuted overtime).  
Grade 2: R1 264 623 per annum (all-inclusive salary package) (excluding commuted overtime).  
Grade 3: R1 467 651 per annum (all-inclusive salary package) (excluding commuted overtime).
- CENTRE REQUIREMENTS** : Inkosi Albert Luthuli Central Hospital - Durban  
: Qualification in the appropriate Health Science. Currently registered with the Health Professions Council of South Africa as a Paediatric Surgeon. **Grade 1:** requires no experience. The appointment to **Grade 2:** requires appropriate qualification, registration certificate plus 5 years post registration experience with the Health Professions Council of South Africa as a Medical Specialist in Paediatric Surgery. The appointment to **Grade 3** requires appropriate qualification, registration certificate plus 10 years' experience after registration with the Health Professions Council of South Africa as a Medical Specialist in Paediatric Surgery. Knowledge, Skills, Training and Competency Required: Basic skills in laparoscopic and endoscopic procedures. Appropriate specialist procedures and protocols within the field of paediatric surgery expertise. Sound knowledge of human resource management. Good communication, leadership, decision-making and clinical skills. Competence in undergraduate and postgraduate training. Basic computer literacy.
- DUTIES** : Incumbent to contribute to paediatric surgical services at IALCH. Participate in the delivery of 24-hour in-patient and out-patient paediatric surgical care within IALCH. Provide appropriate paediatric surgical care to patients in IALCH. Maintain the effective and efficient utilization of human resources in respect of overseeing and supervising paediatric surgical staff in the execution of their duties. Training staff and promoting ongoing staff development in accordance with their individual and departmental development needs. Recruiting and selecting staff in accordance with government prescripts. Assessing performance of paediatric staff. Accept responsibility for development and fulfillment of developmental objectives. Provide appropriate CPD activities within the employing institution and its referral centres. Institute quality assurance plans to maintain and improve paediatric surgical standards. Foster collaboration with other hospitals within the tertiary area to develop proper referral patterns. Stimulate and conduct sponsored and non-sponsored research activities for departmental and institutional development. Participate on after hour services when required.
- ENQUIRIES APPLICATIONS** : Dr Mahomed H Sheik Gafoor Tel No: 031 2401579  
: 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](http://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** : 31 May 2019
- POST 15/110** : **MEDICAL SPECIALIST REF NO: MEDSPECTRAUMA/TRANSPLANT/2/2019 (X1 POST)**  
Department: Trauma and Transplant
- SALARY** : Grade 1: R1 106 040 per annum (all-inclusive salary package) (excluding commuted overtime).  
Grade 2: R1 264 623 per annum (all-inclusive salary package) (excluding commuted overtime).  
Grade 3: R1 467 651 per annum (all-inclusive salary package) (excluding commuted overtime).
- CENTRE REQUIREMENTS** : Inkosi Albert Luthuli Central Hospital  
: Fellowship in Surgery of the College of Medicine of South Africa or equivalent, and registration with the Health Professions Council of South Africa. Applicants must be registered as a specialist in surgery at the commencement of duties. Current registration with HPCSA as Medical Specialist –Surgery. The appointment to **Grade 1** requires no experience. The appointment to **Grade 2** requires appropriate qualification, specialist registration certificate plus 5 years' experience after registration with the Health Professions Council of South Africa as a Medical Specialist in General Surgery. The appointment to **Grade 3** requires appropriate qualification, specialist registration certificate, plus 10 years' experience after registration with the Health Professions Council of South Africa as a Medical Specialist in General Surgery. Recommendations: Applicants must be in possession of an appropriate higher surgical qualification and currently / eligible to be registered with the Health Professions Council of South Africa. Preference will be given to applicants who have at least experience in the management of transplant and including Critical care / ICU experience. Calls will include cover of Transplant and Trauma Unit. Completion of ATLS, eFAST course, MIMMS and, or ACLS/PALS. Transplant or access catheter experience.
- DUTIES** : Participation in the clinical transplant and trauma services: inter-disciplinary in-house coordination of the management of the patients: supervision of the surgical trainees rotating through the trauma and transplant units: ensuring the highest standards of clinical, professional, and ethical behaviour: assist in teaching of undergraduate medical students, postgraduate surgical trainees: conduct, assist, and stimulate research within the ethical guidelines of the Health Care Act: promote education in trauma prevention and transplant community awareness.
- ENQUIRIES APPLICATIONS** : Dr T C Hardcastle Tel No: 031 240 2389  
: 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](http://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** : 31 May 2019
- POST 15/111** : **MEDICAL SPECIALIST GRADE 1 – 3 (ANAESTHETICS) REF NO: PMMH/SPEC/ANAES/01/2019 (X1 POST)**  
Re: Advertised
- SALARY** : Grade 1: R1 106 040 per annum  
Grade 2: R1 264 623 per annum  
Grade 3: R1 467 651 per annum  
All-inclusive package consist of 70% basic salary and 30% flexible portion that may be structured in terms of applicable rules. Other Benefits: In-Hospitable Area Allowance (18% of basic salary). Commuted overtime (conditions apply) / the incumbent in the post would be required to enter into performance contract for commuted overtime.
- CENTRE REQUIREMENTS** : Prince Mshiyeni Memorial Hospital – Obstetrics & Gynaecology  
: MBCHB degree or equivalent qualification plus appropriate qualification that allows for registration with the Health Professions Council of South Africa (HPCSA) in a normal specialty (Anaesthetics). Certificate of registration with Health Professions Council of South Africa (HPCSA) as a Medical Specialist in a normal specialty (Anaesthetics). Proof of current registration as a Medical Specialist with HPCSA. Experience: **Grade 1:** No experience required. **Grade 2:** Further to the minimum requirements mentioned herein, the appointment to a Grade 2 requires 5 years appropriate experience after registration with HPCSA as Medical Specialist in a normal specialty. **Grade 3:** Further to the minimum requirements mentioned herein, the appointment to a Grade 3 requires 10 year's registration experience after registration with HPCSA as Medical Specialist in a normal specialty. Knowledge, Skills, Training and Competencies: Sound knowledge and skills associated with the practice of Anaesthetics. Ability to diagnose and manage common medical problems including emergencies. Demonstrate the ability to work as a part of a multidisciplinary team. Good communication, leadership, interpersonal and decision making qualities. Knowledge of current Health Legislation and policies at Public Institutions.
- DUTIES** : Provide holistic patient care, inclusive of pre-operative assessment, intra-operative, anaesthesia and post-operative care in High Care or ward. Perform after hours duties is essential. Assist with supervision and support of junior colleagues. Participate in departmental academic program. Ensure sound Labour Relations in compliance with relevant legislation while maintain the interest of the patient. Provide support to the Head of Department in ensuring as efficient standard of patient care and services is maintained. Conduct clinical audit and research. Assist in preparation and implementation of guidelines and protocols.
- ENQUIRIES APPLICATIONS** : Dr RJ Ramjee Tel No: 031 9078132
- FOR ATTENTION NOTE** : Applications should be posted to: The Human Resource Department, Prince Mshiyeni Memorial Hospital, Private Bag X07, Mobeni, 4060  
: Mrs J Murugan  
: Please note that due to financial constraints, there will be no payment of S&T Claims.
- CLOSING DATE** : 10 May 2019
- POST 15/112** : **MEDICAL SPECIALIST GRADE 1 – 3 (ORTHOAEDICS REF NO: PMMH/SPEC/ORTHO/01/201 (X1 POST)**  
Re: Advertised
- SALARY** : Grade 1: R1 106 040 per annum  
Grade 2: R1 264 623 per annum  
Grade 3: R1 467 651 per annum

All-inclusive package consist of 70% basic salary and 30% flexible portion that may be structured in terms of applicable rules. Other Benefits: In-Hospitable Area Allowance (18% of basic salary). Commuted overtime (conditions apply) / the incumbent in the post would be required to enter into performance contract for commuted overtime.

