



the dpsa

Department:
Public Service and Administration
REPUBLIC OF SOUTH AFRICA

PUBLIC SERVICE VACANCY CIRCULAR

PUBLICATION NO 25 OF 2019

DATE ISSUED: 12 JULY 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.

AMENDMENTS

DEPARTMENT OF HIGHER EDUCATION AND TRAINING (UMFOLOZI TVET COLLEGE): Kindly note that the post of Assistant Risk Officer with Ref No: 2019/055 advertised in Public Service Vacancy Circular 22 dated 21 June 2019 has been withdrawn, Sorry for the inconvenience. **DEPARTMENT OF PUBLIC WORKS:** Kindly note that the post of Assistant Administration Officer: Movable Assets Management with Ref No: 2019/163 (X1 Post), Centre: Port Elizabeth Regional Office advertised in Public Service Vacancy Circular 23 dated 28 June 2019 has been advertised with the wrong salary of R163 563, the correct salary is R173 703 and the post of Cleaner: Facilities Management with Ref No: 165 A-F (X7 Posts) has been advertised with incorrect Centre and the correct Centre is Polokwane Regional and the post of Office, Director, Portfolio Performance and Monitoring with Ref No 2016/169 has been advertised with incorrect Centre, the correct Centre is Head Office (Pretoria) and the post of State Accountant: Billing and Revenue with Ref No 2019/173 has been withdrawn. **GAUTENG DEPARTMENT OF SOCAIL DEVELOPMENT:** Kindly note that the post of Assistant Director: Information and Knowledge Management Systems with Ref No: SD/2019/07/03 advertised in Public Service Vacancy Circular 24 dated 19 July 2019, the duties and requirements of the post has been amended as follows: **REQUIREMENTS:** A relevant Degree with 3 years' experience or National Diploma in Information Technology related qualification. 3-5 years' experience in ICT environment. Knowledge on ArcGIS, will be an added advantage. A valid drivers' license. Skills and

Competencies: Knowledge and understanding of legislative framework governing the Public Service in ICT environment. Knowledge and understanding of Geographic Information System (GIS). **DUTIES:** Assist in the collation of data sets from business units including all relevant role players within the Social Sector. Providing quality assurance of packaged data. Monitoring the Departmental Information repositories. Assisting in maintaining Departmental databases. Supervising the mapping and geocoding process. Assisting in the creation of maps as per downloaded points. Assist in the analysis of spatial reports for business units. Assist in the development and implementation of Information and Knowledge Management strategy, policies and standards. Coordinating information and knowledge in line with best practices. Coordinating awareness sessions on information and knowledge management.

**INDEX
NATIONAL DEPARTMENTS**

NATIONAL DEPARTMENTS	ANNEXURE	PAGES
AGRICULTURE LAND REFORM AND RURAL DEVELOPMENT	A	04 - 12
DEFENCE	B	13 - 25
ENVIRONMENTAL AFFAIRS	C	26
GOVERNMENT COMMUNICATIONS AND INFORMATION SYSTEM	D	27 - 28
GOVERNMENT PENSIONS ADMINISTRATION AGENCY	E	29 - 33
GOVERNMENT PRINTING WORKS	F	34 - 35
LABOUR	G	36 - 38
NATIONAL TREASURY	H	39
OFFICE OF THE CHIEF JUSTICE	I	40 - 41
OFFICE OF THE PUBLIC SERVICE COMMISSION	J	42 - 43
PUBLIC ENTERPRISES	K	44 - 45
WATER AND SANITATION	L	46 - 59

PROVINCIAL ADMINISTRATIONS

PROVINCIAL ADMINISTRATION	ANNEXURE	PAGES
GAUTENG	M	60 - 120
KWAZULU NATAL	N	121 - 137
WESTERN CAPE	O	138 - 168

DEPARTMENT OF AGRICULTURE, LAND REFORM AND RURAL DEVELOPMENT
DALRRD is an equal opportunity and affirmative action employer. It is our intention to promote representivity in DALRRD through the filling of posts. We reserve the right not to fill a position.

<u>CLOSING DATE</u>	:	26 July 2019 at 16:00
<u>NOTE</u>	:	DALRRD 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 DALRRD. 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 25/01</u>	:	<u>DEPUTY SURVEYOR GENERAL REF NO: 3/2/1/2019/250</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 REQUIREMENTS</u>	:	Mpumalanga (Nelspruit) 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 license.
<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** : Ms B Mathulwe Tel No: (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 25/02** : **SENIOR LAND REFORM ADVISOR REF NO: 3/2/1/2019/252**
Directorate: Strategic Institutional Partnerships
- SALARY** : R869 007 per annum (Level 12) (All inclusive package to be structured in accordance with the rules for MMS)
- CENTRE** : Pretoria
- REQUIREMENTS** : Bachelor's Degree in Law. 3 – 5 years' legal experience litigations, legal opinion and drafting of contracts. Job related knowledge: Relevant prescripts, Legal research methodology, Constitutional Law, Legislation on state land and other relevant prescripts. Job related skills: Oral and written English, Report writing, Analytical, Computer literacy (MS Word, Excel, PowerPoint, Project), Communication, Problem solving and decision making, Consultation, Planning and organising, Interpersonal relations, Financial Management. Willing to travel and work irregular hours. A valid driver's license. Ability to work in a team as well as independently.
- DUTIES** : Manage, draft and edit tripartite and service level agreements. Receiving legal instructions from strategic partners, clients and stakeholders. Conduct legal research to provide advice on the drafted agreement. Consult clients, stakeholders and strategic partners on drafting and editing agreements. Analyse and edit legal drafted agreements. Monitor and evaluate current standard legal agreements. Provide legal advice on recapitalisation agreements, land acquisition transactions. Receiving legal instructions from strategic partners, internal clients and stakeholders. Conduct legal research to

provide advice on the legal process agreement. Consult clients, stakeholders and strategic partners on legal opinion to be provided. Analyse and formulate a legal opinion. Provide legal reports and submissions. Monitor and quality assure Recapitalisation and Development Programme agreements for legal compliance. Determine the life span of the lease agreement. Determine the applicant of the recapitalisation programme is the actual lease as reflected in the lease agreement, if not authorisation granted by the Department. Provide recommendations to National Land Acquisition Control Committee or return for non-compliance. Provide litigation support in the Branch. Draft referral. Issue notice of instruction to appoint State Attorney. Attend courts. Attend pre-trials. Serve referrals on interested parties. File the notice of referrals. Facilitate the implementation of court orders.

- ENQUIRIES APPLICATIONS** : Ms G Mosito Tel No: (012) 312 8571
 : 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** : Coloured, Indian and White males and African, Coloured, Indian and White females and Persons with disabilities are encouraged to apply.
- POST 25/03** : **DEPUTY DIRECTOR: RURAL ENTERPRISE AND INDUSTRIAL DEVELOPMENT REF NO: 3/2/1/2019/253**
 Directorate: Rural enterprise and industrial development
- SALARY** : R733 257 per annum (Level 11) (All inclusive package to be structured in accordance with the rules for MMS)
- CENTRE REQUIREMENTS** : North West
 : Bachelor Degree/National Diploma in Social Sciences/Economics/Development Studies/Public Administration. 3 - 5 years' in the middle management environment. Job related knowledge: Comprehensive Rural Development Programme (CRDP), Enterprise Development, Research Management, Local and Provincial Government, Understand and interpret strategic documents. Job related skills: Communication (verbal and written), Negotiation, Marketing networking, Strategic Management and leadership, Project Management, Team Management, Presentation, Conflict Management, Budgeting and Financial Management. A valid driver's license and willingness to travel.
- DUTIES** : Reduce household poverty in accordance with CRDP. Identify wards for household profiling. Mobilise resources for household profiling. Conduct household profiling. Analyse household profiling reports. Present household profiling reports to stakeholders. Facilitate the development of rural enterprise and industries. Attend local and District Intergovernmental Relations Forum (IGR) forums to present Departmental programmes. Identify potential enterprises to be supported by the Department and aligned to the mandate. Compile submissions for approval by committees. Facilitate establishment and support of primary cooperatives. Identify organised rural people. Conduct cooperative workshops. Register cooperatives. Organise relevant trainings for cooperatives. Facilitate organisation of Primary Cooperatives into Secondary and Tertiary Cooperatives and provide support. Organise Primary Cooperatives to register Secondary Cooperatives. Promote rural businesses development and facilitate rural development financing. Organise financial institutions to assist in co-funding the rural enterprises. Coordinate the implantation of the Agriparks Programme and Districts. Ensure that the District committees are operational. Align District plans to the Agriparks Programme. Identify projects aligned to the Agriparks Programme. Manage the implementation of Agriparks. Coordinate the identification of one household one hectare projects and provide support. Identify one household one hectare sites. Conduct household profiling. Present submissions for approval. Manage implementation of the projects.
- ENQUIRIES APPLICATIONS** : Mr K Sebitlele Tel No: (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 African, Coloured, Indian and White females and Persons with disabilities are encouraged to apply.

POST 25/04 : **DEPUTY DIRECTOR: RURAL ENTERPRISE AND INDUSTRIAL DEVELOPMENT REF NO: 3/2/1/2019/254**
Directorate: Rural Enterprise and Industrial Development
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 : KwaZulu-Natal (Richards Bay District)
Bachelor Degree/National Diploma in Agriculture/Economics/Business Management or Development Studies. 3 - 5 years' in the middle management environment. Job related knowledge: Comprehensive Rural Development Programme (CRDP), Enterprise Development, Research Management, Local and Provincial Government, Understand and interpret strategic documents. Job related skills: Communication (verbal and written), Negotiation, Marketing networking, Strategic Management and leadership, Project Management, Team Management, Presentation, Conflict Management, Budgeting and Financial Management. A valid driver's license and willingness to travel.

DUTIES : Reduce household poverty in accordance with CRDP. Identify wards for household profiling. Mobilise resources for household profiling. Conduct household profiling. Analyse household profiling reports. Present household profiling reports to stakeholders. Facilitate the development of rural enterprise and industries. Attend local and District Intergovernmental Relations (IGR) forums to present Departmental programmes. Identify potential enterprises to be supported by the Department and aligned to the mandate. Compile submissions for approval by committees. Facilitate establishment and support of primary cooperatives. Identify organised rural people. Conduct cooperative workshops. Register cooperatives. Organise relevant trainings for cooperatives. Facilitate organisation of Primary Cooperatives into Secondary and Tertiary Cooperatives and provide support. Organise Primary Cooperatives to register Secondary Cooperatives. Promote rural businesses development and facilitate rural development financing. Organise financial institutions to assist in co-funding the rural enterprises. Coordinate the implantation of the Agriparks Programme and Districts. Ensure that the District committees are operational. Align District plans to the Agriparks Programme. Identify projects aligned to the Agriparks Programme. Manage the implementation of Agriparks. Coordinate the identification of one household one hectare projects and provide support. Identify one household one hectare sites. Conduct household profiling. Present submissions for approval. Manage implementation of the projects.

ENQUIRIES APPLICATIONS : Ms T Sikhosana Tel No: (033) 264 9500
can be submitted by post Private Bag X9132, Pietermaritzburg, 3200 or hand it delivered to: 1st Floor, 270 Jabu Ndlovu Street, Pietermaritzburg, 3200.

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

POST 25/05 : **DEPUTY DIRECTOR: RURAL ENTERPRISE AND INDUSTRIAL DEVELOPMENT REF NO: 3/2/1/2019/255 (X2 POSTS)**
Directorate: Rural Enterprise and Industrial Development

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

CENTRE REQUIREMENTS : Free State (Motho/Xhariep District)
Bachelor Degree/National Diploma in Social Sciences/Economics/Development Studies/Public Administration. 3 - 5 years' in the middle management environment. Job related knowledge: Comprehensive Rural Development Programme (CRDP), Enterprise Development, Research Management, Local and Provincial Government, Understand and interpret strategic documents. Job related skills: Communication (verbal and written), Negotiation, Marketing networking, Strategic Management and leadership, Project Management, Team Management, Presentation, Conflict Management, Budgeting and Financial Management. A valid driver's license and willingness to travel.

DUTIES : Reduce household poverty in accordance with CRDP. Identify wards for household profiling. Mobilise resources for household profiling. Conduct household profiling. Analyse household profiling reports. Present household

profiling reports to stakeholders. Facilitate the development of rural enterprise and industries. Attend local and District Intergovernmental Relations (IGR) forums to present Departmental programmes. Identify potential enterprises to be supported by the Department and aligned to the mandate. Compile submissions for approval by committees. Facilitate establishment and support of primary cooperatives. Identify organised rural people. Conduct cooperative workshops. Register cooperatives. Organise relevant trainings for cooperatives. Facilitate organisation of Primary Cooperatives into Secondary and Tertiary Cooperatives and provide support. Organise Primary Cooperatives to register Secondary Cooperatives. Promote rural businesses development and facilitate rural development financing. Organise financial institutions to assist in co-funding the rural enterprises. Coordinate the implantation of the Agriparks Programme and Districts. Ensure that the District committees are operational. Align District plans to the Agriparks Programme. Identify projects aligned to the Agriparks Programme. Manage the implementation of Agriparks. Coordinate the identification of one household one hectare projects and provide support. Identify one household one hectare sites. Conduct household profiling. Present submissions for approval. Manage implementation of the projects.

**ENQUIRIES
APPLICATIONS**

: Mr E Mosia Tel No: (051) 400 4200
 : can also be submitted by post Private Bag X20803, Bloemfontein, 9300 or hand it delivered to: 136 Charlotte Maxeke Street, SA Building 2nd Floor, Bloemfontein, 9301.

NOTE

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

POST 25/06

: **PROFESSIONAL CONSTRUCTION PROJECT MANAGER REF NO: 3/2/1/2019/256**
 Directorate: Rural Infrastructure Development

**SALARY
CENTRE
REQUIREMENTS**

: R718 059 per annum (The salary is in accordance with the OSD)
 : Eastern Cape (Amathole/Buffalo City District)
 : Honours Degree in the Built Environment field with a minimum of 3 years' experience. B-Tech (Built Environment field) with a minimum of 4 years' certified managerial experience. National Higher Diploma (Built Environment field) with a minimum of 4 years' and six months certified experience. Compulsory registration with South African Council for the Project and Construction Management Professions (SACPCMP) as a Professional Construction Project Manager on appointment. Job related knowledge: Programme and Project Management, Project principles and methodologies, Research and development, Computer aided engineering applications, Legal compliance, Technical report writing, creating high performance culture, Professional judgment. Job related skills: Decision making, Team leadership, Analytical, Creativity, Self-management, Financial Management, Customer focus and responsiveness, Communication, Computer Literacy, Planning and organising, Conflict Management, Problem solving, People management. A valid driver's license.

DUTIES

: Manage and co-ordinate all aspects of projects. Guide the project planning, implementation, monitoring, reporting and evaluation in line with project management methodology. Create and execute project work plans and revise as appropriate to meet changing needs and requirements. Identify resources needed and assign individual responsibilities. Manage day to day operational aspects of a project and scope. Effectively apply methodology and enforce project standard to minimise risk on projects. Manage human capital development. Ensure training and development of technicians, technologists and Candidate Engineers to promote skills/knowledge transfer and adherences to sound engineering principles and code of practice. Supervise the engineering work and processes. Administer performance management and development. Manage office administration tasks and budget planning. Provide inputs to other professionals with tender administration. Liaise and interact with service providers, client and management. Contribute to the human resources and related activities. Maintain record management systems and architectural library and utilise resources allocated effectively. Conduct research and development on new developments on new technologies and systems. Keep up with new technologies and procedure. Research/literature

- on new developments on project management methodologies. Liaise with relevant bodies/councils on project management.
- ENQUIRIES** : Ms A Magqabi Tel No: (043) 701 8127
- APPLICATIONS** : Applications can be submitted by post P.O.Box 1716, East London, 5201 or hand it delivered to: Moors Street, Ocean Terrace, Block H Quigney 1st Floor, East London, 5201.
- NOTE** : Coloured, Indian and White males and African, Coloured, Indian and White females and Persons with disabilities are encouraged to apply.
- POST 25/07** : **PROFESSIONAL ENGINEER (CIVIL) REF NO: 3/2/1/2019/257**
Directorate: Rural Infrastructure Development
- SALARY** : R718 059 per annum (The salary is in accordance with the OSD)
- CENTRE** : Eastern Cape (Chris Hani/Joe Gqabi District)
- REQUIREMENTS** : Engineering Degree (B Eng/BSC (Eng). Compulsory registration with Engineering Council of South Africa as a Professional Engineer. 3 years' post qualification engineering experience. Job related knowledge: Programme and Project Management, Engineering design and analysis, Research and Development, Computer aided engineering applications, Legal compliance, Technical report writing, Create high performance culture, Professional judgement, Networking. Job related skills: Decision making, Team leadership, Analytical, Creativity, Self-management, Financial Management, Customer focus and responsiveness, Communication, Computer literacy, Planning and organising, Conflict Management, Problem solving and analysis, People Management. A valid driver's license.
- DUTIES** : Design new system to solve practical engineering problems and improve efficiency and enhance safety. Plan, design, operate and maintain engineering projects. Develop cost effective solutions according to standards. Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology. Develop tender specifications. Ensure through evaluation that planning and design by others is done according to sound engineering principles and according to norms and standards also code of practice. Approve engineering works according to prescribed norms and standards. Human capital development. Ensure training and development of technicians, technologists and Candidate Engineers to promote skills/knowledge transfer and adherence to sound engineering principles and code of practice. Supervise the engineering work and processes. Administer performance management and development. Office administration and budget planning. Manage resources and prepare and consolidate inputs for the facilitation of resource utilisation. Ensure adherence to regulations and procedures for procurement and personnel administration. Monitor and control expenditure on projects. Report on expenditure and service delivery. Research and Development. Continuous professional development to keep up with new technologies and procedures. Research/Literature studies on engineering technology to improve expertise. Liaise with relevant bodies/councils on engineering related matters.
- ENQUIRIES** : Ms A Magqabi Tel No: (043) 701 8127
- APPLICATIONS** : Applications can be submitted by post P.O.Box 1716, East London, 5201 or hand it delivered to: Moors Street, Ocean Terrace, Block H Quigney 1st Floor, East London, 5201
- NOTE** : Coloured, Indian and White males and African, Coloured, Indian and White females and Persons with disabilities are encouraged to apply.
- POST 25/08** : **PROJECT COORDINATOR: SMALL BUSINESS DEVELOPMENT AND DEVELOPMENT FINANCE REF NO: 3/2/1/2019/258**
Directorate: Rural Enterprise and Industrial Development
This is a re-advertisement, applicants who applied must reapply
- SALARY** : R470 040 per annum (Level 10)
- CENTRE** : Free State (Lejwelputswa/Fezile Dabi District)
- REQUIREMENTS** : A Bachelor's Degree/National Diploma in Business Studies/Development Studies/Agricultural Economics. 3 - 5 years' experience in the field of cooperative development. Job related knowledge: Operational Planning, Human Resource Management, Financial Management, Supply Chain Management, Rural development techniques, Understanding of business

development, Strong leadership and managerial qualities, a good track record of working with communities. Job related skills: Communication (verbal and written), Negotiation, Marketing networking, Strategic Management and leadership, Project Management, Team Management, Presentation. A valid driver's license and willingness to travel.

DUTIES : Manage Small Business marketing and trade development. Facilitate market linkages. Manage Small Business research and technology development. Facilitate access to market intelligence and information and linkages to other stakeholders. Manage Small Business education and skills training. Provide skills development to Small Business and ensuring compliance to Small Businesses. Manage Small Business development finance. Facilitate access to finance for Small Businesses. Provide liaison with Districts and local Municipalities. Facilitate compliance with cooperative legislation and Policy. Identify, facilitate establishment and registration of Primary Cooperatives. Facilitate social cooperatives (burial societies, consumer and savings cooperatives). Provide skills development and support to cooperative. Receive referrals from knowledge unit.

ENQUIRIES : Ms K Mokoena Tel No: (057) 357 1734
APPLICATIONS : Applications can also be submitted by post Private Bag X20803, Bloemfontein, 9300 or hand it delivered to: 136 Charlotte Maxeke Street, SA Building 2nd Floor, Bloemfontein, 9301.

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

POST 25/09 : **PROJECT COORDINATOR: RECAPITALISATION REF NO: 3/2/1/2019/259**
 Directorate: Strategic Land Acquisition

SALARY : R470 040 per annum (Level 10)
CENTRE : Free State (Lejweleputswa/Fezile Dabi District)
REQUIREMENTS : Bachelor Degree/National Diploma in Agricultural Studies. Post Graduate Degree in Agriculture will be an added advantage. 3 - 5 years' relevant experience. Job related knowledge: Department's Policies, prescripts and practices pertaining to Comprehensive Rural Development Programmes (CRDP), Recapitalisation and Development Programmes (RADP), Land Reform Policies and other related legislation, Understanding of various commodities e.g. livestock, crop, vegetables, poultry and horticulture production, Understanding of sector needs and business requirements, Understanding of Government Development Policies e.g. National Development Plan, National Growth Path etc, Corporate Governance. Job related skills: Project Management, Conflict Management, Agricultural Development, Stakeholder Mobilisation, Analytical, Financial Management, Report writing and Computer Literacy. A valid driver's license. An initiative, self-driven individual willing to travel and work irregular hours.

DUTIES : Plan, implement, monitor and report on mechanisms of RADP projects in line with government priorities. Ensure the identification of farms in distress acquired since 1994 across all land reform programmes. Ensure the recruitment and appointment of relevant strategic partners. Ensure the provision of funding for implementation of projects. Facilitate the appraisal of business plans for recapitalisation and development. Create and maintenance of the RADP Provincial project database. Ensure the development and implementation of RADP related Policies, systems and procedures within the Province. Ensure the use of RADP systems and procedures. Conduct workshops with relevant stakeholders to familiarise them with developed systems and procedures. Ensure the population of reporting templates for information gathering. Ensure effective promotion of RADP and recruitment of strategic partners to advance Provincial priorities. Identification and mobilisation of relevant stakeholders to advance Commodity Value Chain Cluster priorities. Ensures the development of Cluster Value Chain Integrated Model. Facilitate the implementation of the Cluster Value Chain Integrated Model. Facilitate institutional partnership arrangements. Management of partnership arrangements. Provide timely strategic interventions.

ENQUIRIES : Ms K Esiang Tel No: (057) 357 1734
APPLICATIONS : Applications can also be submitted by post Private Bag X20803, Bloemfontein, 9300 or hand it delivered to: 136 Charlotte Maxeke Street, SA Building 2nd Floor, Bloemfontein, 9301.

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

POST 25/10 : **PROJECT COORDINATOR: LAND ACQUISITION REF NO: 3/2/1/2019/260**
Directorate: Strategic Land Acquisition

SALARY : R470 040 per annum (Level 10)
CENTRE : Free State (Lejweleputswa District)
REQUIREMENTS : Degree/National Diploma in Economics/Natural Sciences/Development Studies. 3 years' relevant experience. Understanding of value added development of communities. Job related knowledge: Understanding and interpretation of Budget Management, Project Management principles, Departmental land reform programmes, legislation and procedures. Job related skills: People Management, Negotiation, Performance Management, Conflict Resolution, Facilitation, Capacity Building, Map Reading, analysis and interpretation. A valid driver's license. Willingness to travel and work irregular hours.

DUTIES : Provide support to management of the Region and supervision to Senior Project Officers. Assess sub-ordinates' quarterly and annual performance. Coordinate Regional Project Implementation. Manage Regional Project database. Administer Regional application. Manage day to day operations of the Senior Project Officers. Check and correct submissions of Senior Project Officers prior to submission to the Regional Manager. Provide input into the operational plan of the Region/unit/District. Identify potential projects within area of responsibility to facilitate planning and budgeting. Acknowledge receipt of project files(s) from Regional Manager/Deputy Direct: Land Acquisition. Facilitate farm assessment/feasibility in conjunction with Department of Agriculture Forestry and Fisheries (DAFF), Gauteng Department of Agriculture and Rural Development (GDARD) and Municipalities (Stakeholders). Prepare presentation for the District Screening Committee for approval of Planning Funds. Conduct farm visits to locate the property and to confirm land claim status. Implement land acquisition project procedures within relevant Policy and programme guidelines, (Recapitalisation and Development Program (RADP) and Proactive Land Acquisition Strategy (PLAS). Facilitate the appointment of service providers to conduct relevant studies. Prepare submission for approval by relevant committees. Engage with internal and external stakeholders. Liaise with relevant role-players/stakeholders with regards to Land Acquisition projects support requirements. Provide feedback on land acquisition offers made by sellers. Respond to Presidential Hotline queries, Director-General Tasks as and when required. Facilitate project management support. Obtain approval of planning funds for implementation of projects. Develop Terms of Reference's for procurement of professional services in line with the Supply Chain Management process. Submits invoice for service rendered within stipulated timeframe.

ENQUIRIES : Ms K Esiang Tel No: (057) 357 1734
APPLICATIONS : Applications can also be submitted by post Private Bag X20803, Bloemfontein, 9300 or hand it delivered to: 136 Charlotte Maxeke Street, SA Building 2nd Floor, Bloemfontein, 9301.

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

POST 25/11 : **PROJECT COORDINATOR: LAND RIGHTS REF NO: 3/2/1/2019/261 (X2 POSTS)**
Directorate: Tenure Reform Implementation

SALARY : R470 040 per annum (Level 10)
CENTRE : Western Cape (Bredasdorp and Clanwilliam Office)
REQUIREMENTS : National Diploma or Bachelor Degree in Humanities/Social Science. 3 - 5 years' relevant working experience in Land Reform Environment. Job related knowledge: Land reform prescript and policies (Extension of Security of Tenure Act (ESTA), Land Tenure Act (LTA), Interim Protection of Informal Land Rights Act), Community dynamics, Interpretation of statuses, Departmental filing procedure. Job related skills: Presentation, Facilitation, Communication, Project Management, People Management, Analytical, Research, Interpersonal Relations, Report writing. A valid driver's licence. An

- initiate–self driven individual with the willingness to travel and work irregular hours.
- DUTIES** : Facilitate the implementation of Extension of Security of Tenure programme. Respond to all enquiries on ESTA accordingly. Liaise with Justice Ministry, Department of Nature Conservation and Game Farmers, Conventional Farmers/Farm owners, Department of Labour, Farm Dwellers and Local Municipalities on ESTA/LTA. Draw up a database for monitoring and evaluation of intervention process of all cases. Conduct training workshops for staff and other role players in the land reform. Assist staff in District Offices to incorporate changes in land reform Policy and procedures into their planning and implementation. Attend workshops and meetings on implementation of Labour Tenants programme. Monitor and facilitate the implementation of Labour Tenants programme. Address the LTA claims that have been lodged. Categories LTA Cases according to claimant’s settlements choices as required. Respond to all enquiries on LTA accordingly.
- ENQUIRIES APPLICATIONS** : Mr T Mtintsilana Tel No: (021) 409 0569
- NOTE** : can be submitted by post Private Bag X10, 7705, Mowbray, or Hand delivered at 1st floor No. 14 Long Street, Cape Town, 8001. Indian and White males and African, Coloured, Indian and White females and Persons with disabilities are encouraged to apply.
- POST 25/12** : **PROJECT COORDINATOR: RECAPITALISATION REF NO: 3/2/1/2019/262**
Directorate: Strategic Land Acquisition
- SALARY CENTRE REQUIREMENTS** : R470 040 per annum (Level 10)
Northern Cape (Frances Baard District)
Bachelor Degree/National Diploma in Agricultural Studies/Agricultural Economics/Development Studies. 3 - 5 years’ relevant experience. Job related knowledge: Understanding and interpretation of Budget Management, Departmental Land Reform programmes, legislation and procedures. Job related skills: Communication, People Management, Negotiation, Performance Management, Conflict resolution, Facilitation, Capacity building, Financial Management, Map reading, analysis and interpretation. A valid driver’s license. Willingness to travel and work irregular hours.
- DUTIES** : Monitor and report on mechanisms of Recapitalisation and Development Programmes (RADP) projects in line with government priorities. Ensure the identification of farms in distress acquired since 1994 across all land reform programmes. Ensure the recruitment and appointment of relevant strategic partners. Ensure the provision of funding for implementation of projects. Facilitate the appraisal of business plans for recapitalisation and development. Ensure the development and implementation of RADP related Policies, systems and procedures within the Province. Ensure appropriate application of RADP systems and procedures. Conduct workshops with relevant stakeholders to familiarise them with developed systems and procedures. Ensure the population of reporting templates for information gathering. Ensure effective promotion of RADP and recruitment of strategic partners to advance Provincial priorities. Identification and mobilisation of relevant stakeholders to advance Commodity Value Chain Cluster priorities. Ensures the development of Cluster Value Chain Integrated Model. Facilitate institutional partnership arrangements. Management of partnership arrangements. Provide timely strategic interventions.
- ENQUIRIES APPLICATIONS** : Ms S Kok Tel No: (053) 830 4000
- NOTE** : can be submitted by post Private Bag X5007, Kimberley, 8302 or hand it delivered to: 6th floor, New Public Building, Knight and Stead Street, Kimberley, 8302. African, Coloured, Indian and White males and African, Coloured, Indian and White females and Persons with disabilities are encouraged to apply.

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 as contained in our Employment Equity plan.



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

OTHER POSTS

POST 25/13 : **MEDICAL TECHNOLOGIST GRADE 1 – 3 (MICROBIOLOGY) (USAGE 7424) REF NO: SG 03/19/01**

SALARY : Grade 1: R317 976 per annum
Grade 2: R372 810 per annum
Grade 3: R439 164 per annum
Entry level or according to number of year's applicable experience as per Occupation Specific Dispensation (OSD).

CENTRE REQUIREMENTS : 1 Military Hospital, Thaba Tshwane, Pretoria
Diploma in Medical Technology. Statutory Requirements: Registration with the Health Professions Council of South Africa (HPCSA) as a Medical Technologist in the category independent practice (Microbiology). Experience: Medical Technologist post registration with HPCSA is required.

DUTIES : Key performance areas applicable to the execution of these services/functions are: Good knowledge and experience in the applicable functional field of medical Technology (Microbiology): Laboratory methodology. Sample processing and sample administration. Maintenance principles and procedures regarding laboratory analysers and general analytical equipment. Quality Control processes and procedures. Laboratory Accreditation processes. Laboratory statistics. Laboratory Data Management System. Well-developed skills and experience in implementation and management of

Occupational Health & Safety regulations/ procedures. Total quality management. Communication. SANAS Accreditation.

ENQUIRIES APPLICATIONS : Lieutenant Colonel M.M. Maboya Tel No: (012) 314 0161

CLOSING DATE : Department of Defence, South African Military Health Service, 1 Military Hospital, Private Bag X1026, Thaba Tshwane, 0143 or maybe hand delivered to 1 Military Hospital, 1026 Voortrekker Street, Thaba Tshwane, Pretoria 08 August 2019

POST 25/14 : **CLINICAL TECHNOLOGIST GRADE 1 – 2 (USAGE 7825) (CARDIOLOGY) REF NO: SG 03/19/02**

SALARY : Grade 1: R317 976 per annum
Grade 2: R372 810 per annum
Entry level or according to number of year's applicable experience as per Occupation Specific Dispensation (OSD).

CENTRE REQUIREMENTS : 1 Military Hospital, Thaba Tshwane, Pretoria
National Diploma in Clinical Technology (Cardiology) or B Tech Clinical Technology (Cardiology). Statutory Requirements: Registration with the Health Professions Council (Independent/Private Practice). Continuous Professional Development (CPD) compliant. Experience: Previous clinical technology post registration experience will be a recommendation. Special requirements: Must be able to obtain a confidential security clearance within a year. Computer literate, good communication (written & verbal) skills, organising -, interpersonal relationship, problem solving- and research skills.

DUTIES : Deliver a holistic and effective clinical technology service to all approved clients. Perform selected diagnostic, therapeutic and corrective procedures according to specialization area and scope of practice. Provide specialist advice and training to clinical technology students, nursing, medical and other healthcare personnel. Participate in clinical technology research and development. Do relevant record keeping and administration. Implement the Department of Defence and SAMHS policy, plans and directives. Formulate and update standard work procedures. Assist with drafting of the budget and finance activities in the section.

ENQUIRIES APPLICATIONS : Col E.M. van der Westhuizen Tel No: (012) 367 9170
Department of Defence, South African Military Health Service, Private Bag X102, Centurion, 0046 or maybe hand delivered to South African Military Health Service, Directorate Ancillary Health, Kasteelpark (next to Kloof Hospital), Katzenellenbogen Building, c/o Nossob and Jochemus streets, Erasmuskloof, Pretoria

CLOSING DATE : 08 August 2019

POST 25/15 : **SENIOR STATE ACCOUNTANT REF NO: CFO 19/5/1 (X2 POSTS)**
Financial Management Division
Chief Directorate Accounting
Directorate Personnel Payments, Salaries

SALARY : R316 791 per annum (Level 08)

CENTRE REQUIREMENTS : Pretoria
Minimum Requirements: Grade 12 certificate plus B Degree or three years National Diploma with Finance/Accounting related subjects with a minimum of three years relevant experience or Grade 12 with finance related subjects with a minimum of seven years relevant experience. Knowledge in MS Office applications (MS Word and MS Excel). Knowledge of the effective utilization of the PERSOL/PERSAL mainframe in the Department of Defence (DOD)/Public Service or other similar system used in the Private Sector. Sound reasoning, mathematical and problem solving ability. Well-developed verbal and written communication skills and ability to effectively render quality service to military (DAP) as well as civilian (PSAP) clients and to answer enquiries in a professional manner. Ability to effectively function as part of a team, receptive to work-related suggestions/ideas, decisive/persevering in regard to task finalization and able to effectively function under pressure. Very conscientious and motivated towards producing effective and correct work and aiming for zero defects. More working relevant years of experience as Finance Clerk Supervisor will be an added advantage.

DUTIES : Executing, controlling, accounting and managing of salary and allowance payments to members/employees of the Department of Defence (DOD). Supervising, training and guiding of Chief Accounting Clerks and their subordinates who resort under the control of this post at the Directorate Personnel Payments (DPP). Constant collaboration and communication with the Assistant Director Salaries regarding all functions coupled to the post. Coordinating administrating related tasks

ENQUIRIES : Mr G.J.R. Grove Tel No: (012) 392 2325

APPLICATIONS : Department of Defence, Finance Management Division, DFSS, Career Management Section, Private Bag X 137, Pretoria, 0001 or hand-delivered to: Poynton building, 195 Bosman Street, Pretoria, where it must be placed in wooden post box number 5 at Reception. Note: (Please use reference number not post number)

CLOSING DATE : 26 July 2019 at 16:00

POST 25/16 : **SENIOR STATE ACCOUNTANT REF NO: CFO 19/5/2**
Finance Management Division
Chief Directorate: Budget Management
Defence Intelligence Budget Management Office

SALARY : R316 791 per annum (Level 08)

CENTRE : Pretoria

REQUIREMENTS : Minimum Requirements: Grade 12 certificate plus B Degree or three years National Diploma with Finance/Accounting related subjects with a minimum of three years relevant experience or Grade 12 certificate with finance related subjects with a minimum of seven years relevant experience. Knowledge of Financial Management System (FMS) and Information Centre, Information Centre (IC)/ BAS (Basic Accounting System) or any other financial systems. Knowledge of Finance and Information Management. Ability to draft complex programs/reports. Computer literate in MS Word, Excel and Power Point. Thorough knowledge of estimating, budgeting and expenditure control process and related transactions on FMS/BAS or any other financial systems. Creative, strong mathematical, problem solving and statistical analysing ability. Well-developed verbal and written communication skills. Ability to analyse and interpret Policies, Instruction and Regulations. Receptive to work-related suggestions/ideas, decisive/persevering in term of task finalisation and sound judgemental ability. Ability to effectively function as part of a team. Possession of a RSA valid driver's license/Military driver's licence to conduct staff duties and attend meetings. More working relevant years of experience as Finance Clerk Supervisor will be an added advantage.

DUTIES : Assist with the formulation of internal controls, monitor and assure compliance with control functions as contained in Finance Regulations, Treasury Instruction, and Manual for Finance Planning and Budgeting Systems in the Public Service as well as the Public Finance Management Act (PFMA). Assist with budgeting and expenditure control as performed at level 2 as well as preparing budgeting and expenditure control documentation. Provision of expenditure trends, performance management reporting on expenditure for the client through the development of IC reports and graphic presentations and keeping a database. Prepare monthly Early Warning Reports (EWR's). Execution of in year- budget control on expenditure. Assist with the Financial Authorisation (FA) process. Assist in the management of re-allocation of funds requested to SA Army. Participate in Expenditure Control Committee (ECC) meetings. Participate in budgeting processes and revision of budget appropriation to level 4 Budget Holders and monitor execution thereof. Assist in handling Audit Queries, Conduct Preliminary Investigations (PI'S) regarding potential irregularities and compilation of reports to the client. Supervising all subordinates and being accountable for all security of information and material under his/her control.

ENQUIRIES : Mr L.M.S. Luke Tel No: (012) 315 0221

APPLICATIONS : 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. (Please use reference number not post number).

CLOSING DATE : 26 July 2019 at 16:00

POST 25/17 : **FINANCE CLERK SUPERVISOR REF NO: CFO 19/5/3**
Finance Management Division
Directorate: Stores, Services and Related Payments
Sub – Directorate: Medical Payments

SALARY : R257 508 per annum (Level 07)
CENTRE : Pretoria
REQUIREMENTS : 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 or 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 Sheet and Power Point) Thorough knowledge of programs utilised in the DOD or Public Service 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 license 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.

DUTIES : 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 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. Responsible for personnel, assets and material resorting under control of the FASC. Timely finalization of all audit queries. Responsible for safekeeping of all related accounting documentation.

ENQUIRIES : Mr T.T. Nyuswa Tel No: (012) 392 2892
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. (Please use reference number not post number).

CLOSING DATE : 26 July 2019 at 16:00

POST 25/18 : **ADMINISTRATION CLERK (PATIENT ADMINISTRATION: SUPERVISOR (USAGE 331) REF NO: SG 03/19/03**

SALARY : R257 508 per annum (Level 07)
CENTRE : AMHU WC, Health Centre Wingfield
REQUIREMENTS : NQF Level 2 - 4: Preferable. Applicants with prior learning either by means of experience or alternative courses may also apply. Special Requirements (Skills needed): Computer literate, organizing, interpersonal relationships, problem solving and typing skills. Have detailed knowledge of the operation/utilization of specific software packages. Must be able to obtain a confidential security clearance within a year.

DUTIES : Ensure an effective reception service. Capture patient health data. Capture notes from external HCP's. Real-time capturing of patient health data. Capture

DD63 for request for external service. Capture confirmed medical classifications documents (CHA). Capture injury reports (DD101, WCL4 & WCL5). Booking of appointments for patients to private institutes. Checking of patient authorization on medical mainframe. Handle appointment book for Dr's and Art 38A nurses. Answer telephone. Retrieve patient information on computer (printouts when demanded by HCP for treatment purposes). File documents of patient files. Capture medical boards. Handling of Medical Accounts. Keeping of optometric services register. Capture and update all requests on Special Authority system. Authorization of daily authorities and keeping of daily private medical authorizations register. Receiving of post. Processing of accounts.

ENQUIRIES : WO2 N.P. Matanda Tel No: (021) 799 6893 Mrs N.D.I. Van Schalkwyk Tel No: (021) 799 6869

APPLICATIONS : Area Military Health Unit Western Cape, Private bag X10, Wynberg, 7824 or hand deliver to AMHU WC, Buren road Wynberg Military Base Wynberg 7824.

FOR ATTENTION : HR Department

CLOSING DATE : 08 August 2019

POST 25/19 : **ADMINISTRATION CLERK (PATIENT ADMINISTRATION): SUPERVISOR (USAGE 326) REF NO: SG 03/19/04**

SALARY : R257 508 per annum (Level 07)

CENTRE : AMHU WC, Health Centre Eersterivier

REQUIREMENTS : NQF Level 2 - 4: Preferable. Applicants with prior learning either by means of experience or alternative courses may also apply. Special Requirements (Skills needed): Computer literate, organizing, interpersonal relationships, problem solving and typing skills. Have detailed knowledge of the operation/utilization of specific software packages. Must be able to obtain a confidential security clearance within a year.

DUTIES : Ensure an effective reception service. Capture patient health data. Capture notes from external HCP's. Real-time capturing of patient health data. Capture DD63 for request for external service. Capture confirmed medical classifications documents (CHA). Capture injury reports (DD101, WCL4 & WCL5). Booking of appointments for patients to private institutes. Checking of patient authorization on medical mainframe. Handle appointment book for Dr's and Art 38A nurses. Answer telephone. Retrieve patient information on computer (printouts when demanded by HCP for treatment purposes). File documents of patient files. Capture medical boards. Handling of Medical Accounts. Keeping of optometric services register. Capture and update all requests on Special Authority system. Authorization of daily authorities and keeping of daily private medical authorizations register. Receiving of post. Processing of accounts.

ENQUIRIES : WO2 N.P. Matanda Tel No: (021) 799 6893 Mrs N.D.I. Van Schalkwyk Tel No: (021) 799 6869

APPLICATIONS : Area Military Health Unit Western Cape, Private bag X10, Wynberg, 7824 or hand deliver to AMHU WC, Buren road Wynberg Military Base Wynberg 7824.

FOR ATTENTION : HR Department

CLOSING DATE : 08 August 2019

POST 25/20 : **ADMINISTRATION CLERK (PATIENT ADMINISTRATION): SUPERVISOR REF NO: SG 03/19/05 (X3 POSTS)**

SALARY : R257 508 per annum (Level 07)

CENTRE : 2 Military Hospital, Wynberg, Cape Town

REQUIREMENTS : Grade 12 / NQF Level 2 – 4. Applicants with prior learning, either by means of experience or alternative courses may also apply. Reception, Secretarial, data capturing and mainframe experience is a requirement. Special requirements (skill needed): Computer literacy (Microsoft and mainframe), organizing, interpersonal relationship skills, knowledge of capturing processes. Proven ability to communicate effectively (written & verbal) in English. Knowledge of policies and directives. Meeting deadlines and setting goals. Handle repetitive work. Team player. Knowledge of Patient Administrative processes. Must have empathy with ill and aged patients. Must be able to obtain security clearance within a year. Must be able to work under pressure. A typing test will be required of all short listed candidates interviewed.

DUTIES : Managing health records. The applicant will predominantly be involved in all aspects of the capturing processes. Other tasks will include the receiving of health records. Rendering a comprehensive secretarial and reception service. Ensuring correct referral documentation for referred patients. Handling health record queries. Telephonic queries.

ENQUIRIES : Major N.V. Nkosi Tel No: (021) 799 6247 WO1 L.E. Snyman Tel No: (021) 799 6110/6531/6670

APPLICATIONS : Department of Defence, South African Military Health Service, HR Department, 2 Military Hospital, Private Bag X4, Wynberg, 7824 or maybe hand delivered to 2 Military Hospital, Hospital Road, Wynberg Military Base, Wynberg.

CLOSING DATE : 08 August 2019

POST 25/21 : **FINANCE CLERK REF NO: CFO 19/5/4**
Finance Management Division
Chief Directorate: Accounting
Directorate: Personnel Payments (Salaries sub-section)

SALARY : R173 703 per annum (Level 05)
CENTRE : Pretoria
REQUIREMENTS : Minimum Requirements: Grade 12 Certificate with finance or Accounting related subjects. Knowledge of the calculation and processing of salaries and allowances, final payments when persons exit their work, subsistence and travel allowance reconciliations, registration of file and documents, data capturing on financial and salary systems will be an advantage. Sound reasoning, mathematical and problem solving abilities. Knowledge of Computer system as well as MS Word and MS Excel and MS Power Point will be a strong recommendation. Well-developed verbal and written communication skills. Very conscientious and motivated towards producing effective and correct work and aiming for zero defects environment. Ability to effectively function as part of a team, receptive to work related suggestions/ideas, decisive/persevering in term of task finalization and/or able to effectively function under pressure. Added advantage: Post Matric qualification in Finance. A minimum of one year relevant experience in the relevant field.

DUTIES : Execution of the prescribed accounting processes related to payments of benefits due to DOD personnel that exit DOD, salaries and allowances to DOD personnel in service, subsistence and travel allowances both domestic and foreign. Executing of the constant collaboration and communication with supervisors, management of self-discipline, data capturing on DOD accounting and salary systems, administration of DOD payments files and related documents. Assisting in the coordination and execution of administrative related tasks.

ENQUIRIES : Mr G.J.R. Grove Tel No: 012 392 2325
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. (Please use reference number not post number).

CLOSING DATE : 26 July 2019 at 16:00

POST 25/22 : **ADMINISTRATION CLERK: PRODUCTION REF NO: SG 03/19/06 (X2 POSTS)**

SALARY : R173 703 per annum (Level 05)
CENTRE : 7 Medical Battalion Group, Lyttleton, Pretoria
REQUIREMENTS : NQF Level 2 - 4 with relevant experience. Age 18 – 35. Applicants with prior learning either by means of experience or alternative courses may also apply. Special requirements (skills needed): Computer literate. Detailed knowledge of the operation/utilization of specific software packages (MS Word, MS Excel, MS Power Point and Lotus Notes). Good interpersonal relationship. Organisational administrative and typing skills. Good telephone etiquette. Problem solving. Communication (verbal and written). Good planning. Organise analytical.

DUTIES : Manage general office administration. Handling incoming and outgoing mail. Arrange and schedule seminars, appointments and meetings. Maintain statistics. Do filing. Maintain Registers. Assist with budgeting. Operate photocopy and facsimile machine.

ENQUIRIES : Maj M. Van Zyl Tel No: (012) 671 6871 WO2 G.M. Marule Tel No: (012) 671 6845

APPLICATIONS : Department of Defence, South African Military Health Service, 7 Medical Battalion Group, Private Bag X1010, Lyttleton, 0140 or maybe hand delivered to 7 Medical Battalion Group, Cnr North and Lionel Slade Street, Lyttleton.

CLOSING DATE : 08 August 2019

POST 25/23 : **ADMINISTRATION CLERK (PATIENT ADMINISTRATION): PRODUCTION REF NO: SG 03/19/07 (X2 POSTS)**

SALARY : R173 703 per annum (Level 05)
CENTRE : 2 Military Hospital, Wynberg, Cape Town
REQUIREMENTS : NQF Level 2 - 4. Applicants with prior learning either by means of experience of alternative courses may also apply. Reception, Secretarial, data capturing and mainframe experience is a requirement. Special requirements (skills needed): Computer literacy (Microsoft and Mainframe), organizing, interpersonal relationship skills, knowledge of capturing processes. Proven ability to communicate effectively (written & verbal) in English and Afrikaans. Knowledge of policies and directives. Meeting deadlines and setting goals. Handle repetitive work. Team player. Knowledge of Patient Administration processes. Must be able to work under pressure. A typing test will be required of all short listed candidates interviewed.

DUTIES : Managing health records. The applicant will predominantly be involved in all aspects of the capturing processes. Other tasks will include the receiving of health records. Rendering a comprehensive secretarial and reception service. Ensuring correct referral documentation for referral documentation for referred patients. Handling health record queries. Telephonic queries.

ENQUIRIES : Major N.V. Nkosi Tel No: (021) 799 6247 WO1 L.E. Snyman Tel No: (021) 799 6110/6531/6670

APPLICATIONS : Department of Defence, South African Military Health Service, HR Department, 2 Military Hospital, Private Bag X4, Wynberg, 7824 or maybe hand delivered to 2 Military Hospital, Hospital Road, Wynberg Military Base, Wynberg.

CLOSING DATE : 08 August 2019

POST 25/24 : **ADMINISTRATION CLERK: PRODUCTION (USAGE 2309) REF NO: SG 03/19/08**

SALARY : R173 703 per annum (Level 05)
CENTRE : 3 Military Hospital, Tempe, Bloemfontein
REQUIREMENTS : NQF Level 4 with relevant experience. Applicants with prior learning either by means of experience or alternative courses may also apply. Must be an RSA citizen currently staying in Bloemfontein area. Special requirements (skills needed): Computer literate. Detailed knowledge of the operation/utilization of specific software packages (MS Word, MS Excel, MS Power Point and Lotus Notes). Communication (verbal & written). Good telephone etiquette. Must be able to work under pressure and adhere to strict time frames.

DUTIES : Manage general office administration. Schedule appointments. Handle incoming and outgoing mail. Arrange and schedule seminars, appointments and meetings. Maintain statistics. Do filing. Maintain registers. Assist with budgeting. Manage Patient administration. Capturing of patient health care records. Operate photocopy and facsimile machine. Order and take care of office furniture. Order and manage stationary. Have to type letters, minutes ect.

ENQUIRIES : Maj H.M. Breitenbach Tel No: (051) 402 2213
APPLICATIONS : Department of Defence, South African Military Health Service, HR Services Department, 3 Military Hospital, Private Bag X 40003, Brandhof, 9324 or maybe hand delivered to 3 Military Hospital, Furstenburg Road, Tempe, Bloemfontein.

CLOSING DATE : 08 August 2019

POST 25/25 : **SENIOR SECRETARY GRADE II (USAGE 359) REF NO: SG 03/19/09**

SALARY : R173 703 per annum (Level 05)
CENTRE : Military Psychological Institute, Pretoria
REQUIREMENTS : Grade 12 preferable. 3 to 5 years relevant experience will be an advantage. Special requirements: Knowledge and experience in executing secretarial duties. Computer literate. Knowledge of Word, Excel and Power point. Language proficiency in English (written and verbal). Analytical and innovative thinking ability as well as problem solving skills and interpersonal skills. Organizing and typing skills. High level of reliability. Ability to act with tact and discretion. Ability to work under pressure. Knowledge of documentation management. Good office administration and interpersonal skills, good filing and organisational skills. Ability to do research and analyse documents and situations. A typing test will be required of all listed candidates interviewed.

DUTIES : Provide a secretarial/receptionist support service. Type routine notes, memos, letters and reports. Receive telephone calls and refer to the relevant role players. Finalise telephone queries. Operate office equipment and ensure that they are in a good working order. Record engagements of the Director and assist in the management of his/her diary. Register incoming and outgoing correspondence. Manage the safekeeping of documents. Draft routine documents as requested. Arrange travel and accommodation and processing subsequent travel claims and currency reconciliation. Handle procurement of stationary refreshments etc. Set up meetings, including arrangement of meeting rooms, equipment and catering, notifying attendees and circulate material. Collect agenda items. Compile agendas and minutes.

ENQUIRIES : SSgt F.M. Skosana Tel No: (012) 319 3179
APPLICATIONS : Department of Defence, South African Military Health Service, Military Psychological Institute, Private Bag X02, Gezina, Pretoria, 0031 or maybe hand delivered to Military Psychological Institute, 185 Rose Street, Riviera, Pretoria

CLOSING DATE : 08 August 2019

POST 25/26 : **SENIOR SECRETARY GRADE II (USAGE 28) REF NO: SG 03/19/10**

SALARY : R173 703 per annum (Level 05)
CENTRE : Military Health Training Formation HQ, Thaba Tshwane, Pretoria
REQUIREMENTS : Grade 12. Special requirements (Skills needed): Computer literacy (Microsoft Word, Excel, and PowerPoint). Typing skills. Communicate effectively (written & verbal) in English. Analytical and innovative thinking as well as problem solving skills. Excellent interpersonal skills. Sound organizational skills. High level of reliability. Ability to act with tact and discretion. Good people skills. Ability to do research and analyse documents and situations. Excellent secretarial skills.

DUTIES : Provide a secretarial support service. Record appointments and events and manage the Officer Commanding's diary. Receive telephone calls and refer to the correct role players. Provide secretarial functions in board meetings. Write/type documents, Memorandums, letters and reports. Compile agendas and take minutes during meetings. Compile minutes correctly. Deal with classified files and documents. Arrange meetings and events for the OC. Process the travel and subsistence claims for the OC. Identify venues, invite role players, and organise refreshments and set up schedules for meetings and events. Collect all relevant documents for meetings. Liaise with travel agencies to make travel arrangements. Prepare briefing and notes for the OC as required. Keep a filing system Operate office equipment. Order and purchase stationary. Keep updated with policy and procedures. Co-ordinate logistical arrangements for meetings when required, as well as for visitors.

ENQUIRIES : Maj D. Tshabalala Tel No: (012) 674 6125/6123 SSgt E.D. Shingira Tel No: (012) 674 6133/6132
APPLICATIONS : Department of Defence, South African Military Health Service, Military Health Training Formation HQ, Private Bag X1043, Thaba Tshwane, 0143 or maybe hand delivered to Military Health Training Formation HQ, 9 Voortrekker Road, Thaba Tshwane, Pretoria.

CLOSING DATE : 08 August 2019

POST 25/27 : **SENIOR OPERATOR REF NO: SG 03/19/11 (X5 POSTS)**

SALARY : R122 595 per annum (Level 03)
CENTRE : 1 Military Hospital, Thaba Tshwane, Pretoria
REQUIREMENTS : NQF Level 1 – 4. Special requirements: Must be an RSA citizen preferably with CSSD Operator experience in hospital or clinical environment. Must be able to work shifts. Must be able to communicate effectively with hospital personnel, visitors and patients. Must be physically healthy. Age group between 18 years and 35 years.

DUTIES : Dust work areas, fold linen and gowns as per daily requirements, ensure all stock required is available, open and control orders, answer bells at the receiving and dispatching area, placing sets and packs in autoclaves and placing on racks on sterile side once autoclaved, supply sterile packs, report broken and faulty equipment, report any loss.

ENQUIRIES : Warrant Officer Class 1 R.I. Seiso Tel No: (012) 314 0019
APPLICATIONS : Department of Defence, South African Military Health Service, 1 Military Hospital, Private Bag X1026, Thaba Tshwane, 0143 or maybe hand delivered to 1 Military Hospital, 1026 Voortrekker Street, Thaba Tshwane, Pretoria.

CLOSING DATE : 08 August 2019

POST 25/28 : **SENIOR OPERATOR (USAGE 3263) REF NO: SG 03/19/12**

SALARY : R122 595 per annum (Level 03)
CENTRE : 2 Military Hospital, Wynberg, Cape Town
REQUIREMENTS : NQF Level 1 – 4. Grade 12 will be an advantage. Must be an RSA citizen and currently staying in the Cape Town area. Special requirements: Basic Foundation course in sterilization. Male. Must be physically healthy. Must be able to communicate in English. Advanced Sterilization Course will be optional.

DUTIES : Maintain a high standard of cleaning, disinfecting, packing and sterilizing of packs, medical consumables, instruments and equipment. Control, pack and sterilize surgical instruments and loose medical consumables. Distribute sterilized packs and instruments to the wards. Operate the instruments sterilizers.

