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Department:
Public Service and Administration
REPUBLIC OF SOUTH AFRICA

PUBLIC SERVICE VACANCY CIRCULAR

PUBLICATION NO 38 OF 2019

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1. Introduction

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

2. Directions to candidates

- 2.1 Applications on form Z83 with full particulars of the applicants' training, qualifications, competencies, knowledge and experience (on a separate sheet if necessary or a CV) must be forwarded to the department in which the vacancy/vacancies exist(s).
- 2.2 Applicants must indicate the reference number of the vacancy in their applications.
- 2.3 Applicants requiring additional information regarding an advertised post must direct their enquiries to the department where the vacancy exists. The Department of Public Service and Administration must not be approached for such information.
- 2.4 It must be ensured that applications reach the relevant advertising departments on or before the applicable closing dates.

3. Directions to departments

- 3.1 The contents of this Circular must be brought to the attention of all employees.
- 3.2 It must be ensured that employees declared in excess are informed of the advertised vacancies. Potential candidates from the excess group must be assisted in applying timeously for vacancies and attending where applicable, interviews.
- 3.3 Where vacancies have been identified to promote representativeness, the provisions of sections 15 (affirmative action measures) and 20 (employment equity plan) of the Employment Equity Act, 1998 should be applied. Advertisements for such vacancies should state that it is intended to promote representativeness through the filling of the vacancy and that the candidature of persons whose transfer/appointment will promote representativeness, will receive preference.
- 3.4 Candidates must be assessed and selected in accordance with the relevant measures that apply to employment in the Public Service.

AMENDMENT

DEPARTMENT OF HUMAN SETTLEMENTS: Kindly note that the post of Senior Personnel Officer with Ref No: DOHS/51/2019 advertised in Public Service Vacancy Circular 37 of 2019 dated 18 October 2019, the requirements of the post has been amended as follows: Applicant must be in possession of a Senior Certificate or equivalent; and a Degree/Diploma (NQF Level 6/7) in Human Resource Management, Experience in Human Resource Administration will be an added advantage. Candidates who previous applied, do not need to re-apply. The closing date has been extended to 08 November 2019.

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DEPARTMENT OF BASIC EDUCATION

The employment decision shall be informed by the Employment Equity Plan of the Department. It is the Department's intention to promote equity (race, gender and disability) through the filling of this post(s) with a candidate whose transfer / promotion / appointment will promote representativity in line with the numerical targets as contained in our Employment Equity Plan. The Department reserves the right to withdraw posts, if by doing so, the interests of the Department will be best served.

- APPLICATIONS** : Submitted via post to: Private Bag X895, Pretoria, 0001 or hand-deliver to: The Department of Basic Education, 222 Struben Street, Pretoria. Please visit the Department of Education's website at www.education.gov.za or the Department of Public Service and Administration vacancy circulars at www.dpsa.gov.za
- FOR ATTENTION** : Ms J Masipa/Ms N Monyela
- CLOSING DATE** : 15 November 2019
- NOTE** : Applications must be submitted on Form Z83 obtainable from any Public Service; Department and must be accompanied by a comprehensive CV and certified copies of ID and qualifications (Certified copies must not be older than 3 months). NB as of 1st July 2006, all new appointments in the public service have to be part of the Government Employee Medical Scheme (GEMS) in order to qualify for a Government Medical Subsidy. Correspondence will only be entered into with shortlisted applicants. Applications received after the closing date, e-mailed or faxed applications will not be considered. (Drivers' License and registration certificate must be attached if required).

OTHER POSTS

- POST 38/01** : **DEPUTY DIRECTORS: ENHANCEMENT OF PROGRAMMES AND EVALUATION OF SCHOOL PERFORMANCE REF NO: DBE/59/2019 (X3 POSTS)**
(One-Year Renewable Contract)
Branch: Curriculum Policy, Support and Monitoring
Chief Directorate: Curriculum and Quality Enhancement Programmes
Directorate: Enhancement of Programmes and Evaluation of School Performance

- SALARY CENTRE** : R733 257 per annum (All-Inclusive remuneration package)
: (Pretoria (X1 Post)
KwaZulu-Natal (X1 Post)
Free State (X1 Post)

- REQUIREMENTS** : Three year relevant (NQF level 6) post matric qualification in Education, coupled with four (4) years' relevant experience at supervisory/middle managerial level in the Basic Education sector. Knowledge of the key challenges and their mitigating strategies aimed at ensuring that each learner has Learning and Teaching Support Materials (LTSM) for all subjects. The ability to work with critical stakeholders within the Education Sector and to initiate and strengthen the implementation of LTSM Sector Plan. Demonstrable experience in the development and implementation of policies as well as monitoring of the implementation at a National level. Experience in administrative related work, data analysis, logistic management, financial management and strategic management. Knowledge: Ability to interpret the requirements of the PFMA and PPPFA to provide advice on existing financial processes, Ability to promote adherence to government policy and overall financial function. Ability to monitor payments to ensure that the required financial procedures are adhered to. Ability to maintain effective communication channels enabled with current technologies, applied knowledge in financial legislation, policies and procedures. Good knowledge and skills in LOGIS applications and SCOA allocations. Skills: Project Management, Financial Management, Computer literacy, Data Management, Analytical, Presentation, Report writing, Power point presentation, Data analysis and generate report, Problem solving. Personal Attributes: Self-management, Time use, Attention to details and Stakeholder management.

- DUTIES** : The successful candidate will be responsible for the following: Developing LTSM Policy. Managing data analysis. Managing printing and delivery of LTSM and workbooks. Strategic and Financial Planning of the Directorate projects and preparation of submissions on each project. Monitoring and reporting on

the availability of LTSM and workbooks in all schools, keeping an updating data on learner number and languages for each school, monitoring and reporting on the utilization of LTSM and workbooks by schools, communicating all information relating to LTSM and workbooks to the sector. Provide timeous report on shortages and deliveries of LTSM, liaising with provinces on any matter relating to LTSM and workbooks, organising meetings on LTSM and workbooks between DBE and provinces, monitoring and reporting on the distribution of provincial stock, organising the national team to join the Directorate team in the monitoring of schools; and attending interprovincial LTSM meetings.

ENQUIRIES : Ms J Masipa Tel No: (012) 357 3295/ Ms N Monyela Tel No: (012) 357 3294

POST 38/02 : **SENIOR LEGAL ADMINISTRATION OFFICER REF NO: DBE/61/2019**

Branch: Finance and Administration
Chief Directorate: Legal and Legislative Services
Directorate: Legislative Services

SALARY : R473 820 – R1 027 935 per annum (MR6). Salary will be in accordance with Occupational Specific Dispensation (OSD)

CENTRE : Pretoria

REQUIREMENTS : An appropriate recognised Law degree or an equivalent qualification plus credible management experience in the legal field with specific focus on drafting of legislation. Minimum of eight (8) appropriate post qualification legal experience. Six (6) years' experience in drafting of legislation. Admission as an Attorney or Advocate. Knowledge of education law will serve as an advantage. Knowledge of the Public Service and applicable legislation, including the Public Finance Management Act, 1999 (Act 1 of 1999) (PFMA) and Treasury Regulations. Management experience. Knowledge of civil procedure, Good contract management skills. Good legal administration skills. Good problem – solving skills. Good presentation skills. Excellent communication (verbal and written) skills. Strong analytical skills. Computer literacy. Willingness to work irregular hours, skills in interpretation of statutes and in conducting research.

DUTIES : The incumbent will be responsible for drafting and /or amending legislation that is administered by the Department and pilot it through Parliament. Commenting on draft legislation of other departments. Providing legal advice, guidance and opinions to the Minister, Senior Management and the rest of the Department on legal matters. Providing legislative support to provincial education departments. Monitoring, coordinating and evaluating the effective implementation of education legislation. Vetting and drafting of contracts.

ENQUIRIES : Ms J Masipa Tel No: (012) 357 3295/ Ms N Monyela Tel No: (012) 357 3294

NOTE : Short-listed candidates will be required to undertake a computer test prior to the interview.

POST 38/03 : **ASSISTANT DIRECTOR: ENHANCEMENT OF PROGRAMMES AND EVALUATION OF SCHOOL PERFORMANCE REF NO: DBE/60/2019**

(One-Year Renewable Contract)
Branch: Curriculum Policy, Support and Monitoring
Chief Directorate: Curriculum and Quality Enhancement Programmes
Directorate: Enhancement of Programmes and Evaluation of School Performance

SALARY : R376 596 per annum

CENTRE : Pretoria

REQUIREMENTS : A three year relevant post matric qualification (NQF level 6) in Public Administration, Supply Chain Management or Financial Accounting plus extensive 3 years relevant experience in Administrative related work. Knowledge: Ability to communicate with official and public in a professional manner, work under pressure, willingness to travel and work extended hours and ability to provide document management services and administrative support within the Directorate; interpret the requirements of the PFMA and PPPFA to provide advice on existing financial processes. Ability to promote adherence to government policy and overall financial function. Ability to monitor payments to ensure that the required financial procedures are adhered to. Ability to maintain effective communication channels enabled with current technologies. Applied knowledge in financial legislation, policies and procedures. Good knowledge and skills in LOGIS/BAS applications and SCOA allocations and filling. Skills: Financial management, Computer literacy,

DUTIES

Analytical, Presentation, Problem solving. Personal Attributes: Self-management, Time use, Attention to details and Stakeholder management.

: The successful candidate will be responsible for the following: Verifying of the correctness of invoices against commitments, record invoices into the invoice register and follow-up of invoices for goods and services received. Updating of payment records by daily recording the required information for all invoices to determine age analysis of payments and Recording of accruals for both vote and trade on a daily basis. Capturing of requests on LTSM and workbook printing and delivery, Administer printing and delivery data and service provider information, which entails request for banking details and supplier information of new suppliers, Inventory management which entails capturing of inventory requests in the system, Issuing of inventory items from the warehouse, Updating of the bin cards for all receipts and issues, filing of inventory manual requests, Replenishing stock according to stock levels as determined by LOGIS system and execution of quarterly verifications. Managing of the Call Centre.

ENQUIRIES

: Ms J Masipa Tel No: (012) 357 3295/ Ms N Monyela Tel No: (012) 357 3294

CENTRE FOR PUBLIC SERVICE AND INNOVATION

- APPLICATIONS** : Quoting reference number must be addressed to Ms. Tshepo Buthelezi. Applications must be delivered to Centre for Public Service Innovation, 546 Edmond Street, Batho Pele House, Heritage Building, Arcadia, Pretoria, 0007. Postnet Suite 410, Private Bag X15, Menlo Park, 0102. (Applications received after closing date will not be considered). Faxed and emailed applications will not be considered) Visit: www.cpsi.co.za/careers/ all required documentation must be uploaded when applying online. (Applications without the necessary documentation will not be considered).
- CLOSING DATE** : 08 November 2019 at 16:H00
- NOTE** : It is the intention to promote representivity in the CPSI through the filling of this position. The candidature of applicants from designated groups and people with disabilities will receive preference. The successful candidate will have to sign an annual performance agreement and will be required to undergo a security clearance. Applications must be submitted on form Z.83 accompanied by certified copies of all qualification(s) referred to within the CV, certified Identity Document. Proof of citizenship if not RSA citizen, a comprehensive CV, indicating three reference persons with the following information: name and contact numbers an indication of the capacity in which the reference is known to the candidate. Reference checks will be done during the selection process. Failure to submit these copies will result in the application not being considered. All correspondence will only be conducted with the short-listed candidates. If you have not been contacted within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. Applicants must note that further checks will be conducted once they are shortlisted and that their appointment is subject to positive outcomes on these checks, which include security clearance, security vetting, qualification verification and criminal records. CPSI reserves the right not to fill the below-mentioned posts.

OTHER POSTS

- POST 38/04** : **DEPUTY DIRECTOR: STRATEGIC MANAGEMENT REF NO: 0003/2019**
Re-Advert Applicants who applied previously may apply again.
- SALARY** : R733 257 per annum (Level 11). Annual progression up to a maximum salary of R863 748 per annum is possible subject to satisfactory performance.
- CENTRE REQUIREMENTS** : Arcadia, Pretoria
Recognized B. Degree in Business/Public Administration, Economics and/or equivalent qualifications, postgraduate qualification will be an added advantage and at least four (4) years in Strategic Management experience, of which two (2) years should be management or supervisory level in Strategic Management and lower-middle management level. Knowledge of Public Service Policy Framework, Public Service Regularly Framework, Strategic Management policies, practices and procedures, Auditor General Operations and the Office of the Accounting General. Analyse organisational performance and provide strategic inputs. Advanced Computer skills, in particular MS PowerPoint. Managerial skills required including Strategic thinking, Innovative and Creative thinking, Programme management, Financial Management, Planning and organising and Team leadership. Personal Profile: Proactive individual with good verbal and written communication skills. Ability to communicate with external and internal partners. Attention to detail and quality. A self-starter and willing to work under pressure, with tight deadlines and long working hours. Ability to communicate, present with external and internal. Good interpersonal skills, analytical skills, initiative and teamwork.
- DUTIES** : Strategic planning, facilitate and compile the departmental targets and compliance process and reporting. Compile reports within the Units internally. Manage the Risk and Audit Committee and Executive meetings. Compile and draft the Annual Performance Plan and Annual Report. Compile Parliamentary responses and prepare the presentation of quarterly reports.
- ENQUIRIES** : Ms Tshepo Buthelezi Tel No: (012) 683 2817

<u>POST 38/05</u>	:	<u>HUMAN RESOURCE MANAGEMENT OFFICER REF NO: 0004/2019</u>
<u>SALARY</u>	:	R316 791 per annum (Level 08). Annual progression up to a maximum salary of R373 167 per annum is possible subject to satisfactory performance.
<u>CENTRE REQUIREMENTS</u>	:	Arcadia, Pretoria Recognised 3 year National Diploma in National Diploma in Human Resources Management or equivalent at NQF level 6, coupled with 3 to 5 years' experience in Human Resources Management; Knowledge of Public Service Policy and Regulatory Framework and other relevant regulations; Knowledge of Public Service Human Resources Management Strategies, Policies, Procedures and Systems, In-depth knowledge and experience of the PERSAL system. Knowledge of Public Service Act and Public Service Regulations. Personal Profile: Human resource professional officer who understands the importance of maintaining the confidentiality of sensitive employee information and good verbal and written communication skills. Ability to communicate with external and internal partners. Attention to detail and quality. Good interpersonal skills, analytical skills, initiative and teamwork.
<u>DUTIES</u>	:	Development and maintenance of human resources management, administration and planning strategies, policies, plans and processes. Ensure compliance to organisational strategies, policies and processes. Administer employee health and wellness, occupational health, safety and environmental management strategies and programmes. Administer recruitment, selection and appointments, conditions of service, remuneration and employee benefits as well as leave matters. Administer performance management and development system, processes, and personnel information systems. Administer organisational design services and job evaluation processes. Administer employee training, development and internship programme.
<u>ENQUIRIES</u>	:	Ms Tshepo Buthelezi Tel No: (012) 683 2817
<u>POST 38/06</u>	:	<u>SUPPLY CHAIN MANAGEMENT OFFICER REF NO: 0005/2019</u>
<u>SALARY</u>	:	R257 508 per annum (Level 07) Annual progression up to a maximum salary of R303 339 per annum is possible subject to satisfactory performance.
<u>CENTRE REQUIREMENTS</u>	:	Arcadia, Pretoria Recognized three year National Diploma in Supply Chain Management or equivalent qualification at NQF level 6, coupled with 3 to 5 years' experience in Supply Chain Management; Knowledge of Public Finance Management Act (PFMA), Treasury Regulations and other relevant regulations; ability to maintain high level of confidentiality, In-depth knowledge of financial systems, Knowledge of Supply Chain Management Strategies, Policies, Procedures and Systems, must have extensive knowledge and experience of LOGIS and Central Supplier Database. Personal Profile: Proactive individual with good verbal and written communication skills. Ability to communicate with external and internal partners. Attention to detail and quality. A self-starter and willing to work under pressure, Openness and transparent. Ability to communicate, present with external and internal. Good interpersonal skills, initiative and teamwork.
<u>DUTIES</u>	:	The incumbent will assist with the overall management of the unit; implementing the demand plan for financial year; Provide administrative procurement support to all stakeholders; Administration of the suppliers database; sourcing of quotations as per National Treasury guidelines; Receive and assess quotations to ensure that they comply with the minimum requirements; Assist end users with the compilation of compliant specifications; Capture requisitions on the Supply Chain System; Prepare quotes and compile request for quotes; Ensure proper filing and safekeeping of documents; Capture payments on LOGIS. Verify bank details, the correctness of invoices, order receipt voucher and attached documents; ensure timeous processing of payments to suppliers; Receiving and issuing of stock items and perform other duties as delegated by the supervisor; Provide asset management services; capture invoices and asset details on LOGIS system including tagging of new assets. Maintain moveable asset register. Conduct physical verification of assets and investigate discrepancies as required by Treasury.
<u>ENQUIRIES</u>	:	Ms. Tshepo Buthelezi Tel No: (012) 683 2817/00

- POST 38/07** : **ADMINISTRATOR REF NO: 0006/2019**
(6 Months Contract)
- SALARY** : R208 584 per annum (Level 06). Annual progression up to a maximum salary of R245 694 per annum is possible subject to satisfactory performance.
- CENTRE** : Arcadia, Pretoria
- REQUIREMENTS** : Grade 12 or Secretarial Diploma and 3 - 5 years' experience in office administration. Experience in all aspects the Public Service Act, Public Service Regulations, Public Finance Management Act, Treasury Regulations, Public Service Policy Frameworks, PSCBC Resolutions, Circulars and the Office of the Accounting General. Microsoft Office skills. Good analytical, interpersonal and communication skills. Personal Profile: Proactive individual with good verbal and written communication skills. Ability to communicate with external and internal partners. Ability to provide quality work under tight deadlines and work under pressure. Team player.
- DUTIES** : To provide general administrative support services and administer T&S and other claims of the unit. To provide support services including coordinating travel and accommodation arrangements for Managers, scheduling of appointments, coordinate office meetings, prepare agendas and take minutes, serve as secretariat for meetings (including EXCO and Audit Committee meetings) and type documents. To provide general office support services including general office management, filing, ordering of stationery and office equipment, booking of meeting venues, and coordinating equipment and refreshments for meetings. To ensure adherence to and implementation of related policies and procedures.
- ENQUIRIES** : Ms Tshepo Buthelezi Tel No: (012) 683 2817

DEPARTMENT OF CORRECTIONAL SERVICES

**APPLICATIONS**

- Eastern Cape Region:** Department of Correctional Services, Head Recruitment, Private Bag X9013, East London, 5200 OR hand deliver at: Block E Ocean Terrace, Moore Street, Quigney, East London. Contact persons: Ms Z Myataza at Tel No: (043) 706 7832/33/54.
- Free State And Northern Cape Region:** Department of Correctional Services, Head Recruitment, Private Bag X20530, Bloemfontein, 9300 OR hand deliver at: 103 Zastron Street, Agrimed Building, Bloemfontein. Contact persons: Mr JS Jansen and Ms NJ Mkuni at Tel No: (051) 404 0270 or (051) 404 0283.
- Gauteng Region:** Department of Correctional Services, Head Recruitment, Private Bag X393, Pretoria, 0001 OR hand deliver at: 1077 Forum East Building, Arcadia Street, Hatfield. Contact persons: Mr SS Masango/Ms Pinky Makwarela at Tel Nio: (012) 420 0179/73.
- Kwazulu-Natal Region:** Department of Correctional Services, Head Recruitment, Private Bag X9126, Pietermaritzburg, 3200 OR hand deliver at: 1 Eugene Marais Road, Napierville, Pietermaritzburg. Contact persons: Mrs GJ Mchunu at 033 355 7386/Mr SM Dlamini at Tel No: (033) 355 7367/Ms SN Zikalala Tel Nio: (0330 355 7368.
- Limpopo, Mpumalanga And North West (Lmn) Region:** Department of Correctional Services, Head Recruitment, Private Bag X99, Pretoria 0001 OR hand deliver at: 198 Masada Building, Cnr. Johannes Ramokhoase (Proes) and Paul Kruger Street, Pretoria. Contact persons: Mr Zamani Ziqubu Tel No: (012) 306 2041/Mrs Portia Bungqu Tel No: (012) 306 2032.
- Western Cape Region:** Department of Correctional Services, Head Recruitment, Private Bag X01, Edgemead, 7404 OR hand deliver at: Breede River Street, Monte Vista, Edgemead. Contact person: Ms N Mdladlamba at Tel No: (021) 550 6014.

CLOSING DATE
NOTE

- : 11 November 2019 at 15h45
- : Applications must be submitted on form Z83 (Public Service Application form), obtainable from any Public Service Department, and must be completed in full. Applications must be accompanied by a CV, copies of qualifications, identity document and valid driver's licence. All copies attached must be certified a true copy of the original and not older than three months. Please send a separate and complete application for each post you apply for, stating the correct reference for each position you are interested in. Faxed and e-mailed applications will not be accepted. Candidates must comply with the minimum appointment requirements. CV's should be aligned to reflect one's degree of compliance with the advert requirements and responsibilities. It is the sole responsibility of an applicant to ensure that their application reaches DCS before 11 November 2019 @ 15h45. Indicate the reference number and position you are applying for on your application form (Z83) and post your complete application to. Before you apply: All costs associated with an application will be borne by the applicant. The Department of Correctional Services is an equal opportunity employer. The Department will take into consideration the objectives of Section 195 (1) (i) of the Constitution of the Republic of South Africa, 1996 (Act 108 of 1996) and the Employment Equity Act, 1998 (Act 55 of 1998) in filling of these vacancies. It is our intention to promote representivity in respect of race, gender and disability through the filling of these positions. In support of this strategy, applicants need to indicate race, gender and disability status on the application form/CV. Applicants who have retired from the Public Service with a specific determination that they cannot be re-appointed or have been declared medically unfit will not be considered. Please take note that correspondence will only be conducted with the shortlisted candidates. If you have not been contacted within three (3) months of the closing date of the advertisement, please accept that your application is unsuccessful. Please do not call the department to enquire about the progress of your application. Applicants must note that further checks will be conducted once they are shortlisted and that their appointment is subject to positive outcomes on these checks, which include security clearance, security vetting, qualification verification, and criminal records verification. Appointment to some of these posts will be provisional, pending the issue of a security

clearance. If you cannot get a security clearance, your appointment will be re-considered/possibly terminated. Finger prints may be taken on the day of interview. The Department of Correctional Services reserves the right not to fill any of these advertised posts.

OTHER POST

- POST 38/08** : **SOCIAL AUXILIARY WORKERS GRADE 1**
(12 Months Contract)
- SALARY CENTRE** : R148 215 per annum (Plus 37% in lieu of benefits)
: **Eastern Cape Region:**
Sada Ref No: EC 2019/11/01 (X12 Posts)
Free State and Northern Cape Region:
Colesberg Ref No: FSNC 2019/11/01
Goedemoed Ref No: FSNC 2019/11/02
Groenpunt Ref No: FSNC 2019/11/03
Grootvlei Ref No: FSNC 2019/11/04 (X2 Posts)
Kimberley Ref No: FSNC 2019/11/05
Bizzah Makhate (Kroonstad) Ref No: FSNC 2019/11/06 (X2 Posts)
Upington Ref No: FSNC 2019/11/07
Gauteng Region:
Leeuwkop Ref No: GP 2019/11/01
Modderbee Ref No: GP 2019/11/02
Kwazulu Natal Region:
Empangeni Ref No: KZN 2019/11/01
Glencoe Ref No: KZN 2019/11/02
Ncome Ref No: KZN 2019/11/03 (X2 Posts)
Newcastle Ref No: KZN 2019/11/04 (X2 Posts)
Limpopo, Mpumalanga and North West Region:
Bethal Ref No: LMN 2019/11/01
Klerksdorp Ref No: LMN 2019/11/02
Rooigrond Ref No: LMN 2019/11/03
Rustenburg Ref No: LMN 2019/11/04
Western Cape Region:
Brandvlei Ref No: WC 2019/11/01
Drakenstein Ref No: WC 2019/11/02
Breede Rivier (Worcester) Ref No: WC 2019/11/03 (X2 Posts)
- REQUIREMENTS** : Registration with the SA Council for Social Service Professions (SACSSP) as a Social Auxiliary Worker. Computer literacy Competencies and Attributes: Report writing, problem solving, interpersonal relations, conflict resolution and communication skills. Integrity and honesty. Friendly and adaptable. Self-discipline. Ability to work under pressure. Punctuality. Ability to network and willingness to travel.
- DUTIES** : Keep updated on the Victim Offender Dialogue Programme and the objectives and targets as set out in the Strategic Plan and Operational Plan. Locate victims. Keep records on all attempts to locate victims. Orientation of victims with regard to the aims and benefits of the Victim Offender Dialogue programme. Facilitate contact between offender and victim. Assessment of potential areas of conflict. Referral of identified areas of conflict to the Departmental social workers for further intervention. Provision of particulars of victims to Case Management Committee and Parole Boards. Establish database of available support structures in the community (NGO's, religious care organizations, etc). Orientation of NGO's community leaders and other stakeholders with regard to the aims and benefits of the Victim Offender Dialogue Programme. Orientate NGO's, community leaders and families of both the offender as well as the victim(s) regarding the benefits of the acceptance and reintegration of offenders into the communities. Handling monthly returns to Head Office with regard to performance on targets as contained in the Strategic Plan. Provision of needs to Head Community Corrections with regard to communication and travel.
- ENQUIRIES** : Eastern Cape region: Ms Z Myataza at Tel No: (043) 706 7832/33/54
Free State & Northern Cape region: Mr JS Jansen and Ms NJ Mkuni at Tel No: (051) 404 0270 or (051) 404 0283.
Gauteng region: Mr SS Masango/Ms Pinky Makwarela at Tel No: (012) 420 0179/73.

KwaZulu-Natal region: Mrs GJ Mchunu at Tel No: (033) 355 7386/Mr SM Dlamini at Tel No: (033) 355 7367/Ms SN Zikalala Tel No: (033) 355 7368. LMN region: Mr Zamani Ziqubu Tel No: (012) 306 2041/Mrs Portia Bungqu Tel No: (012) 306 2032.

Western Cape region: Ms N Mdladlamba at Tel No: (021) 550 6014.
Appointment under the Public Service Act.

NOTE

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DEPARTMENT OF DEFENCE



- CLOSING DATE** : 15 November 2019 (Applications received after the closing date and faxed copies will not be considered).
- 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 38/09** : **ASSISTANT DIRECTOR EVALUATION REF NO: CDTM/38/57/19**
HR Division, Chief Directorate Transformation Management
- SALARY** : R376 596 per annum (Level 09)
- CENTRE** : Armscor Building, Erasmuskloof, Pretoria
- REQUIREMENTS** : Minimum of B Degree in Social Science, Public Administration and/or Human Resource Management (NQF level 6). An Honours Degree (NQF level 7/8) in Social Science/Human Resources/Research Environment is advantageous. A minimum of 3 years credible and applicable experience in Social Science environment, exposure to Research Methodology and/or HRM field is required. Special requirements (skills needed): Practical and demonstrable experience in statistical analysis and designing of graphs and charts is essential. Experience in conducting quantitative and qualitative research, and evaluation projects; and facilitation of small groups will be highly advantageous. Managerial skills, Communication (written and verbal skills), Interpersonal skills, Analytical problem solving ability, Computer literate (full MS Office Suite). Project Management experience will be an advantage. Report writing skills and planning abilities are necessary. Incumbent must be able to travel extensively within the RSA.
- DUTIES** : The successful candidate will be responsible to monitor and evaluate the impact of HR Transformation policy and practices in the DOD. Assist in the development of a Transformation monitoring and evaluation measurement tool. Consult with research and evaluation specialists in the research and development of a measurement tool. Conduct quantitative and qualitative research in the DOD with regard to Transformation. Compile an evaluation plan

for DOD units to be evaluated. Visit DOD units in allocated regions and execute evaluations. Do data capture, and manage data analysis and data dissemination of all collected data. Manage the research and evaluation data base. Assist the Deputy Director Evaluation in the compilation of a Transformation Evaluation Annual Report. Monitor DOD policies to ensure compliance to Transformation and Equity aspects. Advise commanders and managers on transformation and equity. Give guidelines to Services and Divisions on remedial action plans when necessary. Allocated units on remedial action plans.

ENQUIRIES : Ms H. Laas Tel No: (012) 355 6392
APPLICATIONS : Department of Defence, HR Division, Chief Directorate Transformation Management, Private Bag X159, Pretoria, 0001 or may be hand delivered to HR Division, CDTM, Armscor Building, 370 Nossob Street (nearest corner Delmas Road) Erasmuskloof, Pretoria.

POST 38/10 : **ETD ADMINISTRATION CLERK REF NO: CLT/64/19**

SALARY : R173 703 per annum (Level 05)
CENTRE : SANDF Colet
REQUIREMENTS : A minimum of Grade 12 (NQF 4). Special requirements (skills needed): Analytical thinking. Computer literate. Good communication skills (written and verbal). Good interpersonal relations skills. Effective planning and coordination skills.

DUTIES : Record all learner data on ETDP SETA database. Monitor database. Download learner Statement of Results from ETDP SETA database. Email Statements of Results to the various learners. File all course and learner related documents on the applicable course file. Record all the steps of the process in the applicable register. Forward Assessor and Moderator forms via email to ETDP SETA. Monitor assessor and moderator application process. Provide feedback to the assessor and moderator applicants. Control and maintain the Portfolio of Evidence store facility. Dispose of old Portfolios of Evidence. Prepare course material for external moderation. Control Data Centre facilities and equipment. Book venue for external moderation. Participate in ETD projects and research.

ENQUIRIES : Col B. Maloy, Tel No: (012) 654 4050/Dr A. Voges, Tel No: (012) 654 4050 Ext 175
APPLICATIONS : Department of Defence, Human Resources Division, Training Command, SANDF College of Educational Technology, Private Bag X1, Pretoria, 0137.

DEPARTMENT OF EMPLOYMENT AND LABOUR

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

- APPLICATIONS** : Chief Director: Human Resources Management: Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street.
- FOR ATTENTION** : Sub-directorate: Human Resources Operations, Head Office
- CLOSING DATE** : 11 November 2019
- NOTE** : Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.gov.za/documents. The fully completed and signed form Z83 (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.

OTHER POST

- POST 38/11** : **FACTORY STORE ADMINISTRATOR REF NO: HR 4/19/07/03**
- SALARY** : R257 508 per annum
- CENTRE** : Supported Employment Enterprises: Kimberley
- REQUIREMENTS** : National Diploma/B Degree in Purchasing Management/Assets Management /Facility Management/Logistic Management or relevant qualifications. Six months relevant experience. Knowledge: Public Service Regulation, Public Service Act, Public Finance Management Act, Preferential Procurement Policy Framework Act, Broad Based Black Economic Empowerment, Treasury Regulations, Supply Chain Management Systems and Processes, Assets Management. Skills: Financial Management, Analysis, Problem solving, Presentation, Planning and Organizing, Communication (verbal and written), Computer literacy, Report writing.
- DUTIES** : Maintain and update the stock register. Capture stock details on both manual and electronic procurement systems. Maintain the warehouse. Provide stock taking and issuing of items. Administer the receiving of goods/items for the stores and warehouse.
- ENQUIRIES** : Ms S Ndaba Tel No: (012) 843 7300

DEPARTMENT OF ENVIRONMENTAL AFFAIRS

- 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** : Ms Lerato Ngobeni
- CLOSING DATE** : 11 November 2019
- NOTE** : Application must be submitted on a signed and dated Z83 form with a copy of a comprehensive CV, certified copies of qualifications, ID document and where a driver's license is requirement, a certified copy must be attached in order to be considered. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Correspondence will be limited to successful candidates only. Short-listed candidates will be subjected to screening and security vetting to determine their suitability for employment, including but not limited to: Criminal records; Citizen Status; Credit worthiness; Previous employment (reference checks); and Qualification verification. The persons appointed to this position will be subjected to a security clearance. The Department reserves the right not to make an appointment. No faxed, e-mailed and late applications will be considered. If you have not been contacted within three (3) months after the closing date of the advertisement, please accept that your application was unsuccessful.

OTHER POSTS

- POST 38/12** : **ENVIRONMENTAL OFFICER CONTROL GRADE A: NATIONAL INFRASTRUCTURE PROJECTS REF NO: LACE10/2019**
- SALARY CENTRE REQUIREMENTS** : R495 219 per annum (OSD)
: Pretoria
: 4 year degree in environmental or natural science or equivalent qualification coupled with at least 6 years post qualification experience. Attendance of environmental management or EIA courses, and GIS skills will serve as an added advantage. Extensive EIA experience and currently involved in the EIA sector, with some experience in management position in the EIA field. Working experience in the administration and review of EIA's and the dynamics of EIA administration systems. Thorough knowledge and experience of the National Environmental Management Act, as amended, in particular S24G and National Environmental Management: Waste Act. Thorough knowledge and experience of EIA Regulation, Thorough knowledge of integrated environmental management and its application. Knowledge of sustainable development ideals and objectives. Advance computer literacy skills and relevant experience. Project management skills, report writing skills and good communication skills (written, oral and graphic) are essential. Applicants must be able to work individually and in a team environment and must have the ability to work under pressure without supervision of a manager. Applicants must be willing to travel extensively. A valid Driver's License.
- DUTIES** : Administer the environmental authorisation system in terms of NEMA and NEMWA, related to all national developments, Review EIA reports and recommendations made by Case Officers, Establish and or maintain relationships with key stakeholders (via monthly or regular meetings or forums). Manage, respond and/or delegate queries from National Stakeholders. Manage, guide and advise Control Environmental Officers and Case officers. Facilitate in pre-application consultations/meetings with National Stakeholders. Administer and review all National Applications. Implement and promote integrated environmental decision making. Develop, Implement, maintain and promote the development of decision support processes. Review and /or provide technical input to Appeals Response Reports. Support Regulatory Services with compliance monitoring and enforcement. Participate in environmental monitoring committees (EMC) or environmental liaison committees (ELC)/Authority Committees (AC) for EIA authorisations issued. Respond to PAIA requests, Ministerial and Parliamentary.
- ENQUIRIES** : Mr Vusi Skosana Tel No: (012) 399 9362

POST 38/13 : **ENVIRONMENTAL OFFICER CONTROL GRADE A: COMPLIANCE OCEANS AND COASTS REF NO: LACE13/2019**

SALARY CENTRE : R495 219 per annum (OSD)
: Pretoria

REQUIREMENTS : 4 year degree in environmental or natural science or equivalent qualification coupled with at least 6 years post qualification experience. Working knowledge and experience in conducting environmental audits/ compliance inspections is a must. Proven report writing and excellent communications skills. Knowledge of National Environmental Management Act (NEMA) and related Specific Environmental Management Acts (SEMA). Knowledge of government standard administrative procedure and policies. Leadership, project management, computer skills, good interpersonal relationship, co-ordination of inspections, communication and analytical thinking. A valid driver's license.

DUTIES : Planning and monitor compliance with conditions of EAs and decisions and audit SANAP operations and activities in Antarctica and PEIs. Responding to environmental complaints and incidents. Provide inputs into EIA decisions and other SANAP environmental management policies. Coordinate functions of the overwintering Team ECOs on Marion Island (annual contract workers). Implement NEMA/PEP provisions and EIA regulations/CEP guidelines, and application of EIA systems. Implement EIM components of Antarctic and PEIs' Treaties, Protocols and related Legislation. Generating inspection and feedback reports by determining the status of compliance. Follow up on remedial actions as recommended in audit reports. Records management. Provide support to other Compliance and Enforcement projects.

ENQUIRIES : Nketu Lesejane Tel No: (012) 399 8791

POST 38/14 : **ENVIRONMENTAL OFFICER SPECIALISED PRODUCTION: INVASIVE ALIEN SPECIES: ENFORCEMENT (INTERNAL CONTROL) REF NO: LACE14/2019**

SALARY CENTRE : R402 045 per annum (OSD)
: Pretoria

REQUIREMENTS : Honours Degree in Environmental Management/ Science or natural sciences or related field plus extensive and relevant competent compliance and enforcement experience in dealing with natural resources especially related to alien and invasive species. Experience in natural resource management together with relevant technical knowledge in the prevention and/or control of invasive and alien species. A Certificate in Environmental Management Inspector will be an added advantage Experience in or knowledge of alien and invasive species regulations related investigations and enforcement, Ability to compile case dockets with legally admissible evidence, including recording all progress in the investigative diary. Ability to draft legal defensible administrative notices, directives. Knowledge of the provisions of the National Environmental Management Act (NEMA) and National Environmental Management: Biodiversity Act (NEM: BA) Good interpersonal and communication skills. Ability to work under pressure and attend meetings with stakeholders, Willingness to travel, Computer literacy with experience. A valid driver's licence.

DUTIES : Criminal investigations and administrative enforcement in relation to invasive alien species within the country. Drafting of enforcement strategies to inform actions to be taken. Drafting of legal documents, notices, affidavits, charge sheets, plea and sentence agreements. Obtain warning statements from suspects, open criminal cases to prosecute offenders. Consult with prosecutors, police and all other stakeholders regarding criminal investigations. Liaise with Directorate: Litigation and other directorates, provincial departments and local municipalities, external experts and/or consultants as well as other government institutions. Implement the directorate's filing system efficiently. Implement relevant SOPs and guidelines. Participate in EMI events, training and projects. Assist in responding to both Parliamentary and Media queries. Develop and facilitate the implementation of national policies, strategies and programmes relating to the compliance and enforcement with the AIS regulations. Compile and submit monthly reports to the supervisor and perform other administrative and related functions.

ENQUIRIES : Sonja Meintjes Tel No: (012) 399 9597

POST 38/15 : **SENIOR HUMAN RESOURCE PRACTITIONER: SERVICE BENEFITS AND CONDITIONS REF NO: COO21/2019**

SALARY : R316 791 per annum (excluding benefits)
CENTRE : Pretoria

REQUIREMENTS : An appropriate three-year Bachelor's Degree/Diploma in Human Resources/Development or equivalent qualification plus minimum of 2 years' experience in Service Benefits and Conditions. Successful completion of eLearning course in Ethics in the Public Service will be an added advantage. Good communication (verbal and written), planning, analysing, organizing and problem solving skills. Computer literacy and thorough knowledge of PERSAL system. Thorough knowledge of and ability to interpret and give advice on government legislation, Regulations and Human Resource policies, Good knowledge of human resource procedures and practices in the Public Service.

DUTIES : The successful candidate will be responsible to implement HR policies, Collective Agreements and Directives on Service Benefits and Conditions and ethics management through the following Key Performance Areas: Implement service benefits such as leave, allowances, medical assistance, long service recognition and injury on duty. Implement and monitor the financial disclosures and other remunerative work. Provide human resource information and knowledge management services. Implement the incapacity leave an ill-health retirement (PILIR) process.

ENQUIRIES : Mr SS Ntuli; Tel No: (012) 399 8649

POST 38/16 : **PROVISIONING ADMINISTRATION OFFICER ASSET MANAGEMENT REF NO: CFO13/2019 (X2 POSTS)**

SALARY : R257 508 per annum
CENTRE : Pretoria

REQUIREMENTS : A National Diploma in Supply Chain Management or an equivalent qualification in a related field plus a minimum of 2 years' experience in Asset Management or related field. Understanding of asset management and administration procedures. Insight of procurement procedures; Supply Chain Management; Government procedures policies and legislation as well as DEA policies. Ability to work under pressure. Ability to be able to work in a team and individually. Ability to deal with difficult clients. Knowledge of Logis Computer literacy. A valid Code 8 drivers' license.

DUTIES : Administer the maintenance and updating of asset register. Check and verify all transactions on LOGIS. Ensure that all assets are correctly recorded in the asset register. Check and verify receipts, movement and allocation of barcode numbers. Conduct quarterly spot checks and annual asset verification. Compile annual verification programme. Authorise disposals of redundant/obsolete furniture and equipment. Check and verify that all assets for disposal are captured into the disposal report (RQ013) for presentation to the disposal committee. Administration of theft/losses and damages assets.

ENQUIRIES : Mr Y Mbusjane Tel No: (012) 399 8812

GOVERNMENT PENSIONS ADMINISTRATION AGENCY (GPAA)



- APPLICATIONS** : Please forward your application, quoting the relevant reference number, Government Pensions Administration Agency, 34 Hamilton Street, Pretoria or Private Bag x63, Arcadia, Pretoria, 0001 or hand delivered to our Western Cape Regional Office at 21 Floor, Thibault Square, standard Bank Building, Long Street, City Centre, Cape Town.
- FOR ATTENTION** : Ms Ntsibakazi Mtshabe at Recruitment
- CLOSING DATE** : 08 November 2019 at 12h00 noon
- 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 an annual performance agreement and will be required to undergo a security clearance. No email or faxed applications/No late applications, 12H00 No late applications will be considered. No faxed/e-mailed/late applications will be considered.

OTHER POST

- POST 38/17** : **CLIENT LIAISON OFFICER: WESTERN CAPE REF NO: CLO/WC/2019/10-1P**
(Permanent)
- SALARY CENTRE** : R376 596 per annum (Level 09) (basic salary)
: Western Cape Regional Office – Client Services – Cape Town

REQUIREMENTS

: A three year degree/national diploma or equivalent three year qualification (at least 360 credits) with a minimum of four (4) years' experience in client relations management. Computer literacy that would include a good working knowledge of Microsoft Office products. Valid driver's license is mandatory, at least two years old (a certified copy must be attached to the application). Proficiency in English is a requirement and the ability to speak any of the other official languages in the province applying for, would be an added advantage. Geographical knowledge of the province for which application is made. Excellent customer relations experience. The applications of individuals currently residing in Western Cape may receive preference. Knowledge of Employee benefits. Knowledge of client relations management. Knowledge of GPAA/GEPP'S products and services. Excellent problem solving skills. Strong customer orientation and customer relations. Excellent presentation skills. Ability to communicate at all levels in and outside the organization. Excellent communications skills, both verbal and written. Outgoing personality. Ability to build strong network relationships. Ability to take responsibility and to work independently. Analytical skills.

DUTIES

: The purpose of a Client Liaison Officer is to provide client outreach, education and employer compliance. The successful incumbent will be responsible for a wide variety of administrative and client service tasks which includes the following but not limited to: Providing education and training: Conduct training to HR Unit on correct completion of documentation to be submitted to GPAA. Conduct workshops and roadshows to members, employers and stakeholders to create understanding of products used and processes to be followed; Conduct Induction Programme to employees and stakeholders to create understanding of products used and processes to be followed; Plan presentation of education materials, monitor and evaluate the effectiveness of programmes conducted, recommending enhancements; Market new services offered by GPAA by conducting training of new/current Pension Case Management users (PCM); Promote compliance with GPAA's processes and procedures. Provide regular feedback to employers/clients on claims submitted. Compliance of employer and stakeholders: Check reported feedback regarding compliance of performance from the employer departments; Follow-up/trace missing information on outstanding documents in order to enable finalisation of the process (Trace members for outstanding life certificates); Analyse documents received on PCM-Pension Case Management to provide feedback to departments on core issues identified, highlighting key issues to Senior CLO; Ensure that GPAA rules, products and processes are known and adhered to. Enquiry management (General and RMC): Check member queries through wireless facility and resolve on site; Provide information regarding member cases; Facilitate meetings with relevant client departments in resolving administrative issues; Confirm member status with employer (RMC); Update member information on the RMC portal application; Requesting and receiving additional information from employer with regards to Medical and IOD; Interaction with Compensation Fund regarding IOD enquiries. Collection of documentation: Pre-verification of documents received from employer, member and third party; Checking and capturing of documents Bar coding, linking and indexing of documents; Scanning documents onto PEKWA; Quality assurance of each case using control sheet; Collect supporting documents for RMC processes; Collect original awards from employer regarding IOD.

ENQUIRIES

: Ms Ntsibakazi Mtshabe Tel No: (012) 399 2758

NOTE

: One Client Liaison Officer Position is currently available at the Government Pensions Administration Agency at the Regional Office: Western Cape – Cape Town. The position will be filled as a permanent position. Note: Employment Equity target for the post are Indian/White males or females or people living with disabilities. Candidates of the specified groups are encouraged to apply.

NATIONAL PROSECUTING AUTHORITY

The NPA is an equal opportunity employer. People with disabilities will be given preference and are encouraged to apply. In the filling of vacancies, the objectives of Section 195(1)(i) of the Constitution of the Republic of South Africa, 1996, and in particular the Employment Equity Act, 1998 (Act 55 of 1998) and the NPA Employment Equity Strategy 2016, will take highest preference in selection of suitable candidates.

- APPLICATIONS** : All applications must be submitted to the relevant Recruitment Response E-mail or fax number as stated below.
- CLOSING DATE** : 11 November 2019
- NOTE** : For your application to be accepted: Applications must be submitted on a Z83, obtainable from any Public Service department or on www.npa.gov.za which must be fully completed as per the instructions on the form, signed and dated. If the Z83 is not completed as prescribed your application will not be accepted. CVs without a Z83 will not be accepted. Handwritten Z83 must be completed in Block Letters Only copies of certified required qualifications, identity document and other listed documents as per the advert, must be included with your application. All applications must reach the NPA on/or before the closing date. No late applications will be accepted/processed. The NPA cannot be held responsible for server delays. Applicant's attention is drawn to the fact that the NPA uses an Electronic Response Handling System in terms of e-mailed applications. Please DO NOT contact the NPA directly after you have e-mailed your applications to enquire if your application(s) have been received. If you have not received an acknowledgement of receipt within one week after the closing date then you can contact the NPA. The NPA reserves the right not to fill any particular position. If you do not hear from us within (3) three months from the closing date of the advert, please accept that your application was unsuccessful. Successful candidates will be subjected to a security clearance of at least confidential. Appointment to this position will be provisional, pending the issue of security clearance. Fingerprints will be taken on the day of the interview. The social media accounts of shortlisted applicants may be accessed. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency based assessments (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. NB! All employees considered for appointment to the Investigating Directorate will be subject to a lifestyle audit and integrity vetting. A valid driver's license will be a requirement where applicable. NB! Applicants who are successful must please note that the NPA is not in a position to pay resettlement costs.

MANGEMENT ECHELON

- POST 38/18** : **DEPUTY DIRECTOR OF PUBLIC PROSECUTIONS REF NO: RECRUIT 2019/275**
(Three year contract)
Investigating Directorate
- SALARY** : R1 308 345 per annum (Level 14) (Total Cost Package)
- CENTRE** : Pretoria
- REQUIREMENTS** : A recognised four-year legal qualification. At least ten years' post qualification experience in civil and/or criminal litigation. Admission as an Attorney/Advocate will be an added advantage. Good advocacy and legal drafting skills. Knowledge of civil and/or criminal procedure. Right of appearance under any of the applicable laws or ability to obtain the right of appearance in terms of the said laws. Good interpersonal, analytical, presentation and communication skills. General management and project management skills. Valid driver's license.
- DUTIES** : Manage the portfolio assigned by the Director. Manage, train and guide Advocates, Prosecutors and stakeholders in respect of all matters, including complex / high profile matters, in the high court, the highest court of appeal and

the constitutional court. Investigate and prosecute cases as per the mandate of the Investigating Directorate. Provide legal oversight and guidance in investigation projects and legal casework. Study case dockets and other documents relating to corruption matters, criminal matters, make and review decisions with regard to the institution of criminal proceedings. Prepare cases for court including the acquisition of additional evidence and drafting charge sheets, indictments and other court documents. Present the state's case in court, including examination and cross-examination of witnesses and addressing the court on conviction and sentence. Study appeals and reviews, prepare opinions and heads of argument and argue cases in the appropriate court. Appear in motion applications pertaining to criminal matters for the Investigating Directorate. Map out strategic planning for the division and lead staff members towards achieving the strategic objectives. Oversee resources and align them to strategic objectives. Development, performance management and assessment of staff members. Deal with representations and complaints. Ensure that a high standard of professional work is being carried out. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice system.

ENQUIRIES : Jacques du Toit Tel No: (012) 845-6263
APPLICATIONS : Recruit 2019/275 E-mail: Recruit2019275@npa.gov.za or Fax: 012 843 1535

POST 38/19 : **DEPUTY DIRECTOR OF PUBLIC PROSECUTIONS**
National Prosecutions Service

SALARY : R1 308 345 per annum (Level 14) (Total Cost Package)
CENTRE : DPP: Kimberley Ref No: Recruit 2019/281
Bloemfontein Ref No: Recruit 2019/282

REQUIREMENTS : A recognised four-year legal qualification. At least ten years' post qualification experience in civil and/or criminal litigation. Admission as an Attorney/Advocate will be an added advantage. Good advocacy and legal drafting skills. Knowledge of civil and/or criminal procedure. Right of appearance under any of the applicable laws or ability to obtain the right of appearance in terms of the said laws. Good interpersonal, analytical, presentation and communication skills. General management and project management skills. Valid driver's license is recommended.

DUTIES : Manage the portfolio assigned by the Director. Manage, train and guide Advocates, Prosecutors and stakeholders in respect of all matters, including complex/high profile matters, in the high court, the highest court of appeal and the constitutional court. Investigate and prosecute cases. Provide legal oversight and guidance in investigation projects and legal casework. Study case dockets and other documents relating to corruption matters, criminal matters, make and review decisions with regard to the institution of criminal proceedings. Prepare cases for court including the acquisition of additional evidence and drafting charge sheets, indictments and other court documents. Present the state's case in court, including examination and cross-examination of witnesses and addressing the court on conviction and sentence. Study appeals and reviews, prepare opinions and heads of argument and argue cases in the appropriate court. Appear in motion applications pertaining to criminal matters. Map out strategic planning for the division and lead staff members towards achieving the strategic objectives. Oversee resources and align them to strategic objectives. Development, performance management and assessment of staff members. Deal with representations and complaints. Ensure that a high standard of professional work is being carried out. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice system.

ENQUIRIES : DPP: Kimberley Nicholas Mogongwa Tel No: (053) 807 4539
DPP: Bloemfontein: Lemmer Ludwick Tel No: (051) 410 6001
APPLICATIONS : DPP: Kimberley: Recruit2019281@npa.gov.za or Fax: 012 843 1541
DPP: Bloemfontein: Recruit2019282@npa.gov.za or Fax: 012 843 1542

POST 38/20 : **DEPUTY DIRECTOR OF PUBLIC PROSECUTIONS REF NO: RECRUIT 2019/330**
Specialised Commercial Crime Unit

SALARY : R1 308 345 per annum (Total Cost Package) (Level 14)
CENTRE : Port Elizabeth (East London)

<u>REQUIREMENTS</u>	:	A recognised four-year legal qualification. Admission as an Advocate. Right of appearance under any of the applicable laws or ability to obtain the right of appearance in terms of the said laws. At least ten years post qualification legal experience in prosecuting criminal cases and such legal experience as in the opinion of the Minister Renders and application suitable for appointment as Deputy Director of Public Prosecutions. Proven ability to prosecute and guide serious, complex and organised commercial crime cases and corruption matters. Prior prosecuting experience in commercial crime including corruption will be added advantage. Knowledge of asset forfeiture law. Proven ability and experience in analysing forensic audit reports and balance sheets. Good advocacy and legal drafting skills. Knowledge of civil and/or criminal procedure. Good interpersonal, analytical, presentation and communication skills. Computer skills. Valid driver's licence.
<u>DUTIES</u>	:	Manage and direct the activities of the office. Conduct prosecution of serious, complex and organized commercial crime cases and corruption matters. Advise police on the investigation of serious, complex and organized commercial crime cases and corruption matters. Conduct legal research and keep up to date with legal developments. Draft charge sheets and other court documents and represent State in all courts. Present cases in court, lead witnesses; cross examine and address the court on conviction and sentence. Provide mentorship and guidance to lower level staff. Conduct prosecution on behalf of the State and appear in motion proceedings relating to criminal prosecutions and also appeals and reviews.
<u>ENQUIRIES</u>	:	Nosiseko Dome Tel No: (012) 842 1465
<u>APPLICATIONS</u>	:	Recruit2019330@npa.gov.za or Fax: 012 843 1597
<u>POST 38/21</u>	:	<u>CHIEF FINANCIAL INVESTIGATOR REF NO: RECRUIT 2019/276 (X4 POSTS)</u> (Three year contract) Investigating Directorate
<u>SALARY</u>	:	R1 156 143 per annum (Level 13) (Total Cost Package)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	An appropriate B Degree (NQF level 7)/ Three (3) year Diploma or equivalent qualification on a minimum NQF level 6 in Forensic Investigation, Forensic Auditing or Criminal Investigation. At least eight (8) years financial investigation related experience. At least five (5) years management experience. Certified Fraud Examiner or ICFP SA accreditation will be an added benefit. Knowledge of legislation and regulations pertaining to public service administration, specifically: The Constitution of South Africa and the rights of suspects; Prevention of Organised Crime Act with the emphasis on racketeering and money laundering provisions. Minimum Information Security Standards (MISS), Relevant provisions of the NPA Act, The Public Service Act and Regulations, Access to Information Act, Justices of the Peace and Commissioner of Oaths Act, Prevention and Combating of Corrupt Activities Act, Protected Disclosures Act, The Criminal Procedure Act. Know and understand the Law of Evidence in Civil Matters. Know and understand the Law of Criminal Procedure. Knowledge of Financial Investigations. General management and project management skills. Communication skills. Planning and Prioritising. People management and empowerment. Administration skills. Valid driver's license.
<u>DUTIES</u>	:	Contribute to the development of the Units Strategic Planning taking into consideration the findings and evidence led before the relevant Commissions of enquiry as enunciated in the Presidential Proclamation establishing the Investigating Directorate (ID). Develop an operational plan in support of the strategic objectives and communicate the approved plan to the disciplines within the ID. Develop processes and standard operating procedures for financial Investigations. Direct the participation of specialization within communities of practice both within the ID and externally with other statutory Investigative authorities and law enforcement agencies. Oversee the development of new technologies and methodologies in financial investigations. Manage the Case Management System and ensure timely submission of reports to the Investigating Director. Build and maintain external stakeholder relationships to ensure co-operation from all sectors in the financial and law enforcement arena, both nationally and internationally. Develop and implement Financial Investigations Case Management Systems and processes. Develop new and manage existing MOU's with relevant

stakeholders. Develop a system to obtain and disseminate information/intelligence in line with relevant legislation and internal procedures. Co-ordinate and maintain investigators memberships with relevant Professional Bodies associates. Maintain good working relationships and communication channels with internal and external stakeholders. Attend all relevant meetings with stakeholders in accordance with MOU's and task teams or similar structures established to ensure effective collaboration and co-operation between the Directorate and stakeholders. Provide formal and informal mutual legal assistance from an ID perspective and coordinate international relations. Develop and maintain functional and productive and structured relationships with critical stakeholders in support of the Unit. These Stakeholders include: DPCI, SIU, FIC, SABRIC, SARS, SARB, SSA, Various organs of state.

ENQUIRIES : Jacques du Toit Tel No: (012) 845-6263
APPLICATIONS : Recruit 2019/276 E-mail: Recruit2019276@npa.gov.za or Fax: 012 843 1536

OTHER POSTS

POST 38/22 : **SENIOR STATE ADVOCATE REF NO: RECRUIT 2019/279 (X10 POSTS)**
 Three year contract
 Investigating Directorate

SALARY : R983 019 - R1 536 567 per annum (LP-9) (Total Cost Package)
CENTRE : Pretoria
REQUIREMENTS : A recognized four-year legal qualification. At least eight years' post qualification legal experience. Right of appearance under any of the applicable laws or ability to obtain the right of appearance in terms of the said laws. Five years' experience in legal practice will be an added advantage. Ability to act independently. Experience or knowledge in POCA legislation. Extensive prosecutorial or litigation experience with regard to common law offences such as fraud, theft, forgery and uttering, commercial crimes and related matters. Proficiency in prosecuting, guiding investigations in complex or more difficult matters, including commercial matters, drafting charge sheets, including indictments and court documents, dealing with representations. Financial or accounting background and knowledge of Company law will be an added advantage. General computer literacy and knowledge of programs in MS Word; Excel, Outlook and PowerPoint. Ability to act independently without supervision and manage court and case flow management independently. Excellent administrative skills.

DUTIES : Study case dockets, make assessments thereof and decide on the institution of prosecution. Deal with any representations. Guide investigations in complex or more difficult matters, including commercial matters. Prepare cases for court, including the acquisition of additional evidence and draft charge sheets, indictments and court documents. Present the State's case in court, lead and cross examine witnesses, address the court on, inter alia, conviction and sentence. Manage court and case flow management of cases independently. Study and deal with appeals and reviews. Prepare opinions and heads of argument for complex matters and in general conduct prosecutions on behalf of the State. Mentor and guide investigating officers, Prosecutors and stakeholders. Assist in high profile matters or matters where an increased risk element is present. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice independently without supervision and manage court and case flow management independently. Mentor and coach junior staff and quality check their work. Participate in the performance assessment of staff being mentored.

ENQUIRIES : Jacques du Toit Tel No: (012) 845-6263
APPLICATIONS : Recruit 2019/279 E-mail: Recruit2019279@npa.gov.za or Fax 012 843 1539

POST 38/23 : **SENIOR FINANCIAL INVESTIGATOR REF NO: RECRUIT 2019/277 (X8 POSTS)**
 (Three year contract)
 Investigating Directorate

SALARY : R840 477 per annum (Level D2) (Total Cost Package)
CENTRE : Pretoria
REQUIREMENTS : An appropriate B Degree (NQF level 7)/Three (3) year Diploma or equivalent qualification on a minimum NQF level 6 in Forensic Investigation, Forensic

Auditing or Criminal Investigation. Certified Fraud Examiner or ICFP SA accreditation will be an added benefit. At least five (5) years' financial investigation related experience. Knowledge of legislation and regulations pertaining to public service administration, specifically: The Constitution of South Africa and the rights of suspects; Prevention of Organised Crime Act with the emphasis on racketeering and money laundering provisions. Minimum Information Security Standards (MISS), Relevant provisions of the NPA Act, The Public Service Act and Regulations, Access to Information Act, Justices of the Peace and Commissioner of Oaths Act, Prevention and Combating of Corrupt Activities Act, Protected Disclosures Act, The Criminal Procedure Act. Know and understand the Law of Evidence in Civil Matters. Knowledge of Curator Policies. Know and understand the Law of Criminal Procedure. Knowledge of Financial Investigations. General management and project management skills. Communication skills. Planning and Prioritising. People management and empowerment. Administration skills. Computer literacy in MS Office Suite. Valid driver's license.

DUTIES

: Conduct financial investigation assessments. Evaluate the potential for identifying the proceeds of crime, tracing assets and initiating asset forfeiture measures. Identify the suspects/defendants, associates or other people that could have alienated assets or could be respondents in the asset forfeiture proceedings. Identify and document the flow of money during the course of criminal activity. Establish links between the origins of money (funds), beneficiaries, when money was received where it is stored or deposited to provide information about and proof of criminal conduct. Establish the existence of unknown crimes and assets that have been purchased with proceeds of criminal activity allowing these assets to become subject to forfeiture. Detect or discover predicate offences, additional offenders and identify persons or corporate entities previously unknown. Conduct and analyse financial information gathered from electronic databases to determine asset forfeiture potential. Compile a written summary and recommendations of financial investigation findings. Conduct Case Planning. Conduct initial financial investigation planning with team when a matter is received. Compile a financial investigation plan for the case outlining the objectives, activities and timelines involved in the investigation of the financial investigation. Manage the financial investigation according to the approved case plan. Upload all relevant case notes, documents, affidavits, asset profiles, reports, evidence and any other case related information and documents onto the Electronic Case Management System. Utilise the Case Management Systems to manage progress, allocations, production and performance of cases and the Financial Investigators. Conduct detailed financial investigations in high value and complex matters. Conduct detailed asset searches, document interrogation, analysis, investigation and gathering of evidence. Interview witnesses; obtain affidavits and visit physical location of assets identified to verify its existence and location. Assist law enforcement partners and other stakeholders with criminal investigations by using financial investigation methodologies. Draft a Financial Investigator's affidavit for investigative, forfeiture and prosecution purposes. Implement and assist in the development of national standards and apply these policies in respect of Financial Investigations. Conduct financial investigations in conjunction with the South African Police Service DPCI (PCSI) in the region. Conduct physical inspections of assets to confirm its existence and location. Maintain a detailed case register. Report monthly on progress of cases assigned for financial investigations and asset tracking. Obtain affidavits for the purpose of admissibility and authentication requirements as required by evidential rules. Undertake stakeholder engagements. Pursue effective co-operation with law enforcement agencies/ partners. Develop, maintain and enhance relationships with law enforcement partner, stakeholders and partners in the financial industry. Conducting awareness and training session with law enforcement and financial partners not previously exposed to asset forfeiture. Jointly identify priority cases with mutual and community interest. Provide regular feedback on cases referred to the ID. Manage Staff Development. Provide coaching and mentorship to fellow investigators and litigators. Contribute to the training/ induction initiatives to junior investigators.

