



the dpsa

Department:
Public Service and Administration
REPUBLIC OF SOUTH AFRICA

PUBLIC SERVICE VACANCY CIRCULAR

PUBLICATION NO 20 OF 2019

DATE ISSUED: 07 JUNE 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.

**INDEX
NATIONAL DEPARTMENTS**

NATIONAL DEPARTMENTS	ANNEXURE	PAGES
BASIC EDUCATION	A	03 - 04
COMMUNICATIONS	B	05
COOPERATIVE GOVERNANCE	C	06 - 07
DEFENCE	D	08 - 14
ENVIRONMENTAL AFFAIRS	E	15 - 19
GOVERNMENT PENSION ADMINISTRATION AGENCY	F	20 - 23
JUSTICE AND CONSTITUTIONAL DEVELOPMENT	G	24 - 25
LABOUR	H	26 - 31
MINERAL RESOURCES	I	32 - 34
NATIONAL TREASURY	J	35 - 36
PUBLIC SERVICE AND ADMINISTRATION	K	37 - 39
PUBLIC WORKS	L	40 - 41
RURAL DEVELOPMENT AND LAND REFORM	M	42 - 50
TOURISM	N	51 - 52
WATER AND SANITATION	O	53 - 60

PROVINCIAL ADMINISTRATIONS

PROVINCIAL ADMINISTRATION	ANNEXURE	PAGES
GAUTENG	P	61 - 77
KWAZULU NATAL	Q	78 - 113
WESTERN CAPE	R	114 - 125

DEPARTMENT OF BASIC EDUCATION

The Department of Basic Education is committed to providing equal opportunities and practicing affirmative action employment. It is our intention to promote representivity (race, gender, disability) in the Department through filling of these posts and candidates whose transfer, promotion, or appointment will promote representivity will receive preference. Preference will firstly be given to excess employees and secondly to current Public Service employees.

- APPLICATIONS** : Submitted via post to: Private Bag X895, Pretoria, 0001 or hand-deliver to: The Department of Basic Education, 222 Struben Street, Pretoria. Please visit the Department of Education's website at www.education.gov.za or the Department of Public Service and Administration vacancy circulars at www.dpsa.gov.za
- FOR ATTENTION** : Ms N Sathege/Ms M Mahape
- CLOSING DATE** : 24 June 2019
- NOTE** : Applications must be submitted on Form Z83 obtainable from any Public Service Department and must be accompanied by a comprehensive CV and certified copies of ID and qualifications. NB 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. Short-listed candidates will be required to undertake a writing test as part of the interview process. Applications received after the closing date, e-mailed or faxed applications will not be considered. The Department of Basic Education is committed to providing equal opportunities and practising. Affirmative action employment. It is our intention to promote representivity (race, gender, disability) in the Department through the filling of these posts and candidates whose transfer, promotion, or appointment will promote representivity will receive preference. Preference will firstly be given to excess employees and secondly to current Public Service employees. An indication in this regard will facilitate the processing of applications.

MANAGEMENT ECHELON

- POST 20/01** : **CHIEF DIRECTOR REF NO: 146881/1**
Branch: Teacher and Professional Development
Chief Directorate: Education Human Resources Development (EHRD)
- SALARY** : R1 189 338 per annum (All-Inclusive remuneration package)
- CENTRE** : Pretoria
- REQUIREMENTS** : An appropriate recognised Bachelor's degree or undergraduate qualification (NQF level 7) as recognised by SAQA supported by 5 years' experience at senior managerial level in high level planning and management. At least 5 years' experience in both planning and delivery of education, at different levels of the system. A keen understanding of the education policy environment with a delivery mindset. Excellent communication (verbal and written) skills including proven capacity to produce analytical reports. Proven experience in strategic management, research and report writing. Core Competencies: Strategic capacity and leadership, People Management and Empowerment, Financial Management, Change management.
- DUTIES** : The successful incumbent will be in charge of the Chief Directorate, comprising of the following directorates: Continuing Professional Teacher Development (CPTD), Initial Teacher Education (ITE) and School Management and Governance (EMGD); He/she will be required to manage staff and the budget of the Chief Directorate, including any other responsibility that may be allocated; The successful candidate will further provide strategic leadership, management, guidance and support to the Chief Directorate in developing and driving the strategy to improve school leadership in collaboration with relevant structures; Oversee the delivery of programmes for the recruitment and training of new teachers, including the management of the Funza Lushaka Bursary programme; Oversee the delivery of a national induction programme for new teachers and principals; Work with South African Council for Educators to monitor and support the implementation of the CPTD management system; Oversee the delivery of programmes for Teacher Appreciation and Support (TASP); Collaborate with the National Institute for Curriculum and Professional

Development to ensure the delivery of quality teacher development programmes.

ENQUIRIES : Ms N Sathège Tel No: 012 357 3290/ Ms M Mahape Tel No: 012 357 3291
NOTE : The successful candidate will sign an annual performance agreement, annually disclose his/her financial interests and be subjected to a security clearance. Applicants must have a valid driver's license and be willing to travel extensively. Short-listed candidates may be required to make a presentation to the interview panel, as well as undergo a writing test.

OTHER POST

POST 20/02 : **AUDIT COMMITTEE MEMBER REF NO: 146881/2**
Branch: Office of the Director-General
Directorate: Internal Audit, Risk Management and Forensic Investigations

SALARY : Remuneration will be in line with the requirement of the Treasury Regulation – TR 20.2.3

CENTRE : Pretoria
REQUIREMENTS : Applicants must be in possession of a Postgraduate qualification in the field of either Accounting, Internal Auditing, Risk Management, Information Communication Technology, or Law. Possession of a CA (SA), CIA, CISA, CFE qualification will be an added advantage. Experience: Applicants must have a sound knowledge and experience in Internal Audit, Governance and Risk Management; Combined Assurance and Integrated Reporting or Information Communication Technology; Strategy Development, Implementation and Monitoring or Legal. A proven record of service and membership with any one of the following Committees: Audit Committee, Risk Management Committee, IT Steering Committee, Ethics Committee and/or any Governance Body is a prerequisite. Attributes and Skills: Independence, integrity, objectivity, reliability, sound knowledge of public sector environment, knowledge of governance and risk management principles and control processes, good communication skills, strong leadership skills, knowledge of the public administration industry. Independence from all operations of the Department of Basic Education.

DUTIES : The primary objective of the Audit Committee is to review the Departments compliance with the laws and regulations of any applicable statute and/or controlling bodies, and express a view accordingly in the annual report. The committee discharges its responsibilities in accordance with the provisions of the PFMA, Treasury Regulations and approved Audit Committee Charter. Review the processes and reporting of performance and financial information. Obtain appropriate assurance that controls are in place and effective in addressing e.g. Compliance, IT and Fraud Risks.

ENQUIRIES : Ms N Sathège Tel No: 012 357 3290/ Ms M Mahape Tel No: 012 357 3291
NOTE : The successful candidate may be required to undergo a competency test and will be subjected to a security clearance.

DEPARTMENT OF COMMUNICATIONS

- APPLICATIONS** : The DG of the Department of Communications, Private Bag X812, Pretoria, 0001 or hand deliver to Tshedimosetso House, 1035 Cnr Francis Baard & Festival Street, Hatfield, Pretoria
- FOR ATTENTION** : Mr A Khameli
- CLOSING DATE** : 21 June 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 completed and signed form Z83 should be accompanied by a recently updated, comprehensive CV as well as certified copies of all qualification(s) and ID-document. The certification must be within three (3) months. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification).

OTHER POST

- POST 20/03** : **INTERNSHIP PROGRAMME: INTERNAL AUDIT REF NO: IPIA/2019 (X2 POSTS)**
(12 months contract)
Directorate: Internal Audit
- STIPEND** : R7008.00 per month
- CENTRE** : Pretoria
- REQUIREMENTS** : Bachelor degree in Internal/ External Audit or Financial Accounting with Internal/ External Audit as major subjects. Willing to travel and work long hours. Interpersonal Skills: Good interpersonal skills, professionalism and integrity, ability to work under pressure, and deadline-driven individual. The successful must be analytical, and have high attention to detail. S/He should have an understanding of broader audit (auditing standards), governance e.g. PFMA, Corporate Governance and business knowledge. Self-starter, Ambitious and willingness to learn.
- ENQUIRIES** : Mr. Daniel Nkitseng Tel No: (012) 473 0493

DEPARTMENT OF COOPERATIVE GOVERNANCE

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

- APPLICATIONS** : Applications may be posted to URS Response Handling, P O Box 11506, Tiegerpoort, 0056; submitted electronically via email: cogta46@ursonline.co.za or via fax: 086 415 5709.
- FOR ATTENTION** : URS Response Handling Tel No: 012 811 1900
- CLOSING DATE** : 01 July 2019
- NOTE** : All short-listed candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. The successful candidate will be appointed subject to positive results of the security clearance process and the verification of educational qualification certificates. Applications must be submitted on a signed Z83 Form (application form), obtainable from any Public Service department website, and should be accompanied by a comprehensive CV, certified ID and copies of all qualifications. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation. Incomplete applications or applications received after the closing date will not be considered. It is important to note that it is the applicant's responsibility to ensure that all information and attachments in support of the application are submitted by the due date. Due to the large number of responses anticipated, correspondence will be limited to short-listed candidates only. If you have not been contacted within three months of the closing date of the advertisement, please accept that your application has been unsuccessful. Thank you for the interest shown in the Department. This is a Senior Management post. Candidates should therefore possess managerial skills. Candidates who are short-listed, could expect to undergo management competency assessments. Management competencies: Strategic capacity and leadership, people management and empowerment, advanced programme and project management, change management, financial management, knowledge management, Service Delivery Innovation, advanced problem solving and analysis, client orientation and customer focus, advanced communication (written and verbal) and advanced presentation/public speaking skills.

MANAGEMENT ECHELON

- POST 20/04** : **CHIEF DIRECTOR: MUNICIPAL INFRASTRUCTURE GRANT (REF NO: 26268/01)**
- SALARY** : R1 189 338 per annum (Level 14) (An all-inclusive remuneration package). The package includes a basic salary (70% of package), and a flexible portion that may be structured in terms of the applicable guidelines.
- CENTRE** : Pretoria
- REQUIREMENTS** : An undergraduate or equivalent qualification (NQF Level 7) as recognised by SAQA. 5 – 10 years' relevant experience at senior management level. Additional requirements: A valid driver's license and extensive travelling. Core Competencies: Strategic Capacity and Leadership. People Management. Programme and Project Management. Financial Management. Change Management. Process Competencies: Knowledge Management. Service Delivery Innovation. Problem Solving and Analysis. Client Orientation and Customer Focus. Communication. Technical Competencies: Both government and private sector infrastructure development approaches. The link between infrastructure development and economic development. Public/Private partnerships. Donor funding. Borrowing frameworks. Private infrastructure

funding. Operations of other infrastructure funding agencies and institutions. Intergovernmental relations. Local economic development. Poverty eradication and job creation.

DUTIES

: The successful candidate will perform the following duties: Oversee the development of policy, including municipal infrastructure framework, coordination and reporting on Municipal Infrastructure Grant projects. Oversee the development of infrastructure master plans to guide long-term infrastructure delivery plans of municipalities. Provide a strategic guide for strengthening implementation and provision of basic municipal services and infrastructure in local government. Oversee the development of alternative infrastructure financing models. Monitor and administer the MIG infrastructure expenditure.

ENQUIRIES

: Mr T.B. Fosi Tel No: (012) 848 4655

DEPARTMENT OF DEFENCE

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



OTHER POSTS

<u>POST 20/05</u>	:	<u>DEPUTY DIRECTOR: MACRO STRUCTURE MANAGEMENT REF NO: DIMS 26/19/01</u> DPSP Division Directorate: Integrated Management Systems
<u>SALARY CENTRE REQUIREMENTS</u>	:	R869 007 per annum (Level 12) Erasmuskloof, Pretoria An appropriate three-year diploma or degree (NQF Level 6) with 5 years relevant experience in the Management Services environment. Completion of the Management Services/Organisational and Work Study course and advanced management development program will be an added advantage. Special requirements (Skills needed): Good knowledge of relevant public sector Policies, Legislation, Regulations and Acts. Problem solving and decision making skills. Good communication skills (written and verbal). Computer literacy. Sound Interpersonal relations and high level of professionalism. Highly reliable. Self-motivated and flexible.
<u>DUTIES</u>	:	The development/management of DOD Macro Structure Management Policy, Guidelines, Instructions and Directives. The management of the DOD Macro Structure Life Cycle, including the administration of the system. The development/management of the DOD Management and Structure Management Training as the Functional Competency Authority. The effective and efficient administration/management of the Macro Structure Management Resources.
<u>ENQUIRIES</u>	:	Mr D. Subramoney Tel No: (012) 355 5060 and Ms J.P. Bester Tel No: (012) 355 6344.
<u>APPLICATIONS</u>	:	Department of Defence, Directorate Integrated Management Systems, Private Bag X161, Pretoria, 0001 or may be hand delivered to Armscor Building C/O Nossob and Delmas Ave, Erasmuskloof, Pretoria.
<u>NOTE</u>	:	The advertisement(s) contained herein is/are meant for the attention/perusal of all interested job seekers, whether they are serving employees/officials of the DOD/Public Service, unemployed persons or persons employed outside the Public Service. Persons not employed by the DOD/Public Service are encouraged to apply for the vacancies advertised in this circular. Applications must be submitted on the prescribed form Z83 (obtainable from any Public Service department), which must be originally signed and dated by the applicant and which must be accompanied by a detailed CV (with full particulars of the applicants' training, qualifications, competencies, knowledge & experience) and clear certified copies of original educational qualification certificates, ID document and Driver's license (where applicable). Failure to comply with the above instructions will result in applications being disqualified. Applicants applying for more than one post must submit a separate form Z83 (as well as the documentation mentioned above) in respect of each post being applied for. If an applicant wishes to withdraw an application it must be done in writing. Should an application be received where an applicant applies for more than one post on the same applications form, the application will only be considered for the first post indicated on the application and not for any of the other posts. Under no circumstances will photostat copies or faxed copies of application documents be accepted. The successful candidates will be subjected to Personnel Suitability Checks (criminal record-, citizenship- & financial/asset record checks and qualification and employment verification). Successful candidates will also be subjected to security clearance processes. Applicants who do not receive confirmation or feedback within 3 (three) months after the closing date, please consider your application unsuccessful. Due to the large volume of responses anticipated, receipt of applications will not be acknowledged and correspondence will be limited to short-listed candidates

only. For more information on the job description(s) please contact the person indicated in the post details. Successful candidates will be appointed on probation for the period of twelve (12) months in terms of the prescribed rules. (Applications received after the closing date and faxed copies will not be considered). Candidates will be subjected to a technical exercise that intends to test relevant technical elements of the required job.

<u>CLOSING DATE</u>	:	28 June 2019
<u>POST 20/06</u>	:	<u>ASSISTANT DIRECTOR REF NO: CFO 19/3/1</u>
<u>SALARY</u>	:	R376 596 per annum (Level 09)
<u>CENTRE</u>	:	Financial Management Division, Joint Operation Division Head Quarters, Budget Management Office, Pretoria.
<u>REQUIREMENTS</u>	:	Minimum Requirements: A three year Degree/three years National Diploma in Finance/Accounting. A minimum of three (3) years relevant experience in the budget management environment of which three (3) years must be at a level of Senior State Accountant (Level 8) or equivalent. Have knowledge and understanding of Public Finance Management Act (PFMA), Treasury Regulations (TRs) and related prescripts. Sound knowledge of estimating, budgeting and budget control in the Department of Defence (DOD) or Public Service or Private Sector. Good working knowledge of Financial Systems (FS) of the DOD/Public Service/Private Sector will be an added advantage. Information Centre (IC) qualified. Ability to analyse and interpret Policies, Instructions and Regulations. Ability to work under pressure and meet deadlines. Ability to work after hours at short notice. Ability to effectively function as part of a team. Managerial skills and knowledge of spreadsheets, word-processing and presentation packages (preferably MS Excel, Word and PowerPoint). Well-developed presentation skills, report writing skills and ability to present budget control reports to top management for decision making. Good reasoning, attention to details, innovative, strong mathematical, problem solving and statistical analysing ability. Possession of a valid RSA driver's license/Military driver's license to conduct official duties and attend meetings. In possession of or able to obtain a DOD confidential security clearance.
<u>DUTIES</u>	:	Executing of all J Ops expenditure control duties and responsibilities, as specified in the Public Finance Management Act (PFMA), the Treasury Regulations (TRs) as well as DOD Policies, Instructions and Regulations. Provision of expenditure trends, performance management reporting on expenditure through IC reports and graphic presentations. Prepare monthly Early Warning Reports (EWRs). Assist in the compilation of delegations with regard to the management of essential resources in Joint Operations Division. Monitor the in-year expenditure trends and advise on methods to address deviations. Ensure the safekeeping of all transaction supporting documentation, files and data for audit purposes in accordance with prescripts. Provide training, guidance and development of subordinate personnel. Managing and supervising all resources resorting under control of this post.
<u>ENQUIRIES</u>	:	Mr L.L. Ngidi Tel No: (012) 648 0648
<u>APPLICATIONS</u>	:	Applications must be submitted to: Financial Management Division, DFSS, Career Management Section, Private Bag X 137, Pretoria, 0001 or applications may be hand-delivered to: Department of Defence, Poynton building, 195 Bosman Street, Pretoria where it must be placed in wooden post box 5 at reception. Note: (Please use reference number not post number)
<u>NOTE</u>	:	The advertisement (s) contained herein is/are meant for the attention/perusal from all interest job seekers whether they are serving employees/officials of the DOD/Public Service, unemployed persons or persons employed outside the Public Service. Person not employed by the DOD/Public Services are encouraged to apply for the vacancies advertised in this circular. Applications must be submitted on the prescribed form Z83 (obtainable from any Public Service department), which must be originally signed and dated by the applicant and which must be accompanied by a detailed CV (with full particulars of the applicants' training, qualifications, competencies, knowledge, experience and etc) and all required documents attached must be certified a true copy and must be dated. Certification must not be older than three months at the closing date of the advert. (I.e. Educational qualifications, ID Copy and Driver s license). All applications received after closing date will not be considered. Failure to comply with the above instructions will result in applications being disqualified. Should an application be received where an applicant applying for more than one post must submit a separate form Z83 (as

well as the documentation mentioned above) in respect of each post being applied for. If an applicant wishes to withdraw an application it must be done in writing. If an applicant applies for more than one post on the same applications form, the application will only be considered for the first post indicated on the application and not for any of the other posts. Under no circumstances will Photostat copies or faxed copies of application documents be accepted. The successful candidates will be subjected to Personnel Suitability Checks (criminal record-, citizenship- & financial/asset record checks and qualification and employment verification). Successful candidates will also be subjected to security clearance processes. Potential candidates, declared in excess must indicate their excess status on Z83, Applicants who do not receive confirmation or feedback within 3 (three) months after the closing date, please consider your application unsuccessful. Due to the large volume of responses anticipated, receipt of applications will not be acknowledged and correspondence will be limited to short-listed candidates only. For more information on the job description(s) please contact the person indicated in the post details. Successful candidates will be appointed on probation for the period of twelve (12) months regarding the prescribed rules. The Department reserves the right not to make appointment(s) to the advertised post(s).

<u>CLOSING DATE</u>	:	21 June 2019 at 16h00
<u>POST 20/07</u>	:	<u>FINANCE CLERK SUPERVISOR REF NO: CFO 19/3/2</u> Financial Management Division Chief Directorate: Accounting Directorate: Personnel Payments (Final Payments)
<u>SALARY</u>	:	R257 508 per annum (Level 07)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Minimum Requirements: Grade 12 certificate plus three year Degree/National Diploma with finance related subjects with a minimum of two (02) years relevant experience (Final Payments) or Grade 12 certificate with a minimum of three (03) years relevant experience (Final Payments). Previous salary administration experience would serve as a strong recommendation. Knowledge sound reasoning, mathematical, accounting and problem solving ability with strong supervisory skills. Knowledge of computer systems in the DOD/Public Service/Private Sector, including Persol/Persal, MS Word and Excel. Well-developed verbal and written communications skills, very conscientious and motivated towards producing effective, efficient and correct work and always aiming for a zero defect environment. Ability to effectively function as part of a team, receptive to work-related suggestions and ideas. Decisive/persevering regarding task finalisation and able to effectively function under pressure.
<u>DUTIES</u>	:	Ensuring effective execution of prescribed accounting processes related to the payments of financial benefits to ex-employees of the Department of Defence (DOD). Ensuring that calculation of the leave payments, pro-rata service bonus and accounting of overpaid amounts to be recovered from ex-employees are correct and in accordance with prescripts. Constant collaboration and communication with the Senior State Accountant regarding all functions and tasks coupled to the post. Assist and coordinating of related administrative tasks Supervision, guiding and training of Senior Accounting Clerks resorting under the control of this post. Capturing of all final payments related transactions on Persol and on the Financial Management System (FMS). Ensuring that all accounting records, documentation, statistics and files are safeguarded and readily available for audit purposes. Assisting in handling ministerial and audit general enquiries concerning final payments. Looking-up and printing final payments related management information and statistics from the Persol and FMS. Supervising and managing personnel, equipment, and material resorting under control of this post.
<u>ENQUIRIES</u>	:	Mr V.S. Mtengwane Tel No: (012) 392 2110
<u>APPLICATIONS</u>	:	Applications must be submitted to Financial Management Division, DFSS, Career Management Section, Private Bag X 137, Pretoria, 0001 or applications may be hand-delivered to: Department of Defence, Poynton building, 195 Bosman Street, Pretoria where it must be placed in wooden post box 5 at Reception. Note: (Please use reference number not post number).
<u>NOTE</u>	:	The advertisement (s) contained herein is/are meant for the attention/perusal from all interest job seekers whether they are serving employees/officials of the DOD/Public Service, unemployed persons or persons employed outside the

Public Service. Person not employed by the DOD/Public Services are encouraged to apply for the vacancies advertised in this circular. Applications must be submitted on the prescribed form Z83 (obtainable from any Public Service department), which must be originally signed and dated by the applicant and which must be accompanied by a detailed CV (with full particulars of the applicants' training, qualifications, competencies, knowledge, experience and etc) and all required documents attached must be certified a true copy and must be dated. Certification must not be older than three months at the closing date of the advert. (I.e. Educational qualifications, ID Copy and Driver s license). All applications received after closing date will not be considered. Failure to comply with the above instructions will result in applications being disqualified. Should an application be received where an applicant applying for more than one post must submit a separate form Z83 (as well as the documentation mentioned above) in respect of each post being applied for. If an applicant wishes to withdraw an application it must be done in writing. If an applicant applies for more than one post on the same applications form, the application will only be considered for the first post indicated on the application and not for any of the other posts. Under no circumstances will Photostat copies or faxed copies of application documents be accepted. The successful candidates will be subjected to Personnel Suitability Checks (criminal record-, citizenship- & financial/asset record checks and qualification and employment verification). Successful candidates will also be subjected to security clearance processes. Potential candidates, declared in excess must indicate their excess status on Z83, Applicants who do not receive confirmation or feedback within 3 (three) months after the closing date, please consider your application unsuccessful. Due to the large volume of responses anticipated, receipt of applications will not be acknowledged and correspondence will be limited to short-listed candidates only. For more information on the job description(s) please contact the person indicated in the post details. Successful candidates will be appointed on probation for the period of twelve (12) months regarding the prescribed rules. The Department reserves the right not to make appointment(s) to the advertised post(s).

<u>CLOSING DATE</u>	:	21 June 2019 at 16h00
<u>POST 20/08</u>	:	<u>FINANCE CLERK SUPERVISOR REF NO: CFO 19/3/3</u> Finance Management Division Directorate: Stores, Services and Related Payments Sub – Directorate: Medical Payments
<u>SALARY</u>	:	R257 508 per annum (Level 07)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Minimum Requirements: Grade 12 certificate plus B Degree or three (3) years National Diploma with finance/accounting related subjects with a minimum of two (02) years relevant experience/Grade 12 certificate with finance/accounting related subjects with a minimum of three (3) years relevant experience. Ability of understanding, interpreting and correctly applying financial policy and prescripts. Thorough knowledge of contract management or supply chain management process, State contracts as well as the financial processes and core processes of the Department of Defence (DOD)/Public Service/Private sector will be an added advantage. Must be computer literate (MS Word, Spread Sheets and Power Point). Thorough knowledge of programs utilised in the DOD, Public Service and Private Sector including PERSOL/PERSAL, Financial Management System (FMS)/BAS or any other financial related system. Sound reasoning, mathematical and problem solving ability. Ability to understand and interpret financial policy, especially in terms of State contracts. Thorough knowledge of the financial and accounting processes. Must be knowledgeable with Human Resource Management (people management) practices. Well-developed verbal and written communication skills with good inter-personal skills. Orientated towards teamwork, receptive to work-related suggestions/ideas. Positive, loyal, creative, trustworthy. No criminal record. In possession of a valid RSA/Military driver's licence and willing to travel extensively on a regular basis. Ability to function as part of a team, receptive to work related suggestions/ideas, decisive/persevering in terms of task finalisation and able to effectively function under pressure. The successful candidate will be required to complete all relevant courses.
<u>DUTIES</u>	:	Assisting the Senior State Accountant (FASC Manager) with the following responsibilities: Managing the FASC effectively, efficiently and economically.

	Regularly supplying the Regional Accounting Manager with prescribed reports and feedback. Ensuring timely payment of all invoices according to policy and prescripts and make follow ups where required. Successful management of all Central Advance System events and Face Value Documents. Accounting of revenue due to the DOD and administration of Paymaster-General Account deposits. Successful execution of through control measures regarding the administration and safekeeping of cash and payment of accounts. Reporting, investigating and following-up of all finance related irregularities. Evaluating and maintaining the security measures at the FASC. Training and development of all subordinate personnel. Management of personnel, assets and material resorting under control of the FASC. Timely finalization of all audit queries. Managing and safekeeping of all related accounting documentation.
<u>ENQUIRIES</u>	: Mr T.T. Nyuswa Tel No: 012 392 2892
<u>APPLICATIONS</u>	: Applications must be submitted to: Financial Management Division, DFSS, Career Management Section, Private Bag X 137, Pretoria, 0001 or applications may be hand-delivered to: Department of Defence, Poynton building, 195 Bosman Street, Pretoria where it must be placed in wooden post box 5 at Reception. Note: (Please use reference number not post number).
<u>NOTE</u>	: The advertisement (s) contained herein is/are meant for the attention/perusal from all interest job seekers whether they are serving employees/officials of the DOD/Public Service, unemployed persons or persons employed outside the Public Service. Person not employed by the DOD/Public Services are encouraged to apply for the vacancies advertised in this circular. Applications must be submitted on the prescribed form Z83 (obtainable from any Public Service department), which must be originally signed and dated by the applicant and which must be accompanied by a detailed CV (with full particulars of the applicants' training, qualifications, competencies, knowledge, experience and etc) and all required documents attached must be certified a true copy and must be dated. Certification must not be older than three months at the closing date of the advert. (I.e. Educational qualifications, ID Copy and Driver s license). All applications received after closing date will not be considered. Failure to comply with the above instructions will result in applications being disqualified. Should an application be received where an applicant applying for more than one post must submit a separate form Z83 (as well as the documentation mentioned above) in respect of each post being applied for If an applicant wishes to withdraw an application it must be done in writing. If an applicant applies for more than one post on the same applications form, the application will only be considered for the first post indicated on the application and not for any of the other posts. Under no circumstances will Photostat copies or faxed copies of application documents be accepted. The successful candidates will be subjected to Personnel Suitability Checks (criminal record-, citizenship- & financial/asset record checks and qualification and employment verification). Successful candidates will also be subjected to security clearance processes. Potential candidates, declared in excess must indicate their excess status on Z83, Applicants who do not receive confirmation or feedback within 3 (three) months after the closing date, please consider your application unsuccessful. Due to the large volume of responses anticipated, receipt of applications will not be acknowledged and correspondence will be limited to short-listed candidates only. For more information on the job description(s) please contact the person indicated in the post details. Successful candidates will be appointed on probation for the period of twelve (12) months regarding the prescribed rules. The Department reserves the right not to make appointment(s) to the advertised post(s).
<u>CLOSING DATE</u>	: 21 June 2019 at 16h00
<u>POST 20/09</u>	: <u>FINANCE CLERK REF NO: CFO 19/3/4</u> Financial Management Division Directorate: Stores, Services and Related Payments (DSSRP)
<u>SALARY</u>	: R173 703 per annum (Level 05)
<u>CENTRE</u>	: Finance Accounting Service Centres FASC MOD, Pretoria
<u>REQUIREMENTS</u>	: Minimum requirements: Grade 12 certificate with finance related subjects. Ability in understanding, interpreting and correctly applying of financial policies and prescripts. Basic knowledge of financial and accounting processes. Basic knowledge of contract management and supply chain management process. Sound knowledge of the Public Finance Management Act and Treasury Regulations as well as knowledge of Financial Systems will serve as a strong

recommendation. Computer literate in MS Office software packages (Word, Excel and PowerPoint). Ability to effectively liaise and communicate with clients. Decisive and persevering in terms of task finalisation. Willing to undergo training at Finance Education, Training and Development Centre as the successful candidate will be required to complete all relevant courses. Willing to be detached to Satellite Offices across geographical boundaries. Willing to work with cash (as cashier), in Rand and Foreign currency. Willing to assist with general administrative functions and archiving /filing/safekeeping of all accounting documentation. Added advantage: Post Matric qualification in Finance. A minimum of one year relevant experience. A valid RSA driver's licence.

DUTIES

: Scrutinise, verify, register and couple medical and supplier invoices for payment. Strictly apply policy, prescriptions and regulations. Detect and report on all irregularities. Safekeeping of payment and other accounting documentation for audit purposes. Utilise the Financial Management System (FMS) to regularly record all accounting transactions and do enquiries. Performing of cashier duties by paying out of cash advances, administering of claims on the Central Advance System and capturing of all related accounting transactions on the FMS. Recording, safekeeping and issuing of Face Value Documents (FVD) and updating the FVD System. Confirmation of TELKOM accounts. Administering of Paymaster General (PMG) account deposits and assisting with general administration and accounting functions at the FASC.

ENQUIRIES APPLICATIONS

: Mr T.T. Nyuswa Tel No: (012) 392 2890
: Applications must be submitted to: Financial Management Division, DFSS, Career Management Section, Private Bag X 137, Pretoria, 0001 or applications may be hand-delivered to: Department of Defence, Poynton building, 195 Bosman Street, Pretoria where it must be placed in wooden post box 5 at Reception. Note: (Please use reference number not post number).

NOTE

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

CLOSING DATE

: 21 June 2019 at 16h00

<u>POST 20/10</u>	:	<u>SENIOR ADMINISTRATION CLERK JOB ANALYSIS AND DESIGN REF NO: 26/19/02</u>
<u>SALARY</u>	:	R173 703 per annum (Level 05)
<u>CENTRE</u>	:	DPSP Division (Integrated Management Systems Directorate)
<u>REQUIREMENTS</u>	:	NQF Level 4, 3 to 5 years' experience in the administrative/secretarial field. Applicants with prior leaning, either by means of experience or alternative courses may apply. Special requirements (Skills needed): Good communication in English (written and verbal). Computer literate (MS Word, MS PowerPoint, MS Excel and Lotus Notes). Sound interpersonal relations and high level of professionalism. Highly reliable. Self-motivated and flexible. Must have a confidential security clearance or must be in process at Defence Intelligence.
<u>DUTIES</u>	:	The conducting of job evaluations. Completion of job evaluation questionnaires (JEQ), Assists in the conducting of interviews. Maintain and update the DOD Job Evaluation (JE)/Job Description (JD) database and statistics of all job evaluations completed. Take minutes during Moderation. Capture the information of the JEQ. The provision of job evaluations/job description configuration control systems. The provision of general administration. Arranging of traveling authority, coordinate routine HR requirements. Ensuring of office stationary and inventory. Delivering and collecting of documentation. To preserve the sections documentation record management system. Administrate the process of acquiring and storing of job evaluation documents. Maintain an internal registry. Populate the job description database. Provide JE/JD benchmark information and the enhancement of JE/JD database. Ensure benchmark results are provided to clients. Provide assistance and advice to clients in the compilation of JEQs/JDs.
<u>ENQUIRIES</u>	:	Ms E. Duvenage Tel No: (012) 355 5144 and Ms J.P. Bester Tel No: (012) 355 6344
<u>APPLICATIONS</u>	:	Department of Defence, Directorate Integrated Management Systems, Private Bag X161, Pretoria, 0001 or may be hand delivered to Armscor Building C/O Nossob and Delmas Ave, Erasmuskloof, Pretoria.
<u>NOTE</u>	:	The advertisement(s) contained herein is/are meant for the attention/perusal of all interested job seekers, whether they are serving employees/officials of the DOD/Public Service, unemployed persons or persons employed outside the Public Service. Persons not employed by the DOD/Public Service are encouraged to apply for the vacancies advertised in this circular. Applications must be submitted on the prescribed form Z83 (obtainable from any Public Service department), which must be originally signed and dated by the applicant and which must be accompanied by a detailed CV (with full particulars of the applicants' training, qualifications, competencies, knowledge & experience) and clear certified copies of original educational qualification certificates, ID document and Driver's license (where applicable). Failure to comply with the above instructions will result in applications being disqualified. Applicants applying for more than one post must submit a separate form Z83 (as well as the documentation mentioned above) in respect of each post being applied for. If an applicant wishes to withdraw an application it must be done in writing. Should an application be received where an applicant applies for more than one post on the same applications form, the application will only be considered for the first post indicated on the application and not for any of the other posts. Under no circumstances will photostat copies or faxed copies of application documents be accepted. The successful candidates will be subjected to Personnel Suitability Checks (criminal record-, citizenship- & financial/asset record checks and qualification and employment verification). Successful candidates will also be subjected to security clearance processes. Applicants who do not receive confirmation or feedback within 3 (three) months after the closing date, please consider your application unsuccessful. Due to the large volume of responses anticipated, receipt of applications will not be acknowledged and correspondence will be limited to short-listed candidates only. For more information on the job description(s) please contact the person indicated in the post details. Successful candidates will be appointed on probation for the period of twelve (12) months in terms of the prescribed rules. (Applications received after the closing date and faxed copies will not be considered).
<u>CLOSING DATE</u>	:	28 June 2019

DEPARTMENT OF ENVIRONMENTAL AFFAIRS

<u>APPLICATIONS</u>	:	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.
<u>ATTENTION</u>	:	Ms Lerato Ngobeni
<u>CLOSING DATE</u>	:	24 June 2019
<u>NOTE</u>	:	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.

MANAGEMENT ECHELON

<u>POST 20/11</u>	:	<u>DIRECTOR: PROGRAMME IMPLEMENTATION (COASTAL) REF NO: EP03/2019</u>
<u>SALARY</u>	:	R1 005 063 per annum (all-inclusive salary package). The remuneration package includes a basic salary (70% of package), the State's contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion, which can be structured according to the individual's personal needs.
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A recognized Bachelor's Degree in Economics, Social Sciences, Administration or Environmental Sciences. A post graduate qualification and/or project management qualification will serve as a strong recommendation. Five (5) years on MMS (Middle Management Services) level with relevant experience in project management, community development, financial management and contract management. Experience in working with all spheres of government as well as and community organizations. Knowledge of and experience in Environmental Management and associated legislations. Knowledge of and experience in Expanded Public Works Programme and inter – governmental relations. Knowledge and experience in financial management and associated prescripts such as Public Finance Management Act and Treasury Regulations. Knowledge of and experience in skills development and associated legislations such as Skills development Act, Employment Equity Act, Skills Levies Act and SAQA Act. Knowledge of Public Service and Departmental procedures and prescripts. Skills and competencies: Leadership, management, strategic, analytical, conceptual and problem solving skills, team player. Computer literacy. High level of written and verbal communication skills. Presentation skills. Knowledge and understanding of Public Finance Management Act and Treasury Regulations. Knowledge of Expanded Public Works Programme and SAQA Act. Self-motivated person who prioritizes delivery of quality programme and does not require constant supervision, and someone that can management personal time efficiently and help other people to meet deadlines. Willingness to work after hours and to travel extensively. Valid code 8 driver's license.
<u>DUTIES</u>	:	Manage implementation of environmental protection and infrastructure programme in order to achieve departmental objectives: Develop, implement, evaluate and adjust directorate's annual performance plans; Compile and manage directorate budgets, control cash flows, risk management and

administer procurement processes in accordance with generally recognized and accepted financial practices; Manage contracted service providers to ensure proper implementation and completion of projects to standards required and within the allocated time and cost. Facilitate corrective and/or legal actions where there is breach of contract or progress not satisfactory. Manage, guide, develop and motivate directorate staff to achieve programme objectives; Initiate and support organizational transformation and change in order to successfully implement new initiatives and deliver on service delivery commitments; Manage and engage programme stakeholders and beneficiaries (implementing agents, public entities and provincial departments, municipalities and communities). Facilitate programme reporting in accordance with Expanded Public Works Programme (EPWP) and departmental requirements.

ENQUIRIES : Mr L Mlilo Tel No: (012) 399 9644

POST 20/12 : **DIRECTOR: PROGRAMME TRAINING AND YOUTH DEVELOPMENT REF NO: EP04/2019**

SALARY : R1 005 063 per annum (all-inclusive salary package). The remuneration package includes a basic salary (70% of package), the State's contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion, which can be structured according to the individual's personal needs.

CENTRE : Pretoria
: A recognized Bachelor's Degree in Environmental Education / Education and Training / Social Sciences/ Development Studies (NQF level 7) or equivalent qualification plus extensive experience in skills development field. A post graduate qualification and/or project management qualification will serve as a strong recommendation. Five (5) years relevant experience on MMS Level in project management, management of training (accredited and non-accredited), community development, financial management and contract management. Experience in working with all spheres of government as well as and community organizations. Experience in Youth Development Programmes and knowledge of the National Youth Policy and related youth development legislations. Knowledge and experience in financial management and associated prescripts such as Public Finance Management Act and Treasury Regulations Knowledge of and experience in Environmental Management and associated legislations. Knowledge of and experience in Expanded Public Works Programme and inter – governmental relations. Knowledge of and experience in skills development and associated legislations such as Skills development Act, Employment Equity Act, Skills Levies Act and SAQA Act. Knowledge of Public Service and Departmental procedures and prescripts. Experience in working with the different SETA's.

DUTIES : Develop, implement, evaluate and adjust directorate's annual performance plans; compile and manage directorate budgets, control cash flows, risk management and administer procurement processes in accordance with generally recognized and accepted financial practices. Manage the planning and quality assurance process for the Skills Development and Youth Environmental Service (YES) for the Environmental Protection and Infrastructure Programmes (EPIP) of the department. Manage the process of planning for all training interventions or programmes (accredited and non-accredited) within EPIP. Coordinate the process of skills audit for the beneficiaries / participants of EPI Programmes. Support to the processes of procurement of accredited service providers. Manage all engagements with stakeholders in respect of skills development and youth development processes.

ENQUIRIES : Mr L Mlilo Tel No: (012) 399 9644

OTHER POSTS

POST 20/13 : **DEPUTY DIRECTORS: PROVINCIAL PROJECT MANAGER (X2 POSTS)**

SALARY : R869 007 per annum (all-inclusive remuneration package)

CENTRE : Gauteng Ref No: EP05/2019
Western Cape Ref No: EP06/2019

REQUIREMENTS : A recognized Bachelor's Degree in Natural Science, Development Planning, Built Environment or an equivalent three year qualification plus three–five (3-5) years relevant experience in project management :demonstrate/proven

knowledge and experience in working on and supporting project management; Stakeholder management :ability to successfully manage a wide network of relationship, relevant experience in community development business concept development ,feasibility testing ,market research and sustainability testing ; knowledge and understanding of the EPWP, proven experience in implementation , monitoring and evaluation of government programmes; ability to operate project management software as well as MS Office; analytical and numerical skills; good report writing skills, interpersonal and problem solving skills; experience in people and financial management, communication, valid code B driver's license and a willingness to travel extensively and work extended hours.

DUTIES : The successful candidate will perform the following duties: Manage and Evaluate business plans and provide assistance to project implementers, general management of contract documents and payments; undertake project inspection and quality assurance; review progress, financial audit and completion reports; reviewing of project plans regularly to ensure tasks and milestones are being achieved in a timely manner ,take an active part in the project issues/risk management process by contributing to the identification and prioritization of existing and potential issues/risks, monthly reporting on projects to the province and the department; provide ad-hoc support to the Directorate: Programme Implementation and the Chief Directorate: Environmental Protection and Infrastructure Protection; oversee the management of staff and other resources in the province; and undertake stakeholder engagement.

ENQUIRIES : Ms G Modubu Tel: (012) 399 9693

POST 20/14 : **PROVINCIAL TRAINING COORDINATOR REF NO: EP07/2019**

SALARY : R869 007 per annum (all-inclusive remuneration package)
CENTRE : North West (Based in Mafikeng)
REQUIREMENTS : A recognized Bachelor's Degree / National Diploma in Developmental Studies, Human Resource Development/Management or equivalent qualification in training and skills development, with relevant extensive experience in managing training programmes, An Honours degree will serve as an added advantage. Sound knowledge and understanding of legislation, including Adult Basic Education and Training Act, Skills Development Act, Skills Development levy Act, South African Qualification Authority Act, General Education and Further Education and Training Qualifications Act, Basic Condition of Employment Act, National Qualification Framework and National Qualification Framework Act, National Skills Development Strategy, Public Finance Management Act. Experience in managing training programmes and undertaking skills audit and development of training plans. Stakeholder management: ability to successfully manage a wide network of relationship. Facilitation skills, Project Management. Good report writing skills, knowledge of the EPWP, ability to operate project management software as well as MS Office; analytical and numerical skills; interpersonal and problem solving skills; experience in people and financial management, valid code B driver's license and a willingness to travel. The following will serve as an added advantage: Skills Development Facilitator , Assessor, Moderator and /or Train the Trainer Certificate, Knowledge and understanding of SETAs ,Quality Council for Trades and Occupations, Umalusi and department of higher education functions and processes.

DUTIES : Manage the planning and implementation of both accredited and non - accredited training and youth environmental service programme. Manage and provide assistance to Implementers; Ensure compliance to the Memorandum of Agreement; Conduct skills audits and identification of training plans; oversee logistical preparations for accredited training; Conduct site visits to assess effectiveness of training and youth environmental service programme; submit monthly, quarterly reports and completion reports; liaise with relevant training stakeholders to source additional funding for training.

ENQUIRIES : Ms. G Modubu Tel No: (012) 399 9693

POST 20/15 : **DEPUTY DIRECTOR: FINANCIAL ADMINISTRATION REF NO: EP08/2019**

SALARY : R733 257 per annum (all-inclusive remuneration package)
CENTRE : Pretoria

<u>REQUIREMENTS</u>	:	A Bachelor's degree in Accounting / or equivalent qualification. Registration as a Chartered Accountant (CA) or ACCA will serve as an added advantage. The applicant should at least have five (5) years' experience in the field of Public Financial Management; in-depth knowledge of Modified Cash Standards (MSC), PFMA and Treasury Regulations. The candidate must have the following skills: Advanced Excel; computer literacy in MS Office and knowledge of BAS, good verbal and written communication skills, interpersonal, coordination and stakeholder management skills, organizational skills, facilitation skills and a good understanding of government processes and financial reporting. The successful candidate must have a valid driver's license as he/she will be expected to travel extensively.
<u>DUTIES</u>	:	Check annual audits and completion reports for EPWP projects. Consolidate Quarterly, half yearly and annual project financial statements. Ensure that Implementing Entities adhere to Supply Chain Management rules as well as Modified Cash Standards. Prepare terms of reference for ad-hoc audits and accounting work that must be done to support Project Implementing Entities. Oversee EPWP project audits and accounting work done by the Department's appointed firms. Prepare monthly reports for the CFO's unit. Manage project payments unit. Be responsible for Managerial Accounting Reporting. Do payments reconciliations. Monitor expenditure and cash flow projections for EPWP projects. Develop and maintain early warning systems for management of finances. Monitor the commitments. Advise the programme management on financial management issues in general. Support programme planning and implementation process and forums/ structures on financial administration issues. Facilitate procurement of projects. Handle audit queries for the Chief Directorate: Environmental Protection and Infrastructure Programmes.
<u>ENQUIRIES</u>	:	Mr. M Thaga Tel No: (012) 399 9663
<u>POST 20/16</u>	:	<u>ASSISTANT DIRECTOR: GREENING & OPEN SPACE MANAGEMENT REF NO: EP09/2019</u>
<u>SALARY</u>	:	R470 040 per annum (all inclusive remuneration package)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A Bachelor's Degree or an appropriate three (3) year tertiary qualification in Environmental Management, Development Studies, Natural Sciences (Zoology, Botany, and Geography), Nature Conservation, Social Sciences or equivalent qualification. Experience in any of the following fields: Environmental Management, Biodiversity Conservation, Landscape/ Horticulture, Spatial Environmental Planning, Community Development. Previous experience in Project Management, Expanded Public Works Programme and or related public employment programmes will be an added advantage. Knowledge of monitoring and evaluation practices, conceptualization, problem solving, process design skills, computer literacy and good communication skills. The successful candidate must have a valid driver's license as he/she will be expected to travel extensively and ability to work under pressure.
<u>DUTIES</u>	:	Provide content support to the Deputy Director in the planning processes (pre-planning, evaluation and recommendation of business plans) for the Greening & Open Space Management projects. Co-ordinate and provide administration support to the process of sourcing new projects for funding. Evaluation of project proposals received from various proponents and maintenance of records for project evaluation committees. Prepare quality audits plans for projects under implementation and consolidation of quality audit reports. Support the review of programme criteria, planning tools, guidelines and policies for Environmental Protection and Infrastructure Programme. Support the business plan amendment processes for projects under implementation. Facilitate stakeholder engagements with Branches of the department and relevant public entities.
<u>ENQUIRIES</u>	:	Ms. N Mtalana Tel No: 012 399 9660
<u>POST 20/17</u>	:	<u>PROVINCIAL PROJECT ADMINISTRATOR (X2 POSTS)</u>
<u>SALARY</u>	:	R316 791 per annum (all-inclusive remuneration package)
<u>CENTRE</u>	:	Mpumalanga (Based in Nelspruit) Ref No: EP10/2019 Free State (Based in Bloemfontein) Ref No EP11/2019
<u>REQUIREMENTS</u>	:	A three year qualification in Public Administration or equivalent qualification. The applicant should at least have extensive years working experience in office

administration, relevant experience in finance and procurement procedures, project management experience, good communication skills (writing and verbal), organizational skills, interpersonal skills, good computer skills, ability to work individually and in a team, ability to work under pressure, extensive hours ,multi-tasking, self-supervision. The candidates should have a sense of responsibility, loyalty and honesty.