**CENTRE REQUIREMENTS**

: Prince Mshiyeni Memorial Hospital – Orthopaedics  
 : MBCHB degree or equivalent qualification plus appropriate qualification that allows for registration with the Health Professions Council of South Africa (HPCSA) in a normal specialty (Orthopaedics). Certificate of registration with Health Professions Council of South Africa (HPCSA) as a Medical Specialist in a normal specialty (Orthopaedics). Proof of current registration as a Medical Specialist with HPCSA. Experience: **Grade 1:** No experience required. **Grade 2:** Further to the minimum requirements mentioned herein, the appointment to a Grade 2 requires 5 years appropriate experience after registration with HPCSA as Medical Specialist in a normal specialty. **Grade 3:** Further to the minimum requirements mentioned herein, the appointment to a Grade 3 requires 10 year’s registration experience after registration with HPCSA as Medical Specialist in a normal specialty. Knowledge, Skills, Training and Competencies: Sound knowledge and skills associated with the practice of Orthopaedics. Ability to diagnose and manage common medical problems including emergencies. Demonstrate the ability to work as a part of a multidisciplinary team. Good communication, leadership, interpersonal and decision making qualities. Knowledge of current Health Legislation and policies at Public Institutions.

**DUTIES**

: Professional and ethical standards to be adhered to. Provide Specialist Orthopaedic care to all patients’ service by the department of Orthopaedics. Maintain satisfactory clinical, professional and ethical standards. As Specialist to provide for the effective running of the wards, outpatient department and operating theatres, after-hours clinical participation in accordance with the commuted overtime contract. Participate in staff training and ongoing medical education. Assist with the Department Administration and facilities quality improvement imperatives. Provide a community – oriented service.

**ENQUIRIES APPLICATIONS**

: Dr ARW Mungherera Tel No: 031 907 8319  
 : Applications should be posted to: The Human Resource Department, Prince Mshiyeni Memorial Hospital, Private Bag X07, Mobeni, 4060

**FOR ATTENTION NOTE**

: Mrs TZ Makanya  
 : Please note that due to financial constraints, there will be no payment of S&T Claims.

**CLOSING DATE**

: 10 May 2019

**POST 15/113**

: **MEDICAL OFFICER REF NO: MOPAEDMED/1/2019 (X2 POSTS)**  
 Department: Paediatric Medicine

**SALARY**

: Grade 1: R821 205 per annum (All Inclusive Salary Package) excluding commuted overtime  
 Grade 2: R938 964 per annum (All-inclusive Salary Package) excluding commuted overtime  
 Grade 3: R1 089 693 per annum (All-inclusive Salary Package) excluding commuted overtime

**CENTRE REQUIREMENTS**

: Inkosi Albert Luthuli Central Hospital  
 : MBCHB. Current registration with Health Professions Council as a Medical Practitioner. Completion of Community Service. **Grade 1:** No Experience required from South African qualified employees. One year relevant experience after registration as a Medical Practitioner with recognised foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. **Grade 2:** Five (5) years appropriate experience as a Medical Officer after Registration with HPCSA as a Medical Practitioner. Six years relevant experience after registration as a Medical Practitioner with a recognised foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. **Grade 3:** Ten (10) years appropriate experience as a Medical Officer after Registration with HPCSA as a Medical Practitioner. Eleven years relevant experience after registration as a Medical

Practitioner with a recognised foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Advantage: Experience in Paediatrics will be an advantage. Knowledge Skills Training and Competencies Required: Knowledge and skills in Paediatrics including emergencies. Demonstrate the ability to work as part of a multidisciplinary team. Sound communication, negotiation, planning, organising, leadership, decision-making and interpersonal skills.

**DUTIES** : The candidate will be expected to work in the Paediatric Medical service which includes neonatal and paediatric Intensive care, high care and the Paediatric subspecialty services. After-hours clinical participation in the call roster. Assist with the provision and development of Paediatric services as determined by the Clinical HOD at Inkosi Albert Luthuli Central Hospital. Active participation in the clinical activities in the allocated domain (in-patient, out-patient and after-hours). 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.

**ENQUIRIES** : Prof Jeena Tel No: 031 240 2046

**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](http://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** : 10 May 2019

**POST 15/114** : **MEDICAL OFFICER REF NO: MOCRITCARE/1/2019 (X2 POSTS)**  
Department: Critical Care

**SALARY** : Grade 1: R821 205 per annum (All Inclusive Salary Package) excluding commuted overtime  
Grade 2: R938 964 per annum (All-inclusive Salary Package) excluding commuted overtime  
Grade 3: R1 089 693 per annum (All-inclusive Salary Package) excluding commuted overtime

**CENTRE** : IALCH

**REQUIREMENTS** : MBCHB Degree, Registration with HPCSA as a Medical Officer. Current unrestricted registration with the Health Professions Council of South Africa as an Independent Medical Practitioner. Recommendation: At least 2 Years' experience in Medicine, Surgery or Anaesthesia or Emergency Medicine. At least 3 months experience in an intensive care. Completion of community service. Knowledge, Skills and Competencies Required: Sound communication, negotiation, planning, organising, leadership, decision-making and interpersonal skills. Knowledge and skills in Critical Care. Demonstrate the ability to work as part of a multidisciplinary team. **Grade 1:** No Experience required from South African qualified employees. One year relevant experience after registration as a Medical Practitioner with a recognised foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. **Grade 2:** Five (5) years appropriate experience as a Medical

		Officer after registration with HPCSA as a Medical Practitioner. 6 Years relevant experience after registration as Medical Practitioner with a recognised foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. <b>Grade 3:</b> Requires ten (10) years appropriate experience as a Medical Officer after registration with HPCSA as a Medical Practitioner. 11 Years relevant experience after registration as Medical Practitioner with a recognised foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa.
<b><u>DUTIES</u></b>	:	Assist with the provision of critical care services as determined by the Head of Critical Care at IALCH. Participate in the delivery of critical care services in Durban. Provide initial resuscitative, and peri-operative surgical care or medical care of patients. Ensure that the scientific principles of critical 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 as and when requested. To assist in outreach and teaching when required. Mandatory Participation in Commuted Overtime.
<b><u>ENQUIRIES</u></b>	:	Dr S Pershad Tel No: 031-2401821
<b><u>APPLICATIONS</u></b>	:	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
<b><u>NOTE</u></b>	:	An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website <a href="http://www.kznhealth.gov.za">www.kznhealth.gov.za</a> . 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.
<b><u>CLOSING DATE</u></b>	:	10 May 2019
<b><u>POST 15/115</u></b>	:	<b><u>MEDICAL OFICER (OBSTETRICS &amp; GYNAECOLOGY) GRADE1-3 REF NO: PMMH/MO/O&amp;G/01/2019 (X3 POSTS)</u></b> Re: Advertised
<b><u>SALARY</u></b>	:	Grade 1: R821 205 per annum (all-inclusive package) Grade 2: R938 964 per annum (all-inclusive package) Grade 3: R1 089 693 per annum (all-inclusive package) All-inclusive package consist of 70% basic salary and 30% flexible portion that may be structured in terms of applicable rules. Other Benefits: In-Hospitable Area Allowance (18% of basic salary). Commuted overtime (conditions apply) / the incumbent in the post would be required to enter into performance contract for commuted overtime.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Prince Mshiyeni Memorial Hospital – Obstetrics & Gynaecology MBCHB degree or equivalent qualification plus Certificate of registration with Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Proof of current registration as a Medical Practitioner with HPCSA. Experience: <b>Grade 1:</b> No experience required. The appointment to grade 1 requires 1 year relevant experience after registration as a Medical Practitioner with a recognized foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. <b>Grade 2:</b> 5 years appropriate experience as a Medical Practitioner 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 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 3:** 10 year's registration 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 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. Community Service doctors who are completing their service may also apply however the appointment of successful applicants will be subject to the provision of proof of HPCSA registration. Knowledge, Skills, Training and Competencies: Sound clinical knowledge, competency and skills in a clinical domain. The ability to work under supervision within a large team environment. Good communication, leadership, interpersonal, and supervisory skills. Ability to manage patients independently, diligently, responsibility and engage when necessary. Knowledge of current health policies, legislation, programmes and priorities within the domain. Ability to teach; guide junior staff within the department.