ENQUIRIES
APPLICATIONS

: Jacques du Toit Tel No: (012) 845-6263
: Recruit 2019/277 E-mail: Recruit2019277@npa.gov.za or Fax 012 843 1537

- POST 38/24** : **STATE ADVOCATE REF NO: RECRUIT 2019/280 (X11 POSTS)**
(Three year contract)
Investigating Directorate
- SALARY** : R763 212 - R1 266 156 per annum (LP 7 – LP 8) (Total Cost Package)
CENTRE : Pretoria
REQUIREMENTS : A recognized four-year legal qualification. At least five years' post qualification legal experience. Right of appearance under any of the applicable laws or ability to obtain the right of appearance in terms of the said laws. Extensive prosecutorial or litigation experience with regard to common law offences such as fraud, theft, forgery and uttering, commercial crimes and related matters. Proficiency in prosecuting, guiding investigations in complex or more difficult matters, including commercial matters, drafting charge sheets, including indictments and court documents, dealing with representations. Financial or accounting background and knowledge of Company law will be an added advantage. General computer literacy and knowledge of programs in MS Word; Excel, Outlook and PowerPoint. Ability to act independently without supervision and manage court and case flow management independently. Excellent administrative skills.
- DUTIES** : Study case dockets, make assessments thereof and decide on the institution of prosecution. Deal with any representations. Guide investigations in complex or more difficult matters, including commercial matters. Prepare cases for court, including the acquisition of additional evidence and draft charge sheets, indictments and court documents. Present the State's case in court, lead and cross examine witnesses, address the court on, inter alia, conviction and sentence. Manage court and case flow management of cases independently. Study and deal with appeals and reviews. Prepare opinions and heads of argument for complex matters and in general conduct prosecutions on behalf of the State. Mentor and guide investigating officers, Prosecutors and stakeholders. Assist in high profile matters or matters where an increased risk element is present. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice independently without supervision and manage court and case flow management independently.
- ENQUIRIES** : Jacques du Toit Tel No: (012) 845-6263
APPLICATIONS : Recruit 2019/280 E-mail: Recruit2019280@npa.gov.za or Fax 012 843 1540
- POST 38/25** : **STATE ADVOCATE (CASE MANAGER)**
Sexual Offences and Community Affairs
- SALARY** : R763 212 - R1 266 156 per annum (LP- 7 - LP-8) Total Cost Package)
CENTRE : King Williams Town Ref No: Recruit 2019/331
Bizana Ref No: Recruit 2019/332
Cradock Ref No: Recruit 2019/333
Madadeni Ref No: Recruit 2019/334
Empangeni Ref No: Recruit 2019/335
Ingwavuma Ref No: Recruit 2019/336
Ga-Rankuwa (Odi) Ref No: Recruit 2019/337
Rustenburg Ref No: Recruit 2019/338
Atlantis Ref No: Recruit 2019/339
Paarl Ref No: Recruit 2019/340
Tzaneen Ref No: (Recruit 2019/341
Lenasia Ref No: Recruit 2019/342
- REQUIREMENTS** : A recognized four-year legal qualification. At least five years' post qualification legal experience in prosecution in Criminal and/or civil litigation. In depth and extensive knowledge of the law and management in respect of Sexual offences, Domestic Violence, Child Offenders and Trafficking in Person, Maintenance matters. Demonstrate skill in community engagements and consultation on criminal justice matters is critical. Extensive computer skills will be an advantage. Right of appearance under any of the applicable laws or ability to obtain the right of appearance in terms of the said laws. Positive security clearance.
- DUTIES** : Assist in prosecuting complex sexual offences in the Sexual Offences Court. Tracking, monitoring and facilitation of cases through the Criminal Justice System. Assist in managing the court rolls at specialist hybrid court for Thuthuzela Care Centre reported cases and other sexual offences. Secure the attendance of witnesses, investigating officers and accused in custody at court.

Ensure a reduction of turnaround time in the finalisation of cases to nine (9) months as per unit's strategy. Responsible for prosecutor guided investigators of Thuthuzela Care Centre reported cases and other related sexual offences matters. Help improve functional relationships. Constant followup with the relevant stake holders. Help increase the conviction rate. Perform other duties and activities as requested by Provincial Manager or Head of Unit. Assist in the setting up of Thuthuzela Care Centre and maintain the functioning thereof. Supervise, train and develop relevant role players including prosecutors and police. Institute and conduct criminal proceedings on behalf of the State. Perform any act incidental thereto and carry out the duties and functions assigned to the prosecutor under any act and/or Policy Manual. Study case dockets, make assessments thereof and decide on the institution prosecution. Prepare cases for court, including the acquisition of additional evidence and draft charge sheets, indictments and court documents. Present the State's case in court, lead and cross examine witnesses, address the court on, inter alia, conviction and sentence.

ENQUIRIES : George Maphutuma Tel No: (012) 845 6170
APPLICATIONS : King Williams Town Recruit2019331@npa.gov.za or Fax: 012 843 1598
 Bizana Recruit2019332@npa.gov.za or Fax: 012 843 1599
 Cradock Recruit2019333@npa.gov.za Fax: 012 843 1605
 Madadeni Recruit2019334@npa.gov.za or Fax: 012 843 1608
 Empangeni Recruit2019335@npa.gov.za or Fax: 012 843 1614
 Ingwavuma Recruit2019336@npa.gov.za or Fax: 012 843 1636
 Ga-Rankuwa (Odi) Recruit2019337@npa.gov.za or Fax: 012 843 1650
 Rustenburg Recruit2019338@npa.gov.za or Fax: 012 843 1685
 Atlantis Recruit2019339@npa.gov.za or Fax 012 843 1695
 Paarl Recruit2019340@npa.gov.za or Fax: 012 843 1697
 Tzaneen Recruit2019341@npa.gov.za or Fax: 012 843 1700
 Lenasia Recruit2019342@npa.gov.za Fax 012 843 1701

POST 38/26 : **VETTING INVESTIGATOR REF NO: RECRUIT 2019/354 (X2 POSTS)**
 Security Management Services

SALARY : R733 257 per annum (Level 11) Total Cost Package
CENTRE : Pretoria: Head Office
REQUIREMENTS : An appropriate B Degree (NQF level 7)/ Three (3) year Diploma or equivalent qualification on a minimum NQF level 6 in Social Sciences. Three years' experience in a vetting environment. Relevant training course offered by State Security Agency (SSA), Vetting fieldwork course from SSA, SAPS or Defence Intelligence will be added an advantage. A sound knowledge of Minimum Information Security Standards, Criminal Procedure Act, Interception and Monitoring Act, Protection of Information Act, National Archives Act, National Strategic Intelligence Act, and other relevant Act regulating personnel security. Problem solving skills and analysis. Liaise with other law enforcement agencies. A valid driver's licence is a requirement.

DUTIES : Conduct vetting fieldwork investigations of NPA employees. Provide inputs for the development and implementation of policies, guideline, norms and standards in vetting investigations. Provide effective communication channels and systems between the Department and the SSA. Implement the national strategy of the government. Conduct vetting of the allocated vetting files. Manage vetting projects and provide support to the Vetting Manager. Conduct research and advise Security Management Services management on vetting matters. Write reports. General administration within the vetting unit

ENQUIRIES : Simon Hlatshwayo Tel No: (012) 845 6872
APPLICATIONS : Recruit2019354@npa.gov.za or Fax: 012 843 1760

POST 38/27 : **FINANCIAL INVESTIGATOR REF NO: RECRUIT 2019/278 (X16 POSTS)**
 Three year contract
 Investigating Directorate

SALARY : R504 486 per annum (Level D1) (Plus 37% in lieu of benefits)
CENTRE : Pretoria
REQUIREMENTS : An appropriate B Degree (NQF level 7)/ Three (3) year Diploma or equivalent qualification on a minimum NQF level 6 in Forensic Investigation, Forensic Auditing or Criminal Investigation. At least three (3) years' financial investigation related experience. Knowledge of legislation and regulations pertaining to public service administration, specifically: The Constitution of

South Africa and the rights of suspects; Prevention of Organised Crime Act with the emphasis on racketeering and money laundering provisions. Minimum Information Security Standards (MISS), Relevant provisions of the NPA Act, The Public Service Act and Regulations, Access to Information Act, Justices of the Peace and Commissioner of Oaths Act, Prevention and Combating of Corrupt Activities Act, Protected Disclosures Act, The Criminal Procedure Act. Know and understand the Law of Evidence in Civil Matters. Knowledge of Curator Policies. Know and understand the Law of Criminal Procedure. Knowledge of Financial Investigations. General management and project management skills. Communication skills. Planning and Prioritising. Research skills. Administration skills. Computer literacy in MS Office Suite. Valid driver's license.

DUTIES

: Conduct financial investigation assessments. Evaluate the potential for identifying the proceeds of crime, tracing assets and initiating asset forfeiture measures. Identify the suspects/defendants, associates or other people that could have alienated assets or could be respondents in the asset forfeiture proceedings. Identify and document the flow of money during the course of criminal activity. Establish links between the origins of money (funds), beneficiaries, when money was received where it is stored or deposited to provide information about and proof of criminal conduct. Establish the existence of unknown crimes and assets that have been purchased with proceeds of criminal activity allowing these assets to become subject to forfeiture. Detect or discover predicate offences, additional offenders and identify persons or corporate entities previously unknown Conduct and analyse financial information gathered from electronic databases to determine asset forfeiture potential. Compile a written summary and recommendations of financial investigation findings. Conduct Case Planning. Conduct initial financial investigation planning with team when a matter is received. Compile a financial investigation plan for the case outlining the objectives, activities and timelines involved in the investigation of the financial investigation. Manage the financial investigation according to the approved case plan. Upload all relevant case notes, documents, affidavits, asset profiles, reports, evidence and any other case related information and documents onto the Electronic Case Management System. Utilise the Case Management System to manage progress, allocations, production and performance of cases and the Financial Investigators. Conduct detailed financial investigations in medium value and less complex cases. Conduct detailed asset searches, document interrogation, analysis, investigation and gathering of evidence. Interview witnesses; obtain affidavits and visits to physical location of assets identified to verify its existence and location. Assist law enforcement partners and other stakeholders with criminal investigations by using financial investigation methodologies. Draft a Financial Investigator's affidavit for asset forfeiture purposes and compile, analyse, interpret and present the evidence to the AFU litigator for court purposes. Conduct financial investigations in conjunction with other law enforcement agencies. Maintain a detailed case register (electronic or manual). Report monthly on progress of cases assigned for financial investigations and asset tracking. Testify in criminal matters when required which is related to financial investigation conducted. Undertake stakeholder engagements. Pursue effective co-operation with law enforcement agencies/partners. Develop, maintain and enhance relationships with law enforcement partner, stakeholders and partners in the financial industry. Jointly identify priority cases with mutual and community interest. Provide regular feedback on cases referred to the ID. Provide administrative support services with regard to case management. Upload all relevant case notes, documents, affidavits, asset profiles, reports, evidence and any other case related information and documents onto the relevant Case Management System. Utilise the relevant Case Management System to manage and report on financial investigations conducted.

**ENQUIRIES
APPLICATIONS**

: Jacques du Toit Tel No: (012) 845-6263
: Recruit 2019/278 E-mail: Recruit2019278@npa.gov.za or Fax: 012 843 1538

POST 38/28

: **THUZELA CARE CENTRE CO-ORDINATOR**
Sexual Offences and Community Affairs

**SALARY
CENTRE**

: R316 791 per annum (Level 08) (Excluding Benefits)
: Libode Hospital Ref No: Recruit 2019/343
: Bizana Hospital Ref No: Recruit 2019/344

Ngweledzane Hospital Ref No: Recruit 2019/345
Ingwavuma Hospital Ref No: Recruit 2019/346
Rustenburg Hospital Ref No: Recruit 2019/347
Khayelitsha Ref No: Recruit 2019/348
Paarl Ref No: Recruit 2019/349

Nkhensane Hospital Ref No: Recruit 2019/3352
Orange Farm Clinic Ref No: Recruit 2019/353

REQUIREMENTS : An appropriate B Degree (NQF level 7)/ Three (3) year Diploma or equivalent qualification on a minimum NQF level 6 in Law/Social Sciences. Minimum of three years' relevant experience. Sound co-ordination, administrative skills and counselling experience. Strong Stake Holder Management experience. Knowledge of Rape care management. Good verbal and written communication skills as well as computer literacy are critical. Working knowledge of court and police processes. Supervisory experience will be an added advantage. Positive security clearance.

DUTIES : Liaise with medical offices and nurses to ensure that medical examinations take place. Liaise with police for statement taking. Contact prosecutor to liaise with police. Contact other relevant government departments or NGO's for services required to survivor. Arrange transport for survivor and ensure service is available. Assist and give necessary support to the rape survivor if required. Arrange and co-ordinate meetings between role-players to deal with difficulties. Execute a variety of administrative tasks for line function departments: controlling documents, drafting documents. Rendering advice to personnel with regards to official matters. Keep a database of survivors accessing services. Submit monthly reports on work activities. Host a range of donors, government personnel e.tc that will visit the centre. Other related duties deemed necessary.

ENQUIRIES : George Maphutuma Tel No: (012) 845 6170
APPLICATIONS : Libode Hospital Recruit2019343@npa.gov.za or Fax: 012 843 1719
Bizana Hospital Recruit2019344@npa.gov.za or Fax: 012 843 1730
Ngweledzane Hospital Recruit2019345@npa.gov.za or Fax: 012 843 1733
Ingwavuma Hospital Recruit2019346@npa.gov.za or Fax: 012 843 1737
Rustenburg Hospital Recruit2019347@npa.gov.za or Fax: 012 843 1739
Khayelitsha Recruit2019348@npa.gov.za or Fax: 012 843 1740
Paarl Recruit2019349@npa.gov.za or Fax: 012 843 1751
Nkhensane Hospital Recruit2019352@npa.gov.za or Fax: 012 843 1757
Orange Farm Clinic Recruit2019353@npa.gov.za or Fax: 012 843 1759

POST 38/29 : **DISTRICT COURT PROSECUTOR**
National Prosecutions Service

SALARY : R301 452 - R847 047 per annum (Level LP-3 to LP-4) (Excluding Benefits)
(Total Cost Package)

CENTRE : CPP: Bellville Ref No: Recruit 2019/283
Clanwilliam Ref No: Recruit 2019/284
Bluedowns Ref No: Recruit 2019/285 (X2 Posts)
Vedenburg Ref No: Recruit 2019/286
Vredendal Ref No: Recruit 2019/287
Malmesbury Ref No: Recruit 2019/288
CPP: Butterworth Ref No: Recruit 2019/289 (X3 Posts)
CPP: Cape Town Ref No: Recruit 2019/290 (X5 Posts)
Atlantis Ref No: Recruit 2019/291
Goodwood Ref No: Recruit 2019/292
CPP: East London Ref No: Recruit 2019/293 (X2 Posts)
King Williams Town Ref No: Recruit 2019/294 (X3 Posts)
Komga Ref No: Recruit 2019/386
CPP: George (Knysna) Ref No: Recruit 2019/295 (X3 Posts)
CPP: Kimberley Ref No: Recruit 2019/296 (X2 Posts)
Galeshewe Ref No: Recruit 2019/297 (X2 Posts)
CPP: Klerksdorp Ref No: Recruit 2019/298 (X5 Posts)
Potchefstroom) Ref No: Recruit 2019/299
CPP: Mitchell's Plain Ref No: Recruit 2019/300 (X4 Posts)
CaledonRef No: Recruit 2019/301
Khayelitsha Ref No: Recruit 2019/302 (X2 Posts)
Somerset West Ref No: Recruit 2019/303
Strand Ref No: Recruit 2019/304
CPP: Mmabatho (Vryburg Ref No: Recruit 2019/305 (X3 Posts)

Taung Ref No: Recruit 2019/306
 Lichtenburg Ref No: Recruit 2019/307 (X2 Posts)
 CPP: Mthatha Ref No: Recruit 2019/308 (X2 Posts)
 Lusikisiki Ref No: Recruit 2019/309 (X2 Posts)
 CPP: Modimolle (Mookhophong) Ref No: Recruit 2019/310
 CPP: Odi Ref No: Recruit 2019/311 (X2 Posts)
 Moretele Ref No: Recruit 2019/312 (X2 Posts)
 Rustenburg) Ref No: Recruit 2019/313
 CPP: Polokwane (Seshego) Ref No: Recruit 2019/314
 Tzaneen Ref No: Recruit 2019/315
 Lenyenye Ref No: Recruit 2019/316
 CPP: Queenstown (Aliwal North) Ref No: Recruit 2019/317
 Graaf-Reinet Ref No: Recruit 2019/318
 CPP: Upington Recruit 2019/319 (X2 Posts)
 Kathu Ref No: Recruit 2019/320
 Kuruman Ref No: Recruit 2019/321
 (Kakamas Ref No: Recruit 2019/322
 Springbok Ref No: Recruit 2019/323
 CPP: WynbergX5 Ref No: Recruit 2019/324
 Worcester Ref No: Recruit 2019/325
 Wellington Ref No: Recruit 2019/326
 Paarl Ref No: Recruit 2019/327 (X2 Posts)
 Tulbagh Ref No: Recruit 2019/328
 CPP: Empangeni (Mtunzini) Ref No: Recruit 2019/356
 Nkandla Ref No: Recruit 2019/357
 Manguzi Ref No: Recruit 2019/358
 Hlabisa Ref No: Recruit 2019/359
 CPP: Port Shepstone Ref No: Recruit 2019/385 (X2 Posts)
 Kokstad Ref No: Recruit201/360
 Hlanganani Ref No: Recruit 2019/361
 CPP: Ntuzuma Ref No: Recruit 2019/362 (X2 Posts)
 Verulam Ref No: Recruit 2019/363
 Stanger Ref No: Ref No: Recruit 2019/364
 CPP: Durban Ref No: Recruit 2019/365 (X11 Posts)
 Umbumbulu Ref No: Recruit 2019/366
 Umlazi Ref No: Recruit 2019/367
 CPP: Nelspruit Ref No: Recruit 2019/368
 Komatipoort Ref No: Recruit 2019/369
 Graskop Ref No: Recruit 2019/370
 CPP: Middelburg (Mkhondo/Amsterdam) Ref No: Recruit 2019/371
 Emakhazeni Ref No: Recruit 2019/372
 Elukwatini Ref No: Recruit 2019/373
 Ermelo Ref No: Recruit 2019/374
 CPP: Ladysmith Ref No: Recruit 2019/375 (X4 Posts)
 CPP: Pietermaritzburg Ref No: Recruit 2019/376 (X3 Posts)
 Pinetown Ref No: Recruit 2019/377 (X2 Posts)
 CPP: Witbank (Delmas) Ref No: Recruit 2019/378
 Evander Ref No: Recruit 2019/379
 Kwa-Mhlanga) Ref No: Recruit 2019/380
 CPP: Pretoria (Atteridgeville) Ref No: Recruit 2019/382
 Bronkhorstpruit Ref No: (Recruit 2019/383
 CPP: Vaal Triangle (Vereeniging) Ref No: Recruit 2019/384
 CPP: Johannesburg Ref No: Recruit 2019/ 387 (X2 Posts)
 CPP: East Rand Ref No: Recruit 2019/388 (X8 Posts)
 CPP: West Rand Ref No: Recruit 2019/389 (X6 Posts)
 CPP: Bloemfontein Ref No: Recruit 2019/391 (X4 Posts)
 Botshabelo Ref No: Recruit 2019/392
 Brandfort Ref No: Recruit 2019/393
 Petrusburg Ref No: Recruit 2019/394
 Phuthaditjhaba Ref No: Recruit 2019/395
 CPP: Welkom Ref No: Recruit 2019/396 (X6 Posts)
 CPP: Thohoyandou: (Tiyani) Ref No: Recruit 2019/397
 Musina Ref No: Recruit 2019/398)

REQUIREMENTS

: A recognised four year legal qualification. At least two years post qualification legal experience or one year post qualification legal experience for candidates who successfully completed the NPA Aspirant Prosecutor Program. Criminal court litigation experience will be an advantage. A valid driver's licence will be

a requirement where applicable. N.B: Relevant Service Certificates Must Accompany The Application.

DUTIES

: Study case dockets, decide on the institution of and conduct criminal proceedings. Draft charge sheets and other documents. Represent the State in court.

ENQUIRIES

: CPP: Bellville, CPP: Cape Town, CPP: George, CPP: Mitchell's Plain, CPP: Wynberg: Angelene Jansen Tel No: (021) 487 7123
CPP: Bloemfontein, CPP: Welkom: Lemmer Ludwick Tel No: (051) 410 6001
CPP: Butterworth, CPP: Mthatha: Linda Mankayi Tel No: (047) 501 2607
CPP: Durban, CPP: Ntuzuma, CPP: Empangeni, CPP: Port Shepstone: Mluleki Chagi Tel No: (031) 334 5001
CPP: East London: Talita Raga Tel No: (040) 608 6800
CPP: East Rand, CPP: Johannesburg, CPP: West Rand: Reuben Palai Tel No: (011) 220 4124
CPP: Kimberley, CPP: Upington: Nicholas Mogongwa Tel No: (053) 807 4539
CPP: Klerksdorp, CPP: Mmabatho, CPP: Odi: Flora Kalagkosi Tel No: (018) 381 9041
CPP: Ladysmith, CPP: Pietermaritzburg: Thabsile Radebe Tel No: (033) 392 8753
CPP: Middelburg, CPP: Nelspruit, CPP: Witbank: Gift Chiloane Tel No: (071) 026 1398
CPP: Modimolle, CPP: Polokwane, CPP: Thohoyandou: Thuba Thubakgale Tel No: (015) 045 0285
CPP: Queenstown: Mzikayise Toni Tel No: (046) 602 3050
CPP: Pretoria, CPP: Vaal Triangle: Constance Mutshinyalo Tel No: (012) 351 6760

APPLICATIONS

: CPP: Bellville Recruit2019283@npa.gov.za or Fax: 012 843 154
Clanwilliam Recruit2019284@npa.gov.za or Fax: 012 843 1544
Bluedowns Recruit2019285@npa.gov.za or Fax: 012 843 1545
Vredenburg Recruit2019286@npa.gov.za or Fax: 012 843 1546
Vredendal Recruit2019287@npa.gov.za or Fax: 012 843 154
Malmesbury Recruit2019288@npa.gov.za or Fax: 012 843 1548;
CPP: Butterworth Recruit2019289@npa.gov.za or Fax: 012 843 1549
CPP: Cape Town Recruit2019290@npa.gov.za or Fax: 012 843 1550
Atlantis Recruit2019291@npa.gov.za or Fax: 012 843 1551
Goodwood Recruit2019292@npa.gov.za or Fax: 012 843 1552
CPP: East London Recruit2019293@npa.gov.za or Fax: 012 843 1553
King Williams Town Recruit2019294@npa.gov.za or Fax: 012 843 1554
Komga Recruit2019386@npa.gov.za or Fax 012 843 1863
CPP: George Recruit2019295@npa.gov.za or Fax: 012 843 1555
CPP: Kimberley Recruit2019296@npa.gov.za or Fax: 012 843 1556
Galeshewe Recruit2019297@npa.gov.za or Fax: 012 843 1564
CPP: Klerksdorp Recruit2019298@npa.gov or Fax: 012 843 1565
Potchefstroom Recruit2019299@npa.gov.za or Fax: 012 843 1566
CPP: Mitchell's Plain Recruit2019300@npa.gov.za or Fax: 012 843 1567
Caledon Recruit2019301@npa.gov.za or Fax: 012 843 1568
Khayelitsha Recruit2019302@npa.gov.za or Fax: 012 843 1569
Somerset West Recruit2019303@npa.gov.za or Fax: 012 843 1570
Strand Recruit2019304@npa.gov.za or Fax: 012 843 1571
CPP: Mmabatho: Vryburg Recruit2019305@npa.gov.za or Fax: 012 843 1572
Taung Recruit2019306@npa.gov.za or Fax: 012 843 1573
Lichtenburg Recruit2019307@npa.gov.za or Fax: 012 843 1574
CPP: Mthatha Recruit2019308@npa.gov.za or Fax: 012 843 1575
Lusikisiki Recruit2019309@npa.gov.za or Fax: 012 843 1576
CPP: Modimolle: Mookhophong Recruit2019310@npa.gov.za or Fax: 012 843 1577
CPP: Odi Recruit2019311@npa.gov.za or Fax: 012 843 1578
Moretele Recruit2019312@npa.gov.za or Fax: 012 843 1579
Rustenburg Recruit2019313@npa.gov.za or Fax: 012 843 1580
CPP: Polokwane: Seshego Recruit2019314@npa.gov.za or Fax: 012 843 1581
Tzaneen Recruit2019315@npa.gov.za or Fax: 012 843 1582
Lenyenye Recruit2019316@npa.gov.za or Fax: 012 843 1583
CPP: Queenstown: Aliwal North Recruit2019317@npa.gov.za or Fax: 012 843 1584
Graaf-Reinet Recruit2019318@npa.gov.za or Fax: 012 843 1585
CPP: Upington Recruit2019319@npa.gov.za or Fax: 012 843 1586

Kathu Recruit2019320@npa.gov.za or Fax: 012 843 1587
 Kuruman Recruit2019321@npa.gov.za or Fax: 012 843 1588
 Kakamas Recruit2019322@npa.gov.za or Fax: 012 843 1589
 Springbok Recruit2019323@npa.gov.za or Fax: 012 843 1590
 CPP: Wynberg Recruit2019324@npa.gov.za or Fax: 012 843 1591
 Worcester Recruit2019325@npa.gov.za or Fax: 012 843 1592
 Wellington Recruit2019326@npa.gov.za or Fax: 012 843 1593
 Paarl Recruit2019327@npa.gov.za or Fax: 012 843 1594
 Tulbagh Recruit2019328@npa.gov.za or Fax: 012 843 1595
 CPP: Empangeni: Mtunzini Recruit2019356@npa.gov.za or Fax: 012 843 1776
 Nkandla Recruit2019357@npa.gov.za or Fax: 012 843 1805
 Manguzi Recruit2019358@npa.gov.za or Fax: 012 843 1811
 Hlabisa Recruit2019359@npa.gov.za or Fax: 012 843 1812
 CPP: Port Shepstone Recruit2019385@npa.gov.za or Fax: 012 843 1862
 Kokstad Recruit201360@npa.gov.za or Fax: 012 843 1818
 Hlanganani Recruit2019361@npa.gov.za or Fax: 012 843 1820
 CPP: Ntuzuma Recruit2019362@npa.gov.za or Fax: 012 843 1821
 Verulam Recruit2019363@npa.gov.za or Fax: 012 843 1828
 Stanger Recruit2019364@npa.gov.za or Fax: 012 843 1829
 CPP: Durban Recruit2019365@npa.gov.za or Fax: 012 843 1838
 Umbumbulu Recruit2019366@npa.gov.za or Fax: 012 843 1839
 Umlazi Recruit2019367@npa.gov.za or Fax: 012 843 1840
 CPP: Nelspruit: Recruit2019368@npa.gov.za or Fax: 012 843 1844
 Komatipoort Recruit2019369@npa.gov.za or Fax: 012 843 184
 Graskop Recruit2019370@npa.gov.za or Fax: 012 843 1847
 CPP: Middelburg: Mkhondo/Amsterdam Recruit2019371@npa.gov.za or Fax: 012 843 1848
 Emakhazeni Recruit2019372@npa.gov.za or Fax: 012 843 1849
 Elukwatini Recruit2019373@npa.gov.za or Fax: 012 843 1850
 Ermelo Recruit2019374@npa.gov.za or Fax: 012 843 1851
 CPP: Ladysmith Recruit2019375@npa.gov.za or Fax: 012 843 1852
 CPP: Pietermaritzburg Recruit2019376@npa.gov.za or Fax: 012 843 1853
 Pinetown Recruit2019377@npa.gov.za or Fax: 012 843 1854
 CPP: Witbank:Delmas Recruit2019378@npa.gov.za or Fax: 012 843 1855
 Evander Recruit2019379@npa.gov.za or Fax: 012 843 1856
 Kwa-Mhlanga Recruit2019380@npa.gov.za or Fax: 012 843 1857
 CPP: Pretoria: Atteridgeville Recruit2019382@npa.gov.za or Fax: 012 843 1859
 Bronkhorspruit Recruit2019383@npa.gov.za or Fax: 012 843 1860;
 CPP: Vaal Triangle: Vereeniging Recruit2019384@npa.gov.za or Fax: 012 843 1861
 CPP: Johannesburg Recruit2019387@npa.gov.za or Fax 012 843 1864
 CPP: East Rand Recruit2019388@npa.gov.za or Fax 012 843 1865
 CPP: West Rand Recruit2019389@npa.gov.za or Fax 012 843 1866
 CPP: Bloemfontein Recruit2019391@npa.gov.za or Fax: 012 843 1868;
 Botshabelo Recruit2019392@npa.gov.za Fax: 012 843 1869
 Brandfort Recruit2019393@npa.gov.za Fax: 012 843 1870
 Petrusburg Recruit2019394@npa.gov.za Fax: 012 843 1872
 Phuthaditjhaba Recruit2019395@npa.gov.za Fax: 012 843 1873
 CPP: Welkom Recruit2019396@npa.gov.za or Fax: 012 843 1874
 CPP: Thohoyandou Tiyani (Recruit2019397@npa.gov.za Fax: 012 843 1875
 Musina (Recruit2019398@npa.gov.za or Fax: 012 843 1877

- POST 38/30** : **DISTRICT COURT PROSECUTOR (ONE MAN STATION) REF NO: RECRUIT 2019/329**
 National Prosecutions Service
- SALARY** : R301 452 - R847 047 per annum (LP-3 - LP-4) (Excluding Benefits) to (Total Cost Package)
- CENTRE** : CPP: Wynberg (Wolseley)
- REQUIREMENTS** : A recognised four year legal qualification. At least two years post qualification legal experience or one year post qualification legal experience for candidates who successfully completed the NPA Aspirant Prosecutor Program. Criminal court litigation experience will be an advantage. A valid driver's licence will be a requirement where applicable. N.B: Relevant Service Certificates Must Accompany The Application.

DUTIES : Study case dockets, decide on the institution of and conduct criminal proceedings. Draft charge sheets and other documents. Represent the State in court.

ENQUIRIES : Angelene Jansen Tel No: (021) 487 7123
APPLICATIONS : Recruit2019329@npa.gov.za or Fax: 012 843 1596

POST 38/31 : **VETTING PROCESSOR REF NO: RECRUIT 2019/355**
Security Management Services

SALARY : R257 508 per annum (Level 07) (Excluding Benefits)
CENTRE : Pretoria: Head Office
REQUIREMENTS : An appropriate B Degree (NQF level 7)/ Three (3) year Diploma or equivalent qualification on a minimum NQF level 6 in Social Sciences. Vetting administration experience will be an added advantage. Vetting Investigating Course provided by State Security Agency would be an added advantage. Sound knowledge of all the operational functions of vetting support. Strong verbal and written communication skills. Good typing skills. Integrity and discretion in dealing with confidential, secret and top secret information. Must be able to draft memos in support of the internal vetting investigations and integrity. General computer literacy and knowledge of programs such as MS Word, PowerPoint, Excel, etc. is essential. Sound knowledge of Minimum Information Security Standards, Criminal Procedure Act, Interception and Monitoring Act, Protection of Information Act, National Archives Act, National Strategic Intelligence Act, and other relevant Act regulating personnel security. Knowledge of project management and be computer literate in MS Word, Excel, Outlook, Project and PowerPoint.

DUTIES : Conduct pre-screening for all applicants according to the national vetting strategy. Receive and process the vetting applications forms. Capture vetting forms on the approved vetting systems. Prepare vetting statistics for Security Management Services. Liaise with all relevant stakeholders on all vetting matters. Write reports. General administration within the vetting unit

ENQUIRIES : Simon Hlatshwayo Tel No: (012) 845 6872
APPLICATIONS : Recruit2019355@npa.gov.za or Fax: 012 843 1770

NATIONAL TREASURY

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

<u>APPLICATIONS</u>	:	e-mail to Recruit.ALM@treasury.gov.za
<u>CLOSING DATE</u>	:	11 November 2019 at 12:00 pm
<u>NOTE</u>	:	Applications should be accompanied by a comprehensive CV, fully completed Z83 (non-negotiable) and certified copies of qualifications and ID. Please forward your application in PDF format, quoting the relevant reference number and the name of the publication in which you saw this advertisement, to the e-mail address mentioned below. No late applications will be accepted. The National Treasury no longer accepts hand delivered or posted applications. Please note: All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Qualifications and SA citizenship checks will be conducted on all short-listed candidates and, where applicable, additional checks will be conducted. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). If you have not received feedback from the National Treasury within 3 months of the closing date, please regard your application as unsuccessful. The National Treasury reserves the right not fill the below-mentioned posts.

OTHER POST

<u>POST 38/32</u>	:	<u>SENIOR FINANCIAL ANALYST: CORPORATE GOVERNANCE REF NO: S051/2019</u> Division: Asset and Liability Management (ALM) Re-Advertisement Candidates who applied previously need not to re-apply Purpose: To promote sound corporate governance practices within State Owned Entities (SOEs) and monitoring compliance with the Public Finance Management Act (PFMA), Companies Act, Memorandum of Incorporations, Founding legislations and other good Corporate Governance practices.
<u>SALARY CENTRE REQUIREMENTS</u>	:	R869 007 per annum (all-inclusive remuneration package) Pretoria A minimum BCom: Law/ Commerce or related (Majored in Commercial Law). A LLB qualification will serve as an added advantage. 4 years' experience obtained within Public Finance and/or Public Entities environment. Working knowledge and experience of the PFMA/King Codes and Corporate Governance practices. Knowledge and experience of the policy framework of government on Corporate Governance and Financial Analysis. Knowledge and experience of Corporate governance and dissemination of data.
<u>DUTIES</u>	:	Some key outputs include: Public Finance Management Act (PFMA): Monitor submission of shareholders compacts, corporate plans, and other information in compliance with PFMA/ King Code pertaining to corporate governance as determined. Initiate legislative alignment in compliance with the PFMA, founding legislation and Memorandum of Incorporation with regard to Schedule 2 and 3B Public Entities reporting to the Minister of Finance. Evaluate Section 52, 55 and 92 of the PFMA applications and requests from Schedule 2 and 3B Public Entities. Review Corporate Plans /Annual Financial Statements (Corporate Governance review), in line with Practice notes, King Codes and other legislations. Corporate Governance and Dividends: Analyse remuneration of executive and non-executive directors for Schedule 2 and 3B reporting to the Minister of Finance in accordance to guidelines and legislations applicable to State Owned Companies. Provide recommendations to the Minister of Finance on Board appointments for entities reporting to the Minister of Finance. Facilitate the Annual General meetings of entities reporting to the Minister of Finance and engage with Companies secretaries of those specific entities. Provide inputs on the development of the State Owned Entities reforms that relates to governance. Maintain a database on dividends declared and received by government emanating from the SOE's projected dividends within a particular MTEF. Coordinate Contingent Liability: Coordinate the Fiscal Liability Committee. Initiate the correct payment of guarantee fees due to

ENQUIRIES

government from State Owned Entities Stakeholder Engagement: Integrate and align stakeholder programmes and coordinate the implementation thereof. Develop a strategy for implementation of all relevant corporate governance practices within Public Entities or SOCs.
Ms Lorraine Pale Tel No: (012) 406 9087

OFFICE OF THE CHIEF JUSTICE

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



- APPLICATIONS** : **National Office: Midrand:** Quoting the relevant reference number, direct your application to: The Director: Human Resources, Office of the Chief Justice, Private Bag X10, Marshalltown, 2107. Applications can also be hand delivered to the Office of the Chief Justice, Human Resource Management, 188, 14th Road, Noordwyk, Midrand, 1685.
Polokwane: Quoting the relevant reference number, direct your application to: Provincial Head, Office of the Chief Justice Service Centre, Limpopo, Private Bag X9693, Polokwane, 0700 or hand deliver to the High Court of South Africa: Limpopo Division, Polokwane, 36 Biccard & Bodenstein Street, Polokwane, 0699.
- CLOSING DATE** : 08 November 2019
- NOTE** : Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The completed and signed form should be accompanied by a recently updated CV as well as certified copies of all qualification/s and ID document (no copies of certified copies are allowed; certification should not be more than three months old). Note: Shortlisted candidates must be willing to undergo normal vetting and verification processes, including a competency assessment for Senior Management Service. 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.

MANAGEMENT ECHELON

- POST 38/33** : **DIRECTOR: MONITORING, EVALUATION & REPORTING REF NO: 2019/623/OCJ**
- SALARY** : R1 057 326 per annum (all-inclusive remuneration package). The successful candidate will be required to sign a performance agreement
- CENTRE** : National Office: Midrand
- REQUIREMENTS** : A relevant Degree or equivalent qualification at NQF level 7, A relevant postgraduate qualification would be an added, advantage. Five (5) years' relevant experience at Middle/Senior Managerial level. Experience in report writing at a corporate level. A valid driver's licence. Behavioral Competencies: Strategic Capability and Leadership; Programme and Project Management; Financial Management; Change Management; Knowledge Management; Service Delivery Innovation (SDI); Problem solving and Analysis; People Management and Empowerment; Client Orientation and Customer focus; Communications (verbal and written).
- DUTIES** : Monitor, evaluate and report on the implementation of the Strategic Plan, Annual Performance Plan and Operational Plans within the OCJ Develop and present performance reports in accordance with the prescribed monitoring and evaluation prescripts. Monitor, analyze and assess the overall performance of the OCJ. Provide strategic management and coordination of the development and maintenance of monitoring, evaluation and procedures. Develop systems (including standardized tools, processes and reporting). Compile quarterly, mid-year and annual reports. Provide relevant performance information and related evidence to external stakeholders such as the Auditor-General, National Treasury, and the Department of Performance Monitoring and Evaluation, as and when required.

ENQUIRIES : Ms C Gideon Tel No: (010) 493 2500/2528

OTHER POST

POST 38/34 : **HUMAN RESOURCE PRACTITIONER REF NO: 2019/624/OCJ**

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

CENTRE : Provincial Service Centre: Limpopo

REQUIREMENTS : A 3-year Degree or National Diploma in HRM/Public Administration/Management or Equivalent Qualification; At least three (03) years functional experience in Human Resource Management within the Public Service; Extensive knowledge of Persal system (Attach certificates); Supervisory experience will be an added advantage; A valid code B drivers' license. Skills and Competencies: Computer literacy; Knowledge of the relevant Human Resource Management Legislation/Directives; Knowledge of Persal system; Good communication skills (written and verbal); Good interpersonal and public relation skills; Good administration and organizational skills; Customer Service Skills; Time management and Confidentiality; Supervisory and leadership skills; Ability to work under pressure.

DUTIES : Supervise, plan and co-ordinate the activities of the HR Officers to contribute to the rendering of a professional human resource management service e.g: Personnel development, performance management and discipline, and ensure quality of work; Supervise the implementation and maintenance of human resource administration practices concerning service benefits (Leave, Housing, Medical, Injury on duty, Terminations, Long service recognition, Overtime, relocation, Pension, allowances etc.), and HR Provisioning (Recruitment & Selection, Transfer, verification of qualifications, secretariat functions at interviews, absorptions, probationary periods, etc.). Address human resource administration enquiries to ensure the correct implementation of human resource management practices; Inform, guide and advice the Department/ personnel on HR Administration matters to enhance the correct implementation of HR Management practices; Approve transaction on Persal according to delegations. Prepare reports on Human Resource Administration issues and statistics.

ENQUIRIES : Mr. Masemola T/ Ms. Phadziri N Tel No: (015) 230 4051 /4008

DEPARTMENT OF PLANNING, MONITORING AND EVALUATION



- APPLICATIONS** : Applications must be sent to: The Department of Planning, Monitoring and Evaluation (DPME), Attention: Human Resource Admin & Recruitment, by mail to Private Bag X944, Pretoria, 0001 or hand delivered at 330 Grosvenor Street, Hatfield, Pretoria. Website: www.dpme.gov.za
- CLOSING DATE** : 08 November 2019 @ 12:00 pm
- NOTE** : The relevant reference number must be quoted on all applications. The successful candidate will have to sign an annual performance agreement and will be required to undergo a security clearance. Applications must be submitted on originally signed Z.83 accompanied by original certified copies of all qualifications, Identity Document, valid driver's license (where driving/travelling is an inherent requirement of the job), proof of citizenship if not RSA citizen, and a comprehensive CV specifying all experience indicating the respective dates (MM/YY) as well as indicating three reference persons with the following information: name and contact number(s), email address and an indication of the capacity in which the reference is known to the candidate. Applicants will be required to meet vetting requirements as prescribed by Minimum Information Security Standards. All copies must be certified in the past 12 months. Note: Failure to submit the above information will result in the application not being considered. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Reference checks will be done during the selection process. Note that correspondence will only be conducted with the short-listed candidates. If you have not been contacted within six (6) months of the closing date of the advertisement, please accept that your application was unsuccessful. Shortlisted candidates must be available for interviews at a date and time determined by DPME. Applicants must note that pre-employment checks will be conducted once they are short-listed and the appointment is also subject to positive outcomes on these checks, which include security clearance, security vetting, qualification verification and criminal records. Shortlisted candidates will be required to complete a written test as part of the selection process. For salary levels 11 to 15, the inclusive remuneration package consists of a basic salary, the state's contribution to the Government Employees Pension Fund and a flexible portion in terms of applicable rules. SMS will be required to undergo a Competency Assessment as prescribed by DPSA. All candidates shortlisted for SMS positions will be required to undergo a technical exercise that intends to test the relevant technical elements of the job. The DPME reserves the right to utilise practical exercises / tests for non-SMS positions during the recruitment process (candidates who are shortlisted will be informed accordingly) to determine the suitability of candidates for the post(s). The DPME also reserves the right to cancel the filling / not to fill a vacancy that was advertised during any stage of the recruitment process.

OTHER POSTS

- POST 38/35** : **CAPACITY DEVELOPMENT SPECIALIST REF NO: 029/2019**
Chief Directorate: Capacity Development Coordination
- SALARY** : R869 007 per annum (Level 12) (all-inclusive salary package) The remuneration package consists of a basic salary, the State's contribution to the Government Employees Pension Fund and a flexible portion that may be structured according to personal needs within the relevant framework. Annual progression up to a maximum salary package of R1 023,645 is possible, subject to satisfactory performance.
- CENTRE** : Pretoria
- REQUIREMENTS** : An appropriate 3-year tertiary qualification (NQF 6) in Public Administration, Public Management, social science, M&E or equivalent with at least 6 years' appropriate experience and 3 years should be at ASD (Junior Management) level. An NQF 7 qualification or specialist training will serve as an added advantage. Competencies/Skills: Computer literacy (Ms Office suite). A good understanding of Government functioning at the level of practical

implementation and an understanding of planning, monitoring and evaluation (PM&E) is required, including an understanding of regional, continental and global development frameworks. Understanding of etiquette and protocol applicable to international relations. Knowledge of government prescripts, policies, practices and regulations as well as the priorities of government. Advanced planning, coordination and project management skills; professional report writing skills; computer literacy and problem solving skills. Experience in dealing with stakeholders from all sectors of society. The ideal candidate should have management skills and be able to control financial resources and supervise staff. Personal attributes: The incumbent must be analytical, have initiative, be assertive, self-driven, innovative, creative, client orientated, customer focused, solution orientated, and able to work under stressful situations. He/she should have the ability to maintain high levels of confidentiality. Ability to work with diverse teams.

DUTIES : The successful candidate will be responsible for coordinating the implementation of the Government Wide Monitoring & Evaluation (GWM&E) policy toolkit. Supporting the development and implementation of PM&E guidelines. Coordinate PM&E advocacy in government, and with other African countries through platforms of engagement. Facilitate regional and international collaboration on PM&E with strategic partners. Ensure the implementation of resolutions taken on PM&E during stakeholder engagements. Conducting surveys and other research to assess the effectiveness of PM&E initiatives in government. Develop and publish PM&E capacity building materials, including updating of the website content related to this function. Assist in the assessment and review of the effectiveness of various PM&E capacity building initiatives in South Africa from time to time.

ENQUIRIES : Ms K Mogotsi Tel No: (012) 312 0465

POST 38/36 : **DEPUTY DIRECTOR: EXECUTIVE SUPPORT REF NO: 030/2019**
Sub-Directorate: Executive Coordination & Governance Support

SALARY : R733 257 per annum (Level 11) (all-inclusive salary package per annum) The remuneration package consists of a basic salary, the State's contribution to the Government Employees Pension Fund and a flexible portion that may be structured according to personal needs within the relevant framework. Annual progression up to a maximum salary package of R863 748 is possible, subject to satisfactory performance.

CENTRE REQUIREMENTS : Pretoria
: An appropriate 3-year tertiary qualification (NQF 6) in the area of Public Administration, Office Management & Technology, Business Administration or equivalent with at least 6 years' relevant experience of which 3 years should be in the area and 3 years at ASD/junior management level. An NQF 7 qualification or specialised training/courses will serve as an added advantage. Competencies/Skills: The ideal candidate should have excellent writing, planning and coordination and analytical skills. Computer literacy (Ms Office suite). Strong verbal and written communication skills, project management skills. Knowledge of electronic filing systems, well-developed planning, coordination capability, leadership skills, good interpersonal skills and sound human relations. Should produce good quality reports and minutes of meetings, be reliable and have initiative. Should be flexible and have the ability to work within a team. Should have the ability to delegate and empower subordinates, have management skills and be able to control financial resources and supervise staff. Personal attributes: The incumbent must be assertive and self-driven, innovative and creative, client orientated and customer focused, solution orientated and able to work under stressful situations and the ability to maintain high levels of confidentiality.

DUTIES : The successful candidate will be responsible to provide executive support and coordination services to the Department. This entails the coordinating of Management, Audit Committee and Risk Management Meetings. Drafting of well-recorded minutes as well as facilitating the timeous distribution of documents for all Management Meetings. Conduct timeous follow-up on all decisions/actions through the electronic reporting system. Maintaining of Terms of Reference (ToR) for all departmental management structures. Managing the filing of all minutes and meeting documents. Manage and maintain Policy Registers and the electronic decision management system.

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

- POST 38/37** : **ADMINISTRATION OFFICER REF NO: 031/2019**
Chief Directorate: ICT Management
- SALARY** : R257 508 per annum (Level 07) plus benefits. Annual progression up to a R303 339 per annum is possible, subject to satisfactory performance.
- CENTRE REQUIREMENTS** : Pretoria
: A 3-year tertiary qualification (NQF 06) in the areas of Public Administration, Office Management/Administration or equivalent with at least 3 years' appropriate experience in an administrative environment. An NQF 7 qualification will serve as an advantage. Competencies/Skills: The ideal candidate should possess the following skills: Computer literacy (Ms Office suite), report writing skills or/and analytic skills. Ability to apply technical/professional skills. Ability to accept responsibility, work independently, and produce good quality of work. Must be a team player, flexible, reliable and have good verbal and written communication skills. Must have good Interpersonal relations, Planning and Execution skills and good leadership skills. Ability to Manage/Control financial resources. Must have good knowledge of PFMA and Public Service Act and Regulations. Personal attributes: The incumbent must be assertive and self-driven, innovative and creative, client orientated and customer focused, solution orientated and able to work under stressful situations and the ability to maintain high levels of confidentiality.
- DUTIES** : The successful candidate will be responsible for rendering effective administrative support to the Chief Directorate. This entails rendering of effective procurement support: Compile and coordinate procurement plans for the Unit, which is aligned to the budget, and monitor expenditure and implementation of procurement plans. Rendering of general administrative support within the Unit, diary management for the CD, collecting, analysing and collating of information as requested by the Supervisor, drafting of correspondence (submissions, letters and reports) as instructed by the Supervisor, sending and receiving of faxes, e-mails, etc. and following up on outstanding issues/submissions/reports, and compiling progress/monthly and related reports. Rendering of effective human resources support: Ensure timely submission of performance agreements, reviews and assessments of staff members of the Unit, coordinate and consolidate training according to PDP's and ensure that leave registers are completed in the Unit. Updating/recommending of enabling Prescripts, Policies and Procedures.
- ENQUIRIES** : Ms Jabulile Mchunu Tel No: (012) 312-0462
- POST 38/38** : **MONITORING AND RESEARCH OFFICER REF NO: 032/2019**
Directorate: FSD Systems
- SALARY** : R257 508 per annum (Level 07) plus benefits. Annual progression up to a R303 339 per annum is possible, subject to satisfactory performance.
- CENTRE REQUIREMENTS** : Pretoria
: A relevant 3-year tertiary qualification (NQF 6) in Statistics, Social Sciences, Demographics, M&E or equivalent. A minimum of 3 years' relevant experience in the field of monitoring and evaluation. NQF 7 will serve as an added advantage. Competencies /Skills: High level of computer literacy (MS Office Suite), good analytical skills, interpersonal skills, communication (both verbal and written) skills, desktop and field level research skills. Personal Attributes: Ability to work effectively and efficiently under pressure in order to meet deadlines with limited supervision. Knowledge management, Project Management and Business Analysis skills would be an added advantage.
- DUTIES** : The successful candidate will be responsible for providing data management and research support to the FSD: Systems Directorate. This entails providing support to the Director in the managing of the database and web-reporting system. Providing support to the Director in undertaking desktop and field research or analytical activities. Support in organising stakeholder meetings, events and other learning/ knowledge sharing activities: organising meetings, taking minutes of meetings, preparing and reviewing documents, monitoring of agreed commitments. Supporting the Director in implementing field monitoring activities in Government facilities and stakeholder engagements and information requests. Providing technical support to the already implemented systems and processes.
- ENQUIRIES** : Ms K Mogotsi Tel No: (012) 312-0465

- POST 38/39** : **INTERNAL CONTROL CLERK REF NO: 033/2019**
- SALARY** : R173 703 per annum (level 5) plus benefits. Annual progression up to a R204 612 per annum is possible, subject to satisfactory performance.
- CENTRE** : Pretoria
- REQUIREMENTS** : A relevant 3-year tertiary qualification (NQF 6) with no experience OR Grade 12 with at least one-year relevant experience in Internal Control/SCM/Finance. Competencies/Skills: The ideal candidate should have the following skills: Report/document writing, Numeracy, Computer Literacy (MS Office suite), Knowledge of BAS and PERSAL systems, knowledge of the Public Finance Management Act and Treasury Regulations as well as interpretation of these policies. Good interpersonal relations. Personal attributes: Must be a self-motivated individual, flexible with ability to work on multiple projects simultaneously and have a sense of urgency and ability to identify and resolve problems in a timely manner.
- DUTIES** : The successful candidate will be responsible to provide financial administrative and operational services within the Department. This entails monitoring the registration of invoices, tracking system to ensure the timely payment of invoices and maintaining batch control registers for all incoming and outgoing documents received. Identify instances of losses, irregular, fruitless and wasteful expenditure; Reconcile payments received and checked with system reports. Assist in the preparation of documentation for Loss Control Committee meetings. Scan received payments in the departmental server. File all payment documents and journals received. Daily print and file payment stubs issued by Finance. Perform daily and monthly reconciliation of payments processed and documents received. Perform adhoc duties as requested by the supervisor.
- ENQUIRIES** : Ms J Mchunu Tel No: (012) 312-0462

DEPARTMENT OF SMALL BUSINESS DEVELOPMENT

- APPLICATIONS** : Applications can be submitted by post to: The Registry Office, Department Small Business Development, Private Bag X672, Pretoria 0001 or hand delivered at Block G, the dti Campus, 77 Meintjies Street, Sunnyside, Pretoria.
- CLOSING DATE** : 08 November 2019 at 16h00. Applications received after the closing date will not be considered.
- NOTE** : The successful candidate will have to sign an annual performance agreement and will be required to undergo a security clearance. Applications must be submitted on a signed Z83 form, (unsigned Z83 forms will disqualify an application) which can be obtained from any Government institution, and must be accompanied by a comprehensive CV with certified copies of qualifications (certified in the past 3 months) and ID document. Proof of citizenship if not RSA citizen, indicating three contactable reference persons with the following information: name and contact numbers, an indication of the capacity in which the reference is known to the candidate. Reference checks will be done during the selection process. Note: Failure to submit these copies will result in the application not being considered. 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. Applicants must note that further checks will be conducted once they are recommended candidates and that their appointment is subject to positive outcomes on these checks, which include security clearance, financial, security vetting, qualification verification and criminal records. Department of Small Business Development is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference (as per EE Plan). It is the applicants' responsibility to have their foreign qualifications evaluated by the South African Qualifications Authority (SAQA). The Department reserves the rights not to fill or withdraw any advertised post.

OTHER POST

- POST 38/40** : **AUDIT AND RISK COMMITTEE MEMBERS REF NO: DBSD/19/19 (X2 POSTS)**
- SALARY** : Audit and Risk Committee Members shall be appointed as independent contractors and not as employees of the Department. Compensation of members appointed from outside the Public Services is guided by the audit committee fees policy and is determined at an hourly tariff based on SAICA/AG tariffs per annum. The term of office for Audit Committee members shall be determined by the Director-General. There is a minimum of four meetings held per financial year. Preference will be given to candidates who currently work and reside in Gauteng.
- CENTRE REQUIREMENTS** : Pretoria
: Relevant professional qualifications such as CA, CIA, CISA, MBA, masters and honors degree. Senior Management experience in Accounting, Auditing, Governance, Financial Management, Legal, Business Administration, Ethics and Risk Management and experience as a member of the Audit Committee or a Board of Directors. Experience in fraud and anti-corruption, enterprise development and public sector will serve as an advantage to complements the skills set for the Audit and Risk Committee. The members shall perform audit committee responsibilities as outlined in section 3.1 of the Treasury Regulation.
- DUTIES** : The committee regulates and discharges its responsibilities in accordance with the provisions of the PFMA, Treasury Regulations and approved Audit Committee Charter.
- ENQUIRIES** : Enquiries for all advertised posts should be directed to Ms N. Buthelezi, Tel No: (012) 394-41757/45286/43097.
- NOTE** : In terms of Section 77 of the Public Financial Management Act (PFMA), the Department of Small Business Development is recruiting qualified and interested persons to serve as members of its Audit and Risk Committee.

DEPARTMENT OF SOCIAL DEVELOPMENT

It is our intention to promote representivity (race, gender and disability) in the Public Service through the filling of these posts and candidates whose transfer/promotion/appointment will promote representivity will receive preference.

- APPLICATIONS** : The Director General, Department of Social Development, Private Bag X901, Pretoria, 0001, Physical Address: HSRC Building, 134 Pretorius Street
- FOR ATTENTION** : Ms A Schoombee
- CLOSING DATE** : 08 November 2019
- NOTE** : Curriculum vitae with a detailed description of duties, the names of two referees and certified copies of qualifications and identity document must accompany your signed application for employment (Z83). In the event of hand delivery of applications, applicants must sign an application register book as proof of submission. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. The successful candidate will sign an annual performance agreement, complete a financial disclosure form and will also be required to undergo a security clearance. If the candidate is applying for an OSD post, certificates of service must be attached to the CV. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Failure to submit the requested documents will result in your application not being considered. Personnel suitability checks will be conducted on short listed candidates and the appointment is subject to positive outcomes of the checks. Correspondence will be limited to shortlisted candidates only. The selection of candidates will be done with due regard to the relevant aspects of the selection process as set out in the Public Service Regulations, 2016 Chapter 4/67. Applications received after the closing date will not be taken into consideration. No faxed or e-mailed applications will be considered. If you have not been contacted within three months after the closing date of this advertisement, please accept that your application was unsuccessful. DSD reserves the right to cancel the filling / not to fill a vacancy that was advertised during any stage of the recruitment process.

MANAGEMENT ECHELON

- POST 38/41** : **CHIEF DIRECTOR: SOCIAL INSURANCE REF NO: E2/A/2019**
Branch: Comprehensive Social Security
- SALARY** : R1 251 183 per annum. This inclusive remuneration package consists of a basic salary, the states' contribution to the Government Employees Pension Fund and flexible portion that may be structured i.t.o. the applicable rules.
- CENTRE** : Groenkloof, Harlequins Office Park
- REQUIREMENTS** : An undergraduate qualification (NQF level 7) as recognised by SAQA in Social Sciences plus five years of experience at a senior managerial level. Knowledge of the relevant Public Service legislation and results based management framework. Competencies needed: Programme and project management skills. People Management and empowerment skills. Financial management skills. Communication (verbal, written and liaison) skills. Client orientation and customer focus skills. Policy development and formulation skills. Strategic capability and leadership skills. Computer literacy. Change management skills. Interpersonal skills. Knowledge and information management skills. Problem-solving and analysis skills. Service delivery innovation skills. Statistical data analysis skills. Research skills. Analytical skills
Attributes: Good interpersonal relationship. Ability to work under pressure. Innovative and creative. Ability to work in a team and independently. Adaptability. Independent thinker. Cost consciousness. Honesty and Integrity.
- DUTIES** : Develop and review policies and benefit provisions for retirement. Develop and review policies and benefit provisions for survivors (dependent) and disability. Develop and review policies and benefit provisions for victims of general

- accidents. Develop policies that support regional and international social security cooperation.
- ENQUIRIES** : Ms B Sibeko, Tel No: (012) 741-6803
- POST 38/42** : **CHIEF DIRECTOR: SOCIAL MOBILISATION AND COMMUNITY EMPOWERMENT REF NO: E2/B/2019**
Branch: Community Development
- SALARY** : R1 251 183 per annum. This inclusive remuneration package consists of a basic salary, the states' contribution to the Government Employees Pension Fund and flexible portion that may be structured i.t.o. the applicable rules.
- CENTRE REQUIREMENTS** : Pretoria, HSRC Building
: An undergraduate qualification (NQF level 7) as recognised by SAQA in Social Sciences plus 5 years of experience at a senior managerial level in the field of community development. Knowledge of the relevant Public Service legislation. Knowledge and understanding of the relevant legal framework. Knowledge of the Community Development sector. Competencies needed: Strategic capability and leadership skills. Programme and project management skills. Financial management and administration skills. Policy analysis and development skills. Information and knowledge management skills. Communication (verbal and written) skills. Service delivery innovation skills. Problem-solving and change management skills. People management and empowerment skills. Client orientation and customer focus skills. Stakeholder management skills. Presentation and facilities skills. Risk management skills. Attributes: Good interpersonal relationship. Ability to work under pressure. Innovative and creative. Ability to work in a team and independently. Confidentiality. Adaptability. Diplomatic. Cost consciousness. Honesty and Integrity.
- DUTIES** : Manage and coordinate community development research and impact assessment. Manage and facilitate the development of social and community mobilisation programmes for social change. Manage and facilitate the development of community development services, practice, programme and policy implementation support. Promote good governance in public entities and statutory bodies. Manage the development of community and capacity enhancement as well as youth development programmes. Facilitate the development and implementation of policies, legislation, minimum norms and standards, practice guidelines in respect of social mobilisation.
- ENQUIRIES** : Mr P Netshipale Tel No: (012) 312-7662
- POST 38/43** : **CHIEF DIRECTOR: POVERTY ALLEVIATION, SUSTAINABLE LIVELIHOOD AND FOOD SECURITY REF NO: E2/C/2019**
Branch: Community Development
- SALARY** : R1 251 183 per annum. This inclusive remuneration package consists of a basic salary, the states' contribution to the Government Employees Pension Fund and flexible portion that may be structured i.t.o. the applicable rules.
- CENTRE REQUIREMENTS** : Pretoria, HSRC Building
: An undergraduate qualification (NQF level 7) as recognised by SAQA plus 5 years of experience at a senior managerial level in the field of community development. Knowledge of the relevant Public Service legislation. Knowledge of economic development programme. Knowledge and understanding of government development plan and approaches. Knowledge and understanding of social development policies and programmes. Knowledge of critical government transformation programmes. Understanding of Poverty Alleviation Initiatives and Programmes. Understanding of Census Report 2011 and Poverty Statistics. Understanding of the National Development Plan (NDP) vision 2030. Knowledge of special poverty relief projects. Understanding of the State of the Nation Address. Competencies needed: Strategic capability and leadership skills. Programme and project management skills. Information and knowledge management skills. People management and empowerment skills. Problem-solving and change management skills. Policy analysis and development skills. Client orientation and customer focus skills. Service delivery innovation skills. Financial management skills. Communication (verbal and written) skills. Computer literacy. Stakeholder management skills. Planning and coordination skills. Presentation and facilitation skills. Quality management skills. Attributes: Good interpersonal relationship. Ability to work

<u>DUTIES</u>	:	under pressure. Ability to work in a team and independently. Adaptability. Compliant. Independent thinker. Cost consciousness. Honesty and integrity. Develop and review integrated community empowerment frameworks (guidelines, policies, strategies, programmes and approaches) to facilitate the implementation of poverty alleviation and sustainable livelihoods programmes. Design and facilitate the implementation of community-based poverty alleviation, sustainable livelihoods and economical empowerment interventions. Design, develop and coordinate food and nutrition security programmes. Design programmes to capacitate community members, households, cooperatives and existing and emerging small and medium enterprises to effectively participate in the local economy value chain. Facilitate and coordinate community development research, planning and impact assessment.
<u>ENQUIRIES</u>	:	Mr P Netshipale Tel No: (012) 312-7662
<u>POST 38/44</u>	:	<u>CHIEF DIRECTOR: NPO REGISTRATION AND COMPLIANCE MONITORING REF NO: E2/D/2019</u> Branch: Community Development
<u>SALARY</u>	:	R1 251 183 per annum. This inclusive remuneration package consists of a basic salary, the states' contribution to the Government Employees Pension Fund and flexible portion that may be structured i.t.o. the applicable rules.
<u>CENTRE REQUIREMENTS</u>	:	Pretoria, HSRC Building An undergraduate qualification (NQF level 7) as recognised by SAQA plus 5 years of experience at a senior managerial in the field of NPO governance or administration. Knowledge of Public Service Legislation. Knowledge and understanding of the NPO legal framework. Competencies needed: Strategic capability and leadership skills. Programme and project management skills. Financial management skills. Policy analysis and development skills. Information and knowledge management skills. Communication (verbal and written) skills. Service delivery innovation skills. Problem-solving and change management skills. People management and empowerment skills. Client orientation and customer focus skills. Stakeholder management skills. Presentation and facilitation skills. Change management skills. Attributes: Good interpersonal relationship. Ability to work under pressure. Innovative and creative. Ability to work in a team and independently. Confidentiality. Adaptability. Diplomatic. Independent thinker. Cost consciousness. Honesty and integrity.
<u>DUTIES</u>	:	Manage the implementation and review of regulatory, legislative, and operational framework to ensure effective delivery of NPO services. Manage the development and maintenance of an efficient NPO administrative and information management system for the registration and administration of the registered organisations. Manage the development and implementation of NPO compliance monitoring and reporting framework and coordinate related legal compliance processes. Manage the development and effective implementation of stakeholder management framework to ensure effective governance and stakeholder participation. Manage the design and the provision of NPOs service delivery improvement and institutional capacity building programmes. Manage the design of effective customer care response, feedback mechanism and communication systems to enhance client relations. Provide advice and guidance to the social development sector and participate in various fora in relation to NPO matters.
<u>ENQUIRIES</u>	:	Mr P Netshipale Tel No: (012) 312-7662
<u>POST 38/45</u>	:	<u>DIRECTOR: YOUTH DEVELOPMENT REF NO: E2/E/2019</u> Branch: Community Development
<u>SALARY</u>	:	R1 057 326 per annum. This inclusive remuneration package consists of a basic salary, the states' contribution to the Government Employees Pension Fund and flexible portion that may be structured i.t.o. the applicable rules.
<u>CENTRE REQUIREMENTS</u>	:	Pretoria, HSRC Building An undergraduate qualification (NQF level 7) as recognised by SAQA in Social Science plus 5 years of experience at a middle/senior managerial level in the field of youth development. Knowledge of the relevant Public Service legislation. Knowledge of youth development. Competencies needed: Financial performance monitoring and evaluation skills. Strategic capability and leadership skills. Programme and project management skills. Financial

management skills. Policy analysis and development skills. Communication (verbal and written) skills. Service delivery innovation skills. Problem-solving and change management skills. Economic and statistical analysis skills. People management and empowerment skills. Client orientation and customer focus skills. Stakeholder management skills. Presentation and facilitation skills. Attributes: Good interpersonal relationship. Ability to work under pressure. Innovative and creative. Ability to work in a team and independently. Adaptability. Diplomatic. Independent thinker. Cost consciousness. Honesty and integrity.