DUTIES

: The successful candidate will be required to provide general administrative support to the Provincial Programme Manager and Provincial Training Coordinator; provide logistical support to the Regional Office; ensure effective and efficient functioning of the office; provide secretarial support; arrange internal and external meetings; assist with proper distribution of documents in a prompt and highly confidential manner; maintaining the filing system; communicate with clients and stakeholders; make travelling arrangements; manage petty cash within the Regional Office; arrange refreshments; handle generic inquiries and liaise with clients and stakeholders.

ENQUIRIES

: Ms. G Modubu Tel No: (012)399 9693

GOVERNMENT PENSIONS ADMINISTRATION AGENCY (GPAA)

CLOSING DATE
NOTE

- : 21 June 2019 12h00 noon.
- : 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-employment 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 an annual performance agreement and will be required to undergo a security clearance. No late applications will be considered. No faxed / e-mailed / late applications will be considered.

OTHER POSTS**POST 20/18**

- : **CUSTOMER SERVICE AGENT: WESTERN CAPE REGIONAL OFFICE REF NO: CSA/WC/06-1PRA**
Permanent

SALARY
CENTRE
REQUIREMENTS

- : R208 584 per annum (basic) (Level 06)
- : Western Cape - Cape Town
- : An appropriate three year tertiary qualification (at least 360 credits) with 18 months proven experience in processing life insurance/employee benefits or client relationship management/client care Or a Grade 12 Certificate/Senior Certificate (Matric) with three years proven experience in processing life insurance/employee benefits or client relationship management/client care. Knowledge of GEPP products and services will be an advantage. Computer literacy that would include a good working knowledge of Microsoft Office products. Proficiency in English is a requirement and the ability to speak any of the other official languages in the province applying for, would be an added advantage. The applications of individuals currently residing in Western Cape Province may receive preference. Excellent problem solving skills. Excellent

		<p>presentation skills. Excellent communications skills, both verbal and written. Ability to communicate with clients. Time management skills. Self-management – being able to work independently. Knowledge of Employee Benefits. Knowledge of client relations management. Geographical knowledge of the Province applying for.</p>
<u>DUTIES</u>	:	<p>The purpose of the role is: To provide administrative functions and to resolve queries and complaints on first contact within the Clients Relationship Management environment. The incumbent will be responsible for a wide variety of tasks which includes but are not limited to the following: Provide quality customer service within CRM Handle all face to face enquiries received effectively. Follow up and finalize enquiries referred to other business units, within the agreed time frames. Respond to emails, web queries, posted queries/courier services, faxes within allocated time frame. Update on all the relevant GPAA systems. Provide Client liaison services within the office. Respond to escalated queries within allocated time frame. Interact with the departments and members regarding outstanding queries. Relationship management on any changes happening in the various sections. Provide/request feedback to various clients and stakeholders. Follow-up with business units and provide feedback to clients until cases are finalized. Effective and efficient administration of documents received. Provide administrative support at outreach initiatives. Provide data inputs in the compilation of the reports. Report any issues/make recommendations with regards to ongoing service improvements and maintain a high level of client care. Compile and submit daily, weekly and monthly production statistics to the supervisor. Check and update consolidated/escalation lists to the supervisor.</p>
<u>ENQUIRIES APPLICATIONS</u>	:	<p>Ms Alletah Mashiane or Ms Ntsibakazi Mtshabe on 012 319 1218</p>
	:	<p>Please forward your application, quoting the relevant reference number, Government Pensions Administration Agency, 34 Hamilton Street, or Private Bag x63, Arcadia, Pretoria, 0001 or hand deliver to: 21st Floor, No.1 Thibault Square, LG Building, Cape Town and please ensure to complete a register.</p>
<u>FOR ATTENTION NOTE</u>	:	<p>Mr Alletah Mashiane or Ms Ntsibakazi Mtshabe– Recruitment</p>
	:	<p>One Customer Service Agent position is currently available at Western Cape Regional office of the GPAA. The position will be filled as a permanent position. Employment Equity target for the post is Indian/White male/females or people with disability. Candidates of the specified groups are encouraged to apply.</p>
<u>POST 20/19</u>	:	<p><u>ADMINISTRATOR: FRAUD PREVENTION HELPLINE REF NO: ADM: FPH/06-4C)</u> 12 months contract) Fraud Prevention and Case Management</p>
<u>SALARY CENTRE REQUIREMENTS</u>	:	<p>R208 584 per annum (basic salary) plus 37% in lieu of benefits (Level 06)</p>
	:	<p>Pretoria Office</p>
	:	<p>An appropriate three year tertiary qualification (B Degree/National Diploma or equivalent three year qualification at least 360 credits) in Forensic Investigation/Audit with 18 months proven experience within a fraud related environment OR Grade 12 with three years proven experience within a fraud related environment. Computer literacy that would include a good working knowledge of Microsoft Office products (Word, Excel) and Barn Owl system. Knowledge of SA Criminal Law Act. Knowledge of Forensic Audit/investigation methodologies. Investigation techniques. Interview & recording. Building collaborative relationships. Problem solving skills. Analytical skills. Good communication skills both written and verbal. Ability to work in multidisciplinary teams. Attention to detail. Professionalism. Honesty & integrity. Proactive and resourceful. Decisiveness. Team player.</p>
<u>DUTIES</u>	:	<p>The purpose of the post is to administer the Fraud Hotline. The successful candidate will be responsible for the following functions and include, but not limited to: Undertake registration of fraud cases as received: Open fraud cases as received; Register the information in the case register; Capture new cases on the system (Barn Owl); Allocate the reference number of a fraud case for follow-up; Handling of inbound and outbound calls; Create investigation/enquiries file; Capture statistics of incoming and outgoing calls. Undertake Hotline Database update: Update the fraud hotline case register; Update investigation diary; Update status of cases on Barn Owl; Analyse and evaluate trends of calls and categorise them; Print reports from the system. Undertake Case Maintenance: Evaluate and analyse data from inbound calls; Verify accuracy of information received; Forward relevant cases to relevant</p>

	stakeholders; Draft the enquiry report on Barn Owl Management; Follow up and finalise enquiries; Assist with any administrative duties. Various positions for Administrator: Fraud Prevention Helpline are currently available at Fraud Prevention and Case Management Section at the GPAA. The positions will be filled as 12 months contract positions
<u>ENQUIRIES</u>	: Ismael Radebe Tel No: 012 319 2299
<u>APPLICATIONS</u>	: Please forward your application, quoting the relevant reference number, Government Pensions Administration Agency, 34 Hamilton Street, or Private Bag X63, Arcadia, Pretoria, 0001
<u>FOR ATTENTION</u>	: Mr Ismael Radebe– Recruitment
<u>NOTE</u>	: Employment Equity target for the post is Coloured/Indian/White male/females or people with disability. Candidates of the specified groups are encouraged to apply.
<u>POST 20/20</u>	: <u>HR ADMINISTRATOR: BASIC CONDITIONS OF SERVICE REF NO: HR-A/BCS/06-1C)</u> 12 Months Contract Human Resources
<u>SALARY</u>	: R208 584 per annum plus 37% in lieu of Benefits
<u>CENTRE</u>	: Pretoria Head Office
<u>REQUIREMENTS</u>	: An appropriate and recognized three year qualification (Degree/National diploma/equivalent three year qualification with at least 360 credits) in Human Resources with 18 months experience in human resources administration which should include experience in the basic conditions of service field in the Public Service or A Grade 12 certificate with at least 3 years' experience in human resources administration of which should include experience in the basic conditions of service field within the Public Service. Experience in the Administration of Leave, PILIR and Housing Allowance will be a requirement. Experience in other basic conditions of service, such as Injury on duty, Long Service awards, Probation, Senior and Middle management services, Financial Disclosures, and overtime etc. will be an advantage. Computer literacy that would include a good working knowledge of Microsoft Office products and PERSAL. Working knowledge of Basic Conditions (Leave, PILIR, Housing, etc). Working knowledge of Persal system. Knowledge of Public Service Prescripts and Legislation. Knowledge of Office administration. Knowledge of Employee Benefits. Good administration skills. Good communications skills both verbal and written. Ability to prioritize and meet deadlines. Team player. Good customer relations. Good organizing and coordination skills. Good problem solving skills. Good interpersonal relations skills. Adhering to business ethics. Accuracy.
<u>DUTIES</u>	: The purpose of the role is: to support implementation of Human Resources Practices and Administration, specifically HR Service Benefits within the GPAA. The incumbent will be responsible for a wide variety of tasks which includes but are not limited to the following: Provide administration support of Service Benefits. Implement and maintain state guarantees. Implement status and confirmation of probation. Processing of housing allowance, stop-orders. Processing of injury on duty. Administer of garnishee and maintenance orders. Processing of long service awards. Capture PERSAL transactions. Administer confirmation of employment and sympathy letters. Administer overtime requests. Administer the coordination of disclosures for levels 1-10 that is not required to disclose electronically. Capture and update records on Persal. Provide administration of leave and PILIR processing. Administer daily recording and processing of leave. Administer reconciliation of leave. Assist in the auditing of leave on a quarterly basis and provision of reports to management. Administer incapacity leave, medical referrals and ill health (PILIR). Administer the leave gratuity process. Administration of MMS and SMS services. Administer the implementation of SMS and MMS promotions, pay progressions and notches. Administer the implementation of motor finance for SMS. Capture the MMS/SMS salary structures- new, maintenance. Provide administrative support to the unit. Perform office administrative activities. Organize office logistical matters. File office correspondence, documents and reports. Draft and type standard correspondence and documents. Completion of forms and documents relevant to the office. Order stationery and equipment for the section. Note: One position of HR Administrator: Basic Conditions of Service is currently available at Human Resources Administration Section in GPAA. The position will be filled as a 12 months contract position.

ENQUIRIES
APPLICATIONS

- : Mapule Mahlangu Tel No: 012 399 2639
- : 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
NOTE

- : Ms Mapule Mahlangu– Recruitment
- : Employment Equity target for the post is males from all categories and Indian females or people with disability. Candidates of the specified groups are encouraged to apply.

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 : 24 June 2019

NOTE : Interested applicants may visit the following website: www.justice.gov.za or www.dpsa.gov.za to view the full job specification of the above positions. 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. 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 driver's 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 20/21 : **LEGISLATIVE LANGUAGE PRACTITIONER: SESOTHO SA LEOBA (SEPEDI) REF NO: 19/77/SLA**

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

CENTRE : Office of the Chief: State Law Adviser: Cape Town

REQUIREMENTS : A three year tertiary qualification or equivalent qualification NQF6 majoring in Sesotho sa Leboa (Sepedi); Candidate should have been involved in either providing translation services or worked as a language practitioner in Sesotho sa Leboa (Sepedi); A legal background and knowledge of other languages will be added advantage. Skills and Competencies: Presentation skills; Language proficiency; Communications skills; Computer literacy; Translations skills; Ability to work under pressure.

DUTIES : Key Performance Areas: Translate legislation from English to Sesotho sa Leboa (Sepedi) in accordance with instructions issued by State departments and guidelines issued by Parliament and the Cabinet; Edit and proofread Legislation in Sesotho sa Leboa (Sepedi); Assist the office to develop legal terminology in Sesotho sa Leboa (Sepedi) for use in legislation; Interact with PANSALB and other relevant stakeholders involved in promoting the use of all official languages; Assist with the promotion and development of Sesotho sa Leboa (Sepedi) as an official language; Provide language quality control mechanisms in respect of legislation; Perform any other duties as assigned by Senior Legislative Language Practitioner.

ENQUIRIES APPLICATIONS : Ms. P. Leshilo ☎ (012) 357 - 8240

: Quoting the relevant reference number, direct your application to: Postal address: The Human Resource: Justice and Constitutional Development, Private Bag X81, Pretoria, 0001. OR Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.

NOTE : People with disabilities are encouraged to apply.

POST 20/22 : **LEGISLATIVE LANGUAGE PRACTITIONER: ISISWATI REF NO: 19/78/SLA**

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

<u>CENTRE REQUIREMENTS</u>	: Office of the Chief State Law Adviser: Cape Town
	: A three year tertiary qualification or equivalent qualification NQF6 majoring in Siswati; Candidate should have been involved in either providing translation services or worked as a language practitioner in Siswati; A legal background and knowledge of other languages will be added advantage. Skills and Competencies: Presentation skills; Language proficiency; Communications skills; Computer literacy; Translations skills; Ability to work under pressure.
<u>DUTIES</u>	: Key Performance Areas: Translate legislation from English to Siswati in accordance with instructions issued by State departments and guidelines issued by Parliament and the Cabinet; Edit and proofread Legislation in Siswati; Assist the office to develop legal terminology in Siswati for use in legislation; Interact with PANSALB and other relevant stakeholders involved in promoting the use of all official languages; Assist with the promotion and development of Siswati as an official language; Provide language quality control mechanisms in respect of legislation; Perform any other duties as assigned by Senior Legislative Language Practitioner.
<u>ENQUIRIES APPLICATIONS</u>	: Ms. P. Leshilo ☎ (012) 357 - 8240
	: Quoting the relevant reference number, direct your application to: Postal address: The Human Resource: Justice and Constitutional Development, Private Bag X81, Pretoria, 0001.OR Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.
<u>NOTE</u>	: People with disabilities are encouraged to apply.

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.

<u>CLOSING DATE</u>	:	24 June 2019 at 16:00
<u>NOTE</u>	:	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 (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 instructions 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.

MANAGEMENT ECHELON

<u>POST 20/23</u>	:	<u>DIRECTOR: CUSTOMER CARE REF NO: HR 5/1/2/3/28</u> (Re-Advert)
<u>SALARY</u>	:	R1 005 063 – R1 183 932 per annum
<u>CENTRE</u>	:	Compensation Fund, Pretoria
<u>REQUIREMENTS</u>	:	A Four years tertiary qualification at NQF Level 7 (as recognised by SAQA) in Communication or Customer Care or Public Management or Public Administration or Commerce Degree. Minimum of 5 years working experience in Customer Care or related industry at MMS level Knowledge: DoL and Compensation Fund business strategies and goals. Directorate goals and performance requirements. Compensation Fund Value Chain and business processes. Public Service, DoL and Fund regulations, policies and procedures. Relevant stakeholders. Customer Care (Batho Pele Principles). Fund IT Operating Systems. Technical Knowledge. Legislative Requirements: OIDA. Public Service Act and Regulations. PFMA and National Treasury Regulations. Promotion of Access to Information Act. Constitution Act 108 of 1996 (amended). Road Accident Fund (RAF). Unemployment Insurance Act (UIA). Skills: Strategic Capability and Leadership. Programme and Project Management. Financial Management. Change Management. Knowledge Management. Service Delivery Innovation (SDI). Problem Solving and Analyses. People Management and Empowerment. Client Orientation and Customer Focus. Communication Skills.
<u>DUTIES</u>	:	Create a high performance service delivery culture. Cultivate internal and external stakeholder relationships. Manage the Directorate.
<u>ENQUIRIES</u>	:	Mr. J Modiba Tel No: (012) 406 5609

APPLICATIONS : Chief Director: Corporate Services: P O Box 955, Pretoria, 0001 or hands deliver at 167 Thabo Sehume & Madiba Street, Delta Heights Building

FOR ATTENTION : Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund.

OTHER POSTS

POST 20/24 : **DEPUTY DIRECTOR: BILLING AND CLINICAL CODING REF NO: HR 5/1/2/3/25**
(Re-Advert)

SALARY : R733 257 – R863 748 per annum

CENTRE : Compensation Fund, Pretoria

REQUIREMENTS : A three year qualification in Accounting/ Finance/ Informatics/ Cost and Management Accounting/ Business Management (or Administration)/ Health related qualifications (Nursing/ Occupational Therapy/ Physiotherapy)/ Information Technology/ Computer Studies/ Operations Management/ Production Management. Certificate in billing and clinical coding will be an added advantage. 3 years functional experience in medical aid/ claims processing environment. 2 years supervisory experience on billing and coding. Knowledge: Compensation Fund business strategies and goals. Public Service Regulations, policies and procedures. Compensation Fund value chain and business processes. COID, procedures and processes. Biology and medical anatomy. Customer Service (Batho Pele Principles). Operations systems. Risk awareness. Technical knowledge. General knowledge of the Public Service Regulation Legislative requirements: PFMA and National Treasury Regulations Skills: Business Writing. Project Management. Financial Management. Knowledge Management. Service Delivery Innovation. Management. Problem Solving and Customer Focus. Accountability. People Management and Empowerment (including developing others). Client Orientation. Communication. Risk Management and Corporate Governance.

DUTIES : Monitor the determination and publishing of medical tariffs for COID. Manage the loading of COID tariffs and other medical tariffs in the operational system. Manage and ensure technical support to operational system users and oversee training. Develop policies and guidelines related to billing and clinical coding. Manage all the resources in the sub-directorate.

ENQUIRIES : Ms D Nkabinde Tel No: (012) 406 5666

APPLICATIONS : Chief Director: Corporate Services: P O Box 955, Pretoria, 0001 or hands deliver at 167 Thabo Sehume & Madiba Street, Delta Heights Building

FOR ATTENTION : Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund.

POST 20/25 : **DEPUTY DIRECTOR: MEDICAL PAYMENTS REF NO: HR 5/1/2/3/26**
(Re-Advert)

SALARY : R733 257 – R863 748 per annum

CENTRE : Compensation Fund, Pretoria

REQUIREMENTS : A three year qualification in Accounting/ Finance/ Informatics/ Cost and Management Accounting/ Business Management (or Administration)/ Health related qualifications (Nursing/ Occupational Therapy/ Physiotherapy)/ Information Technology/ Computer Studies/ Operations Management/ Production Management. 3 years functional experience in medical aid/ claims processing environment. 2 years supervisory experience on medical payments. Knowledge: Compensation Fund business strategies and goals. Public Service Regulations, policies and procedures. Compensation Fund value chain and business processes. COID, procedures and processes. Biology and medical anatomy. Customer Service (Batho Pele Principles). Operations systems Risk awareness. Technical knowledge. General knowledge of the Public Service Regulation Legislative requirements: PFMA and National Treasury Regulations Skills: Business Writing. Project Management. Financial Management. Knowledge Management. Service Delivery Innovation. Management. Problem Solving and Customer Focus. Accountability. People Management and Empowerment (including developing others). Client Orientation. Communication. Risk Management and Corporate Governance.

DUTIES : Manage the processing of litigation on medical invoices to avoid lawsuits. Manage the coordination of allocation of batches to the provinces. Monitor and

		provide technical support to Provincial processors and medical service providers. Develop guidelines for medical payment and provide advice to the negotiating team. Manage all the resources in the sub – directorate.
<u>ENQUIRIES</u>	:	Ms. D Nkabinde Tel No: (012) 406 5666
<u>APPLICATIONS</u>	:	Chief Director: Corporate Services: P O Box 955, Pretoria, 0001 or hands deliver at 167 Thabo Sehume & Madiba Street, Delta Heights Building
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund.
<u>POST 20/26</u>	:	<u>DEPUTY DIRECTOR: FRAUD PREVENTION AND INTEGRITY</u> <u>MANAGEMENT REF NO: HR 5/1/2/3/27</u>
<u>SALARY</u>	:	R733 257 – R863 748 per annum
<u>CENTER</u>	:	Compensation Fund, Pretoria
<u>REQUIREMENTS</u>	:	A three year qualification in Forensic Audit/ Forensic Accounting/ Commerce / Risk Management. 3 years functional experience in Fraud management. 2 years supervisory experience. Registered with Association of Certified Fraud Examiners (ACFE) Knowledge: Public Service Act. Customer Service principles (Batho Pele Principles). Criminal law, criminal procedures and law of evidence. Minimum information security standard (MISS). Understanding of risk management and audit practices. Investigation methods and techniques. Directorate goals and performance requirement. Compensation Fund information technology operating systems, terminology, concept and practices. Understanding of fraud, corruption risk and effective risk management techniques, forensic audit practices. Knowledge of professional standards of the Associations of Certified Fraud Examiners (ACFE) and/ or internal standards for professional practice of Internal Audit Legislative requirements: National intelligence Act. Criminal procedure Act. The Prevention and Combating of Corrupt Activities Act, Act No. 12 of 2003 (PRECCA). The Protected Disclosures Act, Act No. 26 of 2000 (PDA). The Public Finance Management Act, Act No 1 of 1999 (PFMA) as amended. National Treasury regulation. Promotion of Access to Information Act (PAIA). Promotion Administrative Justice Act (PAJA). Constitution Act 108 of 1996 amended) Skills: Stakeholder relations management. Client orientation and customer focus. Campaign management. Project management. Problem solving and analysis. Strategic planning and organising. Knowledge management. People management. Computer Literacy. Research skills. Good communication and interpersonal skills. Relationship management/ alliance partnering. Diversity management. Critical systems thinking.
<u>DUTIES</u>	:	Develop fraud prevention and integrity management framework, policies, procedures and procedures. Manage anti – fraud and corruption training programmes. Manage the various fraud detection techniques and Cyber Crime in the Fund. Manage the administration of the anti – fraud hotline within the Fund. Manage the resources in the unit.
<u>ENQUIRIES</u>	:	Ms L Kgoele Tel No: (012) 406 5663
<u>APPLICATIONS</u>	:	Chief Director: Corporate Services: P O Box 955, Pretoria, 0001 or hands deliver at 167 Thabo Sehume & Madiba Street, Delta Heights Building
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund.
<u>POST 20/27</u>	:	<u>ASSISTANT DIRECTOR: PENSIONS PAYMENTS REF NO: HR 5/1/2/3/24</u>
<u>SALARY</u>	:	R470 040 – R553 677 per annum
<u>CENTER</u>	:	Compensation Fund, Pretoria
<u>REQUIREMENTS</u>	:	A National Diploma/ Degree in Finance. 2 years functional experience on pension or payroll administration environment. 2 years supervisory experience. Knowledge: Compensation Fund, policies and procedures. Relevant stakeholders. Customer Service (Batho Pele Principles). Technical Knowledge Legislative requirements: COID. Public Service Act. Occupational Health and Safety Act (OHS). PFMA and National Treasury Regulations. Promotion of Access to Information Act Skills: Planning and Organizing. Communication Skills – Both Written and Verbal Decision making. Budgeting and Financial Management. Managing inter – personal conflict and resolving problems. Risk Management and Fund Governance. Analytical skills. Required Technical Proficiency. Business Writing Skills. Data and records management.
<u>DUTIES</u>	:	Provide inputs into the pension's payment policy. Approve pension payments and monitor correct banking details database. Release pensions payments for

		both local foreigners' pensioners. Establish and maintain relations with stakeholders.
<u>ENQUIRIES</u>	:	Mrs P Sihlangu Tel No: (012) 319 9447
<u>APPLICATIONS</u>	:	Chief Director: Corporate Services: P O Box 955, Pretoria, 0001 or hands deliver at 167 Thabo Sehume & Madiba Street, Delta Heights Building
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund.
<u>POST 20/28</u>	:	<u>ASSISTANT DIRECTOR: BILLING AND CLINICAL CODING REF NO: HR 5/1/2/3/21</u> (Re-Advert)
<u>SALARY</u>	:	R376 596 – R443 601 per annum
<u>CENTRE</u>	:	Compensation Fund, Pretoria
<u>REQUIREMENTS</u>	:	three year qualification in Accounting/ Finance/ Informatics/ Cost and Management Accounting/ Business Management (or Administration)/ Health related qualifications (Nursing/ Occupational Therapy/ Physiotherapy)/ Information Technology/ Computer Studies/ Operations Management/ Production Management. Certificate in billing and clinical coding will be an added advantage. 2 years functional experience in medical aid/ claims processing environment. 2 years supervisory experience on billing and coding. Knowledge: Compensation Fund business strategies and goals. Public Service Regulations, policies and procedures. Compensation Fund value chain and business processes. COID, procedures and processes. Biology and medical anatomy. Customer Service (Batho Pele Principles). Operations systems. Risk awareness. Technical knowledge. General knowledge of the Public Service Regulation Legislative requirements: PFMA and National Treasury Regulations Skills: Business Writing Project Management. Financial Management. Knowledge Management. Service Delivery Innovation. Management. Problem Solving and Customer Focus. Accountability. People Management and Empowerment (including developing others). Client Orientation. Communication. Risk Management and Corporate Governance.
<u>DUTIES</u>	:	Determine the publishing of medical tariffs for COID. Monitor and implement the systematic recording of COID tariffs and other medical tariffs. Provide technical support to operational system users and oversee training. Monitor and implement policies and guidelines related to billing and clinical coding. Assist in the management of resources.
<u>ENQUIRIES</u>	:	Ms D Nkabinde Tel No: (012) 406 5666
<u>APPLICATIONS</u>	:	Chief Director: Corporate Services: P O Box 955, Pretoria, 0001 or hands deliver at 167 Thabo Sehume & Madiba Street, Delta Heights Building
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund.
<u>POST 20/29</u>	:	<u>ASSISTANT DIRECTOR: MEDICAL PAYMENTS REF NO: HR 5/1/2/3/22</u> (Re-Advert)
<u>SALARY</u>	:	R376 596 – R443 601 per annum
<u>CENTRE</u>	:	Compensation Fund, Pretoria
<u>REQUIREMENTS</u>	:	A three year qualification in Accounting/ Finance/ Informatics/ Cost and Management Accounting/ Business Management (or Administration)/ Health related qualifications (Nursing/ Occupational Therapy/ Physiotherapy)/ Information Technology/ Computer Studies/ Operations Management/ Production Management. 2 years functional experience in medical aid/ claims processing environment. 2 years supervisory experience on medical payments environment. Knowledge: Compensation Fund business strategies and goals. Public Service Regulations, policies and procedures. Compensation Fund value chain and business processes. COID, procedures and processes. Biology and medical anatomy. Customer Service (Batho Pele Principles). Operations systems. Risk awareness. Technical knowledge. General knowledge of the Public Service Regulation Legislative requirements: PFMA and National Treasury Regulations Skills: Business Writing. Project Management. Financial Management. Knowledge Management. Service Delivery Innovation. Management. Problem Solving and Customer Focus. Accountability. People Management and Empowerment (including developing others). Client Orientation. Communication. Risk Management and Corporate Governance.

<u>DUTIES</u>	:	Coordinate the processing of litigation on medical invoices to avoid lawsuits. Coordinate the allocation of batches to the provinces. Provide technical support to provincial processors and medical service providers. Consolidate inputs in developments of guidelines for medical payments. Assist in the management of resources.
<u>ENQUIRIES</u>	:	Ms. D Nkabinde Tel No: (012) 406 5666
<u>APPLICATIONS</u>	:	Chief Director: Corporate Services: P O Box 955, Pretoria, 0001 or hands deliver at 167 Thabo Sehume & Madiba Street, Delta Heights Building
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund.
<u>POST 20/30</u>	:	<u>ASSISTANT DIRECTOR: FRAUD INVESTIGATIONS REF NO: HR 5/1/2/3/23 (X2 POSTS)</u>
<u>SALARY</u>	:	R376 596 – R443 601 per annum
<u>CENTRE</u>	:	Compensation Fund, Pretoria
<u>REQUIREMENTS</u>	:	A Three year tertiary qualification in Commerce/ Law. 4 years functional experience in fraud Investigation. 2 years supervisory experience Knowledge: Compensation Fund regulations, policies and procedures. Customer Service (Batho Pele Principles). Criminal law, criminal procedures and law of evidence. Minimum Information Security Standards (MISS). Understanding of risk management and audit practices. Investigation methods and techniques. Compensation Fund Information technology operating systems. Understanding of Fraud and corruption processes Legislative requirements: National Intelligence Act. Protection of Information Act. Criminal Procedure Act. PFMA and National Treasury Regulations. COIDA. Public Service Regulations. Promotion of Access to Information Act Skills: Client orientation and customer focus. Communication (verbal and written). Campaign management. People and performance management. Problem solving and analysis. Planning and organising. Knowledge management. Negotiation. Decision making. People management. Computer literacy. Research skills.
<u>DUTIES</u>	:	Implement the fraud investigation policy, strategies and procedures within the Fund. Coordinate the execution of Fraud Investigation Plans. Conduct system analyses on cases received. Supervision of staff.
<u>ENQUIRIES</u>	:	Mr. J Ngapo Tel No: (012) 313 6339
<u>APPLICATIONS</u>	:	Chief Director: Corporate Services: P O Box 955, Pretoria, 0001 or hands deliver at 167 Thabo Sehume & Madiba Street, Delta Heights Building
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund.
<u>POST 20/31</u>	:	<u>MEDICAL CASE COORDINATOR (PROFESSIONAL NURSE) REF NO: HR 4/4/4/03/11</u>
<u>SALARY</u>	:	Grade 1: R256 905 - R297 825 per annum (OSD) Grade 2: R315 963 - R362 865 per annum (OSD) Grade 3: R383 226 - R485 475 per annum (OSD)
<u>CENTRE</u>	:	Provincial Office: Gauteng
<u>REQUIREMENTS</u>	:	Four (4) years degree/Three (3) years diploma in Nursing. Post Basic Diploma in Occupational Health/ Theatre Technique/ Critical Care will be an Advantage. Valid Driver's licence is required. Experience: Minimum of ten (10) years' experience in trauma/ emergency, internal medicine/ general surgery/ orthopaedics/ theatre at regional public hospital level or private hospital, gained after registration, Experience in medical claims processing/ insurance environment. Grade 1: 2 to 9 years' experience gained after registration. Grade 2: 10-19 years' experience gained after registration. Grade 3: 20 years' experience gained after registration. Knowledge: DoL and Compensation Fund objectives and business functions, Compensation Fund Services, Directorate or sub-directorate goals and performance requirements, Nursing legislations and related legal as well ethical nursing practices, Compensation Fund policies, procedures and processes, Stakeholders and customers, Customer Service (Batho Pele Principles), COIDA tariffs, Technical Knowledge, PFMA and National Treasury Regulations, Public Service Act. Skills: Rehabilitation skills Analytical skills, Business Writing Skills, Financial Management, Planning and Organizing, Problem Solving and Analysis, Decision Making, Client orientation and Customer Focus.
<u>DUTIES</u>	:	Coordinate early rehabilitation intervention according to beneficiaries needs. Provide early rehabilitation intervention according to beneficiaries needs.

		Facilitate early return to work and community re-integration programmes Maintain relationships and empower all internal and external stakeholders.
<u>ENQUIRIES</u>	:	Ms. P Mafata Tel No: (011) 853 0478 Mr. S Mdluli, Tel No: (012) 406 5613
<u>APPLICATIONS</u>	:	Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001 or hand delivers at 77 Korte Street, Braamfontein.
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Management, Gauteng.
<u>POST 20/32</u>	:	<u>MEDICAL ADJUDICATOR (PROFESSIONAL NURSE) REF NO: HR 4/4/4/03/08 (X4 POSTS)</u>
<u>SALARY</u>	:	Grade 1: R256 905 - R297 825 per annum (OSD) Grade 2: R315 963 - R362 865 per annum (OSD) Grade 3: R383 226 - R485 475 per annum (OSD)
<u>CENTRE</u>	:	Mamelodi Labour Centre (X1 Post) Labour Centre: Johannesburg Labour Centre (X2 Posts) Labour Centre Vereeniging Labour Centre (X1 Post)
<u>REQUIREMENTS</u>	:	Four (4) years nursing degree/three year's diploma. Post Graduate Diploma in Occupational Health/Theatre Technique/Critical Care will be an advantage with minimum ten years' experience in trauma/emergency/internal medicine/general surgery/orthopaedics/theatre gained after registration and experience in medical claims processing/insurance environment. Registration with the South African Nursing Council. Grade 1: 2 to 9 years' experience gained after registration. Grade 2: 10-19 years' experience gained after registration. Grade 3: 20 years' experience gained after registration. Knowledge: DoL and Compensation Fund objectives and business functions, Compensation Fund Services, Directorate or sub-directorate goals and performance requirements, Nursing legislations and or related legal as well as ethical nursing practices, Compensation Fund policies, procedures and processes, Stakeholders and customers, Customer Service (Batho Pele Principles), COIDA tariffs, Technical knowledge, PFMA and National Treasury Regulations, Public Service Act. Skills: Required Technical Proficiency, Business writing, Required IT skills, Data capturing, Data and records management, Telephone Skills and Etiquette.
<u>DUTIES</u>	:	Provide advice and recommendation in the acceptance of liability. Recommend the approval of medical accounts. Provide medical advice on the processing of occupational injury claims. Determine PD (Permanent Disability) and TTD (Total Temporary Disability). Assess medical accounts on occupational injury claims and OD medical accounts.
<u>ENQUIRIES</u>	:	Ms. P Mafata Tel No: (011) 853 0478 Dr. V Mabudusha Tel No: (012) 313 5345
<u>APPLICATIONS</u>	:	Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001 or hand delivers at 77 Korte Street, Braamfontein.
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Management, Gauteng.

DEPARTMENT OF MINERAL RESOURCES

The Department of Mineral Resources (DMR) is an equal opportunity, affirmative action employer and it is the intention to promote representivity in the Public Sector through the filling of this post. Persons whose transfer/promotion/appointment will promote representivity will therefore receive preference. An indication in this regard will be vital in the processing of applications. People with disabilities and women are encouraged to apply.

<u>APPLICATIONS</u>	:	Please forward your application, quoting reference, addressed to: The Director-General, Department of Mineral Resources, Private Bag X59, Arcadia, 0007 or hand delivered to Trevenna Campus, corner Meintjies and Francis Baard Street, former Schoeman. N.B: Faxed and emailed applications will not be considered.
<u>FOR ATTENTION</u>	:	Ms T Sibutha / Ms N Maseko
<u>CLOSING DATE</u>	:	21 June 2019
<u>NOTE</u>	:	Applications must be submitted on form Z.83, obtainable from online from DMR Website or at www.gov.za as well as any Government Department. All sections of the Z83 must be completed (In full, accurately, legibly, signed and dated), signed and accompanied by certified copies of qualification(s) including matric/grade 12 certificate, Identity Document (certified within the past 3 months); Proof of citizenship if not RSA citizen; a comprehensive CV and three reference persons with the following information: name and contact numbers and indication of the capacity in which the reference is known to the candidate. Where a valid driver's licence is a requirement, a clear certified copy must be attached (also certified within the past 3 months). It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) on application. Failure to submit the copies mentioned above will result in the application being disqualified. All shortlisted candidates for SMS posts will be subjected to a technical exercise(s) that intends to test relevant technical elements of the position, the logistics of which will be communicated by the Department. Following the interviews and technical exercise, the selection panel will recommend candidates to attend a generic managerial Competency Assessment. Note that correspondence will only be conducted with the short-listed candidates. If notification of an interview is not received within three (3) months after the closing date, please regard your application as unsuccessful. Requirements stated on the advertised posts are minimum inherent requirements; therefore, criterion for shortlisting will depend on the proficiency of the applications received. Applicants must note that personnel suitability checks will be conducted once they are short-listed and that their appointment is subject to positive outcomes of these checks, which include security screening, security vetting, qualification verification, criminal records and financial records checks. Reference checks will also be done during the selection process. Applicants who do not comply with the above-mentioned requirements, as well as application received after the closing date will not be considered. If an applicant wishes to withdraw an application, He/ She must do so in writing. The Department reserves the right not to fill an advertised post at any stage of the recruitment process

MANAGEMENT ECHELON

<u>POST 20/33</u>	:	<u>REGIONAL MANAGER</u>
<u>SALARY</u>	:	R1 005 063 per annum (Level 13) (all inclusive package)
<u>CENTRE</u>	:	Free State Region, Welkom Ref No: (DMR/19/0050) North West Region, Klerksdorp Ref No: (DMR/19/0051)
<u>REQUIREMENTS</u>	:	A/an appropriate recognised Bachelor Degree in Mining, Engineering, Environmental Science, Environmental Management, B.Com, Social Sciences or LLB. The incumbent must have at least 10 years working experience with 5 years being in the Middle or Senior Management position. PLUS the following competencies: knowledge: Knowledge of all the relevant legislations (old and new) affecting the mining industry. Policies, procedures and directive. Management principles and government objectives. Skills: Well-developed written and verbal communication. Supervision, Management and Leadership. Motivational. Presentation, Negotiation and conflict resolution. Computer. Communication: Ability to interact with people on various levels. Sound written & verbal communication. Ability to provide general meaningful advice by

		means of direct or written contact with supervisors and clients to ensure consistency in legislative compliance. Creativity: A creative, assertive & confident approach. Ability to analyse and solve problems. Lead by example. Good Time management. Motivate and be motivated to achieve objectives.
<u>DUTIES</u>	:	Effective implementation and administration of the Minerals and Petroleum Resources Act (MPRDA). Implementation and management of effective systems and procedures and Management of all Administrative, Financial and Personnel matters. Provide Effective Environmental Management, Implementation of Social and Labour Plan as well as Monitoring the Evaluation and Compliance of the Prospecting and Mining Work Programmes. Management of Land Use and ensuring the Rural and Urban Development through Social and Labour Plan. Management of Mining Community relations and conflict resolutions as well as Community Capacity Building. Ensure Meaningful Economic Participation of the Historically Disadvantaged South Africans and Communities in the Mining Economy and Management of their Value for Money. Provide Support and give advice to the Deputy Director General (Mineral Regulation), Director General and the Minister.
<u>ENQUIRIES</u>	:	Adv. Mmadikeledi Malebe ☎ 012 444 3939
<u>NOTE</u>	:	Ability to perform under pressure and work beyond officials working hours. Women, Coloureds, Indians as well as people with disabilities are encouraged to apply.

OTHER POSTS

<u>POST 20/34</u>	:	<u>DEPUTY DIRECTOR: SOCIAL AND LABOUR PLAN REF NO: DMR/19/0052</u>
<u>SALARY</u>	:	R869 007 per annum (Level 12)
<u>CENTRE</u>	:	Northern Cape Region, Kimberly
<u>REQUIREMENTS</u>	:	A/an appropriate relevant degree on development Economics, Social Science and industrial science coupled with 3 to 5 years including supervisory experience and a valid driver's licence. PLUS the following competencies: knowledge: of the MPRDA 2002 and the Minerals Act 50 of 1991, Labour Relations Act. Knowledge of previous Mineral Legislation. The mining charter, Social and Labour Plan, Skills Developments Act 1998, South African Mining Industry economic and legislation. Understanding of the Integrated Development Plans (IDP) & Local Economic Development (LED) processes. Human Resources Development and labour legislation Skills: Analytical, research, report writing and literacy. Computer literacy. Communication: Excellent Verbal and written Communication skills. Good Listening Skills. Ability to negotiate clearly and concisely at different levels. Professional conduct. Creativity: Dynamic individual, creative thinking, easily adaptable to change, ability to solve problems in a creative and constructive manner. Assertive and confident approach, innovative and self-driven.
<u>DUTIES</u>	:	Manage and ensure alignment of social and labour plans with the Municipal Integrated Development plans (IDPs) and Local Economic Development plans (LED) and National programmes. Manage the adjudication process of Social and Labour Plans. Manage the implementation of inspections plans. Represent the Department and provide advice on government forums e.g. Provincial Growth Development Strategies (PGDS), Local Economic Development (LED) summits etc. Ensure effective management of downscaling and retrenchments. Participate in the development and reviewing of policies, Acts and all relevant legislations. Manage the sub-directorate.
<u>ENQUIRIES</u>	:	Mr N Zindela ☎ 053 807 1700
<u>NOTE</u>	:	Positive attitude and willingness to perform various other functions in the absence of colleagues. Women, Coloureds, Indians as well as people with disabilities are encouraged to apply.
<u>POST 20/35</u>	:	<u>ENVIRONMENTAL OFFICER REF NO: DMR/19/0053</u>
<u>SALARY</u>	:	R316 791 per annum (Level 08)
<u>CENTRE</u>	:	KwaZulu-Natal Region, Durban
<u>REQUIREMENTS</u>	:	An Appropriate relevant Bachelor's degree in Environmental Science, Environmental Management, Geography. Valid Driver's licence. PLUS the following key competencies: Knowledge of National Environmental Management Act, 1998 (as amended), EIA Regulations, 2014 (as amended), National Environmental Management Waste Act, 2014 (as amended) MPRDA and, previous mining legislation, administrative procedures relating to mining

and prospecting, computer programs, mining and prospecting methods, environmental impacts associated with mining and prospecting operations, environmental management best practice, rehabilitation, environmental awareness, environmental management and mitigation measures. Skills: Planning, effective decision making, interpretation and implementation of legislation, policies, computer, presentation, report writing, punctuality Communication: Able to communicate effectively and efficiently both verbally and in writing and utilise the available tools to communicate with all stakeholders (both internally and externally) Creativity: ability to stay abreast of changing legislation and make recommendations on applications in due consideration of the NEMA principles and application of the concept of sustainable development.

DUTIES

: Evaluate basic assessment reports, environmental impact assessments, scoping reports, closure plans, environmental management programmes and other technical and environmental documents. Conduct environmental compliance, auditing, performance assessment and closure inspections to promote environmental management in the mining industry. Evaluate the adequacy of financial provision. Consult with relevant state departments and promote co-operative governance. Investigate and resolve mine environmental related issues, queries and complaints between the Mining Industry and the public. Regulate the closure of mines within stipulated time frames. Assist clients through promotion of administrative justice.

ENQUIRIES **NOTE**

: Mr Karoon Moodley ☎ 031 335 9600
: Ability to work under pressure and within prescribed time frames, travel extensively and work beyond normal office hours (including weekends). Women, Coloureds, Indians as well as people with disabilities are encouraged to apply.

NATIONAL TREASURY

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

<u>APPLICATIONS</u>	:	e-mail to Recruit.Odgia@treasury.gov.za
<u>CLOSING DATE</u>	:	21 June 2019 at 12:00 pm
<u>NOTE</u>	:	Applications should be accompanied by a comprehensive CV, fully completed Z83 (non-negotiable) and certified copies of qualifications and ID. Please forward your application, quoting the relevant reference number and the 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.

MANAGEMENT ECHELON

<u>POST 20/36</u>	:	<u>DIRECTOR: QUALITY ASSURANCE AND COMPLIANCE AUDIT REF NO: S062/2019</u>
		Division: Office of the Director-General (ODG)

<u>SALARY</u>	:	R1 005 063 per annum (all-inclusive remuneration package)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A Degree in Internal Auditing/ Risk Management/Accounting or equivalent as recognised by SAQA, A Certified Internal Auditor (CIA)/Professional Internal Auditor (PIA) certification/designation or equivalent in the auditing field will be an added advantage, A minimum 5 years at a middle management (Deputy Director) level experience obtained in an Internal Audit environment with the emphasis on Quality Assurance and Compliance, Knowledge of design, development and implementation of Quality Assurance and Improvement Program (QAIP), Knowledge and experience of implementing International Professional Practice Framework (IPPF) for Internal Auditing, Knowledge and experience of Internal Audit and Internal Audit Fundamentals and Principles.
<u>DUTIES</u>	:	Strategic Leadership and Stakeholder Engagement: Initiate awareness of the Internal Audit function within the National Treasury, Provide strategic support to the internal audit function in contribution of the objectives and guidelines as set out in the Internal Audit strategy, Research and recommend amendments to enhance the Internal Audit Charter, Engage stakeholders and establish good internal and external mutual networking pertaining to internal audit, Initiate recommendations for enhancement and utilisation of the Audit Committee. Audit Process on Risk Assessment, Audit Plan, Assurance and Consulting Services: Perform quality assurance on internal audit plans and execution and review annual risk assessments, Develop and implement strategic and annual Quality Assurance and Compliance Audit plans based on operational requirements, Provide advice on operations and implement strategy of the internal audit function in consideration of organisational impact, Conduct Quality Assurance reviews and Compliance Audits and register discrepancies within the findings register. Overall accountability for the quality of Quality Assurance and Compliance Audit projects, Provide feedback to audit committee and other stakeholders and clarifying matters relating to Quality Assurance and Compliance Audit reports pertaining to controls and latest technology. Benchmarking and Research: Analyse policies and procedures for the enhancement and improvement of processes and procedures of Quality Assurance and Compliance audits, Initiate benchmarking and research on the latest global trends pertaining to developments in the Internal Audit environment, Develop and implement a Quality Assurance and Improvement

Program and methodology in support of a resource plan on business continuity within the said environment. Monitor and Evaluation: Conduct quality assurance to enhance reporting standards, Review audit committee deliverables and provide inputs to the development of the audit committee processes, Present Quality Assurance and Compliance Audit reports to the Audit Committee and other stakeholders for consideration and resolution, Monitor and evaluate progress of auditing conducted against the prescribed Quality Assurance and Compliance plans. PURPOSE: Strategically manage the Quality Assurance and Compliance Audit function for National Treasury (NT), Accounting Standards Board (ASB), Cooperative Bank Development Agency (CBDA) and Government Technical Advisory Component (GTAC) in alignment with prescribed policies and procedures.