**DUTIES** : To execute duties and functions with proficiency, to support the aims and objectives of the Institution that consistent with standards of patient care. Accept responsibility for the management of patients admitted to the Department. Assist in the preparation and implementation of guidelines and protocols. Participate in academic and training programmes. Sound clinical knowledge with regard to Obstetrics and Gynaecology. Ability to deal with all medical emergencies. Knowledge of ethical medical practice. Assist with clinical audits; participate in academic meetings. Provide support to the Head of Department in ensuring an efficient standard of patient care and services is maintained.

**ENQUIRIES** : Dr NR Maharaj Tel No: 031 907 8111 or 083 797 8111  
**APPLICATIONS** : should be posted to: The Human Resource Department, Prince Mshiyeni Memorial Hospital, Private Bag X07, Moberi, 4060

**FOR ATTENTION** : Mrs J Murugan  
**NOTE** : Please note that due to financial constraints, there will be no payment of S&T Claims.

**CLOSING DATE** : 10 May 2019

**POST 15/116** : **OPERATIONAL MANAGER – NURSING (GENERAL) REF NO: UMP 2/2019**

**SALARY** : Grade 1: R821 205 per annum (inclusive package)  
 Grade 2: R938 964 per annum (inclusive package)  
 Grade 3: R1 089 693 per annum (inclusive package)

**CENTRE** : Umphumulo Hospital  
**REQUIREMENTS** : Appropriate Medical Degree (MBCHB) or equivalent PLUS Registration as medical practitioner with the Health Professional Council of South Africa. A sound working knowledge in the basic medical disciplines to allow accurate diagnosis and appropriate management of clinical problems with specific emphasis on surgery. Broad knowledge of medicine and surgery as well as Obstet & Gynae, Paediatrics, Trauma. Ability to function in a multidisciplinary team. Proof of current and previous work experience endorsed and stamped by Human Resources. Good communication and interpersonal skills. **Grade 1:** Experience – Nil for South African Medical Practitioner OR 1 year relevant experience after registration as Medical Practitioner with recognized Health Professional Council in respect of foreign qualified doctors. **Grade 2:** Experience – 5 years appropriate experience as a Medical Officer after registration with HPCSA as a Medical Practitioner OR 6 year's relevant experience after registration as Medical Practitioner with recognized Health Professional Council in respect of foreign qualified doctors. **Grade 3:** Experience – 10 years appropriate experience as a Medical Officer after registration with HPCSA as a Medical Practitioner OR 11 year's relevant experience after registration as Medical Practitioner with recognized Health Professional Council in respect of foreign qualified doctors.

**DUTIES** : Ensure effective, early, correct and cost effective, investigation and follow up treatment of patients. Provide a holistic patient care, inclusive of examining and formulating of patient treatment plans. Maintain accurate patient medical records.

Provide preventative health interventions. Supervise and assist junior peers. Perform operating theatre work on an elective and emergency basis eg caesarian section, minor surgical procedures etc. Participate in emergency after hours service. Actively participate in quality improvement programmes (morbidity and mortality meetings, clinical audits and risk management). Perform medico legal duties. Facilitate staff training and continuous medical education. Assist with the development of district hospital services.

- ENQUIRIES** : Dr. N. N. Gumede Tel No: 032 4814101
- APPLICATIONS** : Please forward application quoting the reference number to The Human Resource Department, Umphumulo Hospital, Private Bag X9219, Maphumulo 4470 or hand delivered to Umphumulo Hospital, Human Resource Department.
- FOR ATTENTION** : Mr S. M. Naidoo
- NOTE** : 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 post. Applicants in possession of a foreign qualification must attach an evaluation/verification certificate from the South African Qualifications Authority (SAQA) or other regulating bodies to their applications. Non- RSA Citizens/Permanent Resident/ Work Permit holders must submit a documentary proof together with their applications. 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. Please note that due to financial constraints, there will be no payment of S&T claims.
- CLOSING DATE** : 15 May 2019 (Late applications will not be accepted)
- POST 15/117** : **ASSISTANT MANAGER NURSING (OPERATING THEATRE, CSSD, OPD & HAST)**  
Department: Nursing Management
- SALARY** : R614 991 – R692 166 per annum  
Other Benefits: 13th Cheque, Medical Aid (Optional), Housing Allowance (employee must meet the prescribed requirements), 8% Rural Allowance
- CENTRE** : Nkandla District Hospital
- REQUIREMENTS** : Senior Certificate (Grade 12), Degree / National Diploma in nursing that allows registration with the SANC as a Professional Nurse and Midwifery. A post-basic nursing qualification, with a duration of at least 1(one) year accredited with SANC in Medical and Surgical Nursing Science (Operating Theatre Nursing). A minimum of ten (10) years appropriate / recognisable experience in Nursing after registration as 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 Medical and Surgical Nursing Science (Operating Theatre Nursing). At least 3 years of the period referred to above must be appropriate/recognizable experience at management level. Current SANC receipt (2019). Proof of current and previous working experience endorsed by Human Resource Department (Certificate of Service). Applicants must submit confirmation letter of relevant experience from their supervisors in an official letterhead of the employer when they apply. Knowledge, Skills, Attributes and Abilities: Ability to implement National Core Standards. Excellent communication skills, human relations and ability to teach and train staff within a team. Ability to work and maintain meaningful relationship within a diverse community. Knowledge of health and public service legislation, regulations and policies. Appropriate understanding of nursing scope of practice and nursing standards as determined by Primary Health Care. Basic computer literacy to enhance service delivery.

Effective communication with patients, supervisors and other health professionals. Ability to work as part of multi-disciplinary team at all levels and work effectively to maintain a high level of service delivery. Knowledge of labour relations and disciplinary procedures. Basic understanding of HR and financial policies and practices. Planning, organising, leading, controlling, delegation, supervisory, communication, motivation, decision-making, problem-solving, disciplinary and co-ordination skills.

**DUTIES** : Exercise overall control of all resources within the department especially OT, OPD and HAST unit. Identify needs, formulate Health Care Programme and oversee Implementation thereof. Ensure implementation of clinical competencies and ensure that scientific principles nursing process are maintained. Manage and supervise formulation of procedures specific to the area of responsibility and to ensure that they are keeping up with the current statutory regulations and guidelines as well as current codes of ethics. Strive towards achieving targets for OPD and HAST indicators. Contribute to the development of clinical management guidelines and protocols for management of patient's level of care within available resources. Ensure proper use and control of all resources under your control, ensuring that operations remain within the budget. Willing to improve in order to manage in changing health environment. Ensure compliance with National Core Standards in Department under your authority. Monitor and supervise staff performance. Initiate and conduct audit in all allocated units. Perform duties as delegated by the supervisor.

**ENQUIRIES** : Mrs. SJ Nguse Tel No: 035-833 5047  
**APPLICATIONS** : should be directed to: The Human Resource Manager – Nkandla District Hospital, Private Bag X 102, Nkandla, 3855 OR Hand Delivered to: Human Resource Department - Nkandla District Hospital, 491 Mbatha Lane, Nkandla 3855

**FOR ATTENTION** : Mrs. SG Masikane  
**NOTE** : Applications must be submitted on the prescribed Application for Employment form (Z83) obtainable from any Public Service Department or from the website www.kznhealth.gov.za which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of qualifications/certificates, Professional Registration 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. 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 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. Due to cost-cutting measures, S&T Claims will not be paid to candidates who will be attending interview. African males are encouraged to apply.