ENQUIRIES : Maj R. van Zyl Tel No: (021) 799 6112
APPLICATIONS : Department of Defence, South African Military Health Service, HR Department, 2 Military Hospital, Private Bag X4, Wynberg, 7824 or maybe hand delivered to 2 Military Hospital, Hospital Road, Wynberg Military Base, Wynberg.

CLOSING DATE : 08 August 2019

POST 25/29 : **CLEANER ART FOREMAN REF NO: SG 03/19/13 (X3 POSTS)**

SALARY : R122 595 per annum (Level 03)
CENTRE : 2 Military Hospital, Wynberg, Cape Town
REQUIREMENTS : NQF Level 1 – 4. Special requirements: Must be an RSA citizen preferably with cleaning experience in hospital or clinical environment. Must be able to work shifts. Must be able to communicate effectively with hospital personnel, visitors and patients. Must be physically healthy.

DUTIES : Perform the following tasks: Supervision of work performance of team of cleaners working in a hospital. Cleaning of clinical areas including theatres, wards and public areas. Assign tasks. Manage work attendance records. Place requisitions for cleaning materials and issue to staff. Sweep floors, vacuum carpets, clean windows, dust off and polish furniture, buff floors, clean ablution facilities, clean kitchen utensils and crockery, clean workshops, and remove and dispose of medical and general waste. Operate cleaning machinery including industrial sized vacuum cleaners and heavy duty floor buff machine.

ENQUIRIES : Warrant Officer Class 1 N.M. Louw Tel No: (021) 799 6128
APPLICATIONS : Department of Defence, South African Military Health Service, HR Services Department, 2 Military Hospital, Private Bag X4, Wynberg, 7824 or maybe hand delivered to 2 Military Hospital, Hospital Road, Wynberg Military Base, Wynberg.

CLOSING DATE : 08 August 2019

POST 25/30 : **ART CLEANER FOREMAN (USAGE 8819) REF NO: SG 03/19/14**

SALARY : R122 595 per annum (Level 03)
CENTRE : 1 Military Hospital, Thaba Tshwane, Pretoria
REQUIREMENTS : NQF Level 2 – 4. Special requirements: Must be an RSA citizen preferably with cleaning supervising experience in hospitality environment. Must be able to work shifts. Must be able to communicate effectively with hospital personnel, subordinates, visitors and patients. Must be physically healthy. Age group between 25 years and 35 years.

DUTIES : Supervising of the following tasks: sweep floors, vacuum carpets, clean windows, dust off and polish furniture, buff floors, clean ablution facilities, clean kitchen utensils and crockery, clean workshops, and remove and dispose of medical and general waste. Operate cleaning machinery including industrial sized vacuum cleaners and heavy duty floor buff machine.

ENQUIRIES : Warrant Officer Class 1 R.I. Seiso Tel No: (012) 314 0019
APPLICATIONS : Department of Defence, South African Military Health Service, 1 Military Hospital, Private Bag X1026, Thaba Tshwane, 0143 or maybe hand delivered to 1 Military Hospital, 1026 Voortrekker Street, Thaba Tshwane, Pretoria.

CLOSING DATE : 08 August 2019

POST 25/31 : **FOOD SERVICE SUPERVISOR (USAGE 2470) REF NO: SG 03/19/15**

SALARY : R122 595 per annum
CENTRE : 3 Military Hospital, Tempe, Bloemfontein
REQUIREMENTS : NQF Level 1 - 4 Preferable. Must be an RSA citizen currently staying in Bloemfontein area. Experience in handling of food and cleaning. Managerial skills will be an advantage. Must be able to obtain a confidential security clearance within a year. No criminal record.

DUTIES : Function as shift leader. Work out shift roster. Do leave planning with members. Assist with receiving of rations. Operating kitchen appliances. Prepare meals and snacks according to ration scales and daily menu. Assist with dishing up of meals. Assist with food preparation during field exercises. Cleaning of trays in wards. Lay out bed table for patients. Fetch food from the kitchen in food warming trolley. Control the food before leaving the kitchen for special diet and the correct amount for the patients. Serve tea or coffee. Collect dishes after meals. Take trolleys back to the kitchen after using. Wash patients' water bottles and supply them with fresh water daily. Mop the kitchen floor after each meal. Wash cupboards and walls weekly. Ensure that the diet lists are taken in time to the kitchen.

ENQUIRIES : Maj H.M. Breitenbach Tel No: (051) 4022213
APPLICATIONS : Department of Defence, South African Military Health Service, HR Services Department, 3 Military Hospital, Private Bag X 40003, Brandhof, 9324 or maybe hand delivered to 3 Military Hospital, Furstenburg Road, Tempe, Bloemfontein.

CLOSING DATE : 08 August 2019

POST 25/32 : **GROUNDSMAN SERVICES FOREMAN REF NO: SG 03/19/16 (X2 POSTS)**

SALARY : R122 595 per annum (Level 03)
CENTRE : Military Health Training Formation HQ, Thaba Tshwane, Pretoria
REQUIREMENTS : NQF Level 2 – 4. Previous groundsman experience and supervision will be an advantage. Must be physically fit. Special Requirements: Ability to work as a team leader. Basic numeric and literacy skills. Basic interpersonal relationships skills. Ability to operate elementary equipment and machines. Organising skills.

DUTIES : Supervise job output of Groundsman II and I. Divide the work between teams and individuals. Serve as team leader of work teams. Divide equipment amongst work teams and individuals. Measure and apply poison and fertilizer correctly. Assist in the training of Grounds man iro the usage of machines. Check the general condition of machines weekly and report faults where equipment is not up to standard. Assist with the completion of performance assessments forms and performance incentives of subordinates. Plant trees, flowers, scrubs, grass and other plants. Prepare soil for planting. Maintain flowerbeds by fertilizing, irrigating, weeding and pruning. Mow lawn and cut edges. Load and unload various articles and equipment needed on the ground.

Remove refuse dumps from the terrain and load the refuse on truck for transportation to refuse dumping sites or burn the refuse. Maintain the neatness of the unit area.

ENQUIRIES : Maj D. Tshabalala Tel No: (012) 674 6125/6123 SSgt E.D. Shingira Tel No: (012) 674 6133/6132

APPLICATIONS : Department of Defence, South African Military Health Service, Military Health Training Formation HQ, Private Bag X1043, Thaba Tshwane, 0143 or maybe hand delivered to Military Health Training Formation HQ, 9 Voortrekker Road, Thaba Tshwane, Pretoria.

CLOSING DATE : 08 August 2019

POST 25/33 : **GROUNDSMAN (USAGE 709) REF NO: SG 03/19/17**

SALARY : R102 534 per annum (Level 02)
CENTRE : AMHU WC HQ, Wynberg
REQUIREMENTS : Abet (Level 1 – 4) with relevant experience. Special requirements (Skills needed): Ability to work under minimum supervision. Ability to communicate (verbal and written). Ability to operate equipment. e.g. lawnmower.

DUTIES : Preparation of ground for planting and plant flowers, maintenance of flower beds or any other areas containing planted material with compost, spraying of pesticides, removal of weeds and pruning where necessary, cutting of lawns and edges, watering of lawn and flowerbeds. Removing of rubbish from the area and transporting it to the various collecting points. Maintenance of other structures, e.g. braai-areas, gutters, ditches, fences surrounding the unit, etc. Maintain and clean equipment regularly, report all fault or damages around working environment, order tools, equipment and solution.

ENQUIRIES : WO2 N.P. Matanda Tel No: (021) 799 6893
APPLICATIONS : Department of Defence, South African Military Health Service, AMHU WC, Private bag X10, Wynberg, 7824 or maybe hand deliver to AMHU WC, Buren Road, Military Base, Wynberg. Attention: HR Department

CLOSING DATE : 08 August 2019

POST 25/34 : **GROUNDSMAN II REF NO: SG 03/19/18 (X2 POSTS)**

SALARY : R102 534 per annum (Level 02)
CENTRE : 2 Military Hospital, Wynberg, Cape Town
REQUIREMENTS : NQF Level 1 - 4. Special requirements: Relevant experience in gardening and landscaping. Physically fit to stand/walk long hours. Able to work chemicals for gardening purposes and gardening equipment (running blades and gardening utensils). Good communication skills and valid code 8/10 driver's license will be an advantage. Special requirements (skills needed): Good communication (verbal/written) and interpersonal skills. Must be physically fit to perform duties.

DUTIES : Landscape maintenance, cutting of lawn areas with lawnmower, trim with hand cutter or motorized cutter. Raking and removal of refuse. Planting of flowers. Maintenance of irrigation systems. Watering gardens and plant beds. Maintenance/application of power equipment. Sweeping of sidewalks and parking areas. Maintain general neatness of unit terrain. Adherence to safety aspects with the use of power equipment.

ENQUIRIES : Warrant Officer Class 1 N.M. Louw Tel No: (021) 799 6128
APPLICATIONS : Department of Defence, South African Military Health Service, HR Services Department, 2 Military Hospital, Private Bag X4, Wynberg, 7824 or maybe hand delivered to 2 Military Hospital, Hospital Road, Wynberg Military Base, Wynberg.

NOTE : Applicants resident in the Cape Town area will receive preference.
CLOSING DATE : 08 August 2019

POST 25/35 : **CLEANER (USAGE 1656) REF NO: SG 03/19/19**

SALARY : R102 534 per annum (Level 02)
CENTRE : 7 Medical Battalion Group, Lyttleton, Pretoria
REQUIREMENTS : NQF Level 1 - 4 with relevant experience. Age 18 – 35. Special requirements (skills needed): Communicate effectively. Must be physically healthy. Background on cleaning in any environment will be an advantage. No criminal record. Will be required from applicant to work with chemicals.

DUTIES : To ensure a high standard of cleaning and hygiene service in and around the 7 Medical Battalion Group (Military Base) including outside areas. Duties includes dust of surfaces, polish furniture, vacuum carpets, wash windows, clean ablution facilities, polish and sweep floors, remove refuse and reporting of any defaults in the facilities. Check the general condition of cleaning machinery regularly and report where equipment is not up to standard. Cleaning of 'she' bins in the ladies bathrooms.

ENQUIRIES : Maj M. Van Zyl Tel No: (012) 671 6871 WO2 G.M. Marule Tel No: (012) 671 6845

APPLICATIONS : Department of Defence, South African Military Health Service, 7 Medical Battalion Group, Private Bag X1010, Lyttleton, 0140 or maybe hand delivered to 7 Medical Battalion Group, Cnr North and Lionel Slade Street, Lyttleton.

CLOSING DATE : 08 August 2019

POST 25/36 : **GROUNDSMAN II (USAGE 605) REF NO: SG 03/19/20**

SALARY : R102 534 per annum (Level 02)
CENTRE : AMHU LP, Health Centre Polokwane
REQUIREMENTS : ABET (Level 1 – 4) with relevant experience. Special requirements (Skills needed): Good physical health. Ability to communicate effectively (verbal and written) in English. No criminal record.

DUTIES : Maintenance of established gardens. Creation of gardens. Preparation of soil for planting. Planting of trees, flowers, grass etc. Mowing of lawns and cutting of edges. Irrigation of lawns. Removal of refuse. Loading and unloading of refuse. Keeping other structures clean and tidy e.g. braai facilities, parking areas and gutters. Maintenance of fences.

ENQUIRIES : Maj T.M Kigozi Tel No: (015) 299 3110
APPLICATIONS : Department of Defence, South African Military Health Service, AMHU LP HQ, Private Bag X9107, Limpopo, 0700 or maybe hand deliver to AMHU LP, Cnr Rissik and Dorp Street, Polokwane Central, Polokwane

CLOSING DATE : 08 August 2019

POST 25/37 : **GROUNDSMAN II (USAGE 595) REF NO: SG 03/19/21**

SALARY : R102 534 per annum (Level 02)
CENTRE : AMHU LP, Vuvani Sickbay
REQUIREMENTS : Abet (Level 1 – 4) with relevant experience. Special requirements (Skills needed): Good physical health. Ability to communicate effectively (verbal and written) in English. No criminal record.

DUTIES : Maintenance of established gardens. Creation of gardens. Preparation of soil for planting. Planting of trees, flowers, grass etc. Mowing of lawns and cutting of edges. Irrigation of lawns. Removal of refuse. Loading and unloading of refuse. Keeping other structures clean and tidy e.g. braai facilities, parking areas and gutters. Maintenance of fences.

ENQUIRIES : Maj T.M Kigozi Tel No: (015) 299 3110
APPLICATIONS : Department of Defence, South African Military Health Service, AMHU LP HQ, Private Bag X9107, Limpopo, 0700 or maybe hand deliver to AMHU LP, Cnr Rissik and Dorp Street, Polokwane Central, Polokwane

CLOSING DATE : 08 August 2019

POST 25/38 : **CLEANER REF NO: SG 03/19/22 (X31 POSTS)**

SALARY : R102 534 per annum (Level 02)
CENTRE : Military Health Training Formation HQ, Thaba Tshwane, Pretoria
REQUIREMENTS : ABET or Grade 10 with relevant experience. Special requirements (skills needed): Communicate effectively. Must be physically healthy.

DUTIES : Clean the interior of buildings, dust and polish furniture, pick up rubbish, empty garbage containers and take content to waste arrear for removal. Vacuum and clean carpets, curtains and floors, wash windows, wash ablution facilities remove dust and dirt from ceilings, walls, overhead pipes and fixtures, sweep floors.

ENQUIRIES : Maj D. Tshabalala Tel No: (012) 674 6125/6123 SSgt E.D. Shingira Tel No: (012) 674 6133/6132

APPLICATIONS : Department of Defence, South African Military Health Service, Military Health Training Formation HQ, Private Bag X1043, Thaba Tshwane, 0143 or maybe

hand delivered to Military Health Training Formation HQ, 9 Voortrekker Road,
Thaba Tshwane, Pretoria.

CLOSING DATE : 08 August 2019

POST 25/39 : **CLEANER REF NO: 37/19 (X1 POST)**

SALARY : R102 534 per annum (Level 02)

CENTRE : SA Army Formation Free State Signal Unit, Bloemfontein

REQUIREMENTS : A minimum of NQF Level 2 (ABET Level 2-4/Grade 3 – 9/Standard 1 - 7).
Special requirements (skills needed): Knowledge of cleaning equipment.
Planning, interpersonal and organizing skills. Communicate effectively. Must
be physically healthy.

DUTIES : Clean, shine, wipe, dust, scrub and polish floors of offices, entertainment
areas, accommodation, kitchen and mess areas. Wash windows, walls and
carpets. Vacuum carpets. Remove refuse on a daily basis. Clean ablution
facilities. The loading and unloading of trucks.

ENQUIRIES : Sgt J. Motshabi Tel No: (051) 402 1409.

APPLICATIONS : Department of Defence, SA Army Signal Formation, Free State Signal Unit,
Tempe Military Base Private Bag X 40011 Bloemfontein, 0106.

FOR ATTENTION : SGT J. Motshabi

CLOSING DATE : 31 July 2019

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

- APPLICATIONS** : Director-General, Department of Environmental Affairs, Private Bag X447, Pretoria, 0001 or hand-delivered to: Environment House, Erf 1563 Arcadia Extension 6, Cnr Soutpansberg and Steve Biko Road, Arcadia, Pretoria.
- FOR ATTENTION** : Mr LI Letshedi
- CLOSING DATE** : 29 July 2019
- NOTE** : Applications must be submitted on a Z83 form with a copy of a comprehensive CV, certified copies of qualifications and ID document in order to be considered. No faxed, e-mailed or late applications will be considered. The National Department of Environmental Affairs is an equal opportunity; affirmative action employer. It is our intention to promote representivity (race, gender and disability) in the department through the filling of posts and candidates whose appointment/transfer will promote representivity will receive preference. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Correspondence will be limited to successful candidates only. If you have not been contacted within three 3 months after the closing date of the advertisement, please accept that your application was unsuccessful. Applicants shortlisted for SMS posts will be subjected to the following: a technical exercise that intends to test relevant technical elements of the job, screening and security vetting to determine their suitability for employment, including but not limited to criminal records; citizen status; credit worthiness; Previous employment (reference checks); and Qualification verification. The person appointed to this position will be subjected to a security clearance. SMS candidates will be subjected to a competency assessment test and the signing of a performance agreement and an employment contract (once appointed). The Department reserves the right not to make an appointment.

OTHER POST

- POST 25/40** : **ASSISTANT DIRECTOR: RISK MANAGEMENT AND CONTROL REF NO: COO03/2019**
- SALARY** : R376 596 per annum (excluding benefits)
- CENTRE** : Pretoria
- REQUIREMENTS** : A relevant 3 year Degree or a National Diploma in Risk Management/ Internal Audit. Minimum of 3 years' experience in risk management. Experience and knowledge of policy development and implementation. Membership to the Institute of Risk Management will be an added advantage. Ability to develop and apply policies and ability to work individually and in a team. The applicant must have good interpersonal and excellent communication (verbal/written) skills. Computer literate, strategic thinker and be able to conceptualise matters. Creativity, innovative, analytical, and energetic. Facilitation and presentation skills. Knowledge of: Public Sector Risk Management Framework, Treasury Regulations, PFMA, King IV on Corporate Governance, COSO Framework and Risk Management strategies and policy. Training for staff.
- DUTIES** : Facilitate sessions/meetings for identifying risks in the different functional areas within the Department. Assist in facilitating the process of developing risk treatment action plans. Maintain and manage the departmental risk registers. Monitor the implementation of risk treatment action plans. Assist in discharging responsibilities of the departmental risk manager.
- ENQUIRIES** : Mr K Manda Tel No: (012) 399 – 9902

GOVERNMENT COMMUNICATIONS AND INFORMATION SYSTEM

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

- APPLICATIONS** : The DG of Government Communication and Information System, Private Bag X 745, Pretoria 0001, or hand deliver to Tshedimosetso House, 1035 Cnr Francis Baard & Festival streets, Hatfield, Pretoria.
- FOR ATTENTION** : Mr S Matshageng
- CLOSING DATE** : 26 July 2019
- NOTE** : Applicants with disabilities are welcome to apply. Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.gov.za/documents. The completed and signed form Z83 should be accompanied by a recently updated, comprehensive CV as well as originally certified copies of all qualification(s) and ID-document. The certification must be within three (3) months. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. Failure to submit all the requested documents will result in the application not being considered. No faxed, copied or e-mailed application will be considered. Where a driver's license is essential, such a license should be attached. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. "The successful candidate must disclose to the DG particulars of all registrable financial interests, sign a performance agreement and employment contract with the DG within three months from the date of assumption of duty and obtain a top secret security clearance". All appointments are subject to the verification of educational qualifications, previous experience, citizenship, reference checks and security vetting. Following the interview and technical exercise, the selection panel will recommend candidates to attend generic managerial competency assessment. The department reserves the right to fill or not to fill/not to fill the vacant post. Although these are freelance positions, the successful candidates must be available on request and willing to work irregular hours, on weekends and on public holidays, when required. The successful candidates will enter into a contract with the GCIS that will be reviewed based on performance and must be in possession of their own transport and appropriate computer equipment and software.

OTHER POST

- POST 25/41** : **DEPUTY DIRECTOR: SYSTEMS DEVELOPER**
- SALARY** : R458 286 (5/8th) per annum (Level 11 on part time basis)
- CENTRE** : Pretoria
- REQUIREMENTS** : Applicants must be in possession of an appropriate Bachelor's (NQF level 7) degree in Computer Science or Information Technology or an equivalent qualification as recognized by SAQA. Four (4) years relevant experience in systems development according to the Systems Development Life Cycle (SDLC). Specialised skills needed are Programming in Visual Studio 2013 or 2015, ASP.Net and Visual Basic.Net Languages, Relational Database concepts and experience in SQL server for database design and SQL query design, Design and Develop Business Intelligent dashboards and Reports in Microsoft SQL Server 2012 Reporting Services, Systems Analysis, documentation and problem solving skills. Good logical and analytical thinking Ability to work independently, under pressure and in a team, time management and pro-activeness, fair understanding of project management. Good communication skills (written and oral) and interpersonal, as well as good organizing and planning skills.

DUTIES

: The candidate will be responsible to perform systems analysis, design and development based on user requirements. Develop Business Intelligent dashboards and reports for various systems. Work closely with the Director: Information Management Systems and other team members to provide system solutions. Evaluate, investigate and apply new technologies to enhance Information Management Systems within GCIS.

ENQUIRIES

: Ms XH Cathy Chen Tel No: (012) 473 0043

GOVERNMENT PENSIONS ADMINISTRATION AGENCY (GPAA)

- APPLICATIONS** : Please forward your application, quoting the relevant reference number, Government Pensions Administration Agency, 34 Hamilton Street, or Private Bag x63, Arcadia, Pretoria, 0001
- CLOSING DATE** : 29-July-2019 before 12h00 No late applications will be considered.
- NOTE** : Requirement of applications: Applications must be submitted on form Z83, obtainable on the internet at <http://www.gpaa.gov.za> (Originally signed). The relevant reference number must be quoted on all applications. Application should consist of a comprehensive CV (specifying all experience and duties, indicating the respective dates MM/YY as well as indicating references with full contact details), original certified copies of all qualifications (including matriculation), Identity document, valid driver's license (where driving/travelling is an inherent requirement of the job) and proof of citizenship if not RSA Citizen. Note: Copies of certified documents will not be accepted – all copies must be originally certified in the past 3 months. Failure to submit the above information will result in the application not considered and deemed a regret. The candidate must agree to the following: Shortlisted candidates must be available for interviews at a date and time determined by GPAA. Applicants must note that pre-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 and annual performance agreement and will be required to undergo a security clearance.

OTHER POSTS

- POST 25/42** : **SENIOR BUSINESS INTELLIGENCE DEVELOPER REF NO: SBID/ICT/2019/07-1PRA2)**
ICT
The purpose of the post is to provide support by extracting, loading and transforming (ETL) application data for relational databases by transforming business requirements into optimal system implementations.
- SALARY** : R733 257 - R863 748 per annum (Level 11) (all-inclusive package)
- CENTRE** : Pretoria Office
- REQUIREMENTS** : A three year National Diploma or Degree in BSc (Computer Science); B Com (Information Systems) or similar professional qualification (at least 360 credits) coupled with 6 years working experience in the Applications Services field of

which 3 years was in a managerial role. Experience in the Management of Application Development life cycle will be an advantage. Subsequent Business Analysis, Programming, System Analysis, Object-Oriented Design (OOD) Software Debugging qualifications will be an advantage. Knowledge of Data Warehousing: Data Warehouse Design methodologies and architecture, Design and Data Modeling, Data Warehousing experience utilizing OLAP toolset. Strong Oracle Data Integration suite (ODI) skills, working with multiple source/target systems such as Oracle, MS SQL Server, XML files, flat files, MS Access/Excel documents, Warehouse and ETL processes skills as well as ODI scheduling. Knowledge of Database: Domain Modeling, SQL (DDL & DML) and related tools. Strong PL/SQL skills. Advanced level of writing stored procedures, reading query plans, tuning, indexes and troubleshooting performance bottlenecks. Knowledge of BI Applications: Strong Oracle Business Intelligence Enterprise Edition (OBIEE) skills. Strong knowledge on OBIEE Security, Administration, Advanced features of OBIEE 12c. Ability to make assessments and informed design decisions that consider Development, Quality Assurance and Technology Operations (Configuration, etc.). Knowledge of SDLC: Analysis, enhancements, Version Control, releases, documentation, Integration Testing. Ability to facilitate system reviews, conduct business process analysis and functional gap analysis. Knowledge of Business Applications support services in an outsourced environment including escalations and root-cause analysis. Knowledge of laws, precedents, and government regulations around Government Finance (i.e. PFMA), SITA Act, Electronic Communications Act, etc. Knowledge of Business Applications fit on business continuity requirements with a specific focus on security and disaster recovery. Knowledge of Prince or PMBOK project management methodology. Knowledge of Oracle; Linux; Java; J2EE; ETL; Data Warehouse and change management software. Teamwork. General verbal Communication. Software Architecture. Project management. Team collaboration. Ability to delegate. Emotional Intelligence. Demonstrable Commitment. Customer service orientation. Structured Approach.

DUTIES

: The successful candidate will be responsible for the following functions and include, but not limited to: Implement Application Development, Support, Maintenance and Adaptation of new Applications Technical Design. Designing technical architecture, configuring all components of the Data warehouse. Design ETL Scenarios and Procedures. Implementing the metadata layers and generating reports and dashboards. Design Technical OBIEE Report Specifications. Design technical Dashboards and navigation links. Participate in Technical/Functional Requirements meetings. Ensure all assigned designs fit into the overall architecture/design of Oracle BI solutions. Maintain data models continuously as modifications and enhancements are made. Create and Design data modeling for data marts or for specific subject area as per BRS. Design logic and physical Star Schema. Meet or exceed internal and external (customer) expectations based on delivery. Implement development objectives by analyzing user requirements; envisioning system features and functionality. Complete application development by coordinating requirements, schedules, and activities. Enhance the quality of applications by improving the design or tuning for performance. Participate in the Code Review process and action the outcomes of the code review. Deliver code timeously to the test environment. Support, troubleshoot and resolve development and production problems across multiple environments and operating platforms. Supports users by developing documentation and assistance tools. Ensures operation by training internal client personnel; providing support. Document, review and execute all requirements for releasing of code. Manage the provision of Application Management services to the organization: Ensure task activities are managed daily with estimates and deadlines. Plan delivery commitment such that deliverables does not unnecessarily move between releases. Ensure no delays accrue due to misunderstanding of requirements. Ensure quality control over output by ensuring policies and procedures are followed. Share technical assistance, guidance and advise within the team. Manage potential Application Management risks. Identify production problems (network, application, database, connectivity, performance problems) with proposed solutions with follow up of execution of approach. Check that all Applications Management Audit Report queries are addressed to eliminate or mitigate the associated

risks. Raise risks with management early. Plan capacity requirements. Assess IT infrastructure requirements so that Application Management processes and procedures run smoothly. Plan execution of own work (estimate duration for new/existing requirements – project plan with dependencies). Facilitate business partnering Enhances organization reputation by accepting ownership for accomplishing new and different requests; exploring opportunities to add value to job accomplishments. Provide Application Management support and advice to the Design COE with regard to relevant applications solutions to problems raised by managers. Contribute to Client meetings, demonstrating Application Management capability when required.

**ENQUIRIES
FOR ATTENTION
NOTE**

: Lesiba Sehlapelo Tel No: 012 399 2710
 : Mr Lesiba Sehlapelo– Recruitment
 : Employment Equity target for the post is African, Indian, or Coloured males/females or people with disabilities. Candidates of the specified groups are encouraged to apply.

POST 25/43

: **MANAGER: FUNERAL BENEFIT AND PENSIONER MAINTENANCE REF NO: M/FB & PM/2019/07-1P**
 EB Operations

**SALARY
CENTRE
REQUIREMENTS**

: R733 257 - R863 748 per annum (Level 11) (all-inclusive package)
 : Pretoria Office
 : A relevant three-year Bachelor's Degree/N Dip or equivalent three year qualification (360 credits) with six (6) years appropriate proven experience in the field of Retirement Fund or Employee Benefits Administration of which three (3) years was in a managerial role. Excellent knowledge of applicable legislation and familiarity with the various types of death benefits and pensioner maintenance responsibilities administered by GPAA will be an added advantage. Computer literacy that includes a good working knowledge of Microsoft Office products and a good understanding of the CIVPEN system will be an added advantage. Knowledge of Employee Benefits and applicable legislation. Commercial awareness. Knowledge of GEPF services and products. Knowledge of relevant Legal requirements, particularly BCEA and GPAA policies and procedures, including Public Service Act. Good analytical skills. Strong leadership and managerial skills. Good planning and organizing skills. Decision making and problem solving skills. Good communications skills, both verbal and written. Good interpersonal skills. Ability to establish controls to monitor tasks. Customer orientated. Persuasiveness and flexibility. Ability to take responsibility. Ability to work under pressure. Ability to delegate. Integrity, reliability and honesty. Quality and result orientated.

DUTIES

: The successful candidate will be responsible for the management of the Funeral Benefits and Pensioner Maintenance Section, which inter alia include but is not limited to: Manage the administration process. Oversee the manner in which Funeral Benefits and Pensioner Maintenance are processed, ensuring that they are in compliance with the rules of the relevant funds/schemes. Prepare monthly reports and statistics regarding the performance of the section to management. Provide interpretation and advice on the application of the Rules of applicable Funds. Build a mutually beneficial relationship with all internal and external structures in order to better manage and eliminate unnecessary delays in payment of Funeral Benefits and Pensioner Maintenance benefits and ensure positive and sound internal and external client relationships. Support the EB Operations Component and other divisions by providing information / reports and resolving all queries from members and other stakeholders pertaining to Funeral and Pensioner Maintenance in a timely, complete, professional and accurate manner. Compile various communications to be distributed to internal and external stakeholders from the Funeral Benefits and Pensioner Maintenance area, ensuring accuracy and professionalism of communication. Monitor that exceptions related to the Funeral Benefits and Pensioner Maintenance process are appropriately dealt with; in accordance with the relevant policies and procedures. Provide input to the strategic management of the section: Compile comprehensive operational plans, quarterly and annual reports. Keep abreast with changes in relevant guidelines and other legislation, to make recommendations where policies and procedures need to be amended. Develop, enhance and implement policies, processes and procedures that are

relevant to the section and enhance service delivery. Collaborate with internal and external stakeholders to implement new systems and processes, enabling integration to other areas. Manage all resources of the Unit: Manage the performance of direct and indirect reports in accordance with the GPAA performance management policy and procedure. Identify training and development needs, implementing plans to address requirements, as appropriate. Manage discipline and absenteeism in accordance with organizational codes and procedures. Facilitate communication through appropriate structures and systems. Manage compliance with agreed budgets in consultation with the Senior Manager, ensuring that costs are contained. Participate in management forums within GPAA, contributing expertise to enable sound decision making. Provide detailed, accurate information for internal and external audit purposes and action audit issues identified. Implement controls within the section which minimize potential risk to stakeholders. One position of Manager: Funeral Benefits and Pensioner Maintenance is currently available at the Government Pensions Administration Agency. The main purpose of this position is to manage the Funeral Benefits and Pensioner Maintenance for GPAA

**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 Indian males/females or people with disabilities. Candidates of the specified groups are encouraged to apply.

POST 25/44

: **PROCESSOR (EB ADMINISTRATOR) – BENEFITS APPLICATION
PROCESSING REF NO: PBAP/EB-OPS/2019/07-10C**
 Employee Benefits
 The purpose of the role is to provide administrative support for the processing and payments of claims.

**SALARY
CENTRE
REQUIREMENTS**

: R208 584 (basic salary) (Level 06) plus 37% in lieu of benefits
 : Pretoria Office
 : An appropriate three (3) year tertiary qualification (in administration/finance) with 18 months proven experience in the administration/processing of Retirement fund/Employee Benefits OR Senior Certificate (with Mathematics or Accounting as a passed subject) with 3 years proven experience in administration/processing of Retirement fund/Employee Benefits; Experience of the MS Office package, with particular focus on MS Excel. Knowledge of standards and procedures of claims processing; Analytical thinking; Good communication skills; Attention to detail; Customer orientation; Creative thinking; Logical thinking; Production driven.

DUTIES

: The successful incumbent will be responsible for a wide variety of tasks which include the following but not limited to: Process Claims: Review applications/claims received for various types of exits or claims, Check that all supporting documentation is attached as per the requirements of the specific claim, Evaluate the member records reflected in the documentation and update accordingly to ensure accurate information is reflected, Request member's information for inclusion in the benefits application form, where missing information is identified. Process payment of claims: Review the initial payment, based on a review of the particulars of the case. Reconcile purchase of service figures, checking that all outstanding service has been calculated correctly for payments. Upload supporting documentation for benefit payments, ensuring accuracy. Checking whether children/beneficiaries indicated qualify as dependents according to set criteria, for instructions for payments. Review the calculation against the information available on the member records, confirming whether correct or supplying reasons for rejection. Review the summary of rejected applications/claims; identifying reasons for rejection based on rules of the Fund. Route the rejected applications/claims – in terms of the standard procedure. Ensure that all exceptions (where applicable) related to death distributions, service period recognition verification, fraud and risk issues, contribution adjustments, benefit distribution verification, payment reversals, unclaimed benefits, standard legal issues and the updating of banking details have been resolved in accordance

with the relevant policies and procedures, Check that all documentation required for payment is attached and that the correct benefit is being paid to the member, based on established criteria, Review the benefit application form and validate the content, Initiate the payment instruction. Various positions for Processors (EB Administrators) at EB Operations (various sub units) are currently available at the Government Pensions Administration Agency. These positions will be filled on a 12 months contract.

ENQUIRIES

APPLICATIONS

FOR ATTENTION

NOTE

- : Ismael Radebe Tel No: (012) 319 2299
- : Please forward your application, quoting the relevant reference number, Government Pensions Administration Agency, 34 Hamilton Street, or Private Bag x63, Arcadia, Pretoria, 0001
- : Mr Ismael Radebe– Recruitment
- : Employment Equity target for the post is African/Indian/Coloured/White males or people with disability. Candidates of the specified groups are encouraged to apply.

GOVERNEMENT PRINTING WORKS

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

- APPLICATIONS** : All applications must be forwarded to: The Branch: Human Resources, Government Printing Works, 149 Bosman Street, Pretoria or Private Bag X85, Pretoria, 0001.
- FOR ATTENTION** : Ms M Mbokane, Human Resources Tel No: (012) 748 6296
- CLOSING DATE** : 26 July 2019, 12:00 noon.
- NOTE** : Applications must be submitted on form Z83 (obtainable from any Public Service Department or download it from www.gpwnline) and must be completed in full and page 2 duly signed; Clear indication of the post and reference number that is being applied for must be indicated on your Z.83, A detailed covering letter, recent comprehensive CV specifying all qualifications and experience with respective dates. Certified copies of qualifications, ID and a valid driver's license (where required), must be attached. It is the responsibility of applicants in possession of foreign qualifications to submit evaluated results by the South African Qualifications Authority (SAQA). The Government Printing Works reserves the right to fill or not fill its advertised posts. General information: Shortlisted candidates must be available for interviews at a date and time determined by the Government Printing Works. Shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the jobs; the logistics of which will be communicated by the Government Printing Works. Following the interview and the technical exercise, the Selection panel will recommend candidates to attend a generic management competency assessment (in compliance with the DPSA Directive on the Implementation of Competency-based assessments). The competency assessment will be testing generic managerial competencies, using the mandated DPSA SMS competency assessment tools. Personnel suitability checks will also be administered as a part of the selection process. Successful candidates will be required to enter in an employment contract and performance agreement (as relevant) and must obtain a positive security clearance. Applications received after the closing date as well as those who do not comply with the requirements will not be taken into consideration. If you have not received a response from this institution within three months of the closing date, please consider your application unsuccessful.

MANAGEMENT ECHELON

- POST 25/45** : **DIRECTOR: EQUIPMENT MAINTENANCE REF NO: GPW19/27**
This is a re-advertisement, candidates who previously applied and are still interested are required to apply
- SALARY** : R1 005 063 per annum (An all-inclusive remuneration package). The 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 that may be structured in terms of specific guidelines
- CENTRE** : Pretoria
- REQUIREMENTS** : An appropriate degree or equivalent qualification (NQF level 7) in Mechanical / Electrical engineering or related field, Certificate of Competency: Factories (GCC), ECSA Registration, 5-8 years' proven experience in a manufacturing environment, 5 years' experience at middle or senior management level, Proven experience in design, installation, commissioning and maintenance of manufacturing-related equipment. Strong planning, decision making and other administrative skills, Ability to plan, co-ordinate, manage multiple projects, excellent communication skills, People management, report writing and presentation skills, Project Management qualification and certification will be an added advantage.
- DUTIES** : Function as Factory/Section Engineer responsible for the maintenance and care of production-related institutional assets, Provide integrated maintenance planning and scheduling, The development and execution of preventative and

reactive maintenance strategies, Implementing the required activities to ensure excellent machines conditions, with a minimum production interruption, Driving a long term plan and focus on cost-effective optimisation of plant and equipment availability and reliability, Optimising the availability and reliability of equipment using all available resources and strategies to deliver effective predictive and preventative maintenance plans and schedules, Execution and management of subcontractor tasks in support of maintenance services, Managing the maintenance team to achieve the delivery and management of the work scope, Manages and monitors any future expansion plan, Driving a long term plan and focus on cost-effective optimisation of plant and equipment availability and reliability, Manage the operations capital expenditure and maintenance budgets

ENQUIRIES

: Mr K Moodley Tel No: (012) 748-6306

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>	:	29 July 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 25/46</u>	:	<u>CHIEF DIRECTOR: PROVINCIAL OPERATIONS REF NO: HR 4/19/07/80HQ</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R1 189 338 per annum (All inclusive) Provincial Office: Free State Three (3) year relevant qualification in Public Administration/ Public Management/ Operations Management/ Human Resource Management/ Finance/ Accounting/ Social Sciences/ Medical Sciences/ Health Sciences/ Engineering Sciences/ Labour Law/ Economics/ Statistics. Valid driver's license. Five (5) years' experience at a Senior Management level in a relevant operational environment. Knowledge: Recruitment and selection, Human Resources administration, Project Management, Batho Pele Principles. Skills: Management, Interpersonal, Communication (Verbal and written), Computer literacy, Negotiation, Presentation.
<u>DUTIES</u>	:	Oversee the effective implementation of Inspection and Enforcement Services. Oversee the effective implementation of Public Employment Services. Oversee Labour Centre Operations in the Province. Oversee the effective implementation of Corporate Services. Oversee the effective implementation of UIF and CF services.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms. M Bronkhorst Tel No: (012) 309 4969 Chief Director: Human Resources Management: Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street.
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Operations, Head Office

OTHER POSTS

POST 25/47 : **DEPUTY DIRECTOR: FINANCE AND OFFICE ADMINISTRATION SERVICES REF NO: HR 4/4/5/60**

SALARY : R733 257 per annum (all inclusive)
CENTRE : Provincial Office: Kwazulu-Natal
REQUIREMENTS :

Three years tertiary qualification in Business/ Public Administration/ Management or Financial Management. Valid driver's licence. Two (2) years management and/or supervisory experience. Three (3) years functional experience in Administration, IT and Financial Management Environment. Knowledge: white paper on transformation of Public Service, Public Service Act, Public Service Regulations and relevant prescripts, Departmental policies and procedures, Accounting systems and Internal Control, Corporate governance, Batho Pele principles, Departmental policies and prescripts, Knowledge of PFMA, Treasury Regulations and the Budget Guidelines, Knowledge of Word, Excel, Power Point, and Outlook. Skills: Leadership, Interpersonal relation, Presentation, Planning and Organizing, Assertiveness, Computer Literacy, Accounting, Project Management, Innovative, Communication(verbal/written), Negotiation, Project Management, Strategic Management, Ability to build high-performance team, Diversity facilitation.

DUTIES : Manage the implementation of Financial Management processes and procedures in the Province. Manage and implement budgeting processes and the compilation of the Provincial MTEF budget. Responsible for financial control and accounting in the Province. Manage the Administration of BAS and payments in the Province. Manage the IT and Office support service in the Province. Manage the Fleet Management Services in the Province.

ENQUIRIES : Mr. J Anand Tel No: (031) 366 2173
APPLICATIONS : Chief Director: Provincial Operations: P O Box 940, Durban, 4000 or hand delivers at 267 Anton Lambede Street, Royal Hotel Building, Durban.

FOR ATTENTION : Sub-directorate: Human Resources Management, Kwazulu-Natal.

POST 25/48 : **ASSISTANT DIRECTOR: FINANCE REF NO: HR4/4/8/244**

SALARY : R376 596 per annum
CENTRE : Provincial Office: Free State
REQUIREMENTS :

Three year tertiary qualification in Public Finance Management/ Cost and Management Accounting/ Accounting Management and Financial Information System. 4 years functional experience in Finance of which 2 years is supervisory experience. Knowledge: Investigative Principles and Practices, Departmental and Fraud's Policies and Procedures, All-Fraud and Corruption Policies, Legal environment: Court and Criminal procedures, Fraud related administration and operations, Batho Pele Principles, Public Service Regulations. Skills: Planning and organizing, Time Management, Conflict Management, Analytical, Investigation, Communication (verbal & written), Computer literacy Presentation.

DUTIES : Facilitate the payment of Compensation Fund benefits in relation to accounts receivable and payable functions. Coordinate and monitor the finance. Coordinate and monitor the financial activities for the Compensation Fund. Facilitate the integrated budget planning and expenditure relating to Compensation Fund Operations. Provide financial technical support to the processing Labour Centres and report on all Compensation Fund financial matters and systems. Verify pension claims in the Province.

ENQUIRIES : Dr. N Kahla Tel No: (051) 505 6351
APPLICATIONS : Chief Director: Provincial Operations: PO Box 522, Bloemfontein, 9300, Physical Address: Laboria House, 43 Charlotte Maxeke Street, Bloemfontein.
FOR ATTENTION : Sub-directorate: Human Resources Management, Bloemfontein.

POST 25/49 : **MEDICAL CASE COORDINATOR (PROFESSIONAL NURSE) REF NO: HR 4/4/8/240**

SALARY : 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)
CENTRE : Provincial Office: Free State

- REQUIREMENTS** : 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 license 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.
- DUTIES** : 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.
- ENQUIRIES** : Dr. N Nkahlha Tel No: (051) 5056 201
- APPLICATIONS** : Chief Director: Provincial Operations: PO Box 522, Bloemfontein, 9300, Physical Address: Laboria House, 43 Charlotte Maxeke Street, Bloemfontein.
- FOR ATTENTION** : Sub-directorate: Human Resources Management, Bloemfontein.

NATIONAL TREASURY

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

- APPLICATIONS** : e-mail to Recruit.TPFSP@treasury.gov.za
- CLOSING DATE** : 26 July 2019 at 12:00 pm
- NOTE** : Applications should be accompanied by a comprehensive CV, fully completed Z83 (non-negotiable) and certified copies of qualifications and ID. Please forward your application, quoting the relevant reference number and the full name of the position on the subject line of the email under each advert. Kindly note: applications that are not compliant with the above requests will not be considered (non-negotiable). The National Treasury no longer accepts hand delivered or posted applications. Please note: All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Qualifications and SA citizenship checks will be conducted on all short-listed candidates and, where applicable, additional checks will be conducted. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). If you have not received feedback from the National Treasury within 3 months of the closing date, please regard your application as unsuccessful. Note: The National Treasury reserves the right not to fill the below-mentioned posts.
- OTHER POST**
- POST 25/50** : **DEPUTY DIRECTOR: VAT, EXCISE AND SUB-NATIONAL TAXES REF NO: S066/2019**
 Division: Tax and Financial Sector Policy Division (TFSP)
 Purpose: Develop tax policy pertaining to Value Added Tax, Excise Taxes, Fiscal Decentralisation and consumption taxes in support of fiscal reform in South Africa and assist in the maintenance of a coherent indirect tax policy framework.
- SALARY CENTRE REQUIREMENTS** : R869 007 per annum (all-inclusive remuneration package)
 : Pretoria
 : A minimum Degree in Economics as recognised by SAQA, A postgraduate qualification in Economics would be an advantage, a minimum 4 years' experience obtained in research and policy analysis (formulation), Knowledge and experience of the broader tax policy framework.
- DUTIES** : Value Added Tax: Review and analyse VAT policy with regard to the distributional impacts, inflationary impacts and revenue impact of potential proposals, Review the implications of proposed amendments to the VAT Act and liaise with SARS, Engage legal drafters to incorporate policy proposals and amendments into VAT law
 Excise Taxation: Provide Excise Tax policy advice with regard to the distributional impacts, inflationary impacts and revenue impact of proposals, especially those relating to alcohol and tobacco taxes, the Health Promotion Levy and other related excise taxes, Initiate research and review Excise Tax policy considerations, Analyse the implications of proposed amendments to the Customs and Excise Act and liaise with SARS, Engage legal drafters regarding policy proposals and amendments pertaining to Customs and Excise
 Fiscal Decentralization: Review tax proposals by provinces and local governments in respect of: Provincial taxes (including fuel taxes), Municipal taxes (including property rates and user fee surcharges), Regional Services Councils levies replacement (including local business tax, tax sharing and grant replacement options)
 Other Indirect Taxes: Develop databases on tax policy formulation, analysis of macro-economic impacts, research, review and tax policy considerations, Analyse implications of proposed amendments to the legal framework and liaise with SARS, and other stakeholders
 Money Bills: Evaluate the funding arrangements of extra-budgetary agencies by way of earmarked levies and user charges.
- ENQUIRIES** : Ms Zama Sangweni on Tel No: (012) 315 5301

OFFICE OF THE CHIEF JUSTICE

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



- APPLICATIONS** : Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Postal Address: Private Bag X 13012, Cambridge, 5206 East London, Physical Address 59 Western Avenue, Sanlam Park Building, 2nd Floor Vincent 5242 East London.
- CLOSING DATE** : 26 July 2019
- NOTE** : Shortlisted candidates must be willing to undergo normal vetting and verification processes, including a competency assessment for Senior Management Service. Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The completed and signed form should be accompanied by a recently updated CV as well as certified copies of all qualification/s and ID document (no copies of certified copies are allowed, certification should not be more than three months old). Failure to submit all the requested documents will result in the application not being considered. Please indicate the reference number and position you are applying for on your application form. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Applications received after the closing date, as well as applications received via fax or email, will NOT be considered or accepted.

OTHER POST

- POST 25/51** : **JUDGES' SECRETARY REF NO: 2019/519/OCJ**
- SALARY** : R257 508 per annum. The successful candidate will be required to sign a performance agreement
- CENTRE** : Port Elizabeth High Court
- REQUIREMENTS** : Grade twelve (12), one (1) to three (3) years' Secretarial experience or as an Office Assistant and a valid driving license. An LLB Degree or a minimum of 20 modules completed towards an LLB, BA or BCom Law Degree will serve as an added advantage and results must accompany the application. Shortlisted candidates will be required to pass a typing test. Skills and Competencies: Proficiency in English; good communication skills (verbal and written); administration and organizational skills; exceptional interpersonal skills; ability to meet strict deadlines and to work under pressure and attention to detail; customer care service skills and excellent typing skills; confidentiality and time management; computer literacy (MS Word) and research capabilities.
- DUTIES** : Typing (or format) of draft memorandum decision, opinions or judgement entries written by assigned Judge; Provide general secretarial/administrative duties to the Judge; Manage and type correspondence, judgements and orders for the Judge (including dictaphone typing); Arrange and diarize appointments, meetings for official visits and make travel and accommodation arrangements; Safeguarding of all case files and the endorsement of case files with an order made by Judge; Update files, documents and provide copies of documents to the Registrar; Perform digital recording of court proceedings on urgent court cases after hours and ensure integrity of such recordings; Store, keep and file court records safely; Accompany the Judge to the Courts; Management of Judge's vehicle, logbook and driving thereof; Compile data and prepare reports and documents for assigned Judges as necessary, including expense reports, continuing legal hours, financial disclosure statements and case management; Arrange receptions for the Judge and his

or her visitors and attend to their needs; Management of Judge's library and updating of documentation; Execute legal research as directed by the Judge; and comply with Prescripts, Departmental policies, Procedures and Guidelines.

ENQUIRIES

: Mr S Mponzo Tel No: (043) 726 5217

OFFICE OF THE PUBLIC SERVICE COMMISSION

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

- APPLICATIONS** : Forward your application, stating the relevant reference number to: The Director-General, Office of the Office of the Public Service Commission, Private Bag X121, Pretoria, 0001 or hand-deliver at Commission House, Office Park Block B, 536 Francis Baard Street, Arcadia, Pretoria, or you can email your application to recruitment@opsc.gov.za.
- FOR ATTENTION** : Mr M Mabuza
- CLOSING DATE** : 02 August 2019 at 15H45.
- NOTE** : Applications must be submitted on Form Z.83 obtainable from any Public Service department and should be accompanied by a recent updated comprehensive CV, certified copies of qualifications, Identity Document and driver's license (with exception of disabled applicants). Should you be in possession of a foreign qualification(s), it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). The successful candidate will be required to obtain a top secret clearance issued by the State Security Agency. The OPSC will verify the qualifications and conduct reference checking on short-listed candidates. Candidates will be subjected to Competency Assessment to determine their suitability for the post. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful. Please take note that late applications will not be accepted.

OTHER POST

- POST 25/52** : **DEPUTY DIRECTOR: RESEARCH REF NO: DD/R/07/19**
- SALARY** : R869 007 per annum (All-inclusive remuneration package). The package includes a basic salary (70% of package), State's contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion of 30% that may be structured in terms of applicable rules. The successful candidate will be required to enter into a performance agreement within three months after assumption of duty.
- CENTRE** : Provincial Office: Mpumalanga
- REQUIREMENTS** : A Degree or equivalent qualification (NQF Level 7) in the field of Social Sciences and/or Public Administration and/or Development Management. A post graduate qualification (NQF Level 8) will be an added advantage. 3-5 Years supervisory experience in Research and the development of Public Administration Practice. Strong technical competence and proven experience in research, research design, data analysis and Monitoring and Evaluation methods. Knowledge of Public Management, Administration, Human Resource Practices, Corporate Governance and Financial Management. Thorough understanding of government administration. Good report writing, presentation and analytical skills. People management, project management, and communication skills. Proficiency in the Microsoft Office suite, e.g. Excel, Word and PowerPoint. Valid driver's license (with exception of disabled applicants). An understanding of the Constitutional Values and Principles (CVPs) in Section 195 and how these CVPs contribute towards effective public service delivery. An understanding of how this post supports the role of the Public Service Commission (PSC) regarding the CVPs.
- DUTIES** : Evaluate the performance of the Mpumalanga provincial public service using indicators and standards for each of the principles in section 195 of the Constitution. Design and develop research project proposals and/or project plans. Conduct Monitoring and Evaluation and social research on the public service. Evaluate Public Administration practices in Provincial Departments and develop solutions to identified problems. Conduct service delivery investigations and inspections. Conduct research in Human Resource

ENQUIRIES

Management and Development Practices and develop solutions to identified problems. Draft reports emanating from the key performance areas, including the annual report on the Compliance of the Constitutional Values and Principles of the Mpumalanga Provincial Government.
: MR F Dalamo Tel No: (013) 775 4070

DEPARTMENT OF PUBLIC ENTERPRISES

- APPLICATIONS** : The Department of Public Enterprises, Private Bag X15, Pretoria, 0028 or hand deliver at 80 Hamilton Street, Arcadia 0083 and or 642 Cnr Olivia street and Jacqueline Drive, Garsfontein Pretoria, Postal Address: P.O BOX 394, Menlyn, 0063 or by email: dpe1@basadzi.co.za
- FOR ATTENTION** : Human Resources Tel No: (012) 998 8953/8049
- CLOSING DATE** : 26 July 2019
- NOTE** : Applications must be submitted on form Z83 and should be accompanied by certified copies of qualifications, ID as well as a comprehensive CV in order to be considered. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Correspondence will be limited to shortlisted candidates only. If you have not been contacted within 3 months after the closing date of this advertisement, please accept that your application was unsuccessful. Shortlisted candidates will be subjected to screening and security vetting to determine the suitability of a person for employment. Failure to submit the requested documents will result in your application not being considered. 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. Following the interview and the 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 the Competency based assessment). The department reserve the right not to fill these positions. People with disability are encouraged to apply and preference will be given to the EE target.

MANAGEMENT ECHELON

- POST 25/53** : **DIRECTOR-GENERAL REF NO: DPE/2019/010 UNIT: OFFICE OF THE DIRECTOR-GENERAL**
(3 Year Contract)
- SALARY** : R1 880 736 011 per annum (all-inclusive remuneration package consisting of a basic salary of 70% and a 30%, flexible portion that can be structured according to individual.
- CENTRE** : Pretoria
- REQUIREMENTS** : An appropriate postgraduate qualification (NQF Level 8) accompanied with at least 10-years of experience at senior managerial level (5 years must be a member of SMS in the Public Service, preferably in the public sector). The Global Economy, the Continental Economy, the Southern African Regional Economy and the South African Economy. The South African Government's vision, strategies, plans, policies, programmatic activities and the institutional arrangements to give effect to these. Global best practice in the design and management of State-owned entities. The history and current state of the SOC's within the Public Enterprises portfolio in particular with respect to state capture and corruption - and how these SOC's, can be returned to operational proficiency and financial sustainability from their current precarious position. Management practice in the South African Public Service. Analytical thinking, lateral thinking, out-of-the-box thinking. Ability to work successfully with an executive authority or the equivalent. Leadership, management, administration, organizational design & development, change management, monitoring and evaluation. Ability to work effectively with other players in Government and the Private Sector.
- DUTIES** : To marshal the resources of the DPE to advise, support and assist the Minister in her/his Mission to make the SOC's within the Public Enterprises Portfolio successful instruments of service delivery, enablers of economic growth and the providers of important, strategic economic infrastructure for our country. To lead, inspire, manage and constantly improve the DPE and its people and their ability to conduct oversight and help manage important asserts of the state. To be an effective member of the senior Government Administration team
- ENQUIRIES** : Ms Henriëtte Strauss Tel No: (012) 431 1022

NOTE

: The Director-General of the Department of Public Enterprises (DPE) will be required to develop and lead a team that can effectively exercise the Shareholder's oversight responsibilities with increased vigour, and to help ensure that the seven State-owned companies (SOC's) in the DPE portfolio, reduce their reliance on the fiscus and return to financial and operational sustainability. These SOC's support a number of strategic priorities of government, including to accelerate investment in the economy, to promote industrialization, to stimulate local manufacturing and to promote socio-economic progress in the communities where they operate. Through corruption, mismanagement and state capture, considerable damage was done to SOC's.