DUTIES : Manage the Directorate: Youth Development. Facilitate and manage the development and implementation of the social development specific youth development strategy. Facilitate and monitor the development and implementation of programmes aimed at protection and empowerment of youth. Promote and facilitate the development and implementation of norms and standards for services to youth. Ensure strengthening of partnership and coordination mechanisms with the sector and externally with government departments and non-governmental organizations to enhance effective delivery. Support and promote the development of capacity building programmes for all categories of social service professionals working in the field of youth development. Represent the department at all relevant public forums related to youth development. Participate in related processes to refine and develop new policies and legislation for youth.

ENQUIRIES : Mr P Netshipale Tel No: (012) 312-7662

POST 38/46 : **DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: E2/F/2019**
Branch: Financial Management Services

SALARY : R1 057 326 per annum. This inclusive remuneration package consists of a basic salary, the states' contribution to the Government Employees Pension Fund and flexible portion that may be structured i.t.o. the applicable rules.

CENTRE : Pretoria, HSRC Building

REQUIREMENTS : An undergraduate qualification (NQF level 7) as recognised by SAQA in Supply Chain Management or Accounting or Commerce plus 5 years of experience at a middle/senior managerial level in government procurement systems and asset management. Knowledge of relevant Public Service legislation. Knowledge of government systems including Preferential Procurement Policy Framework Act, BBBEE, LOGIS, BAS and PFMA. Knowledge of PPPFA. Knowledge of the Social Development Sector. Valid driver's licence. Competencies needed: Policy analysis skills. People management skills. Planning and organising skills. Project management skills. Problem-solving skills. Communication (written and verbal) skills. Monitoring and evaluation skills. Coordination and facilitation skills. Computer literacy. Interpersonal and liaison skills. Analytical skills. Client orientation and customer focus skills. Report writing skills. Stakeholder management skills. Negotiation skills. Attributes: Integrity, assertiveness and trustworthiness. Ability to work under pressure. Ability to work in a team and independently. Cultural sensitivity. Innovative and creative. Assertiveness. Achievement orientated.

DUTIES : Manage the procurement process within the Department including the compilation of bid documents. Implement and promote BEE and PPPFA policies. Manage the Department's LOGIS system. Manage the commitment register, the process of issuing orders, receiving of goods procured as well as payment of suppliers. Develop, maintain and implement Supply Chain Management (SCM) policy, asset management policy, cell phone policy, transport management policy, inventory policy, disposal strategy, SCM frameworks, demand management strategy and procurement delegations. Develop the implementation guidelines for all practice notes/instructions and circulars issued by the National Treasury. Coordinate and develop the Department's procurement plan and maintain a record of bids awarded. Manage contracts awarded and ensure delivery of goods and services accordingly. Manage the acquisition, movement and disposal of assets, the physical verification of assets and reconciliation of assets and update the asset register, including the maintenance of the assets. Provide advice and guidance and assistance on SCM matters. Oversee the stock management system of the Department. Manage the Departmental fleet.

ENQUIRIES : Ms S Mgwaba Tel No: (012) 312-7844

<u>POST 38/47</u>	:	<u>DIRECTOR: FINANCIAL AND COMPLIANCE AUDITS REF NO: E2/G/2019</u> Chief Directorate: Internal Audit
<u>SALARY</u>	:	R1 057 326 per annum. This inclusive remuneration package consists of a basic salary, the states' contribution to the Government Employees Pension Fund and flexible portion that may be structured i.t.o. the applicable rules.
<u>CENTRE REQUIREMENTS</u>	:	Pretoria, HSRC Building An undergraduate qualification (NQF level 7) as recognised by SAQA with Auditing or Accounting as major subjects plus 5 years of experience at a middle/senior managerial level in the audit field. Practical knowledge of strategic planning. Knowledge of policy development and implementation support. Knowledge of relevant acts, regulations, policies and instructions applicable to financial management in the public service. Knowledge of risk assessment and fraud detection and prevention. Knowledge of accounting principles. Competencies needed: Competencies: Programme and project management skills. Financial management skills. People management and empowerment skills. Strategic capability and leadership skills. Innovation skills. Knowledge management skills. Client orientation and customer focus. Communication (written, verbal and liaison) skills. Honesty and integrity. Presentation skills. Computer literacy. Problem-solving and analysis skills. Service delivery and improvement skills. Practical and applied auditing and accounting skills. Managerial and leadership skills. Attributes: Ability to work under pressure. Ability to prioritize and manage multiple tasks. Innovative and creative. Achievement orientated and quality driven.
<u>DUTIES</u>	:	Prepare a comprehensive programme of internal auditing within the Department of Social Development. Ensure that the results of operations or programmes are consistent with established objectives and goals and whether operations and programmes are executed as planned. Ensure administrative support to the Audit Committee. Advise on reliability and integrity of financial, operational and management information and the means used to identify, measure, classify and report on such information. Advise on the economic, efficient and effective utilization of Departmental resources. Review and advise on the adequacy and effectiveness of control systems in place to safeguard and control Departmental assets. Review and advice on the effectiveness of the mechanisms and systems of risk management. Co-ordinate internal and external audit efforts. Coordinate special investigations as directed by the Director-General.
<u>ENQUIRIES</u>	:	Mr A Mudau Tel No: (012) 312-7085/7304
<u>POST 38/48</u>	:	<u>DIRECTOR: CHILDREN'S ACT REF NO: E2/H/2019</u> Branch: Families and Social Welfare Services
<u>SALARY</u>	:	R1 057 326 per annum. This inclusive remuneration package consists of a basic salary, the states' contribution to the Government Employees Pension Fund and flexible portion that may be structured i.t.o. the applicable rules.
<u>CENTRE REQUIREMENTS</u>	:	Pretoria, HSRC Building An undergraduate qualification (NQF level 7) as recognised by SAQA in Social Work plus 5 years of experience at a middle/senior managerial level in the field of policy and legislation development in the children's sector. Knowledge and experience in the field of child care and protection services. Registration with the South African Council for Social Service Professions as a Social Worker. Knowledge and understanding of human behaviour and social system. Understanding and knowledge of social Development sector. Broad knowledge of the relevant legislation, international and regional instruments and policies pertaining to child care services. Good understanding of the relevant Public Service legislative framework such as the PFMA, Public Service Act and Regulations. Competencies needed: Project management skills. Policy development and implementation skills. Writing and presentation skills. Communication and liaison skills. Coordination skills. Planning and organising skills. Analytical skills. Problem-solving skills. Business ethics. Counselling skills. Strategic capability and leadership skills. Monitoring and evaluation skills. Negotiation skills. Client orientation and customer focus skills. Computer literacy. Financial management skills. Research skills. Facilitation skills. Attributes: Confidence. Trustworthiness. Integrity. Patience. Accuracy. Diplomacy. Assertiveness. Compliance. Ability to work under pressure. Ability to work in a team and independently. Creative and innovative. Friendliness.

- DUTIES** : Manage the development of policies, norms and standards. Manage and facilitate the drafting of regulations to the Children's Act. Manage and facilitate training to social workers and other professionals to implement the Children's Act. Manage and facilitate indicators as well as quality assurance mechanisms to implement the Children's Act. Provide advice and guidance to issues pertaining to legislation monitoring and evaluation of norms and standards. Manage and facilitate the review of the Children's Act including the development of policies to strengthen proposals to amend the Act. Monitor, coordinate and evaluate intersectoral and interdepartmental compliance and reporting on the implementation of international, regional and national obligations.
- ENQUIRIES** : Dr R September Tel No: (012) 312 7163
- POST 38/49** : **DIRECTOR: VEP AND PREVENTION OF GENDER BASED VIOLENCE REF NO: E2/I/2019**
Chief Directorate: Social Crime Prevention
- SALARY** : R1 057 326 per annum. This inclusive remuneration package consists of a basic salary, the states' contribution to the Government Employees Pension Fund and flexible portion that may be structured i.t.o. the applicable rules.
- CENTRE REQUIREMENTS** : Pretoria, HSRC Building
An undergraduate qualification (NQF level 7) as recognised by SAQA in Social Sciences/Social Work plus 5 years of experience at a middle/senior managerial level (Management experience in victim empowerment or social welfare services; or criminal justice environment will be an added advantage). Registration with the South African Council for Social Service Professions as a Social Worker. Knowledge of the relevant public service legislation. Knowledge of legislation governing the implementation of VEP programmes within the JCPS sector. Knowledge of VEP and criminal justice field. Knowledge of the social development sector Competencies needed: Strategic capability and leadership skills. Programme and project management skills. Financial management skills. Policy analysis and development skills. Change management skills. Knowledge management skills. Communication (verbal and written) skills. Service delivery innovation skills. Problem-solving skills. People management and empowerment skills. Client orientation and customer focus skills. Stakeholder management skills. Presentation and facilitation skills. Coordination skills. Analytical skill. Attributes: Good interpersonal relations. Ability to work under pressure. Innovative and creative. Independent thinker. Ability to work in a team and independently. Cultural sensitivity. Adaptability. Confidentiality. Compliant. Cost consciousness. Honesty and Integrity.
- DUTIES** : Manage, facilitate and monitor the development of policies, guidelines, norms and standards pertaining to victim empowerment and prevention of gender based violence. Design marketing strategies and plans to implement programmes pertaining to VEP and prevention of gender based violence. Identify policy implementation challenges and advise on possible interventions to address the gaps. Develop mentoring and coaching model for emerging organisations. Facilitate the dispensing of funds to national NGO'S implementing VEP and prevention of gender based violence programmes.
- ENQUIRIES** : Ms S Magangoe Tel No: (012) 312-7786

DEPARTMENT OF TOURISM

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

- APPLICATIONS** : Applications, quoting the relevant reference number must be forwarded to the attention of Chief Director: HR Management and Development at Department of Tourism, Private Bag X424, Pretoria, 0001 or hand deliver at Tourism House, 17 Trevenna Road, Sunnyside, Pretoria.
- CLOSING DATE** : 08 November 2019, 16:30 (E mailed, faxed and late applications will not be considered)
- NOTE** : In order to be considered, applications must be submitted on a fully completed signed Z83 form, accompanied by all required certified copies (Certified copies must not be older than 3 months) of qualifications, Identity Document, proof of citizenship/permanent residence if not a RSA citizen and a comprehensive CV (including three contactable references). It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). All instructions on the application form and this advert must be adhered to. Failure to comply with these requirements will result in the candidate being disqualified. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three months of the closing date of this advertisement, please accept that your application was unsuccessful. The Department reserves the right not to make an appointment. Short-listed candidates will be subjected to screening and security vetting to determine the suitability of a person for employment. Shortlisted candidates may further be subject to a job related test.
- ERRATUM:** kindly note that the post of State Accountant: Creditors, Travel and Subsistence with Ref No: DT 24/2019 (Level 08) advertised in Public Service Vacancy Circular 37 dated 18 October 2019 was advertised with incorrect post title, the correct post title should read as follows: Senior State Accountant: Creditors, Travel and Accommodation Ref No: DT 24/2019 (Level 08). The closing date has been to 08 November 2019. We apologise for the inconvenience.

OTHER POSTS

- POST 38/50** : **DEPUTY DIRECTOR: POLICY DEVELOPMENT AND REGULATIONS REF NO: DT 20/2019**
- SALARY** : R869 007 per annum (All-inclusive remuneration package consisting of a basic salary, the State's contribution to the Government Employees Pension Fund and a flexible portion that may be structured according to personal needs within a framework)
- CENTRE REQUIREMENTS** : Pretoria
: A recognised Bachelor's Degree/National Diploma (NQF6) plus a minimum of 3-5 years' relevant working experience. Understanding of policy development processes; Understanding of strategy development processes; Understanding of the Public Service Systems; Knowledge of PFMA and other relevant Acts/legislation; knowledge of Project Management, stakeholder management, management of Human Resource. A valid code B driver's license.
- DUTIES** : The successful candidate will be responsible for facilitating the development and review of the tourism sector policy and regulatory frameworks; Scanning the policy environment to inform the development and review of policy and regulatory frameworks; Developing discussion documents on the development and review of policy and regulatory frameworks; Consulting with stakeholders on the development of policy and regulatory frameworks; Developing policy and regulatory frameworks to guide the sector; Proactively tracking national policy developments from other sectors with impact to tourism; Analysing national policy developments from other sectors with impact to tourism; Highlighting implications to tourism emanating from other sectoral policy/regulatory frameworks; Generating tourism policy position on other sectoral policy/regulatory frameworks; Tracking global and national policy developments with impact to the tourism economy; Analysing global and national policy developments with impact to tourism; Developing policy watch documents; Ensuring policy advocacy for alignment at local and political spheres of government; Ensuring policy advocacy at relevant national/ sectoral

- forums; Reporting on the mainstreaming, integration and alignment of tourism agenda across all spheres of government.
- ENQUIRIES** : Mr S Nkala Tel No: (012) 444 6316
- POST 38/51** : **ASSISTANT DIRECTOR: MEDIA LIAISON REF NO: DT 25/2019**
- SALARY** : R376 596 per annum (Level 09), excluding service benefits
- CENTRE** : Pretoria
- REQUIREMENTS** : A SAQA recognised Bachelor's Degree or National Diploma (NQF 6) in Communication/ Journalism or an equivalent qualification. 3-5 years' work experience in a communications environment. Knowledge of government communications. Knowledge of legislation and prescripts relevant to communications. Good interpersonal skills. Strong organisational, planning and problem solving skills. Language proficiency. Good writing skills. Knowledge of Social Media. Excellent computer literacy and use of standard software packages. Ability to work under pressure, irregular hours, and travel and work outside the office. A valid driver's license.
- DUTIES** : The successful candidate will be responsible for implementing media engagement plans, Identifying relevant media platforms to profile the department; Distributing media alerts, statements and releases to the media database; Conducting research; Conceptualising and drafting editorial content such as media statements and queries for approval of the supervisor; Managing receipts and distribution of newspapers; Managing media clipping services; Monitoring the compilation of the media clipping pack (printed) and preparing it for approval; Managing media clippings e-link; Coordinating monthly and quarterly media monitoring and analysis reports from the service provider for presentations to Communications Management; Managing communication activities around events and campaigns on the departmental events calendar; Preparing media accreditation; Coordinating venues for media registration and interviews; Providing inputs towards draft media plans; Managing and updating the media database. focus; Provide inputs to weekly/monthly/quarterly sub-directorate reports.
- ENQUIRIES** : Ms S Zwane Tel No: (012) 444 6612
- NOTE** : Short-listed candidates will be subjected to screening and security vetting to determine the suitability of a person for employment.

DEPARTMENT OF TRADE AND INDUSTRY

- APPLICATIONS** : can be submitted: By post to the Registry Office, The Department of Trade and Industry, Private Bag x84, Pretoria, 0001; Hand-delivered to the dti Campus, corner of Meintjies and Robert Sobukwe Street, Sunnyside, Pretoria; or go to: <http://www.thedti.gov.za> and click on the "Careers" link to submit online application. Applications must be submitted with a completed and signed form Z83, obtainable from any Public Service Department or on the internet at www.gov.za/documents or <http://www.thedti.gov.za/careers>.
- CLOSING DATE** : 08 November 2019
- NOTE** : Shortlisted candidates will be subjected to a technical exercise and the selection panel for MMS and SMS positions will further recommend candidates to attend a generic managerial competency-based assessment. Background verification and security vetting will form part of the selection process and successful candidates will be subjected to security vetting. The dti is committed to the pursuit of diversity and redress. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Applications received after the closing date will not be considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful. The dti reserves the right not to fill any advertised position(s).

MANAGEMENT ECHELON

- POST 38/52** : **CHIEF DIRECTOR: TEXTILES, CLOTHING, LEATHER & FOOTWEAR**
Overview: To provide strategic leadership and management to the Clothing, Textiles, Leather & Footwear Chief Directorate within the Industrial Development Division.
- SALARY CENTRE REQUIREMENTS** : R1 251 183 per annum (Level 14) (All-inclusive remuneration package)
: Pretoria
: An undergraduate qualification (NQF Level 7) in Economics / Commerce. 5 years' relevant senior management experience in the Textile and/or Clothing sector in the public or private sector. Key Requirements: Experience in the development and implementation of policies and strategies Experience in the coordination and development of sector interventions as well as monitoring and evaluation the implementation thereof. Experience in stakeholder management, financial management, people management, project management, strategic capability and leadership. Presentation skills, communication skills (verbal and written), interpersonal skills, planning and organising skills, mentoring and coaching. Knowledge and understanding of IPAP, Public Service Regulations, Public Service Act, Public Finance Management Act and Treasury Regulations.
- DUTIES** : Strategy and planning: Manage strategic planning for the chief directorate. Direct, manage and transform the chief directorate into a highly effective Clothing, Textiles, Leather & Footwear unit for inclusion in the Industrial Policy Action plan. Establish clear performance criteria and service standards for staff. Design and implement strategies and action plans in the sectors incorporated in the Industrial Policy Action Plan. Coordination and development of interventions: Provide guidance to develop and manage systems, policies and procedures to ensure effective and efficient growth of Clothing, Textiles, Leather and Footwear. Lead the coordination and development of interventions in line with Clothing, Textiles, Leather and Footwear priorities. Identify and address challenges faced by Clothing, Textiles, Leather and Footwear sector. Conduct research and implement business processes. Monitoring and evaluation: Monitoring performance of the chief directorate monitored against business and project plans and corrective measures introduced where necessary. Ensure compliance with integrated performance reporting system including high-level dashboard reporting. Monitor and evaluate strategy implemented in the Clothing, Textiles, Leather and Footwear Chief Directorate. Stakeholder management: Establish and maintain strategic partnerships with local and international institutions in the area of Clothing, Textiles, Leather and Footwear. Engage in an ongoing interaction with key stakeholders. Manage the relationships with key

stakeholders in the order to ensure implementation of the programs. Ensure effective communication of the work of the chief directorate to key stakeholders. Ensure that there is a coherent system and framework for stakeholder engagement. Financial management: Expenditure management. Ensure compliance with PFMA requirements at all times. Ensure that budget submissions and reports are submitted within the specified timelines People management: Conduct human resource forecasting. Effective performance management in line with HR guidelines. Training and development of staff in accordance with Personal Development Plans and Divisional Training and Development Plans.

ENQUIRIES

: Should you have enquiries or experience any problem submitting your application contact the Recruitment Office on Tel No: (012) 394 1809/1835.

NOTE

: In terms of the dti's EE requirements, preference will be given to African candidates, Coloured male as well as people with disabilities.

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

APPLICATIONS

- : should be posted to the addresses as indicated below or Hand delivered as indicated below:
- Cloete Joubert Hospital** - Post to: Human Resource Office, Cloete Joubert Hospital, P/Bag X7, Barkly East, 9786 or Hand delivery: HR Office, No 1 Voortrekker Road, Cloete Joubert Hospital. Enquiries: Mr Z.O Mgeyi – Tel No: (045) 971 0091.
- Maclear Hospital** - Post to: Human Resource Office, Maclear Hospital, PO Box 93, Maclear, 5480 or Hand delivery: HR Office, No 1 Fourie Street, Maclear Hospital. Enquiries: Ms N Zuza - Tel No: (045) 932 1028.
- Taylor Bequest Hospital** - Post to: Human Resource Office, Taylor Bequest Hospital (Mount Fletcher), Private Bag X1129, Mt Fletcher, 4770, Hand delivery: Elundini LSA Police Street, Mount Fletcher. Enquiries: Ms N Ngwabeni – Tel No: (039) 257 0099/079 085 0333.
- Burgersdorp Hospital** - Post to: Human Resource Office, Burgersdorp Hospital, Burgersdorp, 9744 or Hand delivery: HR Office, Burgersdorp Hospital, Daantjie Van Den Heever street. Enquiries: Ms N Zondi - Tel No: (051) 653 1881.
- Empilisweni Hospital** - Post to: Human Resource Office, Empilisweni Hospital, P/bag X5029, Sterkspruit, 9762 or Hand delivery: HR Office, Empilisweni Hospital, Umlamli Road, Sterkspruit, 9762. Enquiries: Mr S.L Bosholo – Tel No: (051) 611 0037.
- Umlamli Hospital** - Post to: Human Resource Office, Umlamli Hospital, Private bag X5016, Sterkspruit, 9762 or Hand delivery: HR Office, Umlamli Hospital. Enquiries: Ms Mpithimpithi - Tel No: (051) 611 0079/90.
- Steynsburg Hospital** - Post to: Human Resource Office, Steynsburg Hospital, Private Bag X03, Steynsburg, 5920 or Hand delivery: HR Office, 1 Henning Street, Steynsburg Hospital. Enquiries: Ms L Jood – Tel No: (051) 633 9617.
- Taylor Bequest Hospital (Matatiele)** - Post to: The Human Resource Manager, Taylor Bequest Hospital, Private Bag X836 Matatiele, 4730 or hand deliver to: Taylor Bequest Hospital, 01 Main Street, Matatiele, 4730. Enquiries: Mr. Kholiso Tel No: (039) 737 3107.
- Madzikane Ka Zulu Hospital** - Post to: HR Office Madzikane ka Zulu Hospital Private Bag x9003 Mt Frere 5900 Enquiries Mr. Sigola Tel No: (039) 255 8200/11/12.
- Khotsong Hospital** - Post to: Human Resource Office, Khotsong TB Hospital PO Box 115 Matatiele 4730 Enquiries: Ms. A Lebata Tel No: (039) 737 3801.
- Sipetu Hospital** - Post to: Human Resource Office Sipetu Hospital P/Bag X9005, Tabankulu, 5090. Enquiries: Ms Lulama Mahlathi Tel No: (039) 255 0077.
- Umzimvubu Sub District** - Post: Human Resource Office, Umzimvubu Sub District, Private Bag X 3515, Kokstad 4700 Enquiries: Mr. Magadla Tel No: (039) 7272090/03972724462.
- Cecilia Makiwane Hospital** - Post to: HR Office, Cecilia Makiwane Regional Hospital, Private Bag X9047 Cambridge 5200 or hand deliver to: HR Office, Cecilia Makiwane Hospital 4 Billie Road, Mdantsane, East London, 5219 Enquiries: Ms P Mncotsho Tel No: (043) 708 2121.
- Buffalo City Metro District Office** - Post to: HR Office, Buffalo City Metro District Office, Private Bag X9015, East London, 5200 or hand Deliver to: HR Office, Buffalo City Metro District Office, 64 Terminus Street, Old Standard Bank Building, East London 5200. Enquires: Ms. Hazel Hlulani Tel. No: (043) 7433 006/057.
- Bhisho Hospital** – Post to: HR Office, Komga Road, Bisho 5605 Enquiries: Mrs. T. Awlyn – Qegu Tel No: (040) 635 2950/5.
- Grey Hospital** - Post to: Human Resource Office, Grey Hospital, Private Bag X 7443, King Williams Town 5600 or hand deliver to HR Office Grey Hospital 54 Kings Road King Williams Town 5601. Enquiries: Ms Phillip Tel No: (043) 643 3304.
- Andries Vosloo Hospital** - Post to: Human Resource Office, Andries Vosloo Hospital, Private Bag X27667, Port Elizabeth, 6057, Enquires: Ms CZ Zozo Tel No: (042) 243 1313.
- Midlands Hospital** - The Human Resource Office, Midlands Hospital, P/ Bag X 696, Graaf Reinet, 6280. Or Hand Deliver at: Human Resource Office,

Midlands Hospital, Graaf Reinet. Enquiries: Ms M. Human Tel No: (049) 807 7739.

Port Alfred Hospital - Post to: HR Office Port Alfred Hospital PO Box 227 Port Alfred 6170 or hand deliver to: HR Office Port Alfred Hospital Southwell Road Port Alfred 6170 Enquiries: Ms N Sompontsha Tel No: (042) 291 2064.

Willowmore Hospital - Post to: The Human Resource Office, Willowmore Hospital, Private Bag X 239, Willowmore, 6445. Enquiries: Ms R Schutte Tel: No: (044) 923 1127

Glen Grey Hospital - Post to: Human Resource Office, Glen Grey Hospital, Private Bag x1142 Lady Frere, 5410 or hand deliver to: HR Office, Glen Grey Hospital Indwe Road, Lady Frere, 5410. Enquiries: Ms N Ralushe Tel No: (047) 878 2800.

Frontier Hospital - Post to: Human Resource Office, Frontier Hospital, Private bag X 7063, Queenstown, 5320 or hand delivery to: HR Office, Frontier Hospital, Cnr Kingsway Avenue & Livingstone Street, 5320. Enquiries: Mrs P Marongo – Tel No: (045) 808 4272

Inxuba Yethembu Sub District – Human Resource Office, Inxuba Yethembu Sub District Private Bag x90 Cradock 5880. Enquiries: Ms GO Van Heerden Tel No: (048) 881 2921

All Saints Hospital - Post to: Human Resource Office, All Saints Hospital, Private Bag x215, Engcobo, 5605 or hand deliver All Saints Hospital, Engcobo 5605, Enquiries: Ms NP Gcaza – Tel No: (047) 548 4104.

Ngcobo Sub-District - Post to: Human Resource Office, Ngcobo Sub-District, P.O Box X 215, Ngcobo 5050 or hand delivered to: All Saints Hospital Ngcobo (Old Maternity Ward) Enquiries: Ms N. Matala Tel No: (047) 5480022/34/0738199730.

Komani Hospital - Post to: Human Resource Office, Komani Hospital, Private Bag x 4043 Queenstown 5320. Enquiries: Mrs A Sokutu Tel No: (045) 858 8400.

Molteno Hospital – Human Resource Office, Molteno Hospital, Stuart Street, Molteno 5880. Enquiries: Ms D Zantsi Tel No: (045) 858 8112.

Dordrecht Hospital - Post to: HR Office, Dordrecht Hospital PO Box 80 Dordrecht 5435 or hand deliver to: HR Office, 1 Grey Street, Dordrecht Hospital, Dordrecht 5435. Enquiries Ms Mandla Tel No: (045) 943 1019.

Lukhanji Sub-District – Post to: Human Resource Office, Lukhanji Sub District Private Bag x1 Queenstown 5320. Enquiries: Ms Mtweni Tel No: (045) 807 8908

Sterkstroom Hospital - Post to: Human Resource Office, Sterkstroom Hospital P.O Box 168, Sterkstroom, 5425 or hand deliver to: HR Office, 18 Legrage Str. Sterkstroom Hospital, Sterkstroom. Enquiries: Mrs CM Swart Tel no 045 966 0268.

Forensic Pathology Services – Post to: P.O Box 1024 Queenstown 5320 or Hand deliver to: CSSD building Komani Complex Queenstown 5320. Enquiries: Ms Matiso M. Tel No: (045) 858 8112

Intsika Yethu Sub-District - Post to: Human Resource, Recruitment Office, Intsika Yethu Sub-District, Private Bag X 1250, Cofimvaba, 5380. Enquiries: Ms A Mabentsela – Tel No: (047) 874 0079

Fort Beaufort Hospital - Post to: Human Resource Office, Tower Hospital Private Bag X 228 Fort Beaufort 5720 or hand Deliver to Fort Beaufort Hospital, Summerset Street Fort Beaufort 5720, Enquiries: Ms H Potgieter - Tel No: (046) 645 5000

Victoria Hospital - Post to: Victoria Hospital, Private Bag x1300 Alice 5700. Enquiries: Ms L Mangesi Tel no: 040 653 1141

Tafalofefe Hospital - Post to: HR Office, Tafalofefe Hospital, Private Bag x 3024, Centane 4980, Enquiries: Ms V. Motebele Tel No: (047) 498 8900.

Raymond Mhlaba Sub District - Post to: Human Resource Office, Raymond Mhlaba Sub District, Room 8, First Floor, Healtown Road, Fort Beaufort 5720, OR P.O. Box 967, Fort Beaufort, 5720: Enquiries: Ms NA Mcetywa.

SS Gida Hospital - Post to: SS Gida Hospital, Private Bag x12 Keikammahoek, 5670. Enquiries: Ms Fumanisa Tel No: (040) 658 0043.

King Sabatha Dalindyebo Sub-District Office - Post to: King Sabatha Dalindyebo Sub-District, OR Tambo Health District Office, Private Bag X 5005, Mthatha 5099 or Hand Delivery 8th Floor Room 19 Botha Sigcawu Building Enquiries: Ms O Gcagca Tel No: (047) 531 0823.

St Barnabas Hospital - Post to: Human Resource Office, St Barnabas Hospital, P.O. Box 15, Libode, 5160. Enquiries: Ms Ndamase – Tel No: (047) 555 5300

Dr Malizo Mpehle Hospital - Post to: Human Resource, Dr Malizo Mpehle Memorial Hospital, Private Bag X1400, TSOLO, 5170. Enquiries: Ms Makalima Tel No: (047) 542 6000

Zithulele Hospital - Post to: Human Resource Office, Zithulele Hospital, Private Bag X 504, Mqanduli, 5080. Or hand deliver to Administration Area, Zithulele Hospital, Mqanduli, 504. Enquiries: Mr K Sobetwa Tel No: (047) 573 8936/073 200 0217

Isilimela Hospital - Post to: Isilimela Hospital Private Bag X1021, Port St Johns, 5120 or hand deliver to Isilimela Hospital Port St Johns, 5120, Enquiries: Ms N Gwiji – Tel No: (047) 564 2805

CLOSING DATE
NOTE

: 08 November 2019
: Applications must be posted on the Z83 Form accompanied by copies of Qualification(s) inclusive of Matric certificate, Identity document (certified within the past three months), Proof of registration, proof of citizenship if not RSA citizen, a comprehensive CV, indicating three reference persons: Name and Contact Numbers, A relationship with reference, Reference checks will be done on nominated candidate(s). Note: Failure to submit these copies will result in the application not being considered. Please do not send any original certificates, diplomas or testimonials. Applicants must note that further Personnel Suitability checks will be conducted on short-listed and that their appointment is subject to the outcome of these checks include security clearance, security vetting, qualification verification and criminal checking. Note that correspondence will only be conducted with the short-listed candidates. If you have not been contacted by the department of Health within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. We thank all applicants for their interest. 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 department. 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 competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS Competency assessments tools. People with disabilities are encouraged to apply for these posts. Additional Note: The filling of these posts will be in line with the Annual Recruitment Plan 2019/20. The Eastern Cape Department of Health has the right not to fill these posts. Adverts are placed per district so to accommodate other facilities within the district.

OTHER POSTS

POST 38/53

: **CLINICAL MANAGER REF NO: ECHEALTH/CM/MH/01/10/2019**

SALARY
CENTRE
REQUIREMENTS

: R1 173 900 – R1 302 849 per annum (OSD)
: Sarah Baartman District, Midlands Hospital
: Appropriate qualification that allows registration with the HPCSA as an independent Medical Practitioner. Registration with HPCSA as Medical Practitioner and proof of current registration. A minimum of 3 years' appropriate experience as a medical officer after registration with the HPCSA as Medical Practitioner of which two (2) years must be at management level. A valid work permit (if not South African resident). A valid driver's license. Computer skills. Knowledge of the applicable acts and regulations, including the Mental Health Care Act. Knowledge of patient's rights charter and national core standards. A thorough understanding of the PFMA and Treasury regulations. Must be able to function in a multi-disciplinary team. Good communication and interpersonal skills.

DUTIES

: Provide and support Clinical services in the institution. Supporting the integration and extension of Clinical services in the Health System. Manage all clinical and clinical support/auxiliary services in the institution. Must do quality audits and assist with the improvement of health services. Clinical risk management. Provide leadership, support and guidance regarding safe and appropriate medical practices. Facilitation of clinical governance processes within the institution. Unpack, disseminate, implement and enforce departmental policies. Implementation of institutional strategic and operational plans for clinical serviced. Represent clinical division at administrative and managerial committees, meetings, events and other a pertinent to clinical governance.

- ENQUIRIES** : Ms M. Human Tel No: (049) 807 7739
- POST 38/54** : **ASSISTANT MANAGER PHARMACEUTICAL SERVICES REF NO: ECHEALTH/AM-PS/TBH/01/10/2019**
- SALARY CENTRE REQUIREMENTS** : R897 936 – R1 042 095 per annum (OSD)
: Joe Gqabi District, Taylor Bequest Hospital (Mt Fletcher)
: Basic qualification accredited with the South African Pharmacy Council (SAPC) that allows registration with the SAPC as a pharmacist. A minimum of 5 years' appropriate experience after registration as a pharmacist with the SAPC. Relevant hospital pharmacist experience. Knowledge of Good Pharmacy Practice, National Drug Policy, Pharmacy Regulations and Act 101. An understanding of the relevant employment acts including the PFMA. Good communication skills, report writing and presentation skills. Computer literacy. Willing to tutor both pharmacist assistants and pharmacist interns.
- DUTIES** : Ensure efficient drug supply management. Ensure overall quality management of all pharmaceutical services. Assist in the development of SOPs, policies and health systems. Innovative in the improvement of pharmaceutical care services. Establish operational systems. Plan and organise own work and work of subordinates to allow smooth flow of pharmaceutical services.
- ENQUIRIES** : Ms N Ngwabeni Tel No: (039) 257 0099
- POST 38/55** : **ASSISTANT MANAGER PHARMACEUTICAL SERVICES REF NO: ECHEALTH/AM-PS/ZITH/01/10/2019**
- SALARY CENTRE REQUIREMENTS** : R897 936 – R1 042 095 per annum (OSD)
: OR Tambo District, Zithulele Hospital
: Basic qualification accredited with the South African Pharmacy Council (SAPC) that allows registration with the SAPC as a pharmacist. A minimum of 5 years' appropriate experience after registration as a pharmacist with the SAPC. Relevant hospital pharmacist experience. Knowledge of Good Pharmacy Practice, National Drug Policy, Pharmacy Regulations and Act 101. An understanding of the relevant employment acts including the PFMA. Good communication skills, report writing and presentation skills. Computer literacy. Willing to tutor both pharmacist assistants and pharmacist interns.
- DUTIES** : Ensure efficient drug supply management. Ensure overall quality management of all pharmaceutical services. Assist in the development of SOPs, policies and health systems. Innovative in the improvement of pharmaceutical care services. Establish operational systems. Plan and organise own work and work of subordinates to allow smooth flow of pharmaceutical services.
- ENQUIRIES** : Mr K Sobetwa Tel No: 047 573 8936/073 200 0217
- POST 38/56** : **CHIEF EXECUTIVE OFFICER (CEO) REF NO: ECHEALTH/CEO/BCM-BSH/01/10/2019**
- SALARY CENTRE REQUIREMENTS** : R869 007 – R1 023 645 per annum (Level 12)
: Buffalo City Metro, Bhisho Hospital
: A Degree/Advanced Diploma in Health related field plus a Degree/Diploma in Health Management or Degree/Advanced Diploma in Management Field. Registration with the relevant Professional Council. At least (5) years' experience in the Health Sector at middle management. Experience as a Health Service Manager or Significant experience in management in a Health service environment. Knowledge of relevant such as National Health Act, (PFMA), Public Service Regulations Programme and Project management. People management and empowerment. A valid Driver's License.
- DUTIES** : To plan, direct coordinate and manage the efficient and effective delivery of clinical and administration support services through working the key executive management team at the hospital within the legal regulatory framework. To present the Hospital Authoritatively at provincial and public forums. To provide Strategic leadership to improve operational effectively within the health establishment to improve health outcomes. Strategic Planning: Prepare a strategic Plan for the Hospital to ensure it is in Line with the 10-point plan, national, provincial, regional and district plan. Finance Management: Maximize revenue through Collection of all income due to the hospital, ensure that Hospital is managed within the budget in line with the PFMA and Relevant guidelines. Ensure that adequate policies, systems and Procedures are in place to enable prudent management of financial resources. Planning of

financial resources mobilization. Monitoring and evaluation and Asset and Risk management.

ENQUIRIES : Mrs. T. Awlyn – Qegu Tel No: (040) 635 2950/5

POST 38/57 : **CHIEF EXECUTIVE OFFICER (CEO) REF NO: ECHEALTH/CEO/CHD-SH/01/10/2019**

SALARY CENTRE REQUIREMENTS : R869 007 – R1 023 645 per annum (Level 12)
 : Chris Hani District, Sterkstroom Hospital
 : A Degree/Advanced Diploma in Health related field plus a Degree/Diploma in Health Management or Degree/Advanced Diploma in Management Field. Registration with the relevant Professional Council. At least (5) years' experience in the Health Sector at middle management. Experience as a Health Service Manager or Significant experience in management in a Health service environment. Knowledge of relevant such as National Health Act, (PFMA), Public Service Regulations Programme and Project management. People management and empowerment. A valid Driver's License.

DUTIES : To plan, direct coordinate and manage the efficient and effective delivery of clinical and administration support services through working the key executive management team at the hospital within the legal regulatory framework. To present the Hospital Authoritatively at provincial and public forums. To provide Strategic leadership to improve operational effectively within the health establishment to improve health outcomes. Strategic Planning: Prepare a strategic Plan for the Hospital to ensure it is in Line with the 10-point plan, national, provincial, regional and district plan. Finance Management: Maximize revenue through Collection of all income due to the hospital, ensure that Hospital is managed within the budget in line with the PFMA and Relevant guidelines. Ensure that adequate policies, systems and Procedures are in place to enable prudent management of financial resources. Planning of financial resources mobilization. Monitoring and evaluation and Asset and Risk management.

ENQUIRIES : Mrs CM Swart Tel No: (045) 966 0268

POST 38/58 : **CHIEF EXECUTIVE OFFICER (CEO) REF NO: ECHEALTH/CEO/KTBH/01/010/2019**

SALARY CENTRE REQUIREMENTS : R869 007 – R1 023 645 per annum (Level 12)
 : Alfred Nzo District, Khotsong TB Hospital
 : A Degree/Advanced Diploma in Health related field plus a Degree/Diploma in Health Management or Degree/Advanced Diploma in Management Field. Registration with the relevant Professional Council. At least (5) years' experience in the Health Sector at middle management. Experience as a Health Service Manager or Significant experience in management in a Health service environment. Knowledge of relevant such as National Health Act, (PFMA), Public Service Regulations Programme and Project management. People management and empowerment. A valid Driver's License.

DUTIES : To plan, direct coordinate and manage the efficient and effective delivery of clinical and administration support services through working the key executive management team at the hospital within the legal regulatory framework. To present the Hospital Authoritatively at provincial and public forums. To provide Strategic leadership to improve operational effectively within the health establishment to improve health outcomes. Strategic Planning: Prepare a strategic Plan for the Hospital to ensure it is in Line with the 10-point plan, national, provincial, regional and district plan. Finance Management: Maximize revenue through Collection of all income due to the hospital, ensure that Hospital is managed within the budget in line with the PFMA and Relevant guidelines. Ensure that adequate policies, systems and Procedures are in place to enable prudent management of financial resources. Planning of financial resources mobilization. Monitoring and evaluation and Asset and Risk management.

ENQUIRIES : Ms. A Lebata Tel No: (039) 737 3801

POST 38/59 : **CHIEF EXECUTIVE OFFICER REF NO: ECHEALTH/CEO/WMH/01/10/2019**

SALARY CENTRE : R869 007 – R1 023 645 per annum (Level 12)
 : Sarah Baartman District, Willowmore Hospital

REQUIREMENTS : A Degree/Advanced Diploma in Health related field plus a Degree/Diploma in Health Management or Degree/Advanced Diploma in Management Field. Registration with the relevant Professional Council. At least (5) years' experience in the Health Sector at middle management. Experience as a Health Service Manager or Significant experience in management in a Health service environment. Knowledge of relevant such as National Health Act, (PFMA), Public Service Regulations Programme and Project management. People management and empowerment. A valid Driver's License.

DUTIES : To plan, direct coordinate and manage the efficient and effective delivery of clinical and administration support services through working the key executive management team at the hospital within the legal regulatory framework. To present the Hospital Authoritatively at provincial and public forums. To provide Strategic leadership to improve operational effectively within the health establishment to improve health outcomes. Strategic Planning: Prepare a strategic Plan for the Hospital to ensure it is in Line with the 10-point plan, national, provincial, regional and district plan. Finance Management: Maximize revenue through Collection of all income due to the hospital, ensure that Hospital is managed within the budget in line with the PFMA and Relevant guidelines. Ensure that adequate policies, systems and Procedures are in place to enable prudent management of financial resources. Planning of financial resources mobilization. Monitoring and evaluation and Asset and Risk management.

ENQUIRIES : Ms R Schutte Tel No: (044) 923 1127

POST 38/60 : **DEPUTY MANAGER NURSING REF NO:**
ECHEALTH/DMN/BCM/01/10/2019

SALARY : R843 618 – R949 482 per annum (OSD)
CENTRE : Buffalo City Metro, Bhisho Hospital
REQUIREMENTS : Basic R425 qualification (Diploma/Degree) in Nursing or equivalent qualification that allows registration with SANC as a Professional Nurse. Minimum of 9 years after registration as a Professional Nurse, at least 4 years' appropriate recognizable experience must be at Management Level. Demonstrate advanced understanding and application of Nursing legislation and related legal and ethical nursing practices. Knowledge of PFMA; HR Management. Knowledge of Public Sector Legislation and relevant Prescript/Regulation, Batho Pele Principles and patient Right Charter. Strong leadership, good interpersonal relations, effective problem solving, management and decision making skill. Good verbal and written communication skills are essential requirements. Valid driver's license.

DUTIES : To manage and provide strategic Nursing leadership and direction to the Nursing Services. Plan and monitor the objectives of the specialized unit in line with the strategic plan of the institution and Department. Coordinate and maintain conducive/constructive working relationships with Nursing and other stake holders. Ensure compliance with professional and ethical practice. Monitor and ensure nursing care is practiced in accordance with the statutory law, policies and procedures governing the Nursing Profession, Labour and Health Care. Effective management and utilization of Human and Material Resources. Ensure effective implementation of PMDS. Monitor compliance to Quality Assurance and Infection Control and Occupational Health and Safety standards and National Core Standards Compliance. Ensure efficient and effective execution of administration functions of the Nursing unit.

ENQUIRIES : Mrs. T. Awlyn – Qegu Tel No: (040) 635 2950/5

POST 38/61 : **DEPUTY MANAGER NURSING REF NO:**
ECHEALTH/DMN/TOWH/01/10/2019

SALARY : R843 618 – R949 482 per annum (OSD)
CENTRE : Amatole District, Tower Psychiatric Hospital
REQUIREMENTS : Basic R425 qualification diploma/degree in Nursing or equivalent qualification that allows registration with SANC as a Professional Nurse General. Minimum of 9 years after registration as a Professional Nurse, at least 4 years' appropriate recognizable experience must be at Management Level. Demonstrate advanced understanding and application of Nursing legislation and related legal and ethical nursing practices. Knowledge of PFMA, HR Management. Knowledge of Public Sector Legislation and relevant Prescript/Regulation, Batho Pele Principles and patient Right Charter. Strong

		leadership, good interpersonal relations, effective problem solving, management and decision making skill. Good verbal and written communication skills are essential requirements. Valid driver's license.
<u>DUTIES</u>	:	To manage and provide strategic Nursing leadership and direction to the Nursing Services. Plan and monitor the objectives of the specialized unit in line with the strategic plan of the institution and Department. Coordinate and maintain conducive/constructive working relationships with Nursing and other stake holders. Ensure compliance with professional and ethical practice. Monitor and ensure nursing care is practiced in accordance with the statutory law, policies and procedures governing the Nursing Profession, Labour and Health Care. Effective management and utilization of Human and Material Resources. Ensure effective implementation of PMDS. Monitor compliance to Quality Assurance and Infection Control and Occupational Health and Safety standards and National Core Standards Compliance. Ensure efficient and effective execution of administration functions of the Nursing unit.
<u>ENQUIRIES</u>	:	Mr Potgieter Tel No: (046) 645 5000
<u>POST 38/62</u>	:	<u>MEDICAL OFFICER GRADE 1 -3 REF NO: ECHEALTH/MO/BH/01/10/2019</u>
<u>SALARY</u>	:	Grade 1: R821 205 – R884 670 per annum (OSD) Grade 2: R938 964 – R1 026 693 per annum (OSD) Grade 3: R1 089 693 – R1 362 366 per annum (OSD)
<u>CENTRE REQUIREMENTS</u>	:	Buffalo City Metro, Bhisho Hospital
	:	An appropriate qualification that allow registration with HPCSA as a Medical Practitioner. Current registration with the HPCSA as a Medical Practitioner. Applicants in possession of a foreign qualification must attach to their applications an evaluation certificate from the South African Qualifications Authority (SAQA) or any other regulating bodies. Grade 1: No Experience required. On year relevant experience after registration as Medical Practitioner with recognised foreign Health Professionals Council in respect of foreign qualified employees of whom it is not required to perform community services, as required in South Africa. Grade 2: Minimum of 5 years' relevant experience after registration. Minimum of 6 years' experience after registration as Medical Practitioner with recognised foreign Health Professionals Council in respect of foreign qualified employees of whom it is not required to perform community services, as required in South Africa. Grade 3: Minimum of 10 years' experience after registration. Minimum of 11 years' experience after registration as Medical Practitioner with recognised foreign Health Professionals Council in respect of foreign qualified employees of whom it is not required to perform community services, as required in South Africa.
<u>DUTIES</u>	:	Provision of quality patient centered care for all patients. Examine, investigate, diagnose and oversee the treatment of patients in the emergency department. Provision of after- hours services to care for emergencies presenting to the institution. Training and supervision of undergraduate and/or post graduate medical students. Participation in activities within the discipline including case presentations, unit rounds presentations, journal club and other departmental meetings. Render applicable administration functions. Attend to meetings, workshops and training courses as directed by the Head of Department. Perform other duties as assigned by the supervisor. Observe and comply with all departmental policies and guidelines regulating employment relationship clinical functioning.
<u>ENQUIRIES</u>	:	Mrs. T. Awlyn – Qegu Tel No: (040) 635 2950/5
<u>POST 38/63</u>	:	<u>MEDICAL OFFICER GRADE 1 -3 REF NO: ECHEALTH/MO/KTBH/01/10/2019</u>
<u>SALARY</u>	:	Grade 1: R821 205 – R884 670 per annum (OSD) Grade 2: R938 964 – R1 026 693 per annum (OSD) Grade 3: R1 089 693 – R1 362 366 per annum (OSD)
<u>CENTRE REQUIREMENTS</u>	:	Alfred Nzo District, Khotsong TB Hospital
	:	An appropriate qualification that allow registration with HPCSA as a Medical Practitioner. Current registration with the HPCSA as a Medical Practitioner. Applicants in possession of a foreign qualification must attach to their applications an evaluation certificate from the South African Qualifications Authority (SAQA) or any other regulating bodies. Grade 1: No Experience required. On year relevant experience after registration as Medical Practitioner with recognised foreign Health Professionals Council in respect of foreign

qualified employees of whom it is not required to perform community services, as required in South Africa. **Grade 2:** Minimum of 5 years' relevant experience after registration. Minimum of 6 years' experience after registration as Medical Practitioner with recognised foreign Health Professionals Council in respect of foreign qualified employees of whom it is not required to perform community services, as required in South Africa. **Grade 3:** Minimum of 10 years' experience after registration. Minimum of 11 years' experience after registration as Medical Practitioner with recognised foreign Health Professionals Council in respect of foreign qualified employees of whom it is not required to perform community services, as required in South Africa.

DUTIES : Provision of quality patient centered care for all patients. Examine, investigate, diagnose and oversee the treatment of patients in the emergency department. Provision of after- hours services to care for emergencies presenting to the institution. Training and supervision of undergraduate and/or post graduate medical students. Participation in activities within the discipline including case presentations, unit rounds presentations, journal club and other departmental meetings. Render applicable administration functions. Attend to meetings, workshops and training courses as directed by the Head of Department. Perform other duties as assigned by the supervisor. Observe and comply with all departmental policies and guidelines regulating employment relationship clinical functioning. The incumbent must also be prepared to train, develop and supervise of undergraduate and post graduate junior doctors.

ENQUIRIES : Ms. A Lebata Tel No: (039) 737 3801

POST 38/64 : **MEDICAL OFFICER GRADE 1 -3 REF NO: ECHEALTH/MO/FRH/01/10/2019**

SALARY : Grade 1: R821 205 – R884 670 per annum (OSD)
Grade 2: R938 964 – R1 026 693 per annum (OSD)
Grade 3: R1 089 693 – R1 362 366 per annum (OSD)

CENTRE REQUIREMENTS : Chris Hani District, Frontier Regional Hospital
An appropriate qualification that allow registration with HPCSA as a Medical Practitioner. Current registration with the HPCSA as a Medical Practitioner. Applicants in possession of a foreign qualification must attach to their applications an evaluation certificate from the South African Qualifications Authority (SAQA) or any other regulating bodies. **Grade 1:** No Experience required. On year relevant experience after registration as Medical Practitioner with recognised foreign Health Professionals Council in respect of foreign qualified employees of whom it is not required to perform community services, as required in South Africa. **Grade 2:** Minimum of 5 years' relevant experience after registration. Minimum of 6 years' experience after registration as Medical Practitioner with recognised foreign Health Professionals Council in respect of foreign qualified employees of whom it is not required to perform community services, as required in South Africa. **Grade 3:** Minimum of 10 years' experience after registration. Minimum of 11 years' experience after registration as Medical Practitioner with recognised foreign Health Professionals Council in respect of foreign qualified employees of whom it is not required to perform community services, as required in South Africa.

DUTIES : Provision of quality patient centered care for all patients. Examine, investigate, diagnose and oversee the treatment of patients in the emergency department. Provision of after- hours services to care for emergencies presenting to the institution. Training and supervision of undergraduate and/or post graduate medical students. Participation in activities within the discipline including case presentations, unit rounds presentations, journal club and other departmental meetings. Render applicable administration functions. Attend to meetings, workshops and training courses as directed by the Head of Department. Perform other duties as assigned by the supervisor. Observe and comply with all departmental policies and guidelines regulating employment relationship clinical functioning. The incumbent must also be prepared to train, develop and supervise of undergraduate and post graduate junior doctors.

ENQUIRIES : Mrs May Tel No: (045) 808 4294

POST 38/65 : **MEDICAL OFFICER GRADE 1 -3 REF NO: ECHEALTH/MO/GGH/01/10/2019 (X2 POSTS)**

SALARY : Grade 1: R821 205 – R884 670 per annum (OSD)
Grade 2: R938 964 – R1 026 693 per annum (OSD)
Grade 3: R1 089 693 – R1 362 366 per annum (OSD)

<u>CENTRE REQUIREMENTS</u>	:	Chris Hani District, Glen Grey Hospital
	:	An appropriate qualification that allow registration with HPCSA as a Medical Practitioner. Current registration with the HPCSA as a Medical Practitioner. Applicants in possession of a foreign qualification must attach to their applications an evaluation certificate from the South African Qualifications Authority (SAQA) or any other regulating bodies. Grade 1: No Experience required. On year relevant experience after registration as Medical Practitioner with recognised foreign Health Professionals Council in respect of foreign qualified employees of whom it is not required to perform community services, as required in South Africa. Grade 2: Minimum of 5 years' relevant experience after registration. Minimum of 6 years' experience after registration as Medical Practitioner with recognised foreign Health Professionals Council in respect of foreign qualified employees of whom it is not required to perform community services, as required in South Africa. Grade 3: Minimum of 10 years' experience after registration. Minimum of 11 years' experience after registration as Medical Practitioner with recognised foreign Health Professionals Council in respect of foreign qualified employees of whom it is not required to perform community services, as required in South Africa.
<u>DUTIES</u>	:	Provision of quality patient centered care for all patients. Examine, investigate, diagnose and oversee the treatment of patients in the emergency department. Provision of after- hours services to care for emergencies presenting to the institution. Training and supervision of undergraduate and/or post graduate medical students. Participation in activities within the discipline including case presentations, unit rounds presentations, journal club and other departmental meetings. Render applicable administration functions. Attend to meetings, workshops and training courses as directed by the Head of Department. Perform other duties as assigned by the supervisor. Observe and comply with all departmental policies and guidelines regulating employment relationship clinical functioning. The incumbent must also be prepared to train, develop and supervise of undergraduate and post graduate junior doctors.
<u>ENQUIRIES</u>	:	Ms N Ralushe Tel No: (047) 878 2800
<u>POST 38/66</u>	:	<u>MEDICAL OFFICER GRADE 1 – 3 REF NO: ECHEALTH/MO/DMMM/01/10/2019 (X2 POSTS)</u>
<u>SALARY</u>	:	Grade 1: R821 205 – R884 670 per annum (OSD) Grade 2: R938 964 – R1 026 693 per annum (OSD) Grade 3: R1 089 693 – R1362 366 per annum (OSD)
<u>CENTRE REQUIREMENTS</u>	:	Amathole District, Victoria Hospital
	:	An appropriate qualification that allow registration with HPCSA as a Medical Practitioner. Current registration with the HPCSA as a Medical Practitioner. Applicants in possession of a foreign qualification must attach to their applications an evaluation certificate from the South African Qualifications Authority (SAQA) or any other regulating bodies. Grade 1: No Experience required. On year relevant experience after registration as Medical Practitioner with recognised foreign Health Professionals Council in respect of foreign qualified employees of whom it is not required to perform community services, as required in South Africa. Grade 2: Minimum of 5 years' relevant experience after registration. Minimum of 6 years' experience after registration as Medical Practitioner with recognised foreign Health Professionals Council in respect of foreign qualified employees of whom it is not required to perform community services, as required in South Africa. Grade 3: Minimum of 10 years' experience after registration. Minimum of 11 years' experience after registration as Medical Practitioner with recognised foreign Health Professionals Council in respect of foreign qualified employees of whom it is not required to perform community services, as required in South Africa.
<u>DUTIES</u>	:	Provision of quality patient cantered care for all patients. Examine, investigate, diagnose and oversee the treatment of patients in the emergency department. Provision of after- hours services to care for emergencies presenting to the institution. Training and supervision of undergraduate and/or post graduate medical students. Participation in activities within the discipline including case presentations, unit rounds presentations, journal club and other departmental meetings. Render applicable administration functions. Attend to meetings, workshops and training courses as directed by the Head of Department. Perform other duties as assigned by the supervisor. Observe and comply with all departmental policies and guidelines regulating employment relationship

- clinical functioning. The incumbent must also be prepared to train, develop and supervise of undergraduate and post graduate junior doctors.
- ENQUIRIES** : Ms L Mangesi Tel No: (040) 653 1141
- POST 38/67** : **ASSISTANT MANAGER NURSING PRIMARY HEALTH CARE REF NO: ECHEALTH/AMN/NGCWA-CHC/01/10/2019**
- SALARY CENTRE REQUIREMENTS** : R614 941 – R692 166 per annum (OSD)
: KSD Sub District, Ngcwanguba CHC
: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. Post basic qualification with a duration of at least 1 year in Curative Skills in Primary Health Care/ Clinical Assessment, Treatment and Care accredited with the SANC. Registration with the SANC as Professional Nurse. A minimum of 10 years appropriate/recognisable nursing experience after registration as Professional Nurse with the SANC in General Nursing. At least 6 years of the period referred to above must be appropriate/ recognisable experience after obtaining the 1-year post basic qualification in the relevant specialty. At least 3 years of the period referred to above must be appropriate/ recognisable experience at management level.
- DUTIES** : Deliver a service in the General nursing areas indicated to ensure service delivery on a 24-hour basis. Will be required to do calls within the discipline and do hospital sit-ups as required by the service as well as night duty. Demonstrate effective communication with patients and relatives, supervisors, other health professionals and junior colleagues including more complex report writing when required. Monitor patient care and compliance to quality standards. Work effectively and amicably at a managerial level, with persons of diverse intellectual, cultural, racial or religious differences. Provision of quality Nursing Care, assist team members with Quality Assurance and monthly audits and development of clinical guidelines and policies. Maintain, manage PMDS of subordinates. Manage risk and ensure that the environment complies with the Health and Safety Act and Infection and Prevention Control Policies. Ensure effective and efficient budget control and assets control for the department. Preparedness to engage and manage any project aimed at improving the image of the nursing profession and the effectiveness and efficiency of the health service. Overall management of the Community Health Centre.
- ENQUIRIES** : Ms O Gcagca Tel No: (047) 531 0823
- POST 38/68** : **ASSISTANT MANAGER: NURSING SPECIALTY (MATERNITY) REF NO: ECHEALTH/AM/TBH/01/10/2019**
- SALARY CENTRE REQUIREMENTS** : R614 991 - R692 166 per annum (OSD)
: Alfred Nzo District, Taylor Bequest Hospital
: Basic qualification accredited with SANC in terms of Government Notice 425(i.e. Diploma/Degree in Nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse plus post-basic nursing qualification, with duration of at least 1 year, accredited with SANC in terms of Government Notice No R212 in Advanced Midwifery and Neonatology Nursing Science. A minimum of 10 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 6 years of the period referred to above must be appropriate/recognizable experience after obtaining 1 year post basic qualification in the relevant specialty. At least 3 years of the period referred to above must be appropriate/recognizable experience at management level. A valid driver's licence.
- DUTIES** : Coordination of optimal, holistic specialized nursing care provided within set of standards and a professional/ legal framework. Manage effectively the utilization and supervision of resources. Coordination of the provision of effective training and research. Provision of Effective Support to Nursing Services. Maintain professional growth/ethical standards and self-development.
- ENQUIRIES** : Mr. Kholiso Tel No: (039) 737 3107

POST 38/69 : **ASSISTANT MANAGER NURSING SPECIALTY (OPD) REF NO: ECHEALTH/AMNS/CHD-GGH/01/10/2019**

SALARY CENTRE REQUIREMENTS : R614 991 – R692 166 per annum (OSD)
: Chris Hani District, Glen Grey Hospital
: Basic qualification accredited with SANC in terms of Government Notice 425(i.e. Diploma/Degree in Nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse plus post-basic nursing qualification, with duration of at least 1 year, accredited with SANC in terms of Government Notice No R212. A minimum of 10 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 6 years of the period referred to above must be appropriate/ recognizable experience after obtaining 1 year post basic qualification in the relevant specialty. At least 3 years of the period referred to above must be appropriate/ recognizable experience at management level. A valid driver's license.

DUTIES : To relieve in other areas such as Maternity, OPD/Casualty when need arises. Co-ordination of optional holistic specialised nursing care provided within set standards and professional/legal framework. Manage effectively the utilisation and supervision of resources. Co-ordination of the provision of effective training and research. Provision of effective support of nursing services. Maintain professional growth/ethical standards and self-development. Oversee provision of patient care. Participation in the analyzing formulation and implementation of nursing guidelines practices, policies, standards and procedures.