**CLOSING DATE** : 24 May 2019

**POST 15/118** : **ASSISTANT DIRECTOR: RADIOGRAPHY REF NO: HRM17/2019 (X1 POST)**  
 Directorate: Department of Radiology

**SALARY** : R517 326 – R543 195 per annum. Other Benefits: medical aid (optional), housing allowance: employee must meet prescribed requirements.

**CENTRE** : King Edward VIII Hospital  
**REQUIREMENTS** : National Diploma/Degree in diagnostic Radiography. Registration with the Health Professions Council of South Africa as a Diagnostic Radiographer. Current registration with HPCSA. A minimum of 8 years' experience in diagnostic



radiography of which 5 years must be appropriate Managerial/Supervisor experience. Knowledge, Skills, Training and Competencies Required: Sound knowledge of specialized and general radiography protocols and equipment, as well proven competent in at least one radiographic subcomponent. Knowledge of relevant current National and KZN Department of Health strategies to improve service delivery in hospital. Knowledge of relevant public service policies, act and regulations. Comprehensive knowledge of radiation protection legislation, OHS Act and other relevant Health act. Experience in teaching, training and clinical assessment of radiography students. Sound knowledge of radiography Quality Assurance programme. Sound planning and organizational skills regarding resources, finance, HR matters. Excellent interpersonal and problem solving skills. Good verbal and written communication skills. Computer literacy.

**DUTIES** : Support the radiography Manager in order to meet the objective of the department. Manager subcomponent by supervising the staff, performing relevant administrative functions, chairing meetings and conducting performance assessment through the EPMDS. Ensure efficient and effective control and use of all equipment, assets and resource including consumable and staff belonging to the cost center. Develop, implement and monitor policies and procedures to ensure the effective and efficient functioning of the department. Ensure diagnostic services comply with relevant standard, legislation and current government initiatives to improve health services. Manage the quality assurance programmes as required by the radiation control directorate and department of Health. Provide clinical training and supervision for junior and student radiographers and assume specific trainer roles when delegated to oversee specific imaging areas within radiology. When needed and workload in own sub-department permit, perform general and specialized radiography and participate in the after- hours services. Encourage a multidisciplinary approach by fostering closing working relationships with other departments in order to render quality services.

**ENQUIRIES** : Mrs. P. Nzama Tel No: (031) 360 3479  
**APPLICATIONS** : Hand delivered applications should be posted in to the red box marked "applications" next to the ATM in the administration building or posted to human resource manager, King Edward viii hospital, Private Bag X02, Congella, 4013

**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](http://www.kznhealth.gov.za). Certified copies of Highest Educational Qualifications and Professional Registration certificates – not copies of certified copies. Updated Curriculum Vitae with certificates of service. Certified copy of Identity Document. Current paid up receipt with the registration body. The Reference Number must be indicated in the column provided on the form Z83, e.g. HRM 17/2019. Failure to comply with the above instructions will disqualify applicants. Please note that due to the large number of applications we envisage to receive, applications will not be acknowledged. However, all applicants will be advised of the outcome of their applications in due course. 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). This Hospital is an equal opportunity, affirmative action employer whose aim is to promote representatively in all levels of all occupational categories in the Hospital. Please note that due to financial constrains no S&T claims will be considered for payments to candidates that are invited for the interview. African male and people with disability are encouraged to apply.

**CLOSING DATE** : 17 May 2019

**POST 15/119** : **CHIEF DIAGNOSTIC RADIOGRAPHER GRADE 1/2 REF NO: EB5/2019 (X1 POST)**

**SALARY** : Grade 1: R466 119 – R517 326 per annum  
 Grade 2: R532 959 – R591 510 per annum  
 Additional Benefits: 13<sup>th</sup> cheque, Medical Aid (optional), home owners allowance (employees must meet prescribed requirements)

**CENTRE** : East Boom Community Health Centre

**REQUIREMENTS** : Grade 12/Matric (senior certificate). Diploma/Degree in Diagnostic Radiographer, Minimum of 5 years' experience post registration as independent practice. Minimum of 2 years managerial experience/ or acting managerial experience. Current registration with HPCSA as a radiographer (independent practice) for 2019-2020. Proof of previous and current work experience (Service record) endorsed and stamped by HR. Knowledge, Skills, Trainings and Competencies required for the post: Provision of high quality diagnostic and ultra sound services. Sound knowledge of radiation control regulations and safety. Good communication, interpersonal relations and problem solving skills. Knowledge of Occupational Health and safety and other relevant Acts, policies and regulations. Knowledge of Quality Assurance procedures methods. Ability to pas and organise resources within the facility. Working knowledge and experience of EPMS. Promote good health practices. Computer literacy and supervisor skills.

**ENQUIRIES** : Dr S. Chetty Tel No: (033) 264 4900

**APPLICATIONS** : to be submitted, East Boom CHC Private Bag X4018, Willowton, Pietermaritzburg 3201

**FOR ATTENTION** : Mr. S Ngcobo

**NOTE** : employment equity target for this post is: African male

**CLOSING DATE** : 10 May 2019

**POST 15/120** : **CLINICAL PROGRAMME COORDINATOR-MMC GRADE1 REF NO: UMZIN 05/2019**

**SALARY** : R420 318 per annum  
Other Benefits: 13th cheque, Medical aid: Optional, Homeowner's allowance: Employee must meet prescribed requirements, Rural allowance on claim basis

**CENTRE** : Umzinyathi Health District Office

**REQUIREMENTS** : Grade 12/Matric certificate. An appropriate B Degree/ National Diploma or equivalent qualification in Nursing PLUS Minimum of 7 years appropriate /recognizable nursing experience after registration as a Professional Nurse with SANC in General Nursing. Current Registration with SANC. Valid Driver's License – Code 8 plus Proof of Computer Literacy – Ms Office (Word, Excel, Outlook & PowerPoint). Attach Proof of previous and / or Current Employment verified, signed and stamped by HR Department/ Employer. Recommendations Experience in the MMC/HAST programme. Knowledge, Skills and Competencies Required: Project management. Excellent management, facilitation, communication and interpersonal skills. Report writing abilities. Financial Management skills. Empathy and counseling skills and knowledge. Ability to make independent decisions. An ability to priorities issues and other work related matters and to comply with timeframes. Proven initiative, decisiveness and the ability to acquire new knowledge swiftly. A clear understating of challenges facing the Public Sector.

**DUTIES** : Monitor the MMC budget and ensure quality MMC services are rendered. Ensure verification of all MMC done by both internal and external stakeholders. Ensure full involvement in the recruitment of MMC initiates whilst offering support to Sub-Districts. Assist the Sub-Districts in co-ordinating successful MMC camps. Ensure availability of all resources required for the MMC programme. Liaise with all stakeholders involved in the MMC programme. Conduct District MMC meetings and support Sub-District MMC/HAST and nerve centre meetings. Flag poor MMC performance at all available platforms including external stakeholders. Ensure prompt and equitable distribution of MMC kits. Develop and implement HCT within the District Health plan for comprehensive services in accordance with the Provincial HIV and AIDS plans. Monitor the HCT, index testing and condom distribution targets for the District whilst formulating QIP's to improve performance. Identify MMC training needs for all MMC teams, MMC Traditional Co-ordinators and Outreach Teams. Facilitate training and workplace mentoring and support for HCT within the District. Develop and implement a referral system that ensures that following counselling and testing, clients are initiated on ART and retained in care. Ensure timeous compilation and submission of monthly, quarterly and annual reports to direct Supervisor and Head Office.