DEPARTMENT OF WATER AND SANITATION

OTHER POSTS

<u>POST 25/54</u>	:	<u>DEPUTY DIRECTOR: TECHNICAL SERVICES (CONTRACT MANAGER)</u> 5 Year Contract Chief Directorate: Construction Management (Construction West)
<u>SALARY CENTRE REQUIREMENTS</u>	:	R869 007 per annum (All-inclusive salary package) Potchefstroom Relevant Degree / National Diploma in Civil Engineering obtained from University or University of Technology plus ten (10) years appropriate experience in construction of water supply infrastructure plus proven managerial and leadership abilities. Registration with Engineering Council of South Africa (ECSA) as atleast Engineering Candidate. Human Resources and Financial Management Skills. Extensive technical experience in Construction environment. Extensive experience in Office Management. Knowledge of Project and Programme Management. Knowledge of Construction and Water Related legislation and policies. Excellent verbal and written communication skills. Good Negotiation, Problem Solving, Interpersonal and Decision making skills. Technical Report Writing Skills. Computer Literacy. Drivers license. Willingness to travel and work irregular hours.
<u>DUTIES</u>	:	The incumbent will manage the Construction West component in its entirety and report to the Chief Director: Construction Management. Manage the construction of large and small water supply projects around the country (dams, pipelines, canals, pump stations, water treatment plants, etc.). Ensure adequate management of construction unit on finance, personnel, labour relations, safety, security, asset management and equipment management. Report on project progress and supervise contractors. Provide leadership, technical support and solve intricate engineering problems. Promote teambuilding within and beyond the unit. Promote transformation. Communicate effectively with various stakeholders in relevant sectors about departmental programmes and collaborate involvement and participation.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr E Koadibane KT Tel No: (012) 336 7694 Please forward your application quoting the relevant reference number to please forward your applications quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X 0001, Pretoria 0001 or hand-deliver to: The Department of Water and Sanitation, 185 Sedibeng Building, Pretoria.
<u>FOR ATTENTION NOTE</u>	:	Mr LZ Mokoena 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. Note: 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 disadvantage groups. Successful applicants will be required to undergo standard Government security clearance procedures including verification of qualifications. Should you be in a possession of a foreign qualification(s), it must be accompanied by an evaluation from South African Qualification Authority (SAQA). People with disabilities are encouraged to apply for the posts. The Department reserves the right not to make an appointment. The successful candidate will be appointed on Specialist Contract in terms of section 76 of the National Water Act, Act 36 of 1998.
<u>CLOSING DATE</u>	:	26 July 2019
<u>POST 25/55</u>	:	<u>SCIENTIST PRODUCTION GRADE A REF NO: 260719/01</u> Branch: Chief Operations Office: Resource Protection: Eastern Cape
<u>SALARY CENTRE</u>	:	R618 732 per annum (OSD) East London

- REQUIREMENTS** : A Science (BSc) (Hons) Degree or relevant qualification. Compulsory registration with the SACNASP as a Professional Natural Scientist (proof of registration must attached). A valid Code B driver's license. (Certified copy attached). Three (3) years post-qualification experience in the field of Resource Directed Measures. Knowledge and understanding of the National Water Act (Act 36 of 1998) and other Environmental Legislation. Knowledge and experience of water use authorizations in terms of Section 21 (C) and (I) of the National Water Act as well as integration of different sciences disciplines (e.g) water quality, ecology, hydrology, geology, and related environmental science practices, etc) into water resource management and protection. Sound knowledge and experience in the River Eco-status Monitoring Program (REMP). Good technical, scientific report writing and interpretation skills. Ability to work productively in an environment consisting of interdisciplinary internal and external stakeholders. Sound interpersonal skills as well as willingness to work irregular hours and travel extensively in remote areas.
- DUTIES** : Provide specialist and technical inputs on water use license applications. Analyse and interpret scientific data. Prepare and submit technical reports. Assist in the evaluation of licence applications, reports and other documents submitted in accordance with legislation, policy, procedures and guidelines relevant to water resources management and make recommendations regarding the issuing of relevant authorisation. Promote water conservation and efficient water utilisation through the authorisation process. Provide comments on environmental impact assessments (EIA's), environmental management plans (EMP's), environmental program reports (EMPR's) and applications within the water management area. Support the determination of the reserve in the region. Undertake both routine and special investigations. Prepare reports and interpret analytical results. Respond to client queries within and outside the department. Participate in the water use authorisation assessment. Advisory committee and other relevant committees. Give inputs in the projects relevant to the management of water resources initiated by the department. Facilitate training and career development of staff. Supervision of staff. Assist in the establishment and regulation of water management institutions.
- ENQUIRIES APPLICATIONS** : Ms N Gwentshe Tel No: (043) 701- 0352
: Eastern Cape (East London): Please forward your applications quoting the relevant reference number to the Provincial Head: Eastern Cape Department of Water and Sanitation, Private Bag X 7485, King William's Town, 5600 or hand deliver at No. 2 Hargreaves Avenue, King William's Town, 5600.
- FOR ATTENTION NOTE** : Ms. T. Solwandle
: 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 disadvantage 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.
- CLOSING DATE** : 26 July 2019

POST 25/56 : **ENVIRONMENTAL OFFICER SPECIALISED PRODUCTION REF NO: 260719/02**
Branch: IBOM
Directorate: Environmental Impact Monitoring

SALARY CENTRE REQUIREMENTS : R402 045 per annum OSD
: Head Office
: A relevant Honours degree in Environmental or related fields. A valid driver's license (Certified copy must be attached). Experience in any of the following fields will serve as an advantage: Water Resources Management, Environmental Sciences, Natural Resource Economics, Compliance Monitoring and Enforcement. Working knowledge of the National Water Act (Act No 36 of 1998), relevant Environmental Management legislation and related policies. Knowledge of Integrated Water Resource Management. Knowledge of PFMA and Treasury Regulations. Ability to review technical and scientific reports and provide the recommendations. Exposure to construction environment. Technical report writing skills. Ability to provide technical and scientific support to Department of Water and Sanitation (DWS) and other government departments. Professional judgement. Good communication, presentation and networking skills. People management skills. Planning, organising, conflict management and change management. Computer literacy. Excellent problem solving and analytical skills. The ability to work independently, to interact with communities, professional service providers (PSPs) and planning partners in the water sector. Willingness to travel extensively all over the country and work irregular hours.

DUTIES : Provide integrated environmental services towards the development, maintenance, rehabilitation and refurbishment of bulk infrastructure projects. This includes amongst others, the undertaking of environmental legislative screening investigations as well as provides technical inputs. Compilation and advice on Environmental Management Programmes for the Departmental projects. Partake in resolving social and ecological issues that arise during the construction, upgrading of infrastructure, and conducting environmental audits. Assist in developing and implementation of recreational water use policies and guidelines. Implementation of other related legislation dealing with access and use of state dams. Advice on applications for commercial recreational water use at state dams especially with regards to PFMA and Treasury Regulation 16 requirements. Give support and guidance to the DWS IBOM cluster offices. Represent the Department in various fora, including participation in the Project Coordination Committee / technical committee meetings for projects. Develop terms of reference and assist in the management of PSPs where required. Attend meetings and managing conflict among various stakeholders during the relocation and settlement negotiation process.

ENQUIRIES APPLICATIONS : Mr JC Maluleke Tel No: (012) 336 8875
: 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 NOTE : Ms. LI Mabile
: 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.

- CLOSING DATE** : 26 July 2019
- POST 25/57** : **CHIEF ARTISAN GRADE A REF NO: 260719/03**
Branch: IBOM Central Operation
(This is a re- advertisement; applicants who have previously applied are encouraged to re- apply)
- SALARY** : R386 487 per annum (OSD)
CENTRE : Usutu River (Maintenance Civil)
REQUIREMENTS : Appropriate Trade Test Certificate. Ten (10) years post qualification experience required as an Artisan / Artisan Foreman. Valid driver’s license (attach certified copy). Supervisory, planning and analytical skills. Knowledge and experience in project management. Good knowledge understanding of Occupational Health and Safety Act and PFMA. Ability of work independently, work in a team, work long hours and perform under pressure. Computer literacy. Good communication skills (both verbal and written). Technical analyst and problem solving skills. Willingness to travel.
- DUTIES** : Maintenance of houses, offices pump stations and buildings. Be able to interpret civil drawings and set out works according to drawings. Do all finishing work inside and outside the buildings. Fix and repair cupboards. Erecting of shutter for the placement of concrete slabs, foundations and columns. Ensure compliance with Occupational Health and Safety Act and PFMA. Provide inputs into existing technical manuals, standard drawings and procedures to incorporate new technology. Ensure quality assurance in line with specifications. Provide inputs into budgeting process. Compile and submit reports as required. Manage and supervise artisans and related personnel. Control and monitor expenditure according to budget to ensure efficient cash flow management. Manage subordinates’ key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve departmental objectives. Note: Candidates may be requested to complete a practical and theoretical test.
- ENQUIRIES** : Mr NJRD Vermaak Tel No: (017) 846 6000
APPLICATIONS : IBOM Central Operation: Usutu River Please forward your application quoting the relevant reference number to: The Department of Water and Sanitation, Private Bag X 1004, Amsterdam 2375 or hand deliver to Jericho Dam, Admin Building, Amsterdam, Human Resource office.
- FOR ATTENTION** : Ms KE Thomo
NOTE : Applications must be submitted on a signed and dated Z83 form, obtainable from any Public Service Department, and should be accompanied by a comprehensive CV as well as certified copies of qualifications and Identity document. No late, faxed or e-mailed applications will be accepted. Correspondence will be limited to shortlisted candidates only. If you have not heard from us within two (2) months of the closing date, please accept that your application was unsuccessful. Preference will be given to previously disadvantaged groups. Successful applicants will be required to undergo standard Government security clearance procedures including verification of qualifications. Should you be in a possession of a foreign qualification(s), it must be accompanied by an evaluation from South African Qualification Authority (SAQA). “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.
26 July 2019

CLOSING DATE

:

POST 25/58

:

ASSISTANT DIRECTOR: INSPECTIONS REF NO: 260719/04

Branch: Water Resources and Sanitation Services Reform Regulator
Directorate: Investigations and Prosecutions

SALARY

:

R376 596 per annum (Level 09)

CENTRE

:

Head Office

REQUIREMENTS

:

B-Degree in Natural Sciences or Environmental Management or relevant. Three (3) to Five (5) years' experience in integrated water resource management. Knowledge of National Water Act. Knowledge of National Water Services Act, Public Service Act and Regulations. Knowledge of Public Finance Management Act and experience in project and programme management. Knowledge of business and management principles, strategic planning, resource allocation and human resources. Problem solving and analytical skills. Strategic capability and Leadership. Change and Knowledge management. Service Delivery Innovation (SDI), People management and empowerment, client orientation and Customer focus. Communication skills (both verbal and written). Accountability and ethical conduct.

DUTIES

:

Supervise application of investigative procedures within the area of operation to prevent unlawful activities, recommend appropriate corrective action to contraventions and assist or support relevant stakeholders with cost recovery process. Implementation of investigation procedures and processes, recommend appropriate corrective action to contraventions and assist relevant stakeholders with cost recovery process. Review case being presented or referred and or reported. Supervise docket compilation for prosecution. Supervise the implementation and the registration of enforcement case management system and other enforcement processes. Data analysis to keep track of repeated offenders. Identify hotspots. Assist with case review with appropriate internal and or when necessary with external stakeholders such as Legal services, Specialists, relevant departments and other law enforcement agencies. Liaise with relevant stakeholders regarding processing of enforcement cases. Participate and present cases in Environmental crime forums. Assessment and review of representation from the alleged transgressors and provide feedback. Improve current control process through enhancement. Obtain legal opinions and case laws. Analyse laws affecting case and provide input. Plan and conduct joint operation with other departments and enforcement agencies. Introduce innovative ways of doing business and improvement. Assist in the management of the unit. Provide inputs into the unit's business plan. Supervise the execution of outputs as per business plan. Human resource supervision and development.

ENQUIRIES

:

Mr. P Shibambo, Tel no: (012) 336 6504.

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

:

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 disadvantage 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.

- CLOSING DATE** : 26 July 2019
- POST 25/59** : **ASSISTANT DIRECTOR: FINANCIAL ACCOUNTING REF NO: 260719/05**
Branch: Chief Operations Office - Mpumalanga
Sub-Directorate: Financial Management (WTE)
- SALARY CENTRE REQUIREMENTS** : R376 596 per annum (Level 09)
: Mbombela
: A relevant tertiary qualification in Financial Management at NQF level 07. Three (3) years relevant supervisory experience. Knowledge and understanding of Human Resource Management Legislation, policies, practices and procedures. Public Finance Management Act (PFMA), Treasury Regulations and guidelines. Public Service Anti-Corruption Strategy and anti-corruption and fraud prevention measures. Knowledge of equal opportunities and Affirmative Action guidelines and laws. Knowledge of administrative and clerical procedures and systems. Departmental policies and procedures. Practical experience in Governmental financial systems; SAP and PERSAL. Principles and practice of financial accounting. Framework for managing performance information. Behavioural Competencies: People and Diversity Management. Client orientation and customer focus. Good verbal and written communication skills. Accountability and Ethical Conduct. A driver's license will be an added advantage.
- DUTIES** : Collection and recording of revenue. Cashier, banking services and electronic payments. Debt Management. Monitoring and reporting on revenue. Expenditure Management in terms of Compensation of Employees (CoE), Goods and Services; and transfers and subsidies. Reporting. Review and analyse expenditure report, distribute to budget holders and obtain inputs on expenditure status. Supervise employees to ensure an effective financial accounting service.
- ENQUIRIES APPLICATIONS** : s Mogane R.J Tel No: (013)-759 7638
Mpumalanga (Mbombela): Please forward your applications quoting the relevant reference number to: The Department of Water and Sanitation, Private Bag X 11259, Mbombela 1200, or hand deliver to the Department of Water and Sanitation at the reception ground floor, Prorom Building, 35 Brown Street - Corner Brown & Paul Kruger Streets, Mbombela.
- FOR ATTENTION NOTE** : Mr MJ Nzima
: 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 disadvantage 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.
26 July 2019
- CLOSING DATE** :
- POST 25/60** : **CONTROL ASSISTANT TECHNICAL OFFICER (DATA MANAGEMENT – HYDROMETRY) REF NO: 260719/06**
Branch: Operational Integration Gauteng CD: Provincial Operations
(This is a re-advertisement and applicants who have previously applied are encouraged to re-apply)
- SALARY CENTRE REQUIREMENTS** :
- R316 791 per annum (Level 08)
Hydrometry Office (Boskop Dam)
National Senior Certificate (Grade 12) with Mathematics / Mathematic Literacy. Ten (10) years related experience in the field of hydrological data processing and management using Kisters Hydstra software. A thorough knowledge of and experience in hydrological processing, editing, auditing (quality control) and archiving is compulsory. Knowledge of and experience in the processing of water level recorder charts, flow meters, electronic logger data, evaporation data, dam returns, borehole data and dam spillway control gates are compulsory. Use of the Hydstra software to extract data management and statistical reports is required. Knowledge of the MS Office package, with experience in Word, Outlook, Power Point and Excel (which may be assessed if need be). Use of the Osiris operational management software will be an added advantage. Mathematics / Mathematic Literacy is compulsory. Willingness to travel and a valid code B (8) drivers license is required, as well as the attendance of in-house training, meetings and workshops at various locations countrywide. Good written and verbal communication skills are required. A high level of reliability, good interpersonal relationships and sound organizing skills are expected of the occupant of the post.
- DUTIES** :
- The successful candidate will be responsible for the management of the Data Management section. The officer will be responsible for the supervision and management of all personnel in the section and attending to their training needs, human resources requirements and performance management. The overall responsibility for the coordination and management of the capturing, processing, editing, evaluation and archiving of all collected surface and groundwater data in the Gauteng Hydrometry area of responsibility according to the required standard. Ensure that quality control is done on all processed data. Responsible for ensuring the proper registration and transfer of all collected water quality grab samples to Resource Quality Information Services. Liaison with technical officers to solve problems to ensure the quality of data collected. Compilation of monthly and quarterly management reports for performance reporting. Liaison with Head Office Hydstra Support to resolve system issues and maintain required process requirements. Supply reliable data and information to all internal and external clients and stakeholders immediately when requests are received. Supply the Directorate Surface and Groundwater Information at Head Office with all information or reports as requested.
- ENQUIRIES APPLICATIONS** :
- Mr G.J Venter Tel No: (018) 298 9000
Please forward your applications quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X08, Noordbrug, 2522 or hand deliver to Department of Water and Sanitation Office, Boskop Dam. (On the R501 between Potchefstroom and Carletonville, 16 kilometres from Potchefstroom).
- FOR ATTENTION NOTE** :
- Ms MMM Buyskes
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.

- CLOSING DATE** : 26 July 2019
- POST 25/61** : **ENVIRONMENTAL OFFICER PRODUCTION GRADE A: ENFORCEMENT**
REF NO: 260719/07 (X3 POSTS)
Branch: Chief Operations Office: Gauteng
- SALARY CENTRE REQUIREMENTS** : R272 739 per annum (OSD)
: Gauteng Provincial office
: National Diploma in Natural Sciences /Environmental Management. A valid driver's license (Code EB) (attach certified copy) and computer literacy. Experience and knowledge of institutional arrangements and legal regime pertaining to integrated water resource management. Designated as an Environmental Management Inspector would be an added advantage. Knowledge and understanding of criminal and administrative enforcement. Knowledge of National Water Act, and related regulations, their implementation and enforcement. Understanding of the environmental law and the environmental compliance and enforcement management system; ability to link technical and legal aspects related to illegal water use & environmental compliance issues; ability to develop and apply policies. Good communication skills (both verbal and report writing) with experience in stakeholder engagement. Sound organizing and planning skills; Computer literacy; Networking, Problem solving and analysis. Analytical skills. The ability and willingness to travel extensively including to remote areas and work long hours where necessary.
- DUTIES** : Provide support in the implementation of policies and strategies to manage sector water use impacts in accordance with the National Water Act, 1998 (Act 36 of 1998) and other Departmental policies and strategies. Undertake both routine and special investigations. Prepare reports and interpret analytical results. Ensure reported alleged illegal water use are recorded on the Cas system and investigated fully with the Enforcement Business Process. Compile and update the Data base and Case management. Interact with law enforcement agencies and other Departments dealing with environmental crime. Respond to client queries within and outside the Department. Give inputs in the projects relevant to the management of water resources initiated by the Department.
- ENQUIRIES APPLICATIONS** : Mr Luvuyo Nqelenga Tel No: (012) 392-1505
: Department of Water and Sanitation, Private Bag X 995, Pretoria 0001 or hand deliver at Bothongo Plaza East, 285 Francis Street, Pretoria, 0001.
- FOR ATTENTION NOTE** : Ms Maria Malatji
: 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.

- CLOSING DATE** : 26 July 2019
- POST 25/62** : **ENVIRONMENTAL OFFICER PRODUCTION GRADE A REF NO: 260719/08**
Branch: Chief Operation Officer: Eastern Cape
Division: Water Information Management – Water Quality
- SALARY CENTRE REQUIREMENTS** : R272 739 per annum (OSD)
: East London
: National Diploma or Degree in Environmental Management/Natural Sciences. Practical experience in the field of water quality management will be an added advantage. A valid driver’s license (attach certified copy). Good computer literacy and writing skills. Understanding of the National Water Act 1998, the Water Services Act 1997, and related environmental legislation (e.g). NEMA. Knowledge and experience of industrial, agricultural, mining processes as well as wastewater treatment process and related technologies will serve as an advantage. Knowledge and experience of Water Quality Management with an understanding of prevailing principles of Integrated Water Resource Management and Catchment Management. Good communication skills (both written and verbal). Willing to travel extensively and work irregular hours.
- DUTIES** : Processing of water use license applications in water management areas. Provide comments on environmental impact assessments, environmental management reports and development applications in the Mzimvubu – Tsitsikamma management area. Liaise with stakeholders in the water sector and other government departments. Serve on various committees. Conduct regular compliance monitoring at mines, industries, agricultural activities, local authorities, etc. Undertake water resource monitoring and special investigations. Manage water quality in designated catchment areas. Prepare reports and interpret water quality monitoring results. Capturing of water quality results of water management system
- ENQUIRIES APPLICATIONS** : Ms. M. Mampane Tel No: 043 701 0257
: Eastern Cape (East London): Please forward your applications quoting the relevant reference number to the Provincial Head: Eastern Cape Department of Water and Sanitation, Private Bag X 7485, King William’s Town, 5600 or hand deliver at No. 2 Hargreaves Avenue, King William’s Town, 5600.
- FOR ATTENTION NOTE** : Ms. T. Solwandle
: 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.

CLOSING DATE :

26 July 2019

POST 25/63 :

CHIEF ASSISTANT TECHNICAL OFFICER REF NO: 260719/09

Branch: Chief Operation Office: Gauteng

(This is a re-advertisement and applicants who have previously applied are encouraged to re-apply)

SALARY :
CENTRE :
REQUIREMENTS :

R257 508 per annum (Level 07)

Hydrometry Office (Boskop Dam)

National Senior Certificate (Grade 12) with Mathematics / Mathematic Literacy. six (6) to ten (10) years’ experience in surface or groundwater technical environment in collecting and processing data. Knowledge in data processing and editing using Kisters Hydstra software. Knowledge of hydrological or geo-hydrological processes and systems. Knowledge in handling laboratory and monitoring equipment used for data collection. Knowledge of Occupational Health and Safety. Good communication, interpersonal and organisational skills needed. Technical report writing skills is required. Computer literacy and understanding of relevant software programs used in data collection. Knowledge of Microsoft office programs. A valid code B drivers license is required.

DUTIES :

The successful candidate will be responsible for the supervision of the groundwater data collectors and will also be involved in the collection of surface and groundwater data. The Officer will be responsible for the capturing and processing of the data collected by subordinates. The officer will be responsible for the subordinates and attend to their training needs, human resources requirements and performance management. The officer will be responsible for communication and sorting of problems between the Boskop Office and Provincial and Head Offices. Extensive travelling will be done with the collection of the data and doing maintenance. Will be responsible for the record keeping of and transport of water samples collected. Will also be responsible for the installation and replacement of loggers at the groundwater and surface water monitoring sites as well the reading out of the data. The officer will also be expected to assist technicians and technical personnel with help where needed.

ENQUIRIES :
APPLICATIONS :

Mr G.J Venter Tel No: (018) 298 9000

Please forward your applications quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X08, Noordbrug, 2522 or hand deliver to Department of Water and Sanitation Office, Boskop Dam. (On the R501 between Potchefstroom and Carletonville, 16 kilometres from Potchefstroom).

FOR ATTENTION :
NOTE :

Ms MMM Buyskes

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.

- CLOSING DATE** : 26 July 2019
- POST 25/64** : **PROVISIONING ADMIN OFFICER REF NO: 260719/10**
Branch: Finance
Sub-Dir: Acquisition Management
- SALARY** : R257 508 per annum (Level 07)
CENTRE : Head Office
REQUIREMENTS : A National Diploma or Degree in Supply Chain Management/ Public Management/Finance. Three (3) years' experience in Bids Management. Knowledge of organizational and government structures. Knowledge and understanding of Supply Chain Management Framework and processes. Understanding of the application of SCM procedures and Delegations. Knowledge and understanding of the application of Broad based Black Economic Empowerment. Report Writing and communication skills. Accountability and good ethical conduct.
- DUTIES** : Advertisement of bids. Opening of bids, attend Bids Evaluation Sessions and take minutes. Provide assistance to secretariat of the bid adjudication committee (in the absence of bid secretariat). Draft correspondence to bidders on the outcome of the bid adjudication; production of monthly reports. Ensure proper flow of work in the bids section.
- ENQUIRIES** : Ms E Kgwadi Tel No: (012) 336 7120
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 Mabole
NOTE : Applications must be submitted on a signed and dated Z83 form, obtainable from any Public Service Department, and should be accompanied by a comprehensive CV as well as certified copies of qualifications and Identity document. No late, faxed or e-mailed applications will be accepted. Correspondence will be limited to shortlisted candidates only. If you have not heard from us within two (2) months of the closing date, please accept that your application was unsuccessful. Preference will be given to previously disadvantaged groups. Successful applicants will be required to undergo standard Government security clearance procedures including verification of qualifications. Should you be in a possession of a foreign qualification(s), it must be accompanied by an evaluation from South African Qualification Authority (SAQA). "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.
- CLOSING DATE** : 26 July 2019
- POST 25/65** : **PERSONAL ASSISTANT REF NO: 260719/11**
Branch: IWS
- SALARY** : R257 508 per annum (Level 07)
CENTRE : Pretoria
REQUIREMENTS : Secretarial Diploma/Certificate or equivalent qualification. Three (3) to (5) five years' experience in secretarial duties and rendering a support service to senior management. Knowledge and experience of administration procedures. Excellent computer literacy, sound organising and good people skills. Good grooming and presentation skills. High level of reliability. Ability to act with tact

and discretion. Ability to research and analyse documents. People and self-management. Knowledge and understanding of dispute resolution process. Basic knowledge of financial management and public finance management act. Problem solving and analytical skills. Excellent client orientation and customer focus. Excellent communication skills (both verbal and written). Accountability and ethical conduct. A valid drivers' license will be required. (Attached certified copy).

DUTIES : Provide secretarial or personal assistant service to the manager. Render administrative or secretarial support services to the manager. Provide support to manager regarding meetings or managing the Director's diary. Support manager with administration of the manager's budget. Acquaintance with the relevant Public Service and departmental prescripts or policies and other documents.

ENQUIRIES : Ms. D Twayi Tel No: (012) 336 7118
APPLICATIONS : Head Office Pretoria: Please forward your applications quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X350, Pretoria, 0001 or hand deliver to 285 Continental Building, Corner of Visagie and Bosman Street, Pretoria.

FOR ATTENTION : Ms. LI Mabile
NOTE : Applications must be submitted on a signed and dated Z83 form, obtainable from any Public Service Department, and should be accompanied by a comprehensive CV as well as certified copies of qualifications and Identity document. No late, faxed or e-mailed applications will be accepted. Correspondence will be limited to shortlisted candidates only. If you have not heard from us within two (2) months of the closing date, please accept that your application was unsuccessful. Preference will be given to previously disadvantaged groups. Successful applicants will be required to undergo standard Government security clearance procedures including verification of qualifications. Should you be in a possession of a foreign qualification(s), it must be accompanied by an evaluation from South African Qualification Authority (SAQA). "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.

CLOSING DATE : 26 July 2019

POST 25/66 : **ACCOUNTING CLERK: FINANCIAL ACCOUNTING REF NO: 260719/12**
 Branch: Chief Operations Office: Gauteng

SALARY : R173 703 per annum (Level 05)
CENTRE : Gauteng: Pretoria
REQUIREMENTS : National Senior Certificate (A Grade 12). Working experience in an accounting or finance environment (Accounts Payables and Salary Administration) will serve as an added advantage. Knowledge of the PFMA, Treasury Regulations, Financial Prescripts, while knowledge of SAP and Persal systems would be an added advantage. Computer literate on Ms Office (Word, Ms Excess). Good interpersonal and communication skills.

DUTIES : Reconciliation of the major suppliers accounts of the Provincial Office. Compile and Capture sundry and order payment on the SAP system. Compile and capture journals and assist in clearing suspense accounts including cashier functions. Check for compliance and capture salary related claims and deductions. Ensure management of the payroll for the Provincial Office. Safekeeping of all financial records. Maintaining an effective and efficient filing system.

ENQUIRIES : Mr. V. Mashaba Tel No: (012) 392 1318

APPLICATIONS : The Regional Head, Department of Water and Sanitation, Private Bag X 995, Pretoria 0001 or hand deliver at Bothongo Plaza East, 285 Francis Beard Street, Pretoria, 0001.

FOR ATTENTION NOTE : Ms Maria Malatji
 : 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.

CLOSING DATE : 26 July 2019

POST 25/67 : **ACCOUNTING CLERK PRODUCTION REF NO: 260719/13**
 Branch: Chief Operations Office: Eastern Operations
 (This is a re-advertisement, applicants who have previously applied are encouraged to re-apply)

SALARY CENTRE REQUIREMENTS : R173 703 per annum (Level 05)
 : Midmar Dam (Howick)
 : National Senior Certificate (Grade 12). Financial management experience will be an added advantage. Knowledge of financial management related legislation i.e. PFMA and its regulations and SCM regulations. Knowledge of SAP system, GAAP Standards. Confidentiality, integrity, honesty, time management and good interpersonal skills. Basic knowledge of financial management.

DUTIES : Receive invoices from vendors and keep accurate invoice register. Liaise with different sections within the department regarding source documents. Compile source documents and capture invoices to pay vendors including processing of journals on Sap system. Check and capture of payroll allowances and deductions, overtime, standby on Persal system including attending to related queries. Ensure that all related filing is systematically completed. Request all SAP related reports when needed. Order and distribute all stationery. Perform cashier duties including handling petty cash, receiving and banking of state money and issuing of receipts.

ENQUIRIES APPLICATIONS : Mr S.Ngobese Tel No: (033) 239 1900
 : Midmar (Howick): Please forward your applications quoting the relevant reference number to: The Department of Water and Sanitation, Private Bag X24, Howick 3290, or hand deliver to the Department of Water and Sanitation at the reception ground floor, R103 Prospect Road, Midmar Dam – Howick 3290.

FOR ATTENTION NOTE : Ms T Sindane
 : 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

disadvantage 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.

- CLOSING DATE** : 26 July 2019
- POST 25/68** : **GENERAL FOREMAN REF NO: 260719/14**
Branch: Chief Operation Officer: Gauteng
Chief Directorate: Provincial Operations
- SALARY** : R145 281 per annum (Level 04)
CENTRE : Potchefstroom Area Office
REQUIREMENTS : Grade 08. One (1) to two (2) years' experience. A valid Code 08 driver's license. (Attach certified copy). Good written and verbal communication skills. One year supervision experience will be an added advantage. Work independently and in a team. The ability to do routine tasks, which require using variety of equipment, tools and machinery. Knowledge of the basic safety procedures of the Health and Safety OHS Act.
- DUTIES** : Assist Artisan in Civil Workshop. Supervision of maintenance team. Ensure that official houses, office buildings, dam wall areas and workshops are and maintained. General maintenance to plants, structures and canal pipe lines. Concrete work, plastering, tiling, painting, cleaning, roof structures, and gutters and down pipes. Building manholes and structures. Knowledge of plumbing will be advantage.
- ENQUIRIES** : Mr M De Wet Tel No: (018) 294 9300
APPLICATIONS : Please forward your applications to the Acting Area Manager Gauteng Region, Department of Water and Sanitation, Private Bag X936, Potchefstroom, 2520, Hand deliver at 126 Chris Hani Street, Potchefstroom, 2520.
- FOR ATTENTION** : Ms SM Mokgosi
NOTE : Applications must be submitted on a signed and dated Z83 form, obtainable from any Public Service Department, and should be accompanied by a comprehensive CV as well as certified copies of qualifications and Identity document. No late, faxed or e-mailed applications will be accepted. Correspondence will be limited to shortlisted candidates only. If you have not heard from us within two (2) months of the closing date, please accept that your application was unsuccessful. Preference will be given to previously disadvantage 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.
- CLOSING DATE** : 26 July 2019

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

- APPLICATIONS** : 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. For assistance with online applications visit the following centres: 78 fox street, marshalltown or maponya mall.
- FOR ATTENTION** : Ms Thilivhali Mashau Tel No: (011) 240 3096 – Recruitment
- CLOSING DATE** : 26 July 2019, 12h00. No late applications will be considered.
- NOTE** : 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 in SMS posts women and people with disabilities will be given first preference). 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

- POST 25/69** : **DIRECTOR: NATURE CONSERVATION REF NO: REFS/004255**
Re-advertisement and people who applied previously are encouraged to re-apply.
- SALARY** : R1 057 326 per annum (all inclusive package which can be structured according to the individual's needs)
- CENTRE** : Johannesburg
- REQUIREMENTS** : Grade 12 plus undergraduate qualification (NQF level 7) as recognized by SAQA in Environmental Management and Science related/relevant fields. 5 years of experience at a middle/senior managerial level in biodiversity management. valid driver's license.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.
- DUTIES** : Ensure that Biodiversity management is supported by effective biodiversity scientific decision support and knowledge management systems. Develop and implement legislative tools to ensure the protection of species and ecosystems, Ensure that GDARD's biodiversity and other relevant legislation linked to Ecological, Fauna, Flora, Aquatics, Conservation Planning and Environmental Impact Assessment support is implemented through effective policies, regulations and guidelines. Develop and maintain relevant technical policies and guidelines e.g. ridges policy. Support and promote access to biodiversity assets for sustainable utilisation, research and recreational

purposes, environmental awareness as well as for cultural, spiritual and traditional purposes. Manage the provision of resource protection permitting and licencing. Ensure that GDARD responds effectively to wildlife management, hunting and damage-causing animals and biodiversity compliance awareness in the Gauteng province. Management of programme work. Oversee stakeholder and public participation processes together with engaging key stakeholders at formal forums/ conferences etc. overseeing strategic projects. Ensure annual strategic plans and business plans are developed according to the departmental cycles. Management of financial resources according to department and public service policies and guidelines. Develop budgets and control income, cash flows and expenditure. Co-ordinate the annual management projects, management of subordinates, Work environment, co-operation, delegations. Formulation of policies and procedures.

ENQUIRIES : Ms L Dhlamini Tel No: (011) 240 2527

OTHER POST

POST 25/70 : **AGRICULTURAL ADVISORS REF NO: REFS/004249 (X3 POSTS)**
Directorate: Farmer Support and Development

SALARY CENTRE : R316 791 per annum (Plus Benefits)
: Pretoria (X1 Post)
: Germiston (X1 Post)

REQUIREMENTS : Grade 12 plus a 4-year Bachelor's Degree in Agriculture/Agricultural Extension. 1 - 3 years' relevant experience working with farmers. Registration with the SACNASP or relevant professional body. A valid drivers' licence. Experience in agricultural development facilitation and servicing of commercial farmers will be an added advantage. Competencies: knowledge and experience in agricultural extension. An understanding of agricultural development, coordination and facilitation with other developmental stakeholders. Good computer and reporting skills, project management, presentation, facilitation and communication skills.

DUTIES : To provide advanced scientific, technical and practical information, advice and training (formal and informal) to stakeholders, in order to maximise their ability to produce agricultural commodities depending on the programme. The agricultural officer will work with beneficiary groups (farmers), facilitating their development as a group, and assisting them to develop the capacity to become self-sufficient through agricultural production. Contribute to the implementation of the farmer settlement programme. Provision of training, extension and advisory services. Facilitation and coordination with other stakeholders. Preparation of extension ward business plans towards agricultural growth and development within the area of jurisdiction. Reporting to the Senior Agricultural Advisor.

ENQUIRIES : Mr. Nkosikhona Masangane Tel No: 011 240 3094

DEPARTMENT OF HEALTH

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.

ERRATUM: Kindly note the post of Medical officer Specialist (**For Bertha Gxowa/Tambo Memorial Hospital**) with Ref No: BGH/TMH-2019/JUNE/01 advertised in the Public Service Vacancy Circular 23 dated 28 June 2019 was published with the wrong specification of duties. The post will be re-advertised.

OTHER POSTS

POST 25/71 : **CLINICAL MANAGER GRADE 1 REF NO: ODI/04/07/2019**
Directorate: Medical

SALARY CENTRE : R1 173 900 per annum (excluding commuted overtime)
: Odi District Hospital

- REQUIREMENTS** : An appropriate qualification that allows for registration with HPCSA as Medical Practitioner. Registration with HPCSA as Medical Practitioner and proof of current registration. A minimum of 5 years appropriate experience as a Medical Practitioner after registration with HPCSA in the Public Service. Management and research experience in Health will be added as an advantage. Strategic capability and leadership. Change management, planning and organising, client orientation and focus, people orientated. Independent decision-making and problem-solving skills and teamwork. Computer literacy. Good knowledge of applicable legislations, regulations and provincial policies. Ability to work smarter and under pressure.
- DUTIES** : Functioning as a Clinical Manager in a District Hospital. Provide and inspire clinical services to deliver quality care. Plan, manage, monitor and evaluate activities of all Medical and Allied services. Liaise with internal and external stakeholders related to patient care. Conduct clinical audits. Manage equipment planning. Participate in various clinical and non-clinical committees in the Hospital. Analyse data, patient files and prepare reports for management and ensure adherence to clinical governance.
- ENQUIRIES** : Mr ME Makhudu Tel No: (012) 725 2308
- APPLICATIONS** : Applications to be sent to Odi District Hospital. Hand post and other means of posting delivery to Odi District Hospital, Klipgat road, Mabopane, CEO's office or posted to: Odi District Hospital, Private Bag X509, Mabopane, 0190.
- FOR ATTENTION** : Mr ME Makhudu
- 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 recent updated CV as well as certified copies of all qualification/s and ID document. Correspondence will be limited to short-listed candidates only. If you have not been conducted within three months after closing date, please accept that your application was unsuccessful. NB!! The Hospital reserve the right to do background check for any relevant records of a candidate to determine suitability.
- CLOSING DATE** : 26 July 2019
- POST 25/72** : **MEDICAL SPECIALIST REF NO: CHBAH 163 – (OPHTHALMOLOGY, OTOLARYNGOLOGY, GENERAL SURGERY, TRAUMA, NEUROSURGERY, ORTHOPAEDIC SURGERY, UROLOGY, PAEDIATRIC SURGERY, PLASTIC SURGERY, MAXILLO FACIAL)**
- SALARY** : Grade 1: R1 106 040 per annum (All-inclusive package)
- CENTRE** : Chris Hani Baragwanath Academic Hospital
- REQUIREMENTS** : Appropriate qualification that allows registration with the HPCSA as Medical Specialist in a normal specialty. Registration with the HPCSA as Medical Specialist in a normal specialty and proof of current registration. Grade 1: No experience.
- DUTIES** : The incumbent will be responsible to interview, investigate, diagnose and oversee the treatment of patient. Improve quality of care by providing appropriate clinical care Supervising of junior medical staff. Willing to do commuted overtime rendering of after-hour (night, weekend and public holiday) duties to provide continuous uninterrupted care of patients. Attendance of relevant administrative meetings like mortality meetings, near miss meetings and completing MEDICO Legal Documents timeously (e.g. Death certificate). Participation in the academic program in the hospital and all activities of the discipline in relation to teaching and research. Ensure proper and accurate record keeping as legally and ethically required. Reporting to the head of unit on service delivery, clinical audits and where necessary quality improvement plans. Assist the HOD to monitor, implement and adhere to the compliance to National Core Standards within the department. Rotate through related departments at various hospitals served in their specific outreach programs. Preparing and writing of reports. Assist the Clinical Head with Administration responsibilities.
- ENQUIRIES** : Dr K Mustafa Tel No: (011) 933 9154/8154
- 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.
- NOTE** : Applications must be submitted on form Z83 fully completed, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). Documents to be attached is certified ID document, certified copies of qualification/s including matric and relevant council registration certificate and proof of current registration (Where applicable). (Certification should not be more than three (3) months old). 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.
- CLOSING DATE** : 31 January 2020
- POST 25/73** : **MEDICAL SPECIALIST REF NO: CHBAH 164 (OBSTETS AND GYNAE, PAEDIATRICS)**
- SALARY CENTRE REQUIREMENTS** : Grade 1: R1 106 040 per annum (All-inclusive package)
: Chris Hani Baragwanath Academic Hospital
: Appropriate qualification that allows registration with the HPCSA as Medical Specialist in a normal specialty. Registration with the HPCSA as Medical Specialist in a normal specialty and proof of current registration. Grade 1: No experience.
- DUTIES** : The incumbent will be responsible to interview, investigate, diagnose and oversee the treatment of patient. Improve quality of care by providing appropriate clinical care Supervising of junior medical staff. Willing to do commuted overtime rendering of after-hour (night, weekend and public holiday) duties to provide continuous uninterrupted care of patients. Attendance of relevant administrative meetings like mortality meetings, near miss meetings and completing MEDICO Legal Documents timeously (e.g. Death certificate). Participation in the academic program in the hospital and all activities of the discipline in relation to teaching and research. Ensure proper and accurate record keeping as legally and ethically required. Reporting to the head of unit on service delivery, clinical audits and where necessary quality improvement plans. Assist the HOD to monitor, implement and adhere to the compliance to National Core Standards within the department. Rotate through related departments at various hospitals served in their specific outreach programs. Preparing and writing of reports. Assist the Clinical Head with Administration responsibilities.
- ENQUIRIES APPLICATIONS** : Dr S Mankupane Tel No: (011) 933 9154/8154
: 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.
- NOTE** : Applications must be submitted on form Z83 fully completed, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). Documents to be attached is certified ID document, certified

copies of qualification/s including matric and relevant council registration certificate and proof of current registration (Where applicable). (Certification should not be more than three (3) months old). 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.

- CLOSING DATE** : 31 January 2020
- POST 25/74** : **MEDICAL SPECIALIST REF NO: CHBAH 165 (CARDIOLOGY DEPARTMENT, INTERNAL MEDICINE DEPARTMENT, NEUROLOGY, PSYCHIATRY DEPARTMENT, DERMATOLOGY, PALLIATIVE CARE)**
- SALARY CENTRE REQUIREMENTS** :
 : Grade 1: R1 106 040 annum (All-inclusive package)
 : Chris Hani Baragwanath Academic Hospital
 : Appropriate qualification that allows registration with the HPCSA as Medical Specialist in a normal specialty. Registration with the HPCSA as Medical Specialist in a normal specialty and proof of current registration. Grade 1: No experience.
- DUTIES** :
 : The incumbent will be responsible to interview, investigate, diagnose and oversee the treatment of patient. Improve quality of care by providing appropriate clinical care Supervising of junior medical staff. Willing to do commuted overtime rendering of after-hour (night, weekend and public holiday) duties to provide continuous uninterrupted care of patients. Attendance of relevant administrative meetings like mortality meetings, near miss meetings and completing MEDICO Legal Documents timeously (e.g. Death certificate). Participation in the academic program in the hospital and all activities of the discipline in relation to teaching and research. Ensure proper and accurate record keeping as legally and ethically required. Reporting to the head of unit on service delivery, clinical audits and where necessary quality improvement plans. Assist the HOD to monitor, implement and adhere to the compliance to National Core Standards within the department. Rotate through related departments at various hospitals served in their specific outreach programs. Preparing and writing of reports. Assist the Clinical Head with Administration responsibilities.
- ENQUIRIES APPLICATIONS** :
 : Dr N Soma Tel No: (011) 933 9154/8154
 : 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.
- NOTE** :
 : Applications must be submitted on form Z83 fully completed, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). Documents to be attached is certified ID document, certified copies of qualification/s including matric and relevant council registration certificate and proof of current registration (Where applicable). (Certification should not be more than three (3) months old). 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.

- CLOSING DATE** : 31 January 2020
- POST 25/75** : **MEDICAL SPECIALIST REF NO: CHBAH 166 (ANAESTHETICS DEPARTMENT, INTENSIVE CARE UNIT, RADIOLOGY DEPARTMENT, ACCIDENT AND EMERGENCY)**
- SALARY CENTRE REQUIREMENTS** : Grade 1: R1 106 040 per annum (All-inclusive package)
Chris Hani Baragwanath Academic Hospital
Appropriate qualification that allows registration with the HPCSA as Medical Specialist in a normal specialty. Registration with the HPCSA as Medical Specialist in a normal specialty and proof of current registration. Grade 1: No experience.
- DUTIES** : The incumbent will be responsible to interview, investigate, diagnose and oversee the treatment of patient. Improve quality of care by providing appropriate clinical care Supervising of junior medical staff. Willing to do commuted overtime rendering of after-hour (night, weekend and public holiday) duties to provide continuous uninterrupted care of patients. Attendance of relevant administrative meetings like mortality meetings, near miss meetings and completing MEDICO Legal Documents timeously (e.g. Death certificate). Participation in the academic program in the hospital and all activities of the discipline in relation to teaching and research. Ensure proper and accurate record keeping as legally and ethically required. Reporting to the head of unit on service delivery, clinical audits and where necessary quality improvement plans. Assist the HOD to monitor, implement and adhere to the compliance to National Core Standards within the department. Rotate through related departments at various hospitals served in their specific outreach programs. Preparing and writing of reports. Assist the Clinical Head with Administration responsibilities.
- ENQUIRIES APPLICATIONS** : Dr K Mustafa Tel No: (011) 933 9154/8154
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.
- NOTE** : Applications must be submitted on form Z83 fully completed, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). Documents to be attached is certified ID document, certified copies of qualification/s including matric and relevant council registration certificate and proof of current registration (Where applicable). (Certification should not be more than three (3) months old). 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.

- CLOSING DATE** : 31 January 2020
- POST 25/76** : **MEDICAL SPECIALIST PSYCHIATRIST – GRADE 1 REF NO: HRM 18/2019**
Directorate: Medical Services
- SALARY** : R1 106 040 per annum (TCE Package)
- CENTRE** : Sterkfontein Hospital
- REQUIREMENTS** : Appropriate qualification in psychiatry which allows registration as a specialist psychiatrist with the Health Professions Council of South Africa (HPCSA). Current registration with the HPCSA as a specialist psychiatrist. Sound clinical knowledge and skills in psychiatry. Ability to work in a multi-disciplinary team. Knowledge of legislation, policies and procedures pertaining to mental health care users. Computer literacy. A valid driver's license.
- DUTIES** : In the General Unit: the provision of care, treatment and rehabilitation to mental health care users within the framework of the Mental Health Care Act (No 17 of 2002); involvement in other general psychiatry work as needed. In the Forensic Unit: to conduct mental observations in terms of the Criminal Procedure Act (No 51 of 1977); care, treatment and rehabilitation of State patients in terms of the Mental Health Care Act (No 17 of 2002); involvement in other forensic psychiatry work as needed. Teaching and training of medical students, medical officers and psychiatric registrars, as well as other personnel (e.g. nurses, etc.). To stimulate, assist with and conduct research in the field of psychiatry. To supervise and manage junior staff, which would include disciplinary responsibilities if and when necessary. Administrative duties. Active participation in hospital committees. To assist with the development of policies and protocols of the hospital. Active participation in quality improvement programs including clinical audits, morbidity and mortality meetings and continuous professional development activities. To liaise with external stakeholders when appropriate. To always maintain professional and ethical conduct.
- ENQUIRIES** : Prof. U. Subramaney Tel No: (011) 951-8341
- APPLICATIONS** : Sterkfontein Hospital, Private Bag X2010, Krugersdorp, 1740, or hand delivered to the application box at the entrance.
- NOTE** : Applications must be submitted with a Z83, CV, certified copies of ID and Qualifications. Sterkfontein Hospital is committed to the pursuit of diversity, redress and will promote representation in terms of race, disability and gender.
- CLOSING DATE** : 26 July 2019
- POST 25/77** : **MEDICAL OFFICER GRADE 1-3 REF NO: EHD2019/07/14**
Directorate: Mental Health
- SALARY** : Grade 1: R821 205 - R884 670 per annum (All-inclusive remunerative package)
Grade 2: R938 964 - R1 026 693 per annum (All-inclusive remunerative package)
Grade 3: R1 089 693 - R1 362 366 per annum (All-inclusive remunerative package)
- CENTRE** : Ekurhuleni Health District
- REQUIREMENTS** : Basic medical degree (MBBCH or equivalent) and currently registered with the Health Professionals Council of South Africa (HPCSA) as a Medical practitioner. Post graduate diploma/degree in Mental Health/Psychiatry or relevant additional experience working in Mental Health /Psychiatry will be an advantage. **Grade 1:** Less than 5 years appropriate experience as a Medical Officer. **Grade 2:** A minimum of 5 years appropriate experience as a Medical Officer. **Grade 3:** A minimum of 10 years appropriate experience as a Medical Officer after registration with HPCSA. Recommendations: Experience working in district health services (including in clinics). Experience in general medical practice, mental health care, PHC, HAST, EBM and use of current clinical protocols. Requisite clinical skills include consultation, history taking, examination, clinical assessment, management procedures and ensuring continuity of patient care. Good professional attitude/conduct, good

communication skills, good professional ethics, team work ability, good medical records keeping. Willingness to work/participate in outreach programmes in any PHC facility in the district service. Competency Profile: Appropriate treatment of mental health conditions to prevent relapse. Ability to refer patients, make recommendations, provide advice and deliver information in the form of reports to all disciplines in the district mental health team. Ensuring proper referrals between hospitals and clinic and completion of correct referral documents from community to hospital. Following correct procedures for the down referrals of clients. Ability to manage a multidisciplinary team and work together with nurses, psychologists, occupational therapists and social workers for optimal patients management.

DUTIES : Support the provision of PHC services in the Community Health Centers, clinics and District hospitals within the district health services (DHS) by providing optimal mental health care, mentoring and supervision of health care professionals through integrated approach programmes. Participate in 24hour PHC services including Medico-legal and EMS. Use protocols and guidelines in patient management and ensure appropriate referrals services in accordance with national and provincial strategies. Give caregivers skills to manage patients optimally. Assist the facility in ensuring that it has adequate and correct medication for service users. Support the development of the Mental Health/Psychiatry in the district and participate in academic teaching and learning Mental Health, Family medicine & PHC units in the district. Support the training and the CPD/CME activities for nurses, intern and community services doctors in the district. Support/participate in the development of district research projects. Perform any other duties delegated by Supervisor/Manager.

ENQUIRIES : DR K Maaroganye Tel No: (011) 876 1795
APPLICATIONS : Applications to be sent to Ekurhuleni Health District, Hand Post and other means of posting delivery to 40 Catlin Street Germiston 1400 or Private Bag X 1005 Germiston 1400.

FOR ATTENTION : Human Resource Manager
NOTE : People with disabilities are encouraged to apply, Employment equity profile will be taken into consideration. Applicants will be subject to medical surveillance screening. Driving skills will be evaluated. No S&T claims and settlement allowance will be paid.

CLOSING DATE : 26 July 2019

POST 25/78 : **MEDICAL OFFICER REF NO: HRM 63/2019**
 Directorate: Critical care

SALARY : R821 205 per annum
CENTRE : Steve Biko Academic Hospital
REQUIREMENTS : Registration with the Health Profession Council of South Africa (HPCSA) as a medical Practitioner. Keen interest in caring of acutely ill patients. ATLS or ACLS would be recommended.

DUTIES : This will include after-hours work (weekends and weekdays). The Critical Care MO functions as a member of the multidisciplinary critical care team that manages High Care and Critical Care Unit patients. Specific duties include: Patient Management and full time Clinical service provision within the ICU and High Care Unit; Participation in the critical care academic program and participation in departmental research activities.

ENQUIRIES : Prof F Paruk Tel No: (012) 354 1982/2107
APPLICATIONS : Steve Biko Academic Hospital, Private Bag X 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.

NOTE : Applications must be submitted with a Z83 form, certified copies of ID and certificate of qualifications. Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.

CLOSING DATE : 26 July 2019

POST 25/79 : **MEDICAL OFFICER REF NO: CHBAH 167 (OPHTHALMOLOGY, OTOLARYNGOLOGY, GENERAL SURGERY, TRAUMA, NEUROSURGERY, ORTHOPAEDIC SURGERY, UROLOGY, PAEDIATRIC SURGERY, PLASTIC SURGERY, MAXILLO FACIAL)**

SALARY CENTRE REQUIREMENTS : Grade 1: R821 205 per annum (All-inclusive package)
: Chris Hani Baragwanath Academic Hospital
: Appropriate qualification that allows registration with the HPCSA as Medical Practitioner Registration with the HPCSA as Medical Practitioner and proof of current registration. Grade 1: No experience required.

DUTIES : The incumbent will be responsible to interview, investigate, diagnose and oversee the treatment of patient. Supervising junior doctors (undergraduate students, interns and community service doctors). Attendance of relevant administrative meetings like mortality meetings, near miss meetings and completing MEDICO Legal Documents timeously (e.g. Death certificate). Improve quality of care by providing appropriate clinical care. Reduce medical litigation by exercising good clinical ethos. Implement and monitor adherence to National Core Standards (norms and standards). Participating in all activities of the discipline in relation to teaching and research. Participate in multidisciplinary team to the management of patients. Performance of practical procedures relevant to the care of patients. Ensure that administration and record keeping is done in the department. Willing to do commuted overtime rendering of after-hour (night, weekend and public holiday) duties to provide continuous uninterrupted care of patients.

ENQUIRIES APPLICATIONS : Dr K Mustafa Tel No: (011) 933 9154/8154
: 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.

NOTE : Applications must be submitted on form Z83 fully completed, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). Documents to be attached is certified ID document, certified copies of qualification/s including matric and relevant council registration certificate and proof of current registration (Where applicable). (Certification should not be more than three (3) months old). 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.

CLOSING DATE : 31 January 2020

POST 25/80 : **MEDICAL OFFICER REF NO: CHBAH 168 (OBSTETS AND GYNAE, PAEDIATRICS)**

SALARY CENTRE REQUIREMENTS : Grade 1: R821 205 per annum (All-inclusive package)
: Chris Hani Baragwanath Academic Hospital
: Appropriate qualification that allows registration with the HPCSA as Medical Practitioner Registration with the HPCSA as Medical Practitioner and proof of current registration. Grade 1: No experience required.

- DUTIES** : The incumbent will be responsible to interview, investigate, diagnose and oversee the treatment of patient. Supervising junior doctors (undergraduate students, interns and community service doctors). Attendance of relevant administrative meetings like mortality meetings, near miss meetings and completing MEDICO Legal Documents timeously (e.g. Death certificate). Improve quality of care by providing appropriate clinical care. Reduce medical litigation by exercising good clinical ethos. Implement and monitor adherence to National Core Standards (norms and standards). Participating in all activities of the discipline in relation to teaching and research. Participate in multidisciplinary team to the management of patients. Performance of practical procedures relevant to the care of patients. Ensure that administration and record keeping is done in the department. Willing to do commuted overtime rendering of after-hour (night, weekend and public holiday) duties to provide continuous uninterrupted care of patients.
- ENQUIRIES** : Dr S Mankupane Tel No: (011) 933 9154/8154
- 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.
- NOTE** : Applications must be submitted on form Z83 fully completed, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). Documents to be attached is certified ID document, certified copies of qualification/s including matric and relevant council registration certificate and proof of current registration (Where applicable). (Certification should not be more than three (3) months old). 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.
- CLOSING DATE** : 31 January 2020
- POST 25/81** : **MEDICAL OFFICER REF NO: CHBAH 169 (CARDIOLOGY DEPARTMENT, INTERNAL MEDICINE DEPARTMENT, NEUROLOGY, PSYCHIATRY DEPARTMENT, DERMATOLOGY, PALLIATIVE CARE)**
- SALARY** : Grade 1: R821 205 per annum (All-inclusive package)
- CENTRE** : Chris Hani Baragwanath Academic Hospital
- REQUIREMENTS** : Appropriate qualification that allows registration with the HPCSA as Medical Practitioner Registration with the HPCSA as Medical Practitioner and proof of current registration. Grade 1: No experience required.
- DUTIES** : The incumbent will be responsible to interview, investigate, diagnose and oversee the treatment of patient. Supervising junior doctors (undergraduate students, interns and community service doctors). Attendance of relevant administrative meetings like mortality meetings, near miss meetings and completing MEDICO Legal Documents timeously (e.g. Death certificate). Improve quality of care by providing appropriate clinical care. Reduce medical litigation by exercising good clinical ethos. Implement and monitor adherence to National Core Standards (norms and standards). Participating in all activities of the discipline in relation to teaching and research. Participate in multidisciplinary team to the management of patients. Performance of practical

procedures relevant to the care of patients. Ensure that administration and record keeping is done in the department. Willing to do commuted overtime rendering of after-hour (night, weekend and public holiday) duties to provide continuous uninterrupted care of patients.