ENQUIRIES : Ms N Ralushe Tel No: (047) 878 2800

POST 38/70 : **ASSISTANT MANAGER SPECIALTY (CASUALTY/TRAUMA) REF NO: ECHEALTH/AMC-T/CMH/01/10/2019**

SALARY CENTRE REQUIREMENTS : R614 991 – R692 166 per annum (OSD)
: Buffalo City Metro, Cecilia Makiwane Hospital
: Basic R425 Qualification (Diploma/Degree) in Nursing or equivalent that allows registration with the SANC as Professional Nurse. Proof of current registration with SANC as a Professional Nurse. A minimum of 10 years appropriate/recognizable experience in nursing after registration as a professional nurse with the SANC in General Nursing. At least six years of the period referred to above must be appropriate/recognizable experience after obtaining the one year post basic course/qualification in Accident & Emergency. At least 3 years of the period referred to above must be appropriate/recognizable experience at management level. Knowledge of the nursing care procedures, Good communication skills.

DUTIES : To ensure a holistic approach in the delivery of nursing care to customers/clients in cost effective, efficient & equitable manner. Overall supervision/management of the nursing services & maintain a constructive working relations with nurses & other stake -holders. Participate in the analysis, formulation & implementation of nursing guidelines, standards & procedures. Monitor & ensure proper utilization of financial & physical resources. Utilize information technology and other management information systems to manage nursing information for the enhancement of service delivery: Advocate and ensure the promotion of nursing ethos and professionalism.

ENQUIRIES : Ms P Mncotsho Tel No: (043) 708 2121

POST 38/71 : **ASSISTANT MANAGER SPECIALTY (PEADIATRICS) REF NO: ECHEALTH/AMP/CMH/01/10/2019**

SALARY CENTRE REQUIREMENTS : R614 991 – R692 166 per annum (OSD)
: Buffalo City Metro, Cecilia Makiwane Hospital
: Basic R425 Qualification (Diploma/Degree) in Nursing or equivalent that allows registration with the SANC as Professional Nurse. Proof of current registration with SANC as a Professional Nurse. A minimum of 10 years appropriate/recognizable experience in nursing after registration as a professional nurse with the SANC in General Nursing. At least six years of the period referred to above must be appropriate/recognizable experience after obtaining the one year post basic course/qualification in Pediatrics. At least 3 years of the period referred to above must be appropriate/recognizable

		experience at management level. Knowledge of the nursing care procedures, Good communication skills.
<u>DUTIES</u>	:	To ensure a holistic approach in the delivery of nursing care to customers/clients in cost effective, efficient & equitable manner. Overall supervision/management of the nursing services & maintain a constructive working relations with nurses & other stake -holders. Participate in the analysis, formulation & implementation of nursing guidelines, standards & procedures. Monitor & ensure proper utilization of financial & physical resources. Utilize information technology and other management information systems to manage nursing information for the enhancement of service delivery: Advocate and ensure the promotion of nursing ethos and professionalism.
<u>ENQUIRIES</u>	:	Ms P Mncotso Tel No: (043) 708 2121
<u>POST 38/72</u>	:	<u>ASSISTANT MANAGER SPECIALTY (MENTAL HEALTH) REF NO: ECHEALTH/AM-MH/CMH/01/10/2019</u>
<u>SALARY</u>	:	R614 991 – R692 166 per annum (OSD)
<u>CENTRE</u>	:	Buffalo City Metro, Cecilia Makiwane Hospital
<u>REQUIREMENTS</u>	:	Basic R425 Qualification (Diploma/Degree) in Nursing or equivalent that allows registration with the SANC as Professional Nurse. Proof of current registration with SANC as a Professional Nurse. A minimum of 10 years appropriate/recognizable experience in nursing after registration as a professional nurse with the SANC in General Nursing. At least six years of the period referred to above must be appropriate/recognizable experience after obtaining the one year post basic course/qualification in Mental Health. At least 3 years of the period referred to above must be appropriate/recognizable experience at management level. Knowledge of the nursing care procedures, Good communication skills.
<u>DUTIES</u>	:	To ensure a holistic approach in the delivery of nursing care to customers/clients in cost effective, efficient & equitable manner. Overall supervision/management of the nursing services & maintain a constructive working relations with nurses & other stake -holders. Participate in the analysis, formulation & implementation of nursing guidelines, standards & procedures. Monitor & ensure proper utilization of financial & physical resources. Utilize information technology and other management information systems to manage nursing information for the enhancement of service delivery: Advocate and ensure the promotion of nursing ethos and professionalism.
<u>ENQUIRIES</u>	:	Ms P Mncotso Tel No: 043 708 2121
<u>POST 38/73</u>	:	<u>ASSISTANT MANAGER NURSING (SPECIALTY) REF NO: ECHEALTH/AMN-S/STEYH/01/10/2019</u>
<u>SALARY</u>	:	R614 991 - R692 166 per annum (OSD)
<u>CENTRE</u>	:	Joe Gqabi District, Steynsburg Hospital
<u>REQUIREMENTS</u>	:	Basic qualification accredited with SANC in terms of Government Notice 425(i.e. Diploma/Degree in Nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse plus post-basic nursing qualification, with duration of at least 1 year, accredited with SANC in terms of Government Notice No R212. A minimum of 10 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 6 years of the period referred to above must be appropriate/ recognizable experience after obtaining 1 year post basic qualification in the relevant specialty. At least 3 years of the period referred to above must be appropriate/ recognizable experience at management level. A qualification in Nursing Administration will be an added advantage. A valid driver's licence.
<u>DUTIES</u>	:	To manage and provide strategic Nursing leadership and direction to the Nursing Services. Plan and monitor the objectives of the specialized unit in line with the strategic plan of the institution and Department. Coordinate and maintain conducive/constructive working relationships with Nursing and other stake holders. Ensure compliance with professional and ethical practice. Monitor and ensure nursing care is practiced in accordance with the statutory law, policies and procedures governing the Nursing Profession, Labour and Health Care. Effective management and utilization of Human and Material Resources. Ensure effective implementation of PMDS. Monitor compliance to Quality Assurance and Infection Control and Occupational Health and Safety

		standards and National Core Standards Compliance. Ensure efficient and effective execution of administration functions of the Nursing unit.
<u>ENQUIRIES</u>	:	Ms Mfanekiso Tel No: (048) 884 0241
<u>POST 38/74</u>	:	<u>ASSISTANT MANAGER NURSING SPECIALTY (OPD) REF NO: ECHEALTH/AMN-OPD/TBH/01/10/2019</u>
<u>SALARY</u>	:	R614 991 – R692 166 per annum (OSD)
<u>CENTRE</u>	:	Joe Gqabi District, Taylor Bequest Hospital (Mt Fletcher)
<u>REQUIREMENTS</u>	:	Basic qualification accredited with SANC in terms of Government Notice 425(i.e. Diploma/Degree in Nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse plus post-basic nursing qualification, with duration of at least 1 year, accredited with SANC in terms of Government Notice No R212. A minimum of 10 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 6 years of the period referred to above must be appropriate/ recognizable experience after obtaining 1 year post basic qualification in the relevant specialty. At least 3 years of the period referred to above must be appropriate/ recognizable experience at management level. A valid driver's license.
<u>DUTIES</u>	:	To relieve in other areas such as Maternity, OPD/Casualty when need arises. Co-ordination of optional holistic specialised nursing care provided within set standards and professional/legal framework. Manage effectively the utilisation and supervision of resources. Co-ordination of the provision of effective training and research. Provision of effective support of nursing services. Maintain professional growth/ethical standards and self-development. Oversee provision of patient care. Participation in the analyzing formulation and implementation of nursing guidelines practices, policies, standards and procedures.
<u>ENQUIRIES</u>	:	Ms N Ngwabeni Tel No: (039) 257 0099
<u>POST 38/75</u>	:	<u>ASSISTANT MANAGER NURISNG SPECIALTY (THEATRE) REF NO: ECHEALTH/AMNS-THEA/TBH/01/10/2019</u>
<u>SALARY</u>	:	R614 941 – R692 166 per annum (OSD)
<u>CENTRE</u>	:	Joe Gqabi District, Taylor Bequest Hospital (Mt Fletcher)
<u>REQUIREMENTS</u>	:	Basic R425 Qualification (Diploma/Degree) in Nursing or equivalent that allows registration with the SANC as Professional Nurse. Proof of current registration with SANC as a Professional Nurse. 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 after obtaining the one year post basic course/qualification in Theatre Clinical Nursing. At least 3 years of the period referred to above must be appropriate/recognizable experience at management level. Knowledge of the nursing care procedures. Good communication skills.
<u>DUTIES</u>	:	To ensure a holistic approach in the delivery of nursing care to customers/clients in cost effective, efficient & equitable manner. Overall supervision/management of the nursing services & maintain a constructive working relations with nurses & other stake – holders. Participate in the analysis, formulation & implementation of nursing guidelines, standards & technology and other management information system to manage nursing information for the enhancement of service delivery. Advocate and ensure the promotion of nursing ethos and professionalism.
<u>ENQUIRIES</u>	:	Ms N Ngwabeni – Tel No: (039) 257 0099.
<u>POST 38/76</u>	:	<u>OPERATIONAL MANAGER (SPECIALTY) REF NO: ECHEALTH/OMS-AM/MIDCHC/01/10/2019</u>
<u>SALARY</u>	:	R562 800 – R633 432 per annum (OSD)
<u>CENTRE</u>	:	Amatole District, Middeldrift CHC Hospital
<u>REQUIREMENTS</u>	:	Basic qualification accredited with the South African Nursing Council in terms of Government Notice R425 (i.e. Degree/Diploma in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse plus post-basic nursing qualification with a duration of at least 1 year, accredited in Advanced Midwifery and Neonatology Nursing Science with the SANC in terms of Government Notice R212. A minimum of 9 years

- Appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 5 years of experience of the period referred to above must be appropriate/recognisable experience after obtaining the 1 year post basic qualification.
- DUTIES** : Supervise and ensure the provision of effective and efficient patient care through adequate nursing care. Participate in analysis, formulation of nursing guidelines, practices, standards and procedures. Manage and mentor proper utilisation of human, financial, physical resources. Develop a safe patient care and therapeutic environment according to occupational health and safety requirements, infection control prescripts. 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 team is rendered in accordance with the scope of practices and nursing standards as determined by the Legislation. Implementation of Patient's Rights Charter and Batho Pele Principles.
- ENQUIRIES** : Ms. NA Mcteywa Tel No: (046) 645 2695
- POST 38/77** : **OPERATIONAL MANAGER SPECIALTY (NEONATAL) REF NO: ECHEALTH/OMS-NEO/TBH/01/10/2019**
- SALARY** : R562 800 – R633 432 per annum (OSD)
CENTRE : Joe Gqabi District, Taylor Bequest Hospital (Mt Fletcher)
REQUIREMENTS : Basic qualification accredited with the South African Nursing Council in terms of Government Notice R425 (i.e. Degree/Diploma in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse plus post-basic nursing qualification with a duration of at least 1 year, accredited in Advanced Midwifery and Neonatology Nursing Science with the SANC in terms of Government Notice R212. A minimum of 9 years Appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 5 years of experience of the period referred to above must be appropriate/recognisable experience after obtaining the 1 year post basic qualification. A valid driver's licence.
- DUTIES** : Supervise and ensure the provision of effective and efficient patient care through adequate nursing care. Participate in analysis, formulation of nursing guidelines, practices, standards and procedures. Manage and mentor proper utilisation of human, financial, physical resources. Develop a safe patient care and therapeutic environment according to occupational health and safety requirements, infection control prescripts. 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 team is rendered in accordance with the scope of practices and nursing standards as determined by the Legislation. Implementation of Patient's Rights Charter and Batho Pele Principles.
- ENQUIRIES** : Ms N Ngwabeni Tel No: 039 257 0099
- POST 38/78** : **OPERATIONAL MANAGER SPECIALTY (MATERNITY) REF NO: ECHEALTH/OMS-M/TBH/01/10/2019**
- SALARY** : R562 800 – R633 432 per annum (OSD)
CENTRE : Joe Gqabi District, Taylor Bequest Hospital (Mt Fletcher)
REQUIREMENTS : Basic qualification accredited with the South African Nursing Council in terms of Government Notice R425 (i.e. Degree/Diploma in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse plus post-basic nursing qualification with a duration of at least 1 year in Advanced Midwifery and Neonatology Nursing Science accredited with SANC in terms of Government Notice R212. A minimum of 9 years Appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 5 years of experience of the period referred to above must be appropriate/recognisable experience after obtaining the 1 year post basic qualification.
- DUTIES** : Supervise and ensure the provision of effective and efficient patient care through adequate nursing care. Participate in analysis, formulation of nursing guidelines, practices, standards and procedures. Manage and mentor proper utilisation of human, financial, physical resources. Develop a safe patient care and therapeutic environment according to occupational health and safety requirements, infection control prescripts. 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 team is rendered in accordance with the scope of practices and nursing standards as determined by the Legislation. Implementation of Patient's Rights Charter and Batho Pele Principles.
<u>ENQUIRIES</u>	:	Ms N Ngwabeni Tel No: (039) 257 0099
<u>POST 38/79</u>	:	<u>OPERATIONAL MANAGER SPECIALTY (OPD) REF NO: ECHEALTH/OMS-OPD/CJH/01/10/2019</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R562 800 – R633 432 per annum (OSD)
	:	Joe Gqabi District, Cloete Joubert Hospital
	:	Basic qualification accredited with the South African Nursing Council in terms of Government Notice R425 (i.e. Degree/ Diploma in Nursing) or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse plus a post basic nursing qualification with a duration of at least 1 year in Clinical Assessment, Treatment and Care accredited with SANC in terms of Government Notice R212. Registration with the SANC as Professional Nurse. 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 after obtaining the 1 year post basic qualification in the relevant specialty. A valid driver's licence.
<u>DUTIES</u>	:	Provide a comprehensive health care service in the health hospital, to ensure that nursing care is rendered in accordance with the laws and regulations. Client orientation and customer focus, personal management, change management. Promote and ensure 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 human resource, financial policies, nursing legislation, relevant ethical Nursing practice and how this impact on service delivery. Demonstrate effective communication with patients, supervisors, other health professionals and junior colleagues including more complex report writing when required.
<u>ENQUIRIES</u>	:	Mr Z.O Mgeyi Tel No: (045) 971 0091
<u>POST 38/80</u>	:	<u>OPERATIONAL MANAGER SPECIALTY (MATERNITY) REF NO: ECHEALTH/OMS-MAT/MKH/01/10/2019</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R562 800 – R633 432 per annum (OSD)
	:	Alfred Nzo District, Madzikane Ka Zulu Hospital
	:	Basic qualification accredited with the South African Nursing Council in terms of Government Notice R425 (i.e. Degree/Diploma in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse plus post-basic nursing qualification with a duration of at least 1 year, accredited in Advanced Midwifery and Neonatology Nursing Science with the SANC in terms of Government Notice R212. A minimum of 9 years Appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 5 years of experience of the period referred to above must be appropriate/recognisable experience after obtaining the 1 year post basic qualification. A valid driver's licence.
<u>DUTIES</u>	:	Supervise and ensure the provision of effective and efficient patient care through adequate nursing care. Participate in analysis, formulation of nursing guidelines, practices, standards and procedures. Manage and mentor proper utilisation of human, financial, physical resources. Develop a safe patient care and therapeutic environment according to occupational health and safety requirements, infection control prescripts. 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 team is rendered in accordance with the scope of practices and nursing standards as determined by the Legislation. Implementation of Patient's Rights Charter and Batho Pele Principles.
<u>ENQUIRIES</u>	:	Mr. Sigola Tel No: (039) 255 8200/11/12

POST 38/81 : **OPERATIONAL MANAGER SPECIALTY (CASUALTY) REF NO: ECHEALTH/OMS-C/KH/01/10/2019**

SALARY : R562 800 – R633 432 per annum (OSD)
CENTRE : Alfred Nzo District, Madzikane Ka Zulu Hospital
REQUIREMENTS : Basic qualification accredited with the South African Nursing Council in terms of Government Notice R425 (i.e. Degree/Diploma in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse plus post-basic nursing qualification with a duration of at least 1 year in Trauma Nursing Science/Critical Nursing Science accredited with SANC in terms of Government Notice R212. A minimum of 9 years Appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 5 years of experience of the period referred to above must be appropriate/recognisable experience after obtaining the 1 year post basic qualification.

DUTIES : Provide direction and supervision for the implementation of the Nursing plan (Clinical active/quality patient care). Implement standard, practices, criteria and indicators for quality nursing (quality of practice). 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. Utilise human material and physical resources efficiently and effectively. Perform clinical practice in accordance with the scope of practice and nursing standards as determined by the hospital. Promote quality of nursing care.

ENQUIRIES : Mr. Sigola Tel No: (039) 255 8200/11/12

POST 38/82 : **OPERATIONAL MANAGER: PRIMARY HEALTH CARE REF NO: ECHEALTH/OMPHC/UMZISD-QC/01/10/2019**

SALARY : R562 800 – R633 432 per annum (OSD)
CENTRE : Umzimvubu Sub-District, Qaqa Clinic
REQUIREMENTS : Basic qualification accredited with the South African Nursing Council in terms of Government Notice R425 (i.e. Degree/ Diploma in Nursing) or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse plus a post basic nursing qualification with a duration of at least 1 year, accredited in Curative Skills in Primary Health Care accredited with SANC in terms of Government Notice R48. 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 after obtaining the 1 year post basic qualification in the relevant specialty.

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 relationship with nurses and other stakeholders (i.e. interpersonal, interscope and multi-disciplinary) team. Promote quality of nursing care as directed by the professional growth/ethical standards and self-development. Take part in the turnaround strategy, PHC Reengineering, strengthening of National Core Standards and Ideal clinics.

ENQUIRIES : Mr. Magadla Tel No: (039) 7272090/03972724462

POST 38/83 : **OPERATIONAL MANAGER: PRIMARY HEALTH CARE REF NO: ECHEALTH/OMPHC/UMZI SD-ZC/01/10/2019**

SALARY : R562 800 – R633 432 per annum (OSD)
CENTRE : Umzimvubu Sub District, Zulu Clinic
REQUIREMENTS : Basic qualification accredited with the South African Nursing Council in terms of Government Notice R425 (i.e. Degree/ Diploma in Nursing) or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse plus a post basic nursing qualification with a duration of at least 1 year, accredited in Curative Skills in Primary Health Care accredited with SANC in terms of Government Notice R48. 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 after obtaining the 1 year post basic qualification in the relevant specialty.

- 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 relationship with nurses and other stakeholders (i.e. interpersonal, interscope and multi-disciplinary) team. Promote quality of nursing care as directed by the professional growth/ethical standards and self-development. Take part in the turnaround strategy, PHC Reengineering, strengthening of National Core Standards and Ideal clinics.
- ENQUIRIES** : Mr. Magadla Tel No: (039) 7272090/03972724462
- POST 38/84** : **OPERATIONAL MANAGER: PRIMARY HEALTH CARE REF NO: ECHEALTH/ OMPHC/THC/01/10/2019**
- SALARY CENTRE REQUIREMENTS** : R562 800 – R633 432 per annum (OSD)
: Alfred Nzo District, Tabankulu CHC
: Basic qualification accredited with the South African Nursing Council in terms of Government Notice R425 (i.e. Degree/ Diploma in Nursing) or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse plus a post basic nursing qualification with a duration of at least 1 year, accredited in Curative Skills in Primary Health Care accredited with SANC in terms of Government Notice R48. 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 after obtaining the 1 year post basic qualification in the relevant specialty.
- 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 relationship with nurses and other stakeholders (i.e. interpersonal, interscope and multi-disciplinary) team. Promote quality of nursing care as directed by the professional growth/ethical standards and self-development. Take part in the turnaround strategy, PHC Reengineering, strengthening of National Core Standards and Ideal clinics.
- ENQUIRIES** : Mr. Magadla Tel No: (039) 7272090/03972724462
- POST 38/85** : **OPERATIONAL MANAGER: PRIMARY HEALTH CARE REF NO: ECHEALTH/OMPHC/NC/01/10/2019**
- SALARY CENTRE REQUIREMENTS** : R562 800 – R633 432 per annum (OSD)
: Buffalo City Metro, Newlands Clinic
: Basic qualification accredited with the South African Nursing Council in terms of Government Notice R425 (i.e. Degree/ Diploma in Nursing) or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse plus a post basic nursing qualification with a duration of at least 1 year, accredited in Curative Skills in Primary Health Care accredited with SANC in terms of Government Notice R48. 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 after obtaining the 1 year post basic qualification in the relevant specialty.
- 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 relationship with nurses and other stakeholders (i.e. interpersonal, interscope and multi-disciplinary) team. Promote quality of nursing care as directed by the professional growth/ethical standards and self-development. Take part in the turnaround strategy, PHC Reengineering, strengthening of National Core Standards and Ideal clinics.
- ENQUIRES** : Ms. H Hlulani Tel. No: (043) 708 1700
- POST 38/86** : **OPERATIONAL MANAGER PRIMARY HEALTH CARE REF NO: ECHEALTH/OMPHC/NU-9-MC/01/10/2019**
- SALARY CENTRE REQUIREMENTS** : R562 800 – R633 432 per annum (OSD)
: Buffalo City Metro, NU 9 Masakhane Clinic
: Basic qualification accredited with the South African Nursing Council in terms of Government Notice R425 (i.e. Degree/ Diploma in Nursing) or equivalent

qualification that allows registration with the South African Nursing Council as a Professional Nurse plus a post basic nursing qualification with a duration of at least 1 year, accredited in Curative Skills in Primary Health Care accredited with SANC in terms of Government Notice R48. 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 after obtaining the 1 year post basic qualification in the relevant specialty.

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 relationship with nurses and other stakeholders (i.e. interpersonal, interscope and multi-disciplinary) team. Promote quality of nursing care as directed by the professional growth/ethical standards and self-development. Take part in the turnaround strategy, PHC Reengineering, strengthening of National Core Standards and Ideal clinics.

ENQUIRIES : Ms. H Hlulani Tel No: (043) 708 1700

POST 38/87 : **OPERATIONAL MANAGER PRIMARY HEALTH CARE REF NO: ECHEALTH/OMPHC/TYUTYU-VC/01/10/2019**

SALARY : R562 800 – R633 432 per annum (OSD)
CENTRE : Buffalo City Metro, Tyutyu Village Clinic
REQUIREMENTS : Basic qualification accredited with the South African Nursing Council in terms of Government Notice R425 (i.e. Degree/ Diploma in Nursing) or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse plus a post basic nursing qualification with a duration of at least 1 year, accredited in Curative Skills in Primary Health Care accredited with SANC in terms of Government Notice R48. 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 after obtaining the 1 year post basic qualification in the relevant specialty.

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 relationship with nurses and other stakeholders (i.e. interpersonal, interscope and multi-disciplinary) team. Promote quality of nursing care as directed by the professional growth/ethical standards and self-development. Take part in the turnaround strategy, PHC Reengineering, strengthening of National Core Standards and Ideal clinics.

ENQUIRES : Ms. H Hlulani Tel. No: (043) 708 1700

POST 38/88 : **OPERATIONAL MANAGER: PRIMARY HEALTH CARE REF NO: ECHEALTH/OM-S/TSHABO-C/01/10/2019**

SALARY : R562 800 – R633 432 per annum (OSD)
CENTRE : Buffalo City Metro, Tshabo Clinic
REQUIREMENTS : Basic qualification accredited with the South African Nursing Council in terms of Government Notice R425 (i.e. Degree/ Diploma in Nursing) or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse plus a post basic nursing qualification with a duration of at least 1 year, accredited in Curative Skills in Primary Health Care accredited with SANC in terms of Government Notice R48. 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 after obtaining the 1 year post basic qualification in the relevant specialty.

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 relationship with nurses and other stakeholders (i.e. interpersonal, interscope and multi-disciplinary) team. Promote quality of nursing care as directed by the professional growth/ethical standards and self-development. Take part in the turnaround strategy, PHC Reengineering, strengthening of National Core Standards and Ideal clinics.

ENQUIRIES : Ms. H Hlulani Tel. No: (043) 708 1700

POST 38/89 : **OPERATIONAL MANAGER PRIMARY HEALTH CARE REF NO: ECHEALTH/OMPHC/CHD-LSD-RC/01/10/2019**

SALARY : R562 800 – R633 432 per annum (OSD)
CENTRE : Chris Hani District, Lukhanji Sub-District, Rocklands Clinic
REQUIREMENTS : Basic qualification accredited with the South African Nursing Council in terms of Government Notice R425 (i.e. Degree/ Diploma in Nursing) or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse plus a post basic nursing qualification with a duration of at least 1 year, accredited in Curative Skills in Primary Health Care accredited with SANC in terms of Government Notice R48. 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 after obtaining the 1 year post basic qualification in the relevant specialty.

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 relationship with nurses and other stakeholders (i.e. interpersonal, interscope and multi-disciplinary) team. Promote quality of nursing care as directed by the professional growth/ethical standards and selfdevelopment. Take part in the turnaround strategy, PHC Reengineering, strengthening of National Core Standards and Ideal clinics.

ENQUIRIES : Ms Mtweni Tel No: (045) 807 8908

POST 38/90 : **OPERATIONAL MANAGER: PRIMARY HEALTH CARE REF NO: ECHEALTH/OMPHC/INGC/01/10/2019**

SALARY : R562 800 – R633 432 per annum (OSD)
CENTRE : KSD Sub District, Ngcwanguba CHC
REQUIREMENTS : Basic qualification accredited with the South African Nursing Council in terms of Government Notice R425 (i.e. Degree/ Diploma in Nursing) or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse plus a post basic nursing qualification with a duration of at least 1 year, accredited in Curative Skills in Primary Health Care accredited with SANC in terms of Government Notice R48. 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 after obtaining the 1 year post basic qualification in the relevant specialty.

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 relationship with nurses and other stakeholders (i.e. interpersonal, interscope and multi-disciplinary) team. Promote quality of nursing care as directed by the professional growth/ethical standards and self-development. Take part in the turnaround strategy, PHC Reengineering, strengthening of National Core Standards and Ideal clinics.

ENQUIRIES : Ms O Gcagca Tel No: (047) 531 0823

POST 38/91 : **OPERATIONAL MANAGER: PRIMARY HEALTH CARE REF NO: ECHEALTH/OMPHC/NGC/01/10/2019**

SALARY : R562 800 – R633 432 per annum (OSD)
CENTRE : KSD Sub District, Ngwenya Clinic
REQUIREMENTS : Basic qualification accredited with the South African Nursing Council in terms of Government Notice R425 (i.e. Degree/ Diploma in Nursing) or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse plus a post basic nursing qualification with a duration of at least 1 year, accredited in Curative Skills in Primary Health Care accredited with SANC in terms of Government Notice R48. 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 after obtaining the 1 year post basic qualification in the relevant specialty.

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 relationship with nurses and other stakeholders (i.e. interpersonal, interscope and multi-disciplinary) team. Promote quality of nursing care as directed by the professional growth/ethical standards and self-development. Take part in the turnaround strategy, PHC Reengineering, strengthening of National Core Standards and Ideal clinics.

ENQUIRIES : Ms O Gcagca Tel No: (047) 531 0823

POST 38/92 : **OPERATIONAL MANAGER: PRIMARY HEALTH CARE REF NO: ECHEALTH/OMPHC/PUC/01/10/2019**

SALARY : R562 800 – R633 432 per annum (OSD)
CENTRE : KSD Sub District, Pumalanga Clinic
REQUIREMENTS : Basic qualification accredited with the South African Nursing Council in terms of Government Notice R425 (i.e. Degree/ Diploma in Nursing) or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse plus a post basic nursing qualification with a duration of at least 1 year, accredited in Curative Skills in Primary Health Care accredited with SANC in terms of Government Notice R48. 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 after obtaining the 1 year post basic qualification in the relevant specialty.

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 relationship with nurses and other stakeholders (i.e. interpersonal, interscope and multi-disciplinary) team. Promote quality of nursing care as directed by the professional growth/ethical standards and self-development. Take part in the turnaround strategy, PHC Reengineering, strengthening of National Core Standards and Ideal clinics.

ENQUIRIES : Ms O Gcagca Tel No: (047) 531 0823

POST 38/93 : **OPERATIONAL MANAGER: PRIMARY HEALTH CARE REF NO: ECHEALTH/OMPHC/CHD-IYSD-MC/01/10/2019**

SALARY : R562 800 – R633 432 per annum (OSD)
CENTRE : Inxuba Yethemba Sub-District, Michausdal Clinic
REQUIREMENTS : Basic qualification accredited with the South African Nursing Council in terms of Government Notice R425 (i.e. Degree/ Diploma in Nursing) or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse plus a post basic nursing qualification with a duration of at least 1 year, accredited in Curative Skills in Primary Health Care accredited with SANC in terms of Government Notice R48. 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 after obtaining the 1 year post basic qualification in the relevant specialty.

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 relationship with nurses and other stakeholders (i.e interpersonal, interscope and multi-disciplinary) team. Promote quality of nursing care as directed by the professional growth/ethical standards and self-development. Take part in the turnaround strategy, PHC Reengineering, strengthening of National Core Standards and Ideal clinics.

ENQUIRIES : Ms GO Van Heerden Tel No: 048 881 2921

POST 38/94 : **OPERATIONAL MANAGER SPECIALTY (PSYCHIATRY) REF NO: ECHEALTH/OMSP/CHD-KH/01/10/2019**

SALARY : R562 800 – R633 432 per annum (OSD)
CENTRE : Chris Hani District, Komani Psychiatric Hospital
REQUIREMENTS : Basic qualification accredited with the South African Nursing in terms of Government Notice R425 i.e. Degree/Diploma in nursing or equivalent qualification that allows registration with SANC as a professional nurse. One year post basic qualification in Psychiatric Nursing Science accredited with

SANC in terms of Government notice R212. A minimum of 9 years' appropriate experience in nursing after registration as a professional nurse with SANC. At least 5 years of the period referred to above must be appropriate/recognizable experience in the specific specialty i.e. Psychiatric Nursing. Current registration with SANC. Computer literacy. Good communication and interpersonal skills. Added advantage one year post basic qualification in nursing administration obtained from a recognizable university. One year post basic qualification in nursing education obtained from a recognizable university. Valid driver's licence.

DUTIES : Co-ordination of optimal, holistic, specialized nursing provided within National Core Standard and a professional/legal framework. Demonstrate basic understanding of human resource, financial policies, nursing legislation, relevant ethical nursing practice and how this impact on service delivery. Co-ordination of the provision of effective training and research. Maintain professional growth/ ethical standards and self-development. Provision of effective support to nursing service. General management i.e. PMDS, Pay roll management, Leave management, Time management, Quality improvement projects, Formal and informal training including WSP, Resuscitation trolleys and scheduled drug registers. Client orientation and customer focus, personnel management, change management. Promote and ensure quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility and national core standards. Demonstrate effective communication with patients, supervisors, other health care professionals, community and junior colleagues. Report writing skills. Effective management and interpretation of health information data.

ENQUIRIES : Mrs A Sokutu Tel No: (045) 858 8400

POST 38/95 : **OPERATIONAL MANAGER (SPECIALTY) REF NO: ECHEALTH/OM-S/CMH/01/10/2019**

SALARY CENTRE REQUIREMENTS : R562 800 – R633 432 per annum (OSD)
: Buffalo City Metro, Cecilia Makiwane Hospital
: Basic qualification accredited with the South African Nursing in terms of Government Notice R425 i.e. Degree /Diploma in nursing or equivalent qualification that allows registration with SANC as a professional nurse. A minimum of 9 years' appropriate experience in Nursing after registration as a general Professional Nurse with SANC as a general Nurse. Proof of current registration with SANC. At least 5 years' recognizable experience in Trauma/ICU/Theatre Nursing after obtaining a post basic qualification in Trauma/ICU/Theatre Techniques Nursing Science. Good communication and interpersonal skills. Demonstrate basic understanding of human resources, disciplinary procedures as well as financial management policies, guidelines and practices. Basic computer literacy and report writing skills are essential. Added Advantage: One-year Post basic Qualification in Nursing Administration obtained from a recognized university. One year post basic qualification in Nursing Education obtained from a recognized university. Valid driver's license.

DUTIES : Managing material, human and financial resources. Ensure implementation of quality nursing standards in accordance with nursing legislation and ethical practice. Provide professional, technical and management support for the provision of quality patient care through management of nursing care programs. Advocate the promotion of nursing ethos and professionalism. Develop and monitor the implementation of policies, programs, regulations, practices, protocol/ procedures and standards pertaining to nursing care. Establish, maintain and participate in the inter-professional multi-disciplinary team for effective and efficient health care. Manage clinical learning exposure to nurses and students between universities, colleges and clinical areas. Manage and monitor absenteeism in accordance with relevant directives and prescripts. Collaborate with other team members in the hospital to identify actual and potential risks. Support nursing and health care research to improve the quality of care. Actively participate in the implementation of the National Core Standards (NCS). Coordinate the implementation of continuing professional development (CPD) for nurses and midwives. Working shifts. Monitoring and reporting of Adverse Events and complaints. Develop and implement Quality Improvement Plans. Actively participate in the implementation of the health information system.

ENQUIRIES : Ms P Mncotso Tel No: (043) 708 2121

POST 38/96 : **OPERATIONAL MANAGER (SPECIALTY) REF NO: ECHEALTH/OM-S/GH/01/10/2019**

SALARY : R562 800 – R633 432 per annum (OSD)
CENTRE : Buffalo City Metro, Grey Hospital
REQUIREMENTS : Basic qualification accredited with the South African Nursing in terms of Government Notice R425 i.e. Degree /Diploma in nursing or equivalent qualification that allows registration with SANC as a professional nurse. A minimum of 9 years' appropriate experience in Nursing after registration as a general Professional Nurse with SANC as a general Nurse. Proof of current registration with SANC. At least 5 years' recognizable experience in Trauma/ICU/Theatre Nursing after obtaining a 1 year post basic qualification in Trauma/ICU/ Theatre Techniques Nursing Science. Good communication and interpersonal skills. Demonstrate basic understanding of human resources, disciplinary procedures as well as financial management policies, guidelines and practices. Basic computer literacy and report writing skills are essential. Added Advantage: One-year Post basic Qualification in Nursing Administration obtained from a recognized university.

DUTIES : Managing material, human and financial resources. Ensure implementation of quality nursing standards in accordance with nursing legislation and ethical practice. Provide professional, technical and management support for the provision of quality patient care through management of nursing care programs. Advocate the promotion of nursing ethos and professionalism. Develop and monitor the implementation of policies, programs, regulations, practices, protocol/ procedures and standards pertaining to nursing care. Establish, maintain and participate in the inter-professional multi-disciplinary team for effective and efficient health care. Manage clinical learning exposure to nurses and students between universities, colleges and clinical areas. Manage and monitor absenteeism in accordance with relevant directives and prescripts. Collaborate with other team members in the hospital to identify actual and potential risks. Support nursing and health care research to improve the quality of care. Actively participate in the implementation of the National Core Standards (NCS). Coordinate the implementation of continuing professional development (CPD) for nurses and midwives. Working shifts. Monitoring and reporting of Adverse Events and complaints. Develop and implement Quality Improvement Plans. Actively participate in the implementation of the health information system.

ENQUIRIES : Ms H Hlulani Tel No: (043) 708 1700

POST 38/97 : **OPERATIONAL MANAGER SPECIALTY (MATERNITY) REF NO: ECHEALTH/OMG/AVH/01/10/2019**

SALARY : R562 800 – R633 432 per annum (OSD)
CENTRE : Sarah Baartman District, Andries Vosloo Hospital
REQUIREMENTS : Basic qualification accredited with the South African Nursing Council in terms of Government Notice R425 (i.e. Degree/ Diploma in Nursing) or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse General plus a post basic nursing qualification with a duration of at least 1 year in Advanced Midwifery and Neonatology Nursing Science and accredited with SANC in terms of Government Notice R212. 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 after obtaining the 1 year post basic qualification in the relevant specialty. A valid driver's licence.

DUTIES : Provide direction and supervision for the implementation of the Nursing plan (Clinical active/quality patient care). Implement standard, practices, criteria and indicators for quality nursing (quality of practice). 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. Utilise human material and physical resources efficiently and effectively. Perform clinical practice in accordance with the scope of practice and nursing standards as determined by the hospital. Promote quality of nursing care.

ENQUIRIES : Ms CZ Zozo Tel No: (042) 243 1313

POST 38/98 : **OPERATIONAL MANAGER SPECIALTY (PAEDS) REF NO: ECHEALTH/OM/PAH/01/10/2019**

SALARY CENTRE REQUIREMENTS : R562 800 – R633 432 per annum (OSD)
: Sarah Baartman District, Port Alfred Hospital
: Basic qualification accredited with the South African Nursing Council in terms of Government Notice R425 (i.e. Degree/ Diploma in Nursing) or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse General plus a post basic nursing qualification with a duration of at least 1 year in Paediatric Nursing Science accredited with SANC in terms of Government Notice R212. 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 after obtaining the 1 year post basic qualification in the relevant specialty. A valid driver's licence.

DUTIES : Provide direction and supervision for the implementation of the Nursing plan (Clinical active/quality patient care). Implement standard, practices, criteria and indicators for quality nursing (quality of practice). 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. Utilise human material and physical resources efficiently and effectively. Perform clinical practice in accordance with the scope of practice and nursing standards as determined by the hospital. Promote quality of nursing care.

ENQUIRIES : Ms N Sompontsha Tel No: (042) 291 2064

POST 38/99 : **OPERATIONAL MANAGER SPECIALTY (CASUALTY) REF NO: ECHEALTH/OMSO/PAH H/01/10/2019**

SALARY CENTRE REQUIREMENTS : R562 800 – R633 432 per annum (OSD)
: Sarah Baartman District, Port Alfred Hospital
: Basic qualification accredited with the South African Nursing Council in terms of Government Notice R425 (i.e. Degree/Diploma in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse plus post-basic nursing qualification with a duration of at least 1 year in Trauma Nursing Science/Critical Nursing Science accredited with SANC in terms of Government Notice R212. A minimum of 9 years Appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 5 years of experience of the period referred to above must be appropriate/ recognisable experience after obtaining the 1 year post basic qualification.

DUTIES : Provide direction and supervision for the implementation of the Nursing plan (Clinical active/quality patient care). Implement standard, practices, criteria and indicators for quality nursing (quality of practice). 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. Utilise human material and physical resources efficiently and effectively. Perform clinical practice in accordance with the scope of practice and nursing standards as determined by the hospital. Promote quality of nursing care.

ENQUIRIES : Ms N Sompontsha Tel No: (042) 291 2064

POST 38/100 : **OPERATIONAL MANAGER SPECIALTY (MATERNITY) REF NO. ECHEALTH/OMS-MAT/DMMH/01/10/2019**

SALARY CENTRE REQUIREMENTS : R562 800 – R633 432 per annum (OSD)
: OR Tambo District, Dr Malizo Mpehle Hospital
: Basic qualification accredited with the South African Nursing Council in terms of Government Notice R425 (i.e. Degree/Diploma in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse plus post-basic nursing qualification with a duration of at least 1 year, accredited in Advanced Midwifery and Neonatology Nursing Science with the SANC in terms of Government Notice R212. A minimum of 9 years Appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 5 years of experience of the period referred to above must be appropriate/recognisable

		experience after obtaining the 1 year post basic qualification. A valid driver's licence.
<u>DUTIES</u>	:	Supervise and ensure the provision of effective and efficient patient care through adequate nursing care. Participate in analysis, formulation of nursing guidelines, practices, standards and procedures. Manage and mentor proper utilisation of human, financial, physical resources. Develop a safe patient care and therapeutic environment according to occupational health and safety requirements, infection control prescripts. 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 team is rendered in accordance with the scope of practices and nursing standards as determined by the Legislation. Implementation of Patient's Rights Charter and Batho Pele Principles.
<u>ENQUIRIES</u>	:	Ms Makalima Tel No: (047) 542 6000
<u>POST 38/101</u>	:	<u>OPERATIONAL MANAGER SPECIALTY (PAEDS) REF NO: ECHEALTH/OM/DMMH/01/10/2019</u>
<u>SALARY</u>	:	R562 800 – R633 432 per annum (OSD)
<u>CENTRE</u>	:	OR Tambo District, Dr Malizo Mpehle Hospital
<u>REQUIREMENTS</u>	:	Basic qualification accredited with the South African Nursing Council in terms of Government Notice R425 (i.e. Degree/ Diploma in Nursing) or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse General plus a post basic nursing qualification with a duration of at least 1 year in Paediatric Nursing Science accredited with SANC in terms of Government Notice R212. 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 after obtaining the 1 year post basic qualification in the relevant specialty. A valid driver's licence.
<u>DUTIES</u>	:	Managing effectively the supervision and utilisation of material, human and financial resources. Ensure implementation of quality nursing standards in accordance with nursing legislation and ethical practice. Provide professional, technical and management support for the provision of quality patient care through management of nursing care programmes. Advocate the promotion of nursing ethos and professionalism. Develop and monitor the implementation of policies, programmes, regulations, practices, protocol/procedures and standards pertaining to nursing care. Establish, maintain and participate in the inter-professional multidisciplinary team for effective and efficient health care. Manage clinical learning exposure to nurses and students between universities, colleges and clinical areas. Manage and monitor absenteeism in accordance with relevant directives and prescripts. Collaborate with other team members in the hospital to identify actual and potential risk. Support nursing and health care research to improve the quality of care. Actively participate in the implementation of the National Core Standards (NCS). Co-ordinate the implementation of continuing professional development (CPD) for nurses. Working shifts. Monitoring and reporting Patient Safety Incidents and complaints. Develop and Implement Quality Improvement Plans. Actively participate in the implementation of the health information policy.
<u>ENQUIRIES</u>	:	Ms Makalima Tel No: (047) 542 6000
<u>POST 38/102</u>	:	<u>OPERATIONAL MANAGER SPECIALTY (MATERNITY) REF NO: ECHEALTH/OMS-MAT/ISIH/01/10/2019</u>
<u>SALARY</u>	:	R562 800 – R633 432 per annum (OSD)
<u>CENTRE</u>	:	OR Tambo District, Isilimela Hospital
<u>REQUIREMENTS</u>	:	Basic qualification accredited with the South African Nursing Council in terms of Government Notice R425 (i.e. Degree/Diploma in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse plus post-basic nursing qualification with a duration of at least 1 year, accredited in Advanced Midwifery and Neonatology Nursing Science with the SANC in terms of Government Notice R212. A minimum of 9 years Appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 5 years of experience of the period referred to above must be appropriate/recognisable

		experience after obtaining the 1 year post basic qualification. A valid driver's licence.
<u>DUTIES</u>	:	Supervise and ensure the provision of effective and efficient patient care through adequate nursing care. Participate in analysis, formulation of nursing guidelines, practices, standards and procedures. Manage and mentor proper utilisation of human, financial, physical resources. Develop a safe patient care and therapeutic environment according to occupational health and safety requirements, infection control prescripts. 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 team is rendered in accordance with the scope of practices and nursing standards as determined by the Legislation. Implementation of Patient's Rights Charter and Batho Pele Principles.
<u>ENQUIRIES</u>	:	Ms N Gwiji Tel No: (047) 564 2805
<u>POST 38/103</u>	:	<u>OPERATIONAL MANAGER SPECIALTY (MATERNITY) REF NO: ECHEALTH/OMS-M/CHD-MH/01/10/2019</u>
<u>SALARY</u>	:	R562 800 – R633 432 per annum (OSD)
<u>CENTRE</u>	:	Chris Hani District, Molteno Hospital
<u>REQUIREMENTS</u>	:	Basic qualification accredited with the South African Nursing Council in terms of Government Notice R425 (i.e. Degree/Diploma in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse plus post-basic nursing qualification with a duration of at least 1 year in Advanced Midwifery and Neonatology Nursing Science accredited with SANC in terms of Government Notice R212. A minimum of 9 years Appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 5 years of experience of the period referred to above must be appropriate/recognisable experience after obtaining the 1 year post basic qualification.
<u>DUTIES</u>	:	Supervise and ensure the provision of effective and efficient patient care through adequate nursing care. Participate in analysis, formulation of nursing guidelines, practices, standards and procedures. Manage and mentor proper utilisation of human, financial, physical resources. Develop a safe patient care and therapeutic environment according to occupational health and safety requirements, infection control prescripts. 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 team is rendered in accordance with the scope of practices and nursing standards as determined by the Legislation. Implementation of Patient's Rights Charter and Batho Pele Principles.
<u>ENQUIRIES</u>	:	Ms D Zantsi Tel No: (045) 858 8112
<u>POST 38/104</u>	:	<u>OPERATIONAL MANAGER SPECIALTY (MATERNITY) REF NO. ECHEALTH/OMS-AM/THAFH/01/10/2019</u>
<u>SALARY</u>	:	R562 800 – R633 432 per annum (OSD)
<u>CENTRE</u>	:	Amatole District, Tafalofefe Hospital
<u>REQUIREMENTS</u>	:	Basic qualification accredited with the South African Nursing Council in terms of Government Notice R425 (i.e. Degree/Diploma in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse plus post-basic nursing qualification with a duration of at least 1 year, accredited in Advanced Midwifery and Neonatology Nursing Science with the SANC in terms of Government Notice R212. A minimum of 9 years Appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 5 years of experience of the period referred to above must be appropriate/recognisable experience after obtaining the 1 year post basic qualification.
<u>DUTIES</u>	:	Supervise and ensure the provision of effective and efficient patient care through adequate nursing care. Participate in analysis, formulation of nursing guidelines, practices, standards and procedures. Manage and mentor proper utilisation of human, financial, physical resources. Develop a safe patient care and therapeutic environment according to occupational health and safety requirements, infection control prescripts. 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 team is rendered in accordance with the scope of

practices and nursing standards as determined by the Legislation. Implementation of Patient's Rights Charter and Batho Pele Principles. Ms V. Motebele Tel No: (047) 498 0026

ENQUIRIES

POST 38/105

CHIEF RADIOGRAPHER REF NO: ECHEALTH/MCR/BH/01/10/2019

SALARY

Grade 1: R466 119 – R517 326 per annum (OSD)
Grade 2: R532 959 – R591 510 per annum (OSD)

**CENTRE
REQUIREMENTS**

Buffalo City Metro, Bhisho Hospital
National Diploma/Degree in Radiography or Equivalent Qualification. An appropriate qualification that allows registration with the HPCSA as a Radiographer. A minimum of 3 years appropriate/recognisable experience in the relevant experience professional after registration with the HPCSA as a Radiographer. A minimum of two years supervisory/managerial experience on the operational platform. Competencies: Knowledge of relevant legislation guiding the provision of clinical care in the public sector i.e. Health Act, Patient Rights Charter, Batho Principles, Ministerial Priorities and National Core Standards. Good communication skills. Report writing skills. Ability to function as part of a team. Decision making skills. Effective. Effective communication with patients. Supervisors, other health professionals and colleagues in the multidisciplinary health team. Computer skills.

DUTIES

To administer the operations, management and good governance of diagnostic radiography services including all the resources in the Department. Manage the provision of quality Radiography services in the Department, through the implementation of appropriate systems and measures. Adhere and ensure compliance with HCPSA Legislation. Monitor and evaluate services rendered in order to implement continuous quality improvement programs. Performance and supervision of all clinical duties pertaining to the provision of Diagnostic Radiography services. Participate in the development of internal policy, and interact with other related profession within the multi-disciplinary health team. Manage and facilitate the continuous training and development of staff.

ENQUIRES

Ms H Hlulani Tel No: (043) 708 1700

POST 38/106

OPERATIONAL MANAGER (GENERAL) REF NO: ECHEALTH/OM-G/CMH/01/10/2019

SALARY

R444 276 – R500 031 per annum (OSD)

**CENTRE
REQUIREMENTS**

Buffalo City Metro, Cecilia Makiwane Hospital
Basic qualification accredited with the South African Nursing Council in terms of government Notice R425 (i.e. Degree/ Diploma in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. A minimum of 7 years appropriate/recognisable nursing experience after registration as a Professional Nurse with the SANC in General Nursing.

DUTIES

Provision of optimal, holistic specialized nursing care with set standards and within professional/legal framework. Effective utilization of resources. Participation in training and research. Provision of support to Nursing Services. Maintain professional Growth/ethical standards and self-development. Promote and ensure 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 human resource, financial policies, nursing legislation, relevant ethical Nursing practice and how this impact on service delivery. Demonstrate effective communication with patients, supervisors, other health professionals and junior colleagues including more complex report writing when required.

ENQUIRIES

Ms P Mncotso Tel No: (043) 708 2121

POST 38/107

OPERATIONAL MANAGER (GENERAL) REF NO: ECHEALTH/OMG/CHD-DH/01/10/2019

SALARY

R444 276 – R500 031 per annum (OSD)

**CENTRE
REQUIREMENTS**

Chris Hani District, Dordrecht Hospital
Basic qualification accredited with the South African Nursing Council in terms of government Notice R425 (i.e. Degree/ Diploma in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. A minimum of 7 years appropriate/recognisable nursing experience after registration as a Professional Nurse with the SANC in General Nursing.

DUTIES : Provision of optimal, holistic specialized nursing care with set standards and within professional/legal framework. Effective utilization of resources. Participation in training and research. Provision of support to Nursing Services. Maintain professional Growth/ethical standards and self-development. Promote and ensure 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 human resource, financial policies, nursing legislation, relevant ethical nursing practice and how this impact on service delivery. Demonstrate effective communication with patients, supervisors, other health professionals and junior colleagues including more complex report writing when required.

ENQUIRIES : Ms Mandla Tel No: (045) 943 1019

POST 38/108 : **OPERATIONAL MANAGER (GENERAL) REF NO:**
ECHEALTH/OM/DMMH/01/10/2019

SALARY CENTRE REQUIREMENTS : R444 276 – R500 031 per annum (OSD)
: OR Tambo District, Dr Malizo Mpehle Hospital
: Basic qualification accredited with the South African Nursing Council in terms of government Notice R425 (i.e. Degree/ Diploma in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. A Minimum of 7 years appropriate/recognisable nursing experience after registration as a Professional Nurse with the SANC in General Nursing.

DUTIES : Provision of optimal, holistic specialized nursing care with set standards and within professional/legal framework. Effective utilization of resources. Participation in training and research. Provision of support to Nursing Services. Maintain professional Growth/ethical standards and self-development. Promote and ensure 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 human resource, financial policies, nursing legislation, relevant ethical Nursing practice and how this impact on service delivery. Demonstrate effective communication with patients, supervisors, other health professionals and junior colleagues including more complex report writing when required.

ENQUIRIES : Ms Makalima Tel No: (047) 542 6000

POST 38/109 : **OPERATIONAL MANAGER (GENERAL) REF NO:**
ECHEALTH/OM/ISIH/01/10/2019

SALARY CENTRE REQUIREMENTS : R444 276 – R500 031 per annum (OSD)
: OR Tambo District, Isilimela Hospital
: Basic qualification accredited with the South African Nursing Council in terms of government Notice R425 (i.e. Degree/ Diploma in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. A Minimum of 7 years appropriate/recognisable nursing experience after registration as a Professional Nurse with the SANC in General Nursing.

DUTIES : Provision of optimal, holistic specialized nursing care with set standards and within professional/legal framework. Effective utilization of resources. Participation in training and research. Provision of support to Nursing Services. Maintain professional Growth/ethical standards and self-development. Promote and ensure 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 human resource, financial policies, nursing legislation, relevant ethical Nursing practice and how this impact on service delivery. Demonstrate effective communication with patients, supervisors, other health professionals and junior colleagues including more complex report writing when required.

ENQUIRIES : Ms N Gwiji Tel No: (047) 564 2805

POST 38/110 : **OPERATIONAL MANAGER (GENERAL) REF NO:**
ECHEALTH/OMG/EH/01/10/2019

SALARY CENTRE REQUIREMENTS : R444 276 – R500 031 per annum (OSD)
: Joe Gqabi District, Empilisweni Hospital
: Basic qualification accredited with the South African Nursing Council in terms of government Notice R425 (i.e. Degree/ Diploma in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. A

<u>DUTIES</u>	:	<p>minimum of 7 years appropriate/recognisable nursing experience after registration as a Professional Nurse with the SANC in General Nursing.</p> <p>Provision of optimal, holistic specialized nursing care with set standards and within professional/legal framework. Effective utilization of resources. Participation in training and research. Provision of support to Nursing Services. Maintain professional Growth/ethical standards and self-development. Promote and ensure 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 human resource, financial policies, nursing legislation, relevant ethical nursing practice and how this impact on service delivery. Demonstrate effective communication with patients, supervisors, other health professionals and junior colleagues including more complex report writing when required.</p>
<u>ENQUIRIES</u>	:	Mr S.L Bosholo Tel No: (051) 611 0037
<u>POST 38/111</u>	:	<u>OPERATIONAL MANAGER (GENERAL) REF NO: ECHEALTH/OMG/UH/01/10/2019</u>
<u>SALARY</u>	:	R444 276 – R500 031 per annum (OSD)
<u>CENTRE</u>	:	Joe Gqabi District, Umlamli Hospital
<u>REQUIREMENTS</u>	:	Basic qualification accredited with the South African Nursing Council in terms of government Notice R425 (i.e. Degree/ Diploma in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. A minimum of 7 years appropriate/recognisable nursing experience after registration as a Professional Nurse with the SANC in General Nursing.
<u>DUTIES</u>	:	Provision of optimal, holistic specialized nursing care with set standards and within professional/legal framework. Effective utilization of resources. Participation in training and research. Provision of support to Nursing Services. Maintain professional Growth/ethical standards and self-development. Promote and ensure 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 human resource, financial policies, nursing legislation, relevant ethical nursing practice and how this impact on service delivery. Demonstrate effective communication with patients, supervisors, other health professionals and junior colleagues including more complex report writing when required.
<u>ENQUIRIES</u>	:	Ms Mpithimpithi Tel No: (051) 611 0079/90
<u>POST 38/112</u>	:	<u>OPERATIONAL MANAGER (GENERAL) REF NO: ECHEALTH/OMG/TBH/01/10/2019</u>
<u>SALARY</u>	:	R444 276 – R500 031 per annum (OSD)
<u>CENTRE</u>	:	Joe Gqabi District, Taylor Bequest Hospital (Mt Fletcher)
<u>REQUIREMENTS</u>	:	Basic qualification accredited with the South African Nursing Council in terms of government Notice R425 (i.e. Degree/ Diploma in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. A minimum of 7 years appropriate/recognisable nursing experience after registration as a Professional Nurse with the SANC in General Nursing.
<u>DUTIES</u>	:	Provision of optimal, holistic specialized nursing care with set standards and within professional/legal framework. Effective utilization of resources. Participation in training and research. Provision of support to Nursing Services. Maintain professional Growth/ethical standards and self-development. Promote and ensure 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 human resource, financial policies, nursing legislation, relevant ethical nursing practice and how this impact on service delivery. Demonstrate effective communication with patients, supervisors, other health professionals and junior colleagues including more complex report writing when required.
<u>ENQUIRIES</u>	:	Ms N Ngwabeni Tel No: (039) 257 0099
<u>POST 38/113</u>	:	<u>PROFESSIONAL NURSE SPECIALTY GRADE 1 -2 REF NO: ECHEALTH/PNS/CHD-IC/01/10/2019 (X2 POSTS)</u>
<u>SALARY</u>	:	Grade 1: R383 226 – R444 276 per annum (OSD) Grade 2: R471 333 – R579 696 per annum (OSD)
<u>CENTRE</u>	:	Intsika Yethu Sub-District, Isikhoba Clinic

<u>REQUIREMENTS</u>	:	Basic R425 qualification (i.e. Degree /Diploma in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse plus a post basic nursing qualification with duration of at least 1 year in Clinical Assessment Treatment & Care accredited with the SANC in terms of Government Notice (R48). Current registration with the SANC as a Professional Nurse. Grade 1: A minimum of 4 years appropriate/recognize experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Grade 2: A Minimum of fourteen (14) years appropriate / recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in the specific speciality after obtaining the 1 year post basic qualification in the relevant speciality.
<u>DUTIES</u>	:	Provide direction and supervision for the implementation of the nursing plan (clinical practice/quality patient care). Implement standards, practices, criteria and indicators for quality nursing (quality practice). Practice nursing and health care in accordance with 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. Perform clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the clinic.
<u>ENQUIRIES</u>	:	Ms A Mabentsela Tel No: (047) 874 0079
<u>POST 38/114</u>	:	<u>PROFESSIONAL NURSE (SPECIALTY) GRADE 1 -2 REF NO: ECHEALTH/PNS/VICH/01/10/2019</u>
<u>SALARY</u>	:	Grade 1: R383 226 – R444 276 per annum (OSD) Grade 2: R471 333 – R579 696 per annum (OSD)
<u>CENTRE REQUIREMENTS</u>	:	Amatole District, Victoria Hospital
<u>REQUIREMENTS</u>	:	Basic R425 qualification (i.e. Degree /Diploma in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse plus a post basic nursing qualification with duration of at least 1 year in Clinical Assessment Treatment & Care accredited with the SANC in terms of Government Notice R48. Current registration with the SANC as a Professional Nurse. Grade 1: A minimum of 4 years appropriate/recognize experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Grade 2: A Minimum of fourteen (14) years appropriate/recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in the specific speciality after obtaining the 1 year post basic qualification in the relevant speciality.
<u>DUTIES</u>	:	Provide direction and supervision for the implementation of the nursing plan (clinical practice/quality patient care). Implement standards, practices, criteria and indicators for quality nursing (quality practice). Practice nursing and health care in accordance with 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. Perform clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the clinic.
<u>ENQUIRIES</u>	:	Ms L Mangesi Tel No: (040) 653 1141
<u>POST 38/115</u>	:	<u>PROFESSIONAL NURSE (SPECIALTY) THEATRE REF NO: ECHEALTH/PNS/BCM-GH/01/10/2019</u>
<u>SALARY</u>	:	Grade 1: R383 226 – R444 276 per annum (OSD) Grade 2: R471 333 – R579 696 per annum (OSD)
<u>CENTRE REQUIREMENTS</u>	:	Buffalo City Metro, Grey Hospital
<u>REQUIREMENTS</u>	:	Basic R425 qualification (i.e. Degree /Diploma in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse plus a post basic nursing qualification with duration of at least 1 year accredited with the SANC in terms of Government Notice R212. Current registration with the SANC as a Professional Nurse. Grade 1: A minimum of 4 years appropriate/recognize experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Grade 2: A Minimum of fourteen (14) years appropriate/recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in the

		specific speciality after obtaining the 1 year post basic qualification in the relevant speciality.
<u>DUTIES</u>	:	Provide direction and supervision for the implementation of the nursing plan (clinical practice/quality patient care). Implement standards, practices, criteria and indicators for quality nursing (quality practice). Practice nursing and health care in accordance with 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. Perform clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the hospital.
<u>ENQUIRIES</u>	:	H. Hlulani: Tel No: (043) 708 1700
<u>POST 38/116</u>	:	<u>PROFESSIONAL NURSE SPECIALITY (LABOUR WARD) REF NO: ECHEALTH/PN-S/BCM-BH/01/10/2019</u>
<u>SALARY</u>	:	Grade 1: R383 226 – R444 276 per annum (OSD) Grade 2: R471 333– R579 696 per annum (OSD)
<u>CENTRE REQUIREMENTS</u>	:	Buffalo City Metro. Bhisho Hospital
	:	Basic R425 qualification (i.e. Degree /Diploma in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse plus a post basic nursing qualification with duration of at least 1 year in Advanced Midwifery and Neonatology Nursing Science accredited with the SANC in terms of Government Notice R212. Current registration with the SANC as a Professional Nurse. Grade 1: A minimum of 4 years appropriate/recognize experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Grade 2: A Minimum of fourteen (14) years appropriate/recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in the specific speciality after obtaining the 1 year post basic qualification in the relevant speciality.
<u>DUTIES</u>	:	Provide direction and supervision for the implementation of the nursing plan (clinical practice/quality patient care). Implement standards, practices, criteria and indicators for quality nursing (quality practice). Practice nursing and health care in accordance with 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. Perform clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the hospital.
<u>ENQUIRIES</u>	:	Mrs. T. Awlyn – Qegu Tel No: (040) 635 2950/5
<u>POST 38/117</u>	:	<u>ASSISTANT DIRECTOR: QUALITY ASSURANCE REF NO: ECHEALTH/AD-QA/KTBH/01/10/2019</u>
<u>SALARY</u>	:	R376 596 – R443 601 per annum (Level 09)
<u>CENTRE</u>	:	Alfred Nzo District, Khotso TB Hospital
<u>REQUIREMENTS</u>	:	Basic R425 Qualification i.e. 4 years Diploma/Degree in Nursing or equivalent. Proof of Current. Registration with the South African Nursing Council (SANC) As Professional Nurse. Knowledge and understanding of nursing codes of Ethics and Professional practice of the South African Nursing Council. Knowledge of nursing care processes, nursing statutes, and other relevant legal frameworks such as Nursing Act, Health Act, Occupational health and Safety Act. A minimum of 8 years' appropriate experience after registration as professional nurse with the SANC of which at least 3 Years should be at managerial level. Ability to work in a multi-disciplinary team. Knowledge of PFMA. Batho Pele Principles patient's right charter and other relevant legal framework, labour relations and public service acts, Managerial and communication (Both written and verbal), Report writing and problem solving skills. Knowledge of six key priority areas, ability to work under pressure. Computer literacy. A valid driver's licence.
<u>DUTIES</u>	:	Conduct National Core Standards self-assessment. Coordinate quality assurance program at hospital. Manage infection prevention and control. Coordinate clinical audits, clinical risks, adverse events management and reporting. Facilitate mainstream of Batho Pele principles, patient's right and peer reviews. Monitor and support complaints management mechanism. Facilitate patient's satisfactory surveys by all health facilities in the district least annually. Coordinate national health insurance through implementation of

quality improvement plans. Ensure that hospital conduct self –assessment results. Monitor and evaluate implementation of quality improvement plans. Ensure availability of all quality assurance policies, guidelines and standard operating procedures to all health career facilities. Ensure that norms and standard are adhered to by all health facilities. Conducting training on quality related issues for capacity building. Facilitate and encourage excellent awards implementation program.