ENQUIRIES

:

Ms Caroline Modibane Tel No: 012 315 5092

DEPARTMENT OF PUBLIC SERVICE AND ADMINISTRATION

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

- APPLICATIONS** : Applications quoting reference number must be addressed to Mr Thabang Ntsiko. Applications must be posted to Department of Public Service and Administration, Private Bag X916, Pretoria, 0001 or delivered 546 Edmond Street, Batho Pele House, cnr Edmond and Hamilton Street, Pretoria, Arcadia 0001. Faxed and emailed applications will not be considered. Applications should also be submitted online at www.ejob.gov.za and it should be accompanied by a comprehensive Curriculum Vitae (CV) as well as certified copies of qualifications, Identity and valid driver's license.
- CLOSING DATE** : 24 June 2019
- NOTE** : The successful candidate will have to sign an annual performance agreement and will be required to undergo a security clearance. Applications must be submitted on form Z.83 accompanied by copies of qualification(s), Identity Document (certified in the past 12 months.) Proof of citizenship if not RSA citizen, a comprehensive CV indicating duration of appropriate experience and three reference persons with the following information: name and contact numbers, an indication of the capacity in which the reference is known to the candidate. Reference checks will be done during the selection process. Note: Failure to submit these copies will result in the application not being considered. Note that correspondence will only be conducted with the short-listed candidates. If you have not been contacted within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. Applicants must note that further checks will be conducted once they are short-listed and that their appointment is subject to positive outcomes on these checks, which include security clearance, security vetting, qualification verification and criminal records.

OTHER POSTS

- POST 20/37** : **DEPUTY DIRECTOR: LEADERSHIP DEVELOPMENT MANAGEMENT REF NO: DPSA/19/011**
- SALARY** : R869 007 per annum (Level 12) (An all-inclusive remuneration package). Annual progression up to maximum salary of R1 023 645 is possible, subject to satisfactory performance. The all-inclusive remuneration package consists of basic salary, the state's contribution to the Government Employee Pension Fund and a flexible portion that may be structured according to personal need within the framework.
- CENTRE** : Pretoria
- REQUIREMENTS** : An appropriate qualification at NQF level 7 in Human Resource Management/ Organisation Development/Public Management Administration or Labour Relations fields, Minimum of 3-5 years' experience at a junior management level/supervisory level. 5 years public management and administration experience. Sound knowledge of the Public Service Policy Framework, knowledge of Employment Relations, Policies and Procedures, Strategic thinking, Project management, Team Leadership, Conflict Management and Methodologist. Very good written and verbal communication, analytical thinking, research, managing interpersonal conflict and problem solving and policy development skills. Ability to apply information technology and communication management. Understanding of procurement/contracting processes. Proven policy development experience. Extensive understanding of Public Service competency assessment centres. Ability to work in a collaborative environment with key stakeholders. Computer literacy, a valid driver's licence. This post requires a valid driver's licence due to the expectation of travel and site inspections. Must be a team player.
- DUTIES** : To effectively support and advise on human resource practices in relation to leadership development and management of the Senior Management Service, manage the SMS competency framework as well as the development of leadership framework in the Public Service; management of the competency assessment practice for senior managers; provide policy direction on leadership development as well as training and development of the Senior Management Service in the Public Service. Research, develop and maintain

policies and practices pertaining to Leadership Development Management of members of the SMS. Build capacity by providing frameworks for training/conducting workshops on the policies, practices and systems related to leadership and capacity development for the SMS, such as mentoring and coaching practices. Provide platforms for peer support and engagements for senior managers, such as conferences and colloquia. Provide advice and support to the executive management and participate in DPSA transversal projects related to functional area of leadership development management. Render technical support in terms of recruitment and selection policy and directives related to SMS practices. Provide support with regard to the processing of Cabinet memoranda regarding appointments.

<u>ENQUIRIES</u>	:	Ms. R Singh Dastaghir Tel No: (012) 336 1241
<u>POST 20/38</u>	:	<u>DEPUTY DIRECTOR: INSTITUTIONAL REFORMS SUPPORT REF NO: DPSA/19/15</u>
<u>SALARY</u>	:	R733 257 per annum (Level 11) (An all-inclusive remuneration package). Annual progression up to maximum salary of R863 748.00 is possible, subjected to satisfactory performance. The all-inclusive remuneration package consist of basic salary, the state's contribution to the Government Employee Pension Fund and a flexible portion that may be structured according to personal need within the framework.
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	An appropriate qualification at NQF level 7 in Public Administration/ Social Science/Humanities/Political Science/Philosophy or related fields of study. 3 to 5 years' experience in the field of public administration governance, management and operational research and policy analysis. Thorough knowledge of relevant public service and municipal laws, regulations and practices applicable to public administration governance, management and operations including, amongst others, the Public Service Act 1994, the Public Service Regulations 2016, the Public Administration Management Act 2014, the Municipal Systems Act 2000, the Municipal Structures Act 1998, the Public Finance Management Act 1999, the Municipal Finance Management Act 2003, and related laws, determinations and directives that pertain and link directly to the public administration. Sound knowledge of the RSA Constitution 1996 is important as well as an understanding of SA national strategies and plans to respect, protect, promote and fulfil constitutional rights and obligations as contained in the RSA Constitution. Sound understanding of the political and administrative configuration of the State. Excellent research report construction and writing capabilities that demonstrates a deep understanding of research topics, excellent written and verbal communication capabilities, computer literacy including the use of ICT applications to support data capturing and data analytics in research projects, excellent and proven research, and analytical skills in the discipline of public administration governance, management and operations. Sound knowledge and proven expertise in the use of the principles, techniques and processes involved in project management, policy development and research. Sound client focused orientation, analytical thinking and objectivity, high sense of responsibility and result orientation, sound interpersonal skills.
<u>DUTIES</u>	:	To undertake research to support studies on appropriate public administration reforms which include the public service (including government components, municipalities and public entities established in terms of their own or related legislation and listed in the Public Finance Management Act, Schedule 1, 2, 3A, 3B, 3C and 3D). Undertake research into best practices and trends with regard public administration reforms. In this process, to support the identification of public sector institutions that require legislative or policy interventions to improve compliance with their mandate. To support the design or analysis of policies for integrated ('joined-up') public sector institutional reforms for the public service and local government. To support the design of a reform strategy that will systematically allow research to be conducted on a periodic basis linked to an MTSF cycle as well as the envisaged objectives of the National Development Plan 2030. To support the development of a monitoring and evaluation framework for measuring the efficacy of integrated public sector reforms. To support the institutionalisation of integrated public sector regulatory reform initiatives through the development of strategies and implementation plans. In this regard to provide advice and support to departments and other stakeholders on the appropriateness of public administration sector norms and

standards and their basis for measurement in terms of the Public Administration Management Act 2014. At a departmental level, to promote and conduct advocacy programmes on the norms and standards pertaining to the public administration sectors. To compile research reports and submissions to management.

ENQUIRIES

: Ms. Lynette Sing Tel No: (012) 336 1554

DEPARTMENT OF PUBLIC WORKS

The Department of Public Works is an equal opportunity, affirmative action employer. The intention is to promote representativity in the Public Service through the filling of these posts and with persons whose appointment will promote representativity, will receive preference.



CLOSING DATE : 21 June 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 (Matric and Tertiary Qualifications), valid driver's licence (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.

ERRATUM: Kindly note that the position of Works Manager: Building (Facilities Management Services) Ref No: 2019/129 (Kimberly Regional Office), with the closing date 14 June 2019 published in Public Service Vacancy Circular 19 of 2019 dated 31 May 2019 has been advertised with incorrect title, the correct title is Control Works Manager: Building and the post of Assistant Director: Key Accounts Management (PBA) Ref no: 2019/131 (Mthatha Regional Office), with the closing date 14 June 2019 published in Public Service Vacancy Circular 19 of 2019 dated 31 May 2019 has been withdrawn.

OTHER POSTS

POST 20/39 : **SIGN LANGUAGE INTERPRETER REF NO: 2019/146**
(24 Months Contract)

SALARY : R257 508 per annum

CENTRE : Head Office (Pretoria)

REQUIREMENTS : Senior Certificate (Grade 12) or equivalent with extensive knowledge and experience of South African sign Language interpretation. Sign Language Interpretation Certificate. Understanding of procurement legislation, government processes and procedures is essential. Knowledge of computer programmes: MS Excel, MS Word, and MS PowerPoint.

DUTIES : Reporting: to the Deputy Director: Bid Administration. To render Sign Language interpreting services to the DD: SCM in all internal and external meetings and interactions with colleagues and stakeholders to facilitate free flow of information and to ensure that the DD communicates in an effective manner including telephonic communication. To accompany the DD to all events and official activities/meetings internally and externally so as to ensure that the DD participates equitably in all meetings and processes. To provide administrative and office management support to the Directorate not limited to: (a) assist in preparation of bid adjudication sittings, (b) compile and issue quotations as requested, (c) provide administrative assistance to the capital procurement process, (d) perform any duties in relation to the implementation of the Supply Chain Management (SCM). To support the capturing and maintenance of information in the SCM Directorate through records management in support of the overall objectives of the Directorate.

ENQUIRIES : Mr T Tladi Tel No: (012) 406 1864 or Mr V Baliso (email only) Vuyile.Baliso@dpw.gov.za

APPLICATIONS : Head Office Applications: The Director-General, Department of Public Works, Private Bag x65, Pretoria, 0001 or CGO Building, Cnr Bosman and Madiba Street, Pretoria.

FOR ATTENTION : Ms NP Mudau

<u>NOTE</u>	:	The appointed incumbent is required to maintain high professionalism and adhere to the code of ethics in interpreting and to maintain confidentiality
<u>POST 20/40</u>	:	<u>ADMINISTRATION OFFICER: PROPERTY PAYMENTS REF NO: 2019/147 (X1 POST)</u>
<u>SALARY</u>	:	R257 508 per annum
<u>CENTRE</u>	:	Port Elizabeth Regional Office
<u>REQUIREMENTS</u>	:	A three year tertiary qualification in Accounting or equivalent qualification preferably in Property Finance Administration, Knowledge of PFMA and other property-related legislation, Appropriate experience in property industry, Good written, analytic and financial skills, communication and interpersonal skills. Ability to work in a team is necessary
<u>DUTIES</u>	:	Responsible for payment of legitimate municipal services, rates and taxes to Municipalities/creditors timeously on a monthly/yearly basis. Ensure that all batches prepared comply with related prescripts, delegation and procedures. Liaise with Local authorities/landlords and clients regarding payments and resolution of queries. Assist in resolution of queries, implementation of internal controls and measures. Verify and manage information on PIMS System, Ensure that PIMS supplier numbers are correctly linked with SAGE (in conjunction with Utilization Contract Administration), Monthly reconciliation of payments to invoices and record cards. Comply with the requirements of the PFMA.
<u>ENQUIRIES</u>	:	Mr L. Funde Tel No: 041 408 2000 ext. 2017
<u>APPLICATIONS</u>	:	Port Elizabeth Applications: The Regional Manager, Department of Public Works, Private Bag X 3913, North End, Port Elizabeth, 6056.
<u>FOR ATTENTION</u>	:	Ms F Clark
<u>POST 20/41</u>	:	<u>CLEANERS: FACILITIES MANAGEMENT (FORT BEAUFORT (X1 POST, BEDFORD X1 POST AND PORT ALFRED X1 POST) REF NO: 2019/148 (X3 POSTS)</u>
<u>SALARY</u>	:	R122 595 per annum
<u>CENTRE</u>	:	Port Elizabeth Regional Office
<u>REQUIREMENTS</u>	:	Grade 10 or Standard 8, ABET level 3 or equivalent. Good interpersonal skills, basic communication and literacy. Ability to perform cleaning routine tasks. Knowledge of usage of cleaning materials and equipment will be an added advantage.
<u>DUTIES</u>	:	Cleaning court offices and cells. Cleaning toilets, basins and wall tiles, empty and wash dustbins. Sweeping passages, floors, offices and pavements. Scrubbing, moping and polishing floors. Dust and polish furniture. Cleaning windows, doors and walls, vacuuming offices and stripping floors.
<u>ENQUIRIES</u>	:	Mr Z Nqana, Tel No: (041) 408 2356
<u>APPLICATIONS</u>	:	Port Elizabeth Applications: The Regional Manager, Department of Public Works, Private Bag X 3913, North End, Port Elizabeth, 6056.
<u>FOR ATTENTION</u>	:	Ms F. Clark.
<u>POST 20/42</u>	:	<u>CLEANER: FACILITIES MANAGEMENT REF NO: 2019/149 (X10 POSTS)</u>
<u>SALARY</u>	:	R122 595 per annum
<u>CENTRE</u>	:	Pretoria Regional Office
<u>REQUIREMENTS</u>	:	Grade 10 or Standard 8, ABET level 3 or equivalent. Relevant experience in Cleaning. Good interpersonal skills, basic communication and literacy. Ability to perform cleaning routine tasks. Knowledge of usage of cleaning material and equipment will be an added advantage
<u>DUTIES</u>	:	Cleaning offices, reception area, toilets, basins and wall tiles, empty and wash floors, sweeping passages, floors and pavements. Scrubbing, moping and polishing floors. Dust and polish furniture. Cleaning windows, doors and walls, vacuum offices and stripping floors.
<u>ENQUIRIES</u>	:	Mr S Kutu Tel No: 012 310 5993
<u>APPLICATIONS</u>	:	Pretoria Regional Applications: The Regional Manager Department of Public Works, Private bag X 229 Pretoria, 0001 or Hand deliver at 251 Nana Sita Street, Corner Nana Sita and Thabo Sehume Street, Pretoria
<u>FOR ATTENTION</u>	:	Ms MJ Masubelele

DEPARTMENT OF RURAL DEVELOPMENT AND LAND REFORM

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

<u>CLOSING DATE</u>	:	21 June 2019 at 16:00
<u>NOTE</u>	:	DRDLR requests applicants to apply manually by submitting applications on form Z83 obtainable from any Public Service department that should be accompanied by comprehensive CVs (previous experience must be expansively detailed) and certified (certification must not be older than 12 months) copies of qualifications, service certificates (in case of an OSD post), identification document and permanent residency/work permit. Reasonable accommodation shall apply for People with Disabilities (including where a driver's licence is a requirement in a non-Occupational Specific Dispensation (OSD) post). Please ensure that you submit your application before the closing date as no late applications will be considered. It would be appreciated if you can only attach course certificates applicable to the post requirements. Failure to submit the requested documents may result in your application not being considered. If you apply for more than one post, submit separate applications for each post that you apply for. Correspondents will be entered into with short-listed candidates within three months after the closing date of the post. If by then you have not been contacted for an interview you were not successful in your application. All applicants must be SA Citizens/Permanent Residents or Non-SA Citizens with a valid work permit. Applicants will be expected to be available for selection interviews and/or competency assessments at a time, date and place as determined by DRDLR. The Department reserves the right to conduct pre-employment security screening and the appointment is subject to a positive security clearance outcome. Applicants must declare any/pending criminal, disciplinary or any other allegations or investigations against them. Should this be uncovered during/ after the interview took place, note that the application will not be considered and in the unlikely event that the person has been appointed such appointment will be terminated.

MANAGEMENT ECHELON

<u>POST 20/43</u>	:	<u>SURVEYOR GENERAL REF NO: 3/2/1/2019/226</u> (1 Year Contract) Office of the Surveyor General This is a re-advertisement, applicants who applied previously must reapply.
<u>SALARY</u>	:	R1 189 388 per annum (Level 14) (All inclusive package to be structured in accordance with the rules for SMS).
<u>CENTRE</u>	:	North West (Mafikeng)
<u>REQUIREMENTS</u>	:	BSc (NQF level 8) in Geomatics/Land Survey. Registered as a Professional Land Surveyor with the South African Geomatics Council (SAGC). 5 years' experience at Senior Managerial level. Appropriate Cadastral Survey experience. Job related knowledge: Cadastral Survey, Technical System and Cadastral Spatial Information, Performance Management and Monitoring, Government Systems and Structures, Government decision making processes, Programme setting process, Understanding of the management information and formal reporting systems, Dealing with Misconduct, Internal Control and Risk Management, Project Management principles and tools, The Political Landscape of South Africa. Job related skills: Project Management, Team Management, Interpersonal Relations, Budget forecasting, Computer Literacy, Resource planning, Problem solving and decision making, Time Management, Business, Communication. The ability to work efficiently and effectively at all times.
<u>DUTIES</u>	:	Approve diagrams, general plans and Sectional Plans in compliance with legislation and provide tenure security and sustainable rural and urban development. Examine cadastral documents for approval in accordance with the Land Survey Act and all applicable statutory consents. Ensure complete, accurate, current Cadastral Spatial Information development. Update the spatial database through the addition of every approved cadastral land parcel. Ensure that management information systems are created to provide timely and accurate management information constantly. Compile a decentralised delivery system. Train Professional Land Surveyors, Technologists, Survey

Technicians and Geomatics Officers as well as in general administration from targeted groups. Provide support to various programmes including Land and Tenure Reform, Restitution Programmes and Land Administration Institutions. Provide technical support and advice as well as information from time to time. Manage the implementation of the Land Survey Act, Number 8 of 1997 (LSA). Ensure that all surveys performed in South African are compliant with LSA. Manage allocated resources. Oversee the transformation process in the office in line with the new vision for the Public Service as contained in the White Paper on Transformation of the Public Service and other relevant Policy documents continuously. Ensure compliance with all lawful requirements imposed by way of Laws, Ministerial Directives, Cabinet Decisions, Cabinet Circulars, Treasury instructions and communications from the Public Service Commission and Auditor-General at all times. Ensure that assurance arrangements appropriate to the Surveyor-General information systems are implemented timeously. Manage allocated funds efficiently. Monitor the utilisation of equipment including vehicles facilities. Take responsibility for measures aimed at promoting representativeness in the Departments personnel structure (including putting in place Employment Equity Plans on an on-going basis). Ensure that powers/responsibilities are clearly specified and formally delegated within the Office of the Surveyor-General at all times. Ensure that appropriate internal controls and reporting systems are established and maintained on a regular basis. Develop service delivery improvement of the component.

<u>ENQUIRIES</u>	:	Ms B Mathulwe Tel No: (083) 282 2306
<u>APPLICATIONS</u>	:	Applications can be submitted by post Private Bag X833, Pretoria, 0001 or hand it delivered to: 184 Jeff Masemola Street (formerly known as Jacob Mare), corner of Jeff Masemola and Paul Kruger Streets, Pretoria.
<u>NOTE</u>	:	Appointment is subject to a positive security clearance and the signing of a performance agreement. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools
<u>POST 20/44</u>	:	<u>DIRECTOR: CADASTRAL INFORMATION, MAINTENANCE AND SUPPLY SERVICES REF NO: 3/2/1/2019/227</u> Office of the Surveyor General
<u>SALARY</u>	:	R1 005 063 per annum (Level 13) (All inclusive package to be structured in accordance with the rules for SMS)
<u>CENTRE</u>	:	North West (Mafikeng)
<u>REQUIREMENTS</u>	:	An appropriate Bachelor of Technology (NQF 7) in Surveying/Geomatics. Registration with the Geomatics Profession registration body (as a Professional Surveyor, Surveyor or Survey Technician). 5 years' of experience at middle/senior management level. Extensive 5 to 10 years' experience in Cadastral Surveys. Experience in supervision of other Professional Land Surveyors, Land Surveyors in Training and Technical Surveyors. Job related knowledge: Cadastral Survey, Technical System, Cadastral Spatial Information, Town and Regional Planning, Information Technology, Latest survey technology and methods, Legal principles and presumptions, Servitudes and Real Rights, Performance Management and Monitoring, Government systems and structures, Government decision making processes, Programme setting process, Understanding of the management information and formal reporting system, Dealing with misconduct, Internal Control and Risk Management, Project management principles and tools, The Political Landscape of South Africa. Job related skills: Project Management, Team Management, Interpersonal relations, Budget Management, Computer literacy, Resource planning, Problem solving and decision making, Creative, Legislation and Policy making, Time Management, Business, Communication, Empowerment, and Information Technology. The ability to work efficiently and effectively at all times.
<u>DUTIES</u>	:	Provide cadastral data services and information technology infrastructure support. Ensure different data security on a daily basis. Provide Personal

Computer support to normal users within a 24 hour period. Provide Information Technology related training upon pro-approved requests within pre-defined time frames. Maintain a complete, current, accurate and accessible electronic dataset of the relative positions of all land rights. Update the spatial database through the addition of every approved Cadastral Land Parcel (completeness). Maintain an accurate database of cadastral spatial information (accuracy). Ensure the currency of compilation sheets and the spatial database according to procedures at all times. Provide spatial mapping services. Amend and withdraw cadastral services. Issue survey data to Professional Land Surveyors. Maintain cadastral spatial information systems support to the office. Support the introduction of the Electronic Cadastral Survey System (E-CSS) aligned with e-government programme. Note approved cadastral data and incorporate all data into a digital continuous map. Provide any relevant Geographic Information System (GIS) services as and when requested by clients. Maintain cadastral documents and services. Maintain a strong room for secure, safe archiving of all cadastral documents. Supply maps, aerial photographs produced from the national mapping agency.

<u>ENQUIRIES</u>	:	Ms B Mathulwe at (083) 282 2306
<u>APPLICATIONS</u>	:	Applications can be submitted by post Private Bag X833, Pretoria, 0001 or hand it delivered to: 184 Jeff Masemola Street (formerly known as Jacob Mare), corner of Jeff Masemola and Paul Kruger Streets, Pretoria.
<u>NOTE</u>	:	Appointment is subject to a positive security clearance and the signing of a performance agreement. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools
<u>POST 20/45</u>	:	<u>DEPUTY SURVEYOR GENERAL REF NO: 3/2/1/2019/228</u> Office of the Surveyor General This is a re-advertisement, applicants who applied previously must reapply
<u>SALARY</u>	:	R1 005 063 per annum (Level 13) (All inclusive package to be structured in accordance with the rules for SMS)
<u>CENTRE</u>	:	Limpopo (Polokwane)
<u>REQUIREMENTS</u>	:	Bachelor's Degree in Surveying/Geomatics/Cartography (NQF level 7). Registered as a Professional Land Surveyor with the South African Geomatics Council (SAGC). 5 years' experience in middle or senior managerial level in the land surveying environment. Job related knowledge: Cadastral Survey, Technical System, Sectional Title, Cadastral Spatial Information, Town and Regional Planning, Information Technology, Survey Technology and methods, Legal principles and presumptions, Servitude's and real rights, All relevant legislation (including applicable sections of the Deeds Registries Act) and applicable Provincial ordinances, Understanding the management of information and Formal Reporting System, Understanding programme setting process, Internal control and Risk Management, Project Management principles and tools. Job related skills: Project Management, Team Management, Interpersonal Relations, Budget Management, Computer Literacy, Resource planning, Problem solving and decision making, Legislation and Policy, Time Management, Customer service and Communication (written and verbal). A valid driver's licence.
<u>DUTIES</u>	:	Manage the provisioning of registry services. Oversee the receipt and dispatch of cadastral documents submitted for examination and approval. Ensure that the necessary fees of the office have been paid prior to the acceptance of cadastral documents into the systems. Oversee the archiving of all documents. Maintain the cadastral correspondence filing system. Oversee rendering of messenger service. Manage the rendering of first examination services. Oversee the allocation of land parcel numbers. Ensure technical compliance of cadastral document. Verify new cadastral documents in relation to parent property information. Oversee the examination and approval/rejection of all cadastral documents prepared and submitted by Professional Land Surveyors. Provide professional advice to Professional Land Surveys and Government officials. Report on Directorate progress monthly and as required. Know and

apply all relevant land administration legislation, Policies and information etc to staff on a weekly basis. Render professional advice for land reform projects and oversee the rendering of advice for land reform projects. Receive requests for land reform assistance as and when required. Provide and oversee advisory services on an on-going basis. Perform research for land reform support. Plan the required investigation when required. Generate land reform support findings report according to Policy. Submit land reform findings report upon finalisation. Facilitate state surveys. Provide professional advice to Professional Land Surveyors and Government officials. Render research and advice for state surveys. Consult with stakeholders. Ensure that the beacons relation to a survey are pointed out to the relevant officials prior to the approval of the cadastral documents. Oversee the undertaking of field surveys and inspections. Test a survey for correctness, accuracy or authenticity in accordance with legal provisions if reason for doubt exists. Take necessary action in connection with a survey tested for correctness, accuracy or authenticity when required. Prepare and submit a report in connection with an application to a court, if deemed desirable. Manage human, logistical and financial resources. Identify training needs. Develop Performance Agreement. Monitor attendance and leave register. Provide on the job training.

**ENQUIRIES
APPLICATIONS**

: Ms B Mathulwe at (083) 282 2306
: Applications can be submitted by post Private Bag X833, Pretoria, 0001 or hand it delivered to: 184 Jeff Masemola Street (formerly known as Jacob Mare), corner of Jeff Masemola and Paul Kruger Streets, Pretoria.

NOTE

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

POST 20/46

: **DEPUTY SURVEYOR GENERAL REF NO: 3/2/1/2019/229**

Office of the Surveyor General

This is a re-advertisement, applicants who applied previously must reapply

SALARY

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

**CENTRE
REQUIREMENTS**

: Eastern Cape (East London)
: Bachelor's Degree in Surveying/Geomatics/Cartography (NQF level 7). Registered as a Professional Land Surveyor with the South African Geomatics Council (SAGC). 5 years' experience in middle or senior managerial level in the land surveying environment. Job related knowledge: Cadastral Survey, Technical System, Sectional Title, Cadastral Spatial Information, Town and Regional Planning, Information Technology, Survey Technology and methods, Legal principles and presumptions, Servitude's and real rights, All relevant legislation (including applicable sections of the Deeds Registries Act) and applicable Provincial ordinances, Understanding the management of information and Formal Reporting System, Understanding programme setting process, Internal control and Risk Management, Project Management principles and tools. Job related skills: Project Management, Team Management, Interpersonal Relations, Budget Management, Computer Literacy, Resource planning, Problem solving and decision making, Legislation and Policy, Time Management, Customer service and Communication (written and verbal). A valid driver's licence.

DUTIES

: Manage the provisioning of registry services. Oversee the receipt and dispatch of cadastral documents submitted for examination and approval. Ensure that the necessary fees of the office have been paid prior to the acceptance of cadastral documents into the systems. Oversee the archiving of all documents. Maintain the cadastral correspondence filing system. Oversee rendering of messenger service. Manage the rendering of first examination services. Oversee the allocation of land parcel numbers. Ensure technical compliance of cadastral document. Verify new cadastral documents in relation to parent property information. Oversee the examination and approval/rejection of all cadastral documents prepared and submitted by Professional Land Surveyors.

Provide professional advice to Professional Land Surveys and Government officials. Report on Directorate progress monthly and as required. Know and apply all relevant land administration legislation, Policies and information etc to staff on a weekly basis. Render professional advice for land reform projects and oversee the rendering of advice for land reform projects. Receive requests for land reform assistance as and when required. Provide and oversee advisory services on an on-going basis. Perform research for land reform support. Plan the required investigation when required. Generate land reform support findings report according to Policy. Submit land reform findings report upon finalisation. Facilitate state surveys. Provide professional advice to Professional Land Surveyors and Government officials. Render research and advice for state surveys. Consult with stakeholders. Ensure that the beacons relation to a survey are pointed out to the relevant officials prior to the approval of the cadastral documents. Oversee the undertaking of field surveys and inspections. Test a survey for correctness, accuracy or authenticity in accordance with legal provisions if reason for doubt exists. Take necessary action in connection with a survey tested for correctness, accuracy or authenticity when required. Prepare and submit a report in connection with an application to a court, if deemed desirable. Manage human, logistical and financial resources. Identify training needs. Develop Performance Agreement. Monitor attendance and leave register. Provide on the job training.

**ENQUIRIES
APPLICATIONS**

: Ms B Mathulwe at (083) 282 2306
: Applications can be submitted by post Private Bag X833, Pretoria, 0001 or hand it delivered to: 184 Jeff Masemola Street (formerly known as Jacob Mare), corner of Jeff Masemola and Paul Kruger Streets, Pretoria.

NOTE

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

OTHER POSTS

POST 20/47

: **CHIEF PROFESSIONAL SURVEYOR REF NO: 3/2/1/2019/231**
Office of the Surveyor General

**SALARY
CENTRE
REQUIREMENTS**

: R898 569 per annum (Salary in accordance with the OSD for Engineers)
: Free State (Bloemfontein)
: 4 years' Survey/Geomatics Degree (BSc-Survey/Geomatics) (NQF 8). 6 years' post qualification Professional Geometrics/Cadastral Surveys experience. Compulsory registration as a Geomatics Professional with the South African Geomatics Council (SAGC). Job related knowledge: Programme and Project Management, Survey, Legal and Operational Compliance, Survey operational communication, Process knowledge, Maintenance, Mobile equipment operating, Survey design and analysis, Research and Development, Computer aided survey application, Creating high performance culture, Technical consulting, Survey and professional judgment, Land Use, Land Administration and Land Registration Systems and processes. Job related skills: Strategic, capability and leadership, Problem solving and analysis, Decision making, Team leadership, Creativity, Financial Management, Customer focus and responsiveness, Computer Literacy, People Management, Planning and organising, Conflict Management, Negotiation, Change Management, Archival investigation and historical research, Dispute resolutions, Beacon and boundary reconstruction. A valid driver's licence.

DUTIES

: Design, plan and perform surveys to solve practical survey problems (challenges), improve efficiency and enhance safety. Manage projects on the application of new and existing survey technologies. Manage and plan surveys of a varied and complex nature. Develop cost effective solutions and obtain approval of surveys according to prescribed requirements/standards. Promote safety in line with statutory and regulatory requirements. Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology. Provide expert advisory and support services. Coordinate and

develop tender specifications. Maintain survey operational effectiveness. Manage the execution of maintenance strategy through the provision of appropriate structures, systems and resources. Set survey maintenance standards, specifications and service levels according to Departmental objectives. Monitor maintenance efficiencies according to Departmental goals to direct or redirect survey services. Ensure effective and efficient governance. Allocate, control, monitor and report on all resources. Compile risk logs and manage significant risk according to sound risk management practice and Departmental requirements. Provide technical consulting services for the operation on survey related matters to minimise possible survey risks. Manage and implement knowledge sharing initiative e.g. short-term assignments and secondments within and across operations, in support of individual development plans, operational requirements and return on investments. Continuously monitor the exchange and protection of information between operations and individuals to ensure effective knowledge management according to Departmental objectives. Ensure effective and efficient Financial Management. Ensure the availability and management of funds to meet the Medium Term Expenditure Framework (MTEF) Objectives within the survey environment/services. Manage the Operational Capital Projects Portfolio for the operation to ensure effective resourcing according to Departmental 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 Departmental principles. Allocate, control and monitor expenditure according to budget to ensure efficient cash flow management. Ensure effective and effective people management. Manage the development, motivation and utilisation of human resources to ensure component knowledge base for the continued success of survey services according to Departmental needs and requirements. Manage subordinate key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve Departmental objectives.

<u>ENQUIRIES</u>	:	Ms B Mathulwe Tel: (083) 282 2306
<u>APPLICATIONS</u>	:	Applications can be submitted by post Private Bag X833, Pretoria, 0001 or hand it delivered to: 184 Jeff Masemola Street (formerly known as Jacob Mare), corner of Jeff Masemola and Paul Kruger Streets, Pretoria.
<u>NOTE</u>	:	Coloured, Indian and White males and Coloured and Indian females and Persons with disabilities are encouraged to apply.
<u>POST 20/48</u>	:	<u>DEPUTY DIRECTOR: SKILLS DEVELOPMENT REF NO: 3/2/1/2019/233</u> Directorate: Social Organisation and Youth Development
<u>SALARY</u>	:	R733 257 per annum (Level 11) (All inclusive package to be structured in accordance with the rules for MMS)
<u>CENTRE</u>	:	North West (Mmabatho)
<u>REQUIREMENTS</u>	:	National Diploma in Public Administration/Human Resource Management/Human Resource Development/Education. 3 years' management experience in Training and Development/Human Resource Development. Job related knowledge: Constitution, Good Governance and Batho Pele Principles, Basic Conditions of Employment Act, Labour Relations Act, Employment Equity Act, National Skills Development Strategy (NSDS) III, Skills Development Act, South African Qualifications Act, National Development Plan (NDP), New Growth Path (NGP), Industrial Policy Action Plan (IPAP) II, National Skills Development Accord. Job related skills: Strategic planning, Problem solving, Communication and interpersonal relations, Project Management, Conflict resolution, Leadership, People Management, Results orientated, Corporate governance, Presentation and facilitation, Computer literacy, Financial Management, Monitoring and Evaluation. A valid driver's licence.
<u>DUTIES</u>	:	Develop update and maintain a Provincial Skills Development Plan for the National Rural Youth Service Corps (NARYSEC) Programme. Research and identify scarce skills based on the economic priorities for the Districts and Province annually. Identify appropriate learning programmes, linked to the identified scarce skills annually. Plan and conduct career and vocational guidance sessions for participants who have been recruited into the NARYSEC Programme. Compile and submit the Provincial Skills Development Plan. Manage the implementation of the Provincial Skills Development Plan. Identify and engage accredited training providers to deliver the identified learning Programmes. Ensure the involvement of the relevant Skills Education Training

Authorities (SETA) in the delivery of the identified learning Programmes. Identify host employers (if required) that can be used for workplace training and assist them to obtain site approval from the relevant SETAs. Prepare training approval documentation for Provincial and National projects approval committees. Ensure that approved learning Programmes are implemented, as stipulated in the implementation plans. Manage and maintain Provincial skills development stakeholder partnerships. Identify and engage strategic partners for the implementation of the skills development needs within the Province. Conduct monthly meetings with training providers, host employers and SETAs with regard to the skills development being implemented. Conduct monthly meetings with District Coordinators with a view to ensure the successful implementation of skills development in the Province. Monitor and quality assure the implementation of the Provincial Skills Development Plan. Conduct monitoring visits on a monthly basis at training providers and workplaces, completing the skills development monitoring tools, developed for this purpose. Compile and submit monthly skills development reports, as well as quarterly National Skills Fund (NSF) report. Discuss skills development challenges with the management of training providers, workplaces and NARYSEC, and ensure that remedial action is taken to address the challenges. Ensure that training providers submit their trench payments as expected and verify correctness of claims and supporting documents. Engage SETAs with regard to the uploading of learners onto the SETA Management System, site approvals, quality assurance of the training being delivered and issuing of certificates. Maintain participant information related to skills development. Compile skills development spread-sheets, reflecting the information of all learners engaged in skills development activities. Update and maintain the status of the skills development information on a monthly basis. Report on status of participant information in the monthly skills development report. Coordinate exit opportunities through further studies. Facilitation and coordination of awareness campaign on entrepreneurship skills and other existing opportunities. Link youth to identified internal and external existing opportunities. Report on youth supported through further study opportunities.

ENQUIRIES
APPLICATIONS

: Mr K Sebitiele Tel: (018) 388 7115
: Applications can be submitted by post Private Bag X74, Mahikeng, 2745 or hand it delivered to: Cnr James Moroka and Sekame Drive, West Gallery, Megacity, Mmabatho, 2735.

NOTE

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

POST 20/49

: **DEPUTY DIRECTOR: FORENSIC INVESTIGATIONS REF NO: 3/2/1/2019/234 (X2 POSTS)**

Directorate: Forensic Investigations

This is a re-advertisement, applicants who applied previously must reapply.

SALARY

: R733 257 per annum (Level 11) (All inclusive package to be structured in accordance with the rules for MMS)

CENTRE
REQUIREMENTS

: Pretoria
: Bachelor's Degree or National Diploma in Accounting/Forensic Investigations/Auditing/Police Administration/BProc/LLB/Criminology/BJuris. Certified Fraud Examiners will be an added advantage. 6 years' credible and applicable experience in the Forensic Investigation field. 3 - 5 years' middle management/project management experience. Membership of the Association of Certified Fraud Examiners (ACFE) is recommended. Job related knowledge: Forensic Investigation Methodologies and legislative requirements in the Public Sector, Understanding of forensic investigation techniques, tools and processes, ACFE Code of Professional Standards and Code of Professional Ethics. Job related skills: Communication (written and verbal), Interviewing, Analytical and problem solving, Staff and interpersonal relations, Project Management, Computer literacy, Investigation. A valid driver's licence.

DUTIES

: Participate in the compilation of Annual Forensic Investigation Case Register for approval by the Director by March annually. Provide inputs to the development of the Annual Forensic Investigation Case Register for approval by the Director by March annually. Manage/perform the preliminary investigation of the allocated Annual Forensic Investigation Case Register projects within approved timelines. Compile/review all the preliminary investigation planning, execution and reporting deliverables of all the allocated projects within the approved timelines. Manage the execution of the allocated

Annual Forensic Investigation Case Register Projects within approved timelines. Manage the integrity and timelines of the execution of the allocated projects within approved timeline. Compile/review all the investigation planning deliverables of all the allocated projects within approved timelines. Compile/review all the investigation execution/fieldwork deliverables of all the allocated projects within approved timelines. Manage the reporting of on the allocated Annual Forensic Investigations Case Register Projects within approved timelines. Compile/review the reports of all the allocated projects within approved timelines. Compile the audit committee reports of all the allocated projects within approved timelines. Report to the Director on the status of all the allocated projects on a weekly basis. Participate in the preparation of the reports to the Chief Audit Executive on the Directorate's status of the Annual Forensic Investigation Case Register Projects on a bi-weekly basis. Participate in the preparation of the quarterly progress report to the Audit Committee of the Annual Forensic Investigation Case Register Projects three weeks prior to the Audit Committee meeting date. Manage/perform the allocated Annual Forensic Investigation Case Register Projects closure and post investigation tasks within approved timelines. Compile/review the project closure deliverables of all the allocated projects within approved timelines. Testify in disciplinary/civil/criminal proceedings and provide technical support in this regards when required. Manage the implementation of Project management action plans by responsible line managers on all the allocated projects, within approved timelines.

<u>ENQUIRIES</u>	:	Ms K Motsisi/Ms B Ntsoereng Tel: (012) 312 8581
<u>APPLICATIONS</u>	:	Applications can be submitted by post Private Bag X833, Pretoria, 0001 or hand it delivered to: 184 Jeff Masemola Street (formerly known as Jacob Mare), corner of Jeff Masemola and Paul Kruger Streets, Pretoria.
<u>NOTE</u>	:	Coloured and Indian males and African and Coloured females and Persons with disabilities are encouraged to apply.
<u>POST 20/50</u>	:	<u>ASSISTANT DIRECTOR: FORENSIC INVESTIGATIONS REF NO: 3/2/1/2019/235 (X5 POSTS)</u> Directorate: Forensic Investigations This is a re-advertisement, applicants who applied previously must reapply
<u>SALARY</u>	:	R376 596 per annum (Level 09)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Bachelor's Degree or National Diploma with Accounting/Forensic Investigations/Auditing/Police Administration/BProc/LLB/Criminology/Bluris. Certified Fraud Examiners will be an added advantage. 3 years' credible and applicable experience in the forensic investigation field. Project Management or supervisory experience. Membership of the Association of Certified Fraud Examiners (ACFE) is recommended. Job related knowledge: Forensic investigations methodologies and legislative requirements in the Public Service, Understanding of forensic investigation techniques, tools and processes, ACFE Code of Professional Standards and Code of Professional Ethics. Job related skills: Communication (written and verbal), Interviewing, Analytical and problem solving ability, Staff and interpersonal relations, Project Management, Computer literacy, Investigation. A valid driver's licence.
<u>DUTIES</u>	:	Perform preliminary investigations of the allocated Annual Forensic Investigation Case Register projects within approved timelines. Compile all the preliminary investigation planning, execution and reporting deliverables of all allocated projects within approved timelines. Execute the allocated Annual Forensic Investigation Case Register projects within approved timelines. Compile all the investigation planning deliverables of all the allocated projects within approved timelines. Compile all the investigation execution/fieldwork deliverables of all the allocated projects within approved timelines. Report on the allocated Annual Forensic Investigation Case Register projects within approved timelines. Compile the reports of all the allocated projects within approved timelines. Report to the Deputy Director on status of all the allocated projects on a weekly basis. Participate in the preparation of the report to the Chief Audit Executive on the Directorate's status of the Annual Forensic Investigation Case Register projects on a bi-weekly basis. Perform the allocated Annual Forensic Investigation Case Register projects closure and post investigation tasks within approved timelines. Compile the project closure deliverables of all the allocated projects within approved timelines. Testify in

disciplinary/civil/criminal proceedings and provide technical support in this regard when required.

ENQUIRIES
APPLICATIONS

- : Ms K Motsisi/Ms B Ntsoereng Tel No: (012) 312 8581
- : Applications can be submitted by post Private Bag X833, Pretoria, 0001 or hand it delivered to: 184 Jeff Masemola Street (formerly known as Jacob Mare), corner of Jeff Masemola and Paul Kruger Streets, Pretoria.
- : African, Coloured, Indian and White males and Coloured, Indian and White females and Persons with disabilities are encouraged to apply.

NOTE

DEPARTMENT OF TOURISM

The Department of Tourism is an equal opportunity, affirmative action employer. It is our intention to promote representivity (race, gender and disability) in the Department through the filling of this post.

- APPLICATIONS** : Applications must be forwarded to the attention of Ms R Motshegwa at Department of Tourism, Private Bag X424, Pretoria, 0001 or hand deliver at Tourism House, 17 Trevenna Road, Sunnyside, Pretoria, 0001
- CLOSING DATE** : 21 June 2019 by 16:30
- NOTE** : In order to be considered, applications must be accompanied by all required certified copies of qualifications, Identity Document, proof of citizenship/permanent residence if not an RSA citizen and a comprehensive CV (including three contactable references). It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). All instructions on the application form and this advert must be adhered to. Failure to comply with these requirements will result in the candidate being disqualified. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three months of the closing date of this advertisement, please accept that your application was unsuccessful. The Department reserves the right not to make an appointment. Short-listed candidates will be subjected to screening and security vetting to determine their suitability for employment. (E-mailed, faxed and late applications will not be considered).

OTHER POST

- POST 20/51** : **INDEPENDENT RISK MANAGEMENT COMMITTEE CHAIRPERSON**
(2 Years Contract)
- SALARY** : Compensation will be in accordance with rates as determined by National Treasury. Schedules in this regard are issued annually with specific hourly or daily rates. All other refundable expenses are based on the Department's related policies in line with the National Treasury guidelines.
- CENTRE** : Pretoria
- REQUIREMENTS** : A minimum of a Bachelor's Degree and a Post-Graduate Degree in Auditing, Risk Management or Business Administration will be an added advantage. The ideal candidate should have 8 to 10 years' management experience gained from Strategic Management, Risk Management and/or an Auditing / Financial, Anti-Fraud and Corruption environments, preferably in the public service. Previous experience of serving in the Risk Management Committee and/or Audit Committee will be an added advantage. The ideal candidate must be an independent external person, with excellent knowledge of Risk Management, Corporate Governance, Public Finance Management Act, Treasury Regulations, Enterprise Wide Risk Management (EWRM), ISO Standard, COSO framework, BCM Good Practice Guidelines, Public Service Regulations 2016, and Public Sector Risk Management Framework.
- DUTIES** : The primary objective of the Risk Management Committee is to assist the Accounting Officer to discharge of his duties in respect of risk management with an ultimate aim of achieving the Department's objectives. The incumbent's duties will be to: Provide oversight on the review and monitoring the implementation of risk management framework, policy, charter and strategy within the Department. Provide guidance on integration of risk management into planning, monitoring and reporting processes. Provide advice / guidance on setting risk appetite and review risk appetite, tolerance levels, and anti-fraud measures. Lead the Committee in conducting its activities in terms of the Public Sector Risk Management Framework, PFMA, Risk Committee Charter and King IV Report on Corporate Governance. Provide proper and timely reports to the Accounting Officer on the state of risk management, together with aspects requiring improvement accompanied by the Committee's recommendations to address such issues. Perform any other duties of the Risk Management Committee as specified in the terms of reference (Committee Charter).
- ENQUIRIES** : Ms R Motshegwa Tel No: (012) 444 6591
- NOTE** : Term of appointment will be made for a period of 2 years, subject to renewal at the discretion of the Department. The Chairperson may not serve more than

two terms. This is not a full-time appointment. Risk Management Committee has four statutory meetings per annum and additional meetings may be convened by the Chairperson as deemed necessary by the Committee or Accounting Officer.

DEPARTMENT OF WATER AND SANITATION

CLOSING DATE
NOTE

- : 21 June 2019
- : 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). "All SMS shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools" People with disabilities are encouraged to apply for the posts. People who are not employed by the Public Service Departments are welcomed to apply for posts. The department reserves the right not to make an appointment.