**ENQUIRIES** : Mrs. S Sibiya Tel No: (034) 2999 103

**APPLICATIONS** : should be forwarded to The Human Resource Office: 34 Wilson Street Umzinyathi Health District Office, Dundee, Private Bag X 2052, Dundee, 3000

**FOR ATTENTION** : Ms. PN Ngobese  
**CLOSING DATE** : 17 May 2019

**POST 15/121** : **CLINICAL NURSE PRACTITIONER (PHC) (X2 POSTS)**  
Department: Primary Health Care

**SALARY** : Grade 1: R383 226 – R444 276 per annum  
Grade 2: R471 330 – R579 696 per annum  
Other Benefits: 13th Cheque, Medical Aid (Optional), Housing Allowance (employee must meet the prescribed requirements), 8% Rural Allowance

**CENTRE** : Esibhudeni Clinic  
Nongamlana Clinic

**REQUIREMENTS** : Senior Certificate (Grade 12), Degree / National Diploma in nursing that allows registration with the SANC as a Professional Nurse and Midwifery. A post-basic nursing qualification, with a duration of at least 1(one) year accredited with SANC in Clinical Nursing Science, Health Assessment, Treatment and Care). Current SANC receipt (2019). Proof of current and previous work experience endorsed and stamped by Human Resource Department i.e. (Certificate of Service). Applicants must submit confirmation letter of relevant experience from their supervisors in an official letterhead of the employer when they apply. **Grade 1:** A minimum of four (4) years appropriate / recognizable nursing experience after registration as a Professional Nurse with SANC in General Nursing. **Grade 02:** A minimum of fourteen (14) years appropriate / recognizable nursing experience after registration as Professional Nurse with SANC in General Nursing. At least ten (10) years of the period referred to above must be appropriate / recognizable after obtaining one (01) year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care. Knowledge, Skills, Attributes and Abilities: Excellent communication skills, human relations and ability to teach and train staff within a team. Ability to work and maintain meaningful relationship within a diverse community. Knowledge of health and public service legislation, regulations and policies. Appropriate understanding of nursing scope of practice and nursing standards as determined by Primary Health Care. Basic computer literacy to enhance service delivery. Effective communication with patients, supervisors and other health professionals. Ability to work as part of multi-disciplinary team at all levels and work effectively to maintain a high level of service delivery. Knowledge of labour relations and disciplinary procedures. Basic understanding of HR and financial policies and practices. Planning, organising, leading, controlling, delegation, supervisory, communication, motivation, decision-making, problem-solving, disciplinary and co-ordination skills.

**DUTIES** : Perform a clinical nursing practice in accordance with the scope of practice and nursing standards as determined for a primary health care facility. Provide quality comprehensive community health care. Provide educational Services. Evaluate and follow-up patients during clinic visits. Initiate treatment, implementation of programmes and evaluations of patient's clinical conditions. Promote scientific quality nursing care. Administrate and control medication. Responsible for individual consultation sections and identification of community needs. Render ANC Services and conduct deliveries.

**ENQUIRIES** : Mrs. SJ Nguse Tel No: 035-833 5047  
**APPLICATIONS** : should be directed to: The Human Resource Manager – Nkandla District Hospital, Private Bag X 102, Nkandla, 3855 OR Hand Delivered to: Human Resource Department - Nkandla District Hospital, 491 Mbatha Lane, Nkandla 3855

**FOR ATTENTION** : Mrs. SG Masikane  
**NOTE** : Applications must be submitted on the prescribed Application for Employment form (Z83) obtainable from any Public Service Department or from the website [www.kznhealth.gov.za](http://www.kznhealth.gov.za) which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of qualifications/certificates, Professional Registration 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. 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 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. Due to cost-cutting measures, S&T Claims will not be paid to candidates who will be attending interview. African males are encouraged to apply.

- CLOSING DATE** : 24 May 2019
- POST 15/122** : **PROFESSIONAL NURSE GRADE 1/ 2 (SPECIALTY/ADVANCED MIDWIFERY)**  
**REF NO: PMMH/PNOG/01/19 (X5 POSTS)**  
Re: Advertised
- SALARY** : Grade 1: R383 226 – R444 276 per annum  
Grade 2: R471 333 – R579 696 per annum  
Other Benefits: Home Owner Allowance (conditions apply), 13th Cheque (conditions apply), Medical Aid (Optional), In- hospital Area Allowance (8% of basic salary)
- CENTRE REQUIREMENTS** : Prince Mshiyeni Memorial Hospital  
: **Grade 1:** Basic R425 qualification (i.e. Diploma/ Degree in Nursing) that allows registration with the 'South African Nursing Council' (SANC) as a Professional Nurse. A post basic qualification in 'Advanced Midwifery and Neonatal Nursing Science' with duration of at least 1 year, accredited with the SANC. Certificates of Registration with the SANC (General Nursing and relevant post basic qualification). Proof of current registration with the SANC (2019). Experience: A minimum of 4 years appropriate/ recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. **Grade 2:** Basic R425 qualification (i.e. Diploma/ Degree in Nursing) that allows registration with the 'South African Nursing Council' (SANC) as a Professional Nurse. A post basic qualification in 'Advanced Midwifery and Neonatal Nursing Science', with duration of at least 1 year, accredited with the SANC. Certificates of Registration with the SANC (General Nursing and relevant post basic qualification). Proof of current registration with the SANC (2019). Experience: A minimum of 14 years appropriate/ recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/ recognizable experience in the specific specialty (i.e. Maternity) after obtaining the 1- year post-basic qualification in the relevant specialty. NB: For experience above the experience set for appointment- one notch for every completed 2 years as at 31 March of the year preceding the date of appointment; minus 1 year for candidates appointed from outside the public service. 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 multidisciplinary 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). Demonstrate a basic understanding of HR and Financial policies and practices. 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.
- DUTIES** : Provision of optimal, holistic specialized nursing care with set standards and within a professional/legal framework. Effective utilization of resources. Participation in training and research. Provision of support to nursing services. Maintain professional growth/ethical standards and self-development. Display a concern for

patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patient needs, requirements and Work as part of a multi-disciplinary team to ensure good nursing care that is cost Effective, equitable and efficient. NB: Must be prepared to work shift as per allocation; includes night shift, weekends and Public Holidays.

**ENQUIRIES** : Ms SS Buthelezi Tel No: 031 9078323  
**APPLICATIONS** : should be posted to The Human Resource Department, Prince Mshiyeni Memorial Hospital, Private Bag X07, Moberi, 4060  
**FOR ATTENTION** : Mrs J Murugan  
**NOTE** : Please note that due to financial constraints, there will be no payment of S&T Claims.

**CLOSING DATE** : 10 May 2019

**POST 15/123** : **CLINICAL NURSE PRACTITIONER GRD 1/ 2 REF NO: IMBAL 01/2019**

**SALARY** : Grade 1: R383 226 – R444 276 per annum  
Grade 2: R471 333 – R579 696 per annum  
Allowances: 8% rural allowance, 13th cheque, housing allowance and medical aid (employee must meet the prescribed requirements)

**CENTRE** : Azalea Clinic  
**REQUIREMENTS** : **Grade 1:** Grade 12 (Senior certificate), Diploma/Degree in Nursing Science and Midwifery plus one (1) year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care (Primary Health Care Nursing), Current registration with the SANC for 2019 as a General Nurse with Midwifery plus Clinical Nursing Science, Health Assessment, Treatment and Care (Primary Health Care Nursing), A minimum of 4 years appropriate or recognizable experience in nursing after registration as General Nurse: **Grade 2:** Grade 12 (Senior certificate), Diploma/Degree in General Nursing, 1 year post basic qualification in Clinical Nursing Science, Health assessment, Treatment and Care (Primary Health Care Nursing), A minimum of 14 years appropriate or recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing, At least 10 years of the period referred above must be appropriate/recognizable experience in Primary Health Care/Maternity after obtaining post basic qualification in Primary Health Care/Advance Midwifery, NB: Certificate of service (Proof of previous and current work experience endorsed and stamped by HR Office must be attached). Recommendation: NIMART trained (Attach proof) and Computer literacy (Attach proof); Knowledge, Skills and Competencies Required: Knowledge of all applicable legislations such as Nursing Acts, Mental Act, OH&S Act, Batho Pele Principles and patients' Right Charter, Labour Relations Act, Grievance Procedures Act etc. Leadership, Organizational, decision making and problem solving, conflict handling and counseling. Good listening and communication skills. Co-ordination and planning skills. Team building and supervisory skills. Good interpersonal relationship skill. Good insight of procedures and policies pertaining to nursing care. Ability to assist in formulation of patient care related policies.