ENQUIRIES : Ms. A Lebata Tel No: (039) 737 3801

POST 38/118 : **DIAGNOSTIC RADIOGRAPHER GRADE 1 – 3 REF NO: ECHEALTH/RGR/CJH/01/10/2019**

SALARY : Grade 1: R317 976 – R361 872 per annum (OSD)
Grade 2: R372 810 – R426 291 per annum (OSD)
Grade 3: R439 164 – R532 959 per annum (OSD)

CENTRE REQUIREMENTS : Joe Gqabi District, Cloete Joubert Hospital
Appropriate qualification that allows registration with Health Professional Council of South Africa as a Diagnostic Radiographer. Current Registration as a Diagnostic Radiographer. **Grade 1:** No experience required. **Grade 2:** A minimum of 10 years' experience after registration with HPCSA as Diagnostic Radiographer. **Grade 3:** A minimum of 20 years' experience after registration with HPCSA as Diagnostic Radiographer. Ability to work as a member of a multi-disciplinary team. Ability to use initiative. Service delivery innovation. Written and verbal communication skills. Accurate and hard working. Shift work in Diagnostic Radiography (24-hour service).

DUTIES : Co-ordinate and undertake radiographic procedures efficiently. Play a key role in compilation of protocols for effective service delivery. Assist in / perform complex procedures. Provide professional advice on radiographic and radiation related matters. Perform quality control procedures. Ensure the objectives of Batho Pele and Patient Rights are met. Complete all prescribed and implemented quality and procedure forms and tablets for record keeping. Perform clinical radiography work while ensuring quality service delivery and radiation protection on patients assessing benefit medical examinations at the Hospital. Register patients as and when X-Rays are performed.

ENQUIRIES : Mr Z.O Mgeyi Tel No: (045) 971 0091

POST 38/119 : **DIAGNOSTIC RADIOGRAPHER GRADE 1 – 3 REF NO: ECHEALTH/RGR/CJH/01/10/2019**

SALARY : Grade 1: R317 976 – R361 872 per annum (OSD)
Grade 2: R372 810 – R426 291 per annum (OSD)
Grade 3: R439 164 – R532 959 per annum (OSD)

CENTRE REQUIREMENTS : Joe Gqabi District, Emplilisweni Hospital
Appropriate qualification that allows registration with Health Professional Council of South Africa as a Diagnostic Radiographer. Current Registration as a Diagnostic Radiographer. **Grade 1:** No experience required. **Grade 2:** A minimum of 10 years' experience after registration with HPCSA as Diagnostic Radiographer. **Grade 3:** A minimum of 20 years' experience after registration with HPCSA as Diagnostic Radiographer. Ability to work as a member of a multi-disciplinary team. Ability to use initiative. Service delivery innovation. Written and verbal communication skills. Accurate and hard working. Shift work in Diagnostic Radiography (24-hour service).

DUTIES : Co-ordinate and undertake radiographic procedures efficiently. Play a key role in compilation of protocols for effective service delivery. Assist in / perform complex procedures. Provide professional advice on radiographic and radiation related matters. Perform quality control procedures. Ensure the objectives of Batho Pele and Patient Rights are met. Complete all prescribed and implemented quality and procedure forms and tablets for record keeping. Perform clinical radiography work while ensuring quality service delivery and radiation protection on patients assessing benefit medical examinations at the Hospital. Register patients as and when X-Rays are performed.

ENQUIRIES : Mr S.L Bosholo Tel No: (051) 611 0037

POST 38/120 : **DIAGNOSTIC RADIOGRAPHER GRADE 1 – 3 REF NO: ECHEALTH/RGR/KTBH/01/10/2019**

SALARY : Grade 1: R317 976 – R361 872 per annum (OSD)

		Grade 2: R372 810 – R426 291 per annum (OSD) Grade 3: R439 164 – R532 959 per annum (OSD)
<u>CENTRE REQUIREMENTS</u>	:	Alfred Nzo District, Khotsong TB Hospital Appropriate qualification that allows registration with Health Professional Council of South Africa as a Diagnostic Radiographer. Current Registration as a Diagnostic Radiographer. Grade 1: No experience required. Grade 2: A minimum of 10 years' experience after registration with HPCSA as Diagnostic Radiographer. Grade 3: A minimum of 20 years' experience after registration with HPCSA as Diagnostic Radiographer. Ability to work as a member of a multi-disciplinary team. Ability to use initiative. Service delivery innovation. Written and verbal communication skills. Accurate and hard working. Shift work in Diagnostic Radiography (24-hour service).
<u>DUTIES</u>	:	Co-ordinate and undertake radiographic procedures efficiently. Play a key role in compilation of protocols for effective service delivery. Assist in/perform complex procedures. Provide professional advice on radiographic and radiation related matters. Perform quality control procedures. Ensure the objectives of Batho Pele and Patient Rights are met. Complete all prescribed and implemented quality and procedure forms and tablets for record keeping. Perform clinical radiography work while ensuring quality service delivery and radiation protection on patients assessing benefit medical examinations at the Hospital. Register patients as and when X-Rays are performed.
<u>ENQUIRIES</u>	:	Ms. A Lebata Tel No: (039) 737 3801
<u>POST 38/121</u>	:	<u>DIETICIAN GRADE 1 – 3 REF NO: ECHEALTH/DEIT/KTBH/01/10/2019</u>
<u>SALARY</u>	:	Grade 1: R317 976 – R361 872 per annum (OSD) Grade 2: R372 810 - R426 291 per annum (OSD) Grade 3: R439 164 – R532 959 per annum (OSD)
<u>CENTRE REQUIREMENTS</u>	:	Alfred Nzo District, Khotsong TB Hospital Appropriate qualification (National Diploma/Degree in Dietetics) that allows registration with as Dietician. Current registration with the HPCSA as Dietician. Grade 1: No experience required. Grade 2: A minimum of 10 years' experience after registration with HPCSA as Dietician. Grade 3: A minimum of 20 years' experience after registration with HPCSA as Dietician. Knowledge related to clinical practise. Nutrition analysis and patient assessment, interest in Public health and wellbeing.
<u>DUTIES</u>	:	Counsel and educate individuals, groups and communities, diets menu planning and preparation of food to treat illness or disease and to enhance and maintain optimum health. Manage nutrition and related food services in the institution. Plan, evaluate and conduct nutrition programmes for vulnerable groups to promote appropriate dietary practice in the community. Provide food and nutrition information to staff and public. Participate in preventative health programmes. Consult with health professionals to manage the dietary/ nutrition requirements of patients in providing physiotherapy treatment.
<u>ENQUIRIES</u>	:	Ms. A Lebata Tel No: (039) 737 3801
<u>POST 38/122</u>	:	<u>OCCUPATIONAL THERAPIST GRADE 1-3 REF NO: ECHEALTH/OT/TBH/01/10/2019</u>
<u>SALARY</u>	:	Grade 1: R317 976 – R361 872 per annum (OSD) Grade 2: R372 810 – R426 291 per annum (OSD) Grade 3: R439 164 – R532 959 per annum (OSD)
<u>CENTRE REQUIREMENTS</u>	:	Joe Gqabi District, Taylor Bequest Hospital (Mt Fletcher) Degree/Diploma in Occupational Therapy. Proof of current registration with HPCSA as an occupational Therapist. Good written and verbal communication skills. Good Clinical Assessment and Diagonal skills. Knowledge of legislation applicable to the practice of Occupational Therapy. Grade 1: No experience required. Grade 2: A minimum of 10 years' experience after registration with HPCSA as Occupational Therapist. Grade 3: A minimum of 20 years' experience after registration with HPCSA as Occupational Therapist.
<u>DUTIES</u>	:	Render Occupational Therapy Services. Implement National and Provincial Policies and Strategies. Assess, plan interventions and implement the treatment plan intervention. Exercise clinical responsibility to ensure optimal diagnostic imaging. Proper utilization of allocated financial and physical resources. Supervise allocated students according to the agreement with the tertiary institution and contribute tolerated training activities. Promote and market Occupational Therapy Services in the institution. Render daily

		Assessment and Treatment to the Patients that comply with National Rehabilitation Policies. Implement Therapy Programmes for the different areas. Give support and guidance to other staff.
<u>ENQUIRIES</u>	:	Ms N Ngwabeni Tel No: (039) 257 0099
<u>POST 38/123</u>	:	<u>OCCUPATIONAL THERAPIST GRADE 1-3 REF NO: ECHEALTH/OT/CHD-KH/01/10/2019</u>
<u>SALARY</u>	:	Grade 1: R317 976 – R361 872 per annum (OSD) Grade 2: R372 810 – R426 291 per annum (OSD) Grade 3: R439 164 – R532 959 per annum (OSD)
<u>CENTRE REQUIREMENTS</u>	:	Chris Hani District, Komani Psychiatric Hospital Appropriate qualification that allows for the required registration with the Health Professionals Council of South Africa (HPCSA) as an Occupational Therapist. Registration with a professional council: Registration with the HPCSA as Occupational Therapist. Experience: Grade 1: None after registration with the HPCSA as an Occupational Therapist in respect of RSA qualified employees. Grade 2: A minimum of 10 years relevant experience after registration with the HPCSA as an Occupational Therapist in respect of South African qualified employees. Grade 3: A minimum of 20 years relevant experience after registration with the HPCSA as an Occupational Therapist in respect of South African qualified employees.
<u>DUTIES</u>	:	Render occupational therapy services. Implement national and provincial policies and strategies. Assess, plan interventions and implement the treatment plan intervention. Proper utilization of allocated financial and physical resources. Supervise allocated students according to the agreement with the tertiary institution and contribute tolerated training activities. Promote and market occupational therapy services in the institution. Render daily assessment and therapy and treatment to the patients that comply with national rehabilitation policies. Implement therapy programmes for the different areas including psychiatry intervention. Give support and guidance to other staff.
<u>ENQUIRIES</u>	:	Mrs A Sokutu Tel No: (045) 858 8400
<u>POST 38/124</u>	:	<u>PHYSIOTHERAPIST GRADE 1 -3 REF NO:</u> <u>ECHEALTH//PHYS/GGH/01/10/2019</u>
<u>SALARY</u>	:	Grade 1: R317 976 – R361 872 per annum (OSD) Grade 2: R372 810 – R426 291 per annum (OSD) Grade 3: R439 164 – R532 959 per annum (OSD)
<u>CENTRE REQUIREMENTS</u>	:	Chris Hani District, Glen Grey Hospital Appropriate qualification that allows for the required registration with the health professional council of South Africa (HPCSA) as a physiotherapist. Current registration with the health professional council of South Africa (HPCSA). Knowledge in the application of clinical theory practice, ethics in health care, current, clinical literature, current protocols as well as current health public services regulations an, regulation and policies, skills in terms of consultation, examination, clinical assessment and clinical procedures. Grade 1: experience none after registration with the health professional council of South Africa (HPCSA) in the relevant profession (where applicable) in respect of qualified employees who performed community services as required. Grade 2: A minimum of 10 years' relevant experience after registration with HPCSA in the relevant profession in respect of qualified employees who performed community service as required in South Africa. Grade 3: A minimum of 20 years' relevant experience after registration with HPCSA in the relevant profession in respect of qualified employees who performed community services as required in South Africa.
<u>DUTIES</u>	:	Provide clinical responsibility and management of resources to ensure optimal services delivery in the institution. Apply correct protocols to obtain service delivery. Screening of patients in wards. Implement quality assurance programmes effective and efficient service delivery. Ensure that and effective physiotherapy service is delivered by the unit. Participate in Education and training programs for continuous professional development and quality service delivery. Provide quality physiotherapist treatment to the highest possible level. Consult and collaborate with consulting physicians and other medical.
<u>ENQUIRIES</u>	:	Ms N Ralushe Tel No: (047) 878 2800

<u>POST 38/125</u>	:	<u>ARTISAN FOREMAN GRADE A REF NO: ECHEALTH/AN/TBH/01/10/2019</u>
<u>SALARY</u>	:	R304 263 – R339 543 per annum (OSD)
<u>CENTRE</u>	:	Alfred Nzo District, Taylor Bequest Hospital (Matatiele)
<u>REQUIREMENTS</u>	:	Appropriate Trade Test Certificate. 10 years post qualification experience as an artisan foreman. A Valid driver's license. Competencies: Project Management. Technical design and analysis knowledge. Research and development. Computer aided computer applications. Knowledge of legal compliance. Technical report writing. Technical Consulting. Production Knowledge and skills. Problem solving and analysis. Decision making. Team work. Creativity. Change Management. Financial Management. Customer focused and responsiveness. Communication. Computer skills.
<u>DUTIES</u>	:	Manage Technical Services: Manage technical services and support in conjunction with technicians/artisans and associates in field workshop and technical office activities. Ensure the promotion of safety in-line with statutory and regulatory requirements. Provide input into existing technical manuals, standard drawings and procedures to incorporate new technologies. Ensure quality assurance in-line with specifications. Manage Administrative and related functions: Provide input into the budget structure. Compile and submit reports as required. Provide and consolidate inputs to the technical operational plan. Update data base. Manage artisans and related personnel and assets. Financial Management: Control and monitor expenditure according to budget to ensure efficient cash flow management. Manage the commercial value add of the discipline- related activities and service. People Management: Manage the development, motivation and utilisation of human resource for the discipline to ensure competent knowledge base for the continued success of technical services according to organisational needs and requirements. Manage subordinates key performance areas by setting and monitoring performance standards and take action to correct deviations to achieve departmental objectives. Maintain and advance expertise: Continues individual development to keep up with new technologies and procedures. Research/ literature studies to technical/ engineering technology to improve expertise. Liaise with relevant bodies/ council on technical/ engineering related matters.
<u>ENQUIRIES</u>	:	Mr. Kholiso Tel No: (039) 737 3107
<u>POST 38/126</u>	:	<u>SOCIAL WORKER GRADE 1 - 4 REF NO: ECHEALTH/SW/KBH/01/10/2019</u>
<u>SALARY</u>	:	Grade 1: R257 592 – R298 614 per annum (OSD) Grade 2: R316 794 – R363 801 per annum (OSD) Grade 3: R384 228 – R445 425 per annum (OSD) Grade 4: R472 551 – R564 252 per annum (OSD)
<u>CENTRE</u>	:	Alfred Nzo District, Khotsong TB Hospital
<u>REQUIREMENTS</u>	:	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. Grade 1: None required. Grade 2: A minimum of 10 years' appropriate experience in social work after registration as a Social Worker with the SACSSP. Grade 3: A minimum of 20 years' appropriate experience in social work after registration as a Social Worker with the SACSSP. Grade 4: A minimum of 30 years' appropriate experience in social work after registration as a Social Worker with the SACSSP. Computer literacy and valid driver's licence.
<u>DUTIES</u>	:	Render social work service with regard to care, support and protection of vulnerable individuals, family and communities through relevant programmes. To protect and promote rights of families, children, woman and older person. To integrate family members, help unknown clients and psych patients with relevant intervention. Implement recommended intervention continuous assessment, counselling, guidance and advice to the affected individuals, groups and families. To monitor and evaluate the effectiveness of the recommended interventions. To submit or present report on progress and identified further interventions. Render outreach and in-reach services to identified service points as part of a multi-disciplinary team. To produce and maintain records of social workers, processes and outcomes. Supervise and assess placement progress of social workers as played by various tertiary institutions.
<u>ENQUIRIES</u>	:	Ms. A Lebata Tel No: (039) 737 3801

POST 38/127 : **SOCIAL WORKER GRADE 1 - 4 REF NO: ECHEALTH/SW/STBH/01/10/2019**

SALARY : Grade 1: R257 592 – R298 614 per annum (OSD)
Grade 2: R316 794 – R363 801 per annum (OSD)
Grade 3: R384 228 – R445 425 per annum (OSD)
Grade 4: R472 551 – R564 252 per annum (OSD)

CENTRE REQUIREMENTS : OR Tambo District, St Barnabas Hospital
: 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. **Grade 1:** None required. **Grade 2:** A minimum of 10 years' appropriate experience in social work after registration as a Social Worker with the SACSSP. **Grade 3:** A minimum of 20 years' appropriate experience in social work after registration as a Social Worker with the SACSSP. **Grade 4:** A minimum of 30 years' appropriate experience in social work after registration as a Social Worker with the SACSSP. Computer literacy and valid driver's licence.

DUTIES : Render social work service with regard to care, support and protection of vulnerable individuals, family and communities through relevant programmes. To protect and promote rights of families, children, woman and older person. To integrate family members, help unknown clients and psych patients with relevant intervention. Implement recommended intervention continuous assessment, counselling, guidance and advice to the affected individuals, groups and families. To monitor and evaluate the effectiveness of the recommended interventions. To submit or present report on progress and identified further interventions. Render outreach and in-reach services to identified service points as part of a multi-disciplinary team. To produce and maintain records of social workers, processes and outcomes. Supervise and assess placement progress of social workers as played by various tertiary institutions.

ENQUIRIES : Ms Ndamase Tel No: (047) 555 5300

POST 38/128 : **CLINICAL ASSOCIATE REF NO: ECHEALTH/CLINA/MH/01/10/2019**

SALARY : R257 508 – R303 339 per annum (Level 07)

CENTRE REQUIREMENTS : Joe Gqabi District, Maclear Hospital
: Bachelor of Clinical Medical Practice (BCMP). Current registration with medical and dental board of HPCSA as clinical associates. Knowledge and experience of clinical guidelines and protocols of leading diseases. Good communication skills (both written and verbal).

DUTIES : Perform patient consultation across all ages in a District Hospital. Apply clinical reasoning in the assessment and of patient. Provide emergency care when need arises. Perform investigative and therapeutic procedures appropriate for District Hospital. Prescribed appropriate medication within the scope of practice. Facilitate communication and provide basic counselling. Integrate understanding of family, community and health system in practice.

ENQUIRIES : Ms N Zuza Tel No: (045) 932 1028

POST 38/129 : **CLINICAL ASSOCIATE REF NO: ECHEALTH/CLINA/CHD-SH/01/10/2019**

SALARY : R257 508 – R303 339 per annum (Level 07)

CENTRE REQUIREMENTS : Chris Hani District: Sterkstroom Hospital
: Bachelor of Clinical Medical Practice (BCMP). Current registration with medical and dental board of HPCSA as clinical associates. Knowledge and experience of clinical guidelines and protocols of leading diseases. Good communication skills (both written and verbal).

DUTIES : Perform patient consultation across all ages in a District Hospital. Apply clinical reasoning in the assessment and of patient. Provide emergency care when need arises. Perform investigative and therapeutic procedures appropriate for District Hospital. Prescribed appropriate medication within the scope of practice. Facilitate communication and provide basic counselling. Integrate understanding of family, community and health system in practice.

ENQUIRIES : Mrs CM Swart Tel No: (045) 966 0268

POST 38/130 : **PROFESSIONAL NURSE GENERAL GRADE 1-3 REF NO: ECHEALTH/PNG/UH/01/10/2019 (X2 POSTS)**

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 REQUIREMENTS : Joe Gqabi District, Umlamli Hospital
: Basic R425 qualification (i.e. Degree/Diploma) in Nursing or equivalent qualification that allows registration with the SANC as a Professional Nurse. Proof of current registration. **Grade 1:** No experience required, **Grade 2:** Minimum of ten (10) years appropriate/recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. **Grade 3:** Minimum of twenty (20) years appropriate/recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing.

DUTIES : Execute duties and functions with proficiency within prescripts of the applicable legislation. Provide safe therapeutic environment. Monitor patient activities. Perform standard procedures in terms of policies and safe therapeutic environment. Monitor patient activities. Perform standard procedures in terms of policies and procedures. Adopt multidisciplinary approach to promote holistic patient/client care. Maintain clinical competence by ensuring that scientific principles of nursing care are implemented. Maintain accurate and complete patient records. Maintain client satisfaction through quality service innovation and professional nursing care by upholding the Batho Pele principles and patient's rights. To ensure efficient and effective utilisation of resources. Render quality nursing care to patients to take overall management of the unit in the absence of the Operational Manager. Evaluate staff performance adhering to the set standards of the (EPMDS). Motivate, coach and mentor staff. Management and control of scheduled drugs. Required to work day and night duty. Any other duties as required by the supervisor.

ENQUIRIES : Ms Mpithimpithi Tel No: (051) 611 0079/90

POST 38/131 : **PROFESSIONAL NURSE GENERAL GRADE 1-3 REF NO: ECHEALTH/PNG/SH/01/10/2019 (X3 POSTS)**

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 REQUIREMENTS : Alfred Nzo District, Sipetu Hospital
: Basic R425 qualification (i.e. Degree/Diploma) in Nursing or equivalent qualification that allows registration with the SANC as a Professional Nurse. Proof of current registration. **Grade 1:** No experience required, **Grade 2:** Minimum of ten (10) years appropriate/recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. **Grade 3:** Minimum of twenty (20) years appropriate/recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing.

DUTIES : Execute duties and functions with proficiency within prescripts of the applicable legislation. Provide safe therapeutic environment. Monitor patient activities. Perform standard procedures in terms of policies and safe therapeutic environment. Monitor patient activities. Perform standard procedures in terms of policies and procedures. Adopt multidisciplinary approach to promote holistic patient/client care. Maintain clinical competence by ensuring that scientific principles of nursing care are implemented. Maintain accurate and complete patient records. Maintain client satisfaction through quality service innovation and professional nursing care by upholding the Batho Pele principles and patient's rights. To ensure efficient and effective utilisation of resources. Render quality nursing care to patients to take overall management of the unit in the absence of the Operational Manager. Evaluate staff performance adhering to the set standards of the (EPMDS). Motivate, coach and mentor staff. Management and control of scheduled drugs. Required to work day and night duty. Any other duties as required by the supervisor.

ENQUIRIES : Ms L Mahlathi Tel No: (039) 255 0077

POST 38/132 : **PROFESSIONAL NURSE GENERAL REF NO: ECHEALTH/PN-G/BH/01/10/2019 (X2 POSTS)**

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 REQUIREMENTS : Buffalo City Metro, Bhisho Hospital
Basic R425 qualification (i.e. Degree/Diploma) in Nursing or equivalent qualification that allows registration with the SANC as a Professional Nurse. Proof of current registration. **Grade 1:** No experience required. **Grade 2:** Minimum of ten (10) years appropriate/recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. **Grade 3:** Minimum of twenty (20) years appropriate/recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing.

DUTIES : Execute duties and functions with proficiency within prescripts of the applicable legislation. Provide safe therapeutic environment. Monitor patient activities. Perform standard procedures in terms of policies and procedures. Adopt multidisciplinary approach to promote holistic patient/client care. Maintain clinical competence by ensuring that scientific principles of nursing care are implemented. Maintain accurate and complete patient records. Maintain client satisfaction through quality service innovation and professional nursing care by upholding the Batho Pele principles and patient's rights. To ensure efficient and effective utilisation of resources. Render quality nursing care to patients to take overall management of the unit in the absence of the Operational Manager. Evaluate staff performance adhering to the set standards of the (EPMDS). Motivate, coach and mentor staff. Management and control of scheduled drugs. Required to work day and night duty. Any other duties as required by the supervisor.

ENQUIRIES : Mrs. T. Awlyn – Qegu Tel No: (040) 635 2950/5

POST 38/133 : **PROFESSIONAL NURSE GENERAL GRADE 1-3 REF NO. ECHEALTH/PNG/STBH/01/10/2019 (X4 POSTS)**

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 REQUIREMENTS : OR Tambo District, St Barnabas Hospital
Basic R425 qualification (i.e. Degree/Diploma) in Nursing or equivalent qualification that allows registration with the SANC as a Professional Nurse. Proof of current registration. **Grade 1:** No experience required, **Grade 2:** Minimum of ten (10) years appropriate/recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. **Grade 3:** Minimum of twenty (20) years appropriate/recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing.

DUTIES : Execute duties and functions with proficiency within prescripts of the applicable legislation. Provide safe therapeutic environment. Monitor patient activities. Perform standard procedures in terms of policies and safe therapeutic environment. Monitor patient activities. Perform standard procedures in terms of policies and procedures. Adopt multidisciplinary approach to promote holistic patient/client care. Maintain clinical competence by ensuring that scientific principles of nursing care are implemented. Maintain accurate and complete patient records. Maintain client satisfaction through quality service innovation and professional nursing care by upholding the Batho Pele principles and patient's rights. To ensure efficient and effective utilisation of resources. Render quality nursing care to patients to take overall management of the unit in the absence of the Operational Manager. Evaluate staff performance adhering to the set standards of the (EPMDS). Motivate, coach and mentor staff. Management and control of scheduled drugs. Required to work day and night duty. Any other duties as required by the supervisor.

ENQUIRIES : Ms Ndamase Tel No: (047) 555 5300

POST 38/134 : **PROFESSIONAL NURSE GENERAL GRADE 1-3 REF NO: ECHEALTH/PNG/CHD-ASH/01/10/2019 (X5 POSTS)**

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)
<u>CENTRE REQUIREMENTS</u>	:	Chris Hani District, All Saints Hospital asic R425 qualification (i.e. Degree/Diploma) in Nursing or equivalent qualification that allows registration with the SANC as a Professional Nurse. Proof of current registration. Grade 1: No experience required, Grade 2: Minimum of ten (10) years appropriate/recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. Grade 3: Minimum of twenty (20) years appropriate / recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing.
<u>DUTIES</u>	:	Execute duties and functions with proficiency within prescripts of the applicable legislation. Provide safe therapeutic environment. Monitor patient activities. Perform standard procedures in terms of policies and procedures. Adopt multidisciplinary approach to promote holistic patient/client care. Maintain clinical competence by ensuring that scientific principles of nursing care is implemented. Maintain accurate and complete patient records. Maintain client satisfaction through quality service innovation and professional nursing care by upholding the Batho Pele principles and patient's rights. To ensure efficient and effective utilisation of resources. Render quality nursing care to patients to take overall management of the unit in the absence of the Operational Manager. Evaluate staff performance adhering to the set standards of the (EPMDS). Motivate, couch and mentor staff. Management and control of scheduled drugs. Required to work day and night duty. Any other duties as required by the supervisor.
<u>ENQUIRIES</u>	:	Ms NP Gcaza Tel No: (047) 548 4104
<u>POST 38/135</u>	:	<u>PROFESSIONAL NURSE GENERAL GRADE 1-3 REF NO: ECHEALTH/PNG/CHD-IYSD-HSC/01/10/2019</u>
<u>SALARY</u>	:	Grade 1: R256 905 – R297 825 per annum (OSD) Grade 2: R315 963 – R362 865 per annum (OSD) Grade 3: R383 226 – R485 475 per annum (OSD)
<u>CENTRE REQUIREMENTS</u>	:	Inxuba Yethemba Sub-District, High Street Clinic Basic R425 qualification (i.e. Degree/Diploma) in Nursing or equivalent qualification that allows registration with the SANC as a Professional Nurse. Proof of current registration. Grade 1: No experience required, Grade 2: Minimum of ten (10) years appropriate/ recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. Grade 3: Minimum of twenty (20) years appropriate / recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing.
<u>DUTIES</u>	:	Execute duties and functions with proficiency within prescripts of the applicable legislation. Provide safe therapeutic environment. Monitor patient activities. Perform standard procedures in terms of policies and procedures. Adopt multidisciplinary approach to promote holistic patient/client care. Maintain clinical competence by ensuring that scientific principles of nursing care is implemented. Maintain accurate and complete patient records. Maintain client satisfaction through quality service innovation and professional nursing care by upholding the Batho Pele principles and patient's rights. To ensure efficient and effective utilisation of resources. Render quality nursing care to patients to take overall management of the unit in the absence of the Operational Manager. Evaluate staff performance adhering to the set standards of the (EPMDS). Motivate, couch and mentor staff. Management and control of scheduled drugs. Required to work day and night duty. Any other duties as required by the supervisor.
<u>ENQUIRIES</u>	:	Ms GO Van Heerden Tel No: (048) 881 2921
<u>POST 38/136</u>	:	<u>PROFESSIONAL NURSE GENERAL GRADE 1-3 REF NO: ECHEALTH/PNG/TOWH/01/10/2019</u>
<u>SALARY</u>	:	Grade 1: R256 905 – R297 825 per annum (OSD) Grade 2: R315 963 – R362 865 per annum (OSD) Grade 3: R383 226 – R485 475 per annum (OSD)
<u>CENTRE REQUIREMENTS</u>	:	Amatole District, Tower Psychiatric Hospital Basic R425 qualification (i.e. Degree/Diploma) in Nursing or equivalent qualification that allows registration with the SANC as a Professional Nurse.

Proof of current registration. **Grade 1:** No experience required, **Grade 2:** Minimum of ten (10) years appropriate/recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. **Grade 3:** Minimum of twenty (20) years appropriate/recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing.

DUTIES : Execute duties and functions with proficiency within prescripts of the applicable legislation. Provide safe therapeutic environment. Monitor patient activities. Perform standard procedures in terms of policies and procedures. Adopt multidisciplinary approach to promote holistic patient/client care. Maintain clinical competence by ensuring that scientific principles of nursing care is implemented. Maintain accurate and complete patient records. Maintain client satisfaction through quality service innovation and professional nursing care by upholding the Batho Pele principles and patient's rights. To ensure efficient and effective utilisation of resources. Render quality nursing care to patients to take overall management of the unit in the absence of the Operational Manager. Evaluate staff performance adhering to the set standards of the (EPMDS). Motivate, coach and mentor staff. Management and control of scheduled drugs. Required to work day and night duty. Any other duties as required by the supervisor.

ENQUIRIES : Mr Potgieter Tel No: (046) 645 5000

POST 38/137 : **PROFESSIONAL NURSE GENERAL GRADE 1-3 REF NO: ECHEALTH/PNG/STUTTH/01/10/2019 (X2 POSTS)**

SALARY : Grade 1: R256 905 – R297 825 per annum (OSD)
Grade 2: R315 963 – R 362 865 per annum (OSD)
Grade 3: R383 226 – R 485 475 per annum (OSD)

CENTRE REQUIREMENTS : Amatole District, Tafalofefe Hospital
Basic R425 qualification (i.e. Degree/Diploma) in Nursing or equivalent qualification that allows registration with the SANC as a Professional Nurse. Proof of current registration. **Grade 1:** No experience required, **Grade 2:** Minimum of ten (10) years appropriate/recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. **Grade 3:** Minimum of twenty (20) years appropriate/recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing.

DUTIES : Execute duties and functions with proficiency within prescripts of the applicable legislation. Provide safe therapeutic environment. Monitor patient activities. Perform standard procedures in terms of policies and procedures. Adopt multidisciplinary approach to promote holistic patient/client care. Maintain clinical competence by ensuring that scientific principles of nursing care is implemented. Maintain accurate and complete patient records. Maintain client satisfaction through quality service innovation and professional nursing care by upholding the Batho Pele principles and patient's rights. To ensure efficient and effective utilisation of resources. Render quality nursing care to patients to take overall management of the unit in the absence of the Operational Manager. Evaluate staff performance adhering to the set standards of the (EPMDS). Motivate, coach and mentor staff. Management and control of scheduled drugs. Required to work day and night duty. Any other duties as required by the supervisor.

ENQUIRIES : Ms V. Motebele Tel No: (047) 498 0026

POST 38/138 : **PROFESSIONAL NURSE GENERAL GRADE 1-3 REF NO: ECHEALTH/PNG/STUTTH/01/10/2019 (X2 POSTS)**

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 REQUIREMENTS : Amatole District, SS Gida Hospital
Basic R425 qualification (i.e. Degree/Diploma) in Nursing or equivalent qualification that allows registration with the SANC as a Professional Nurse. Proof of current registration. **Grade 1:** No experience required, **Grade 2:** Minimum of ten (10) years appropriate/recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. **Grade 3:** Minimum of twenty (20) years appropriate/recognisable experience

- in Nursing after registration as a Professional Nurse with the SANC in General Nursing.
- DUTIES** : Execute duties and functions with proficiency within prescripts of the applicable legislation. Provide safe therapeutic environment. Monitor patient activities. Perform standard procedures in terms of policies and procedures. Adopt multidisciplinary approach to promote holistic patient/client care. Maintain clinical competence by ensuring that scientific principles of nursing care is implemented. Maintain accurate and complete patient records. Maintain client satisfaction through quality service innovation and professional nursing care by upholding the Batho Pele principles and patient's rights. To ensure efficient and effective utilisation of resources. Render quality nursing care to patients to take overall management of the unit in the absence of the Operational Manager. Evaluate staff performance adhering to the set standards of the (EPMDS). Motivate, coach and mentor staff. Management and control of scheduled drugs. Required to work day and night duty. Any other duties as required by the supervisor.
- ENQUIRIES** : Ms Fumanisa Tel No: (040) 658 0043
- POST 38/139** : **ARTISAN PRODUCTION REF NO: ECHEALTH/ART/ZITH/01/10/2019**
- SALARY** : Grade A: R190 653 – R211596 per annum (OSD)
CENTRE : OR Tambo District, Zithulele Hospital
REQUIREMENTS : Grade 10 with 0-2 years' experience in a carpentry related field. Completed a trade test in Carpentry. Code B drivers. Knowledge in General building maintenance in a health institution in the following fields: plumbing, building. Have knowledge of Occupational Health and Safety Act. Be willing to work overtime. Be willing to do standby duties. Computer literacy in excel.
- DUTIES** : To do all maintenance and new installations related to Carpentry in the hospital. Complete Job Cards as requested by the client and submit to admin clerk. Supervise and enhance the development of the General. Assistants. Assist in the planning and execution of scheduled maintenance.
- ENQUIRIES** : Mr K Sobetwa Tel No: (047) 573 8936/073 200 0217
- POST 38/140** : **ARTISAN PRODUCTION REF NO: ECHEALTH/ART/LIV/01/10/2019**
- SALARY** : Grade A: R190 653 – R 211596 per annum (OSD)
CENTRE : Amathole District, SS Gida Hospital
REQUIREMENTS : Grade 10 with 0-2 years' experience in a carpentry related field. Completed a trade test in Carpentry. Code B drivers. Knowledge in General building maintenance in a health institution in the following fields: plumbing, building. Have knowledge of Occupational Health and Safety act. Be willing to work overtime. Be willing to do standby duties. Computer literacy in excel.
- DUTIES** : To do all maintenance and new installations related to Carpentry in the hospital. Complete Job Cards as requested by the client and submit to admin clerk. Supervise and enhance the development of the General. Assistants. Assist in the planning and execution of scheduled maintenance.
- ENQUIRIES** : Ms Fumanisa Tel No: (040) 658 0043
- POST 38/141** : **FORENSIC PATHOLOGY OFFICER (X2 POSTS)**
- SALARY** : R181 437– R230 238 per annum (OSD)
CENTRE : Forensic Pathology Services Queenstown Ref No: ECHEALTH/FPO/CHD-FP-ANL/01/10/2019
 Aliwal North Laboratory Ref No: ECHEALTH/FPO/CHD-FP-QL/01/10/2019
REQUIREMENTS : Senior Certificate or equivalent qualification with appropriate Forensic (Medico Legal) laboratory experience. Computer Literacy. Preparedness to work standby duties (after hours), work shifts and wear uniform. Valid driver's license (Code 8) and preparedness to drive extensive distance (day/night). Commitment to Batho Pele Principles. Ability to lift and work with corpses at various stages of post mortem preservation. Ability to interpret and apply policies with regard to Forensic Pathology Services. Ability to achieve and maintain good interpersonal and working relations with staff and stakeholders. Willingness to be trained in photography skills. Willingness to assist in other Forensic Pathology Laboratories within the Province of the Eastern Cape when such assistance is deemed appropriate by the Eastern Cape Department of Health. Problem solving and analysis, team work, customer focus and responsiveness, technical report writing.

<u>DUTIES</u>	:	Render an efficient support service to the Mortuary/Facility Manager with regard to the operational management of the Forensic Pathology Mortuary. Effective and efficient recovery, storage and processing of bodies, including the physical collection, process of bodies and safe keeping of corpses document evidence, information, exhibits and property from incidents scenes. Assist in rendering an effective and efficient forensic autopsy process in accordance with set standards and guidelines by assisting the Forensic Pathologist/Medical Officer in autopsies, including evisceration and subsequent suturing of the corpse. Assist in the registration of corpses admitted to the Forensic Pathology Mortuary, as well as their subsequent identification and release to the relatives/private funeral parlours. Assist families of the deceased in the identification of their loved one, as well as complete the relevant documentation. Control reports and specimens during and after the forensic mortuary process including completion and administration of statements and documentation. Maintenance of mortuary hygiene. Ensure cleanliness of dissection area. Ensure proper waste and laundry managements according to Occupational Health and Safety regulations.
<u>ENQUIRIES</u>	:	Ms Matiso M Tel No: 045 858 8112
<u>POST 38/142</u>	:	<u>STAFF NURSE GRADE 1-3 REF NO: ECHEALTH/SN/THAFH/01/10/2019</u>
<u>SALARY</u>	:	Grade 1: R171 381 – R192 879 per annum (OSD) Grade 2: R204 627 – R230 307 per annum (OSD) Grade 3: R242 166 – R297 825 per annum (OSD)
<u>CENTRE REQUIREMENTS</u>	:	Amatole District, Tafalofefe Hospital Qualification that allows registration with SANC as Staff Nurse. Current registration with SANC as a Staff Nurse. Grade 1: No experience required. Grade 2: Minimum of ten (10) years appropriate/recognisable experience in Nursing after registration as a Staff Nurse. Grade 3: Minimum of twenty (20) years appropriate/recognisable experience in Nursing after registration as a Staff Nurse.
<u>DUTIES</u>	:	Execute nursing care plans for patients. Monitor vital signs and Observe reactions to medication a treatments. Promote and Maintain hygiene, comfort and re-assurance of patients. Supervise and maintain fluid balance, oxygen and sensory. Promote healing of wounds, fractures and protection of the skin. Prepare for and assist with diagnostic and therapeutic Acts performed by a registered person. Prepare for and assist with Ward specific procedures and anaesthetics. Assist the sister-in-charge to provide a safe and therapeutic environment that allows for the practice of safe and standard procedures and may occasionally compare possible courses of action mainly using these procedures. Provide nursing assistance to medical and other nursing professionals.
<u>ENQUIRIES</u>	:	Ms V. Motebele Tel No: (047) 498 0026
<u>POST 38/143</u>	:	<u>STAFF NURSE GRADE 1 -3 REF NO: ECHEALTH/SN/TBH/01/10/2019 (X5 POSTS)</u>
<u>SALARY</u>	:	Grade 1: R171 381 – R192 879 per annum (OSD) Grade 2: R204 627 – R230 307 per annum (OSD) Grade 3: R242 166 – R297 825 per annum (OSD)
<u>CENTRE REQUIREMENTS</u>	:	Joe Gqabi District, Taylor Bequest Hospital (Mt Flechter) Qualification that allows registration with SANC as Staff Nurse. Current registration with SANC as a Staff Nurse. Grade 1: No experience required. Grade 2: A minimum of 10 years' appropriate experience in Nursing after registration as a Staff Nurse. Grade 3: A minimum of 20 years' appropriate experience in Nursing after registration as a Staff Nurse.
<u>DUTIES</u>	:	To execute Duties and functions with proficiency under the direct Supervision of a Professional Nurse as laid down by the Nursing Act. Provide nursing care Duties, which may include multi-task that, are Structured and mainly well defined in respect of the following: Execute nursing care plans for patients. Monitor vital signs and observe reactions to medication and treatments. Promote and Maintain hygiene, comfort and re-assurance of patients. Supervise and maintain fluid balance, oxygen and sensory functions of patients. Promote healing of wounds, fractures and protection of the skin. Prepare for and assist with diagnostic and therapeutic Acts performed by a registered person. Prepare for and assist with Ward specific procedures and

anaesthetics. Care for the dying and deceased patient. Direct relatives/friends to the appropriate person for enquiries or in cases of bereavement. Assist the sister-in-charge to provide a safe and therapeutic environment that allows for the practice of safe and standard procedures and may occasionally compare possible courses of action mainly using these procedures. Provide nursing assistance to medical and other nursing professionals.

- ENQUIRIES** : Ms N Ngwabeni Tel No: (039) 257 0099
- POST 38/144** : **DENTAL ASSISTANT REF NO: ECHEALTH/DA/ZITH/01/10/2019**
- SALARY** : R168 429 – R192 576 per annum (OSD)
- CENTRE** : OR Tambo District, Zithulele Hospital
- REQUIREMENTS** : Grade 12. Registration as Dental Assistant with HPCSA. At least 3 years' experience in dental care service. Good written and verbal communication skills. Service record as proof of previous where applicable. Current registration with HPCSA.
- DUTIES** : Assist in provision of Dental Care service by providing quality dental care patient to PHC dental facility. Perform general route administration/clerical function for dental clinics. Maintain infection control standards in all Oral Health Clinics in the CHC. Provide Oral Health Education.
- ENQUIRIES** : Mr K Sobetwa Tel No: (047) 573 8936/073 200 0217
- POST 38/145** : **NURSING ASSISTANT GRADE 1-3 REF NO: ECHEALTH/ENA/TBH/01/10/2019 (X2 POSTS)**
- SALARY** : Grade 1: R132 525 – R149 163 per annum (OSD)
Grade 2: R156 846 – R176 526 per annum (OSD)
Grade 3: R187 263 – R230 307 per annum (OSD)
- CENTRE** : Joe Gqabi District, Taylor Bequest Hospital (Mt Fletcher)
- REQUIREMENTS** : Qualification that allows registration with SANC as Nursing Assistant (Enrolled Nurse Assistant). Current registration with SANC as Nursing Assistant. **Grade 1:** No experience. **Grade 2:** Minimum of ten (10) years appropriate/recognisable experience in Nursing after registration as a Nursing Assistant. **Grade 3:** Minimum of twenty (20) years appropriate/recognisable experience in Nursing after registration as a Nursing Assistant.
- DUTIES** : Assist patients with activities of daily living. Provide elementary clinical nursing care. Maintain professional growth/ethical standards and self-development. Maintain hygiene of patients. Provide nutrition. Assist with elimination process. Measure, interpret and record vital signs. Operate all relevant apparatus and equipment. Assist professional nurses with clinical procedures. Preparations of patients for diagnostic and surgical procedures. Maintain the code of conduct as required in the Public Service.
- ENQUIRIES** : Ms N Ngwabeni Tel No: (039) 257 0099
- NOTE** : This post/posts are part of the Nursing Project to recruit Nursing Assistant in the department.
- POST 38/146** : **NURSING ASSISTANT REF NO: ECHEALTH/NA/BH/01/10/2019 (X3 POSTS)**
- SALARY** : Grade 1: R132 525 – R149 163 per annum (OSD)
Grade 2: R156 846 – R176 526 per annum (OSD)
Grade 3: R187 263 – R230 307 per annum (OSD)
- CENTRE** : Buffalo City Metro, Bhisho Hospital
- REQUIREMENTS** : Qualification that allows registration with SANC as Nursing Assistant (Enrolled Nurse Assistant). Current registration with SANC as a Nursing Assistant. **Grade 1:** No experience required. **Grade 2:** Minimum of ten (10) years appropriate/recognisable experience in Nursing after registration as a Nursing Assistant. **Grade 3:** Minimum of Twenty (20) years appropriate/recognisable experience in Nursing after registration as a Nursing Assistant.
- DUTIES** : Assist patients with activities of daily living. Provide elementary clinical nursing care. Maintain professional Growth/ethical standards and self-development. Maintain hygiene of patients. Provide nutrition. Assist with elimination process. Measure, interpret and record vital signs. Operate all relevant apparatus and equipment. Assist professional nurses with clinical procedures. Preparation of patients for diagnostic and surgical procedures. Maintain the code of conduct as required in the Public Service.
- ENQUIRIES** : Mrs. T. Awlyn – Qegu Tel No: 040 635 2950/5

- NOTE** : This post/posts are part of the Nursing Project to recruit Nursing Assistant in the department.
- POST 38/147** : **PHARMACIST ASSISTANT (BASIC) GRADE 1 -3 REF NO: ECHEALTH/PA-B/BH/01/10/2019**
- SALARY** : Grade 1: R123 000 – R130 551 per annum (OSD)
Grade 2: R166 689 – R190 578 per annum (OSD)
Grade 3: R196 338 – R227 856 per annum (OSD)
- CENTRE REQUIREMENTS** : Buffalo City Metro, Bhisho Hospital
: As required by the training facility and the South African Pharmacy Council plus Basic Pharmaceutical Assistant qualification that allows registration with SAPC as Pharmacist Assistant (Basic). Registration with the SAPC as Pharmacist Assistant (Basic). **Grade 1:** No experience required after registration with the SAPC as Pharmacist Assistant (Basic). **Grade 2:** A minimum of 5 years' appropriate experience as Pharmacist Assistant after registration as a Pharmacist Assistant (Basic) with the SAPC. **Grade 3:** A minimum of 13 years' appropriate experience as Pharmacist Assistant after registration as a Pharmacist Assistant (Basic) with the SAPC.
- DUTIES** : Receive and record all stock from suppliers. Filing of stock cards. Cycling stock counts in the medicine room and dispensary. Validation and dispensing prescriptions. Provide information to clinics and the public. Reconcile parcels for distribution. Participate in bi-annual stock take. Pre-packing of bulk items into patient's ready pack Work under indirect supervision of Pharmacist. Storage and distribution of pharmaceuticals. Cold chain management in the hospital.
- ENQUIRIES** : Ms. T. Awlyn – Qegu Tel No: (040) 635 2950/5
- POST 38/148** : **PHARMACIST ASSISTANT (BASIC) GRADE 1-3 REF NO: ECHEALTH/PHA-B/TBH/01/10/2019 (X2 POSTS)**
- SALARY** : Grade 1: R123 000 – R130 551 per annum (OSD)
Grade 2: R166 689 – R190 578 per annum (OSD)
Grade 3: R196 338 – R227 856 per annum (OSD)
- CENTRE REQUIREMENTS** : Alfred Nzo District, Taylor Bequest Hospital
: As required by the training facility and the South African Pharmacy Council plus Basic Pharmaceutical Assistant qualification that allows registration with SAPC as Pharmacist Assistant (Basic). Registration with the SAPC as Pharmacist Assistant (Basic). **Grade 1:** No experience required after registration with the SAPC as Pharmacist Assistant (Basic). **Grade 2:** A minimum of 5 years' appropriate experience as Pharmacist Assistant after registration as a Pharmacist Assistant (Basic) with the SAPC. **Grade 3:** A minimum of 13 years' appropriate experience as Pharmacist Assistant after registration as a Pharmacist Assistant (Basic) with the SAPC.
- DUTIES** : Receive and record all stock from suppliers. Filing of stock cards. Cycling stock counts in the medicine room and dispensary. Validation and dispensing prescriptions. Provide information to clinics and the public. Reconcile parcels for distribution. Participate in bi-annual stock take. Pre-packing of bulk items into patient's ready pack Work under indirect supervision of Pharmacist. Storage and distribution of pharmaceuticals. Cold chain management in the hospital.
- ENQUIRES** : Mr. Kholiso Tel No: (039) 737 3107
- POST 38/149** : **PHARMACIST ASSISTANT (BASIC) GRADE 1-3 REF NO: ECHEALTH/PHARM/TAFAH/01/10/2019**
- SALARY** : Grade 1: R123 000 – R1 30 551 per annum (OSD)
Grade 2: R166 689 – R190 578 per annum (OSD)
Grade 3: R196 338 – R227 856 per annum (OSD)
- CENTRE REQUIREMENTS** : Amatole District, Thafalofefe Hospital
: Basic Pharmacist Assistant qualification that allows registration with the SAPC as Pharmacist Assistant (Basic) Registration with the SAPC as Pharmacist Assistant Basic. Good report skills. Good communication skills (Verbal and written). Computer literacy including Microsoft Offices. Pharmaceutical warehousing experience will be an added advantage.
- DUTIES** : Issue orders to the transit out unit. Store and receive stock from transit-in. Maintain Stock levels. Order, receipt, record, maintain and store

ENQUIRIES

pharmaceutical and non-pharmaceutical products (up to including Schedule 5 Pharmaceutical products in accordance with prescribed standard operating procedures and relevant legislations. Pack and pre-pack pharmaceutical products (up to and including schedule 5 pharmaceutical products) under the direct supervision of a pharmacist. Maintain good housekeeping (orderliness, hygiene and cleanliness) in the Pharmaceutical environment.
Ms V. Motebele Tel No: (047) 498 0026

**PROVINCIAL ADMINISTRATION: FREE STATE
OFFICE OF THE PREMIER**

Free State Provincial Government is an equal opportunity affirmative action employer. It is our intention to promote representativity (race, gender and disability) in the province through the filling of these posts and candidates whose appointment/promotion/transfer will promote representativity will receive preference.

- APPLICATIONS** : Mr AJ Venter, Head: Corporate Administration, Office of the Premier, Attention: Ms J Kleynhans, PO Box 517, Bloemfontein, 9300, Room 406, OR Tambo House, St Andrew Street, Bloemfontein, 9301, E-mail: joann.kleynhans@fspremier.gov.za, Fax: 051 – 405 4955
- CLOSING DATE** : 08 November 2019 at 16:00
- NOTE** : Applications must be submitted on the prescribed Z83 form, obtainable from any public service Department. All applications must be accompanied by a comprehensive CV, certified copies of all educational qualifications and supporting documents such as an identity document, drivers' licence etc. Applications must be submitted on or before the closing date. Faxed or e-mailed applications may be submitted, subject to subsequent verification. Applications must be submitted to the address mentioned in the advertisement. All shortlisted candidates will be subjected to a personnel suitability check. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Applicants are respectfully informed that if no notification on appointment is received within 4 months of the closing date, they must accept that their application was unsuccessful. Applications from people with disabilities are welcomed.

MANAGEMENT ECHELON

- POST 38/150** : **HEAD OF DEPARTMENT: DEPARTMENT OF COOPERATIVE GOVERNANCE & TRADITIONAL AFFAIRS REF NO: HOD: COGTA**
- SALARY** : R1 978 533 per annum, (All-inclusive remuneration package) Plus a 10% non-pensionable Head of Department allowance. The remuneration package consists of the basic salary, the Government's contribution to the Government Employee Pension Fund and a flexible portion, which may be structured in terms of the rules for the structuring of the flexible portion and which may include a 13th cheque, motor car allowance, home owner's allowance and medical aid assistance. These appointments are subject to the signing of an employment contract, not exceeding a term of five years, a security clearance of top secret, a competency assessment and an annual performance agreement.
- CENTRE REQUIREMENTS** : Bloemfontein
- : The candidate must be in possession of an undergraduate qualification (NQF level 7) and a post graduate qualification (NQF level 8) as recognized by SAQA as well as 8 – 10 years of experience at a senior management level. (At least 3 years of which must be with any organ of State as defined in the Constitution, Act 108 of 1996). The candidate must have knowledge, skills, training and competencies in the principles of Corporate Governance; dynamic professional leadership abilities, as well as strategic, financial and people management skills; the ability to initiate and support organizational transformation and change, explore and implement new ways of delivering services that contribute to the promotion of the area of responsibility of the particular department in the province; the highest standard of ethical and moral conduct; and a thorough understanding of the issues relating to the area of responsibility of the particular department within the Free State Province and South Africa Recommendation: A post graduate qualification in any of the areas of responsibility of the particular department and/or management will be a recommendation.
- DUTIES** : To perform all the functions and the responsibilities attached to the post as Head of the Department in terms of the Public Service Act and the Regulations issued in terms thereof, which inter alia include the efficient management and administration of the Department, the effective utilization and training of staff, the maintenance of discipline, the promotion of sound labour relations and the proper use and care of state property, including the rendering of efficient and effective management systems to the Department which include resource management, financial management, information management and pro-active

communication systems, as well as such functions, which may be prescribed. To function as Accounting Officer of the Department in terms of the Public Finance Management Act and the Treasury Regulations. Any other responsibility required by law This candidate will also be responsible to: Assist with the development of appropriate policies relevant to the particular department and advise the MEC in this regard; ensure the effective implementation of Government Policies in the relevant areas of responsibility of the department mentioned and the Public Service as well as Provincial and National legislation relevant to the Portfolio; provide the MEC with sufficient information and advice to enable him/her to make sound and informed decisions in terms of his/her portfolio; to develop and implement a Strategic and Annual Performance Plan for the department in support of the implementation of the priorities and objectives of the particular department; and such other responsibilities as may be directed Although the candidate is based in Bloemfontein, the post may require extensive traveling, both domestically and internationally.

ENQUIRIES
NOTE

- : Mr. A.J. Venter Tel No: (051) 405 4926
- : The successful candidate will be required to disclose his/her financial interests in accordance with the prescribed regulations. 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. Nominated candidates must 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.

**PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT OF HEALTH**

ERRATUM: Kindly note that post of Assistant Director: Labour Relations (**For Department of Health**) with Ref No: COAD/LR/10/2019 advertised in Public Service Vacancy Circular 37 dated 18 October 2019 with a closing date of 01 November 2019, the PERSAL Certificate has been removed from the requirements of the post. We apologise for the inconvenience caused. Kindly note that the post of Administrative Officer: Directorate Administration & Logistics Unit with Ref No: TDHS/A/2019/32 (**For Tshwane District Health Services**) advertised in Public Service Vacancy Circular 36 dated 11 October 2019, the salary of the post must have been amended to R257 508 per annum (plus benefits). People who applied are encouraged to re-apply, the closing date has been extended to 08 November 2019.

OTHER POSTS

<u>POST 38/151</u>	:	<u>MEDICAL SPECIALIST REF NO: HRM 91/2019</u> Directorate: Radiation Oncology
<u>SALARY</u>	:	R821 205 per annum plus benefits
<u>CENTRE</u>	:	Steve Biko Academic Hospital
<u>REQUIREMENTS</u>	:	MMed Radiation Oncology or FC Rad Onc (SA). Registration as a Specialist with HPCSA. The candidate is required to perform both clinical and academic duties.
<u>DUTIES</u>	:	Full time post at the Department of Radiation Oncology, Steve Biko Academic Hospital. This is a joint appointment with the University of Pretoria. The successful candidate should have clinical and research interest. Teaching at both undergraduate and postgraduate level is required as well as supervision of registrars in training.
<u>ENQUIRIES</u>	:	Dr. S Bassa Tel No: (012) 354 2747/1184
<u>APPLICATIONS</u>	:	Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.
<u>NOTE</u>	:	Applications must be submitted with a Z83 form, certified copies of ID and certificate of qualifications. Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.
<u>CLOSING DATE</u>	:	08 November 2019
<u>POST 38/152</u>	:	<u>PHARMACIST GR1 – GR3 REF NO: WRD006</u> Directorate: Pharmacy (Re-Advertisement)
<u>SALARY</u>	:	Grade1: R693 372 – R735 918 per annum (plus benefits) Grade 2: R751 026 - R797 109 per annum (plus benefits) Grade 3: R821 205 – R871 590 per annum (plus benefits) Salary will be determined in line with OSD Resolution)
<u>CENTRE</u>	:	Westrand District Health Region A
<u>REQUIREMENTS</u>	:	Certificate of B pharm degree or diploma from the training institution, Registration with SAPC with copy of proof of payment for the current year. Drivers licence. Communication skills. Sound knowledge of computer skills. Computer literacy. Good presentation skills. Added Advantage: Public Service Experience. Flexibility to be allocated to any of the Sub-district within the West Rand District.
<u>DUTIES</u>	:	Monitoring and Evaluation of the facilities in the district. Furnishing of information and advice to any person with regards to medicine in line with Good Pharmacy Practice (GPP) guidelines and procedure Comply with standard operating procedures and statutory regulations (GPP, and PFMA incl. cost containment measures). Drug Supply Management and training in the District and Sub-district. Ensure thermo-labile products are stored, handle and distributed according to manufacturer's recommendations and in line with National cold chain and immunization guidelines. Stakeholder consultation to ensure compliance of standard treatment guidelines and EML. Providing training promoting the rational medicines use principles, monitoring availability

of essential medicines in the district. Direct, indirect supervision, training and support the pharmacist assistants Facilitate cyclic and bi-annual stock count in the district and Sub-district. Ensure safekeeping and security of the stock preventing losses, theft and expiring of medications. Implement the MEC's six quality priorities and Batho Pele principles. Monitor the national programmes within the district and sub-district like Ideal Clinic, SVS and CCMDD. Participating in the district meetings and lead the pharmaceutical research in the district and sub-district. Dispensing of medication to patients according to the STG. Report writing and development of quality improvement plans. Conduct Research

ENQUIRIES : Ms Mutangwa V.J Tel No: (011) 665 1264
APPLICATIONS : Applications must be submitted at HR in West Rand District. Cnr. Vlei & Luipaard Street, Krugersdorp 1739 or posted to Private Bag X2053 Krugersdorp, 1740.NB: The incumbent will be subject to a pre-screening process. Applicant who previously applied are encourage to re-apply.
NOTE : Applications must be submitted on a Z83 form, certified copies ID, Qualifications and CV to be attached.
CLOSING DATE : 08 November 2019 (12h00pm)

POST 38/153 : **ASSISTANT MANAGER (GENERAL) REF NO: HRM 24/2019 (X1 POST)**
 Directorate: Nursing Services

SALARY : R562 800 per annum (plus benefits) Day and Night Duty
CENTRE : Sterkfontein Hospital
REQUIREMENTS : Basic qualification accredited with SANC in terms of Government Notice 425 (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. Qualification in Nursing Administration will be an added advantage/Equivalent Management qualification from accredited institutions. A minimum of 8 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC, at least 3 years of the period referred to must be appropriate/recognizable experience in Management of a Psychiatric Unit. Must have extensive experience in Psychiatry Post Registration as a Professional Nurse. Knowledge of SCM and HRM procedures, the MHCA 17 of 2002, relevant public sector legislative frameworks. Strong management, leadership, sound interpersonal and good communication skills. Computer literacy and a valid driver's license and current registration with SANC. Ability to drive and implement change and initiate projects to improve the rehabilitation of mental health care users.

DUTIES : To supervise comprehensive, quality nursing care programs according to the needs of the patient based on Batho Pele Principles; Patients' Rights Charter and National Core Standards. Manage effectively the utilization and supervision of resources and assist in recruitment and mentoring of nurses. Develop nursing protocols and procedures to enhance quality nursing care and management. Ensure effective implementation of the HR and SCM policies in line with the strategic and operational plans of the institution. Active involvement in hospital committees and teams e.g. quality assurance. Take extra-mural assignments as may be delegated by the Nursing Service Manager or CEO. Assist in career planning and development of nursing staff. Conduct clinical audits at the wards and implement quality systems to correct identified service challenges. Relieve the Nursing Service Manager in her absence. Take charge of the hospital during the day, night, public holidays and weekends.

ENQUIRIES : Ms M.M. Sono Tel No: (011) 951-8202
APPLICATIONS : to 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. The specific reference number of the post must be quoted; failure to comply with these instructions will disqualify your application from being processed. Suitable candidates will be subjected to personnel suitability checks (criminal record check, qualification/study verification and credit check). Successful candidates will undergo a Medical screening test.

CLOSING DATE : 08 November 2019

POST 38/154 : **OPERATIONAL MANAGER NURSING (PHC) REF NO: EHD2019/10/02**
 Directorate: PHC

SALARY : R562 800 – R633 432 per annum
CENTRE : Goba Clinic (SSDR)
REQUIREMENTS : Basic qualification accredited with SANC in terms of Government Notice 425 (i.e. diploma/ degree in nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse plus a post basic nursing qualification, with duration of at least 1 year accredited with SANC in terms of government notice no R212 in the relevant specialty. A minimum of 9 years appropriate/recognizable experience in nursing after registration as a professional Nurse with SANC, at least 5 years of the period referred to above must be appropriate/recognizable experience after obtaining 1 year post basic qualification in relevant specialty (Clinical Health Assessment, Diagnosis, Treatment and Care). Computer literacy. A valid Driver's license. Knowledge of all Legislation relevant to Health Care Services.