**ENQUIRIES
APPLICATIONS**

: Dr N Soma Tel No: (011) 933 9154/8154
: 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.

NOTE

: Applications must be submitted on form Z83 fully completed, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). Documents to be attached is certified ID document, certified copies of qualification/s including matric and relevant council registration certificate and proof of current registration (Where applicable). (Certification should not be more than three (3) months old). 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.

CLOSING DATE

: 31 January 2020

POST 25/82

: **MEDICAL OFFICER REF NO: CHBAH 170 (ANAESTHETICS DEPARTMENT, INTENSIVE CARE UNIT, RADIOLOGY DEPARTMENT, ACCIDENT AND EMERGENCY)**

**SALARY
CENTRE
REQUIREMENTS**

: Grade 1: R821 205 per annum (All-inclusive package)
: Chris Hani Baragwanath Academic Hospital
: Appropriate qualification that allows registration with the HPCSA as Medical Practitioner Registration with the HPCSA as Medical Practitioner and proof of current registration. Grade 1: No experience required.

DUTIES

: The incumbent will be responsible to interview, investigate, diagnose and oversee the treatment of patient. Supervising junior doctors (undergraduate students, interns and community service doctors). Attendance of relevant administrative meetings like mortality meetings, near miss meetings and completing MEDICO Legal Documents timeously (e.g. Death certificate). Improve quality of care by providing appropriate clinical care. Reduce medical litigation by exercising good clinical ethos. Implement and monitor adherence to National Core Standards (norms and standards). Participating in all activities of the discipline in relation to teaching and research. Participate in multidisciplinary team to the management of patients. Performance of practical procedures relevant to the care of patients. Ensure that administration and record keeping is done in the department. Willing to do commuted overtime rendering of after-hour (night, weekend and public holiday) duties to provide continuous uninterrupted care of patients.

**ENQUIRIES
APPLICATIONS**

: Dr K Mustafa Tel No: (011) 933 9154/8154
: 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.

- NOTE** : Applications must be submitted on form Z83 fully completed, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). Documents to be attached is certified ID document, certified copies of qualification/s including matric and relevant council registration certificate and proof of current registration (Where applicable). (Certification should not be more than three (3) months old). 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.
- CLOSING DATE** : 31 January 2020
- POST 25/83** : **REGISTRAR REF NO: CHBAH 171 (OPHTHALMOLOGY, OTOLARYNGOLOGY, GENERAL SURGERY, TRAUMA, NEUROSURGERY, ORTHOPAEDIC SURGERY, UROLOGY, PAEDIATRIC SURGERY, PLASTIC SURGERY, MAXILLO FACIAL)**
- SALARY CENTRE REQUIREMENTS** : R821 205 per annum (All-inclusive package)
Chris Hani Baragwanath Academic Hospital
Appropriate qualification that allows registration with the HPCSA as Medical Practitioner, HPCSA registration as an independent medical practitioner and must be post Community Service. Must have Primaries, ATLS and BSS in relevant department. Registrars must. Must be a South African citizens or permanent residents. Training opportunities are inter alia available in the following disciplines: Anaesthetics, Cardiology, Cardio-Thoracic Surgery, Community Health, Ear Nose and Throat, Emergency Medicine, Forensic Pathology, General Surgery, Intensive Care, Internal Medicine, Neurology; Neurosurgery, Anaesthetics, Cardiology, Cardio-Thoracic Surgery, Ear Nose and Throat, General Surgery, Intensive Care, Internal Medicine, Emergency Medicine, Neurology, Neurosurgery, Nuclear Medicine, Obstetrics and Gynaecology, Oncology-Radiology, Ophthalmology, Orthopaedic Surgery, Paediatrics, Paediatric Surgery, Plastic and Reconstructive Surgery, Psychiatry, Trauma and Urology Surgery, Palliative Care.
- DUTIES** : The incumbent will be responsible to interview, investigate, diagnose and oversee the treatment of patient related administrative duties, participating in all activities of the discipline in relation to teaching and research, participating in departmental audit activities, preparing and writing of reports, liaison and communication services and community liaison. Supervising junior doctors (undergraduate students, interns and community service doctors). Willing to do commuted overtime. Attendance of relevant administrative meetings like mortality meetings, near miss meetings and completing MEDICO Legal Documents timeously (e.g. Death certificate). Improve quality of care by providing appropriate clinical care. Reduce medical litigation by exercising good clinical ethos. Implement and monitor adherence to National Core Standards (norms and standards). Participate in multidisciplinary team to the management of patients. Performance of practical procedures relevant to the care of patients. Participation in departmental meetings, journal clubs, case presentations, lectures and ward rounds. Ensure that administration and record keeping is done in the department. Rendering of after-hour (night, weekend and public holiday) duties to provide continuous uninterrupted care of patients. Registrars will inter alia be responsible for rendering of clinical

services, assessment and treatment of patients, Registrars will be rotated through related departments at various hospitals, comprising hospitals served in their specific outreach programmes. Registrars will be appointed jointly between the Gauteng Provincial Government and the following tertiary institutions: University of the Witwatersrand (WITS).

**ENQUIRIES
APPLICATIONS**

: Dr K Mustafa Tel No: (011) 933 9154/8154
 : 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.

NOTE

: Applications must be submitted on form Z83 fully completed, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). Documents to be attached is certified ID document, certified copies of qualification/s including matric and relevant council registration certificate and proof of current registration (Where applicable). (Certification should not be more than three (3) months old). 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.

CLOSING DATE

: 31 January 2020

POST 25/84

: **REGISTRAR REF NO: CHBAH 172 (OBSTETS AND GYNAE, PAEDIATRICS)**

**SALARY
CENTRE
REQUIREMENTS**

: R821 205 per annum (All-inclusive package)
 Chris Hani Baragwanath Academic Hospital
 : Appropriate qualification that allows registration with the HPCSA as Medical Practitioner, HPCSA registration as an independent medical practitioner and must be post Community Service. Must have Part 1. Six (6) must experience as Medical Officer in a training institution in a relevant department or twelve (12) months outside the training institutions in a relevant department. Must be a South African citizens or permanent residents. Training opportunities are inter alia available in the following disciplines: Anaesthetics, Cardiology, Cardio-Thoracic Surgery, Community Health, Ear Nose and Throat, Emergency Medicine, Forensic Pathology, General Surgery, Intensive Care, Internal Medicine, Neurology; Neurosurgery, Anaesthetics, Cardiology, Cardio-Thoracic Surgery, Ear Nose and Throat, General Surgery, Intensive Care, Internal Medicine, Emergency Medicine, Neurology, Neurosurgery, Nuclear Medicine, Obstetrics and Gynaecology, Oncology-Radiology, Ophthalmology, Orthopaedic Surgery, Paediatrics, Paediatric Surgery, Plastic and Reconstructive Surgery, Psychiatry, Trauma and Urology Surgery, Palliative Care.

DUTIES

: The incumbent will be responsible to interview, investigate, diagnose and oversee the treatment of patient related administrative duties, participating in all activities of the discipline in relation to teaching and research, participating in departmental audit activities, preparing and writing of reports, liaison and communication services and community liaison. Supervising junior doctors (undergraduate students, interns and community service doctors). Willing to do commuted overtime. Attendance of relevant administrative meetings like

mortality meetings, near miss meetings and completing MEDICO Legal Documents timeously (e.g. Death certificate). Improve quality of care by providing appropriate clinical care. Reduce medical litigation by exercising good clinical ethos. Implement and monitor adherence to National Core Standards (norms and standards). Participate in multidisciplinary team to the management of patients. Performance of practical procedures relevant to the care of patients. Participation in departmental meetings, journal clubs, case presentations, lectures and ward rounds. Ensure that administration and record keeping is done in the department. Rendering of after-hour (night, weekend and public holiday) duties to provide continuous uninterrupted care of patients. Registrars will inter alia be responsible for rendering of clinical services, assessment and treatment of patients, Registrars will be rotated through related departments at various hospitals, comprising hospitals served in their specific outreach programmes. Registrars will be appointed jointly between the Gauteng Provincial Government and the following tertiary institutions: University of the Witwatersrand (WITS).

- ENQUIRIES** : Dr S Mankupane Tel No: (011) 933 9154/8154
- 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.
- NOTE** : applications will be considered. 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. The completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). Documents to be attached is certified ID document, certified copies of qualification/s including matric and relevant council registration certificate and proof of current registration (Where applicable). (Certification should not be more than three (3) months old). 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.
- CLOSING DATE** : 31 January 2020
- POST 25/85** : **REGISTRAR REF NO: CHBAH 173 (CARDIOLOGY DEPARTMENT, INTERNAL MEDICINE DEPARTMENT, NEUROLOGY, PSYCHIATRY DEPARTMENT, DERMATOLOGY, PALLIATIVE CARE)**
- SALARY** : R821 205 per annum (All-inclusive package)
- CENTRE** : Chris Hani Baragwanath Academic Hospital
- REQUIREMENTS** : Appropriate qualification that allows registration with the HPCSA as Medical Practitioner, HPCSA registration as an independent medical practitioner and must be post Community Service. Must have Part 1. Six (6) must experience as Medical Officer in relevant department. Must be a South African citizens or permanent residents. Training opportunities are inter alia available in the following disciplines: Anaesthetics, Cardiology, Cardio-Thoracic Surgery, Community Health, Ear Nose and Throat, Emergency Medicine, Forensic Pathology, General Surgery, Intensive Care, Internal Medicine, Neurology; Neurosurgery, Anaesthetics, Cardiology, Cardio-Thoracic Surgery, Ear Nose and Throat, General Surgery, Intensive Care, Internal Medicine, Emergency Medicine, Neurology, Neurosurgery, Nuclear Medicine, Obstetrics and

<u>DUTIES</u>	:	Gynaecology, Oncology-Radiology, Ophthalmology, Orthopaedic Surgery, Paediatrics, Paediatric Surgery, Plastic and Reconstructive Surgery, Psychiatry, Trauma and Urology Surgery, Palliative Care. The incumbent will be responsible to interview, investigate, diagnose and oversee the treatment of patient related administrative duties, participating in all activities of the discipline in relation to teaching and research, participating in departmental audit activities, preparing and writing of reports, liaison and communication services and community liaison. Supervising junior doctors (undergraduate students, interns and community service doctors). Willing to do commuted overtime. Attendance of relevant administrative meetings like mortality meetings, near miss meetings and completing MEDICO Legal Documents timeously (e.g. Death certificate). Improve quality of care by providing appropriate clinical care. Reduce medical litigation by exercising good clinical ethos. Implement and monitor adherence to National Core Standards (norms and standards). Participate in multidisciplinary team to the management of patients. Performance of practical procedures relevant to the care of patients. Participation in departmental meetings, journal clubs, case presentations, lectures and ward rounds. Ensure that administration and record keeping is done in the department. Rendering of after-hour (night, weekend and public holiday) duties to provide continuous uninterrupted care of patients. Registrars will inter alia be responsible for rendering of clinical services, assessment and treatment of patients, Registrars will be rotated through related departments at various hospitals, comprising hospitals served in their specific outreach programmes. Registrars will be appointed jointly between the Gauteng Provincial Government and the following tertiary institutions: University of the Witwatersrand (WITS).
<u>ENQUIRIES APPLICATIONS</u>	:	Dr N Soma Tel No: (011) 933 9154/8154
<u>NOTE</u>	:	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. 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 . The completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). Documents to be attached is certified ID document, certified copies of qualification/s including matric and relevant council registration certificate and proof of current registration (Where applicable). (Certification should not be more than three (3) months old). 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>	:	31 January 2020
<u>POST 25/86</u>	:	<u>REGISTRAR REF NO: CHBAH 174 (ANAESTHETICS DEPARTMENT, INTENSIVE CARE UNIT, RADIOLOGY DEPARTMENT, ACCIDENT AND EMERGENCY)</u>
<u>SALARY CENTRE</u>	:	R821 205 per annum (All-inclusive package) Chris Hani Baragwanath Academic Hospital

- REQUIREMENTS** : Appropriate qualification that allows registration with the HPCSA as Medical Practitioner, HPCSA registration as an independent medical practitioner and must be post Community Service. Must have Diploma/Part 1 in relevant department. Must have 6-12 Months experience as Medical Officer in relevant department. Must be a South African citizens or permanent residents. Training opportunities are inter alia available in the following disciplines: Anaesthetics, Cardiology, Cardio-Thoracic Surgery, Community Health, Ear Nose and Throat, Emergency Medicine, Forensic Pathology, General Surgery, Intensive Care, Internal Medicine, Neurology; Neurosurgery, Anaesthetics, Cardiology, Cardio-Thoracic Surgery, Ear Nose and Throat, General Surgery, Intensive Care, Internal Medicine, Emergency Medicine, Neurology, Neurosurgery, Nuclear Medicine, Obstetrics and Gynaecology, Oncology-Radiology, Ophthalmology, Orthopaedic Surgery, Paediatrics, Paediatric Surgery, Plastic and Reconstructive Surgery, Psychiatry, Trauma and Urology Surgery, Palliative Care.
- DUTIES** : The incumbent will be responsible to interview, investigate, diagnose and oversee the treatment of patient related administrative duties, participating in all activities of the discipline in relation to teaching and research, participating in departmental audit activities, preparing and writing of reports, liaison and communication services and community liaison. Supervising junior doctors (undergraduate students, interns and community service doctors). Willing to do commuted overtime. Attendance of relevant administrative meetings like mortality meetings, near miss meetings and completing MEDICO Legal Documents timeously (e.g. Death certificate). Improve quality of care by providing appropriate clinical care. Reduce medical litigation by exercising good clinical ethos. Implement and monitor adherence to National Core Standards (norms and standards). Participate in multidisciplinary team to the management of patients. Performance of practical procedures relevant to the care of patients. Participation in departmental meetings, journal clubs, case presentations, lectures and ward rounds. Ensure that administration and record keeping is done in the department. Rendering of after-hour (night, weekend and public holiday) duties to provide continuous uninterrupted care of patients. Registrars will inter alia be responsible for rendering of clinical services, assessment and treatment of patients, Registrars will be rotated through related departments at various hospitals, comprising hospitals served in their specific outreach programmes. Registrars will be appointed jointly between the Gauteng Provincial Government and the following tertiary institutions: University of the Witwatersrand (WITS).
- ENQUIRIES** : Dr K Mustafa Tel No: (011) 933 9154/8154
- 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.
- NOTE** : Applications must be submitted on form Z83 fully completed, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). Documents to be attached is certified ID document, certified copies of qualification/s including matric and relevant council registration certificate and proof of current registration (Where applicable). (Certification should not be more than three (3) months old). 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.

- CLOSING DATE** : 31 January 2020
- POST 25/87** : **DEPUTY DIRECTOR: HEALTH INFORMATION MANAGEMENT REF NO: 01/07/2019 HRM**
Directorate: Information Communication and Technology
- SALARY** : R733 257 - R863 748 per annum (plus benefits)
CENTRE : Dr. George Mukhari Academic Hospital
REQUIREMENTS : Grade 12 with a National Diploma/Degree with a minimum of 10 years' experience in information Management of which 6 years must be in Health Information Management and 3 years at a managerial level. Knowledge of relevant policies, regulations and procedures (Health Act, PFMA, DORA, LRA) and wide knowledge of the Health Sector, information management and valid driver's license. Competencies: Leadership qualities and strong interpersonal skills with good knowledge in computers skills (MS word, MS Excel and MS PowerPoint). Hospital Information Management, Health information systems as well as Health Background. Good communication skills (Verbal and Written). Sound Numeric and Financial management skills. Experience in using District Health Information Systems Software (DHISS). Knowledge and experience of health and hospital indicators. Ability to work under pressure. Research, statistical analysis, system design and development.
- DUTIES** : Responsible for managing National Grands Information Sub- direction (i.e NTSG, HPTD< HIV and AIDS). Ensure the safe storage and confidentiality of data. Coordinates and support the timeous submission of quality data. Compile statistics and reports of the Institution and make submissions to Senior management, CEO and Head Office within the set deadline. Set up and Monitor Hospital indicators to determine the demographical trends and information Management of any changes. Develop a system for analyzing, evaluating and interpreting minimum data set and CEO report for Senior Manager (EXCO) and Management Team (Manco). Attend to internal and external patient and information queries. Write reports for Management as and when required. Management of staff performance and assessment within the information management unit. Support DGMAH health information Management Committee in line with budget policy. Render Strategic leadership and form part of the MANCO and Budget Committee. Conduct workshops and training on the use of information for planning decision making. Knowledge and understanding of Promotion of Access to information (PAIA), Division of revenue Act (DORA) and the Public Finance Management Act. Analyses performance report and submit performance evaluation reports. Compile the Hospital annual and quarterly report. Implement systems to improve audit readiness by collating sound evidence for directorate performance.
- ENQUIRIES** : Mr. A Malepane Tel No: (012) 529 3687
APPLICATIONS : can be delivered to: Dr. George Mukhari Academic Hospital, 3111 Setlogelo Drive, Ga-Rankuwa, 0208 (Block 13 HR Registry) or posted to: Dr. George Mukhari Academic Hospital, Private Bag X422, Pretoria 0001.
- NOTE** : Correspondence will be entered with shortlisted candidates only and if you are not contacted within 3 months after closing date please accept that your application was unsuccessful. The employer Reserves the right to fill this position(s)
- CLOSING DATE** : 26 July 2019
- POST 25/88** : **DEPUTY DIRECTOR: ASSETS MANAGEMENT REF NO: 02/07/2019 HRM**
Directorate: Supply Chain Management
- SALARY** : R733 257 - R863 748 per annum (plus benefits)
CENTRE : Dr. George Mukhari Academic Hospital
REQUIREMENTS : National Diploma/Degree relevant experience in Finance or Supply Chain Management. Minimum of 10 years' relevant experience in finance or supply chain with 5 years managerial (At Assistant Director Level) experience. Ability to liaise at all management levels. Ability to work independently under intense pressure. Knowledge of government Supply Chain Management policies and

procedures relating to assets management. Advanced computer literacy in MS Office package (Ms. Word, Ms. Excel and Ms Power point). Presentation skills. Good Communication Skills and interpersonal relations. A valid driver's license. Competencies: The applicant must have good communication (Both verbal and written) and strong relations. Ability to interact with all levels of management and Both internal (end-users) and External stake holders. Must have the ability to work under pressure and be a creative thinker. Have project and Financial management skills. Report writing and time management skills. Must be able to work independently.

DUTIES : Plan and Supervise the asset verification against the asset register and financial statement. Ensure the implementation of the asset management policy and strategy. Supervise the implementation of the asset acquisition, maintenance and disposal plan within the institution. Supervise and Barcode tagging movement and disposal of assets in the institution. Maintain a comprehensive asset management registers. Ensure the preparation of monthly reconciliation of the asset register, Annual; Statement (AFS) and leader. Liaise with the Budget controller to ensure adherence to budget requirement and proper budgeting in line with life –cycle planning and asset management strategy of the institution. Supervise the acquisition losses and disposal of assets within the institution accordance with the asset management policies and procedures. Ensure that officials within the asset management function are sufficiently trained on asset management systems, process, procedures and policies. Manage Staff development plans against the achievement of the Department Objectives.

ENQUIRIES : Mr. DV Mokoena Tel No: (012) 529 3770/3487
APPLICATIONS : can be delivered to: Dr. George Mukhari Academic Hospital, 3111 Setlogelo Drive, Ga-Rankuwa, 0208 (Block 13 HR Registry) or posted to: Dr. George Mukhari Academic Hospital, Private Bag X422, Pretoria 0001.

NOTE : Correspondence will be entered with shortlisted candidates only and if you are not contacted within 3 months after closing date please accept that your application was unsuccessful. The employer Reserves the right to fill this position(s)

CLOSING DATE : 26 July 2019

POST 25/89 : **CLINICAL PSYCHOLOGIST REF NO: CHBAH 175**

SALARY : Grade 1: R713 361 per annum (All-inclusive package)
CENTRE : Chris Hani Baragwanath Academic Hospital
REQUIREMENTS : Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Psychologist in a relevant registration category (e.g. clinical, counselling, education, industrial, research psychology). Registration with the HPCSA in a relevant registration category (e.g. clinical, counselling, education, industrial, research psychology) and proof of current registration. Grade 1: (No experience required after registration with the HPCSA as Psychologist in respect of RSA qualified employees who performed Community Service in relevant profession as required in South Africa).

DUTIES : Assessing a client' needs abilities or behavior using a variety of methods, including psychometric tests, interviews and direct observation of behavior. Working as part of multidisciplinary team alongside doctors, nurses, social workers, health professionals, health visitors, psychiatrists and occupational therapists, devising and monitoring appropriate treatment programs, including therapy, counseling or advice, in collaboration with colleagues, offering therapy and treatment and treatments for difficulties relating to mental health problems such as anxiety, depression, addiction, social and interpersonal problems and challenging behavior, developing and evaluating service provision for clients, providing consultation to other professions, encouraging a psychological approach in their work, counseling and supporting careers, carrying out applied research, adding to the evidence base of practice in a variety of healthcare settings. Assess and identify psycho-social problems of employees through counseling and applying appropriate interventions, contribute to the department's planning, budget and procurement process as well monitoring and evaluation. Assist with incapacity leave evaluation. Run therapeutic groups and participate in wellness events.

ENQUIRIES : Prof F.Y. Jeenah Tel No: (011) 933 9239

- APPLICATIONS** : should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 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.
- NOTE** : Applications must be submitted on form Z83 fully completed, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). Documents to be attached is certified ID document, certified copies of qualification/s including matric and relevant council registration certificate and proof of current registration (Where applicable). (Certification should not be more than three (3) months old). 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.
- CLOSING DATE** : 31 January 2020
- POST 25/90** : **PHARMACIST REF NO: CHBAH 176**
- SALARY** : Grade 1: R693 372 per annum (All-inclusive package)
- CENTRE** : Chris Hani Baragwanath Academic Hospital
- REQUIREMENTS** : Basic qualification accredited with the South African Pharmacy Council (SAPC) that allows registration with the SAPC. Registration with the SAPC as Pharmacist and proof of current registration. Grade 1: No experience required after registration as Pharmacist with the SAPC in respect of RSA qualified employees who performed community service in relevant profession as required in South Africa.
- DUTIES** : Manage quality provision of pharmaceutical care by implementing and monitoring work procedures, policies and National Drug Policy. Accept managerial responsibility and accountability of drug supply management. Provide medical information to health professionals and engage in patient education and counseling. Maintain necessary records and statistics and ensure effective pharmaceutical care. Manage stock control. See that Batho-Pele Principles are implemented in workplace environment.
- ENQUIRIES** : Mr. S. Dikgang Tel No: (011) 933 8797
- APPLICATIONS** : should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 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.
- NOTE** : Applications must be submitted on form Z83 fully completed, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). Documents to be attached is certified ID document, certified copies of qualification/s including matric and relevant council registration certificate and proof of current registration (Where applicable). (Certification should not be more than three (3) months old). 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.

- CLOSING DATE** : 31 January 2020
- POST 25/91** : **MEDICAL PHYSICIST REF NO: CHBAH 177 (X1 POST)**
Directorate: Clinical Support (Radiography)
- SALARY** : Grade 1: R662 190 per annum (All-inclusive package)
- CENTRE** : Chris Hani Baragwanath Academic Hospital
- REQUIREMENTS** : Honors Degree in Medical Physics. Registration with the HPCSA as a Medical Physicist. Computer literacy (Ms Word, Ms Excel). Sound knowledge of Government Regulations, Policies and Acts. Knowledge of Radiation Control Regulations. Knowledge of Radiation Protection Regulations and Occupational and Safety Protocols. Ability to implement policies. Interpersonal relations supervisory, planning and organizing skills. Must be able to work under pressure. Must be a driven and customer focused individual with excellent leadership, planning, organizing, communication (verbal and written), interpersonal relations and conflict management skills. Must have report writing, research, numerical and analytical, project management, presentation, decision making and management skills. Ability to work under pressure and meet deadlines. Must be able to work under pressure and have the ability to analyze and interpret financial information. Must have the ability to interpret and present policies and other prescriptions. Excellent ability to facilitate workshops, give training and present policies. Ability to interact at strategic level and implement turn-around strategies. Service delivery orientated.
- DUTIES** : Quality assurance for Radiology Equipment, Radiation Protection for staff, public and patients. Acquisition of new equipment and maintenance of equipment. Performance of quality assurance tasks on all equipment in Radiology. Making sure that Radiology equipment vendors are properly repairing and maintaining the Radiology Equipment. Liaise with Radiation Control concerning Licensing of Radiology Equipment. Writing specifications for new equipment after consultation with diagnostic radiology physicians and radiographers. Commissioning and acceptance of equipment as well as the training of staff in the use of equipment. Management and supervision of the maintenance of equipment. Evaluation of tenders submitted and managing the medical physics responsibilities towards the Diagnostic Radiology Department. Give support to Cluster Hospitals Act as member of the management team of the diagnostic Radiology Department. Ensure that Radiation protection is adhered to. Management and supervision of acquisition of new equipment. Participation in management structures of department. Sound working relationships with Radiologists, Radiographers, PACS Administrators and support staff. Provide technical reports and advice where necessary. Attend meetings and training as approved by manager. Management of personnel performance and review thereof. (Contracting, quarterly review and final assessment)
- ENQUIRIES** : Ms N.G. Tsoeu Tel No: (011) 933 8434
- 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.
- NOTE** : Applications must be submitted on form Z83 fully completed, obtainable from any Public Service Department or on the internet at

www.dpsa.gov.za/documents. The completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). Documents to be attached is certified ID document, certified copies of qualification/s including matric and relevant council registration certificate and proof of current registration (Where applicable). (Certification should not be more than three (3) months old). 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.

- CLOSING DATE** : 31 January 2020
- POST 25/92** : **AREA/ ASSISTANT MANAGER: NURSING (SPECIALTY: THEATRE) REF NO: 03/07/2019 HRM**
Directorate: Nursing
- SALARY** : R614 991 - R692 166 per annum (plus benefits)
- CENTRE** : Dr. George Mukhari Academic Hospital
- REQUIREMENTS** : Basic R425 qualification i.e. Diploma/Degree in Nursing qualification that allows registration with the SANC as a Professional Nurse. Proof of current registration with SANC. A post basic nursing qualification with a duration of at least 1 year accredited with the SANC in Operating Theatre Nursing Science. A minimum of 10 years appropriate /recognizable experience in nursing after registration as a professional nurse with the SANC in General Nursing. At least 6 years of the period referred to above must be appropriate/recognizable experience in the specialty area 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/recognizable at management level. (Less one year from the experience for Candidates appointed from outside the public service after complying with registration requirement) Diploma/Degree in Nursing Education and Education and Nursing Administration will be added advantage.
- DUTIES** : Demonstrate an in depth understanding on nursing legislation and related legal and ethical nursing practises and how this impacts on service delivery. In depth knowledge of nursing, nursing strategy, National Core Standards and other relevant frameworks such as Nursing Act, OHS Act, Patient Right Charter, Batho Pele Principles, Public Service Regulations. Labour Relation Act, Disciplinary Code and Procedure, Grievance Procedure, Human Resource etc. Ensure Clinical Nursing practise 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 Basic understanding of HR 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 nursing teamwork effectively and amicably at a 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. 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 service delivery. Demonstrate Basic Computer Literacy as a support tool to

enhance service delivery. Skills: Leadership, organisational, decision making and problem-solving abilities within the limit of the public sector and institutional policy framework. Financial and budgetary knowledge pertaining to the relevant resource under management. Personal: Responsiveness, pro activeness, professionalism, accuracy, flexibility, initiative, cooperative, team player, supportive, assertive. Be ready to work shifts including night shifts when a need arises.

ENQUIRIES : Mrs. Molefe MM Tel No: (012) 529 3425
APPLICATIONS : can be delivered to: Dr. George Mukhari Academic Hospital, 3111 Setlogelo Drive, Ga-Rankuwa, 0208 (Block 13 HR Registry) or posted to: Dr. George Mukhari Academic Hospital, Private Bag X422, Pretoria 0001.

NOTE : Correspondence will be entered with shortlisted candidates only and if you are not contacted within 3 months after closing date please accept that your application was unsuccessful. The employer Reserves the right to fill this position(s).

CLOSING DATE : 26 July 2019

POST 25/93 : **ASSISTANT MANAGER NURSING PNB4 (PHC) (X1 POST)**
 Directorate: Sedibeng District Health Services

SALARY : R614 991 per annum (plus benefits)
CENTRE : Levai Mbatha CHC
REQUIREMENTS : A basic R425 qualification (i.e. Diploma/Degree) in nursing or equivalent qualification that allows registration with SANC as a Professional Nurse. Registration with SANC as a professional nurse and proof of current registration. A post basic nursing qualification, with duration of at least one-year accreditation with the SANC in one of the specialist (Primary Health Care) referred to in the glossary of terms. A minimum of 10 (ten) years, appropriate/recognizable experience in nursing after registration as a professional nurse with the SANC in General Nursing. At least 5 years of the period of referred to above must be appropriate/recognizable experience in the specific specialty after obtaining the one year post basic qualification in Primary Health Care. At least 3 years of the period referred to above must be appropriate/ recognisable experience at management level. Qualification in Nursing Administration/Management and driver's license will be an added advantage.

DUTIES : Supervise and ensure the provision of effective and efficient patient care. Ensure clinical nursing practice by the nursing team in accreditation with the scope of practice and nursing standards as determined by the Department of Health. Maintain good interpersonal relation with nursing and other stakeholders (i.e. inter-personal, Inter-sectoral and multi-disciplinary) team. Promote quality of nursing care as directed by the professional scope of practice and standard as determine by relevant health facility. Provide relevant health information to health care users to assist in achieving optimal health care. Participate in the formulation, monitoring and implementations of nursing guidelines, policies, protocol, standards and procedures. Manage and monitor utilization of human, financial and material resources. Manage staff performance, training and personal development of self and subordinate including management of underperformance and grievances. Collect, provide and use relevant information for the enhancement of service delivery. Maintain professional growth/ ethical standards and self-development. Sign performance contract on annual basis. Take part in Gauteng turnaround strategy, PHC Reengineering, Strength of National core standards and idea clinics.

ENQUIRIES : Ms. N. Mokgatla Tel No: (016) 950 6002
APPLICATIONS : Quoting the relevant reference number, direct applications to the HR Manager-Sedibeng DHS Private Bag x023 Vanderbijlpark, 1900 or hand deliver at 2nd Floor, Cnr Frikkie Meyer & Pasteur Blvd, HR Managers office.

NOTE : 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.

- CLOSING DATE** : 26 July 2019
- POST 25/94** : **ASSISTANT MANAGER NURSING: (MOTHER, CHILD AND NUTRITION) (X1 POST)**
Directorate: Health Programmes
- SALARY CENTRE REQUIREMENTS** : R614 991 per annum (plus benefits)
: Sedibeng District Health Services
: Basic qualification with SANC in terms of Government Gazette R425 (i.e. Diploma/ Degree in Nursing or equivalent qualification that allows registration with the SANC as Professional Nurse) plus a post basic qualification in Post Basic Midwifery and Neonatal Nursing Science; accredited with SANC in terms of government notice R48 as a specialist. Knowledge of policies regarding Maternal, Neonatal, Child and Women's Health services; District Health System, National Health Act, PFMA and other relevant legislation is a requirement. The required skills are computer literacy, report writing, good communication skills and ability to work under pressure and meet deadlines. Niemart will be an added advantage. A valid driver's license. Experience: A minimum of 10 years appropriate /recognizable in Nursing after registration as a Professional Nurse with SANC. At least six (6) years of the period referred to above must be appropriate / recognizable experience after obtaining the Diploma in the Post Basic Midwifery and Neonatal Care. At least three (3) years of the period to must be appropriate/recognizable experience at management level.
- DUTIES** : Manage Maternal, Neonatal and Women's Health Services. Support the implementation of Guidelines to Maternity Care in South Africa 2015. Monitor and implement policy implementation process. Prepare operational plans and quarterly and annual reports. Prepare a budget for Maternal and Women's Health Services. Provide strategic support to Maternal, Neonatal and Women's Health Services programme. Ensure quality improvement of the programme. Liaise with the Training Department and DCST regarding training required for midwives. Carry out other relevant duties as may be delegated by senior management. Sign performance contract on annual basis. Take part in Gauteng turnaround strategy, PHC Reengineering and Establishment of the Sub-District.
- ENQUIRIES APPLICATIONS** : Ms. S. Sejake Tel No: (016) 950 6019
: 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.
- NOTE** : 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.
- CLOSING DATE** : 26 July 2019
- POST 25/95** : **AREA/ASSISTANT MANAGER: PNA-7 REF NO: 04/07/2019 HRM (X1 POST)**
Directorate: Nursing
- SALARY CENTRE REQUIREMENTS** : R562 800 - R652 437 per annum (plus benefits)
: Dr. George Mukhari Academic Hospital
: Basic R425 qualification i.e. Diploma/Degree in Nursing qualification that allows registration with the SANC as a Professional Nurse. Proof of current registration with SANC. A minimum of 8 years' recognizable experience in

		Nursing after registration as a 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.
<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 that the clinical nursing practice by the nursing team is rendered in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Evaluate National Core Standards, develop and implement quality improvement plan where gaps were identified. Work effectively and amicably at management level with persons of diverse intellectual ability. Able to manage own work and that of units reporting to the post and to ensure appropriate interventions to enhance nursing services at institutional level. Able to promote an environment that encourages the rights of patients, advocating and facilitating proper treatment and care and ensuring that the principles of the values are adhered to. Demonstrate a basic understanding of Human Resources and Financial Management Policies and Practices. Must have Basic Computer Skills. Demonstrate basic understanding of the legislative framework governing the public service – must be prepared to work shifts including to rotate and relieve on night duty.
<u>ENQUIRIES APPLICATIONS</u>	:	Mrs. Molefe MM Tel No: (012) 529 3425
	:	can be delivered to: Dr. George Mukhari Academic Hospital, 3111 Setlogelo Drive, Ga-Rankuwa, 0208 (Block 13 HR Registry) or posted to: Dr. George Mukhari Academic Hospital, Private Bag X422, Pretoria 0001.
<u>NOTE</u>	:	Correspondence will be entered with shortlisted candidates only and if you are not contacted within 3 months after closing date please accept that your application was unsuccessful. The employer Reserves the right to fill this position(s).
<u>CLOSING DATE</u>	:	26 July 2019
<u>POST 25/96</u>	:	<u>OPERATIONAL MANAGER: SPECIALTY (PNB3 CHILD/PAEDS/NEONATAL NURSING SCIENCE) REF NO: 05/07/2019 HRM</u> Directorate: Nursing
<u>SALARY CENTRE REQUIREMENTS</u>	:	R562 800 - R633 432 per annum (plus benefits)
	:	Dr. George Mukhari Academic Hospital
	:	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 SANC in the relevant specialty (Child/Paed/Neonatal Nursing Science). Registration with SANC as Professional Nurse. Proof of current registration as Professional Nurse. A minimum of 9 years appropriate/recognizable 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/recognizable experience in the specific specialty after obtaining the 1 year post basic qualification in the relevant specialty. Post basic qualification in Nursing Admin and Education with SANC. (Less one year from experience for candidates appointed from outside the public service after complying with registration requirements).
<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 legislations and related legal and ethical nursing practices. Compile and analyze reports to improve quality of patient care. Ensure clinical nursing practice by the nursing team in accordance with the scope of practice and nursing standards as determine by the relevant health facility. Manage resources effectively and efficiently in the unit. Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices and how this impacts on service delivery. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Participate in training, research and self-development. Demonstrate a basic understanding of HR and financial policies and practices. Must be prepared to work night shifts and relieve the supervisor when required. Ability to function as part of a team and display good professional image. Demonstrate basic computer literacy as a support tool to enhance service delivery. Demonstrate

effective communication with patients, supervisors, other health professionals and subordinates, including more complex report writing when required. 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.

- ENQUIRIES APPLICATIONS** : Mrs. Molefe MM Tel No: (012) 529 3425
 : can be delivered to: Dr. George Mukhari Academic Hospital, 3111 Setlogelo Drive, Ga-Rankuwa, 0208 (Block 13 HR Registry) or posted to: Dr. George Mukhari Academic Hospital, Private Bag X422, Pretoria 0001.
- NOTE** : Correspondence will be entered with shortlisted candidates only and if you are not contacted within 3 months after closing date please accept that your application was unsuccessful. The employer Reserves the right to fill this position(s).
- CLOSING DATE** : 26 July 2019
- POST 25/97** : **OPERATIONAL MANAGER: SPECIALTY: OPERATING THEATRE NURSING SCIENCE (PNB3) REF NO: 06/07/2019 HRM**
 Directorate: Nursing
- SALARY CENTRE REQUIREMENTS** : R562 800 - R652 432 per annum (plus benefits)
 : Dr. George Mukhari Academic Hospital
 : 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 SANC in the relevant specialty (Child/Paed/Neonatal Nursing Science). Registration with SANC as Professional Nurse. Proof of current registration as Professional Nurse. A minimum of 9 years appropriate/recognizable 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/recognizable experience in the specific specialty after obtaining the 1 year post basic qualification in the relevant specialty. Post basic qualification in Nursing Admin and Education with SANC. (Less one year from experience for candidates appointed from outside the public service after complying with registration requirements).
- DUTIES** : 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 legislations and related legal and ethical nursing practices. Compile and analyze reports to improve quality of patient care. Ensure clinical nursing practice by the nursing team in accordance with the scope of practice and nursing standards as determine by the relevant health facility. Manage resources effectively and efficiently in the unit. Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices and how this impacts on service delivery. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Participate in training, research and self-development. Demonstrate a basic understanding of HR and financial policies and practices. Must be prepared to work night shifts and relieve the supervisor when required. Ability to function as part of a team and display good professional image. Demonstrate basic computer literacy as a support tool to enhance service delivery. Demonstrate effective communication with patients, supervisors, other health professionals and subordinates, including more complex report writing when required. 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.
- ENQUIRIES APPLICATIONS** : Mrs. Molefe MM Tel No: (012) 529 3425
 : can be delivered to: Dr. George Mukhari Academic Hospital, 3111 Setlogelo Drive, Ga-Rankuwa, 0208 (Block 13 HR Registry) or posted to: Dr. George Mukhari Academic Hospital, Private Bag X422, Pretoria 0001.
- NOTE** : Correspondence will be entered with shortlisted candidates only and if you are not contacted within 3 months after closing date please accept that your application was unsuccessful. The employer Reserves the right to fill this position(s).
- CLOSING DATE** : 26 July 2019

POST 25/98 : **ASSISTANT MANAGER NURSING GRADE 1 (PNA7 GENERAL) REF NO: ASSISTANT MANAGER NURSING/CARLT/2019/11/(X1 POST)**
 Directorate: Nursing

SALARY CENTRE REQUIREMENTS : R562 800 – R652 437 per annum (Plus benefits)
 : Carletonville Hospital
 : Basic R425 /R683 (diploma/degree in nursing) or equivalent qualification that allows registration with SANC as a professional nurse plus post basic nursing qualification, with duration of at least one year in Nursing Administration/Health Service Management qualification accredited with SANC in terms R212.A minimum of 8 years appropriate/recognizable experience as a Professional Nurse registered with SANC in General Nursing. At least 3 years of the period referred to above must be appropriate recognizable experience at management level. Strong leadership skills, problem solving, able to make appropriate independent decisions, conflict resolution skills, good communication and report writing skills and sound interpersonal relationships are necessary. Understanding of National Core Standards, PFMA, Labour Relations and other relevant legislative framework. Computer literate. Competencies: Demonstrate an in-depth understanding of nursing legislation and related legal and ethical nursing practices and how this impacts on service delivery. Demonstrate a basic understanding of HR and financial policies and practices, legislative framework governing the public service. Work effectively and amicably at management level with persons of diverse intellectual, cultural, racial and religious differences.

DUTIES : Delegate, supervise and co-ordinate the provision of effective and efficient patient care through adequate nursing care. Ensure that clinical nursing practice by the nursing team is rendered in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Facilitate and oversee the development of operational/business plans to give strategic guidelines Initiate and participate in health promotion to ensure consistent communication of relevant, accurate and comprehensive information on health care. Envelop /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. Develop and maintain a nursing service environment that promotes the rights of patients, advocating and facilitating proper treatment and care and ensuring that Batho Pele Principles are adhered to. 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 development of self and others. Ensure implementation and promotion of Quality Assurance, Ideal Hospital Realization and Maintenance Framework, National Strategic Plan for Nursing Education, Training and Practice, Infection Prevention and Control and Health and Safety principles. Provision of effective support to nursing services, do relief duties (calls) as required by the service.

ENQUIRIES APPLICATIONS : Mr T Moeketsi Tel No: (018) 788 1704
 : must be submitted at Carletonville Hospital: Corner Falcon & Annan Road or posted to: The HR Directorate, Carletonville Hospital, Private Bag x 2023, Carletonville, 2499.

NOTE : The employer reserves the right to fill or not to fill the post. Disabled people are encouraged to apply. Applications must be submitted on a Z83 form, copy of CV, certified copy of ID and Qualification to be attached. Failure to do will lead into disqualification.

CLOSING DATE : 26 July 2019 16:00 pm

POST 25/99 : **OPERATIONAL MANAGER NURSING: (SPECIALTY) – CRITICAL CARE (OPHTHALMOLOGY, UROLOGY ENT) X1, NEONATAL X1, ADVANCED MIDWIFERY (POST NEONATAL WARD) X1**
 Directorate: Nursing

SALARY CENTRE : R562 800 – R633 432 Per annum plus benefits
 : Thelle Mogoerane Regional Hospital

- REQUIREMENTS** : Grade 12 (Standard 10). A 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 and Midwife. A post basic qualification with a duration of at least one year accreditation with the SANC one of the above mentioned specialty. A degree/diploma Nursing Management/ Administration will be an advantage. Current registration with the SANC – as a Professional Nurse and Midwife. Supervisory, problem solving, conflict resolution and interpersonal skills. Good leadership and communication skills. Knowledge of nursing legislation, related legal and ethical nursing practices and framework. Labour relations legislation and relevant public sector policies. Ability to plan, organize, lead and co-ordinate quality health services in the Unit. Demonstrate basic understanding of human resources, disciplinary procedures as well as financial management policies, guidelines and practices. A minimum of seven (7) years appropriate/recognizable experience after registration with SANC as a Professional Nurse and Midwife. At least three (3) years of the above period should be appropriate recognizable experience in the area of Specialty. Proof of South African nursing council annual practice receipts for 2019.
- DUTIES** : Responsible for the coordination and delivery of quality nursing care in the Unit, Participate in the formulation, monitoring and implementation of policies, guidelines, standard procedures related to nursing care, Effective management of human financial and material resources, Collect, provide and use relevant information for the enhancement of service delivery (Statistics), Execute after hour and week-end duties as scheduled, Deputize for Assistant Manager of relevant discipline when necessary.
- ENQUIRIES** : Mrs. N. Baduza Tel No: (010) 345 0971
- APPLICATIONS** : Applications should be submitted to Thelle Mogoerane Regional Hospital, 12390 Nguza Street, ext. 14, Vosloorus, 1475, 1st Floor Main Entrance (Steel Cabinets) and sign in the register book or post to Private Bag X01, Alrode, 1451.
- NOTE** : The appointed employee will be subjected to Personnel Suitability Check (PSC), (OHS) Medical surveillance as required in the HBA, at no cost. People with disabilities are welcome to apply. Applications must be filled on a Z83 form accompanied by a comprehensive CV highlighting or stating the requirements mentioned above; and certified copies of ID and qualifications (not older than 3 months). Applicants must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. Qualifications of candidates recommended for appointment will be verified. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process: criminal clearance, citizenship, credit records. Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment/fill the post. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department. Thelle Mogoerane Regional 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. Please Note: The Public Service does not charge any fees for applying for posts. Should you be asked for a fee, please let the authorities know.
- CLOSING DATE** : 26 July 2019
- POST 25/100** : **OPERATIONAL MANAGER SPECIALTY (PHC) REF NO: 004270 (X2 POSTS)**
Directorate: Nursing
Re-Advertisement Applicants from previous advert need to re-apply.
- SALARY** : R562 800 - R633 432(plus benefits) (NB: salary will be determined in line with OSD Resolution)
- CENTRE** : West Rand Health District Region A (Merafong Sub District)
- REQUIREMENTS** : Basic R425 qualification in nursing that allows registration with the South African Nursing Council as a professional nurse. A minimum of nine 9 appropriate experience in nursing after registration as a Professional Nurse with SANC. At least five 5 of period referred above should be appropriate/

		recognized experience after obtaining the 1-year diploma. A post basic nursing qualification with duration of at least 1 year in Clinical assessment, diagnosis & treatment accredited with SANC. Must be computer literate. Must have a valid driver's license.
<u>DUTIES</u>	:	Demonstrate in a depth understanding of nursing legislation & related legal & ethical nursing practice and how it impacts on service delivery. Ensure clinical nursing practice by the nursing team (unit) & institution. Implement measures to improve integrated PHC clinical services. Demonstrate basic understanding of Human Resource & financial policies & practices. Ensure performance management of staff (PMDS). Effective leadership in managing discipline & conflict resolution. Display a concern for patients, promoting, advocating & facilitating proper treatment & care & ensuring that the unit adheres to Ministerial Priorities; the principles of Batho Pele & Patients Right Charter. Demonstrate effective Communication with patients, supervisors, other health professionals & junior colleagues, including more complex report writing when required. Demonstrate basic computer literacy as a support tool to enhance service delivery. Manage licensing of staff with all relevant stakeholders to improve service rendering. Perform any other delegated duties.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms. Cele N.B Tel No: (018) 787 9907(Merafong Sub District)
<u>NOTE</u>	:	should be hand delivered to West Rand District Health, Krugersdorp or posted to West Rand District Health, Private Bag X 2053,Krugersdorp, 1740. Applications must be submitted on a Z83 form with a C.V, Certified copies of I.D, and Qualifications to be attached. NB: The incumbent will be subject to a pre-screening process.
<u>CLOSING DATE</u>	:	26 July 2019
<u>POST 25/101</u>	:	<u>QUALITY ASSURANCE MANAGER (PN A7) REF NO: HRM 10/2019</u> Directorate: Administration
<u>SALARY CENTRE REQUIREMENTS</u>	:	R562 800 per annum (Plus Benefits) Sterkfontein Hospital Diploma or Degree in Nursing or equivalent qualification. Registered with the SANC as Professional Nurse. A minimum of 7 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in 'General Nursing of which 3 years' experience must be in Management. Computer literacy and able to work on Excel, Access, Word and Power Point. Driver's licence and Quality Assurance experience will be a requirement. Communication skills should be exceptional.
<u>DUTIES</u>	:	Visiting wards/units in the facility according to a monthly plan. Responsible for the monitoring and assisting with the implementation of facility Quality Improvement plan in all wards. Collection of monthly data from the wards/units on Quality Assurance. Monitor waiting times in the facility and assist in developing strategies to reduce the waiting times. Monitor complaint management in the facility. Manage complains in the facility and assist with investigations and management of SAE (Serious Adverse Events). Responsible for the management of customer care programmes. Assist with implementation of National Health Core Standards and Auditing of the facility. Compile the reports and analyse data for Quality improvement. Conduct training on quality related matters. Assist in planning and arrangement of Service Excellence Functions. Assist in developing of standards to improve quality of services in the facility.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr. M.J. Mapunya Tel No: (011) 951-8257 Applications must be submitted with a Z83, CV, certified copies of ID and Qualifications to Sterkfontein Hospital, Private Bag X2010, Krugersdorp, 1740, or hand delivered to the application box at the entrance.
<u>NOTE</u>	:	Sterkfontein Hospital is committed to the pursuit of diversity, redress and will promote representation in terms of race, disability and gender.
<u>CLOSING DATE</u>	:	26 July 2019
<u>POST 25/102</u>	:	<u>OPERATIONAL MANAGER: GENERAL (PNA5) REF NO: 07/07/2019 HRM</u> Directorate: Nursing
<u>SALARY CENTRE</u>	:	R444 276 – R500 031 per annum (plus benefits) Dr. George Mukhari Academic Hospital

- REQUIREMENTS** : A Basic R425 qualification (i.e. diploma/ degree in nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse. Registration with the SANC as Professional Nurse and proof of current registration. A post-basic nursing qualification in Nursing Administration and Education with duration of at least one year, accredited with the SANC. A minimum of 7 years' appropriate/ recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Have Basic Diploma in Psychiatric Nursing with 5 Years recognisable experience in Mental Health Care. (Less one year from experience for candidates appointed from outside the public service after complying with registration requirements).
- DUTIES** : Supervise and evaluate quality of nursing care as directed by the professional scope of practice and set nursing standards as determined by the relevant health facility. Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices Ensure clinical nursing practice by the nursing team in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Able to manage own work, time and that of subordinate to ensure proper nursing service in the units. Demonstrate a basic understanding of HR and financial policies and practices. Demonstrate basic computer literacy as a support tool to enhance service delivery. Work as part of a multidisciplinary team to ensure good nursing care by the nursing team. Demonstrate effective communication with patients, supervisor, other health professionals and junior colleagues including more complex report written when required. Manage resources effectively and efficiently in the unit. Compile and analyze reports to improve quality of patient care. Work effectively and amicably, at a supervisory level, with persons of diverse intellectual, cultural, racial or religious differences. Must have basic computer skills. Participate in training, research and self-development. 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. Promote achievement of National Core Standards targets. Be prepared to work shifts including rotating and relieving on night duty.
- ENQUIRIES** : Mrs. Molefe MM Tel No: (012) 529 3425
- APPLICATIONS** : can be delivered to: Dr. George Mukhari Academic Hospital, 3111 Setlogelo Drive, Ga-Rankuwa, 0208 (Block 13 HR Registry) or posted to: Dr. George Mukhari Academic Hospital, Private Bag X422, Pretoria 0001.
- NOTE** : Correspondence will be entered with shortlisted candidates only and if you are not contacted within 3 months after closing date please accept that your application was unsuccessful. The employer Reserves the right to fill this position(s).
- CLOSING DATE** : 26 July 2019
- POST 25/103** : **CLINICAL COORDINATOR (X1 POST)**
Directorate: Nursing
- SALARY** : R444 276 – R500 031 per annum (plus benefits)
- CENTRE** : Thelle Mogoerane Regional Hospital
- REQUIREMENTS** : Grade 12 (Standard 10). Basic qualification in terms of Government Notice 425 i.e. Diploma/Degree or equivalent qualification that allows registration with SANC. A minimum of 7(seven) years appropriate/recognizable experience in Nursing after registration with the SANC as a Professional Nurse and Midwife. A Diploma/Degree in Nursing Education as an additional qualification registered with SANC. Knowledge and understanding of all Nursing Legislation and Health Act. Experience in Nursing Education/Staff Development will be an added advantage. Computer skill: Microsoft Word, Excel, PowerPoint and presentation skills. Effective communication sound interpersonal skills are necessary. Ability to analyse training and development reports. Verified proof of experience in nursing, service certificate to be attached. Proof of South African nursing council annual practice receipts for 2019.
- DUTIES** : Facilitate, coordinate and assess staff learning needs in both theory and practice to promote sustainable growth and development and professional knowledge. Compile training plan, schedule lectures and in-service training /courses in line with Gauteng Department of Health objectives. Implement and monitor adherence to CPD for professional growth. Execute formal duties within the Department of Health context. Participate in committees as

		delegated. Submit quality training reports according to set standards. Coordinate training for the institution in line with the Skills Development Act and other related legislation.
<u>ENQUIRIES</u>	:	Mrs. N. Baduza Tel No: (010) 345 0971
<u>APPLICATIONS</u>	:	Applications should be submitted to Thelle Mogoerane Regional Hospital, 12390 Nguza Street, ext. 14, Vosloorus, 1475, 1 st Floor Main Entrance (Steel Cabinets) and sign in the register book or post to Private Bag X01, Alrode, 1451.
<u>NOTE</u>	:	The appointed employee will be subjected to Personnel Suitability Check (PSC), (OHS) Medical surveillance as required in the HBA, at no cost. People with disabilities are welcome to apply. Applications must be filled on a Z83 form accompanied by a comprehensive CV highlighting or stating the requirements mentioned above; and certified copies of ID and qualifications (not older than 3 months). Applicants must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. Qualifications of candidates recommended for appointment will be verified. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process: criminal clearance, citizenship, credit records. Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment/fill the post. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department. Thelle Mogoerane Regional 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. Please Note: The Public Service does not charge any fees for applying for posts. Should you be asked for a fee, please let the authorities know.
<u>CLOSING DATE</u>	:	26 July 2019
<u>POST 25/104</u>	:	<u>EMPLOYEE HEALTH AND WELLNESS PROGRAMME CO-ORDINATOR AND OHS REF NO: HRM 08/2018</u> Directorate: Nursing Services
<u>SALARY</u>	:	R444 276 per annum (Plus Benefits)
<u>CENTRE</u>	:	Sterkfontein Hospital
<u>REQUIREMENTS</u>	:	Diploma in Nursing (R425 or equivalent) / B-Tech / National Diploma in Occupational Health Nursing Science and Knowledge of EAP / EWP. Proof of registration with Professional Regulatory Body. A minimum of seven years' experience as a Health Professional, three years of the period above must be in the implementation of Health and Wellness Programmes; EAP, HIV AIDS, STI & TB, OHS. Computer literacy and valid driver's licence. Knowledge of the Public Service Act and Regulations, EHWP Strategic Framework, the Employment Equity Act, DPSA Directives, Employee Assistance Programme Standards, the Occupational Health and Safety Act as well as PILIR Policy and Guidelines. Sound organising, planning, presentation and facilitation skills. Counselling, good communication, crisis and trauma management. Coordination, research and marketing skills. Good interpersonal relations. Conflict resolution and leadership skills.
<u>DUTIES</u>	:	Provide operational and effective management of the integrated Employee Health and Wellness Program which include the following policy and procedures; Strategy development implementation in line with the Public Service framework pillars. Provide confidential assessments, counselling and follow-up referrals. Identify and maintain relationships with all relevant stakeholders for effective implementation of the programme. Provide onsite critical incident stress debriefing following traumatic incidents. Identify, manage and implement life management service of lifestyle development interventions. Develop and implement the Employee Health and Wellness marketing and promotion strategy. Identify departmental health risk trends and implement effective EHW Programmes to enhance the health and wellness of employees and the organization. Provide Occupational Health Services to employees that will promote, protect and restore employee's health within a safe working environment. Perform Medical Surveillance (which may include clinical examinations, biological monitoring and medical tests and diseases.