**DUTIES** : Provide quality comprehensive Primary Health Care by promoting, preventative, curative and rehabilitative services for the clients and community. Ensuring proper utilization and safe keeping of basic medical equipment, surgical and pharmaceutical stock. Provide direct and indirect supervision of all nursing staff and to give guidance. Display a concern for patients, promoting and advocating proper treatment and care including willingness to respond to patient's needs and expectations according to Batho Pele Principles. Execute duties and functions with proficiency and perform duties according to scope of practice. Ensure that the clinic complies with Infection Prevention and Control as well Occupational Health and Safety policies. Ensure the clinic attains, maintains and escalates to the highest Ideal Clinic status and complies with the National Core Standards. 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 in the clinic. Ensure proper utilization of Human, material and financial resources and keeping up to date records of resources. Ability to plan and organize own work and that of support personnel to ensure proper nursing

care in the clinic. Motivate junior staff regarding development in order to increase level of expertise and assists patients to develop a sense of self-care. Participate and oversee development and implementation of clinical policies, procedures and guidelines for MNCWH, TB, NUTRITION, FP, MBFI, PMTCT, MOM CONNECT, and other related programs/projects. Assist the Operational Manager to implement standards, practices, criteria and indicators for quality nursing practices. Collect, Analyze and interpret data using standard data collecting tools and undertake management thereof. Implement CCMDD program according to standardized criteria. Participate in staff development using EPMSD System and other work related programs and training. Be in charge of the clinic in the absence of Operational Manager.

- ENQUIRIES** : Mrs NM Chonco Tel No: 033 3989100
- APPLICATIONS** : to be forwarded to: Attention The Human Resource Manager, Imbalenhle CHC, Private Bag X 9104, Pietermaritzburg, 3200 or hand delivered to Imbalenhle CHC, Thwala Road, Unit 3 Imbali, Pietermaritzburg, 3201
- NOTE** : Application for Employment form (Form Z83), which is obtainable at any Government Department OR from the website-www.kznhealth.gov.za. Curriculum Vitae, Certified copies of identity document, highest education qualifications and professional registration certificates - not copies of certified copies. The Reference Number must be indicated in the column provided on the Z83 form e.g. Circular Minute Number IMBAL 14/ 2019. Persons with disabilities should feel free to apply for the post. NB: (a) Failure to comply with the above instructions will disqualify applicants. The appointment is subject to positive outcome obtained from the NIA to the following: Checks (Security clearance, Credit records, Qualifications, Citizenship and Previous Experience verifications). Due to the large number of applications received, applications will not be acknowledged. However, every successful candidate will be advised of the outcome of his or her application in due course. 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. This department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all occupational categories in the Department. The contents of this circular must be brought to the notice of all eligible officers and employees on the establishment of all institutions. It must be ensured that all employees who meet the requirements of the post/s are made aware of this circular minute even if they are absent from their normal places of work. Employment equity target is African male.
- CLOSING DATE** : 10 May 2019
- POST 15/124** : **PROFESSIONAL NURSE-SPECIALTY STREAM-THEATRE REF NO: MURCH 06/2019 (X1 POST)**
- SALARY** : Grade 1: R383 226 per annum  
Grade 2: R471 333 per annum  
Other Benefits: 13th Cheque, Home owners allowance (employee must meet prescribed Requirements), Medical Aid (Optional) and 12% Rural Allowance
- CENTRE** : Murchison Hospital
- REQUIREMENTS** : Senior Certificate, Degree / Diploma in General nursing and Midwifery plus 1 year post basic qualification in Operating Theatre Technique, Current Registration with SANC as General Nurse and Operating Theatre. Current SANC receipt, previous work experience / Certificate of service endorsed by your Human Resource Department (to be attached to application). **Grade 1:** Experience: A minimum of 4 years appropriate/ recognizable experience in nursing after registration as Professional with SANC in general nursing and Operating Theatre Technique. **Grade 2:** Experience: A minimum of 14 years appropriate / recognizable experience in nursing after registration as a Professional Nurse with SANC in general nursing and Operating Theatre Technique, of which at least 10 years must be appropriate / recognizable experience, after obtaining the one year post basic qualification in the relevant specialty. Knowledge, Skills and Competencies: 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 operating 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** : Mrs CN Mkhwanazi Tel No: 039-6877311 ext 127
- APPLICATIONS** : all applications should be forwarded to: Chief Executive Officer P/Bag X701 Portshepstone 4240 or hand delivered to: Human Resources Department Murchison Hospital
- NOTE** : The following documents must be submitted: Application for Employment Form (Z83), which is obtainable at any Government Department or from the Website - [www.kznhealth.gov.za](http://www.kznhealth.gov.za). Certified copies of highest educational qualification – not copies of certified copies and certified copies must not be older than 3 months. Curriculum Vitae and Identity document. Faxed applications will not be accepted. The reference number must be indicated in the column provided on the form Z83 e.g. MURCH/ 10/2018. NB: Failure to comply with the above instructions will disqualify applicants. The appointments are subject to a positive outcome obtained from the State Security Agency (SSA) to the following checks (criminal clearance, credit records, and citizenship), verification of Educational qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Non-RSA / Permanent Residents / Work permit holders must submit documentary proof together with their applications. Please note that due to large number of applications received, applications will not be acknowledged. However, every applicant will be advised of the outcome of his or her applications in due course. (This Department is an equal opportunity, affirmative active employer, whose aim is to promote representivity in all occupational categories in the Institution). If you have not heard from us within two months from the closing date, Please accept that your application has been unsuccessful. Employment Equity target for the post is African Male and people with disabilities are encouraged to apply.
- CLOSING DATE** : 10 May 2019

**PRONVICAL 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 15/125** : **ASSISTANT MANAGER NURSING (SPECIALTY: NIGHT DUTY, OUT-PATIENT SERVICES) (X2 POSTS)**

**SALARY** : R614 991 (PN-B4) per annum  
**CENTRE** : Groote Schuur Hospital, Observatory  
**REQUIREMENTS** : Minimum educational qualification: Basic R425 qualification (i.e. degree/diploma in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing qualification in one of the post basic nursing qualifications, with duration of at least 1 year, accredited with the SANC in Medical and Surgical Nursing Science: Orthopaedic Nursing or Medical and Surgical Nursing Science: Ophthalmology Nursing or Medical and Surgical Nursing Science: Oncology Nursing or Child Nursing Science. Registration with a professional council: Registration with the SANC as a Professional Nurse and proof of current registration with the SANC (2019). Experience: A minimum of 10 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 6 years of the above period must be appropriate/recognisable experience after obtaining the 1-year post-basic qualification in the relevant specialty. At least 3 years of the period referred to above must be appropriate/recognisable experience at management level. Inherent requirement of the job: Valid (Code B/EB) driver's license. Competencies (knowledge/skills): Quality Assurance. Human Resource, Finance and Change Management. Decision-making, problem-solving and interpersonal skills. Grievance procedures and disciplinary legislation. Computer literacy (MS Word, Excel, PowerPoint). Negotiation, facilitation and communication skills. Infection Prevention and Control policies.