DUTIES : Management of the facility by providing quality comprehensive community health care. Provide administrative services within the facility and provide educational and provide clinical services. Management of equipment and machinery. Management of HR, Finances and Supply Chain within the facility. Ensure clinical practice by the clinical team in accordance with the Scope of Practice and Nursing Standards. Compile reports, analyses data, identify gaps and take remedial steps. Ensure proper record keeping within the facility Management of resources within facility. Manage and monitor the productivity and performance of employee's development. Manage licensing of staff with all relevant professional bodies. Promote quality of nursing care as directed by the norms and standards & ideal clinic. Ensure community participation. Manage labour relation issues. Ensure implementation of Departmental policies including Batho Pele and Patients' Rights. Liaise with all relevant stakeholders to improve service rendering. Ensure management of Multidisciplinary teams within the facilities. Provide comprehensive primary care services. Ensure effective and efficient coordination and integration of quality Health care. Perform any other delegated duties by Supervisor/Manager. Deputize the Assistant Manager when then the need arises.

ENQUIRIES : Ms E. Nkomo Tel No: (011) 878 - 8540
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 X1005 Germiston 1400.

FOR ATTENTION : Human Resource Manager
NOTE : Applicants will be subject to medical surveillance screening. Driving skills will be evaluated. No S&T claims and resettlement allowance will be paid.

CLOSING DATE : 08 November 2019

POST 38/155 : **OPERATIONAL MANAGER NURSING (PHC) REF NO: EHD2019/10/03**
 Directorate: PHC

SALARY : R562 800 – R633 432.per annum
CENTRE : Kwa-Thema CHC (ESDR)
REQUIREMENTS : Basic qualification accredited with SANC in terms of Government Notice 425 (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse plus a post basic nursing qualification, with duration of at least 1 year accredited with SANC in terms of government notice no R212 in the relevant specialty. A minimum of 9 years appropriate /recognizable experience in nursing after registration as a professional Nurse with SANC, at least 5 years of the period referred to above must be appropriate / recognizable experience after obtaining 1 year post basic qualification in relevant specialty (Clinical Health Assessment, Diagnosis, Treatment and Care). Computer literacy. A valid Driver's license. Knowledge of all Legislation relevant to Health Care Services.

DUTIES : Management of the facility by providing quality comprehensive community health care. Provide administrative services within the facility and provide educational and provide clinical services. Management of equipment and machinery. Management of HR, Finances and Supply Chain within the facility. Ensure clinical practice by the clinical team in accordance with the Scope of Practice and Nursing Standards. Compile reports, analyses data, identify gaps and take remedial steps. Ensure proper record keeping within the facility

Management of resources within facility. Manage and monitor the productivity and performance of employee's development. Manage licensing of staff with all relevant professional bodies. Promote quality of nursing care as directed by the norms and standards & ideal clinic. Ensure community participation. Manage labour relation issues. Ensure implementation of Departmental policies including Batho Pele and Patients' Rights. Liaise with all relevant stakeholders to improve service rendering. Ensure management of Multidisciplinary teams within the facilities. Provide comprehensive primary care services. Ensure effective and efficient coordination and integration of quality Health care. Perform any other delegated duties by Supervisor/Manager. Deputize the Assistant Manager when then the need arises.

- ENQUIRIES APPLICATIONS** : Ms T.O.A Moeketsi Tel No: (011) 736 - 9240
- 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 X1005 Germiston 1400.
- FOR ATTENTION NOTE** : Human Resource Manager
- Applicants will be subject to medical surveillance screening. Driving skills will be evaluated. No S&T claims and resettlement allowance will be paid.
- CLOSING DATE** : 08 November 2019
- POST 38/156** : **OPERATIONAL MANAGER NURSING (PHC) REF NO: EHD2019/10/04**
Directorate: PHC
- SALARY CENTRE REQUIREMENTS** : R562 800 – R633 432 per annum
- Esangweni CHC (NSDR)
- Basic qualification accredited with SANC in terms of Government Notice 425 (i.e. diploma/ degree in nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse plus a post basic nursing qualification, with duration of at least 1 year accredited with SANC in terms of government notice no R212 in the relevant specialty. A minimum of 9 years appropriate / recognizable experience in nursing after registration as a professional Nurse with SANC, at least 5 years of the period referred to above must be appropriate / recognizable experience after obtaining 1 year post basic qualification in relevant specialty (Clinical Health Assessment, Diagnosis, Treatment and Care). Computer literacy. A valid Driver's license. Knowledge of all Legislation relevant to Health Care Services.
- DUTIES** : Management of the facility by providing quality comprehensive community health care. Provide administrative services within the facility and provide educational and provide clinical services. Management of equipment and machinery. Management of HR, Finances and Supply Chain within the facility. Ensure clinical practice by the clinical team in accordance with the Scope of Practice and Nursing Standards. Compile reports, analyses data, identify gaps and take remedial steps. Ensure proper record keeping within the facility
- Management of resources within facility. Manage and monitor the productivity and performance of employee's development. Manage licensing of staff with all relevant professional bodies. Promote quality of nursing care as directed by the norms and standards & ideal clinic. Ensure community participation. Manage labour relation issues. Ensure implementation of Departmental policies including Batho Pele and Patients' Rights. Liaise with all relevant stakeholders to improve service rendering. Ensure management of Multidisciplinary teams within the facilities. Provide comprehensive primary care services. Ensure effective and efficient coordination and integration of quality Health care. Perform any other delegated duties by Supervisor/Manager. Deputize the Assistant Manager when then the need arises.
- ENQUIRIES APPLICATIONS** : Ms G. Mateza Tel No: (011) 565 - 5160
- 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 X1005 Germiston 1400.
- FOR ATTENTION NOTE** : Human Resource Manager
- Applicants will be subject to medical surveillance screening. Driving skills will be evaluated. No S&T claims and resettlement allowance will be paid.
- CLOSING DATE** : 08 November 2019

POST 38/157 : **OPERATIONAL MANAGER NURSING (PHC) REF NO: EHD2019/10/05**
 Directorate: PHC

SALARY : R562 800 – R633 432 per annum
CENTRE : Phillip Moyo Clinic (ESDR)
REQUIREMENTS : Basic qualification accredited with SANC in terms of Government Notice 425 (i.e. diploma/ degree in nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse plus a post basic nursing qualification, with duration of at least 1 year accredited with SANC in terms of government notice no R212 in the relevant specialty. A minimum of 9 years appropriate/recognizable experience in nursing after registration as a professional Nurse with SANC, at least 5 years of the period referred to above must be appropriate/recognizable experience after obtaining 1 year post basic qualification in relevant specialty (Clinical Health Assessment, Diagnosis, Treatment and Care). Computer literacy. A valid Driver's license. Knowledge of all Legislation relevant to Health Care Services.

DUTIES : Management of the facility by providing quality comprehensive community health care. Provide administrative services within the facility and provide educational and provide clinical services. Management of equipment and machinery. Management of HR, Finances and Supply Chain within the facility. Ensure clinical practice by the clinical team in accordance with the Scope of Practice and Nursing Standards. Compile reports, analyses data, identify gaps and take remedial steps. Ensure proper record keeping within the facility Management of resources within facility. Manage and monitor the productivity and performance of employee's development. Manage licensing of staff with all relevant professional bodies. Promote quality of nursing care as directed by the norms and standards & ideal clinic. Ensure community participation. Manage labour relation issues. Ensure implementation of Departmental policies including Batho Pele and Patients' Rights. Liaise with all relevant stakeholders to improve service rendering. Ensure management of Multidisciplinary teams within the facilities. Provide comprehensive primary care services. Ensure effective and efficient coordination and integration of quality Health care. Perform any other delegated duties by Supervisor/Manager. Deputize the Assistant Manager when then the need arises.

ENQUIRIES : Ms N. Xaba Tel No: (011) 426 - 4901
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 X1005 Germiston 1400.

FOR ATTENTION : Human Resource Manager
NOTE : Applicants will be subject to medical surveillance screening. Driving skills will be evaluated. No S&T claims and resettlement allowance will be paid.

CLOSING DATE : 08 November 2019

POST 38/158 : **PN-B3 OPERATIONAL MANAGER REF NO: BGH 2019/ OCT/04**
 Obstetrics and Gynaecology
 Directorate: Nursing

SALARY : R562 800 per annum (plus benefits)
CENTRE : Bertha Gxowa Hospital
REQUIREMENTS : Basic qualification accredited with the SANC in terms of government notice R 425 (i.e. diploma/degree in nursing) that allows registration with the SANC as a professional nurse. Minimum of 9 years appropriate/recognizable experience in nursing after registering as professional nurse with SANC in general nursing. At least 5 years of the period referred to above must be appropriate/recognizable experience in the specific clinical specialty after obtaining the 1 year post basic qualification accredited by South African Nursing Council. A post basic qualification in Advanced Midwifery, ESMOE Training, Neonatal Resuscitation, Respectful Maternal, BANC, EMTCT and Baby Friendly Hospital Initiative. Competencies Leadership, Management, Coordination, Communication and Computer Literacy.

DUTIES : Supervise and Ensure provision of effective and efficient patient care through adequate nursing care in accordance with the scope of practice and nursing standards as determined by the health facility. Coordinate and monitor implementation of maternal health care as per policy guidelines in relation to saving mothers and babies with compilation of maternal reports. Participate in the analysis, formulation and implementation of maternal guidelines

demonstrate an in-depth understanding of nursing legislation and related legal and ethical nursing practice. Able to manage own work, time and that of subordinate and colleagues to ensure proper nursing service. Display a concern for patients, by promoting, advocating and facilitating proper treatment and care. Collate and analyses monthly data of the unit and organization Implement and promote National Core Standards, Performance Management and Development System. Patient Safety Guidelines and Complaint Management. Service coverage of the Hospital weekends and after hours. Rotation in Obs & Gynaecology units.

- ENQUIRIES** : Mrs. P.Z.N. Mofokeng, Tel No: (011)278 7640
- APPLICATIONS** : Applications should be submitted at the Bertha Gxowa Hospital. Admin Building ground floor, Germiston or posted to Private Bag x 1035. Germiston, 1400.
- NOTE** : The Department of Health is committed to the achievement and maintenance of diversity and Equity employment, especially of race, gender and disability. Application must be submitted on a Z83 form with a C.V, Certified copies of I.D, SANC and Qualifications to be attached. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. Successful candidates will undergo a medical screening test.
- CLOSING DATE** : 08 November 2019
- POST 38/159** : **ASSISTANT DIRECTOR: DIAGNOSTIC RADIOGRAPHY REF NO: UPOHC0005**
Directorate: Oral Pathology and Oral Biology
- SALARY** : R517 326 – R574 158 per annum (Plus benefits)
- CENTRE** : University of Pretoria Oral Health Centre
- REQUIREMENTS** : Applicants must have Brad Degree/National Diploma in Diagnostic Radiography and be registered with the HPCSA. At least eight years' experience as Chief Radiographer in Diagnostic Radiography is required with managerial skills to ensure efficient radiographic service. Applicants must have experience in Dental Radiography and student teaching in Radiology. Good computer skills are recommended. Recommendations: A proven research record will be an additional recommendation.
- DUTIES** : The successful candidate will be responsible for the production of high quality diagnostic radiographs and quality assurance in radiography. The candidate will take part in curriculum development and teaching and training program in radiology. The candidate will be responsible for managerial and administrative aspects of the Radiology section.
- ENQUIRIES** : Prof WFP Van Heerden Tel. No: (012) 319 2320
- APPLICATIONS** : Quoting the relevant reference number. Direct applications must be delivered to Ms. I Swart, Human Resources Management at Louis Botha A Building, Room 1-28, Dr Savage Road, Riviera, Pretoria or mail to Ms. I Swart PO Box 1266, Pretoria, 0001.
- NOTE** : Kindly attach certified copies of your Qualifications. Identity book, Curriculum Vitae, HPCSA certificate and Z83. Applications must be submitted timeously, applications received after closing date will not be accepted. The Department reserves the right not to make an appointment. Candidates will be expected to be available for selection interviews on the date and time and place determined by the Department. Correspondence will be limited to Shortlisted candidates only, if you have not heard from us within 3 months of closing date, please accept that your application has been unsuccessful.
- CLOSING DATE** : 08 November 2019 Closing date, please accept that your application has been unsuccessful.
- POST 38/160** : **CHIEF DIAGNOSTIC RADIOGRAPHER GRADE 1 REF NO: EHD 2019/10/06**
Directorate: Rehabilitation
- SALARY** : R466 119 - R517 326 per annum (Plus benefits)
- CENTRE** : Nokuthela Ngwenya CHC
- REQUIREMENTS** : Appropriate qualification in Diagnostic Radiography that allows registration with HPCSA. A minimum of 3 years appropriate experience after registration with HPCSA post community service. A certified copy of current registration with HPCSA, Grade 12 Certificate, certificate of registration with the council. Knowledge of the District Health Radiology services. Understanding of the

- relevant Acts prescripts and legislations. Relevant experience in HR (Human Resource) and financial management. Demonstrate the ability to use Health information for planning. The applicant must possess the ability to work under pressure. Ability to lead a team to implement strategy in daily operations to achieve outcomes set. A copy of valid driver's license is essential.
- DUTIES** : Give input into formulation and the review of district health plan and specialised support services operational plan. Monitor utilization of financial resources. Ensure comprehensive human resource management and effective development of staff. Coordinate and ensure the promotion & marketing of community-based radiography services. Perform Radiography Service to Patients; Ensure X-ray Department is compliant with Licence Conditions issued for x-ray equipment. Implement Quality Assurance policy. Compile patients' statistic, monthly report and other administrative task. Attend PHC/Facility management. Perform all other duties delegated by Supervisor/Manager.
- ENQUIRIES** : Ms KR Maluleke Tel No: (011) 876 1776
- 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 X1005 Germiston 1400
- FOR ATTENTION** : Human Resource Manager
- NOTE** : No S&T claims and resettlement allowance will be paid. Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Documents to be attached is certified ID document, certified copies of qualification/s including matric, certified and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates, certified driver's license. 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, 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. People with disability are encouraged to apply. Employment equity profile will be taken into consideration. Driving skills will be evaluated.
- CLOSING DATE** : 08 November 2019
- POST 38/161** : **OPERATIONAL MANAGER PATIENT CARE DAY AND NIGHT**
Re-Advertisement
Directorate: (Nursing and Administration/Management)
- SALARY** : R444 279 per annum (plus benefits)
- CENTRE** : Mamelodi Hospital
- REQUIREMENTS** : Basic qualifications accredited with the SANC in terms of Government notice R425 (i.e. Diploma/Degree in nursing) or equivalent that allows registration with the SANC as a professional nurse. A minimum of 7 years appropriate/recognizable experience in nursing after registration as professional nurse with SANC in general nursing. A one-year diploma/degree in nursing management will be an added advantage. Sound interpersonal and good communication skills. Regulations and legislative framework. Computer literacy.
- DUTIES** : Demonstrate in depth understanding of nursing legislation & related legal & ethical nursing practice and how it impacts on service delivery. Ensure clinical nursing practice by nursing teams (units) & institution. Demonstrate basic understanding of Human Resource & financial policies & practices. Effective leadership in managing disciplines & conflict resolution. Display concern for patients, promoting, advocating, & facilitating proper treatment & care and ensuring that the units adhere to Ministerial Priorities; the principle Batho Pele & Patients Right Charter. Demonstrate effective communication with patients, community, supervisor, and other health professional & junior colleagues, including more complex report writing when required. Demonstrate basic computer literacy as a support tool to enhance service delivery. Formulation and implementing of nursing guideline of nursing guidelines, practice, standards and procedures. Manage and monitor proper utilization of human, financial and physical resources. Provision of effective support to nursing services. Maintain professional growth/Ethical standards and self-

		development. Be informed in labour acts practices. Perform any other delegated duties.
<u>ENQUIRIES</u>	:	Ms. S Mahlangu Tel No: (012) 841 8363
<u>APPLICATIONS</u>	:	to be sent to Mamelodi Hospital, Hand Post-delivery to 19472 Serapeng Street Tsamaya Road or Private Bag x 0032 Rethabile Mamelodi East 0122.
<u>FOR ATTENTION</u>	:	Mr. V Nakene (Recruitment Section)
<u>NOTE</u>	:	The Provincial Government of Gauteng is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender and disability. Applications must be submitted on form Z83, obtainable from any Public Service Department website, which must be completed in full and attached your CV, certified copies of your identity document and academic qualification. The specific reference number of the post must be quoted; failure to comply with these instructions will disqualify applications from being processed.
<u>CLOSING DATE</u>	:	08 November 2019
<u>POST 38/162</u>	:	<u>OPERATIONAL MANAGER (MEDICAL WARD)</u> Directorate: (Nursing and Administration/Management)
<u>SALARY</u>	:	R444 279 per annum (plus benefits)
<u>CENTRE</u>	:	Mamelodi Hospital
<u>REQUIREMENTS</u>	:	Basic qualifications accredited with the SANC in terms of Government notice R425 (i.e. Diploma/Degree in nursing) or equivalent that allows registration with the SANC as a professional nurse. A minimum of 7 years appropriate/recognizable experience in nursing after registration as professional nurse with SANC in general nursing. A one-year diploma/degree in nursing management will be an added advantage. Sound interpersonal and good communication skills. Regulations and legislative framework. Computer literacy.
<u>DUTIES</u>	:	Deputize for area Assistant Managers in their absence and take in charge of the hospital after hours, at night, during weekends and Public holidays. Demonstrate basic understanding of Human Resource and Policies and practices through effective implementation of PMDS, Disciplinary Code, Leave management and supply chain procedures. Ensure effective and efficient coordination and integration of Quality specialized nursing care through compliance to Batho Pele Principles.
<u>ENQUIRIES</u>	:	Ms. S Mahlangu Tel No: (012) 841 8363
<u>APPLICATIONS</u>	:	to be sent to Mamelodi Hospital, Hand Post-delivery to 19472 Serapeng Street Tsamaya Road or Private Bag x 0032 Rethabile Mamelodi East 0122.
<u>FOR ATTENTION</u>	:	Mr. V Nakene (Recruitment Section)
<u>NOTE</u>	:	The Provincial Government of Gauteng is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender and disability. Applications must be submitted on form Z83, obtainable from any Public Service Department website, which must be completed in full and attached your CV, certified copies of your identity document and academic qualification. The specific reference number of the post must be quoted; failure to comply with these instructions will disqualify applications from being processed.
<u>CLOSING DATE</u>	:	08 November 2019
<u>POST 38/163</u>	:	<u>SOCIAL WORK SUPERVISOR GRADE 1 REF NO: SDHS 2019/10/07 (X1 POST)</u> Directorate: Sedibeng District Health Services
<u>SALARY</u>	:	R384 228 – R445 425 Per annum (Plus benefits)
<u>CENTRE</u>	:	Sedibeng District Health Services
<u>REQUIREMENTS</u>	:	The candidate must be in a possession of Grade 12 qualification. A Four-year Degree in Social Work with current registration with SACSSP as a Social Worker. Minimum of seven (7) years' experience in social worker with the SACSSP. A minimum of 3 years' experience in service legislation, policies and procedure sector. Ability to work within a multidisciplinary team. A driver's license and computer will be an advantage.
<u>DUTIES</u>	:	Coordinate Social Work services in the District. Overall management and clinical supervision of staff. Implementation of the supervisor policy and the PMDS system. Manage and support the Social Work at the facility within the scope, professional and statutory requirements of the SACSSP and Social Work Profession. Ensure implementation of the Quality Assurance programme

and implementation of corrective measures. Provide input to risk management and initiate the department. Manage assets and all human and financial resources of the Social Work department. Prepare and analyse monthly statistics to plan workload allocation. Expand the intersectional communication with relevant partners and stakeholders. Represent the department and District at various forums and meetings as per delegation, internally and externally implement the decision and plans taken at department and District level. Ensure professional development of staff and adherence to CPD requirements. Participate in student training if applicable. Sign performance contract on annual basis.

ENQUIRIES : Ms. E.M. Ngale Tel No: (016) 950 6174/6202
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 : 08 November 2019

POST 38/164 : **ASSISTANT DIRECTOR: RISK MANAGEMENT REF NO: EHD2019/10/12**
 Directorate: Corporate Services
 Re-Advertisement

SALARY : R376 596 - R443 601 per annum (Inclusive package)
CENTRE : Ekurhuleni Health District
REQUIREMENTS : Bachelor's Degree or National Degree in Risk Management, Public Administration, Public Management, Financial Management and Internal Auditing. Two (2) to three (3) years relevant experience, working in a risk management environment. Practical knowledge and application of Risk Management Standards and risk management methodology and Business Continuity Management. Understanding of the Public Finance Management Act, and public-sector prescripts. Computer literacy including the ability to create and manage a risk database. Written communication skills, assertiveness and presentation capabilities. Project risk management skills will be an added advantage. Creativity, innovative and analytical thinking skills. Understanding of integrated planning and reporting by risk management with other assurance providers in the organization. Knowledge and practical application of risk industry Standards and legislative guidelines.

DUTIES : The incumbent will assist in enhancing the risk management philosophy and culture in the organization. Assist in policy development, review and update of such. Develop and maintain a risk and risk incident database including risk registers for the Department. Extract risk information and develop risk profiles for the Department and graphical reports for integrated reporting. Monitor, evaluate on risk movement and performance action plans trends and warning signals by maintaining key risk indicator registers for line function. Assist in the management the secretariat functions for the risk management Committee on behalf of the Directorate. Assist in the marketing and publicity initiatives of the unit on risk awareness, fraud, anti-corruption, and ethics and integrity programmes. Perform all other duties that are delegated by the supervisor/manager.

ENQUIRIES : Mr D.R Nkosi Tel No: (011) 876 1749/ 1751
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 X1005 Germiston 1400.

FOR ATTENTION : Human Resource Manager
NOTE : Candidates who have previously applied are encouraged to re – apply. 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 resettlement allowance will be paid.

CLOSING DATE : 08 November 2019

POST 38/165 : **ASSISTANT DIRECTOR: EPWP (COORDINATING AND MONITORING)**
REF NO: EHD2019/10/09
Directorate: Human Resource Management

SALARY : R376 596.per annum
CENTRE : Ekurhuleni Health District
REQUIREMENTS : Bachelor's Degree or National Diploma in Health Science /Social Science/Public Administration/ Public Management/ Community Development/ Development Studies with 3 years' relevant work experience at a supervisory level or salary level 7 or 8 in Expanded Public Works Programme. Project management principles, Meeting procedures, Report writing, Stakeholder and customer relationship management, EPWP principles and guidelines, Policy management, Communication skills (verbal and written), Presentation skills, Self-organization, Resource Management, Conflict resolution, Customer and quality management, Persal knowledge will be an added advantage. Drivers license is essential and willingness to travel.

DUTIES : Manage the coordination, monitoring by ensuring establishment and maintenance of the EPWP participants database in the district. Manage, Facilitate, Support and monitor recruitment of EPWP participants. Facilitate communication with facilities and liaise with facility managers on the programme regarding programme implementation at facilities Manage the Coordination and support trainings for EPWP participants by conducting training needs analysis, select participants for relevant trainings, identify and book venues for trainings to be conducted, ensure that participants attend trainings and maintain and keep attendance registers for trainings attended by EPWP participants. Develop an exit strategy plan and identify other exit opportunities for EPWP participants. Compile and submit monthly, quarterly and annual reports on the performance of the programme. Monitor the performance of the Department on EPWP against the set targets. Conduct evaluation studies on the Departmental performance periodically. Conduct analysis report to inform the strategic direction of the programme. Liaise with the relevant programmes within the Department regarding EPWP projects to be implemented during financial year. Coordinate EPWP projects implementation. Liaise with relevant programs within the department regarding EPWP projects to be implemented during the financial year. Identification of work opportunities planned for the project. Ensure effective management of the section. Manage all human resource allocated to the section. Manage the replacement of EPWP posts in the section are filled and budgeted for in the near future. Manage staff performance as well as performance of the section. Draw operational plan and cost it. Align budget allocated to the section with the procurement plan. Manage the placement of EPWs in the district. Provide the HR with absenteeism monthly report per centre of the. Do sites support visits where EPWPs are placed and monthly report compiled for HAST and HR. Perform all other duties delegated by Supervisor/Manager.

ENQUIRIES : Mr A.A Mdunyelwa Tel No: (011) 876 - 1721
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 X1005 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 resettlement allowance will be paid.

CLOSING DATE : 08 November 2019

POST 38/166 : **STATION MANAGER 3 TO 6 REF NO: OPS/2019/16 (X16 POSTS)**

SALARY : R318 042 - R505 113 per annum (plus benefits) finally salary will be determined by experience attached to the professional category.
CENTRE : Various EMS Districts
REQUIREMENTS : Grade 12 or equivalent qualification, AEA /ECT/CCA with 3 years' experience after registration with the HPCSA in applicable category according to OSD appointments requirement, Code 10 driver's license with PrDP. Registration

		certificate and current registration with HPCSA. Supervisory experience is compulsory.
<u>DUTIES</u>	:	Responsible for all EMS activities in the station. Provide advice on procedures and policy matters to staff. Ensure compliance with all policies operating in the services. Ensure effective communication system for ambulance and staff in the station. Ensure that fleet management is properly implemented to provide for the maintenance and replacement of all vehicles. Investigate service and complaints received. Ensure the control and have an inventory of all resources at the station. Assist the District Manager in the control and implementation of the EMS policies. Maintain, monitor and review continuous quality improvement for the station in accordance with the policy on quality improvement for EMS. Collect all relevant statistics and indicators. Process overtime and leave forms. Ensure that staff attends to calls timeously. Ensure adherence to EMS procedures. Attend to major incidents and co-ordinate such incidents within the operational area. Ensure effective control and be accountable over resources in the station. Candidates are expected to work shifts, they should be mentally and physically fit to perform their duties. Eligible candidates will be subjected to a medical, practical and theoretical evaluation(s). Undertake any other duties as allocated by management.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr V Mokobodi Tel No: (011) 564 2005
	:	Applications must be delivered directly to Emergency Medical Services, Continuity SA, Growth Point Business Park, Corner old Pretoria Road and Tonetti Street, Midrand or posted to P.O Box 8311, Halfway House 1685.
<u>NOTE</u>	:	Applications must be submitted on a form Z83, obtained from any public services department or on the website, which must be completed in full. Id copy and all qualifications must be certified. Certification must be less than 3 months. Successful shortlisted candidate will be subjected to a competency test on call taking and dispatching via computer aided system.
<u>CLOSING DATE</u>	:	08 November 2019
<u>POST 38/167</u>	:	<u>ORAL HYGIENIST GRADE 1 REF NO: EHD2019/10/11 (X1POST)</u> Directorate: Oral Health
<u>SALARY CENTRE REQUIREMENTS</u>	:	R317 976 – R361 872 per annum (plus benefits)
	:	Ekurhuleni Health District
	:	Grade 12 qualification, Degree or Diploma in Oral Hygiene (BOH or Dip OH), registration with Health Professions Council of South Africa (HPCSA) as an Oral Hygienist, proof of current registration with the HPCSA. A driver's license is essential. Less than ten years' experience as an Oral Hygienist post community service.
<u>DUTIES</u>	:	The incumbent will actively participate in all community-based services/programmes held in every sub-district within Ekurhuleni. The incumbent will render clinical services within their scope of practice in the clinics, dental mobile, institutions, hospitals and perform the required administrative duties. Ensure implementation of the Oral Health Strategy. Provide training to other health workers and the community.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms Z. Mahao Tel No: (011) 876 1759/75
	:	Applications to be sent to Ekurhuleni Health District, Hand Post and other means of posting, deliver to 40 Catlin Street Germiston 1400 or Private Bag X1005 Germiston 1400.
<u>FOR ATTENTION NOTE</u>	:	Human Resource Manager
	:	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 resettlement allowance will be paid.
<u>CLOSING DATE</u>	:	08 November 2019
<u>POST 38/168</u>	:	<u>ENVIRONMENTAL HEALTH PRACTITIONER GRADE 1 REF NO: EHD2019/10/07</u> Directorate: Health Programmes
<u>SALARY CENTRE REQUIREMENTS</u>	:	Grade 1: R317 976 – R361 872 per annum
	:	Ekurhuleni Health District
	:	A Bachelor's Degree/National Diploma in Environmental Health and current registration with the HPCSA as an Environmental Health Practitioner. Less than 10 years relevant experience as an Environmental Health Practitioner after registration with HPCSA as an independent practitioner. A minimum of 1-

year appropriate experience in Environmental Health post community service. Knowledge and experience on District Health services will be an added advantage. Good communication skills (verbal and written), computer skills (e.g. Microsoft Office), good interpersonal skills. Ability to work in a team, in changing environment and under pressure. Good financial management skills and knowledge of PFMA. A valid driver's license is essential.

DUTIES : Compliance to Hazardous Substances Act and Regulations and improve the quality of life of employees and community. Ensure proper handling and monitoring of Health Care Risk Waste. Improve the health status of premises compliance with set norms and standards. SHERQ. To monitor and reduce environmental nuisance and related risks that could impact on the physical and human health. Compile District Health information data to the next level. Malaria control and Environmental Pollution control. Conduct Occupational Health and Safety including risk Assessment within Ekurhuleni Health District. Participate in Outbreak Response activities. Monitor Environmental Health indicators and produce quality reports for the district. Ensure implementation of National Health Insurance in Ekurhuleni Health District. Participate in planning, implementation, monitoring and evaluation of the programme according to prescribed policies, protocols and guidelines. Facilitate research and development of Environmental Health programme. Collaborate with relevant programmes, departments and stakeholders for Environmental Health activities. Ensure implementation of Climate Change Strategies. Provide support to District Environmental Health Manager and Chief Environmental Health Practitioner on other related activities. Execute other tasks/duties delegated by the District Environmental Health Manager/Supervisor.

ENQUIRIES : Ms C.S Mومakwe Tel No: (082) 497 7147
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 X1005 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 resettlement allowance will be paid.

CLOSING DATE : 08 November 2019

POST 38/169 : **SHIFT LEADER GRADE 3 TO 6 REF NO: OPS/2019/15 (X40 POSTS)**

SALARY : R265 995 - R475 905 per annum (plus benefits) finally, salary will be determined by experience attached to the professional category.

CENTRE : Various EMS Districts
REQUIREMENTS : Grade 12 certificate qualification. AEA/ECT/CCA/ECP with 03-year experience after registration with the HPCSA in the applicable category according to OSD appointments. Code 10 drivers licence with (PrDP) Registration certificate and current registration with HPCSA. Computer skills, Knowledge of labour relations, OHS, Incident management and supervisory experience.

DUTIES : Provide an ongoing supervisory function in respect of all operational issues in terms of HPCSA and Department policies by ensuring compliance and report thereon. Implementation of Operational plans, at shift level, manage all resources allocated to the shift in an efficient manner by ensuring control, monitoring use and reporting deviations and deficiencies facilitate ongoing administration and human resource management. Supervisory functions, Responsible for performance management and development system assessment. Assist in management of overtime and leave. Ensure that staff attends to calls timeously. Analyses trips sheet and patients assessment forms and report discrepancies to the station manager .Respond to mass casualty and disaster scenes and provide advice and leadership in such situation. Manage complains from external and internal sources. Compile reports, conducts investigations when require to do so. Ensure compliance with service protocol and procedures. Candidates are expected to work shifts, they should be mentally and physically fit to perform their duties. Eligible candidates will be subjected to a medical, practical and theoretical evaluation(s). Undertake any other duties as allocated by management.

ENQUIRIES : Mr. T Mnisi Tel No: (011) 564 2026
APPLICATIONS : Applications must be delivered directly to Emergency Medical Services, Continuity SA, Growth Point Business Park, Corner old Pretoria Road and Tonetti Street, Midrand or posted to P.O Box 8311, Halfway House 1685.

NOTE : Applications must be submitted on a form Z83, obtained from any public services department or on the website, which must be completed in full. Id copy and all qualifications must be certified. Certification must be less than 3 months. Successful shortlisted candidate will be subjected to a competency test on call taking and dispatching via computer aided system.

CLOSING DATE : 08 November 2019

POST 38/170 : **ADMINISTRATION OFFICER (TRANSPORT) REF NO: ODI/15/10/2019/01**
Directorate: Supply Chain Management

SALARY : R257 508 per annum (Level 07)
CENTRE : ODI District Hospital
REQUIREMENTS : Grade 12 with more than four years relevant experience in Transport and Logistics or appropriate recognized Diploma/ Degree in Transport/ Logistics or equivalent qualification with more than three years relevant experience. Good supervisory skills, good interpersonal skills, organizing skills and time management skills both writing and verbal. Ability to lead, work in a team, under pressure and pressure and meets deadlines. Computer literacy with extensive knowledge of Ms-Excel, Ms- Word and Power Point. A valid driver's license and PDP.

DUTIES : The successful candidate will be responsible for providing an effective and efficient transport and logistics service within the hospital. Supervise the daily activities of the department, including daily allocation of vehicle to drivers for various destinations. Monthly and weekly inspection of state vehicles and compiling of reports. Monthly completion of driver's roster. Monthly reporting on usage of Vehicle GG car register. Monthly reporting on kilometers travelled and petrol consumption. Reporting of accidents to management. Ensure maximum utilization of vehicle and implementation of cost control measures. Compile and submit weekly reports for management as and when required. Management of all staff performance and development within the transport unit. Attend to human resource financial matters, do record keeping and statistics, compile and submit reports. Plan and implement training programs for transport staff. Fulfil duties as per PMDS contract and job description. Perform any other duties delegated by the line manager.

ENQUIRIES : Ms. OK Moteme Tel No: (012) 725 2330
APPLICATIONS : Kindly forward your application to: Odi District Hospital, Klipgat road, Mabopane, HR Section or be posted to: Odi District Hospital Private Bag x509, Mabopane.0190.

NOTE : Applications must be submitted on form Z83, obtained from any Public Service Department or on the internet at www.dpsa.gov.za/ documents. The completed and signed forms should be accompanied by a recently CV as well as certified copies of all qualifications and ID document (no copies of copies allowed. Certified copies should not be more that than three months old. Failure to submit all the requested documents will be results in the application not being considered. Correspondence will be limited to shortlisted candidates only.

CLOSING DATE : 08 November 2019

POST 36/171 : **SOCIAL WORKER (GRADE 1) REF NO: EHD2019/10/13**
Directorate Rehabilitation Department

SALARY : R257 592 - R298 614 per annum (plus benefits)
CENTRE : Ekurhuleni Health District
REQUIREMENTS : Tertiary qualification in Social Worker. Proof of current registration and registration certificate with South African Council for Social Services Profession. Experience: Grade 1: less than 10 years relevant experience. Computer literacy. Valid driver's license is essential. Experience in working in community-based rehabilitation setting will be an added advantage. Good communication skills, interpersonal skills, problem solving skills and organizing skills. Knowledge in the relevant policies, protocols and guidelines. Must be proactive, innovative and independent team leader. Person Profile: Excellent time management, organizational skills, communication skills, Self-motivated and goal orientated. Analytical and solution orientated. Ability to effectively communicate to Technical and non-technical personnel at various levels in the organization.

DUTIES : Render Social Work services in the district that complies with the standards and norms as Indicated by Health Policies. Provide community based social work with focus on health promotion, prevention and community work.

Complete monthly stats, report writing and other administrative task for social work services. Implement and contribute to the proper utilization of allocated financial and physical resources. Implement quality assurance policies and develop appropriate quality improvement plan for the social work services. Attend staff meeting, social work forums quality assurance meeting. Ensure adherence to government policies and protocols including the National Core Standards, Batho Pele and Patient Rights. Sign a performance contract on annual basis.

ENQUIRIES APPLICATIONS : Ms. KR Maluleke Tel No: (011) 876 1776
Applications to be sent to Ekurhuleni Health District, Hand Post and other means of posting, deliver to 40 Catlin Street Germiston 1400 or Private Bag X1005 Germiston 1400.

FOR ATTENTION NOTE : Human Resource Manager
: 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 resettlement allowance will be paid.

CLOSING DATE : 08 November 2019

POST 38/172 : **CLIENT INFORMATION CLERK (SWITCHBOARD SUPERVISOR) REF NO: ODI/15/10/2019/02**
Directorate: Information Communication and Technology

SALARY CENTRE REQUIREMENTS : R257 508 per annum
: ODI District Hospital
: National Diploma/ Degree in Public Management/ Office Management or related field with 3 years' experience or Grade 12/ standard 10 with 10 years' experience in Switchboard or Call Centre Environment. Knowledge of PFMA and Treasury regulations. Be able to work day shift as supervisor for switchboard Unit. Skills: Problem solving, good verbal and written communication, report writing, strong leadership qualities and sound knowledge of Microsoft office (Word, Excel and PowerPoint). Client liaison and administrative experience. Proficiency in a variety of languages. Experience working with telephone system such as PABX & TMS will be an advantage.

DUTIES : Supervision, Monitoring and evaluation, exercise overall of Client Information System Unit. Monitor that time is properly managed and ensure smooth traffic of calls. Handle applications for telephone and calling systems services. Maintain a fault report register and follow-up on prompt repairs thereof. Performance evaluation in accordance with HR and LR regulations. Updating of job descriptions. Submission of monthly reports. Handle grievance and implement disciplinary mechanisms. Ensure that switchboard departmental meetings and training are taking place. Regular attendance of meetings and feedback and perform any other lawful duties delegated by the supervisor.

ENQUIRIES APPLICATIONS : Mr. CB Mathebula Tel No: (012) 725 2410
: Kindly forward your application to: Odi District Hospital, Klipgat road, Mabopane, HR Section or posted to: Odi District Hospital Private Bag x509, Mabopane.0190.

NOTE : Applications must be submitted on form Z83, obtained from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The completed and signed forms should be accompanied by a recently CV as well as certified copies of all qualifications and ID document (no copies of copies allowed). Certified copies 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 shortlisted candidates only.

CLOSING DATE : 08 November 2019

POST 38/173 : **SENIOR FORENSIC OFFICER REF NO: REFS/004702**
Directorate: Forensic Pathology Service

SALARY CENTRE REQUIREMENTS : R257 508 – R303 339 per annum (Level 07) (plus benefits)
: Pretoria FPS
: 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. C Chauke Tel No: (012) 301 1712
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. Successful candidates will be subjected to OHS medical surveillance as required by HBA regulations within the OHS Act 85 of 1993 and 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 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. 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 : 15 November 2019

POST 38/174 : **REGISTRY CLERK REF NO: 3/4/1/2/9**
Directorate: Support Services

SALARY : R257 508 – R303 339 per annum (Level 07) (plus benefits)
CENTRE : Ann Latsky Nursing College
REQUIREMENTS : Grade 12 Certificate or equivalent. A minimum of 3 years' experience in Registry department. Initiative, problem solving skills, good interpersonal relations, sound communications Skills. Computer Literacy.

DUTIES : Provide registry services to the Department, such as file enquiries, posting and updating on General procedures and functions of the unit. Filing of all documents, open and close files. Receive, open Sort, and distribute incoming mail, distribute circulars and internal memos. Record and dispatch outgoing Correspondences/mail. Implement the filing/records classification system. Ensure safeguarding of Records/files. Ensure that filing plan is followed. Render archive services, trace and store, retrieve Documents and files. Performing other tasks as allocated by the supervisor, such as venue bookings and arranging accommodation for students, prepare and receive courier documents. Apply National Archives and Records Management Act and other related legislations.

- ENQUIRIES APPLICATIONS** : Ms. A. van As Tel No: (011) 644 8917
 : must be addressed to:- The Human Resource Department, Ann Latsky Nursing College, P/Bag X40, or Submitted to No.1 Plunkett Ave, Hurst hill, Johannesburg, or apply on line at www.gautengonline.gov.za.
- CLOSING DATE** : 08 November 2019
- POST 38/175** : **EMERGENCY CARE TECHNICIAN GRADE 1 REF NO: OPS/2019/13 (X131 POSTS)**
- SALARY** : R208 383 per annum (plus benefits) finally, salary will be determined by experience attached to the professional category
- CENTRE REQUIREMENTS** : Various EMS Districts
 : Grade 12 or equivalent qualification, current and registration with HPCSA as an Emergency Care Technician, Valid driver's licence code 10 and PrDP. Previous experience in Emergency Care environment will be added advantage.
- DUTIES** : Responsible for the treatment of patient within the scope of practice of Emergency Care Technician, Transport patient as part of Planned Patient Transport and inter-facility transfer system under Emergency Medical Services in Gauteng Province. Providing emergency medical care and related assistance during special events. Responsible for care and proper management of Emergency Medical Services resources. Provide emergency medical assistance and other duties required by the Directorate. Provide quality assurance to Basic Life Support in the implementation of clinical governance requirement. Perform any other duties as delegated by the supervisor. Eligible candidates will be subjected to a medical, practical and theoretical evaluation(s). Perform any other duties as delegated by the supervisor. Candidate are expected to work shifts.
- ENQUIRIES APPLICATIONS** : Ms TL Ndhlovu Tel No: (011) 564 2262
 : Applications must be delivered directly to Emergency Medical Services, Continuity SA, Growth Point Business Park, Corner old Pretoria Road and Tonetti Street, Midrand or posted to P.O Box 8311, Halfway House 1685
- NOTE** : Applications must be submitted on a form Z83, obtained from any public services department or on the website, which must be completed in full. Id copy and all qualifications must be certified. Certification must be less than 3 months. Successful shortlisted candidate will be subjected to a competency test on call taking and dispatching via computer aided system.
- CLOSING DATE** : 08 November 2019
- POST 38/176** : **PHARMICIST ASSISTANT (POST-BASIC) REF NO: SDHS 2019/10/08 (X1 POST)**
 Directorate: Pharmaceutical Service
- SALARY** : R208 383 Per annum (Plus benefits)
- CENTRE REQUIREMENTS** : Sedibeng District Health Services
 : The candidate must be in a possession Grade 12 qualification. As required by the training facility and the SAPC plus Post Basic Pharmacist Assist Qualification that allows registration with the SAPC as Pharmacist Assistant (Post Basic). Registration with the South African Council (SAPC) as Post Basic Assistant. Profile: Basic Communication skills. Interpersonal skills, literacy skills. Ability to operate equipment/machine. Basic knowledge of good manufacturing practice and standard operating procedure. Basic knowledge of good manufacturing practice and standard operating procedure. Basic knowledge of pharmaceutical processes e.g. weighing, mixing, etc. Relevant legislation and policies. Awareness of financial implications of stock. Awareness for the need of continuous supply of medication. Recording keeping. DSM-relevant aspects e.g. expiry dates. Product names. Use of master batch documents. Collect, organize and analyse information.
- DUTIES** : Receive, read and check the prescription/ order for legality, authenticity and validity. Prepare labels. Prepare and pack pharmacy products. Complete and maintain documentation. Distribute and/ or issue pharmacy products. Identity and report excessive drug usage and deviations. Order of stock. Receive stock. The issuing and dispatch of stock. The bulk compounding of stock in accordance with SOP'S. The pre-packing of stock in accordance with SOP's. Sign performance contract in annual basis.
- ENQUIRIES** : Ms. S. Tayob Tel No: (016) 950 6092

- 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** : 08 November 2019
- POST 38/177** : **SECRETARY REF NO: HRM 92/2019**
Directorate: Radiation Oncology
- SALARY CENTRE REQUIREMENTS** : R173 703 per annum plus benefits
Steve Biko Academic Hospital
The post is for a secretary/office administrator in the department of Radiation Oncology. A mature candidate with experience in the medical/research field will be an advantage. Good communication skills and the ability to work in a multi-disciplinary environment within the hospital and university. The candidate should have good computer and information technology skills with competency in Microsoft word, PowerPoint and Excel and added programmes. The candidate should be flexible and demonstrate a keenness to develop skills in additional programmes and participate in department activities related to clinical services, audits and research. This is a large multi-disciplinary department and requires an individual that can communicate and co-ordinate activities within the department. Good people skills are essential.
- DUTIES** : Secretarial and administrative duties reporting to HOD Radiation Oncology as well as assistance to Medical Physics and Radiotherapy. Note keeping, Filing, communication, liaison, minute keeping. Formulating call lists, rotations, academic rosters, interdepartmental/MDT meetings. Departmental HR issues: Leave allocation, roster formulation. Data capture, statistics, and patient registration Research assistance.
- ENQUIRIES APPLICATIONS** : Dr. S Bassa Tel No: (012) 354 2747/1184
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** : 08th November 2019
- POST 38/178** : **ADMINISTRATION CLERK REF NO: ADM/2019/01**
- SALARY CENTRE REQUIREMENTS** : R173 703 per annum (Level 05) (plus benefits)
Midrand
Grade 12 or equivalent qualification and at least 1-2 years relevant experience. Extensive knowledge and understanding of Batho Pele principles. Excellent verbal, written and communication skills. Good inter-personal relation skills and Computer literacy, i.e. MS. Word, PowerPoint and Outlook. Ability to work independently under pressure. Valid driver's license code 10 and valid professional drivers (PrDP).
- DUTIES** : Provide administrative support to the office of the CEO. Record keeping and filling. Management of incoming and outgoing correspondence and refer appropriately where required. Delivery and collection of correspondence to different departments. Tracking of documents that were delivered and/or collected. Serve as an entry point for all internal and external stakeholders who visit or call the Directorate. Ensure that the tracking grid is updated and produce report.
- ENQUIRIES** : Ms B Ngcobo Tel No: 011 564 2002

- APPLICATIONS** : Applications must be delivered directly to Emergency Medical Services, Continuity SA, Growth Point Business Park, Corner old Pretoria Road and Tonetti Street, Midrand or posted to P.O Box 8311, Halfway House 1685
- NOTE** : Applications must be submitted on a form Z83, obtained from any public services department or on the website, which must be completed in full. Id copy and all qualifications must be certified. Certification must be less than 3 months. Successful shortlisted candidate will be subjected to a competency test on call taking and dispatching via computer aided system.
- CLOSING DATE** : 08 November 2019
- POST 38/179** : **HUMAN RESOURCE CLERK REF NO: HR/2019/03**
- SALARY** : R173 703 per annum (Level 05) (plus benefits)
CENTRE : Tshwane District
REQUIREMENTS : Grade 12 or equivalent qualification with experience as generalist in Human Resources Administration, Computer literacy, Valid driver's license, report writing and knowledge of PERSAL system, Good interpersonal and communication skills (verbal and writing). Ability to work independently.
- DUTIES** : Implement and administer human resource practice -condition of services (Leave, Housing, Medical Aid, Long Service recognition, Injury on duty, relocation, overtime allowance, pension, appointments, transfers, verification of qualification, reference checks) attended to queries, provide filling of documents and Accept greater responsibility when requested.
- ENQUIRIES** : Ms Z Jezi Tel No: (011) 564 2027
APPLICATIONS : Applications must be delivered directly to Emergency Medical Services, Continuity SA, Growth Point Business Park, Corner old Pretoria Road and Tonetti Street, Midrand or posted to P.O Box 8311, Halfway House 1685.
- NOTE** : Applications must be submitted on a form Z83, obtained from any public services department or on the website, which must be completed in full. Id copy and all qualifications must be certified. Certification must be less than 3 months. Successful shortlisted candidate will be subjected to a competency test on call taking and dispatching via computer aided system.
- CLOSING DATE** : 08 November 2019
- POST 38/180** : **ADMINISTRATION CLERK REF NO: ODI/15/10/2019/04 (X2 POSTS)**
 Directorate: Patient Affairs
- SALARY** : R173 703 per annum
CENTRE : ODI District Hospital
REQUIREMENTS : Minimum Grade 12 and computer literacy (capturing, processing email, internet). Eighteen months experience in Patient Affairs and Hospital environment will be added as an advantage. Good communication and interpersonal skills. Motivated and willingness to work under pressure and work shifts. Be able to work in a team. Must be willing to learn. Willing to work day and night duty. Motivation should be attached to proof work experience required above.
- DUTIES** : Admission and registration of patients on PAAB and manual. Retrieval of files after hours from records. Capturing data on TPH31A and TPH31. Completion of GRP01 during downtime and updating electronic downtime information. Completion of GPF 3, 4 and 5 forms. Classification of patients according to UPFS. Assisting in other units of Patient affairs when the need arises and ensuring that working materials and equipment's are always available. Reporting of lost, damaged and not working equipment. Be prepared to rotate within the scope of work. Perform other duties delegated by supervisor. Comply with the performance management system (contracting, quarterly reviews and final assessment).
- ENQUIRIES** : Ms. LM Moeng Tel No: (012) 725 2330
APPLICATIONS : Kindly forward your application to: Odi District Hospital, Klipgat road, Mabopane, HR Section or be posted to: Odi District Hospital Private Bag x509, Mabopane.0190.
- NOTE** : Applications must be submitted on form Z83, obtained from any Public Service Department or on the internet at www.dpsa.gov.za/ documents. The completed and signed forms should be accompanied by a recently CV as well as certified copies of all qualifications and ID document (no copies of copies allowed). Certified copies should not be more that than three months old. Failure to submit all the requested documents will be results in the application not being considered. Correspondence will be limited to shortlisted candidates only.

CLOSING DATE : 08 November 2019

POST 38/181 : **ADMINISTRATION CLERK (WARD CLERK) REF NO: ODI/15/10/2019/05 (X2 POSTS)**
Directorate: Patient Affairs

SALARY : R173 703 per annum
CENTRE : ODI District Hospital
REQUIREMENTS : Minimum Grade 12 and computer literacy (capturing, processing email, internet). Eighteen months experience in Patient Affairs and Hospital environment will be added as an advantage. Good communication and interpersonal skills. Motivated and willingness to work under pressure and work shifts. Be able to work in a team. Must be willing to learn. Willing to work day and night duty. Motivation should be attached to proof work experience required above.

DUTIES : Admission and discharges of patients on PAAB and manual. Completion of GPF 3, 4 and 5 forms. Reclassification of patients according to UPFS. Assisting in other units of Patient affairs when the need arises and ensuring that working materials and equipment's are available. Reporting of lost and damaged. Be prepared to rotate within the scope of work. Perform other duties delegated by supervisor. Comply with the performance management system (contracting, quarterly reviews and final assessment). Compiling weekly and monthly statistics. Accompanying families of the deceased to the Cashier and Mortuary with the Patients' records and perform any other lawful duties delegated by the Supervisor.

ENQUIRIES APPLICATIONS : Ms. LM Moeng Tel No: (012) 725 2330
 Kindly forward your application to: Odi District Hospital, Klipgat road, Mabopane, HR Section or be posted to: Odi District Hospital Private Bag x509, Mabopane.0190.

NOTE : Applications must be submitted on form Z83, obtained from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The completed and signed forms should be accompanied by a recently CV as well as certified copies of all qualifications and ID document (no copies of copies allowed). Certified copies should not be more than three months old. Failure to submit all the requested documents will be results in the application not being considered. Correspondence will be limited to shortlisted candidates only.

CLOSING DATE : 08 November 2019

POST 38/182 : **STAFF NURSE (WBOT) REF NO: WRD008 (X3 POSTS)**
Directorate: Nursing

SALARY : Grade1: R171 381 – R192 879 per annum (plus benefits)
 Grade 2: R204 627 - R230 307 per annum (plus benefits)
 Grade 3: R242 166 – R297 825 per annum (plus benefits)
 Salary will be determined in line with OSD Resolution)

CENTRE : West Rand District Health - Region A:
 Mogale Sub District (X2 Posts)
 Merafong Sub district (X1 Post)

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. At least 3 years' experience required after registration with the SANC as Staff Nurse. A Valid driver's license is a must (Candidates will be subject to a driver's test on the day of interview).

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, community members, supervisors and clinicians. Willing to work in the community doing outreach services including managing, supervising, mentoring and coaching community health workers. Ability to compile and submit weekly and monthly WBOT reports. Contribute positively towards compliance to National Core Standards, Batho Pele Principles, Ministerial Priorities and Patient's Rights.

ENQUIRIES : Ms N Maponyane/Ms S Lefakane Tel No: (011) 953 4515

- 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. People with disability are encouraged to apply 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** : 08 November 2019 at 12h00pm
- POST 38/183** : **STAFF NURSE GRADE 1 REF NO: EHD2019/10/08**
Directorate: Clinical Forensic Medical Services
- SALARY** : Grade 1: R171 381 – R192 879 per annum (plus benefits)
- CENTRE** : Tembisa Masakhane Thuthuzela Care Centre
- REQUIREMENTS** : Grade 12 Certificate. Qualifications that allows registration with SANC as Staff Nurse (Enrolled Nurse). Current registration with SANC as Staff Nurse (Enrolled Nurse). Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal principles. Basic communication skills, elementary writing skills, ability to function as part of a team and interpersonal skills. Knowledge of Batho Pele principles and Patients' Rights Charter. Knowledge of HIV prevention strategies and management of patients who experienced gender-based violence. Must be prepared to work shifts including night duty, weekends and public holidays. Grade 1: Less than ten (10) years appropriate experience after registration as a Staff Nurse (Enrolled Nurse) with the SANC. Driver's License will be an added advantage.
- DUTIES** : Assist patients with activities of daily living. Provide elementary clinical nursing care. Maintain professional growth/ethical standards and self – development. Maintain hygiene of patients. Provide nutrition. Assist with elimination process. Measure, interpret and record vital signs. Counselling patients who experienced GBV. Pre and post counselling including testing for HIV. Operate all relevant apparatus and equipment. Assist professional nurses with clinical procedures. Preparation of patients for diagnostic and surgical procedures. Maintain the code of conduct as required in the Public Service. Perform all other duties delegated by Supervisor/Manager.
- ENQUIRIES** : Ms A. Mabunda Tel No: (011) 876 - 1794
- APPLICATIONS** : Applications to be sent to Ekurhuleni Health District, Hand Post and other means of posting, deliver to 40 Catlin Street Germiston 1400 or Private Bag X1005 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. No S&T claims and resettlement allowance will be paid.
- CLOSING DATE** : 08 November 2019
- POST 38/184** : **EMERGENCY CARE OFFICER GRADE 3 ILS REF NO: OPS/2019/14 (X130 POSTS)**
- SALARY** : R169 176 per annum (plus benefits) finally, salary will be determined by experience attached to the professional category.
- CENTRE** : Various EMS Districts
- REQUIREMENTS** : Grade 12, AEA certificate with registration with current HPCSA of Ambulance Emergency Assistant. Previous experience in emergency care environment will be an added advantage. Valid driver's license Code 10 and valid professional driver's (PrDP) permit for transporting patients.
- DUTIES** : Responsible for patients within the scope of practice of intermediate life support. Transporting patients as part of planned Patient transport and inter-facility transfer system under Emergency Medical Service. Providing emergency medical care and related assistance during special events. Responsible for care and proper management of Emergency Medical Services resources. Provide emergency medical assistance and other duties required by Directorate. Provide quality assurance to Basic Life Support Officers in the implementation of appropriate measures. Perform any other duties as delegated by the supervisor. Candidates are expected to work shifts, they should be mentally and physically fit to perform their duties. Eligible candidates will be subjected to a medical, practical and theoretical evaluation(s). Perform any other duties as delegated by the supervisor.
- ENQUIRIES** : Ms VM Bodiba Tel No: (011) 564 2263

- APPLICATIONS** : Applications must be delivered directly to Emergency Medical Services, Continuity SA, Growth Point Business Park, Corner old Pretoria Road and Tonetti Street, Midrand or posted to P.O Box 8311, Halfway House 1685.
- NOTE** : Applications must be submitted on a form Z83, obtained from any public services department or on the website, which must be completed in full. Id copy and all qualifications must be certified. Certification must be less than 3 months. Successful shortlisted candidate will be subjected to a competency test on call taking and dispatching via computer aided system.
- CLOSING DATE** : 08 November 2019
- POST 38/185** : **DENTAL ASSISTANT GRADE 1 REF NO: EHD2019/10/10 (X1POST)**
Directorate: Oral Health
- SALARY** : R168 429 – 192 576 per annum (plus benefits)
- CENTRE** : Ekurhuleni Health District
- REQUIREMENTS** : Grade 12 with Dental Assistant certificate from recognized accredited institutions registration with HPCSA, proof of current registration with the HPCSA. A driver's license will be an added advantage. The person should have good communication skills, good interpersonal relations and an ability to work under pressure. Less than 10 years relevant experience.
- DUTIES** : The incumbent should have knowledge of dental assisting including: infection control, chair side assisting maintaining of equipment, stock control, knowledge of materials and instruments and conducting inventory. The person will work in the dental surgery in clinics, mobiles, correctional services, institutions and perform administrative duties including compiling statistics, registering patients, answering of the telephone, filing of patient cards, ordering of materials, giving appointments to patients. The person will also be doing relief duties in other clinics, prisons, mobile and institutions. He or she will be assisting the oral hygienist at schools as well as in the clinics. The person will also be rotating within the sub-districts.
- ENQUIRIES** : Mr L.B Mudau Tel No: (011) 876 1759
- APPLICATIONS** : Applications to be sent to Ekurhuleni Health District, Hand Post and other means of posting, deliver to 40 Catlin Street Germiston 1400 or Private Bag X1005 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 resettlement allowance will be paid.
- CLOSING DATE** : 08 November 2019
- POST 38/186** : **NURSING ASSISTANT REF NO: WRD009 (X8 POSTS)**
Directorate: Nursing
- SALARY** : Grade 1: R132 525 - R149 163.per annum
Grade 2: R156 846 – R176 526.per annum
Grade 3: R187 263 – R230 307.per annum plus benefit
Salary will be determined in line with OSD Resolution
- CENTRE** : West Rand District Health:
Mogale sub (X4 Posts)
Merafong sub (X4 Posts)
- REQUIREMENTS** : Qualification that allows registration with SANC as Nursing Assistant (Enrolled Nursing Assistant). Registration with the South African Nursing Council. Good communication skills (verbal and written). Knowledge of relevant nursing legislation.
- DUTIES** : Assist patients with activities of daily living (Physical care). Measure, interpret and record vital signs. Operate all relevant apparatus and equipment. Provide basic Nursing care and patient safety. Implement infection control practices and proper waste management. Maintain ethical standards. Assist professional nurse with clinical procedures. Preparation of patients for diagnostic and surgical procedures. Compulsory shift work and flexibility. Give health education to patients and families. Perform any other delegated duties with the scope of Nursing Assistant.
- ENQUIRIES** : Ms. M.N. Mchunu/Ms. M.R. Khojane Tel No: (011) 953 1515/ (Mogale sub)
Ms. N.B. Cele Tel No: (018) 787 9907(Merafong sub)
- 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. People with disability are encouraged to apply 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 : 08 November 2019 at 12h00pm

POST 38/187 : **STORE ASSISTANT REF NO: ODI/15/10/2019/06**
Directorate: Supply Chain Management

SALARY : R122 595 per annum (Level 03)
CENTRE : ODI District Hospital
REQUIREMENTS : Candidate must be in possession of Grade 9 or Abet level 4, can read and write. Good communication skills and be able to work under pressure. Knowledge of Supply Chain Management policies.

DUTIES : Issuing stock from the VA11. Packing and under packing of stock according to their commodity. Receiving of stock. Distribute stock and equipment to the units. Implement LIFO and FEFO rule. Assist in stock taking. Ensure proper record keeping. Labelling of shelves. Cleaning of stores as well as messenger duties and any duties delegated by the supervisor. Adhere to Occupational Health and Safety requirements. Maintain confidentiality.

ENQUIRIES : Ms. RP Mabusela Tel No: (012) 725 2486
APPLICATIONS : Kindly forward your application to: Odi District Hospital, Klipgat road, Mabopane, HR Section or be posted to: Odi District Hospital Private Bag x509, Mabopane.0190.

NOTE : Applications must be submitted on form Z83, obtained from any Public Service Department or on the internet at www.dpsa.gov.za/ documents. The completed and signed forms should be accompanied by a recently CV as well as certified copies of all qualifications and ID document (no copies of copies allowed. Certified copies should not be more than three months old. Failure to submit all the requested documents will be results in the application not being considered. Correspondence will be limited to shortlisted candidates only.

CLOSING DATE : 08 November 2019

POST 38/188 : **CLEANER REF NO: ODI/15/10/2019/07 (X10 POSTS)**
Directorate: Support Services

SALARY : R102 534 per annum
CENTRE : ODI District Hospital
REQUIREMENTS : Grade 9 or Abet level 4. One year Hospital experience in cleaning will be an added advantage. Good communication and interpersonal skills. Willingness to work under pressure and work shifts. Be able to work in a team. Must be willing to learn and use different cleaning equipment and detergents. Having knowledge in waste management and infection control will be an advantage. Possess physical strength, be in good health and able to cope with physical demands of the post. Willing to work day and night duty. First preference will be given to E.P.W.P under Gauteng Department Health.

DUTIES : Perform routine cleaning service. Cleaning of wards, offices, windows, showers, toilets, passages, lifts etc. Empty dustbins, wash and strip the floors and apply polish. Be prepared to rotate within the scope of work. Adherence to separation of waste and infection control procedures. Packing of clean linen in the wards. Operating heavy duty/ cleaning machines. Changing of curtains, cleaning of spillage, beds and mattress. Cleaning of all fridges. Collection of waste container and perform any other duties delegated by the supervisor. Cleaning of equipment's after used.

ENQUIRIES : Mr. Baloyi G.S or Mr. Makgale LL Tel No: (012) 725 2343
APPLICATIONS : Kindly forward your application to: Odi District Hospital, Klipgat road, Mabopane, HR Section or be posted to: Odi District Hospital Private Bag x509, Mabopane.0190.

NOTE : Applications must be submitted on form Z83, obtained from any Public Service Department or on the internet at www.dpsa.gov.za/ documents. The completed and signed forms should be accompanied by a recently CV as well as certified copies of all qualifications and ID document (no copies of copies allowed. Certified copies should not be more than three months old. Failure to submit all the requested documents will be results in the application not being considered. Correspondence will be limited to shortlisted candidates only.