		Management of occupational injuries and TB, HEP B, lost time statistic's and cost data report for safety committee. Inspect facilities, observe operations and activities and investigate health and safety complaints. Ensure that OHS committee meets monthly and compile reports as required.
<u>ENQUIRIES</u>	:	Ms. M. Sono Tel No: (011) 951-8202
<u>APPLICATIONS</u>	:	Applications must be submitted with a Z83, CV, certified copies of ID and Qualifications to Sterkfontein Hospital, Private Bag X2010, Krugersdorp, 1740, or hand delivered to the application box at the entrance.
<u>NOTE</u>	:	Sterkfontein Hospital is committed to the pursuit of diversity, redress and will promote representation in terms of race, disability and gender.
<u>CLOSING DATE</u>	:	26 July 2019
<u>POST 25/105</u>	:	<u>NUCLEAR MEDICINE RADIOGRAPHER REF NO: CHBAH 178</u>
<u>SALARY</u>	:	Grade 1: R395 703 per annum (Plus benefits)
<u>CENTRE</u>	:	Chris Hani Baragwanath Academic Hospital
<u>REQUIREMENTS</u>	:	Appropriate qualification that allows for the required registration with the Health Professions Council of South Africa (HPCSA) in Nuclear Medicine Radiography. Registration with the HPCSA in nuclear medicine radiographer. Grade 1: 4 Years' appropriate experience after registration with the HPCSA as a Diagnostic Radiographer.
<u>DUTIES</u>	:	Render effective patient centred nuclear medicine service for in- and out-patients in adherence to the scope of practice and health protocols. To work with colleagues, relieve as and when the need arises, and to work closely with the interdisciplinary team members. Carry out delegated duties. To participate in student training, supervision and performance evaluation. Implement and maintain the quality assurance and National Core Standard and norms at departmental level. Adhere to provincial, hospital and departmental policies, procedures, guidelines and regulations. Perform record keeping, data collection, assist with budget control and assets management. Contribute and participate in professional development of self, colleagues and members of the interdisciplinary team members. Participate in research projects of the department. Participate in quality assurance methods and CPD activities. Communicate effectively with all stakeholders. Exercise care with all consumables and equipment.
<u>ENQUIRIES</u>	:	Mr. M.P. Mthimkulu Tel No: (011) 933 8502
<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 . The completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). Documents to be attached is certified ID document, certified copies of qualification/s including matric and relevant council registration certificate and proof of current registration (Where applicable). (Certification should not be more than three (3) months old). 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.

CLOSING DATE : 31 January 2020

POST 25/106 : **MAMMOGRAPHY/ULTRA SOUND/RADIATION REF NO: CHBAH 179**

SALARY : Grade 1: R395 703 per annum (Plus benefits)

CENTRE : Chris Hani Baragwanath Academic Hospital

REQUIREMENTS : Appropriate qualification that allows for the required registration with the Health Professions Council of South Africa (HPCSA) in ultrasound radiography. Registration with the HPCSA in ultrasound radiography. Grade 1: 4 Years' appropriate experience after registration with the HPCSA as a Diagnostic Radiographer.

DUTIES : Preparing the patients for the Ultrasound examination. Selecting the appropriate equipment for the ultrasound examination. Performing ultrasound examinations that yield important diagnostic information. Use ultrasound machines to view and interpret images with sound waves for the diagnosis and treatment of medical conditions. Render effective patient ultra sound service for in- and out-patients in adherence to the scope of practice and health protocols. To work with colleagues, relieve as and when the need arises, and to work closely with the interdisciplinary team members. Carry out delegated duties. To participate in student training, supervision and performance evaluation. Implement and maintain the quality assurance and National Core Standard and norms at departmental level. Adhere to provincial, hospital and departmental policies, procedures, guidelines and regulations. Perform record keeping, data collection, assist with budget control and assets management. Contribute and participate in professional development of self, colleagues and members of the interdisciplinary team members. Participate in research projects of the department. Participate in quality assurance methods and CPD activities. Communicate effectively with all stakeholders. Exercise care with all consumables and equipment.

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

APPLICATIONS : Applications should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 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.

NOTE : Applications must be submitted on form Z83 fully completed, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). Documents to be attached is certified ID document, certified copies of qualification/s including matric and relevant council registration certificate and proof of current registration (Where applicable). (Certification should not be more than three (3) months old). 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.

CLOSING DATE : 31 January 2020

- POST 25/107** : **SOCIAL WORKER SUPERVISOR REF NO: 004277 (X1 POST)**
Directorate: Rehabilitation Programme
- SALARY** : R384 228 - R445 425 per annum (plus benefits) (NB: salary will be determined in line with OSD Resolution)
- CENTRE REQUIREMENTS** : West Rand District Health – Region A
: Recognised Bachelor's Degree in Social Work. Must have 7 years and above of work experience as a Social Worker. Current Proof of registration with SACSSP (card). A valid Driver's license. Counselling Skills. Planning and Organizing Skills. Interpersonal & leadership skills. Problem solving skills. Communication skills and computer Literacy. One of the reference should be current supervisor.
- DUTIES** : The incumbent should be able to assist and support other Social workers in terms of care and support of the clients about social work services. Develop Social work services through relevant Programmes. Conduct PMDS for other social workers. Compile and submit relevant reports as required by the Social work services. Analyse, verify and validate data of Social work services. Convene and participate in relevant meetings regarding social work services. Collaborate with other Programmes and stakeholders. Assist and participate in campaigns of Social work services. Assist about Clinical work when there is shortage of staff. Be willing to work with less resources and under pressure. Must be able to conduct Social work research. Monitor, evaluate and assess the effectiveness of Social work intervention of the supervisee and give input. Have understanding of Social work legislature and policies.
- ENQUIRIES APPLICATIONS** : Ms. Ratlabala D Tel No: (011) 953 4515
: must be submitted at HR in West Rand District. Cnr. Vlei & Luipaard Street, Krugersdorp 1739 or posted to Private Bag X2053 Krugersdorp, 1740
- NOTE** : Applications must be submitted on a Z83 form with CV attached, certified copies of ID, and relevant qualifications to be attached. (NB: The incumbent will be subject to a pre-screening process).
- CLOSING DATE** : 26 July 2019
- POST 25/108** : **SPECIALTY NURSING (PHC) REF NO: 004278 (X1 POST)**
Directorate: Nursing
- SALARY** : R383 226 – R444 276 per annum (plus benefits) (NB: salary will be determined in line with OSD Resolution)
- CENTRE REQUIREMENTS** : West Rand District Health - Region A (Randfontein Sub-District
: A Basic R425 qualification (i.e. diploma/ degree in nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse. Registration with the SANC as Professional Nurse and proof of current registration. A post-basic nursing qualification with duration of at least one year, accredited with the SANC in one of the specialties referred to in the glossary of terms. A minimum of 4 years' appropriate/ recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. (Less one year from experience for candidates appointed from outside the public service after complying with registration requirements).
- DUTIES** : Demonstrate an understanding of nursing legislation and related frameworks. Perform a clinical nursing practice and nursing standard 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. Work as part of multidisciplinary team to ensure good nursing care. Demonstrate effective communication with patients, supervisors and other clinicians, including report writing when required. Work effectively, co-operatively amicably with persons of diverse intellectual, cultural, racial or religious difference. Display a concern for patients promoting advocating proper treatment and care including awareness and willingness to respond to patient's needs, requirements and expectations. (Batho-Pele / Nursing values and priority areas).
- ENQUIRIES APPLICATIONS** : Segatthe F.I Tel No: (011) 693 5270 / 011 4132-2880 Randfontein Sub-District
: should be delivered to West Rand District Health, Cnr. Vlei & Luipaard Street or posted to West Rand District Health, Private Bag X 2053, Krugersdorp 1740. NB: The incumbent will be subject to a pre-screening process.
- NOTE** : Applications must be submitted on a Z83 form with a CV, Certified ID copy and qualifications to be attached.

CLOSING DATE : 26 July 2019

POST 25/109 : **PROFESSIONAL NURSE SPECIALTY: ADVANCED MIDWIFERY REF NO: PROFESSIONAL NURSE/SPEC/CARLT/2019/9/ (X1 POST)**
Directorate: Nursing

SALARY : R383 226 – R444 276 per annum (plus benefits)
CENTRE : Carletonville Hospital
REQUIREMENTS : Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with South African Nursing Council as Professional Nurse. A minimum of four (4) years appropriate /recognizable experience in nursing after registration as a Professional Nurse with South African Nursing Council in General Nursing. Relevant post-basic qualification with a duration of at least 1 year accredited with the SANC in terms of Government Notice No R212. Registration with South African Nursing Council as a Professional Nurse and specialist. Competencies: Leadership, management, planning, organising, co-ordination and communication skills including report writing. Ability to take charge and make appropriate independent decisions. Display concern for patients, promoting advocacy and facilitating proper treatment and care including awareness and willingness to respond to patient’s needs, requirements and expectations (Batho Pele). Knowledge of nursing and related legal and ethical practices.

DUTIES : Provision of optimal, holistic specialised nursing care within set standards and professional/legal framework in area of specialty. Implement standards, practices, criteria and indicators for quality nursing practice. Promote and perform nursing and health care in accordance with the laws and regulations relevant to nursing and health care. Maintain constructive working relationships with nursing and other stakeholders. Work as part of multi-disciplinary team to ensure good nursing care. Utilize human, material and physical resources efficiently and effectively. Lead shifts and transfer skills through in-service training including ESMOE training and basic neonatal resuscitation skills. Maintain professional growth /ethical standards and self-development. Participate in training and research. Contribute positively towards compliance to National Core Standards and maintain an environment that promotes Patients’ Rights. Implement and promote Quality Assurance, Infection Prevention and Control and Occupational Health and Safety Principles

ENQUIRIES : Mr T Moeketsi Tel No: (018) 788 1704
APPLICATIONS : Applications must be submitted at Carletonville Hospital: Corner Falcon & Annan Road or posted to: The HR Directorate, Carletonville Hospital, Private Bag x 2023, Carletonville, 2499

NOTE : The employer reserves the right to fill or not to fill the post. Disabled people are encouraged to apply. Applications must be submitted on a Z83 form, copy of CV, certified copy of ID and Qualification to be attached. Failure to do will lead into disqualification.

CLOSING DATE : 26 July 2019 at 16:00 PM

POST 25/110 : **PROFESSIONAL NURSE: SPECIALTY PNB-1 REF NO: 08/07/2019 HRM (X25 POSTS)**
Directorate: Nursing

SALARY : R383 226 - R444 276 per annum (Plus benefits)
CENTRE : Dr. George Mukhari Academic Hospital:
(Critical care (X4 Posts)
Operating Theatre (X5 Posts)
Trauma (X1 Post)
Advance Midwifery(X5 Posts)
Child Nursing Science(X4 Posts)
Orthopaedics Nursing Science(X2 Posts)
Oncology(X2 Posts)
Ophthalmology (X2 Posts)

REQUIREMENTS : A basic R425 qualification (i.e diploma/degree in nursing) or equivalent qualification that allows registration with SANC as a Professional Nurse. Registration with SANC as a Professional Nurse and proof of current registration. A post –basic nursing qualification with duration of at least 1

- year, accredited with SANC in one of the specialities referred to in the glossary of terms. A minimum of 4 years appropriate /recognizable experience in nursing. One year from from experience for candidates appointed from outside the public service after complying with registration requirements. Preference will be given to Dr. George Mukhari Academic Hospital.
- DUTIES** : Perform a clinical nursing practice in accordance with the scope of practice and required nursing standards. Promote quality of nursing care as directed by the scope of practice. Able to plan and organise own work and ensure proper nursing care. Demonstrate effective communications with patients, supervisors and other stake holders including report writing when required.
- ENQUIRIES APPLICATIONS** : Mrs. Molefe MM Tel No: (012) 529 3425
can be delivered to: Dr. George Mukhari Academic Hospital, 3111 Setlogelo Drive, Ga-Rankuwa, 0208 (Block 13 HR Registry) or posted to: Dr. George Mukhari Academic Hospital, Private Bag X422, Pretoria 0001.
- NOTE** : Correspondence will be entered with shortlisted candidates only and if you are not contacted within 3 months after closing date please accept that your application was unsuccessful. The employer Reserves the right to fill this position(s)
- CLOSING DATE** : 26 July 2019
- POST 25/111** : **PROFESSIONAL NURSE (SPECIALTY) (THEATRE, INTENSIVE CARE, ADVANCED MIDWIFERY, NEONATAL, RENAL, TRAUMA, ADVANCED PSYCHIATRY, PAEDIATRICS, ORTHOPAEDICS, INFECTION CONTROL, OPHTHALMOLOGY, ONCOLOGY, OCCUPATIONAL HEALTH AND SAFETY REF NO: CHBAH 187**
- SALARY CENTRE REQUIREMENTS** : Grade 1: R383 226 per annum (Plus benefits)
Chris Hani Baragwanath Academic Hospital
A Basic R425 qualification (i.e. diploma/ degree in nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse. Registration with the SANC as Professional Nurse and proof of current registration. Grade 1: A post-basic nursing qualification with duration of at least one year, accredited with the SANC in one of the specialties referred to in the glossary of terms. A minimum of 4 years' appropriate/ recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing in terms of recognition of previous experience for nurses coming from outside public service one year will be deducted from their years of experience.
- DUTIES** : Render a nursing service within the scope of practice of a Professional Nurse. Provide direction and supervision for the implementation of the nursing plan (clinical practice and quality patient care). Implement standards, practices, criteria and indicators for quality nursing. Practice nursing and health care in accordance with the laws and regulations relevant to nursing and health care. Maintain a constructive working relationship with nursing and other stakeholders. Utilize human, material and physical resources efficiently and effectively. Implement and maintain the quality assurance and National Core Standard and norms at departmental level. Adhere to provincial, hospital and departmental policies, procedures, guidelines and regulations.
- ENQUIRIES APPLICATIONS** : Mr NB Mulaudzi Tel No: (011) 933 9779/8154
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.
- NOTE** : Applications must be submitted on form Z83 fully completed, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). Documents to be attached is certified ID document, certified copies of qualification/s including matric and relevant council registration certificate and proof of current registration (Where applicable). (Certification should not be more than three (3) months old). 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.

- CLOSING DATE** : 31 January 2020
- POST 25/112** : **PROFESSIONAL NURSE GRADE 1 – PNB1 (SPECIALTY – PSYCHIATRY)**
REF NO: HRM 17/2019
Directorate: Nursing Services
- SALARY** : R383 226 per annum (Plus Benefits)
CENTRE : Sterkfontein Hospital
REQUIREMENTS : Grade 12. Basic R425 qualification (i.e. Diploma/Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. A post-basic Nursing qualification in Psychiatric Nursing Science, with a duration of at least one (1) year, accredited with SANC as Advanced Psychiatric Nursing. A minimum of 4 years appropriate / recognized experience in nursing after registration as a Professional Nurse with SANC in General Nursing. Knowledge of Mental Health Care Act, Criminal Procedure Act and Child Justice Act. Proof of current registration (2019) with SANC. Computer literacy and Driver's licence will be an added advantage.
- DUTIES** : Provision of comprehensive / complex / advanced nursing treatment and care of nursing services within the designated Specialty Unit, in a cost effective, efficient and equitable manner. Will be shift leader that is responsible for planning, organising, coordinating and supervising whilst ensuring that all quality patient care standards are implemented. Promoting professionalism and leading by example at all times. Demonstrate effective communication with patients, supervisors and other clinicians including report-writing when required. Demonstrate an understanding of nursing legislation including nursing strategy and ethical nursing practices. Knowledge of Batho-pele principles, Patient's right charter. Should possess proven Change Management, Presentation and Leadership skills. Expected to serve in Hospital Committees to achieve Hospital goals and act in the capacity of Operational Manager when delegated to do so.
- ENQUIRIES** : Ms. M Sono Tel No: (011) 951-8202
APPLICATIONS : must be submitted with Z83, CV, certified copies of ID and qualifications to Sterkfontein Hospital, Private bag X2010, Krugersdorp, 1740, or hand deliver to the application box at the hospital reception entrance.
- NOTE** : Sterkfontein hospital is committed to pursuing diversity and Redress. Representation in terms of Race, Disability and Gender is promoted.
- CLOSING DATE** : 26 July 2019
- POST 25/113** : **ASSISTANT DIRECTOR\ QUALITY ASSURANCE REF NO: 08/07/2019**
HRM
Directorate: Quality Assurance
- SALARY** : R376 596 – R443 601 per annum (plus benefits)
CENTRE : Dr. George Mukhari Academic Hospital
REQUIREMENTS : Matric/ Grade 12 certificate with basic qualification accredited with SANC in terms of Government notice R425 (i.e. Diploma or Degree in Nursing) or equivalent qualification that allows registration with SANC as a Professional Nurse. A minimum of 8 years appropriate/ recognizable experience in Nursing, after registration as a Professional Nurse with the SANC in comprehensive nursing. At least 3 years of the period referred above must be appropriate /recognizable experience at management level. Extensive knowledge in customer care service program. Management experience in quality assurance will be added advantage. Experience in customer care service programs in

		health institution. Relevant knowledge and understanding of legislative framework applicable to practice in the public health facility. Advance computer literacy in MS Office Package (MS Word, MS Excel, and MS PowerPoint). Presentation skills. A Valid Driver's license.
<u>DUTIES</u>	:	Ensure effective management of quality assurance services package in the health facility. Oversee the Quality assurance programs: Develop, Support and implement customer care programs (waiting times PEC, Customer care training & implementation of Batho Pele Principles). Assist with the facilitation of the implementation of NCS (RNS) & 6 Ministerial priorities. Ensure the development and implementation of QIPs, implement complain management system, Management of the patient safety incidents. Ensure the provision of effective and efficient General management: Manage staff development and performance (PMDS) against departmental and Hospital's objectives in line with strategic, operational and turnaround plans. Manage material resources appropriately. Ensure proper training of employees on quality assurance matters. Compile and Submit reports on due time. Communicate with all stakeholders, External and internal customers about quality assurance matters. Perform any other duties delegated by the supervision.
<u>ENQUIRIES APPLICATIONS</u>	:	Mrs. GT Tabane Tel No: (012) 529 3427 can be delivered to: Dr. George Mukhari Academic Hospital, 3111 Setlogelo Drive, Ga-Rankuwa, 0208 (Block 13 HR Registry) or posted to: Dr. George Mukhari Academic Hospital, Private Bag X422, Pretoria 0001.
<u>NOTE</u>	:	Correspondence will be entered with shortlisted candidates only and if you are not contacted within 3 months after closing date please accept that your application was unsuccessful. The employer Reserves the right to fill this position(s)
<u>CLOSING DATE</u>	:	26 July 2019
<u>POST 25/114</u>	:	<u>ASSISTANT DIRECTOR: DEMAND MANAGEMENT REF NO: 09/07/2019 HRM</u> Directorate: Supply Chain Management
<u>SALARY CENTRE REQUIREMENTS</u>	:	R376 596 – R443 601 per annum (plus benefits) Dr. George Mukhari Academic Hospital 3 years National Diploma in Logistics Management, Supply Chain Management, Public Supply Chain Management, and Relevant / equivalent qualification with a minimum of 3 years' supervisory experience in Supply Chain Management. Ability to work independently under intense pressure. Knowledge of government Supply Chain Management policies and procedures more especially those related to Demand and Management. Advanced computer literacy in MS Office package (Ms. Word, Ms. Excel and Ms Power point). Presentation skills. Good Communication Skills and interpersonal relations. A valid driver's license. Competencies: The applicant must have good communication (Both verbal and written) and strong relations. Ability to interact with all levels of management and Both internal (end-users) and External stake holders. Must have the ability to work under pressure and be a creative thinker. Have project, Marketing, Economics and Financial Management skills.
<u>DUTIES</u>	:	Conduct market and commodity analysis. Ensure that requirement is linked to the strategic objectives and budget. Review specifications and Term of reference for every requirement. Render advisory support to Bid Specification Committees. Liaise with users to determine current and future requirements. Submit in-inputs to the budgeting process of the institution. Assist with compilation of Demand Plans. Utilize SAP/SRM for reporting. Assist with conduct needs assessment by collecting and analysis data provided. Conduct a market and industry analysis. Ensure compliance with SCM process and procedure. Manage staff development and performance (PMDS) against Department SCM Strategy. Manage activities, people and equipment. Ensure internal and external communication strategy on SCM performance and Development. Develop and train staff. Report writing. Perform any other duties delegated by the supervisor.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr. Nhlapo M Tel No: (012) 529 3407 can be delivered to: Dr. George Mukhari Academic Hospital, 3111 Setlogelo Drive, Ga-Rankuwa, 0208 (Block 13 HR Registry) or posted to: Dr. George Mukhari Academic Hospital, Private Bag X422, Pretoria 0001.

- NOTE** : Correspondence will be entered with shortlisted candidates only and if you are not contacted within 3 months after closing date please accept that your application was unsuccessful. The employer Reserves the right to fill this position(s)
- CLOSING DATE** : 26 July 2019
- POST 25/115** : **FMU MANAGER REF NO: HRM 09/2019**
Directorate: Administration
- SALARY** : R376 596 per annum (Level 09) (Plus Benefits)
- CENTRE** : Sterkfontein Hospital
- REQUIREMENTS** : Grade 12 certificate with 5 - 10 years' experience in Facility Management Unit, Public or private of which 2 years must be at Supervisory level, or a recognized Degree / National Diploma in Project Management, Facility / Building Management. Trade Test Certificate will be an added advantage. Knowledge of Building maintenance and Project Inspections Management. Knowledge of Managing Facility Management Services. Good Financial Management skills. Knowledge of PFMA, OHS Act and other related Legislations. Valid Driver's license, Computer literacy, Presentation and analytical skills, Stock 44 Management and Conflict Management.
- DUTIES** : Manage the maintenance of hospital buildings, machineries (boilers, generators, laundry washing machines and other). Manage state accommodation. Conduct building audits, office accommodation and residential allocation and hospital keys. Manage all statutory projects and onsite contractors, liaise with all stake holders, draft specification and / or scrutinize specification in consultation with DID inspectors. Ensure the availability of boiler coals and supplements. Identify, receive and log calls for all the defects. Record management (develop and manage all relevant registers). Manage the FMU stock and store room and order day to day maintenance accessories of the section, control and organize all the activities of the section. Rendering support in OHS, Infection Control and Quality Assurance Committees. Take water and electricity meter readings on monthly basis and submit to Finance for billing. Attend meetings, compiling of reports and motivations. Drafting and management of sectorial budget. Develop and management of maintenance plan in line with the strategic and operational plan of the Institution. Conduct monthly inspection of all critical areas and develop a plan of action. Supervise and manage subordinates. Performance of all delegated responsibilities.
- ENQUIRIES** : Mr. B.H. Shuping Tel No: (011) 951-8207
- APPLICATIONS** : Applications must be submitted with a Z83, CV, certified copies of ID and Qualifications to Sterkfontein Hospital, Private Bag X2010, Krugersdorp, 1740, or hand delivered to the application box at the entrance.
- NOTE** : Sterkfontein Hospital is committed to the pursuit of diversity, redress and will promote representation in terms of race, disability and gender.
- CLOSING DATE** : 26 July 2019
- POST 25/116** : **DIAGNOSTIC RADIOGRAPHER REF NO: HRM 64/2019**
Directorate: Diagnostic Radiography
- SALARY** : R317 976 per annum
- CENTRE** : Steve Biko Academic Hospital
- REQUIREMENTS** : National diploma or degree in Diagnostic Radiography qualification. Current registration with HPCSA as an independent diagnostic Radiographer. Grade 1: No experience required after registration with HPCSA in the relevant profession. Must have completed community service as per requirements of the professional body. Computer literacy is essential –all the x-ray units are digital. Excellent time management skills, written and verbal communication skills and report writing. Honesty, integrity and high work ethic. Good interpersonal skills. Knowledge of Public Service legislation, policies and procedures. Knowledge of current DOH guidelines and policies governing the Health sector and Radiography profession. Knowledge and relevant experience in radiography procedures. Quality control and record keeping process is essential.
- DUTIES** : Grade 1: Diagnostic Radiography in a 24-hour unit. Participate in a 24-hour roster, produce x-ray images according to the prescribed protocols, radiation

control measures and medico-legal requirements. Assist in the training of community-service Radiographers and students. Assist in quality assurance of images, supervise and participate in department quality assurance tests. Participate and facilitate in CPD as required by the HPCSA. Assist with quality control tests. Adhere to Batho Pele Principles, National core standards, Quality Assurance and other Public service policies and acts.

- ENQUIRIES APPLICATIONS** : Mrs. S van Niekerk Tel No: (012) 354 1379
 : To Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3. Steve Biko Academic Hospital is committed to the pursuit of diversity and redress.
- NOTE** : Applications must be submitted with a Z83 form, certified copies of ID and certificate of qualifications. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.
- CLOSING DATE** : 26 July 2019
- POST 25/117** : **CLINICAL TECHNOLOGIST REF NO: CHBAH 180**
- SALARY CENTRE REQUIREMENTS** : Grade 1: R317 976 per annum (Plus benefits)
 : Chris Hani Baragwanath Academic Hospital
 : Appropriate qualification that allows for the required registration with the Health Professions Council of South Africa (HPCSA) in the relevant profession (where applicable). Grade 1: No experience required after registration with the HPCSA in the relevant profession (where applicable) in respect of RSA qualified employees who performed community service in relevant profession as required in South Africa.
- DUTIES** : Render effective patient centred clinical technology service for in- and out-patients in adherence to the scope of practice and health protocols. To work with colleagues, relieve as and when the need arises, and to work closely with the interdisciplinary team members. Carry out delegated duties. To participate in student training, supervision and performance evaluation. Implement and maintain the quality assurance and National Core Standard and norms at departmental level. Adhere to provincial, hospital and departmental policies, procedures, guidelines and regulations. Perform record keeping, data collection, assist with budget control and assets management. Contribute and participate in professional development of self, colleagues and members of the interdisciplinary team members. Participate in research projects of the department. Participate in quality assurance methods and CPD activities. Communicate effectively with all stakeholders. Exercise care with all consumables and equipment.
- ENQUIRIES APPLICATIONS** : Mr Welcome Madondo Tel No: (011) 933 8740
 : 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.
- NOTE** : Applications must be submitted on form Z83 fully completed, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). Documents to be attached is certified ID document, certified copies of qualification/s including matric and relevant council registration certificate and proof of current registration (Where applicable). (Certification should not be more than three (3) months old). 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.

- CLOSING DATE** : 31 January 2020
- POST 25/118** : **DIAGNOSTIC RADIOGRAPHER REF NO: CHBAH 181**
- SALARY** : Grade 1: R317 976 per annum (Plus benefits)
- CENTRE** : Chris Hani Baragwanath Academic Hospital
- REQUIREMENTS** : Appropriate qualification that allows for the required registration with the Health Professions Council of South Africa (HPCSA) in the relevant profession (where applicable). Grade 1: No experience required after registration with the HPCSA in the relevant profession (where applicable) in respect of RSA qualified employees who performed community service in relevant profession as required in South Africa.
- DUTIES** : Preparing the patients for the x-ray examination and select the appropriate equipment. Performing x-ray examinations that yield important diagnostic information. Use x-ray machines to view and interpret images with sound waves for the diagnosis and treatment of medical conditions. Render effective patient x-ray service for in- and out-patients in adherence to the scope of practice and health protocols. To work with colleagues, relieve as and when the need arises, and to work closely with the interdisciplinary team members. Carry out delegated duties. To participate in student training, supervision and performance evaluation. Implement and maintain the quality assurance and National Core Standard and norms at departmental level. Adhere to provincial, hospital and departmental policies, procedures, guidelines and regulations. Perform record keeping, data collection, assist with budget control and assets management. Contribute and participate in professional development of self, colleagues and members of the interdisciplinary team members. Participate in research projects of the department. Participate in quality assurance methods and CPD activities. Communicate effectively with all stakeholders. Exercise care with all consumables and equipment.
- ENQUIRIES** : Ms. G. Tsoeu Tel No: (011) 933 8434
- APPLICATIONS** : 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.
- NOTE** : Applications must be submitted on form Z83 fully completed, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). Documents to be attached is certified ID document, certified copies of qualification/s including matric and relevant council registration certificate and proof of current registration (Where applicable). (Certification should not be more than three (3) months old). 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.
- CLOSING DATE** : 31 January 2020

POST 25/119 : **DIETICIAN REF NO: CHBAH 182**

SALARY : Grade 1: R317 976 per annum (Plus benefits)

CENTRE : Chris Hani Baragwanath Academic Hospital

REQUIREMENTS : Appropriate qualification that allows for the required registration with the Health Professions Council of South Africa (HPCSA) in the relevant profession (where applicable). Grade 1: No experience required after registration with the HPCSA in the relevant profession (where applicable) in respect of RSA qualified employees who performed community service in relevant profession as required in South Africa.

DUTIES : Render effective patient centered dietetics service for in- and out-patients in adherence to the scope of practice and health protocols. To work with colleagues, relieve as and when the need arises, and to work closely with the interdisciplinary team members. Carry out delegated duties. To participate in student training, supervision and performance evaluation. Implement and maintain the quality assurance and National Core Standard and norms at departmental level. Adhere to provincial, hospital and departmental policies, procedures, guidelines and regulations. Perform record keeping, data collection, assist with budget control and assets management. Contribute and participate in professional development of self, colleagues and members of the interdisciplinary team members. Participate in research projects of the department. Participate in quality assurance methods and CPD activities. Communicate effectively with all stakeholders. Exercise care with all consumables and equipment.

ENQUIRIES : Ms. N.F. Mongoeji Tel No: (011) 933 9016

APPLICATIONS : should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 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.

NOTE : Applications must be submitted on form Z83 fully completed, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). Documents to be attached is certified ID document, certified copies of qualification/s including matric and relevant council registration certificate and proof of current registration (Where applicable). (Certification should not be more than three (3) months old). 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.

CLOSING DATE : 31 January 2020

POST 25/120 : **MEDICAL ORTHOTIST AND PROSTHETIST REF NO: CHBAH 183**

SALARY : Grade 1: R317 976 per annum (plus benefits)

CENTRE : Chris Hani Baragwanath Academic Hospital

REQUIREMENTS : Appropriate qualification that allows for the required registration with the Health Professions Council of South Africa (HPCSA) in the relevant profession (where applicable). Grade 1: No experience required after registration with the HPCSA in the relevant profession (where applicable) in respect of RSA

- qualified employees who performed community service in relevant profession as required in South Africa.
- DUTIES** : Render effective patient centered orthotist and prosthetist service for in- and out-patients in adherence to the scope of practice and health protocols. To work with colleagues, relieve as and when the need arises, and to work closely with the interdisciplinary team members. Carry out delegated duties. To participate in student training, supervision and performance evaluation. Implement and maintain the quality assurance and National Core Standard and norms at departmental level. Adhere to provincial, hospital and departmental policies, procedures, guidelines and regulations. Perform record keeping, data collection, assist with budget control and assets management. Contribute and participate in professional development of self, colleagues and members of the interdisciplinary team members. Participate in research projects of the department. Participate in quality assurance methods and CPD activities. Communicate effectively with all stakeholders. Exercise care with all consumables and equipment.
- ENQUIRIES** : Mr. D. Mashaba Tel No: (011) 933 8815/8816
- 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.
- NOTE** : Applications must be submitted on form Z83 fully completed, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). Documents to be attached is certified ID document, certified copies of qualification/s including matric and relevant council registration certificate and proof of current registration (Where applicable). (Certification should not be more than three (3) months old). 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.
- CLOSING DATE** : 31 January 2020
- POST 25/121** : **OCCUPATIONAL THERAPIST REF NO: CHBAH 184**
- SALARY** : Grade 1: R317 976 per annum (Plus benefits)
- CENTRE** : Chris Hani Baragwanath Academic Hospital
- REQUIREMENTS** : Appropriate qualification that allows for the required registration with the Health Professions Council of South Africa (HPCSA) in the relevant profession (where applicable). Grade 1: No experience required after registration with the HPCSA in the relevant profession (where applicable) in respect of RSA qualified employees who performed community service in relevant profession as required in South Africa.
- DUTIES** : Render effective patient centered occupational therapy service for in- and out-patients in adherence to the scope of practice and health protocols. To work with colleagues, relieve as and when the need arises, and to work closely with the interdisciplinary team members. Carry out delegated duties. To participate in student training, supervision and performance evaluation. Implement and maintain the quality assurance and National Core Standard and norms at departmental level. Adhere to provincial, hospital and departmental policies,

procedures, guidelines and regulations. Perform record keeping, data collection, assist with budget control and assets management. Contribute and participate in professional development of self, colleagues and members of the interdisciplinary team members. Participate in research projects of the department. Participate in quality assurance methods and CPD activities. Communicate effectively with all stakeholders. Exercise care with all consumables and equipment.

ENQUIRIES : Ms LA Soulsby Tel No: (011) 933 8187
APPLICATIONS : should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 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.

NOTE : Applications must be submitted on form Z83 fully completed, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). Documents to be attached is certified ID document, certified copies of qualification/s including matric and relevant council registration certificate and proof of current registration (Where applicable). (Certification should not be more than three (3) months old). 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.

CLOSING DATE : 31 January 2020

POST 25/122 : **PHYSIOTHERAPIST REF NO: CHBAH 185**

SALARY : Grade 1: R317 976 per annum (Plus benefits)
CENTRE : Chris Hani Baragwanath Academic Hospital
REQUIREMENTS : Appropriate qualification that allows for the required registration with the Health Professions Council of South Africa (HPCSA) in the relevant profession (where applicable). Grade 1: No experience required after registration with the HPCSA in the relevant profession (where applicable) in respect of RSA qualified employees who performed community service in relevant profession as required in South Africa.

DUTIES : Render effective patient centered physiotherapy service for in- and out-patients in adherence to the scope of practice and health protocols. To work with colleagues, relieve as and when the need arises, and to work closely with the interdisciplinary team members. Carry out delegated duties. To participate in student training, supervision and performance evaluation. Implement and maintain the quality assurance and National Core Standard and norms at departmental level. Adhere to provincial, hospital and departmental policies, procedures, guidelines and regulations. Perform record keeping, data collection, assist with budget control and assets management. Contribute and participate in professional development of self, colleagues and members of the interdisciplinary team members. Participate in research projects of the department. Participate in quality assurance methods and CPD activities. Communicate effectively with all stakeholders. Exercise care with all consumables and equipment.

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

- APPLICATIONS** : 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.
- NOTE** : Applications must be submitted on form Z83 fully completed, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). Documents to be attached is certified ID document, certified copies of qualification/s including matric and relevant council registration certificate and proof of current registration (Where applicable). (Certification should not be more than three (3) months old). 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.
- CLOSING DATE** : 31 January 2020
- POST 25/123** : **SPEECH THERAPIST/AUDIOLOGIST REF NO: CHBAH 186**
- SALARY** : Grade 1: R317 976 per annum (Plus benefits)
- CENTRE** : Chris Hani Baragwanath Academic Hospital
- REQUIREMENTS** : Appropriate qualification that allows for the required registration with the Health Professions Council of South Africa (HPCSA) in the relevant profession (where applicable). Grade 1: No experience required after registration with the HPCSA in the relevant profession (where applicable) in respect of RSA qualified employees who performed community service in relevant profession as required in South Africa.
- DUTIES** : Render effective patient centered speech therapy and audiology service for in and out-patients in adherence to the scope of practice and health protocols. To work with colleagues, relieve as and when the need arises, and to work closely with the interdisciplinary team members. Carry out delegated duties. To participate in student training, supervision and performance evaluation. Implement and maintain the quality assurance and National Core Standard and norms at departmental level. Adhere to provincial, hospital and departmental policies, procedures, guidelines and regulations. Perform record keeping, data collection, assist with budget control and assets management. Contribute and participate in professional development of self, colleagues and members of the interdisciplinary team members. Participate in research projects of the department. Participate in quality assurance methods and CPD activities. Communicate effectively with all stakeholders. Exercise care with all consumables and equipment.
- ENQUIRIES** : Dr. S. Balton Tel No: (011) 933 9263/9264
- APPLICATIONS** : 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.
- NOTE** : Applications must be submitted on form Z83 fully completed, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The completed and signed form should be accompanied by a recently updated CV that specifies the following: All

experience indicating the position, institution and respective dates (DD/MM/YY). Documents to be attached is certified ID document, certified copies of qualification/s including matric and relevant council registration certificate and proof of current registration (Where applicable). (Certification should not be more than three (3) months old). 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.

CLOSING DATE

: 31 January 2020

POST 25/124

: **ADMINISTRATION OFFICER: LOGISTIC REF NO: 004257**

Directorate: Head Office - FMS

Re-Advertised: Applicants who previously applied for this position are advised to reapply.

SALARY CENTRE REQUIREMENTS

: R257 508 per annum (Level 07) (plus benefits)
: Forensic Medical Services – Central Stores

: An appropriate Degree/National Diploma in Logistics /Supply Chain Management/ Finance with 3years' experience in Stores Management or Grade 12 with 5years' experience in store management. Knowledge and good understanding of procurement policies, systems and procedures, PFMA, PPPFA, BBBEE Act, Treasury Regulations, Stores Management. Candidate must have good communication skills both verbal and written; excellent leadership skills; ability to work with a team and independently; be an analytical thinker with good organizational skills; Problem solving skills and interpersonal skills. Be highly motivated, results oriented and have the ability to plan. Computer literacy is essential. Computer literacy and Valid Driver's license is compulsory. Ability to work under pressure.

DUTIES

: Stock management including stock need analysis, ordering and receiving of stock. Ensure that stock ordering levels are determined and stock is kept at optimum and economical level. Develop and maintain stock control systems; monitor stock requests and usage by FPS facilities. Implement corrective measures where necessary. Ensure compliance with policies and procedures that regulate and govern Supply Chain Management and stores management processes. Prepare motivations and requests for stock required. Ensure timeous submission of GRVs. Issue stock and update relevant VA cards. Compile and submit correct stores monthly reports. Follow up with suppliers on all open purchase orders to ensure timeous delivery of goods and services. Ensure that stock taking is done twice annually. Attend to queries from stakeholders and maintain excellent customer satisfaction at all times. Provide advice, support and guidance to end users as and when required. Monitor, supervise, train and manage Performance Management and Development System (PMDS) of staff in the unit.

ENQUIRIES APPLICATIONS

: Mr M Nkosi Tel No: (071) 602 7652

: must be hand delivered to Forensic Medical Services, No. 45 Commissioner Street, Life Centre Building, Ground Floor, Johannesburg or can be posted to Forensic Pathology Services, P.O Box 7128, Johannesburg 2000.

NOTE

: Application must be submitted on Z83 form, obtainable from any Public Service Department or on www.dpsa.gov.za/documents, certified copies of ID, qualifications and Curriculum vitae with a detailed description of duties and the names of two referees must accompany your application for employment (Z83). The Department of Health is committed to providing equal opportunities and practices, Affirmative action employment. It is our intention to promote

representatives (race, gender, disability) in the Department through the filling of these posts and candidates whose transfer, promotion, or appointment will promote representatives will receive preference. Personnel Suitability Checks (PSC): It is a legislative requirement that all newly appointed staff members are subjected to Personnel Suitability Checks (PSC) - verification), upon appointment within the Department. This verification process entails reference checks, identity verification, qualifications verification, criminal records checks as well as a credit/ financial stability checks. The successful candidate will be required to enter into an employment contract and sign an annual performance agreement. All applicants are required to declare any conflict or perceived conflict of interest. All applicants are required to disclose membership of Boards and directorships that they may be associated with. The successful candidate will have to annually disclose her or his financial interests. 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 be limited to shortlisted candidates only. If you have not been contacted within three months after the closing date of this advertisement, please accept that your application was unsuccessful.

- CLOSING DATE** : 26 July 2019
- POST 25/125** : **SENIOR FORENSIC OFFICER REF NO: 004238**
 Directorate: Germiston FPS
 Re-Advertised: Applicants who previously applied for this position are advised to reapply.
- SALARY CENTRE REQUIREMENTS** : R257 508 per annum (Level 07) (plus benefits)
 : Forensic Pathology Service
 : Senior Certificate / Grade 12 and a minimum of 3 years' experience in the Medico-Legal field. Relevant qualifications in the Health Sciences field will be an added advantage. A valid driver's license minimum Code C1 with current Public Driver Permit (PDP). Basic Computer skills (MS Word, MS Excel, MS PowerPoint). Must be able to work with corpses (mutilated, decomposed, infected with infectious diseases). Must be able to work shift duties. Must be able to work on a supervisory level. Organizing and planning, communication, time management and interpersonal skills. Sufficient knowledge regarding the Legislative Framework regulating Forensic Pathology Service. Commitment to the Principles of Batho Pele.
- DUTIES** : Efficient support to the manager with regard to the management of the facility. Supervision of fellow and junior staff members and performance management. Effective and efficient recovery, storage and processing of bodies. Safe keeping of the deceased's documents, evidence, information, exhibits and property from incidents scenes. Assist in rendering an effective and efficient forensic autopsy process (which includes evisceration, scribing and typing) in accordance with set standards and guidelines by assisting the Forensic Pathologists in autopsies. Management of exhibits, specimens, specimen statements and reports, including completion and administration of statements and documentation during and after the forensic pathology process. Maintenance of mortuary and equipment hygiene in terms of Occupational Health and Safety. Caring and kind interaction with bereaved families.
- ENQUIRIES APPLICATIONS** : Mr G Mashego Tel No: (011) 011 255 4911
 : Applications must be hand delivered to Forensic Medical Services, No. 45 Commissioner Street, Life Centre Building, Ground Floor, Johannesburg or can be posted to Forensic Pathology Services, P.O Box 7128, Johannesburg 2000.
- NOTE** : Application must be submitted on Z83 form, obtainable from any Public Service Department or on www.dpsa.gov.za/documents, certified copies of ID, qualifications and Curriculum vitae with a detailed description of duties and the names of two referees must accompany your application for employment (Z83). The Department of Health is committed to providing equal opportunities and practises, Affirmative action employment. It is our intention to promote representatives (race, gender, disability) in the Department through the filling of these posts and candidates whose transfer, promotion, or appointment will promote representatives will receive preference. Personnel Suitability Checks (PSC): It is a legislative requirement that all newly appointed staff members

are subjected to Personnel Suitability Checks (PSC) - verification), upon appointment within the Department. This verification process entails reference checks, identity verification, qualifications verification, criminal records checks as well as a credit/ financial stability checks. The successful candidate will be required to enter into an employment contract and sign an annual performance agreement. All applicants are required to declare any conflict or perceived conflict of interest. All applicants are required to disclose membership of Boards and directorships that they may be associated with. The successful candidate will have to annually disclose her or his financial interests. 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 be limited to shortlisted candidates only. If you have not been contacted within three months after the closing date of this advertisement, please accept that your application was unsuccessful.

- CLOSING DATE** : 26 July 2019
- POST 25/126** : **SENIOR FORENSIC OFFICER REF NO: 004239**
 Directorate: Johannesburg FPS
 Re-Advertised: Applicants who previously applied for this position are advised to reapply.
- SALARY** : R257 508 per annum (Level 07) (plus benefits)
CENTRE : Forensic Pathology Service
REQUIREMENTS : Senior Certificate / Grade 12 and a minimum of 3 years' experience in the Medico-Legal field. Relevant qualifications in the Health Sciences field will be an added advantage. A valid driver's license minimum Code C1 with current Public Driver Permit (PDP). Basic Computer skills (MS Word, MS Excel, MS PowerPoint). Must be able to work with corpses (mutilated, decomposed, infected with infectious diseases). Must be able to work shift duties. Must be able to work on a supervisory level. Organizing and planning, communication, time management and interpersonal skills. Sufficient knowledge regarding the Legislative Framework regulating Forensic Pathology Service. Commitment to the Principles of Batho Pele.
- DUTIES** : Efficient support to the manager with regard to the management of the facility. Supervision of fellow and junior staff members and performance management. Effective and efficient recovery, storage and processing of bodies. Safe keeping of the deceased's documents, evidence, information, exhibits and property from incidents scenes. Assist in rendering an effective and efficient forensic autopsy process (which includes evisceration, scribing and typing) in accordance with set standards and guidelines by assisting the Forensic Pathologists in autopsies. Management of exhibits, specimens, specimen statements and reports, including completion and administration of statements and documentation during and after the forensic pathology process. Maintenance of mortuary and equipment hygiene in terms of Occupational Health and Safety. Caring and kind interaction with bereaved families.
- ENQUIRIES** : Ms P Mdluli Tel No: (011) 403 7286
APPLICATIONS : Applications must be hand delivered to Forensic Medical Services, No. 45 Commissioner Street, Life Centre Building, Ground Floor, Johannesburg or can be posted to Forensic Pathology Services, P.O Box 7128, Johannesburg 2000.
- NOTE** : Application must be submitted on Z83 form, obtainable from any Public Service Department or on www.dpsa.gov.za/documents, certified copies of ID, qualifications and Curriculum vitae with a detailed description of duties and the names of two referees must accompany your application for employment (Z83). The Department of Health is committed to providing equal opportunities and practises, Affirmative action employment. It is our intention to promote representatives (race, gender, disability) in the Department through the filling of these posts and candidates whose transfer, promotion, or appointment will promote representatives will receive preference. Personnel Suitability Checks (PSC): It is a legislative requirement that all newly appointed staff members are subjected to Personnel Suitability Checks (PSC) - verification), upon appointment within the Department. This verification process entails reference checks, identity verification, qualifications verification, criminal records checks as well as a credit/ financial stability checks. The successful candidate will be

required to enter into an employment contract and sign an annual performance agreement. All applicants are required to declare any conflict or perceived conflict of interest. All applicants are required to disclose membership of Boards and directorships that they may be associated with. The successful candidate will have to annually disclose her or his financial interests. 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 be limited to shortlisted candidates only. If you have not been contacted within three months after the closing date of this advertisement, please accept that your application was unsuccessful.

- CLOSING DATE** : 26 July 2019
- POST 25/127** : **SENIOR FORENSIC OFFICER REF NO: 004240**
Directorate: Sebokeng FPS
Re-Advertised: Applicants who previously applied for this position are advised to reapply.
- SALARY** : R257 508 per annum (Level 07) (plus benefits)
CENTRE : Forensic Pathology Service
REQUIREMENTS : Senior Certificate / Grade 12 and a minimum of 3 years' experience in the Medico-Legal field. Relevant qualifications in the Health Sciences field will be an added advantage. A valid driver's license minimum Code C1 with current Public Driver Permit (PDP). Basic Computer skills (MS Word, MS Excel, MS PowerPoint). Must be able to work with corpses (mutilated, decomposed, infected with infectious diseases). Must be able to work shift duties. Must be able to work on a supervisory level. Organizing and planning, communication, time management and interpersonal skills. Sufficient knowledge regarding the Legislative Framework regulating Forensic Pathology Service. Commitment to the Principles of Batho Pele.
- DUTIES** : Efficient support to the manager with regard to the management of the facility. Supervision of fellow and junior staff members and performance management. Effective and efficient recovery, storage and processing of bodies. Safe keeping of the deceased's documents, evidence, information, exhibits and property from incidents scenes. Assist in rendering an effective and efficient forensic autopsy process (which includes evisceration, scribing and typing) in accordance with set standards and guidelines by assisting the Forensic Pathologists in autopsies. Management of exhibits, specimens, specimen statements and reports, including completion and administration of statements and documentation during and after the forensic pathology process. Maintenance of mortuary and equipment hygiene in terms of Occupational Health and Safety. Caring and kind interaction with bereaved families.
- ENQUIRIES** : Mr. P Denner Tel No: (016) 988 9720
APPLICATIONS : Applications must be hand delivered to Forensic Medical Services, No. 45 Commissioner Street, Life Centre Building, Ground Floor, Johannesburg or can be posted to Forensic Pathology Services, P.O Box 7128, Johannesburg 2000.
- NOTE** : Application must be submitted on Z83 form, obtainable from any Public Service Department or on www.dpsa.gov.za/documents, certified copies of ID, qualifications and Curriculum vitae with a detailed description of duties and the names of two referees must accompany your application for employment (Z83). The Department of Health is committed to providing equal opportunities and practises, Affirmative action employment. It is our intention to promote representatives (race, gender, disability) in the Department through the filling of these posts and candidates whose transfer, promotion, or appointment will promote representatives will receive preference. Personnel Suitability Checks (PSC): It is a legislative requirement that all newly appointed staff members are subjected to Personnel Suitability Checks (PSC) - verification), upon appointment within the Department. This verification process entails reference checks, identity verification, qualifications verification, criminal records checks as well as a credit/ financial stability checks. The successful candidate will be required to enter into an employment contract and sign an annual performance agreement. All applicants are required to declare any conflict or perceived conflict of interest. All applicants are required to disclose membership of Boards and directorships that they may be associated with. The successful

candidate will have to annually disclose her or his financial interests. 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 be limited to shortlisted candidates only. If you have not been contacted within three months after the closing date of this advertisement, please accept that your application was unsuccessful.

- CLOSING DATE** : 26 July 2019
- POST 25/128** : **ADMINISTRATION OFFICER: DEMAND AND ACQUISITION MANAGEMENT REF NO: 004241**
Directorate: Head Office - FMS
Re-Advertised: Applicants who previously applied for this position are advised to reapply.
- SALARY** : R257 508 per annum (Level 07) (plus benefits)
CENTRE : Forensic Medical Services
REQUIREMENTS : An appropriate Degree/National Diploma in Supply Chain Management/Finance/Logistics with 3 years' experience in Demand and Acquisition Management or Grade 12 with 5 years' experience in Demand and Acquisition Management. Knowledge and understanding of procurement policies and procedures, PFMA, PPPFA, BBBEE, Treasury Regulations, Supply Chain Management and Contract Management. Candidate must have good communication skills both verbal and writing, problem solving, initiative and interpersonal skills. Highly motivated, results oriented and have the ability to plan. Working knowledge of BAS, SAP and SRM. Computer literacy and Valid Driver's license is compulsory. Ability to work under pressure.
- DUTIES** : Ensure compliance with policies and procedures that regulate and govern Supply Chain Management processes. Provide an efficient Supply Chain Management Services. Assists Management to implement and maintain procurement systems. Facilitate demand planning. Check procurement requests in accordance with and in adherence to procurement policies and Proper usage of supplier's database to achieve BBBEE targets. Ensure proper update of Procurement Registers and Monitor against Procurement Plans. Check and monitor requisitions captured on SRM. Follow up with HPC for creating Purchase orders. Expedite purchase orders. Monitor progress of the unit and report to Management on a weekly basis. Monitor supplier's payments and ensure all GRV's are captured on time. Compile submissions, motivations and reports. Manage and attend all queries related to Procurement, provide advice and guidance as and when required. Provide guidance and support to End Users Facilitate all Contracts Management processes. Update Contract Management registers. Ensure proper control and managing of internal store. Attend meetings and take minutes. Monitor Supervise train and manage Performance Management and Development System (PMDS) of staff in the unit.
- ENQUIRIES** : Ms G Tshamano Tel No: (082) 573 7952
APPLICATIONS : Applications must be hand delivered to Forensic Medical Services, No. 45 Commissioner Street, Life Centre Building, Ground Floor, Johannesburg or can be posted to Forensic Pathology Services, P.O Box 7128, Johannesburg 2000.
- NOTE** : Application must be submitted on Z83 form, obtainable from any Public Service Department or on www.dpsa.gov.za/documents, certified copies of ID, qualifications and Curriculum vitae with a detailed description of duties and the names of two referees must accompany your application for employment (Z83). The Department of Health is committed to providing equal opportunities and practices, Affirmative action employment. It is our intention to promote representatives (race, gender, disability) in the Department through the filling of these posts and candidates whose transfer, promotion, or appointment will promote representatives will receive preference. Personnel Suitability Checks (PSC): It is a legislative requirement that all newly appointed staff members are subjected to Personnel Suitability Checks (PSC) - verification, upon appointment within the Department. This verification process entails reference checks, identity verification, qualifications verification, criminal records checks as well as a credit/ financial stability checks. The successful candidate will be required to enter into an employment contract and sign an annual performance

agreement. All applicants are required to declare any conflict or perceived conflict of interest. All applicants are required to disclose membership of Boards and directorships that they may be associated with. The successful candidate will have to annually disclose her or his financial interests. 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 be limited to shortlisted candidates only. If you have not been contacted within three months after the closing date of this advertisement, please accept that your application was unsuccessful.

- CLOSING DATE** : 26 July 2019
- POST 25/129** : **HUMAN RESOURCE OFFICER REF NO: CHBAH 195 (X2 POSTS)**
Directorate: Human Resource – Conditions of Service
- SALARY** : R257 508 per annum (Level 07) (plus benefits)
- CENTRE** : Chris Hani Baragwanath Academic Hospital
- REQUIREMENTS** : Grade 12 with 3 -5 years' experience Conditions of Service. Computer literacy (Ms Office). Must have knowledge and experience in Persal Systems. Must be able to plan organize and coordinate the activities of the section. Ability to communicate well with people at different levels and from different backgrounds. Sound organization skills. High level of reliability. Ability to handle information confidentially. Sound verbal and written communication skills. Ability to act with tact and discretion. Good telephone etiquette and interpersonal skills. Document management skills. Must have office administration competency. Must be able to work under pressure and to take initiative and work independently and in a team. Must be self-motivated. Ability to handle tasks of multidisciplinary nature. Knowledge and application of the Batho Pele Principles and Knowledge of Labour Relations processes. Applicant should be prepared to undergo Medical surveillance as an inherent job requirement. Must be conversant with all legislation pertaining to Condition of service e.g. BCEA, PSRA, DPSA directives etc. Persal certificate will be an added advantage.
- DUTIES** : Reporting to the Assistant Director. Approval of condition of service documents especially overtime claim forms and other salary related functions. Compiling weekly stats and monthly reports. Creation of overtime authority numbers after the Budget committee approval. Giving business units monthly their overtime expenditure and inform them if funds has been depleted. Have an overtime database for the institution. Train subordinates in relation to conditions of service policies and procedures. Ensure to maintain service agreement in terms of overtime payments.
- ENQUIRIES** : MS N.D Serobatse and Mr. M. Masetlha Tel No: (011) 933-8736/9044
- 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.
- NOTE** : Applications must be submitted on form Z83 Fully completed, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). Documents to be attached is certified ID document, certified copies of qualification/s including matric and relevant council registration certificate and proof of current registration (Where applicable). Certifying stamp on documents shouldn't be more than three (3) months. 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.