MANAGEMENT ECHELON

POST 20/52

- : **DIRECTOR: PLANNING AND INFORMATION REF NO: 210619/01**
Branch: Chief Operations Office Gauteng

SALARY
CENTRE
REQUIREMENTS

- : R1 005 063 per annum (Level 13) (All inclusive salary package)
- : Gauteng Pretoria Office
- : An NQF level 7 Bachelor's Degree in Environmental Management, Hydrology or related fields in Integrated Water Resources Management.(IWRM) Six (6) to ten (10) years' experience in IWRM, Environment, Policy and Strategy Development and Project Management. Five (5) years' experience at a middle/senior middle management level. A good understanding of Hydrology and Geohydrology. Knowledge and experience of yield calculations and GIS. Good understanding of Information Management. Strategic capability and leadership skills. Experience in Programme and project management. Financial management, Change management, Knowledge management and Service delivery innovation (SDI). Problem solving and analysis. People management and empowerment. Client orientation and customer focus. Good communication skills both verbal and written. Accountability and ethical conduct.

DUTIES

- : The development of strategic and business plan in protection of surface and ground water. Ensure the implementation of business strategy for the component. Develop reconciliation strategies for catchment systems. Ensure maintenance of the coastal and inland provincial management WRM strategies. Ensure the maintenance of the reconciliation strategies for all rivers. Ensure the development of water resource management data information on surface and ground water. Develop reconciliation strategies for all other towns in the Central, East, North and South planning areas. Develop WRM database for the component. Ensure that relevant IT system is developed and maintained in storing data. Develop reconciliation and management strategies for various catchments. Develop water quality management strategies for the catchment and river systems. Manage flow of water in rivers and catchments accordingly. Monitoring flows and groundwater levels. Ensure the application of models for reconciliation is maintained. Ensure models for reconciliation and allocation processes in catchments are implemented. Update hydrology and yield analysis of all rivers catchments within the specific WRM boundaries. The implementation of water use authorisation. Provide technical support on Orange River international work. Progressive implementation of cross-

- boundary agreements. Basin wide information on all aspects of Water Resource Management.
- ENQUIRIES** : Mr S Mthembu Tel No: 012 392 1301
- APPLICATIONS** : Pretoria: For purposes of response handling 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
- NOTE** : This post is targeted for an African / White / Coloured / Indian Female.

OTHER POSTS

- POST 20/53** : **CHIEF ENGINEER (CIVIL) GRADE A REF NO: 210619/02**
Branch: Chief Operations Office North West
This is a re-advertisement, applicants who have previously applied are encouraged to re-apply

- SALARY** : R1 042 827per annum (All-inclusive OSD salary package)
- CENTRE** : Mmabatho
- REQUIREMENTS** : An Engineering degree (B Eng / BSc (Eng)). Six (6) years post qualification experience. Compulsory registration with ECSA as a Professional Engineer (Proof must be attached). A valid driver's Licence (certified copy must be attached).

- DUTIES** : Provision of Engineering, Project Management and Business Process re-engineering services for the Municipal Infrastructure Grant programme (MIG) which entails site visits, technical report evaluations, recommendations and monitoring of projects. Provide support on planning and implementation of Water Services Infrastructure Grant (WSIG). Provide support on planning and implementation of Regional Bulk Infrastructure Programme (RBIG) and any other funding sources ear-marked for water services in the North West Province. Coordination of Free Basic Services (FBS) Support on the Comprehensive Infrastructure Plan (CIP) and Water Conservation and Water Demand Management. Support the Integrated Development and Water Services Development Planning (IDP/WSDP) processes in the North West Province. Support implementation of municipal water services master plan including Provincial Operation Phakisa.

- ENQUIRIES** : Mr L Bogopa Tel No: 018 387 9500
- APPLICATIONS** : Mmabatho: Please forward your applications quoting the relevant reference number to The Provincial Head: North West, Department of Water and Sanitation, Private Bag x 5, Mmabatho 2735. Corner Dr. James Moroka Drive and Sekame Road Mega City Shopping Centre Unit 99, Ground Floor. For attention: Mr MJ Ntwe

- POST 20/54** : **DEPUTY DIRECTOR: WATER SECTOR COLLABORATION REF NO: 210619/03**
Branch: Chief Operations Office Limpopo SD: Sector Collaboration

- SALARY** : R869 007 per annum (Level 12) (All inclusive salary package)
- CENTRE** : Polokwane
- REQUIREMENTS** : A National Diploma or Degree in Development studies / Public Management / Environmental Sciences. Three (3) to five (5) years Management experience in Integrated Water Resources Environment. Knowledge and experience in business and management principles. A valid driver's licence (Attach certified copy). Knowledge and experience in strategic planning, resource allocation and human resources. Knowledge of Public Finance Management Act and Water legislations. Problem solving and analysis. Strategic capabilities and leadership skills. Programme and project management skills, change management, Knowledge management, service delivery and innovation (SDI), people management and empowerment. Client orientation and customer focus. Good communication skill both verbal and written. Accountability and ethical conduct.

- DUTIES** : Co-ordinate National Ministerial events relating to the water sector by ensuring International and National co-operation through forum management committees. Implement policies of integrated water sector for the component by developing and sharing a vision and mission for the section. Develop and implement performance improvement suggestion scheme. Advice Top Management and the Legislature, as well as relevant sector bodies, on policies

		and strategies relevant to the section. Develop the Business Plan/Operational plan for the Sub-Directorate. Develop performance agreement for the Sub-Directorate. Plan and execute IGR/Stakeholders. Implement policies. Promote sector advocacy through dissemination of information on key sector programmes. Manage relationships, Plan and develop meetings with stakeholders. Implement strategic objectives of the component. Monitor progress on the implementation of programmes related to intergovernmental relations. Manage, plan and develop community participation programmes. Engage and empower community on departmental programmes and projects through community water sector forums.
<u>ENQUIRIES</u>	:	Mr RE Matukane Tel No: 015 290 1359
<u>APPLICATIONS</u>	:	Polokwane: Please forward your application quoting the reference number to: The Department of Water and Sanitation, Private Bag X 9506, Polokwane, 0700 or Hand Deliver to Azmo Place Building Department of Water and Sanitation, 49 Joubert Street, Corner Thabo Mbeki and Joubert Streets, Azmo Place Building (Registry Office 4th floor).
<u>FOR ATTENTION</u>	:	MP Makgaka, Tel No: 015 290 1386
<u>POST 20/55</u>	:	<u>SCIENTIST PRODUCTION REF NO: 210619/04</u> Branch: Planning Monitoring and Evaluation SD: Information Programme Management
<u>SALARY</u>	:	R618 732 per annum (All-inclusive OSD salary package)
<u>CENTRE</u>	:	Pretoria Head Office
<u>REQUIREMENTS</u>	:	A Science degree (BSc) (Hons) or relevant qualification. Compulsory registration with SACNASP as a Professional Natural Scientist (Proof of registration must be attached). Three (3) years post qualification natural scientific experience. A valid driver's license (A certified copy must be attached). Experience in project management and the functioning of the Project Support Office (PSO). Integrative abilities. Knowledge of surface and groundwater occurrence. Understanding of Water Resource Monitoring and Water Legislation. Good communication skills both verbal and written. Advanced level of computer literacy. Willingness to travel.
<u>DUTIES</u>	:	Assist in co-ordination and Integration of Water Monitoring Programmes. Develop policies and guidelines to support water monitoring governance. Provide technical support and expertise to Project/Programme Managers within the Chief Directorate. Support users of project management systems i.e. Microsoft Project software. Application of Department of Water and Sanitation policies and procedures. Use of project management tools, PRINCE2 in the Chief Directorate.
<u>ENQUIRIES</u>	:	Mr A Sambo Tel No: 012 336 8403
<u>APPLICATIONS</u>	:	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.
<u>FOR ATTENTION</u>	:	Ms LI Mabile
<u>POST 20/56</u>	:	<u>SCIENTIST PRODUCTION REF NO: 210619/05</u> Branch: Planning Monitoring and Evaluation SD: Integrated Water Information Systems
<u>SALARY</u>	:	R618 732 per annum OSD
<u>CENTRE</u>	:	Pretoria Head Office
<u>REQUIREMENTS</u>	:	A Science degree (BSc) (Hons) or relevant qualification. Compulsory registration with SACNASP as a Professional Natural Scientist (proof of registration must be attached). Three (3) years post qualification natural scientific experience. A valid driver's license (A certified copy must be attached). Knowledge of Systems Development Life Cycle and/or GIS will be an added advantage. Experience of information systems in Water Management. Good verbal communication and presentation skills. Good report writing skills. Knowledge of computerized water information systems. Knowledge of water business processes and monitoring. Good knowledge of basic Microsoft packages. Problem solving and analysis. People management skills, planning and organizing skills. Innovation and creativity.
<u>DUTIES</u>	:	The incumbent will be part of a team to conduct business analysis and provide support to maintenance and enhancement of the National Integrated Water Information System. Analyze the business rules of water information systems.

		Research and support the design of water information systems. Evaluate deliverables from developed water information systems. Train system users. Conduct system user acceptance testing. Monitor system dashboard performance. Implement standards and procedures for integrated data management. Conduct data analysis.
<u>ENQUIRIES</u>	:	Mr A Sambo Tel No: (012) 336 8403.
<u>APPLICATIONS</u>	:	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.
<u>FOR ATTENTION</u>	:	Ms LI Mabole
<u>POST 20/57</u>	:	<u>ASSISTANT DIRECTOR: REGIONAL INFRASTRUCTURE PROGRAMME</u> <u>REF NO: 210619/06</u> Branch: Chief Operations Office Limpopo
<u>SALARY</u>	:	R470 040 per annum (Level 10)
<u>CENTRE</u>	:	Polokwane
<u>REQUIREMENTS</u>	:	A National Diploma or Degree in Sciences. Three (3) to five (5) years relevant experience in Integrated Water Resource Management. Knowledge and experience of business and management principles. Knowledge of understanding of strategic planning, resource allocation and human resources. Knowledge of Public Service Act and Regulations and Public Finance Management act Knowledge and application in technical reporting writing. Knowledge of Water Resource Infrastructure and project management. Strategic capability and Leadership skills. Knowledge Management, Service Delivery Innovation (SDI) and Change Management. Problem solving and analysis. Management and Empowerment. Client Orientation and customer focus. Good communication skills both verbal and written. Accountability and Ethical Conduct.
<u>DUTIES</u>	:	Implement policies of integrated Water Bulk Infrastructure programmes for the component. Compile monthly technical reports on water infrastructure programmes. Assist with the implementation of Regional Bulk Water Supply programmes. Assist with the input into strategic and business planning. Provide technical information and support to WMIs. Monitor the environmental flows, eco-systems and habitat integrity. Assist with the appraisal of Municipal Infrastructure grants. Manage relationships with stakeholders. Monitor progress on the implementation of projects related to integrated WRM. Conduct, monitoring and evaluate Water Bulk Infrastructure programmes. Administer tender procurement processes in accordance with generally recognized financial practices in order to ensure the achievement of strategic component objectives. Institute risk management. Assist in conservation of water demand management issues. Effectively manage relationships in order to achieve the Directorate's goals. Manage diversity in teams.
<u>ENQUIRIES</u>	:	Mrs MN Mothemi Tel No: 015 290 1207
<u>APPLICATIONS</u>	:	Polokwane: Please forward your application quoting the reference number to: The Department of Water and Sanitation, Private Bag X 9506, Polokwane, 0700 or Hand Deliver to Azmo Place Building Department of Water and Sanitation, 49 Joubert Street, Corner Thabo Mbeki and Joubert Streets, AZMO PLACE Building (Registry Office 4th floor).
<u>FOR ATTENTION</u>	:	MP Makgaka Tel No: 015 290 1386
<u>POST 20/58</u>	:	<u>CHIEF DEVELOPMENT EXPERT REF NO: 210619/07</u> Branch: Planning Monitoring and Evaluation SD: Institutional Models
<u>SALARY</u>	:	R470 040 per annum (Level 10)
<u>CENTRE</u>	:	Pretoria Head Office
<u>REQUIREMENTS</u>	:	A National Diploma or Degree in Social Sciences. Three (3) to Five (5) years' experience in the Water Sector environment. Knowledge and understanding in Human Resource Management legislation, policies, practices and procedures. Knowledge and understanding of the Public Finance Management Act (PFMA). Knowledge of education and training quality assurance processes and procedures. Knowledge of equal opportunity and affirmative action guidelines and laws. Knowledge of administration, clerical procedures and systems. Understanding of Government financial systems. Ability to learn, teaching procedures and techniques. Knowledge and understanding of the framework

		for managing performance information. Knowledge of integrated water sector matters. Problem solving and analysis. People and diversity management. Client Orientation and customer focus. Good communication skills both verbal and written. Accountability and ethical Conduct.
<u>DUTIES</u>	:	Advocate communication on activities regarding water sector programmes through existing sector partners. Develop and maintain conceptualised and visual publications. Monitor and evaluate the implementation of WSP Nationally and in Regions. Handle project management and conduct research on the recent technology that can be applied. Manage the development of graphic design. Conduct research on spatial and non-spatial data from clients. Develop integrated water sector monitoring and evaluation system and maintenance thereof. Develop policies and water sector framework that will guide implementation of WSDP. Monitor results and progress on the implementation of water sector policies. Analyse human development trends. Handle project management and conduct research on the recent technology that can be applied. Identify projects to be executed accordingly to develop WSDP and IDP's. Management of Human Resources. Compile monthly projects.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms TB Matidza Tel No: 012 336 6636
	:	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.
<u>FOR ATTENTION</u>	:	Ms LI Mabile
<u>POST 20/59</u>	:	<u>EMPLOYEE HEALTH AND WELLNESS PRACTITIONER REF NO: 210619/08</u> Branch Corporate Management Dir: Organisational Wellness Development
<u>SALARY CENTRE REQUIREMENTS</u>	:	R316 791 per annum (Level 08)
	:	Pretoria Head Office
	:	A National Diploma or Degree in Social Science / Social Work. Three (3) to five (5) years' experience in Social Services. Knowledge and understanding in wellness policy implementation. Knowledge and understanding in monitoring and evaluation principles. Experience in Employee Health and Wellness programmes. Excellent communication skills both verbal and written. Problem solving skills. Creativity, cultural awareness and initiative skills. Knowledge of programme coordination, facilitation and implementation. Good computer skills. Uphold the principle of sense of confidentiality.
<u>DUTIES</u>	:	Implement wellness programmes, policies and strategies. Align employee health and wellness programmes with the business plan. Marketing of EHWP Services. Initiate the monitoring and evaluation of wellness programmes and systems. Conduct analysis on the implementation of wellness programmes. Liaise with NGO's on best practices of employee wellness programmes. Create and maintain database of wellness programmes. Follow up on meetings with clients. Execute administrative related duties to the wellness programs. Prepare wellness reports for management information purposes. Serve as secretariat during wellness engagements.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms A Moabelo Tel No: 012 336 7787
	:	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.
<u>FOR ATTENTION</u>	:	Ms LI Mabile
<u>POST 20/60</u>	:	<u>EMPLOYEE HEALTH AND WELLNESS PRACTITIONER REF NO: 210619/13</u> Branch Chief Operations Office: Limpopo Dir: HRM
<u>SALARY CENTRE REQUIREMENTS</u>	:	R316 791 per annum (Level 08)
	:	Polokwane
	:	A National Diploma or Degree in Social Science / Social Work. Three (3) to five (5) years' experience in Social Services. Knowledge and understanding in wellness policy implementation. Knowledge and understanding in monitoring and evaluation principles. Experience in Employee Health and Wellness

		programmes. Excellent communication skills both verbal and written. Problem solving skills. Creativity, cultural awareness and initiative skills. Knowledge of programme coordination, facilitation and implementation. Good computer skills. Uphold the principle of sense of confidentiality.
<u>DUTIES</u>	:	Implement wellness programmes, policies and strategies. Align employee health and wellness programmes with the business plan. Marketing of EHWP Services. Initiate the monitoring and evaluation of wellness programmes and systems. Conduct analysis on the implementation of wellness programmes. Liaise with NGO's on best practices of employee wellness programmes. Create and maintain database of wellness programmes. Follow up on meetings with clients. Execute administrative related duties to the wellness programs. Prepare wellness reports for management information purposes. Serve as secretariat during wellness engagements.
<u>ENQUIRIES APPLICATIONS</u>	:	Mrs KMC Monyepao Tel No: 015 290 1222
	:	Polokwane: Please forward your application quoting the reference number to: The Department of Water and Sanitation, Private Bag X 9506, Polokwane, 0700 or Hand Deliver to Azmo Place Building Department of Water and Sanitation, 49 Joubert Street, Corner Thabo Mbeki and Joubert Streets, AZMO PLACE Building (Registry Office 4th floor).
<u>FOR ATTENTION</u>	:	MP Makgaka Tel No: 015 290 1386
<u>POST 20/61</u>	:	<u>HUMAN RESOURCE PRACTITIONER REF NO: 210619/09</u> Branch: Chief Operations Office Mpumalanga
<u>SALARY CENTRE REQUIREMENTS</u>	:	R257 508 per annum (Level 07)
	:	Mbombela
	:	A National Diploma or Degree in Human Resource Management / Public Management / Public Administration. Three (3) to five (5) years' experience in Service Benefits and Conditions. Working experience on the PERSAL system. (Attach PERSAL certificate). A valid driver's license (Attach certified copy). Knowledge of the Public Service Act, Public Service Regulations, Public Service Resolutions and any other relevant prescripts and interpretation thereof. Computer literacy. Problem solving, creativity, interpersonal and analytical skills. Good communication skills both verbal and written. Maintain confidentiality, loyalty and be a team player.
<u>DUTIES</u>	:	Administration of conditions of service matters i.e. leave, housing allowances, service terminations, policy on incapacity leave, ill health retirement (PILIR), appointments, injury on duty and other allowances. Approve transactions on Persal. Implement pay progressions, performance bonuses, grade progressions etc. Render a professional advisory and liaison service to line functionaries. Provide assistance on duties related to Planning, Recruitment and Selection. Administer pensions. Checking and requesting of reports from Persal. Handling of documents and maintaining confidentiality. Ability to travel and work extra hours.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms ND Ndlovu Tel No: 013 759 7436
	:	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.
<u>FOR ATTENTION</u>	:	Mr MJ Nzima
<u>POST 20/62</u>	:	<u>REGISTRY CLERK (SUPERVISOR) REF NO: 210619/10</u> Branch: Corporate Management Div Hr Transactions
<u>SALARY CENTRE REQUIREMENTS</u>	:	R257 508 per annum (Level 07)
	:	Pretoria Head Office
	:	A Grade 12 Certificate or equivalent qualification. Three (3) to five (5) years' experience in registry services is required. A driver's license. (Attach certified copy). In-depth knowledge of the National Archive Act and relevant regulations. Completion of Introduction Course on PERSAL (Attach Persal Certificate). Computer Literacy (Ability to work on MS Word and MS Excel). Good communication skills both verbal and written. Knowledge of Human resource functions and practices. Basic knowledge and insight into Human Resource prescripts. Ability to work under pressure and meet deadlines.

<u>DUTIES</u>	:	Manage the filing system (Metro file and file storage). Supervise the distribution and retrieval of files. Manage the pending files in the Directorate. Manage all records in line with the Archive Act. Assist external and internal Auditors by extracting and providing relevant files. Supervise registry staff, counter services, filing and record management service. Supervise the office machines in relation to the registry function. Supervise the processing of documents/files for archiving and/disposal. Assist in the development and implementation of policies regulating records management. Manage the issuing of correspondence to the relevant HR Managers within the Directorate. Assist in the compilation of monthly statistics.
<u>ENQUIRIES</u>	:	Mr I Govender Tel No: 012 336 7683
<u>APPLICATIONS</u>	:	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.
<u>FOR ATTENTION</u>	:	Ms LI Mabole
<u>POST 20/63</u>	:	<u>ASSISTANT TECHNICAL OFFICER (SCIENTIFIC SUPPORT) REF NO: 210619/11</u> Branch Chief Operations Office: Eastern Cape Div: Water Information Management
<u>SALARY</u>	:	R173 703 per annum (Level 05)
<u>CENTRE</u>	:	East London
<u>REQUIREMENTS</u>	:	A Grade 12 certificate with mathematics/Mathematics Literacy. Two (2) years' experience in water quality sampling techniques will serve as an added advantage. A valid driver's licence. (Attach certified copy). Knowledge of Occupational Health and Safety. Understanding of Water Quality Management functions. Good communication skills both verbal and written. Computer literacy, records keeping and data management skills. Willingness to travel (off-road as well as gravel) and work irregular hours.
<u>DUTIES</u>	:	Collection of water samples from major river catchments and associated water uses managed by East London Water Quality Management Office. Ensure safe dispatching of samples to the laboratory following proper procedures. Ensure on-going data capturing / releasing of water quality results on Water Management System (WMS) and Excel. Provide water quality data to supporting staff on request. Provide administration support to the Unit. Ensure availability of sampling equipment and related resources required by the Unit.
<u>ENQUIRIES</u>	:	Ms M Mampane Tel No: 043 701 0376.
<u>APPLICATIONS</u>	:	East London: Please forward your applications quoting the relevant reference number to Private bag X 7485, King Williams Town, 5600 or hand deliver at the No. 2 Hargreaves Avenue, King William's Town 5600.
<u>FOR ATTENTION</u>	:	Ms. T Solwandle 043 604 5476
<u>POST 20/64</u>	:	<u>DRIVER / MESSENGER: ADMINISTRATION SUPPORT REF NO: 210619/12</u> Branch: IBOM, Central Operations
<u>SALARY</u>	:	R145 281 per annum (Level 04)
<u>CENTRE</u>	:	IBOM: Central Operations (Pretoria)
<u>REQUIREMENTS</u>	:	A Grade 12 certificate. One (1) to three (3) years practical experience in registry, messenger and driver services. A valid driver's license (Certified copy must be attached). Computer literacy in MS Office Software package. Ability to use and operate office equipment's. Knowledge of government policies and procedures. Client orientation and customer focus. Good communication, interpersonal skills, ability to interact with people at all levels and work in a team environment. Ability to pay attention to detail, handle confidential information, track and trace documents. Accountability, analytical thinking and problem solving skills. Must be prepared to work under pressure, travel extensively and work extended hours.
<u>DUTIES</u>	:	Render quality messenger and driver services to the Directorate. Safe conveying of officials to and from various destinations. Routine maintenance and inspections of vehicle to ensure roadworthiness. Collect and deliver mail and official documents to and from various destinations. Retrieve and deliver files to various offices. Tracking, tracing of correspondence documents and keeping registers. Operate photocopy machines. Provide photocopier and binding services for the Directorate. Render administrative assistance through

ENQUIRIES
APPLICATIONS

FOR ATTENTION
NOTE

- the execution of tasks related to Administration Support section as and when there is a need.
- : Ms L Makhoana Tel No: (012) 741 7315, Mr K Kalimash Tel No: 012 741 7326
IBOM Central Operations (Pretoria): Please forward your applications quoting the relevant reference number to the Department of Water and Sanitation, IBOM Central Operations, Private Bag X273, Pretoria, 0001, or hand deliver to 1st Floor, Praetor Forum Building, 267 Lillian Ngoyi Street, Pretoria.
- : Mr KL Manganyi
- : Shortlisted candidates will be subject to undergo a driving test.

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

<u>APPLICATIONS</u>	:	To apply for the above position, please apply online at http://professionaljobcentre.gpg.gov.za/ or Hand Deliver: Ground floor 56 Eloff Street, Umnotho House. NB: For assistance with online applications visit the following centres: 78 Fox Street, Marshalltown or Maponya Mall.
<u>FOR ATTENTION</u>	:	Ms Molebatsi Chuene Tel No: (011) 240 3084 – Recruitment
<u>CLOSING DATE</u>	:	24 June 2019, 12h00. No late applications will be considered
<u>NOTE</u>	:	Applications must be submitted on a Z83, obtainable from any public service department or from website which must be completed in full. Candidates must attach their 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. It is our intention to promote representivity (race, gender and disability) in the Public Service through the filling of this post. It is the Department intention to promote equity through the filling of all numeric targets as contained in the Employment Equity Plan (Therefore SMS posts woman will be prioritised). To facilitate this process successfully, an indication of race, gender and disability status is required. It is the applicant's responsibility to attach certificate of evaluation of foreign qualifications by the South African Qualifications Authority (SAQA). The Department reserves the right not to appoint. People with disabilities are encouraged to apply. If you do not receive any response from us within 3 months, please accept your application was unsuccessful. NB: Following the interviews and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with 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.
MANAGEMENT ECHELON		
<u>POST 20/65</u>	:	<u>DEPUTY DIRECTOR-GENERAL: TRANSVERSAL SERVICES REF NO: REFS/004115</u>
<u>SALARY</u>	:	R1 446 378 per annum (all inclusive package which can be structured according to the individual's needs)
<u>CENTRE</u>	:	Johannesburg
<u>REQUIREMENTS</u>	:	Grade 12 plus an undergraduate qualification (NQF Level 7) and a post graduate qualification (NQF Level 8) in Public Administration/ Management/ Human Resources/ Law/ Communications as recognized by SAQA. At least 8-10 years' experience at Senior Management level. Extensive working knowledge of the public sector. Knowledge, experience and understanding of the Public Finance Management Act (PFMA) and related frameworks. Competencies: Strategic Capability and leadership, Programme and Project Management, Financial Management, Change Management, Knowledge Management, Service Delivery Innovation, Problem Solving and Analysis, People Management and Empowerment, Client Orientation and Customer Focus, Communication, Honesty and Integrity. Attributes: Good interpersonal relations. Ability to work under pressure. Innovative and creative. Ability to work in a team and independently. Focused, logical and organised. Reliable and consistent. Strong management and leadership.
<u>DUTIES</u>	:	Ensure the provision of strategic administration services in the areas of human resources management; communications; legal services and knowledge management. Planning, directing and co-ordinating operational activities of the Department to enable the achievement of Organisational Strategy Imperatives. Provide an overall operational direction defining, developing and integrating the strategic plan for Service Delivery on a short, medium and long term basis. Manage and control departmental expenditure within agreed budgets. Oversee integrity management services. Co-ordinate risk and business continuity. Departmental coordination, personnel management and special programmes, financial management and general administration.
<u>ENQUIRIES</u>	:	Mr N Mogale Tel No: 011 240 2561

DEPARTMENT OF HEALTH

OTHER POSTS

<u>POST 20/66</u>	:	<u>CLINICAL MANAGER (MEDICAL) GRADE 1 (X1 POST)</u> Directorate: Johannesburg Health District
<u>SALARY</u>	:	R1 173 900 (An all-inclusive package)
<u>CENTRE</u>	:	Hast
<u>REQUIREMENTS</u>	:	MBCbB Degree. Registration with the Health Professional Council of South Africa (HPCSA) as a Medical Practitioner. A minimum of 5 years' as a Medical Practitioner after Registration with the HPCSA as a Medical Practitioner. 5 years' experience in management and capacity building, training in the prevention treatment and care of HIV, AIDS and TB. Management of HIV, AIDS and TB in the prevention, treatment and care of HIV, AIDS and TB. Practical experience in providing mentorship in pediatric care treatment programs. In depth knowledge of Tier Net application in clinical management. Knowledge of current evidence -base HIV and reproductive health trends and best practices. Experience in health system strengthening will be an added advantage. Computer literacy (MS Word, Excel, PowerPoint) etc. Communication (written and Verbal), A valid driver's license.
<u>DUTIES</u>	:	Provide clinical leadership and guidance for the implementation of HIV and AIDS care and treatment programmes .Provide expertise in areas of all sub - programmes of the HIVand AIDS programme,ie ART ,TB Care,RTC,PICT,PMTCT,HTS,STI's and safe medical male circumcision.participate in the strengthening of comprehensive HIV and AIDS and TB care and treatment services in healthcare facilities .Build staff capacity to improve treatment outcome.Guide HIV and AIDS programmes in selecting appropriate and innovative intervention for HIV care and treatment ,monitoring tests according to national and international standards .Ensure that provincial managers are kept abreast with innovation ,latest development and evidence -based trends in research and good practices in the field of HIV,AIDS and TB. Provide regular updates to provincial managers on innovation.
<u>ENQUIRIES</u>	:	Ms M. Makhetha Tel No: (011) 694-3809
<u>APPLICATIONS</u>	:	Application form z83, certified CV, ID, etc. not older than 3 months to be left in boxes provided at Hillbrow, Lillian Ngoyi, Lenasia, Discoverers, Stretford, Mofolo, Chiawelo, Zola and Alexander Clinics.
<u>NOTE</u>	:	Qualification, employment verifications as well criminal checks will be done in respect of shortlisted or recommended candidates. The Department of Health (Gauteng) is committed to the achievement and maintenance of diversity and equity in employment, especially in respect in respect of race, gender and disability.
<u>CLOSING DATE</u>	:	21 June2019
<u>POST 20/67</u>	:	<u>DEPUTY MANAGER</u> Directorate: Johannesburg Health District
<u>SALARY</u>	:	R843 618 (An Inclusive package per annum)
<u>CENTRE</u>	:	Health Programs
<u>REQUIREMENTS</u>	:	A Degree/Diploma in Nursing or health related field. And registration with HPCSA OR SANC. Proof of the current registration with the health professional body. A minimum of 10 years Appropriate / recognizable experience after registration with the Professional council. 6 years' experience in Health Programmes management as an Assistant Director. Knowledge in financial management, Human Resource management, leadership, decision making and problem-solving skills. Sound Knowledge of Public Service policies and District Health service. Public Service Code of Conduct and policy formulation. Computer literacy and valid driver's license.
<u>DUTIES</u>	:	Coordination and evaluation of maternal , child and Women's Health (MCWH), Nutrition, School Health, Youth Friendly services and expanded program on immunisation. Analyse performance of Health Programmes against set targets. Compile and submit monthly quarely and annual reports on the performance of Health Programs. Liase with internal and external stakeholders. Coordinate outreach programmes in the district. Supervise and manage performance of personnel and officials reporting to the programme. Ensure prudent Financial

		Management and control of government resources. Prioritise procurement needs according to available resources. Support sub-districts in health programmes.
<u>ENQUIRIES</u>	:	Ms M. Makhetha Tel No: (011) 694-3809
<u>APPLICATIONS</u>	:	to be left in boxes provided at Hillbrow, Lillian Ngoyi, Lenasia, Discoverers, Stretford, Mofolo, Chiawelo, Zola and Alexander Clinics. Qualification, employment verifications as well criminal checks will be done in respect of shortlisted or recommended candidates.
<u>NOTE</u>	:	form Z83, certified CV, ID, etc. not older than 3 months.
<u>CLOSING DATE</u>	:	21 June 2019
<u>POST 20/68</u>	:	<u>ASSISTANT MANAGER NURSING SPECIALTY: PN B4 (OBSTETRICS & GYNAECOLOGY) REF NO: CHBAH 156</u> Directorate: Nursing Services-Oncology
<u>SALARY</u>	:	R614 991 – R692 166 per annum (Plus benefits)
<u>CENTRE</u>	:	Chris Hani Baragwanath Academic Hospital (CHBAH)
<u>REQUIREMENTS</u>	:	Basic R425 qualification (i.e. Diploma/Degree in Nursing) or equivalent qualification that allows Registration with the South African Nursing Council as a Professional Nurse. Degree/diploma in Nursing Administration will be an added advantage. Current registration with the South African Nursing Council. A minimum of ten (10) years appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least six (6) years of the period referred to above must be appropriate/recognizable experience in a clinical specialty after obtaining the one (1) year post-basic qualification in Oncology Nursing Science. At least three (3) years of the period referred to above must be appropriate/recognize experience at management level. Competencies/Knowledge/Skills: Knowledge of legal prescripts that regulate nursing and health services. Computer literacy i.e. (Ms Word, Power Point). Ability to work independently and innovatively. Facilitation and presentation skills, problem solving and decision-making skills.
<u>DUTIES</u>	:	Delegate, supervise and co-ordinate the provision of effective and efficient patient care through adequate nursing care. Initiate and participate in health promotion to ensure consistent communication of relevant, accurate and comprehensive information on health care. Develop/establish and maintain constructive relationships with nursing and other stake holders (i.e. inter-personal, inter-sectoral and multi-disciplinary teamwork). Participate in the analysis, formulation of nursing guidelines, norms and standards. Manage effective utilization and supervision of human, financial and material resources. Co-ordination of provision of effective training and research. Maintain professional growth/ethical standards and self-development. Management of personnel performance and review thereof. (Contracting, quarterly review and final assessment)
<u>ENQUIRIES</u>	:	Ms Ramela Tel No: (011) 933 8148
<u>APPLICATIONS</u>	:	Applications should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. No faxed or emailed applications will be considered.
<u>NOTE</u>	:	Applications must be submitted on form Z83 Fully completed, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents . Documents to be attached is certified ID document, certified copies of qualification/s including matric, certified and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the

	appointments will be made in accordance with the Employment Equity target of the department. People with disability are encouraged to apply.
<u>CLOSING DATE</u>	: 21 June 2019
<u>POST 20/69</u>	: <u>ASSISTANT MANAGER AREA: GENERAL NIGHT DUTY REF NO: HRM 54/2019</u> Directorate: Nursing
<u>SALARY</u>	: R562 800 per annum plus benefits
<u>CENTRE</u>	: Steve Biko Academic Hospital
<u>REQUIREMENTS</u>	: Grade 12. Basic qualification accredited with the South African Nursing Council in terms of Government Notice 425, i.e. diploma\ degree in Nursing as a Professional Nurse. A minimum of 8 year appropriate \recognizable experience in nursing after registration as a Professional Nurse with the South African Nursing Council in General Nursing. Nursing Management qualification with South African Nursing Council At least 3 years of the period referred to above must be appropriate recognizable experience at management level at a hospital Strong leadership, good communication and sound interpersonal skills are necessary. Valid EB driver's license. Computer literacy. Verified proof of experience. Service certificates compulsory. South African Nursing Council annual practicing certificate.
<u>DUTIES</u>	: Delegate, supervise and co-ordinate the provision of effective patient care through adequate nursing care. Initiate and participate in health promotion to ensure consistent communication of relevant accurate and comprehensive information on health care. Develop \establish and maintain constructive working relationships with nursing and other stakeholders (i.e. inter-professional, inter-sectoral and multi- disciplinary teamwork) Participate in the analysis, formulation and implementation of nursing guidelines, practices, standards and procedures. Manage Human Resources. Monitor and ensure proper utilization of financial and physical resources. Maintain Professional growth \ethical standards and development of self and subordinates.
<u>ENQUIRIES</u>	: Ms. LR Van Niekerk BE Tel No: (012) 354 2367
<u>APPLICATIONS</u>	: Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.
<u>NOTE</u>	: 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.
<u>CLOSING DATE</u>	: 21 June 2019
<u>POST 20/70</u>	: <u>ASSISTANT MANAGER GRADE 1 (X1 POST)</u> Directorate: Johannesburg Health District
<u>SALARY</u>	: R562 800 (An all-inclusive package)
<u>CENTRE</u>	: Hast
<u>REQUIREMENTS</u>	: A Degree/Diploma in Nursing or health related field and registration with HPCSA OR SANC. Proof of the current registration with the health professional body. A minimum of 8 years Appropriate / recognizable experience after registration with the Professional Council. At least 3 years of 10 years' experience must be in Health Programmes management. Knowledge in financial management, Human Resource management, leadership, decision making and problem-solving skills. Sound Knowledge of Public Service policies and District Health service. Public Service Code of Conduct and policy formulation. Computer literacy and valid driver's license.
<u>DUTIES</u>	: Provide clinical leadership and guidance for the implementation of HIV and AIDS care and treatment programmes .Provide expertise in areas of all sub - programmes of the HIVand AIDS programme,ie ART ,TB Care,RTC,PICT,PMTCT,HTS,STI's and safe medical male circumcision. Participate in the strengthening of comprehensive HIV and AIDS and TB care and treatment services in healthcare facilities. Build staff capacity to improve treatment outcome. Guide HIV and AIDS programmes in selecting appropriate and innovative intervention for HIV care and treatment. Monitoring tests according to national and international standards .Ensure that provincial managers are kept abreast with innovation ,latest development and evidence -based trends in research and good practices in the field of HIV,AIDS and TB. Provide regular updates to provincial managers on innovation. Knowledgeable and experienced in HIV, TB and Sexually Transmitted infections and 90/90/90

		Strategy. Must be familiar with National Strategic Plan (NSP 2017- 2022) on HIV, TB and STI.
<u>ENQUIRIES</u>	:	Ms M. Mogorosi Tel No: 011) 694-3823
<u>APPLICATIONS</u>	:	to be left in boxes provided at Hillbrow, Lillian Ngoyi, Lenasia, Discoverers, Stretford, Mofolo, Chiawelo, Zola and Alexander Clinics.
<u>NOTE</u>	:	Application form z83, certified CV, ID, etc. not older than 3 months. Qualification, employment verifications as well criminal checks will be done in respect of shortlisted or recommended candidates.
<u>CLOSING DATE</u>	:	21.June.2019
<u>POST 20/71</u>	:	<u>OPERATIONAL MANAGER REF NO: 004109</u> Directorate: Nursing Services
<u>SALARY</u>	:	Grade 1: R444 276 – R500 031 per annum (all-inclusive package) Grade 2: R515 040 – R579 696 per annum (all-inclusive package)
<u>CENTRE</u>	:	Mamelodi Regional Hospital
<u>REQUIREMENTS</u>	:	Grade 12. Basic qualification accredited with SANC in terms of Government Notice 425, i.e. diploma/degree in nursing as a professional nurse. Seven years appropriate/recognizable experience in nursing after registration as a professional nurse with the SANC in general nursing. Verified proof of experience in nursing, service certificate/records to be attached. Strong leadership, good communication and sound interpersonal skills are necessary. Proof of South African nursing council annual practice receipts for 2019. Knowledge and understanding of all Nursing Legislation and Health Act.
<u>DUTIES</u>	:	Supervise and ensure the provision of effective and efficient patient care through adequate nursing care. Co-ordinate and monitor the implementation of the nursing care plan and evaluation thereof. Provide relevant information to health care users to assist in achieving optimal health care. Maintain constructive working relationships with nursing and other stake holders i.e. interprofessional and multidisciplinary team work. Participate in the analysis, formulation and implementation of nursing guidelines, practices and standard operating procedures. Manage and monitor proper utilization of resources for human, financial and physical resources. Maintain professional growth and ethical standard and development of self and subordinates.
<u>ENQUIRIES</u>	:	Ms. S Mahlangu Tel No: (012) 841 8490
<u>APPLICATIONS</u>	:	Applications must be submitted on a z83 form, certified copies of ID and Qualifications to be attached. Applications must be submitted to: Mamelodi Regional Hospital, Human Resource Department, or posted to Private Bag X0032, PO Rethabile 0122. Or apply online at www.gautengonline.gov.za .
<u>NOTE</u>	:	suitable candidates will be subject to security screening and vetting process. Successful candidates will undergo a medical surveillance. All candidate who applied previously are encouraged to re-apply.
<u>CLOSING DATE</u>	:	21 June 2019
<u>POST 20/72</u>	:	<u>CHIEF DIAGNOSTIC RADIOGRAPHER GRADE 1 REF NO: RADIOGRAPH001/2019</u> Re-advertisement Department: Allied
<u>SALARY</u>	:	R440 982 per annum (plus benefits)
<u>CENTRE</u>	:	Heidelberg Hospital
<u>REQUIREMENTS</u>	:	National diploma/degree in Diagnostic Radiography, registered with the Health Professional Council of South Africa. A minimum of 3 years appropriate experience in Diagnostic Radiography. 2 years managerial experience in a hospital environment. Experience in digital radiography will be an advantage. Knowledge of relevant Public Service regulations, policies, acts and procedures. Ability to work under pressure. Good communication skills (verbal and written) compliance with budgeting, Radiographic Quality assurance, National Core Standards, Health information management, PMDS, Health and Safety and Infection Control principles.
<u>DUTIES</u>	:	Manage the entire Radiography department and associated functions. Participate and supervise in providing 24-hour radiographic services in the hospital. Report to Clinical Manager. Advise the management in Radiographic policy planning and implementation for service improvement. To supervise, develop and train and monitor the performance of the sub-ordinate staff and other related category of staff in all aspects of service delivery whilst adhering and complying to Batho Pele Principles, National Core Standards and other

		Public Service policies and acts. Manage conflict and implement corrective Measures according to all governing departmental policies. Strategically coordinate and delegate departmental activities and ensuring that resources of the department are used effectively and efficiently to achieve maximum productivity. Manage the workflow in the entire department. Ensure timeous submission of monthly cost centre reports, manage budget and expenditure and submit the performance report to the manager. Must be a team player within the department and institution. Ensure recommended maintenance of the X-Ray equipment. Perform and ensure that prescribed National Core Standards requirements are adhered to.
<u>ENQUIRIES</u>	:	Dr. M.B. Moalusi Tel No: (016) 341 1209
<u>APPLICATIONS</u>	:	Applications should be submitted to HR department at Heidelberg hospital, Hospital Street. Heidelberg 1441 or posted to Heidelberg hospital, Private Bag 612, Heidelberg 1438
<u>NOTE</u>	:	Applications must be submitted on a Z83 form with a C.V, Certified copies of I.D and Qualifications (not older than 3 months) to be attached. Please note that the successful candidate will be subject to OHS medical surveillance as required in the HBA regulations within the OHS act 85 of 1993, security and reference check. The Gauteng Department of Health is committed to the achievement and maintenance of diversity and equity in employment especially in respect of race, gender and disability.
<u>CLOSING DATE</u>	:	21 June 2019
<u>POST 20/73</u>	:	<u>OPERATIONAL MANAGERS NURSING GENERAL IN OBSTETRICS AND GYNECOLOGY (PN-A5) REF NO: CHBAH 126 (X2 POSTS)</u> Directorate: Nursing Services
<u>SALARY</u>	:	R420 318 per annum (Plus Benefits)
<u>CENTRE</u>	:	Chris Hani Baragwanath Academic Hospital (CHBAH)
<u>REQUIREMENTS</u>	:	Basic R425 qualification (i.e. Diploma or Degree in Nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A Diploma in Midwifery (R254). A minimum of seven (7) years appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. A post basic qualification in Nursing Administration will be an added advantage. Current registration with the South African Nursing Council. Competencies/Knowledge/Skills: leadership, ward management/ward administration, planning, organizing, co- ordination and communication skills. Ability to take charge and make appropriate independent decisions. Display empathy for patients, promoting advocacy and facilitating holistic treatment and care. Knowledge of administrative policies and guidelines.
<u>DUTIES</u>	:	Supervise and evaluate quality of nursing care as directed by Professional scope of practice and set nursing standards within a professional /legal framework. Implement nursing legislation and related framework and ethical nursing practices. Manage resources effectively and efficiently in the unit. Compile and analyze reports to improve quality of patient care. Participate in training, research and self -development. Be allocated to work night shifts and relieve the supervisor when required. Perform as an Operational Manager in accordance with the Scope of Practice. Demonstrate effective communication with patients, supervisors and other health professionals and junior colleagues. Implementation of National Core Standards.
<u>ENQUIRIES</u>	:	Ms. N Ramela Tel No: (011) 933 8148
<u>APPLICATIONS</u>	:	Applications should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. No faxed or emailed applications will be considered.
<u>NOTE</u>	:	Applications must be submitted on form Z83 Fully completed, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents . Documents to be attached is certified ID document, certified copies of qualification/s including matric, certified and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- Provide

at least 3 off which one must be immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. People with disability are encouraged to apply.