CLOSING DATE : 08 November 2019

POST 38/189 : **SEAMSTRESS REF NO: ODI/15/10/2019/03**
 Directorate: Support Services

SALARY : R102 534 per annum
CENTRE : ODI District Hospital
REQUIREMENTS : Grade 10/ ABET Level 4 with 1-year experience in seamstress. Previous experience in sewing and alteration will serve as an advantage. Communication skills and willing to work in team be able to work shifts including week ends and public holidays.

DUTIES : Fit repairs and alteration of clothing, construct garment, measuring size for patients clothing and hospital curtains. Maintain sewing equipment and condemned linen, keep mending room clean. Assist at the Laundry when is necessary and stock taking.

ENQUIRIES : Mrs. VL Chiloane Tel No: (012) 725 2330
APPLICATIONS : Kindly forward your application to: Odi District Hospital, Klipgat road, Mabopane, HR Section or be posted to: Odi District Hospital Private Bag x509, Mabopane.0190.

NOTE : Applications must be submitted on form Z83, obtained from any Public Service Department or on the internet at www.dpsa.gov.za/ documents. The completed and signed forms should be accompanied by a recently CV as well as certified copies of all qualifications and ID document (no copies of copies allowed). Certified copies should not be more that than three months old. Failure to submit all the requested documents will be results in the application not being considered. Correspondence will be limited to shortlisted candidates only.

CLOSING DATE : 08 November 2019

DEPARTMENT OF HUMAN SETTLEMENTS (GDHS)

CLOSING DATE : 15 November 2019. No late applications will be considered.
NOTE : Requirement of applications: People with disabilities are encouraged to apply. It is our intention to promote representivity (race, gender and disability) in the Public Service through the filling of these posts. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Applications should be submitted strictly online at www.gautengonline.gov.za and it should be accompanied by a Z83, comprehensive Curriculum Vitae (CV) as well as certified copies of qualifications, Identity and valid driver's license (where driving/travelling is an inherent requirement of the job). Correspondence will only be limited to shortlisted candidates. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful. No faxed or emailed applications will be accepted. The Department reserves the right not to make appointment(s) to the advertised post(s).
 ERRATUM: Department of Human Settlement: Kindly note that the post of Senior Personnel Officer with Ref No: DOHS/51/2019 advertised in Public Service Vacancy Circular 37 of 2019 dated 18 October 2019, the requirements of the post has been amended as follows: Applicant must be in possession of a Senior Certificate or equivalent; and a Degree/Diploma (NQF Level 6/7) in Human Resource Management, Experience in Human Resource Administration will be an added advantage. Candidates who previous applied, do not need to re-apply. The closing date has been extended to 08 November 2019.

OTHER POSTS

POST 38/190 : **ASSISTANT DIRECTOR: REVENUE SERVICES REF NO: REFS/004695**

SALARY : R376 596 per annum
CENTRE : Johannesburg
REQUIREMENTS : Matric plus a (3) three-year Degree/National Diploma in Accounting/Financial Management. (3) three years relevant experience in (PFMA), Treasury Regulations, debt management, Debtor System, SAP and Basic Accounting System (BAS). Knowledge of the Accounting framework for South African public-sector entities - GRAP (IPSAS) Framework. Knowledge of Accounting for changes in accounting policies, changes in accounting estimates and errors -GRAP 3 (IPSAS 3). Working knowledge of the preparation of interim reports and annual financial statements, as well as suspense and control accounts.

		Knowledge of management, alignment and reconciliation of accounts, between Debtor System and BAS. Advance Excel will be an added advantage, supervisory skills, good planning and organizational skills. Good interpersonal relations, good communication skills (written and verbal). The ability to work under pressure and preparedness to work overtime, when required.
<u>DUTIES</u>	:	Provide monthly reconciliation between the Debtor System and BAS and clear all exceptions. Provide monthly financial reporting, preparation of interim and annual financial statements. Alignment of the Fixed Assets register with the Debtor System and disposal of properties. Manage month-end and year-end closures, interfacing subsystems and related accounting procedures. Provide cash flow management. Develop, implement, update and maintain GRAP (IPSAS) and financial policies and procedures. Investigate suspense accounts balances, manage the reconciliation of suspense accounts. Address audit queries and attend to requests. Manage staff development and training.
<u>ENQUIRIES</u>	:	Ms L Ngulele Tel No: (072) 187 3043
<u>APPLICATIONS</u>	:	Please apply online at www.gautengonline.gov.za
<u>POST 38/191</u>	:	<u>SENIOR PROJECT INSPECTORS: QUALITY ASSURANCE REF NO: REFS/004699 (X2 POSTS)</u>
<u>SALARY</u>	:	R376 596 per annum
<u>CENTRE</u>	:	Johannesburg
<u>REQUIREMENTS</u>	:	Matric plus a National Diploma/NQF Level 6 qualification in the Built Environment; three (3) years' experience in construction quality assurance and construction technical support, project management and time management, good communication skills (verbal and written), problem solving and interpersonal relationship skills. Knowledge of the building regulations, NHBRC home builder's manual, methods of construction and knowledge in interpreting building material test results. Knowledge of Innovative Building Technologies & Energy Efficiency in housing. Knowledge of public sector legislation and regulations.
<u>DUTIES</u>	:	To conduct inspections on subsidy houses and ensure that housing products delivered comply with quality standards as regulated by statutory and regulatory frameworks – National Building Regulations (NBR) and the National Home Builders Registration Council's (NHBRC) home building manual. To monitor and report on the quality of workmanship, materials and structural integrity for compliance with regulations. Conduct on-going research on the latest building materials, products and building processes. Advise contractors and regional teams on quality standards in line with the departments' construction norms and standards.
<u>ENQUIRIES</u>	:	Mr. R Jonas Tel No: (083) 608 1168
<u>APPLICATIONS</u>	:	Please apply online at www.gautengonline.gov.za

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

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

ERRATUM: Kindly note that the post of Deputy Nursing Manager (**For Estcourt Hospital**) with Ref No: EST/11/2019 advertised in Public Service Vacancy Circular 36 dated 11 October 2019 has been withdrawn.

OTHER POSTS

<u>POST 38/192</u>	:	<u>MEDICAL SPECIALIST (GRADE 01 - 03) REF NO: NKAH 08/2019</u> Department: Medical Component
<u>SALARY</u>	:	Grade 1: R1 106 040 - R1 173 900 per annum (salary package) Grade 2: R1 264 623 - R1 342 230 per annum (salary package) Grade 3: R1 467 651 - R1 834 890 per annum (salary package) Other Benefits: In-hospitable Allowance of 18%
<u>CENTRE REQUIREMENTS</u>	:	Nkandla District Hospital MBCHB Qualification. Appropriate qualification that allows for registration with the Health Profession Council of South Africa (HPCSA) as a Medical Specialist in a normal speciality (i.e. Family Medicine). Current registration with Health Professionals Council of South Africa (HPCSA) as a Medical Specialist in Family Medicine. Unendorsed valid Code B driver's licence (Code 08). Proof of current and previous working experience endorsed by Human Resource Department (Certificate of Service). Applicants must submit confirmation letter of relevant experience from their supervisors in an official letterhead of the employer when they apply. NB: Appointees will be expected to participate in the clinical teaching of undergraduate and / or postgraduate students Grade 1: (No experience required) Grade 2: (5 years' experience after registration with the HPCSA as Medical Specialist Grade 3: (10 years' experience after registration with the HPCSA as a Medical Specialist Knowledge, Skills, Attributes And Abilities Sound clinical knowledge and experience in the relevant discipline. Knowledge of current Health and Public Service legislation, regulation and policy including medical ethics, epidemiology and statistics. Good communication, leadership, decision-making and clinical skills. Ability to teach junior doctors and participate in continuing professional development.
<u>DUTIES</u>	:	Provide safe, ethical and high quality of care through the development of standards and risk assessments in the area of clinical and customer care (patient perspective) in the respective speciality. Provide a full package services including after hour services. Develop, maintain and audit the correct implementation of clinical protocols and guidelines, implement and maintain an efficient, effective and seamless service delivery process within the institution and referring facilities. Plan and provide continuous medical education to multidisciplinary team members and conduct and stimulate research. Manage and direct performance of junior staff within the area of control. Align clinical service delivery plans with hospital plans and priorities. Provide specialist services and support to the Clinical Head of Unit. Ensure compliance with National Core Standards. Participate in the continued medical education programme in the institution. Manage EPMDS of junior staff. Participate in the extended management activities. Develop, implement and monitor quality improvement programmes. Develop and participate in the Outreach Programme. Ensure a functional referral system. Actively participate in the academic programme run by the Department of Health for the postgraduate training of Registrars. Clinical teaching of undergraduate and postgraduate student. Engage in academic research culminating in the publication of papers in scientific journals or the presentation of the results of such research at scientific congress. The incumbent should have comprehensive knowledge of the speciality discipline. Competence in the clinical evaluation of patients, interpretation of special investigations within the discipline. Render an efficient and cost-effective health services to patients managed by the institution. Ensure clinical governance within the discipline. Deliver an effective and efficient administration within the discipline. Assist the Head of Clinical Unit (HCU) to ensure an optimal delivery of services within the discipline. Assist the HCU in the development of management protocols / policies for the

		Department Discipline. Assist with quality improvement imperatives including clinical audits (morbidity and mortality reporting and reviewing, clinical documentation audits, etc) and continuous professional development activities. Maintain satisfactory clinical, professional and ethical standards in the department. Engage in research and supervise registrar research. Partake in outreach programmes of the DOH. After-hour participation in call rosters.
<u>ENQUIRIES</u>	:	Dr. Jn Ikwegbue Tel No: (035) 833 5031
<u>APPLICATIONS</u>	:	Applications should be directed to: Human resource Manager: Nkandla Hospital, Private Bag X102, Nkandla, 3855 or Hand delivered to Nkandla Hospital, 491 Mbatha Lane, Nkandla, 3855.
<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 Licence (not copies of previously certified copies). The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Non- RSA Citizens/Permanent Residents/ Work Permit holders must submit documentary proof together with their applications. All employees in the Public Service that are presently on the same salary level but on a notch/package above of the advertised post are free to apply. Due to cost-cutting measures, S&T Claims will not be paid to candidates who will be attending interview. African males are encouraged to apply.
<u>CLOSING DATE</u>	:	08 November 2019
<u>POST 38/193</u>	:	<u>DEPUTY MANAGER NURSING REF NO: KCD 07/2019</u> Integrated District Public Health Systems Development
<u>SALARY</u>	:	R834 619 – R1 068 666 per annum (Aall inclusive salary packages). (This inclusive package consist of 70% basics and 30% flexible portion that can be structured in terms of applicable rules)
<u>CENTRE</u>	:	King Cetshwayo District Office
<u>REQUIREMENTS</u>	:	Senior Certificate (Grade 12), Diploma or Degree in Nursing Science, Minimum of 9 years appropriate/recognizable experience in nursing after registration with SANC, A minimum of 4 years of managerial experience in Programmes Management, Current registration with South African Nursing Council, Unendorsed valid driver's license, Proof of current and previous working experience endorsed and stamped by Human Resource or Employer, 3 years' experience after obtaining a post basic qualification is recommended, Sound project management, decision making managerial and facilitation skills, Ability to translate strategic and transformation objectives into practical planning frameworks, Ability to prioritize issues and other work related matters to comply with timeframes, knowledge of Public Health Sector, Computer literate with proficiency in MS office software applicable.
<u>DUTIES</u>	:	Compile, implement and manage component plans which enable the efficient and effective roll out of health promotion programmes and practices. Participate in quarterly reviews, analyse results and realign strategies to improve service delivery at health institutions and clinics in the King Cetshwayo District. Ensure the efficient and effective utilization of resources allocated to the component, inclusive of the development of staff. Monitor, support and evaluate community education events to establish their effectiveness. Coordinate subordinate functional initiatives to ensure that programmes are integrated enabling the efficient delivery of health care messages to the public at large. Ensure the development of an integrated, effective and efficient public health system for the District. Monitor indicators which measure the impact of

health care programmes in order to positively impact on health practice. Ensure the development, implementation and monitoring of Work plans by the Clusters to accomplish the objectives and outcomes identified in the District Service Delivery Plan/policy imperatives. Ensure the effective, efficient and economical management of allocated resources of the sub-directorate. Manage, coordinate and facilitate processes to priorities health service delivery initiatives. Ensure functionality of community outreach services within the district. Ensure coordination of all stakeholders working closely with the district. Perform other duties as assigned by the Supervisor or other senior official which will include acting on behalf of District Director in his/her absence.

**ENQUIRIES
APPLICATIONS**

: Mrs NE Hlophe Tel No: (035) 787 0631/6319
 : Please forward application quoting the reference number to the Human Resource Department, King Cetshwayo District Office, Private Bag X20034, Empangeni, 3880 or hand delivered to King Cetshwayo Health District Office, 2 Lood Avenue Empangeni Rail, Human Resource Department.

**FOR ATTENTION
NOTE**

: Mr MTR Nzuzo
 : Application must be submitted on the Application for Employment Form (Form Z.83), which is obtainable any Government Department or from the website – www.kznhealth.gov.za must accurately completed and signed. Reference Number must be indicated in the column provided on the form Z.83, Comprehensive Curriculum Vitae, certified copies of identity document, educational qualifications and professional registration certificates – not copies of certified copies. Persons with disabilities should feel free to apply for the post. Applicants in possession of a foreign qualification must attach an evaluation/verification certificate from the South African Qualifications Authority (SAQA) or other regulating bodies to their applications. Non- RSA Citizens/Permanent Resident/ Work Permit holders must submit a documentary proof together with their applications. This Department is an equal opportunity, affirmative action employer, whose aim is to promote representatively in all levels of all occupational categories in the Department. The appointment is subject to positive outcome obtained from the NIA to the following checks: security clearance, credit records, qualification, citizenship and previous experience verifications. Failure to comply with the aforementioned instructions will result to your application being disqualified. Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful.

CLOSING DATE

: 08 November 2019

POST 38/194

: **MEDICAL OFFICER –GRADE (1, 2 & 3) REF NO: TCHC 01/2019 (X1 POST)**

SALARY

: Grade 1: R821 205 – R884 670 per annum
 : Grade 2: R938 964 – R1 026 693 per annum
 : Grade 3: R1 089 693 – R1 362 366 per annum
 : Other Benefits: Commuted overtime (conditions apply) you will be required to perform commuted overtime

**CENTRE
REQUIREMENTS**

: KZN Health -Tongaat Community Health Centre
 : MBCHB Degree plus Certificate of Registration with the Health Profession Council of South Africa as a Medical Practitioner (HPCSA). Proof of current registration as a Medical Practitioner with HPCSA. Senior certificate/Matric or equivalent plus Degree/Diploma in General Nursing, Midwifery plus one year post basic qualification in Primary Health Care. Proof of current registration with SANC as General nursing and Primary Health Care (2018 receipt). A valid Driver's Licence (Code 08/Code10). Experience: Medical Officer **Grade 1:** No experience required the appointment to grade 1 requires 1 year relevant experience after registration as a Medical Practitioner with a recognized foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Medical Officer **Grade 2:** 5 years appropriate experience as a Medical Practitioner after registration with HPCSA as a Medical Practitioner. The appointment to Grade 2 requires a minimum of six years (6) relevant experience after registration as a Medical Practitioner with a recognized Foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Medical Officer **Grade 3:** 10 year's registration experience as a Medical Officer after Registration with HPCSA as a Medical Practitioner The appointment to Grade 3 requires a minimum of eleven years (11) relevant

DUTIES

experience after registration as a Medical Practitioner with a recognized foreign health professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa
Examine, diagnose and treat patients in OPD and short-stay ward. Emergency & non-emergency care of patients. Accept responsibility for the management of patients that attend the CHC for treatment. Ability to assist the medical staff in the smooth running of the department. Provide Medico – Legal services. Provide supervision and support to junior professional staff. Assist with the development, maintaining and upgrading of clinical protocols. Manage medical and surgical emergencies with competence. Participate in after-hours commuted overtime and perform after-hours duties. Perform minor procedures. Participate in quality improvement programme, clinical audits, peer review meetings, mortality and morbidity meeting. Facilitate in-service training and ongoing education. Supervise and assist to Junior Medical staff and nurse. Assist medical manager in administration duties. Perform duties in the ARV clinic. Promote and ensure community orientated clinic service and support to Primary Health Care services in the district. Evaluation of clinic service provided on a monthly basis. Maintain clinic professional and ethics standard related to these services. Maintain necessary discipline over staff under his/her control. Lead participants in committees such as ethics committee, quality assurance, clinic audits health and safety, therapeutic and infection control etc. Provide support to the Head of Department in ensuring an efficient standard of patient care and services is maintained. Perform duties as delegated by supervisor. The incumbent will be accountable and responsible to the medical manager. You will be required to perform commuted overtime

**ENQUIRIES
APPLICATIONS**

Dr S. Bhimsan Tel No: (032) 944 5054 Ext 202
Application to be forwarded to: The Human Resource Manager, Tongaat Community Health Centre, Private Bag X07, Tongaat 4400.

NOTE

Direction to candidate: The following documents must be submitted, Application for employment form (Z83), which is obtainable as any Government Department or from website – www.kznhealth.gov.za. Original signed Z83 must be accompanied by a detailed CV and originally recently certified copies of highest educational qualification/s (not copies of certified copies) of required educational qualifications set out in the advertisement plus certified I.D copy, Updated Curriculum Vitae. Application must be submitted on or before closing date. The reference number must be indicated in the column provided on the form Z83 e.g. TCHC 01/2019. Failure to comply with the above instruction will disqualify applications. Please note that due to the number anticipated, applications will not acknowledge. Correspondence will be limited to short listed candidate only. NB: African Male are encouraged to apply.

CLOSING DATE

08 November 2019

POST 38/195

MEDICAL OFFICER GRADE 1, 2, & 3 REF NO: UNTU 08/2019 (X1 POST)
Re-Advertised

SALARY

Grade 1: R821 205 – R884 670 per annum
Grade 2: R938 964 – R1 026 693 per annum
Grade 3: R1 089 963 – R1 362 366 per annum
(Consist of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules) Other Benefits 18% In-Hospitable Allowance of basic salary & Commuted Overtime (as per departmental needs)
Untunjambili Hospital

**CENTRE
REQUIREMENTS**

Grade 1 an appropriate qualification that allow registration with HPCSA as a Medical Practitioner. Registration certificate with HPCSA as a Medical Practitioner. Proof of current registration (2019 - annual registration card) No experience required for Grade 1. Certificate of service from previous/current employers, signed and stamped by HR. Applicants in possession of a foreign qualification must attach the evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. **Grade 2.** An appropriate qualification that allow registration with HPCSA as a Medical Practitioner. Registration certificate with HPCSA as a Medical Practitioner. Proof of current registration (2019 - annual registration card). Minimum of 5 years relevant experience after registration with HPCSA as a Medical Officer. Proof of experience should be attached to the application. (Certificates of service or official. Certificate of service from previous/current employers, signed and stamped by HR. Applicants in possession of a foreign qualification must attach the evaluation certificate from the South African Qualifications Authority

(SAQA) to their applications. **Grade 3.** An appropriate qualification that allow registration with HPCSA as a Medical Practitioner. Registration certificate with HPCSA as a Medical Practitioner. Minimum of 10 years relevant experience after registration with HPCSA as a Medical Officer. Kindly Return All Documentation When Replying. Proof of current registration (2019 - annual registration card). Proof of experience should be attached to the application. (Certificates of service or official. Certificate of service from previous/current employers, signed and stamped by HR. Applicants in possession of a foreign qualification must attach the evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Knowledge, Skills and Competencies Required: Sound knowledge and clinical and surgical skills associated with practice of District Level Hospital i.e. caesarean sections and spinal anaesthetic, ectopic pregnancies, circumcisions. Must be able to perform a caesarean section. Knowledge of ethical medicine including HIV and TB, Paediatrics, Surgery, Obstetrics and Gynaecology, Orthopaedics, Psychiatry, Emergency medicine and Anaesthetics. Good interpersonal and communication skills. Ability to work under pressure. Assessment, analysis and Management skills. Teaching and supervision of junior Knowledge of all applicable legislation.

**ENQUIRIES
APPLICATIONS**

: Dr A Subrati Tel No: (033) 444 1707
 : Applications should be forwarded to: Human resource Manager, Private Bag X 216 Kranskop 3268

NOTE

: Applications must be submitted on the prescribed Application for Employment form (Z83) obtainable from any Public Service Department or from the website www.kznhealth.gov.za which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of qualifications/certificates, Professional Registration Certificates, Identity Document and Driver's Licence (not copies of previously certified copies). The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB Failure to comply with the above instructions will disqualify applicants. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Non- RSA Citizens/Permanent Residents/Work Permit holders must submit documentary proof together with their applications. All employees in the Public Service that are presently on the same salary level but on a notch/package above of the advertised post are free to apply. Due to cost-cutting measures, S&T Claims will not be paid to candidates who will be attending interview.

CLOSING DATE

: 08 November 2019

POST 38/196

: **ASSISTANT MANAGER – NURSING (GENERAL) REF NO: UMP 16/2019**
 Section: Monitoring & Evaluation

**SALARY
CENTRE
REQUIREMENTS**

: R562 800 – R652 437 per annum
 : Umphumulo Hospital
 : Diploma/Degree in General Nursing and Midwifery. Registration with the S.A.N.C. as a Professional Nurse and midwife. Current (2019) council receipt A minimum of eight (8) years appropriate/recognizable experience as a Professional Nurse after registration with the SANC as a general nurse and midwife. Proof of current and previous experience endorsed by the HR department. Knowledge of the legislative, policy and M&E Framework informing health services delivery. Basic understanding of the legislative framework governing the public service. Effective communication with supervisors, other health professional and support services personnel and junior colleagues, including more complex report writing when required. Computer literacy to adequately manage information according to the requirements of the facility. Knowledge of hospital quality assurance and infection control practices. Knowledge of Health Facility functions and

operations. Knowledge of DHMIS policy, SOP and relevant information system. Leadership, Management, planning, organization and co-ordination skills. Knowledge of Data Management and M&E principles. Ability to compile concise reports. Decision making and problem solving skills.

DUTIES

: Administer an evidence/results-based monitoring and evaluation system in the institution as well as feeder facilities within the Provincial M&E Framework and monitor research activities in the institution. Implement the M&E framework at facility level and monitor implementation at feeder clinics. Plan and co-ordinate the implementation and monitoring of data quality and quality assurance in service delivery. Ensure the development, review and maintenance of institution policies and protocols. Monitor and report on performance of all departments in the facility. Monitor compliance with implementing the M&E framework, Data Management Policy & SOP, Quality Assurance and Infection Prevention & control policy guidelines. Analyse data obtained from the source and other management information systems against indicators with a view to develop reliable performance profiles for verification and publishing of the prescribed performance and other reports. Coordinate functions of HIT (Health Information Team). Ensure information on births, morbidity and mortality reviews are conducted on a monthly basis. Ensure data is validated as per Data Management Standard Operating Procedures. Provide reports to the management and Governance Structure. Co-ordinate the drawing of institutional plans which are aligned to annual per performance plan and the District Health Plan in accordance with the hospital and governing laws. Participate in the DHP as well as DHER sessions. Ensure the efficient and effective utilization of resource allocated to the component, inclusive of the development of staff. Supervise staff and ensure compliance to the Performance Management Development Systems pre-requisites. Co-ordinate and control activities of the component. Ensure that quality control systems and plans are in place for use during inspection and auditing to provide objective evidence of findings when conducting audits in accordance with the hospital and governing laws. Monitor Audit findings and ensure implementation of action plans. Ensure implementation of the total quality management framework and compliance to National Core Standards.

ENQUIRIES

: Mr. N. A. Mbhele Tel No: (032) 4814199

APPLICATIONS

: Please forward application quoting the reference number to The Human Resource Department, Umphumulo Hospital, Private Bag X9219, Maphumulo 4470 or hand delivered to Umphumulo Hospital, Human Resource Department.

FOR ATTENTION

: Mr S. M. Naidoo

NOTE

: Application must be submitted on the Application for Employment Form (Form Z.83), which is obtainable at any Government Department or from the website – www.kznhealth.gov.za must accurately completed and signed. Reference Number must be indicated in the column provided on the form Z.83, Comprehensive Curriculum Vitae, certified copies of identity document, educational qualifications and professional registration certificates – not copies of certified copies. Persons with disabilities should feel free to apply for the post. Applicants in possession of a foreign qualification must attach an evaluation/verification certificate from the South African Qualifications Authority (SAQA) or other regulating bodies to their applications. Non- RSA Citizens/Permanent Resident/ Work Permit holders must submit a documentary proof together with their applications. This Department is an equal opportunity, affirmative action employer, whose aim is to promote representatively in all levels of all occupational categories in the Department. The appointment is subject to positive outcome obtained from the NIA to the following checks: security clearance, credit records, qualification, citizenship and previous experience verifications. Failure to comply with the aforementioned instructions will result to your application being disqualified. Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Please note that due to financial constraints, there will be no payment of S&T claims.

CLOSING DATE

: 15 November 2019 (Late applications will not be accepted)

POST 38/197

: **ASSISTANT MANAGER (GENERAL) REF NO: HRM 24/2019 (X1 POST)**
Directorate: Nursing Services

SALARY CENTRE

: R562 800 per annum (plus benefits) Day and Night Duty
: Sterkfontein Hospital

- REQUIREMENTS** : Basic qualification accredited with SANC in terms of Government Notice 425 (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. Qualification in Nursing Administration will be an added advantage/ Equivalent Management qualification from accredited institutions. A minimum of 8 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC, at least 3 years of the period referred to must be appropriate/recognizable experience in Management of a Psychiatric Unit. Must have extensive experience in Psychiatry Post Registration as a Professional Nurse. Knowledge of SCM and HRM procedures, the MHCA 17 of 2002, relevant public sector legislative frameworks. Strong management, leadership, sound interpersonal and good communication skills. Computer literacy and a valid driver's license and current registration with SANC. Ability to drive and implement change and initiate projects to improve the rehabilitation of mental health care users.
- DUTIES** : To supervise comprehensive, quality nursing care programs according to the needs of the patient based on Batho Pele Principles; Patients' Rights Charter and National Core Standards. Manage effectively the utilization and supervision of resources and assist in recruitment and mentoring of nurses. Develop nursing protocols and procedures to enhance quality nursing care and management. Ensure effective implementation of the HR and SCM policies in line with the strategic and operational plans of the institution. Active involvement in hospital committees and teams e.g. quality assurance. Take extra-mural assignments as may be delegated by the Nursing Service Manager or CEO. Assist in career planning and development of nursing staff. Conduct clinical audits at the wards and implement quality systems to correct identified service challenges. Relieve the Nursing Service Manager in her absence. Take charge of the hospital during the day, night, public holidays and weekends.
- ENQUIRIES** : Ms M.M. Sono Tel No: (011) 951-8202
- 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. The specific reference number of the post must be quoted; failure to comply with these instructions will disqualify your application from being processed. Suitable candidates will be subjected to personnel suitability checks (criminal record check, qualification/study verification and credit check). Successful candidates will undergo a Medical screening test.
- CLOSING DATE** : 08 November 2019
- POST 38/198** : **CHIEF RADIOGRAPHER (DIAGNOSTIC) (GRADE 1) REF NO: GS 75/19**
Component: Radiography
- SALARY** : R466 119 - R517 326 per annum. Other Benefits: 13th Cheque, Medical Aid (Optional), Home Owner Allowance, Employee Must Meet Prescribed Requirements
- CENTRE** : Greys Hospital, Pietermaritzburg
- REQUIREMENTS** : National Diploma / Degree in Diagnostic Radiography. Certified copy of original registration with the Health Professions Council of South Africa (HPCSA) as a diagnostic radiographer certified copy of current registration as a Diagnostic Radiographer (Independent Practice) with Health Professions Council of South Africa (HPCSA) for 2019/2020. Minimum of three years' experience working in a computerized radiography department (working in a PACS/RIS environment) after registration with HPCSA as a Diagnostic Radiographer (Independent Practice). Certificates of Service to be attached as proof of experience. Recommendation: Work experience in a specialized field eg Mammography, CT, MRI, Cardiac Cath Lab. Knowledge, Skills and Experience: Expert knowledge of specialized equipment and radiography procedures, including multi slice CT and PACS/RIS applications. Good communication, interpersonal relations and problem solving skills. Sound knowledge of radiation control regulations and health and safety policies Basic supervisory skills. Computer Literacy.
- DUTIES** : Provide high quality diagnostic radiography service. Observe safe radiation protection standards and ensure health and safety rules and regulations are adhered to. Be actively involved in the Radiation Control Directorate Quality Assurance programme. Participate in a 24 hour roster system which includes

nights, weekends, Public Holidays and standby duties. Working knowledge and experience of PMDS and be responsible for the PMDS of staff members as allocated. Provide assistance, supervision and training to junior staff and student radiographers. Promote good health practices and ensure optimal care of the patient. Participate in quality improvement programmes, policy making, in-service training and National Core Standards. Perform reception and administrative duties as required.

- ENQUIRIES** : Mrs D. Wood Tel No: (033) 897 3208
- APPLICATIONS** : Applications to be forwarded to: The Human Resources Department, Greys Hospital Private Bag x 9001, Pietermaritzburg, 3200.
- FOR ATTENTION** : Mrs. M. Chandulal
- NOTE** : Directions To Candidates: The following documents must be submitted: Application for employment form (Z83) which is obtainable at any Government Department OR website. Certified copies of highest educational qualifications and professional registration certificate- not copies of certified copies. Curriculum Vitae and certified ID copy. NB: Failure to comply with the above instructions will disqualify applicants. The circular minute number /reference must be indicated in the column provided on the form Z83 e.g GS 75/19. Please note due to large numbers of applications we envisage to receive, applicants will not be acknowledged. Communication will only be entered into with candidates that have been short-listed. If you have not heard from us two months after the closing date, please consider your application as being unsuccessful. The appointment is subject to positive outcome obtained from checks (security clearance, credit records, qualifications, citizenship and previous employment verifications and verification from the Company Intellectual Property (CIPC).
- CLOSING DATE** : 08 November 2019
- POST 38/199** : **CHIEF DIAGNOSTIC RADIOGRAPHER: GRADE 1 REF NO: HRM 53/2019–(X1 POST)**
Directorate: X-Ray Dept
- SALARY** : R466 119 – R 517 326 per annum. 13th Cheque, Medical Aid (Optional), Home Owner allowance on application employee must meet prescribed requirements
- CENTRE** : King Edward VIII Hospital and St. Aidens Complex (KEH)
- REQUIREMENTS** : 3 year National Diploma/Degree with Diagnostic Radiography, Registration with HPCSA as a Diagnostic Radiographer, Proof of current registration with HPCSA as a Diagnostic Radiographer (2019/2020), Minimum of 3 years' experience after registration with HPCSA as a Diagnostic Radiographer
Recommendation: Computer Literacy, B-tech in Radiography will be advantageous, Mammography certificate will be advantageous Knowledge, Skills, Training And Competencies Required: Sound knowledge of diagnostic radiography procedures and equipment, sound knowledge of Radiation Control and safety measures, sound knowledge of relevant Health and Safety Acts., ability to communicate effectively and problem solving skills, good interpersonal relations and ability to perform well within a team, ability to perform quality assurance tests, sound knowledge of Public Service Human Resource policies and procedures including EPMDs, ability to supervise junior and student radiographers
- DUTIES** : To provide high quality Diagnostic Radiographic services, to promote good health practices and ensure optimal care to patients, to execute all clinical procedures competently to prevent complications, to provide a 24 hour radiographic service including weekends and public holidays, to comply with safety and radiation protection standards, promote good health practices to patients in need of radiography, to contribute to the overall work process in the component, to comply with and promote Batho Pele principles in the execution of all duties for effective service delivery, participate in quality assurance and quality improvement projects including implementation of the National Core standards, participate in departmental policies and procedures development, participate in monthly departmental meetings, carry out EPMDs on members of staff allocated under your supervision, be actively involved in In-service training, student training and Peer Review and CPD activities.
- ENQUIRIES** : Mrs. P. Nzama Tel No: (031) 3603479
- APPLICATIONS** : All applications must be addressed to the Human Resources Manager, and should be placed in the red application box situated next to the ATM in the Admin. Building or posted to Human Resource Manager, King Edward VIII Hospital, Private Bag X02, Congella, 4013.

- NOTE** : An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za. 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. This Hospital is an equal opportunity, affirmative action employer whose aim is to promote representatively in all levels of all occupational categories in the Hospital. Person with disabilities and African males are encouraged to apply. Please note that other race groups are also not restricted from applying).
- CLOSING DATE** : 08 November 2019
- POST 38/200** : **CLINICAL PROGRAMME COORDINATOR GRADE 1 (QUALITY ASSURANCE) REF NO: HRM 54/2019 (X1 POST)**
Directorate: Planning, Monitoring, Evaluation and Reporting Department
- SALARY** : R444 276 – R500 031.per annum. 13th Cheque, Medical Aid (Optional), Home Owner allowance on application employee must meet prescribed requirements.
- CENTRE REQUIREMENTS** : King Edward VIII Hospital
: Senior or grade 12 certificate or equivalent qualification, degree/diploma in Nursing with midwifery. Registration with SANC as a general nurse, current proof of registration (receipt-2019), Minimum of 07 years appropriate/recognizable experience in Nursing after registration as Professional Nurse with SANC as general nurse Recommendation: Computer Literacy, valid code 8 (EB) drivers' license. Observable 3 years' experience in Quality Assurance, National Core Standard Accreditation. Knowledge, Skills, Training and Competencies required: working knowledge of public service, public policies and procedures related to the field of work. Interpersonal relationship (multi-disciplinary). Communication skills (verbal and written). Presentation and facilitation skills. Ability to conduct multi-disciplinary meetings. Problem solving and decision making skills. Working knowledge of policies, procedures, current services and related legislations. High level of initiative and Enovation.
- DUTIES** : Coordination of optimal, improvement programs for the institution. Facilitate quality improvement committee meeting and participate in institution and District Quality Assurance meeting. Conduct quality audits for improvement purpose. Ability to implement organizational transformation and change interventions. Coordinate and facilitate health promoting hospital quality improvement projects and quality improvement projects and quality days. Facilitate education and training on National Core Standard, norms and standards, ideal hospital, maintenance and realization framework (IHRMF). Coordinate and conduct quality improvement surveys. Coordinate, consolidate and report all quality assurance indicators and quality improvement plans. Coordinates, provide ongoing feedback to management and quality teams on National Core Standards and Quality patient care in order to ensure that the accreditation process remains on track. Ensure that all institutional standard operating procedures are reviewed and implemented accordingly. Maintain records and provide report back to all stakeholders.
- ENQUIRIES APPLICATIONS** : Mrs. TJ Sibiya Tel No: (031) 360 3019
: All applications must be addressed to the Human Resources Manager, and should be placed in the red application box situated next to the ATM in the Admin. Building or posted to Human Resource Manager, King Edward VIII Hospital, Private Bag X02, Congella, 4013

NOTE : An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za. 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. (This Hospital is an equal opportunity, affirmative action employer whose aim is to promote representatively in all levels of all occupational categories in the Hospital. Person with disabilities and African males are encouraged to apply. Please note that other race groups are also not restricted from applying).

CLOSING DATE : 08 November 2019

POST 38/201 : **PROFESSIONAL NURSE SPECIALITY: OPERATING THEATRE & SDU: REF NO: CBH10/2019 (X1 POST)**

SALARY : Grade 1: R383 226 - R444 276 per annum
Grade 2: R471 333 - R579 696 per annum
Other Benefits: 8% rural allowance, 13th cheque, Medical aid (optional) and home owners' allowance (employee must meet a prescribed requirements).

CENTRE REQUIREMENTS : Catherine Booth Hospital
Standard10, Senior certificate or Grade12.Diploma in General Nursing and midwifery basic R425 qualifications. Current registration with SANC 2020 to practice. Certificate/s of service endorsed and stamped by HR Department from current/former employer. Plus a minimum of 4 years appropriate/recognizable experience in nursing after registration with SANC as a Professional Nurse with 1 year Post basic certificate. A minimum of 14 years of appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC In General Nursing. At least 10 years of the period referred to above must be appropriate/recognizable experience in the specific specialty after obtaining 1 year post basic qualification in the relevant specialty. Sound knowledge of nursing care. Sound of nursing care knowledge delivery approach. Sound knowledge of latest technology in theatre nursing. Sound knowledge of IPC, H&S and other policies. Knowledge in record keeping and communication skills.

DUTIES : Ability to handle obstetric and emergencies and high risk conditions. Provide safe, therapeutic environment as laid down by Nursing Act. Provide optimal, holistic specialized nursing care set standards and be within a professional and legal framework. Delegate duties and support staff in the execution of patient care. Effective utilization of human and material resources. Assist with supervision of the unit in the absence of the Operational Manager. Ability to manage all operations and emergencies in the absence of other qualified staff. Manage SDU and keep records. To participate in overall specialized unit functions. Good management of all resources within the unit.

ENQUIRIES APPLICATIONS : Mrs. P.Z Mbonambi Tel No: (035) 474 8407/8/9
All applications should be forwarded to: Catherine Booth Hospital: Private Bag x105, Amatikulu, 3801 or Hand deliver to: KwaKhoza Reserve, Ezingwenya Area, Umlalazi Municipality Ward15, Amatikulu, 3801

FOR ATTENTION NOTE : Mr. E.P Dube
Preference will be given to African Male. The following documents must be submitted: Application for employment form (Z83), obtainable at any Public Service Department or from the website-www.kznhealth.gov.za, Matric certificate, identity document, copy/copies of highest qualification(s), Proof of registration, Proof of citizenship if not RSA citizen (all certified copies must be not more than three months old), A comprehensive CV indicating three reference persons: Names and contact numbers. Reference checks will be

done on nominated candidate(s), Security checks, security vetting, qualification verification and criminal checking. Note: Failure to comply with all of the above mentioned directions to candidate(s) will result in your application not being considered. Please note that due to the large number of applications we envisage to receive; only shortlisted candidates will be contacted.
15 November 2019

CLOSING DATE

POST 38/202

CLINICAL NURSE PRACTITIONER: PHC REF NO: CBH11/2019 (X1 POST)

SALARY

Grade 1: R383 226 - R444 276 per annum
Grade 2: R471 333 - R579 696 per annum
Other Benefits: 8% rural allowance, 13th cheque, Medical aid (optional) and home owners' allowance (employee must meet a prescribed requirements)

CENTRE REQUIREMENTS

Ensingweni Clinic
Standard10, Senior certificate or Grade12.Diploma in General Nursing and midwifery basic R425 qualifications. Current registration with SANC 2020 to practice. Certificate/s of service endorsed and stamped by HR Department from current/former employer. Plus a minimum of 4 years appropriate/recognizable experience in nursing after registration with SANC as a Professional Nurse with 1 year Post basic certificate. A minimum of 14 years of appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC In General Nursing. At least 10 years of the period referred to above must be appropriate/recognizable experience in the specific specialty after obtaining 1 year post basic qualification in the relevant specialty. Knowledge of nursing care processes and procedures. Legal prescript, SANC regulation, Health and Safety Act and other related acts. Leadership, organizational, decision making and problem solving skills. Good communication, interpersonal relations. Financial management skills. Patients' rights charter and Batho Pele Principles, professionalism etc. Ideal clinic realization and NCS. Team building and supervisory skills.

DUTIES

To provide comprehensive community health care. To provide administrative services. To provide educational services i.e. teaching of patients, public and staff and continuous self-study. To provide clinical services, through: Evaluation and follow up of patients during clinic visits, Consultation and treatment initiation, Coordination between hospital and community, Attending and participating in Doctors' visits, Functioning as a member of the therapeutic team, Effective crisis management. To control equipment and other resources. To engage in research functions. Manage all resources in the absence of an Operational Manager. Manage PHC & priority programs and services including school health, WBOT, CCG. Participate in monitoring and evaluation of care.

ENQUIRIES APPLICATIONS

Mrs. P.Z Mbonambi Tel No: (035) 474 8407/8/9
All applications should be forwarded to: Catherine Booth Hospital: Private Bag x105, Amatikulu, 3801 or Hand deliver to: KwaKhoza Reserve, Ezingwenya Area, Umlalazi Municipality Ward15, Amatikulu, 3801

FOR ATTENTION NOTE

Mr. E.P Dube
Preference will be given to African Male The following documents must be submitted: Application for employment form (Z83), obtainable at any Public Service Department or from the website-www.kznhealth.gov.za, Matric certificate, identity document, copy/copies of highest qualification(s), Proof of registration, Proof of citizenship if not RSA citizen (all certified copies must be not more than three months old), A comprehensive CV indicating three reference persons: Names and contact numbers. Reference checks will be done on nominated candidate(s), Security checks, security vetting, qualification verification and criminal checking. Note: Failure to comply with all of the above mentioned directions to candidate(s) will result in your application not being considered. Please note that due to the large number of applications we envisage to receive; only shortlisted candidates will be contacted.

CLOSING DATE

15 November 2019

POST 38/203

CLINICAL NURSE PRACTITIONER REF NO: UNTU 11/2019

SALARY

Grade 1: R383 226 per annum. Other Benefits 13th Cheque, Home Owner's Allowance (Employee must meet prescribed requirements), Medical Aid (Optional) and 8% Rural Allowance

CENTRE REQUIREMENTS

Untunjambili Hospital (Umphise Clinic)
Senior Certificate, Degree/Diploma in General Nursing, Midwifery plus 1 year post basic qualification in Primary Health Care. Registration with SANC as

General Nurse, Midwife and Primary Health Care Nurse. Previous & Current work experience/Certificate of Service endorsed by your Human Resource Department (To be attached to application) Proof of Current Registration with South African Nursing Council as a General Nurse, Midwife and Primary Health Care Nurse (SANC Receipt 2019). Certificate (s) of Service from Previous & Current Employers stamped by Human Resource. Recommendations Computer Literacy: MS Software Clinical Nurse Practitioner Grade 1 Grade 12 or Senior Certificate A minimum of 4 years appropriate recognizable experience in nursing after registration as a Professional Nurse with SANC in general nursing. One year Post Basic Qualification in Primary Health Care. Proof of Current Registration (2019) with SANC. Clinical Nurse Practitioner Grade 2 Grade 12 or Senior Certificate .A Minimum of 14 years appropriate recognizable experience in nursing after registration as. A Professional Nurse with SANC in general nursing of which at least 10 years must be appropriate/ Recognizable experience after obtaining the one year post basic qualification in primary Health Care. One Year Post Basic Qualification in Primary Health Care. Proof of Current Registration (2019) with SANC. Knowledge, Skills and Competencies Knowledge of all applicable legislation and guidelines, including scientific nursing and nursing .Principles. Good interpersonal relationship skills and good listening skills. Good communication and problem solving skills. Co-ordination and planning skills. Ability to relieve in the service areas. Team building and supervisory skills. Ability to formulate patient care related policies. Conduct clinical training for staff member to rectify deviation from minimum standards as well as introducing the latest developments in health care service delivery. Conduct training of Home Based Care: DOTS and other community representatives and volunteers with the district. Develop & ensure implementation of nursing care plans. Assist Operational Managers to train community members at outreach rallies to further the health practices to the community at large. Adapt and modify training material to keep it current and maintain interest in the health care message being delivered thereby ensuring buy the audience. Assist with monitoring and evaluation activities and conduct research in conjunction with specialists to maintain training standards and remain current with international practices. Participate in clinical records audits. Utilize human, material and pharmaceutical resources effectively & efficiently. Monitor client satisfaction by communicating with patients and relatives. Assist with the overall management & necessary support for the effective function of the unit. Provide safe & therapeutic environment as laid down by the Nursing Act, Occupational Health & Safety Act & all other applicable prescripts. Motivating staff regarding development in order to increase level of expertise and assist patients & families to develop a sense of self care. Provide administrative services such as providing accurate statistics for evaluation & future planning, identifying needs for financial planning & direct control of expenditure as an integral part of planning & organization. Demonstrate effective communication with patients, supervisors & other clinicians. Display a concern for patients, need & expectations according to Batho Pele Principles. Deputize the Operational Manager.

DUTIES

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ENQUIRIES

APPLICATIONS

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NOTE

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Ms. N.P Ngubane Tel No: (033) 444 1707
 should be forwarded to: Human resource Manager Private Bag X 216 Kranskop 3268.
 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 Licence (not copies of previously certified copies). The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Applicants in possession of a foreign qualification must attach an evaluation

certificate from the South African Qualifications Authority (SAQA) to their applications. Non- RSA Citizens/Permanent Residents/Work Permit holders must submit documentary proof together with their applications. All employees in the Public Service that are presently on the same salary level but on a notch/package above of the advertised post are free to apply. Due to cost-cutting measures, S&T Claims will not be paid to candidates who will be attending interview.

- CLOSING DATE** : 08 November 2019
- POST 38/204** : **CLINICAL NURSE PRACTITIONER REF NO: UNTU 03/2019**
Re-Advertised
- SALARY** : Grade 1: R383 226 per annum
Grade 2: R445 917 per annum
Other Benefits 13th Cheque, Home Owner's Allowance (Employee must meet prescribed requirement), Medical Aid (Optional) and 8% Rural Allowance
- CENTRE REQUIREMENTS** : Untunjambili Hospital (Gateway)
: Senior Certificate. Degree/Diploma in General Nursing, Midwifery plus 1 year post basic qualification in Primary Health Care. Registration with SANC as General Nurse, Midwifery and Primary Health Care Nurse. Previous work experience/Certificate of Service endorsed by your Human Resource Department (To be attached to application). Proof of Current Registration with South African Nursing Council as a General Nurse, Midwife and Primary Health care Nurse (SANCReceipt2019).Computer Literacy (MS Software applications) Recommendations valid driver's license code10 (C1). Clinical Nurse Practitioner Grade 1: Grade 12 or Senior Certificate. A minimum of 4 years appropriate recognizable experience in nursing after registration as a Professional Nurse with SANC in general nursing. One Post Basic Qualification in Primary Health Care. Proof of Current Registration (2019 with SANC. Knowledge, Skills and Competencies Knowledge of all applicable legislation and guidelines, including scientific nursing Principles. Good interpersonal relationship skills and good listening skills. Good communication and problem solving skills. Co-ordination and planning skills. Ability to relieve in the service areas. Team building and supervisory skills. Ability to formulate patient care related policies.
- DUTIES** : Conduct clinical training for staff member to rectify deviation from minimum standards as well as the latest developments in health care service delivery. Conduct training of Home Based Care: DOTS and other community representatives and volunteers are with the district. Develop & ensure implementation of nursing care plans. Assist Operational Managers to train community members at outreach rallies to further the health practices to the community at large. Adapt and modify training material to keep it current and maintain interest in the health care message being delivered thereby ensuring buy the audience. Assist with monitoring and evaluation activities and conduct research in conjunction with specialists to maintain training standards and remain current with international practices. Participate in clinical records audits. Utilize human, material and pharmaceutical resources effectively & efficiently. Monitor client satisfaction by communicating with patients and relatives. Assist with overall management & necessary support for the effective function of the unit. Provide safe & therapeutic environment as laid down by the Nursing Act, Occupational Health & Safety Act & all other applicable prescripts. Motivating staff regarding development in order to increase level of expertise and assist patients & families to develop a sense of self care. Provide administrative services such as providing accurate statistics for evaluation & future planning, identifying needs for financial planning & direct control of expenditure as an integral part of planning & organization. Demonstrate effective communication with patients, supervisors & other clinicians. Display a concern for patients, need & expectations according to Batho Pele Principles. Deputize the Operational Manager.
- ENQUIRIES APPLICATIONS** : MS. N.P Ngubane Tel No: (033) 444 1707
: should be forwarded to: Human resource Manager Private Bag x 216 Kranskop 3268.
- NOTE** : Applications must be submitted on the prescribed Application for Employment form (Z83) obtainable from any Public Service Department or from the website www.kznhealth.gov.za which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of qualifications/certificates, Professional Registration

Certificates, Identity Document and Driver's Licence (not copies of previously certified copies). The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Non- RSA Citizens/Permanent Residents/ Work Permit holders must submit documentary proof together with their applications. All employees in the Public Service that are presently on the same salary level but on a notch/package above of the advertised post are free to apply. Due to cost-cutting measures, S&T Claims will not be paid to candidates who will be attending interview.

- CLOSING DATE** : 08 November 2019
- POST 38/205** : **PROFESSIONAL NURSE-PAEDIATRIC SPECIALITY (ROTATION IN CASUALTY AND PAEDIATRIC WARDS DAY AND NIGHT) REF NO: NDH 31/2019 (X3 POSTS)**
- SALARY** : Grade 1: R383 226 per annum
Grade 2: R471 333 per annum
Benefits: Plus 13th cheque, Housing Allowance (provided the incumbent meets the requirements) Employee must meet prescribed requirements and Medical Aid – Optional
- CENTRE REQUIREMENTS** : Northdale Hospital Pietermaritzburg
: **Grade 1:** A minimum of 4 years appropriate/recognizable experience in nursing after registration as Professional Nurse with SANC in General Nursing.
Grade2: Experience: A minimum of 14 years appropriate/recognizable experience in nursing after registration as Professional Nurse with SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognizable experience after obtaining the relevant specialty Degree/Diploma in General Nursing Plus A post Basic Nursing qualification in Paediatric Care Nursing with a duration of at least 1(one) year accredited with SANC Current registration with SANC as a General Nurse (2019 receipt Proof of current and previous experience endorsed and stamped by your HR (Certificate of service) Knowledge, Skills, Training & Competencies Required: Demonstrate a comprehensive understanding of nursing legislation and related legal and ethical nursing practices, Perform a clinical practice in accordance with the scope of practice and nursing standards as determined by the relevant health facility, display a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patient's needs, requirement and expectations, Possess and demonstrate effective communication skills for dealing with patients, supervisors and other members of the multi-disciplinary team, Working as part of the multi-disciplinary team to ensure good nursing care, Ability to plan and organize own work and that of support personnel to ensure proper Nursing care, Knowledge of NCS, Knowledge of Ideal Clinic/ Hospital, Compiling of PSIs and Computer literacy
- DUTIES** : Provision of Quality Nursing Care through the implementation of National Core Standards , policies and procedures coupled with supervision and monitoring the implementation thereof, to develop and ensure implementation of Nursing Care Plans, to attend monthly Morbidity and Mortality meeting and implement action plans ,implement all MCWH Programmes which will contribute to a reduction in mortality and morbidity rates, to participate in Quality Improvement Program Clinical Audits, uphold the Batho Pele Principles and Patient's Right Charter, Provide a safe and therapeutic environment as laid down by the Nursing Act, Occupational Health and Safety Act and all other applicable prescripts, maintain accurate and complete patient records according to legal requirements, relieve the Operational Manager for short and long term absences, e.g. when off duty attending meetings or on leave, participate in staff, student and patient and caregiver teaching, Exercise control over

discipline, grievance and Labour Relations issues according to the laid down policies and procedures, manage and supervise effective utilization of resources e.g. Human, Financial material etc, Implementation of Infection Prevention and Control Protocols, Assist with performance review i.e. EPMSD as well as student progress reports, Maintain clinical competence by ensuring that scientific principles of nursing are implemented, to rotate in Casualty on a 6 monthly basis to attend to the pediatrics on both day and night duty, Participation in NCS, Participating in preparation of the department for Ideal Clinic/ Hospital and Compiling of PSIs.

- ENQUIRIES** :
- APPLICATIONS** : Mrs J. Webster Tel No: (033) 387 9010
- : All applications must be addressed to the Human Resources Manager: posted to Northdale Hospital, Private Bag X9006, Pietermaritzburg, 3200.
- 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, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Non- RSA Citizens/Permanent Residents/ Work Permit holders must submit documentary proof together with their applications. All employees in the Public Service that are presently on the same salary level but on a notch/package above of the advertised post are free to apply. The target group in terms of employment equity target for an advertised post is an African male.
- CLOSING DATE** : 08 November 2019
- POST 38/206** : **PROFESSIONAL NURSE SPECIALTY (OPHTHALMOLOGY) REF NO: NDH 32/2019 (X1 POST)**
- SALARY** : Grade 1: R383 226 per annum
Grade 2: R471 333 per annum
Benefits: Plus 13th cheque, Housing Allowance (provided the incumbent meets the requirements) Employee must meet prescribed requirements and Medical Aid – Optional
- CENTRE REQUIREMENTS** : Northdale Hospital Pietermaritzburg
: Senior certificate/grade twelve certificate or equivalent qualification, Diploma or Degree in General Nursing and Midwifery, A Post Basic Nursing qualification with duration of at least one year accredited with SANC in Ophthalmic Nursing Science, Current registration with SANC as a general nurse, midwifery and Ophthalmic Nursing Science, minimum of 9 years of appropriate and recognizable experience in nursing after registration as a professional with SANC with general nursing, At least 5 years of the above period must be appropriate recognizable experience in Ophthalmic Nursing Science after obtaining registration. Proof of current and previous experience endorsed and stamped by your HR (Certificate of service). Knowledge, Skills, Training & Competencies Required: Knowledge of Public Service Policies, Acts and regulations, Knowledge of SANC rules and regulations, Knowledge of the District Health Care system and referral pathways, Good communication, leadership, interpersonal and decision making and problem solving skills, Knowledge of Code of Conduct Labour Relations, Conflict management and negotiation skills, Ability to function well within a team, Skills in organizing, planning and supervising, Knowledge of Batho Pele principles and patients' rights charter, Knowledge of the challenges facing the public health sector, Knowledge of Labour relations and handling grievances and disciplinary procedures.

- DUTIES** : Demonstrate effective communication with patients, supervisors, other Health Professionals and junior colleagues, including more complex report writing when, Required, Work as part of a multi-disciplinary team at unit level to ensure optimal nursing care by the nursing Work effectively and amicably, with staff of diverse Intellectual, cultural, racial or religious differences at a supervisory level, Monitor and evaluate the performance of staff according to set standards and norms to ensure effective management of the unit, Participate in outreach programmers conducting health education, promotion and early identification of ocular diseases in the community / hospital, Promote health education on prevention of eye disease and blindness,, rehabilitation, pre- operative, intra-operative and post-operative care, Provide relevant information to all health care users to assist in the achievement of optimal emergency care in respect of eye traumas, Manage and monitor effective utilization of human, financial and other resources entrusted to you, Monitor staff absenteeism and management of grievances and disciplinary matters, Monitor patient waiting times and the flow of patients in the unit, Provision of administrative services by identifying, planning and organizing availability of supplies and essential equipment for ophthalmic Cataract extractions and ocular conditions,, Advocate for the care of patients with ocular conditions. To identify high risk situations, implement Quality improvement programmes and to prevent patient safety incidents, To be involved and assist other staff members in clinical management of clients, National Core Standards and Infection control principles, 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. Demonstrate basic computer literacy as a support tool to enhance service delivery and Implementation of EPMDS.
- ENQUIRIES** : Mrs J. Webster Tel No: (033) 387 9010
- APPLICATIONS** : All applications must be addressed to the Human Resources Manager: posted to Northdale Hospital, Private Bag X9006, Pietermaritzburg, 3200.
- NOTE** : Applications must be submitted on the prescribed Application for Employment form (Z83) which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of certificates, Identity Document and Driver's Licence (not copies of previously certified copies). The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Faxed and e-mailed applications will not be accepted. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Non- RSA Citizens/Permanent Residents/ Work Permit holders must submit documentary proof together with their applications. All employees in the Public Service that are presently on the same salary level but on a notch/package above of the advertised post are free to apply. The target group in terms of employment equity target for an advertised post is an African male.
- CLOSING DATE** : 08 November 2019
- POST 38/207** : **PROFESSIONAL NURSE: SPECIALTY-PAEDIATRICS REF NO: UNTU 12/2019 (X1 POST)**
- SALARY** : Grade 1: R383 226 – R444 276 per annum
Grade 2: R471 333 - R579 696 per annum
Other Benefits, 13th Cheque, Home Owner's Allowance, Medical Aid Optional (Employee Must Meet Prescribed Requirements)
- CENTRE** : Untunjambili Hospital
- REQUIREMENTS** : Grade 12. Diploma/Degree in General Nursing with Midwifery Proof of current registration with SANC.1 year post basic qualification in child Nursing Science. NB: Certificates of Service Endorses by HR Department must be attached.

Grade 1 Minimum of 4 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with South African Nursing Council (SANC) in General Nursing. **Grade 2:** Minimum of 4 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with South African Nursing Council (SANC) in General Nursing. At least 10 years of the period referred to above must be appropriate / recognizable experience in the specific specialty after obtaining the one year post basic qualification in paediatrics. Knowledge, Skills and Competencies Required Knowledge of nursing care processes and procedures, nursing statutes, and other relevant legal frameworks such as: .Nursing Act, Health Act, Occupational Health and Safety Act, Patient Right Charter, Batho Pele Principles, Public Service Regulations, Labour Relations Act, Disciplinary Code and Procedure, Grievance Procedure etc. Good communication skills, Report writing skills, Facilitation skills, Coordination skills, Planning and organizing skills, Ability to function as part of a team. Decision making skills, Computer.

DUTIES

: Provide and manage all resources within the unit cost effectively and ensure optimal service delivery. Participate in the analysis, formulation and monitoring of objective policies and procedures including quality improvement programs. Participate in staff development using EPMDS system and other related programs and training. Maintain professional growth, ethical standards through the code of conduct for Public Service and Professional body. Provide direct and indirect supervision of all nursing and to give guidance. Assist in orientation, induction and monitoring of all nursing staff. Demonstrate effective communication within patients, supervisors, multi-disciplinary team and other clinicians, including report writing when required and patient's records. Provide comprehensive holistic specialized quality nursing care to patient's as a member of the multi-disciplinary team according to the identified needs within the professional legal framework. Provide support to nursing service by assistant with relief duties of the supervisors acting s junior shift leader on both day and night duty as required. Promote quality specialized nursing care as directed by scope of practice and standards determined by the Relevant specialty. Encourage and support child survival programs e.g. IMC, PMTCT, EPI, and KMC. Assist Operational Manager by participating in NCS Programs.

**ENQUIRIES
APPLICATIONS**

: Mrs S. Pillay Tel No: (033) 444 1707
: Should be forwarded to Human Resource Manager Private Bag X 216, Kranskop, 3268.

NOTE

: Applications must be submitted on the prescribed Application for Employment form (Z83) obtainable from any Public Service Department or from the website www.kznhealth.gov.za which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of qualifications/certificates, Professional Registration Certificates, Identity Document and Driver's Licence (not copies of previously certified copies). The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Non- RSA Citizens/Permanent Residents/ Work Permit holders must submit documentary proof together with their applications. All employees in the Public Service that are presently on the same salary level but on a notch/package above of the advertised post are free to apply. Due to cost-cutting measures, S&T Claims will not be paid to candidates who will be attending interview.

CLOSING DATE

: 08 November 2019

<u>POST 38/208</u>	:	<u>PROFESSIONAL NURSE SPECIALTY – OPHTHALMOLOGY GRADE 1 TO 2</u> <u>REF NO: ST 14/2019 (X1 POST)</u> Component: Ophthalmology
<u>SALARY</u>	:	Grade 1 R383 226 per annum Plus 8% rural allowance Grade 2 R471 333 per annum Plus 8% rural allowance Benefits: 13th Cheque, home owner's allowance, and Medical aid optional (Employee must meet prescribed policy requirements)
<u>CENTRE REQUIREMENTS</u>	:	GJG Mpanza Hospital Diploma or Degree in General Nursing and Midwifery or equivalent qualification that allows registration with the SANC as a Professional Nurse Plus Registration with SANC as a Professional Nurse. Post basic Diploma Nursing Qualification in Relevant Speciality (Ophthalmology) with duration of one year accredited with SANC. Proof of current registration (2019 receipt) proof of current registration (2019 receipt) proof of current/previous work experience endorsed and stamped by HR must be attached. Experience: Grade 1: A minimum of four (4) years appropriate recognizable experience in Nursing after registration as a professional nurse. Grade 2: A minimum of 14 years appropriate recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing, at least 10 years of the period referred to the above must be appropriate/recognizable experience in the specific speciality after obtaining the one year post – Basic qualification in relevant speciality. Knowledge, skills training and competencies required: Knowledge of Nursing Care, Processes and procedures, Nursing statutes, and other relevant Legal frameworks, such as Nursing Acts, Health Act, Patient Right Charter, Batho Pele Principles, Public Service Regulations, Disciplinary Code and Procedures in the Public Service. Leadership, Organizational, Decision Making, Problem Solving and interpersonal Skills within the limits of the public Sector. Personal attitudes, responsiveness, professionalism, supportive, Assertive and must be a Team player.
<u>DUTIES</u>	:	Assist in planning/organizing and monitoring of the objectives of the specialized unit in consultation with subordinates. Provide a therapeutic environment for staff, patients and public. Provide comprehensive, quality nursing care as a member of the multi-disciplinary team according to the identified needs of the patient, based on scientific principles. Delegate duties and support staff in the execution of patient care delivery. Provide direct and indirect supervision of all nursing staff/housekeeping staff and give guidance. Ensure continuity of patient care on all levels e.g. work book, handover rounds. Do readjustments as required on the shift to provide adequate nursing cover. Assist in record keeping and providing statistical information on training and staffing as requested including agency staff. Assist in evaluation of staff on work performance – according to staff management system. Execute disciplinary code and grievance procedure executed up to a certain level then referred to the nurse to the nurse manager. Monitor financial resources with emphasis on cost containment and keeping of all records within the financial policies regarding tenders, procurement and the policy regarding revenue generation, e.g. UPFS. Order and monitor appropriate levels of consumables i.e. according to norms. Check all equipment to ensure working order and refer for repairs. Assess the suitability of equipment and consumables for specialized areas. Give budget inputs regarding consumables and equipment budget for financial year. Exercise the control functions to meet medical/legal obligations, i.e. weekly schedule drugs control, control of medication used. Check ward dispensary. Assist in orientation, induction and mentoring of all nursing staff and orientation of the other staff. Assist in the planning coordination of training and promote learning opportunities for all nursing categories i.e. on the job training.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr S.W Dlamini (Assistant Manager Nursing) Tel No: (032) 437 6183 Applications to be forwarded to: Postal Address: Human Resources Department, The Human Resource Manager, GJG Mpanza Hospital, Private Bag X 10609, Stanger 4450, Physical address: The Human Resource Department, Corner of Patterson & King Shaka Street.
<u>FOR ATTENTION NOTE</u>	:	Mr S. Govender (Human Resource Manager) 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: Due to the severe budget constraints, the department is experiencing, S&T will not be paid to any candidate that is attending the interview process.