- CLOSING DATE** : 26 July 2019
- POST 25/130** : **PROFESSIONAL NURSE: GENERAL NURSING REF NO: 10/07/2019 HRM (X11 POSTS)**
Directorate: Nursing
- SALARY CENTRE REQUIREMENTS** : R256 905 – R297 825 per annum (plus benefits)
: Dr. George Mukhari Academic Hospital
: Basic R425 (i.e. diploma/ degree in nursing) or equivalent Qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse. Registration with the SANC as Professional Nurse and proof of current registration. No experience required after registration with the SANC as Professional Nurse. Preference will be given to Dr George Mukhari Academic Hospital employees.
- DUTIES** : Demonstrate an understanding of nursing legislation and related legal and ethical nursing practices. Perform a clinical nursing practice in accordance with the scope of practice and nursing standard 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 effective communication with patients, supervisors and other clinicians, including report writing when required. Work as part of the multidisciplinary team to ensure good nursing care. Work effectively, co-operatively amicably with persons of diverse intellectual, cultural, racial or religious differences. Able to plan and organize own work and that of support personnel to ensure proper nursing care. Display a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patient's needs, requirements and expectations (Batho Pele). Willing to work shifts including night duty in different departments.
- ENQUIRIES APPLICATIONS** : Mrs. Molefe MM Tel No: (012) 529 3425
: can be delivered to: Dr. George Mukhari Academic Hospital, 3111 Setlogelo Drive, Ga-Rankuwa, 0208 (Block 13 HR Registry) or posted to: Dr. George Mukhari Academic Hospital, Private Bag X422, Pretoria 0001.
- NOTE** : Correspondence will be entered with shortlisted candidates only and if you are not contacted within 3 months after closing date please accept that your application was unsuccessful. The employer Reserves the right to fill this position(s).
- CLOSING DATE** : 26 July 2019
- POST 25/131** : **PROFESSIONAL NURSE: (QUALITY ASSURANCE) REF NO: 11/07/2019 HRM (X4 POSTS)**
Directorate: Quality Assurance
- SALARY CENTRE REQUIREMENTS** : R256 905 – R297 825 per annum (plus benefits)
: Dr. George Mukhari Academic Hospital
: Matric/grade 12 Certificate with basic qualification accredited with SANC in terms of Government Notice R425 (i.e. Diploma / Degree) in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. A minimum of 5 years appropriate / recognizable experience in Nursing, after registration as a Professional Nurse with the SANC in comprehensive nursing. At least 2 years of the period referred above must be appropriate / recognizable experience working in Quality Assurance unit or as a quality champion in the wards. Extensive knowledge in customer care service program. Experience in customer care service programs in health institution. Relevant knowledge and understanding of legislative framework applicable to practice in public health facility. Advance computer literacy in MS Office Package (MS Word, Ms Excel, and Ms PowerPoint). Presentation skills.

- DUTIES** : Ensure effective management of Quality Assurance Services package in the health facility. Coordinate the Quality Assurance programs: Support and implement Customer care programs (Waiting times, PEC, Customer care training & implementation of Bathopele Principle). Assist with the facilitation of the implementation of NCS (RNS) & 6 Ministerial priorities including IHRM. Coordinates the development and implementation of QIPs, Implement complaint management system, Management of the Patient Safety Incidents. Participate in the clinical audit and clinical risk management. Conduct trainings of employees on Quality Assurance matters. Compile and submit reports on due time. Communicate with all stakeholders, external and internal customers about Quality Assurance matters. Perform any other duties delegated by the supervisor.
- ENQUIRIES APPLICATIONS** : Mrs GM Tabane Tel No: (012) 529 3427
: can be delivered to: Dr. George Mukhari Academic Hospital, 3111 Setlogelo Drive, Ga-Rankuwa, 0208 (Block 13 HR Registry) or posted to: Dr. George Mukhari Academic Hospital, Private Bag X422, Pretoria 0001.
- NOTE** : Correspondence will be entered with shortlisted candidates only and if you are not contacted within 3 months after closing date please accept that your application was unsuccessful. The employer Reserves the right to fill this position(s).
- CLOSING DATE** : 26 July 2019
- POST 25/132** : **PROFESSIONAL NURSE (GENERAL) REF NO: CHBAH 188**
- SALARY CENTRE REQUIREMENTS** : Grade 1: R256 905 per annum (Plus benefits)
: Chris Hani Baragwanath Academic Hospital
: Basic R425 qualification or equivalent qualification that allows registration with the SANC as a Professional Nurse. Registration with the SANC as Professional Nurse and proof of current registration. Grade 1: No experience required after registration with the SANC as Professional Nurse, in terms of recognition of previous experience for nurses coming from outside public service one year will be deducted from their years of experience.
- DUTIES** : Render a nursing service within the scope of practice of a Professional Nurse. Provide direction and supervision for the implementation of the nursing plan (clinical practice and quality patient care). Implement standards, practices, criteria and indicators for quality nursing. Practice nursing and health care in accordance with the laws and regulations relevant to nursing and health care. Maintain a constructive working relationship with nursing and other stakeholders. Utilize human, material and physical resources efficiently and effectively. Implement and maintain the quality assurance and National Core Standard and norms at departmental level. Adhere to provincial, hospital and departmental policies, procedures, guidelines and regulations.
- ENQUIRIES APPLICATIONS** : Mr NB Mulaudzi Tel No: (011) 933 9779/8154
: 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.
- NOTE** : Applications must be submitted on form Z83 fully completed, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). Documents to be attached is certified ID document, certified copies of qualification/s including matric and relevant council registration certificate and proof of current registration (Where applicable). (Certification should not be more than three (3) months old). 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.

- CLOSING DATE** : 31 January 2020
- POST 25/133** : **PROFESSIONAL NURSE GENERAL REF NO: 004279 (X2 POSTS)**
Directorate: Nursing
- SALARY** : R256 905 – R297 825 per annum (plus benefits) (NB: salary will be determined in line with OSD Resolution)
- CENTRE** : West Rand District Health - Region a Randfontein Sub-District
- REQUIREMENTS** : Basic R425 (i.e. diploma/ degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse. Registration with the SANC as Professional Nurse and proof of current registration. No experience required after registration with the SANC as Professional Nurse. (Less one year from experience for candidates appointed from outside the public service after complying with registration requirements).
- DUTIES** : Demonstrate an understanding of nursing legislation and related frameworks. Perform a clinical nursing practice and nursing standard 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. Work as part of multidisciplinary team to ensure good nursing care. Demonstrate effective communication with patients, supervisors and other clinicians, including report writing when required. Work effectively, co-operatively amicably with persons of diverse intellectual, cultural, racial or religious difference. Display a concern for patients promoting advocating proper treatment and care including awareness and willingness to respond to patient's needs, requirements and expectations. (Batho-Pele / Nursing values and priority areas).
- ENQUIRIES** : Segatthe F.I Tel No: (011) 693 5270 / 011 4132-2880 (Randfontein Sub-District)
- APPLICATIONS** : should be delivered to West Rand District Health, Cnr. Vlei & Luipaard Street or posted to West Rand District Health, Private Bag X 2053, Krugersdorp 1740. NB: The incumbent will be subject to a pre-screening process.
- NOTE** : Applications must be submitted on a Z83 form with a CV, Certified ID copy and qualifications to be attached.
- CLOSING DATE** : 26 July 2019
- POST 25/134** : **TRANSPORT OFFICER: REF NO: TRANSPORTOFF/CARL/2019/7 (X1 POST)**
Directorate: Logistics
- SALARY** : R173 703 – R204 612 per annum (Level 05) (Plus Benefits)
- CENTRE** : Carletonville Hospital
- REQUIREMENTS** : Minimum of grade 12 or equivalent with two years driving experience. Computer literacy with practical knowledge of micro soft office. Must have an ability to plan, organize, inspect and evaluate work of subordinates. Good verbal and written communication skills. Have good interpersonal and supervisory skills. Have a valid code 10 driver's license with PDP. Understand National Core Standards and Batho Pele principles. Computer literacy.
- DUTIES** : Allocation of state vehicles to the drivers and officials for official use. Ensure that drivers and other officials have valid driver's licenses before issuing them with state vehicles. Ensure that pre-trip and post trip inspections are performed. Electronic log Sheet System. Compile monthly reports. Ordering/leasing of new vehicles. Manage performance and development of staff. Ensure that personnel under his/her supervision are adhering to their duties as per the contract. Monitor the utilization of petrol cards and analyses the transaction reports from the bank and G- Fleet. Update the invoice received register on monthly basis. Completing the log sheets. Ensure that all electronic database is updated and on time. Ensure that vehicles are clean always.

Perform any other official duties delegated by the supervisor. Comply with the legislative prescripts of the Department of health

ENQUIRIES : Mr. C. Maseko Tel No: (018) 788 1703

APPLICATIONS : must be submitted at Carletonville Hospital: Corner Falcon & Annan Road or posted to: The HR Directorate, Carletonville Hospital, Private Bag x 2023, Carletonville, 2499

NOTE : The employer reserves the right to fill or not to fill the post. Disabled people are encouraged to apply. Applications must be submitted on a Z83 form, copy of CV, certified copy of ID and Qualification to be attached. Failure to do will lead into disqualification.

CLOSING DATE : 26 July 2019 16:00 PM

POST 25/135 : **ADMINISTRATION CLERK REF NO ADMIN/CARLT/2019/8/ (X1 POST)**
Directorate: Patient Affairs

SALARY : R173 703 – R204 612 per annum (Level 05) (Plus Benefits)

CENTRE : Carletonville Hospital

REQUIREMENTS : Grade 12 or equivalent. Experience in Patient Affairs will be an added advantage. Good verbal and communication skills, document management skills. Knowledge and understanding of the Legislative Framework (Batho Pele, UPFS, Patients' Rights Charter, BCEA, LRA, National Core Standards (NCS) governing the Public Service. Prepared to work shifts, weekends and public holidays. Must be Computer literate.

DUTIES : Patient Registration and filing of documents. Stock management in the unit. Record-keeping of supply chain documents, assist in statistics compilation. Assist in general administrative duties in the unit. Perform sub-cashier duties. Perform any delegated duties by the supervisor. Perform ward clerk duties.

ENQUIRIES : Ms.GA Coetzee Tel No: (018)788 1756

APPLICATIONS : must be submitted at Carletonville Hospital: Corner Falcon & Annan Road or posted to: The HR Directorate, Carletonville Hospital, Private Bag x 2023, Carletonville, 2499

NOTE : The employer reserves the right to fill or not to fill the post. Disabled people are encouraged to apply. Applications must be submitted on a Z83 form, copy of CV, certified copy of ID and Qualification to be attached. Failure to do will lead into disqualification.

CLOSING DATE : 26 July 2019 16:00 PM

POST 25/136 : **ADMINISTRATION CLERK REF NO: KPTH / ADC/07/19**
Directorate: Radiology

SALARY : R173 703 – R204 612 per annum (plus benefits)

CENTRE : Kalafong Provincial Tertiary Hospital

REQUIREMENTS : Grade 12 and Computer literacy or NQF level 6 certificates in Public Administration or any relevant Administration qualification will be an added advantage. A minimum of 12 months experience of Admin services. Patient Administration background will be an added advantage. Must be willing to work shifts which include weekends and Public Holiday and under pressure. Willing to work overtime on short notice. Knowledge of PAAB and Records Management. Inter personal proficiency, communication skills (written / verbal).

DUTIES : Prepares required patient paperwork and electronic records for completion by department Radiologist and Radiographer. Answer telephones, direct calls, take and convey messages. Foster communications between requesting Clinicians and department regarding patient diagnostic appointments. Being aware of the patient's status in the waiting room, i.e. examination completed and waiting for results. Obtain prior Radiology films and reports from computer system and or storage areas as requested by the Clinical staff.

ENQUIRIES : Mr. T Nyathi Tel No: (012) 318 6658

APPLICATIONS : must be submitted to: Kalafong Provincial Tertiary Hospital, Human Resource Department, Private Bag X396, Pretoria, 0001. Hand Delivery at Kalafong Security Gate and sign in register book or apply online at www.gauteng.gov.za. Please Note: The Public Service does not charge any fees for applying for posts. Should you be asked for a fee, please let the authorities know.

- 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 three months old). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date please accept that your application was unsuccessful. Medical surveillance will be conducted on the recommended applicants, at no cost. People with disabilities are welcome to apply. Applications must be filled on a Z83 form accompanied by a comprehensive CV highlighting or stating the requirements mentioned above; and certified copies of ID and qualifications. Applicants must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. Qualifications of candidates recommended for appointment will be verified. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department.
- CLOSING DATE** : 26 July 2019
- POST 25/137** : **MATERIAL RECORDING CLERK REF NO: HRM 15/2019**
Directorate: Support Services
- SALARY** : R173 703 per annum (Level 05) (Plus Benefits)
CENTRE : Sterkfontein Hospital
REQUIREMENTS : Grade 12 certificate with 1 year experience or Grade 10 with 6 years' experience in Supply Chain Management. Computer literacy. Knowledge of Supply Chain Management, Policies and prescripts, PFMA and Treasury Regulations. Good communication, interpersonal and record keeping skills.
- DUTIES** : Receiving and issuing of stock, check for correctness, quality and quantity, and fills in/signs the appropriate documentation and stores stock according to the prescribed warehouse management principles. Record all stores items per VA11. Monitor the availability of stock. Reconcile stock received and issued. Inspection of stock and give feedback. Handling VA2 for internal stock. Apply FIFO rule or the just-in-time principle. Ensure that requisitions are attended on time. Performs the administration and maintenance of (bin numbering system) and keep accounting section (posting clerk) posted. Reports stock discrepancies to the accounting section and senior store official. Reports disposable stock items to the Supply Chain Manager by means of a report or service letter (VA27).
- ENQUIRIES** : Mr. B. Nkosi Tel No: (011) 951-8210
APPLICATIONS : must be submitted with a Z83, CV, certified copies of ID and Qualifications to Sterkfontein Hospital, Private Bag X2010, Krugersdorp, 1740, or hand delivered to the application box at the entrance.
- NOTE** : Sterkfontein Hospital is committed to the pursuit of diversity, redress and will promote representation in terms of race, disability and gender.
- CLOSING DATE** : 26 July 2019
- POST 25/138** : **STAFF NURSE REF NO: 004281 (X2 POSTS)**
Directorate: Nursing
- SALARY** : R171 381 – R192 879 per annum (plus benefits) (NB: salary will be determined in line with OSD Resolution)
CENTRE : West Rand District Health - Region A (Randfontein Sub-District)
REQUIREMENTS : Qualification that allows registration with the South African Nursing Council (SANC) as a Staff Nurse. Registration with SANC as Enrolled Nurse and proof of current registration. No experience required after registration with the SANC as Staff Nurse. (Less one year from experience for candidates appointed from outside the public service after complying with registration requirements.

- DUTIES** : Demonstrate basic understanding of nursing legislation and related legal and ethical nursing practices. Promote quality of basic nursing care as directed by the professional scope of practice and standards as determined by the institution. Work as part of the multidisciplinary team to ensure good nursing care and positive clinical outcomes. Work effectively, co-operatively, amicably with persons of diverse intellectual, cultural, racial or religious differences. Demonstrate basic communication with patients, supervisors and other clinicians. Willing to work shifts including night duty in different departments. Contribute positively towards compliance to National Core Standards, Batho Pele Principles, Ministerial Priorities and Patient's Rights.
- ENQUIRIES** : Segathe F.I Tel No: (011) 693 5270 / 011 4132-2880 (Randfontein Sub-District)
- APPLICATIONS** : should be delivered to West Rand District Health, Cnr. Vlei & Luipaard Street or posted to West Rand District Health, Private Bag X 2053, Krugersdorp 1740. NB: The incumbent will be subject to a pre-screening process.
- NOTE** : Applications must be submitted on a Z83 form with a CV, Certified ID copy and qualifications to be attached.
- CLOSING DATE** : 26 July 2019
- POST 25/139** : **STAFF NURSE /ENROLLED NURSE REF NO: 12/07/2019 HRM (X15 POSTS)**
Directorate: Nursing
- SALARY CENTRE REQUIREMENTS** : R171 381 – R192 879 per annum (plus benefits)
: Dr. George Mukhari Academic Hospital
: Qualification that allows registration with the South African Nursing Council (SANC) as a Staff Nurse. Registration with SANC as Enrolled Nurse and proof of current registration. No experience required after registration with the SANC as Staff Nurse. Preference will be given to Dr George Mukhari Academic Hospital employees.
- DUTIES** : Demonstrate basic understanding of nursing legislations and related legal and ethical nursing practices. Promote quality of basic nursing care as directed by the professional scope of practice and standards as determined by institution. Work as part of the multidisciplinary team to ensure good nursing care and positive clinical outcomes. Assist patients with activities of daily living (physical care). Measure, record and interpret vital signs. Sustain nutritional status of patients. Ensure personal hygiene of patients. Facilitate the elimination process. Willing to work shifts including night duty in different departments. Maintain professional growth/Ethical standards and self-development.
- ENQUIRIES APPLICATIONS** : Mrs. Molefe MM Tel No: (012) 529 3425
: can be delivered to: Dr. George Mukhari Academic Hospital, 3111 Setlogelo Drive, Ga-Rankuwa, 0208 (Block 13 HR Registry) or posted to: Dr. George Mukhari Academic Hospital, Private Bag X422, Pretoria 0001.
- NOTE** : Correspondence will be entered with shortlisted candidates only and if you are not contacted within 3 months after closing date please accept that your application was unsuccessful. The employer Reserves the right to fill this position(s)
- CLOSING DATE** : 26 July 2019
- POST 25/140** : **ENROLLED NURSE (EN1) REF NO: HRM 16/2019**
Directorate: Nursing Services
- SALARY CENTRE REQUIREMENTS** : R171 381 per annum (Plus Benefits)
: Sterkfontein Hospital
: Grade 12 or equivalent qualification. Certificate as an Enrolled Nurse. Registration with the South African Nursing Council. Should have passion for nursing psychiatrically ill patients. Ability to be a team player, good interpersonal and communication skills. Able to handle pressure. Knowledge of the Nursing Act, National Core Standards, Public Service Regulations, Patients' Rights Charter, Batho Pele principles and other legislative framework. Proof of current registration with the South African Nursing Council. Experience in psychiatric setting will be an added advantage. Relieve in other units for continuity of patient care. Must be willing to work day, night duty and flexible hours.

DUTIES : Assist with activities of daily living i.e. Maintain hygiene, provide nutrition, and assist with mobility and elimination processes. Provide elementary clinical care i.e. Measure, interpret, record and report vital signs. Administration of oral medication and injections under direct supervision of a Registered Nurse. Maintain professional conduct as required by the Public Service Code of Conduct and SANC. Attend in service training as required and escorting of patients when needed.

ENQUIRIES APPLICATIONS : Ms. M Sono Tel No: (011) 951-8202

NOTE : Applications must be submitted with Z83, CV, certified copies of ID and qualifications to Sterkfontein Hospital, Private bag X2010, Krugersdorp, 1740, or hand deliver to the application box at the hospital reception entrance.

CLOSING DATE : Sterkfontein hospital is committed to pursuing diversity and Redress. Representation in terms of Race, Disability and Gender is promoted.
26 July 2019

POST 25/141 : **DRIVER REF NO: 004282 (X1 POST)**
Directorate: Admin & Support

SALARY CENTRE REQUIREMENTS : R145 281 (per annum plus benefits)
West Rand District Health- Region – A (Merafong Sub-District)
Grade 10 or ABET or 12 months' experience. A valid code 10 driver's license with PDP (willing to renew PDP at own expense). Knowledge of Government Fleet and transport policies. Excellent time management and ability to adhere to a schedule. Good communication skills. Candidates will be tested on the day of interview.

DUTIES : Follow procedures to operate motor vehicles. Obtain trip authorities, complete log books of motor vehicles prescribed by legislation/policy. Obtain consumables and obtain basic services. Inspecting vehicles and reporting faults to transport manager timorously check level and conditions of fuel, oil, tires and water of vehicles. Perform messenger functions and routine office support functions as well as registry functions. Assist with loading and offloading of goods. Promote proper handling, safekeeping and control of vehicles.

ENQUIRIES APPLICATIONS : Mr. Dipale R.V Tel No: (018) 787-9907(Merafong Sub)
should be delivered to West Rand District Health, Cnr. Vlei & Luipaard Street or posted to West Rand District Health, Private Bag X 2053, Krugersdorp 1740.

NOTE : Applications must be submitted on a Z83 form with a CV, Certified ID copy and qualifications to be attached. NB: The incumbent will be subject to a pre-screening process.

CLOSING DATE : 26 July 2019

POST 25/142 : **NURSING ASSISTANT GRADE 1: REF NO: NURSING ASSISTANT/CARLT/2019/10/ (X3 POSTS)**
Directorate: Nursing

SALARY CENTRE REQUIREMENTS : R132 525 – R149 163 per annum (Plus Benefits)
Carletonville Hospital
Qualification that allows registration with the SANC as Nursing Assistant. Proof of current registration with the SANC as Nursing Assistant. Experience or no experience in nursing after registration with SANC as Nursing Assistant. Demonstrate basic communication with patients, supervisors and other clinicians. Display a concern for patients, promoting advocacy and facilitating proper treatment and care including awareness and willingness to respond to patient's needs, requirements and expectations (Batho Pele Principles). Knowledge of nursing legislation and related legal and ethical nursing practices.

DUTIES : Assist and support patients with activities of daily living (physical care) and self-care. Provide elementary nursing care in accordance with the scope of practice. Practice nursing and health care in accordance with the laws and regulations relevant to nursing and health care. Provide health education to patients, family and community to promote health. Maintain constructive working relationships with nursing and other stakeholders. Utilize material and physical resources efficiently and effectively. Work as part of multi-disciplinary team to ensure good nursing care. Maintain professional growth/ethical

		standards and self-development. Implement and promote Quality Assurance, National Core Standards, Infection Prevention and Control and Occupational Health and Safety principles.
<u>ENQUIRIES</u>	:	Mr T Moeketsi Tel No: (018) 788 1704
<u>APPLICATIONS</u>	:	Applications must be submitted at Carletonville Hospital: Corner Falcon & Annan Road or posted to: The HR Directorate, Carletonville Hospital, Private Bag x 2023, Carletonville, 2499
<u>NOTE</u>	:	The employer reserves the right to fill or not to fill the post. Disabled people are encouraged to apply. Applications must be submitted on a Z83 form, copy of CV, certified copy of ID and Qualification to be attached. Failure to do will lead into disqualification.
<u>CLOSING DATE</u>	:	26 July 2019 16:00 PM
<u>POST 25/143</u>	:	<u>NURSING ASSISTANT REF NO: 13/07/2019 HRM (X10 POSTS)</u> Directorate: Nursing
<u>SALARY</u>	:	Grade 1: R132 525 – R149 163 per annum (plus benefits) Grade 2: R156 846 – R1176 526 per annum (plus benefits) Grade 3: R187 263 – R230 307 per annum (plus benefits)
<u>CENTRE</u>	:	Dr. George Mukhari Academic Hospital
<u>REQUIREMENTS</u>	:	Grade 1: Qualification that allows registration with the South African Nursing Council as a nursing assistant. Current registration with the South African Nursing Council as nursing assistant. No experience needed. Preference will be given to Dr George Mukhari Academic Hospital employees. Grade 2: Qualification that allows registration with the South African Nursing Council as a nursing assistant. Current registration with the South African Nursing Council as nursing assistant. A minimum of 10 years' appropriate /recognisable experience after registration with the SANC as nursing assistant. Grade 3: Qualification that allows registration with the South African Nursing Council as a nursing assistant. Current registration with the South African Nursing Council as nursing assistant. A minimum of 20 years' appropriate / recognisable experience after registration with the SANC as nursing assistant. Preference will be given to Dr George Mukhari Academic Hospital employees.
<u>DUTIES</u>	:	Assist and support patients with activities of daily living (physical care) and self-care. Render quality care according to scope of practice and relevant guidelines. Provide elementary clinical nursing care in accordance with scope of practice. Maintain professional growth/Ethical standards and self-development. Provide health education to patients, family and community to promote health. Maintain constructive working relationships with nurses and other stakeholders. Utilize material and resources effectively and efficiently. Work as part of multi-disciplinary team. Elementary communication skills. Elementary writing skills Good interpersonal skills.
<u>ENQUIRIES</u>	:	Mrs. Molefe MM Tel No: (012) 529 3425
<u>APPLICATIONS</u>	:	can be delivered to: Dr. George Mukhari Academic Hospital, 3111 Setlogelo Drive, Ga-Rankuwa, 0208 (Block 13 HR Registry) or posted to: Dr. George Mukhari Academic Hospital, Private Bag X422, Pretoria 0001.
<u>NOTE</u>	:	Correspondence will be entered with shortlisted candidates only and if you are not contacted within 3 months after closing date please accept that your application was unsuccessful. The employer Reserves the right to fill this position(s).
<u>CLOSING DATE</u>	:	26 July 2019
<u>POST 25/144</u>	:	<u>SECURITY OFFICERS REF NO: HRM 12/2019 (X5 POSTS)</u> Directorate: Support Services
<u>SALARY</u>	:	R122 595 per annum (Level 03) (Plus Benefits)
<u>CENTRE</u>	:	Sterkfontein Hospital
<u>REQUIREMENTS</u>	:	Grade 10 with 5 years' experience or Grade 12 with 2 years' experience. A grade C valid PSIRA certificate. Valid code 08/10 drivers licence. Knowledge of the Fire-arms Control Act, Control of Access to Public Premises and Vehicles Act, PSIRA Act Trespass Act. Skills in dealing with the public. Knowledge of control room. Ability to communicate well with people at different levels and from different backgrounds. High level of reliability. Ability to handle confidential information. Sound verbal and written communication skills. Ability to act with tact and discretion. Good telephone etiquette and interpersonal

skills. Must be able to work under pressure, take initiative, and work independently and with a team. Report writing skills. Ability to organize and plan. Must be self-motivated. Must be prepared to rotate and work shifts which includes, weekends, night and day shift and public holidays. Should not have a criminal record. Experience in a security environment and a Firearm Competency Certificate will be an added advantage. Applicant should be prepared to undergo Medical surveillance as an inherent job requirement. Ability to act with tact and discretion. Must be self-motivated. Knowledge and application of the Batho Pele Principles, six (6) Key Ministerial Priorities, Patients' Rights Charter and other key priorities impacting on service delivery.

DUTIES

:

Protect State property, employees, visitors and patients in the hospital for 24 hours. Access control and searching of both vehicles and pedestrians. Reporting of security breaches. Operate and maintain security equipment. Escort patients, visitors and contractors. Report breaches and defects. Write statements and testify in court. Escort Finance personnel within hospital premises. Switch on and off lights in your area of responsibility. Write and submit reports to the supervisor as soon as possible. Assist with the management of queues; assist with the restraining of patients, conduct hourly patrols, access control and searching of vehicles and persons. Control of traffic on premises. Operate and maintain security equipment. Clamping of incorrectly parked vehicles, provide directions to patients and visitors. Comply with Security dress code at all times. Implementation of security policies and procedures. Adhere to timelines. Perform other duties as allocated by the supervisor. Comply with the rotation roster. Be willing to undergo continuous training and development programs. Attend meetings as approved by supervisor. Comply with the Performance Management and Development System. (Contracting, quarterly reviews and final assessment.)

ENQUIRIES

:

Mr. E. Mangwane Tel No: (011) 951-8392

APPLICATIONS

:

must be submitted with a Z83, CV, certified copies of ID and Qualifications to Sterkfontein Hospital, Private Bag X2010, Krugersdorp, 1740, or hand delivered to the application box at the entrance.

NOTE

:

Sterkfontein Hospital is committed to the pursuit of diversity, redress and will promote representation in terms of race, disability and gender.

CLOSING DATE

:

26 July 2019

POST 25/145

:

NURSING ASSISTANT REF NO: 004283 (X1 POST)

Directorate: Nursing

SALARY

:

Grade 1: R116 625 – R131 265 per annum (plus benefits) (NB: salary will be determined in line with OSD Resolution)

Grade 2: R138 027 per annum (plus benefits) (NB: salary will be determined in line with OSD Resolution)

CENTRE

:

West Rand District Health - Region A (Randfontein Sub-District)

REQUIREMENTS

:

Grade 10 and above. Qualification that allows registration with the South African Nursing Council as an Enrolled Nursing Auxiliary, proof of indemnity. Must be able to work under pressure, dynamic and be able to work in a team, have good interpersonal relation and communication skills.

DUTIES

:

Willing to work shifts including night duty in different departments. Perform elementary clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the institution. Demonstrate elementary understanding of nursing legislation and related legal and ethical nursing practices. Demonstrate good communication with patients, supervisors and other clinicians. Work as part of the multidisciplinary team to ensure good nursing care. Demonstrate elementary communication with patients, supervisors and other clinicians. Display a concern for patients, promoting and advocating elementary care including awareness and willingness to respond to patients' needs, requirements and expectations. Work effectively, co-operatively and amicably with persons diverse intellectual, cultural, racial or religious differences. Contribute positively towards compliance to National Core Standards, Batho Pele principles, Ministerial Priorities and Patient's Rights.

ENQUIRIES

:

Segathe F.I Tel No: (011) 693 5270 / 011 4132-2880 Randfontein Sub-District

APPLICATIONS

:

should be delivered to West Rand District Health, Cnr. Vlei & Luipaard Street or posted to West Rand District Health, Private Bag X 2053, Krugersdorp 1740. NB: The incumbent will be subject to a pre-screening process.

NOTE : Applications must be submitted on a Z83 form with a CV, Certified ID copy and qualifications to be attached.

CLOSING DATE : 26 July 2019

POST 25/146 : **FOOD SERVICE AID REF NO: HRM 11/2019 (X3 POSTS)**
Directorate: Support Services

SALARY : R102 534 per annum (Level 02) (Plus Benefits)

CENTRE : Sterkfontein Hospital

REQUIREMENTS : A minimum of Abet Level 3 or Grade 7 / 8. Food Service experience. Basic food preparation skills. Industry hospitality certificate will be your advantage.

DUTIES : Responsible for food preparation, portioning and distribution of meals to patients according to nutritional requirements. Application of cost control measures. Ensuring cleanliness and compliance of OHS measures. Delivery of food to the wards and collection of food containers. Compliance to hygienic requirements of the unit. Compulsory day and night shift working which include weekends and public holidays. Accept additional functions from the supervisor or delegated official. Willingness to undergo continuous training and development. Responsible for packing and unpacking provisions into fridges and freezers. Adhere to all Food Service Policies and Procedures. Assist with preparation of events.

ENQUIRIES : Ms. T. Mohithi Tel No: (011) 951-8357

APPLICATIONS : must be submitted with a Z83, CV, certified copies of ID and Qualifications to Sterkfontein Hospital, Private Bag X2010, Krugersdorp, 1740, or hand delivered to the application box at the entrance.

NOTE : Sterkfontein Hospital is committed to the pursuit of diversity, redress and will promote representation in terms of race, disability and gender.

CLOSING DATE : 26 July 2019

POST 25/147 : **CLEANERS REF NO: HRM 11/2019 (X2 POSTS)**
Directorate: Support Services

SALARY : R102 534 per annum (Level 02) (Plus Benefits)

CENTRE : Sterkfontein Hospital

REQUIREMENTS : A minimum of Abet Level 3 or Grade 7 / 8. 2 to 3 years cleaning experience. Cleaning in hospital / clinical environment will serve as an added advantage. Must possess the ability to plan. Working knowledge of the operation and care of cleaning machines and equipment. Good knowledge of Occupational Health and Safety and Infection Control. Be prepared to work shifts including weekends and public holidays.

DUTIES : Cleaning of clinical and non-clinical areas in the hospital, offices, corridors, boardrooms. Sweeping, mopping, scrubbing and waxing of floors. Removal of general and medical waste, empty and wash waste bins. Strip and seal vinyl floors. Preparing hall and boardrooms for events. Vacuum and shampooing of carpet floors. Dusting and waxing office furniture. Cleaning of bathrooms, rest rooms, toilets and basins. Perform any other duties delegated by the supervisors or managers.

ENQUIRIES : Mr. J.T. Hlongwane, Tel. No: (011) 951-8326

APPLICATIONS : must be submitted with a Z83, CV, certified copies of ID and Qualifications to Sterkfontein Hospital, Private Bag X2010, Krugersdorp, 1740, or hand delivered to the application box at the entrance.

NOTE : Sterkfontein Hospital is committed to the pursuit of diversity, redress and will promote representation in terms of race, disability and gender.

CLOSING DATE : 26 July 2019

POST 25/148 : **PROPERTY CARE TAKER REF NO: HRM 14/2019**
Directorate: Support Services

SALARY : R102 534 per annum (Level 02) (Plus Benefits)

CENTRE : Sterkfontein Hospital

REQUIREMENTS : ABET Level 3 or Grade 7 / 8. Experience in formal cleaning environmental / grounds, maintaining of the gardens, waste management, machine operation and attending to minor breakdowns of machinery which will be an added advantage. Ability to cope with the physical demand of the post and various weather conditions.

- DUTIES** : Develop and maintaining of the Hospital grounds. Cleaning of the surrounding areas, preparing the soil for planting. Maintenance of the trees, flowers, shrubs and cutting of the grass in the garden. Removing of weeds in the beddings. Mowing of the lawns, planting of trees and plants. Watering of the gardens, cleaning of the parking areas and pathways. Moving of furniture when requested. Taking care of machinery and equipment. Collection of medical waste boxes in the wards and cleaning of the gutters. Adherence to safety regulations. Execute any other duties delegated by the supervisor. Must be able to drive a tractor.
- ENQUIRIES** : Mr. M. Somane Tel No: (011) 951-8396/8252
- APPLICATIONS** : must be submitted with a Z83, CV, certified copies of ID and Qualifications to Sterkfontein Hospital, Private Bag X2010, Krugersdorp, 1740, or hand delivered to the application box at the entrance.
- NOTE** : Sterkfontein Hospital is committed to the pursuit of diversity, redress and will promote representation in terms of race, disability and gender.
- CLOSING DATE** : 26 July 2019

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

ERRATUM: Kindly note that the post of Psychologist with Ref No: MAD 35/2019 (**For Madadeni Hospital**) advertised on Public Service Vacancy Circular 24 dated 05 July 2019 has been withdrawn.

OTHER POSTS

<u>POST 25/149</u>	:	<u>HEAD CLINICAL UNIT: ORTHOPAEDICS REF NO: HCU/ORTH/2019</u>
<u>SALARY</u>	:	R1 728 807 per annum
<u>CENTRE</u>	:	Addington Hospital: KwaZulu-Natal
<u>REQUIREMENTS</u>	:	MBChB Degree, Registration certificate with the Health Professions Council as a Specialist-Orthopaedics, Annual fees registration renewal with HPCSA 2019/2020, Three (3) years appropriate experience as a Medical Specialist after registration with HPCSA as a Medical Specialist in Orthopaedics, At least 2 years management and administration experience, Experience in Trauma and general Orthopaedics, Certificates of service proving at least three (3) years' experience as a Specialist in Orthopaedics. Recommendation: any additional Orthopaedic sub-specialty or training will be to the candidate's advantage. Knowledge, Skills Training and Competencies Required: Proven management ability, sound communication, negotiation, planning, organizing, leadership, decision-making and interpersonal skills. Financial management and Human Resource Management. Conflict resolution and problem-solving skills. Cross cultural awareness. A concern for excellence. Quality Assurance awareness, Presentation skills.
<u>DUTIES</u>	:	Overall charge ship of the Department of Orthopaedic at Addington Hospital. Participate actively in the undergraduate and postgraduate departmental teaching programme. Supervision of and effective utilization of medical staff in these areas. Control and management of clinical services as delegated; including providing clinical services to patients Maintain satisfactory clinical, professional and ethical standards related to these services. To provide effective and efficient specialist consultant care at regional level within the scope of acceptable and up to date practices in order to contribute to optimal health care. Develop systems and protocols in collaboration with Heads of clinical departments to ensure timeous and effective management of referred patients. Participate in Morbidity and Mortality audits and submit monthly reports to the Hospital Manager. Conduct, assist in, and stimulate research. Performance of after hour's duties is compulsory.
<u>ENQUIRIES</u>	:	DR A Aron Tel No: (031) 327 2570
<u>APPLICATIONS</u>	:	All applications should be forwarded to: Attention: The Human Resource Department, Addington Hospital, P O Box 977, Durban, 4000 OR dropped off in Room 23, Human Resource Department, 1 st Floor, and Addington Hospital.
<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 (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. 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. Please note that due to the large financial constraints no S & T and settlement claims will be considered for payment to candidates that are invited for the interview.
<u>CLOSING DATE</u>	:	26 July 2019

- POST 25/150** : **HEAD OF CLINICAL UNIT: RHEUMATOLOGY REF NO: HCURHEUMATOLOGY/1/2019 (X1 POST)**
Department: Rheumatology
- SALARY** : R1 728 807 per annum (all-inclusive flexible salary package (excluding commuted overtime) is payable to the successful candidate who will be required to enter into a permanent employment contract, as well as complete a Performance Agreement with the Manager of the post
- CENTRE REQUIREMENTS** : IALCH
Qualification in the appropriate health science. Current registration with the Health Professions Council of South Africa as a Medical Specialist –Rheumatology. A minimum of 3 years' appropriate post registration experience as a Medical Specialist Rheumatology. Knowledge. Skills. Training And Competence Required: Clinical, procedural and training skills. Counselling and conflict resolution skills. Leadership, administration and management skills. Good communication skills and decision making. Experience in the training of sub-Speciality registrars in rheumatology will be an advantage.
- DUTIES** : Control and management of clinical services as delegated by the Head of Department. Maintain satisfactory clinical, professional and ethical standards related to these Services. Maintain necessary discipline over staff under his/her control. Attend to administrative matters as pertains to the unit and department. Conduct, assist and stimulate research. Training of undergraduate medical students, postgraduate medical students (internal medicine and sub-Speciality registrars in Rheumatology) and allied Health Personnel in the field of Rheumatology and participation in formal teaching as required by the department. Promote community-orientated services and participate in outreach programmes. Conduct specialized outpatient clinics and provide expert opinion where required. After hours consultant cover for both for the Rheumatology at Inkosi Albert Luthuli Hospital. Assist with the setting of protocols for the management Rheumatology. Assist with the development of clinical audit programmes in the hospitals in the above districts. Develop measures to ensure quality assurance for the Rheumatology.
- ENQUIRIES APPLICATIONS** : Prof GM Mody Tel No. (031) 2604284 or (031) 2401306.
: 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** : 26 July 2019
- POST 25/151** : **HEAD OF CLINICAL UNIT: METABOLIC ENDOCRINE UNIT REF NO: HCUMETENDOCRINE/1/2019 (X1 POST)**
Department: Metabolic Endocrine
- SALARY** : R1 728 807 per annum (all-inclusive flexible salary package (excluding commuted overtime) is payable to the successful candidate who will be required to enter into

	:	a permanent employment contract, as well as complete a Performance' Agreement with the Manager of the post.
<u>CENTRE REQUIREMENTS</u>	:	IALCH
	:	Qualification in the appropriate health science. Current registration with the Health Professions Council of South Africa as a Medical Specialist –Physician and certified as an Endocrinologist. A minimum of 3 years' appropriate post registration experience as a Medical Specialist Endocrinologist. It is recommended that the applicant is in possession of a PhD degree and has an established and demonstrated record of research experience- ten or more publications in peer-reviewed journals in the past 5 years; evidence of supervision of three or more Postgraduate students in the past 5 years. Knowledge. Skills. Training And Competence Required: Clinical, procedural and training skills. Counselling and conflict resolution skills. Leadership, administration and management skills. Good communication skills and decision making.
<u>DUTIES</u>	:	Control and management of clinical services as delegated by the Head of Department. Maintain satisfactory clinical, professional and ethical standards related to these Services. Maintain necessary discipline over staff under his/her control. Attend to administrative matters as pertains to the unit and department. Conduct, assist and stimulate research. Training of undergraduate and postgraduate medical students and allied Health Personnel in the field of Diabetes and Endocrinology and participation in formal teaching as required by the department. Promote community-orientated services and participate in outreach programmes. Conduct specialized outpatient clinics and provide expert opinion where required. After hours consultant cover for the Department of Diabetes and Endocrinology at Inkosi Albert Luthuli Hospital. Assist with the setting of protocols for the management of Adult Diabetes and Endocrinology. Assist with the development of clinical audit programmes in the hospitals in the above districts. Develop measures to ensure quality assurance for Adult Diabetes and Endocrinology.
<u>ENQUIRIES APPLICATIONS</u>	:	Prof Ayesha Motala Tel No: (031) 2604537
	:	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>	:	26 July 2019
<u>POST 25/152</u>	:	<u>MEDICAL OFFICER REF NO: KCHC MED 04/2019 (X1 POST)</u>
<u>SALARY</u>	:	Grade 1: R821 205 per annum (All Inclusive Salary Package) excluding Commuted Overtime Additional Benefit: Commuted overtime (compulsory) and 18% Rural Allowance
<u>CENTRE REQUIREMENTS</u>	:	Kwa-Mashu Community Health Centre
	:	Grade 1: No experience. Certified copy of Grade 12/Matric certificate or equivalent, Certified copy of MBCHB Degree, Certified copy of Registration certificate with HPCSA, Proof of current registration with HPCSA as a medical officer, Minimum of one (1) year relevant experience after registration with the HPCSA as a medical practitioner, Certificate of service to be provided (certified

of service to be signed and stamped by HR section), Non South African citizen applicants need to have a valid work permit in compliance HRM Circular 49/2008 (obtainable from any KZN Health Department). Knowledge, Training, Skills & Competencies 'required Knowledge of the relevant Acts Policies and regulation administered by KZN DOH ,Sound knowledge of HIV/AIDS management including current National guidelines, Sound knowledge of District and KZN Health Department, Sound clinical knowledge and experience ,Good communication, leadership ,decision-making, interpersonal skills, and computer literacy skills, Ability to manage conflict and apply disciplinary procedures. Key Performance Areas: Clinical responsibility including examine, investigate, diagnosis and oversee treatment of patients, Provision of quality patient centered care, Maintaining a high quality clinical service by providing regular-in service training for other clinical personnel, Maintain accurate and appropriate health records in accordance with the legal and ethical considerations and continuity of patient care, To manage critically ill patients appropriately and transfer them timeously, Provide preventive health interventions and measures to promote health care, Undertake continuing medical education and professional development and study professional literature to keep abreast with current medical practice, Performance of required administrative duties, Collaboration with medical practitioners and other health care workers in neighboring health institutions, Incumbent will rotate through the following departments:- Paeds, Casualty, HAST unit, PHC and maternity, Perform duties in the ARV Clinic, Perform commuted overtime, Provide support to the Institution in ensuring an efficient standard patients care and service is maintained, Perform duties as delegated by supervisor, Examine diagnose and treat patients, in all wards, Emergency and non-emergency care patients.

- ENQUIRIES** : Dr B.M Hadebe Tel No: (031)-504 9102/9216
- APPLICATIONS** : All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the entrance at P61 Mkhwane Road, Kwa-Mashu, 4360 or posted to Private Bag X013, Kwa-Mashu, 4360
- 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, Grade 12/Matric certificate or equivalent, 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 KCHC MED 04/2019. 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** : 26 July 2019
- POST 25/153** : **MEDICAL OFFICER: SPECIALISED SURGERY REF NO: MO SPECSURG/1/2019 (X1 POST)**
Department: Specialised Surgery Services
- SALARY** : Grade1: R821 205 per annum (All-inclusive Salary Package) excluding Commuted Overtime
Grade 2: R938 964 per annum (All-inclusive Salary Package) excluding Commuted overtime
Grade 3: R1 089 693 per annum (All-inclusive Salary Package) excluding commuted Overtime.
- CENTRE** : Inkosi Albert Luthuli Central Hospital (IALCH)
- REQUIREMENTS** : Senior Certificate. MBCHB degree. Appropriate qualification. Current Registration with the HPCSA as Medical Practitioner. Proof of completion of

Community Service. Experience: **Grade 1:** No experience required. The appointment to grade 1 requires 1 year relevant experience after registration as a Medical Practitioner with a recognised foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 2:** Five (5) years appropriate experience as a Medical Officer after Registration with HPCSA as a Medical Practitioner. The appointment to Grade 2 requires a minimum of six years (6) relevant experience after registration as a Medical Practitioner with a recognised foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 3:** Ten (10) years appropriate experience as a Medical Officer after Registration with HPCSA as a Medical Practitioner. The appointment to Grade 3 requires a minimum of eleven years (11) relevant experience after registration as 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, Experience & Skills Required: Appropriate experience and suitability to work in the relevant Speciality. Preference will be given to South Africa Citizens.

- DUTIES** : Appropriate diagnosis in a patient, including the appropriate investigational tools. Appropriate selection of treatment modalities. Appropriate management and follow-up of a patient. Participation in academic and teaching meetings in the department. Be part of a multi-disciplinary team when deemed necessary. Commuted Overtime.
- ENQUIRIES APPLICATIONS** : Dr F Anderson Tel No: (031) 240 1336
: 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** : 26 July 2019
- POST 25/154** : **ASSISTANT MANAGER NURSING – OBSTETRICS AND PAEDIATRICS REF NO: MBO 06/2019) (X1 POST)**
Re-Advert: those who previously applied are also encouraged employed
- SALARY CENTRE REQUIREMENTS** : R614 991 per annum
: Mbongolwane District Hospital
: Senior certificate/Matric or equivalent. National Diploma /Degree in Nursing or equivalent qualification that allows registration with SANC as Professional Nurse. Post basic Nursing with at least one (1) year in Advanced Midwifery and Neonatal care accredited with SANC in one of the specialty referred above. Minimum of 10 years appropriate/ recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least 6 years referred to above must be appropriate / recognizable experience in the specific specialty after obtaining one (1) year post basic qualification in the relevant specialty. At least three (3) years of the period referred above must be appropriate / recognizable experience at management level. Current

registration with SANC as General Nurse and relevant specialty (2019). Verification of experience endorsed by Supervisor to be attached. Certificate of service endorsed by Human Resource Department to be attached. Knowledge, Skills, Training and Competencies required: Demonstrate effective communication with patients, Supervisors, other health professionals and junior colleagues including more complex report writing when required. Work as a part of multi-disciplinary team at unit level to ensure good nursing care by nursing team. Work efficiently and amicably at a supervisory level with persons of diverse intellectual cultural racial and religious difference. Able to manage own work, time and that of junior colleagues to ensure proper nursing services in the unit. Demonstrate and in-depth understanding of nursing legislation and related legal and ethical nursing practice and how this impact on service delivery. Ensure clinical nursing practice and nursing team in accordance with scope of practice and nursing standards. Demonstrate basic understanding of Human Resource and Financial policies and practices.

DUTIES : Implement and co-ordinate Maternal and Child Care services. Implement standard practices criteria and indicators for quality Maternal and Child care. Create and maintain a complete and accurate nursing record for individual health users. Facilitate and conduct perinatal mortality meetings. Participate in health promotion and illness prevention initiatives. Maintain a constructive working relationship with the multi-discipline team.

ENQUIRIES : Mr. SM Zungu Tel No: (035) 4766242

APPLICATIONS : All applications should be posted to: The CEO, Private Bag x126, Kwa-Pett, 3280 or hand deliver to Mbongolwane District Hospital Human Resource Practices

FOR ATTENTION NOTE : The contents of this Circular Minute must be brought to the notice of all eligible officers and employees on your establishment of all Institutions. Institutions must notify all candidates who qualify for post in this circular minute even if they are absent from their normal places of work to apply. Direction to Candidates: the following documents must be submitted: Application for Employment form (Z83) which is obtainable from any Government Department OR from the website - www.kznhealth.gov.za. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of certificates, Identity document and Driving License – 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.

CLOSING DATE : 26 July 2019

POST 25/155 : **OPERATIONAL MANAGER (HAST) REF NO: NCHC 07/2019 (X1 POST)**

SALARY : R562 800 – R633 432 per annum Other Benefits: Medical aid (optional), housing allowance: employee must meet prescribed requirements, 8% rural allowance and 13th cheque

CENTRE : Newtown CHC

REQUIREMENTS : National Senior certificate /Grade 12. Diploma / Degree in General Nursing and Midwifery. 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 specialty. 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.

DUTIES : 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. Distinct understanding of clinical nursing standards as determined by Primary Health Care. 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

ENQUIRIES APPLICATIONS : 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.

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.

CLOSING DATE : 26 July 2019

POST 25/156 : **ASSISTANT MANAGER NURSING (MONITORING AND EVALUATION)**
REF NO: AMN M/E 03/2019

SALARY : R562 800 – R652 437 per annum Other Benefits Home Owner Allowance (conditions apply) 13th Cheque (conditions apply) Medical Aid (Optional) Inhospital Area Allowance (8% of basic salary).

CENTRE REQUIREMENTS : Prince Mshiyeni Memorial Hospital
: Basic R425 qualification (i.e. Diploma/ Degree in Nursing) that allows registration with the South African Nursing Council (SANC) as a Professional

Nurse. Certificate of registration with South African Nursing Council as a Registered Nurse. A minimum of eight (8) years appropriate/ recognizable experience in nursing after registration as Professional Nurse with the SANC in 'General Nursing'. At least three (3) of the period referred to above must be appropriate/ recognizable experience at management level. Proof of current registration with SANC (2019). Recommendation Certificate: MS Office Software Application such as Word, Excel, Power Point And Outlook Valid/Unendorsed EB Driver's License Please Provide All Your Certificate Of Service From Previous And Current Employer Endorsed And Stamped By Hr Department Knowledge, Skills Training And Competencies Required: Exceptional skills in strategic planning, monitoring and evaluation of performance and analytical writing. Expert knowledge of the legislative and policy framework of the department of health. Knowledge of project management and workshop facilitation. Ability to manage the consolidation of strategic planning interventions. In-depth knowledge of National Core Standards Ability to prioritise programmes; and manage own work and that of units reporting to the post. Must have sound interpersonal communication organising and presentation skills. Ability to demonstrate effective communication with supervisors; other health professionals and support personnel, including more complex report writing when required. Financial Management and Human Resource Management skills. Vast knowledge of information and Data Management Knowledge of DHIMIS, SOP and relevant information system. Advanced facilitation, computer and research skills.

DUTIES

: Oversee the co-ordination, integration and development of inputs into the Hospital improvement plan. Co-ordinate development of services delivery improvement plan for hospital and clinics. Monitor, evaluate, provide early warning and report on the implementation of a hospital annual performance plan. Administer evidence/result based monitoring and evaluation systems in the institution and clinics within provincial M&E framework, including monitoring of research activities within the institution. Ensure implementation of the total quality management framework and conduct quarterly audits. Ensure monitoring and evaluation of overall performance of the institution. Enforce compliance to the legislative prescripts in all units within the facility jurisdiction. Ensure development, implementation and maintenance of a reliable & accurate information system in line with departmental policy and system imperatives. Co-ordinate staff training and update on initiatives for ensuring service excellence. Actively drive quality assurance and service excellence initiatives. Monitor and co-ordinate data collection and support the implementation of the action plans as generated by the information management team. Coordinate data management meetings and monitor performance indicators with the FIO. Facilitate compliance with policies and legislations governing healthcare, such as PME Framework, DHIMS, Ideal Hospital Framework and National Core Standards Co-ordinate the implementation of patients' rights charter, Batho Pele and clinical governance as fundamental basis in developing and directing the quality health care within the institution Monitor and ensure that all health professionals are licensed to practice on annual basis. Facilitate facility performance reviews including implementation of year plan. 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 prescribed performance and other reports. Ensure that Institutional plans are in place, and aligned with the District Health Plan. Ensure planning, M&E support to all departments/components in the institution as well as feeder facilities. Ensure that quality control systems and plans are in place for use during inspection, auditing and to provide objective evidence of findings when conducting audits in accordance with the hospital and governing laws.

ENQUIRIES

: MS CB Zondo Tel No: (031) 907 8518

APPLICATIONS

: To be forwarded To: The Deputy Director: HRMS Prince Mshiyeni Memorial Hospital; Private Bag X 07; Mobeni; 4060

FOR ATTENTION

: MR VM Phewa

CLOSING DATE

: 26 July 2019

POST 25/157 : **OPERATIONAL MANAGER (GOPD) REF NO: NCHC 06/2019 (X1 POST)**

SALARY : R562 800 – R633 432 per annum Other Benefits: Medical aid (optional), housing allowance: employee must meet prescribed requirements, 8% rural allowance and 13th cheque.

CENTRE : Newtown CHC

REQUIREMENTS : National Senior certificate /Grade 12. Diploma / Degree in General Nursing and Midwifery. 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 specialty. 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.

DUTIES : 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. Distinct understanding of clinical nursing standards as determined by Primary Health Care. 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.