<u>CLOSING DATE</u>	:	21 June 2019
<u>POST 20/74</u>	:	<u>ASSISTANT DIRECTOR (EMPLOYEE WELLNESS PROGRAM)</u> Directorate: Johannesburg Health District
<u>SALARY</u>	:	R376 596 per annum
<u>CENTRE</u>	:	Human Resources Management
<u>REQUIREMENTS</u>	:	Grade 12, a three-year Degree/ Diploma in Social/ Behavioral/Psychology or relevant qualification. Three years (3) proven supervisory level experience in Employee Health and Wellness Program. Candidate must have decision making, reporting, and problem-solving skills. Sound knowledge of public service policies, Code of Conduct and team building attributes. Must be computer literate. A valid driver's license will be an advantage.
<u>DUTIES</u>	:	Responsible for the development of and improvement of Wellness Program i.e. HIV & TB Management, Health and productivity Management (medical screenings, chronic diseases Management, facilitation of the process of ill-health retirements, coordination of the Wellness Centre functions. Promotion of individual physical wellness and coordination of sports and recreation Programs, facilitation of wellness of the employee, promote the striking of a balance of work life. Promote the functionality of a Wellness Committee at District level and educate facility EHWP Committee. Develop partnership and network with relevant stakeholders Manage and analyze data and other wellness information for reporting purposes and produce reports thereof. Manage high level of confidentiality. Monitor and evaluate EH&W programs. Maintain the EH&W database. Compile service implementation reports. Participate in the development of strategic and business plans for the components.
<u>ENQUIRIES</u>	:	Ms. C. Rabotapi Tel No: (011) 694-3702
<u>APPLICATIONS</u>	:	to be left in boxes provided at Hillbrow, Lillian Ngoyi, Lenasia, Discoverers, Stretford, Mofolo, Chiawelo, Zola and Alexander Clinics.
<u>NOTE</u>	:	Application form z83, certified CV, ID, etc. not older than 3 months. Qualification, employment verifications as well criminal checks will be done in respect of shortlisted or recommended candidates. The Department of Health (Gauteng) is committed to the achievement and maintenance of diversity and equity in employment, especially in respect in respect of race, gender and disability.
<u>CLOSING DATE</u>	:	21 June 2019
<u>POST 20/75</u>	:	<u>ASSISTANT DIRECTOR</u> Directorate: Johannesburg Health District
<u>SALARY</u>	:	R376 596 per annum
<u>CENTRE</u>	:	HAST (NPO Management)
<u>REQUIREMENTS</u>	:	A degree or diploma in Social Science or equivalent, 5 years' experience in working in community responses to HIV and AIDS, of which 3 years must be in relationship Management with community organization. Knowledge of the strategic plan for HIV and AIDS. An understanding of the NPO Act, Experience in partnership development and contracting. Basic knowledge of PMFA, leadership, decision making and problem-solving skills. Good communication, verbal and writing skills. Computer literacy and a valid driver's license.
<u>DUTIES</u>	:	Plan and coordinate the NPO funding process. Undertake compliance and performance monitoring, and report funded NGOs. Facilitate capacity building of funded and non-funded NPOs. Develop and manage database and stakeholders. Coordinate the implementation of the Community Health worker exit strategy. Compile Monthly, quarterly and annual reports.
<u>ENQUIRIES</u>	:	Ms M. Mogorosi Tel No: (011) 694 3823

<u>APPLICATIONS</u>	:	to be left in boxes provided at Hillbrow, Lillian Ngoyi, Lenasia, Discoverers, Stretford, Mofolo, Chiawelo, Zola and Alexander Clinics.
<u>NOTE</u>	:	Application form z83, certified CV, ID, etc. not older than 3 months. Qualification, employment verifications as well criminal checks will be done in respect of shortlisted or recommended candidates. The Department of Health (Gauteng) is committed to the achievement and maintenance of diversity and equity in employment, especially in respect in respect of race, gender and disability.
<u>CLOSING DATE</u>	:	21 June 2019
<u>POST 20/76</u>	:	<u>PHYSIOTHERAPIST GRADE 1 (X1 POST)</u> Directorate: Rehabilitation Department
<u>SALARY</u>	:	R317 976 per annum (plus benefits)
<u>CENTRE</u>	:	Sedibeng District Health Services
<u>REQUIREMENTS</u>	:	Degree in Physiotherapist, registration with HPCSA as an independent physiotherapist. Current HPCSA registration. Computer literacy. Knowledge and experience of community-based rehabilitation. Application must have good communication skills, problem solving skills, monitoring and evaluation and excellent work ethics. The successful candidate will be based in the district and will be rotating in the clinics within the district. Code 8/10 driver's license is essential.
<u>DUTIES</u>	:	Comprehensive knowledge of physiotherapist i.e. diagnostic, therapeutic procedures and equipment. Rendering of physiotherapist services in the clinics and patients home, early childhood interventions with schools and community. Work in multi-disciplinary team in the provision of physiotherapist services to individuals or groups with physical, mental impairments and supervision of junior staff. Perform allocated management and administrative duties. Knowledge of ethical code of conduct, scope of practice, patient's right, Batho Pele principles and current health and public service legislations, regulations and policies. Sign a performance contract on annual basis. Take part in the Gauteng turnaround strategy, PHC Reengineering and Establishment of the Sub-District.
<u>ENQUIRIES</u>	:	Ms. E.M. Ngale Tel No: (016) 950 6202
<u>APPLICATIONS</u>	:	Quoting the relevant reference number, direct applications to the HR Manager-Sedibeng DHS Private Bag x023 Vanderbijlpark, 1900 or hand deliver at 2 nd Floor, Cnr Frikkie Meyer & Pasteur Blvd, HR Managers office.
<u>NOTE</u>	:	Applications must be submitted on form z83, obtainable from any Public Service Department. 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 three (3) months old). NB! Attach certified copies of your qualifications, identity book, curriculum vitae, and z83. Failure to submit all the requested documents will result in the application not being accepted. The Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the Department. Preference will be given to people with disability.
<u>CLOSING DATE</u>	:	21 June 2019
<u>POST 20/77</u>	:	<u>ORAL HYGIENIST (X1 POST)</u> Directorate: Oral Health Department
<u>SALARY</u>	:	R317 976 per annum (plus benefits)
<u>CENTRE</u>	:	Sedibeng District Health Services
<u>REQUIREMENTS</u>	:	Grade 12 Certificate. Degree/Diploma in Oral Hygiene. Registration with HPCSA, Proof of current registration and valid driver's license. Expanded function will be an added advantage.
<u>DUTIES</u>	:	Render clinical services related to Oral Hygiene scope of practice, perform community outreach programmes, administrative procedures, implement the Oral Health Strategy and provide training to other health workers. Take part in the Gauteng turnaround strategy, PHC Reengineering and Establishment of the Sub-District.
<u>ENQUIRIES</u>	:	Dr. O. Motloung Tel No: (016) 950 6150/6147
<u>APPLICATIONS</u>	:	Quoting the relevant reference number, direct applications to the HR Manager-Sedibeng DHS Private Bag x023 Vanderbijlpark, 1900 or hand deliver at 2 nd Floor, Cnr Frikkie Meyer & Pasteur Blvd, HR Managers office.

<u>NOTE</u>	:	Applications must be submitted on form z83, obtainable from any Public Service Department. 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 three (3) months old). NB! Attach certified copies of your qualifications, identity book, curriculum vitae, and z83. Failure to submit all the requested documents will result in the application not being accepted. The Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the Department. Preference will be given to people with disability.
<u>CLOSING DATE</u>	:	21 June 2019
<u>POST 20/78</u>	:	<u>COMPUTER OPERATOR REF NO: HRM 55/2019 (X2 POSTS)</u> Directorate: Information Technology
<u>SALARY</u>	:	R316 791 per annum plus benefits
<u>CENTRE</u>	:	Steve Biko Academic Hospital
<u>REQUIREMENTS</u>	:	Grade 12. Degree/National Diploma in IT/Financial Information/Communication Networks/Office Management and Technology. A+/N+/MCSE/MCITP will be an added advantage. A valid driver's license. Provincial Technical Support Officer (PTSO) will be added advantage. Experience in Medicom, BAS, TRANVERSAL Systems, Microsoft packages, Helpdesk software will be preference. Good Communication and interpersonal skills is required. Knowledge of VCE and Vblocks, good attendance profile will be an advantage. Good planning, self-discipline skills and customer service is highly recommended.
<u>DUTIES</u>	:	The successful candidate will be responsible for managing and constantly monitoring continuous functioning of LAN and WAN connectivity. Provide technical support and maintain desktop and other hardware for all users in the department. Perform network troubleshooting and support. Install computer hardware, software and configure network devices, internet and email accounts for all user in the department and support facilities. Provide support to END-USER devices and transversal system i.e. BAS, SAP, PERSAL, SRM, Medicom and helpdesk. The appointee will be expected to perform standby and after hour duties. Set up and connect Audio/Visual equipment in the boardrooms and auditoriums. The candidate must always remain friendly and helpful towards users, even when working under pressure and adhere to Batho Pele Principles.
<u>ENQUIRIES</u>	:	Mr F.C. Boshoff Tel No: (012) 354 2478
<u>APPLICATIONS</u>	:	Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.
<u>NOTE</u>	:	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.
<u>CLOSING DATE</u>	:	21 June 2019
<u>POST 20/79</u>	:	<u>HUMAN RESOURCE OFFICER (X1 POST)</u> Directorate: Human Resource Department
<u>SALARY</u>	:	R257 508 per annum (Level 07) (plus benefits)
<u>CENTRE</u>	:	Sedibeng District Health Services
<u>REQUIREMENTS</u>	:	National Diploma/Degree in Human Resource or equivalent or Grade 12 qualification and atleast 3 years' experience in Human Resource. Preference will be given to candidates with Recruitment and selection experience. Knowledge and experience of PERSAL system. Knowledge of the district health system and Primary Health Care. Knowledge of Public Service Act, Public Finance Management Act, Public Service Regulations, Recruitment and Selection Policy and other employment related legislative prescripts that govern recruitment and Selection and Human Resource Management. Interpretation of Regulations and Legislative framework related to Personnel administration. Good understanding of the National government, GPG Environment and functional responsibilities of the Department Ability to interact at strategic level and implement turn-around strategies. Supervisory, planning and organizational skills. Must be able to work under- pressure.

<u>DUTIES</u>	:	Deal with Administrative aspects. Process Service Benefits. Execute Performance Management and Development System (PMDS). Receiving and Dispatching of daily mail. Proper control of records in Personnel Section. Conducting pre-shortlisting. Prepare documentation for short-listings and interviews. Leave Management and Pillar administration. Sit in short-listing and interviews. Ensure that policies and procedures are adhered. Give advice on procedural policy matters to supervisor, line management and users. Sign a performance contract on annual basis. Take part in the Gauteng turnaround strategy, PHC Reengineering and Establishment of the Sub-District.
<u>ENQUIRIES</u>	:	Ms. M. Leonard, Tel No: (016) 950 6168
<u>APPLICATIONS</u>	:	Quoting the relevant reference number, direct applications to the HR Manager-Sedibeng DHS Private Bag x023 Vanderbijlpark, 1900 or hand deliver at 2nd Floor, Cnr Frikkie Meyer & Pasteur Blvd, HR Managers office.
<u>NOTE</u>	:	Applications must be submitted on form z83, obtainable from any Public Service Department. 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 three (3) months old). NB! Attach certified copies of your qualifications, identity book, curriculum vitae, and z83. Failure to submit all the requested documents will result in the application not being accepted. The Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the Department. Preference will be given to people with disability.
<u>CLOSING DATE</u>	:	21 June 2019
<u>POST 20/80</u>	:	<u>ADMINISTRATION OFFICER (X1 POST)</u> Directorate: Supply Chain Management
<u>SALARY</u>	:	R257 508 per annum (Level 07) (plus benefits)
<u>CENTRE</u>	:	Sedibeng District Health Services
<u>REQUIREMENTS</u>	:	Grade 12 Certificate with (5) five years' experience in Supply Chain Management, logistics and transport management or Diploma /Degree in Supply Chain with (3) three years' experience. Knowledge of procedures and processes in transport section will be an advantage. Knowledge of reporting accidents and completing the necessary forms (Z 181) is vital. Candidates must be computer literate and have knowledge of system such as ELS, SAP, and SRM, be able to produce report on monthly utilization of vehicle (form 6). (Applicants will be expected to demonstrate practical knowledge). Applications must have valid driver's license (as a minimum code 8) (prepared for practical assessment) must be able to accept responsibility and complete work with acceptable pressure.
<u>DUTIES</u>	:	Book and provide vehicle as per request from various users. Keep record of kilometer travelled per trip and petrol consumed per trip for each vehicle. Keep on monitoring the discs for expiry purposes. Keep on monitoring service dates for vehicle and make necessary arrangements for it to get serviced. Perform daily inspection of vehicles and reporting of all minor dents, damages and accidents. Arrange the replacement of vehicle when there are due. Ensure that incoming and outgoing mail is controlled. Ensure that offices and vehicles are always clean. Provide supervision and sign up performance management and development system with junior colleagues at your section. Sign a performance contract on annual basis. Take part in the Gauteng turnaround strategy, PHC Reengineering and Establishment of the Sub-District.
<u>ENQUIRIES</u>	:	Ms. J. Modise Tel No: (016) 950 6011
<u>APPLICATIONS</u>	:	Quoting the relevant reference number, direct applications to the HR Manager-Sedibeng DHS Private Bag x023 Vanderbijlpark, 1900 or hand deliver at 2 nd Floor, Cnr Frikkie Meyer & Pasteur Blvd, HR Managers office.
<u>NOTE</u>	:	Applications must be submitted on form z83, obtainable from any Public Service Department. 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 three (3) months old). NB! Attach certified copies of your qualifications, identity book, curriculum vitae, and z83. Failure to submit all the requested documents will result in the application not being accepted. The Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the

		Employment Equity target of the Department. Preference will be given to people with disability.
<u>CLOSING DATE</u>	:	21 June 2019
<u>POST 20/81</u>	:	<u>PHARMACIST ASSISTANT (POST-BASIC) (X1 POST)</u> Directorate: Pharmaceutical Service
<u>SALARY</u>	:	R208 383 per annum (plus benefits)
<u>CENTRE</u>	:	Sedibeng District Health Services
<u>REQUIREMENTS</u>	:	As required by the training facility and the SAPC plus Post Basic Pharmacist Assist qualification that allows registration with the SAPC as Pharmacist Assistant (Post Basic). Registration with the South African Council (SAPC) as Post Basic Assistant.
<u>DUTIES</u>	:	Receive, read and check the prescription/ order for legality, authenticity and validity. Prepare labels. Prepare and pack pharmacy products. Complete and maintain documentation. Distribute and/ or issue pharmacy products. Identity and report excessive drug usage and deviations. Order of stock. Receive stock. The issuing and dispatch of stock. The bulk compounding of stock in accordance with SOP's. The pre-packing of stock in accordance with SOP's. Sign performance contract in annual basis. Take part in the Gauteng turnaround strategy, PHC Reengineering and Establishment of the Sub-District.
<u>ENQUIRIES</u>	:	Ms. S. Tayob Tel No: (016) 950 6092
<u>APPLICATIONS</u>	:	Quoting the relevant reference number, direct applications to the HR Manager-Sedibeng DHS Private Bag x023 Vanderbijlpark, 1900 or hand deliver at 2 nd Floor, Cnr Frikkie Meyer & Pasteur Blvd, HR Managers office.
<u>NOTE</u>	:	Applications must be submitted on form z83, obtainable from any Public Service Department. 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 three (3) months old). NB! Attach certified copies of your qualifications, identity book, curriculum vitae, and z83. Failure to submit all the requested documents will result in the application not being accepted. The Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the Department. Preference will be given to people with disability.
<u>CLOSING DATE</u>	:	21 June 2019
<u>POST 20/82</u>	:	<u>CLIENT INFORMATION CLERK (CABLE TECHNICIAN) REF NO: HRM 56/2019 (X2 POSTS)</u> Directorate: Switchboard
<u>SALARY</u>	:	R173 703 per annum plus benefits
<u>CENTRE</u>	:	Steve Biko Academic Hospital
<u>REQUIREMENTS</u>	:	Grade 12 and 2 years working experience at a telecommunication section. N+ and A+ qualifications will add an advantage. Office Management, Customer Service, technical knowledge and experience in testing and repairing telephones, cabling and connections. Knowledge of a Siemens ISDX will be advantageous.
<u>DUTIES</u>	:	The successful candidate will be expected to: Perform Standby duties and Overtime as rostered or when requested; Test and repair faulty telephone instruments and lines; Install and test new extensions, telephone points and equipment; Manage the telephone asset register; Test, repair and connect cables on the Krone connector blocks; Do limited programming on the PABX system; Perform related administrative tasks at the Switchboard Section; Adhere to Batho Pele Principles; Label and Clean telephone cabinets.
<u>ENQUIRIES</u>	:	Ms L.O.S Mogane Tel No: (012) 354 3927
<u>APPLICATIONS</u>	:	Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.
<u>NOTE</u>	:	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.
<u>CLOSING DATE</u>	:	21 June 2019

<u>POST 20/83</u>	:	<u>DENTAL ASSISTANT (X1 POST)</u> Directorate: Oral Health Department
<u>SALARY</u>	:	R168 429 per annum (plus benefits)
<u>CENTRE</u>	:	Ratanda Clinic
<u>REQUIREMENTS</u>	:	Grade 12 Certificate. Appropriate qualification that allows registration with HPCSA as Dental Assistant. Registration with HPCSA as Dental Assistant and proof of current registration. Person Profile: Excellent time management, organizational skills, communication skills, Self-motivated and goal orientated. Analytical and solution orientated. Ability to effectively communicate to technical and non-technical personnel at various levels in the organization.
<u>DUTIES</u>	:	Assist Clinicians during oral procedure. Preparation of instruments and dental materials for dental procedures. Cleaning and sterilization of instrument. Practice and maintain infection control standards. Patient care. Assist in giving postoperative instructions. Compile statistics of the work done in the facility. Ordering of consumables as needed. Do inventory count of dental instruments. Perform administrative duties. Relieve in the Oral Health facilities and sign a Performance Contract annually. Take part in the Gauteng turnaround strategy, PHC Reengineering and Establishment of the Sub-District.
<u>ENQUIRIES APPLICATIONS</u>	:	Dr. O. Motloung. Tel No: (016) 950 6150/6147 Quoting the relevant reference number, direct applications to the HR Manager-Sedibeng DHS Private Bag x023 Vanderbijlpark, 1900 or hand deliver at 2nd Floor, Cnr Frikkie Meyer & Pasteur Blvd, HR Managers office.
<u>NOTE</u>	:	Applications must be submitted on form z83, obtainable from any Public Service Department. 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 three (3) months old). NB! Attach certified copies of your qualifications, identity book, curriculum vitae, and z83. Failure to submit all the requested documents will result in the application not being accepted. The Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the Department. Preference will be given to people with disability.
<u>CLOSING DATE</u>	:	21 June 2019
<u>POST 20/84</u>	:	<u>NURSING ASSISTANT REF NO: NURASST 002/2019 (X5 POSTS)</u> Directorate: Nursing
<u>SALARY</u>	:	Grade 1: R132 525 per annum (plus benefits) Grade 2: R156 846 per annum
<u>CENTRE</u>	:	Heidelberg Hospital
<u>REQUIREMENTS</u>	:	Grade 1: Qualification that allows registration with SANC as Nursing Assistant (Enrolled Nursing assistant) Grade 2: A minimum of 10 years appropriate/recognisable experience in Nursing after registration with SANC as Nursing Assistant. Requirements: Good communication skills (verbal and written), planning skills, problem solving and people skills. Knowledge of the relevant Nursing Legislation and National Core Standards and 6 health priorities. Ability to collect and capture daily patient data. Report writing skills. Knowledge of Finance, SCM and HR. Compulsory shift work and flexibility. Attendance and adherence to official time.
<u>DUTIES</u>	:	Assist patients with activities of daily living (physical care). Provide elementary clinical nursing care. Maintain professional growth/ethical standards and self-development. Ensure quality nursing care is maintained in the department. Proper record keeping. Escorting of patients to next level of care. Ensuring compliance and adherence to proper waste management and infection control principles.
<u>ENQUIRIES APPLICATIONS</u>	:	s. L.B. Dhlamini Tel No: (016) 341 1266 Applications should be submitted to HR department at Heidelberg hospital, Hospital Street. Heidelberg 1441 or posted to Heidelberg hospital, Private Bag 612, Heidelberg 1438
<u>NOTE</u>	:	Applications must be submitted on a Z83 form with a C.V, Certified copies of I.D and Qualifications (not older than 3 months) to be attached. Please note that the successful candidate will be subject to OHS medical surveillance as required in the HBA regulations within the OHS act 85 of 1993, security and reference check. The Gauteng Department of Health is committed to the

		achievement and maintenance of diversity and equity in employment especially in respect of race, gender and disability.
<u>CLOSING DATE</u>	:	21 June 2019
<u>POST 20/85</u>	:	<u>NURSING ASSISTANT REF NO: TRH 01/2019 (X2 POSTS)</u> Directorate: Nursing
<u>SALARY</u>	:	Grade 1: R132 525 - R149 163 per annum (plus benefits)
<u>CENTRE</u>	:	Tshwane Rehabilitation Hospital
<u>REQUIREMENTS</u>	:	Certification as a Nursing Assistant. Current enrolment with the South African Nursing Council. 1 year and more experience as a Nursing Assistant. Experience in rehabilitation for physically disabled patients will be an added advantage. Willing to work day, night and holidays and rotate in the institution as the need arise.
<u>DUTIES</u>	:	Assist quality patient care and provide elementary clinical nursing care. Maintain hygiene of patients. Provide nutrition. Assist with mobility. Assist with elimination process. Measure, interpret and record vital signs. Operate all relevant apparatus and equipment. Assist Professional Nurses with clinical procedure. Preparation of patients for diagnostic and surgical procedures. Give health education to patients and families at all times.
<u>ENQUIRIES</u>	:	Ms MM Rakwena Tel No: (012) 354-6135
<u>APPLICATIONS</u>	:	Applications must be sent directly to: Tshwane Rehabilitation Hospital, P.O Box 23397, Gezina, 0031 OR hand deliver to Cnr Dr Savage and Soutpansberg Road, Pretoria 0001.
<u>NOTE</u>	:	The Gauteng Department of Health is guided by the principles of Employment Equity; therefore all the appointments will be made in accordance with the Employment Equity target of the department. People with disability are encouraged to apply. Shortlisted candidates will be required to submit proof of Criminal Verification obtainable from the South African Police Service.
<u>CLOSING DATE</u>	:	21 June 2019
<u>POST 20/86</u>	:	<u>FOOD SERVICE SUPERVISOR REF NO: TRH 02/2019</u> Directorate: Food Services
<u>SALARY</u>	:	R122 595 - R144 411 per annum
<u>CENTRE</u>	:	Tshwane Rehabilitation Hospital
<u>REQUIREMENTS</u>	:	grade 12 certificate with 3 years' experience or Grade 10 with more than 5 years' experience in Public Service Food Service environment. Basic computer literacy, Good verbal communication, writing skills and interpersonal skills. Have basic numeric skills. Basic relevant meal preparation skills and knowledge of different cooking methods. Have knowledge of therapeutic diets. Ability to work effectively in a team. Ability to work under pressure and leadership character. Ability to work shifts, weekend and public holidays.
<u>DUTIES</u>	:	Supervising of Food Service personnel, be able to read menus, recipes and supervise the production, portioning, distribution of meals. Responsible for internal ordering, storage, and control of stock and assist with cost control measures. Assist with preparing meals for functions and meetings. Receiving goods according to specification and follow receiving procedures. Responsible for the key control and safekeeping of equipment and stock. Reporting of faulty equipment's. Assist with client satisfaction surveys and plate wastage. Ensure cleanliness, safety and hygiene in food service unit. Attend relevant meetings.
<u>ENQUIRIES</u>	:	Mrs TPC Manganeng Tel No: (012) 354 – 6146
<u>APPLICATIONS</u>	:	Applications must be sent directly to: Tshwane Rehabilitation Hospital, P.O Box 23397, Gezina, 0031 OR hand deliver to Cnr Dr Savage and Soutpansberg Road, Pretoria 0001.
<u>NOTE</u>	:	The Gauteng Department of Health is guided by the principles of Employment Equity; therefore all the appointments will be made in accordance with the Employment Equity target of the department. People with disability are encouraged to apply. Shortlisted candidates will be required to submit proof of Criminal Verification obtainable from the South African Police Service.
<u>CLOSING DATE</u>	:	21 June 2019
<u>POST 20/87</u>	:	<u>PORTER REF NO: TRH 03/2019</u> Directorate: Admin/Support
<u>SALARY</u>	:	R102 534 - R132 780 per annum
<u>CENTRE</u>	:	Tshwane Rehabilitation Hospital

<u>REQUIREMENTS</u>	:	Grade 10 Certificate or Abet level 4 or equivalent qualifications with between 0-2 years relevant experience. Basic communication skill. Ability to work in a team and under pressure. Must be able to apply Batho-Pele principles in a work situation.
<u>DUTIES</u>	:	Accompanying walking patients, patients on wheelchairs or stretchers to various service points. Assisting in loading and off-loading patients from Ambulances and private cars. Cleaning of wheelchairs and stretchers. Reporting of broken equipment to the supervisor. Collection of wheelchairs and stretchers from all hospital treatment points to the Porter's bay. And perform any other duty delegated by supervisor.
<u>ENQUIRIES</u>	:	Mr G Nkosi Tel No: (012) 354 – 6735
<u>APPLICATIONS</u>	:	Applications must be sent directly to: Tshwane Rehabilitation Hospital, P.O Box 23397, Gezina, 0031 OR hand deliver to Cnr Dr Savage and Soutpansberg Road, Pretoria 0001.
<u>NOTE</u>	:	The Gauteng Department of Health is guided by the principles of Employment Equity; therefore all the appointments will be made in accordance with the Employment Equity target of the department. People with disability are encouraged to apply. Shortlisted candidates will be required to submit proof of Criminal Verification obtainable from the South African Police Service.
<u>CLOSING DATE</u>	:	21 June 2019
<u>POST 20/88</u>	:	<u>HOUSEHOLD WORKER REF NO: TRH 04/2019</u> Directorate: Admin/Support
<u>SALARY</u>	:	R102 534 - R120 780 per annum
<u>CENTRE</u>	:	Tshwane Rehabilitation Hospital
<u>REQUIREMENTS</u>	:	ABET or Grade 10 Certificate with 0-2 experience as a Household Worker/Cleaner. Good Verbal and written communication skills. Ability to work effectively in a team. Ability to work under pressure. Good communication and interpersonal skills. Meeting deadlines and setting goals. Handle repetitive work.
<u>DUTIES</u>	:	Serve patients meals/ tea according to diet list. Clean jugs for drinking water for the patients. Oversee general cleanliness of the ward. Defrost and cleaning of fridges. Order cleaning chemicals. Cleaning of patient's bed lockers and cardiac tables. Controlling and security of cutlery and all assets. Waste segregation. Unpack and counting linen.
<u>ENQUIRIES</u>	:	Ms E. Maritz Tel No: (012) 354 – 6113
<u>APPLICATIONS</u>	:	Applications must be sent directly to: Tshwane Rehabilitation Hospital, P.O Box 23397, Gezina, 0031 OR hand deliver to Cnr Dr Savage and Soutpansberg Road, Pretoria 0001.
<u>NOTE</u>	:	The Gauteng Department of Health is guided by the principles of Employment Equity; therefore all the appointments will be made in accordance with the Employment Equity target of the department. People with disability are encouraged to apply. Shortlisted candidates will be required to submit proof of Criminal Verification obtainable from the South African Police Service.
<u>CLOSING DATE</u>	:	21 June 2019

DEPARTMENT OF HUMAN SETTLEMENTS (GDHS)

<u>APPLICATIONS</u>	:	Please apply online at www.gautengonline.gov.za No late applications will be considered.
<u>CLOSING DATE</u>	:	21 June 2019 12H00
<u>NOTE</u>	:	Requirement of applications: People with disabilities are encouraged to apply. It is our intention to promote representivity (race, gender and disability) in the Public Service through the filling of these posts. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Applications should be submitted strictly online at www.gautengonline.gov.za and it should be accompanied by a Z83, comprehensive Curriculum Vitae (CV) as well as certified copies of qualifications, Identity and valid driver's license (where driving/travelling is an inherent requirement of the job). Correspondence will only be limited to shortlisted candidates. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful. Following the interview and exercise, the selection panel will recommend candidates to attend a generic management competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing

generic management and development for SMS posts. For Senior Management Service positions, preference will be given to female candidates to achieve equity targets in line with the approved remedial equity Action Plan. No faxed or emailed applications will be accepted. The Department reserves the right not to make appointment(s) to the advertised post(s).

OTHER POST

<u>POST 20/89</u>	:	<u>ASSISTANT DIRECTOR: INTERNAL COMMUNICATIONS REF NO: REFS/004116</u>
<u>SALARY</u>	:	R376 596 per annum
<u>CENTRE</u>	:	Johannesburg
<u>REQUIREMENTS</u>	:	Matric plus 3 years Degree/ National Diploma in Communications, Public Relations, Corporate Communications, Marketing and or associated discipline. Post graduate studies in communications will be an added advantage. 4 - 6 years relevant experience in a communication environment.
<u>DUTIES</u>	:	Market & promote the services of the department to internal stakeholders, Manage all Internal Communication Platforms & Graphic Design Services in line with the Corporate Identity, Manage Events and Internal Communication Campaigns, Offer Communication Support to Business Units.
<u>ENQUIRIES</u>	:	Ms. Morongwe Mashoko – 071 609 1144

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.



<u>APPLICATIONS</u>	:	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
<u>CLOSING DATE</u>	:	21 June 2019
<u>NOTE</u>	:	Applications must be submitted on form z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents . The Completed and signed form should be accompanied by a recently updated CV 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 POSTS

<u>POST 20/90</u>	:	<u>SENIOR COMMUNICATION OFFICER: RESOURCE CENTRE REF NO: GPT/2019/05</u> Directorate: Corporate Services
<u>SALARY CENTRE REQUIREMENTS</u>	:	R316 791 per annum (plus benefits) Johannesburg A three-year tertiary or equivalent qualification in Library and Information Sciences, or Records and Digital Content Management, or related field. 1-2 years' experience in Library Management or Records Management field. Good customer service skills. A sound knowledge of information literacy theories and practices. Planning and innovative skills and excellent communication skills (written and verbal). Knowledge and experience in communications, particularly communication research. Excellent computer skills.
<u>DUTIES</u>	:	Provide comprehensive information services to staff members. Maintain records of Coordinate the planning, implementation, and evaluation of Resource Centre material loaned from the Resource Centre using the centre management system. Resources and services addressing the information needs of staff members. Promote and market the use of the Resource Centre to staff members.
<u>ENQUIRIES</u>	:	Sihle Hlomuka Tel No: (011) 227 9000
<u>POST 20/91</u>	:	<u>AUDITOR: RISK AND COMPLIANCE AUDIT SERVICES</u> Directorate: Gauteng Audit Services
<u>SALARY CENTRE REQUIREMENTS</u>	:	R316 791 per annum (plus benefits) Johannesburg A three-year tertiary qualification (NQF level 6) National Diploma in Internal Auditing/ Auditing/ Accounting. 2 years' experience in Internal Auditing environment.
<u>DUTIES</u>	:	Research auditable area and gather basic understanding of the client. Comply with GAS admin requirements (co-ordinate audit logistics requirements) Contribute expertise and industry knowledge to ensure value is added to the client and GAS. Outline the business process highlighting Risk identification and control assessment. Document system descriptions and prepare flowcharts. Perform walk through tests. Draft audit programmes. Execution of audit programmes. Compiling and referencing audit papers. Liaise with team leaders at the planning, execution and reporting phase of each internal review. Review working papers and referencing prepared by trainees and interns. Gather sufficient and reliable audit evidence to support findings raised. Compile the audit findings and prepare draft audit report. Maintain accurate time records. Supervise subordinates (Interns and Trainees). On the job mentoring/coaching motivating and training of other team members (Interns and Trainees)
<u>ENQUIRIES</u>	:	Mr Sihle Hlomuka Tel No: 011 227 9000

DEPARTMENT OF SOCIAL DEVELOPMENT

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.

<u>APPLICATIONS</u>	:	Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development, Soshanguve Secure Care Centre- Southpan Road, Soshanguve or Private Bag X73 Soshanguve 0152- Ms A Maluleke (012) 730 2015/12, Ekurhuleni Region: Ms N Pete (011) 820 0332 40 Catlin Street, Germiston, 1400 or Private Bag x1008, Germiston, 1400, West Rand Region: Mr SM Makgorogo Tel: (011) 950 7803/ (011) 950 770016 Human Street, Krugersdorp or Private Bag x 2068, Krugersdorp 1740, Johannesburg Metro Region: Ms C Dukwana (011) 355 9502, Johannesburg Metro Region: 91 Commissioner Street or Private Bag x1 2000. Tshwane Region: Mr A Kotsedi Tel-(012) 359 3314- South Tower, Fedsure Building, 268 Cnr Lillian Ngoyi & Pretorius Street, Pretoria or Private bag X266 Pretoria 0001. Sedibeng Region: Ms J Phetshana Tel (016) 930 2068, 3 Moshoeshoe Street, Sebokeng or Private Bag X209 Vanderbijlpark 1911.
----------------------------	---	--

CLOSING DATE : 21 June 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. 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). The Department also urges all designated groups applying for positions to please direct your applications to the Employment Equity Office for attention Ms B. Khutsoane. All applicants is also encouraged to number the pages of their CV and the attached certified documents. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date please accept that your application was unsuccessful.

ERRATUM: Kindly note that the post of Senior Administration Officer: Finance and Supply Chain Ref No: SD/2019/05/94 Soshanguve Secure Care Centre that was published in circular no 18 of 2019 on the 24th of May 2019 has been withdrawn.

OTHER POST

POST 20/92 : **SOCIAL WORK SUPERVISOR (X75 POSTS)**
 Directorates: Probation and Canalization, Intake Field and Foster Care, NPO Partnership
 Directorates: Social Care and Safety Cases

SALARY CENTRE : R384 228 – R714 795 per annum (within the OSD framework)
 : Regions: Ekurhuleni Region Ref No: SD/2019/06/01 (X18 Posts)
 Johannesburg Metro Region Ref No: SD/2019/06/02 (X19 Posts)
 Tshwane Region Ref No: SD/2019/06/03 (X19 Posts)
 Westrand Region Ref No: SD/2019/06/04 (X10 Posts)
 Sedibeng Region Ref No: SD/2019/06/05 (X8 Posts)
 Institutions: Soshanguve Secure Care Centre Ref No: SD/2019/06/06 (X1 Post)

REQUIREMENTS : A Bachelor's degree in Social Worker with 7 years appropriate/ recognizable experience in Social Work after registration as a Social Worker with the South African Council for Social Services (SACSSP). Submission of valid proof of registration with the council. A valid driver's licence. Knowledge of and understanding of human behaviour and social systems and skills to ensure that supervisees intervene efficiently and effectively at the points where people interact with their environments in order to promote social well-being. The ability and competence to ensure that supervisees assist, advocate and empower individuals, families, groups, organisations and communities to enhance their social functioning and their problem-solving capacities, prevent and alleviate distress and use resources, effectively and efficiently. Knowledge of applicable and relevant legislations and policies in this field of work and the ability to compile complex reports. Good conflict resolution and people management, Computer literate, excellent verbal and written communication skills.

DUTIES : Ensure that a Social Work service with regard to the care, support, protection and development of vulnerable individuals, group, families and communities through the relevant programmes is rendered. Attend to any other matters that could result in, or stem from, social instability in any form. Supervise and advise Social Workers, Social Auxiliary Workers and volunteers to ensure an effective Social Work Services. Keep up to date with new developments in the social work field. Supervise all the administrative functions required in the unit and undertake the higher level administrative functions.

ENQUIRIES : Soshanguve Secure Care Centre-Ms A Maluleke (012) 730 2015/12
 Ekurhuleni Region-Ms N Pete (011) 820 0332
 West Rand Region-Mr SM Makgorogo Tel: (011) 950 7803/ (011) 950 7700
 Johannesburg Metro Region- Ms C Dukwana (011) 355 9502
 Tshwane Region Mr A Kotsedi Tel (012) 359 3314
 Sedibeng Region- Ms J Phetshana Tel (016) 930 2068

NOTE : The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.

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

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

OTHER POSTS

<u>POST 20/93</u>	:	<u>HEAD CLINICAL UNIT – GRADE 1 REF NO: UGU DO 04/2019</u> Component: Obstetrics and Gynaecology
<u>SALARY</u>	:	R1 728 807 per annum (All-inclusive package), consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules
<u>CENTRE</u>	:	Ugu Health District Office
<u>REQUIREMENTS</u>	:	Tertiary qualification in the appropriate Health Science (MBCHB). At least three (3) years post registration experience as a specialist in obstetrics and gynaecology after registration with the HPCSA as a Medical Specialist in Obstetrics and Gynaecology. Current registration with the HPCSA as a Medical Specialist (2019/2020). Certificate of service from previous and current employer endorsed and stamped by Human Resources. Own clinical discipline, Relevant legislation, regulations and policies, Quality assurance and improvement programmes, Programme planning, implementation and evaluation, Information management, Human resources and financial management, Good leadership skills, Good communication skills, Good problem solving skills, Computer literacy, Stress tolerance, Self-confidence, Objectivity, Ethics, Empathy, Passion for teaching.
<u>DUTIES</u>	:	General - Represent own specialist discipline as a member of a District Clinical Specialist Team responsible for the delivery of quality health care for mothers, new-born and children at all levels within a health district. Clinical governance. Promote equitable access to an appropriate level of care for all mothers, new-borns and children throughout the district. Maintain personal competency in own clinical discipline, whilst ensuring that no more than 20% of time is spent on clinical care at the regional or tertiary hospital. At least 80% of time to be spent on activities within the district outside the regional/tertiary centres. This includes performing operational research for approximately 10% of time. Overtime in regional and tertiary hospitals is optional. Support Service Delivery Support clinics, community health centres and district hospitals with all aspects of service delivery related to own specialist discipline. Promote clinical effectiveness in all facilities through supporting outreach programmes and development, dissemination or implementation of clinical protocols and standard treatment guidelines aligned with national norms and standards e.g. Esmoe. Provide Education and Training: Provide support supervision/mentorship in relevant discipline at facilities within the District. Facilitate and participate in the training, development and mentorship of under and post-graduate medical, nursing and allied health professionals; this may require involvement with local academic training institutions. Support Health Systems and Logistics - Work with the District Management team to establish and maintain systems including surveillance, health information, communication and referral guidelines and processes to support the delivery of services. Provide support to ensure appropriate infrastructure, equipment, resources and sundries for the provision of quality clinical care. Monitor And Evaluate Services Initiate, support and participate in risk management activities for patients, (e.g. critical event analysis, morbidity and mortality meetings), practitioners, (e.g. infection control) and the organization, (e.g. performance reviews). Initiate, support and participate in clinical audits and quality improvement cycles. Implement effective monitoring and evaluation processes, effective use of data and appropriate reporting on outputs and health outcomes. Initiate, support and participate in relevant research; this may require involvement with local academic training institutions. Collaborate, Communicate and Report Effectively Foster effective teamwork and collaboration within the District Specialist Team. Enable engagement with the local community and relevant non-Government organizations and private providers. Facilitate and ensure effective communication with all management structures within the district, the regional and tertiary hospitals as relevant as well as the provincial Department of Health. Participate in provincial and national activities and initiatives to improve the health of and health delivery to

	mothers, babies and children. Present quarterly reports on activities, health services and programmes to line management. Support Organizational Activities - Assist with strategic and operational planning of services in the district and/or catchment area of the regional hospital. Assist with the coordination and supervision of discipline related services within the district. Assist with the recruitment and management of relevant human resources.
<u>ENQUIRIES</u>	: Mrs N.C. Mkhize Tel No: 039 – 688 3000
<u>APPLICATIONS</u>	: Application to be forward to: The Human Resource Manager, Ugu Health District Office, Private Bag X735, Port Shepstone, 4240
<u>FOR ATTENTION</u>	: Mrs T. Madlala
<u>CLOSING DATE</u>	: 21 June 2019
<u>POST 20/94</u>	: <u>MEDICAL SPECIALIST REF NO: GJGM 31/2019 (X1 POST)</u> Component: Internal Medicine
<u>SALARY</u>	: Grade 1: R1 106 040 per annum all-inclusive package a Fixed commuted overtime & 18% Inhospitable Allowance. Grade 2: R1 264 623 per annum all-inclusive package + a fixed commuted overtime & 18% Inhospitable Allowance. Grade 3: R1 467 651 per annum all-inclusive package + a fixed commuted overtime & 18% Inhospitable Allowance.
<u>CENTRE</u>	: General Justice Gizenga Mpanza Regional Hospital (Stanger Hospital)
<u>REQUIREMENTS</u>	: Grade 1: Minimum Requirements: A tertiary qualification (MBCHB or equivalent), plus Current registration with the Health Professions Council of South Africa as a Specialist in Internal Medicine. Grade 2: Minimum Requirements: A tertiary qualification (MBCHB or equivalent), A valid registration with the Health Professionals Council of South Africa, Five (5) years post registration experience as a Medical Specialist in Internal Medicine. Grade 3: Minimum Requirements: A tertiary qualification (MBCHB or equivalent), A valid registration with the Health Professionals Council of South Africa, Ten (10) years post registration experience as a Medical Specialist in Internal Medicine. Knowledge, Skills and Experience Required Outstanding clinical skills in field of Internal Medicine (all round) preferably obtained in Public Service Environment. Ability and practical experience to setup and provide training program for under and post graduates. Develop and review clinical protocols and guidelines for speciality. Quality Management (improvement, assurance, audits, etc) Leadership, people management, problem solving, decision making and communication skills. Mentoring, coaching, facilitation, and teaching skills. Knowledge of relevant protocols, policies, legislation and guidelines. Compulsory Performance of Commuted Overtime. General Management Skills: Human Resources, Finance, Operations, Strategy and Marketing. Recommendation Research and management experience is desirable
<u>DUTIES</u>	: Provide specialist Internal Medicine services and outreach services to PHC/District Hospital. Chronic Diseases; Improve quality, set standards of care, effective health promotion and education campaign to reduce burden of diseases. Intern Medicine/Community Doctor Services, Supervision. Undergraduate training and development in conjunction with UKZN. Post graduate Internal Medicine development strengthening. Training programme for under - and post graduates. Clinical Quality: Audits, morbidity and mortality reviews, clinical guidelines, protocols, quarterly reports, ME of inappropriate admissions, referrals for speciality. Play a leadership role in conducting ward rounds, multi-disciplinary meetings and mortality meetings for teaching purposes. Teleconferencing participation with the entire team. Patient Satisfaction: Satisfaction surveys, community consultation and active participation in development of services, waiting times, open days at PHC, customisation of services. System: appropriate level of care, referrals pathways, seamless and integrative service delivery system (Hospital- PHC and other (regional) specialities, including Hast optimising referrals system for speciality. Health Information and Research: Disease profile, setting up of database for chronic conditions, conduct relevant research. .NB. Performance of Commuted Overtime is compulsory and will be worked in the discipline based on the needs of the institution.
<u>ENQUIRIES</u>	: Dr BD Ramjiwan (Head of Department Tel No: 032- 437 6263 or 084518309
<u>APPLICATIONS</u>	: Applications to be forwarded to: Human Resources Department, The Human resource manager, GJG Mpanza Regional Hospital, Private Bag x10609, Stanger 4450

<u>FOR ATTENTION NOTE</u>	: Mr. S. Govender
	: The following documents must be submitted, Application for employment form (Z83), which is obtainable at any Government Department or form website- www.kznhealth.gov.za Originally signed Z83 must be accompanied by a detailed CV and originally recently certified copies of highest educational qualification/s (not copies of certified copies) of required educational qualifications set out in the advertisement plus certified I.D Copy, Updated Curriculum Vitae. Applications must be submitted on or before the closing date. The reference number must be indicated in the column provided on the form Z83 e.g. GJGM31/2019 .NB: Failure to comply with the above instruction will disqualify applicants. Please note that due to the number of applications anticipated, applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not been contacted within two months after the closing date of the advertisement, please accept that your application was unsuccessful. The appointment is subject to positive outcome obtained from NIA to the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verifications and verification from the company Intellectual Property (CIPC). The Department reserves the right not to fill the post (s). This Department is an equal opportunity, affirmative employer, whose aim is to promote representivity in all levels of all occupational categories in the Department. Persons with disabilities should feel free to apply for the post
<u>CLOSING DATE</u>	: 28 June 2019
<u>POST 20/95</u>	: <u>MEDICAL SPECIALIST OTORHINOLARYNGOLOGY REF NO: MED SPEC OTORHINOLARYNGOLOGY/1/2019 (X1 POST)</u> Department: Otorhinolaryngology
<u>SALARY</u>	: 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.
<u>CENTRE REQUIREMENTS</u>	: Inkosi Albert Luthuli Central Hospital Specialist qualification in Otorhinolaryngology – Head and Neck Surgery. Current registration with the Health Professions Council of South Africa as a specialist in Otorhinolaryngology. Experience – Grade 1 : No experience. Grade 2 : Five (5) Years appropriate experience as a Medical Specialist after registration with the HPCSA as a Medical Specialist Otorhinolaryngology's. Grade3 : Ten (10) Years appropriate experience as a Medical Specialist after registration with the HPCSA as a Medical Specialist Otorhinolaryngologist. Knowledge, Training, Skills & Competencies 'required: Sound knowledge and experience in Otorhinolaryngology. Ability to teach and supervise junior staff. Middle Management Skills. Postgraduate MMed qualification. Good administrative, leadership, decision making and communication skills.
<u>DUTIES</u>	: Provide specialist otorhinolaryngology – head and neck surgery service to all departments at Inkosi Albert Luthuli Hospital as well as in the relevant Durban Metropolitan State Hospital. 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 and supervision of registrars in otorhinolaryngology working in the department Provide expert opinion where required and consult with specialists on ENT procedures. Provide clinical outreach and training and assistance to DOH hospitals around the province. 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.
<u>ENQUIRIES APPLICATIONS</u>	: Dr N Rankhethoa Tel No: 031 240 1734 All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the entrance to the Management Building at IALCH or posted to Private Bag X03 Mayville 4058
<u>NOTE</u>	: An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za . Certified copies of ID documents, Std 10, educational

qualifications, certificates of service and professional registration certificates (not copies of certified copies) and proof of current registration must be submitted together with your CV. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g. ref APRO/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. Please note that the selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Please Note That Due To Financial Constraints, There Will Be No Payment Of S&T Claims.