**DUTIES** : Coordinate, supervise and control nursing services on night duty/ OPD. Ensure the provision of optimal, holistic, specialised nursing care on night duty/OPD within set standards and a professional and legal framework. Ensure that prescribed policies and procedures are adhered to. Effectively manage the initiation and utilisation of human and material resources. Ensure the execution of quality of care and financial management. Coordinate the provision of effective training and research to maintain professional growth, ethical standards and self-development. Liaise directly with the Nursing and Medical managers as well as the relevant Departmental Heads (Ancillary and Support Services).

**ENQUIRIES** : Mr A Mohamed Tel No: (021) 404-2071  
**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.  
**CLOSING DATE** : 10 May 2019

**POST 15/126** : **OPERATIONAL MANAGER NURSING (SPECIALTY: TRAUMA)**  
 Chief Directorate: Metro Health Services

**SALARY** : R562 800 (PN-B3) per annum  
**CENTRE** : Gugulethu Community Health Centre



**REQUIREMENTS** : Minimum educational qualifications: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse. A post-basic nursing qualification with a duration of at least 1 year accredited with the SANC in Medical and Surgical Nursing Science: Critical Care Nursing: General or Trauma and Emergency. Registration with a professional council: Registration with the SANC as a Professional Nurse. Experience: A minimum of 9 years appropriate/recognisable 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/recognisable experience in the specific specialty as mentioned above. Inherent requirements of the job: Valid (Code B/EB) driver's license. Willingness to attend to the Community needs after hours. Competencies (knowledge/skills): Knowledge of appropriate legislation, regulations and Departmental Policies. Basic knowledge and experience in office administration, financial and procurement administration. Computer literacy. Experience in the use of clinical equipment and control of budget levels.

**DUTIES** : Provide quality comprehensive community health care, primary curative health care and complex rehabilitation services. Plan and organise clinics, complete statistics. Ensure adequate control of stationary, medical class II stock consumables and ensure safekeeping. Health education of patients, public and staff. Professional development, i.e. assessing in-service training needs, planning, implementing of training programmes. Maintain professional confidentiality and prevent medical-legal risks. Manage human and financial resources.

**ENQUIRIES** : Mr L Makamba Tel No: (021) 633-0020

**APPLICATIONS** : The Facility Manager: Gugulethu Community Health Centre, corner of NY3 and NY78, Gugulethu, 7750.

**FOR ATTENTION** : Mr M October

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

**CLOSING DATE** : 10 May 2019

**POST 15/127** : **CLINICAL NURSE PRACTITIONER GRADE 1 TO 2 (PRIMARY HEALTH CARE)**  
Garden Route District

**SALARY** : Grade 1: R383 226 (PN-B1) per annum  
Grade 2: R471 333 (PN-B2) per annum

**CENTRE** : Dysselsdorp Clinic

**REQUIREMENTS** : Minimum educational qualifications: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Council (SANC) as a Professional Nurse. Post-Basic nursing qualification with duration of at least one-year Diploma in Clinical Nurse Science, Health Assessment, Treatment and Care (R48) accredited with the SANC. Registration with a professional council: Registration with the SANC as a Professional Nurse. Experience: **Grade 1:** A minimum of 4 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. **Grade 2:** A minimum of 14 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1-year post-basic qualification as mentioned above. Inherent requirement of the job: Valid (Code B/EB) driver's license. Willingness to work overtime when necessary and work at other clinics in the Sub-district. Competencies (knowledge/skills): NIMART training or experience. Communication skills in at least two of the three official languages of the Western Cape. Problem solving, report writing, liaison and facilitation skills. Basic computer skills in (i.e. MS Word, Excel, Outlook).

**DUTIES** : Manage and provide clinical comprehensive PHC service. Assist with Wellness programmes in the district and ad-hoc at PHC facilities. Plan and implement Health Promotion and Prevention activities. Link to the community structures and NPO's. Collect data and submit reports. Provide PHC services to the surrounding farming communities.

**ENQUIRIES** : Ms CH Engelbrecht Tel No: (044) 251-6013

**APPLICATIONS** : The Manager: Garden Route District Office: Private Bag X 6592, George, 6530.

**FOR ATTENTION** : Ms S Pienaar

**NOTE** : No payment of any kind is required when applying for this post.  
**CLOSING DATE** : 10 May 2019

**POST 15/128** : **PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: QUALITY ASSURANCE, OCCUPATIONAL HEALTH AND SAFETY, AND INFECTION CONTROL AND PREVENTION)**  
Chief Directorate: Metro Health Services

**SALARY** : Grade 1: R383 226 (PN-B1) per annum  
Grade 2: R471 333 (PN-B2) per annum

**CENTRE REQUIREMENTS** : Wesfleur Hospital  
Minimum educational qualifications: Basic R425 qualification (i.e. diploma / degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse. A post-basic nursing qualification with a duration of at least 1 year accredited with the SANC in Occupational Health Nursing Science. Inherent requirements of the job: Willingness to work shifts, day and night duty and public holidays to meet the operational requirements. Valid (Code B/EB) driver's licence. Experience: **Grade 1:** A minimum of 4 years appropriate/recognisable experience in nursing after registration as a Professional nurse with the SANC in General nursing. **Grade 2:** A minimum of 14 years appropriate/recognisable experience in nursing after registration as a Professional with the SANC in General nursing. Registration with a professional council: Registration with the SANC as a Professional Nurse. Competencies (knowledge/skills): Good verbal and communication skills in at least 2 of the official languages of the Western Cape. Practical knowledge of Occupational Health and Risk Management. Practical knowledge of research methodology and Quality Management. Ability to work independently and as part of the multi-disciplinary team. Computer literacy (Ms Word, Excel, Power-point).

**DUTIES** : Provide Occupational Health Clinical Services at institutional level (promoting Health, Safety and Wellness in the workplace). Provide advisory services on all Occupational Health and Safety matters. Render an efficient administrative system and control of the Occupational Health Service. Conduct Risk assessment audits. Participate in training programmes in conjunction with People Management and Training Departments as required. Management and Promotion of Quality Assurance and Infection Prevention and Control (liaise with IPC related matters).

**ENQUIRIES APPLICATIONS** : Ms LA Abrahams Tel No: (021) 010-0947 ext. 8060  
The Manager: Medical Services, Wesfleur Hospital, Private Bag x1, Reygersdal, 7352.

**FOR ATTENTION NOTE** : Mr D Hlongwane  
No payments of any kind are required when applying for this post. "Candidates who are not in possession of the required qualifications will be appointed into the general stream, and they will be required to obtain the necessary qualifications within a predetermined period of time." 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 or on appointment. This concession is only applicable on health professionals who 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)"

**CLOSING DATE** : 10 May 2019

**POST 15/129** : **COMMUNICATION OFFICER**  
Directorate: Communications

**SALARY** : R316 791 per annum  
**CENTRE** : Head Office, Cape Town  
**REQUIREMENTS** : Minimum educational qualification: An appropriate 3 - year National Diploma/Degree in Journalism, Public Relations or Marketing. Experience: Appropriate experience in Internal or Corporate Communication related working environment or field. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Excellent verbal and written

communication skills. Strong interpersonal skills. Well-developed writing and editing skills in English, Afrikaans or Xhosa. Ability to work independently. Analytical and problem-solving abilities.

**DUTIES** : Implement the Department's Internal Communications strategy. Develop internal communication plans for internal audience or activity. Internal communications brand alignment. Render support function to the Head Officer-team in executing internal communications projects as needed. Develop internal communicate through copy writing of organisational communication. Generate content applicable for internal use / or as required per internal stakeholders.