ENQUIRIES : MRS M.H Baqwa Tel No: (031) 510 9863/66

APPLICATIONS : 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 : Mr S.N Ngobese

NOTE : 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>	:	26 July 2019
<u>POST 25/158</u>	:	<u>OPERATIONAL MANAGER (MCWH) REF NO: NCHC 08/2019 (X1 POST)</u>
<u>SALARY</u>	:	R562 800 – R633 432 per annum 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>	:	National Senior certificate /Grade 12. Diploma / Degree in General Nursing and Midwifery plus 1 year post basic qualification in Advanced Midwifery and Neonatal Nursing Science. A minimum of 9 years appropriate / recognizable nursing experience after registration as a Professional Nurse and Midwife with SANC, of which 5 years must be recognizable experience after obtaining 1 year post-basic qualification in Advanced Midwifery. Current registration with South African Nursing Council as a Professional Nurse and Advaned Midwife. 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. In depth knowledge of nursing legislation, related legal, ethical practice & legislative framework governing in the Public Services. Knowledge of quality assurance standards as directed by negotiated service delivery agreement, National core standards. 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>	:	Manage the practice of all staff in Maternity Unit to ensure that individual patient care provided is of the highest standard. Provide adequate supervision and mentoring of junior personnel. Ensure effective utilization and monitoring of all resources in line with cost containment Plan of the Institution. Facilitate implementation of integrated maternal and child health programmes. Conduct clinical audits and develop remedial action plans and implementation of such. Ensure accurate collation, analysis and verification of monthly data within the unit and participate in data management meetings. Participate and oversee development and implementation of clinical policies, procedures and guidelines for MNCWH (TB, Nutrition, FP, MBFI, PMTCT, Mom connect, ESMOE, KMC and CARMMA). Ensure implementation, monitoring and evaluation of EPMDS in the unit. Plan and co-ordinate Child health awareness campaigns in line with millennium development goals. Work shifts, weekends and public holidays. Participate, co-ordinate and conduct Perinatal and Child Mortality meetings. Ensure compilation and timeous submission of relevant reports. Provide effective, adequate leadership and supervision of all sub-units in the sub-component i.e. ANC, Labour and Post Natal Care. Improve quality of care through reduction of public complains and waiting times, implement and monitor National Core Standards. Monitor infection control measures in the unit. Participate in outreach, preventive and promotive programmes within the community.
<u>ENQUIRIES</u>	:	MRS M.H Baqwa Tel No: (031) 510 9863/66

- APPLICATIONS** : 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.
- CLOSING DATE** : 26 July 2019
- POST 25/159** : **OPERATIONAL MANAGER GRADE 1 REF NO: CTK 17/2019 (X1 POST)**
- SALARY** : R562 800 per annum 13th cheque, Rural Allowance 8% of basic salary Medical aid and housing allowance Home owner's allowance (optional and provided the incumbent meets the requirements).
- CENTRE REQUIREMENTS** : Christ The King Hospital (Ixopo clinic)
: Grade 12 (Senior certificate) Standard 10/or (Vocational National Certificate), Degree / Diploma in General Nursing 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 and midwifery and Primary Health Care plus, A minimum of 9 years appropriate/ recognizable nursing experience after registration as General, Nurse of which 5 years must be appropriate/ recognizable experience after obtaining the one year post basic qualification in Primary Health Care. Proof of previous and current work experience (certificate/s of service) endorsed and stamped by HR Office must be attached, Recommendation:- Valid Code EB Driver's license (Code8), Computer certificate, Knowledge, Skills Training And Competencies Required Good report writing and time management skills. Understanding of nursing legislation, ethical nursing practices and how these impacts on service delivery. Ability to provide mentoring, team building, supervisory skills and coaching to her/his supervisees. Good communication, interpersonal relations, counselling, conflict management skills and decision making. 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 and Finance policies etc. Leadership, organizational, decision making and problem solving, conflict handling and counselling. Co-ordination and planning skills, Ability to assist in formulation of patient care related policies.
- DUTIES** : Implementation of Quality Improvement Plan. Conduct patient satisfaction survey and waiting times for the clinics. Ensure adequate control and allocation of Human, Financial and Material resources, Facilitate that the clinic has functional clinic committee and ensures community participation. Plan and monitor utilization of budget to ensure that the clinic functions within the allocated budget. Supervise and monitor staff performance according to EPMDS. Deal with disciplinary and grievance matters including monitoring and managing absenteeism. Facilitate provision of clinical services, educational services and be involved in medical research. Evaluate and monitor compliance with clinical protocols norms and standards within the clinic. Analyse and interpret statistic including PHC Programme indicators. Maintain intersectoral collaboration by participate in Operation Sukuma Sakhe

		Programme. Facilitate the realization and maintenance of Ideal Clinic Programme and National Core standards in the facility. Support PHC re-engineering by ensuring that outreach teams are functional. Ensure quality data management is implemented and monitored at the clinic.
<u>ENQUIRIES</u>	:	Ms. PNS Shezi Tel No: (039) 834 7536
<u>APPLICATIONS</u>	:	Applications forwarded to: Human Resource Manager, Private bag X 542, Ixopo, 3276. Or Hand delivered to: Christ the King Hospital, Human Resources Management, No 1 Peter Hauff Drive, Ixopo, 3276.
<u>FOR ATTENTION</u>	:	Mr. UV Langa
<u>NOTE</u>	:	The following documents must be submitted and if not submitted the applicant will be disqualified forthwith, 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 Qualifications-not copies of certified copies. Curriculum Vitae, Certified copy of Identity Document – not copy of a copy, Certified Copy of drivers licence. The reference number must be indicated in the column provided on form Z83, e.g. Reference Number (CTK 01/2019). NB: Failure to comply with the above instructions will disqualify the applicants. Please note that due to a large number of applications received, applications will not be acknowledged, however, only the short-listed applicants will be contacted. Employment Equity target 1st preference is African Male. Due to financial constraints, No S&T claims will be compensated to shortlisted candidates. The appointment is subject to the positive outcome obtained from the State Security Agency to the following checks:(security checks, credit records, qualification, citizenship and previous experience verifications) This Hospital is an equal opportunity, affirmative action employer, whose aim is to promote representatively at all levels of different Occupational categories in the hospital and Persons with disabilities should feel free to apply for the post/s.
<u>CLOSING DATE</u>	:	26 July 2019
<u>POST 25/160</u>	:	<u>CHIEF RADIOGRAPHER (SONOGRAPHER) GRADE 1 REF NO: EMP 21/2019 (X1 POST)</u> Department: Radiology
<u>SALARY</u>	:	Grade 1: R466 119 – R517 326 per annum. Other benefits: 13 th Cheque, home owners allowance (Employee must meet prescribed requirements), Medical Aid (Optional) 12% Rural allowance.
<u>CENTRE</u>	:	Queen Nandi Regional Hospital – Empangeni/Richards Bay Area
<u>REQUIREMENTS</u>	:	National Diploma in Ultrasound / Bachelor's Degree in Technology: Ultrasound, Plus Certified copy of original registration with Health Professions Council of South Africa as a Radiographer (Ultrasound), Plus Certified copy of current registration with the Health Professions Council of South Africa for 2019/2020 In the category Independent Practice: Ultrasound, Plus A minimum of three years' experience after registration with HPCSA as Ultrasound Radiographer: Independent Practice. Proof of experience should be attached to the application. (Certificates of service or official letters of service from previous/current employers, signed and stamped by Human Resources) Knowledge, Skills, Attributes and Abilities: Excellent knowledge of high risk obstetrics and gynecology, general, small parts, vascular, musculoskeletal scanning techniques, protocols and procedures. Basic knowledge of equipment use and trouble shooting. Sound report writing and administrative skills and computer literacy. Knowledge of relevant Health and Safety Acts and Infection Control measures. Good communication, interpersonal relations and problem solving skills. Basic supervisory skills.
<u>DUTIES</u>	:	Provide a high quality ultrasound service in keeping with Woman and Child status of the hospital: Gynecological scans with complicated pathology, Pediatric and detailed Obstetric anomaly scans. Provide correct interpretation of all ultrasound scans. Compile comprehensive reports as required in the working environment. Willingness to participate in shift and standby duties including night, weekends and Public Holidays when the need arises. Provide assistance, supervision and training to junior staff and students. Promote good health practices and ensure optimal care of the patient. Execute all clinical procedures competently to prevent complications. Participate in quality improvement programs, standard operating procedures, in-service training and National Core Standards.

<u>ENQUIRIES</u>	:	MS D. Moodley Tel No: (035) 907 7039
<u>APPLICATIONS</u>	:	Applications should be directed to: The Chief Executive Officer – Queen Nandi Regional Hospital, Private Bag X20005, Empangeni, 3880. Hand Delivered applications should be submitted to: The Human Resources Office at Queen Nandi Regional Hospital, 29 Union Street, Empangeni, 3880. Applications should be submitted on or before the closing date before 16h00.
<u>NOTE</u>	:	Applications must be submitted on the prescribed Application for Employment form (Z83) obtainable from any Public Service Department or from the website www.kznhealth.gov.za which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of qualifications/certificates, Professional Registration Certificates, Identity Document and Driver's License (not copies of previously certified copies). The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, 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. Regrettably, due to budgetary constraints, Subsistence & Travelling (S&T), Resettlement and relocation claims will not be paid. Employment Equity Target: African Male.
<u>CLOSING DATE</u>	:	26 July 2019
<u>POST 25/161</u>	:	<u>CLINICAL PROGRAMME COORDINATOR: HEALTHY LIFESTYLE PROMOTION, WARD BASED PRIMARY HEALTH CARE OUTREACHE TEAMS (WBPHCOTS) SCHOOL HEALTH & ORAL HEALTH REF NO: UMG01/17//19</u>
<u>SALARY</u>	:	Grade 1: R444 276 – R500 031 per annum PLUS 8% Rural allowance Benefits: 13th Cheque, home owner's allowance, and Medical aid optional [Employee must meet prescribed conditions.
<u>CENTRE</u>	:	Umgungundlovu District Office
<u>REQUIREMENTS</u>	:	Matric (National Senior Certificate) Bachelor's Degree/National Diploma in Nursing PLUS One year post basic qualification in Primary Health Care/ PHC Diploma. Current registration with the South African Nursing Council. A minimum of 9 years appropriate / recognizable nursing experience after registration as a Professional Nurse of which 5 years of the period must be appropriate / recognizable primary Health care environment after obtaining the 1 year post basic qualification in PHC. Valid Driver's License. Proof of current and previous work experience endorsed by the employer must be attached. Knowledge, Skills, Training and Competencies Required: Knowledge of lifestyle diseases and how they impact negatively on clinical outcomes. Ability to implement innovative strategies to bring about desired behavioral changes. Ability to effectively communicate with a wide range of stakeholders. Project management skills Strong interpersonal, communication and presentation skills. Basic Financial Management .An understanding of the challenges facing the Public Health Sector.
<u>DUTIES</u>	:	Ensure implementation of WBPHCOTs and the Integrated School Health Programme policy (ISHP) in line with the PHC re -engineering framework and the National Health Insurance (NHI). Monitor and Evaluate implementation of the Outreach Programmes, School Health, Healthy Lifestyle and Oral Health Programmes. Provide technical advice to the multi- disciplinary team on the Programme implementation. Facilitate implementation of Health Promotion Programmes at community level. Ensure implementation and supervision of the \ Community Health Care workers (CHWs) Programmes. Plan, organize

and conduct community awareness and events to convey health messages and practices which support healthy lifestyle programme strategies. Network with other government departments, community structures and partners for broader health care provision in the District in line with Operation Sukuma Sake (OSS). Ensure implementation of educational drives, campaigns and advocacy initiatives to effectively and efficiently communicate the need to change unhealthy lifestyle/maintain healthy lifestyle to the community and target groups Facilitate implementation of Health Promotion Programmes in schools, Primary health care facilities and at community level (e.g. Health promoting clinic, Health promoting school)

- ENQUIRIES** : MRSW Mbambo Tel No: (033) 395 4340
- APPLICATIONS** : All applications should be forwarded to: The District Director Umgungundlovu Health District, Private Bag X 9124, Pietermaritzburg 3200 or Hand Deliver to: 171 Hoosen Haffejee Street (Burg street)
- FOR ATTENTION** : Human Resource Practices
- NOTE** : Applications must be submitted on the prescribed Application for Employment form (Z83) which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of certificates, Identity Document and Driver's 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, 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** : 26 July 2019
- POST 25/162** : **CLINICAL PROGRAMME CO-ORDINATOR (QUALITY ASSURANCE MANAGER) REF NO: KDC 13/2019**
Cluster Monitoring and Evaluation Services
- SALARY** : R444 276 per annum (An all Inclusive) plus 13th Cheque, Medical Aid (optional), Home Owners Allowance, etc, (employee must meet the prescribed requirements) and 8% in-hospital allowance of basic salary.
- CENTRE** : Kwadabeka Community Health Centre
- REQUIREMENTS** : Senior Certificate/Grade 12 or equivalent; Basic R425 qualification – Diploma/Degree in General Nursing and Midwifery or equivalent qualification that allows registration with South African Nursing Council (SANC) as a Professional Nurse; A minimum of 7 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. Certificate to Practice as a Professional Nurse after registration with SANC (2019) (mere proof of registration will not be accepted); and Proof of current and previous work experience endorsed by the Human Resource Manager or Delegated person. Competencies: Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices and how this impact on service delivery. Ensure clinical nursing practice by the nursing team (unit) in accordance with the scope of practice and nursing standards. 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 HR and financial policies and practices. Strong interpersonal communication and presentation skills. Knowledge of Total Quality Management (TQM). Knowledge of National Core Standards and Provincial Quality Initiatives (Human Rights, Batho Pele Principles and Patient Rights Charter). Ability to work independently and maintain meaningful relationship with diverse community. Ability to plan, organize own work, time and willingness to support and mentor staff in the facility and satellite clinics.

DUTIES : Ensure the development of appropriate intervention programmes that would support the attainment of quality patient care. Facilitate establishment of sustainable, effective and efficient Clinical Governance committees. Co-ordinate quality clinical audits and make recommendations to bridge identified gaps. Facilitate and support development of Quality Improvement Projects. Assist and give guidance to management with development of facility Operational Plan. Provide support to the management team towards achievement of departmental objectives. Support facility with development and implementation of standard operating procedures and protocols in the CHC and satellite clinics. Provide management and supervisors with up to date quality management information and updates. Facilitate and support implementation of National Guidelines related to Quality patient care. Coordinate quality improvement initiatives at the institution and clinics. Participate at multidisciplinary meetings as a member. Provide advice on various aspects of quality care to the institution and clinics. Manage and support accreditation of priority programmes in the institution and clinics. Represent the institution in District Quality improvement meetings and other related activities.

ENQUIRIES : Mr KR Mthimkhulu Tel No: (031) 714 3747

APPLICATIONS : All applications should be forwarded to: The Human Resource Manager: KwaDabeka Community Health Centre: KZN Department of Health, PO Box 371, Clernaville 3602 or hand delivered to KwaDabeka Community Health Centre, 4 Khululeka Road, KwaDabeka Township (next to KwaDabeka Elangeni FET College).

FOR ATTENTION : Human Resource Manager

NOTE : Applications must be submitted on the prescribed Application for Employment form (Z83) which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of certificates, Identity Document and Driver's 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, 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 : 26 July 2019

POST 25/163 : **DIAGNOSTIC RADIOGRAPHER GRADE 1, 2, 3 REF NO: RAD 25/2019**

SALARY : Grade 1: R317 976 – R361 872 per annum
Grade 2: R372 810 – R426 291 per annum
Grade 3: R439 164 – R532 959 per annum
Plus 18% Inhospitable Allowance will be payable to those periods of time spent working at Edendale Hospital, Commuted Overtime (Employee Must Meet Prescribed Requirements)

CENTRE : Edendale Hospital

REQUIREMENTS : Grade 12 (senior certificate) Three years National Diploma/Degree in Diagnostic Radiographer Registration with the Health Professions Council of South Africa (HPCSA) as Independent Radiographer. Current registration with the Health Professions Council of South Africa (HPCSA) as Independent Diagnostic Radiographer (2019-2020). Sound Knowledge of Diagnostic Radiography. Knowledge of relevant Health & Safety policies, regulations and Acts. Knowledge of Quality Assurance procedures and methods. Knowledge

<u>DUTIES</u>	:	of Radiation control regulations and safety Sound Communication, interpersonal, problem-solving, teaching and training skills. Provision of high quality diagnostic radiography according to patients' needs Take a supervisory role in all aspects of the Imaging department as delegated. Perform general administrative duties as required where necessary and appropriate. Participation in shift and standby duties including nights, weekends and public holidays. NB- Edendale Hospital Medical Imaging department provides a 24-hour service to patients and therefore only candidates willing to participate in shift work should apply. Provide Guidance and supervision to junior staff and radiography/sonography students. Play a key role in institutional radiographic policy making and planning for service delivery. Promote Batho Pele in execution of all duties for effective service delivery. Give factual information & health education to patients and clients on Radiography procedures. Inspect and use equipment professionally to ensure that they comply with safety standards. Play an active role in the implementation of quality assurance and quality improvement programmes. Taking an active role to ensure that radiographic services comply with all Radiation Control legislation. Be actively involved in In-Service Training, Peer Review & CPD activities.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr. E. Nkalakata Tel No: (033) 395 4191
<u>CLOSING DATE</u>	:	All applications to be posted to: The Acting Chief Executive Officer, Edendale Hospital, Private Bag X 509, Plessislaer, 3216 or hand deliver to the box by the main gate behind the Security Office. 26 July 2018
<u>POST 25/164</u>	:	<u>PROFESSIONAL NURSE – GENERAL GRADE I, 2&3 REF NO: GYN 05/2019 (X1 POST)</u>
<u>SALARY</u>	:	Grade 1: R256 905 per annum Grade 2: R315 963 per annum Grade 3: R383 226 per annum Other Benefits: 13 th Cheque, home owners allowance (employee must meet the prescribed requirements). 8% rural allowance.
<u>CENTRE REQUIREMENTS</u>	:	Eshowe District Hospital Grade 1: Senior Certificate Grade (12), degree /diploma in General Nursing and midwifery, registration with South African Nursing Council as a General Nurse and midwife, no experience required. Grade 2: Senior Certificate Grade (12), degree/diploma in General Nursing midwifery, registration with South African Nursing Council as General Nurse and midwifery, registration, a minimum of 10 years appropriate/recognizable in nursing experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Grade 3: Senior certificate (Grade 12),degree/diploma in General Nursing and midwifery, registration with South African Nursing Council as General Nurse and midwife, a minimum of 20 years appropriate/recognizable in nursing experience in nursing after registration as Professional Nurse with the SANC in General Nursing.ife. 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 Management. Recommendations: At least one year experience in medical and surgical termination of pregnancy provision after attaining CTOP training.
<u>DUTIES</u>	:	Decrease maternal deaths by providing medical and surgical termination of pregnancy, Oversee and co-ordinate the integration of MCWH, work as a team leader and oversee the maternity department in the absence of the Operational Manager or when the need arises, implement a comprehensive nursing care plan/program for the promotion of health, self- care treatment and rehabilitation of patients, implement standards, practices, criteria and indicators for quality nursing (quality of practice),create and maintain a complete and accurate nursing record for individual health care users, audit clinical records by analyzing data, participate in health promotion and illness prevention initiatives, Maintain a plan to improve the quality of nursing and health care, practice nursing and health promotion care in accordance with the laws and regulations relevant to nursing and health care, maintain a constructive working relationship with nursing and other stakeholders, utilize human, material and physical resources efficiently and effectively ,to assist in

ENQUIRIES
APPLICATIONS

Employee Performance Management Developments System (EPMDS) of staff and implement Employee Assistance Program.
Nursing Manager DR.FN Dube - Mathonsi Tel No: (035)-4734504

FOR ATTENTION
NOTE

Direct your application quoting the relevant reference number to: The Chief Executive Officer, Eshowe District Hospital, Private Bag X504 Eshowe, 3815. Hand delivered applications may be submitted to the Human Resource Section, Eshowe District Hospital, before 16H00 on or before the closing date.
Mrs. GZ Dube: Human Resource Manager

Applications should be submitted on form Z83 obtainable from any Public Service Department or from the website www.kznhealth.gov.za and should be accompanied by a CV (experience must be comprehensively detailed) and certified copies of qualification certificates plus registration certificates. Certificate of service must be endorsed by Human Resources. Certified copy of identity document. No faxed or e-mailed applications will be considered. The Department reserves the right not to fill the post after advertisement. The appointments are subject to positive outcomes obtained for the Pre-Employment checks which will be conducted by the Department for the following i.e Security Clearance/vetting, Security clearance for criminal records, credit records, (Financial, assets records etc), validation of identity document, Citizenship/permanent residency, Company Intellectual Property Commission (CIPC)-Business Interests, verification of Education qualifications by the South African Qualifications Authority (SAQA), verification of employment history/reference checks-previous experience from employers. Applicants are respectfully informed that correspondence will be limited to shortlisted candidates only. "People with disabilities and African males are encouraged to apply. Short listed candidates will not be compensated for Subsistence and Travelling claims(S&T).

CLOSING DATE

: 26 July 2019

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

- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: <https://westerncapegov.erecruit.co.za>
- CLOSING DATE** : 29 July 2019
- NOTE** : Only applications submitted online will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. Please ensure that you submit your application before the closing date as no late applications will be considered. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16.00 should you experience any difficulties with your online application, contact the Helpline: 0861 370 202

OTHER POSTS

- POST 25/165** : **STATE VETERINARIAN: EXPORT CONTROL (VETERINARY SERVICES),
REF NO: AGR 2019-29**

- SALARY** : R733 257 per annum (Level 11) (All-inclusive salary package)
- CENTRE** : Department of Agriculture, Western Cape Government
- REQUIREMENTS** : An appropriate Bachelor of Veterinary Science (BVSc/BVMCh or equivalent qualification) recognised by the South African Veterinary Council; Compulsory registration as a Veterinarian with the South African Veterinary Council (SAVC); A minimum of 1 year post qualification experience; A valid code B driving licence. Competencies: In depth knowledge of the following: Animal disease and their control; Epidemiological principles and methods; Knowledge of the following: Farming practices in the Western Cape Province; Meat Safety Act, 200 (Act 40 of 200) and the regulations and policy pertaining to this act; Animal Health Act, 1984 (Act 35 of 1984); Auditing of food establishment; Pathology; Administrative procedures; Proven Communication (written and verbal) skills in at least two of the official languages of the Western Province; Good organisation skills; Good administrative skills; Analytical skills; Proven interpersonal skills Tactful, but firm Creative Thinking; Relating and networking skills; Complex writing and reporting skills; Analysing; applying expertise and technology skills; Learning and researching skills.

- DUTIES** : Monitoring of the procedures and processes at the abattoirs, food processing and animal by-product processing establishments to ensure compliance with national and international requirements for export; Certification of exports of live animals, meat, meat products and animal products; Implementation of remedial and control actions if export requirements are not met; Assessment of hygiene management systems at the abattoir; Record keeping and reporting of activities and export data as required; Participation in provincial export product safety programmes; Auditing of export establishments in the province.
- ENQUIRIES** : DR V Henwood at Tel No: (021) 808 5377/ 7607

- POST 25/166** : **AGRICULTURAL ECONOMIST: MACRO AND RESOURCE ECONOMICS,
REF NO: AGR 2019-33**

- SALARY** : R316 791 per annum (Level 08)
- CENTRE** : Department of Agriculture, Western Cape Government
- REQUIREMENTS** : An appropriate Honours degree (or equivalent qualification) with Agricultural Economics and/or Economics as major subjects; A valid (Code B) driving licence. Recommendation: Working knowledge of economic and financial (advanced) analytical techniques; Experience in the application of research techniques. Competencies: Knowledge of the following: Agricultural sector and macro-economic factors influencing it; Application of resource economics; Ability to analyse datasets and trends using stata (or related) statistical software; Communication (written and verbal) in at least two of the official languages of the Western Cape and presentation skills; Proven computer literacy skills (MS Office).

- DUTIES** : Continuous in-depth study/research of developments/patterns/trends in a specific agricultural environment; Analyse/identification analysis, adapt and/or develop models in order to reflect the current situation and/or forecast/project possible scenarios; Compilation of final output (e.g., reports, position papers, populated databases); Provide advice to internal and external stakeholders on the impact of forecasts for decision-making, initiatives and/or interventions within a specific environment; Develop and evaluate business plans; Establish and maintain a network for liaison with economic/agricultural analysis institutions; Perform administrative and related functions.
- ENQUIRIES** : Mr T Morokong at Tel No: (021) 808 5195
- POST 25/167** : **ACCOUNTING CLERK: REPORTING AND DEBT MANAGEMENT REF NO: AGR 2019-30**
- SALARY** : R173 703 per annum (Level 05)
CENTRE : Department of Agriculture, Western Cape Government
REQUIREMENTS : Senior Certificate (Grade 12 or equivalent qualification) with Mathematics and/or Accounting as a passed subject. Competencies: A good understanding of the following: BAS and PASTEL, legislation, directions and procedures with regard to personal administration and more specifically of: PFMA, NTR'S, PTI'S, Division of revenue act (DORA), MTEF, SCOA; Record keeping procedures; Computer literacy; Problem solving; Interpersonal relationships; Ability to work under pressure; Team player; Planning and organising skills.
- DUTIES** : Generate invoices on Pastel system for services rendered on credit; Managing municipal accounts of private and official tenants; Ensure invoices are generated for all private and official tenants for municipal services rendered by the department; Creating new debtors files for first time clients of the department; Follow up on all returned mail and obtain correct postal addresses from clients of whom post has been returned as undeliverable.
- ENQUIRIES** : Mrs M Fryer at Tel No: (021) 808 5393

DEPARTMENT OF CULTURAL AFFAIRS AND SPORT

- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: <https://westerncapegov.erecruit.co.za>
- CLOSING DATE** : 29 July 2019
- NOTE** : Only applications submitted online will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. Please ensure that you submit your application before the closing date as no late applications will be considered. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16.00 should you experience any difficulties with your online application, contact the Helpline: 0861 370 202

OTHER POST

- POST 25/168** : **LIBRARIAN: TECHNICAL SERVICES REF NO: CAS 2019-32**
- SALARY** : R257 508 per annum (Level 07)
CENTRE : Department of Cultural Affairs and Sport, Western Cape Government
REQUIREMENTS : An appropriate tertiary qualification (National Diploma or higher) in Library Science/Information Sciences. Recommendation: Post Graduate Diploma/qualification in LIS, ND or B.Inf or B.Bibl Degree/B-Tech; Library Information Management System cataloguing experience. Competencies: Knowledge of the following: Anglo-American Cataloguing Rules (AACR2); Resource Description and Access (RDA); Dewey Decimal Classification System (DDC); Library of Congress Subject Headings (LCSH); MARC 21; WorldCat; Library of Congress online catalogue; SLIMS; Proven computer literacy (MS Office); Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Ability to work within teams and perform under pressure; Interpersonal skills and information interpretation skills.
- DUTIES** : Cataloguing of books, periodicals and audio-visual materials; Classification of books, periodicals and audio-visual materials; Quality control of the SLIMS

database; Assisting with answering cataloguing queries from provincial and public library staff; General office administration; Keeping accurate statistics of work performed.

ENQUIRIES : Mr B Meyer at Tel No: (021) 483 2309

DEPARTMENT OF ECONOMIC DEVELOPMENT AND TOURISM

APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: <https://westerncapegov.erecruit.co.za>

CLOSING DATE : 29 July 2019

NOTE : Only applications submitted online will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. Please ensure that you submit your application before the closing date as no late applications will be considered. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16.00 should you experience any difficulties with your online application, contact the Helpline: 0861 370 202

OTHER POST

POST 25/169 : **ACCOUNTING CLERK: INTERNAL CONTROL REF NO: DEDAT 2019-25**

SALARY CENTRE : R173 703 per annum (Level 05)
Department of Economic Development and Tourism, Western Cape Government

REQUIREMENTS : Senior Certificate (Grade 12 or equivalent qualification). Recommendation: Working knowledge and experience in financial functions; Relevant experience. Competencies: A good understanding of the following: Financial functions practices as well as the ability to capture data; Collate financial statistics; Public Service financial legislations procedures and Treasury regulations (PFMA, DORA, PSA, PPPFA, Financial Manual); Proven computer literacy; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Organising and planning skills; Ability to work in a team.

DUTIES : Render clerical support services with regards to governance, assurance services and fraud and losses management; Perform post auditing; Perform inspections; Maintain financial information and knowledge management; Provide general administrative support; Voucher control.

ENQUIRIES : Ms B Mott at Tel no: (021) 483 9800

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 25/170 : **MEDICAL SPECIALIST GRADE 1 TO 3 (RADIATION ONCOLOGY)**

SALARY : Grade 1: R1 106 040 per annum
Grade 2: R1 264 623 per annum
Grade 3: R1 467 651 per annum
(A portion of the package can be structured according to the individual's personal needs).

CENTRE REQUIREMENTS : Groote Schuur Hospital, Observatory
Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Radiation Oncology. Registration with a professional Council: Registration with the Health Professions Council of South Africa as Medical Specialist in Radiation Oncology. Experience: **Grade 1:** None after

		<p>registration with the HPCSA as Medical Specialist in Radiation Oncology. Grade 2: A minimum of 5 years' appropriate experience as Medical Specialist after registration with the HPCSA (or recognised foreign Health Professional Council in respect of foreign qualified employees) as Medical Specialist in Radiation Oncology. Grade 3: A minimum of 10 years' appropriate experience as Medical Specialist after registration with the HPCSA (or recognised foreign Health Professional Council in respect of foreign qualified employees) as Medical Specialist in Radiation Oncology. Competencies (knowledge/skills): Comprehensive administrative responsibilities of all Clinical related therapy protocols. Ability to work well within a group.</p>
<u>DUTIES</u>	:	<p>Render a comprehensive and skilled clinical service at Specialist level in Radiation Oncology. Coordinate inter-disciplinary clinics. Service clinical needs of newly referred patients. Coordinate clinical follow-up clinics. Responsible for chemotherapeutic needs of patients. Compilation of Ethics and Research therapy protocols. Maintaining effective communication with all referring Specialists/General Practitioner/Day Hospitals/ Clinics. Supervision of all administrative needs of under and post-graduates. Teaching and training programmes/responsibilities.</p>
<u>ENQUIRIES</u>	:	Professor J Parkes Tel No: (021) 404-4263/404-4265
<u>APPLICATIONS</u>	:	The Chief Director: Groote Schuur Hospital, Private Bag X4, Observatory, 7935.
<u>FOR ATTENTION</u>	:	Ms B Alexander
<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>	:	26 July 2019
<u>POST 25/171</u>	:	<u>MEDICAL OFFICER GRADE 1 TO 3</u> Garden Route District
<u>SALARY</u>	:	<p>Grade 1: R821 205 per annum Grade 2: R938 964 per annum Grade 3: R1 089 693 per annum (Plus a non-pensionable rural allowance of 18% of the basic salary). (A portion of the package can be structured according to the individual's personal needs. It will be expected of the successful candidate to participate in a system of remunerated commuted overtime).</p>
<u>CENTRE</u>	:	Ladysmith Hospital
<u>REQUIREMENTS</u>	:	<p>Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Registration with a professional council: Registration with the HPCSA as a Medical Practitioner. Experience: Grade 1: None after registration as a 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 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: A minimum of 10 years' appropriate experience as a Medical Practitioner after registration with the HPCSA as 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 requirement of the</p>

		job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Knowledge of applicable South African TB and HIV care guidelines. Knowledge of general medical and surgical conditions on hospital and PHC level. Computer literacy (MS Excel, Word and Outlook). Ability to communicate (verbal and written) in at least two of the three official languages of the Western Cape. Good interpersonal, organisational and teamwork skills.
<u>DUTIES</u>	:	Provide quality in-patient care to patients in the Kannaland Sub-district (Alan Blyth Hospital). Provide an Outreach and Support service in the Kannaland Sub-district to PHC clinics. Actively participate in skills transfer training relevant to the post. Participate in Commuted Overtime duties: 16 hours per week required. Active involvement in the clinical governance, operational management and quality assurance processes of the Sub-district.
<u>ENQUIRIES</u>	:	Dr JF Denkema Tel No: (028) 551-1062
<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. "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>	:	26 July 2019
<u>POST 25/172</u>	:	<u>ASSISTANT MANAGER NURSING (SPECIALTY AREA: NIGHT DUTY)</u>
<u>SALARY</u>	:	R614 991 (PN-B4) per annum
<u>CENTRE</u>	:	Tygerberg Hospital, Parow Valley
<u>REQUIREMENTS</u>	:	Minimum requirement: Basic R425 qualification (i.e. Diploma or Degree in Nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse. A post basic nursing qualification in one of the R212 qualifications, with a duration of at least 1 year, accredited with the SANC. The following R212 qualifications are excluded, i.e. Nursing Education and Nursing Administration. Registration with a professional council: Current registration with the SANC as Professional Nurse. Experience: A minimum of 10 years appropriate/recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 6 years of the period referred to above must be appropriate/recognisable experience in a specialty area after obtaining the 1-year post-basic qualification in one the R212 qualifications mentioned above. At least 3 years of the period referred to above must be appropriate/recognisable experience at management level. Inherent requirement of the job: Willingness to work shifts, weekends and public holidays when required. Competencies (knowledge/skills): Computer literacy in Word, and Excel. Ability to communicate in at least two of the three official languages of the Western Cape. Knowledge of quality assurance and National Core Standards. Knowledge of relevant legislation and policy related to this nursing specialty. Nursing Management qualification or skills. Strong leadership and good interpersonal communication skills. Good organisational skills and the ability to function in a team and under pressure.
<u>DUTIES</u>	:	Manage and co-ordinate clinical nursing care in the hospital on night duty. Effective management and utilisation of Human and Financial Resources to ensure optimal clinical and operational function in the area. Manage training, orientation, learning, professional growth and development and participation in research within the clinical environment on night duty. Support or deputise for the Head of Nursing, and support the Nursing department and the institution.
<u>ENQUIRIES</u>	:	Ms F Marthinus Tel No: (021) 938-4055
<u>APPLICATIONS</u>	:	The Chief Executive Officer: Tygerberg Hospital, Private Bag X3, Tygerberg, 7505.
<u>FOR ATTENTION</u>	:	Ms V Meyer

NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates may be required to do a competency test as part of the interview process.

CLOSING DATE : 26 July 2019

POST 24/173 : **OPERATIONAL MANAGER NURSING (SPECIALTY AREA: OUTPATIENTS OPHTHALMOLOGY)**

SALARY : R562 800 (PN-B3) per annum
CENTRE : Tygerberg Hospital, Parow Valley
REQUIREMENTS : Minimum requirement: 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 in Medical and Surgical Nursing Science: Ophthalmological Nursing. Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: A minimum of 9 years appropriate/recognisable experience in Nursing after registration as a Professional Nurse with SANC in General Nursing. At least 5 years of the period above must be appropriate recognisable experience in the specific speciality after obtaining the 1 year post-basic qualification as mentioned above. Inherent requirement of the job: Will be required to work shifts, weekends and public holidays. Competencies (knowledge/skills): Basic Computer literacy. Ability to communicate in at least two of the three official languages of the Western Cape. Knowledge and insight of relevant legislation and policy related to this nursing specialty within the public sector. Ability to promote quality patient care through the setting, implementation and monitoring of standards. Ability to function independently as well as part of a multi-disciplinary team. Effective communication, interpersonal, leadership, decision making, and conflict resolution skills. Good organisational skills and the ability to function under pressure.

DUTIES : The candidate will be responsible for planning, managing, co-ordinating and maintaining an optimal, specialised Nursing Service as an Operational Manager in an Ophthalmology ward. Effective management and utilisation of Human and Financial Resources to ensure optimal operational function in the area. Initiate and participate in training, development and research within the nursing department. Deliver a support service to the Nursing Service and the institution. To maintain ethical standards and promote professional growth and self-development.

ENQUIRIES : Ms F Marthinus Tel No: (021) 938-4055
APPLICATIONS : The Chief Executive Officer, Tygerberg Hospital, Private Bag X3, Tygerberg, 7505.

FOR ATTENTION : Ms V Meyer

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

CLOSING DATE : 26 July 2019

POST 24/174 : **OPERATIONAL MANAGER NURSING (PRIMARY HEALTH CARE)**
Chief Directorate: Metro Health Services

SALARY : R562 800 (PN-B3) per annum
CENTRE : Elsies River Community Health Centre
REQUIREMENTS : Minimum requirement: 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 qualification with duration of at least 1-year Diploma in Clinical Nursing Science: Health Assessment, Treatment and Care accredited with the SANC (R48). Registration with a professional council: Current registration with the SANC as Professional Nurse. Experience: A minimum of 9 years appropriate/recognisable nursing experience 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 in the specific specialty after obtaining the 1-year post-basic qualification as mentioned above. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Good interpersonal, leadership and communication skills, strong sense of responsibility. Ability to function independently in a multi-disciplinary team and the ability to direct the team to

ensure good nursing care. Demonstrate an in-depth knowledge of nursing and public service legislation, knowledge of Human resource and financial policies. Ability to effectively communicate in at least two of the three official languages of the Western Cape and Computer literacy (MS Word and Excel). Willingness to perform standby duties/relief duties for Facility Manager.

DUTIES : Management, coordination and Provision of quality comprehensive health care within the facility. Management, planning and evaluation of Primary Health Care services. Effective Personnel Development and Management. Effective Finance Management and Procuring as well as implementing of policies, prescripts and protocols regarding the mentioned facets. Liaise with relevant stakeholders including facility committees and community participation. Collect, verify and timeous submission of accurate statistics and management of critical support services. Render support to the Facility Manager. Involvement in community outreach projects to achieve targets and health education of patients and public staff.

ENQUIRIES : Ms LT Beukes Tel No: (021) 931-0213

APPLICATIONS : The People Management manager: Northern/Tygerberg Substructure office, Bellville Health Park, Karl Bremer Hospital Precinct, Private Bag X1, Bellville, 7535.

FOR ATTENTION : Ms A Parker

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

CLOSING DATE : 26 July 2019

POST 24/175 : **OPERATIONAL MANAGER NURSING (SPECIALTY: PSYCHIATRY)**
Chief Directorate: Metro Health Services

SALARY : R562 800 (PN-B3) per annum

CENTRE : Karl Bremer Hospital

REQUIREMENTS : Minimum requirement: Minimum educational qualifications: Basic R425 qualification (i.e. diploma or degree in nursing) or equivalent qualification that allows registration as a Professional Nurse with the South African Nursing Council (SANC). A post-basic nursing qualification with a duration of at least 1 year, accredited with the SANC in Psychiatric Nursing Science. Registration with a professional council: Current registration with the SANC as Professional Nurse. Experience: A minimum of 9 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience in the specific speciality after obtaining the 1 year post-basic qualification as mentioned above. Inherent requirement of the job: Willingness to work shifts (day and night), weekends and public holidays when required. Competencies (knowledge/skills): Basic computer literacy (MS Word, Excel and PowerPoint). Excellent communication skills (written and verbal) in at least two of the three official languages of the Western Cape. Knowledge and insight of relevant legislation and policy related to nursing practices, Health Care and Quality Improvement within the public sector. Ability to promote quality patient care through the setting, implementation and monitoring of standards. Ability to function independently as well as part of a multi-disciplinary team. Effective interpersonal, leadership, decision making, and conflict resolution skills. Good organisational skills and the ability to function under pressure.

DUTIES : Planning, manage, co-ordinate and maintain an optimal, specialised Nursing Service as the Operational Manager in the Mental Health setting. Effective management and utilisation of Human and Financial Resources to ensure optimal operational functioning of the area. Initiate, co-ordinate and participate in training, development and research within the nursing department. Deliver a support service to the Nursing Service and the institution. Maintain ethical standards and promote professional growth and self-development.

ENQUIRIES : Ms E Linden–Mars Tel No: (021) 918-1224

APPLICATIONS : The Manager: Medical Services, Karl Bremer Hospital, Private Bag XX1, Bellville, 7535.

FOR ATTENTION : Ms A Dyers

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

CLOSING DATE : 26 July 2019

<u>POST 24/176</u>	:	<u>OPERATIONAL MANAGER NURSING GRADE 1 (GENERAL)</u>
<u>SALARY</u>	:	R444 276 (PNA-5) per annum, (Plus a non-pensionable rural allowance of 8 % of basic annual salary)
<u>CENTRE</u>	:	Vredenburg Hospital West Coast District
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Registration with a professional council: Registration with the SANC as Professional Nurse and Midwife 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 a Professional Nurse with the SANC in General Nursing. Inherent requirements of the job: Willingness to work overtime, shifts, weekends and public holidays on day/night duty depending the operational requirements, as well as perform standby duties. Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Ability to promote quality patient care through the setting, implementation and monitoring of health care standards. Sound knowledge and understanding of nursing and health service related acts, legislation and policies. Ability to communicate (verbal and written) in at least two of the three official languages of the Western Cape. Good organisational, Interpersonal, leadership, decision-making, analytical, problem solving and conflict resolution skills. Ability to facilitate and promote training.
<u>DUTIES</u>	:	Provide optimal, holistic nursing care within set standards and professional/legal framework. Effectively utilise human, financial and physical resources (equipment and consumables). Render support to Nursing Services Manager and colleagues i.e. relief and standby duties. Assist with the development and the implementation of nursing quality improvement plans, policies and standard operating procedures and ensure efficient and accurate documentation, statistical data collection, capturing and participation in research activities. Liaise, advise and effectively communicate with the relevant internal and external stakeholders for continuity of client care. Participate in training, development and maintain professional growth/ethical standards and self-development.
<u>ENQUIRIES</u>	:	Ms CH Oosthuizen Tel No: (022) 709-5099
<u>APPLICATIONS</u>	:	The Manager: Medical Services, Private Bag X3, Vredenburg, 7380.
<u>FOR ATTENTION</u>	:	Mr MZ Emandien
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>CLOSING DATE</u>	:	26 July 2019
<u>POST 24/177</u>	:	<u>OPERATIONAL MANAGER NURSING: GENERAL (INTERNAL MEDICINE: SURGERY AND BURNS UNIT)</u> Chief Directorate; Rural Health Services
<u>SALARY</u>	:	R444 276 (PN A5) per annum
<u>CENTRE</u>	:	George 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. Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: A minimum of 7 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. Inherent requirement of the job: Willingness to work overtime, weekends and night duty when required. Competencies (knowledge/skills): Ability to promote quality patient care through the setting, implementation and monitoring of standards. Knowledge and insight of relevant legislation and policies related to nursing within the public sector. Good organisational, interpersonal, leadership, decision-making, and conflict resolution skills. Basic computer literacy. Ability to communicate in at least two of the three official languages of the Western Cape.
<u>DUTIES</u>	:	Plan, manage, coordinate and maintain an optimal quality Nursing Service as an Operational Manager in a Medical, Surgical and Burns setting. Participative management and utilisation of physical, financial and Human Resources to fulfil operational and developmental functions in accordance with legislation

and policies. Participate in health promotion and illness prevention initiatives and contribute to their evaluation. Maintain constructive working relationships with nursing and other stakeholders (multi-disciplinary team work). Deliver a support service to the Nursing Service and the institution. Maintain and promote ethical standards and the core values of the department.

ENQUIRIES : Ms GE Sellars Tel No: (044) 802-4536/7
APPLICATIONS : The Chief Executive Officer: George Hospital, Private Bag X6534, George, 6530.
FOR ATTENTION : Mr BH Cassim
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 26 July 2019

POST 24/178 : **CLINICAL PROGRAMME COORDINATOR GRADE 1 (INFECTION PREVENTION AND CONTROL)**
 Chief Directorate: Metro Health Services

SALARY : R444 276 (PN-A5) per annum
CENTRE : Metro TB Hospital Complex (Brooklyn Chest and DP Marais Hospitals)
REQUIREMENTS : Minimum requirement: Basic R425 qualification (diploma/degree) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Recognised certificate in IPC. (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 a professional council: Registration with the SANC as Professional Nurse. Experience: A minimum of 7 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Appropriate experience in IPC. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Knowledge of Provincial Infection Prevention and control measures and practices. 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 analyse health systems information, conducting research or surveys and compiling comprehensive reports, Project management skills and computer literacy. Knowledge of the management of the operations of CSSD and Infection prevention and control (NCS and Ideal Clinic requirement). Ability to facilitate and promote training.

DUTIES : Effective prevention, management and implementation of IPC practices. Participation in human resources management. Initiate and participate in training, development and research within the nursing department.

ENQUIRIES : Ms S Ntsabo Tel No: (021) 508-7406
APPLICATIONS : Chief Executive Officer: Brooklyn Chest Hospital, Private Bag X2 Ysterplaat 7405.
FOR ATTENTION : Ms C Walklet
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 26 July 2019

POST 24/179 : **PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: MENTAL HEALTH)**
 Chief Directorate: Metro Health Services

SALARY : Grade 1: R383 226 (PN-B1) per annum
 Grade 2: R471 333 PN-B2) per annum
CENTRE : Kensington Community Day Centre
REQUIREMENTS : Minimum requirement: 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 duration of at least one year, accredited with the SANC in Advanced Psychiatric Nursing Science. Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: **Grade 1:** A minimum of 4 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. **Grade 2:** A minimum of 14 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in Psychiatry after obtaining the one year post-basic qualification as mentioned above. Inherent requirement of the job:

Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Good interpersonal and communication skills. Computer literate (Microsoft Office). Knowledge of and insight into relevant legislation and policies related to mental illness. Effective written and verbal communication in at least two of the three official languages of the Western Cape.

DUTIES : Actively participate in the clinical management and nursing care to patients with Mental Health problems within the Sub-district. Provide support and capacity development to PHC personnel for Sub-district level services and students and peers. Promote community development and participation in mental health care delivery. Liaise with other role players. Conduct research related to mental health and service delivery.

ENQUIRIES APPLICATIONS : Ms C Priem Tel No: (021) 593-1155/51/50
 : The Director: Metro District Health Services: Southern/Western Sub-structure Office, DP Marais Nurses Home, Corner of White and Main Roads, Retreat, 7945 or P.O. Box 30360, Tokai, 7966

FOR ATTENTION NOTE : Mr F Le Roux
 : No payment of any kind is required when applying for this post
CLOSING DATE : 26 July 2019

POST 24/180 : **CLINICAL NURSE PRACTITIONER GRADE 1 TO 2 (PRIMARY HEALTH CARE) (QUALITY ASSURANCE AND TRAINING)**

SALARY : 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 the basic salary)

CENTRE REQUIREMENTS : Kannaland Sub-district (Garden Route District)
 : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse. Post basic qualification with a duration of at least 1-year Diploma in Clinical Nursing Science: Health Assessment, Treatment and Care (R48) accredited with the SANC. Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: **Grade 1:** A minimum of 4 years appropriate/recognisable nursing experience after registration as Professional Nurse with the SANC in General Nursing. **Grade 2:** A minimum of 14 years appropriate/recognisable nursing experience after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1-year post-basic qualification in the relevant specialty. Inherent requirements of the job: Valid (Code B/EB) driver's license. Computer skills with working knowledge of MS Office and ability to apply programs. Competencies (knowledge/skills): extensive knowledge of health service delivery systems with leadership and management skills. Excellent verbal and written communication skills, as well as interpersonal skills. Sound knowledge of the principles and policies of Quality Assurance, Risk Management, Infection Prevention Control (IPC) and Occupational Health and Safety. Teaching/presentation, training and assessment skills. Proficient in at least two of the three official languages of the Western Cape. Computer skills with working knowledge of MS Office and ability to apply programs.

DUTIES : Manage the Quality Assurance programme in the Kannaland Sub-district. Monitor and respond to consumer complaints and compliments. Analyse training needs, plan and coordinate clinical training, skills development and maintenance of competence interventions in the Kannaland Sub-district. Presentation, facilitation and coordination of clinical service training programs at Kannaland Sub-district. Monitor, evaluate and report clinical training and clinical skills development interventions at Kannaland Sub-district. Effective leadership, management and governance and promotion of Departmental values.

ENQUIRIES APPLICATIONS : Dr JF Denkema Tel No: (028) 551-1010
 : The District Manager: Garden Route District Office, Private Bag X6592, George, 6530.

FOR ATTENTION NOTE : Ms S Pienaar
 : No payment of any kind is required when applying for this post. Shortlisted candidates may be enquired to do a practical test (competency-based assessment).

CLOSING DATE : 26 July 2019

POST 24/181 : **COMPLIANCE ADVISOR (X2 POSTS)**
Directorate: Financial Accounting

SALARY CENTRE : R376 596 per annum
Head Office, Cape Town: (successful candidate will be based on the premises of Stikland hospital)

REQUIREMENTS : Minimum educational qualification: Appropriate 3 -year National Diploma/Degree in Finance, Accounting or Auditing. Experience: Appropriate experience and knowledge in Finance, Supply Chain Management and Auditing. Experience in effective assessment and monitoring of processes of compliance and risk. Experience in analysing data and drawing conclusions. Experience in performing process mapping on internal controls. Experience in assessing transactions in line with irregular expenditure prescripts. Experience in effective management of staff with experience in the key performance areas of the job.

DUTIES : Execute interventions at Health institutions to ensure credibility and correctness of AFS Disclosure Notes. Develop and implement processes of internal controls, capacity interventions and interventions with regard to performance management. Presentation of findings at various management meetings. Perform ad hoc investigations as required by management. Apply Finance and Supply Chain Management principles. Identify risks and implement of appropriate internal controls. Identify irregular, fruitless and wasteful expenditure. Evaluate expenditure against laws and regulations to ensure compliance. Draft Standard Operating Processes with regards to Finance and Supply Chain Management best practices. Develop, facilitate and conduct finance related training. Manager staff.

ENQUIRIES APPLICATIONS NOTE : Mr DM Pick Tel No: (021) 940-8725
: www.westerncape.gov.za/health-jobs (click "online applications").
: Shortlisted candidates may be subjected to a practical test. No payment of any kind is required when applying for this post

CLOSING DATE : 26 July 2019

POST 24/182 : **ASSISTANT DIRECTOR: FINANCE**

SALARY CENTRE : R376 596 per annum
: Caledon Hospital (Overberg District)

REQUIREMENTS : Minimum educational qualification: Appropriate three-year National Diploma or Degree. Experience: Appropriate relevant experience in Finance, Revenue, Patient Administration and Supply Chain Management. Experience in budget and expenditure control. Experience in the management of Asset and Liability Accounts. Proven Supervisory experience. Inherent requirement of the job: Valid (Code B/EB) driver's license, willingness to travel and work after-hours when required. Competencies (knowledge/skills): Computer literacy in Microsoft (MS Word, Excel, PowerPoint and Outlook). Good management and supervisory skills. Ability to meet need, recognise and respond to problem matters. Ability to work independently and part of a team. Ability to communicate in at least two of the three official languages of the Western Cape. Practical workable knowledge of LOGIS, BAS, CLINICOM/PHCIS. Good written and verbal communication.

DUTIES : Strategic and Operational Management of Finance and Supply Chain Management. Strategic and operational Management of Revenue and Patient administration and Operational Case Management Services. Ensure sound budget management. Ensure that the Asset and Liability accounts are maintained. Ensure effective Supply Chain Management, including contract and asset management. Ensure effective Revenue Management. Ensure Compliance Management. Ensure accurate and credible information in respect of the Financial Statements. Ensure Effective management of the Human Resources within the component.

ENQUIRIES APPLICATIONS : Dr MS Rambiyana Tel No: (028) 212-1070
: The District Director: Overberg District Office, Private Bag X07, Caledon, 7230.

FOR ATTENTION : Ms A Brits

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

CLOSING DATE : 26 July 2019

POST 24/183 : **COMMUNITY LIAISON OFFICER**

SALARY : R316 791 per annum

CENTRE : Overberg District Office (Overberg District)

REQUIREMENTS : Minimum requirement: Appropriate 3 year National Diploma or Degree. Experience: Appropriate experience with community development, project management or NPO sector. Inherent requirements of the job: Valid driver's licence (Code B) and willingness to travel. Willingness to perform overtime duties when required. Competencies (knowledge/skills): Good written and verbal skills in at least two of the three official languages of the Western Cape. Good communication and presentation skills. Good coordination skills, project management skills and training skills. Computer literacy. Ability to work both independently and as part of a team.

DUTIES : Liaise with all the relevant stakeholders to ensure effective communication and collaboration between the communities and health in order to realise community participation in Health. Overall coordination and monitoring of the on-going activities within the committees and community structures within the Overberg District in order to build healthy communities. Assist and support with the establishment and implementation of clinic committees. Consolidate and prepare all relevant reports.

ENQUIRIES : Ms P Robertson Tel No: (028) 214-5800

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.

CLOSING DATE : 26 July 2019

POST 24/184 : **COMMUNITY LIAISON OFFICER**
Chief Directorate: Metro Health Services

SALARY : R316 791 per annum

CENTRE : Northern/Tygerberg Sub-structure Office

REQUIREMENTS : Minimum educational qualification: Appropriate 3-year National Diploma/Degree. Experience: appropriate experience in facilitating community participation. Inherent requirement of the job: Valid (Code B/EB) driver's licence and willingness to travel. Competencies (knowledge/skills): Understanding of Project Management and evaluation of projects. Understanding of communications to community and skills to deal with local media. A working knowledge of Health related regulation pertaining to the district health council, the hospital boards and clinic committees. Good coordination, project management and training skills. Good problem-solving skills. Computer literacy (Ms Word, PowerPoint and Excel). Good communication skills in at least two of three official languages of the Western Cape.

DUTIES : Plan and ensure successful implementation of the Health Facilities Board Act. Liaise with health orientated community organisations to ensure effective communication between services and the communities. Organise, coordinate, conduct and monitor effective capacity building programs for relevant role players. Responsible for the representation and marketing of the Sub-structure Office health services at the relevant health orientated community organisations. Interact with management and other colleagues of the Sub-structure Office. Perform related administrative duties.

ENQUIRIES : Mr JW Lucas Tel No: (021) 815-8879

APPLICATIONS : The Director: Northern/Tygerberg Sub-structure Office, Bellville Health Park, Green Building, Karl Bremer Hospital Precinct, Frans Conradie Road, Bellville.

FOR ATTENTION : Ms FG Malan

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

CLOSING DATE : 02 August 2019

<u>POST 24/185</u>	:	<u>SENIOR ADMIN OFFICER: INFRASTRUCTURE SOURCING (X4 POSTS)</u> Directorate: Supply Chain Sourcing, Sub-directorate: Infrastructure Sourcing
<u>SALARY</u>	:	R316 791 per annum
<u>CENTRE</u>	:	Head Office, Cape Town
<u>REQUIREMENTS</u>	:	Minimum requirement: Appropriate 3-year National Diploma/Degree. Experience: Appropriate experience in procurement of built environment-related goods and services by means of commodity-driven sourcing strategies in particular. Executing procurement projects from needs analysis through to contract management stage. The procurement processes prescribed by the Construction Industry Development Board. The local built environment industry, including cost drivers, supply and demand, innovations, vendor landscape, etc. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Willingness to travel. Competencies (knowledge/skills): Sound management, report writing and analytical skills and ability to assimilate detailed information. Commodity exposure across a range of FM services e.g. plumbing, electrical, general building and mechanical maintenance, HVAC, fabric repairs, etc. Demonstrable stakeholder engagement and influencing skills. Financial and commercial awareness. Proven experience managing complex projects. Ability to work under pressure and pay attention to detail and meet deadlines. Ability to communicate in at least two of the three official languages of the Western Cape. Computer literacy (Word, Excel and PowerPoint). Rigorous expenditure analysis and reporting skills.
<u>DUTIES</u>	:	Provide an integrated demand, acquisition and contract management service of infrastructure goods and services commodities for the Department through the development, implementation and maintenance of a transformative approach to sourcing in the Department of Health with a focus on. Commodity-based lifecycle costing: take ownership of spend management within your category through the design and execution of innovative category management plans. End-to-end management of the sourcing process drive vendor performance management, vendor identification, evaluation. Supplier relationship and performance management ensure that high standards of contractor performance are maintained. Internal stakeholder management. Delivery of optimal commercial benefits to the Department.
<u>ENQUIRIES</u>	:	Ms S van Breda Tel No: (021) 483-7810
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications")
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Shortlisted applicants will be required to undergo competency assessments/proficiency tests.
<u>CLOSING DATE</u>	:	26 July 2019
<u>POST 24/186</u>	:	<u>INDUSTRIAL TECHNICIAN PRODUCTION (ELECTRICAL/MECHANICAL)</u> Directorate: Engineering and Technical Support Services
<u>SALARY</u>	:	R257 508 per annum
<u>CENTRE</u>	:	Bellville Mobile Workshop
<u>REQUIREMENTS</u>	:	Minimum educational requirement: National Diploma (T- or N- or S- Stream) in Mechanical Engineering or registration with the Engineering Council of South Africa (ECSA) as a Professional Engineering Technician in terms of section 14(1) or 14(2) of the Engineering Profession of South Africa Act, 1990. Experience: Appropriate post qualification experience. Inherent requirement of the job: Willing to work overtime, stay away and travel throughout the Western Cape Province. Valid (Code B/EB) driver's licence. Competencies (Knowledge/skills): Knowledge of the Occupational Health and Safety Act of 1993, the Health Act and Regulations, Act 61 of 2003 and the Engineering Profession Act of 2000. A good knowledge of computer programs such as MS Office and Auto Cad. Ability to draft specifications. Good written and verbal communication.
<u>DUTIES</u>	:	Assist the Engineering component with technical activities in line with statutory and regulatory requirements. Produce technical designs with specifications. Assist the Engineering component to maintain a maintenance strategy through the provision of appropriate structures, maintenance standards, specifications and contract- and project management. Maintain the system to collect credible data on the use of utilities by Health facilities. Assist to control, monitor and

report on all resources to ensure sound risk practices. Provide management information into the operations of the professional services component. Liaising with clients, stake holders and relevant councils.