<u>CLOSING DATE</u>	:	21 June 2019
<u>POST 20/96</u>	:	<u>MEDICAL SPECIALIST REF NO: ST 19/2019 (X1 POST)</u> Component: Psychiatry
<u>SALARY</u>	:	Grade 1: R1 106 040 per annum all – inclusive package + a fixed commuted overtime & 18% inhospitable allowance. Grade 2: R1 264 623 per annum all- inclusive package + fixed commuted overtime & 18% Inhospitable Allowance. Grade 3: R1 467 651 per annum all- inclusive package + a fixed commuted overtime & 18% Inhospitable Allowance.
<u>CENTRE REQUIREMENTS</u>	:	GJG Mpanza Regional Hospital Grade 1: Minimum requirements: A tertiary qualification (MBCHB) or equivalent), plus Current registration with the Health Professional Council of South Africa as a Specialist in Psychiatry. Grade 2: Minimum requirements: A tertiary qualification (MBCHB or equivalent) plus, Current registration with the Health Professional of South Africa as a Specialist plus, Five (5) years post registration experience as a Medical Specialist in Psychiatry. Grade 3: Minimum requirements tertiary qualification (MBCHB or equivalent) plus, a valid registration with the Health Professionals Council of South Africa in Specialist plus Ten (10) years post registration experience as a Medical Specialist in Psychiatry. Knowledge, Skills and Experience Required Outstanding clinical skills in field of Psychiatry (all round) preferable obtained in Public service environment. Ability and practical experience to setup and provide training program for under and post graduates. Develop and review clinical protocols and guidelines for the Psychiatry department. Quality Management (Improvement, assurance, audits etc) Leadership, people management, problem solving, decision making and communication skills. Mentoring, coaching. Facilitation, teaching and training skills. General Management Skills: Human resources, legislation and guidelines. Recommendation: Research and Management experience is desirable
<u>DUTIES</u>	:	Control and Management of clinical services as delegated. Maintain satisfactory clinical, professional and ethical standards related to these services. Conduct, assist and stimulate research. Promote community and forensic mental health practice. Conduct outpatient clinics and provide expert opinion when required. Attend administrative matters that pertain to Psychiatry unit. Training of junior medical staff and CME for nursing staff. Develop hospital and community based mental health services. To do outreach visits to health facilities in Ilembe District. Interrogate mental health services with other disciplines. Improve adherence to mental health act and legislation. To ensure correct implementation of MHCA. To perform compulsory commuted overtime in line with hospital needs. NB. Performance of Commuted Overtime is compulsory and will be worked in the discipline based on the needs of the institution.
<u>ENQUIRIES APPLICATIONS</u>	:	Dr N Mudaly (Head Clinical Unit) Tel No: 032 437 6103 Applications to be forwarded to: Human Resources Department, The Human resource manager, GJG Mpanza Regional Hospital, Private Bag x10609, Stanger 4450
<u>FOR ATTENTION NOTE</u>	:	Mr. S. Govender The following documents must be submitted, Application for employment form (Z83), which is obtainable at any Government Department or form website- www.kznhealth.gov.za Originally signed Z83 must be accompanied by a

detailed CV and originally recently certified copies of highest educational qualification/s (not copies of certified copies) of required educational qualifications set out in the advertisement plus certified I.D Copy, Updated Curriculum Vitae. Applications must be submitted on or before the closing date. The reference number must be indicated in the column provided on the form Z83 e.g. ST 19//2019 .NB: Failure to comply with the above instruction will disqualify applicants. Please note that due to the number of applications anticipated, applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not been contacted within two months after the closing date of the advertisement, please accept that your application was unsuccessful. The appointment is subject to positive outcome obtained from NIA to the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verifications and verification from the company Intellectual Property (CIPC). The Department reserves the right not to fill the post (s). This Department is an equal opportunity, affirmative employer, whose aim is to promote representivity in all levels of all occupational categories in the Department. Persons with disabilities should feel free to apply for the post

<u>CLOSING DATE</u>	:	21 June 2019
<u>POST 20/97</u>	:	<u>DEPUTY MANAGER: PHARMACEUTICAL SERVICES REF NO: DEPMANPHARMACY/1/2019 (X1 POST)</u> Department: Pharmacy
<u>SALARY CENTRE REQUIREMENTS</u>	:	R1 026 693 per annum (all-inclusive package) Inkosi Albert Luthuli Central Hospital Bachelor of Pharmacy Degree/ Diploma in Pharmacy. Registration with the S.A. Pharmacy Council as a Pharmacist. Current registration as a Pharmacist with the SAPC. Three (3) years post registration experience as a Pharmacist. Knowledge, Skills, Training and Competence Required: Sound Knowledge of all aspects of public sector pharmacy. Thorough understanding of the relevant acts, regulations, standard operating procedures & policies, Good Pharmacy Practice (GPP), the National Drug Policy & District Health System, Good Manufacturing Practice (GMP), Public Finance Management Act and Batho Pele Principles. Must be fully computer literate, and possess good communication, organizational and interpersonal skills. Recommendation: Five (5) years pharmacy management experience.
<u>DUTIES</u>	:	Render a management service which allows the pharmacy department to function efficiently and effectively. Render a management service which allows the pharmacy department to function in accordance with Public Finance Management Act principles. Render a management service which allows the pharmacy department to function in compliance with GPP & GMP principles. Maintain EPMDS for all Pharmacy staff.
<u>ENQUIRIES APPLICATIONS</u>	:	Dr Nerisha Tathiah Tel No: 031 2401131/1059/1042 All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the entrance to the Management Building at IALCH or posted to Private Bag X03, Mayville 4058
<u>NOTE</u>	:	An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za . Certified copies of ID documents, Std 10, educational qualifications, certificates of service and professional registration certificates (not copies of certified copies) and proof of current registration must be submitted together with your CV. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g. ref APRO/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. Please note that the selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Please Note That Due To Financial Constraints, There Will Be No Payment Of S&T Claims.
<u>CLOSING DATE</u>	:	21 June 2019

<u>POST 20/98</u>	:	<u>ASSISTANT MANAGER: PHARMACEUTICAL SERVICES REF NO: APP/04/2019 (X1 POST)</u>
<u>SALARY</u>	:	R897 936 per annum (all-inclusive package consists of 70% basic salary and 30% flexi portion) plus Rural allowance (12% of basic salary)
<u>CENTER</u>	:	Appelsbosch Hospital
<u>REQUIREMENTS</u>	:	Bachelor Degree in Pharmacy. Registration certificate with South African Pharmacy Council (SAPC) as Pharmacist. Proof of current registration with SAPC as Pharmacist (registration card plus proof of payment of annual fees for 2019/ receipt). Valid unendorsed driver's license (code B or CI). Minimum of Five (5) years' experience after registration with SAPC as a Pharmacist. Proof of current and previous work experience endorsed by Human Resource Manager or delegated person. Knowledge & Skills :knowledge of public sector pharmacy, as well as relevant acts, regulations, District Health System, EML, Good Pharmacy Practice , policies and procedures, the National Drug Policy and CCMDDD program. Sound knowledge of legislation relating to pharmaceutical practice in South Africa. Sound knowledge of the District Health System and National Drug Policy. Good communication, leadership, motivational, decision-making, team-building, ethical, operational, professional and supervisory skills. Knowledge of the principles, functioning and operation of a PTC and Anti-Microbial Stewardship. Knowledge of Human Resource Management, staff training and development and financial management. Commitment to service excellence, together with innovative and analytical thinking based on sound ethical and legal principles. Effective, planning, organizational, managerial and interpersonal skills. Computer literacy, MS Word, MS Excel, MS PowerPoint and MS Outlook) as well as knowledge and experience in RX Solution.
<u>DUTIES</u>	:	Be prepared to be registered with the SAPC as Responsible Pharmacist for Appelsbosch Hospital Pharmacy. Supervise, oversee and manage the Pharmaceutical services at the institution and associated clinics. Supervise and manage the provision, implementation and review of pharmaceutical management protocols, policies and procedures and ensure that they are in accordance with the current statutory regulations and guidelines. Supervise and control pharmacy bulk stores Ensure rational use of resources, both human and financial. Be responsible for the procurement, control of stock and equipment. Lead and manage the overall functions of clinical audit and governance of the pharmaceutical Services component to meet the combined objectives of excellence in health care and upholding of patients. Oversee the strategic development and implementation of each of the pharmaceutical programs as the hospital and provide outreach services to the peripheral feeder clinics. Maintain discipline in the pharmaceutical Services component, provide administrative services and ensure effective monitoring of the hospital budget allocated to Pharmacy Services. Execute all duties, functions and responsibilities within all applicable legislation of the KZN Department of Health and the South African Pharmacy Council (SAPC).Execute control over expenditure by ensuring no-wasting of pharmaceutical and other resources. Provide consultative pharmaceutical services to health professional and patients, compile, review and implement departmental Standard Operating Procedures. Provide quality care, assist team members with quality assurance, quality improvement projects, monthly audits and development to ensure overall effective service delivery. Facilitate the successful teamwork amongst all components in the Medical Management Services Department and adopt a coordinated, synergic, and consultative approach to the provision of health care. Assist with support, training, and career development of personnel in the pharmaceutical services component. Develop close working relations with and including regular feedback from the peripheral feeder clinics and District Pharmaceutical Services. Plan own work and administer work procedures to meet the objectives of the Department ensuring efficient service delivery. Work as part of a multi-disciplinary team and provide secretarial duties to the pharmacy and Therapeutic Committee (PTC). Become part of strategic clinical and management committees that ensure the smooth running of the institution. Ensure implementation of the total quality management framework and compliance to National Core Standards.
<u>ENQUIRIES</u>	:	DR. EH Edwards Tel No: (032) 2948000 Ext 264
<u>APPLICATIONS</u>	:	Applications should Be Forwarded To: The Chief Executive Officer, P/Bag x 215 Ozwathini, 3242

<u>FOR ATTENTION</u>	:	Human Resource Manager
<u>NOTE</u>	:	Equity Target: African Male
<u>CLOSING DATE</u>	:	21 June 2019
<u>POST 20/99</u>	:	<u>MEDICAL OFFICER - ARV REF NO: NCHC 02/2019 (X1 POST)</u>
	:	(3 Year Contract)
	:	Re- Advertised
<u>SALARY</u>	:	R821 205 - R884 670 per annum Plus other benefits: 18% Rural allowance, Commuted overtime (conditions apply) you will be required to perform commuted overtime
<u>CENTRE</u>	:	Newtown CHC
<u>REQUIREMENTS</u>	:	MBCHB Degree or Equivalent qualification. Certificate in ARV Management, Registration with the Health professional Council of South Africa as a Medical Officer (HPCSA), Certificate of Service must be attached as the Proof of Experience.
<u>DUTIES</u>	:	Provision of quality patient centred care for all patients. Maintenance and continuous improve professional and ethical standards. Provide ongoing medical management of patients with acute chronic conditions. Handle disability grants assessments. Maintain accurate health records in accordance with Legal Ethical consideration. Provide medicine related information to clinical staff as may be required. Train and guide junior staff and other health associated Professionals. Support continuous Professional Development by information seminars and scheduling external meeting. Provide preventive health interventions and measures to promote health care. Provide and manage antiretroviral treatment for both adult and children. Participate in communicable Health disease programs and ensure that relevant patients' statistics are maintained to facilitate proper decision making. Conduct Orientation and induction programs for junior colleagues and Community service Medical Practitioners. Conduct Patient Satisfaction surveys and ensure that mechanism aiming at reducing waiting times is in place. Diagnose, evaluate and manage patient's state of health. Perform Surgical, obstetrics and gynaecological procedures.
<u>ENQUIRIES</u>	:	MRS Z.B Khumalo Tel No: 031 510 9805/03
<u>APPLICATIONS</u>	:	Direct your application quoting the relevant reference number to: The Human Resource Department, A1345 King Bhekuzulu Road, Inanda 4310, or be posted to: The Human Resource Department, Private Bag X 039, Inanda, 4310.
<u>FOR ATTENTION</u>	:	Mr S.N Ngobese
<u>NOTE</u>	:	Application for employment form (Z83), which is obtainable at any Government Department or the website- www.kznhealth.gov.za . Certified copies of ID document, highest education qualification and registration certificate plus proof current registration, (Not copies of certified copies) and Curriculum Vitae. Faxed and emailed application will not be accepted. NB: Failure to comply with the above instruction will disqualify applicants. Any appointment is subject to positive outcome from the following verification: (Security Clearance. Qualification. Citizenship. Previous employment experience). 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 Please note that due to the number of applicants anticipated, applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not been contacted within three months after the closing date of the advertisement, please accept that your application was unsuccessful. Due to financial constraints, S & T claims will not be considered. Person with disabilities should feel free to apply for the post. The inclusive remuneration packages indicated on all the enclosed advertised posts consist of basic salary (70% of package), State's contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion that may be structured in terms of the applicable rule
<u>CLOSING DATE</u>	:	21 June 2019
<u>POST 20/100</u>	:	<u>PHARMACY SUPERVISOR GRADE 1– REF NO: NMH/PHARM/2019 (X1 POST)</u>
<u>SALARY</u>	:	Grade 1: R821 205 – R871 590 per annum all-inclusive remuneration package

**CENTRE
REQUIREMENTS**

Grade 2: R897 936 – R953 040 per annum all-inclusive remuneration package
Niemeyer Memorial Hospital

Senior Certificate Grade 12 Bachelor's Degree in pharmacy Registration certificate as a pharmacist with the South African Pharmacy council Current annual registration with the South African Pharmacy Council as pharmacist or proof of payment (2019/2020) 3 years' appropriate experience after completion of community service as a pharmacist. Certificate of service proving 3 or more years' experience as a pharmacist endorsed by Human Resource Department. Knowledge, Skills, Training and Competences Required: Knowledge of pharmaceutical services, policies and legislations, including the Essential Drug List. Knowledge and understanding of the legislative prescripts governing the public service pharmacy practice and control of medicines. Excellent communication and computer skills project and time management skills. Appropriate clinical and theoretical knowledge. Commitment to service excellence, good supervisory analytical and team building skills. Knowledge of policies and procedures pertaining to stock control. Sound planning organizing administrative skills. Good communication, team building and problem solving skills. Computer knowledge and skills. Ability to manage conflict and apply disciplinary procedure. Knowledge and understanding the use of SVS and RX solution.

DUTIES

Monitor implementation of policies for effective and efficient management of quality pharmaceutical services Monitor staff attendance and maintenance of attendance register supervise all junior pharmacy staff and monitor adherence to staff allocation and daily tasks. Manage and evaluate performance of all staff under your supervision using EPMDS tool. Monitor patient waiting times and handling patient queries and complaints. Monitor implementation of SOP's on effective and efficient use of medicines. Monitor implementation of all QIP's developed to address issues of non-compliance to SOP's and STG's. Monitor implementation of stock control policies such as procurement distribution storage and use of pharmaceuticals Monitor adherence to correct procedure of handing expired medication and ensure compliance to GPP and norms and standards. Ensure compliance to proper disposal of all pharmaceutical waste. Identify training needs for pharmacy staff and other healthcare professionals and facilitate appropriate training and development. Monitor the training of pharmacist of pharmacist interns, assistants and student. Participate in the preparation of the presentation for institutional and district PTC. Monitor compliance to all internal measures taken by PTC to ensure compliance to STG's and reduce expenditure on high cost drivers medication. Provide support to clinics and wards at Niemeyer Hospital. Monitor medicine availability and its impact on service delivery through SVS AND RX solution. Compile monthly and quarterly reports for submission to assistant pharmacy manager.

**ENQUIRIES
APPLICATIONS**

Mr. N Nkomentaba Tel No: 034-331 3011

Should be delivered to: KwaZulu-Natal Department of Health, The Hospital CEO, Niemeyer Memorial Hospital, Private Bag X1004, Utrecht, 2980 telephone 0343313011

**FOR ATTENTION
NOTE**

Mr. AN Mange

Applications must be submitted on the prescribed Application for Employment form (Z83) which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of certificates, Identity Document and Driver's License (not copies of previously certified copies). The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Faxed and e-mailed applications will not be accepted. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of 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. Please note that due to financial constraints there will be on payment for S&T claims. NB: (Employment Equity Target: Indian Male)

<u>CLOSING DATE</u>	:	21 June 2019
<u>POST 20/101</u>	:	<u>MEDICAL OFFICER –GRADE (1, 2 & 3) X2 REF NO: TCHC 01/2019 (X2 POSTS)</u>
<u>SALARY</u>	:	Grade 1 R821 205 – R884 670 per annum Grade 2 R938 964 – R1 026 693 per annum Grade 3: R1 089 693 – R1 362 366 per annum Other Benefits Commuted Overtime (Conditions Apply) you will be required to perform commuted overtime
<u>CENTRE REQUIREMENTS</u>	:	KZN Health -Tonga Community Health Centre MBCHB Degree plus Certificate of Registration with the Health Profession Council of South Africa as a Medical Practitioner (HPCSA).Proof of current registration as a Medical Practitioner with HPCSA. Senior certificate/Matric or equivalent plus Degree / Diploma in General Nursing, Midwifery plus one year post basic qualification in Primary Health Care. Proof of current registration with SANC as General Nursing and Primary Health Care (2018 receipt). A valid Drivers Licence (Code 08/Code10). Experience: Medical Officer Grade 1 : 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. Medical Officer Grade 2 : 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. Medical Officer 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.
<u>DUTIES</u>	:	Examine, diagnose and treat patients in OPD and short-stay ward. Emergency & non- emergency care of patients. Accept responsibility for the management of patients that attend the CHC for treatment. Ability to assist the medical staff in the smooth running of the department. Provide Medico – Legal services. Provide supervision and support to junior professional staff. Assist with the development, maintaining and upgrading of clinical protocols. Manage medical and surgical emergencies with competence. Participate in after-hours commuted overtime and perform after-hours duties. Perform minor procedures .Participate in quality improvement programme, clinical audits, peer review meetings, mortality and morbidity meeting. Facilitate in-service training and ongoing education. Supervise and assist to Junior Medical staff and nurse. Assist medical manager in administration duties. Perform duties in the ARV clinic. Promote and ensure community orientated clinic service and support to Primary Health Care services in the district. Evaluation of clinic service provided on a monthly basis. Maintain clinic professional and ethics standard related to these services. Maintain necessary discipline over staff under his/her control. Lead participants in committees such as ethics committee, quality assurance, clinic audits health and safety, therapeutic and infection control etc. Provide support to the Head of Department in ensuring an efficient standard of patient care and services is maintained. Perform duties as delegated by supervisor. The incumbent will be accountable and responsible to the medical manager. You will be required to perform commuted overtime.
<u>ENQUIRIES APPLICATIONS</u>	:	Dr S. Bhimsan Tel No 032 - 944 5054 Ext 202 Application to be forwarded to: The Human Resource Manager, Tongaat Community Health Centre, Private Bag x07, Tongaat 4400.
<u>NOTE</u>	:	Direction to candidate: The following documents must be submitted, Application for employment form (Z83), which is obtainable as any Government Department or from website – www.kznhealth.gov.za . Original signed Z83 must be accompanied by a detailed CV and originally recently certified copies of highest educational qualification/s (not copies of certified copies) of required

educational qualifications set out in the advertisement plus certified I.D copy, Updated Curriculum Vitae. Application must be submitted on or before closing date. The reference number must be indicated in the column provided on the form Z83 e.g. TCHC 01/2019. Failure to comply with the above instruction will disqualify applications. Please note that due to the number anticipated, applications will not acknowledge. Correspondence will be limited to short listed candidate only. NB: African Male are encouraged to apply

CLOSING DATE

: 21 June 2019

POST 20/102

: **MEDICAL OFFICER REF NO: MURCH 10/2019**
Re-Advertise

SALARY

: Grade 1: R821 205 per annum (All-inclusive package) This inclusive package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules
Grade 2: R938 964 per annum (All-inclusive package) This inclusive package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules
Grade 3: R1089 693 per annum (All-inclusive package) This inclusive package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules.

CENTRE REQUIREMENTS

: Other Benefits: 13th Cheque, Home owners allowance (employee must meet prescribed Requirements), Medical Aid (Optional) and 22% Rural Allowance
Murchison Hospital

: **Grade 1:** Requirements Senior Certificate PLUS, Appropriate qualification in Health Science-MBCHB PLUS, Current registration with HPCSA as a Medical Practitioner OR, 1 year relevant experience after registration as 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. Certificate of service endorsed by your Human Resources. Verification of experience Pre Screening endorsed by your Human resources. Qualified applicants will be liable for the performance of commuted overtime as per the roster. **Grade 2:** Senior Certificate PLUS Appropriate qualification in Health Science-MBCHB PLUS Current registration with HPCSA as a Medical Practitioner plus 5 years' experience after registration with the HPCSA as a Medical Practitioner OR 6 years' experience after registration as a Medical Practitioner with a recognised foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa Certificate of service endorsed by your Human Resources. **Grade 3:** Senior Certificate PLUS Appropriate qualification in Health Science-MBCHB PLUS Current registration with HPCSA as a Medical Practitioner plus 10 years' experience after registration with the HPCSA as a Medical Practitioner OR 11 years' experience after registration as a Medical Practitioner with a recognised foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa Certificate of service endorsed by your Human Resources Verification of Experience Pre Screening endorsed by your Human Resources Verification of Experience Pre Screening endorsed by your Human Resources. Knowledge, Skills and Competencies Ability to diagnose and manage common medical and surgical / orthopaedic problems Including in the major clinical disciplines Obstetrics and sound general and regional anaesthetics Departmental knowledge of grievance and disciplinary procedures Knowledge of public service regulations of 2016 and health related legislations Sound medical ethics and Batho Pele principles Good communication and problem solving skills.

DUTIES

: Provide primary health care oriented services inclusive of preventive measures, treatment and rehabilitation Adherence to essential medical list and rational antibiotic use Ensure effective use of all resources within the clinical field Provide outreach services to feeder primary health care clinics Participate in community health care programmes Assist evaluation of existing standards and effectiveness of health care Performance of commuted overtime based on operational requirements

ENQUIRIES APPLICATIONS

: Dr S Lachman Tel No: 039-6877311 ext 106

: All Applications Should Be Forwarded To: Chief Executive Officer P/Bag X701 Portshepstone 4240 or Hand Delivered To: Human Resources Department Murchison Hospital

<u>NOTE</u>	:	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. 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 13/2018 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.
<u>CLOSING DATE</u>	:	21 June 2019
<u>POST 20/103</u>	:	<u>MEDICAL OFFICER REF NO: MONEUROSURG/2/2019 (X1 POST)</u> Department: Neurosurgery
<u>SALARY</u>	:	Grade 1: Medical Officer – R821 205 per annum (All Inclusive Salary Package) excluding Commuted Overtime Grade 2: Medical Officer – R938 964 per annum (All-inclusive Salary Package) excluding Commuted Overtime Grade 3: Medical Officer – R1 089 693 per annum (All-inclusive Salary Package) excluding Commuted Overtime
<u>CENTRE REQUIREMENTS</u>	:	Inkosi Albert Luthuli Central Hospital MBCbB Degree. Current registration with the Health Professions Council of SA as an Independent Medical Practitioner. Completion of Community Service. Experience Grade 1 : No experience required from South African qualified employees. One (1) year relevant experience after registration as a Medical Practitioner with a recognised foreign health professional council in respect of foreign qualified employees of whom it is not required to perform Community Service as required in South Africa. Experience Grade 2 : Five (5) years appropriate experience as a Medical Practitioner after registration with HPCSA as a Medical Practitioner. Six (6) years relevant experience after registration as a Medical Practitioner with a recognised foreign health professional council in respect of foreign qualified employees of whom it is not required to perform Community Service as required in South Africa. Experience Grade 3 : Ten (10) years appropriate experience as a Medical Practitioner after registration with HPCSA as a Medical Practitioner. Eleven (11) years relevant experience after registration as a Medical Practitioner with a recognised foreign health professional council in respect of foreign qualified employees of whom it is not required to perform Community Service as required in South Africa. Knowledge, Skills Training and Competencies Required: Candidates must be able to perform a detailed clinical assessment of trauma and neurological patients. Ability and knowledge of basic trauma resuscitation, including endotracheal intubation of patients is a requirement. Candidates with basic surgical experience and skills will be at an advantage. Previous surgical experience in a Neurosurgery environment will be an advantage. Good communication skills and courtesy are essential
<u>DUTIES</u>	:	Active participation in ward rounds, patient management in the wards, assisting in theatre, and doing calls after hours are a basic part of the duties. Candidates are expected, when on call, to field many calls from referring doctors and after discussion with a senior to advise the referring doctors appropriately. They must be able to carry out resuscitation of trauma patients using ATLS principles. Attendance and participation in the academic programme of the department is a requirement.

<u>ENQUIRIES APPLICATIONS</u>	:	Dr BC Enicker – 031 240 1134/ 031 26240 1133
	:	All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the entrance to the Management Building at IALCH or posted to Private Bag X03 Mayville 4058
<u>NOTE</u>	:	An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za . Certified copies of ID documents, Std 10, educational qualifications, certificates of service and professional registration certificates (not copies of certified copies) and proof of current registration must be submitted together with your CV. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g. ref APRO/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. Please note that the selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Please Note That Due To Financial Constraints, There Will Be No Payment Of S&T Claims.
<u>CLOSING DATE</u>	:	21 June 2019
<u>POST 20/104</u>	:	<u>MEDICAL OFFICER PAEDIATRIC SURGERY REF NO: MO PAEDSURG/2/2019 STATION (X1 POST)</u> Department of Paediatric Surgery
<u>SALARY</u>	:	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: R1089 693 per annum (All-inclusive Salary Package) excluding commuted Overtime
<u>CENTRE REQUIREMENTS</u>	:	Inkosi Albert Luthuli Central Hospital
	:	MBCHB Degree. Current unrestricted registration with the Health Professions Council of South Africa as a Medical Practitioner. FCS Part I (primary exam) will be an advantage. At least 6 months post community service will be an advantage. Experience: Grade 1: No experience required after completion of Community Service however 6 months experience in surgery at MO level or above will be preferable. Appointment to grade 1 requires 1 year relevant experience after registration as a Medical Practitioner with a recognised foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Grade 2: Five years appropriate experience as a Medical Officer after Registration with HPCSA as a Medical Practitioner of which at least 6 months must be in surgery at MO level or above. The appointment to Grade 2 requires a minimum of six years (6) relevant experience after registration as a Medical Practitioner with a recognised foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Grade 3: Ten (10) years appropriate experience as a Medical Officer after Registration with HPCSA as a Medical Practitioner of which at least 6 months must be in surgery at MO level or above. The appointment to Grade 3 requires a minimum of 11 years relevant experience after registration as a Medical Practitioner with a recognised foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Skills, Knowledge, Training and Competency Required: Knowledge and skills in Surgery, Paediatric Surgery or Paediatrics. Demonstrate the ability to work as part of a multidisciplinary team. Sound communication, negotiation, planning, organising, leadership, decision-making and interpersonal skills.
<u>DUTIES</u>	:	Assist with the provision and development of tertiary level Paediatric surgical care services as determined by the Head of Paediatric surgery at Inkosi Albert Luthuli Central Hospital. Participate in the delivery of Paediatric surgical services in Durban. Provision of outpatient services at Inkosi Albert Luthuli Central Hospital. Management of ward patients Inkosi Albert Luthuli Central

Hospital. Provide initial resuscitative, peri-operative surgical care, operative surgical care and post-operative care of patients in the department of Paediatric Surgery. Ensure that the scientific principles of Paediatric Surgical care are maintained. Ensure sound labour relations in compliance with relevant legislation while maintaining the interests of the patient. To participate in clinical audit programmes and research. To assist in outreach and teaching when required. Perform after hour work as required.

**ENQUIRIES
APPLICATIONS**

: Dr MH Sheik Gafoor (+27)31-240 1579
:
: All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the entrance to the Management Building at IALCH or posted to Private Bag X03 Mayville 4058

NOTE

: An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za. Certified copies of ID documents, Std 10, educational qualifications, certificates of service and professional registration certificates (not copies of certified copies) and proof of current registration must be submitted together with your CV. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g. ref APRO/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. Please note that the selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Please Note That Due To Financial Constraints, There Will Be No Payment Of S&T Claims.

CLOSING DATE

: 21 June 2019

POST 20/105

: **ASSISTANT MANAGER NURSING REF NO: NCHC 04/2019 (X1 POST)**

SALARY

: R614 991 – R692 166 per annum. Plus other benefits: Medical aid (optional), housing allowance: employee must meet prescribed requirements, 8% rural allowance and 13th cheque

**CENTRE
REQUIREMENTS**

: Newtown CHC
: Grade 12 (senior certificate) Standard 10 or (Vocational National Certificate). Degree / Diploma in General Nursing & Midwifery. Current registration with SANC as General Nurse. A post basic qualification with duration of at least 1 year in Curative Skills in Primary Health Care accredited with SANC. A minimum of ten (10) years appropriate/ recognizable nursing experience after registration as a Professional Nurse at least six (6) years of that period referred to above must be appropriate/recognizable experience after obtaining the one(1) year post basic qualification in Primary Health Care. At least three (3) years of the above must be appropriate/recognizable experience at management level Proof of computer literacy. Certificate of service for previous and current work experience endorsed and stamped by HR Office must be attached. Appropriate /recognizable supervisory/managerial experience in a nurse component must be attached. Valid Driver's License. Valid Driver's License. Knowledge, Skills, Training and Competence required: Demonstrate an in depth understanding of nursing legislation, related legal and ethical nursing practices and other relevant legislative framework governing in the Public service. Knowledge of nursing care process and procedures. Appropriate understanding of scope of practice and nursing standards. Thorough knowledge of Quality Assurance standards as directed by Negotiated Service Delivery Agreement, National Core Standards, Patients' Rights, Charter, Batho Pele Principles. Sound Knowledge of Labour Relations Act. Leadership, supervisory organizing, decision making, problem solving skills. Coordination and Report Writing Skills. Time and conflict management skills. Personal attributes responsiveness, professionalism, supportive, assertive, and must be team player. Good communication and Interpersonal skills and ability to function well within a team. Demonstrate a basic understanding of HR and Financial Policies and practices. Demonstrate basic computer literacy as a support tool to enhance service delivery.

<u>DUTIES</u>	:	Manage, facilitate and co-ordinate provision of comprehensive package of services at CHC level, including priority programs and quality Improvement Programs in conjunction within a professional and legal framework. Ensure an integrated approach with the implementation of various PHC programmes to provide quality and efficient service delivery. Assist and facilitate development of the Operation Plan, monitor the implementation and submit progress report. Facilitate clinical audits in the CHC and ensure implementation of the quality improvement plans supported by strong work ethics. Display a concern for patients, promoting and advocating proper treatment and care including willingness to respond to client's needs requirements and work as part of multi-disciplinary team to ensure good nursing care that is cost effective, equitable and efficient. Coordinate the implementation of the community based outreach programmes services. Ensure effective allocation, utilisation and monitoring, of resources in line with cost containment plan. Ensure implementation, monitoring and evaluation of EPMDS in the operational area. Manage and support education, in service training, and practice development initiatives in the area, maintain professional growth, ethical standards and participation in training and research. Deal with disciplinary and grievance matters including monitoring and managing absenteeism. Ensure Batho Pele Principles, National Core Standards and Ideal clinic priorities are implemented. Provide safe therapeutic environment that allows for practise of safe nursing care as laid down by Nursing Act, Occupational and Safety Act. Ensure completion of incident reports as they occur and timeous reporting. Coordinate special projects and health promoting in line with the program goals of health calendar. Maintain contractive working relationships with all stakeholders. Maintain intersectoral collaboration with other Government structures through Operation Sukuma Sakhe Activities. Advocate and promote nursing ethos and professionalism in the CHC.
<u>ENQUIRIES</u>	:	MRS M.H Baqwa Tel No: 031 510 9863/66
<u>APPLICATIONS</u>	:	Direct your application quoting the relevant reference number to: The Human Resource Department, A1345 King Bhhekuzulu Road, Inanda 4310, or be posted to: The Human Resource Department, Private Bag X 039, Inanda, 4310.
<u>FOR ATTENTION</u>	:	Mr S.N Ngobese
<u>NOTE</u>	:	Application for employment form (Z83), which is obtainable at any Government Department or the website- www.kznhealth.gov.za . Certified copies of ID document, highest education qualification and registration certificate plus proof current registration, (Not copies of certified copies) and Curriculum Vitae. Faxed and emailed application will not be accepted. NB: Failure to comply with the above instruction will disqualify applicants. Any appointment is subject to positive outcome from the following verification: (Security Clearance. Qualification. Citizenship. Previous employment experience). 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 Please note that due to the number of applicants anticipated, applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not been contacted within three months after the closing date of the advertisement, please accept that your application was unsuccessful. Due to financial constraints, S &T claims will not be considered. Person with disabilities should feel free to apply for the post.
<u>CLOSING DATE</u>	:	21 June 2019
<u>POST 20/106</u>	:	<u>ASSISTANT MANAGER NURSING :(PLANNING, MONITORING AND EVALUATION) REF NO: NCHC 05/2019 (X1 POST)</u>
<u>SALARY</u>	:	R614 991 – R692 166 per annum. Plus other benefits: Medical aid (optional), housing allowance: employee must meet prescribed requirements, 8% rural allowance and 13th cheque
<u>CENTRE</u>	:	Newtown CHC
<u>REQUIREMENTS</u>	:	Senior Certificate/ Grade 12 .Diploma / Degree in Nursing or equivalent qualification that allows registration with the SANC as a Professional Nurse .Current registration with SANC (2019 Receipt). A minimum of eight (8) years appropriate/recognizable experience in nursing after registration as a Professional Nurse with the South African Nursing Council in General Nursing. At least three years of the experience referred to above must be

appropriate/recognizable experience at management level. Planning, Monitoring and Evaluation experience in a Health Care environment will be an added advantage. A valid B driver's license and Computer literacy: All relevant software applications. Computer certificate must be attached to the application. Certificate of service endorsed by HR. Proof of previous and current work experience endorsed and stamped by HR. Knowledge, skills, training & competences: Knowledge of the legislative, policy and Monitoring & Evaluation Framework informing health service delivery. Knowledge of hospital quality assurance and infection prevention control practices. Broad understanding of core business of a community health centre within the district health systems. Understanding HR Policies and practices and staff relations Ability to critically analyse complex information and to interpret that in relation to performance, health outcomes relevant to institution, and performance reports Strong leadership Planning and organizational skills Advanced Project Management skills Financial Management skills Decision making skills Ability to work independently and under pressure Problem solving. High level of communication skills, both written and verbal Computer skills. Human Resource Management Skills. Analytical skills and the ability to capture in concise reports. Advanced facilitation skills to manage consultation

DUTIES

: Administer an evidence results-based monitoring and evaluation system in the Institution. Provide quality management services, facilitate research initiatives and oversee effective and efficient implementation of monitoring and evaluation objectives for the improvement of quality health care services. Develop and maintain M&E programmes, guidelines and protocols in alignment with Quality Assurance and IPC policies and ensure that control mechanism/system and plans are in place. Manage administration processes to ensure compliance with statutory and regulatory reporting requirements related to quality of care within the institution. Manage allocated resources. Monitor and evaluate progress made on programme and projects. Ensure that quality control systems and plans are in place for use during inspection and auditing and to provide objective evidence of findings when conducting audits in accordance with the CHC and governing laws. Facilitate establishment of clinical governance structures in the sub - district and establish sustainable system of compliance to NCS, IHRM and ICRM. Compile all performance reports and update profile for the sub district and make Presentations thereof to all stakeholders and oversight/governance structures i.e. DHMT, institutional Managers forum, hospital board, Legislature etc. Participate actively in all intergovernmental/ inter-sectoral forums within the sub-District i.e. Operation Sukuma Sakhe, Local Aids Council etc. Analyse data obtained from the source and other management information systems against indicators with a view to develop reliable performance profiles for verification and publishing of the prescribed performance and other reports. Ensure that Institutional Plans are in place and aligned with the District Health Plan.

ENQUIRIES APPLICATIONS

: MRS Z.B Khumalo Tel No: 031 510 9805/03
: Direct your application quoting the relevant reference number to: The Human Resource Department, A1345 King Bhekuzulu Road, Inanda 4310, or be posted to: The Human Resource Department, Private Bag X 039, Inanda, 4310.

FOR ATTENTION NOTE

: Mr S.N Ngobese
: Application for employment form (Z83), which is obtainable at any Government Department or the website-www.kznhealth.gov.za. Certified copies of ID document, highest education qualification and registration certificate plus proof current registration, (Not copies of certified copies) and Curriculum Vitae. Faxed and emailed application will not be accepted. NB: Failure to comply with the above instruction will disqualify applicants. Any appointment is subject to positive outcome from the following verification: (Security Clearance. Qualification. Citizenship. Previous employment experience). 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 Please note that due to the number of applicants anticipated, applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not been contacted within three months after the closing date of the advertisement, please accept that your application was unsuccessful. Due to financial constraints, S & T claims will not be considered. Person with disabilities should feel free to apply for the post.

<u>CLOSING DATE</u>	:	21 June 2019
<u>POST 20/107</u>	:	<u>ASSISTANT MANAGER NURSING (PLANNING, MONITORING AND EVALUATION) REF NO: APP/ 06/2019 (X1 POST)</u> Equity Target: African Male
<u>SALARY</u>	:	R562 800 per annum Other Benefits: 13 th cheque, 8% Rural Allowance, Medical Aid: Optional, Housing Allowance: employee must meet prescribed requirements.
<u>CENTER REQUIREMENTS</u>	:	Appelsbosch Hospital and PHC facilities in UMshwathi sub-district Diploma/ Degree in Nursing or equivalent qualification that allows registration with the SANC as a Professional Nurse. Current registration with SANC 2019 receipt. A minimum of eight (8) years appropriate/ recognizable experience in nursing after registration as Professional Nurse with the South African Nursing Council in General Nursing. At least three years of experience referred to above must be appropriate/recognizable experience at management level. Certificate of service endorsed by HR. Proof of previous and current work experience endorsed and stamped by HR. Recommendations: Planning, Monitoring and Evaluation experience in a Health Care environment will be an added advantage Valid Driver's licence code B or C1, Computer literacy: All relevant software applications. Computer certificate must be attached to the application. Knowledge & Skills: Knowledge of the legislative, policy and Monitoring & Evaluation Framework informing health service delivery. Knowledge of hospital quality assurance and infection prevention and control practices. Knowledge of hospital functions and operations. Understanding HR Policies and practices and staff relations. Ability to critically analyse complex information and to interpret that in relation to performance, health outcomes relevant to institution, and performance reports. Strong leadership. Planning and organizational skills. Advanced Project Management skills. Financial Management skills. Decision making skills. Ability to work independently and under pressure. Problem solving. High level of communication skills, both written and verbal. Computer skills. Human Resource Management Skills. Analytical skills and the ability to capture concise reports. Advanced facilitation skills to manage consultation.
<u>DUTIES</u>	:	Administer an evidence results-based monitoring and evaluation system in the institution as well as all PHC feeder facilities in UMshwathi sub-District (Mobile & Fixed) within the Provincial M&E Framework and monitor research activities in the sub-district. Analyse data obtained from the source and other management information systems against indicators with a view to develop reliable performance profiles for verification and publishing of the prescribed performance and other reports. Ensure that Institutional Plans are in place and aligned with the District Health Plan. Ensure planning, M&E supports to all departments in the Institution as well as PHC feeder facilities (Fixed and mobile). Compile all performance reports and update profile for the sub district and make presentations thereof to all stakeholders and oversight /governance structures i.e. DHMT, institutional Managers forum, hospital board, Legislature etc. Participate actively in all intergovernmental/ inter-sectoral forums within the sub-District i.e. Operation Sukuma Sakhe, Local Aids Council etc. Ensure the efficient and effective utilization of resources allocated to the component, inclusive of the development of staff. Ensure that quality control systems and plans are in place for use during inspection and auditing and to provide objective evidence of findings when conducting audits in accordance with the hospital and governing laws. Facilitate establishment of clinical governance structures in the sub - district and establish sustainable system of compliance to NCS, IHRM and ICRM. Ensure that quality control systems and plans are in place for use during inspection and auditing and to provide objective evidence of findings when conducting audits in accordance with the hospital and governing laws. Participate actively in all the engagements with all stakeholders both internal and external to the department and sub district. Establish an effective M & E framework for UMshwathi Sub- District including the establishment of M & E forum. Establish and strengthen data management systems for the sub-district
<u>ENQUIRIES APPLICATIONS</u>	:	Mr TL Gwele Tel No: 032 294 8000 Ext: 259 Applications should be forwarded To: The Chief Executive Officer, P/Bag X 215 Ozwathini, 3242
<u>FOR ATTENTION CLOSING DATE</u>	:	Human Resource Manager 21 June 2019

<u>POST 20/108</u>	:	<u>OPERATIONAL MANAGER (NIGHT DUTY) REF NO: NCHC 03/2019 (X2 POSTS)</u>
<u>SALARY</u>	:	R562 800 – R633 432 PA Other Benefits Medical aid (optional), housing allowance: employee must meet prescribed requirements, 8% rural allowance and 13th cheque
<u>CENTRE REQUIREMENTS</u>	:	Newtown CHC
	:	National Senior certificate /Grade 12. Diploma/degree in nursing. Post Basic qualification with duration of at least 1 year in Curative Skills in Primary Health Care accredited with the SANC .Current registration with South African Nursing Council as a Professional Nurse. A minimum of 9 years appropriate/recognizable nursing experience after registration as a Professional Nurse with the South African Nursing Council in General nursing, of which at least 5 years must be appropriate/recognizable experience in the relevant speciality. NB: Certificate of service from previous employers is compulsory, please include verification of employment from current employer, which must be endorsed and signed by Human Resource: Knowledge, Skills, Training and Competence required Demonstrate an in depth understanding of nursing legislation, related legal and ethical nursing practices and other relevant legislative frameworks governing in the Public Services Knowledge of nursing care processes and procedures. Appropriate understanding of Scope of Practice and nursing standards. Thorough knowledge of quality assurance standards as directed by Negotiated Service Delivery Agreement, National Core Standards, Patients Right's Charter, Batho Pele Principles Sound knowledge of Labour Relations Act . Leadership, Supervisory, organizing, decision making, problem solving abilities skills Co-ordination and report writing skills. Time Management. Personal attributes, responsiveness, professionalism, supportive, assertive and must be a team player .Good communication and interpersonal skills and ability to function well within a team. Demonstrate a basic understanding of HR and Financial Policies and Practices. Demonstrate basic computer literacy
<u>DUTIES</u>	:	Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices and how this impacts on service delivery. Ensure clinical nursing practice by the nursing team (unit) 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. Demonstrate a basic understanding of Human Resources and financial policies and practices. Demonstrate effective communication with patients, supervisors, other health professionals and junior colleagues, including more complex report writing when required .Work as part of a multidisciplinary team at unit level to ensure good nursing care by the nursing team. Work effectively and amicably, at supervisory level, with persons of diverse intellectual, cultural, racial or religious differences. Able to manage own work, time and that of junior colleagues to ensure proper nursing service in the unit. Display a concern for patients, promoting, advocating and facilitating proper treatment and care and ensuring that the unit adheres to the principles of Batho Pele. Able to develop contacts, build and maintain a network of professional relations in order to enhance eservice delivery
<u>ENQUIRIES APPLICATIONS</u>	:	MRS M.H Baqwa Tel No: 031 510 9863/66
	:	Direct your application quoting the relevant reference number to: The Human Resource Department, A1345 King Bhekuzulu Road, Inanda 4310, or be posted to: The Human Resource Department, Private Bag X 039, Inanda, 4310.
<u>FOR ATTENTION NOTE</u>	:	Mr S.N Ngobese
	:	Application for employment form (Z83), which is obtainable at any Government Department or the website- www.kznhealth.gov.za . Certified copies of ID document, highest education qualification and registration certificate plus proof current registration, (Not copies of certified copies) and Curriculum Vitae. Faxed and emailed application will not be accepted. NB: Failure to comply with the above instruction will disqualify applicants. Any appointment is subject to positive outcome from the following verification: (Security Clearance. Qualification. Citizenship. Previous employment experience). 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 Please note that due to the number of applicants anticipated, applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not been contacted within three months after the closing date of the advertisement, please accept that your application was unsuccessful. Due to financial constraints, S & T claims will not be considered. Person with disabilities should feel free to apply for the post.

<u>CLOSING DATE</u>	:	21 June 2019
<u>POST 20/109</u>	:	<u>OPERATIONAL MANAGER NURSING: SPECIALTY NURSING STREAM PN-B3- TRAUMA ICU REF NO: OPMAN (SPEC NURS) TRAUMA ICU /2/2019</u> Department: ICU-Trauma
<u>SALARY</u>	:	R562 800 per annum plus 13 th cheque, Housing Allowance: Employee must meet prescribed requirements. Medical Aid: optional
<u>CENTRE</u>	:	Inkosi Albert Luthuli Central Hospital
<u>REQUIREMENTS</u>	:	Degree/Diploma in General Nursing qualification or equivalent) plus 1 year post basic qualification (R212) (Critical Care) as required above. Current registration with SANC as General Nurse and Midwife and Critical Care. A minimum of 9 years appropriate recognisable experience in nursing after registration as a Professional Nurse with the SANC in General nursing is required. At least 5 years of this period must be appropriate/recognisable experience in the specific specialty after obtaining the 1-year post- basic qualification in the Trauma Nursing specialty. Knowledge, Skills, Training and Competencies Required: Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices. Possess communication skills for dealing with patients, supervisors and other members of the multi-disciplinary team including the writing of reports when required. Good human relations; displaying a concern for patients, promoting and advocating proper treatment and care including a willingness and awareness to respond to patient's needs and expectations. Demonstrate ability to provide support and guidance within the unit. Basic understanding of HR and Financial policies and practices. Demonstrate working knowledge of the hospital information system to enhance quality in the service delivery Demonstrate basic computer literacy as a support tool to enhance service delivery. Ability to plan and organise own work, time and that of support personnel to ensure proper nursing care in the unit.
<u>DUTIES</u>	:	Work as part of a multi-disciplinary team to ensure good nursing care. Ensure cost -effective, equitable and efficient high quality patient care. Perform a quality comprehensive clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the legislative framework and National Core Standards. Ensures compliance with ideal hospitals project. Perform duties within the ambits of legal framework as required. Ensure compliance to professional and ethical practice. Work effectively and amicably at supervisory level with persons of diverse intellectual, cultural, racial or religious differences. Perform duties as delegated by the supervisor and relief duties of the assistant nurse manager's office as requested.
<u>ENQUIRIES</u>	:	Miss NO Mkhize (031) 240 1063
<u>APPLICATIONS</u>	:	All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the entrance to the Management Building at IALCH or posted to Private Bag X03 Mayville 4058
<u>NOTE</u>	:	An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za . Certified copies of ID documents, Std 10, educational qualifications, certificates of service and professional registration certificates (not copies of certified copies) and proof of current registration must be submitted together with your CV. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g. ref APRO/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. Please note that the selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we

receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Please Note That Due To Financial Constraints, There Will Be No Payment Of S&T Claims.