**ENQUIRIES** : Mr M van der Heever Tel No: (021) 483-3716

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

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

**CLOSING DATE** : 10 May 2019

**POST 15/130** : **SENIOR ADMINISTRATIVE OFFICER: INFORMATION MANAGEMENT**  
Overberg District

**SALARY** : R316 791 per annum

**CENTRE** : Swellendam- and Cape Agulhas Sub-districts (Stationed at Swellendam Offices)

**REQUIREMENTS** : Minimum educational qualification: An Appropriate three-year National Diploma/Degree. Experience: Appropriate knowledge and experience in Information Management. Inherent requirements of the job: Valid (Code B/EB) driver's license. Willingness to perform overtime duties as required. Competencies (knowledge/skills): Technical knowledge, report writing and data and project management skills. Advanced knowledge and experience in the National and Provincial Information Systems and Databases. Knowledge and experience in planning and policy development process. Knowledge and experience in HAST data management will be an advantage.

**DUTIES** : Ensure effective information management and support to all relevant role players within the Sub-district. Compiling of monthly Reports and helping with information management during campaigns. Adhere and maintain quality data at all times within the Sub-district. Support with monthly sub-district Monitoring and Evaluation events. Conduct audits within the Sub-district when needed. Project management with regards to IT matters and Systems optimisation where you apply your technical knowledge. Perform Supervisory function within the Health Information Management team within the Sub-district and ensure that staff are skilled to perform their duties.

**ENQUIRIES** : Dr JP Du Toit Tel No: (028) 514-4800

**APPLICATIONS** : The Director: Overberg District, Private Bag X07, Caledon, 7230.

**FOR ATTENTION** : Ms A Brits

**NOTE** : No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a practical or computer literacy test.

**CLOSING DATE** : 10 May 2019

**POST 15/131** : **ARTISAN PRODUCTION GRADE A TO C (AIR CONDITIONING/REFRIGERATION)**  
Directorate: Engineering and Technical Support Services

**SALARY** : Grade A: R190 653 per annum  
Grade B: R224 574 per annum  
Grade C: R262 176 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: Valid (Code B/EB) driver's license. Perform standby duties when necessary. The successful candidate will be required to register with the South African Qualification and Certification Committee as an Authorised Practitioner: Air Conditioning and Refrigeration Gas. Competencies (knowledge/skills): Conversance with the requirements of the Occupational Health

and Safety Act (Act 85 of 1993). Ability to do welding work (including Oxy-acetylene hard soldering).

**DUTIES** : Repair and maintenance of air-conditioning and refrigeration systems including screw chillers, refrigerators, air ducts, coils, compression and reciprocating plants. Inspect equipment and installations. Assist Artisan Foreman with administration, planning and schedules. Control over tools and materials. Training and develop staff. It would be required of the officer to learn and comply with in-house systems and procedures.

**ENQUIRIES** : Mr L Semono Tel No: (021) 830-3770

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

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

**CLOSING DATE** : 10 May 2019

**POST 15/132** : **CLEANER**  
West Coast District

**SALARY** : R102 534 per annum

**CENTRE** : Hopefield Community Clinic (Lalie Cleophas Clinic)

**REQUIREMENTS** : Minimum requirement: Basic numeracy and literacy. Experience: Appropriate cleaning experience. Inherent requirements of the job: Physically able to lift/move heavy objects and supplies. Ability to operate machinery and equipment. 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.

**DUTIES** : 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. Adhere to safety precautions and ensure adherence to occupational health and safety policies. Support Waste management. Maintain a high standard of neatness and hygiene in the facility. Optimal support to Operational manager and colleagues.

**ENQUIRIES** : Ms D Bester Tel No: (022) 723-1878

**APPLICATIONS** : The Manager: Medical Services, Vredenburg Hospital, Private Bag X3, Vredenburg, 7380.

**FOR ATTENTION** : Mr MZ Emandien

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

**CLOSING DATE** : 10 May 2019

**POST 15/133** : **HOUSEHOLD AID**  
Garden Route District

**SALARY** : R102 534 per annum

**CENTRE** : Oudtshoorn Hospital

**REQUIREMENTS** : Minimum requirement: Basic literacy and numeracy. Experience: Appropriate cleaning experience in a ward/hospital/health environment. Inherent requirements of the job: Ability to lift/move heavy equipment and supplies. Perform overtime and night duty. Relief duties in other departments when necessary and perform overtime and night duty.

**DUTIES** : Responsible for general hygiene and safe environment. Correct and cost-effective usage and operation of equipment and chemicals. Responsible for cleaning duties (i.e. dust, sweep, polish, scrub and mop floors/passages/furniture) and empty dustbins. Handle clean and dirty linen and dispose of refuse/waste products. Assist with the serving of meals and beverages to patients. Assist with the stock control of linen and non-surgical equipment at ward level.

**ENQUIRIES** : Ms H Human Tel No: (044) 203-7203

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

**FOR ATTENTION** : Ms H Human Tel No: (044) 203-7203

**NOTE** : No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a computer literacy test.

**CLOSING DATE** : 10 May 2019

**POST 15/134** : **CLEANER**  
Chief Directorate: Metro Health Services

**SALARY** : R102 534 per annum  
**CENTRE** : Delft Community Health Centre  
**REQUIREMENTS** : Minimum requirement: Basic numeracy and literacy skills. Experience: Appropriate experience in a Health facility and Hospital environment. Inherent requirement of the job: Ability to operate machinery and equipment. Ability to lift or move heavy equipment and supplies. Must be willing to render a shift service on weekends, public holidays, day and night and duties and rotate in different departments according to operational needs and requirements. Competencies (knowledge/skills): Good communication skills (read, speak and write) in at least two of the three official languages of the Western Cape.

**DUTIES** : General cleaning and maintenance, i.e. dusting, sweeping, polishing, scrubbing and mopping, cleaning windows and walls. Ensure that cleaning equipment, e.g. polishing and scrubbing machines, mops, brooms, buckets are clean after usage and securely stored. Effectively use cleaning agents and stock as well as elementary stock control. Provide clean linen for consultation rooms and manage clean and soiled linen. Responsible for general hygienic and safe environment in terms of standards and procedures to prevent injuries and the spread of infection. Assist with the offloading and unpacking of stock. Attend training sessions where applicable.

**ENQUIRIES** : Mr JC van Heerden Tel No: (021) 954-2237  
**APPLICATIONS** : The Director: People Management, Green Building, Bellville health Park, Karl Bremer Hospital Precinct Northern/Tygerberg Sub-structure Office, Metro Health Services Private Bag X99, Bellville, 7500.

**FOR ATTENTION** : Ms P Louw  
**NOTE** : No payment of any kind is required when applying for this post.  
**CLOSING DATE** : 10 May 2019

**POST 15/135** : **CLEANER**  
Garden Route District

**SALARY** : R102 534 per annum  
**CENTRE** : Plettenberg Bay Clinic  
**REQUIREMENTS** : Minimum requirement: Basic numeracy and literacy. Experience: Previous Hospital and or other Health Facility cleaning experience. Inherent requirements of the job: Willingness to rotate to different health facilities. Ability to work with heavy duty household/cleaning equipment. Competencies (knowledge/skills): Knowledge of infection control and safety procedures of a hospital environment.

**DUTIES** : Render an effective, efficient and safe hygiene service in the Health Facility. Correct handling and disposal of waste, medical waste and soiled linen. Responsible for cleaning duties in Health Facilities, refuse handling and maintenance of general neatness and hygiene in the area. Render assistance to the supervisor with general housekeeping duties such as control of cleaning and household equipment, care and control of linen and record keeping.

**ENQUIRIES** : Mrs L Ziervogel Tel No: (044) 302-8400  
**APPLICATIONS** : The District Manager: Garden Route District Office, Private Bag X6592, George, 6530.

**FOR ATTENTION** : Ms S Pienaar  
**NOTE** : No payment of any kind is required when applying for this post.  
**CLOSING DATE** : 10 May 2019