ENQUIRIES FOR ATTENTION : Mr C Badenhorst Tel No: (021) 918-1569
 Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE : No payment of any kind is required when applying for this post. A practical/competency test may form part of the shortlisting and/or interview process.

CLOSING DATE : 26 July 2018

POST 24/187 : **PERSONNEL OFFICER (TRANSVERSAL EMPLOYMENT PRACTICES)**
 (12 Month Contract Post)
 Directorate: People Practices and Administration

SALARY CENTRE REQUIREMENTS : R173 703 per annum, plus 37% in lieu of service benefits.
 Head Office, Cape Town
 Minimum requirement: Senior Certificate (or equivalent). Experience: Appropriate experience. Competencies (knowledge/skills): Computer literacy (PERSAL, MS Word, Excel). Good interpersonal and communication skills. Ability to communicate in at least two of the three official languages of the Western Cape.

DUTIES : Administer compensation for Occupational Injuries and Diseases claims and liaise with all the relevant stake holders (Compensation Commissioner, private doctors and hospitals, etc). Maintain COIDA database. Processing of COID claims on UMEHLUKO. Process various allowances and deductions including standby, acting, fuel, normal overtime and commuted overtime, subsidised vehicles, relocation costs, parking and travel concessions. Deal with telephonic and written enquiries. Process applications for foreign travel and sabbatical leave.

ENQUIRIES APPLICATIONS : Mr D Kannemeyer Tel No: (021) 483-3174
 Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

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

CLOSING DATE : 26 July 2019

POST 24/188 : **ADMINISTRATION CLERK: SUPPORT**

SALARY CENTRE REQUIREMENTS : R173 703 per annum
 Grabouw Community Health Centre (Overberg District) (24 hours service)
 Minimum requirement: Grade 12/Senior Certificate. Experience: Appropriate administrative experience. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Willingness to work shifts (weekends and overtime) when required. Competencies (knowledge/skills): A working knowledge of PHCIS, Sinjani and LOGIS. Computer literacy (MS Word, Excel, and Power-Point) and Presentation skills. Good written and communication skills in at least two of the three official languages of the Western Cape. Appropriate knowledge of Health Information Management processes.

DUTIES : Effective communication, i.e. answer telephones, arrange appointments, manage and post calendar notification for meetings, take down messages and distribute thereof timeously, receive telephone accounts for the staff and distribute, do payment follow ups. Refer visitors to the correct office/staff member. Render administrative support service to the Operational Manager (ordering, control and distribution of stock and complete the ordering forms and trip authorities for GG vehicles). Provide a secretarial support service to the Operational Manager with administration duties (ad hoc assistance with photocopying, leave administration, arrange venues for training and meetings, prepare agendas record minutes of meetings, typing and compiling reports, and ad hoc assistance with SAPS reports). Responsible for personal and professional development of self. Perform relief duties in other departments, i.e. Registry, SCM, etc. Ad-hoc assistance with helpdesk, patient admission functions and Health Information management, complete maintenance requisitions).

ENQUIRIES : Ms N Peton Tel No: (028) 212-1070

APPLICATIONS : The District Director: Overberg District Office, Private Bag X07, Caledon, 7230.
FOR ATTENTION : Ms A Brits
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 02 August 2019

POST 24/189 : **ADMINISTRATION CLERK: SUPPORT**

SALARY : R173 703 per annum
CENTRE : Vredenburg Hospital (West Coast District)
REQUIREMENTS : Minimum educational qualification: Grade 12/Senior Certificate. Experience: Appropriate experience in office administration, financial and procurement administration. Inherent requirement of the job: Willingness to work shifts, weekends and public holidays and perform overtime when and as required. Competencies (knowledge/skills): Good verbal, written and interpersonal communication skills in at least two of the three official languages of the Western Cape. Practical experience in computer skills (MS Word and Excel). Maintain and exercise confidentiality of patient's information at all times. Good interpersonal relations, organisational skills and customer care. Knowledge of the information systems i.e. Clinicom. Knowledge of LOGIS, Staff information system e.g. NIMS and the Mental Health Act; 17 of 2007.

DUTIES : Effective and efficient patient administration through liaison with clients, record keeping, documentation, faxing, filing, correspondence and telephone enquiries; keeping notice boards tidy. Effective and efficient patient administration, including checking that all patients are admitted, discharged and transferred on Clinicom/information system and that prescription charts are sent to pharmacy. Ensure that all fees and administrative related documents are signed, ensuring availability of folders and necessary documents for admission. Management of material resources, assets and ordering ward stock via LOGIS/procurement system. Information management – data collection, capturing thereof and ensure timeous submission of statistics. Support to supervisor and colleagues with administration tasks which includes typing, filing, faxing and correspondence, deal with telephone enquiries, keep notice board tidy and act as secretariat in various meetings.

ENQUIRIES : Ms CH Oosthuizen Tel No: (022) 709-5099
APPLICATIONS : The Manager: Medical Services, Private Bag X3, Vredenburg, 7380.
FOR ATTENTION : Mr MZ Emandien
NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a practical test.
CLOSING DATE : 26 July 2019

POST 24/190 : **ADMINISTRATION CLERK: SUPPORT**

SALARY : R173 703 per annum
CENTRE : Riversdale Hospital (Garden Route District)
REQUIREMENTS : Minimum requirement: Grade 12/Senior Certificate. Experience: Appropriate Transport and Support services experience. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Good interpersonal skills, the ability to maintain confidentiality and excellent communication skills (verbal and written) in two of the three official languages of the Western Cape. Computer literacy (MS Word, Excel and Outlook) Programmes. Knowledge of policies and administrative practices. Ability to effectively multi-task, function independently and under pressure.

DUTIES : Manage and coordinate Transport Services in respect of Government Vehicles. Assistance to Support Services Staff (Workshop, Laundry and Main Kitchen) in managing the components. Relief of Registry Clerk duties as needed. Effective control over stock and equipment and the ordering of stock and equipment. Support and assistance to Supervisor with administrative tasks in respect of minute taking, arranging of meetings, attending site meetings, etc.

ENQUIRIES : Mr H Crous Tel No: (028) 713-8642
APPLICATIONS : The District Manager: Garden Route District Office, Private Bag X6592, George, 6530.
FOR ATTENTION : Ms S Pienaar
NOTE : No payment of any kind is required when applying for this post.

CLOSING DATE : 02 August 2019

POST 24/191 : **STERILISATION OPERATOR PRODUCTION (X2 POSTS) (1X FULL TIME AND 1 X 5/8TH POST)**

SALARY CENTRE REQUIREMENTS : Full Time: R122 595 per annum, 5/8th Post: R76 623 per annum
Caledon Hospital (Overberg District)
Minimum educational qualification: General Education and Training Certificate (GETC)/Grade 9(std. 7). Experience: Appropriate experience working in a decontamination and sterilisation unit within a hospital. Inherent requirement of the job: Willingness to work shifts, including weekends, public holidays and night duty. 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 and ability to work in a co-operative way within a team context. Foundation courses in sterilisation and decontamination recommended. Basic understanding of disinfection, decontamination and sterilisation.

DUTIES : Collection of used and soiled equipment from all departments daily. Effective application of sterilisation processes and techniques and promote/adhere to infection control as well as health and safety regulations. Perform standard testing on equipment, machines and power tools. Decontaminate, pack and sterilise instruments and supplies. Assist with folding of surgical gowns, folding and packing surgical linen. Assist with cleaning and testing of sterilisation equipment, washing machine and autoclaves. Maintain equipment in an optimum working condition and utilisation of resources. Use autoclaves, washing machines and equipment/consumables in a cost effective manner. Monitor, control and maintain adequate stock levels. Report and assist with investigation of lost instruments/equipment.

ENQUIRIES APPLICATIONS FOR ATTENTION NOTE : Ms R Darvel Tel No: (028) 212-1070
The District Director: Overberg District Office, Private Bag X07, Caledon, 7230.
Ms A Brits
No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to do a competency test.

CLOSING DATE : 02 August 2019

POST 24/192 : **GENERAL WORKER**

SALARY CENTRE REQUIREMENTS : R102 534 per annum
Hermanus Hospital (Overberg District)
Minimum requirement: Basic numeracy and literacy. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Experience: Appropriate experience in a stores environment. Competencies (knowledge/skills): Good interpersonal and communication skills. Ability to communicate effectively (verbal and written) in at least two of the three official languages of the Western Cape. Ability to work independently and in a team. Ability to work in a physically demanding environment.

DUTIES : Deliver stock to wards and other departments on the hospital premises and Clinics in the Overstrand Sub-district. Ensure issued vouchers are returned to the relevant clerk to capture and file. Assist Clerk with the receipt, pack, unpack, store and issue stock according to standards. Assist Asset Management with annual count and physical disposal of items. Assist Supply Chain staff with stock-take, general office duties and keep the store neat and tidy in order to comply with safety regulations.

ENQUIRIES APPLICATIONS FOR ATTENTION NOTE CLOSING DATE : Ms CE Langley Tel. No: (028) 313-5220
The Director: Overberg District Office, Private Bag X07, Caledon, 7230.
Ms A Brits
No payment of any kind is required when applying for this post.
26 July 2019

POST 24/193 : **MESSENGER**
Chief Directorate: Metro Health Services

SALARY CENTRE : R102 534 per annum
Oral Health Centre, Tygerberg/Mitchells Plain

REQUIREMENTS : Minimum requirement: Basic numeracy and literacy. Inherent requirements of the job: Valid (Code B/EB) drivers licence. Ability to pick up heavy bags filled with post/goods. Competencies (knowledge/skills): Ability to understand and communicate effectively in at least two of the three official languages of the Western Cape. Sound interpersonal skills. Ability to work in a team and under pressure. Ability to maintain a high standard of confidentiality.

DUTIES : Daily collection and delivery of all post within and outside of the Institution. Sorting of post in registry. Collect blood samples from Dental Clinics and deliver to Tygerberg Hospital. Assist with driving duties on and off the Institution premises. Relieve at Reprographic and Switchboard department on request.

ENQUIRIES : Mr Z Karoodien Tel No: (021) 937-3015

APPLICATIONS : The Dean/Manager: Oral Health Centres, Private Bag X1, Tygerberg, 7505.

FOR ATTENTION : Ms N Jooste

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

CLOSING DATE : 26 July 2019

POST 24/194 : **GENERAL WORKER (ENVIRONMENTAL AND MEDICAL WASTE)**

SALARY : R102 534 per annum

CENTRE : Tygerberg Hospital, Parow Valley

REQUIREMENTS : Minimum requirement: Basic literacy and numeracy. Inherent requirements of the job: Willingness to work weekends and public holidays. Ability to handle heavy objects/boxes. Competencies (knowledge/skills): Ability to communicate (verbal and written) in at least two of the three official languages of the Western Cape.

DUTIES : Responsible for collection of waste or medical waste from the different wards/theatres, any other area, as well as the external pick up points. Responsible to effectively operate equipment to perform cleaning functions. Responsible to provide effective support to the Principal General Foreman with regards to the cleaning of the institution.

ENQUIRIES : Ms CB Johnson Tel No: (021) 938-5327

APPLICATIONS : The Chief Executive Officer: Tygerberg Hospital, Private Bag X3, Tygerberg, 7505.

FOR ATTENTION : Ms VG De Jager

NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates may undergo competency assessments/proficiency tests.

CLOSING DATE : 26 July 2019

POST 24/195 : **GROUNDSMAN**

SALARY : R102 534 per annum

CENTRE : Riversdale Hospital (Garden Route District)

REQUIREMENTS : Minimum requirement: Basic literacy and numeracy. Experience: Appropriate experience in cleaning and gardening of large institutions. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Competencies knowledge/skills): Good interpersonal skills. Ability to read, speak and write in at least two of the three official languages of the Western Cape. Ability to effectively multi-task, function independently and under pressure.

DUTIES : Maintain the Hospital grounds and gardens. Removal of all types of rubble, medical waste and general waste. Cleaning of work areas. Assistance to supervisor. Handle and maintain gardening and cleaning equipment.

ENQUIRIES : Mr H Crous Tel No: (028) 713-8642

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

FOR ATTENTION : Ms S Pienaar

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

CLOSING DATE : 02 August 2019

POST 24/196 : **FOOD SERVICES AID**

SALARY : R102 534 per annum

CENTRE : Prince Albert Hospital (Garden Route District)

REQUIREMENTS : Minimum requirement: Basic literacy and numeracy. Experience: Appropriate experience in a Food Service Environment. Inherent requirements of the job:

Willingness to work shifts and overtime, which include weekends and public holidays. Incumbent must be healthy and strong enough to lift heavy objects and be on their feet the entire day. Competencies (knowledge/skills): Knowledge of hygiene, Occupational Health, HACCP and safety principals. Ability to read, speak and write in at least two of the three languages of the Western Cape. Good organising and communication skills.

DUTIES : Assist in the receipt and storage of all provisions and stock in the food service unit. Prepare and produce all normal and therapeutic diets. Weigh, dish and distribute foods to the wards. Clean all areas, utensils and equipment in the Food Service Department. Follow and adhere to Health and Safety prescripts. Follow and adhere to elementary control measures and standard operating procedures.

ENQUIRIES : Ms H Bothma Tel. No: (023) 541-1300
APPLICATIONS : The District Manager: Garden Route District, Private Bag X6592, George, 6850.

FOR ATTENTION : Ms S Pienaar
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 02 August 2019

POST 24/197 : **CLEANER**
Chief Directorate: Metro Health Services

SALARY : R102 534 per annum
CENTRE : Victoria Hospital
REQUIREMENTS : Minimum requirement: Basic literacy and numeracy. Experience: Appropriate cleaning experience within a hospital environment. Inherent requirements of the job: Willingness to work shifts, weekends, night duty and overtime. Ability to do physical work. Willingness to undergo formal and Informal training. Competencies (knowledge/skills): Knowledge of Infection Control and Occupational Health and Safety. Good interpersonal skills with the rest of the multi-disciplinary team, as well as the public. Ability to work in a team environment and independently. Good communication skills in at least two of the three official languages of the Western Cape. Ability to operate machines or equipment in a cost effective manner.

DUTIES : Provide a clean, hygienic environment within the institution. Effective and safe handling and storage of equipment. Cost effective utilisation of consumables or resources. Promotion of Quality assurance, Infection Control and Occupational Health and Safety within the Department. Effective waste and linen management.

ENQUIRIES : Ms S Capes Tel No: (021) 799-1210
APPLICATIONS : The Chief Executive Officer: Victoria Hospital, Private Bag X2, Plumstead, 7801.

FOR ATTENTION : Ms Z Peter
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 02 August 2019

POST 24/198 : **HOUSEHOLD AID**

SALARY : R102 534 per annum
CENTRE : West Coast TB Centre (Based at Sonstraal Hospital) (West Coast District)
REQUIREMENTS : Minimum requirement: Basic literacy and numeracy. Experience: Appropriate Hospital/Clinic or other Health Facility cleaning experience. Inherent requirements of the job: Ability to lift/move heavy equipment and supplies. Render a shift service on weekends, public holidays, day/night duties and rotate in different departments according to operational needs and requirements. Competencies (knowledge/skills): Good communication skills (read, speak and write) in at least two of the three official languages of the Western Cape. Ability to operate machinery and equipment.

DUTIES : Render effective, efficient and safe hygiene and domestic services within the institution. Render support services to Household Supervisor. Contribute to effective utilisation and functioning of apparatus and equipment. Contribute to effective management of domestic responsibilities. Adhere to loyal service ethics.

ENQUIRIES : s MM Andrews Tel No: (021) 862-3176
APPLICATIONS : The Director: West Coast District, Private Bag X15, Malmesbury, 7299.

FOR ATTENTION : Mr E Sass
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 26 July 2019

DEPARTMENT OF HUMAN SETTLEMENTS

APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: <https://westerncapegov.erecruit.co.za>
CLOSING DATE : 29 July 2019
NOTE : Only applications submitted online will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. Please ensure that you submit your application before the closing date as no late applications will be considered. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16.00 should you experience any difficulties with your online application, contact the Helpline: 0861 370 202

OTHER POST

POST 25/199 : **DEPUTY DIRECTOR (INFORMAL SETTLEMENTS INTEGRATION):**
MUNICIPAL HUMAN SETTLEMENT PLANNING REF NO: HS 2019-43
(12-Month Contract Position)

SALARY : R733 257 per annum (Level 11) (All-inclusive salary package)
CENTRE : Department of Human Settlements, Western Cape Government
REQUIREMENTS : Appropriate tertiary qualification (National Diploma or higher) in any of the following or related field of study: Geography, Development Planning or Town and Regional Planning; A minimum of 5-years management level experience in the built environment; A valid driving licence. Recommendation: Working experience and knowledge of: National housing code, planning environment; Procurement and tendering processes; Human Settlement and Stakeholder Management; Programme and Project Management; willing to travel for work as required. Competencies: Proven project management and administration skills; Ability to operate at a strategic level and manage engagements with stakeholders and partners; Ability to interpret relevant public service legislation, policies, prescripts and procedures; Report writing; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape.

DUTIES : Facilitate Provincial /Municipal and general stakeholder management support to ensure transversal alignment on Informal Settlement Support Framework; Provide provincial and municipal support through coordination and capacity building initiatives on policy and data collection matters for upgrading of Informal Settlements; Manage partnerships and framework agreements with intermediaries and private sector in support of the ISSF; Oversee implementation of the M&E Framework; Strategic Support to Chief Town and Regional Planner and Director; Strategic, Human Resource and Financial Management.

ENQUIRIES : Ms E Jansen van Rensburg at Tel No: (021) 483 4151

DEPARTMENT OF LOCAL GOVERNMENT

APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: <https://westerncapegov.erecruit.co.za>
CLOSING DATE : 29 July 2019
NOTE : Only applications submitted online will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. Please ensure that you submit your application before the closing date as no late applications will be considered. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16.00 should you experience any difficulties with your online application, contact the Helpline: 0861 370 202

OTHER POSTS

POST 25/200 : **ASSISTANT DIRECTOR: DISASTER MITIGATION, DEVELOPMENT AND EDUCATION REF NO: LG 2019-11**
(12 Month Contract Position)

SALARY CENTRE REQUIREMENTS : R376 596 per annum (Level 09), plus 37% in lieu of service benefits
: Department of Local Government, Western Cape Government
: An appropriate 3-year qualification (National Diploma or higher qualification) in Disaster Management / Risk Management / Emergency Service Fields / Geography / Geographical Information Systems; A minimum of 3 years' relevant experience. Recommendation: Working knowledge of the following: Development Planning processes; Training and education skills. Competencies: Knowledge of the following: Disaster Management Act (Act 57 of 2002 as amended) and related policies and guidelines; Understanding of disaster management systems and procedures as applied in all three spheres of government with the focus on disaster risk reduction; Human Resource Management; Financial Management skills; Communication (written and verbal) skills in at least two of three official languages of the Western Cape; Ability to work independently under pressure; Project Management skills.

DUTIES : Assist with the development and maintenance of a Drought Mitigation Strategy; Ensure integration with other identified hazards which may have a secondary effect; Assist with the implementation of the Provincial Drought Communication Strategic Plan; Assist with the assessments and maintenance of the Disaster Management Development Planning processes in the province; Assist with the development and implementation of drought education and training; Assist with the building of community resilience.

ENQUIRIES : Mr J.F Daams at Tel No: (021) 937 6330

POST 25/201 : **ASSISTANT DIRECTOR: DISASTER RISK REDUCTION PLANNING REF NO: LG 2019-13**
(12 Month Contract Position)

SALARY CENTRE REQUIREMENTS : R376 596 per annum (Level 09), plus 37% in lieu of service benefits
: Department of Local Government, Western Cape Government
: An appropriate 3-year tertiary qualification (National Diploma or higher) in Disaster Management / Risk Management / Emergency Service Fields / Geography / Geographical Information Systems with a minimum of 3 years' relevant experience. Recommendation: Knowledge of Geographical Information System (GIS). Competencies: Knowledge of the following: Disaster Management Act (Act of 57 of 2002, as amended) and related policies and procedures as applied in all three spheres of the government with the focus on disaster risk reduction; Human Resource Management; Financial management; Strategic planning; Disaster risk reduction skills; Crisis management skills; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Ability to work under pressure; Project Management skills.

DUTIES : Assist and support in implementation of an early warning system for the drought and secondary hazards; Assist in the implementation of special intervention programmes for the drought and secondary hazards; Assist in the management of Human Resources, Performance Management and finances in the sub-directorate; Support and provide input into the DLG process.

ENQUIRIES : Mr N Rylands at Tel No: (021) 937 6353

POST 25/202 : **ADMINISTRATIVE OFFICER: DISASTER RISK REDUCTION PLANNING, REF NO: LG 2019-10(X2 POSTS)**
(12 Month Contract Period)

SALARY CENTRE REQUIREMENTS : R257 508 per annum (Level 07) plus 37% in lieu of service benefits
: Department of Local Government, Western Cape Government
: Grade 12 (Senior Certificate or equivalent qualification); A minimum of 6 years' relevant experience. Recommendation: Working knowledge of Geographical Information Systems (GIS); Experience in the following: Disaster Management; Project Management; Project Administration. Competencies: Knowledge of the following: Disaster Management Act (Act 57 of 2002 as

- amended) and related policies and guidelines; Understanding of disaster management systems and procedures as applied in all three spheres of government with the focus on disaster risk reduction; Human Resource Management; Financial Management; Strategic planning; Proven computer literacy; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Ability to work under pressure.
- DUTIES** : Provide administrative support in the following areas: Risk reduction planning component; The management of a comprehensive disaster risk and vulnerability assessments; The establishment and maintenance of a Spatial Information System; The implementation of an early warning system; The implementation of special intervention programmes.
- ENQUIRIES** : Mr N Rylands at Tel No: (021) 937 6353

DEPARTMENT OF THE PREMIER

- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: <https://westerncapegov.erecruit.co.za>
- CLOSING DATE** : 29 July 2019
- NOTE** : Only applications submitted online will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. Please ensure that you submit your application before the closing date as no late applications will be considered. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16.00 should you experience any difficulties with your online application, contact the Helpline: 0861 370 202

OTHER POSTS

- POST 25/203** : **ICT SERVICES MANAGER: HEALTH AND SOCIAL DEVELOPMENT REF NO: DOTP 2019-70**

- SALARY** : R733 257 per annum (Level 11) (All-inclusive salary package)
- CENTRE** : Department of the Premier, Western Cape Government
- REQUIREMENTS** : An appropriate 3-year National Diploma/B-Degree qualification; A minimum of 6 years' technical experience in ICT Service management. Competencies: Knowledge of the following: Public Service Act, policies and procedures; ICT training; ICT infrastructure; ICT security; Business and systems analysis; Technical standards and procedures; Project Management; Financial Management; Policy formulation; Proven computer literacy; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Decision making skills; Conflict management skills.

- DUTIES** : Manage a team of professionals and service providers that perform and deliver services to clients; Manage client services; Provide inputs on to the development and planning of provincial ICT policy and strategy; Maintain department MSP; Strategic Management: Define and review on a continual basis the purpose, objectives, priorities and activities of the component; Financial Management: Active participation in the budgeting process at Centre for E-Innovation level and component level.

- ENQUIRIES** : Mr L Benting at Tel No: (021) 483 8941

- POST 25/204** : **CHIEF ANALYST DEVELOPER: HEALTH AND SOCIAL DEVELOPMENT REF NO: DOTP 2019-71**

- SALARY** : R376 596 per annum (Level 09)
- CENTRE** : Department of the Premier, Western Cape Government
- REQUIREMENTS** : An appropriate 3-year tertiary qualification (National Diploma/B-Degree); A minimum of 3 years' experience in systems development and analysis. Recommendation: Extensive experience in systems analysis, testing and implementation. Competencies: Knowledge of the following: Information technology systems; Technical standards/procedures; Managerial functions; Needs and priorities of stakeholders; Service level agreements; National and Internal IT policies and trends; Financial Management; Project Management; Planning and organising skills; Full spectrum of development skills;

DUTIES : Communication (written and verbal) skills in two of the three official languages of the Western Cape; Good decision making skills.
 Plans, organises and controls activities of staff and contractors who are responsible for the development of program application and the analysis of systems; Ensure competency of subordinates through training; Systems analysis: Develops functional and technical specifications to meet the business needs of the client; Software development: Constructs and implements application programs; Quality control: Ensures technical and functional standards are observed; Prepares system documentation including training manuals; Liaison with clients.

ENQUIRIES : Mr L Benting at Tel No: (021) 483 8941

POST 25/205 : **CHIEF NETWORK TECHNOLOGIST: HEALTH AND SOCIAL DEVELOPMENT REF NO. DOTP 2019-72 (X2 POSTS)**

SALARY : R376 596 per annum (Level 09)
CENTRE : Department of the Premier, Western Cape Government
REQUIREMENTS : An appropriate 3-year tertiary qualification (National Diploma or higher qualification); A minimum of 3 years' experience in information network infrastructure management. Recommendation: Training and applicable courses in network infrastructure. Competencies: Knowledge of the following: National and International IT policies and trends; Financial management; Project management; Technical standards/procedures; Managerial functions; Service level agreements; Proven computer literacy; Planning and co-ordination skills; Decision making skills; Communication (verbal and written) skills in at least two of the three official languages of the Western Cape.

DUTIES : Plans, organises and control activities of staff and contractors who are responsible for the support and maintenance of infrastructure; Quality control: Ensures technical and functional standards are observed; Support and maintenance of network infrastructure; Preparing documentation including training manuals; Liaising with client departments.IT service management.

ENQUIRIES : Mr L Benting at Tel No: (021) 483 8941

PROVINCIAL TREASURY

APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: <https://westerncapegov.erecruit.co.za>

CLOSING DATE : 29 July 2019
NOTE :

Only applications submitted online will be accepted. 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. Furthermore, thanks to the huge public interest we receive many applications for our positions, and as such will not be able to respond personally to all applications. Therefore, should you not hear from us within 10 weeks from close of advert please consider your application unsuccessful. Only applications submitted online will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. Please ensure that you submit your application before the closing date as no late applications will be considered. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16.00 should you experience any difficulties with your online application, contact the Helpline: 0861 370 202

MANAGEMENT ECHELON

POST 25/206 : **DEPUTY DIRECTOR-GENERAL: GOVERNANCE AND ASSET MANAGEMENT REF NO: PT 2019-16**

SALARY : R1 446 378 per annum (Level 15) (All-inclusive salary package)

CENTRE REQUIREMENTS : Provincial Treasury, Western Cape Government
 : An appropriate Honours Degree (NQF 8); A minimum of 8 years' relevant senior management experience; and A valid Code 8 driver's license (or alternative mode of transport for people with disabilities). Recommendation: Advanced knowledge of and relevant experience in accounting, supply chain, asset and financial systems management, preferential procurement/ BBEEE, strategic sourcing, internal financial control processes, research and reporting on financial matters. Competencies: Demonstrate expertise and experience of the following: People and Financial Management; Financial norms and standards; Supply and Asset management; and Financial management systems. Strategic Management and Leadership; Building Partnerships; and Ability to communicate with a wide variety of external and internal clients.

DUTIES : Strategic, People and Financial Management of the branch: Governance and Asset Management; Deliver the provincial accountant general function, implement, communicate and report on optimal financial and management standards, norms and practices and perform or arrange assessments and reports on these: Provide for the implementation, management and oversight of financial management systems and the transition to new or replacement systems; Provide policy direction and facilitate the effective and efficient management of supply chain and asset management practices within both the provincial and local government environment; and Stay abreast of the development of the best practices in the financial governance and accounting environment leading to the delivery of internationally bench-marked financial governance standards.

ENQUIRIES : Mr. H Malila Tel No: (021 483 6673)

POST 25/207 : **CHIEF DIRECTOR: PUBLIC POLICY SERVICES REF NO: PT 2019-34**

SALARY CENTRE REQUIREMENTS : R1 189 338 per annum (Level 14) (All-inclusive salary package)
 : Provincial Treasury, Western Cape Government
 : Honour's Degree in Economics/ Finance/ Business Administration/ Public Policy; 5 years' senior management experience; and A valid unendorsed driver's license, or alternative mode of transport for people with disabilities. Recommendation: Strong research based policy analysis and analytical ability; and Proven knowledge of budget policy, economic analysis and fiscal policy application. Competencies: Working knowledge of the follow: Human Resource Management function; Financial Management processes; and Financial norms and standards (Public Finance Management Act (PFMA), Municipal Management Act (MFMA), National Treasury Regulations (NTR's) and Provincial Treasury Instructions. Excellent communication skills; Excellent planning, organizing and people management skills; Strategic capability and leadership skills; and The ability to multitask, deal with the ambiguity and manage under rapidly and changing and pressurized circumstances.

DUTIES : To provide for the effective and efficient development of revenue streams, cash and liability management; To provide for provincial economic analysis and advice that informs budget policy and the budget allocation process; and co-ordinate provincial budget policy, planning and performance; To provide for local government economic analysis and advice that informs fiscal policy and budget allocation decisions and associated remedial steps; Assist, assess and report on policy attainment across the local government sphere and introduce associated remedial steps; and Oversight responsibility of the departmental public entity i.e. the Western Cape Gambling and Racing Board.

ENQUIRIES : Mr B Damons Tel No: (021 483 6127)

OTHER POSTS

POST 25/208 : **ECONOMIST: LOCAL GOVERNMENT BUDGET OFFICE REF NO: PT 2019-35**

SALARY CENTRE REQUIREMENTS : R733 257 per annum (Level 11) (All-inclusive salary package)
 : Provincial Treasury, Western Cape Government
 : An appropriate Honours Degree qualification; A minimum of 3 years management experience in Economic/Policy Research/ Strategic Planning/Budgeting or Policy Analysis environment; A valid code B driving licence. Recommendation: An appropriate Masters Degree with relevant

experience. Competencies: Knowledge of economics/public policy/local government; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Proven computer literacy; Research writing and reporting skills.

DUTIES : Coordinate and manage the Local Government budget assessment process with stakeholder departments to improve conformance, responsiveness, credibility and sustainability of municipal budgets; Assess, advice and monitor municipal Service Delivery Budget Implementation Plans (SDBIPs) in line with national guidelines; Conduct and publish economic and socio-economic analysis through the Municipal Economic Review Outlook (MERO) publication and Socio-economic profiles for Local Government (SEP -LG); Collaborate with relevant stakeholders on improving good governance and joint planning in municipalities. Project and financial management and coordination of various tasks in terms of Annual Performance plan.

ENQUIRIES : Mr M Booysen at Tel No: (021) 483 3386

POST 25/209 : **DATA COLLATOR: DATA COLLATING AND TECHNICAL EDITING REF NO: PT 2019-31**

SALARY CENTRE REQUIREMENTS : R257 508 per annum (Level 07)
: Provincial Treasury, Western Cape Government
: 1-2 year post-Matric qualification in Information Management/Office Management or Secretarial/Office Administration Diploma/Certificate ; A minimum of 3 years' appropriate experience in technical editing, formatting of various publications, advanced/complex level typing and/or electronic databases or similar environment. Recommendation: Willingness to work irregular hours; Computer Application Technology and/or End User Computing as a passed subject; A valid Code EB driving licence; Experience in electronic filing and coping with extreme deadlines; Relevant experience in office administration and rendering support to senior management. Competencies: Ability to liaise with diverse people; Aptitude for numbers; Good cognitive skills; Attention to detail; Analytical skills; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Proven computer literacy (MS Office suite).

DUTIES : Collect/consolidate and edit technically/format the Provincial Budget and associated documentation. Liaise with departmental finance and planning staff on the management of budget information and provide for data-warehousing capacity of the Budget and Adjusted Estimates; Collect/consolidate and edit technically/format PT publications which include: Annual Financial Statements, Annual Performance Plans, MTBPS, Reviews, Annual Report, Manuals and Assessment Reports; Collect/consolidate and technically edit/format municipal budget information and performance assessment reports and provide for data-warehouse capacity with respect to the municipal budget information; Information Management through database coordination and integration (Provincial and Local Government).

ENQUIRIES : Ms S van der Merwe at Tel No: (021) 483 4433

DEPARTMENT OF SOCIAL DEVELOPMENT

APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: <https://westerncapegov.erecruit.co.za>

CLOSING DATE : 29 July 2019

NOTE : Only applications submitted online will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. Please ensure that you submit your application before the closing date as no late applications will be considered. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16.00 should you experience any difficulties with your online application, contact the Helpline: 0861 370 202

OTHER POSTS

POST 25/210 : **SOCIAL WORK SUPERVISOR: SERVICE DELIVERY TEAMS REF NO: DSD 2019-63**

SALARY : Grade 1: R 384 228 per annum (OSD as prescribed)
CENTRE : Department of Social Development, Western Cape Government:
Stellenbosch (X1 Post)
Breedeville (X1 Post)

REQUIREMENTS : Formal tertiary qualification in Social Work (e.g. Bachelor of Social Work) that allows professional registration with the SACSSP; Registration with the SACSSP as a Social Worker; A minimum of 7 years' appropriate experience in social work after registration as Social Worker with the SACSSP; A valid code B driving licence. Competencies: Knowledge of the following: Social work services and human behaviour; Analytical, diagnostic, assessment tools, evaluation methods and processes; Personnel Management and practices; Supervision Framework for Social Workers; Social Work legislation related to children; Social Work theory and interventions; Information and Knowledge Management; Protocol and professional ethics; Good communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Proven computer literacy; Organising and planning skills; Project planning skills; Psycho social intervention skills; Report writing; Presentation and facilitation skills; Analytical and problem-solving skills; Client orientation and customer focus skills.

DUTIES : Ensure that a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, 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 employees; Supervise and advise social workers, social auxiliary workers and volunteers to ensure an effective social work service; 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 : Mr D Eland at Tel No: (023) 348 5300

POST 25/211 : **SOCIAL WORKER: SOCIAL WORK SERVICES REF NO: DSD 2019-66**

SALARY : Grade 1: R257 592 – R298 614 per annum (OSD as prescribed)
Grade 2: R316 794 – R363 801 per annum (OSD as prescribed)
Grade 3: R384 228 – R445 425 per annum (OSD as prescribed)
Grade 4: R472 551 – R581 178 per annum (OSD as prescribed)

CENTRE : Department of Social Development, Western Cape Government:
Drakenstein (X2 Posts)
Stellenbosch (X1 Post)

REQUIREMENTS : A formal tertiary qualification in Social Work (e.g. Bachelor of Social Work) that allows professional registration with the South African Council for Social Service Professions as Social Worker; Registration with the South African Council for Social Service Professions as a Social Worker; A valid Code B driving licence. **Grade 1:** No experience; **Grade 2:** A minimum of 10 years' appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; **Grade 3:** A minimum of 20 years' appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; **Grade 4:** A minimum of 30 years' appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions. Competencies: Knowledge of the following: Supervision framework for Social Workers; Human behaviour and social systems as well as skills to intervene at the points where people interact with their environment in order to promote social well-being; Social Work theory and interventions; Information and Knowledge Management; Protocol and professional ethics; Social dynamics, work values and principles; developing and empowering others; Skills to challenge structural sources of poverty, inequality, oppression, discrimination and exclusion; Good communication (verbal and written) skills in at least two of the three official languages of the Western Cape; Proven computer literacy; Report writing skills; Self-Management skills; Good planning and organisational skills; Presentation and facilitation skills; Client orientation and customer focus;

<u>DUTIES</u>	:	Understanding and ability to provide social work services towards protecting people who are vulnerable, at risk and unable to protect themselves. Render a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes (case work, group work and community work); Attend to matters that results in or stems from social instability in any form; Supervise and support social auxiliary workers; Continuous professional development; Keep up to date with new developments in the social work and social welfare fields; Perform all administrative functions required of the job.
<u>ENQUIRIES</u>	:	Mr T Orr at Tel No: (021) 872 3581
<u>POST 25/212</u>	:	<u>SOCIAL WORKER: SOCIAL WORK SERVICES REF NO: DSD 2019-67</u>
<u>SALARY</u>	:	Grade 1: R257 592 – R298 614 per annum (OSD as prescribed) Grade 2: R316 794 – R363 801 per annum (OSD as prescribed) Grade 3: R384 228 – R445 425 per annum (OSD as prescribed) Grade 4: R472 551 – R581 178 per annum (OSD as prescribed)
<u>CENTRE</u>	:	Department of Social Development, Western Cape Government Cederberg (X1 Post) Swartland (X1 Post)
<u>REQUIREMENTS</u>	:	A formal tertiary qualification in Social Work (e.g. Bachelor of Social Work) that allows professional registration with the South African Council for Social Service Professions as Social Worker; Registration with the South African Council for Social Service Professions as a Social Worker; A valid Code B driving licence. Grade 1: No experience; Grade 2: A minimum of 10 years' appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; Grade 3: A minimum of 20 years' appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; Grade 4: A minimum of 30 years' appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions. Competencies: Knowledge of the following: Supervision framework for Social Workers; Human behaviour and social systems as well as skills to intervene at the points where people interact with their environment in order to promote social well-being; Social Work theory and interventions; Information and Knowledge Management; Protocol and professional ethics; Social dynamics, work values and principles; developing and empowering others; Skills to challenge structural sources of poverty, inequality, oppression, discrimination and exclusion; Good communication (verbal and written) skills in at least two of the three official languages of the Western Cape; Proven computer literacy; Report writing skills; Self-Management skills; Good planning and organisational skills; Presentation and facilitation skills; Client orientation and customer focus; Understanding and ability to provide social work services towards protecting people who are vulnerable, at risk and unable to protect themselves.
<u>DUTIES</u>	:	Render a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes (case work, group work and community work); Attend to matters that results in or stems from social instability in any form; Supervise and support social auxiliary workers; Continuous professional development; Keep up to date with new developments in the social work and social welfare fields; Perform all administrative functions required of the job.
<u>ENQUIRIES</u>	:	Ms C Nell at Tel No: (027) 213 2096
<u>POST 25/213</u>	:	<u>SOCIAL WORKER: SOCIAL WORK SERVICES REF NO: DSD 2019-69</u>
<u>SALARY</u>	:	Grade 1: R257 592 – R298 614 per annum (OSD as prescribed) Grade 2: R316 794 – R363 801 per annum (OSD as prescribed) Grade 3: R384 228 – R445 425 per annum (OSD as prescribed) Grade 4: R472 551 – R581 178 per annum (OSD as prescribed)
<u>CENTRE</u>	:	Department of Social Development, Western Cape Government Phillipi (X2 Posts) Retreat (X1 Post)
<u>REQUIREMENTS</u>	:	A formal tertiary qualification in Social Work (e.g. Bachelor of Social Work) that allows professional registration with the South African Council for Social

Service Professions as Social Worker; Registration with the South African Council for Social Service Professions as a Social Worker; A valid Code B driving licence. **Grade 1:** No experience; **Grade 2:** A minimum of 10 years' appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; **Grade 3:** A minimum of 20 years' appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; **Grade 4:** A minimum of 30 years' appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions. Competencies: Knowledge of the following: Supervision framework for Social Workers; Human behaviour and social systems as well as skills to intervene at the points where people interact with their environment in order to promote social well-being; Social Work theory and interventions; Information and Knowledge Management; Protocol and professional ethics; Social dynamics, work values and principles; developing and empowering others; Skills to challenge structural sources of poverty, inequality, oppression, discrimination and exclusion; Good communication (verbal and written) skills in at least two of the three official languages of the Western Cape; Proven computer literacy; Report writing skills; Self-Management skills; Good planning and organisational skills; Presentation and facilitation skills; Client orientation and customer focus; Understanding and ability to provide social work services towards protecting people who are vulnerable, at risk and unable to protect themselves.

DUTIES : Render a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes (case work, group work and community work); Attend to matters that results in or stems from social instability in any form; Supervise and support social auxiliary workers; Continuous professional development; Keep up to date with new developments in the social work and social welfare fields; Perform all administrative functions required of the job.

ENQUIRIES : Mr K Brink at Tel No: (021) 001 2674

POST 25/214 : **SOCIAL AUXILIARY WORKER: SOCIAL WORK SERVICES (CEDERBERG) REF NO: DSD 2019-65**

SALARY : Grade 1: R148 215 – R166 830 per annum (OSD as prescribed)
Grade 2: R176 982 – R199 188 per annum (OSD as prescribed)
Grade 3: R211 323 – R265 320 per annum (OSD as prescribed)

CENTRE REQUIREMENTS : Department of Social Development, Western Cape Government
Grade 1: Grade 10 plus completion of the learnership to allow registration with the South African Council for Social Service Professions (SACSSP) as Social Auxiliary Worker; Registration with the SACSSP as Social Auxiliary Worker. Or **Grade 2:** Grade 10 plus completion of the learnership to allow registration with the South African Council for Social Service Professions (SACSSP) as Social Auxiliary Worker; Registration with the South African Council for Social Service Professions as Social Auxiliary Worker; A minimum of 10 years' appropriate experience in social auxiliary work after registration as Social Auxiliary Worker with the SACSSP; OR No experience after registration as Social Auxiliary Worker with the SACSSP and successful completion of the 2nd academic year of an appropriate tertiary qualification that allows for registration as Social Worker with the SACSSP. Or **Grade 3:** Grade 10 plus completion of the learnership to allow registration with the South African Council for Social Service Professions (SACSSP) as Social Auxiliary Worker; Registration with the South African Council for Social Service Professions as Social Auxiliary Worker; A minimum of 20 years appropriate experience in social auxiliary work after registration as Social Auxiliary Worker with the SACSSP; OR A minimum of 10 years appropriate experience in social auxiliary work after registration as Social Auxiliary Worker with the SACSSP and successful completion of the 2nd academic year of an appropriate tertiary qualification that allows for registration as Social Worker with the SACSSP; OR No experience after registration as Social Auxiliary Worker with the SACSSP and successful completion of the 3rd academic year of an appropriate tertiary qualification that allows for registration as Social Worker with the SACSSP. Recommendation: A valid code B driving licence. Competencies: A basic understanding of the following: Human behaviour,

		relationship system and social issues; South African Social Welfare context the policy and practice of developmental social welfare services; South African judicial system and the legislation governing and impacting of social auxiliary work; Basic knowledge of financial matters related to social auxiliary work; Good communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Proven computer literacy; Information and Knowledge Management (Keep precise records and compile accurate reports); Organising and planning skills; Presentation and facilitation skills; Report writing skills; Problem solving and analytical skills; Client orientation and customer focus skills.
<u>DUTIES</u>	:	Provide assistance and support to social workers with the rendering of a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant departmental programmes; Assist social workers to attend to any other matters that could result in, or stem from, social instability in any form; Continuous professional development; Study professional journals and publications to ensure that cognisance is taken of new developments; Monitor and study the social welfare services legal and policy framework continuously; Perform administrative support functions in support of social workers as required of the job; Implement appropriate social auxiliary work methods and techniques to address the social needs of client systems; Use appropriate resources in service delivery to client systems; Adhere to protocol, and professional ethics; Work effectively with social workers and members of multi-sectoral teams in social service delivery.
<u>ENQUIRIES</u>	:	Ms C Nell at Tel No: (027) 213 2096
<u>POST 25/215</u>	:	<u>SOCIAL AUXILIARY WORKER: SOCIAL WORK SERVICES REF NO: DSD 2019-68</u>
<u>SALARY</u>	:	Grade 1: R148 215 – R166 830 per annum (OSD as prescribed) Grade 2: R176 982 – R199 188 per annum (OSD as prescribed) Grade 3: R211 323 – R265 320 per annum (OSD as prescribed)
<u>CENTRE</u>	:	Department of Social Development, Western Cape Government: Breede River (X1 Post) Theewaterskloof (X2 Posts)
<u>REQUIREMENTS</u>	:	Grade 1: Grade 10 plus completion of the learnership to allow registration with the South African Council for Social Service Professions (SACSSP) as Social Auxiliary Worker; Registration with the SACSSP as Social Auxiliary Worker; A valid code B driving licence. Or Grade 2: Grade 10 plus completion of the learnership to allow registration with the South African Council for Social Service Professions (SACSSP) as Social Auxiliary Worker; Registration with the South African Council for Social Service Professions as Social Auxiliary Worker; A minimum of 10 years' appropriate experience in social auxiliary work after registration as Social Auxiliary Worker with the SACSSP; OR No experience after registration as Social Auxiliary Worker with the SACSSP and successful completion of the 2nd academic year of an appropriate tertiary qualification that allows for registration as Social Worker with the SACSSP; A valid code B driving licence; or Grade 3: Grade 10 plus completion of the learnership to allow registration with the South African Council for Social Service Professions (SACSSP) as Social Auxiliary Worker; Registration with the South African Council for Social Service Professions as Social Auxiliary Worker; A minimum of 20 years appropriate experience in social auxiliary work after registration as Social Auxiliary Worker with the SACSSP; OR A minimum of 10 years appropriate experience in social auxiliary work after registration as Social Auxiliary Worker with the SACSSP and successful completion of the 2nd academic year of an appropriate tertiary qualification that allows for registration as Social Worker with the SACSSP; OR No experience after registration as Social Auxiliary Worker with the SACSSP and successful completion of the 3rd academic year of an appropriate tertiary qualification that allows for registration as Social Worker with the SACSSP; A valid code B driving licence. Competencies: Basic understanding of the following: Human behaviour, relationship system and social issues; South African Social Welfare context the policy and practice of developmental social welfare services; South African judicial system and the legislation governing and impacting of social auxiliary work; Basic knowledge of financial matters related to social auxiliary

work; Good communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Proven computer literacy; Information and Knowledge Management (Keep precise records and compile accurate reports); Organising and planning skills; Presentation and facilitation skills; Report writing skills; Problem solving and analytical skills; Client orientation and customer focus skills.

- DUTIES** : Provide assistance and support to social workers with the rendering of a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant departmental programmes; Assist social workers to attend to any other matters that could result in, or stem from, social instability in any form; Continuous professional development; Study professional journals and publications to ensure that cognisance is taken of new developments; Monitor and study the social welfare services legal and policy framework continuously; Perform administrative support functions in support of social workers as required of the job; Implement appropriate social auxiliary work methods and techniques to address the social needs of client systems; Use appropriate resources in service delivery to client systems; Adhere to protocol, and professional ethics; Work effectively with social workers and members of multi-sectoral teams in social service delivery.
- ENQUIRIES** : Ms DJ de Bruyn at Tel No: (023) 214 3000

DEPARTMENT OF TRANSPORT AND PUBLIC WORKS

- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: <https://westerncapegov.erecruit.co.za>
- CLOSING DATE** : 29 July 2019
- NOTE** : Only applications submitted online will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. Please ensure that you submit your application before the closing date as no late applications will be considered. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16.00 should you experience any difficulties with your online application, contact the Helpline: 0861 370 202

OTHER POSTS

- POST 25/216** : **PROGRAMME MANAGER: METRO EAST/WEST (CHIEF ENGINEER/QUANTITY SURVEYOR/ARCHITECT/CONSTRUCTION PROJECT MANAGER) REF NO: TPW 2019-117**
- SALARY** : Chief Architect/Quantity Surveyor: Grade A (R898 569 per annum) OSD as prescribed. Chief Engineer/Construction Project Manager: Grade A (R1 042 827) OSD as prescribed
- CENTRE REQUIREMENTS** : Department of Transport and Public Works, Western Cape Government
A relevant B-degree in the built environment (Quantity Surveying, Engineering or Architecture) with a minimum of 6 years post qualification experience; Or National Higher Diploma (or higher qualification) in the Built Environment field with a minimum of 6 years post registration experience as a Professional Construction Project Manager; Compulsory professional registration with one of the following professional bodies: ECSA, SACQSP, SACAP, SACPCMP as a Professional Architect/Professional Engineer/Professional Quantity Surveyor or Professional Construction Project Manager; A valid code B driving licence. Competencies: Working knowledge of the following: Contract documentation and administration; Relevant built environment legislation including Occupational Health and Safety (OHS-Act), National Building Regulations, SANS 10400; Programme and Project Management; Research and planning procedures for projects; Financial Management; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Proven computer literacy; Leadership, teamwork and organising skills; Conflict Management skills and the ability to work under pressure and meet strict deadlines.
- DUTIES** : Manage professional in-house project teams and relevant committees for a particular project or package of projects; Manage the procurement process of

projects; Monitor, control and report on project/programme implementation; Identify and extract data and information to assist client departments with the drafting of their user asset management plan; Research and study literature to keep abreast of new technologies and procedures, including interaction with professional councils, boards and organisations; Assisting technical staff to achieve the pre-determined performance indicators and service delivery imperatives; Management of framework, term service and consultant agreements including appointments, management, payment processes.

ENQUIRIES :

Ms R Kok at Tel No: (021) 483 3056

POST 25/217 :

DEPUTY DIRECTOR: CONTRACT MANAGEMENT REF NO: TPW 2019-116

SALARY :
CENTRE :
REQUIREMENTS :

R733 257 per annum (Level 11) (All-inclusive salary package)
 Department of Transport and Public Works, Western Cape Government
 An appropriate 3-year tertiary qualification (Nation Diploma or higher qualification); A minimum of 3 years' management level experience in transport planning and/or transport logistics. Recommendation: Experience in project management. Competencies: Knowledge of the following: Applicable legislation, policies and procedures; Monitoring and evaluation methods, tools and techniques; Business and management principles involved in strategic planning, resource allocation, leadership techniques and coordination of people resources; Communication (written and verbal) in at least two of the official languages of the Western Cape; Planning and organising skills; Problem solving and decision making skills.

DUTIES :

Responsible for the following: The management of the achievement of component goals in respect of Contract Management; Financial and tender management within the unit; Management of the sub-directorates to achieve pre-determined performance indicators and service delivery imperatives, motivated and competent staff and sound labour relations; Plan the sub-directorates budget and manage income and expenditure through responsible implementation of policies, practices and decisions; Manage information (data, knowledge, wisdom) by applying tools and technologies to inform decision-making, produce reports, support integration and collaboration across government spheres.

ENQUIRIES :

Mr R Collins at Tel No: (021) 483 8940

POST 25/218 :

ENGINEERING TECHNOLOGIST (PRODUCTION LEVEL): PAVEMENT TECHNOLOGY (LABORATORY) REF NO: TPW 2019-125

SALARY :
CENTRE :
REQUIREMENTS :

Grade A: R363 894 - R392 283 per annum
 Grade B: R414 189 - R446 202 per annum
 Grade C: R473 574 - R557 856 per annum
 (Salary will be determined based on post registration experience as per OSD prescript).
 Department of Transport and Public Works, Western Cape Government
 Bachelor of Technology (B Tech) in Civil Engineering or equivalent qualification at an accredited institution that allows for registration with ECSA; Compulsory registration with the Engineering Council of South Africa (ECSA) as a Professional Engineering Technologist (Applicants that are registered as Candidate Engineering Technologists with ECSA and not yet professionally registered must attach proof that they have submitted their application for professional registration to ECSA before the closing date of this advert); A minimum of 3-years post qualification Engineering technologist experience; A valid driving licence (Code B). Recommendation: Working experience in Human Resources Management and Development, Industrial Relations and Acquisition Management. Competencies: Knowledge of the following: Road safety aspects regarding land use, expropriation, road access applications; Relevant legislation and specifications (Act on advertising and closure of roads – Act 21 of 1940, Road Ordinance 19 of 1976, Ordinance of Land Use Planning 15 of 1985, Disciplinary code and SABS codes; Computer-aided engineering applications; Project Management; Technical design and analysis; Communication (verbal and written) skills in at least two of the three official languages of the Western Cape; Proven computer literacy in MS Office

<u>DUTIES</u>	:	(Word, Excel and Project); Strategic capability and leadership skills; Sound Engineering and professional judgement; Technical report writing skills.
	:	Planning and execution of maintenance activities by in-house personnel towards the maintenance and construction of the provincial network within the Oudtshoorn DRE; Facilitation and co-ordination and physical protection of the proclaimed provincial network within the DRE; Inspections of highways; Procurement of maintenance material required; Manage building projects; Capacity building at Municipalities; Monitor flood damage repair and maintenance activities on roads; Monitor the application of maintenance machinery and equipment of roads; Ensure that Provincial norms and standards are met; Ensure effective and economical execution; Ensure the promotion of safety in line with statutory and regulatory standards drawings and procedures to incorporate new technology; Ensure quality assurance of technical designs with specifications and authorize/ make recommendations for approval by the relevant authority; Provide input into the budgeting process; Compile and submit report as required; Provide and consolidate inputs to the technical/ engineering operational plan; Ensure the development, implementation and maintenance database; Manage, supervise and control technical and related personnel assets; Research/ literature studies on technical engineering technology to improve expertise; Liaise with relevant bodies/ councils on engineering related matters; Oversee the proper functioning of the mechanical workshop; Ensure compliance with the National Environmental Management: Biodiversity Act, 2004.
<u>ENQUIRIES</u>	:	Mr J.C Prodehl at Tel No: (044) 272 6071
<u>POST 25/219</u>	:	<u>ADMINISTRATIVE OFFICER: OPERATING LICENCE AND PERMITS (PROCESSING) REF NO: TPW 2019-115 (X2 POSTS)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R257 508 per annum (Level 07)
	:	Department of Transport and Public Works, Western Cape Government
	:	A Senior Certificate (Grade 12 or equivalent qualification); Minimum of 6 years' relevant experience; A valid code B driving licence. Competencies: Knowledge in the following: Public transport and related matters; Land Transport Permit System (LTPS); Public Finance Management Act; National Land Transport Act 5 of 2009 including regulations; Promotion of access to Information Act (PAIA) and Promotion of Administrative Justice Act (PAJA); Client/Customer care; Inter-government relations and stakeholder interventions; Electronic Information Management; Business Process Management System; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Ability to work under pressure and meet deadlines; Conflict resolution; Problem solving and analytical skills; Administrative, listening and attention to detail; Ability to work independently as well as in a team.
<u>DUTIES</u>	:	Provide an effective and efficient client service when dealing with enquiries; Service delivery; Application maintenance on Business Process Management; Processing of application for adjudication; Attend committee meetings regarding operating licence applications.
<u>ENQUIRIES</u>	:	Ms J Abrahams at Tel no: (021) 483 0240