<u>CLOSING DATE</u>	:	21 June 2019
<u>POST 20/110</u>	:	<u>ASSISTANT MANAGER NURSING: MONITORING AND EVALUATION SERVICES REF No: ED 05/2019</u> Component: Monitoring and Evaluation Management
<u>SALARY</u>	:	R562 800.00 per annum (Level 10);_ Other Benefits; 13th Cheque Medical Aid (Optional), Housing Allowance: Employee must meet prescribed Requirements and Rural Allowance 12%
<u>CENTRE</u>	:	Edumbe Community Health Centre
<u>REQUIREMENTS</u>	:	Basic R425 qualification (i.e Diploma/Degree in nursing or equivalent that allows registration with the SANC as Professional Nurse, Current registration with SANC as Professional Nurse, A minimum of 8 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 3 years of the period referred to above must be appropriate/recognizable experience at management level .Unendorsed valid Code B driving licence (Code 08).Proof of current/previous work experience endorsed and stamped by the employer/s must be attached. Job Purpose:To Provide effective Planning, Monitoring, Evaluation and Reporting services in the institution as well as for feeder clinics. Knowledge, Skills, Training and Competencies required:-The incumbent of this post will report to the Chief Executive Officer: Knowledge of the legislative, policy and M&E Framework informing health services delivery. Knowledge of legislation and planning framework. Knowledge of hospital quality assurance. Knowledge of infection control practices. Knowledge of Health Facility functions and operations. Understand HR policies and practices and staff relations .Knowledge of DHMIS policy, SOP and relevant information system .Understanding of Financial Management .Knowledge of Data Management. Knowledge of M&E principles. Ability to critically analyse complex information and to interpret that in relation to performance, health outcomes relevant to institution, and performance reports. Strong leadership and management skills .Planning and organizational skills. Project management skills. Financial management skills .Decision making skills .Ability to work independently and under pressure. Problem solving. High level of communication skills, both written and verbal. Computer skills. Research skills. Human resource management skills. Ability to compile concise reports. Advance facilitation skills to manage consultation. Have the ability to prioritise issues and other work related matters in order to comply with time frames set.
<u>DUTIES</u>	:	Key Performance Area: Administer an evidence/results-based monitoring and evaluation system in the institution as well as feeder facilities within the Provincial M&E Framework and monitor research activities in the institution. Provide a platform for M&E reports to be discussed by the management team (including sub-districts) and feeder clinics. Implement the M&E framework at facility level and monitor implementation at feeder clinics. Plan and co-ordinate the implementation and monitoring of data quality and quality assurance in service delivery. Ensure the development, review and maintenance of institution policies and protocols. Monitor and report on performance of all departments in the facility. Monitor compliance with implementing the M&E framework, Data Management Policy & SOP, Quality Assurance and Infection Prevention & control policy guidelines. Monitor Research activities in the institution to ensure compliance to Provincial Research Policy. Identify areas of research based on monitoring and analysis. Analyse data obtained from the source and other management information systems against indicators with a view to develop reliable performance profiles for verification and publishing of the prescribed performance and other reports. Coordinate functions of HIT (Health Information Team).Ensure information on births,mobidity and mortality reviews are conducted on a monthly basis. Ensure data is validated as per Data Management Standard Operating Procedures. Provide reports to the management and Governance Structure. Provide feedback to source of data generation. Adhere to the reporting requirements of the District early warning system. Compile the monthly, quarterly and annual reports with inputs from other departments within the hospital. Compile monthly, quarterly, ad-hoc reports for stakeholders. Ensure that Institutional plans are in place, and

aligned with the District Health Plan. Coordinate the development of the operational plan in the institution with input from all departments in the facility. Ensure all plans for all departments are in place. Monitor implementation of plans against determined objectives or targets. Facilitate and coordinate planning sessions. Ensure alignment of plans with APP and DHP and DHER. Participate in the DHP as well as DHER sessions. Ensure planning M&E support to all departments in the institution as well as feeder facilities. Mentoring of relevant staff. Create and enabling environment for planning, monitoring and reporting of activities. Ensure skills development for staff responsible for Planning, Monitoring and Reporting at feeder facilities and the institutions. Visit feeder facilities and monitor planning, monitoring and evaluation activities. Ensure the efficient and effective utilization of resource allocated to the component, inclusive of the development of staff. Co-ordinate and prepare the business plan for the component. Supervise staff and ensure compliance to the Performance Management Development Systems pre-requisites. Check and approve all expenditure related activities of the component's-ordinate and control activities of the component. Provide training, advice and guidance to staff. Manage assets of the component. Ensure that quality control systems and plans are in place for use for use during inspection and auditing and to provide objective evidence of findings when conducting audits in accordance with the hospital and governing laws. Monitor audits inspections or investigations of quality and utilisation of survives. Monitor inspection process that is in keeping with the established quality assurance goals, which seeks to ensure that patient care is maintained at an optimal level, and delivered in a cost effective manner. Promote patient care practices and professional performance that is regularly assessed using valid and reliable criteria. Monitor implementation plans to promote clean audits. Monitoring and Evaluation to consolidate inspection reports. Ensure compliance to infection prevention and control norms and standards.

**ENQUIRIES
APPLICATIONS**

: Dr.TH Ndlovu Tel No: 034-9958500
: All applications should be forwarded to: The Human Resource Manager, Edumbe community Health Centre P/Bag x 322 Paulpietersburg, 3180 Human Resource Management Edumbe Main Street Paulpietersburg.

**FOR ATTENTION
NOTE**

: Mrs. EP Mdlalose
: Applications must be submitted on the prescribed Application for Employment form (Z83) which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of certificates, Identity Document and Driver's Licence (not copies of previously certified copies). The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Faxed and e-mailed applications will NOT be accepted. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, 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.

CLOSING DATE

: 21 June 2019

POST 20/111

: **OPERATIONAL MANAGER GENERAL – HAST NURSING SERVICES
GRADE 1 REF NO: ST 29 /2019 (X1 POST)**
Component: 029847

SALARY

: Grade 1: R444 276 per annum Plus 8% rural allowance Benefits: 13th Cheque, home owner's allowance, and Medical aid optional Employee must meet prescribed policy requirements]

CENTRE

: GJG Mpanza Regional Hospital

REQUIREMENTS

: Matric/Senior certificate (Grade 12) or equivalent qualification Degree / diploma in General Nursing Science and Midwifery Current registration with South African Nursing Council as Professional Nurse and midwife Current SANC Receipt (2019) Minimum of 7 years appropriate / recognisable experience in Nursing after registration as Professional nurse with SANC in General Nursing Proof of previous and current experience (Certificate of Service) and stamped by HR must be attached. Knowledge, skills training and competencies required: Good knowledge of HIV/AIDS and TB Management Good knowledge of nursing care processes and procedures and all legal frameworks such as Nursing Act, Health Act, Occupational Health and Safety Act, Patients Right Charter, Batho Pele Principles, Public Service Regulations, Labour Relations Act etc. Good leadership, planning, organisation, decision making, problem solving skills and report writing skills Sound interpersonal skills including public relations, negotiating, conflict management, counselling skills and networking liaison skills. Financial and budgetary knowledge pertaining to the relevant resources under management.

DUTIES

: Render an efficient, quality HIV/AIDS and TB management service within the scope of practice as laid down by the Nursing Act and applicable legislation Provision of an effective and efficient management and professional leadership by ensuring that the unit is organised to provide quality nursing care Manage and direct the efficient use of resources towards optimal utilisation Implement and maintain clinical competence as per policies and guidelines Maintain client satisfaction by upholding the principles of Batho Pele and standards set by accreditation process Facilitate and monitor implementation of quality improvement projects/plans Provide a safe and therapeutic environment that allows for the practice of safe nursing care as laid down by the Nursing Act, Occupational Health and Safety Act and other prescripts Ensure implementation of EPMDS, formulate and participate in the training and development of employees and students Exercise control over discipline, grievance and Labour Relations issues according to the laid down policies and procedures Ensure Quality Data Management and utilisation Manage and ensure that performance and responsibilities are adhered to within the budget limits

ENQUIRIES

: Mrs S. Arjun (Assistant Manager Nursing) Tel No: 032- 437 6151

APPLICATIONS

: Applications to be forwarded to: Postal Address: Human Resources Department, General Justice Gizenga Mpanza Regional hospital, Private Bag X 10609, Stanger 4450, Physical address: The Human Resource Department, Corner of Patterson & King Shaka Street

FOR ATTENTION

: Mr S. Govender Human Resource Manager)

NOTE

: Directions to Candidates: The following documents must be submitted, Application for employment form (Z83), which is obtainable at any Government Department or form website-www.kznhealth.gov.za Originally signed Z83 must be accompanied by a detailed CV and originally recently certified copies of highest educational qualification/s (not copies of certified copies) of required educational qualifications set out in the advertisement plus certified I.D Copy, Updated Curriculum Vitae. Applications must be submitted on or before the closing date. The reference number must be indicated in the column provided on the form Z83 e.g. St17/2018 .NB: Failure to comply with the above instruction will disqualify applicants. Please note that due to the number of applications anticipated, applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not been contacted within two months after the closing date of the advertisement, please accept that your application was unsuccessful. The appointment is subject to positive outcome obtained from NIA to the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verifications and verification from the company Intellectual Property (CIPC). The Department reserves the right not to fill the post (s). This Department is an equal opportunity, affirmative employer, whose aim is to promote representivity in all levels of all occupational categories in the Department. Persons with disabilities should feel free to apply for the post NB: Due to the severe budget constraints, the department is experiencing, S&T will not be paid to any candidate that is attending the interview process.

CLOSING DATE

: 21 June 2019

<u>POST 20/112</u>	:	<u>CLINICAL PROGRAM CO-ORDINATOR GRADE 1 REF NO: INA 03/2019 (X1 POST)</u> Component: Infection Prevention and Control
<u>SALARY</u>	:	R420 318 Per Annum Other Benefits 13 th Cheque Medical Aid Housing Allowance (Employee Must Meet Prescribed Requirements)
<u>CENTRE REQUIREMENTS</u>	:	Inanda C CHC Senior Certificate/Matric Basic R425 Qualification-Diploma/Degree in Nursing or Equivalent qualification that allows registration with the SANC as a Professional Nurse. Current Registration with South African Nursing Council as a professional Nurse (2019) A minimum of 7 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with the South African Nursing Council in General Nursing. Certificate of service endorsed by HR/ persal service record (current). Knowledge, Skills and Experience Knowledge of Nursing Care Processes and Procedures, Nursing Statutes, and other relevant legal frameworks i.e. Nursing Act, Infection Prevention & Control, Occupational Health & Safety Act. Patient's Right Charter, Batho Pele Principals, Public Service Regulations, Grievance Procedures etc. Work effectively and amicably at a supervisory level, demonstrating leadership, organizational decision making and problem abilities. Demonstrate good report writing and presentation skills as a communication strategy to enhance service delivery. Financial and budgetary knowledge pertaining to the relevant resources under management. Recommendation Valid Driver's License Certificate in Infection and Control
<u>DUTIES</u>	:	Ensure that the development, implementation and review of Infection Prevention Control guidelines, protocols, norms and standards are in line with current standards of practice regulations and the objectives of the service. Provide professional and technical support for the provision of quality patient care through proper management of relevant programmes e.g. Regular audits, accurate record keeping, identify health indicators and risk factors, in-service training/health education for all staff and clinics on Infection Control Prevention. Surveillance of health care associated infections, anti-microbial resistance and notifiable conditions. Establish, maintain and participate in inter-professional and multi-disciplinary teamwork that promotes effective and efficient health care e.g. Attend meetings, participate with members of the health team in decision making pertaining to health care delivery, consult/liase with organizations and special interest groups. Coordinates functions and activities of the Infection Prevention & Control. Ensure a high standard of thoroughness and accuracy in minimizing further transmission of communicable diseases. Promote interdisciplinary/intersectional liaison. Inculcates in every employee, patient and their families the knowledge, interests and alertness to principles of Infection Control.
<u>ENQUIRIES</u>	:	Dr SCV Mncwango Tel No - 031 5190455 and Dr SCV Mncwango Tel No- 031 5190455
<u>APPLICATIONS</u>	:	All applications must be submitted / posted to: Hand delivered to: Human Resource Office Inanda Community Health Centre C135 Umshado Road Newtown 4310 OR The Human Resource Manager Inanda Community Health Centre Private Bag X04 Phoenix 4080
<u>NOTE</u>	:	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 . Updated comprehensive Curriculum Vitae stating any experience relevant to the position Certified copies of highest educational qualifications and current SANC receipt – not copies of certified copies Certification must be within three months). Certified copy of ID document.(Certification must be within three months). Certified copies of certificate of service endorsed by HR/Service record from persal system. The Post Reference Number must be indicated in the column provided on the form Z83, e.g.INA 02/2019 NB: Failure to comply with the above instruction will disqualify applicants. Persons with disabilities should feel free to apply. African Males are encouraged to apply. The appointment is subject to positive outcome obtained from the Following checks: security checks, credit checks, qualifications, and citizenship and Previous experience verifications. Please take note that due to the large number of applications anticipated, applications might not be acknowledged. Correspondence might be limited to short listed candidates only. If you do not hear from us within 3 months of the closing date, please accept that your application has been unsuccessful. Please note that due to financial constraints no S&T claims will be considered for payment to the

		candidates that are invited for interview and also no relocation expenses will be paid.
<u>CLOSING DATE</u>	:	21 June 2019
<u>POST 20/113</u>	:	<u>PROFESSIONAL NURSE SPECIALITY (TRAUMA & RESUSCITATION) – GRADE 1, 2 REF NO: ST 28/2019 (X 1 POST)</u> Component: 029499
<u>SALARY</u>	:	Grade 1: R383 226 per annum Grade 2: R471 333 per annum
<u>CENTRE</u>	:	General Justice Gizenga Mpanza Regional Hospital
<u>REQUIREMENTS</u>	:	Grade 1 Matric /Senior certificate (grade 12) or equivalent qualification Degree /Diploma in General Nursing and Midwifery or equivalent qualification that allows registration with the SANC as a Professional Nurse PLUS Registration with SANC as a Professional Nurse PLUS Post basic Diploma Nursing Qualification in Relevant Speciality (Trauma & Emergency / Critical Care Nursing Science) with duration of One Year Accredited with SANC. Proof of current registration (2019 receipt) A minimum of four (4) years appropriate recognizable experience in Nursing after registration as a professional nurse. Proof of current/previous work experience endorsed and stamped by HR must be attached. Grade 2 Requirements A minimum of 14 years appropriate recognizable experience in Nursing after registration as a professional nurse with SANC in General Nursing. At least 10 years of the period referred to the above must be appropriate/recognisable experience in the specific speciality after obtaining the one year Post – Basic qualification in relevant speciality Knowledge, Skills And Competencies Required : Knowledge of Nursing Care, Processes and Procedures, Nursing statutes, and other relevant Legal frameworks, such as Nursing Acts, Health Act, Patient Right Charter, Batho Pele Principles, Public Service Regulations, Disciplinary Code and Procedures in the Public Service. Leadership, Organizational, Decision Making, Problem Solving and Interpersonal Skills within the limits of the Public Sector Personal Attitudes, Responsiveness, Professionalism, Supportive, Assertive and must be a Team player.
<u>DUTIES</u>	:	Provide comprehensive, quality nursing care to patients/clients in a specialty unit in a cost effective and efficient manner. Demonstrate an in depth understanding of legislation and related ethical nursing practices and how this impact on service delivery. Ensuring clinical nursing practice by the nursing team in accordance with the Scope of Practice and nursing standard as determined by the relevant health facility. Ensure accurate record keeping for continuity of patient care and statistical purposes. Manage the unit in the absence of the supervisor. Manage the utilization of all the resources within the unit efficiently and effectively. Ensure that all equipment is available, checked and functional. Assist in the evaluation of EPMDS of staff within the unit. Order and monitor the appropriate levels of consumables. Promote a safe, healthy and therapeutic environment for patients, staff and public. Maintain competence in the execution of her /his duties while managing high standards of performance including for others. Work as part of the multidisciplinary team to ensure good nursing care. Assist in the implementation of priority programmes such as National Core Standards, IPC & Ideal Hospital and all other programmes related to quality assurance. Able to plan and organize own work and that of other staff based on the objectives of the unit. Complete patient related data and partake in research. Do readjustment of staff as required on the shift to provide adequate nursing cover. Ensure that patients receive quality nursing care through effective communication, coordination of services and liaison with all disciplines. Provide direct and indirect supervision of all staff in the unit and give guidance. Identify and participate in the analysis and formulation of nursing policies and procedures.
<u>ENQUIRIES</u>	:	Mrs T.H Mthembu (Assistant Manager Nursing) Tel No: 032- 437 6173/6111
<u>APPLICATIONS</u>	:	Applications to be forwarded to: Postal Address: Human Resources Department, General Justice Gizenga Mpanza Regional Hospital, Private Bag X 10609, Stanger 4450, Physical address: The Human Resource Department, Corner of Patterson & King Shaka Street
<u>FOR ATTENTION</u>	:	Mr S. Govender
<u>NOTE</u>	:	Directions to Candidates: The following documents must be submitted, Application for employment form (Z83), which is obtainable at any Government Department or form website- www.kznhealth.gov.za Originally signed Z83 must be accompanied by a detailed CV and originally recently certified copies of

highest educational qualification/s (not copies of certified copies) of required educational qualifications set out in the advertisement plus certified I.D Copy, Updated Curriculum Vitae. Applications must be submitted on or before the closing date. The reference number must be indicated in the column provided on the form Z83 e.g. St17/2019 .NB: Failure to comply with the above instruction will disqualify applicants. Please note that due to the number of applications anticipated, applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not been contacted within two months after the closing date of the advertisement, please accept that your application was unsuccessful. The appointment is subject to positive outcome obtained from NIA to the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verifications and verification from the company Intellectual Property (CIPC). The Department reserves the right not to fill the post (s). This Department is an equal opportunity, affirmative employer, whose aim is to promote representivity in all levels of all occupational categories in the Department. Persons with disabilities should feel free to apply for the post please Note: Due to the severe budget constraints, the department is experiencing, S&T will not be paid to any candidate that is attending the interview process.

<u>CLOSING DATE</u>	:	21 June 2019
<u>POST 20/114</u>	:	<u>CLINICAL NURSE PRACTITIONER- SCHOOL HEALTH REF NO: MBO 02/2019 (X1 POST)</u> Re-advert: Those Who Previously Applied Are Also Encouraged Employed
<u>SALARY</u>	:	R383 226 per annum
<u>CENTRE</u>	:	Mbongolwane District Hospital
<u>REQUIREMENTS</u>	:	Grade 12 (senior certificate) standard 10. Degree/ Diploma in General Nursing and Midwifery plus (1) year post basic qualification in Clinic Nursing Science, Health Assessment, Treatment and Care (PHC) plus. Current registration with SANC as a General Nurse and Primary Health Care plus. A minimum of 4 years appropriate/ recognizable nursing experience as a General Nurse. Proof of previous and current work experience (certificate/s of service) endorsed and signed by Supervisor. Certificate of service endorsed and stamped by HR Office. Knowledge, Skills, Training and Competencies required: - Knowledge of all applicable legislations such as Nursing Acts, Mental Act, OH&S Act, Batho Pele Principles and Patients' Rights Charter, Labour Relations Act, Grievance Procedures etc. Leadership, organizational, decision making and problem solving, conflict handling and counselling. Good listening and communication skills. Co-ordination and planning skills. Team building and Supervisory. Good interpersonal relationship. Good insight of procedures and policies pertaining to nursing care.
<u>DUTIES</u>	:	Key Performance Areas:-To provide preventive and promotive services that address the health needs of school going children. To facilitate referral to health and other services where required. To support, involve and ensure sustainable co-ordination for the school, community and multi-sectoral team in creating health promoting schools. To monitor and evaluate the school health service rendered, that is, collecting and validating school health data and reporting accordingly. To provide educational services to primary and high school learners as well as the staff members under the Clinical Nurse Practitioner screening. Conduct vision, speech and basic hearing screening. Perform basic mental health and or psychosocial risk assessment. Conduct parasite control e.g. deworming and bilharzia. Treatment of minor ailments especially treatment of skin conditions. Do environmental assessment, including provision of first aid kits, adequate water and sanitation, physical safety issues and related of food to food safety and suitability.
<u>ENQUIRIES</u>	:	Mr. VH Zikhali Telephone: 035 4766242
<u>APPLICATIONS</u>	:	All applications should be posted to: The CEO, Private Bag x126, Kwa-Pett, 3280 or hand deliver to Mbongolwane District Hospital
<u>FOR ATTENTION</u>	:	Human Resource Practices
<u>CLOSING DATE</u>	:	21 June 2019
<u>POST 20/115</u>	:	<u>CLINICAL NURSE PRACTITIONER: PRIMARY HEALTH CARE STREAM - REF NO: MURCHIZING 02/2019 (X1 POST)</u>
<u>SALARY</u>	:	Grade 1: R383 226 per annum

**CENTRE
REQUIREMENTS**

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

Murchison Hospital – Izingolweni PHC

Senior Certificate, Degree / Diploma in General Nursing, Midwifery plus 1 year post basic qualification in Primary Health Care, Registration with SANC as General Nurse, Midwife and Primary Health Care Nurse Current SANC receipt, previous work experience / Certificate of service endorsed by your Human Resource Department on an official letterhead (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. **Grade 2:** Experience: A minimum of 14 years appropriate / recognizable experience in nursing after registration as a Professional Nurse with SANC in general nursing, of which at least 10 years must be appropriate / recognizable experience after obtaining the one year post basic qualification in Primary Health Care. Knowledge, Skills And Competencies_Knowledge of all applicable legislation and guidelines, including scientific nursing and nursing principles Good interpersonal relationship skills and good listening skills Good communication and problem solving skills Co-ordination and planning skills Ability to relieve in the service areas Team building and supervisory skills Ability to formulate patient care related policies

DUTIES

Demonstrate effective communication with patients, supervisors and other clinicians, including report writing. Assist the unit manager with overall management and necessary support for effective functioning in the clinic. Work as part of a multidisciplinary team to ensure good Nursing Care in the clinic. Promote preventive and promotive health for clients and the community in the clinic Ensure proper utilization of human, material and financial resources and maintain updated records of resources in the clinic. Must be able to handle obstetric and emergencies and high risk conditions Ability to plan and organise own work and that of support personnel to ensure proper nursing care in the clinic. To provide nursing care that leads to improve service delivery by upholding Batho Pele principles. Maintain clinical competencies by ensuring that scientific principles of nursing are implemented in the clinic.Supervision of patients and provision of basis patient needs e.g. oxygen, nutrition, elimination, fluids and electrolyte balance, safe and therapeutical environment in the clinic using EDL guidelines. Ensure clinical intervention to clients including administering of prescribed medication and ongoing observation of patients in the clinic. Motivate staff regarding development in order to increase level of expertise and assist patients to develop a sense of self care. Ensure proper utilization and safe keeping of basic medical, surgical pharmaceutical and stock.

**ENQUIRIES
APPLICATIONS**

Mr TM Mkhize Tel No: 039-6877311 ext 130

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. 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/VAC/GTWAY 9/2018 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.
<u>CLOSING DATE</u>	:	21 June 2019
<u>POST 20/116</u>	:	<u>CLINICAL NURSE PRACTITIONER: PRIMARY HEALTH CARE STREAM - REF NO: MURCHBHOBOHOYI 03/2019 (X1 POST)</u>
<u>SALARY</u>	:	Grade 1: R383 226 per annum Grade 2: R471 333 per annum Other Benefits: 13 th Cheque, Home owners allowance (employee must meet prescribed: Requirements), Medical Aid (Optional) and 12% Rural Allowance
<u>CENTRE REQUIREMENTS</u>	:	Murchison Hospital – Bhobhoyi PHC Grade 1: Experience: A minimum of 4 years appropriate/ recognizable experience in nursing after registration as Professional with SANC in general nursing. Grade 2: Experience: A minimum of 14 years appropriate / recognizable experience in nursing after registration as a Professional Nurse with SANC in general nursing, of which at least 10 years must be appropriate / recognizable experience after obtaining the one year post basic qualification in Primary Health Care. Requirements: Senior Certificate, Degree / Diploma in General Nursing, Midwifery plus 1 year post basic qualification in Primary Health Care, Registration with SANC as General Nurse, Midwife and Primary Health Care Nurse Current SANC receipt, previous work experience / Certificate of service endorsed by your Human Resource Department on an official letterhead (to be attached to application) Knowledge, Skills And Competencies Knowledge of all applicable legislation and guidelines, including scientific nursing and nursing principles Good interpersonal relationship skills and good listening skills Good communication and problem solving skills Co-ordination and planning skills Ability to relieve in the service areas Team building and supervisory skills Ability to formulate patient care related policies
<u>DUTIES</u>	:	Demonstrate effective communication with patients, supervisors and other clinicians, including report writing. Assist the unit manager with overall management and necessary support for effective functioning in the clinic. Work as part of a multidisciplinary team to ensure good Nursing Care in the clinic. Promote preventive and promotive health for clients and the community in the clinic Ensure proper utilization of human, material and financial resources and maintain updated records of resources in the clinic. Must be able to handle obstetric and emergencies and high risk conditions Ability to plan and organise own work and that of support personnel to ensure proper nursing care in the clinic. To provide nursing care that leads to improve service delivery by upholding Batho Pele principles. Maintain clinical competencies by ensuring that scientific principles of nursing are implemented in the clinic. Supervision of patients and provision of basis patient needs e.g. oxygen, nutrition, elimination, fluids and electrolyte balance, safe and therapeutically environment in the clinic using EDL guidelines. Ensure clinical intervention to clients including administering of prescribed medication and ongoing observation of patients in the clinic. Motivate staff regarding development in order to increase level of expertise and assist patients to develop a sense of self care. Ensure proper utilization and safe keeping of basic medical, surgical pharmaceutical and stock.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr TM Mkhize Tel No: 039-6877311 ext 130 All Applications Should Be Forwarded To: Chief Exective Officer P/Bag X701 Portshepstone 4240 or Hand Delivered To: Human Resources Department Murchison Hospital
<u>NOTE</u>	:	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 . 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/VAC/GTWAY 9/2018 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.

<u>CLOSING DATE</u>	:	21 June 2019
<u>POST 20/117</u>	:	<u>CLINICAL NURSE PRACTITIONER: PRIMARY HEALTH CARE STREAM - REF NO: MURCHTHEMB 04/2019 (X1 POST)</u>
<u>SALARY</u>	:	Grade 1: R383 226 per annum Grade 2: R471 333 per annum Other Benefits: 13 th Cheque, Home owners allowance (employee must meet prescribed Requirements), Medical Aid (Optional) and 12% Rural Allowance
<u>CENTRE REQUIREMENTS</u>	:	Murchison Hospital – Thembalesizwe PHC Senior Certificate, Degree / Diploma in General Nursing, Midwifery plus 1 year post basic qualification in Primary Health Care, Registration with SANC as General Nurse, Midwife and Primary Health Care Nurse Current SANC receipt, previous work experience / Certificate of service endorsed by your Human Resource Department on an official letterhead (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. Grade 2: Experience: A minimum of 14 years appropriate / recognizable experience in nursing after registration as a Professional Nurse with SANC in general nursing, of which at least 10 years must be appropriate / recognizable experience after obtaining the one year post basic qualification in Primary Health Care. Knowledge, Skills And Competencies Knowledge of all applicable legislation and guidelines, including scientific nursing and nursing principles Good interpersonal relationship skills and good listening skills Good communication and problem solving skills Co-ordination and planning skills Ability to relieve in the service areas Team building and supervisory skills Ability to formulate patient care related policies.
<u>DUTIES</u>	:	Demonstrate effective communication with patients, supervisors and other clinicians, including report writing. Assist the unit manager with overall management and necessary support for effective functioning in the clinic. Work as part of a multidisciplinary team to ensure good Nursing Care in the clinic. Promote preventive and promotive health for clients and the community in the clinic Ensure proper utilization of human, material and financial resources and maintain updated records of resources in the clinic. Must be able to handle obstetric and emergencies and high risk conditions Ability to plan and organise own work and that of support personnel to ensure proper nursing care in the clinic. To provide nursing care that leads to improve service delivery by upholding Batho Pele principles. Maintain clinical competencies by ensuring that scientific principles of nursing are implemented in the clinic. Supervision of patients and provision of basic patient needs e.g. oxygen, nutrition, elimination, fluids and electrolyte balance, safe and therapeutical environment in the clinic using EDL guidelines. Ensure clinical intervention to clients including administering of prescribed medication and ongoing observation of patients in the clinic. Motivate staff regarding development in order to increase level of expertise and assist patients to develop a sense of self care. Ensure proper utilization and safe keeping of basic medical, surgical pharmaceutical and stock.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr TM Mkhize Tel No: 039-6877311 ext 130 All Applications Should Be Forwarded To: Chief Executive Officer P/Bag X701 Portshepstone 4240 or Hand Delivered To: Human Resources Department Murchison Hospital
<u>NOTE</u>	:	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 . 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/VAC/GTWAY 9/2018 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.

<u>CLOSING DATE</u>	:	21 June 2019
<u>POST 20/118</u>	:	<u>CLINICAL NURSE PRACTITIONER – (GATEWAY CLINIC) REF NO: EGUM 11/2019 (X1 POST)</u>
<u>SALARY</u>	:	Grade 1: R383 226 – R444 276 per annum Grade 2: R471 333 – R548 436 per annum Other Benefits: 13th cheque/service bonus, Rural Allowance of 8%, Home owners Allowance, (Employee must meet prescribed requirements), Medical Aid (Optional)
<u>CENTRE REQUIREMENTS</u>	:	Institution: E G & Usher Memorial Hospital Diploma / Degree in General nursing and midwifery or equivalent qualification that allows registration with SANC as a Professional Nurse. 1 (One) year post basic qualification in Primary Health Care accredited by SANC. Proof of current registration with South African Nursing Council as a General Nurse, Midwife and Primary Health Care Nurse (SANC Receipt for 2019Proof of current and previous experience endorsed and stamped by Human Resource (Service Certificate) must be attached.). Recommendation Valid driver's licence code 10 (C1) with PDP. Grade 1: A minimum of 4 years appropriate / recognizable experience in nursing after registration as Professional Nurse with SANC in General Nursing. Grade 2: A minimum of 14 years appropriate / recognizable experience in nursing after registration as Professional Nurse with SANC in General Nursing of which at least 10 years must be appropriate / recognizable experience after obtaining one year Post Basic qualification in Primary Health Care. Knowledge, Skills, Training And Competencies Required: Knowledge Of Nursing Care And Procedures. Knowledge of SANC Rules and Regulations And Other Relevant Legal Framework. Knowledge of Quality Assurance programmes, Batho Pele principles and Patient Rights Charter. Human Resource Management and basic financial management skills. Leadership, supervisory and report writing skills. Good communication, counselling, interpersonal relations, conflict management, decision making and problem solving skills.
<u>DUTIES</u>	:	Ensure proper utilisation and safekeeping of basic medical equipment, surgical stock, and pharmaceutical stock. Provide quality comprehensive Primary Health Care by providing promotive, preventive, curative and rehabilitative services for the clients and the community. Assist in the orientation, induction and monitoring of all nursing staff. Provide direct and indirect supervision of all nursing staff and to give guidance. Execute duties and functions with proficiency and perform duties according to scope of practice and by upholding the principles of Batho Pele. Implement Infection Control Standards and practices to improve the quality of nursing care. Ensure proper implementation of National Core Standards, quality and clinical audits. Improve the knowledge of staff and patients through health education and in-service training. Maintain a constructive working relationship with nursing and other stakeholders. Ability to plan and organise own work and that of support personnel to ensure proper nursing care in the clinic. Support the realisation and maintenance of Ideal Clinic Programme in the facility. Ensure that programmes on staff development and training are in place. Motivate junior staff regarding development in order

	to increase level of expertise and assist patients to develop a sense of self-care. Implement standards, practices criteria for quality nursing.
<u>ENQUIRIES</u>	: Mr MJ Mbali Tel No: 039- 797 8100
<u>APPLICATIONS</u>	: Direct your application quoting the relevant reference number to: Human Resource Department, EG & Usher Memorial Hospital, Private Bag X 506, Kokstad, 4700. Hand delivered application may be submitted at Security Office (Application box available). Please note due to large number of applications received, applications will not be acknowledged. If you are not contacted by us three months after the closing date please regard your application as being unsuccessful. Persons with disabilities should feel free to apply for these posts.
<u>FOR ATTENTION</u>	: Assistant Director: HRM
<u>NOTE</u>	: 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. Certified copies of highest educational qualification – not copies of certified copies and certified copies must not be older than 3 months. Curriculum Vitae. Faxed applications will not be accepted. The reference number must be indicated in the column provided on the form Z83 e.g. EGUM 07/2016. 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). Applications in possessions 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. NB: Due To Financial Constraints, No S&T Will Be Paid To Candidates When Attending the Interviews
<u>CLOSING DATE</u>	: 21 June 2019
<u>POST 20/119</u>	: <u>CLINICAL NURSE PRACTITIONER: PRIMARY HEALTH CARE STREAM</u>
<u>SALARY</u>	: Grade 1: R383 226 – R444 276 per annum PLUS 8% rural allowance Grade 2: R471 333 – R579 696 per annum Plus 8% rural allowance Benefits: 13th Cheque, home owner's allowance, and Medical aid optional [Employee must meet prescribed conditions]
<u>CENTRE</u>	: Umgungundlovu District Office Component: Richmond Clinic Ref No: UMG01/08/19 (X3 Posts) Gomane Clinic Ref No: UMG01/09/19 (X2 Posts)
<u>REQUIREMENTS</u>	: Grade 1 grade 12 (National Senior Certificate), Degree/Diploma in General nursing and Midwifery 1 year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care (PHC). Registration with SANC as General Nurse, Midwife and Primary Health Care. A minimum of 4 years appropriate/recognizable experience as a General Nurse Grade 2 Matric grade 12 (National Senior Certificate) Degree/Diploma in Nursing Science and Midwifery Plus (1) year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care (PHC) plus; Current registration with SANC as General Nurse with Midwifery plus Clinical Nursing Science, Health Assessment, Treatment and Care (PHC) plus; A minimum of 14 years appropriate/recognizable nursing experience after registration as a General Nurse with SANC of which 10 years must be appropriate/recognizable PHC experience after obtaining a one year basic qualification in Primary Health Care. Proof of current and previous work experience endorsed by the employer must be attached. Knowledge, Skills, Training And Competencies Required:- Demonstrate understanding of Nursing legislation and related legal and ethical nursing practices within Primary Health Care environment, demonstrate a basic understanding of HR and financial policies and practice. Good communication skills. Good interpersonal skills. Team building and supervisory skills.
<u>DUTIES</u>	: Provide quality comprehensive Primary Health care by promoting preventative, curative and rehabilitative services for the clients and community. Administrative service such as providing accurate statistics for evaluation and future planning, identifying needs for financial planning and indirect control of expenditure as an integral part of planning and organization. Motivate staff regarding development in order to increase level of expertise and assist patients and families to develop a sense of self care. Work effectively, co-

	operatively and amicably with persons of diverse intellectual, cultural, racial or religious differences. Display a concern for patients, promoting and advocating proper treatment and care including willingness to respond to patients' needs and expectations according to Batho Pele Principles. Facilitate implementation of Ideal Clinic concept. Implement NCS within the facility. Conduct facility status determination. Update Ideal website to maintain status achieved. Capture complaints, PSI and waiting times on the website. Implement IPC within the facility. Deputize Operational Manager and take over his/her duties when not on duty.
<u>ENQUIRIES</u>	: MRS NA Mbana Tel No: 033 395 4340
<u>APPLICATIONS</u>	: All applications should be forwarded to: The District Director Umgungundlovu Health District, Private Bag X 9124, Pietermaritzburg 3200 or Hand Deliver to: 171 Hoosen Haffjee Street (Burg street)
<u>FOR ATTENTION</u>	: Human Resource Practices
<u>NOTE</u>	: Applications must be submitted on the prescribed Application for Employment form (Z83) which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of certificates, Identity Document and Driver's Licence (not copies of previously certified copies). The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Faxed and e-mailed applications will NOT be accepted. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. The Department will not be liable where applicants use incorrect/no reference number(s) on their applications. Preference Will Be Given To African Males
<u>CLOSING DATE</u>	: 21 June 2019
<u>POST 20/120</u>	: <u>PROFESSIONAL NURSE SPECIALTY: OCCUPATIONAL HEALTH REF NO: APP/07/2019 (X1 POST)</u> Equity Target: African Male
<u>SALARY</u>	: Grade 1: R383 226 per annum Grade 2: R471 333 per annum Benefits: 13th cheque, 8% Rural Allowance, Medical Aid: Optional, Housing Allowance: employee must meet prescribed requirements.
<u>CENTRE</u>	: Appelsbosch Hospital
<u>REQUIREMENTS</u>	: Degree/ Diploma in general nursing or equivalent qualification that allows for registration with the SANC as a Professional Nurse. A post basic Nursing qualification, with duration of at least 1 year, accredited with the SANC in Occupational Health. A minimum of 4 years appropriate/ recognizable nursing experience after registration as professional nurse with SANC in General Nursing. Proof of current registration with SANC (2019 receipt) .Proof of current and previous work experience/certificate of service endorsed by your Human Resource Department (to be attached to application). Grade 1: A minimum of 4 years appropriate/ recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. Grade 2: A minimum of 14 years appropriate and recognizable 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/ recognizable experience after obtaining the 1 year post basic qualification in Occupational Health. Recommendation's: Valid Driver's licence code B or C1, Computer literacy on basic Microsoft Software Package. Knowledge &Skills: Knowledge of a nursing care processes and procedures, nursing statutes and other relevant legal framework. Sound knowledge of Occupational Health and Safety Act, Compensation of Injuries and Diseases Act (COIDA) and the latest Employee Health and Wellness Framework for the service. Knowledge of basic human resource and financial management. Ability to formulate occupational health related policies and procedures. Ability to demonstrate good insight of policies and procedure pertaining to occupational and employee health and wellness.

<u>DUTIES</u>	:	Problem-solving capabilities. Ability to communicate both verbal and in writing. Computer literacy on basic Microsoft Software package.
	:	Co-ordinate HIV, AIDS and TB Management Sub-programme in context of prevention, treatment care and support, management of human and legal right to justice and monitoring, research and surveillance. Operationalize Health and Productivity Management Sub-Programme in the context of health and productivity, disease management, chronic illness, mental health, temporal incapacity leave, ill-health promotion. Work as part of the multidisciplinary team to ensure quality of care, including working cooperatively with all employees of diverse social, religious and cultural backgrounds. Development of presentation for orientation and induction programme. Champion, promote and advocate proper treatment and care, including employee health and wellness campaigns so as to respond to the needs of employees. Conduct disease profiles amongst employees and develop quality improvement plan, policies and procedures and ensure their timeous implementation. Co-ordinate healthy lifestyle promotion, medical surveillance (baseline, periodical and exit) and procedures and ensure their timeous implementation. Co-ordinate healthy lifestyle promotion, medical surveillance (baseline, periodical and exit) and occupational health training programmes. Conduct occupational. Co-ordinate establishment of a multi-disciplinary HIV, AIDS, TB, Health and productivity. Make contribution to Management Sub-Committee as a platform for reflecting on the employee health and wellness issues. Compile and capture IOD cases on relevant forms, including compiling of IOD statistics to ensure reporting to Compensation Commissioners office and the Department of Labour. Maintain accurate staff records, identify and investigate occupational health diseases and compile statistics and submit report to the Hospital management and District Office. Develop occupational health business plan in line with institution plans and manage, plan, monitor, evaluate and review the utilization of resource as an Occupational Health Practitioner.
<u>ENQUIRIES</u>	:	Mr TN Ngubane Tel No: 032 294 8000 Ext: 256
<u>APPLICATIONS</u>	:	Applications Should Be Forwarded To: The Chief Executive Officer, P/Bag x 215 Ozwathini, 3242
<u>FOR ATTENTION</u>	:	Human Resource Manager
<u>CLOSING DATE</u>	:	21 June 2019
<u>POST 20/121</u>	:	<u>ASSISTANT DIRECTOR: BAS REF NO: KZNPT 19/20 (X1 POST)</u>
<u>SALARY</u>	:	R376 596 – R454 920 per annum
<u>CENTRE</u>	:	KZN Provincial Treasury, Pietermaritzburg
<u>REQUIREMENTS</u>	:	A NQF level 7 Degree or NQF level 6 National Diploma in IT or Financial Information Systems. A Minimum of 3 years' with at least 1 year supervisory experience in a Government financial systems environment. A valid driver's license, and in the case of persons with disabilities who are unable to personally drive, proof of the ability to meet work related travel commitments is required. Skills, Competencies Working knowledge of the Basic Accounting Systems (BAS) and relevant prescripts to BAS, National Treasury circulars, Basic understanding of the PERSAL salary system, Treasury Regulations, Financial Regulations, Public Financial Management Act, Basic knowledge of the integrated systems used by Departments in the Province. Municipal Finance Management Act, GRAP, Other enabling legislation. Computer literacy, Communication, Strong leadership, Change management, Project management, Inter-personal relation, Problem solving, Presentation, Analytical, Policy analysis and development, self-disciplined and able to work under pressure with minimum.
<u>DUTIES</u>	:	Render transversal systems support on BAS. Perform BAS SYSCON functions for Provincial Treasury. Manage the facilitation of the enhancements on BAS between National Treasury and BAS SYSCONS of all Departments of the KZNPA. Oversee and compile management reports pertaining to BAS. Ensure the effective, efficient supervision, mentoring and training of staff within the division.
<u>ENQUIRIES</u>	:	Mr. K Mqadi, Tel No (033) 897 4585
<u>APPLICATIONS</u>	:	KwaZulu-Natal Provincial Treasury, P O Box 3613, Pietermaritzburg, 3200 0145 Chief Albert Luthuli Road, Pietermaritzburg 3200
<u>FOR ATTENTION</u>	:	Mr. VT Mdlalose
<u>NOTE</u>	:	Applications must be submitted with a signed and dated Z83 Form, obtainable from any Public Service Department, and must be accompanied by a detailed CV, together with originally certified copies of your qualification including an

academic record for all relevant qualification and a Matric certificate. Kindly attach an originally certified copy of a Driver's licence if required and your ID/Passport. Applicants must provide original Service records for all relevant experience, proof of management experience (where it is a requirement), job description for current position and a letter from the respective Human Resources for occupying acting positions. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The Department discourages applications that are registered and will not be held responsible for applications sent via registered mail which are not collected from the post office. Successful candidates will be subjected to security screening prior employment. The department will conduct reference checks with the HR of current and/or previous employer(s) part from the referees listed.