CLOSING DATE : 22 November 2019

DEPARTMENT OF TRANSPORT

The Provincial Administration of KwaZulu-Natal is an equal opportunity affirmative action employer

APPLICATIONS : Forward your application, quoting the relevant reference number to: Head: Transport, Human Resource Management Directorate, Private Bag X 9043, Pietermaritzburg, 3200. Applications may alternatively be hand-delivered to the Office of the Department of Transport, 172 Burger Street, Pietermaritzburg.

CLOSING DATE : 08 November 2019 (at 16h00). Applications received after the closing date and time will not be considered.

NOTE : Applications must be submitted on the prescribed application form Z83 (which must be originally signed and dated) and must be accompanied by a detailed CV and originally certified copies (not copies of certified copies) of required educational qualifications (including academic record / statement of results) set out in the advertisement (certificates are required, however, if a certificate is only to be issued at a graduation in the future, the statement of results, together with a letter from the educational institution, indicating the date of the graduation, will be accepted), certified copies of identity document as well as valid driver's licence (where a driver's licence is a requirement). Applicants must provide proof of supervisory or management experience (where it is a requirement) and certified copies of acting appointment letters for occupying acting positions. Curriculum Vitae (CV) dates of starting and leaving employment must be given as DD/MM/YY. Applications lacking evidence of relevant experience will not be considered. Failure to comply with these instructions will lead to applications being disqualified. Should an applicant wish to apply for more than one post, separate applications i.e. all the documentation must be submitted for each post applied for. Non-RSA Citizens/Permanent Resident Permit holders must attach a copy of their Permanent Residence Permits to their applications. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to attach proof of such evaluation to their application. Under no circumstances will faxed or e-mailed applications be accepted. Receipt of applications will not be acknowledged due to the volume of applications and should you not receive an invitation to attend an interview within three (3) months of the closing date should assume that their application was unsuccessful. Please note that where experience is a requirement for the post, the successful candidate will be required to submit documentary proof of such work experience prior to assuming duty. A personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification) will be conducted prior to employment. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSSA SMS competency assessment tools. Shortlisted candidates will be required to submit an original SAP91 form with their fingerprints on the day of their interview. It will be expected of candidates to be available for selection interviews on a date, time and place as determined by the

Department. The Department of Transport reserves the right not to fill these post(s).

MANAGEMENT ECHELON

<u>POST 38/209</u>	:	<u>DIRECTOR: LABOUR RELATIONS REF NO: P 20/2019</u>
<u>SALARY</u>	:	R1 057 326 per annum (all Inclusive remuneration package)
<u>CENTRE</u>	:	Inkosi Mhlabunzima Maphumulo House, Pietermaritzburg
<u>REQUIREMENTS</u>	:	An undergraduate qualification (NQF Level 7) in Labour Relations/Industrial Relations as recognised by SAQA; plus A minimum of 5 years' experience at a middle/senior managerial level within the Labour Relations environment; plus a valid driver's licence (minimum Code B). Knowledge, Skills, Training and Competencies Required: Knowledge of the RSA Constitution, Public Service Act, Public Service Regulations, EPMDS framework, grievance procedures, Labour Relations Act, Public Finance Management Act, GPSSBC and PSCBC processes and Employee Performance and Management System. Knowledge of Basic Conditions of Employment Act, Project management principles, Promotion of Equality and Prevention of Unfair Discrimination. Language skills. Listening skills. Interpersonal relations skills. Computer skills. Leadership skills. Negotiation skills. Facilitation skills. Time management skills. Report writing skills. Problem solving skills. Communication skills. Conflict management skills. Change management skills. Self -disciplined and able to work under pressure with minimum supervision. Project management skills. People management skills. Relationship Management skills. Financial Management skills. Strategic planning skills. Presentation skills. Decision making skills. Innovation and creativity skills. The ideal candidate must be innovative, independent, time frame driven, meticulous and believe in confidentiality. He/She must also be proactive, honest, have integrity, be reliable, have patience, be committed, professional, culturally sensitive, persevere and punctual.
<u>DUTIES</u>	:	Manage discipline and labour relations: Draft Departmental guidelines in respect of disciplinary procedures and policies. Appoint Presiding and Investigating Officer to dispose of misconduct enquiries. Provide advice and support on disciplinary matters. Lead evidence and preside in disciplinary enquiries and other labour relations matters. Render effective and efficient disciplinary procedures and guidance. Ensure compliance with standard disciplinary procedures and measures. Ensure effective labour dispute resolution services. Render effective utilization of Investigating and Presiding Officers. Manage investigations regarding misconduct and other labour relations cases. Ensure compliance with standard misconduct procedures and measures. Render advice and guidance on misconduct cases. Ensure an effective policy and internal control environment. Monitor and evaluate the disciplinary process. Manage the provision of grievances and disputes: Manage standard grievance procedures and measures. Manage Departmental dispute settlement. Render a consultative and advisory service to the Department. Manage and conduct grievance investigations and dispute resolution. Ensure effective conciliation, arbitration and dispute resolution processes. Conduct workshops and information session on labour relations aspects. Ensure an effective policy and internal control environment. Monitor and evaluate the grievance and dispute resolution processes. Manage Departmental collective bargaining: Liaise and co-ordinate employer caucus processes. Supervise and facilitate liaison between the Department and organized labour. Represent the Department at Provincial and National Labour Relations Forums. Represent the Department at Bargaining Council and CCMA structures. Administer agreements and memorandum of understanding. Ensure the provision of secretariat service to labour relations meetings and task teams. Follow up on matters with organized labour. Promote liaison between unions and management. Facilitate and co-ordinate information dissemination of applicable statistics and reports. Develop strike management procedures and implementation plans. Manage the development, implementation and co-ordination of policies: Manage the implementation of National, Provincial and Departmental frameworks. Manage the implementation of policies according to agreed norms and standards. Monitor and evaluate compliance with implemented policies. Report on any discrepancies in regard of compliance to all relevant stakeholders. Review and amend policies as and when required based on input from stakeholders.

Ensure timeous finalization of grievances and disciplinary processes. Ensure effective record keeping and reporting of labour relations matters. Manage the resources of the Directorate: Manage human resources. Manage financial resources. Manage assets of the Directorate.

**ENQUIRIES
FOR ATTENTION
NOTE**

- : Ms C Zwane Tel No: (033) 355 8902
- : Mr C McDougall
- : It is the intention of this Department to consider equity targets when filling this position.

OTHER POSTS

POST 38/210

- : **CHIEF PROVINCIAL INSPECTOR (X3 POSTS)**
Re-advertisement. Applicants who applied previously and who still wish to be considered are at liberty to re-apply.

**SALARY
CENTRE**

- : R470 040 per annum
- : RTI Empangeni Ref No: P17/2019 (X1 Post)
- : RTI Nquthu Ref No: P18/2019 (X1 Post)
- : RTI Vryheid Ref No: P19/2019 (X1 Post)

REQUIREMENTS

- : A relevant tertiary qualification (3-year Diploma/Degree in a Management or Law field – NQF 6); plus a Basic Traffic Officer's Diploma; plus 3-5 years' supervisory experience in a Traffic Law Enforcement field; plus 7-10 years' working experience in Traffic Law Enforcement field; plus All valid relevant driving licences (A and EC); plus Valid Peace Officer's Certificate; plus No criminal record. Knowledge, Skills, Training and Competencies Required: Extensive knowledge of Traffic Management policies and regulations. Knowledge of relevant legislations and traffic management regulations. Knowledge of vehicle inspections/impoundment. Knowledge of driving skills. Records and resource management skills. Customer relationship management skills. Planning, organizing, leadership, controlling and monitoring skills. People Management skills. Service delivery, communication and decision-making skills. Results and quality management skills. Problem solving skills. Innovation/continuous improvement skills. Analytical skills. Computer literacy. Negotiation and initiative skills. Project management, mentoring and coaching skills.

DUTIES

- : Manage the implementation of operational law enforcement plan: Complete and update environmental analysis to ensure that it is used as a base line for planning. Develop operational plan for station/centre based on provincial annual performance plan and ensure successful implementation. Plan and monitor the execution of projects relating to the implementation of the strategy/plan. Monthly monitoring of the annual performance plan targets. Communicate regularly with station/centre management and facilitate the development of and participation in a centre strategic /operational plan. Participate in integrated partnerships with local authorities. Ensure effective and efficient leadership: Co-ordinate stakeholder relations with other state departments and Law Enforcement Agencies (LEAs). Management of service delivery improvement: Manage administration systems. Implement administrative processes to ensure registers are inspected weekly. Ensure that statistics kept are correct, current and forwarded by due dates and monitored and made available at centres. Manage and ensure effective external community communication and liaise with local Community Police Forums. Ensure that Testing Centre Stations (TCS) are operating optimally. Ensure that prescribed Acts, Policies and Procedures of the Department are implemented and adhered to. Ensure that all the relevant records and registers thereof are filed properly and kept up to date at all times. Management of Human Resources: Manage grievances according to prescribed procedures. Facilitate at least one team building activity per quarter for the centre. Ensure that leave is utilized and managed according to the relevant policies and instructions. Develop and implement in-service training program and monitor formal training needs of the unit. Manage performance of staff. Financial Management: Monitor monthly expenditure and inspection reports from the Province and implement corrective action in problem areas. Regular budget control and management discussions as part of management meetings. Document overtime planning based on priorities. Participate in budget planning as required by the Province. Respond to requests from head office regarding outstanding financial queries within provided time limit. Ensure effective and efficient Asset Management: Monitor vehicle costs for station / centre vehicles

(as per worksheet) and identify and monitor members involved in accidents and ensure that motor vehicle fleet is managed properly and that vehicles are in good running order. Ensure effective loss control measures are in place to address loss of firearms and other related equipment i.e. the relevant equipment that gets lost and put measures in place to deal with it. Manage assets as per inventories of station/centre.

ENQUIRIES
NOTE

- : Mr VK Chetty Tel No: (033) 355 8880/8071
- : It is the intention of this Department to consider equity targets when filling this position. The Successful candidate will be required to enter into a Performance Agreement. Shortlisted candidates may be required to undergo a competency test.

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

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

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

MANAGEMENT ECHELON

POST 38/211 : **DIRECTOR: PROJECT OFFICER (TYGERBERG HOSPITAL REDEVELOPMENT)**
3 Year Contract Post – Renewable
Facilities and Infrastructure Management

SALARY CENTRE REQUIREMENTS : R1 057 326 per annum
: Head Office, Cape Town: Norton Rose House
: Minimum educational qualification: An under-graduate qualification (NQF level 7) as recognised by SAQA in Business Administration or Project Management plus 5 years' experience at a middle/senior managerial level. Experience: Extensive hands-on experience in Project Management in particular in Public Private Partnerships (PPP) Hospital development and management of such projects. Stakeholders Management. Construction industry, Project Finance and Contract negotiations. Inherent requirements of the job: Ability to work extended hours (after hours and weekends) when required. Willingness to travel and stay overnight, away from home base. Physically fit and healthy enough to walk long distances in the confines of a building and/or on a construction site. Valid South African Code B/EB driver's licence
Competencies (knowledge/skills): PPP knowledge and experience from the public or private sector, incl. PFMA and Treasury Regulation 16. Relevant Project Management methodology. Relevant knowledge and skills in law, finance, public administration and document management. Advanced computer literacy (Microsoft Office) and ability to use computerized Project Management tools. Excellent verbal and written communication skills. Good understanding of facilities management needs and functions. Strong negotiation skills and advanced interpersonal skills. Ability to manage diverse interests and processes in the interest of government. Excellent report writing and presentation skills. Adaptive leadership skills.

DUTIES : Direct and manage the transaction advisor to the project, exercising delegated authority. Ensure alignment of other infrastructure projects to the Tygerberg Hospital Redevelopment project, in particular the Tygerberg Hospital estate redevelopment. Manage the planning, implementation and contract management of the PPP project on behalf of the Department, exercising delegated authority, in line with Treasury Regulation 16 to the Public Finance Management Act and PPP Practice Notes. Consult with the management of affected institutions at all relevant stages in the project cycle and ensure ongoing consultation and buy-in from relevant stakeholders. Diligently manage the project from inception to the signing of the PPP agreement and financial closure, to ensure that the project is affordable to the institution, provides an optimal value for money solution and appropriately allocates risk to the private party. Manage all information systems necessary for the proper planning and implementation of the project. Manage the PPP, in terms of the PPP agreement management plan, on behalf of the institution in line with Treasury Regulation 16.7. Manage the planning, implementation and commissioning including the reporting of the Tygerberg Hospital. Maintenance and Remedial Works programme and collaborating with the Implementing Agent. Manage the planning, implementation and commissioning including the reporting of the Tygerberg Regional Hospital and collaborating with the Implementing Agent. Manage the staff of the Project Office.

ENQUIRIES APPLICATIONS : Dr L Angeletti-du Toit Tel No: (021) 483 – 5354
: Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")

NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 08 November 2019

OTHER POSTS

POST 38/212 : **HEAD CLINICAL UNIT (MEDICAL: SURGERY)**
Chief Directorate: Rural Health Services

SALARY : R1 728 807 per annum (A portion of the package can be structured according to the individual's personal needs. It will be expected of the successful candidate to participate in a system of remunerated commuted overtime).

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

DUTIES : Render an efficient and cost-effective General Surgery service to patients managed by the George Hospital and District Health Care Services in Eden and Central Karoo. Ensure clinical governance for the Surgery Department Service at both George Hospital and in Eden and Central Karoo Districts. Ensure the effective clinical organisation of the Surgery Department (including theatre, OPD, inpatients, emergency service and outreach to the Garden Route and Central Karoo Districts). Assist with effective and efficient administration of the Surgery Department including human resource management, equipment and expenditure containment). Plan and partake in the training of staff including registrars, medical officers, community service MOs', Interns and final year UCT medical students

ENQUIRIES : Dr ZM North Tel No: (044) 802-4535
APPLICATIONS : 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 : 08 November 2019

POST 38/213 : **CLINICAL MANAGER (MEDICAL) GRADE 1**

SALARY : R1 173 900 per annum (A portion of the package can be structured according to the individual's personal needs. It will be expected of the successful candidate to participate in a system of remunerated commuted overtime).

CENTRE : West Coast District: Radie Kotze Hospital
REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Practitioner. Experience: A minimum of 3 years appropriate experience as Medical Officer after registration with the HPCSA as Medical Practitioner. Registration with a professional council: Current registration with the HPCSA as a Medical Practitioner (independent practice). Inherent requirements of the job: Valid (Code B/EB) driver's licence and willingness to travel. Willingness and skills to do after hour's clinical work. Competencies (knowledge/skills): Strong business orientation with proven skills and abilities in the clinical management of a health service. Proven management competencies in a health-care environment. Computer literacy (MS Word, Excel, PowerPoint, Internet and Email). Appropriate experience of managing clinical and support services.

DUTIES : Strategic and operational management of the Health Services in the Bergriver Sub-district. Management and governance of clinical and clinical support services. Effective and sustainable management of finances and supply chain processes, human resources and non-clinical support services. Provide clinical services on district hospital and primary health care level including forensic services. Involved in training and development and research support.

ENQUIRIES : Ms C Bester Tel No: (022) 487-9210
APPLICATIONS : 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. Short-listed candidates will be subjected to competency test.
CLOSING DATE : 08 November 2019

POST 38/214 : **DEPUTY MANAGER: MEDICAL PHYSICS (RADIATION ONCOLOGY)**

SALARY : R1 025 316 per annum (PN-A8) (A portion of the package can be structured according to the individual's personal needs).

CENTRE : Groote Schuur Hospital, Observatory
REQUIREMENTS : Minimum educational qualification: An appropriate qualification that allows for registration with the Health Professions Council of South Africa (HPCSA) as a Medical Physicist. Registration with a professional council: Current and active registration with the HPCSA as a Medical Physicist. Experience: A minimum of 3 years appropriate experience after registration with HPCSA as a Medical Physicist. Competencies (knowledge/skills): A strong academic, teaching and research background with a thorough knowledge of physics concepts and its link to medical applications. Exceptional technical, management, administration, communication and interpersonal skills as pertaining to the scope of profession of Medical Physicist, both within service delivery as well as teaching environment. Knowledge of computer and software used in Radiotherapy, Radiology and Nuclear Medicine. Experience in the implementation of advanced medical physics techniques, including a clear understanding of the legislative impact, quality assurance required and efficiency processes associated with such implementations.

DUTIES : Responsible for the management of radiation protection functions of the hospital in general, as well as the dosimetry, quality assurance and service delivery associated with the use of radiation emitting devices in the divisions of Medical Physics, Radiation Oncology, Nuclear Medicine and Diagnostic Radiology. Active participation in the routine execution of clinically related medical physics tasks. Perform equipment tender preparation and commissioning Management of staff and departmental administration. Supervise and lecture the under- and postgraduate teaching and training programmes of the Medical Physics Division. Responsible for the management of the research and development programme of the Medical Physics Division.

ENQUIRIES : Ms N Joubert Tel No: (021) 404-6266 email: Nanette.Joubert@uct.ac.za
APPLICATIONS : 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 : 08 November 2019

POST 38/215 : **OPERATIONAL MANAGER NURSING (PRIMARY HEALTH CARE)**

SALARY : R562 800 per annum (PN-B3)

CENTRE : West Coast District: Louwville Clinic, Saldanha Bay Sub-district
REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post basic nursing qualification with duration of at least 1-year Diploma in Clinical Nursing Science: Health Assessment, Treatment and Care accredited with 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 (R48). Inherent requirement of the job: Valid (Code B/EB) driver's licence and willingness to travel. Competencies (knowledge/skills): Good interpersonal-, leadership and communication skills, strong sense of responsibility. Demonstrate an in-depth knowledge of nursing and public service legislation, regulations and Departmental Policies. Knowledge of Human resource and financial guidelines, policies and protocols. In depth knowledge and application of Ideal clinic and National Core Standards. Knowledge of Community Oriented Primary care. Ability to effectively communicate in at least two of the three

- official languages of the Western Cape and Computer literacy (MS Word, Excel and PowerPoint).
- DUTIES** : Effective integrated execution and management of all clinical programmes (i.e. Acute, Chronic, Woman- and Child Health and TB/HIV/AIDS/STI) to ensure provision of quality comprehensive health care within the facility. Effective management of support services which includes: Information management w.r.t data collection, verification, report writing and submission of data, Human resources, i.e. supervision of staff, development and performance management, finance and supply chain management to ensure effective budgeting and control, Control over infrastructure, maintenance and security. Liaise with relevant stakeholders. Effective communication with all levels of service delivery.
- ENQUIRIES** : Ms NT Mkhwela Tel No: (022) 709-5067
- APPLICATIONS** : 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** : 08 November 2010
- POST 38/216** : **OPERATIONAL MANAGER NURSING (SPECIALTY AREA: ADVANCED MIDWIFERY AND NEONATOLOGY)**
- SALARY** : R562 800 per annum (PN-B3)
- CENTRE** : Groote Schuur Hospital, Observatory
- REQUIREMENTS** : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing qualification with a duration of at least 1 year accredited with the SANC in Advanced Midwifery and Neonatal Nursing Science. Registration with a professional council: Current registration with the SANC as a Professional Nurse and midwife. Experience: A minimum of 9 years appropriate/recognisable experience in nursing after registration with the SANC as a Professional Nurse 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: Willingness to perform after-hour and weekend duties and deputising for Assistant Manager: Nursing Competencies (knowledge/skills): Principles of Management: leadership, supervisory, problem solving, conflict resolution, interpersonal, and communication skills. Knowledge of relevant legislation pertaining to: Labour Relations, Nursing Legislation, related Legal and Ethical Nursing Practices and Framework and relevant Public Sector Policies and Protocols. Human Resources and Financial Management, including computer literacy (MS Word, Excel, PowerPoint and Outlook). Extensive knowledge in General Nursing and the relevant Nursing Specialty.
- DUTIES** : Responsible for the coordination and delivery of quality nursing care within the allocated Obstetric department. Participate in formulating, monitoring and implementation of policies, guidelines, standards, procedures and regulations pertaining to nursing care within the relevant department. Provide effective support and management of human, material and financial resources, as well as functional business FBU management principles. Manage staff performance, training and personal development of self and sub-ordinates, including management of under-performance and grievances. Collect, provide and use relevant information for the enhancement of service delivery. Participate in and encourage nursing research.
- ENQUIRIES** : Mr A Mohamed Tel No: (021) 404-2092
- APPLICATIONS** : 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** : 08 November 2019
- POST 38/217** : **OPERATIONAL MANAGER NURSING (PRIMARY HEALTH CARE)**
- SALARY** : R562 800 per annum (PN-B3)
- CENTRE** : West Coast District: Lambertsbay Clinic, Clanwilliam, Cederberg Sub-district
- REQUIREMENTS** : 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. Post-

basic qualification with duration of at least 1 year 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 and proof of current registration. Experience: A minimum of 9 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1-year post-basic qualification in relevant specialty. Inherent requirement of the job: Valid (Code B/EB) driver's licence and willingness to travel. Competencies (knowledge/skills): In-depth knowledge of appropriate legislation, regulations and Departmental Policies. Knowledge of Human Resources and Financial guidelines and protocols. Ability to communicate in at least two of the three official languages of the Western Cape. Computer literacy (MS Office).

DUTIES : Effective integrated execution and management of all clinical programmes (Acute, Chronic, Woman and Child Health and TB/HIV/AIDS/STI). Effective management of support services which includes: Information management with regards to data collection, verification, report writing and submission of data. Human resources, i.e. supervision of staff, development and performance management. Finance and supply chain management to ensure effective budgeting and control. Control over infrastructure, maintenance and security. Liaison with relevant stakeholders. Effective communication with all levels of service delivery.

ENQUIRIES : Ms A Koch Tel No: (027) 482-1484
APPLICATIONS : the Administrative Manager: Citrusdal Hospital, Private Bag X 14, Citrusdal, 7340.

FOR ATTENTION : Ms NW Smit

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

CLOSING DATE : 15 November 2019

POST 38/218 : **OPERATIONAL MANAGER NURSING GRADE 1 (SPECIALTY: SURGICAL ICU)**

SALARY : R562 800 per annum (PN-B3)
CENTRE : Tygerberg Hospital, Parow Valley
REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post basic nursing qualification in Critical care general of at least 1 year, accredited with the SANC in Medical and Surgical Nursing Science: Critical Care Nursing: General. 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. Registration with professional council: Registration with the South African Nursing Council as Professional Nurse. Inherent requirement of the job: Will be required to work shifts, weekends and public holidays. Valid Code (B/EB) drivers licence. Competencies (knowledge/skills): Ability to communicate in at least 2 of the 3 official languages of the Western Cape. Ability to function independently as well as part of a multi-disciplinary team. Ability to promote quality patient care through the setting, implementation and monitoring of standards. Basic Computer literacy. Effective communication, interpersonal, leadership, decision making, and conflict resolution skills. Good organisational skills and the ability to function under pressure. Knowledge and insight of relevant legislation and policy related to this nursing speciality within the public sector.

DUTIES : Deliver a support service to the Nursing Service and the institution. Effective management and utilization 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. The candidate will be responsible for planning, managing, co-ordinating and maintaining an optimal, specialized Nursing Service as an Operational Manager in The Intensive care unit to maintain ethical standards and promote professional growth and self-development.

ENQUIRIES : Mrs F Marthinus Tel No: (021) 938-4055
APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")

NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 08 November 2019

POST 38/219 : **THERAPEUTIC AND MEDICAL SUPPORT SERVICES PROGRAM MANAGER: GRADE 1 (ENVIRONMENTAL HEALTH)**
 Directorate: Engineering and Technical Support

SALARY : R466 119 per annum
CENTRE : Head Office, Cape Town: (Head Office, Based at Bellville – Karl Bremer Hospital Complex)

REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) in Environmental Health. Registration with a professional council: Registration with the HPCSA. Experience: Extensive experience in Environmental Health coordination and management. Inherent requirement: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Computer literacy.

DUTIES : Knowledge of District Health Planning. The overall planning and management of Environmental Health. Interface between National and District Environmental Health services and implementation Support. Effective monitoring, evaluation and support of District Municipal Environmental Health services. Coordinate the effective control over the sale of Group I Hazardous substances to co-ordinate the investigation of chemical poisonings. Working closely with the Provincial Communicable Disease Control (CDC) component on the effective co-ordination of the response to notified medical conditions. Effective support to the management of Provincial Health Care Risk Waste (HCRW) so as to be able to support districts and health institutions with the National/Provincial implementation plan for management. District Health Planning, management, monitoring and evaluation environmental health programs, Data analysis and reporting procedures. Previous exposure to dealing with and managing Disaster and Outbreak interface between public and private sectors in Health Services. Data analysis and reporting procedures.

ENQUIRIES : Mr A Thomas Tel No: (021) 918-1233
APPLICATIONS : 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 : 08 November 2019

POST 38/220 : **CLINICAL PROGRAMME CO-ORDINATOR GRADE 1 (HIV/AIDS)**
 Chief Directorate: Metro Health Services

SALARY : R444 276 per annum (PN-A5)
CENTRE : New Somerset Hospital

REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma or degree in Nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse. Experience: A minimum of 7 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. Experience in the provision of HIV/AIDS services. Recommendation: NIMART accreditation will be an advantage. Registration with professional council: Registration with the SANC as a Professional Nurse. Competencies (knowledge/skills): Ability to analyse Health System Information. Computer literacy (MS Word, PowerPoint and Excel). Good communication and interpersonal skills. Skills in the preparation of reports.

DUTIES : Clinical assessment and initiation of ART in accordance with NIMART guidelines. Identify gaps in service and plan and implement quality improvement initiatives on an on-going basis. Implement Standard Operating Procedures for: bookings, antenatal follow-up, care and drug delivery intra-partum. Implement the use of revised obstetric tools that integrate HIV care as well as PMTCT records, including antenatal ART, ART in labour and ART to infants. Improve clinical record keeping, data collection and information flow of PMTCT activities. Oversee the introduction of a PMTCT "improvement package" at New Somerset Hospital and recommend system improvements. Policy implementation and quality improvement initiatives in general Antenatal care as well as in Labour wards.

ENQUIRIES : Ms S Basardien Tel No: (021) 402-6485
APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")

NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 08 November 2019

POST 38/221 : **CLINICAL PROGRAMME COORDINATOR GRADE 1 (PHC SUPPORT AND OUTREACH)**

SALARY : R444 276 per annum (PN-A5)
CENTRE : West Coast District: Saldanha Bay Sub-district
REQUIREMENTS : 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. (This dispensation is only applicable for posts of Clinical Programme Coordinator where it is an inherent requirement of the post, incumbent to maintain registration with the SANC). Registration with a professional council: Registration with the SANC as a Professional Nurse. Experience: A minimum of 7 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Inherent requirement of the job: Valid (Code B/EB) driver's licence and willingness to travel. Competencies (knowledge/skills): Good interpersonal relations, leadership and communication skills (verbal and written) in at least two of the three official languages of the Western Cape. Knowledge of the Provincial HIV/AIDS/STI/TB, Chronic Diseases- and WHCH-programme and strategies. Computer literacy (MS Word, Excel and PowerPoint). Ability to work independently and in a multi-disciplinary team.

DUTIES : Coordinate and implement the Sub-district HIV/AIDS/STI/TB services and establishing service linkages with integrated management of chronic conditions, 1st 1000 day's strategy, adolescent, women's and men's health services. Provide oversight, supervision and support to health facilities in regard of the implementation quality assurance policies, guidelines, protocols, norms and standards. Involvement with People Development component in skills development and training to support integrated health services provision. Strengthen and coordinate internal and external interface management with stakeholders, including NPOs, to enhance implementation of the COPC principles. Monitor and evaluate programme goals and targets including the collection, validation and interpretation of statistical data. Effective implementation of appropriate projects to improve the integrated primary health care services in the Sub-district.

ENQUIRIES : Ms AR Louw Tel No: (022) 709-5066
APPLICATIONS : 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 : 08 November 2019

POST 38/222 : **CLINICAL PROGRAMME COORDINATOR GRADE 1 (CLINICAL TRAINING)**
Rural Health Services

SALARY : R444 276 per annum (PN-A5)
CENTRE : Worcester Regional Hospital
REQUIREMENTS : 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. (This dispensation is only applicable for posts of Clinical Programme Coordinator where it is an inherent requirement of the post, incumbent to maintain registration with the SANC). Registration with a professional council: Registration with the SANC as Professional Nurse and proof of current registration. Experience: A minimum of 7 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Willingness to work after-hours. Competencies (knowledge/skills): Good written and verbal communication skills in at least two of the three official languages of the Western Cape. Knowledge of procedures relating to nursing education, training, basic and post-basic nursing and good understanding of nursing code of ethics and professional practice of the SANC. Critical thinking and ability to analyze systems and to prepare reports. Computer Literacy in MS Word, Excel, Outlook and PowerPoint.

DUTIES : Develop, coordinate, conduct, implement and evaluate orientation and induction programmes for all nursing staff. Identify, develop, conduct and facilitate all in-service and formal training for all nursing staff, continuously assess competencies and skills of nursing staff and provide mentoring as required. Active participation in academic and ward rounds, mortality & morbidity reviews, adverse incidents, clinical audits and documentation audits. Ensure continuous improvement of quality patient care and ensure maintenance thereof. Development and implementation of clinical guidelines, protocols, standard operating procedures and nursing documentation. Liaise with the Higher Education Institutions, coordinate placement of and assess competencies and skills of nursing students placed in clinical areas.

ENQUIRIES APPLICATIONS : Ms RM du Plessis Tel No: (023) 348-1104
Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")

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

CLOSING DATE : 08 November 2019

POST 38/223 : **OPERATIONAL MANAGER NURSING GRADE 1 (GENERAL: FAMILY/INTERNAL MEDICINE)**

SALARY : R444 276 per annum (PN-B3)
CENTRE : Worcester Regional Hospital: Rural Health Services
REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. degree/diploma in nursing and midwifery) 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. Experience: A minimum of 7 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Inherent requirements of the job: Perform official after-hour and weekend standby duties for the hospital. Willingness to work night shift. Competencies (knowledge/skills): Management skills: leadership, supervisory, problem solving, conflict resolution, interpersonal and communication skills. Clinical Governance. Human Resource and Financial Management – including computer literacy (MS Word, Excel, PowerPoint and Outlook). Extensive knowledge in general nursing and quality assurance. Knowledge of relevant legislation pertaining to: labour relationships, nursing legislation, related legal and ethical nursing practices, relevant public sector policies and protocols.

DUTIES : Responsible for the coordination and delivery of quality nursing care within the functional business unit (FBU). Participate in formulating, monitoring and implementation of policies, guidelines, standards, procedures and regulations within the relevant FBU. Management of human resources – including staff performance, people development and disciplinary processes. Management of material and financial resources – including bed management. Provide effective support and management of functional business unit management principles and effective management of information to enhance service delivery.

ENQUIRIES APPLICATIONS : Ms RM du Plessis Tel No: (023) 348-1104
Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")

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

CLOSING DATE : 08 November 2019

POST 38/224 : **PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: NEONATOLOGY/MIDWIFERY)**

SALARY : Grade 1: R383 226 per annum (PN-B1)
Grade 2: R471 333 per annum (PN-B2)
CENTRE : Otto du Plessis Hospital: Overberg District
REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in Nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing qualification with a duration of at least 1 year accredited with the SANC in Advanced Midwifery and Neonatal Nursing Science. Registration with a professional council: Registration with the SANC as Professional Nurse and proof of current registration for 2019. 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 a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in the specific specialty after obtaining the 1-year post-basic Nursing qualification with the SANC as mentioned above. Inherent requirement of the job: Willingness to work shifts, day/night duty, weekends and public holidays. Competencies (knowledge/skills): Good communication and interpersonal skills. Planning and organisational skills. Proficient in at least two of the three official languages of the Western Cape. Knowledge of Legislation and Policies of the Department of Health relevant to clinical practice.

DUTIES : Provide optimal, holistic specialised nursing care within set standards and professional/legal framework. Manage and monitor the effective utilisation of human, financial and physical resources efficiently and effectively. Participate in training, research and implementation of the department's values. Provide Support to Nursing Services and the Institution. Maintain professional growth/ethical standards and self-development. Assist other nursing units as the operational needs requires.

ENQUIRIES : Ms M Hattingh Tel No: (028) 424-2652
APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")

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

CLOSING DATE : 08 November 2019

POST 38/225 : **CASE MANAGER**

SALARY : R316 791 per annum
CENTRE : Hermanus Hospital: Overberg District
REQUIREMENTS : Minimum educational qualification: A Health related qualification registrable with the Health Professions Council of South Africa (HPCSA) or South African Nursing Council (SANC). Experience: Appropriate experience in liaison with medical aid (funders) and managed care organisations with regards to MHC policies, protocols, optimal fund utilisation and updated clinical information. Appropriate experience in Case Management/Medical Aid Environment. Appropriate experience in ICD 10 codes assigned and the ability to link patient diagnosis with procedure codes. Inherent requirement of the job: Valid B/EB driver's licence. Competencies (knowledge/skills): Knowledge of the Uniform Patient Fees Schedule, Hospital Information Systems and EDI (Electronic Data Interchange). Knowledge of the Medical Aid Act 131 of 1998 and the application of Prescribed Minimum Benefit (PMB) legislation i.e. the Chronic Disease List (CDL) and the Diagnostic Treatment Pairs (DTP). Ability to work with MS Excel and Web-based Programmes (medical aids). Excellent written and verbal communication in at least two of the three official languages of the Western Cape.

DUTIES : Responsible for the management and implementation of Case Management policies, protocol and procedures in the hospital. Perform operational Case Management functions inclusive of pre-authorisation and clinical review to ensure compliance with Case Management policies and procedures. Conduct clinical audits of patient accounts to ensure accuracy of invoices for submission to medical aids and state departments and the provision of quotes. Provide support to the hospital Fees Department in terms of follow-up of outstanding medical scheme and state department balances, account queries and provide quotations to H2, H3 and Foreign patients. Assist with EDI rejections to ensure timeous submission of medical scheme invoices. Assist Hospital Management in the distribution of Quality Client Care and compilation of statistical reports.

ENQUIRIES : Ms CE Langley Tel No: (028) 313-5220
APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")

NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 08 November 2019

POST 38/226 : **CASE MANAGER**
 Directorate: Management Accounting

SALARY : R316 791 per annum
CENTRE : Head Office, Cape Town
REQUIREMENTS : Minimum educational qualification: A health related qualification registrable with the Health Professions Council of South Africa (HPCSA) or South African Nursing Council (SANC). Experience: Appropriate experience in Case Management/Medical Aid Environment or Revenue Generation. Inherent requirements of the job: Willingness to travel and spend long periods away from the office. Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Good knowledge of the Uniform Patient Fees Schedule (UPFS), Managed Health Care or Hospital Information Systems and EDI (Electronic Data Interchange). Knowledge of the Medical Schemes Act 131 of 1998 and the application of Prescribed Minimum Benefit (PMB) legislation i.e. the Chronic Disease List (CDL) and Diagnostic Treatment Pairs (DTP). Experience in ICD-10 Code assignment and the ability to link patient diagnosis with procedural codes. Ability to work with Excel spread sheets, Microsoft Word and web based programs (medical aids).

DUTIES : Assist various institutions with clearing of externally funded revenue back logs related to ICD-10 code assignment, UPFS assignment and the management of PMB conditions. Assist various Hospital Fees Departments with follow-up of outstanding medical scheme and state department balances and account queries. Conduct clinical audits of patient accounts to ensure accuracy of invoices for submission to medical aids and state departments. Perform operational Case Management functions at various institutions inclusive of pre-authorisation and clinical review to ensure compliance with Case Management policies and procedures. Assist with EDI rejections to ensure timeous submission of medical scheme invoices. Provide quotations to H2, H3 and Foreign patients. Assist with the implementation of departmental case management policies and procedures by providing onsite skills development and training of relevant role players in matters relating to Case management.

ENQUIRIES : Ms L Ismail Tel No: (072) 601-6586
APPLICATIONS : 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. This post will not be linked to any of the Occupational Specific Dispensations.
CLOSING DATE : 08 November 2019

POST 38/227 : **SENIOR ADMINISTRATIVE OFFICER: SUPPLY CHAIN MANAGEMENT (BIDS)**

SALARY : R316 791 per annum
CENTRE : Groote Schuur Hospital, Observatory
REQUIREMENTS : Minimum educational qualification: A 3-year National Diploma/Degree in Supply Chain Management or Public Administration NQF level 6/7 with appropriate experience in acquisition and formal bidding administration. Inherent requirement of the job: Valid driver's license. Experience: Appropriate experience in formal bidding. Competencies (knowledge/skills): Ability to work under pressure. Computer literacy, with superior knowledge of materials Management computer system Syspro as well as MS Excel, word, power point and pivots. Superior knowledge and understanding of relevant acquisition management legislation and regulations.

DUTIES : Effectively and efficiently provide leadership and manage the Bid Administration Section in the SCM Department to achieve its goals, objectives and targets by providing interpretation, application and ensure compliance of procurement management policies, regulations, prescripts and instructions. Procure equipment, goods & services, maintenance agreements via the formal tender process, contract process, buyout process and mini contract process. Provide guidance, input and information in demand planning and handle all audit queries. Compilation of bid/tender documents for all formal tenders, set up bid committees and make submissions to the adjudication/quotation committees Manage the monthly reporting process to the Assistant Director, Deputy Director and head office as well as reporting on the formal bidding

process and give input in the interim and annual financial statements Manage the performance, training and development of staff in the bid administration section.

ENQUIRIES : Mr C Frank Tel No: (021) 404-3123
APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 08 November 2019

POST 38/228 : **SENIOR ADMINISTRATIVE OFFICER: COMPLIANCE (X2 POSTS)**
Information Management

SALARY : R316 791 per annum
CENTRE : Head Office, Cape Town: Metro District:
Khayelitsha/Eastern (X1 Post)
Overberg District (X1 Post)

REQUIREMENTS : Minimum educational qualification: Appropriate three-year National Diploma/Degree. Experience: Appropriate experience in health information management. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Able and willing to drive a light motor vehicle on a public road. Willingness to travel and overnight. Willingness to work overtime when required. Competencies (knowledge/skills): Advanced computer and data management skills (especially in MS Office). Project Management and report writing skills. Highly developed understanding and technical knowledge of Information Management. Training and interpersonal people skills (clients and staff).

DUTIES : Monitor and evaluate compliance to Information Management processes, policies and systems in health services. Report on the progress and outcomes of evaluations/audits and health programme assessments. Facilitate internal and external audit processes ensuring a clean audit. Develop remedial actions through root cause analysis and support implementation of corrective measures. Develop and maintain assessment tools. Coordinate and conduct relevant training within health services.

ENQUIRIES : Mr W Williams Tel No: (079) 055-2778
APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 08 November 2019

POST 38/229 : **ADMINISTRATIVE OFFICER: SUPPORT SERVICES (REPROGRAPHIC)**

SALARY : R257 508 per annum
CENTRE : Tygerberg Hospital, Parow Valley
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate supervisory experience. Appropriate experience in respect of printing and photocopy processes. Competencies (knowledge/skills): Basic knowledge and experience in support services environment. Appropriate computer literacy (MS Word, MS Excel and PowerPoint).

DUTIES : Develop and compile specific correspondence in terms of memorandums, reports, and letters as well as develop and maintain registers in terms of inventory, statistics and calculation of printing costs. Overall Management of the component, including but not limited to procedural matters, budget control, expenditure procurement processes, liaising with outside companies for required repairs/upgrading of equipment. Ensuring effective Human Resource Management: - disciplinary procedures as well as supervision and evaluation of personnel under your control in line with SPMS. Provide efficient assistance and support to clients, personnel, management and supervisors.

ENQUIRIES : Ms CB Johnson Tel No: (021) 938-5327
APPLICATIONS : 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 : 08 November 2019

POST 38/230 : **ARTISAN PRODUCTION GRADE A TO C (PLUMBING)**
 Directorate: Engineering and Technical Support Services

SALARY : Grade A: R190 653 per annum
 Grade B: R224 574 per annum
 Grade C: R262 176 per annum

CENTRE REQUIREMENTS : Head Office, Cape Town (Based At Metro East District Hub, Lentegeur)
 Minimum educational qualification: Appropriate Trade Test Certificate.
 Experience: **Grade A:** No experience required. **Grade B:** At least 18 years' appropriate/recognisable experience in the area after obtaining the relevant Trade Test Certificate. **Grade C:** At least 34 years' appropriate/recognisable experience in the area after obtaining the relevant Trade Test Certificate.
 Inherent requirement of the job: A valid driver's licence (Code B/EB) and willingness to travel throughout the Western Cape. Willingness to perform standby duties. Competencies (knowledge/skills): Be conversant with the requirements of the Machinery and Occupational Health and Safety Act.

DUTIES : Perform necessary administrative functions. Control over tools and materials. Training and supervision of subordinates. Assist with the execution of engineering projects or repairs at hospitals and health institutions. Maintenance and repair of plumbing installations and equipment at health institutions within the Metro. Assist Artisan Foremen/Chief Artisan with their duties.

ENQUIRIES : Mr O Buys, Tel No: (021) 370-1119

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

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

CLOSING DATE : 08 November 2019

POST 38/231 : **ARTISAN PRODUCTION GRADE A TO C (MECHANICAL/ELECTRICAL)**

SALARY : Grade A: R190 653 per annum
 Grade B: R224 574 per annum
 Grade C: R262 176 per annum

CENTRE REQUIREMENTS : West Coast District: Vredendal Hospital
 Minimum educational qualification: Appropriate Trade Test Certificate.
 Experience: **Grade A:** No experience required. **Grade B:** At least 18 years appropriate/recognisable experience in the area after obtaining the relevant Trade Test Certificate. **Grade C:** At least 34 years appropriate/recognisable experience in the area after obtaining the relevant Trade Test Certificate.
 Inherent requirements of the job: Valid (Code B/EB) driver's licence. Willingness to travel long distances. Willingness to work irregular hours (i.e. day/night, overtime, after-hours, stand-by duties and weekends) and attend to emergencies when required. Competencies (knowledge/skills): Ability to communicate in at least two of the three official languages of the Western Cape. Conversant with the requirements of the Machinery and Occupational Health and Safety Act (Act 85). Ability to conduct fault-finding mechanical/electrical and do repairs down to component level. Competent with hands-on practical work experience. Computer literacy in (i.e. Ms Word, Excel, e-mail and internet use).

DUTIES : Mechanical/Electrical Repairs, Maintenance and Fault finding of plant equipment, laundry machinery, autoclaves, standby generators and other Hospital equipment. Inspect equipment and installations. Assist Artisan Foreman and Administrative Officer with administration, planning and schedules. Planning, compile specifications and manage projects. Assist with procurement of spares and control over tools and materials. Training and development of staff. It would be required of the officer to learn and comply with in-house systems and procedures.

ENQUIRIES : Mr A Rossouw Tel No: (027) 213-2039

APPLICATIONS FOR ATTENTION : The Medical Manager: Vredendal Hospital, Private Bag X21, Vredendal, 8160.

NOTE : Ms ME Tangayi

CLOSING DATE : No payment of any kind is required when applying for this post. Shortlisted candidates will be required to do a practical test.
 15 November 2019

POST 38/232 : **ADMINISTRATION CLERK: HUMAN RESOURCE MANAGEMENT**
 Chief Directorate: Metro Health Services

SALARY : R173 703 per annum

- CENTRE REQUIREMENTS** : Western Cape: Rehabilitation Centre
 : Minimum educational qualification: Senior Certificate (or equivalent).
 : Experience: Experience in Salary Administration and Persal. Appropriate
 : experience in Human Resource Management. Competencies
 : (knowledge/skills): Persal Introduction Certificate. Computer literacy. Ability to
 : maintain confidentiality, meet deadlines, work in a team and independently.
 : Sound Knowledge of HRM policies and practices, Public Service Act of 1994
 : as amended, Public Service Regulations 2016, Collective agreements
 : regarding personnel and salary administration. Ability to communicate in at
 : least two of the three official languages of the Western Cape.
- DUTIES** : Perform all administrative duties pertaining to the personnel administration
 : section i.e. appointments, transfers, pension administration, service
 : terminations, salary administration, leave administration, housing, injury on
 : duty, distribution of monthly payslips, debt management. Responsible for
 : capturing transactions on PERSAL and audit of personnel and leave folders.
 : Handle all personnel enquiries and correspondence (written and verbal) and
 : file personnel data. Maintain registers i.e. PILIR, RWOEE, exit interviews,
 : Council registration receipts (SANC & HPCSA). Assist staff, line managers,
 : management and members of the Public with regards to Human Resource and
 : Personnel matters. Provide an effective support service to supervisor i.e.
 : attending meetings.
- ENQUIRIES APPLICATIONS** : Ms Y Mbongo Tel No: (021) 370-2322
 : Applications are submitted online via www.westerncape.gov.za/health-jobs
 : (click "online applications").
- NOTE CLOSING DATE** : No payment of any kind is required when applying for this post.
 : 08 November 2019
- POST 38/233** : **ADMINISTRATION CLERK: SUPPORT (ADMINISTRATIVE SUPPORT AND
 MEDICO-LEGAL)**
- SALARY CENTRE REQUIREMENTS** : R173 703 per annum
 : Red Cross War Memorial Children's Hospital, Rondebosch
 : Minimum educational qualification: Senior Certificate (or equivalent).
 : Experience: Appropriate experience. Competencies (knowledge/skills):
 : Knowledge of Medical Legal procedures and relevant legislation governing the
 : release of information. Knowledge of HR procedures and the flow of
 : information within governmental systems. Excellent written and verbal
 : communication skills in English another official language of the Western Cape.
 : Very good computer literacy in MS Word, Outlook and Excel applications.
 : Proven ability to produce and organize formal documents, spreadsheets as
 : well as manage emails, email responses and electronic calendars. Excellent
 : interpersonal, time management and filing skills. Ability to plan, organize and
 : execute office responsibilities. Strong sense of initiative, prioritization and
 : precision and ability to work independently. Minute taking skills.
- DUTIES** : Render high quality administrative and secretarial support to the office of the
 : Medical Manager. Manage professional communications by email, telephone
 : and in-person. Structure meetings and take minutes. Timeously and accurately
 : process paperwork and information to internal and external stakeholders.
 : Timeously handle Medico-legal enquiries, replies, documentary copying and
 : report retrieval. Maintain documentary registry, both electronic and hard copy
 : for administrative and medico-legal tasks. Controlling all mail arriving, leaving
 : and distributed in the hospital administration office.
- ENQUIRIES APPLICATIONS** : Dr N Beyers Tel No: (021) 658-5788
 : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online
 : applications")
- NOTE CLOSING DATE** : No payment of any kind is required when applying for this post.
 : 08 November 2019
- POST 38/234** : **ADMINISTRATION CLERK: SUPPORT**
- SALARY CENTRE REQUIREMENTS** : R173 703 per annum
 : West Coast District: ID Hospital (West Coast TB Complex)
 : Minimum educational qualification: Senior Certificate (or equivalent).
 : Experience: Appropriate administrative experience within a Hospital
 : environment. Inherent requirements of the job: Valid (Code B/EB) driver's
 : licence Competencies (knowledge/skills): Ability to communicate (both verbally
 : and in writing) in at least two of the three official languages of the Western

Cape. Ability to collate, verify data, work accurately and methodically. Good interpersonal and organisational skills. Computer skills (MS Word, Excel and Outlook).

DUTIES : Provide clerical and receptionist function e.g. receive visitors, type documents, answer telephone. Assist the Facility Manager in daily administration functions concerning Human Resources, Finance, Asset Management, Supply Chain Management and Facilities Management. Perform patient related administration tasks on Clinicom, Sinjani, Tier.net as well as other systems and information management e.g. folder management and data capturing. Render general support service to Nursing head with regards to staff administration.

ENQUIRIES : Ms M Sedeman Tel No: (022) 487-3294

APPLICATIONS : 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 : 15 November 2019

POST 38/235 : **ADMINISTRATION CLERK: ADMISSIONS**

SALARY : R173 703 per annum

CENTRE : West Coast District: Lutzville Clinic, Matzikama Sub-district

REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in Reception, Records management and in an electronic patient registration system. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Willingness to rotate within Reception and Information Management. Willingness to help at satellite clinics as needed. Competencies (knowledge/skills): Computer literacy (MS Word and Excel). Good verbal and written communication skills in at least two of the three official languages of the Western Cape.

DUTIES : Handling and maintaining of a sound patient record keeping system. Archive and disposal of all patient records according to prescripts. Maintain a good and accurate filing system of all patient records. Capturing and record keeping of all patient data and clinical notes for monitoring and evaluation purposes. Co-ordination of all administrative duties within the Clinic. Provide effective support to supervisor and colleagues and effective utilisation of resources. Distribution of condoms to drop-off points. Transport of CDU to satellite clinics.

ENQUIRIES : Sr SL Saul Tel No: (027) 2171671

APPLICATIONS : The Manager: Medical Services, Vredendal Hospital, Private Bag X 21, Vredendal, 8160.

FOR ATTENTION : Ms ME Tangayi

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

CLOSING DATE : 15 November 2019

POST 38/236 : **HANDYMAN**

SALARY : R145 281 per annum

CENTRE : Oudtshoorn PHC (Stationed at Oudtshoorn Hospital) Garden Route District

REQUIREMENTS : Minimum requirement: Basic Literacy and numeracy skills. Experience: Appropriate handyman experience within a Government Department. Inherent requirements of the job: Valid Code B/EB driver's licence. Must be prepared to work overtime and do standby duties. Must be physically able to perform duties required. Competencies (knowledge/skills): Ability to function independently, plan ahead (pro-active) and work in a team. Ability to adhere to safety standards. Ability to handle conflict and problem-solving situations.

DUTIES : Assist with repairs and installation of projects, emergency breakdowns, supervise and in-service training of co-workers. Maintain and repair equipment, repair of plant equipment, furniture, fixtures and fittings mechanical Basic electrical repairs and installations. Assist in preventive maintenance procedures, including autoclave, steam generators, water tanks, chlorifiers and standby generators. Basic plumbing-, refrigeration-, carpentry-, welding repairs and installations. Obtaining quotations, order and control of materials as needed to complete requisitions. Strict adherence to the Occupational Health and Safety Act.

ENQUIRIES : Mr A Roets Tel No: (044) 203-7267

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

FOR ATTENTION : Ms S Pienaar

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

CLOSING DATE : 08 November 2019

POST 38/237 : **HOUSEHOLD AID**

SALARY : R102 534 per annum

CENTRE : Oudtshoorn Hospital Garden Route District

REQUIREMENTS : Minimum requirement: Basic numeracy and literacy. Experience: Appropriate cleaning experience in a ward/hospital/health environment Inherent requirement of the job: Perform overtime and night duty. Competencies (knowledge/skills): Ability to lift/move heavy equipment and supplies.

DUTIES : Handling of clean and dirty linen and disposal of refuse/waste products. Responsible for general hygienic and safe environment. Correct and cost-effective usage and operation of equipment and chemicals. Dusting, sweeping, polishing, scrubbing and mopping of floors/passages/furniture, emptying of dustbins. Assist with the serving of meals and beverages to patients. Assist with the stock control of linen and non-surgical equipment at ward level Relief duties in other departments when necessary, perform overtime and night duty.

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

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

FOR ATTENTION : Ms S Pienaar

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

CLOSING DATE : 08 November 2019

PROVINCIAL TREASURY

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

CLOSING DATE : 11 November 2019

NOTE : Only applications submitted online will be accepted. All shortlisted candidates must make themselves available to be interviewed at a date, time and place as decided by the selection panel. 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. 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 38/238 : **CHIEF DIRECTOR: LOCAL GOVERNMENT PUBLIC FINANCE REF NO: PT 2019-42**

SALARY : R1 251 183 per annum (Level 14) (All-inclusive salary package)

CENTRE : Provincial Treasury, Western Cape Government

REQUIREMENTS : NQF level 8 qualification (Bachelors Honours Degree); 5 years relevant senior management experience; A valid driving licence, or alternative mode of transport for people with disabilities. Recommendation: The incumbent of this post will be required to travel extensively and frequently; Good working knowledge of the Municipal Finance Management Act (MFMA), Public Finance Management Act (PFMA) and applicable Regulations; Municipal Minimum Competence Certificate. Competencies: Strong conceptual and formulation skills; Strategic leadership skills; excellent communication skills; outstanding planning and organising skills; People management skills.

DUTIES : Implement and coordinate Provincial Treasury's responsibilities contained in the MFMA; Manage the IYM process of municipalities and check and make proposals to direct revenue and expenditure; Monitor, assess, advise, coordinate and institute remedial steps to ensure integrity (sustainability and credibility) of municipal budgets integral to the IYM process in terms of the MFMA and related legislation; Monitor the municipal adjustment budget

process in terms of policy parameters and legislation; Advise on the establishment of municipal entities; Advise on the technical facets and realization of appropriate and efficient sub-divisions of the annual municipal main budget within the delivery policy parameters of the Integrated Development Plans, SDBIP's and link this to the Provincial Growth and Development Strategy; Strategic management of the Chief Directorate.
Ms J Gantana at Tel No: (021) 483 3604

ENQUIRIES

:

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

:

11 November 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 38/239

:

EDUCATION OFFICER REF NO: DSD 2019-126

SALARY

:

R257 508 per annum (Level 07)

CENTRE

:

Department of Social Development, Western Cape Government
Vredelus (X1 Post)
Outeniekwa (X1 Post)

REQUIREMENTS

:

An appropriate 3-year qualification, which includes professional teacher education; Registration with SACE as a professional educator; A minimum of 1-year experience as an Educationalist/ Educator. Competencies: Knowledge of the following: Applicable policies and procedures; Public service procedures; Labour Relations; Financial Management; Project Management; Interpret and apply policies and procedures; Problem solving skills; Sound budgeting skills; Planning skills; Facilitation skills; Written and verbal communication skills.

DUTIES

:

Implement educational programmes at facilities in accordance to curriculum requirements and departmental legislation; Implement induction programmes to newly admitted residents; Implementation of facility policies and procedures to enhance safe care/custody and development of residents; Participate in daily, weekly, quarterly and annual safety and security measures and procedures; Performing of administrative functions; Management of resources, monthly reports, statistics, registration by SACE, self-development and attend meetings with stakeholders; Continuous professional development; Keep up to date with new developments in the social work and social welfare fields; Study professional journals and publications in order to ensure that cognisance is taken of new developments.

ENQUIRIES

:

Mr M Jonkerman at Tel No: (021) 826 5072

POST 38/240

:

PROFESSIONAL NURSE: PROFESSIONAL SERVICES (SIVUYILE) REF NO: DSD 2019-125

SALARY

:

Grade 1: R256 905 - R297, 825 per annum (OSD as prescribed)
Grade 2: R315 963 - R362 865 per annum (OSD as prescribed)
Grade 3: R383 226 - R485 475 per annum (OSD as prescribed)

CENTRE

:

Department of Social Development, Western Cape Government

REQUIREMENTS

:

Grade 1: Basic R425 qualification (Diploma/ Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse; Compulsory registration with the SANC as a Professional Nurse; No experience required. **Grade 2:** Basic R425 qualification (Diploma/Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse; Compulsory registration with the SANC as a Professional Nurse; A minimum of 10 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. **Grade 3:** Basic R425 qualification (Diploma/Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse;

		Compulsory registration with the SANC as a Professional Nurse; A minimum of 20 years appropriate/ recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Recommendations: A valid code B driving licence; Previous experience in youth facility based nursing. Competencies: Knowledge of the following: Nursing care processes and procedures; Nursing statutes and any other relevant legal frameworks such as: Nursing Act, Occupational Health and Safety Act, Patient Rights Charter, Batho Pele Principles, Public Service Regulations, Labour Relations Act; Facilitation skills; Communication (written and verbal) skills; Report writing skills; Proven computer literacy; Problem solving; Planning and organising.
<u>DUTIES</u>	:	Provide direction and supervision for the implementation of the nursing plan (clinical practice/quality care to residents); Implement standards, practices, criteria and indicators for quality nursing (quality of practice); Practice nursing and health care in accordance with the prescripts and regulations relevant to nursing and health care; Maintain a constructive working relationship with multi-disciplinary team members and other stakeholders; Utilise human, financial and physical resources efficiently and effectively.
<u>ENQUIRIES</u>	:	Mr M Jonkerman at Tel No: (021) 826 5072
<u>POST 38/241</u>	:	<u>CHILD AND YOUTH CARE TEAM LEADER: PROFESSIONAL SERVICES: REF NO: DSD 2019-127 (X8 POSTS AT VARIOUS STATIONS)</u>
<u>SALARY</u>	:	Grade 1: R157 245 - R176 982 per annum, OSD as prescribed
<u>CENTRE</u>	:	Department of Social Development, Western Cape Government Bonnytoun, De Novo, Outeniekwa, Clanwilliam and Horizon
<u>REQUIREMENTS</u>	:	A Grade 12 (Senior Certificate or equivalent qualification); A minimum of 7 years appropriate experience in child and youth care work after obtaining the required qualification ; A valid code B driving licence. Recommendation: A Registration as a Child and Youth Care Practitioner with the SACSSP. Competencies: Knowledge of the following: Developmental programmes and interventions; Children's Act and Child Justice Act; Rules and procedures of the Care Centre; Professional norms and standards; Professional ethics; Ability to intervene and resolve conflict; Proven computer literacy; Written and verbal communication skills; Report writing skills; Presentation and facilitation skills; Planning and organising skills.
<u>DUTIES</u>	:	Serve as a team leader for child and youth care workers during a shifts; Oversee the following: Admission and related activities of residents to the facility; Access of residents to medical services; Implementation of planned developmental, recreational and therapeutic programmes; Basic life space work; Continuous supervision; Facilitate handover of shifts; Undertake inspections during a shifts and report on incidents and problems identified; Perform administrative work relevant to the job; Oversee the completion of daily registers e.g. log books, medication registers, incident reports etc.; Ensure that attendance registers are signed and kept up to date; Perform all the clerical functions required; Render care services to residents; Continuous professional development.
<u>ENQUIRIES</u>	:	Mr M Jonkerman at Tel No: (021) 826 5072
<u>POST 38/242</u>	:	<u>CHILD AND YOUTH CARE WORKER: PROFESSIONAL SERVICES REF NO: DSD 2019-128 (X6 POSTS AT VARIOUS STATIONS)</u>
<u>SALARY</u>	:	Grade 1: R140 958 – R157 245 per annum, (OSD as prescribed) Grade 2: R166 830 – R187 758 per annum, (OSD as prescribed)
<u>CENTRE</u>	:	Department of Social Development, Western Cape Government Bonnytoun, De Novo, Vredelus, Outeniekwa, Clanwilliam and Horizon
<u>REQUIREMENTS</u>	:	A Grade 12 qualification (Senior Certificate or equivalent qualification) Experience: Grade 1: No experience; Grade 2: Minimum of 10 years appropriate experience in Child and Youth Care Work after having obtained the required qualification. Recommendation: Relevant qualification that allows for registration with the South African Council for Social Service Professions (SACSSP); Registration with the SACSSP as a registered Child and Youth Care Worker. Competencies: Knowledge of the following: Developmental programmes; Clerical/ Administrative processes and procedures; Rules and procedures of the Care Centre; Planning and organising skills; Ability to intervene and resolve conflict; Problem solving skills; Planning and organising skills; Conduct him/herself in a respectful manner when dealing with clients; Communication (written and verbal) skills in at least two of the three official

DUTIES

languages of the Western Cape; Proven computer literacy; Have the ability to work with children in conflict with the law.

: Receive children and youth to the care facility after admission; This would include the following actions: Engagement; Assessment / Plan of Action; Implementation of Developmental and Recreational Programs; Monitor and evaluation of developmental and recreational programs; Referral of professional services (e.g. appointment register, observation book, occurrence book); Enhance participation of the learners at the Facility in sport, recreation, arts and culture programmes and services; Continuous Professional Development; Perform administrative work and clerical functions as required.

ENQUIRIES

: Mr M Jonkerman at Tel No: (021) 826 5072