<u>CLOSING DATE</u>	:	21 June 2019
<u>POST 20/122</u>	:	<u>ASSISTANT DIRECTOR: FINANCE REF NO: APP 05/2019 (X1 POST)</u> Equity Target: African Male
<u>SALARY</u>	:	R376 596 – R454 920 per annum
<u>CENTER</u>	:	Appelsbosch Hospital
<u>REQUIREMENTS</u>	:	Senior Certificate (Grade 12) Degree/ National Diploma in Financial Management or equivalent qualification. A minimum of 3 to 4 years' supervisory experience in financial field. Proof of previous and current work experience endorsed and stamped by Human Resource Office. Certificate of service must be attached Recommendation's: Valid Driver's licence code B or C1, Computer literacy: Ms Office Package Knowledge & Skills: Knowledge of PFMA and Treasury Regulations, Management and organizational skills. Sound communication and supervisory skills. Knowledge of current Health and Public Service Legislation, regulations and policies including medical ethics, epidemiology and statistics. Computer Literacy Ability to develop policies Sound negotiation, planning, organizing, decision making and conflict management skills. Financial management. Possess knowledge of human resource management policies Knowledge of Persal system. Extensive knowledge of BAS.
<u>DUTIES</u>	:	Manage day-to-day financial control of services within the budget and formulate strategic short term and long term fiscal plan. Monitor and interpret cash flows, predict future trends and advise accordingly .Conduct reviews and evaluations for cost reduction opportunities and develop financial management mechanisms that minimize financial risk. Manage overall supply chain operation including the purchasing and inventory of all materials. Compile and present regular report to the Hospital Management on expenditure, financial Officer (CFO).Ensure the effective, efficient and economical utilization of resources allocated to the institution including the development of staff. Ensure implementation of the total quality management framework and compliance to National Core Standards. Coordinate, review, analyze and quality assure the financial supporting information for planning purposes. Supervise staff i.e. assist staff in compiling EPMDS documents, training, discipline and management of grievances in the component. Manage functionality of all finance and SCM component (Budget, Ensure proper voucher control and payroll certification. Conduct analysis on expenditure trends and do budget estimates and link with service delivery outcomes.
<u>ENQUIRIES</u>	:	Mr TL Gwele Tel No: 032 294 8000 Ext: 259
<u>APPLICATIONS</u>	:	Applications:Should Be Forwarded To: The Chief Executive Officer, P/Bag X 215 Ozwathini,3242
<u>FOR ATTENTION</u>	:	Human Resource Manager
<u>CLOSING DATE</u>	:	21 June 2019
<u>POST 20/123</u>	:	<u>CLINICAL NURSE PRACTITIONER: PRIMARY HEALTH CARE STREAM REF NO: UMG01/10/19</u> Component: Impendle Mobile Clinic Preference Will Be Given To African Males
<u>SALARY</u>	:	Grade 1: R362 559 – R420 318 per annum Plus 8% rural allowance Grade 2: R445 917 – R548 436 per annum Plus 8% rural allowance Benefits: 13th Cheque, home owner's allowance, and Medical aid optional [Employee must meet prescribed conditions
<u>CENTRE</u>	:	Umgungundlovu Health District

<u>REQUIREMENTS</u>	:	Minimum Requirements: Senior Certificate or equivalent Degree/Diploma in General Nursing plus One (1) year post basic qualification in Advanced Midwifery. Current registration with SANC as General Nurse and relevant specialty (2019 receipt) Grade1: A minimum of 4 years appropriate/recognizable experience as a General Nurse and 1 year in the Speciality (Advanced Midwifery).Valid Code 8 drivers licence Grade 2: Experience: A minimum of 14 years appropriate/recognizable experience in nursing after registration as Professional Nurse with SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognizable experience in the specialty after obtaining the one year post basic qualification in the relevant Speciality. Valid Code 8 drivers licence. Proof of current and previous work experience endorsed by the employer must be attached. Knowledge, Skills, Training and Competencies Required: Demonstrate understanding of Nursing legislation and related legal and ethical nursing practices within Primary Health Care environment, demonstrate a basic understanding of HR and financial policies and practice. Good communication skills. Good interpersonal skills. Team building and supervisory skills.
<u>DUTIES</u>	:	Perform a clinical Nursing practice in accordance with the scope of practice and nursing standards as determined for a primary health care facility. Be able to plan and organize own work and that of support personnel to ensure proper nursing care. Work as part of multi-disciplinary team to ensure good nursing care at Primary Health Care level. Demonstrate effective communication with patients, supervisors and other clinicians. 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 Principle. Promote quality of nursing care as directed by standard at Primary Health Care facilities. The incumbent will be expected to work overtime and extended hours. The incumbent will be expected to drive mobile clinic to and from the clinic points.
<u>ENQUIRIES</u>	:	MRS NA Mbana Tel No: 033 395 4330
<u>APPLICATIONS</u>	:	All applications should be forwarded to: The District Director Umgungundlovu Health District, Private Bag X 9124, Pietermaritzburg 3200 or Hand Deliver to: 171 Hoosen Haffjee Street (Burg street)
<u>FOR ATTENTION</u>	:	Human Resource Practices
<u>NOTE</u>	:	Applications must be submitted on the prescribed Application for Employment form (Z83) which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of certificates, Identity Document and Driver's Licence (not copies of previously certified copies). The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Faxed and e-mailed applications will NOT be accepted. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. The Department will not be liable where applicants use incorrect/no reference number(s) on their applications.
<u>CLOSING DATE</u>	:	21 June 2019
<u>POST 20/124</u>	:	<u>PROFESSIONAL NURSE- SPECIALITY: PRIMARY HEALTH CARE STREAM</u> Preference Will Be Given To African Males
<u>SALARY</u>	:	Grade 1: R362 559 – R420 318 per annum Plus 8% rural allowance Grade 2: R445 917 – R548 436 per annum Plus 8% rural allowance Benefits: 13th Cheque, home owner's allowance, and Medical aid optional [Employee must meet prescribed conditions]
<u>CENTRE</u>	:	Umgungundlovu Health District: Richmond Clinic Ref No: UMG01/11/19: (X2 posts) Taylors Clinic Ref No: UMG01/12/19 (X1 Post)
<u>REQUIREMENTS</u>	:	Minimum Requirements: Senior Certificate or equivalent Degree/Diploma in General Nursing plus One (1) year post basic qualification in Advanced

Midwifery. Current registration with SANC as General Nurse and relevant specialty (2019 receipt) **Grade 1:** A minimum of 4 years appropriate/recognizable experience as a General Nurse and 1 year in the Speciality (Advanced Midwifery). **Grade 2:** Experience: A minimum of 14 years appropriate/recognizable experience in nursing after registration as Professional Nurse with SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognizable experience in the specialty after obtaining the one year post basic qualification in the relevant Speciality Proof of current and previous work experience endorsed by the employer must be attached. Knowledge, Skills, Training and Competencies required:-Demonstrate understanding of Nursing legislation and related legal and ethical nursing practices within Primary Health Care environment, demonstrate a basic understanding of HR and financial policies and practice. Good communication skills. Good interpersonal skills. Team building and supervisory skills.

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

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

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

CLOSING DATE : 21 June 2019

POST 20/125 : **PROFESSIONAL NURSE- SPECIALITY (ADVANCED MIDWIFERY AND NEONATAL CARE) REF NO: MBO 05/2019 (X1 POST)**

SALARY : Grade 1: R383 221 - R444 276 per annum
Grade 2: R471 333 - R514 579 per annum

CENTRE REQUIREMENTS : Mbongolwane District Hospital
Senior certificate/ Matric or equivalent. National Diploma / Degree in General Nursing. Current Registration with SANC as General Nurse and relevant specialty (2019 receipt). Certificate of service endorsed by Human Resource

	Department. Verification of experience endorsed from your Supervisor. Grade 1: Experience: A minimum of 4 years appropriate/ recognizable experience as a General Nurse One (1) year post basic qualification in Advanced Midwifery and Neonatal Care. Grade 2: Experience: A minimum of 14 years appropriate/ recognizable experience in nursing after registration as Professional Nurse with SANC in General At least 10 years of the period referred to above must be appropriate/ recognizable experience in the relevant speciality working in Maternity wards. Knowledge, Skills, Training and Competencies required: - Knowledge of Public Service Policies. Good verbal and written communication and report writing skills. Knowledge of code of conduct, Labour Relations, Conflict Management and negotiation skills. Ability to function within a team. Skills in organising, planning and supervising. Knowledge of Batho Pele principles and Patients Right Charter.
<u>DUTIES</u>	: Provision of quality nursing care through the implementation of standards. To develop and ensure implementation of maternal. To participate in quality improvement programmes and clinic audit. To uphold the Batho Pele and patients right charter principles. Maintain accurate and complete patients' records according to legal requirement. Participate in staff, students and patients teaching. Exercise control over discipline, grievance and Labour Relation issues according to laid down policies and procedures. Manage and supervise effective utilization of all resources e.g. human, financial, material. Participate in support of perinatal meetings. Improve perinatal mortality and mobility through implementation of priority programmes EMTCT, CARMMA, MBFI, and ESMOE. Provide quality nursing care for patients with obstetric and gynecological emergencies. Provide safety and therapeutic environment for PHC staff and public through implementation of infection prevention and control. Promote women and mother's health. Assist in implementation of National core standards.
<u>ENQUIRIES</u>	: Mrs. WN Magagula Tel No: 035 4766242
<u>APPLICATIONS</u>	: All applications should be posted to: The CEO, Private Bag x126, Kwa-Pett, 3280 or hand deliver to Mbongolwane District Hospital
<u>FOR ATTENTION</u>	: Human Resource Practices
<u>NOTE</u>	: The contents of this Circular Minute must be brought to the notice of all eligible officers and employees on your establishment of all Institutions. Institutions must notify all candidates who qualify for post in this circular minute even if they are absent from their normal places of work to apply. Direction to Candidates: the following documents must be submitted: Application for Employment form (Z83) which is obtainable from any Government Department OR from the website - www.kznhealth.gov.za . The application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of certificates, Identity document and Driving Licence – not copies of certified copies. The Circular minute number must be indicated in the column (part A) provided therefore on the Z83 form. NB: Failure to comply with the above instructions will be disqualify applicants. Person with disabilities should feel free to apply for the post. The appointment is subject to positive outcome obtained from the NIA the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verification). Due to the large number of applications, receipt of applications will not be acknowledged. However, every applicant will be advanced of the outcome of his/her application, in due course. Please note that No Faxed, E-mailed or late applications will be accepted and considered
<u>CLOSING DATE</u>	: 21 June 2019
<u>POST 20/126</u>	: <u>DIAGNOSTIC RADIOGRAPHER - GRADE 1, 2 & 3- REF NO: GJGM 32/2019 (X1 POST)</u> Component: GJGM Regional Hospital- (X-Ray)
<u>SALARY</u>	: Grade 1: R317 976 per annum Plus 12% Inhospitable Allowance Grade 2: R372 810 per annum Plus 12% Inhospitable Allowance Grade 3: R439 164 per annum Plus 12% Inhospitable Allowance Benefits: 13 th Cheque, home owners allowance and Medical aid (optional). [Employee must meet prescribed policy documents]
<u>CENTRE</u>	: General Justice Gizenga Mpanza Regional Hospital
<u>REQUIREMENTS</u>	: Grade 12 (Senior Certificate)/ A three year National Diploma or B-Tech degree in Diagnostic Radiography/ Registration with the HPCSA as a Diagnostic Radiographer/ Proof of current registration with HPCSA as Diagnostic Radiographer (2019/2020/) Grade 1: Requires appropriate qualification plus

registration with the HPCSA as a Diagnostic Radiographer. One year relevant experience after registration as a Radiographer 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: Requires appropriate qualification, registration certificate plus 10 years appropriate experience after registration with the HPCSA as a Diagnostic Radiographer. Requires 11 years relevant experience after registration as Radiographer 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: Requires appropriate qualification, registration certificate plus 20 years appropriate experience after registration with the HPCSA as a Diagnostic Radiographer. Minimum of 21 years relevant experience after registration as Radiographer with a recognised foreign health professional council, in respect of foreign qualified employees of whom it is not required to perform Community Service as required in South Africa. Knowledge, skills, training and competencies: Sound knowledge of diagnostic radiographic procedures and equipment. Sound knowledge of radiation control and safety. Knowledge of radiation control and Safety. Good communication and interpersonal skills .Knowledge of relevant Health and Safety Acts.

DUTIES

: Provide high quality diagnostic radiography services observing safe radiation protection standards .Execute all clinical procedures competently to prevent complications. Provide a 24 hour diagnostic radiography service. Promote good health practices and ensure optimal patient care. Participate in Quality Assurance and Quality Improvement programmes, in- service training and National Core Standards• Promote Batho Pele principle in the execution of duties for effective service delivery. Perform reception and clerical duties when necessary. Inspect and utilise equipment professionally to ensure that it complies with safety standards and ensure health and safety rules regulations are adhered to. Participate in departmental policies and procedure development• Participate in monthly departmental meetings. Participate in continued skills development programs. Supervision of junior radiography staff and community service radiographers. Perform Employee Performance Management and Development (EPMDS) of junior staff as required.

ENQUIRIES APPLICATIONS

: Mr. M.R. Leso (Assistant Director - Radiography) Tel No: 032 437 35
 : Applications to be forwarded to Mr. Seelan Govender: Human Resources Department, The Human Resource Manager, Stanger Hospital, Private Bag x10609, Stanger 4450

FOR ATTENTION NOTE

: Mr. S. Govender
 : Directions to Candidates: The following documents must be submitted, Application for employment form (Z83), which is obtainable at any Government Department or form website-www.kznhealth.gov.za Originally signed Z83 must be accompanied by a detailed CV and originally recently certified copies of highest educational qualification/s (not copies of certified copies) of required educational qualifications set out in the advertisement plus certified I.D Copy, Updated Curriculum Vitae. Applications must be submitted on or before the closing date. The reference number must be indicated in the column provided on the form Z83 e.g. ST 01/2017.NB: Failure to comply with the above instruction will disqualify applicants. Please note that due to the large number of applications anticipated, applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not been contacted within two months after the closing date of the advertisement, please accept that your application was unsuccessful. The appointment is subject to positive outcome obtained from NIA to the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verifications and verification from the company Intellectual Property (CIPC). The Department reserves the right not to fill the post (s).This Department is an equal opportunity, affirmative employer, whose aim is to promote representivity in all levels of all occupational categories in the Department. Persons with disabilities should feel free to apply for the post

CLOSING DATE

: 21 June 2019

**PROVINCIAL ADMINISTRATION: WETERN 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 20/127 : **MEDICAL OFFICER GRADE 1 TO 3 (X3 POSTS)**
Overberg District Office

SALARY : Grade 1: R821 205 per annum
Grade 2: R938 964 per annum
Grade 3: R1 089 693 per annum
(A portion of the package can be structured according to the individual's personal needs).

CENTRE : Post A: Grabouw CHC (X1 post)
Post B: Caledon Hospital (X2 posts)

REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Practitioner. Registration with a professional council: Registration with the HPCSA as Medical Practitioner. Experience: **Grade 1:** None after registration as Medical Practitioner with the HPCSA in respect of SA qualified employees. One year 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. **Grade 2:** A minimum of 5 years appropriate experience as Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 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. **Grade 3:** A minimum of 10 years appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 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. Inherent requirements of the post: Participation in the Commuted Overtime dispensation for Medical Officers is compulsory at Caledon Hospital and Grabouw CHC. Incumbent will have to work at any facility in the Theewaterskloof Sub-district if required. Competencies (knowledge/skills): Anaesthetic and Surgical Skills. Possession of the ATLS, ACLS, PALS Certificates. Fluency in at least two of the three official languages of the Western Cape. Independent and effective decision- making.

DUTIES : (key result areas/outputs): Provide an outreach and support service to management and hospital staff. Evaluate and manage patients. Clinical teaching of under-graduates. Relevant administration as required for Medical legal purposes.

ENQUIRIES : Dr MS Rambiyana Tel No: (028) 212-1070

APPLICATIONS : The Director: Overberg District Office, Private Bag X10, Caledon, 7230.

FOR ATTENTION : Ms A Brits

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

<u>CLOSING DATE</u>	:	21 June 2019
<u>POST 20/128</u>	:	<u>ASISTANT MANAGER NURSING (PRIMARY HEALTH CARE)</u> Cape Winelands Health District
<u>SALARY</u>	:	R614 991(PN-B4) per annum
<u>CENTRE</u>	:	Ceres Community Day Care
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse. Post-basic qualification with duration of at least 1 year in Clinical Nursing Science, Health Assessment, Treatment and Care, accredited with SANC (R48). Experience: A minimum of 10 years appropriate/recognisable nursing experience after registration as Professional Nurse with the SANC in General Nursing. At least 6 years of the period referred to above 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 licence and willingness to travel within the Sub-district. Competencies (knowledge/skills): In depth knowledge and application of Ideal Clinic and National Core Standards. In-depth knowledge and application of the Practical Approach to Care Kit and Knowledge of Community Oriented Primary Care. Demonstrate in-depth knowledge of nursing and public service legislation and Knowledge of Human Resource and Financial policies. Ability to effectively communicate in at least two of the three official languages of the Western Cape. Computer literacy (MS Word and Excel; PowerPoint).
<u>DUTIES</u>	:	Responsible for operational and strategic management of District Health Services for the Sub-district, (i.e. CDC's, clinics, and mobiles). Ensure that all prescribed health policies are implemented. Provide clinical supervision and support services at the Witzenberg PHC Facilities. Ensure efficient financial planning, control and the effective use of all resources. Participate in Human Resource Management and Skills Development Planning of clinic staff within the Sub-district. Liaise with other organisations and role-players within the Witzenberg Sub-district to ensure appropriate service delivery to the community.
<u>ENQUIRIES</u>	:	Mr L Wawini Tel No: (023) 316-9600
<u>APPLICATIONS</u>	:	The Director: Cape Winelands District Office, Private Bag X3079, Worcester, 6849.
<u>FOR ATTENTION</u>	:	Ms JB Salie
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>CLOSING DATE</u>	:	21 June 2019
<u>POST 20/129</u>	:	<u>OPERATIONAL MANAGER NURSING (SPECIALTY AREA: PAEDIATRIC WARD)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R562 800 (PN-B3) per annum
<u>CENTRE</u>	:	Khayelitsha District Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing qualification with a duration of at least 1 year accredited with the SANC in Child Nursing Science. Experience: A minimum of 9 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1-year post-basic qualification in the relevant specialty. Registration with a professional council: Registration with the SANC as a Professional Nurse. Registration or proof of application for registration of the additional specialized qualification in Child Nursing Science with the SANC. Inherent requirement of the job: Willingness to work shifts, weekends and public holidays when required. Competencies (knowledge and skills): Understanding of nursing legislation and related legal and ethical nursing practices. Ability to perform clinical nursing practice in accordance with the scope of practice and nursing standards. Good communication and interpersonal skills. Decision making and problem solving skills. Knowledge of

		Code of Conduct and Labour Relations and related policies. Basic understanding of HR and Financial policies and procedures. Basic computer literacy. Excellent verbal and written communication skills in at least two of the three official languages of the Western Cape. Knowledge and understanding of relevant legislation, hospital procedures and policies.
<u>DUTIES</u>	:	(key result areas/outputs): Provide effective management and professional leadership. Coordination of optimal, holistic specialized nursing care provided within set standards and a professional/legal framework. Manage effectively the utilization and supervision of physical and material resources. Effective contribution towards achievement of nursing and organizational goals and objectives. Promote and facilitate training, motivation and development of personnel. Participate in policy formulation, analysis and review. Assist with after hour supervision and management functions of the institution. Perform relief duties of your supervisor as delegated when needed. Ensure the provision of accurate statistical information for data management and quality improvement initiatives.
<u>ENQUIRIES</u>	:	Ms G Mashaba Tel No: (021) 360-4408
<u>APPLICATIONS</u>	:	The Chief Executive Officer: Khayelitsha District Hospital, Metro Health Services, Private Bag x6, Khayelitsha, 7783.
<u>FOR ATTENTION</u>	:	Mr J Minnies
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Shortlisted candidates may be required to do a competency tested as part of the interview process.
<u>CLOSING DATE</u>	:	21 June 2019
<u>POST 20/130</u>	:	<u>OPERATIONAL MANAGER NURSING (SPECIALTY): POST 1: ORTHOPAEDICS (OPD) AND POST 2: CRITICAL CARE (X2 POSTS)</u>
<u>SALARY</u>	:	R562 800 (PN-B3) per annum
<u>CENTRE</u>	:	Groote Schuur Hospital, Observatory
<u>REQUIREMENTS</u>	:	Minimum educational qualifications: Post 1 and 2: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Post 1: A post-basic nursing qualification with duration of at least one year, accredited with the SANC in Medical and surgical Nursing Science: Orthopaedic Nursing. Post 2: A post-basic nursing qualification with duration of at least one year, accredited with the SANC in Medical and Surgical Nursing Science in Critical Care Nursing: General. Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: Post 1 and 2: A minimum of 9 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Post 1: At least 5 years of the period referred to above must be appropriate/recognisable experience in Orthopaedics after obtaining the one-year post-basic qualification as mentioned above. Post 2: At least 5 years of the period referred to above must be appropriate/recognisable experience in Critical Care after obtaining the one-year post-basic qualification as mentioned above. Inherent requirements of the job: Perform after-hour and weekend duties for the department and the hospital. Competencies (knowledge/skills): Principles of Management: Supervisory, problem solving, conflict resolution and interpersonal skills. Leadership, communication skills and computer literacy. Knowledge of Nursing legislation, related legal and ethical nursing practices and framework. Labour relations legislation and relevant public sector policies and protocols. Human Resources and Financial Management, including computer literacy (i.e. Ms Word, Excel, PowerPoint and Outlook). Post 1: Extensive knowledge in Orthopaedic Nursing Science. Post 2: Extensive knowledge in Critical Care Nursing Science.
<u>DUTIES</u>	:	Key result areas/outputs: Responsible for the co-ordination and delivery of quality nursing care within the relevant department. Participate in formulation, monitoring and implementation of policies, guidelines, standards, procedures and regulations pertaining to nursing care within the relevant Department. Provide effective support and management of human, material and financial resources, as well as Functional Business FBU management principles. Manage staff performance, training and personal development of self and subordinates including management of underperformance and grievances. Collect, provide and use relevant information for the enhancement of service delivery. Participate in and encourage nursing research.
<u>ENQUIRIES</u>	:	Mr A Mohamed, tel. no. (021) 404-2071

<u>APPLICATIONS</u>	:	The Chief Executive Officer: Groote Schuur Hospital, Private Bag X4, Observatory, 7935.
<u>FOR ATTENTION</u>	:	Ms N Mbilini
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>CLOSING DATE</u>	:	21 June 2019
<u>POST 20/131</u>	:	<u>OPERATIONAL MANAGER NURSING GRADE 1 (GENERAL WARD)</u> Garden Route District
<u>SALARY</u>	:	R444 276 (PN-A5) per annum, (Plus a non-pensionable rural allowance of 8% basic annual salary)
<u>CENTRE</u>	:	Oudtshoorn Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic R425 qualification (i.e. degree/diploma in nursing) or equivalent qualification that allows registration with the South African Council (SANC) as a Professional Nurse. Registration with a professional council: Registration with the SANC as Professional Nurse and Proof of current registration (i.e. annual licensing receipt of 2019). Experience: A minimum of 7 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Inherent requirement of the job: Willingness to work shifts, weekends and public holidays, as required. Competencies (knowledge/skills): Ability to promote quality patient care through the setting, implementation and monitoring of standards. Knowledge and insight of legislation and policies, relevant to current nursing practice within the public sector. Good organisational, interpersonal, leadership, decision-making and conflict resolution skills. Basic computer skills.
<u>DUTIES</u>	:	Key result areas/outputs: Effective and efficient coordination of required nursing care which is compliant with the standards set by the service and professional framework. Participate in management and utilise physical, financial and Human Resources to fulfil operational and developmental functions in accordance with legislation and policies. Manage stock and equipment in accordance with legislation and policies. Participate in health promotion and illness prevention initiatives and contribute to their evaluation. Maintain and promote ethical standards and the core values of the department. Ensure that participation in research related activities are evident in the practice.
<u>ENQUIRIES</u>	:	Ms H Human, tel. no. (044) 203-7203
<u>APPLICATIONS</u>	:	The District Manager: Garden Route District Office, Private Bag X6592, George, 6530.
<u>FOR ATTENTION</u>	:	Ms S Pienaar
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>CLOSING DATE</u>	:	28 June 2019
<u>POST 20/132</u>	:	<u>CLINICAL PROGRAMME COORDINATOR (NURSING TRAINING)</u> (One-Year Contract) West Coast District
<u>SALARY</u>	:	R444 276 (PN-A5) per annum 37% in lieu of service benefits
<u>CENTRE</u>	:	West Coast District (Station at Saldanha Bay Sub –district Office)
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic R425 qualification (diploma/degree) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. (This dispensation is only applicable for posts of Clinical Programme Coordinator where it is an inherent requirement of the job, incumbent to maintain registration with the SANC). Registration with the professional council: Current registration with SANC as a Professional Nurse. Experience: A minimum of 7 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Inherent requirement of the job: Valid (Code B/EB Manual) driver's licence and willingness to travel in the district or as required. Competencies (knowledge/skills): Good interpersonal relations, leadership and communication skills (verbal and written) in at least two of the three official languages of the Western Cape. Ability to interpret and apply policies as well as analyses of Health System Information. Knowledge of development and analysis of protocols and guidelines, Acts and procedures. Project management skills as well as good report writing skills and facilitation skills. Experience in community or Public Health Services and the management thereof. Experience and ability to

	transfer knowledge and skill in a group as well as individual setting. At least two years practical experience in training and facilitation will be an advantage. Computer literate (MS Word, Excel, PowerPoint).
<u>DUTIES</u>	: Manage the People development and training functions within the sub district by overall integrated planning, coordination and facilitation of nurse training programs and related allied health professionals. Coordinate and facilitate the development of learning opportunities for all nursing and professional allied health staff. Manage and lead the implementation of the informal nurse training programs. Facilitate and coordinate the clinical accompaniment/ mentorship programmes. Effective management and utilisation of allocated resources.
<u>ENQUIRIES</u>	: Ms NT Mkhwela Tel No: (022) 709-5067
<u>APPLICATIONS</u>	: The Manager: Medical Services, Saldanha Bay Sub-District, Private Bag X3, Vredenburg, 7380.
<u>FOR ATTENTION</u>	: Mr MZ Emandien
<u>NOTE</u>	: Shortlisted candidates may be requested to do a practical test during the interview. No payment of any kind is required when applying for this post.
<u>CLOSING DATE</u>	: 28 June 2019
<u>POST 20/133</u>	: <u>RADIOGRAPHER GRADE 1 TO 3 (ULTRA-SONOGRAPHER)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	: Grade1: R395 703 per annum Grade 2: R466 119 per annum Grade 3: R549 066 per annum
<u>CENTRE</u>	: Mitchell's Plain Hospital
<u>REQUIREMENTS</u>	: Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) in Radiography (Ultrasound). Registration with a professional council: Registration with the HPCSA as a Radiographer (Ultrasound). Experience: Grade 1: None after registration with the HPCSA in Radiography (Ultrasound) in respect of RSA qualified employees. One-year relevant experience after registration with the HPCSA in Radiography (Ultrasound) in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Grade 2: Minimum of 10 years' relevant experience after registration with the HPCSA in Radiography (Ultrasound) in respect of RSA qualified employees. Minimum of 11 years' relevant experience after registration with the HPCSA in Radiography (Ultrasound) in respect of foreign qualified employees of whom it is not required to perform Community Service as required in South Africa. Grade 3: Minimum of 20 years' relevant experience after registration with the HPCSA in Radiography (Ultrasound) in respect of RSA qualified employees. Minimum of 21 years' relevant experience after registration with the HPCSA in Radiography (Ultrasound) in respect of foreign qualified employees of whom it is not required to perform Community Service as required in South Africa. Inherent requirement of the job: Physically able to perform the duties required. Competencies (knowledge/skills): Thorough knowledge of ultrasonography techniques and protocols. Ability to work independently and in a team. Ability to communicate (written and verbal) in at least two of the three official languages of the Western Cape. Good interpersonal communication, decision-making and conflict Management skills. Computer literacy (MS Word, PowerPoint and Excel). Comprehension knowledge of radiation protection and sonography equipment safety. Ultrasound scanning experience and ability to work independently.
<u>DUTIES</u>	: (key result areas/outputs): Responsible for the smooth running of the department and professional service to patients. General care of patients and safety of patients. Produce images of high standards. Responsible for quality assurance in the ultrasound department. Maintain case records and statistics. Participate in CPD training programmes.
<u>ENQUIRIES</u>	: Ms C King, tel. no. (021) 377-4773
<u>APPLICATIONS</u>	: The Chief Executive Officer: Mitchells Plain Hospital, Private Bag X9, Mitchells Plain, 7789.
<u>FOR ATTENTION</u>	: Ms CC Johnson
<u>NOTE</u>	: No payment of any kind is required when applying for this post. Candidates, who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with the relevant council and proof of payment of the prescribed registration fees to the relevant council are

		submitted with their job application / on appointment. Please note that the afore-said concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (this includes individuals who must apply for change in registration status).'
<u>CLOSING DATE</u>	:	21 June 2019
<u>POST 20/134</u>	:	<u>PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: TRAUMA AND EMERGENCY)</u> Garden Route District
<u>SALARY</u>	:	Grade 1: R383 226 (PN-B1) per annum Grade 2: R471 333 (PN-B2) per annum (Plus a non-pensionable rural allowance of 8 % of basic annual salary)
<u>CENTRE REQUIREMENTS</u>	:	Oudshoorn 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 a 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 in Critical Care Nursing: Trauma and Emergency or Medical and Surgical Nursing Science in Critical Care Nursing: General. Registration with a professional council: Registration with the SANC as Professional Nurse and proof of current registration (i.e. annual licensing receipt of 2019/2020). 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 in the specific speciality after obtaining the 1-year post-basic nursing qualification with the SANC as mentioned above. Inherent requirement of the job: Willingness to work shifts and after-hours (weekends, public holidays and night duty). Competencies (knowledge/skills): Good written and verbal communication skills in at least two of the three official languages of the Western Cape. Knowledge of policies and legislation regarding Trauma/Emergency/Critical Care Services and the ability to implement it. Leadership and interpersonal skills. Computer skills.
<u>DUTIES</u>	:	Key result areas/outputs: Provide and supervise holistic Institutional nursing care regarding the identification of nursing care needs, the planning and implementation of nursing care plans. Direct and educate members of the multi-disciplinary team regarding nursing programs and regulate/co-ordinate the execution of the program in conjunction with the unit manager. Ensure overall quality of the nursing care is facilitated cost effectively, efficiently and equitably whilst at the same time ensuring compliance to the requirements of professional and ethical practice. Maintain professional growth/ethical standards and self-development, compliance to professional, legal and ethical regulations governing nursing practice.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms H Human, tel. no. (044) 203-7203 The District Manager: Garden Route District Office, Private Bag X 6592, George, 6530.
<u>FOR ATTENTION NOTE</u>	:	Ms S Pienaar No payment of any kind is 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 without the required post-basic qualifications can only be appointed if no suitable candidates with the required educational qualifications could not be found. "Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted with their job application/on appointment. This concession is only applicable on health professionals 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)".
<u>CLOSING DATE</u>	:	28 June 2019

<u>POST 20/135</u>	:	<u>PHARMACIST INTERN (CONTRACT POST)</u>
<u>SALARY</u>	:	R350 817 per annum
<u>CENTRE</u>	:	Groote Schuur Hospital, Tygerberg Hospital, Red Cross War Memorial Children's Hospital, Worcester Regional Hospital, George Hospital, Stellenbosch Hospital, Eerste River Hospital, Karl Bremer Hospital, Victoria Hospital, Khayelitsha Hospital, Kraaifontein CHC, Lady Michaelis CHC, Vanguard CHC, Mitchells Plain CHC, Bishop Lavis CHC
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior Certificate (or equivalent). University academic record for the 3 years of study. Registration with a professional council: Registration with a Professional Council (SAPC) as a Pharmacist student. Inherent requirement of the job. Registration with SAPC as a Pharmacist Intern by 1 January 2020. Competencies (knowledge/skills): Knowledge of and ability to comply with applicable legislation. National and Provincial Health Policies, Pharmacy Acts and Laws. Ability to work accurately under pressure and maintain a high standard of professionalism. Good interpersonal and communication skills. Computer literacy. Ability to communicate effectively (verbal and written) in at least two of the three official languages of the Western Cape.
<u>DUTIES</u>	:	Under the supervision of a Pharmacist/ Tutor. Leadership by demonstrating initiative in addressing problems. Provision of Pharmaceutical Care, including prescription evaluation, dispensing of medication and provision of information to ensure patient compliance and therapeutic success. Effective medicine supply management to ensure the safe and reliable procurement, storage, control and distribution of quality pharmaceuticals. Adherence to policies, procedures and expenditure control. Assist with the training, education and development of pharmacy staff and other health workers, and promotion of Public health. Quality Management by demonstrating compliance with National Core Standards, Occupational Health and amp; Safety control and good Pharmacy practices.
<u>ENQUIRIES</u>	:	Ms D Frieslaar Tel No: (021) 483 6197
<u>APPLICATIONS</u>	:	www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	All applicants are to submit a comprehensive CV with referral letters from 3 referees and a covering letter clearly stating a minimum of 5 institutions in the order of preference posts as advertised. If the applicant does not select 5 institutions their application will not be considered. Certified copies of Matric Certificate, Identity Document, University academic record for the 3 years of study and South African Pharmacy Council (SAPC) student registration certificate. All short listed candidates will undergo a technical competency test. The relevant clause regarding the first time registration does not appear in the relevant advert. "Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted with their job application / on appointment. This concession is only applicable on health professionals 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)."
<u>CLOSING DATE</u>	:	21 June 2019
<u>POST 20/136</u>	:	<u>RADIOGRAPHER (DIAGNOSTIC)</u> Overberg District
<u>SALARY</u>	:	Grade 1: R 317 976 per annum, Grade 2: R 372 810 per annum, Grade 3: R 439 164 per annum
<u>CENTRE</u>	:	Caledon Hospital, Theewaterskloof Sub-district
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate qualification that allows for registration with the Health Professions Council of South Africa (HPCSA) as a Radiographer in Diagnostic Radiography. Registration with a professional council: Registration with the HPCSA as a Diagnostics Radiographer. Experience: Grade 1: None after registration with the HPCSA in the relevant profession (where applicable) in respect of RSA qualified employees. 1-year relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South

Africa. **Grade 2:** A minimum of 10 years' relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of SA qualified employees. A Minimum of 11 years' relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 3:** A minimum of 20 years' relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of SA qualified employees. A minimum of 21 years' relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Inherent requirements of the job: Work shifts, weekend when required and be on call in the Sub-district. Do relief work at Grabouw CHC when required. Render after hour radiography services at Caledon hospital and Grabouw CHC as per notice when required. Competencies (knowledge/skills): Knowledge of protocols, radiation protection, quality assurance and equipment safety. Ability to communicate in at least two of the three official languages of the Western Cape (written and verbal). Computer literacy (MS Windows, Word, Excel and PowerPoint). Good interpersonal skills and perform effectively as part of a multidisciplinary team. Knowledge of Patient Archiving and Communication Systems and Radiology Information Systems.

DUTIES : (key result areas/outputs): Produce diagnostic images of high quality. Perform quality assurance procedures. Accurate record keeping of patients' information. Record radiation exposures and radiation doses. Complete patients' records for billing. Complete record of all incidents. Keep accurate records. Participate in continuing professional development activities. Optimal use and care of stock and equipment.

ENQUIRIES : Dr MS Rambiyana Tel No: (028) 212-1070
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. Candidates, who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted with their job application / on appointment. Please note that the afore-said concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (this includes individuals who must apply for change in registration status).

CLOSING DATE : 21 June 2019

POST 20/137 : **SENIOR PERSONNEL PRACTITIONER (RECRUITMENT AND SELECTION)**

SALARY : R316 791 per annum
CENTRE : Head Office, Cape Town
REQUIREMENTS : Minimum educational qualification: Appropriate National Diploma/Degree in Human Resources/Public Administration/Commerce. Experience: Appropriate experience in Recruitment and Selection. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Knowledge and experience of PERSAL. Skills in MS Office (Word/Excel / PowerPoint, etc). Good organisational skills. Good analytical skills. Advanced writing skills.

DUTIES : (key result areas/outputs): Render an effective and efficient advisory support service with regard to Recruitment and Selection. Implement and maintain the Online Recruitment and Selection system within the Department of Health. Provide effective Human Resource representation during the Recruitment and Selection processes for SMS and salary levels 1 – 12 posts. Draft submissions for the filling of all posts including cabinet submissions for SMS posts. Scrutinise motivations and accompanying documentation. Identify areas of need and implement training programmes and information sessions on existing and new policies and prescripts. Supervision of staff. Provide assistance and advise in respect of conciliation/arbitration. Investigate grievances in respect of Recruitment and Selection.

ENQUIRIES : Ms C Dawood Tel No: (021) 483-5426

<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a practical/competency test.
<u>CLOSING DATE</u>	:	21 June 2019
<u>POST 20/138</u>	:	<u>COMMUNITY LIAISON OFFICER</u> Cape Winelands District
<u>SALARY</u>	:	R316 791 per annum
<u>CENTRE</u>	:	Cape Winelands District Office
<u>REQUIREMENTS</u>	:	Minimum educational qualification: An appropriate three-year National Diploma or Degree. Experience: Appropriate experience with community development, project management or NPO sector. Inherent requirement of the job: Valid (Code B/EB) Driver's licence and willingness to travel. Competencies (knowledge/skills): Good written and verbal communication skills in at least two of the three official languages of the Western Cape. Good coordination skills, project management skills, training skills and computer literacy. Ability to work both as part of a team and independently. Good communication and presentation skills.
<u>DUTIES</u>	:	Overall co-ordination and monitoring of the on-going activities within communities and community structures within the Cape Winelands district. Engaging with all relevant stakeholders to ensure the realisation of Western Cape Government Health's Vision and Mission regarding community involvement and participation. Facilitate community dialogues. Consolidate and prepare reports. Support and assist with establishing and implementation of clinic committees.
<u>ENQUIRIES</u>	:	Ms H Liebenberg Tel No: (023) 348-8118
<u>APPLICATIONS</u>	:	www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>CLOSING DATE</u>	:	21 June 2019
<u>POST 20/139</u>	:	<u>ARTISAN PRODUCTION GRADE A TO C (MECHANICAL)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	Grade A: R190 653 per annum Grade B: R224 574 per annum Grade C: R262 176 per annum
<u>CENTRE</u>	:	Eerste River Hospital
<u>REQUIREMENTS</u>	:	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: Physically able to perform the duties required. Valid (Code B/EB) driver's licence. Perform standby duties and attend to emergency breakdowns after-hours. Competencies (knowledge/skills): Conversant with the requirements of the Machinery and Safety Act (Act 85 of 1993). Ability to communicate (written and verbal) in at least two of the three official languages of the Western Cape. Appropriate experience in compressors, autoclaves, air-conditioning and refrigeration systems. Supervisory experience including People and Financial Management. Problem-solving and analysis skills. Computer literacy (MS Word and Excel).
<u>DUTIES</u>	:	(key result areas/outputs): Repairs, Maintenance and Fault finding of mechanical, air-conditioning, electrical installations, plumbing and equipment. Assist with the procurement and exercise control over workshop tools and materials. Manage and supervise work schedules for the division and supervising and training of staff. Manage and assist with the execution of maintenance projects/repairs. Collect, log and track repair requisitions and keep record of all repairs and perform the necessary administrative functions. Liaise with Engineering workshops such as Karl Bremer, Lenteguur and Zwaanswyk. Liaise with service providers and agents to manage quotations and maintenance. Render assistance to management with regards to all functions (including administrative duties) of the division and give feedback to management on service and maintenance issues.
<u>ENQUIRIES</u>	:	Mr GW Moses Tel No: (021) 831-0200
<u>APPLICATIONS</u>	:	The Chief Executive Officer: Eerste River Hospital, Private Bag X 5, Eerste River, 7100.
<u>FOR ATTENTION</u>	:	Ms N Wege

<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a competency test
<u>CLOSING DATE</u>	:	28 June 2019
<u>POST 20/140</u>	:	<u>ADMINISTRATION CLERK: ADMISSIONS (REGISTRY) (X10 POSTS)</u> Overberg District
<u>SALARY</u>	:	R173 703 per annum
<u>CENTRE</u>	:	Grabouw Community Health Centre (X7 posts) Caledon Hospital, Theewaterskloof Sub-district (X2 posts) Bredasdorp Community Day Centre (X1 post)
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate administration experience. Inherent requirements of the job: Must be able to work 24 hour shifts (including night duty, weekends and public holidays). Willingness to work overtime on short notice. Competencies (knowledge/skills): Computer literacy (MS Windows: Word and Excel). Administrative duties. Knowledge of record keeping/archive procedures. Ability to communicate in at least two of the three official languages of the Western Cape. Ability to accept accountability and responsibility and to work independently and unsupervised.
<u>DUTIES</u>	:	(key result areas/outputs): Admission of patients, maintain patient appointments and schedule appointments for patients. Record keeping, filing and retrieving of folders, tracing of old folders and compiling of new folders, archiving and destruction of folders. Complete registration, accounts in respect of arrears, fees and transport. Collate patient statistics and reconciliation with Para-medical department records. Responsible for handling telephonic and personal enquiries. Effective support to supervisor and colleagues.
<u>ENQUIRIES</u>	:	Ms N Peton Tel No: (028) 212-1070 (Grabouw CDC), Ms Z Boshoff, Tel No: (028) 212-1070 (Caledon Hospital)
<u>APPLICATIONS FOR ATTENTION</u>	:	The District Director: Overberg District Office, Private Bag X07, Caledon, 7230.
<u>NOTE</u>	:	Ms A Brits
<u>CLOSING DATE</u>	:	No payment of any kind is required when applying for this post.
<u>POST 20/141</u>	:	28 June 2019
<u>POST 20/141</u>	:	<u>HANDYMAN</u> Garden Route District
<u>SALARY</u>	:	R145 281 per annum
<u>CENTRE</u>	:	Mossel Bay Hospital
<u>REQUIREMENTS</u>	:	Minimum requirement: Basic literacy and numeracy. Experience: Appropriate carpentry experience. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Willingness to work overtime and do standby duties. Must be physically able to perform duties required. Competencies (knowledge/skills): Ability to function independently, plan ahead (pro-active) and work in a team. Ability to adhere to safety standards. Ability to handle conflict and problem-solving situations.
<u>DUTIES</u>	:	Key result areas/outputs: Assist with repairs and installation of objects, emergency breakdowns, supervise and in- service training of co-workers. Maintain and repair equipment, repair of plant equipment, furniture, fixtures and fittings mechanical. Assist in preventive maintenance procedures, including autoclave, and water tanks. Basic welding repairs and installations. Obtain quotations, order and control of materials as needed to complete requisitions. Strict adherence to the Occupational Health and Safety Act.
<u>ENQUIRIES</u>	:	Mr PL van Niekerk, tel. no. (044) 604-6116
<u>APPLICATIONS FOR ATTENTION</u>	:	The District Manager: Garden Route District Office, Private Bag X6592, George, 6530.
<u>NOTE</u>	:	Ms S Pienaar
<u>CLOSING DATE</u>	:	No payment of any kind is required when applying for this post. A practical test may be conducted during the interview process.
<u>POST 20/142</u>	:	28 June 2019
<u>POST 20/142</u>	:	<u>STERILISATION OPERATOR PRODUCTION (CSSD)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R122 595 per annum
<u>CENTRE</u>	:	Karl Bremer Hospital

<u>REQUIREMENTS</u>	:	Minimum requirement: General Education and Training Certificate (GETC)/Grade 9 (Std 7). Experience: Appropriate experience in the CSSD environment. Inherent requirement of the job: Willingness to work shifts, weekends, public holidays and night duty and be rotated. Competencies (knowledge/skills): Ability to communicate effectively (verbal and written) in at least two of the three official languages of the Western Cape. Good interpersonal relations skills. Ability to work in a co-operative way within a team context. Basic understanding of disinfection, decontamination and sterilisation. Basic knowledge of theatre instruments and linen.
<u>DUTIES</u>	:	(key result areas/outputs): Collect and deliver soiled and clean linen and packs to and from theatre and wards. Effective application of sterilisation processes and techniques and promote/adhere to infection control as well as health and safety regulations. Decontaminate, pack and sterilise of instruments, linen and supplies. Assist with cleaning and testing of sterilisation equipment, washing machines and autoclaves. Maintain equipment in an optimum working condition. Cost effective utilisation of resources. Monitor, control and maintain adequate stock levels. Report and assist with investigation of lost instruments/equipment. Support to the supervisor and team members
<u>ENQUIRIES</u>	:	Ms ET Linden-Mars, tel. no. (021) 918-1386
<u>APPLICATIONS</u>	:	The Manager Medical Services, Karl Bremer Hospital, Private Bag XX1, Bellville, 7535.
<u>FOR ATTENTION</u>	:	Ms A Dyers
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>CLOSING DATE</u>	:	28 June 2019
<u>POST 20/143</u>	:	<u>DRIVER (LIGHT DUTY VEHICLE)</u> Overberg District Office
<u>SALARY</u>	:	R102 534 per annum
<u>CENTRE</u>	:	Caledon Hospital
<u>REQUIREMENTS</u>	:	Minimum requirement: Basic literacy and numeracy skills. Experience: Appropriate driving experience. Inherent requirements of the job: Willingness to be on standby and work overtime. Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Knowledge of Transport Regulations, routine maintenance and inspections for defects on vehicles and Circular no4 of 2000. Ability to communicate effectively in at least two of the three official languages of the Western Cape. Ability to accept accountability, responsibility, to work independently and unsupervised. Ability to read and understand road directions and traffic signs. Knowledge of routine, maintenance, Inspections for defects on vehicles. Ability to accept minor routine maintenance.
<u>DUTIES</u>	:	(key result areas/outputs): Daily transport collection and delivery of goods, services, clients and personnel, from one point to another. Adhere to departmental codes and procedures by ensuring accurate and detailed completion of logbooks, trip authorities and any other administrative duties associated with driving, deliveries and collections. Conduct routine maintenance, inspection of vehicles and timely reporting of defects. Ensure that all vehicles are kept clean and tidy. Perform minor maintenance duties when required.
<u>ENQUIRIES</u>	:	Ms N Fudu, tel. no. (028) 212-1070
<u>APPLICATIONS</u>	:	The District Director: Overberg District Office, Private Bag X07, Caledon Hospital, 7230.
<u>FOR ATTENTION</u>	:	Ms A Brits
<u>NOTE</u>	:	No payment of any kind is required when applying for this post
<u>CLOSING DATE</u>	:	28 June 2019
<u>POST 20/144</u>	:	<u>LAUNDRY AID</u> West Coast District
<u>SALARY</u>	:	R102 534 per annum
<u>CENTRE</u>	:	Clanwilliam Hospital, Cederberg Sub-district
<u>REQUIREMENTS</u>	:	Minimum requirement: Basic numeracy and literacy. Experience: Appropriate Hospital/Clinic or other Health Facility laundry experience. Competencies (knowledge/skills): Ability to work with heavy duty Laundry/cleaning equipment. Basic knowledge of infection control and safety procedures of a Laundry/Hospital environment. Basic knowledge in the correct methods of handling, sorting and counting of linen. Basic knowledge in washing and

DUTIES

sluicing of linen. Ability to communicate effectively in at least two of the three official languages of the Western Cape. Must be able to count well.

: Key result areas/outputs: Accurate recording of all incoming and outgoing linen on a daily basis to hospital, clinics and EMS services. Correct handling, receiving and dispatch of soiled and clean linen to the wards and clinic according to internal protocol and infection control measures. Cleaning of laundry and laundry equipment on a daily basis. Follow and adhere to Health and Safety Regulations. Render a support service to supervisor.

ENQUIRIES

: Ms R van den Berg, tel. no. (027) 482-2166

APPLICATIONS

: The Manager: Medical Services, Clanwilliam Hospital, PO Box 113, Clanwilliam, 8135.

FOR ATTENTION

: Ms TJ Fredericks

NOTE

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

CLOSING DATE

: 28 June 2019